

26-28 APRIL 2020

**EXHIBITING AREA \*** **INTERESTED EXHIBITING IN AREA**

The Company \_\_\_\_\_, also said contracting party, interested in participating in KOINE' 2020, asks to receive an exhibiting proposal for the following request:

Sq.m. requested \_\_\_\_\_

Bare area

Yes	No
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Pre-fitted area

Yes	No
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Select the type

Shop	Standard
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Preferential area surcharge +10% / sq.m.

Yes	No
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For stands in a corner position

Preferential area surcharge +15% / sq.m.

Yes	No
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For stands with 4 display fronts and/or stands located at the entrance

- Church & Liturgy
- Faith & Devotion
- Building of Worship
- Spiritual Tourism

**NOTES - IMPORTANT** **POSSIBLE NOTES**

\*1) for information about participation costs, area rates, surcharges etc... see "Exhibiting rate form"; for furniture included in the stand set-up see "Fitted Booth Area Form" available on the website [www.koinexpo.com](http://www.koinexpo.com). For more information on how to join HIT SHOW 2020 please read General Rules and Regulations available on the website [www.koinexpo.com](http://www.koinexpo.com).

Companies who have not fulfilled their financial obligations to Italian Exhibition Group Spa can be excluded from participation.

**METHODS OF PAYMENT:**

The submission of the application form is free of charge and not binding.

**Deposit** (30% of amount due for participation) will be indicated in the exhibiting proposal and shall be paid upon proposal signing.

We remind you that the **total balance** must be paid within **March 31st 2020**.

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**APPLICATION FORM SIGNATURE**

The company \_\_\_\_\_, application form holder, by signing this application form accepts as binding the General Rules & Regulations, here attached and available on the website [www.koinexpo.com](http://www.koinexpo.com) (ref. code RGE\_KOI20), as issued by Italian Exhibition Group Spa, and requests to receive an exhibiting proposal to attend the edition of KOINE' SHOW 2020.

MANDATORY
_____ Date <span style="margin-left: 150px;">Stamp and signature of legal representative</span>

**Approval of the General Rules and Regulations' clauses indicated below:**

According to and by effect of art. 1341 of Italian Civil Code, the undersigned approves the General Rules and Regulations of Participation printed overleaf at numbers:

**Chapter I** art. 2 (participation methods), art. 3 (exclusion from the exhibition), 4 (stand allocation - modification - reduction - replacement), art. 5 (transfer- revocation - reduction - withdrawal - non participation);

**Chapter II Part 1** art.1 letter B points 3 and 4 (mandatory declarations), 2 (rates and compulsory exhibiting formulas), 3 (terms and method of payment), 4 (inclusion of data in the Official Catalogue), 5 (exhibition cancellation or suspension);

**Chapter II Part 2** art. 1 (stand plan and approval), 2 (expo centre access - stand occupation - outfitting), 3 (services supplying), 4 (damages), 5 (safety), 6 (workplace safety), 7 (stand dismantling), 10 (exhibition safety - security service, responsibility exemption);

**Chapter II part 3** art. 1 (modification to duration, opening and closing date and daily opening hours), 4 (smoking regulations), 5 ( food and beverage distribution), 6 at 6.1 (products, machinery and its use) and 6.2 (weapons exhibit), 7 (sounds level), 8 (advertising), 9 (retailing), 10 (stand cleaning waste disposal), 11 at point 11.2 (business meetings);

**Chapter II part 4** art. 1 (damage-insurance), 2 (industrial and intellectual property rights), 5 (supplementary rules, modifications and compliance to General Rules and Regulations), 6 (photographic and video reproductions), 7 (acceptance of General Rules and Conditions, official language and competent Court) art. 8 (legislative decree 231/2001, code of ethics and termination)

MANDATORY
_____ Date <span style="margin-left: 150px;">Stamp and signature of legal representative</span>

26-28 APRIL 2020

**CONTRACTING COMPANY DETAILS Please fill in caps**

Company Name		General phone	Fax No.
Address		Email	
Town	ZIP Code	Country	Website

**CONTACT DETAILS \* MAILING ADDRESS \*\***

Contact Name		Location	
Mobile	Phone	Address	
Direct email	Town	ZIP Code	Country

\* Contact person's details will be processed exclusively for purposes related to contractual obligations, such as sending the access credentials to the reserved area.  
 \*\* MAILING ADDRESS : possible correspondence will be shipped to this address (e.g.: invoices etc.)

**INVOICING DETAILS \*\*\***

Company Name		V.A.T. no. / T.I.N. (mandatory for invoicing)	
Address		Legal Representative	
Town	ZIP Code	Country	Phone no. Fax no.

\*\*\* in case of VAT exemption, forward documentation to [customers@iegexpo.it](mailto:customers@iegexpo.it)

We remind you that with the indication of a different billing name on the invoices/fiscal documents (see General Rules and Regulations Chapter I art 2) the contracting party/participant declares to Italian Exhibition Group Spa that he/she will assess the proposal of participation that will be sent to him/her and, after signing the proposal of participation, will participate in the expo, in the interest of the person in whose name the invoice/fiscal document is issued, and by whom he/she has been commissioned.  
 In the event of any dispute on behalf of the person in whose name the invoice is issued, the contracting party/participant undertakes to settle any outstanding matters with Italian Exhibition Group SpA directly and personally.

MANDATORY

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Date
Stamp and signature of legal representative

26-28 APRIL 2020

The company \_\_\_\_\_, holder of the application, indicates the willingness to host inside its stand the following co-exhibitors and therefore accepts to pay the amount of € 1000.00 + VAT (if due) for each of them.

Notes: **email back this form ONLY IF FILLED IN**

- Co-exhibitors will attend personally the exhibition and will be listed in the exhibition's Official Catalogue.
  - The amount due for co-exhibitors will be automatically charged to the hosting company.
- For more information see General Rules and Regulations available on the website [www.koindexpo.com](http://www.koindexpo.com).  
The amount indicated above doesn't include VAT. Please add it, if required.

1 – CO-EXHIBITOR DATA		
Company .....		Contact name*
Address .....	Town .....	
VAT .....	TIN .....	Direct phone
ZIP Code .....	Country .....	
Phone no. ....	Fax .....	Direct email
Email .....		
Website .....		

2 – CO-EXHIBITOR DATA		
Company .....		Contact name*
Address .....	Town .....	
VAT .....	TIN .....	Direct phone
ZIP Code .....	Country .....	
Phone no. ....	Fax .....	Direct email
Email .....		
Website .....		

3 – CO-EXHIBITOR DATA		
Company .....		Contact name*
Address .....	Town .....	
VAT .....	TIN .....	Direct phone
ZIP Code .....	Country .....	
Phone no. ....	Fax .....	Direct email
Email .....		
Website .....		

**NOTES:**  
\* Contact person's data will be processed exclusively for purposes related to contractual obligations, such as sending the access credentials to the reserved area. Furthermore, no liability is assumed for missed admission of companies that have not updated the data in the section's catalog of the reserved area within the time expected (see General Rules & Regulations), or that have not paid the total or a part of the sums regarding the registration of the co-exhibitors companies.. ITALIAN EXHIBITION GROUP SpA declines all responsibility for any errors or omissions in the Official Catalogue.

<b>MANDATORY</b>	
Date _____	Stamp and signature of legal representative _____

**COMPANY DETAILS**

Company name \_\_\_\_\_ VAT no. / TIN \_\_\_\_\_

address \_\_\_\_\_ Company legal representative \_\_\_\_\_

Town \_\_\_\_\_ Zip code \_\_\_\_\_ Country \_\_\_\_\_ Phone no. \_\_\_\_\_

Email \_\_\_\_\_ website \_\_\_\_\_

**PERSONAL DATA PROCESSING INFORMATION NOTICE**

Pursuant to the articles 13 and 14 of the EU Privacy Regulation 679/2016 ("GDPR") we inform you that the personal data provided by the interested party ("you"), for yourself or for the organization to which you belong, to Italian Exhibition Group S.p.A. ("IEG" or "we"), on the occasion of or in connection with events, exhibitions, events, conferences / congresses, championships / competitions and / or workshops (the "Events"), organized by us, hosted or participated also in collaboration with third-party partners, they are treated in compliance with the principles of lawfulness, fairness, correctness, proportionality, necessity, accuracy, completeness and security and other legal obligations in force.

**Categories of interested parties. Processing operations and collection methods**

The processed data concerns **customers** (ie exhibitors, visitors, buyers, conference / congress participants, event speakers, participants in championships / races and / or workshops, exhibition and / or advertising space dealers, organizers third parties and the sponsors who have played their respective roles over the last 10 years) and **prospects** (individuals who have expressed an interest in the Events over the last 10 years, including through the delivery of their own business card or request for information or quotes or by subscribing to newsletters, journalists, institutional guests / VIPs who have already taken part in the Events over the last 10 years), intended as natural persons over the age of 14 who act on their own and / or as internal contacts of legal entities, institutions or other organizations. The individual categories of data collected are indicated in our collection forms which supplements this information. The processing takes place with electronic and paper instruments and with logics connected to the single purposes stated below.

We collect data i) through online forms or paper forms or via pre-registration or participation app you filled in and / or acquired by third parties authorized by us or ii) via mobile devices such as tablets, smartphones present in the place of the Events or iii) by visiting card delivered by you. For Events (eg jewelry events) that for security reasons of the premises and / or of the goods exposed to the public require the creation of a photo ID card, we collect your photo either through online registration form or by session photo taken at the entrance of the Exhibition Center by the operators authorized by us. In the case of events organized or hosted by third parties, the data can also be collected through third party partners.

The data collected may be processed by the staff expressly authorized by us, within the limits strictly necessary for the performance of the respective activities assigned to it (eg legal, commercial, marketing, administrative, logistic, IT, management control, etc.).

**Purpose of the processing**

The processing has the following purposes:

1. Fulfillment of contractual and legal obligations deriving from participation or connected to the already contractual or potential participation of the interested party in the Events.

2. Planning and organizational management of events, eg issue and payment of securities, credits and entry passes (including check of payment termination by third-party services), management of personal identification tags (with photo ID) for security, planning and management of specific services requested by you (for example translation services, hostesses, catering, accompaniment), management of the contracts we stipulate with third-party suppliers of goods and / or services used by you during or during Events; publication of name and surname or company name and name, telephone number, fax, e-mail, website, in the public online and paper catalog of the Event in which you participate; communication, upon your request for pre-contractual information (eg programs, proposals, etc.) connected to the Events, drafting of invitation letters for consular visa applications.

3. Sending (via email, ordinary mail, SMS, MMS, push-up messages, instant messaging functions such as whatsapp, telefax, telephone calls with operator, social networks and other automated tools) of commercial communications, advertising and sales offers products / services related to those of your interest or relating to exhibition / congress and / or related products / services (eg sector

publishing, championships / competitions, etc.) (overall activities defined as "soft spam").

