



TECHNICAL REGULATIONS “Fiera di Vicenza” Exhibition Centre

**EXHIBITORS MUST READ THE CONTENT OF THIS DOCUMENT CAREFULLY AND ALSO ADVISE THE
THE COMPANIES THEY ENGAGE TO WORK IN THE "FIERA DI VICENZA" EXHIBITION CENTRE TO
RESPECT THE REGULATIONS**

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Description of the latest reviews

Rev.11: 16.03.2018 – Update of fees, fines and penalties and handling

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1. INTRODUCTION

The “Fiera di Vicenza” Exhibition Centre is private property. All concession and management rights are exercised by Italian Exhibition Group S.p.A.

1.1 EXHIBITION SPACE RESPONSIBILITY

This Technical Regulation document is of a contractual nature and is binding for the Organizers of trade shows held inside the Exhibition Centre, the Exhibitors at said trade shows, the Outfitters and, in general, the contractors and sub-contractors (both physical and juridical persons) they may engage.

The Exhibitor, in the role as the company's Employer and for the purposes of safety and third parties, is responsible towards Italian Exhibition Group S.p.A., for all liabilities connected to the afore-mentioned activities. The Exhibitor will be take sole Responsibility for all the activities carried out on its behalf inside the "Fiera di Vicenza" Exhibition Centre, including those performed in the outfitting and dismantling periods and during the days of the show.

On signing the Show Participation Application, the Exhibitor declares to have read and accepted the "Fiera di Vicenza" Exhibition Centre Technical Regulations, including all its attachments, the Show's Interference Risk Assessment Document (DUVRI) and all the specific communications referring to the show it will be attending (Vademecum, communications giving outfitting and dismantling timeframe indications, clearance letter) published on the Safety Portal and possibly also forwarded to the Exhibitor by email.

For each trade show and as an integration to the current laws and the Participation Regulations attached to the Participation Application, these Technical Regulations govern:

- access modalities for Exhibitors and their workers into the “Fiera di Vicenza” Exhibition Centre during trade show outfitting and dismantling periods and on show days;
- the technical standards for stand design and the relative systems;
- the modalities for consigning stand designs;
- exhibition space outfitting, custody, maintenance and clearance modalities;
- the technical standards to observe in relation to health and safety;
- the operational modalities relating to other activities to be carried out inside the “Fiera di Vicenza” Exhibition Centre (goods handling, package custody, waste management, etc.).

Third Party Organizers of shows inside the “Fiera di Vicenza” Exhibition Centre will endeavour to totally respect the content of this document and its relative attachments and ensure that Exhibitors, Outfitters and Suppliers taking part in the show they are organizing also respect said content.

1.2 TECHNICAL REGULATION MODIFICATION

Italian Exhibition Group S.p.A. reserves the right, **at its own unquestionable discretion** and at any moment, to modify and/or make exceptions to these Technical Regulations, even with no prior notice, for the purposes of improving working conditions, reducing risks to health and safety, protecting the environment and improving fire prevention measures.

1.3 ILLEGAL AND UNDECLARED EMPLOYMENT DISPUTE

All persons that, for any reason, are working inside the “Fiera di Vicenza” Exhibition Centre, must carry an identification document and respect the labour laws currently in force with particular reference to working relations between the parties.

All subjects operating on behalf of the Exhibitor under contract and sub-contract, must supply their workers with an appropriate identification badge as outlined in arts. 18, paragraph 1, letter u); 21, paragraph 1; 26, letter c), paragraph 8 of Leg. Dec. 81/08, as well as the reason for entry into the Exhibition Centre.

Furthermore, all non-EU staff must be in possession of a valid residency permit or valid Italian identity card.

1.4 ACCESS AND EQUIPMENT REGARDING THE OUTFITTER, SUBCONTRACTED COMPANY EMPLOYEES AND WORKERS INSIDE THE "FIERA DI VICENZA" EXHIBITION CENTRE IN GENERAL

All persons that, for any reason, are working inside the "Fiera di Vicenza" Exhibition Centre must be supplied with appropriate Personal Protective Equipment (PPE) corresponding to the specific risks of the activities to be carried out in the Exhibition Centre and in relation to interference with the risks within the Exhibition Centre itself.

1.5 VERIFICATIONS AND CHECKS

Italian Exhibition Group S.p.A., in collaboration with the Exhibition Centre Inspectors in the halls, reserves the right, at any moment, either directly and/or through appointed third party subjects (physical or juridical persons) to check and ask anyone working inside the "Fiera di Vicenza" Exhibition Centre, at any level, to:

- **show their entry badge and its visibility;**
- show their outfitter pass and badge;
- show their identification document;
- show their contractual documents (contractor agreement with Exhibitors or employment contract with Outfitters or with contractors and subcontractors in general) and suitable social security document to justify their services inside "Fiera di Vicenza" Exhibition Centre;
- check the correct usage of the work equipment (ladders, trestles, pallet trucks, forklift trucks, lifting platforms, etc.);
- check the use of appropriate PPEs.

Should any of the above checks not conform, the staff of the Company being checked will be notified and, depending on the seriousness, IEG will call for immediate removal and the sanctions outlined in paragraph 5 of this document will be applied.

The non-acceptance of these Technical Regulations by EXHIBITORS AND/OR ANY THIRD PARTIES THEY HAVE ENGAGED, as well as any failure to respect the rules shown here, will lead to exclusion from operating inside "Fiera di Vicenza" Exhibition Centre.

2. ACCESS TO "FIERA DI VICENZA" EXHIBITION CENTRE

2.1 ACCESS TO EXHIBITION CENTRE DURING OUTFITTING, DISMANTLING AND SHOW PERIODS

For shows directly organized by Italian Exhibition Group S.p.A., the Exhibitor is expected to consult the specific DUVRI on the show website. For all other shows, the Organizer will read the general Italian Exhibition Group S.p.A. - "Fiera di Vicenza" Exhibition Centre DUVRI (Single Document of Risk Assessment from Interference pursuant to art. 26, Leg. Dec. 81/2008 and subsequent integrations and modifications) and process the Show DUVRI. Moreover, the Exhibitor will endeavour to inform its own workers, as well as suppliers, customers and any third party subject working on behalf of the Organizer, of said "interference risks", providing them with the Show's DUVRI risk interference assessment.

In any case, the Exhibitor or Outfitter must produce its own DUVRI risk interference assessment and/or Safety Plan depending on whether it is the contracting subject or the contractor, in relation to the activities to be carried out, and have the document on hand at the place of work. All persons who, for any reason, need to work inside "Fiera di Vicenza" Exhibition Centre, must be in possession of an identification card and entry badge, which can be printed from "Fiera di Vicenza" Exhibition Centre's Safety Portal, whether they are Suppliers with direct contractual relations with Italian Exhibition Group S.p.A., or external Outfitters, Exhibitor suppliers, Exhibitors or visitors.

2.1.1 Outfitters

In order to access the Exhibition Centre, the Exhibitor will send the Outfitter the link through which it will be able to register and print personal entry badges.

The Outfitter will be required to upload all the obligatory documentation onto the Safety Portal, subdivided by stand, in order to obtain outfitting authorization.

Outfitting will be authorized to start on the days indicated by Italian Exhibition Group S.p.A. by means of specific communications sent to the Exhibitor.

In the case of particular extensions for specific shows, the Outfitter must contact the *Italian Exhibition Group S.p.A. - "Fiera di Vicenza" Exhibition Centre Safety Office* by email.

Exhibitors that, during the days of the show, need their Outfitter to come to their stand to perform urgent maintenance or repair work, must firstly call the S.A.T.E. (Exhibitor Technical Assistance Service) office on (0039) 0444/969333, to ask for permission. For jewellery shows, prior to access, the Outfitter must go to the S.A.T.E. office

2.1.2 Exhibitors

During the outfitting and dismantling periods, Exhibitors and their collaborators will only be allowed entry into "Fiera di Vicenza" Exhibition Centre if they are in possession of the appropriate valid badge for the above-mentioned period, which can be requested in the Reserved Area after logging in with the specific credentials.

On the other hand, during the days of the show, the specific show entry pass must be requested from the same Reserved Area in order to be able to enter into the Halls.

2.1.3 Visitors

Visitors will only be allowed to enter the show during opening times, as shown in the communications or on the "Fiera di Vicenza" Exhibition Centre website.

2.1.4 Italian Exhibition Group S.p.A. suppliers

Suppliers directly under contract with Italian Exhibition Group S.p.A., can only gain access to "Fiera di Vicenza" Exhibition Centre by registering on the "**Fiera di Vicenza**" **Exhibition Centre Safety Portal** as "**Suppliers**".

The portal asks for the general data of the supply Company to be entered together with the names of the staff and subcontractors, as well as to provide training and information for the purposes of safety management in regard to the work for which the Company has been engaged.

Personal entry badges can only be printed when all the documentation foreseen by art. 26 of Leg. Dec. 81/08 and subsequent modifications and integrations have been sent to the "Fiera di Vicenza" Exhibition Centre Safety Office by email safety@iegexpo.it and the DUVRI risk interference assessment and/or "Fiera di Vicenza" Exhibition Centre information sheet on specific risks has been received.

2.2 EXTERNAL ORGANIZERS

2.2.1 Outfitters

The same access modalities for Outfitters during outfitting and dismantling periods apply for shows organized by External Organizers. The list of Exhibiting Companies that will be taking part in the show must be sent, according to the modalities specified by Italian Exhibition Group S.p.A., at least 15 days prior to the start of outfitting.

2.2.2 Exhibitors

For shows organized by External Organizers, Exhibitor access modalities will be managed by the relative organizational office or, alternatively, the specific Service for issuing Italian Exhibition Group S.p.A. "Fiera di Vicenza" Exhibition Centre Tickets can be requested.

2.2.3 Outfitting and dismantling timeframe and timetable

External Organizers must respect the contracted outfitting and dismantling timeframe (days and timetables). Any extensions must be requested in advance and authorized by Italian Exhibition Group at agreed costs.

2.3 OUTFITTING AND DISMANTLING TIMEFRAME AND COSTS FOR SHOWS ORGANIZED BY ITALIAN EXHIBITION GROUP S.P.A.

Unless otherwise specified by Italian Exhibition Group, the days on which stand outfitting and dismantling are free of charge are as follows:

	OUTFITTING	DISMANTLING
JEWELLERY SHOWS (1)	5 DAYS PRIOR TO OUTFITTING DEADLINE	3 DAYS AFTER SHOW CLOSURE
OTHER (1) SHOWS	3 DAYS PRIOR TO SHOW COMMENCEMENT	2 DAYS AFTER SHOW CLOSURE

On all other days, for shows organized by Italian Exhibition Group, access for stand outfitting and dismantling must be previously authorized and agreed with Italian Exhibition Group and each outfitter will be charged a daily fee of:

- **210 Euro + VAT on weekdays from Monday to Friday ***
- **420 Euro + VAT on Saturday, Sunday and holidays ***

N.B: * IEG reserves the right to open each individual hall when there are a minimum of 5 outfitting companies working at the same time

PLEASE NOTE: Outfitting and dismantling times may be communicated in the show Vademecum and in specific communications which will indicate extra days for outfitting and dismantling. The times are also uploaded onto the "Fiera di Vicenza" Exhibition Centre Safety Portal.

Any proven need for limited extensions to the times foreseen for outfitting, with the exclusion of the two evenings before the jewellery show and the evening before all other shows, must be applied for from the "Fiera di Vicenza" Exhibition Centre Operations Office by completing a specific form *ATTACHMENT IV "Request for permission for extra work time."*

The request must be made at least 24 hours earlier by fax (0444 - 969000) or e-mail (safety.vi@iegexpo.it, sate.vi@iegexpo.it) or it can be handed directly to the "Fiera di Vicenza" Exhibition Centre Operations Office. Any extra authorized access time will be granted, **at Italian Exhibition Group S.p.A.'s unquestionable discretion**, communicating the **fee to be paid to Italian Exhibition Group S.p.A. for expenses sustained, which will be calculated by hall.**

To be more precise, the fees for EXTRA-TIME will be applied as follows:

- **150 Euro + VAT per hall**, for a package of 3 hours after closing time on **weekdays from Monday to Friday***;
- **300 Euro + VAT per hall**, for a package of 3 hours after closing time on **Saturday, Sunday and holidays****;
- **100 Euro/h per hall**, after the 3 hours, only available on **weekdays from Monday to Friday**;
- **200 Euro/h per hall**, after the 3 hours, only available on **Saturday and Sunday**.

N.B: * when there are at least three companies working in a hall at the same time, the cost is as shown above, otherwise one single company will incur the cost multiplied by three.

** when there are at least three companies working in a hall at the same time, the cost is as shown above, otherwise one single company will incur the cost multiplied by three.

On the two evenings prior to jewellery shows and on the evening before all other shows, no outfitting

operations can be carried out unless on prior authorization from Italian Exhibition Group S.p.A. and/or the Organizer.

In the case of unauthorized permanency at the exhibition space, Italian Exhibition Group S.p.A. will adopt all the actions it deems suitable or necessary, on a case by case basis, and also for security reasons. The Exhibitor will also be charged a penalty as indicated in paragraph 6 of these Technical Regulations.

2.4 ENTRY PERMIT FOR VEHICLES, PARKING AND CIRCULATION

Persons and vehicles engaged for goods transportation may access the Exhibition Centre on the days and at the times established by Italian Exhibition Group SpA. Vehicles can only enter through the EAST entrance if in possession of the specific "vehicle badge".

Transport vehicles can only park inside the Exhibition Centre during the outfitting and dismantling periods for the time needed to load and unload goods and for a limited time in the assigned parking spaces in the service area adjacent to the halls.

Once vehicles that need to unload and load materials are inside the Exhibition Centre, they must follow the Official Supplier indications for goods handling, positioning themselves neatly outside the halls to wait for loading/unloading operations. Once loading/unloading operations have been carried out, they must leave the "Fiera di Vicenza" Exhibition Centre grounds.

