



TECHNICAL REGULATIONS ON THE FAIR GROUNDS



**FIERA
ROMA**

INTRODUCTION

These Technical provisions regulate – as an integration of the Exhibition General Regulations enclosed to the Application Form – the following points:

- ① **access regulations to the Fair Grounds in the fitting-up and dismantling period and in the course of the Exhibitions being held there;**
- ② **safety regulations for the activity of stand lay-out, construction and the maintenance of fitting-up structures and relative installations;**
- ③ **procedures concerning fitting up, keeping, maintenance and dismantling of exhibition stands on the Fair Grounds;**
- ④ **fire prevention regulations inside the Fair Grounds;**
- ⑤ **procedures concerning the accomplishment of other activities to be carried out inside the Fair Grounds (connections to power and water supply, suspension, handling of goods, packing storage and so on);**
- ⑥ **procedures for the payment of the services supplied by Fiera Roma srl.**

Non-compliance with the obligations foreseen in this Technical regulations can involve the application of fines according to the procedures and amounts laid down in the Chapter “Penalties and Fines” and will entitle Fiera Roma Management to exclude the Exhibitors’ or fitters’ from working on the Fair premises.

N.B.: Fiera Roma Srl reserves to make modifications at any moment, even without notice, to these Regulations, with the aim of reducing risks for health, safety and the environment or improving prevention and protection measures.

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CHAPTER 1

ACCESS TO THE FAIR GROUNDS



1.1 Access to the fair grounds in the set-up and dismantling period and in the course of the show

People and vehicles used for the transport of goods can enter the Fair Grounds on the scheduled days and in the hours only if they are provided with an entrance permit issued by Fiera Roma.

Areas for stand fitting up are put at Exhibitors' and fitters' disposal from 8.00 a.m. to 6.00 p.m., barring changes mentioned in the Exhibition General Regulations.

Set-up and dismantling periods are notified by means of a circular (circolare) published on the Internet page for the online services offered by Fiera Roma for the specific event, and in any case they are mentioned in the Exhibition General Regulations.

Permits (labour badges) to enter the Exhibition premises in the fitting-up and dismantling period have to be requested entering the Internet page for the online services offered by Fiera Roma for the specific event, link to "Personnel for assembly/disassembly" and will be directly delivered at the cargo entrances, which will be the only open gates in these stages.

The single exhibiting company authorizes and vouches for the online the registrations, made to receive the entrance permits, and is directly accountable to the organizer of the show (appointed person according to the Italian law D.Lgs. n. 81/08).



The entrance of motor vehicles is allowed through the authorized cargo entrances, and the parking of transport vehicles inside the Fair Grounds will be only permitted in the special areas adjoining the pavilion in which the Exhibitor's stand is located for a time limit of 2 hours and not beyond the closing time of the Fair Grounds.

In order to avoid toxic gas and guarantee a high level of safety inside pavilions, vehicles used for the transport of goods (HEAVY GOODS VEHICLES, ARTICULATED LORRIES, TRUCKS, MOTOR

VEHICLES and so on) are not allowed to enter these structures.

In case of proved need, on the basis of a justified request to be submitted to the Exhibitor's Help desk of the Fair Grounds, Fiera Roma can authorize the entrance, establishing times and methods for the entrance (i.e. when Exhibitors or their staff can enter pavilions, where it is possible to manoeuvre and park, how they are bound to guarantee the safety of those present).

In case of non-observance of entry hours and of the relative procedures, Fiera Roma can order the pass withdrawal.

In the Exhibition period Exhibitors' motor vehicles can park only during the opening hours in the areas notified by Fiera Roma by showing the special permit to be requested at the Service Help desk (Servizi Tecnici) by filling in the special form.

During the Exhibition, within the limits of the hours foreseen by the Exhibition General Regulations, it will be permitted to change, to restock and arrange material accessing to the pavilion only with hand parcels (the use of trolleys or fork lifts is not allowed).

Possible exceptions as regards the above provisions can be granted only on the basis of a justified request to be submitted to the Service Help desk (Servizi Tecnici).



1.2 Access to the stand before or after the scheduled opening time

Possible requests of extension of the time schedule foreseen in the fitting-up and dismantling period must be submitted to the Service Help desk (Servizi Tecnici) by filling in the special form. The request must be made at least 2 hours before the required extension.

Fiera Roma will issue the authorization according to its unquestionable judgement.

When the extension request is submitted, the Service Help desk (Servizi Tecnici) will notify the amount to be paid to Fiera Roma as expense refund. This amount will have to be paid at

the same time as the issuing of the authorization.

If people remain in the stand area after closing time without the necessary authorization, Fiera Roma will take all the actions that it deems suitable or necessary in each particular case, also for safety purposes, and the non-complying Exhibitor will be fined as well as bound to pay compensation for any extra costs incurred.

1.3 Fiera Roma supervision power and surveillance

Fiera Roma staff and the one entrusted by it supervises the Fair Grounds, so that their regulations and the general conditions of participation contracts are complied with; Fiera Roma will arrange for a general daily and night surveillance service and a permanent garrison at the entrance and inside the Fair Grounds for the opening hours (fitting up- event-dismantling) of each single Exhibition; the service will be carried out by regularly authorized and identified staff.

The above staff will be entrusted with the control of permits for the entrance into the Fair Grounds and with the compliance with these Regulations.

The staff of the Surveillance Service, if necessary with the co-operation of the Italian Police Authorities, may make random checks on vehicles and transported goods leaving the Fair Grounds.

The Exhibitor, in any case, is the only keeper of the stand, of the relative equipments and of exhibits for the whole Exhibition period (including fitting-up and dismantling days). Independently of the above provision, the Exhibitor has to keep watch directly on his own stand and exhibits in the opening hours and in the fitting-up and dismantling period.

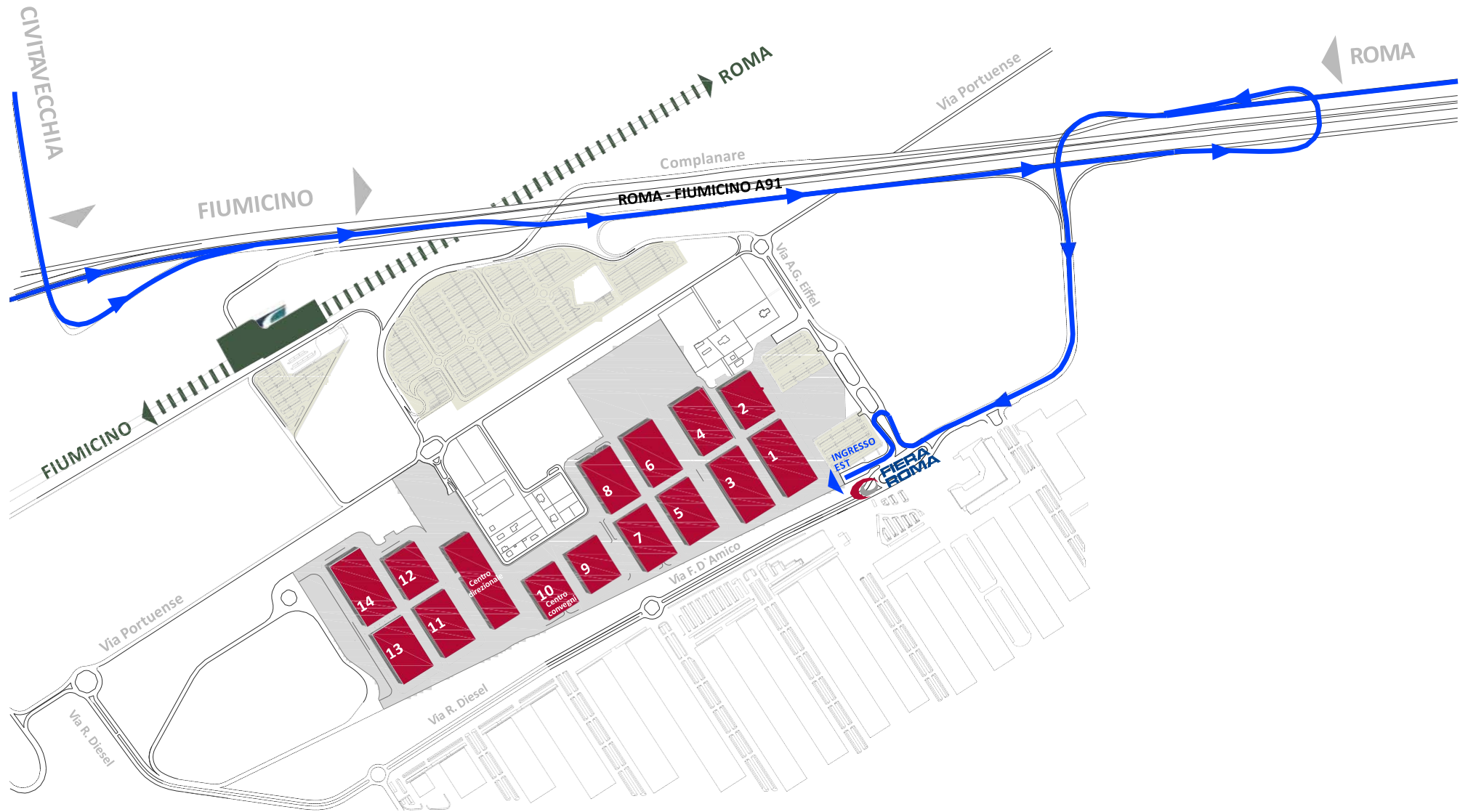
Fiera Roma provides for specific surveillance services under payment. The Exhibitor can request these services by filling in the special form to be send to the Exhibitor Service Desk (see Fiera Roma srl. online services).