4. Profiling. The profiling detects for privacy purposes only if it concerns natural persons, that is individual companies or partnerships and relative partners / directors, or internal referents of corporations, institutions or organizations.

The profiling uses some data supplied by you and sometimes associates them with company data taken from public databases (eg the Business Register of the Chamber of Commerce). For example, we treat the following data:

i) in the case of exhibitors: name and surname, business name of the organization to which they belong, contact details, residence or location, country of origin, website, sector of activity, types of product or service offered, annual promotional / advertising budget, type of distribution - store, department store, concept store, markets of interest, brand;

ii) in the case of buyers/visitors: name and surname, business name of the organization to which they belong, job attachment, level of professional responsibility, contact details, residence or location, country of origin, website, year of foundation of the company, turnover, employees number, sector of activity, percentage of business connected to Italy and to the foreign, Italian and foreign regions of interest, main categories of products or services of interest to the buyer and / or marketed by the same also as a percentage of sales by geographical area, categories of customers of the company, purpose of the visit;

iii) in the case of journalists: name and surname, contact details, sector and title, country of origin, language,

iv) in the case of event / conference presenters / conference presenters: name and surname, contact details, sector to which they belong, professionalism / topics covered.

In some cases, if you are a customer or a prospect, we associate the data you provide to us with your personal data acquired during your browsing on our websites or during the use of the services provided by these sites (eg cookies relating to pages of our website that you have visited, to the country from which you connect) or through other communication channels (eg social media) or through mass mailing of commercial e-mail (eg which messages have arrived, such as e-mails you have opened, what proposals you have accepted through specific actions such as opening an attachment or adhering to our request to link to landing pages or attachments to the email message, etc.).

The profiling allows us, in particular, to limit the sending to you of promotional communications not pertinent to your probable expectations and needs or through unwanted channels.

The limited nature of profiling does not exclude you from specific advantages or from the possibility to freely exercise your privacy rights, nor has any particular legal effects; in particular it does not in any way prejudice your ability to participate in the Events and / or take advantage of our services (eg online pre-registration, purchase of services).

5. Only with your separate consent: communication of data to our third-party partners (eg Event organizers, exhibitors or other operators active in the Events), for autonomous direct marketing actions related to goods / services concerning such third-party partners.

**Legal basis of the processing. Mandatory or optional nature of providing data and consequences of failure to provide data**

The processing for the purposes of **sub 1** has its legal basis in our need to fulfill the obligations assumed through the stipulated contract or to stipulate with you (and to carry out all the actions necessary for the correct and complete execution of the commitments therein) and / or to the legal obligations connected to it. Therefore this treatment does not require your prior consent and you are also free not to give your data, however, in this case, we will not be able to stipulate the requested contract and / or regularly provide the service requested by you or by the organization to which you belong (eg make you participate in the Event of interest and provide you with related services) and / or we will not be able to fulfill the legal obligations connected with the contract.

The processing for the purposes of **sub 2** has its legal basis in our legitimate interest to organize Events, plan and manage all organizational activities useful to allow you to participate efficiently and effectively in Events and to manage relations with third party suppliers of functional and event-related goods and services. In particular, the request for personal data and documents, especially for foreign guests, will make the correct understanding of the data more reliable, but above all, the reliability of the company that requires an entry visa is safer.

You are free not to provide the data, but in this case you will not be able to participate in the Event.

During the Events we are made by us and / or by photographers and / or videomakers authorized by us, video footage (including voice) and / or photographs. These generic images concern trade fairs that can be qualified as public events and are therefore treated, without your consent, for publication on our websites / landing pages and social profiles (eg Twitter, Facebook, Whatsapp, Youtube, Vimeo, etc.) and on brochures, catalogs, flyers and other printed material that promotes the Events.

In the event that, however, the aforementioned images portray you in a recognizable way, IEG may publish them for the same promotional purposes, on the aforementioned our printed materials or electronic / digital channels intended for the public (eg catalogs, brochures, flyers, websites / landing pages, blogs, social networks), only with the necessary prior consent (which is the legal basis of the processing), issued on the spot to our official photographer and / or videomaker.

In the latter case, you can deny consent thus inhibiting the aforementioned treatment; on the other hand, by giving us your consent, you expressly waive any financial compensation for using your image. You can request at any time the obscuring of the face portrayed in the images published online, without prejudice to the lawfulness of the processing operated up to the date of obscuration. IEG does not guarantee the obscuration of third-party autonomous data controllers on online channels.

The treatment for the purposes of **sub 3** (soft spam) has its legal basis in our legitimate interest in contacting our customers freely, as well as the prospects, in order to be able to offer them new opportunities relating to services through electronic / telephone / paper channels. products similar to those previously purchased / contracted (in the case of customers) or to those for which interest has been expressed (in the case of prospects), or relating to products / services for exhibitions / conferences and / or related to them (eg publishing of sector, championships / races, etc.). Therefore the cd. Soft spam, as described above, can lawfully take place even without your prior consent, which is therefore not necessary.

The treatment for the purposes of **sub 4** (profiling) has a legal basis in our legitimate interest to maintain and analyze a limited set of information concerning you, in order to be able to more effectively recontact you if you are our client or prospect. Given the limited data perimeter used in profiling, it also occurs without his prior consent, which is therefore not necessary.

The processing for the purposes of **sub 5** (transfer of data to third parties) takes place only upon your specific express consent (constituting, therefore, the legal basis of the lawfulness of the processing).

The consent requested may be freely denied by you, without prejudice to your right to participate in the events and / or to obtain the services requested by you.

**Communication and dissemination of data**

For the purposes under **1** and **2** the data are communicated by us to: suppliers of the management and maintenance service of our IT systems, websites and databases, photographers and / or videomakers who make the video-audio materials or the related post production, journalists and newspapers, companies entrusted with services necessary for the organization and management of events

**DATI COMMERCIALI**

Company Name

VAT no. / TIN

Company Legal Representative

(eg installation of fittings and equipment, publishers of paper and online catalogs, logistics, security, private security, first aid, hostesses, etc.), diplomatic representatives, consultants, banks (for the execution or receipt of payments connected to the Events), to IEG personnel authorized to process data (Communication, Travel, Sales, Marketing, etc.).

For the purposes under 3 and 4 the data are communicated to: companies charged with marketing analysis, advertising, communication and / or public relations agencies, digital and paper publishing companies that produce our advertising or promotional materials, production companies of websites or blogs, web marketing companies, subjects in charge of the design and / or maintenance of promotional materials, IT management and maintenance companies, websites and databases used to organize and manage events, image agencies.

These third parties will process the data in the capacity of External Managers in accordance with our written guidelines and under our supervision.

For all the aforementioned purposes, we also communicate the data to third-party commercial partners who participate in the creation and / or promotion of the Events, which will treat the data as autonomous or co-titular or responsible owners. You can ask us for a list of co-owners, autonomous and responsible owners (see the "rights of the interested party" section of this information).

**Data transfer abroad**

In the case of Events in the U.S.A. we communicate the data to third party recipients who are based in the United States of America. In this case, the transfer will be based on the following legal basis:

a) the bilateral "Privacy Shield" agreement in force between the EU (European Union) and the U.S.A., which provides for the companies and other entities that import these data in the U.S.A. the obligation to apply a series of protections and measures to protect the personal data received;

b) in the event that the data importer in the U.S.A. has not adhered to the Privacy Shield mechanism, the communication of the data to the importer will take place only after stipulation by the U.S.A. importer of a contractual agreement with which he, for the treatments of his competence, undertakes to IEG to respect privacy obligations substantially equivalent to those provided for by the EU legislation on our charge, through the use of standard contractual clauses conforming to the text adopted by the EU Commission.

In the case of events taking place outside the EU in a country other than the U.S.A. (eg the People's Republic of China, United Arab Emirates, Colombia, Hong Kong), organized or participated by us, we can communicate the data to third-party recipients based in these countries. This data transfer takes place in the face of adequate guarantees, constituted by the prior stipulation by the third importer of a contractual agreement with us by which he, for the processing of his competence, undertakes to respect privacy obligations substantially equivalent to those provided from EU legislation to our load (through the use of standard contractual clauses conforming to the text adopted by the EU Commission).

In the event that the stipulation of such a transfer agreement with the third data importer is impossible or excessively burdensome, the transfer of data to the non-EU country takes place on the basis of the following reasons, even if disjointed: i) it is necessary for the execution of a contract concluded between the interested party and the co-owner of the processing or the execution of pre-contractual measures adopted at the request of the interested party; ii) it is necessary for the conclusion or execution of a contract stipulated between the data controller and another natural or legal person in favor of the data subject (such other natural or legal person is our subsidiary or partner having registered office) in the non-EU country). As an alternative to such cases of derogation, we reserve the right to request specific consent for the transfer of data to the non-EU country.

The list of third parties receiving the data is available on the site [www.iegexpo.it/en/privacypolicy](http://www.iegexpo.it/en/privacypolicy) ("section importer of data").

**Duration of treatment**

In the case of the purposes **sub 1 e/o 2** we treat the data for **10 years** from date of the contract (in the case of customers) from the collection of the data of the interested party (in the case of prospects).

In the case of the purposes **sub 3 and 4** we treat the data for **10 years** from the collection of the data of the interested party (in the case of customers and prospects).

We process the data for a period of 5 years from the publication of the product in the case of promotion of editorial products.

We process the data for a period of 60 days, after the end of each Event, in the case of data made available at collection points for requests for assistance, communicate to us by visitors and exhibitors (including insurance desk, Info point and Emergency Room).

We treat the data contained in the promotional catalog (paper and / or digital) of the individual Events for a maximum of 2 editions of the catalog.

We treat certification data of the Events / Events up to the end of the certification and therefore until certification has taken place.

We treat the data necessary for the purposes of computer security (eg log-in registrations, failed logs and log-outs, when accessing restricted areas on the IEG websites related to the Events) for 1 year from collection. The recordings of the logs related to the reading of IEG online privacy information and the on-line actions (eg clicks, flags and the like) through which IEG is informed of the data subject's consent are kept for 10 years from collection .

In the event of a dispute between you and us or our third party suppliers process the data for the time necessary to exercise the protection of our rights or those of the third party suppliers, that is up to the issue and full execution of a provision having the value of a res judicata between the parties or of a transaction.

The data connected to the "Business Matching" service provided during the Events are treated for 3 months from the end of the single Event to which they refer.

The data related to the drafting of invitation letters for the request of consular visas (eg. Copy of the passport, etc.) are processed for 3 months from the end of the single Event to which they refer.

Once the aforementioned maximum duration has ceased, the personal data are definitively destroyed or made totally anonymous.

