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Section 1 - Access to the exhibition centre

1.1 EXHIBITION ASSEMBLY/DISASSEMBLY STAGES

The opening times for the Exhibition Centre for stand assembly/disassembly are indicated in outline below:

Exhibition centre opening times
- Assembly Stage: 7.00 a.m. - 8.30 p.m.
- Day before Show Inauguration: 7.00 a.m. - 2.00 p.m.
- Disassembly Stage: 7.00 a.m. - 8.30 p.m.

Vehicle access times
- Assembly Stage: 7.00 a.m. - 7.30 p.m.
- Day before Show Inauguration: 7.00 a.m. - 12.00 (midday)
- Disassembly Stage: 7.00 a.m. - 7.30 p.m.

N.B.: The Exhibition Authority reserves all rights to modify this timetable in accordance with Show requirements, against prior notification to all parties concerned.

All exhibitors/stand fitters or those acting on their behalf who intend to work on stand assembly within the Verona Exhibition Centre are required to provide Veronafiere S.p.A. at least 60 days prior to the commencement of the exhibition both the "Stand Construction Plan" as per Art. 2.1 below and Company detail (company name, legal representative, address etc.).

The personnel of Set-Up/Exhibitor companies may access al exhibition centre only if the Set-up project presented, as regards safety documentation, has been approved.

In the event that Exhibitors intend to set-up their exhibition areas through third-parties, they shall communicate to the Authority using the appropriate form the personal name and the company name of the Company engaged to implement the set-up within the term indicated above.

Every responsibility as regards the statics of any type of set-up, trade sector materials or items on display, is exclusively borne by the Exhibitor, who hereby expressly waives the Authority for responsibility for any damage that may arise, even indirectly, by defects in design, construction and assembly.

During stand assembly and disassembly, access of persons and vehicles to the Exhibition Centre shall be in accordance with the instructions specified in the "General Exhibition Regulations".

During stand set-up and dismantling stages, access by staff not involved in such operations and other unauthorised persons is forbidden.

Persons and vehicles involved in transport of goods may only access stands in pre- and post-exhibition periods by presenting the work permits issued by the "Control Office" on verification and approval of the documentation indicated above.

All persons entering the Exhibition Centre must behave in a due and proper manner, respecting the property and facilities of both the Exhibition Centre itself and third parties therein. All persons on entering and inside the Exhibition Centre are required to observe promptly and scrupulously the regulations and requirements issued by the Veronafiere S.p.A. in the form of signs, notices, broadcast announcements,