Services rendered by security companies different from those authorized by Fiera Roma are not admitted in the closing time of pavilions.

NOTE:

Intervention right towards Exhibitors remains even when the Exhibition is not organized directly by Fiera Roma. The surveillance service is acting on behalf of the organizer who is obliged to appoint a contact person responding for all access authorizations.

FLOWS MAP



CARGO EAST FLOW MAP



2.1 General requirements

People entering the Fair Grounds are bound to keep a civil behaviour, to respect the property and the equipment belonging both to Fiera Roma and third parties inside the Fair Grounds and comply with the provisions and regulations given by Fiera Roma at the entrance and inside the Fair premises with special traffic signs, with written notices, radio announcements as well as by means of service staff and any other means; they are also informed that radio announcements and the instructions given by service staff prevail over other notices.



2.2 Traffic in the fair ground

The regulations of the Italian Highway Code, if applicable, will be in force inside the area of the Fair Grounds. Maximum allowed speed for vehicles cannot exceed 15 km/h, unless some sections where signage permits a maximum speed of 30 km/h. Fiera Roma does not shoulder any responsibility for possible damage to stationary vehicles or vehicles in motion inside the above area.

The parking of motor vehicles inside the Fair Grounds overnight is not allowed, even in case of mechanical failure. It is absolutely forbidden to stop in front of pavilion entrances, emergency exits and near crossroads.

SPEED LIMIT
ON THE FAIR
GROUNDS



NO PARKING ON
THE FAIR
GROUNDS



18:00 - 8:00



2.3 General bans

Inside the Fair Grounds it **is forbidden:**

- ▶ to introduce explosive, detonating, suffocating, flammable and in any case dangerous materials into the Fair Grounds without the necessary authorization of the authorities in charge and the previous authorization, if any, by Fiera Roma;
- ▶ to hand out advertising material (reviews, catalogues, brochures, leaflets and so on) not pertaining to the Exhibitor, who can arrange for the distribution only in his own stand or by submitting a written request to Fiera Roma;
- ▶ to use Fiera Roma trademark without its previous authorization;
- ▶ to cause nuisance to or disturb in every way the regular progress of the Exhibition, under penalty of the immediate exclusion from the Fair Grounds;
- ▶ to smoke inside exhibition pavilions and connected service areas (restaurants, bars, offices, meeting rooms and so on);
- ▶ to smoke in external areas near combustible material and in areas where no-smoking signs are displayed;



- ▶ it is forbidden to move around with roller skates or similar equipment outside the exhibition areas assigned to each Exhibitor; In any case, it is forbidden to move around with roller skates inside and outside pavilions, pursuant to article 190, “Behaviour of pedestrians”, fifth title of the update, form Febr.,19th, 2013 of the Legislative Decree no. 285 dt. 30.4.1992;
- ▶ to carry out political propaganda inside the Fair Grounds;
- ▶ to bring dogs and animals of any kind into the Fair Grounds, exception made for dogs helping blind people;

- ▶ to enter the Fair Grounds with cameras and video cameras, video cassette recorders and with any other kind of device for filming without the previous authorization of Fiera Roma Management;
- ▶ to take photos and shoot or video in any way the interiors of the Fair Grounds, stands and exhibits without a previous written authorization of Fiera Roma Management and/or stand owner.

Fiera Roma can forbid the access of people carrying bags, suitcases or other luggage to the Fair Grounds or to single pavilions, ordering to leave them in the cloakroom.

2.4 Special bans (in particular for exhibitors and stand fitters)

The following bans are referred especially to exhibitors and stand fitters. **It is forbidden:**

- ▶ to introduce and use any type of gas bottles (methane, LPG, oxygen and so on);
- ▶ to exhibit machinery and vehicles with fuel in the tank;
- ▶ to put exhibited machines into operation if not previously authorized by Fiera Roma;
- ▶ to offer food and/or drinks for payment inside the Exhibitor's own stand;
- ▶ to exhibit part of stand fittings as carpet or left-overs of any kind in pavilions;
- ▶ to carry products and materials out of the Fair Grounds in the course of the Exhibition, barring a different written regulation from Fiera Roma;
- ▶ access to the under-fifteens during the fitting-up and dismantling period;
- ▶ to drag heavy loads, hit the floor with blunt instruments, circulate inside pavilions with vehicles without rubber tyres that can scratch the floor in any case;
- ▶ to deposit any kind of fitting-up material inside the Fair Grounds, exception made for the areas rented out by Fiera Roma and for the ones adjoining Exhibitors' stands, if it does not cause hindrance to passage and at any rate for the time strictly necessary for the use of this material;
- ▶ to use the hollow spaces between stand inner and outer walls and the areas under raised platforms to store any kind of material;
- ▶ to discharge waste water into pavilion minor ducts;
- ▶ to discharge harsh water for metal and cement, hardening substances, evil-smelling water, dyes;
- ▶ to keep inside stands empty packing, printed matter and advertising material in a quantity exceeding normal daily consumption; such daily consumption is unquestionably defined by the Fiera Roma Prevention and Protection Service;
- ▶ to use stoves, electric heaters or other similar electric appliances inside pavilions;
- ▶ to carry flammable substances, compressed or liquid gas, caustic or corrosive substances, toxic, poisonous or irritating substances into pavilions and store them in stands. In particular cases, where it is necessary to use inert gas for practical demonstrations, Exhibitors may request Fiera Roma Prevention and Protection Service to examine the possibility of allowing the use of a bottle of said gas. The containers of these substances may be displayed empty;
- ▶ machine operation. Fire-extinguishers and "no-smoking" signs must be placed near containers and machines;
- ▶ leave the stand's electric system under power when not attended;
- ▶ connect to mains by its own or by third parties unless authorized by Fiera Roma (to water, electric power, telephone, etc.);
- ▶ Cover the access to the service subways: The access cover to the service subways has to be opened and removed easily for any inspection, new connections of mains by the Fiera Roma personnel or any emergency service staff.



CHAPTER 3

STAND FITTING UP/ DISMANTLING

3.1 Provisions concerning stand layout

The Exhibitor must keep his fitting within the surface that was allotted to him; this surface will be marked off either by adhesive tape or by signs on the floor on the front side of stands or according to the specific instructions of the Fiera Roma staff in charge. Without prejudice to the prohibition to hinder the passage in gangways and taking into account the short time available to carry out works in the stand, it is recommended that the various parts of the fitting arrive in the pavilion made up of already prepared and finished elements that simply require assembly and final touch-up on the spot.

Contractors, in any case, have to build up stands so as not to damage the aspect of neighbouring stands and be detrimental

to other participants and visitors. Height, as a rule, must be kept below the limit allowed by the Exhibition General Regulations. The maximum height for two-storey stands is laid down at 6.50 m. As areas are not provided with partition walls, each company is obliged to carry out at its expense fittings that take into account this boundary between neighbouring stands.

When designing stand lay-outs, moreover, it must be considered that stands are also visible from above, therefore particular care must be given to the stand upper finishing.