**Rights of Data Subject**

You have the right to:

- ask us to confirm whether or not a processing of personal data concerning you is in progress and, in this case, to obtain access to personal data and the following information: a) the purposes of the processing; b) the categories of personal data in question; c) the recipients or categories of recipients to whom the personal data have been or will be communicated, in particular if they are recipients of third countries or international organizations; d) when possible, the period of storage of personal data provided or, if this is not possible, the criteria used to determine this period; e) the existence of the data subject's right to request the data controller to rectify or delete personal data or limit the processing of personal data concerning him or to oppose their processing; f) the right to lodge a complaint with a supervisory authority; g) if the data is not collected from the interested party, all available information on their origin; h) the existence of an automated decision-making process, including profiling and, at least in such cases, significant information on the logic used, as well as the expected importance and consequences of such treatment for the data subject.

- if personal data is transferred to a third country or an international organization, the data subject has the right to be informed of the existence of adequate guarantees relating to the transfer;

- request, and obtain without undue delay, the correction of inaccurate data; taking into account the purposes of the processing, the integration of incomplete personal data, also providing a supplementary declaration;

- request deletion of data if: a) personal data are no longer necessary with respect to the purposes for which they were collected or otherwise processed; b) the data subject revokes the consent on which the processing is based and there is no other legal basis for the processing; c) the data subject opposes the processing, and there is no prevailing legitimate reason to proceed with the processing, or he opposes the processing carried out for direct marketing purposes (including the functional profiling of such direct marketing); d) personal data have been unlawfully processed; e) personal data must be deleted in order to fulfill a legal obligation established by Union law or the Member State to which the data controller is subject; f) personal data has been collected regarding the offer of information society services.

- request the limitation of the processing that concerns you, when one of the following hypotheses occurs: a) the data subject disputes the accuracy of the personal data, for the period necessary for the data controller to verify the accuracy of such personal data; b) the

processing is unlawful and the data subject opposes the deletion of personal data and requests instead that its use be limited; c) although the data controller no longer needs it for the purposes of processing, personal data is necessary for the data subject to ascertain, exercise or defend a right in court; d) the person concerned has opposed the processing carried out for direct marketing purposes, pending verification regarding the possible prevalence of the legitimate reasons of the data controller with respect to those of the interested party;

- to obtain from the data controller, upon request, the communication of the third-party recipients to whom the personal data have been transmitted;

- revoke at any time the consent to the processing where previously communicated for one or more specific purposes of one's personal data, it being understood that this will not prejudice the lawfulness of the processing based on the consent given before the revocation.

- receive in a structured format, commonly used and readable by automatic device, the personal data concerning you provided by you and, if technically feasible, to have these data transmitted directly to another data controller without hindrance on our part, if necessary the following (cumulative) condition: a) the processing is based on the consent of the interested party for one or more specific purposes, or on a contract to which the interested party is a party and to whose execution the treatment is necessary; and b) the processing is carried out by automated means (software) - overall right to the c.d. "Portability." The exercise of the right c.d. portability is without prejudice to the right to cancellation provided above;

- not be subjected to a decision based solely on automated processing, including profiling, which produces legal effects that concern him or that significantly affects his person.

- lodge a complaint with the competent control authority based on the GDPR (that of its place of residence or domicile); in Italy it is the Data Protection Authority.

You can exercise your rights by writing to the Data Controller Italian Exhibition Group S.p.A., with registered office in Via Emilia, 155 - 47921 Rimini (Italy), e-mail address: [privacy@iegexpo.it](mailto:privacy@iegexpo.it).

In order to ensure compliance with the GDPR and the laws applicable to the processing of personal data, we have appointed **Avv. Luca De Muri**, domiciled for the position at Italian Exhibition Group S.p.A.

The Legal Representative of the company or the Representative of the organization undertakes to communicate this information to the other subjects belonging to the company or to the organization itself and of which it declares to legitimately supply the relative data. Likewise, the consent given for the purposes **sub 5** by the Legal Representative of a company or by the Representative of an organization is also extended to other subjects belonging to the company or to the organization itself

**CONSENT FOR PRIVACY POLICY**

Having read the information communicated to me (also available on the site [www.iegexpo.it/en/privacyinformation](http://www.iegexpo.it/en/privacyinformation)), I declare the following about the processing of data for **autonomous direct marketing purposes by IEG third partners. (purpose 5 of the information)**

I agree

I do not agree

Date: .....



*Please select a choice*

## TECHNICAL FORM KOINE' SHOW 2020

### EXHIBITING RATES FORM

26-28 APRIL 2020

EXHIBITING RATES PER SQ.M - BARE AREA <sup>(1)</sup>	
STANDARD RATE	€/ Sqm 130,00

EXHIBITING RATES PER SQ.M - TURNKEY AREA <sup>(1)</sup>	
TYPE	STANDARD RATES
Shop	€/ Sqm 40,00
Standard	€/ Sqm 55,00

#### Other items <sup>(2)</sup>:

<b>Registration fee</b> (compulsory for each exhibitor) includes: insurance, exhibitors' badges according to exhibit area, listing in the official catalogue, 1 parking permit, Wi-Fi connection	<b>€ 300,00</b>
Preferential Area Surcharge <sup>(3)</sup> (For stands in a corner position)	<b>+ 10% on total bare area rate</b>
Preferential Area Surcharge <sup>(3)</sup> (For stands with 4 display fronts and/or stands located at the entrance)	<b>+ 15% on total bare area rate</b>
Hosted companies fee (in case of more companies inside one booth)	<b>€ 1.000,00</b>

VAT must be added to these figures, if due.

- (1) **Bare area** rate includes area and 1 kw supply each 16 sq.m. The registration fee and any other item required will be charged.  
**Turnkey rate** does not include bare area fee; it includes booth fitting solution, carpet, power supply.
- (2) Further details and costs of participation are indicated in the General Rules and Regulations of Exhibition.
- (3) **Preferential Area Surcharge**: supplementary rate for areas looking on to entrance corridors and/or corridors connecting Pavilions and/or areas in a corner position.  
 It is calculated only on total bare area cost even if the booth is a turnkey formula.

# TECHNICAL FORM KOINE' SHOW 2020

## GENERAL INFORMATION AND DEADLINES

26-28 APRIL 2020

### IMPORTANT DEADLINES:

BOOKING SPACE AND TECHNICAL DATES	<b>REGISTRATION PROCEDURE</b>	Fill in and send the application form to email <a href="mailto:expo@iegexpo.it">expo@iegexpo.it</a> in pdf format. KOINE' SHOW Team will contact you with a customized proposal.
	<b>AREA ALLOCATION STARTING</b>	1 <sup>st</sup> SEPTEMBER 2019
	<b>PARTICIPATION CONFIRM</b>	Exhibiting proposal, signed for acceptance, must be sent via email to <a href="mailto:expo@iegexpo.it">expo@iegexpo.it</a> in pdf format and send the original copy to ITALIAN EXHIBITION GROUP SPA, Via dell'Oreficeria, 16 – 36100 Vicenza ITALY. Deposit must be paid for the sum and to the bank account as indicated in the same proposal.
	<b>BALANCE DEADLINE</b>	31 <sup>st</sup> MARCH 2020 Deadline within which the <b>total balance payment</b> related to the exhibiting area allocated (Chap. II Part 1 Art.3 of the General Regulation) has to be sent to . Note: after that date any client who will sign a proposal has to pay the balance immediately
	<b>BOOTH PROJECT APPROVAL</b>	1 <sup>st</sup> MARCH 2020 <b>BARE AREAS:</b> cut-off date for the <b>presentation of stand fitting &amp; layout design</b> to upload in the section "stand projects" in the reserved area
	<b>SERVICES ORDERING</b>	20 <sup>th</sup> APRIL 2020 Cut-off date for the presentation of the forms for ordering services (See online reserved area on the website)
WITHDRAWAL RULES	31 <sup>st</sup> JANUARY 2020	In case of withdrawal before this date the penalty will be equal to a sum corresponding to the <b>advance payment</b> specified in the participation proposal countersigned for acceptance
	1 <sup>st</sup> FEBRUARY 2020	In case of withdrawal after this date, the penalty will be equal to a sum corresponding to the <b>entire amount</b> as quantified in the participation proposal countersigned for acceptance.

### FOR FURTHER INFORMATION:

	SECTOR	TEAM	PHONE	E-MAIL
Info for exhibitors, <b>exhibiting space sale</b> , <b>advertising services sale</b> , exhibition general information	Brand Manager	Patrizio Carotta	+39 (0)444 969990	<a href="mailto:patrizio.carotta@iegexpo.it">patrizio.carotta@iegexpo.it</a>
	Sales Account	Stefano De Rigo	+39 (0)444 969962	<a href="mailto:stefanoderigo@iegexpo.it">stefanoderigo@iegexpo.it</a>
	Sales Account	Luisa Arzenton	+39 0444 969841	<a href="mailto:luisa.arzenton@iegexpo.it">luisa.arzenton@iegexpo.it</a>
<b>Technical assistance:</b> logistics and planning fitting days, dismanteling days, access procedure, stand projects approval		Ivan Giachin	+39 (0)444 969929	<a href="mailto:ivan.giachin@iegexpo.it">ivan.giachin@iegexpo.it</a>
		Paolo Farronato	+39 (0)444 969949	<a href="mailto:paolo.farronato@iegexpo.it">paolo.farronato@iegexpo.it</a>
	Office: Logistics & Mobility / Logistic	Marta Noaro	+39 (0)444 969 855	<a href="mailto:marta.noaro@iegexpo.it">marta.noaro@iegexpo.it</a>
		Luigi Lazzarini	+39 (0)444 969 930	<a href="mailto:luigi.lazzarini@iegexpo.it">luigi.lazzarini@iegexpo.it</a>
<b>Accounting services:</b> deposit payment, balance, invoices, request of invoices		Imerio Segato	+39 (0)444 969 926	<a href="mailto:imerio.segato@iegexpo.it">imerio.segato@iegexpo.it</a>
	Accounting Department			<a href="mailto:customers@iegexpo.it">customers@iegexpo.it</a>
<b>Forms and catalogue assistance</b>	Back Office	Francesca Bernardini	+39 (0)444 969 907	<a href="mailto:francesca.bernardini@iegexpo.it">francesca.bernardini@iegexpo.it</a>
		Nadia Magnabosco	+39 (0)444 969 942	<a href="mailto:nadia.magnabosco@iegexpo.it">nadia.magnabosco@iegexpo.it</a>

## WARNING! IMPORTANT INFORMATION FOR EXHIBITORS

### International Fairs Directory

For some time now, **International Fairs Directory**, a company registered with branches in other countries, has been sending forms to exhibitor firms asking for any modifications to their company data for publication of advertisements in the Expo-Guide magazine.