service staff or any other means. Broadcast announcements and instructions issued by service staff have priority over other requirements.
The Exhibitor shall be held liable for any damage caused to structures and/or equipment belonging to Veronafiere S.p.A. during construction, during the course of the Exhibition itself or during dismantling.
As a penalty for such damages the Exhibitor shall be charged the sum of the euro 1,000.00 + VAT, such payment not disqualifying Veronafiere S.p.A. from the right to pursue claims for further damages.
All traffic circulating within the area must adhere strictly to the Highway Code and the signs and signals displayed. In particular, the speed limit is 20 km/h. Drivers must take care over the speed bumps inside the area.
Handling machinery (such as forklifts, fork-lift trucks, etc.) circulating inside the exhibition centre must be equipped with specific signs in accordance with the requirements of current legislation.
During the stand assembly/disassembly stage, access to the exhibition centre is authorised exclusively for goods transport vehicles; people transport vehicles may not enter the exhibition centre but must be left outside in the specific parking areas. With reference to access of workers belonging to the exhibitors/fitters, Veronafiere S.p.A. from time to time will indicate specific gates for entry to the Exhibition Centre for vehicles (vehicle + driver) and for pedestrians. Parking of vehicles inside the exhibition centre will be allowed along the avenues between the halls and must be strictly limited to goods loading/unloading operations.
If a vehicle is parked in a manner that obstructs circulation inside the exhibition centre or occupies an exhibition area, Veronafiere S.p.A. will remove the vehicle and locate it in a depot outside the exhibition centre, debiting all removal and parking expenses to the owner. In particular, it is absolutely forbidden to leave vehicles inside the exhibition centre overnight, even in the event of breakdown. Otherwise, they will be removed and sent to a depot outside the exhibition centre, debiting all removal and parking expenses to the owner.
Access by non-electrical vehicles inside the exhibition halls must be authorised in advance by Veronafiere S.p.A. and in any case is not allowed in the two days prior to the opening day of the event and the first day of disassembly. Stay inside the halls must be strictly limited to the time required for loading/unloading goods needed to implement stands (and, in any case, for no more than 1 hour).
Vehicles may be left running only technical reasons and for very limited times; they must be equipped with specific exhaust gas suction systems in order to limit the presence of toxic gases inside the halls and the exhibition centre as a whole, including outside areas.
During event days and times, circulation of any private means of petrol or electric transport inside the exhibition centre is absolutely prohibited to ensure the security and safety of the public. During set-up/dismantling days, in view of traffic intensity inside the Exhibition Centre to delivery/take away goods, drivers are required to:
- follow the transit lanes and respect AUTHORISED PARKING AREAS throughout the Exhibition Centre, as indicated by Veronafiere S.p.A., both in outdoor and indoor areas;
- remain with the vehicles in their charge at all times when inside the Exhibition Centre.

N.B. Circulation of the vehicles in general inside the Exhibition Centre, occurs without any liability on the part Veronafiere S.p.A..
When entering or leaving the Exhibition Centre, the Exhibitor, Stand Fitter, Carrier or authorised person is subject to personal and vehicle security checks carried out by Exhibition Centre Security Staff. If requested to do so, Exhibitors or their staff shall produce authorisation to transport the goods, when asked.
On arrival, Exhibitors/Stand Fitters are required to inform Veronafiere S.p.A. officials of any damage to, or irregularity regarding, their stands.
All drivers of the forklifts (that must be owned by the Exhibitor) working inside the Fair grounds must have the required qualification D.Lgs. 81/2008. Moreover, such vehicles may only remain overnight in the Exhibition Centre if they are parked in the specifically equipped areas (contact yhe Official Forwarder of Veronafiere S.p.A.).
Access to the technological areas and underground passages is forbidden to all staff unless explicitly authorised by the Veronafiere S.p.A., even if these are not locked for service reasons.

SERVICE COMPANIES
During the exhibition itself, private service companies (e.g. Catering, Cleaning, Hosting) are subject to the prior presentation of the same documents required for services companies accessing the Exhibition Centre during the set-up period. In particular: List of exhibitors served, Certificate of Incorporation, DURC (social security contributions certificate), Company Civil Liability insurance policy (RCT) and staff list.

1.2 SUPPLIES DURING EXHIBITION
Entry of goods to the stands shall be authorised by Veronafiere S.p.A. "Exhibition Office" and is only allowed, in general terms, for 1 hour before the Exhibition opens, unless otherwise stated.
Supply vehicles shall carry the special "Supply Card" (duly compiled in all parts) issued by Veronafiere S.p.A., and personnel in the vehicle shall have a "Ticket" and shall enter and leave only by the gate indicated on the Supply Card.
Any firms authorised by the Exhibitor to supply goods/services during the Exhibition period may only gain access to the Exhibition Centre after authorisation by Veronafiere S.p.A.. The Exhibitor must therefore personally collect the "Supply Card" and "Ticket" from the competent Veronafiere S.p.A. offices upon payment of the amount stated in the General Regulations.