Any responsibility for fittings is shouldered by the Exhibitor only, who expressly exempts Fiera Roma from the damages that might be possibly caused to him and/or third parties as a



consequence of an imperfect fitting. Fiera Roma reserves the right to have fittings modified or removed in case they have been carried out without approval or they are not in keeping with the authorized layout, without prejudice to the refund of possible damages suffered by Fiera Roma.

Any responsibility as regards fitting statics lies on the Exhibitor only, who expressly exempts Fiera Roma for the damage that might be caused to third parties because of planning and construction faults, also including the structural calculation taken from the detail drawings of occupied surfaces. The minimum load of floors used in fittings is 400 kg/sq.m., and it will have to be previously certified by a qualified professional.

Further, for the design of the stand has to be considered:

- ▶ in case of stands having closed rooms with a surface over 100 sq.m must be foreseen at least an emergency exit of 120 cm to a safe place beyond entrances; stand exits must be also indicated in the various rooms. These signs must be independently powered and remain visible in case of failure of the power supply of the stand or of the general lighting system in the pavilion;
- ▶ stands with false ceiling without openings must be equipped with an independent emergency light installation sufficient for the carrying out of the exhibition activity.



- 🌐 When designing the stand layout it has to be considered that water, electric power or compressed air requirements at Fiera Roma are taken from the service subways that are situated below the exhibition floor. The access cover to the service subways has to be opened and removed easily for any inspection, new connections of mains by the Fiera Roma personnel or any emergency service staff;
- 🌐 All electric installations downstream from the outlet point given by Fiera Roma are totally at Exhibitor's expense, who will have to accomplish them perfectly, in compliance with the regulations in force, especially Italian DM 37/2008.
Please be reminded that according to the Italian DM 37 dated 22/01/2008 all electric installations with a power consumption **exceeding 6 kW** require a proper project, compulsorily.

- 🌐 Stands realized on platforms require access ramps joining the different floor levels to guarantee the easy access to all persons with permanent or temporary mobility impairments: access ramps have to be realized with a maximum gradient of 8% (eight percent), moreover, the entire ramp should be even and regular; the ramp's start and end has to be indicated by differently coloured strips. The ramp must have a minimum width of 90 cm, the flooring has to be skid proof.

3.2 Authorization of the stand design

The stand project and all below mentioned documents must be submitted to Fiera Roma **at least 30 days before the beginning** of each Exhibition.

Fiera Roma reserves the right to decline eventually the access to the Fair Grounds for build up to non-complying companies (exhibitors or their contractors).

- 1 for personalized stands with surfaces exceeding 48 sq.m. (shell scheme excepted); for the accomplishment of two-storey stands, if allowed by the Exhibition Regulations:
 - ▶ PLAN, SCHEME AND SECTION on a 1:50 scale;
 - ▶ PERSPECTIVE OR AXONOMETRY (if available), on an adequate scale;
 - ▶ TECHNICAL REPORT, in which the fire reaction class of used materials is stated in advance;

this class in any case must not exceed the class 2 also for composite panels. A brief description of the electric installation must also be mentioned; this one must be carried out in full compliance with laws and, in particular, it must fore- see a suitable differential switch upstream of the supply;

- ▶ NAME OF THE FITTER entrusted by the exhibiting company, its company name and head office.
- 2 stands with rigging:
 - ▶ PLAN and TECHNICAL REPORT as foreseen for the request of the suspension service (please check even chapter “Other services offered on request”).
 - 3 stands with a power consumption exceeding 6 kW for which a proper project for the electric installations is required according to the Italian DM 37 dated 22/01/2008:
 - ▶ PROJECT FOR THE ELECTRIC INSTALLATIONS signed by a qualified electric designer according to the Italian DM 37 dated 22/01/2008.





3.3 Fitting-up material requirements

All materials to be used for stand fitting up (partition walls, backdrops, platforms, coverings, fabrics, false ceilings, curtains, carpets, various structures and so on) must be INCOMBUSTIBLE, ORIGINALLY FIREPROOF or FIREPROOFED, in compliance with the following provisions:

- ▶ Circular Letter of the Ministry of the Interior no. 12 dt. 17.5.1980;
- ▶ Decree of the Ministry of the Interior dt. 6.7.1983, Official Gazette of the Republic no. 201 dt. 23.7.1983;
- ▶ Ministerial Decree dt. 2.6.1984, Official Gazette no. 234 dt. 25.8.1984;
- ▶ Ministerial Decree dt. 2.8.1984, Official Gazette no. 246 dt. 6.9.1984,

and they must comply with **following requirements:**

- ① materials must be approved according to fire reaction classes on the basis of the proofs as per Ministerial Decree dt. 26.6.1984 of the Centre for Research, Ministry of the Interior, Roma Capannelle, or it must be tested by legally recognized Bodies and Laboratories; proofs must not date back to more than one year;
- ② walls and curtains must be of a class not exceeding 1, unless special cases to be authorized;
- ③ materials used to carry out ceilings and false ceilings must be approved as belonging to class 1 and must be tested either on the ceiling or as curtains without any dripping; floors must belong to a class not exceeding 2;
- ④ in case it is necessary to reach emergency exits through the



- stand, the material on the way must be of class 0;
- 5 all fitting-up materials must be used in strict compliance with the provisions of their certificate of approval;
- 6 fireproofed products must only be used on the materials referred to in the test certificates issued by the Ministry of the Interior or by legally recognized laboratories;
- 7 materials to be processed with fireproofing products must undergo the treatment before their introduction into Exhibition pavilions;
- 8 fireproof processing cannot be carried out on the Exhibition premises, and it must be accompanied by a regular certificate mentioning:
 - a. Exhibitor's company name, pavilion and stand number;
 - b. the list of materials that underwent the fireproof processing;
 - c. the date of the effected fireproof treatment;
 - d. processed surface;
 - e. the main features of the used product;
 - f. the personal data of the person who carried out the treatment and his signature.
- 9 all materials must be accompanied by the test certificates attesting the approval as per points 1, 2, 3, 4 and 5 as well as by official documents proving the purchase (as already requested at the previous point 3.1);
- 10 it is forbidden to use non-approved plastic materials, synthetic fabrics that cannot be fireproofed, nitrocellulose and oil paints and varnishes, reed mats, rush matting, lattices, blinds made up of thin wooden slats or similar, wallpaper and all materials that are not accompanied by a regular approval certificate as stated above.



3.4 General regulations for stand fitting up

While building up stands the following provisions **must be obligatorily observed**:

- ▶ the routes for passage leading to emergency exits must be left accessible; these ones must be always kept clear in order to permit their use in any eventuality; when taking possession of his stand area, the Exhibitor is bound to become familiar with their location and must ensure that his employees do the same;
- ▶ emergency exits, passage areas and escape routes must be fully practicable; any encumbrance or projection that can obstruct access to them must be avoided;
- ▶ hydrant outlets (incl. underfloor hydrants) and any form of fire-fighting device inside pavilions must be always visible and immediately serviceable.

Exhibitors are reminded that making unserviceable a device designed for fire extinction is a criminal offence according to the art. 451 of the Penal Code. Ascertained irregularities shall be notified to the authorities in charge (Fire Brigade);

- ▶ service technical boxes and control devices of any kind inside pavilions must be always kept accessible;
- ▶ lifts and service lifts, passages and driveways must be kept practicable.

It is forbidden:

- ▶ to drill and drive nails and/or screws into walls, ceilings, floor, pillars, and any other surface inside or outside pavilions;
- ▶ to paint stand structures inside pavilions both by hand and with spray; this prohibition equally applies to paint and/or

enamel as well as to washable water paint. It is likewise forbidden to treat material against fire inside pavilions;

- ▶ to carry out welding works of any kind and nature;
- ▶ to use any kind of free flame;
- ▶ to pour over pavilion flooring oil, petrol, chemical products and solvents;
- ▶ to soil floors, walls, equipments belonging to Fiera Roma with paints, glue or other as well as to put adhesives over them;
- ▶ to carry out excavations or changes to the structure of exhibition areas;
- ▶ to carry out direct connections to services (water, electric power, telephone and so on) on one's own or by third parties who have not been authorized by Fiera Roma;
- ▶ to apply loads to pavilion structures, walls and lighting structures, even if they are light loads (posters, cables, panels, banners and so on). Any suspension from pavilion has to be requested beforehand by sending the reservation form. The provision and suspension of fastening points, and their modification, can be carried out only by Fiera Roma or by the responsible service companies of Fiera Roma. The service complies with the conditions laid down in the chapter "Other services offered on request" (Suspension Service);
- ▶ to lay on the floor or tighten above the ground through gangways ducts or cables for technical service supply.