On completing and signing the forms, containing the names of Italian exhibition grounds and event trademarks, the firm is then obliged to pay a sum per year.

The above-mentioned company **has NOT and has NEVER BEEN AUTHORISED** to use the name Italian Exhibition Group SpA or our event trademarks. If you should receive forms or proposals from International Fairs Directory, we strongly recommend that you read the terms VERY CAREFULLY before signing.

# KOINE' SHOW 2020

## GENERAL RULES & REGULATIONS OF PARTICIPATION

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**Art. 1. - ORGANIZERS - LOCATION AND DATE**

Italian Exhibition Group S.p.A., Via Emilia 155, 47921 Rimini. Share Capital: € 52.214.097 (fully paid up), VAT Code 00139440408, Rimini Companies Register no. 00139440408, hereinafter also called "Organizer", organises in Vicenza Expo Centre "KOINE' SHOW", hereinafter "the Exhibition", scheduled for April 26<sup>th</sup> to 28<sup>th</sup> 2020.

**Art. 2 - PARTICIPATION PROCEDURE****2.1 APPLICATION FOR PARTICIPATION - rules for the contracting parties**

Companies that intend participating in the expo can apply by sending the following documentation (in pdf format) via e-mail to [expo@iegexpo.it](mailto:expo@iegexpo.it); and send the original forms to ITALIAN EXHIBITION GROUP SPA Via dell'Oreficeria, 16, 36100 Vicenza.

1- an application form (which can be downloaded from the expo's Web site), correctly completed and appropriately undersigned in every part, with company stamp and signature of the legal representative, as well as these expo Rules and Regulations.

The Organizer reserves the right to relegate incomplete forms to a waiting list.

Applications will be examined for as long as exhibit space is available.

The Organizer reserves the right to not accept further special requests entered by the contracting party in the "Notes" section.

The Organizer reserves the right to reject applications if there are outstanding administration issues.

With the indication of a different billing name on the invoices/fiscal documents, the contracting party/ declares to Italian Exhibition Group Spa that he/she will assess the proposal of participation that will be sent to him/her, in the interest of the person in whose name the invoice/fiscal document is issued, and by whom he/she has been commissioned.

In the event of any dispute on behalf of the person in whose name the invoice is issued, the contracting party/participant undertakes to settle any outstanding matters with Italian Exhibition Group SpA directly and personally.

**2.2 PARTICIPATION PROPOSAL****a) rules for participants**

Applicants will be informed they have been accepted to participate and notified of the allocated exhibition space via the document entitled "proposta di partecipazione" or "participation proposal" including cost estimate for both.

The participation proposal once filled in, signed and returned by the date indicated therein constitutes official participation contract.

It must be noted that, when sending the proposal for participation, it is necessary to also arrange payment of the 30% total participation amount deposit.

With the indication of a different billing name on the invoices/fiscal documents, the participant declares to Italian Exhibition Group Spa that will participate in the expo, in the interest of the person in whose name the invoice/fiscal document is issued, and by whom he/she has been commissioned.

In the event of any dispute on behalf of the person in whose name the invoice is issued, the contracting party/participant undertakes to settle any outstanding matters with Italian Exhibition Group SpA directly and personally

**B) rules for contracting parties receiving space in lieu of payment (contra deals):**

contracting parties have to:

1 – send via e-mail to [expo@iegexpo.it](mailto:expo@iegexpo.it) the appropriate form received from the Organizer, correctly completed and undersigned throughout, with the company stamp and the signature of the Legal Representative, as well as these Rules and Regulations;

2 - invoice for receipt of space in lieu of payment, pursuant to the agreements with the Event Manager, made out to Italian Exhibition Group S.p.A., registered offices Via Emilia 155, 47921

The Organizer reserves the right to reject applications if there are outstanding administration issues.

**ART.3 - EXCLUSION FROM THE EXHIBITION**

A) The Organizer reserves the right to not accept the application request, in the following cases:

1 - the presentation of an application form that is not correctly completed and appropriately undersigned in every part, with company stamp and signature of the legal representative.

2 – contracting party's rejection of the pre-arranged exhibiting rates and formats as indicated in Chapter II Part 1 art. 2

3 - the Organizer also reserves the right to not accept the application request for significant exhibition organization reasons.

4 – in the event of non-compliance or ineffective fulfilment, even if partial, of the behaviour obligations and duties expressed in the code of ethics as per Chap. II Part 4 art. 8.

B) The contracting parties agree that the Organizer reserves the right to withdraw the signed proposal of participation if:

1 - it has not been sent to the organizer within the deadline foreseen by the application for participation;

2 – the company has not paid the necessary deposit within the times indicated Art. 3 Section II part one;

3 - there are significant organization reasons.

In the event of case at point 1 and 3, the company will be refunded any deposit made for application, without any other sum being due for withdrawal.

C) The contracting parties agree that the Organizer will have the right to annul the undersigned proposal of participation, with a written communication to the Participant, in the event of non-compliance with or ineffective fulfilment (even if partial) on behalf of the himself Participant of the behaviour obligations and duties expressed in the aforementioned code of ethics, as per Chap. II Part 4 art. 8.

Such non-compliance will result for the participant in the contract being terminated ipso iure, as it constitutes a serious breach of contract, as per art. 1456 of Italian Civil Law.

D) In the event of failure to pay the balance within the limits indicated in Chapter II Part 1 art.3, the Organizer reserves the right to forbid the Participant or any stand fitters commissioned by the Participant to set up and fit out the stand.

E) It is specified that, in the case of outstanding administrative matters, even those also due to previous dealings with the Italian Exhibition Group, or in the case in which it is seen that the company is in a clear state of insolvency, the Organizer reserves the following rights:

1 - non-acceptance of the application form,

2 - later non-acceptance of the undersigned participation proposal,

3 - non-acceptance of application by participants with contra-deal arrangements,

4 - forbidding the Participant or any stand fitters commissioned by the Participant to set up and fit out the stand.

No compensation will be due the company for any reason and the Organizer will have the right to retain any sum already paid for participation in the expo as partial or complete compensation for the previous outstanding debts.

In all the aforementioned cases, the Organizer will take steps to give adequate written communication.

**Art. 4 - EXHIBITING SPACE****A) Exhibition layout**

Exhibition layout is at the final discretion of the Organizer, including space that may be arranged in other areas of the exhibition centre.

For expo layout requirements, the Organizer has the right, according to its undisputable judgement, to modify/reduce the standard width of passageways in some halls and some areas in the halls without compromising their safety and visitor circulation and without Participants being able to raise any objection regarding the matter.

**B) stand allocation**

Exhibition space allocation is decided by the Organizer, taking into consideration the overall interests of the Exhibition, the order in which application are received, the area requested and, wherever possible, preferences expressed by the contracting party.

It should also be noted that the plan attached to the participation proposal is to be considered provisional since the neighbouring areas and stands are subject to change.

**C) modification, reduction, replacement of space**

Even in the case of proposal acceptance by the participant, the Organizer nevertheless reserves the right to move, vary or modify the area allocated, in the interest of the show and its assured success.

The number of open stand sides may be modified if required by the Exhibition layout.

The Organizer reserves the right, to be exercised at its sole discretion at any time and therefore even during the event, if its layout is modified, or for other reasons, both to change or to reduce any space already allocated or to replace it with another, even in a different area.

In the event of any of these cases arising participants will only have the right to the possible refund of a sum corresponding to the difference between what has already been paid as a participation fee and the effective cost of the area allocated to them.

**Art. 5 – TRANSFER- ANNULMENT – REDUCTION – WITHDRAWAL - NON PARTICIPATION**

1- Stands or parts thereof may not be sublet or allocated, even free of charge, without prior authorisation from the Organizer.

2 - Any Contracting party who, after having submitted an application for participation, intends withdrawing it must inform the Organizer rapidly, in writing.

3 – Participants who request a reduction in the space allocated in the participation proposal, must promptly inform the Organizer in writing, stating the reasons for these changes.

In this case, the Organizer reserves the right to not accept the request or to accept it and:

a) reduce the area, maintaining the allocated position and considering the excess space free to be rented.

b) allocate a new space compatible with the expo layout, considering the space previously involved in the contract free to be rented.

In the above cases, the sum to be paid will be recalculated according to the new area and position allocated.

4 - Participants who, after having undersigned the proposal for participation, want to cancel participation in the exhibition, must promptly inform the Organizer, always in writing, stating the reasons for these changes.

Cancellation of participation entails the payment of specific penalties (without prejudice to further damages) as follows:

a) If the written cancellation reaches the Organizer no later than January 31<sup>st</sup> 2020, the penalty will be equal to an amount corresponding to the deposit as determined in the signed exhibiting proposal.

The amount of the penalties established above at letters a) will be retained from deposit paid, specifying that in the event of that being insufficient or not paid at all, the difference or the entire amount due must be paid within 30 days of the date of written cancellation of participation.

Any sum remaining from deposits paid will be repaid by the Organizer.

b) Moreover, if the cancellation reaches the Organizer from the date of February 1<sup>st</sup> 2020, penalty will be equal to an amount corresponding to the entire balance due as determined in the signed exhibiting proposal.

c) In the event of participation proposals being signed for acceptance starting from the date of February 1<sup>st</sup> 2020, any possible cancellation will involve a penalty equal to the entire amount due as determined in the signed proposal.

The above mentioned sums at letters b) and c) due as penalty must be paid at the time of receiving the relative invoice.

5 - Participant who have not occupied their area or begun set-up within 12 noon on the day before the inauguration, will be considered defaulting to all effects and, without prejudice to greater damages, will be obliged to pay as a penalty the sum equal to the entire participation fee; in this eventuality, the Organizer will also have the faculty to use the aforementioned area, assigning it to other interested parties.

6 - In the event of cancellation, participants receiving space in lieu of payment will be subject to the conditions agreed to in the relative contract.

# GENERAL RULES & REGULATIONS OF PARTICIPATION KOINE' SHOW 2020

## CHAPTER II – TERMS AND CONDITIONS OF PARTICIPATION

### Part 1

cod. ref: RGE\_KOI20

#### ART. 1 CATEGORIES OF EXHIBITORS ALLOWED TO PARTICIPATE

Participants must be:

- companies exhibiting products and services they manufacture/produce themselves or their agents; exclusive Italian agents, retailers for foreign companies.
- trade associations, financial organisations and bodies whose institutional role is promotion, research and increasing awareness for this specific sector and its services.