Vehicles cannot part inside the Exhibition Centre grounds after closing time.

Passenger vehicles that park inside "Fiera di Vicenza Exhibition Centre grounds during the show period must only and exclusively enter by the established entrances and be in possession of the specific parking badge. They can only park in the parking areas assigned by service staff.

Cars, vans and other means cannot be parked overnight inside "Fiera di Vicenza" Exhibition Centre grounds, even if broken down, without prior authority from Italian Exhibition Group S.p.A.

It is categorically forbidden to park vehicles in front of hall emergency exits.

Italian Exhibition Group S.p.A. will not be liable for any damage to parked or moving vehicles inside its Exhibition Centre grounds.

In order not to compromise the correct and effective management of the areas inside "Fiera di Vicenza" Exhibition Centre grounds and to guarantee the efficient organization, in total safety, of the trade shows, Italian Exhibition Group S.p.A. reserves the right to charge the jointly liable Exhibitor and owner of the vehicle, a fine to the amount formally indicated at the moment of entry into the "Fiera di Vicenza" Exhibition Centre, as well as any costs for removing the vehicles, with no liability and cost to Italian Exhibition Group S.p.A. and, subject to any further damages sustained by Italian Exhibition Group S.p.A., which may be incurred in fulfilling the aforesaid indications.

All costs relating to the removal of the vehicle (telephone call, removal, transportation, depot, etc.) will be at the total expense of the vehicle owner/driver.

The currently valid Highway Code regulations apply inside "Fiera di Vicenza" Exhibition Centre grounds and the speed limit is 15 km/h.

No transport vehicle (ARTICULATED LORRY-TRACTOR TRAILER-TRUCK-VAN-CAR etc.) can enter into the halls unless on prior authorization from Italian Exhibition Group S.p.A.

If vehicles need to go inside the halls and Italian Exhibition Group S.p.A. grants an exception for unloading bulky materials, the vehicles must park with the engines switched off in order to limit the presence of harmful gases or be equipped with a specific tube for discharging the fumes outside.

2.5 GENERAL RULES OF BEHAVIOUR

Those entering into the "Fiera di Vicenza" Exhibition Centre are obliged to maintain a civil behaviour towards the goods and equipment belonging either to Italian Exhibition Group S.p.A. or third parties inside the Exhibition Centre and to immediately and scrupulously observe the rules and instructions given by Italian Exhibition Group S.p.A. both at the entrance to and inside "Fiera di Vicenza" Exhibition Centre by means of specific signage, written notices, loudspeaker announcements and by service staff and any other means. It is hereby pointed out that communications given over the loudspeaker and those given by service staff prevail over the other notices.

It is forbidden for anyone to promote, inside "Fiera di Vicenza" Exhibition Centre, offers, money collections and donations for institutions of any kind, to carry out religious, political or trade union activities and any other activity that is not relevant to the Show being staged, unless on the explicit written authorization of Italian Exhibition Group S.p.A.

Persons under the age of 18 will only be allowed to enter "Fiera di Vicenza" Exhibition Centre if accompanied: any exceptions may be arranged at each individual show and communicated to the public with suitable means.

No dogs and animals of any kind are allowed into "Fiera di Vicenza" Exhibition Centre with the exception of dogs for the visually impaired.

It is forbidden to enter into "Fiera di Vicenza" Exhibition Centre with cameras, video cameras, video recorders and any other type of filming device without prior authorization from Italian Exhibition Group S.p.A., and taking photographs and film, with any means, of the inside of "Fiera di Vicenza" Exhibition Centre and of the stands and goods displayed without the prior consent of Italian Exhibition Group S.p.A. and the stand owner, is forbidden.

Italian Exhibition Group S.p.A. can refuse entry with bags, suitcases or other containers into "Fiera di Vicenza" Exhibition Centre or into single halls, indicating the cloakroom service. Any offenders may be removed from "Fiera di Vicenza" Exhibition Centre by service and surveillance staff. Exhibitors, their Outfitters and other people with reasons for access are also explicitly prohibited from leaving cars and other vehicles inside "Fiera di Vicenza" Exhibition Centre at any other times than those allowed for stand outfitting and dismantling and throughout the Show period. Any exceptions to the above prohibitions must be authorized in writing by Italian Exhibition Group S.p.A.

Italian Exhibition Group S.p.A. has the right to integrate, cancel or waive the above provisions giving communication of such in the way it deems most suitable. Failure to observe the obligations laid out in these Regulations may lead to confiscation of entry documents and the immediate removal of the persons responsible from "Fiera di Vicenza" Exhibition Centre as well as - if Exhibitors or their collaborators are involved - the temporary or definitive closure of the stand.

PLEASE NOTE:

Children under the age of 12 are not allowed into "Fiera di Vicenza" Exhibition Centre at jewellery shows. A free nursery service for children of 3 and over is available next to the Bank at the entrance to Hall 1 (Tel. +39 0444 969978). Children under the age of three can only use the nursery service if accompanied by a parent/adult.

3. GENERAL DESIGN RULES

3.1 TECHNICAL DATA OF "FIERA DI VICENZA" EXHIBITION CENTRE HALLS

Hall	Total exhibition space	Maximum load/unload size	Maximum height (*) allowed for the stands	Flooring type	Floor surface load capacity (kg/m ²)	Electrical system tension (Volt)	Compr. air system	Voice and data system	Hangings	Water system
	(m ²)	(width x height in m)	(m)							
1	5811	4.40 x 4.00	5.5	Cement	1000	380 /220	NO	YES	NO	NO
2	4960	3.50 x 2.70	2.5	Cement	1000	220	NO	YES	NO	NO
2.1, 2.2, 2.3, 2.4, 2.5	6070	2.95 x 3.70	2.5	Cement	400	220	NO	YES	NO	NO
3	4228	6.00 x 3.60	3	Cement	1000	380 /220	NO	YES	NO	NO
3.1	4439	7.00 x 3.60	3	Rubber bolted	400	220	NO	YES	NO	NO
3.2	1050	2.30 x 2.30	3	Cement	400	380 /220	NO	YES	NO	NO
4	9490	8.00 x 5.70	5.5	Cement	1000	380 /220	NO	YES	NO	NO
4 mezzanine	517	7.40 x 2.00	3	Rubber bolted	400	380 / 220	NO	YES	NO	NO
5	717	6.00 x 3.60	3	Cement	1000	380 / 220	NO	YES	NO	NO
6	3684	6.00 x 5.00	5.5	Cement	1000	380 / 220	NO	YES	**	NO
7	13114	6.00 x 5.00	5.5	Quartz cement	1000	380 /220	YES	YES	YES	YES
7 mezzanine	-	6.00 x 5.00	3	Quartz cement	1000	380 /220	YES	YES	NO	YES
8	2100	3.60 x 3.60	3	Carpet + Tiles	400	380 /220	NO	YES	NO	NO
8.1	1770	1.60 x 2.90 Door onto void	2.5	Carpet + Tiles	400	380 /220	NO	YES	NO	NO
9	5500	7.80 x 4.80	3	Cement	1000	380 /220	NO	YES	NO	NO
West entrance	782	2.40 x 2.30	3	Tiles	400	**	NO	YES	NO	NO
Hall 1 platform	**	4.40 x 4.00	5.5	Wood + central glass area	400	380 /220	NO	YES	**	NO
Hall 4 platform	**	8.00 x 5.70	5.5	Wood	**	380 /220	NO	YES	**	NO

(*) For jewellery shows, these values are to be considered as **OBLIGATORY STAND** heights.

(**) To be assessed with the Exhibition Centre Operations Management according to requests

3.2 GENERAL DESIGN RULES

The Exhibitor, and any other company it engages to carry out activities inside the Exhibition Centre, is obliged to respect the rules in force concerning health and safety at work, and particularly the provisions in Leg. Dec. 81/2008 and subsequent modifications and integrations. The Exhibitor must keep its outfitting within the surface areas assigned, which are outlined by adhesive tape or markings on the floor in front of the stands. Furthermore, the short time available for carrying out the work in the exhibition space and the need to keep the aisles totally clear, mean that the various parties involved in outfitting must enter the hall with the elements already prepared and finished so that only simple assembly operations and final touches are required.

Each design relating to exhibition space outfitting must be approved by Italian Exhibition Group. For this purpose, the design must be uploaded onto the Safety Portal at least 30 days prior to outfitting start date. Exhibitors must, in any case, outfit and maintain their spaces in such a way as not to harm the aesthetics of nearby stands and not to damage other participants.

Stand height must respect the indications shown in the table in paragraph 3.1.

Designs relating to outfitting that exceeds the maximum allowed heights for each hall must, in any case, be subjected to the unquestionable judgment of the Operations Management.

All the correct assembly certificates, calculation reports, static suitability certifications relating to the stand structures and in accordance with the laws in force, must be uploaded onto the Safety Portal, as indicated in detail in the paragraph on "outfitting type definition and approval procedures" below.

Structures in trelliswork (American) must, in any case, be self-supporting and, if the height is equal to or greater than 4.00 m, all the vertical elements must be linked together in order to form a one-unit structure.

The construction of mezzanines on a two-level stand is allowed up to a maximum of 100 m². The Directions Management has the right to authorize second levels of more than 100 m².

Graphic elements and hanging structures must be assembled on the ground and taken into position using motorized or manual lifting devices.

Since the areas are not equipped with wall partitions, each company must, at its own expense, construct fittings that foresee dividing systems between neighbouring exhibitors. All outfitting liabilities are at the expense of the Exhibitor, which exonerates Italian Exhibition Group from any damages that may occur to itself and to third parties due to fitting defects caused by erroneous calculations or faulty building work. Italian Exhibition Group reserves the right to modify or remove any fittings carried out without approval or that do not conform to the approved design.

All liability regarding the stability of the outfitting is the exclusive expense of the Exhibitor, which exonerates Italian Exhibition Group from any damages that may occur due to design and construction defects, including measurements deduced from detailed drawings of the occupied surface areas. The Exhibitor is entirely responsible for the stability and safety of all the stand's structures, systems and fittings within it, both during the outfitting and dismantling periods and during the show days, and explicitly exonerates Italian Exhibition Group S.p.A. from any damages that may occur to Third parties.

Italian Exhibition Group reserves the right to modify or remove any have fittings carried out without approval or that do not conform to the authorized design.

The Exhibition Centre Operations Management (or External Organizer in the case of exhibitions organized by Third Parties) will send the Exhibitor the plan-relief (scale 1:100) of the exhibition space, on the basis of which the outfitting design must be processed.

The plan shows:

- floor areas with a different capacity or different characteristics than the general hall floors;
- free heights;
- structure obstructions within the exhibition space: columns, pillars, electrical boxes, fire hydrants,

other technological systems, drainpipes, etc.;

- position of technical hatches on the floor;
- position of sockets for available technological systems (electricity, water, compressed air, etc.);
- position of any fixed structures or equipment that must be kept necessarily accessible (e.g. fire prevention equipment positions);
- indication of security exits which must necessarily be kept clear.

The Exhibitor and/or Outfitting Company it has engaged must go to the site, before starting outfitting work, to check the exact position of the technological services and the measurements of the assigned exhibition space.

In case of dissimilarity, refer to the Exhibitor Technical Assistance Service (S.A.T.E. 0444 969 333).

3.3 GENERAL RULES FOR STAND DESIGN (for all shows except VICENZAORO)

3.3.1 Single level stand

Stand height	<ul style="list-style-type: none"> ▪ The height of the stand must be within a minimum of 2.5 m and a maximum of 5.5 m (in the halls where this is possible) [*] ▪ The sides facing towards other stands must be closed with even surfaces, adequately finished and not transparent
Escape routes	It must be possible to reach a hall corridor from every point of the stand by a route of less than 15m. Escape routes must be at least 0.80 m wide.
Access	Stands must have suitable access for the disabled and must therefore be equipped with the following: <ul style="list-style-type: none"> ▪ level flooring or entry threshold of no greater than 2.5 cm ▪ ramps with a slope of no greater than 8% ▪ entry door width of no less than 80 cm ▪ adequate room for manoeuvre inside
Material used	All materials used for fittings (dividers, backdrops, various structures, platforms, coverings, fabrics, curtaining, false ceilings, wall panelling, etc.), if not incombustible, must be naturally fireproof or fireproofed in accordance with Ministry of the Interior Decree of 26/6/84 and Min. Dec. of 27/07/2010 and subsequent modifications and integrations. For this aspect, refer to the characteristics indicated in the paragraph on "Fire preventions regulations" for the reaction to fire class of the materials used
Safety and Fire Prevention systems	<ul style="list-style-type: none"> ▪ The stand must not, in any way, hinder access to and visibility of fire prevention defence and devices in the halls (e.g. alarm buttons, extinguishers, hydrants, forced inflow channels for smoke evacuation systems, etc.) ▪ Each stand must be equipped with a 6 kg powder extinguisher for classes A and B fires and self-powered emergency lighting at security exits.
Stability and immobility	<ul style="list-style-type: none"> ▪ From the point of view of structure stability, the stand must be self-supporting ▪ Nothing must be attached, in any way, to the fixed structures in the halls (e.g. perimeter walls, ceilings, false ceilings, floors, partitions, etc.)

Falls from heights	During the outfitting and dismantling periods, suitable ladders, trestles or scaffolding must be used for carrying out work at a height in total safety.
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N.B: [*] The height of the stands may vary in accordance with the shows, the indications will be outlined in the Vademecum and the regulations relating to the specific show.

In the case of single level stands with considerable height or which have other characteristics that the Operations Managements deems worthy of investigation from the point of view of structure stability, it may be necessary to draft a static calculation report.

3.3.2 2-level stand

Two-level stands may **only** be constructed in halls **1, 4, 6 and 7**.