During the stay on the Fair Grounds each Exhibitor has to comply **with the following provisions:**

- ▶ in the fitting-up and dismantling periods Exhibitors are obliged to arrange for the immediate removal of packing from stand areas

and gangways, which can be used only temporarily for the loading/unloading of fitting-up materials or exhibits. At any rate, this temporary use must always be made in an orderly way, so as to avoid making gangways completely impracticable. Fiera Roma reserves to take action in case of non-compliance and charge the Exhibitor with the relevant costs and fines;

- ▶ it is forbidden to leave on the Fair Grounds any waste material and debris from fitting-up works;
- ▶ it is forbidden to carry out operations outside Exhibitors' own stands, also to avoid interference with the activity of other stands as well as fraudulent gangway occupation;
- ▶ it is forbidden to use radio equipment in the Exhibition fitting-up and dismantling period, also to allow everyone to listen to service and safety communications transmitted by the broadcasting system in pavilions;
- ▶ at the end of each day in the fitting-up, Exhibition and dismantling period, and in any case before leaving the stand, the Exhibitor must always:
 - turn off the switches of his electric installation;
 - make sure that no burning material is left in the stand;
 - leave all areas accessible, including those used for offices and meeting rooms, deposits or storerooms, for possible inspections of safety officers.



3.5 Acceptance and certificates

In any case, at the end of fitting-up operations and 24 hours before the beginning of the Exhibition, the above documents must be submitted to Fiera Roma, Service Help desk (Servizi Tecnici), or – if foreseen by the Exhibition General Regulations – to the Organizing Secretariat.

- ▶ Statement of compliance with the rules of the trade" signed by an electrician working for a company which is authorized to carry out the installation of electrical systems in accordance with DM No 37, 22.1.2008 Art. 3., together with a copy of the registration to Italian C.C.I.A.A. or to Albo Provinciale of the Italian business crafts stating the enabling of the Implements Company at the installation of electrical systems. Electrical installations carried out by **installers belonging to EU**

companies or states associated in the European Economic Area: Installers must be qualified by the certification system of their own country (IEE etc.), and submit the certification that it is compared to the Italian certification (their certificate must be comparable to the Italian one or translation of the text and verified compliance with EU legislation).

Electrical installations carried out by **installers belonging to extra EU companies:** Since there is no specific legislation on this point and since the Security standards for electrical installations are not similar to the Italian nor to the EU regulations, we may accept certifications only from Italian companies registered to Italian C.C.I.A.A. or to Albo Provinciale of the Italian business crafts in accordance with D. M. 37, 2008.

Translations of Italian Classes to Euroclasses for Reaction to Fire according to D.M. 15/03/2005

Table 1 - Materials used for flooring

	Italian class	Eu classification
I	Class 1	(A2FL-s1), (A2FL-s2), (BFL-s1), (BFL-s2), (CFL-s1) (3)
II	Class 2	(CFL-s2), (DFL-s1) (4)

Table 2 - Materials used for walls

	Italian class	Eu classification
I	Class 1	(A2-s1,d0), (A2-s2,d0), (A2-s3,d0), (A2-s1,d1), (A2-s2,d1), (A2-s3,d1), (B-s1,d0), (B-s2,d0), (B-s1,d1), (B-s2,d1)

Table 3 - Materials used for ceilings

	Italian class	Eu classification
I	Class 1	(A2-s1,d0), (A2-s2,d0), (A2-s3,d0), (A2-s1,d1), (A2-s2,d1), (A2-s3,d1), (B-s1,d0), (B-s2,d0), (B-s3,d0) (6)

- ▶ **certificates of the tests made on materials** used for fitting, in compliance with the laws on fire prevention, as well as with a declaration of use (in Italian or English with reference to the Italian or European Fire reaction class – for acceptable classes confer previous 3.3);

For rigging only:

- ▶ **certificate of static suitability and of compliance of hanging structures with the project** (as foreseen for the request of the suspension service - chapter “Other services offered on request”);
- ▶ in case the hanging structures have been installed by the exhibitor’s stand building contractor, he will have to produce the **Declaration of correct installation**.

FIERA ROMA RESERVES THE RIGHT TO CUT OFF, EVENTUALLY, THE ELECTRIC POWER SUPPLY OF THE STAND IN CASE OF NON-COMPLIANCE.

3.6 Exhibition of prefabricated structures, cranes, scaffolding, machinery in motion, display of machines and devices

For the presentation of prefabricated structures, elevators, self-assembling cranes and the like, scaffoldings, provisional frameworks and structures in general the Exhibitor must guarantee the full enforcement of all safety, legislative and prescribed regulations as well as those motivated by experience and caution during his stay on the Fair Grounds; besides, he also commits himself to comply scrupulously with Fiera Roma instructions.

Exhibited machinery of any type cannot be put into operation; exceptions, if any, will be granted in writing by Fiera Roma, provided that this does not cause any nuisance or risk or danger to third parties.

Machinery cannot be activated inside pavilions by operating internal combustion engines, and they must be complete with the documents prescribed by the applicable regulations.

The Exhibitor, at any rate, is obliged to fit machinery and appliances with all necessary devices preventing accidents, disturbance of the peace, rank smell and gas or liquid emissions. Machines, installations, appliances and equipments to be exhibited must be in compliance with accident prevention measures and with any other law and regulation provision, and they must be complete with the documents prescribed by the applicable regulations. The permanence of machinery or vehicles inside the Fair Grounds must be authorized by Fiera Roma. The fuel tanks of machinery or vehicles, at any rate, must be empty, and batteries must be disconnected.

The Exhibitor will shoulder any penal and civil responsibility for possible accidents and/or damages that might occur to third parties as a consequence of the non-observance or breaking of the above provisions and/or instructions.



3.7 Stand dismantling

Before the closing of the Exhibition it is not possible to dismantle the stand totally or partially.

At the end of the Exhibition the space must be left in its original conditions.

Stand dismantling can only take place after the closing of the Show according to the timetable notified by Fiera Roma Management for each single Exhibition.

Fiera Roma reserves the right, in case of proven need, to lay down different times and priorities for the dismantling of stands located in specific areas.

Stand dismantling operations must take place fully respecting the integrity both of temporary technical installations (telephone plugs, fax machines, telephones) and of electric installations and appliances.

Materials used for stand fitting up (partition walls, false ceilings,

floor coverings and so on) must be obligatorily removed and taken away from the Fair Grounds. Possible traces of glue on the floor caused by the double-adhesive tape used to lay carpet or other floor coverings must also be removed.

Damages, if any, that can be unequivocally ascribed to the Exhibitor shall be charged to him.

When the deadline for stand return expires, any material still remaining in the stand will be officially removed by Fiera Roma without notification and stored at the risk and expense of the Exhibitor, who hereby accepts this possibility as from now. All expenses deriving from it, as well as any risk for theft, loss and damage will be shouldered by him.

After two months from the deadline foreseen for stand dismantling Fiera Roma reserves the right to sell uncollected materials by auction, deducting the expenses it might have incurred.



3.8 Services in pavilion during fitting up and dismantling

Fiera Roma srl. guarantees the following services:

- ▶ **Hall lighting:** covered Exhibition areas have lighting intensity necessary for the carrying out of stand fitting-up and dismantling operations;
- ▶ **Service outlets:** service outlets are groups of outlets put at Exhibitor's disposal and installed in special electric boards at one or more points in each pavilion for the use of electric power during the fitting-up and dismantling operations of each Exhibition;
- ▶ **use of toilet facilities** in each pavilion.

Fiera Roma is expressly relieved of any responsibility for possible damages the Exhibitor might suffer for the failure of these service as well as for its suspension and/or interruption for causes that cannot be ascribed to Fiera Roma or for circumstances beyond its control.

In the fitting-up and dismantling period pavilions are not air-conditioned (heated or cooled), barring a different unquestionable decision by Fiera Roma.

CHAPTER 4

ACCIDENT PREVENTION AND OCCUPATIONAL HEALTH



According to what is foreseen by the Law D. Lgs. 9 aprile 2008, n. 81 concerning the Occupational Health and Safety in workplaces, in case of stand construction, build-up and furnishing it is up to Exhibitors as employers to put all prevention actions into practice, so that working activity can take place in the maximum safety conditions. If these operations are not carried out directly, the Exhibitor will have to inform and require from entrusted companies the full compliance with the provisions mentioned by the Laws.