With regard to letters A) and B), it is specified that:

- Participants are obliged to exhibit and market only and exclusively new products, machinery and equipment, i.e. not previously used for commercial purposes by other owners/managers/venues.
- Every product, machine and service shown during exhibition - property of exhibiting companies or those by them represented or hosted - must be conform to the following list:

- DEVOTIONAL ITEMS:** Icons, Devotional jewellery, Devotional and Holy Images, Devotional items for the home, Cribs, Rosaries, Souvenirs – Gadgets.
- PRODUCTS FOR LITURGY:** Liturgical Furnishings, Furnishings for Communities and Groups, Candles, Liquid Wax, Incense, Organs and musical Instruments, Hosts, Communion Wafers, Communion Wine, Vestments, Cassocks, Fabrics, Lace, Statues, Holy Vases and Items for liturgical use.
- RELIGIOUS BUILDINGS:** Bells, Artists (sculptors and painters), Conditioning/Heating, Buildig Components, Artistic Foundries, Lighting, Audio/Video Installations, Marble and Machinery, Mosaics, Building Restoration, Glass and Windows, safety.
- SERVICES:** Religious Publishing, Religious Bodies and Associations, Fairs and Events, Religious Institutions, Computer-based Services, Religious Tourism, Funeral Art and Services.

- Representatives are obliged to indicate in the section "catalogue" (Reserved area my.koinexpo.com) the list of companies they represent and whose products they intend exhibiting. The Organizer reserves the right at any time to request the registered agency agreement or documentation proving this type of relationship;
- companies can request to host other companies on their stands by stating this compulsorily using the co-Participant application form. Organizer reserves the right to authorize this or not.

In the event of Organizer's staff ascertaining any infringement of obligation at points 1, 2, 3 and 4 Organizer reserves the right to start proceedings to seek compensation for the damages.

Any and all responsibility consequent to this, in relation to companies that are guests and/or part of groups, is to be intended as totally borne by the host company and/or the body organizing the group.

#### Art. 2 - RATES

Exhibition areas are all easy to see and access.

The participation fee for indoor floor space in the Expo Centre Halls for the entire event is as follows:

- € 130,00/ sq.m – bare area
- € 100,00/ sq.m – bare area "Arti Sacre Association" Rate

The participation fee for indoor fitted areas in the Expo Centre Halls for the entire event is as follows:

- Turnkey rate:
- € 40,00/mq - type Shop

#### Turnkey rate

- € 55,00/mq - type Standard

Preferential Area surcharge: 10% surcharge on the total cost of the area for stands in a corner position.

Preferential Area surcharge: 15% surcharge on the total cost of the area for stands for stands with 4 display fronts and/or stands located at the entrance.

Aisle space occupied (subject to authorisation by Vicenza Expo Centre Operations Department) by carpeting or overhead linking structures will be invoiced by special agreements.

Participants must pay a registration fee of € 300,00 which includes: insurance as specified in Chap. II Part 4 Art. 1, Participants badges in line with the space purchased, inclusion in paper and online catalogues, one car park permit, wi-fi connection, energy supply up to a maximum of 1000 W each 16 sqm.

Further guest invitations are available to Participant on request with prices indicated in the order form "U", in the Purchase segment on Services section on the private area.

Participants who, subject to the Organizer's authorization, host other companies on their stands are required to pay the sum of € 500,00, for each company hosted.

Moreover, a hospitality fee and a registration fee will be charged to Participants who host companies not declared in the co-Participants application form on their stand without authorisation from the Organizer.

Other exhibiting formats and services with relative costs are indicated in the application for participation forms "Exhibiting Rates Form" and Advertising Rates Form

Aforesaid costs do not include VAT.

#### Art. 3 - TERMS AND METHOD OF PAYMENT

##### A) Payment of exhibit area

Payment of the deposit and the remainder of the sum indicated on the countersigned proposal of participation must be made via:

bank transfer, made out to: Italian Exhibition Group S.p.A.

Bank: INTESA SANPAOLO SpA

Address: Viale dell'Industria, 47 - VICENZA (VI) - 36100

Code IBAN: IT85X0306911889100000000001

BIC CODE/SWIFT: BCITITMM

indicating the reason for payment as "ANTICIPALO/SALDO (deposit/ balance) KOINE' SHOW 2020" along with the Participant's trading name.

When this deposit is received, an invoice will be issued for the amount paid.

The balance must be settled, also by bank transfer, no later than 31<sup>st</sup> March 2020.

Failure to pay the balance results in the provisions foreseen in Chapter I Art. 3 letter D).

##### B) payment of technical services

Any technical services included in the participation proposal must be paid in the same way as the stand (deposit followed by balance settlement).

Outstanding amounts for additional services, including any advertising previously agreed with the Organizer, requested after confirmation of participation, and any other expenses that may have been anticipated by the Organizer on behalf of Participants, must be settled: by online payment with credit card in the section "administrative services" in the Reserved Area, by bank transfer (for bank account see letter a)) or at the cash desk in the Exhibition Centre during exhibition hours.

It must be noted that the staff entrusted by Italian Exhibition Group Spa with the consignment of invoices relative to services to stands is in no way authorized to request or receive cash payment from Participants.

In case of any outstanding sums for services requested by participants represented and/or hosted on other Participants' stands, the Organizer holds the Participant renting the stand responsible for settling them. The relevant payments are to be made in the same way and by the same deadline as specified above.

#### Art. 4 - OFFICIAL CATALOGUE AND EXHIBITION MAP

Without accepting liability or making a commitment of any kind, the Organizer prints an official catalogue and provides one free copy to each participant, using the information provided by the Participant, in the catalogue section (Reserved Area my.koinexpo.com), which must be filled no later than 31 March 2020.

The information provided in the catalogue entry form will also be used to indicate Participants on the event map.

If the Participant does not complete the catalogue section within the deadline above-mentioned, Organizer will publish the information already in its possession. In this case, the Participant accepts all liability for any damages.

Participants accept responsibility for the information declared in the application form and to be included in the catalogue, exempting Italian Exhibition Group S.p.A. from any liability for false declarations.

Any other technical or promotional indications may be included by Participants on request and will be invoiced.

Any other technical or promotional indications may be included by Participants on request and will be invoiced.

The exhibition catalogue is the organizer's only official publication.

Any other promotional publication, excepting official Organizer's publications, is the initiative of unauthorised private individuals.

#### Art. 5 - EXHIBITION CANCELLATION - SUSPENSION

If for any reason, including force majeure, the Exhibition cannot be held, participation confirmations are considered automatically annulled and Management will reimburse participants the fees paid for exhibit area rental.

If, on the other hand, the Exhibition is suspended after the opening;

- due to force majeure, no reimbursement is due to participants;
- for any other reason, the Organizer will reimburse participants the proportion of the rental fee calculated against the remaining event time.

In neither case is Italian Exhibition Group S.p.A. obliged to pay participants compensation of any type.

# GENERAL RULES & REGULATIONS OF PARTICIPATION KOINE' SHOW 2020

## CHAPTER II – TERMS AND CONDITIONS OF PARTICIPATION PART 2

cod. ref: RGE\_KOI20

### Art. 1 - STAND PLAN

1.1 Stand plans must match the following requirements:

#### A) Fitting

Stands must not exceed the allocated areas, indicated by paint or chalk lines; building up must follow Vicenza Expo Centre technical rules and regulation as in chapter 3.3.

Every company participating in the exhibition must occupy the area allocated with a stand whose technical and aesthetic characteristics are consistent with the event's overall image, and which must include carpeted flooring for the stand.

Participants must always set up, equip and maintain their stands in a manner that does not prejudice the appearance or visibility of nearby stands, or cause any damage to other participants.

Since exhibition areas do not have partitions, every Participant must install partitions at their own expense to separate their stand from neighbouring participants.

In large exhibition areas that include passageways, indicated on the hall floor plan, no stand fittings may obstruct these aisles.

Island stands (with four open sides) and peninsula stands (three open sides), must limit the use of perimeter partitions.

Construction of two-storey stands is possible on condition that the second storey has an area of no more than 100 sq.m. and height doesn't exceed the limits indicated in letter C).

All double-sided graphics must be positioned at a minimum distance of 2 metres from boundaries with adjacent stands.

The stand must also show the name of the participating company.

#### B) Non-standard fittings

In case of non-standard type stand fitting, Participants must send Vicenza Expo Centre Operations Department Stand fitters' Statement of Correct Assembly and a Structural Adequacy Certificate.

All fittings featuring specific characteristics as per chapter 3.6 of Vicenza Expo Centre Technical Rules and Regulations always available on [https://www.koinexpo.com/images/documenti\\_espositori/Technical-Regulations-pdf](https://www.koinexpo.com/images/documenti_espositori/Technical-Regulations-pdf) are considered "non-standard".

Technicians of Italian Exhibition Group S.p.A. can request all the necessary certifications, even in the case of structures / installations not relevant to the aforementioned cases, but involving possible safety hazards.

#### C) Height

For stands set up in open areas, the maximum height must necessarily follow the instructions in chapter 3.1 of the Technical Regulations of the Vicenza Exhibition Center.

Graphic elements and suspended structures must be assembled on the floor and raised to the appropriate height with motorized or manual lifting devices; same height restrictions as above.

#### 1.2 STAND DESIGN APPROVAL

All stand plans must be approved by the Operations Department and submitted (uploading in the section "Safety Portal") at least 30 days prior to the opening of the Exhibition.

For all non-standard stand fitting, it is compulsory to submit the technical documentation required by the Expo Centre's Technical Regulations for each specific case. Generally speaking, this is a technical design report, submitted within and no later than 5 days before the start of set-up and stand fitting work and a structural adequacy certificate, signed and stamped by an authorized technician (architect/engineer, member of the appropriate association), the original of which must be consigned within and no later than 24 hours before the start of the exhibition.

Vicenza Expo Centre Operations Department reserves the right to consent, at his own judgement, two-storey stand plans exceeding height and surface indicated in previous paragraph only if the firm has complied with safety rules as per Interministerial Public Health- Job Decree of July 22<sup>nd</sup> 2014.

Vicenza Expo Centre Operations Department reserves the right to consent, at his own judgement, stand plans featuring size and technical traits different from rules and limits exposed at at point 1.1 letters A) B) and C) on condition that they do not prejudice the appearance or visibility of nearby stands.

In one of those case: stand project not approved, stand project presented after the deadline or not presented at all, stand built up following a project different from that approved; the Organizer reserves the right to:

- Modify the project
- Remove stand fitting
- Impose a prefitted stand and the cost, including any applicable surcharge, will be changed to the Participant in whose name the stand has been rented.

In the event of Participants being in default of any of the above, The Organizer reserves the right to refuse participation in the event and claim, by way of damages, payment for the full amount for the exhibition area.

Participants are liable for all installation and stand fitting and they expressly release Italian Exhibition Group S.p.A. of all obligations for any damage caused to themselves or others by installation errors attributable to incorrect calculations or imperfect construction.