1.3 WASTE MANAGEMENT
In relation to waste management inside the exhibition centre, Veronafiere S.p.A. allows exhibitors/fitters to schedule collection of waste material as follows:
1. During the event itself, the service will be provided by compiling every section of the “special cleaning and collection, transport, disposal of waste” form included in the services folder. The service will be performed by Veronafiere S.p.A. every evening after the event has closed.
2. During the assembly/disassembly stage, the service will be performed (on request) by compiling the “request for collection, transport and disposal of waste” form available at the S.A.T.E. technical offices located in the various service centres. The form must be compiled in full in the presence of an officer responsible for the service.

Waste management inside the Veronafiere S.p.A. exhibition centre is intended to keep all its inside and outside facilities clean and tidy. In this regard and in order to regulate correct performance of cleaning operations, there follow the obligations and bans that exhibitors/fitters must observe during their stay inside the exhibition centre for assembly/disassembly work and the holding of the event.

ASSEMBLY / DISASSEMBLY STAGE OBLIGATIONS:
- all waste produced during stand assembly/disassembly must be disposed of in accordance with regulations concerning recycling and ecological waste disposal (Legislative Decree n° 152 dated 3 April 2006 – Environmental Regulations – and amendments). If the Veronafiere S.p.A. inspection service identifies any abandoned material, the exhibitor/fitter will be debited (based on the facilitated traceability of the negligent company) with the sum of € 2000 + VAT as well as the right to claim compensation for more serious damage;
- The fitter/exhibitor shall scrupulously uphold the fire-prevention dispositions issued by Veronafiere S.p.A. by immediately disposing of waste to prevent obstruction of common aisles or the creation of potential situations of hazard. Otherwise, Veronafiere S.p.A. surveillance personnel will prepare specific reports and the obstructing material will subsequently be removed and disposed of by Veronafiere S.p.A.; all expenses (with due surcharges) shall be borne by the negligent companies;
- Waste produced when preparing and serving food and drinks must be collected by carefully separating plastic, glass, paper and various other waste into the specific bins;
- The show area assigned to the exhibitor, during final disassembly, must be left in the same conditions in which it was made available, and inasmuch clear of any waste, tape or paint/varnish. The exhibitor/fitter shall, on completing disassembly work, ask Veronafiere S.p.A. surveillance personnel to check the area assigned to it. Following necessary controls, a specific coupon exit

authorisation will be issued to the exhibitor/ fitter for presentation to gate personnel.

BANS:
- It is strictly forbidden to discharge waste water into the secondary drains of the without using specific discharge pipes connected to the drains;
- It is forbidden to dispose of water that is corrosive for metals and cement, solidifying substances, malodorous water, paints;
- It is forbidden to leave in the Veronafiere S.p.A. Exhibition Centre parts of stand set-ups such as carpet tiles, waste or residues of any kind including the two-sided tape used to install textile flooring;
- It is forbidden to bring into the exhibition centre any materials and waste correlated with stand assembly/disassembly activity for the scheduled event. Each introduction of such material will result in a fine of € 3,000 + VAT, as well as the right to claim compensation for more serious damages;
- It is forbidden to discharge any harmful substance or waste into the sewers.

DURING THE EVENT
OBLIGATIONS:
- During the event itself, exhibitors must eliminate waste on a daily basis; waste must be separated into categories and placed in the specific bins located outside the halls. This obligation is waived if exhibitors use the specific form in the services folder to engage Veronafiere S.p.A. directly for this service;
- Waste produced when preparing and serving food and drinks must be collected by carefully separating plastic, glass, paper and various other waste into the specific bins.

SANCTIONS
Any infringements will be fined in relation to seriousness at the complete discretion of Veronafiere S.p.A.. The most serious cases will be notified to the competent public authorities, which may apply the severe sanctions and fines envisaged by current standards and amendments.