Each Exhibitor/Contractor is bound to register duly (see Fiera Roma srl. online services, chapter 1.1) by the foreseen deadline the name of the stand fitters company and the own personnel to enter the Fair Grounds during the fitting up and dismantling period. The person entrusted by the Exhibitor has to observe strictly the accident prevention regulations foreseen by the Italian Law, particularly what is laid down by the Law D. Lgs. 9 aprile 2008, n. 81. Should the nature and/or the kind of fittings need

it, Exhibitors must also follow the regulations concerning temporary or mobile building sites (contained in the Legislative Decree no. 81/2008, forth title).

RESPONSIBILITY

Any non-compliance with the above provisions will be a source of responsibility for the Exhibitor for the damages that third parties or their property, both belonging to Fiera Roma and to others, might suffer in the fitting-up and dismantling period and during the Exhibition.

The Exhibitor, therefore, will be obliged to compensate third parties or Fiera Roma for the damages that might be caused directly or indirectly, relieving Fiera Roma from any possible claim, demand or recoupment.

CHAPTER 5

FIRE PREVENTION AND PROVISIONS FOR EMERGENCY CASES



Each Exhibitor must obligatorily install in his stand one or more fire-extinguishers, supplied by Fiera Roma srl., in compliance with Law provisions in a well-visible, accessible position, according to the ratio of one fire-extinguisher per 100 sq.m. of stand area or fraction thereof. Fiera Roma will arrange in its official capacity for the delivery of the necessary fire-extinguishers to the stand, charging the relative amount in the final statement of account, if the hire of fire-extinguishers is not already included in stand rental. Exhibitors are reminded that Fiera Roma is only equipped with powder fire-extinguishers.

After the Exhibition closing to the public fire-extinguishers shall be collected by Fiera Roma; failure to return them will involve the payment of a compensation amounting to €50.00.

Each Exhibitor is bound to guarantee that some staff members on the stand are trained in basic measures of fire fighting; he is also bound to place them in the stand in a well visible, accessible position. The Exhibitor must also comply with any further provision that the Provincial Vigilance Commission and the Provincial Fire

Brigade Command will deem necessary; in this case, Exhibitors will be adequately informed. When taking possession of the stand area, the Exhibitor must become familiar with the location of exits and escape routes in the pavilion and ensure that his staff does the same.

Fiera Roma Srl is provided with its own fire surveillance unit, acting in the fitting-up and dismantling periods, and with fire devices (fire-extinguishers, fire hydrants and so on); during the Exhibitions open to the public, the National Fire Brigade will be also present. When a danger condition arises, immediate notice must be given to the staff in charge. In case of fire, besides informing the staff, each Company will have to see that its personnel stays cool and follows the instructions of the service staff; in case the staff can also act by means of personnel trained with the available extinction devices placed in the various Exhibition areas.

In case of evacuation order, Exhibitors must avoid running or screaming or using lifts, and they have to reach the nearest emergency exits that have been indicated.



Fiera Roma provides mains power to stand areas with the same supply characteristics as those of its electric suppliers. Each Exhibitor is a potential user, and he cannot give electric power to third parties.

6.1 Power supply request

The consumer of the power to be supplied has to fill in the form “**Electric Power Supply**” (see online services of Fiera Roma srl. <http://services.fieraroma.it/>) and submit it to Fiera Roma by the deadline laid down in it. In this form Exhibitors must specify the preferred position for the connection (which is not binding for Fiera Roma, as the request can be satisfied only in case of existence of the technical conditions) as well as the overall requested electric power, inclusive of the minimum installed power.

The minimum installed electric power, if the relative cost is included in stand rental or this service is compulsory, will be

mentioned in the Exhibition General Regulations and/or in the above mentioned form “**Electric Power Supply**”.

If a higher power than the minimum installed is needed or you wish a power mains in addition to the connection if already included in the floor space order, those have to be ordered via online shop: <http://services.fieraroma.it/>.

Mains power can be supplied through a five-pole system (3P+N+T) protected upstream by a four-way magnetothermic differential switch or by a three-pole socket (P+N+T) protected upstream by a two-pole magnetothermic differential switch.



6.2 Electric system design and installation

All electric installations downstream from the outlet point given by Fiera Roma are totally at Exhibitor's expense, who will have to accomplish them perfectly, in compliance with the regulations in force, especially Italian DM 37/2008. Please be reminded that according to the Italian DM 37 dated 22/01/2008 all electric installations with a power consumption **exceeding 6 kW** require a proper project, compulsorily. To avoid any delay in the power supply send the project of the electric installation signed by a qualified electric designer to Fiera Roma 30 days before.

Fitters of the electrical installations which are registered in a country member of the European Community, have to possess a certificate of vocational qualification as foreseen by equivalent standards of the country.

Electrical installations carried out by fitters belonging to

extra EU companies, since the Security standards for electrical installations are different to the Italian or to the EU regulations, have to be certified by a company registered in Italy in accordance with DM 37/2008.

The electric installation layout has to consider that electric power requirements at Fiera Roma are taken from the service subways that are situated below the exhibition floor. The power is then run up and distributed onto the exhibition floor. The **access cover to the service subways has to be opened and removed easily** for any inspection, new connections of mains by the Fiera Roma personnel or any emergency service staff. The flooring of the stand has to be realized with manholes to access the service subways at any time, at the exhibitor's expense.

6.3 Connection to the fair mains power supply

Utility power outlets can be used by Exhibitors and stand contractors only in the **fitting-up and dismantling periods** for works requiring the use of small electric tools. Utility power outlets are located near the shutter doors and in the central aisle. Temporary connections of stand installations to the power supply network are not allowed in these periods.

IMPORTANT: for safety purposes, be advised that all electric mains supplied by Fiera Roma are **to be considered always under power** even in case of a temporary interruption of the power supply, independently from the reason for the blackout.

As soon as the electric installation inside the stand has been completed by qualified technicians in compliance with

the law, the Exhibitor is bound in any case to ask the Service Help desk (Servizi Tecnici) for the connection to the Fair mains power supply. The connection will be carried out by Fiera Roma staff or the one entrusted by it.

The connection of stands' Electrical systems to the mains of electrical power supply, to be made at the presence of the Exhibitor, is run by Fiera Roma only at the conclusion of the operations of fitting up and following the request to Exhibitors' Service desk, once the technical documentation for the electric installation was delivered as provided by the existing legislation, as follows:

ITALIAN COMPANIES

"Statement of compliance with the rules of the trade" signed by an electrician working for a company which is authorized to carry out the installation of electrical systems in accordance with DM No 37, 22.1.2008 Art. 3., together with a copy of the registration to Italian C.C.I.A.A. or to Albo Provinciale of the Italian business crafts stating the enabling of the Implements Company at the installation of electrical systems.

FOREIGN COMPANIES

Electrical installations carried out by **installers belonging to EU companies or states associated in the European Economic Area:**

Installers must be qualified by the certification system of their own country (IEE etc.), and submit the certification that it is compared to the Italian certification (their certificate must be comparable to the Italian one or translation of the text and verified compliance with EU legislation).



Electrical installations carried out by installers belonging to extra EU companies: Since there is no specific legislation on this point and since the Security standards for electrical installations are not similar to the Italian nor to the EU regulations, we may accept certifications only from Italian companies registered to Italian C.C.I.A.A. or to Albo Provinciale of the Italian business crafts in accordance with D. M. 37, 2008.

Mandatory Attachments

- Project (only for installation calling for a project);
- Report with type of used materials;
- Scheme of installed Electrical system;
- Reference to previous declarations of conformity, partial, already existing;
- copy of the certificate of recognition of professional and technical requirements (for installers belonging to EU companies or to states associated in the European Economic Area comparable certificate of qualification according to the standards of the respective country);

FIERA ROMA RESERVES THE RIGHT TO CHECK THE REAL COMPLIANCE OF THE ELECTRIC INSTALLATION AND CERTIFICATIONS WITH THE REQUIREMENTS SPECIFIED IN THE PREVIOUS PARAGRAPH AND TO DECLINE EVENTUALLY THE ELECTRIC CONNECTION OF THE STAND IN CASE OF NON-COMPLIANCE.