### Art. 2 - EXPO CENTRE ACCESS - STAND OCCUPATION - STANDFITTING

In addition to the indications of the Consolidated Act of Public Safety Laws (TULPS), for further security, access to the expo centre is forbidden to any person in possession of offensive weapons (art. 30 TULPS), as well as any person in possession of toy weapons, stunning devices, explosive and incendiary substances/devices and toxic chemical substances. Exceptions may be granted at the sole discretion of the Organizer.

It must be remembered that, in the event of failure to pay the remainder, i.e. in the case foreseen by Chapter I Art. 3 letters D) and E), Organizer has the right to not permit stand set-up and fitting to either the participating company or any stand fitter appointed by it.

In that case the Organizer, as well as withholding any deposit already paid, and claiming the entire sum agreed on for participation, as indicated in the countersigned

proposal of participation, will consider the exhibit area free and it may be allocated to others.

The stand set-up and fitting work timetable will be available on the official website and will be communicated to Participants in a proper way; Italian Exhibition Group reserves the right to change or modify hours or days due to technical reasons, modifications will be promptly communicated.

It has to be noted that fitting works must be completed until 6.30 p.m. of the day before the exhibition.

On the day prior to the inauguration, stand fitters cannot access the expo halls; access will only be allowed to Participants, who will only be able to carry out the final work of positioning samples on display.

Any proven need for limited extensions of the times set in the set-up phase, with the exception of the pre-eve and eve of the event, must be requested to the Operations Office of the Fiera di Vicenza Exhibition Center. The request must be made at least 24 hours before use, by email to [elena.cortese@iegexpo.it](mailto:elena.cortese@iegexpo.it), or to [sate.vi@iegexpo.it](mailto:sate.vi@iegexpo.it), or alternatively it can be delivered directly by hand to the Operations Office of the Fiera di Vicenza Exhibition Center or at the SATE office during the scheduled opening hours.

Any authorization for out-of-hours access will be issued, at the sole discretion of Italian Exhibition Group S.p.A., communicating the rate to be paid to Italian Exhibition Group S.p.A. according to the rates reported in paragraph.2.3 of the Technical Regulations of the Fiera di Vicenza Exhibition Center.

Any completion work or changes beyond the closing time outside the set-up and dismantling period must therefore be carried out with the authorization of the Operations Department of the Vicenza Exhibition Center on the eve of the event and during the event, with a specific security service charged to the participating company, between the evening closing and the morning opening.

The request for this service must be received by 12.00 p.m. of the same day of use at S.A.T.E. (Exhibitors Technical Assistance Service) Modifications to or change of exhibition areas must be authorised by the Organizer and carried out at the applicant's expense.

Participants who have not occupied their area or started stand fitting work by noon on the eve of the inauguration will be considered to have withdrawn to all intents and purposes, and, without prejudice to further damages, sanctions set out in the Chapter I art. 5 letter D) herein will be applied.

### Art. 3 – CONTRACTORS and PROVISION OF SERVICES

For stand fitting work, including the rental of any material required for this purpose, Italian Exhibition Group S.p.A. reserves the right to appoint one or more companies as "authorized contractors", whose names will be opportunely communicated to participants, along with the rates for their services.

These services are regulated and invoiced, but not provided directly, by Italian Exhibition Group S.p.A., who therefore does not assume any responsibility regarding any inefficiency or problems with the provision of said services.

The services can be ordered by means of an e-commerce platform accessible with a password, which is sent by Italian Exhibition Group S.p.A. in the months prior to the expo. It must be noted that, when purchasing or ordering a service, the general conditions for their provision (always attached with service details) are intended as being accepted.

It must be remembered that the conditions of provision may be subject to variation, due to the technical nature of the individual service offered.

Payment of the aforementioned services is disciplined as per Chap. II Part 1 art 3 of the Exhibition's General Rules and Regulations.

Any complaints regarding the services and/or concerning their invoicing, will only be considered by the Organizers if sent to them in writing within and no later than the end of the exhibition.

Any complaints made after the end of the exhibition will not be taken into consideration and, in this case, Italian Exhibition Group S.p.A. will not be obliged to grant any form of refund or compensation.

### Art. 4 - DAMAGES

4.1 Participants undertake to avoid damaging plaster and flooring and to use trestles or frames to hang or hold objects. During stand installation, Participants and their contractors undertake to use only water-based paint.

In particular in case of fitted stand it is not allowed any fixing of posters or any kind of graphic panels with nails, pushpins or double-sided tape.

Exhibitors can use transparent adhesive tape and/or hooks and chains that can be hung to the top of the walls.

It is forbidden to use stands' plumbing system or that of the expo centre's public toilets to dispose of food and solid, liquid or semi-liquid waste, toxic, corrosive or pollutant substances.

For the management/disposal of dangerous substances, such as tins of paint, waste oil, paint, etc. that can be used in accordance with the provisions in these regulations, it is MANDATORY, for traceability purposes, that each product is labelled with the name of the exhibitor/outfitter to whom they belong before they are taken into the "Fiera di Vicenza" Exhibition Centre.

It is MANDATORY for all waste produced during stand outfitting and dismantling operations (e.g. packaging, cardboard, wood, plasterboard, plastic, bulky waste, etc.), to be disposed of by the exhibiting/outfitting company.

All waste disposal operations must be carried out in compliance with the regulations in force (Leg. Dec. no. 152 of 3rd April 2006 - Regulations concerning the environment - and subsequent modifications and integrations).

Any damage must be compensated and exhibited products will be held as security. Management has the right to claim against this material without prejudice to other forms of compensation.

4.2 During the entire set-up and stand fitting period, Participants are required to keep aisles and passageways clear of all material, waste and equipment, in order to ensure free circulation of vehicles and people. They are also required to remove any residue of paint, adhesive tape or suchlike from the floor round the stand. In the event of Participants not complying with the above, the Organizer will have the necessary cleaning done by its contractors and charge the cost of the work, shown in Form N1, to the Participant(s) in question.

# GENERAL RULES & REGULATIONS OF PARTICIPATION KOINE' SHOW 2020

## CHAPTER II – TERMS AND CONDITIONS OF PARTICIPATION PART 2

cod. ref: RGE\_KOI20

### Art. 5 - SAFETY STANDARDS – FIRE PREVENTION – ELECTRICAL SYSTEMS

All materials used for stands (partitions, backdrops, various structures, platforms, coatings, fabrics, ceiling panels, carpets, etc) must be incombustible, fireproof at origin or fireproofed in accordance with current legislation and subsequent integrations and amendments. Consequently, prior to the event, Participants must send Italian Exhibition Group S.p.A. Operations Department the Fireproofing Certificate and test report for the materials they wish to use, as indicated in greater detail in the specific "Fire Prevention Form."

Each stand must be equipped with fire extinguishers having a capacity of at least 34° 233BC, with a ratio of one (1) per 100 sq.m. of exhibition space. Moreover, fire extinguishers must be placed in central positions on the stand.

All electrical installations on stands are the responsibility of the Participant, who will ensure they are realized with best working standards and compliant with current standards. After all stand electrical installation work is completed, every Participant and stand fitter must submit the "Declaration of the Electrical System's conformity to Workmanlike Standards" (the form can be downloaded from the reserved online area in the "Technical Services" section) and relative compulsory attachments, completed and signed by a qualified technicians, attesting the compliance of the systems with a professional-standard installation (as per Italian Ministerial Decree 37/2008).

Moreover, for booths requiring an electrical power greater than 6 kW, it will also be mandatory to provide the electrical system plan drawn up by an authorised professional.

This documentation must be uploaded in the section "Safety Portal" within and no later than 48 hours before the opening of the expo, alternatively, a printed copy can be consigned (with the same deadline) at the S.A.T.E. desk.

A copy of the statement of compliance and compulsory attachments must always be available on Participants' stands. Stands' electrical systems must only be connected to the Italian Exhibition Group electricity supply by official Italian Exhibition Group electricians.

In the event of documentation being lacking or incomplete, Italian Exhibition Group will not authorize connection to the expo centre's electricity supply.

All electric components must comply with C.E.I. standards and have the ISQM mark or equivalent for foreign countries.

Failure to comply with safety and prevention standards entitles Italian Exhibition Group S.p.A. to:

- prevent the defaulting stand fitter from working in the Exhibition Centre.
- exclude the Participant from participating in the event and in any others organized by Italian Exhibition Group.

### Art. 6 - WORKPLACE SAFETY

Participants must comply with current workplace safety legislation and in particular the provisions of Italian Legislative Decree 81/2008 and subsequent modifications and amendments. They must also comply with Italian Exhibition Group S.p.A.'s DUVRI (document for the evaluation of interference risks), downloadable from section Safety Portal in the Reserved Area.

When arranging set-up stand fitting, dismantling or any other type of work to be carried out on Exhibition Centre premises or grounds, Participants must:

- A) ensure the technical and professional suitability of all contractors also by checking their Chamber of Commerce registration;
- B) check regular payment of contributions on behalf of contracting companies, having them consign a copy of their DURC (certification of payment of social security contributions);
- C) verify his own contractors comply with current worksite safety legislation;
- D) give a copy of the DUVRI (document for the evaluation of interference risks) drafted by Italian Exhibition Group S.p.A., gathering comments or suggestions from the suppliers/stand fitters/contractors and reporting them immediately to Vicenza Expo Centre Operations Department.
- E) moreover, in the event of several companies being involved, participants must produce its own DUVRI (document for the evaluation of interference risks) regarding its area of competence.

If stand fitting work falls within construction sites regulations, i.e. Italian Legislative Decree 81/2008 Chapter IV, the participant must comply with all obligations foreseen in the above decree, such as the appointment of a safety Coordinator,

processing of a Safety and Coordination Plan complete with SOP (document detailing its standard operating procedures)

Upon signing these provisions on the application form, participants declare they have read the contents of Italian Exhibition Group S.p.A. DUVRI carefully and agree to comply with its requirements, as well as to provide copies of the DUVRI to their suppliers/stand fitters/contractors.

### Art. 7 - STAND REMOVAL

Stands must not be dismantled totally or in part before the end of the event and exhibited materials may not be removed before the event closes.

Participants who infringe this rule will be fined an amount equivalent to half the gross rent of their stand.

Dismantling schedule and dates will be available on the Safety Portal, in the Reserved Area, and on specific communications; Italian Exhibition Group reserves the right to change or modify hours or days due to technical reasons, modifications will be promptly communicated at the same website above-mentioned.

It must also be noted that during dismantling days the use of cranes or truck-mounted cranes for loading goods in the expo halls is prohibited; these vehicles can be used in a next period (precise dates will be announced by Vicenza Exhibition Centre Operations Department in the "Safety Portal" on the Reserved Area).

If the Participants does not complete stand dismantling by the stated deadline, without other formality the Management may remove any material on the Participants' behalf, and at their expense and risk. 30 days from the end of the exhibition, without other formality, the Organizer may arrange for the sale of any materials and samples that Participants have not removed.