This type of stand is subject to the following specific instructions:

Stand height	<ul style="list-style-type: none"> ▪ The height of a two-level stand is set at 5.5 m; in any case, a minimum distance of 50 cm from existing fixed systems on the ceiling must be respected [*] ▪ The sides facing towards other stands must be closed with even surfaces, adequately finished and not transparent.
Ceiling height	Ceilings must have a minimum height of 2.4 m from the floor
Working loads	<p>The stand must meet the following working load requirements:</p> <ul style="list-style-type: none"> ▪ Areas for conferences, exhibitions and similar 400 kg/m² ▪ Offices open to the public and similar 300 kg/m² ▪ Stairs 400 kg/m² ▪ Horizontal load for balustrades and parapets in accordance with the laws in force ▪ Horizontal load for the floor's outside walls higher than 1 m above the floor 100 kg/m²
Escape routes and stairs	<ul style="list-style-type: none"> ▪ It must be possible to reach a hall corridor by a route of less than 15 m ▪ Escape routes and stairs leading to the upper floor must be at least 0.80 m wide ▪ The tread of the stairs must be at least 26 cm wide while the height must not exceed 20 cm ▪ The stairs must have an appropriate handrail and parapet
Balustrades	<ul style="list-style-type: none"> ▪ Balustrades must be equipped with a parapet of at least 1 m ▪ Open balustrades must be equipped with illuminated beams of less than 40 cm and a footboard of at least 10 cm in height ▪ Balustrades must be calculated to support a horizontal push in accordance with the laws in force
Falls from heights	During the outfitting and dismantling periods, access to the upper floor can only be allowed in the presence of the appropriate parapet or by standard trestles or scaffolding. Alternatively, ropes and safety harnesses can be used with suitably sized hooks
Objects falling from heights	During the outfitting and dismantling periods, suitable measures must be taken (e.g. footboards) in order to avoid objects falling from the first floor planking

Access	<p>Stands must have suitable access for the disabled and must therefore be equipped with the following:</p> <ul style="list-style-type: none"> ▪ level flooring or entry threshold of no greater than 2.5 cm ▪ ramps with a slope of no greater than 8% ▪ entry door width of no less than 80 cm ▪ adequate room for manoeuvre inside
Materials used	<p>All materials used for fittings (dividers, backdrops, various structures, platforms, coverings, fabrics, curtaining, false ceilings, wall panelling, etc.), if not incombustible, must be naturally fireproof or fireproofed in accordance with Ministry of the Interior Decree of 26/6/84 and Min. Dec. of 27/07/2010 and subsequent modifications and integrations. For this aspect, refer to the characteristics indicated in the paragraph on "Fire preventions regulations" for the reaction to fire class of the materials used.</p>
Safety and Fire Prevention systems	<ul style="list-style-type: none"> ▪ The stand must not, in any way, hinder access to and visibility of fire prevention defence and devices in the halls (e.g. alarm buttons, extinguishers, hydrants, forced inflow channels for smoke evacuation systems, etc.) ▪ Each stand must be equipped with a 6 kg powder extinguisher for classes A and B fires and self-powered emergency lighting at security exits.
Stability and immobility	<ul style="list-style-type: none"> ▪ From the point of view of structure stability, the stand must be self-supporting ▪ Nothing must be attached, in any way, to the fixed structures in the halls (e.g. perimeter walls, ceilings, false ceilings, floors, partitions, etc.)

N.B: [*]The height of the stands may vary in accordance with the shows, the indications will be outlined in the Vademecum and the regulations relating to the specific show.

3.4 DESIGN RULES FOR VICENZAORO STANDS

When elaborating the outfitting design, the Exhibitor is obliged to observe the following regulations and instructions:

3.4.1 Single level stand

<p>Stand height</p>	<ul style="list-style-type: none"> • The height of <u>all sides</u> of the stand must be equal to the limits allowed and shown in the table in paragraph 4.1, <u>any exceptions can be authorized on the unquestionable discretion of the "Fiera di Vicenza" Exhibition Centre Operations Management</u> • The height shown in table 3.1 is the obligatory height • The height of the panels used for building the stand walls with the indicated standard height, must take into account the effective modality of their assembly. • All the limits imposed by the corridors defined by the exhibition layout and infrastructure are to be assessed previously, studying the height of the panels to be used and the assembly stages, so that every operation is carried out in total safety and in compliance with the current safety standards as well as the provisions in these Regulations • The sides that face towards other stands must be of the same height as the front (indicated in tab.4.1) and be closed with even surfaces, adequately finished and not transparent.
<p>Materials used</p>	<ul style="list-style-type: none"> • All materials used for fittings (dividers, backdrops, various structures, platforms, coverings, fabrics, curtaining, false ceilings, wall panelling, etc.), if not incombustible, must be naturally fireproof or fireproofed in accordance with Ministry of the Interior Decree of 26/6/84 and Min. Dec. of 27/07/2010 and subsequent modifications and integrations. For this aspect, refer to the characteristics indicated in the paragraph on "Fire preventions regulations" for the reaction to fire class of the materials used.
<p>Ceiling coverings</p>	<ul style="list-style-type: none"> • For aesthetic and conditioning reasons, when preparing designs, stands in halls 1, 2.1-2.4, 4, 6 and 7, must be covered with a ceiling at the maximum height allowed (see table, previous paragraph) preferably in colour RAL 9010 • Ceiling coverings must be made of micro-perforated material (netting, fabric, other) to ensure correct air conditioning • Totally closed coverings are not allowed • The construction of a second covering at a lower level than the ceiling covering is allowed as long as the sum of the perforated surfaces of both guarantees correct air conditioning
<p>Escape routes</p>	<ul style="list-style-type: none"> • In stands with closed rooms and a surface area of more than 100 m², at least 3 security exits to corridors must be foreseen and any non-visible escape route must be suitably indicated with signage; these indications must be self-powered in case the hall's general electrical lighting system

	<p>fails.</p> <ul style="list-style-type: none"> It must be possible to reach a hall corridor by a route of less than 15 m Escape routes must be at least 0.80 m wide
Access	<ul style="list-style-type: none"> Stands must have suitable access for the disabled and must therefore be equipped with the following: <ul style="list-style-type: none"> level flooring or entry threshold of no greater than 2.5 cm ramps with a slope of no greater than 8% entry door width of no less than 80 cm adequate room for manoeuvre inside
Safety and Fire Prevention systems	<ul style="list-style-type: none"> The stand must not, in any way, hinder access to and visibility of fire prevention defence and devices in the halls (e.g. alarm buttons, extinguishers, hydrants, forced inflow channels for smoke evacuation systems, etc.) Each stand must be equipped with a 6 kg powder extinguisher for classes A and B fires and self-powered emergency lighting at security exits.
Stability and immobility	<ul style="list-style-type: none"> From the point of view of structure stability, the stand must be self-supporting Nothing must be attached, in any way, to the fixed structures in the halls (e.g. perimeter walls, ceilings, false ceilings, floors, partitions, etc.)

3.4.2 2-level stand

In "Fiera di Vicenza" Exhibition Centre, structures with a mezzanine may **only** be constructed in halls **1, 4, 6 and 7** and comply with the following regulations:

Stand height	<ul style="list-style-type: none"> The height of <u>all sides</u> of the stand must be equal to the limits allowed and shown in the table in paragraph 3.1, any exceptions can be authorized on the unquestionable discretion of the Operations Management. For jewellery shows, the height indicated in the table is the obligatory height. The height of the panels used for building the stand walls with the indicated standard height, must take into account the effective modality of their assembly. All the limits imposed by the corridors defined by the exhibition layout and infrastructure are to be assessed previously, studying the height of the panels to be used and the assembly stages, so that every operation is carried out in total safety and in compliance with the current safety standards as well as the provisions in these Regulations.
Materials used	<ul style="list-style-type: none"> All materials used for fittings (dividers, backdrops, various structures, platforms, coverings, fabrics, curtaining, false ceilings, wall panelling, etc.), if not incombustible, must be naturally fireproof or fireproofed in accordance with Ministry of the Interior Decree of 26/6/84 and Min. Dec. of 27/07/2010 and subsequent modifications and integrations. For this aspect, refer to the characteristics indicated in the paragraph on "Fire preventions regulations" for the reaction to fire class of the materials used.
Ceiling coverings	<ul style="list-style-type: none"> For aesthetic and air conditioning reasons, when preparing designs, stands in "Fiera di Vicenza" Exhibition Centre halls 1, 2.1-2.4, 4, 6 and 7, must be covered with a ceiling at the maximum height allowed (see table, previous paragraph) preferably in colour RAL 9010 Ceiling coverings must be made of micro-perforated material (netting, fabric, other) to ensure correct air conditioning Totally closed coverings are not allowed The construction of a second covering at a lower level than the ceiling

	covering is allowed as long as the sum of the perforated surfaces of both guarantees correct air conditioning
Escape routes	<ul style="list-style-type: none"> • In stands with closed rooms and a surface area of more than 100 m², at least 2 security exits to corridors must be foreseen and the escape route must be suitably indicated with signage; these indications must be self-powered in case the hall's general electrical lighting system fails • It must be possible to reach a hall corridor by a route of less than 15 m • Escape routes must be at least 0.80 m wide
Stairs to the mezzanine	<ul style="list-style-type: none"> • Mezzanines with a surface area of < 50 m² must have a staircase of at least 90 cm in width • Mezzanines with a surface area of between 50 m² and 100 m² must have a staircase of at least 120 cm in width
Access	<ul style="list-style-type: none"> ▪ Stands must have suitable access for the disabled and must therefore be equipped with the following: <ul style="list-style-type: none"> ▪ level flooring or entry threshold of no greater than 2.5 cm ▪ ramps with a slope of no greater than 8% ▪ entry door width of no less than 80 cm ▪ adequate room for manoeuvre inside
Parapets	<ul style="list-style-type: none"> • Minimum height of 1.00 m calculated from the floor to the planking level • Must be calculated to support a horizontal push in accordance with the laws in force
Working loads	<ul style="list-style-type: none"> • The working loads for the upper floor must be as follows: <ul style="list-style-type: none"> ▪ areas for conferences, exhibitions and similar 400 kg/m²; ▪ offices open to the public and similar areas 300 kg/m²;
Safety and Fire Prevention systems	<ul style="list-style-type: none"> ▪ The stand must not, in any way, hinder access to and visibility of fire prevention defence and devices in the halls (e.g. alarm buttons, extinguishers, hydrants, forced inflow channels for smoke evacuation systems, etc.) ▪ Each stand must be equipped with a 6 kg powder extinguisher for classes A and B fires and self-powered emergency lighting at security exits.
Stability and immobility	<ul style="list-style-type: none"> ▪ A calculation report drafted by a qualified technician and approved for the work is required for 2-level stands ▪ From the point of view of structure stability, the stand must be self-supporting ▪ Nothing must be attached, in any way, to the fixed structures in the halls (e.g. perimeter walls, ceilings, false ceilings, floors, partitions, etc.)
Height of upper floor	<ul style="list-style-type: none"> ▪ The minimum height of the upper floor, calculated from the floor planking (platform or hall floor) to the inner surface of the ceiling must be at least 2.10 metres

3.4.2 Projection and audition rooms

In constructing projection and audition rooms, the following instructions must be respected:

- **seating:**
 - ✓ seats must be arranged in sectors of max. 10 rows with no more than 10 chairs per row;
 - ✓ the chairs on each row must be connected firmly to one another;
 - ✓ rows with a maximum 4 seats can be placed against the side walls of the room;
 - ✓ only persons who find a place to sit can be allowed into the rooms;
 - ✓ for anything not specified above, refer to the provisions in Min. Dec. 19/08/1996;
- **exit routes:**
 - ✓ each room must have an adequate exit route system based on the maximum number of persons foreseen and exit capacity;
 - ✓ exits from the room must be distributed according to factors of uniformity and symmetry in respect of the rooms longitudinal axis. When this is impossible, a study of the movement of the public while exiting and the consequent measurement of the internal aisles must be calculated to ensure evacuation from the various internal sectors;
 - ✓ the width of each exit route must be a multiple of the module (0.60 m) and in any case, not less than two modules (1.20 m);
 - ✓ the useful width of the exit routes must be measured by deducing the obstruction of any protruding elements, with the exclusion of extinguishers;
 - ✓ the height of the exit routes must not be less than 2 m;
 - ✓ the exit routes must be kept clear of materials that could hinder normal evacuation of people;
 - ✓ any doors situated along the exit routes must open towards the outside with a simple push and can be single or double.
- **security lighting and signage:**
 - ✓ the security lighting system must ensure an adequate level of lighting of no less than 10 lux and be placed at one meter from the floor along the exit routes, and no less than 5 lux in other areas accessible to the public;
 - ✓ the exit doors must be equipped with illuminated security signage powered by a double system: normal and emergency;
 - ✓ single light bulbs are allowed with autonomous power as long as they are guaranteed to function for at least one hour.
- **signage in the rooms:**
 - ✓ the rooms must display adequate no smoking signs;
 - ✓ the exit doors must be equipped with illuminated security signage powered by a double system: normal and emergency.

3.5 DESIGN CONSIGNMENT

In order to be able to check the congruity of the paperwork, the Exhibitor or its delegated Outfitter (with formal delegation) must upload the stand design and reaction to fire certificates for the materials used onto the Safety Portal at least 30 days prior to the start of stand assembly. This documentation is necessary for printing personal entry badges.

3.5.1 Single level stand

The design must include the following:

- **PLAN, PERSPECTIVE DRAWINGS, SECTIONS** (scale 1:100 or 1:50), the plan must contain the positioning of devices, machinery and/or systems as well as socket points for electricity and water supplies;
- **RENDERING** of the construction indicating the colours used and the advertising signs;

- **ELECTRICAL SUPPLY SYSTEM** designed by an expert qualified in accordance with Min. Dec. 37/2008, for stands or groups of stands with the same system, with the following characteristics or dimensional limits:
 - ✓ surface area greater than 200 m²;
 - ✓ power used greater than 6 kW;
- **TECHNICAL DESCRIPTIVE REPORT** of the design project containing a description of the materials used for outfitting and the relative assembly modalities.