The above provisions, in any case, does not release the Exhibitor, who remains the only responsible for his own installations to all intents and purposes.

It is absolutely forbidden to carry out the connection on one's own or tamper with Fiera Roma installations; should this occur, the Exhibitor will be held responsible for all possible inconveniences and damages resulting from connections carried out by unauthorized personnel, in addition to legal sanctions.

The Exhibitor is also bound to verify personally the mains power supply voltage when connecting his installation or his appliances, relieving Fiera Roma and the official supplier from any responsibility for any damage that might occur to persons or things as a consequence of the omitted check of the supply voltage or any other cause.

All exhibited equipment running with electric power, at any rate, must be regularly earthed, particularly in case of those producing electrostatic charges.

In case requested power cannot be supplied by available installations, Fiera Roma can, according to its unquestionable judgment, either restrain power within the limits of capacitance of these installations or proceed by means of provisional lines with the reinforcement of its installations. In the latter case strengthening lines will be carried out by Fiera Roma, but all relative costs will be charged to the interested exhibiting companies.

As a rule, electric power supply for lighting, motive power and other uses will be cut off immediately at the end of the Exhibition, barring exceptions granted for justified reasons to be requested in writing. Exhibitors are obliged to disconnect electric installations in their stands at the end of each day; non-complying companies will be charged with the foreseen fines.

The above provisions also apply to stands located in areas outside pavilions. In this case the shunt from the mains power supply point made available by Fiera Roma will have to be carried out at Exhibitor's care and expense.

6.4 Power increases

The mains power supply system enables possible power increases also after the accomplishment of connections, as long as in the limits of remaining availability in the sector and in compliance with the reallocation of loads for phase balance. The change will involve the payment for the difference, if any, of the rate laid down in the price list, as well as a fixed additional charge.



CHAPTER 7

COMPRESSED AIR INSTALLATIONS

Pavilions are fitted with a compressed air supply network. The Exhibitor has to order the service “Water Connections/ Compressed Air” via online shop: <http://services.fieraroma.it/>.

Supply conditions, the relative rates and operation specifications are mentioned in this section.

Equipment to be connected to the compressed air network on the Fair Grounds must be fully operational so as not to cause inconveniences during the Exhibition, without prejudice to the fact that the Exhibitor is responsible for any damage that might be caused by the malfunction of his appliances.

The accomplishment of the provisional compressed air supply network inside the stand as well as the relative costs must always be shouldered by the Exhibitor and his staff.

The ½” intake is of the universal bayonet type and it is placed at floor height. Possible pressure reductions and fixing must be carried out at Exhibitor’s care and expense.

Fiera Roma is expressly relieved of any responsibility for possible damages the Exhibitor might suffer for the non-connection of the requested service as well as for its suspension and/or interruption for causes that cannot be ascribed to Fiera Roma or for circumstances beyond its control.

CHAPTER 8

WATER SUPPLY



If water supply is needed the service should be ordered by the exhibitor via online shop: <http://services.fieraroma.it/>, “Water Connections”.

Supply conditions, the relative rates and operation specifications are mentioned in this section.

The Exhibitor expressly relieves Fiera Roma and the company carrying out water installations of any responsibility for possible damages that might be caused to persons or things by tampering or bad use of these installations; connection to water plugs can only be carried out by the staff of the company supplying water installations; temporary derivation installations can be carried out also by the Exhibitor or the persons entrusted by him.



Fiera Roma Srl puts support services for a better use of stands during the Show at Exhibitors' disposal.

After having booked the space, Fiera Roma srl. will send all information to access the online services offered by Fiera Roma where are available together with the Technical Regulations all forms for service reservation; some of them are compulsory, others optional. Some of the services offered to Exhibitors are described hereunder:

9.1 Suspension from hall ceilings (Rigging)

1 GENERAL PROVISIONS

- ▶ The suspension service can be rendered in all pavilions of Fiera Roma Fair Grounds, exclusively by Fiera Roma staff or the one entrusted by it;
- ▶ the suspension service consists in the supply of special cables hooked on the roofing beams; these cables can be used to hang fitting-up and lighting structures belonging to the Exhibitor, to a contractor of his choice or hired from Fiera Roma;
- ▶ the supply of the cables hooked on the roofing beams pertains exclusively to Fiera Roma, whereas the operations of fastening of the structures which were not supplied by Fiera Roma must be carried out by the Exhibitor or a contractor of his choice;
- ▶ the position and the number of the cables supplied by Fiera Roma shall be determined by the technical service office according to the technical project sent by the Exhibitor and as

- a consequence of the location of the points from which cables can hang;
- ▶ the final part of the cable supplied by Fiera Roma shall be supplied with a special certified connection with fixed thimble;
 - ▶ cables shall be placed at a height which will be equal to or lower than the one required by the Exhibitor, in compliance with the height limit allowed by the Exhibition Regulations;
 - ▶ the height from the ground of suspended structures, barring an authorization from the Organizing Board / Operating Secretariat waiving this provision, must be in compliance with the rules of the Exhibition General Regulations;
 - ▶ the maximum load capacity of each connection point to be supplied by Fiera Roma is kg 140, concentrated in it;
 - ▶ cables supplied by Fiera Roma shall be exclusively hooked onto the special structures arranged with point distribution in pavilions (Exhibitors are requested to contact Fiera Roma technical office to check the availability of said points on the surface above the area allotted to them);
 - ▶ if the special structures described in the previous points should not be available in the surface above the area assigned to the Exhibitor or their position should not be suited to Exhibitor's requirements, additional particular hooking systems can be hired out; their supply must be agreed upon with Fiera Roma technical office from time to time;
 - ▶ the Exhibitor or his contractor must use suitable systems for the fastening of structures guaranteeing their perfect anchorage. Possible used steel cables must have a diameter not below mm 5, and possible link chains must have a rod diameter not below mm 6;
 - ▶ suspensions must show a vertical projection, therefore cables supplied by Fiera Roma cannot be drawn crosswise by the Exhibitor or his contractor. In particular cases - to be agreed upon with Fiera Roma - minimum tolerances can be admitted, but in any case they cannot exceed 10°;
 - ▶ possible suspensions with devices for the handling of goods (tackles, pulleys and so on) must be supplemented by an adequate number of rigid (fixed) suspensions;
 - ▶ loads applied to aluminium trusses (lighting equipment, loudspeakers and so on) must be fastened to them, in addition to their own elements foreseen for this purpose, also by further hooking elements (metal cables, link chains) as safety guarantee in case of breaking of their fastening systems;
 - ▶ mixed suspension systems (ceiling suspension + floor prop) are not allowed for obvious safety reasons;
 - ▶ ceiling suspensions must not interfere with the pavilion lighting system;
 - ▶ in case electric equipments are installed on suspended structures, they must be powered by using the sockets inside the assigned stand area. Cables going down suspended structures must be supported by special supports (for instance steel cables or pillars resting on the floor).

2 DOCUMENTS TO BE SUBMITTED:

The Exhibitor or his contractor shall submit at least 30 days before the beginning of the fitting up the “request of feasibility form” and the following documents:

- a) Technical project: dimensioned drawings with plan, side and axonometric views of what Exhibitors intend to suspend, pointing out the requested connection points on the ceiling, description of the eventual electric connections indicating the necessary power to be supplied;
- b) technical report signed by a qualified chartered professional.