The Organizer will deduct from sale revenue any amount still owed by Participants and will keep the remaining amount at the latter's disposal for a maximum of 6 days, after which the amount will be confiscated by the event Organizer, who accepts no liability for materials and products left in the Exhibition Centre.

At the Participant's expense and risk, the event Organizer may arrange for the materials and products to be taken elsewhere.

Moreover, be advised that under none of the foregoing circumstances will Italian Exhibition Group S.p.A. be held responsible for any damage to materials occurring while dismantling, during their removal or while they remain unattended at the exhibition Centre.

### Art. 8 - ENTRY PASSES

The Organizer provides each participating company with a number of free entry passes (alias exhibitors badge) in proportion to the square meters of exhibition space purchased. The Badge Request section will be available as soon as the Participant has paid the amount relating to his participation in the exhibition.

Entry passes are strictly personal and at no time and for no reason may be used by others, even temporarily

Participants are responsible for all material they receive and, in the event of loss or misplacement, the Organizer is not obliged to issue replacements and may invoice Participants for any replacements requested.

### Art. 9 - PARKING

The Exhibition Centre has various parking areas. Access to and parking in these areas are possible after purchasing parking permits (limited availability).

One parking permit is provided free of charge, included in the participation fee. Permits are valid only for CARS.

### Art. 10 - EXHIBITION SAFETY - SECURITY SERVICE

Although Italian Exhibition Group S.p.A. accepts no obligation or responsibility for security during the exhibition, a 24/7 security service is operative from 8.00 pm on the day before the event opening until 8.00 am on the day after closing. Nonetheless, participants must monitor their stands and the products exhibited there during Exhibition hours.

Italian Exhibition Group S.p.A. is released from any obligation to keep safe products, material, equipment, machinery, etc. brought near or in the stands by Participants. Italian Exhibition Group S.p.A. will not be held liable in case of theft or damage occurred during set-up or removal operations, or during the exhibition itself and due to causes not attributable to force majeure.

# GENERAL RULES & REGULATIONS OF PARTICIPATION IN KOINE' SHOW 2020

## CHAPTER II – TERMS AND CONDITIONS OF PARTICIPATION PART 3

cod. ref: RGE\_KOI20

### Art. 1 – EXHIBITION HOURS

Exhibition will be held from April 26<sup>th</sup> to 28<sup>th</sup> 2020.

The Organizer has the right to modify the event's duration, opening and closing date, and daily opening hours.

This right does not oblige Italian Exhibition Group S.p.A. to offer participants total refunds or compensation of any kind.

Participants and their staff may enter the Exhibition 30 minutes before opening time and must leave the venue at closing time. The Organizer may authorise extensions of these times on request.

### Art. 2 - VISITORS

The event is open to trade operators and priesthood representatives who may visit the exhibition free of charge. In order to access the event, all trade members must demonstrate that they work in the sector by showing a business card or other form of proof of status.

In addition to the indications of the Consolidated Act of Public Safety Laws (TULPS), for further security, access to the expo centre is forbidden to any person in possession of offensive weapons (art. 30 TULPS), as well as any person in possession of toy weapons, stunning devices, blunt instruments, work tools, explosive and incendiary substances/devices and toxic chemical substances. Exceptions may be granted at the sole discretion of the Organizer.

For further information on tickets, visitor access procedure and suchlike, please consult the visitor rules and regulations, on the website [www.koinexpo.com](http://www.koinexpo.com).

### Art. 3 - CIRCULATION OF THINGS AND PEOPLE

During exhibition days, it is forbidden to obstruct aisles and passageways with material, particularly those near the emergency exits. It is also forbidden to circulate in the expo centre using electrically powered means of personal transport, apart from mobility aids for people with handicaps or disabilities.

### Art. 4 - SMOKING REGULATIONS

Pursuant to Law 3 of 16 January 2003 and Prime Minister's Decree of 23 December 2003, smoking is strictly prohibited throughout the Exhibition Centre. The smoking ban is notified by appropriate "VIETATO FUMARE" ("NO SMOKING") signs that include indications of the relevant legislation, fines applied to offenders and the names of those tasked to ensure the ban is observed and establish if infringements occur. These signs are located at Exhibition Centre access points and are clearly visible. Other signs are used inside the building to indicate that smoking is not allowed and state simply "VIETATO FUMARE."

Offenders are subject to fines of €25 - € 250. The amount of the fine is doubled in the event of infringements committed in the presence of a visibly pregnant woman, babies or children up to 12 years of age. The Municipal Police, State Police and Italian Exhibition Group officials are responsible for ensuring the ban is observed and establishing if infringements occur.

Smoking is only allowed outside of the Exhibition Centre and under outdoor porticos, indicated by notices to this end.

### Art. 5 - ALCOHOLIC BEVERAGES, BEVERAGES, FOOD, DIETARY PRODUCTS AND SUPPLEMENTS DISTRIBUTION

Only small amounts of alcoholic beverages, food, dietary products & supplements may be served to visitors and only for tasting purposes, so must be moderate and suitable for eating or drinking on-site.

Above mentioned products must compulsorily be compliant with Italian and European regulations, particularly regarding safety, personal health and the sale of said products.

Italian Exhibition Group S.p.A assumes no responsibility whatsoever in the event that, following checks carried out by the appropriate authorities, infringements are ascertained of the aforementioned regulations; any and every charge, consequence and sanction will be totally borne by the exhibitor in question, who will also be bound to respect all the contractual obligations regarding its participation in the expo.

Participants therefore also personally assume any and every onus and liability in relation to third parties in general in the event of false statements, as well as any damages due to the tasting/offer of products that do not meet legal requirements, totally exonerating Italian Exhibition Group S.p.A. regarding this matter.

Glasses, bottles or other glass objects may not be removed from stands: these items must be placed in areas accessible only to the Participant's staff.

Participants and their staff are bound to comply and ensure compliance with the aforesaid safety requirements, bearing all liability for failure to do so.

### Art. 6 – MACHINERY AND ITS USE

All exhibited machinery and vehicles must be new, approved or to be approved for licensing, with the exception of prototypes, which must be provided with a notice clearly stating "prototype."

Exhibited machines and vehicles cannot be operated unless written authorisation ( sending the request to email address [safety.vi@iegexpo.it](mailto:safety.vi@iegexpo.it) has been previously obtained from Management, to who assesses each case before making a final decision on whether to grant this authorisation.

Issuing of authorisation does not imply the Organizer will accept liability or release participants from responsibility for operation of aforementioned machinery. Participants must therefore take all precautions necessary to prevent accidents and fires, reduce noise, eliminate odours and avoid gas emissions. Under no circumstances may machinery or equipment involving the use of fire be operated. Machinery must in no way constitute a hazard or disturbance to others.

For extraction of the fumes produced by cooking of food inside the stand, the Participant must use a special hood with suction block positioned above, complete with 4-stage filters with activated carbon for elimination of the cooking smells produced.

The Organizer reserves the final right to revoke the aforesaid authorisation if it considers that inconvenience of any type could occur.

If machinery or equipment is required to comply with current laws and regulations, Participants must have them examined at their own expense and obtain relevant approval from the competent authorities.

In this regard, Participants of this type of machinery and equipment declare they are in compliance comply with the aforesaid Directive when they sign the application form, thereby releasing Italian Exhibition Group S.p.A. from any ensuing liability.

### Art. 7 - REGULATION OF NOISE LEVELS ON EXHIBITION PREMISES

As a rule, Participants are not allowed to use audio reproduction equipment to broadcast music and sound. Any exceptions must be authorised by the Organizer, but this does not exempt participants from complying at their own expense with current laws regarding performing rights, according to which they assume all responsibility in any case.

Exhibiting companies who have required to the Organizer to use sound reinforcement equipment, also for the use of public address equipment like microphones, speakers, etc, must use said equipment in such a way as to ensure a noise level that allows a suitable ambience for conducting business and therefore lower than levels in force (Legislative Decree 81/2008, Title VIII, Chapter II).

In any case, the Organizer requires the noise level to be less than 80 db at all times.

Specifically, the sound diffusion should be separated from the light plant and the rest of the electrical equipment. The sound diffusion should be directed towards the inside of the stand only

Moreover, at its sole and exclusive discretion, the Organizer may decide that the sound levels produced by various apparatus or machinery on the Participant's stand appears to be dangerous and/or annoying for the activities being pursued by other operators in the vicinity, and consequently invite (via a written or verbal notification made by one of its staff) a Participant to reduce noise to levels even lower than the decibels indicated herein. Sound levels will be measured by sound meters at the nearest possible point outside the stand area by Organizer's authorized staff.

Failure to comply with the aforesaid dispositions, including the request to reduce noise to levels lower than those specified in the second paragraph above, will give rise to the following actions against the defaulting Participant:

- for the first infringement notified, a verbal warning;
- for the second infringement, a written warning;
- for the third infringement onwards, the Organizer reserves the right to stop the stand's electricity supply and the Participant is not entitled to refunds or compensation. A warning will be given 15 minutes before power is disconnected and may last for up to 3 hours, depending on the final decision taken by the Organizer.

the Organizer also reserves the right to take the appropriate legal action, in order to be awarded compensation for the damages sustained, as this is a question of serious default.

In none of the aforementioned cases may Italian Exhibition Group S.p.A. be held responsible for any damage caused to the Participant and/or material exhibited when envisaged sanctions are applied following the Participant's failure to comply with the provisions herein.

Without prejudice to the abovementioned regulations, Italian Exhibition Group S.p.A. cannot be held responsible in any way if a Participant's illicit behaviour causes damage to other participants. Any such controversies must be resolved directly by the Participants in question and Italian Exhibition Group S.p.A. is released from any obligation and/or responsibility.

### Art. 8 - ADVERTISING

Advertising media are managed by The Organizer, who has the faculty of realizing at its discretion any advertising solution it considers opportune in the entire expo centre area.

While Participants enjoy complete freedom of advertising on their stands, they may not use any form of publicity that causes disturbance or involves direct comparison with other Participants, or which has a negative effect in any way on the event's spirit of trade hospitality.

More specifically, Participants are forbidden to:

- carry out any form of advertising/ flyers/ leafletting in indoor and outdoor areas of the Exhibition Centre, except inside their stands;
- display billboards and/or samples, even if merely indicative, on behalf of companies not listed in the application form and not represented;
- perform entertainment or shows of any kind with the aim of presenting products, even only on their own stand, without prior authorization by the Organizer.
- Moreover, no company (whether an Participant, guest, or represented at the event) may publish any logos or trademarks on official Organizer's promotional materials except for those agreed in advance with the Organizer.

Without prejudice to the above clauses, all forms of publicity and/or advertising are allowed outside allocated exhibition areas only if previously authorised by the Organizer, and are subject to payment of the fees indicated in the advertising price lists.