3.5.2 2-level stand

The design must include the following:

- **PLAN, PERSPECTIVE DRAWINGS, SECTIONS** (scale 1:100 or 1:50), the plan must contain the positioning of devices, machinery and/or systems as well as socket points for electricity and water supplies;
- **BUILDING PLANS AND DRAWINGS** (scale 1:100);
- **TECHNICAL DETAILS** (plans and sections) of access ramps (only for the mezzanine);
- **TECHNICAL DESCRIPTIVE REPORT** of the design project containing a description of the materials used for outfitting and the relative assembly modalities;
- **THE STRUCTURE'S STATIC CALCULATION REPORT** for the measurement of supporting structures, upper floors, beams, pillars and bearing restrictions, signed and stamped in original copies by a qualified engineer with specialized degree, signed by qualified technicians, drafted (in Italian) in accordance with Italian law and pursuant to the Technical Standards for Construction and subsequent modifications and integrations.
- **IMMOBILITY CERTIFICATION** signed by a qualified technician enrolled on the professional Italian register who did not take part in designing and drafting the afore-mentioned calculation report, sent within 24hours of the start of the Show;
- **RENDERING** of the construction indicating the colours used and the advertising signs;
- **ELECTRICAL SUPPLY SYSTEM** designed by an expert qualified in accordance with Min. Dec. 37/2008, for stands or groups of stands with the same system, with the following characteristics or dimensional limits:
 - ✓ surface area greater than 200 m²;
 - ✓ power used greater than 6 kW.

Each plan must show the Exhibitor's company name, the Show to which it refers, the hall and stand numbers as well as the NAME OF THE OUTFITTING COMPANY, the name, telephone number and email address of the Outfitter's person of reference, the company name, address and telephone number (land and mobile lines).

The vertical structures must be designed with adequate transversal and longitudinal stability with horizontal loads in compliance with the laws in force.

In the case of outfittings with particular structural characteristics that "Fiera di Vicenza" Exhibition Centre Operations Management deems worthy of further information from the point of view of stability, a static calculation report to be drafted by a qualified technician may be required.

If this proves necessary, Italian Exhibition Group S.p.A. may summon a structural engineer to check the stand's stability. The cost of this service will be charged to the Exhibitor.

Italian Exhibition Group S.p.A. authorizations and interventions do not imply any liability, of any kind, for the Group since the Exhibitor will be liable in every case.

3.6 "NON-STANDARD" OUTFITTING

Outfittings that have just one of the following characteristics are considered as NON-STANDARD:

3.6.1 Mezzanine

Stands with areas on an upper floor, even if not open to the public. The standard height of a two-level stand is set at 5.50 m. The following documentation regarding mezzanines must be sent to the "Fiera di Vicenza" Exhibition Centre Operations Office at least 5 days before the start of outfitting work:

- **STRUCTURE CALCULATION REPORT** in accordance with the laws in force and signed by a qualified technician enrolled on Italian professional registers
- **IMMOBILITY CERTIFICATION** signed by a qualified technician enrolled on the professional Italian register who did not take part in designing and drafting the afore-mentioned calculation report, sent within 24hours of the start of the Show;
- **DECLARATION OF CORRECT ASSEMBLY** from the Outfitter
- **FIRE-PROOFING CERTIFICATES** for the materials used
- **DECLARATION OF ELECTRICAL SUPPLY SYSTEM CONFORMITY**

3.6.2 Anchorage systems, hangings

This service can currently only be used in hall 7 at "Fiera di Vicenza" Exhibition Centre. Requests for hangings to be inserted in other "Fiera di Vicenza" Exhibition Centre halls (halls 1, 4, 6 and 9) will be assessed at the unquestionable discretion of "Fiera di Vicenza" Exhibition Centre's Technical Management since there are currently no fixed hanging points.

Exhibitors that intend to use this service in hall 7 at "Fiera di Vicenza" Exhibition Centre may do so by uploading, at least 30 days prior to Show commencement, the attached "ATTACHMENT V: Regulations for Hangings" module onto the Safety Portal.

The service supplied to hall 7 consists of hanging points using specific cables hooked to the hall's roofing structures, from which outfitting structures, light fittings, sound systems or anything required for stand outfitting can be hung. The service does not include the device (snap-hook or equivalent system) for connecting two cables to the structure to be hung, nor the leverage operations and fixing to anchorage points.

Each hanging point has 2 steel cables equipped with terminal slots. Both cables must be connected with a snap-hook or equivalent device (provided by the Exhibitor) before anything can be suspended from them.

Hangings must be exclusively vertical, therefore the Installer cannot pull the cables supplied by Italian Exhibition Group S.p.A. diagonally.

The maximum load-bearing capacity for each hooking point supplied by Italian Exhibition Group S.p.A. is 150 kg.

The hanging points are only those established by Italian Exhibition Group S.p.A. and shown on the layout and by the cables supplied by Italian Exhibition Group S.p.A. No other hanging points or systems can be used unless otherwise indicated by the "Fiera di Vicenza" Exhibition Centre Operations Office.

Structures must be fixed using suitable systems that guarantee perfect anchorage.

The height of the hanging structures, unless otherwise authorized by the Organizer/Operations Office, is 9 metres from the hall floor.

To use this service, the specific regulations must be totally respected and accepted.

The design for hanging structures from the ceiling must be accompanied by the following within 15 days before the start of assembly:

- **CALCULATION REPORT**, signed by a qualified expert and based on the stand's construction design, containing:
 - ✓ technical documentation showing the presence, type and consistency of the suspended loads

(load analysis - by means of example but not limited to: weights of the structure, light fittings, sound emission equipment, projectors, relative power cables, etc.);

- ✓ layout of the highlighting suspension/hanging systems and, where present, the complex systems (e.g. supporting structures hanging from another structure), dynamic loads (loads that move or can be moved during the show), and any engines, signed by a qualified technician;
- ✓ immobility calculations with determination of the vertical loads on each assigned hanging point and the measurements of the hanging structures and systems;
- ✓ installation sequence for the structures so that strain on the hanging points is kept within the load limits assigned during structure assembly, both in the installation and dismantling stages.

At the end of installation and before the opening of the Show:

- **IMMOBILITY CERTIFICATION** for the entire system of effectively suspended loads, signed by a qualified technician and accompanied by documentation certifying each of the system's components;
- **DECLARATION** of awareness and observance of the conditions of use and periodical checks (with relative action modality) set during the design stage and/or foreseen by the laws in force (e.g. those regarding engines) as well as the terms of use for components subject to expiry, such as brackets, cables etc., signed by the person in charge of the activities/show.

3.6.3 Platforms accessible to the public with a height of more than 80cm

The Operations Office must receive the following documentation:

- ✓ **IMMOBILITY CERTIFICATION** for the entire system of effectively suspended loads, signed by a qualified technician and accompanied by documentation certifying each of the system's components;
- ✓ **DECLARATION OF CORRECT ASSEMBLY** from the Outfitter;
- ✓ **FIREPROOFING CERTIFICATES** for the materials used.

3.6.4 Self-supporting fittings

All the fittings standing on the Hall floor and constituting parapets, platforms and vertical and horizontal load-bearing structures must be self-supporting and made of the following materials:

- wood and/or wood derivatives;
- metal in commercial sections assembled with soldering and/or nuts and bolts;
- metal trelliswork, commonly called "American";
- glass, used as part of the doors and windows or also as a continuous wall panel, and at variable, even considerable, height;
- mixed fittings that use more than one of the previously mentioned components and/or other materials, for example, composite walls made of honeycomb veneers, plastics and derivatives, etc. etc.) that also have one of the following characteristics:
 - ✓ wooden structures of $h > 4m$;
 - ✓ wooden structures with free light $> 4m$;
 - ✓ approved trelliswork structures of $h > 4m$;
 - ✓ approved trelliswork structures with free light $> 8m$;
 - ✓ structural glass.

The "Fiera di Vicenza" Exhibition Centre Operations Office must receive the following in relation to these latter self-supporting fittings:

- ✓ immobility certification, signed by a qualified technician enrolled on the Italian professional register, within 24h prior to Show commencement;
- ✓ declaration of correct assembly from the Outfitter;
- ✓ fire-proofing certificates for the materials used.

3.6.5 Platforms and Galleries

The "Fiera di Vicenza" Exhibition Centre Operations Office must receive the following in relation to these structures:

- ✓ structure calculation report in accordance with the laws in force, within 5 days of the start of outfitting activities (usually drafted by the builder of the modular platform and/or gallery to be assembled) signed by a qualified technician enrolled on the Italian professional register;
- ✓ immobility certification signed by a qualified technician enrolled on the professional Italian register who did not take part in designing and drafting the afore-mentioned calculation report, sent within 24hours of the start of the Show;
- ✓ declaration of correct assembly from the Outfitter;
- ✓ fire-proofing certificates for the materials used.

3.6.6 Structures outside the Halls with a covered surface area of $> 75mq$.

The "Fiera di Vicenza" Exhibition Centre Operations Office must receive the following in relation to these structures;

- ✓ structure calculation report in accordance with the laws in force, within 5 days of the start of

- outfitting activities (usually drafted by the builder of the modular platform and/or gallery to be assembled) signed by a qualified technician enrolled on the Italian professional register;
- ✓ immobility certification signed by a qualified technician enrolled on the professional Italian register who did not take part in designing and drafting the afore-mentioned calculation report, sent within 24hours of the start of the Show;
 - ✓ declaration of correct assembly from the Outfitter;
 - ✓ fire-proofing certificates for the materials used.

Special Structures or structures/fittings that do not fall into the above categories but which have characteristics that lead them to be considered as particular from the stability point of view and for which Italian Exhibition Group S.p.A. technicians may decide to intervene and ask for all the necessary certifications.

In regard to non-standard stand outfitting calculations, these must be received at least 5 days before the start of outfitting. If the Outfitter or Exhibitor is not in possession of the non-standard stand outfitting calculations signed by a qualified technician, it can ask Italian Exhibition Group S.p.A. to carry out this service. However, in regard to the immobility certification signed by a qualified technician, the delivery deadline is, as stated above, 24h prior to the Show commencement. Should this deadline not be respected and since this deadline is obligatory and not extendable due to the opening of the show, Italian Exhibition Group S.p.A. will engage its own expert to produce the required declaration, charging the Exhibitor with the relative cost, including any costs for making the fittings safe should any design non-conformities in regard to calculations and/or the laws in force be found. Lastly, should, for any reason, Italian Exhibition Group S.p.A come up against any obstacles or difficulties in carrying out the above-mentioned verification, the exhibition space will be assessed as unfit for use and out of bounds to visitors.

4. STAND OUTFITTING AND DISMANTLING

4.1 GENERAL RULES

4.1.1 Obligations

During stand construction and dismantling, the Outfitter and/or Exhibitor which, in possession of suitable professional technical requirements, outfits its own stand, must observe the following:

- keep its fittings within the assigned surface area, identified by marks on the floor or by indications from Italian Exhibition Group S.p.A. staff;
- use outfitting materials that are made up of pre-constructed and finished elements so that only simple assembly and final touch operations are carried out on site;
- construct complete and "decorous" outfittings whose walls also blend with neighbouring stands and have the same finishing on both sides;
- outfit the spaces in such a way as not to harm the aesthetics and functioning of neighbouring stands and not to damage other traders and visitors;
- strictly respect the accident prevention standards foreseen by Italian law, especially the provisions in Leg. Dec. 81/2008;
- make sure that hydrants and any form of fire prevention device are visible and accessible, as well as all electrical supply sockets and panels, telephone service boxes, drains and all other technical services;
- ensure that lifts and goods lifts, passages and driveways are accessible;
- organize the work in such a way as not to block the aisles, checking that links to corridors always have free passage of at least 120 cm thus ensuring total accessibility to security exits and transit areas. Avoid placing any kind of obstacle in such a way as to impede access, even temporary, to security exits and transit areas. Staff from Expotrans, the Official Handler, is authorized by Italian Exhibition Group S.p.A. to directly notify any non-conformity on the part of individual Outfitters/Exhibitors and is, in any case, authorized to move any obstructions and to clear the passage;
- provide at least one security exit that leads both to a "safe place" and the entrances and indicate the exit route from the various rooms and/or spaces that have closed areas and a surface area larger than 100m². These signs must be self-powered and visible should the hall's general electric lighting system fail;
- not spoil plastering and flooring and use trestles or frames for hanging or fixing objects. Should the Exhibitor and/or Outfitter cause any damage to the Exhibition Centre structures during the outfitting period, IEG reserves the right to suspend their outfitting until the damage has been completely repaired, at the offender's expense. All damages must be compensated for.
- stands cannot be totally or partially dismantled prior to the end of the Show. Exhibitors that breach this rule will be charged a contractual penalty of half the gross amount of the stand's rental costs.
- adopt suitable safety measures, making sure that the appropriate standard trestles and scaffolding, lifting platforms, etc. are used in order to prevent any risk of falling from heights;
- construct, at its own expense, complete and finished outfittings in accordance with best practice and whose walls also blend with neighbouring stands and have the same finishing on both sides;
- ensure that lifts and goods lifts, passages and driveways are accessible;
- keep ventilation outlets onto the corridor or those on the ceiling clear in order to guarantee correct air conditioning inside the stand;

- switch off the stand's electricity supply at the end of the day;
- only use easily removable two-sided adhesive tapes that do not leave residue on the floor when sticking coverings, such as carpeting, linoleum, parquet or similar, onto the floor;
- use labels showing the name of the outfitting company on every tin of paint to be used in order for them to be recognized;

4.1.2 Prohibitions

It is absolutely forbidden for the Exhibitor and Outfitter to:

- spoil the hall walls, plastering and flooring and trestles and frames must be used for hanging or fixing objects;
- drill holes, drive in nails and/or screws into the walls, floors, columns or any other surface inside or outside the halls;
- make tracks or grooves in the floor or on the walls in order to insert cables or piping;
- paint, either by hand or spray, the stand's structures inside the halls using varnishes and/or enamels or washable water paints; use fire-proofing substances on the materials inside the halls;
- **anchor outfitting elements to the hall walls, ceilings, structures and technical installations;**
- carry out any soldering work of any kind or nature;
- use any type of open flame;
- spread the following onto the hall floors: naphtha, petrol, chemical products, solvents;
- soil the floors, walls and IEG equipment with paint, glue etc. or put stickers on them;
- make modifications to the exhibition space structures;
- drag heavy loads, strike the floor with blunt instruments, transit in the halls with vehicles without rubber wheels and which may, in any case, damage the floor;
- either autonomously or through third parties not authorized by IEG, connect directly to utility services (water, electricity, telephone, etc.);
- charge up forklift trucks, electric pallet trucks and any type of moving vehicle or lifting means inside the hall. All these electrical means must be charged outside the Exhibition Centre halls or at points authorized by IEG and/or by Expotrans in its role as Official Handler;
- attach weights to the hall structures, walls or busbars, even if only light posters, cables, panels, flags, without prior authorization from "Fiera di Vicenza" Exhibition Centre Operations Management;
- take explosive, detonating, asphyxiating, inflammable materials or any dangerous substances into the Exhibition Centre without the necessary authorizations from the competent authorities and prior authorization from IEG;
- accumulate waste material: as waste from carrying out the work is produced, the company is responsible for its removal;
- use electric heaters and air conditioners inside the stands;
- enter into "Fiera di Vicenza" Exhibition Centre halls with any kind of engine running;
- start up any machinery on display without the prior authorization of IEG, which will evaluate, on a case by case basis and at its unquestionable discretion, whether or not it is appropriate to do so. Any authorization granted does not, in any way, make IEG liable, nor does it exonerate the Exhibitor from any liability deriving from switching on the afore-mentioned machines. The Exhibitor must therefore take all the necessary measures and provide all the necessary devices to prevent accidents and fire, to keep down the noise, to eliminate bad smells and avoid gas emissions. It is absolutely forbidden to start up machinery or equipment that incurs the use of flames. In any case, the machinery must not cause any danger to anyone or cause any disturbance. IEG reserves the right to revoke, at its unquestionable discretion, the authorization granted whenever it considers that inconveniences of the afore-mentioned nature may arise. Should the machines or systems need to conform to laws or regulations in force, Exhibitors must have them inspected, at their own expense, in order to obtain the relative permission

from the competent Authorities.

- **smoke inside "Fiera di Vicenza" Exhibition Centre halls and closed areas;**
- leave any kind of material in front of security exits;
- carry out any activities that generate dust in the air, for example, cutting and smoothing wood and/or iron-based materials, without the specific breathing equipment, given that the production of sawdust and/or dust from iron is considered as a cancer risk. In case of need, these jobs can only be done inside the Exhibition Centre halls with the use of an extractor fan. Any costs linked to cleaning due to the dispersion of dust, will be charged to the Outfitter that produced it.
- take LPG, methane or other gas tanks into the Exhibition Centre halls;
- leave or pile up stand outfitting materials inside the hall, creating a deposit area that Italian Exhibition Group S.p.A. has not authorized;
- take products and materials out of the Exhibition Centre during the Show's opening hours without IEG's written consent;
- distribute advertising material (magazines, catalogues, leaflets, pamphlets etc.) that do not pertain to the Exhibitor. Exhibitors can only distribute their own material of this kind in their own stands;
- use the IEG trademark;
- provoke any kind of trouble or disturbance to the regular execution of the shows, on penalty of immediate exclusion from the Exhibition Centre;
- carry out any political propaganda inside the Exhibition Centre;
- pour waste water into the halls' secondary shafts without the aid of specific waste tubing to be fitted onto the drains;
- dispose of corrosive liquids for metals and cement, solidifying substances, bad-smelling liquids, paints;
- leave machinery or vehicles on display with full fuel tanks;
- leave leftover stand fittings, such as carpeting or remnants of any nature in the halls;
- lay or place supports for the supply of technical services on the floor or at a height along the aisles.

IEG is not liable for any accidents deriving from the non-observance of the above prohibitions.

4.2 EXHIBITION SPACE CLEARANCE

Exhibition space clearance can only begin after show closure on the basis of the times communicated by Italian Exhibition Group S.p.A. for each individual show, as indicated in the Vademecum and specific clearance letters.

Failure to respect the times given will lead to fees and penalties at the Exhibitor's expense.

Italian Exhibition Group S.p.A. reserves the right to decide on different times and priorities for dismantling exhibition spaces in determined areas.

It is also hereby reiterated that exhibition space clearance must be carried out in total respect of integrity, both in terms of the temporary technological arrangements (telephone sockets, fax machines, telephones) and of electricity supply systems and equipment and the distribution of compressed air.

It is mandatory to remove and take away from the Exhibition Centre all materials used for outfitting, by way of example but not limited to: carpeting, walls, false ceilings, floor coverings, etc.

Any traces of paint and adhesive caused by two-sided adhesive tape used to lay carpeting or other coverings, must also be removed from the floor.

Should the Exhibitor fail to respect the dismantling times, the materials used for outfitting and any other objects left in the stand may be removed by Italian Exhibition Group S.p.A. and stores. All expenses deriving from this operation, as well as risks of theft, loss and damage, are at the Exhibitor's expense.

Italian Exhibition Group S.p.A. reserves the right to arrange for any materials placed in storage and not collected two months after the established deadline to be sold at auction, keeping the amounts for expenses sustained.

The Exhibitor will be charged for any damages unquestionably attributable to it.

For requests to extend the times, please refer to point 2.3 in these Regulations.

4.3 EXHIBITION SPACE SURVEILLANCE

A regularly authorized surveillance agency with appropriately trained staff will be in charge of surveillance with central station at "Fiera di Vicenza" Exhibition Centre's external East entrance. Surveillance staff is responsible for checking "Fiera di Vicenza" Exhibition Centre entry badges and can intervene in order to enforce respect of the provisions contained in these Regulations. The staff also has the right to inspect vehicles exiting from "Fiera di Vicenza" Exhibition Centre as well as any goods being transported.

Furthermore, Italian Exhibition Group S.p.A. supplies a general day and night surveillance service at "Fiera di Vicenza" Exhibition Centre for the entire duration of each individual Show.

In any case, the Exhibitor is responsible for safeguarding its own stand, the relative equipment and the goods on display and/or to be displayed for the entire duration of the Show and during outfitting and dismantling days.

"Fiera di Vicenza" Exhibition Centre is also equipped with a video-surveillance system.

4.4 WASTE MANAGEMENT

In reference to waste management inside "Fiera di Vicenza" Exhibition Centre, Italian Exhibition Group S.p.A. implements a separate waste collection policy.

All those who enter into "Fiera di Vicenza" Exhibition Centre are obliged to place separate waste items (paper, dry goods, plastic and tins, glass) in the specific bins.

Internal bars and catering points are equipped for the disposal of biodegradable products, therefore leftover food must be placed in the special on-site biodegradable waste containers.

Lastly, waste produced at the catering points when preparing and serving food and drinks, is to be separated accurately into plastic, glass, paper and various waste and placed in the appropriate bins.

4.4.1 Waste produced during outfitting and dismantling periods

All waste produced during stand outfitting and dismantling operations (e.g. packaging, cardboard, wood, plasterboard, plastic, bulky waste, etc.) must be CATEGORICALLY disposed of at the Exhibitor's/Outfitter's own company premises. All disposal operations must be carried out in accordance with the laws in force (Legislative Decree no. 152 of 3rd April 2006 - Environmental Regulations - and subsequent modifications and integrations).

4.4.2 Waste produced during the days of the show

The Exhibitor and its collaborators are jointly responsible for correctly disposing of the waste produced inside the exhibition area and in the assigned exhibition space. For this purpose, Exhibitors will be provided with different coloured bags in which to place separate waste items (paper, dry goods, plastic and tins, glass).

4.4.3 Disposal of dangerous substances

In order to manage/dispose of dangerous materials, such as: tins of paint, waste oils, paints, etc., which may be used in compliance with these Regulations, it is MANDATORY to label such products with the name of the Exhibiting company/Outfitter for tracing purposes before bringing them into "Fiera di Vicenza" Exhibition Centre.

4.4.4 Prohibitions

- It is strictly forbidden to dispose of waste water without the use of the appropriate waste pipes;
- It is absolutely forbidden to pour any dangerous substance or waste into the water supply system;
- It is forbidden to leave part of stand fittings, such as carpeting, debris or residue of any nature, including two-sided tape for laying flooring, in "Fiera di Vicenza" Exhibition Centre;
- It is forbidden to bring materials and waste relating to stand assembly/dismantling activities into "Fiera di Vicenza" Exhibition Centre.

Should Italian Exhibition Group S.p.A., through its own inspection service, find any abandoned material, it will charge the Exhibitor/Outfitter the relative fee, as shown in point 5 below, as well as any further charge for damages and disposal.

The Outfitter/Exhibitor must scrupulously respect the fire prevention instructions given by Italian Exhibition Group S.p.A. and immediately dispose of any waste thus avoiding blocking the public aisles and creating potentially dangerous situations. If not, Italian Exhibition Group S.p.A. staff and surveillance staff will draft the specific report with the relative sanctions.

Waste produced at catering points when preparing and serving food and drinks, is to be separated accurately into plastic, glass, paper and various waste and placed in the appropriate containers.

5. FINES AND PENALTIES

The Exhibitor and the Outfitter engaged to operate on its behalf are responsible for failure to observe the provisions in these Technical Regulations and will jointly be liable for all charges that may be incurred as a consequence.

If the checks mentioned in points 4.1.1., 4.1.2., 4.4.1, 4.4.2, 4.4.3, 4.4.4 have a negative outcome, the Company responsible (whether the Exhibitor, Outfitter or Contractor) will be informed of the contestation by email, letter, registered letter or certified email and fees and penalties will also be applied and shown in the specific communications together with outfitting and dismantling times for each show.

The Exhibitor that, as the Customer, has authorized the company to operate in "Fiera di Vicenza" Exhibition Centre on its behalf in order to carry out work on its stand, will be informed of the contestation which, on Italian Exhibition Group S.p.A.'s unquestionable judgment, will be sent exclusively to the Outfitter or Contractor.

In any case, together with the contestation, Italian Exhibition Group S.p.A. will have the right to:

- remove the staff members (Exhibitor, Outfitter or Contractor) that are not in possession of the necessary documentation or have false documents or do not have the correct clothing ;
- include the name of the Outfitter or Contractor that employed the afore-mentioned staff on a list of companies that will not be allowed access to any other show to be held in "Fiera di Vicenza" Exhibition Centre.

Some general sanctions common to all the shows/congresses are outlined below:

5.1 NON-CONSIGNMENT OF OUTFITTING DESIGN, OUTFITTING NON-COMPLIANT TO TECHNICAL REGULATIONS AND/OR TO THE DESIGN APPROVED BY ITALIAN EXHIBITION GROUP S.P.A.

Should IEG, with the support of the Surveillance Service and Exhibition Centre Inspectors, find the following irregularities:

- non-consignment of the outfitting design through uploading onto the Safety Portal;
- lack of outfitting design approval;
- stand outfitted without authorization;

a fine of € 5,000 will be applied.

5.2 FAILURE TO RESPECT STAND AREA LIMITS

With the support of the Surveillance Service and Exhibition Centre Inspectors and for the purposes of making sure that occupancy of the assigned areas is respected, IEG can order the modification, re-positioning and even removal of any non-compliant outfitting parts. All costs relating to the structure modifications required to make the stand conform to the design approved in accordance with the Technical Regulations, and any costs for modifying adjacent stands, will be at the Exhibitor's expense and the infringement will also bear a fine of €1,000.

5.3 UNAUTHORIZED PARKING IN THE SERVICE AREA INSIDE THE EXHIBITION CENTRE

With the support of the Surveillance Service and Exhibition Centre Inspectors, IEG will apply a penalty of €250 an hour, or fraction of an hour, on vehicles parked in the service area inside the Exhibition Centre longer than the time allowed and for up to two days, without prejudice to claims for greater damage. IEG reserves the right to have the vehicle removed, without prior notice, charging the Exhibitor the relative costs (calling out the removal company, removal, temporary storage, etc.).

5.4 FAILURE TO RESPECT OUTFITTING AND DISMANTLING DEADLINES

With the support of the Surveillance Service and Exhibition Centre Inspectors, IEG will apply a penalty of:

- € 500/h, or fraction of an hour, over the time allowed for concluding stand outfitting works up to midnight on the last day allowed for stand assembly;

N.B: For jewellery shows, the following sanctions will be applied:

- € 500 up to midnight on the day set for concluding the works
- € 10,000 from 00.00 hours two days before the start of the show without prejudice to claims for greater damages calculated by Italian Exhibition Group S.p.A. for extraordinary interventions due to damages, soiling, waste removal, etc.

5.5 OUTFITTING MATERIALS WITHOUT THE REQUIRED CERTIFICATIONS/DECLARATIONS

With the support of the Surveillance Service and Exhibition Centre Inspectors, IEG can order, on its unquestionable judgment, the removal of materials/systems not covered by the required conformity certifications and declarations, charging the Exhibitor with the relative costs. While waiting for adjustment works to be carried out and/or unsuitable materials to be replaced, IEG can order the works to stop and/or cut off the stand's electricity supply.

5.6 FAILURE TO SWITCH OFF THE ELECTRICITY AT THE END OF THE DAY

With the support of the Surveillance Service and Exhibition Centre Inspectors, IEG, on a case by case basis, will adopt all the measures deemed appropriate and/or necessary and, in more serious cases, will fine the Exhibitor €100 for each infringement.