In particular, the project and the technical report must contain:

- ▶ brief description of suspended structures;
- ▶ characteristics of used materials (ringbolts, steel cables or link chains, aluminium trusses and so on);
- ▶ indication of the loads of used materials (aluminium trusses, spotlights, power cables, lifting devices and so on);
- ▶ hypothesis of load of structures and check of strains induced on structures and anchorages;
- ▶ explicit confirmation of the compliance with the limitation imposed by Fiera Roma as regards the maximum load capacity of each connection (kg 140 for each suspension point supplied by Fiera Roma) and with any further indication mentioned in the previous General Provisions;
- ▶ check of the solidity of hanging structures: it must be guaranteed at any rate that, in case of breaking of any anchorage to the cables supplied by Fiera Roma (connections to structures, breaking of

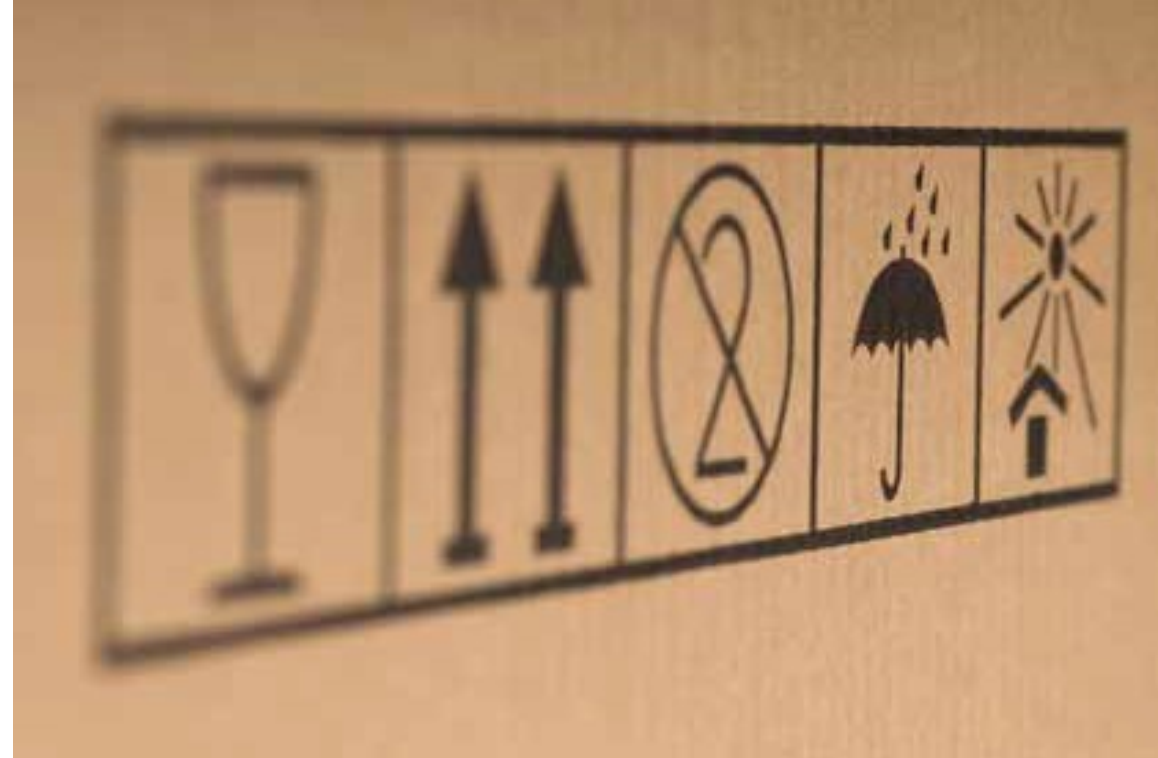
a device, if any, for the handling of items and so on), the structure is not endangered, with the risk of breaking and/or overload of the single connection points beyond the acceptable limit.

At the end of works and before the beginning of the Show Exhibitors must submit the certificate of static suitability and of compliance of hanging structures with the project; this document must be drawn up and signed by a qualified chartered professional who has not been involved in any case in the planning, management and accomplishment of the work.

Moreover, in case the hanging structures have been installed by the exhibitor’s stand building contractor, he will have to produce the Declaration of correct installation.

3 NOTES:

Fiera Roma reserves the possibility of installing equipment and/or devices to check Exhibitors’ real compliance with the conditions laid down in the General Provisions. Should Fiera Roma discover a breach in respect of the requirements of these provisions (particularly as regards document submission by the established deadline and the effective load conditions in relation to the capacity of the roof structure), it will not authorize the accomplishment of suspensions and, if they have already been carried out, it will ban the underlying area until suspensions are completely removed or they are adapted to the rules of the General Provisions. Also, electric power supply on the stand may be cut off.



9.2 Packing storage

Fiera Roma, through the Official Supplier, provides a service of packing collection, storage and return at the end of the Exhibition according to the rates in force.

Packing return is carried out according to a schedule foreseen every time for each Exhibition; the service must be directly requested to the official forwarding agent of Fiera Roma.

In case the Exhibitor does not intend to use again or directly recover his packaging, he is bound to ask in advance for the removal and transport to a public dump by filling in the relevant form.

9.3 Waste disposal

Fiera Roma arranges for the collection and disposal of waste produced by Exhibitors within the Fair Grounds, except for:

- ▶ fitting-up material of any kind, such as partition walls, flooring, large packing crates, pallets and so on;
- ▶ fitted carpeted;
- ▶ products, semi-finished products and process waste from the demonstrations of machinery operating in stands, apart from the quantities and typology included in the stand cleaning service;
- ▶ promotional material such as brochures, leaflets and so on;
- ▶ waste that can be classified as special, dangerous and non-dangerous.

Exhibitors can ask Fiera Roma for the service of disposal of the above waste by ordering the service on: www.services.fieraroma.it.

For materials different from the above ones Fiera Roma carries out a service of separate refuse collection: in the fitting-up and dismantling periods Exhibitors have to channel the different waste material into the special skips or dustbins foreseen for this purpose.

Waste collection, possession, transport, storage and disposal must be carried out in compliance with the Legislative Decree no. 36, 13/01/2003 and following changes and integrations.

The uncontrolled storage of harmful-toxic waste is forbidden by Law and constitutes a criminal offence that can be penally prosecuted; in this case, Fiera Roma will inform the authorities in charge of any abuse.

In case of waste material left in pavilions, for which no collection request has been submitted by the foreseen deadline, Exhibitors will be charged with the rates mentioned in the special form with a 40% increase.



9.4 Refreshments and catering inside the stand

Any refreshment and/or catering service shall be provided exclusively by Fiera Roma. In case the Exhibitor wishes to avail himself of this kind of service, he can apply directly for it by using the special form on the online services: <http://services.fieraroma.it/>.

The free offer of food and/or drinks inside the Exhibitor's own stand is allowed, on the understanding that, products must have been packaged directly by the producer and must not have been manipulated later; otherwise the offer of food and/or drinks, even though free, is subject to food sanitary regulations and must be previously notified to the Italian sanitary authorities (ASL).

Nevertheless, Fiera Roma has to be informed about any offer of food and/or drinks, subject to food sanitary regulations, in order to co-ordinate all activities with the Italian sanitary authorities.

9.5 Telecommunication services

The exhibitions grounds are a private site. All telecommunication services are offered by Fiera Roma. Any request for Internet connectivity or telephone lines shall be confirmed at least two weeks prior to the supply. Services cannot be used as a trunk interconnection to other networks for the creation of local wi-fi networks as it may cause a malfunction.

CHAPTER 10

ADVERTISING



Outside the assigned stand area any kind of advertising must be exclusively carried out through Fiera Roma and it is subject to the payment of a fee and of the relative tax burdens.

Exhibitors may take commercial actions inside their stands only if these refer to their firm and its represented companies. Promotional and advertising initiatives must pertain to the product sector for which the Exhibitor was admitted to the Show, according to the General Regulations.

A previous authorization of the Exhibition Organizer is necessary for the distribution of leaflets in gangways and avenues or for the

distribution of objects constituting an advertising vehicle.

Inside the Fair Grounds it is forbidden to promote offerings, collections of alms and donations for institutions of any kind of association or organisation, to carry out religious, political or union activity and any other activity not relevant to the purpose of the Show being held, unless provided with an explicit written authorization of Fiera Roma Management.

10.1 Sound transmission and screenings

Where not expressly forbidden or specified by the Exhibition General Regulations, it is allowed:

- ▶ to carry out sound transmissions and any kind of phonic attraction;
- ▶ to use audiovisual, radio and/or television equipments;
- ▶ to perform screenings of films or slides inside the stand. The volume of appliances must be kept under 65 dB (A), and in any case it must not disturb neighbouring stands. The staff entrusted by Fiera Roma can order, if necessary, even the turning off of the system.



All transmissions and screenings must not be part of the repertoire protected by S.I.A.E. (the Italian Authors and Publishers' Association), otherwise the Exhibitor must ask S.I.A.E. for an "entertainment permit" and carry out the payment of dues in advance, unless a different provision is foreseen by the Exhibition General Regulations.

In case of use of sound, video or multimedia backup containing works or parts of works protected under the Law no. 633 dt. 22.4.1941, copyrights as well as the costs connected with backup authentication must be previously paid (Art. 181/bis of the same Law). The illegal use of works as well as the lack of the S.I.A.E. sticker on the above backup will be prosecuted, as per Arts. 171 and following of the Law 633/41.