Participants are totally and solely responsible for:

- any civil, administrative or criminal liability deriving from advertising content;
- any civil, administrative or criminal liability deriving from advertising action;
- any and all liability with respect to participants and/or third parties in general for its advertising content or infringement of any laws, including those regarding competition.

Failure to comply with the aforementioned restrictions will result in the Participant being subject to a fine of € 2,000 (two thousand) for each infringement of the aforementioned regulations ascertained by the Organizer.

The Organizer also reserves the right to lodge further claims for compensation of greater damage sustained.

### Art. 9 - RETAILING

"On-the-spot" retailing and provision of paid services are strictly prohibited in the Exhibition Centre. The Participant accepts any and all responsibility for infringements of this prohibition, releasing Italian Exhibition Group S.p.A. from any consequent liability and/or obligation. Disputes with other operators arising from this infringement, must be settled directly by the Participants involved, releasing Italian Exhibition Group S.p.A. from any relevant responsibility and/or obligation in this regard.

# GENERAL RULES & REGULATIONS OF PARTICIPATION IN KOINE' SHOW 2020

## CHAPTER II – TERMS AND CONDITIONS OF PARTICIPATION

### PART 3

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Products may only be sold in small quantities and in compliance with all applicable regulations, particularly with regard to health and hygiene. The Participant is responsible for compliance with these regulations and Italian Exhibition Group S.p.A. will in no way be held responsible in this respect. The Participant is also liable for any administrative costs or taxes legally applicable to the sales and Italian Exhibition Group S.p.A. will not be held responsible even in the event of non-compliance on the Participant's part.

It is also understood that any disputes that may arise between Participants (due to unfair competition, sale of similar products, etc.) must be settled directly by the Participants, and Italian Exhibition Group S.p.A. will be completely exonerated from responsibility in the matter.

#### **Art. 10- STAND CLEANING - WASTE DISPOSAL**

All Participants must arrange for the cleaning of their stands during the hours indicated by Vicenza Operations Department. In particular, Participants must leave the stand area in the condition in which they found it, namely free from any adhesive tape, discarded materials and waste.

In this regards, during the exhibition Participants will be provided with rubbish bag of different colors to be used for the recycling (paper, non-recyclable waste, plastic and tins). In particular, Participants must leave the stand area in the condition in which they found it, namely free from any adhesive tape, discarded materials and waste. The Participant and his representatives are responsible for the proper disposal of the garbage produced inside the exhibition center and in the allocated exhibition space.

#### **Art. 11 - CONFERENCES, CONTESTS, BUSINESS MEETINGS**

**11.1** Conferences, contests, business meetings and events of various types may be held during the Exhibition.

**11.2** Italian Exhibition Group S.p.A. shall not be held in any way responsible in the event that one or more of the scheduled business meetings cannot be held, or in the event that dealings between buyer and Participant do not lead to the desired results; any and all relations between the latter shall be managed exclusively by the two parties involved, exonerating Italian Exhibition Group S.p.A. from all and any responsibility.

# GENERAL RULES & REGULATIONS OF PARTICIPATION KOINE' SHOW 2020

## CHAPTER II – TERMS AND CONDITIONS OF PARTICIPATION PART 4

cod. ref: RGE\_KOI20

### Art. 1 - DAMAGES - INSURANCE

Italian Exhibition Group S.p.A. is not liable for damage to persons and property, regardless of how or by whom this might be caused.

After confirmation of participation in the event, Italian Exhibition Group S.p.A. automatically insures individual exhibiting companies that have paid the registration fee as follows:

#### 1) PARTICIPANT'S "COMPANY MULTIRISK" COVERAGE:

What is insured: goods, equipment, furnishings, inclusive of the value of the stand, for € 26,000.

Duration of coverage: period for which the insured items are on Exhibition Centre premises, including installation and dismantling.

Risks insured: SUMMARY OF COVERAGE (\*)

Fire due to any cause – Lightning – explosion and outbreak produced by not explosive devices - Spontaneous combustion – Road vehicle impact – Theft – Robbery – weather event - Rainwater or water pipe leakage – Collapse – - Breakages (excluding fragile objects) – Falling aeroplane, aeroplane parts or air freight.

Damage caused to insured items by actions carried out by order of public authorities with the aim of preventing or limiting damage is considered the equivalent of the aforesaid events.

Are expressly excluded from this insurance coverage: pilferage and pickpocketing – any damage to precious stones and metals, money and jewels.

Franchise: a general franchise of € 250.00 to be borne by the claimant will be applied to each loss.

In the case of goods exhibited outdoors, the franchise is increased to € 515.00 for each loss.

Reporting incidents: the insured parties (individual Participants) must:

a) inform the insurance company (ZURICH INSURANCE PLC - BERNARDI ASSICURAZIONI SRL address: Via Flaminia, 80 - 47923 RIMINI (ITALY) phone +39 0541 393477 - Fax +39 0541 393478 email: [alessandra@bernardisrl.it](mailto:alessandra@bernardisrl.it)) and Italian Exhibition Group Spa within 48 hours of the loss;

b) in the event of theft immediately report the event also to the public authorities and attach a copy of the report to the claim.

#### 2) PARTICIPANT'S "THIRD PARTY CIVIL LIABILITY" COVERAGE:

What is insured: civil liability of Participants and Participant staff during the period of the exhibition, including stand installation (excluding loading and unloading of goods/materials) and dismantling operations, and any demonstrations or trials; with the exclusion of liability on behalf of the insured party in his role as manufacturer/producer.

Other Participants are considered third parties.

The policy does not cover damage to Participant property and property held for any reason.

Maximum insurable values: € 2,500,000.00 for each loss, with a limit of € 2,500,000.00 for each person suffering bodily injury and € 2,500,000.00 for damage to property.

NB:

(\*) In the event of controversy, the ONLY DOCUMENTS ACCEPTED are the PARTICIPANT'S "COMPANY MULTIRISK" COVERAGE and PARTICIPANT'S "THIRD PARTY CIVIL LIABILITY" COVERAGE, deposited with Italian Exhibition Group S.p.A. The cost for the above insurance coverage is included in the registration fee (see Chapter II Part 1 Art 2).

Participants can, however, make direct arrangements for the insurance coverage they think most appropriate, independently of the arrangements.

In fact, Participants duly release Italian Exhibition Group S.p.A. from all liability deriving from the presence of goods, equipment, furnishings, stands, etc. on Italian Exhibition Group premises.

### ART. 2 - INDUSTRIAL AND INTELLECTUAL PROPERTY RIGHTS

The Participant accepts all liability for holding rights on brands, logos, patents, industrial inventions and models, and copyrights applicable to products and/or machinery on display. The Participant therefore holds Italian Exhibition Group S.p.A. harmless from all claims in the event of any such infringement or in the case of breach of competition regulations with regard to other Participants and third parties in general. Any disputes that may arise among Participants or between Participants and third parties must therefore be settled directly by the parties, exonerating Italian Exhibition Group S.p.A. from any liability and/or obligation.

### Art. 3 – EXHIBITION NAME OWNERSHIP

As well as its trademarks, Italian Exhibition Group S.p.A. claims as its exclusive property the name "KOINE' SHOW", and all its variations, abbreviations, simplifications and acronyms, and they may not be used without prior written authorisation by Italian Exhibition Group S.p.A..

### Art. 4 - CLAIMS

Communications and/or complaints of any kind will only be taken into consideration if made in writing.

### Art. 5 - GENERAL RULES AND REGULATIONS, SUPPLEMENTS AND MODIFICATIONS

The Organizer reserves the right to supplement and/ or modify the Exhibition's General Rules & Regulations at any time with provisions intended to improve the event. These provisions, in particular those specified in the online Technical Documents of the reserved area, are binding for all concerned, as they are an integral part of these General Rules & Regulations.

In the event of Participant's failure to comply with the General Rules & Regulations, Organizer reserves the right to take appropriate legal action to claim compensation for the damages.

### Art. 6 - PHOTOGRAPHIC AND VIDEO REPRODUCTIONS

Italian Exhibition Group reserves the exclusive rights to any reproduction via photographs, videos, designs or other media of both the expo centre and the individual stands. Only photographers/video makers authorized by Italian Exhibition Group can operate in the expo centre halls.

The aforesaid photographers/video makers will gather and process photographic and video images and/or interviews regarding products, machinery, material exhibited and/or written material of which participants are the owners and/or producers/manufacturers and/or licensee, exclusively for informative purposes or corporate, advertising and promotional communication, in particular, purely as an example that is in no way exhaustive, by diffusion in daily papers, periodicals, television, posters, informative and/or illustrative brochures, newsletters, Web sites – such as, for example, the Web site [www.iegexpo.it](http://www.iegexpo.it) and connected sites - social network profiles (Facebook, Twitter, Whatsapp, YouTube, Vimeo, and suchlike) in e-books (digital publishing), printed publications (exhibition catalogues, Trendbooks, etc...) in general (the list is given purely as an example and must not be intended as complete).

By signing these Rules and Regulations, participants express specific consent to the aforesaid shooting/recordings and their use as indicated above, without claiming any economic compensation. In the event of participants not intending to authorize the aforementioned photo/video coverage, they must communicate this to the photographer/video maker before it is carried out.

### Art. 7 - ACCEPTANCE OF GENERAL RULES AND CONDITIONS- OFFICIAL LANGUAGE, APPLICABLE LAW AND COMPETENT COURT

On submission of the application form and following signing of the "participation proposal", applicants:

- unconditionally accept the provisions of these Rules and Regulations;
- undertake to respect and make their fitting companies/suppliers to respect the Technical Rules and Regulations, always available on the exhibition website and integral part of the application form and consequent signed participation proposal
- acknowledge Italian as the official language in any document and communication (included commercial ones) and the applicability of Italian Law;
- acknowledge the exclusive competence of the Rimini Courts for any controversy.

### ART. 8 LEGISLATIVE DECREE 231/2001, CODE OF ETHICS AND TERMINATION

Italian Exhibition Group has approved and adopted the Organization, Management and Control System as per Legislative Decree. 8 June 2001, N°. 231 (hereafter indicated as "System") and its Code of Ethics, which indicates the ethic principles it applies when carrying out its business. These documents are accessible in electronic format on the Web site [www.iegexpo.it](http://www.iegexpo.it).

Participants declare that they know the regulations in Legislative Decree 231/2001, share the values indicated in Italian Exhibition Group's Code of Ethics and the principles of the aforementioned regulations and intend abstaining from any and all behaviour contrary to them in the execution of this contract.

Any infringement of these principles is considered as a breach of contract and, as such, authorizes Italian Exhibition Group to terminate the existing relations, as per and according to Article 1456 of Italian Civil Law.