5.7 DAMAGE TO ITALIAN EXHIBITION GROUP S.P.A. STRUCTURES

With the support of the Surveillance Service and Exhibition Centre Inspectors, IEG, on a case by case basis, will adopt all the measures deemed appropriate and/or necessary against those who cause structural damages due to their failure to respect the prohibition on fixing and hooking fittings or drilling holes in the walls, floors, ceilings, false ceilings, etc.

Any damage found in the Exhibition Centre or to the rented structures supplied by Italian Exhibition Group S.p.A. will be charged to the respective Exhibitors to the following amounts:

- two-sided adhesive tape removal €10.00 per metre
- Advertising stickers €1.00 each
- Nails, screws , etc. €10.00 each + labour costs
- Costs for Exhibition Centre structure repairs and tampering: €30.00 an hour
- Repairs to walls and/or floors and any cleaning due to soiling: €100.00 per square metre.

5.8 SMOKING BAN AND FAILURE TO OBSERVE SAFETY REGULATIONS

With the support of the Surveillance Service and Exhibition Centre Inspectors, IEG can order a Smoking Ban and, should the ban fail to be observed, withdraw the entry pass into "Fiera di Vicenza" Exhibition Centre, notifying the Surveillance Authorities for the application of any legal sanctions.

5.9 NON-USABILITY OF FIRE PREVENTION SYSTEMS AND DEVICES

With the support of the Surveillance Service and Exhibition Centre Inspectors, IEG can order the immediate removal and/or modification of any fittings that cause fire prevention systems and devices to be unusable as well as the removal of any exhibition material storage that blocks access to the systems and devices, charging the Exhibitor with the relative costs.

5.10 NON-USABILITY OF UTILITY BOXES/SOCKETS

With the support of the Surveillance Service and Exhibition Centre Inspectors, IEG can order the immediate removal and/or modification of fittings and/or exhibition material that blocks access to utility boxes/sockets in the stand, charging the Exhibitor with the relative costs.

5.11 FAILURE TO RESPECT SAFETY AND ENVIRONMENTAL REGULATIONS AND/OR STANDARDS

With the support of the Surveillance Service and Exhibition Centre Inspectors, IEG will have the right, without prejudice to any other remedy foreseen by the law, to take any measures or initiative it deems appropriate and/or necessary, including denying the Outfitter/Exhibitor and/or its subcontractors access into the Exhibition Centre, in the following cases:

- repeated reports of the violation of even one of the obligations and/or prohibitions in these Regulations
- reports of illicit operations in terms of worker safety and respect of environmental regulations
- whenever the material used by the Outfitter and/or the structures and/or systems installed may cause damage to third parties or to Italian Exhibition Group S.p.A
- on the request of the competent Authorities.

5.12 PARKING IN RESTRICTED AREAS

With the support of the Surveillance Service and Exhibition Centre Inspectors, IEG can order the removal, by an authorized vehicle removal company, of any vehicle parked in a restricted area.

The owner of the removed vehicle will be charged all costs relating to calling out the removal company, vehicle removal and storage.

5.13 UNAUTHORIZED USE OF OWN LIFTING MEANS

With the support of the Official Supplier for goods handling inside "Fiera di Vicenza" Exhibition Centre, should unauthorized lifting means (forklift trucks) be found inside the Exhibition Centre, IEG can immediately immobilize them and order their removal from the Exhibition Centre.

The same penalty applies to the use of internal transport equipment such as electrical pallet trucks, lifting platforms or other vehicles authorized to circulate inside the Exhibition Centre that are not in possession of the specific control sticker issued by Expotrans.

5.14 LITTERING

It is forbidden to throw or accumulate refuse on the floor of the hall aisles and throughout the Exhibition Centre areas. Any accumulation or stockpiling of refuse materials is only allowed inside the Exhibitor's own exhibition space.

All traces of paint and adhesive materials on the floors caused by using two-sided adhesive tape for laying carpeting or other coverings must be removed. Any damages, attributable to the Exhibitor or its workers, will be charged to them. In regard to refuse left in the halls, Italian Exhibition Group S.p.A., with the support of the Surveillance and Maintenance Services, will, on a case by case basis, adopt all the measures deemed appropriate and/or necessary against those who leave refuse inside the Exhibition Centre, applying a penalty of €2,000 on top of disposal costs and any damages caused to Italian Exhibition Group S.p.A..

Should special dangerous waste be abandoned, Italian Exhibition Group S.p.A. may also report this illegal act to the public authorities.

6. FIRE PREVENTION REGULATIONS

6.1 OUTFITTING MATERIAL REACTION TO FIRE CLASSES

In order to ensure the greatest possible efficiency of the overall safety conditions in "Fiera di Vicenza" Exhibition Centre, Exhibitors must observe, and have their stand outfitters observe, the legal regulations in terms of fire prevention.

It is forbidden to use plastic materials, including panels, expanded sheeting (e.g. expanded polystyrene) other than class 1 and even then only in small quantities for decorative elements.

It is also forbidden to use synthetic non-fireproof fibre materials, varnish, paint, adhesive that is not class 1, reed mats, rush matting, trellis, curtains made of thin strips of wood (like Venetian blinds) or similar.

Any items that are not naturally fire-proof must be specifically treated with fire-proofing products.

This treatment must be carried out prior to bringing the outfitting materials inside "Fiera di Vicenza" Exhibition Centre.

Bringing and using outfitting materials in "Fiera di Vicenza" Exhibition Centre is only allowed if they are accompanied by regular documentation certifying their reaction to fire class.

In any case, the materials used for outfitting must respond to the following requirements:

- flooring and walls must have a no greater than 2 reaction to fire class;
- materials susceptible to catching fire on both sides: platforms, raised flooring, panels for stand partitions, curtaining and roofing, must have a no greater than 1 reaction to fire class;
- padded furniture must have a 1IM reaction to fire class.

All outfitting materials must be assembled in strict compliance with the provisions in their approval certificate.

Hollow spaces in platforms and walls must be filled with inflammable material (glass flock and similar materials).

Stand furnishings are excluded from the application of provisions relating to reaction to fire class.

The table below shows a comparison between Italian and European Classes in accordance with Min. Dec. 15/03/2005 and subsequent modifications and integrations, which must be respected for the construction products installed:

Flooring:

	Italian class	European class
I	Class 1	(A _{2FL} -s1), (A _{2FL} -s2), (B _{FL} -s1), (B _{FL} -s2)
II	Class 2	(C _{FL} -s1), (C _{FL} -s2)

Walls:

	Italian class	European class
I	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)
II	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)

Ceilings:

	Italian class	European class
I	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)

NOTE: It is hereby pointed out that Min. Dec. 15/03/2005 only applies to construction products, or rather, products made to be permanently incorporated into construction work, as stated by directive 89/106/EEC. Therefore, this regulation excludes materials and products which, although they must still respond to determined reaction to fire requirements, are not classed as "construction products" (curtaining, padded furniture, pillows, mattresses, etc.) for which the Italian legal provisions still apply (D.M. 20/06/1984 and subsequent modifications and integrations).

6.2 FIRE PREVENTION DOCUMENTS TO BE PRESENTED

Every Exhibitor or its Delegated Representative, is obliged to provide, within the times indicated in the Participation Application, the relative documentation certifying the reaction to fire of the materials used. The following documents must therefore be uploaded onto the Safety Portal and/or delivered to "Fiera di Vicenza" Exhibition Centre Operations Management:

- When inflammable material is to be used:
 - ✓ Written declaration that certifies the use and correct assembly of the material used for outfitting the stand, in accordance with the indications on the materials' reaction to fire certificates.
- When class 1 or IM materials or inflammable panels protected by class 1 varnish are to be used, the Exhibitor must provide:
 - ✓ Declaration of correct assembly by the installer with attached approval certificate and relative report of material testing issued by the Ministry of the Interior or other Authorities and legally recognized Laboratories.

The approved materials must carry the mark of conformity to the approved prototype.

When it is not possible to place the above-mentioned mark onto the material, the producer must certify the conformity information with the appropriate certification. Each seller must, under its own civil and criminal responsibility, declare that the material sold has the conformity declaration, specifying the approval details.

In regard to inflammable materials: a "Fireproofing Certificate" is to be drafted by the person who actually carried out the protective treatment and must show the following:

- a) the Exhibitor's company name, hall and stand number;
- b) the list of materials that have undergone fireproofing treatment;
- c) the fireproofing date;
- d) the surface treated;
- e) the main characteristics of the product used: the approval certificate for the substances applied, issued by the Ministry of the Interior or other Authorities and legally recognized Laboratories;
- f) the certificate guaranteeing correct execution of fireproofing on the part of the person who actually did the work and the consequent waiver of Italian Exhibition Group S.p.A., the Exhibitor and third parties that are in any way involved in the Show, of all liability, thus renouncing any claim and/or request against Italian Exhibition Group S.p.A. and the afore-mentioned third parties, to be directly compensated for any damages sustained directly by Italian Exhibition Group S.p.A..

7. ACCIDENT PREVENTION AND SAFETY AT WORK REGULATIONS

7.1 LAWS AND REGULATIONS

Whereas, on the basis of the provisions laid down by Leg. Dec. 81/08, the instant that the Exhibitor signs the contract for the temporary acquisition of the exhibition space, in accordance with art. 26, it becomes the sole proprietor of the safety obligations for all the activities that take place inside the exhibition space, both in terms of the subjects that carry out these activities and third parties who, for any reason, find themselves inside said exhibition space.

Therefore, in terms of construction work, stand outfitting and furnishing operations - in its position as the Customer - the Exhibitor is responsible for enacting all those prevention actions that are meant to make it possible for working activities to be carried out under conditions of maximum safety.

The Exhibitor, and every company it may engage to carry out activities in "Fiera di Vicenza" Exhibition Centre, is obliged to observe the provisions currently in force for health and safety at work and, in particular, those foreseen in Leg. Dec. no. 81 of 9th April 2008 and subsequent modifications and integrations.

The Exhibitor, in entrusting stand outfitting and dismantling work, or any other work or supply inside the "Fiera di Vicenza" Exhibition Centre, must comply with the following:

- 1) in its position as the Customer, whenever the conditions of application arise, enact the measures outlined in the Platform and Trade Show Inter-ministerial Decree, issued on 22/07/2014. If, however, the activities do not come into the field of application of the afore-mentioned decree, the Exhibitor must comply with the provisions in art. 26 of Leg. Dec. 81/08 and subsequent modifications and integrations;
- 2) Whenever heading IV of Leg. Dec. 81/08 is enacted, the Health and Safety Coordination Plan drafted in conformity with attachment III of the Decree of 22/07/2014, must be kept at the stand throughout all working stages in order to be followed by the entrusted companies and coordinated by the exhibiting company. Even if only one company is involved, the employer of the entrusted company and executing companies must respect the provisions outlined in art. 96 of Leg. Dec. 81/08 and subsequent modifications and integrations;
- 3) the Exhibitor must check, in accordance to Leg. Dec. 81/08 and subsequent modifications and integrations, the technical-professional suitability of the contracted outfitting company as well as every other company and self-employed worker that may be subcontracted. Said check must be through the acquisition of the Chamber of Commerce registration certificate and the contracting company's or self-employed worker's self-declaration of being in possession of suitable technical and professional qualifications and/or anything else required by the laws in force. Pursuant to said Decree, art. 26, paragraph 4), the Client is jointly responsible with the contractor for any non-payment of wages and social security and insurance contributions;
- 4) the Exhibitor must provide the above subjects with detailed information on any specific risks that may exist in the working environment, providing them with "Fiera di Vicenza" Exhibition Centre Technical Regulations, "Fiera di Vicenza" Exhibition Centre Safety Regulations, the DUVRI (Interference Risk Assessment Document) for the show produced by Italian Exhibition Group S.p.A. and/or an external Organizer in the case of shows organized by third parties;
- 5) the Exhibitor must cooperate with the employers of the executing companies in enacting prevention and protection measures for any possible risk of accident that may arise from the contracted work in question;
- 6) the Exhibitor must provide protection and preventive actions in regard to any risks that the

workers may be exposed to, reciprocally informing each other in order to eliminate risks due to interference between the work being done by other companies involved in carrying out all the various operations;

- 7) the Exhibitor must explicitly make clear, in every contracting, subcontracting agreement or supply contract with entrusted companies, the costs foreseen for safety, in accordance with art. 26, paragraph 5. The Supervisory Authorities may ask to check the contracts in the case of an accident at work due to the consequences of art. 26, paragraph 4;
- 8) if stand installation works are to be carried out by the Exhibitor's own staff, the latter must evaluate the risks, in accordance with art. 17, paragraph 1, lett. a) of Leg. Dec. 81/08 and subsequent modifications and integrations, and register on the Safety Portal as if it were an Outfitting company in order to obtain all the necessary information for carrying out the safety work.

The Exhibitor is responsible for keeping all the documents foreseen by the laws in force, signed by all the company members involved in their drafting, at the stand. The afore-mentioned documents must be available to the Supervisory Authorities for the entire duration of the outfitting and dismantling stages. All the activities performed inside "Fiera di Vicenza" Exhibition Centre must be carried out in respect of the safety regulations in force as well as ATTACHMENT 1 to the "SAFETY AT WORK REGULATIONS" and the DUVRI (Interference Risk Assessment Document) for the show, which can be downloaded, together with these Regulations, from the show website and which are an integral part of this document and which contain all the aspects relating to respecting the health and safety laws governed by Leg. Dec. 81/08 and subsequent modifications and integrations.

7.2 CUSTOMER LIABILITY

Any failure to observe the above provisions will be the responsibility of the Exhibitor in terms of any detrimental acts committed by anyone in "Fiera di Vicenza" Exhibition Centre in relation to the activities carried out on its behalf during stand assembly and dismantling stages and during the Event days. Therefore, the Exhibitor will be liable to pay any damages that, either directly or indirectly, should be caused to third parties or to Italian Exhibition Group S.p.A., holding the latter harmless of any claim, demand or recourse.