CHAPTER 11

INTERNAL HANDLING OF GOODS AND FORWARDING

11.1 Technical regulations for the internal handling of goods

Exhibitors and fitters, apart from specific exceptions granted to Fiera Roma official contractors, are not allowed to use forklift trucks, self-propelled cranes and so on inside the Fair Grounds. Goods handling services (loading, unloading and positioning) can only be rendered by Fiera Roma official suppliers. Vehicle parking and stop must not hamper the internal circulation on the Fair Grounds and it must not take

place in exhibition areas.

All loading and unloading operations of goods inside pavilions can EXCLUSIVELY take place through the suppliers authorized to handle and unload goods; they are duly qualified according to the law and are available for any information, explanation and assistance in this connection.

Services requested to authorized suppliers are at Exhibitor's expense and are carried out according to the times, methods and procedures mentioned below.

The general tariffs for the above services are available at the Service Help desk (Servizi Tecnici) and online on the specific order form.

Loading and unloading operations outside pavilions can take place in the special areas adjoining pavilion entrances. A hand-trolley and porter hire service, within availability limits and at fixed rates, is available in the fitting-up and dismantling periods and during the Exhibition.

In order to save time and costs, Exhibitors are requested to provide the entrusted supplier with a planimetry of the stand area allotted to them, showing the position of materials.

In the fitting-up periods, to speed up unloading operations, the access to single pavilions of vehicles used for goods transport will have to be previously authorized by the personnel in charge of pavilions, duly taking into account internal road conditions, single transports and operations that are being carried out, and after contacting also the official suppliers entrusted with goods handling.

Each abuse concerning the use of vehicles for goods handling lacking Law requirements (unqualified personnel, means not provided with the prescribed safety devices, absence of adequate insurance coverage) will involve the enforcement of a fine as specified in the following Chapter “Penalties and Fines”, and in the most serious and repeated cases the trespasser will be ordered to leave definitively the Fair Grounds; in case he may also be reported to the police.



11.2 Forwarding

Granted that each Exhibitor is free to avail himself of a forwarding agent of his choice, it is hereby specified that the service of unofficial forwarders can be rendered only outside the Fair Grounds, and inside only if there are no obligations resulting from Fiera Roma entrustment of temporary exclusive right to other forwarders.

Characteristics, customs procedures and service tariffs can be directly requested to Fiera Roma Official Forwarding Agent.

CHAPTER 12

INSURANCE DAMAGES

12.1 Drawing up of the insurance

Fiera Roma Srl arranges for insurance coverage by means of a special agreement, to be approved by the organiser, according to specific needs of the show for:

- ▶ Exhibitor's goods, materials, fittings and equipment (fire policy);
- ▶ third-party and employee liability (policy RCT/RCO);
- ▶ robbery policy.

The Insurance covers the following:

with the fire policy:

For the damages that have occurred during the stay in the pavilions of Fiera Roma s.r.l. in the Exhibition days, including the fitting-up and dismantling period, as foreseen by the Exhibition General Regulations. Insured items: exhibits, furnishings, equipment, fittings and any other object as per general and particular policy conditions. Following cases are included: atmospheric disturbance, flood, inundation, earthquake, terrorism and sabotage and so on. Valuables, precious objects, works of art, money, securities, jewellery, numismatic and philatelic collections and living animals are excluded.

with the robbery policy:

For the damages that have occurred during the stay in the pavilions of Fiera Roma s.r.l. in the Exhibition days, including the fitting-up and dismantling period. Insured items: exhibits, furnishings, equipment, fittings and materials for the specific exhibition. Personal objects in general as well as valuables, precious objects, works of art, money, securities, jewellery, numismatic and philatelic collections and living animals are excluded.

with RCT/RCO policy:

The policy insures the Exhibitor for what he is bound to pay in case of damages caused to third parties (including Fiera Roma s.r.l. and its staff, consultants and/or others connected with Fiera Roma s.r.l., as well as Investimenti s.p.a. as owner) and to third-party property for which the Exhibitor is civilly liable; the insurance also covers damages (death and personal injuries as a consequence of an accident at work) suffered by the employees engaged by the Exhibitor, working for the activities for which the insurance is rendered.

12.2 Exceptions

If the Exhibitor already has his own policy valid for Fairs and Exhibitions, whose insured sums are at least equal to the minimum ones mentioned by Fiera Roma Srl, he will have to produce a specific declaration, undersigned by his Legal representative and by the representative of the insurance Company, attesting that exhibited goods are covered by an all-risk policy; the declaration must also contain the clause of redress renunciation towards Fiera Roma Srl and Investimenti Spa, subsidiary and connected Companies as well as the Organizer and third parties interested in any way in the Exhibition.

12.3 Claim for damages

In case of any damage the Exhibitor has to follow **immediately and quickly the following procedure:**

- ▶ report the accident/robbery to the Authorities in charge within one day after the damage;
- ▶ inform the Insurance Company and Fiera Roma srl. of the accident/robbery by sending an email to the addresses which are specified on the insurance form enclosing a copy of the report.

12.4 Liability limits

In case of non-submission of the documents or lack of substitute declarations as per paragraph “Exceptions”, Fiera Roma will officially issue the insurance coverage for the Exhibitor for the minimum value as per General Regulations.

Exhibitors are also reminded of the unconditional obligation to observe following provisions:

- ▶ guaranteeing the presence of their staff on the stand all day long;
- ▶ disconnecting the electric installation of each single stand at the end of the Exhibition day. A fine will be inflicted to non-complying Exhibitors according to the amounts which will be previously notified;
- ▶ checking that show-cases are properly locked.

The Exhibitor remains in any case the only keeper of his stand, of the relative equipments and of exhibits and/or products to be exhibited for the whole Exhibition period (including fitting-up and dismantling days).

CHAPTER 13

PENALTIES AND FINES

Exhibitors and/or contractors working on their behalf are bound to observe the provisions mentioned in these Technical Regulations.

In case of non-compliance Fiera Roma will levy a fine according to the seriousness of the non-observance. The amount of this fine can vary from a minimum of € 50.00 to a maximum of € 500.00.

As far as fitting up and exhibits are concerned, in case The non-observance of the provisions regulating the conformity of stand fitting up and the non-receipt of fireproofing certificates, the presence of products and materials not in compliance with provisions, stand fittings making fire-extinguishers and all connections to service boxes/sockets inaccessible as well as failure to turn off switches at the end of the day will force Fiera Roma

to arrange for the change or the removal in its official capacity, charging the relative costs to non-complying Exhibitors.

Awaiting adjustment works Fiera Roma will disconnect the connection to electric power supply points.

Failure to return the fire-extinguisher will involve the payment of a compensation amounting to €50.00.

In order not to jeopardize the correct and effective handling of the areas within the Fair Grounds and permit the smooth organization of the Exhibition, Fiera Roma reserves the right to arrange for the removal of vehicles with the relative charge to Exhibitors and for the withdrawal of the entry passes to the Fair Grounds if following cases occur:

- ▶ extended parking of motor vehicles for over 2 hours;
- ▶ parking of motor vehicles overnight or in forbidden areas;
- ▶ non-compliance with the instructions given by the internal traffic staff;
- ▶ non-observance of the speed limit.

Fiera Roma also reserves the right to charge the Exhibitor and the vehicle owner jointly with a fine for every breach of speed limits, of prohibitions or of the maximum parking times foreseen by these Regulations, apart from the removal of vehicles at Exhibitor's and/or owner's expense and the payment of possible further damages Fiera Roma might suffer as a consequence of the non-compliance with the above provisions.

CHAPTER 14

PAYMENTS EXIT FORMS

14.1 Payments

The requested services will be supplied only if the payment has been made before by the exhibitor. All orders for services which arrive without the corresponding payment, are void.

14.2 Exit forms

On the days immediately before the closing of the Exhibition, the Administration office of Fiera Roma will deliver to the stand the "Exit forms" which - duly filled in - must be shown to the surveillance staff at the gates for the exit from the Fair Grounds.

Additional "Exit forms" can be requested to the Service Help desk (Servizi Tecnici). For all material to leave the Fair Grounds must be filled in and shown a single "Exit forms".

IMPORTANT! The exit of goods and fittings is not allowed to exhibitors who did not clear their outstanding debts to the organizer of the event and/or Fiera Roma.



Fiera Roma Srl con Socio Unico

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