7.3 OUTFITTING VERIFICATION

The Exhibitor and the companies it has engaged are obliged to respect the public safety laws and regulations as well as the all the regulatory systems in force regarding the health and physical integrity of workers. Failure to observe the above regulations will lead to suspension of the services made available to the exhibition space.

Italian Exhibition Group S.p.A. will not be responsible in any way for any consequences that may derive from the failure to observe the above regulations since the Exhibitor and the companies it has engaged will be entirely responsible.

8. DOCUMENTS TO BE CONSIGNED FOR OUTFITTING

In order for all those renting a Free Area to obtain a valid entry pass (Outfitting badge) into the Exhibition Centre to assemble the stands during the outfitting and dismantling periods, the following documentation must be uploaded on the Safety Portal:

- **Stand design** complete with every attachment, as indicated in paragraph 3.5
- **Electricity supply system design** where necessary
- **Hanging structure design** where foreseen
- **Particular structure design** where foreseen
- **Declaration of conformity to reaction to fire classes** of the materials used in the outfitting, in accordance with fire prevention regulations.

At the end of outfitting operations, and in any case, at least 24 hours prior to Show commencement the following documentation must be uploaded onto the Safety Portal in order to obtain electrical power and the authorization to open and use the stand during the days on which the show will be open to the public:

- **Declaration of Electricity System Conformity**, with the installer's certificate of professional competence in attachment, in accordance with the laws in force and, in particular with Min. Dec. 37/2008, for installation companies enrolled on the professional registers of another European Community nation, to the equivalent regulations of the country of origin, complete with the mandatory attachments foreseen by the above-mentioned decree, complete with the electricity system design, if the case so foresees;
- **Declaration of correct installation and positioning of the materials used;**
- **Certifications and declarations for any hanging structures;**
- **Certificate of static suitability and particular fittings**, such as two-level stands, fittings with particular non-standard configurations, for which Italian Exhibition Group S.p.A. will require said certification, signed by a qualified expert;
- **Declaration of the correct assembly of the structures.**

9. UTILITY SYSTEM INSTRUCTIONS

9.1 ELECTRICITY SYSTEMS

9.1.1 Supply characteristics

Italian Exhibition Group S.p.A. provides electrical power with the same characteristics as those supplied by the Electricity Company. Every Exhibitor registered is a potential user and cannot transfer electrical power to third parties.

There are service electrical sockets in the halls that the Exhibitors and Outfitters can only use during outfitting and dismantling periods for work that uses small tools.

In these periods, the power points connected to the stands will not be live until the declaration of conformity of the system servicing the stand has been received. Any system testing in the exhibition spaces may be carried out by connecting to a certified site panel, on previous agreement with Italian Exhibition Group S.p.A., to provide the minimum power required for the purpose. Failure to comply with these instructions will lead to the application of specific sanctions.

Power points for exhibitors are made up of the same number of interlocking EEC sockets as stand modules to which the exhibition space electricity systems will be connected, according to the indications supplied by Italian Exhibition Group S.p.A. staff. These points are situated on pillars, walls and suspended, depending on the hall.

The table below shows the type of plugs and power available for each hall. For particular plug and power needs other than those available, prior request must be made to "Fiera di Vicenza" Exhibition Centre Operations Office, which will assess the feasibility and estimate the relative costs.

Hall	AVAILABLE		
	Plug type	Power	Tension
1	16 A 5-polei (3F+N-T)	9 kW	380
2	16 A 3-pole (1F+N-T)	2 kW	220
2.1-2.4	16 A 3-pole (1F+N-T)	2 kW	220
3	16 A 5-pole (3F+N-T)	9 kW	380
3.1	16 A 3-pole (1F+N-T)	2 kW	220
3.2	16 A 5-pole (3F+N-T)	9 kW	380
4	16 A 5-pole (3F+N-T)	6 kW	380
5	16 A 5-pole (3F+N-T)	9 kW	380
6	32 A 5pole (3F+N-T)	20 kW	380
7	32 A 5-pole (3F+N-T)	20 kW	380
8.0 (*)	16/32 A 5-pole (3F+N-T)	9/20 KW	380
8.1 (*)	16/32 A 5-pole (3F+N-T)	9/20 KW	380
9	16/32 A 5-pole (3F+N-T)	9/20 KW	380

(*) To be arranged ON SPECIFIC REQUEST

The stands are normally equipped with 1 KW of power for each module.

By accessing its own "Reserved Area", the Exhibitor can request the supply of extra electrical power. Requests for extra power will be assessed and, if granted, the installer must follow the instructions that

the Italian Exhibition Group S.p.A. electrician will provide.

9.1.2 Electricity system installation in exhibition spaces

The installation of systems can be carried out by the Exhibitor which will therefore be the guarantor under all aspects, even if it contracts the installation of the system out to a suitable company and/or electrician.

You are hereby reminded that, in accordance with art. 82, paragraph 1, letter c, point 2 of Leg. Dec. no. 81/2008: "the Employer of the installation company must entrust the execution of works on parts in electrical tension to qualified workers known to be suitable for the activity, in accordance with the pertinent technical regulations (Expert Person - Informed Person)"

All installations must be carried out without causing damage, disturbance or hindrances to neighbouring exhibiting companies. Downstream of the interlocking socket, installations are at the total expense of the Exhibitor and its engaged Electrician, who must perfectly install them in conformity with the regulations in force, including (the regulations mentioned above refer to the last valid edition in force):

- Min. Dec. 37/2008 and subsequent modifications and integrations;
- C.E.I. Regulations;
- CENELEC standard regulations;
- UNI (Italian Standardization Organization) regulations.

It is forbidden for the Exhibitor or third parties not authorized by Italian Exhibition Group S.p.A. to directly connect to utilities (water, electricity, telephone, etc.) and to lay technological service lines on the floor or at a height along the aisles in the exhibition areas.

The Exhibitor is obliged to personally check the power network at the moment its system is connected up, exonerating in any case Italian Exhibition Group S.p.A. and the staff authorized for the task, from any liability for damages that may occur to persons and/or things after said verification.

In order to prevent fires, electrical systems must not constitute a primary cause of fire nor a fire hazard.

After the systems have been installed in the stands, every Exhibitor is obliged to provide Italian Exhibition Group S.p.A., for each show, a "Declaration of Electricity System Conformity to best practice" foreseen by Min. Dec. 37/2008, certifying that the systems correspond to best practice and attaching the installers Chamber of Commerce registration document.

All electricity system documents must conform to the C.E.I. regulations and bear the IMQ mark or equivalent mark for foreign countries.

9.1.3 Power supply access points

Power supply points must be easy to reach, accessible, able to be inspected and, in any case, not blocked so that Italian Exhibition Group S.p.A. staff can check them and connect up the stands and so that security staff can carry out interventions if required.

9.1.4 General exhibition space electrical panel

The Exhibitor must install a general electrical panel to power the stand's circuits, downstream of the socket provided by Italian Exhibition Group S.p.A.

The panel must be encased in insulating material or a metal box, in accordance with the product's regulations, with a protection level of no less than IP4X.

It will be equipped with one single omnipolar main switch suitable for the maximum power used in the stand. The switch must be of the circuit breaker or differential circuit breaker type $I_{dn} = 30 \text{ mA}$ (0,03 A). A number of partial omnipolar switches of suitable capacity will branch off downstream of the main switch. Each power distribution circuit must be protected by a differential circuit breaker with a capacity in proportion to the load but no greater than magneto-thermal capacity 10A and 0.03 A sensitivity.

Differential protection must be omitted for switches that protect any emergency lighting circuits in the stand.

All switches and especially the main switch, must be clearly labelled in the panel.

Switches with variable differential current setting are not permitted.

Quadripolar switches or other switches for monophasic distribution are not permitted.

If the general electricity panel is not of the tower type with a base support, it must be anchored to a wall or a load-bearing structure in the stand at a height of no less than 1.5 m from the lower edge of the panel to the stand's finished floor and positioned in such a way as to be easily accessible to the public and free of obstacles so that it can be easily manoeuvred and accessed. The position of the panel must be clearly and easily identifiable, even from outside the stand.

Note: if the stand's power comes from several electricity sockets, the number of panels installed must be the same as the number of sockets used.

Every general electricity panel must have the characteristics outlined above and must power well-defined portions of the stand, subdividing the power into electrically independent islands in order to avoid mixing or overlapping circuits powered by different panels.

It is forbidden to use power cables for hanging lights. Moreover, the cables must be protected against any possible mechanical damage up to a height of 2.5 m from the floor. In installing electrical connections, in no case will it be allowed to excessively coil the cable.

9.1.5 Technical safety standards for designing and installing electricity systems in exhibition spaces

Switches	Switches must be of the differential circuit breaker type with a capacity in proportion to the load but no greater than magneto-thermal capacity 10A and 0.03 A sensitivity. Switches must be placed on the wall and fixed at a distance of no less than 0.3 m from the floor.
Power	The maximum power of each circuit starting from the interlocked switch of the halls must not be greater than 2000 W.
Connections	Connections must be made using terminals and protected in totally insulated boxes. Earth connections must be carried out with crimp terminals and be proportionate so that their overheating as the earth current goes through is not greater than that of the relative conductor.
Sockets and plugs	Sockets and plugs must: <ul style="list-style-type: none"> • not be subject to mechanical damage, have an earth protection conductor, guarantee inaccessibility to live parts, be equipped with a restraining device; • plugs for powering machines and devices with a greater than 1000 W power must have, upstream of the socket, a differential switch and thermal protection switch suitable for the load and no greater than that of Italian Exhibition Group S.p.A.'s connection socket.
Cables	The minimum section allowed for power distribution line is 2.5 mm². The main reference for installing electricity distribution systems inside the stands is Regulation CEI 64/8, part 7 (Particular environments and applications), sec. 711 - Trade shows, exhibitions and stands. Fire retardant cables (CEI 20-22) at low toxic fume emission LSOH (CEI 20-38) must be used inside the stands: <ul style="list-style-type: none"> • Unipolar cables: N07G9-K (CEI 20-22 + CEI 20-38) • Multi-polar cables: FG7OM1-0,6/1 KV (CEI 20-22 + CEI 20-38) For those outside the stand (in the open air) <ul style="list-style-type: none"> • 0.6/1 KV insulated cables, the most widely used today are: FG7OR-0,6/1KV (CEI 20-22)

Earthing	All the systems live parts, the metal mass of the devices used and the metal parts of the lighting fixtures must be earthed ("Fiera di Vicenza" Exhibition Centre has the facility) through insulated conductors (colour: yellow/green) in accordance with the CEI regulations in force.
Commands and protection	The general and partial electricity system commands and the relative protection must be placed in such a way, and in conformity, so that the public can reach them. Light bulbs in light fittings must be made in such a way as handling them for assembly and dismantling purposes can be done without touching any live parts.
Light fittings	Light fittings, especially those equipped with halogen light bulbs, must be maintained at an adequate distance from any inflammable illuminated items: up to 100 W, 0.5 m – 100/300 W, 1 m (CEI 64.8). Halogen light bulbs must be protected by glass screens. The use of low consumption light bulbs is preferable (led).
Protection against power surge and overloads	Refer to the indications cited in CEI 64-8 regulations regarding "protection measures against direct and indirect contact" and "conductor protection against power surges" respectively.
Illuminated signs	Illuminated signs must be fixed and not intermittent. Moreover, the power tension must not be greater than 220 V and the signs must be protected by shields or other devices in order to avoid any possible direct contact with live parts or, in any case, any breakage, which could cause damage to persons.
Particular devices	High frequency devices or in any case, those that could disturb the user network, must be appropriately shielded. If the lack or insufficiency of this protection should cause a disturbance to the appliances on display and consequently to other exhibiting companies, Italian Exhibition Group S.p.A. reserves the right to suspend the use of these devices. Moreover, Exhibitors that use appliances for which constant tension values are required, are advised to use "tension stabilizers".
Electricity users	All electricity users must have the power factor appropriately adjusted in order to guarantee a $\cos \Phi$ of no less than 0.9.

9.1.6 Electricity system connection

Electricity system connection will be carried out after having been checked by staff engaged by Italian Exhibition Group S.p.A. to ensure that the system meets the requirements mentioned in the paragraphs above and on consignment of the "Declaration of System conformity to best practice" (Min. Dec. 37/2008) to the Operations Office.

Nevertheless, this check does not release the Exhibitor which will still be totally responsible, to all effects, for its own systems.

9.1.7 Water supply and drainage connection

By accessing its own "Reserved Area" the Exhibitor can request the "Water supply and water consumption" service and any other linked water connection, if allowed. The installer must follow the indications that the Italian Exhibition Group S.p.A. plumber will provide.

The service can be requested through the Reserved Area, only in hall 7. Where assigned stands do not have connection facilities, the Exhibitor must go to the Exhibitor Technical Assistance Service (SATE) to see if it is possible to use the connection facilities in the nearest stand.

Exhibitors that ask for water supply service, must provide the design of the water supply and drainage lines.

9.2 COMPRESSED AIR SYSTEM

9.2.1 Technical safety standards for the compressed air system

Halls 1, 4 and 7 have a compressed air distribution network.

Exhibitor/Outfitter appliances that are to be connected to the Exhibition Centre's compressed air network, must be in perfect working order so as not to cause any inconvenience during the Show.

9.2.2 Compressed air system characteristics

It is hereby pointed out that each compressed air socket can supply 150 nl/min 8 bar. The ½ inch socket is of the universal bayonet type and is positioned at a height of about 3 m from the floor. Any reduction in pressure and connections must be managed by the Exhibitor and Outfitter.

9.3 TELECOMMUNICATION SERVICES

9.3.1 Telephone connection in the exhibition space

The request for this connection must be made by completing the specific "Telephone connection request" form within the deadlines indicated on the form itself.

The telephone supplied to the Exhibitor, which will be liable towards Italian Exhibition Group S.p.A., is to be returned to Exhibitor Assistance at the end of the show and before leaving the exhibition area. Should the Exhibitor fail to return the device, the amount established by Italian Exhibition Group S.p.A., as indicated in the relative forms attached to the show participation application, will be duly charged.

Connection to the telephone network can only be carried out by technicians engaged by Italian Exhibition Group S.p.A.

9.3.2 Wi-Fi

The request for a wi-fi connection must be made by completing the specific "Wi-Fi request" form within the deadlines indicated on the form itself.

The characteristics, fees and modalities are shown on the form.

Italian Exhibition Group S.p.A. is explicitly exonerated from all liabilities for any damage that the Exhibitor may sustain for the non-activation or suspension and/or interruption of the requested service due to reasons non-ascribable to Italian Exhibition Group S.p.A. or due to force majeure.

9.4 LIABILITY

The Exhibitor is exclusively liable for its own systems.

Italian Exhibition Group S.p.A. is exonerated from all liability for any damages that the Exhibitor may sustain due to the non-activation or suspension and/or interruption of the requested service due to reasons non-ascribable to Italian Exhibition Group S.p.A. or due to force majeure.

10. MATERIAL HANDLING

10.1 GENERAL PROVISIONS

All operations connected to bringing goods and materials into "Fiera di Vicenza" Exhibition Centre, their unloading, positioning in the stand, dismantling and the re-shipment of machinery, exhibition materials and outfitting materials are at the Exhibitor's expense and can only be carried out during the Show outfitting and dismantling periods.

10.2 HANDLING INSIDE "FIERA DI VICENZA" EXHIBITION CENTRE

For goods handling inside "Fiera di Vicenza" Exhibition Centre, Italian Exhibition Group S.p.A. implements the services of an Official Handler, Expotrans srl.

You are therefore asked to contact Expotrans in advance in order to arrange loading/unloading and goods handling activities inside the halls.

It is hereby pointed out that Expotrans has no obligation to carry out loading and unloading operations that have not been booked as indicated in these Regulations and in the Show Regulations and Vademecum.

10.3 USE OF OWN LIFTING MEANS

For safety reasons, Organizers, Exhibitors and Outfitters operating on their behalf, are forbidden to use forklift trucks and mobile cranes inside "Fiera di Vicenza" Exhibition Centre.

The unloading and re-loading of materials cannot be carried out autonomously. They can only be done by Expotrans staff.

Goods can only be moved inside the halls with either the Exhibitor's own or a rented electric pallet truck as long as it has been previously checked by Expotrans. Access to and usage of these vehicles bears a cost which is shown in the Expotrans Official Price List and Expotrans will issue a relative identity pass.

Moving goods in a hall that is not the one shown on the identity pass is not allowed. If this occurs, the vehicle will be moved to the right hall, applying a fine equal to one hour's usage, as shown in the Expotrans Official Price List.

Forklift trucks belonging to Expotrans, are the only ones authorized to handle goods inside the halls in order to take materials to the stand position and to operate in the external common areas rented to the Exhibitors during Show outfitting/dismantling periods.

11. INSURANCE

11.1 INSURANCE – DAMAGES

Exhibitors **must** insure:

- against civil liability for damages provoked by third parties and their own employers as well as damages caused to Italian Exhibition Group S.p.A. and its employers and/or workers;
- the stand and everything in the stand against all risks (by way of example but not limited to: theft, fire, malicious events in general, damages due to infiltration or falling water, natural events in general, breakages, destruction) for the entire period of their permanence and with the exclusion of the possibility of any claims to Italian Exhibition Group S.p.A.

The Exhibitor must send a copy of the Insurance Policy taken out to cover the above-mentioned damages.

Italian Exhibition Group S.p.A. will not be liable for damages caused to persons or things by whoever and however they may be provoked; Italian Exhibition Group S.p.A. will not be liable for any damages (direct and indirect or financial loss) or detriments caused to persons or things, by whoever and however they may be provoked.

Consequently, Italian Exhibition Group S.p.A. will not compensate for any damages deriving from, by way of example but not limited to: theft, fire, explosions, malicious events in general, breakages, water infiltration, natural events in general, and the Exhibitor will be liable for all damages caused to persons and things by the exhibited products, outfitting, installation of electricity and water supply systems, building work, advertising kits, rented vehicles and other items, working machinery and by the staff in its employ.

12. EXHIBITION SPACE MANAGEMENT DURING THE SHOW

12.1 EXHIBITION SPACE AVAILABILITY

The exhibition spaces will be made available on the days and times shown in the Show Vademecum and/or in specific Italian Exhibition Group S.p.A. communications.

Exhibitors must pay maximum attention to their materials, goods and items and a member of staff must always be at the stand until hall closing time.

12.2 SAFE SERVICE

Precious items or those of particular value must be removed from the showcases and placed in security cabinets and/or safes when the Show is closed. Armoured cabinets and/or safes can be rented from Italian Exhibition Group S.p.A.'s official supplier.

12.3 VEHICLE AND MACHINERY DISPLAY

At the shows that foresee displaying machinery and/or vehicles, the following provisions must be respected:

- the vehicles must have a minimum level of fuel in their tanks; entry into the halls with the motor running is only allowed for the distance from the main vehicle entrance to the exhibition space; when on display, the battery must be disconnected;
- machinery must have all the necessary permanent and/or mobile protections;
- it is forbidden to start machinery and/or vehicles without the prior authorization of Italian Exhibition Group S.p.A. on request to "Fiera di Vicenza" Exhibition Centre Operations Management;
- the authorized running of machinery must, in any case, be without gas and/or liquid emissions, bad smells and noise emissions over 65 dB(A).

12.3.1 Exception request

Particular operations and displays to be carried out as an exception to the above provisions (the use of pressurized gas tanks, demonstrations with the machinery switched on, display of burners/bioethanol fireplaces, demonstrations for welding and the use of paints or other chemical products, etc.), need to be previously authorized by "Fiera di Vicenza" Exhibition Centre Operations Management and, if necessary, by the Fire Service.

In this case, it is absolutely necessary that "Fiera di Vicenza" Exhibition Centre Operations Management receives the written request at least 30 days prior to the opening of the show so that it can forward said request to the Vicenza Fire Service in good time.

The Exhibitor must comply, after having received the specific communication, with every provision that Italian Exhibition Group S.p.A. or the Fire Service deem necessary to impose.

12.4 FOOD AND DRINK ADMINISTRATION

Before show commencement, "Fiera di Vicenza" Exhibition Centre Operations Management must receive a copy of the SCIA (Certified Notice of Commencement of Activities) delivered to the Vicenza ULSS 6 office (Health Service branch) and the "*Temporary activity of food and drink administration*" form (*Attachment III RES 10-01-20*).

Besides the currently in force health and safety regulations, also the following provisions must be respected:

- escape routes and security exits must be kept clear of obstacles and any kind of storage;
- the use of ovens and gas stoves and any kind of open flame is forbidden inside the halls;
- any external use of gas tanks must be organized in such a way as to respect the "technical fire prevention indications for the installation and management of markets in public areas with permanent, removable structures and food trucks" no. 3794 of 12/03/2014;
- food preparation areas inside the halls must be equipped with the appropriate hood for extracting fumes and odours.

12.5 SOUND EMISSIONS DURING THE SHOWS

During the shows, any sound emissions produced for any reason inside a stand must not exceed 65 dB(A). All speakers and sound distribution appliances must face into the stand.

12.6 ADVERTISING

The Exhibitor has the right to carry out commercial actions inside its stand exclusively for its own company and the companies it represents. Promotional and advertising initiatives must relate to the type of goods for which the Exhibitor has been admitted to the show.

12.7 STAND CLEANING

Exhibitors can book the stand cleaning service for the entire show period or for particular cleaning interventions through Italian Exhibition group S.p.A.'s *official service suppliers* at "Fiera di Vicenza" Exhibition Centre.

During jewellery shows, Exhibitors can only use the cleaning service provided by Italian Exhibition Group's official supplier for Vicenza Exhibition Centre.

Third party companies, however, that enter "Fiera di Vicenza" Exhibition Centre during outfitting days, must register on the Safety Portal and upload the identification required in order to be issued with an entry pass.

In any case, cleaning work must be carried out in accordance with the times established by Italian Exhibition Group S.p.A.

13. EMERGENCY MANAGEMENT

13.1 INFORMATION ON THE "FIERA DI VICENZA" EXHIBITION CENTRE EMERGENCY PLAN

In the case of fire or other dangerous situations, Italian Exhibition Group S.p.A. has its own Emergency Plan (which includes all the possible situations and relative procedures to follow) and an Emergency Management Team as well as a Fire Service Unit and First Aid Team on hand during the show.

Should an emergency situation arise, notification must be given immediately by:

- calling number 2555 from telephones inside the halls;
- calling number **0444 969 555** from any telephone;
- speaking to member of Italian Exhibition Group S.p.A. staff and reporting the dangerous situation.

In case of emergency, besides the above notification modalities, each Company must make sure that all its workers stay calm and follow the instructions given by the trained staff or over the loud speaker system.

At the hall exit, the Team Leader must check that all the workers have exited the building.

Should the order to evacuate be given, all workers must go towards the nearest indicated security exits without running or using the lifts.

If help is needed during the emergency call, the following information must be provided:

1. place of the incident:
 - hall
 - external area
 - offices
2. type of emergency (fire, flood, ...)
3. incident details (damage to persons or things)
4. any injuries and the number of injured persons
5. the name of the caller
6. telephone number
7. status (exhibitor, outfitter,...)
8. other useful details required at the time

In order for the "emergency" event to proceed well, everyone must carry out those few fundamental operations, in the right order and, above all, coordinate them with what other people are doing.

For this purpose, during normal trade show activities (outfitting, show, dismantling), all staff present must comply with the Emergency and Evacuation Procedures in ATTACHMENT II and shown in attachment to the DUVRI (Interference Risk Assessment Document) published on the show website.

14. PARTICULAR REGULATIONS AT JEWELLERY SHOWS

14.1 VEHICLE ENTRY AND GOODS HANDLING

Exclusively for jewellery shows and for suppliers that have been pre-authorized by Italian Exhibition Group S.p.A., due to the proven need to restock goods during the days of the show, goods must be loaded and unloaded at the following times:

- from 7 am to 8.30 am;
- from 11 am to 12 noon;
- from 6.30 pm to 7.30 pm.

For all other shows, goods handling must take place during exhibitor access times. Moreover, forklift trucks and pallet trucks cannot be used on the day before the show nor during the show.

14.2 SECURITY REGULATIONS

You are hereby reminded of the obligation to respect the following regulations:

- check that the security locks at the stand entrances are working and efficient (replace pass-partout type locks with Yale type locks);
- check the internal and external closure of the showcases;
- guarantee that a staff member is always at the stand throughout the day;
- only keep valuables in safes and/or armoured cabinets inside the Exhibition Centre, or engage a custody service from the banks and/or couriers; in no case should cabinets or containers without adequate security features be used;
- it is forbidden to take photographs and film, with any means, of the inside of the Exhibition Centre, the stands and goods on display without the prior written consent of Italian Exhibition Group Management and the owner of the stand.

It is also pointed out that the Exhibitor is obliged to remove, at the end of the Trade Show's opening hours, all the valuables displayed in showcases and place them into suitable custody (safes and armoured cabinets).

In any case, showcases must:

- guarantee an adequate anti-theft system;
- have a locking system, at least with a key;
- have reinforced sides.

In any case, the Exhibitor is the only custodian of its own stand, of the relative equipment and goods displayed and/or to be displayed throughout the period of the Show (outfitting and dismantling days included).

For any irregularity in reference to security, please notify the following offices immediately:

Security	0444 969 910
Police	0444 969 943
Security Guard stations	0444 969 931 – 0444 969 947

14.3 PROCEDURE FOR HANDLING TRUNKS AND CRATES

For jewellery shows and in reference to handling crates (generally used by outfitters) and trunks (generally used by Exhibitors/Couriers), in order to ensure adequate collaboration and operation flow, in line with trade show closing times, the operational procedure for handling packages must be carried out as follows:

1. **2.30 - 3 pm:** 1st round of trunk delivery by the Italian Exhibition Group S.p.A. Official Supplier for goods handling at "Fiera di Vicenza" Exhibition Centre, only from the agreed security exits.
2. **3 - 3.30 pm:**
 - a. 2nd round of trunk delivery by the Italian Exhibition Group S.p.A. Official Supplier for goods handling at "Fiera di Vicenza" Exhibition Centre
 - b. 1st restocking phase by the Exhibitors.
3. **3.30 - 4 pm:** couriers come into the Exhibition Centre and go to the agreed areas.
At 3.40 pm Exhibitors can enter through the East entrance with cars or third party handlers.
 - a. 3rd round of trunk delivery by the Italian Exhibition Group S.p.A. Official Supplier for goods handling at "Fiera di Vicenza" Exhibition Centre and start of distribution by third party handlers.
 - b. 2nd restocking phase by the Exhibitors.
 - c. 1st delivery phase to the couriers.
4. **4 - 4.30 pm:**
 - a. Trunk delivery by the Italian Exhibition Group S.p.A. Official Supplier for goods handling at "Fiera di Vicenza" Exhibition and third party handlers is completed.
 - b. 3rd restocking phase by the Exhibitors.
 - c. 2nd delivery phase to the couriers.
5. **4.30 - 6 pm:** Exhibitors complete delivery to the couriers.
6. **7 pm:** the various vehicle entrances are opened to allow Outfitters' forklift trucks and those of the Italian Exhibition Group S.p.A. Official Supplier for goods handling at "Fiera di Vicenza" Exhibition Centre in to move the crates.

ATTACHMENTS

All the attachments shown below can be downloaded from the Safety Portal

- ATT. I: SAFETY AT WORK REGULATIONS
- ATT. II: TEMPORARY ACTIVITY OF FOOD AND DRINK ADMINISTRATION
- ATT. III: REQUEST FOR PERMISSION FOR EXTRA WORK TIME
- ATT. IV: REGULATIONS REGARDING HANGINGS
- ATT. V: TEMPORARY KITCHEN OUTFITTING REGULATIONS