Section 2 - Stand Assembly/Disassembly and exhibition

2.1 STAND SET-UPS
2.1.1 GENERAL REQUIREMENTS
As of 2015, all events held in the Veronafiere S.p.A. S.p.A. Exhibition Centre require that access by personnel and vehicles belonging to exhibitors/fitters be regulated only after appropriate and specific digital accreditation/insertion of compulsory documentation through the web site. Following the appointment by the exhibitor in his private area. For the entrance to the fairground all people and vehicles must be in possession access pass that you can print from your confidential area of the construction documents portal following the approval of their own file. Stand assembly work, in inside and outside areas, may only be implemented after entering through the site described above and 60 days before the event, the following compulsory documentation for access to the exhibition centre in relation to safety issues:
- Technical set-up project comprising floor plans and cross-sections complete with measurements and perspective views;
- Copy of latest payment receipt of a third-party liability insurance policy indicating coverage of no less than €2,500,000;
- Model 5/B "Declaration of materials for the purposes of fire reaction"
  The technical documentation indicating the fire reaction class and the methods of use and installation of the foregoing materials must be stored on the stand itself and available to Veronafiere S.p.A. S.p.A. personnel on simple request.

Stand categories:
Simple set-up: If none of the parameters characterising special set-ups are present.
Special set-ups:
- Height more than 4.50 metres;
- Portals or ceilings with open space of more than 4,50 metres or surface up to 20 sq.m.;
- Mezzanines (even if not accessible);
- Platforms at a height of more than 0.40 metres;
- Scaffolding;
- Self-supporting metal without walk-over deck (see Section 3);
- Appendages and/or anchorage to Veronafiere S.p.A. structures (see Section 3);
- Tensile structures with a surface area greater than 15 sq.m.

N.B. Set-ups with even only one of the foregoing features are included in the "Special set-up" category.
Machinery and goods on show are excluded from these categories.
For tensile structures is prescribed in each case a minimum ballasting of 50 kg/sq.m distributed on all vertical elements. In this regard, please note that you cannot drill the floor to fix ties of any kind.
For pillar we mean an element can withstand a horizontal load of at least 1 KN.

In any case, all special set-ups must be authorised in advance using the "structure authorisation form"; moreover, areas of more than 3 metres in height must be at least 2 metres from neighbouring stands (this distance may be reduced and/or cancelled only if there is a written agreement with neighbouring exhibitors). N.B. If the "good neighbours" agreement is not applied between neighbouring exhibitors, any complaints/ reports or discrepancies must be notified to Veronafiere S.p.A. within 2 days prior to the start of the event. After that date, Veronafiere S.p.A. will not be able to mediate between the parties. In any case, liability remains with the Exhibitor not adhering to the rules included in the applicable Technical Regulations. The maximum height allowed without permission of borders Exhibitor can be changed on the occasion of certain events. In this case it refers to the general regulations of the event.
The maximum height allowed for all set-ups is 5 metres. Unless derogations are implemented by Veronafiere S.p.A..
In the presence of special structures, in addition to the compulsory documents listed above, the "structure authorisation form" and if required static calculation report with relative executive drawings stamped and signed by an accredited technician enrolled in the Order of Engineers/Architects, or the Certification Service request form, must also be provided.
The "structure approval form" (when required) is presented by the Exhibitor to request approval of the stand set-up project and obtain at the end of set-up work the certificate of static suitability; consequently, this certificate does not therefore have to be produced independently.
We inform that the management procedures for the safety of the assembly and disassembly of exhibitions are now regulated by the DM 22.07.2014 ("Decree Stage and Fairs").
In particular it is observed that for stand construction quite important (for example a boot heighter than 6,5 meters) are provided for the operating methods similar to those in force on construction sites. Fitters and exhibitors are urged to read the aforementioned decree and to assess its application in relation to their specific case.

As regards scaffolding, in addition to the documents required for special structures, the Pi. M.U.S. – Assembly, Use and Disassembly Plan – drafted as per Article . 36 quater of Legislative Decree 81/2008 as amended must also be enclosed.
N.B. Customising the external facades may only and exclusively be performed by Veronafiere S.p.A. (see following point 2.1.5.).
Special structures will be tested by Veronafiere S.p.A.; if, for whatever reason, obstacles or difficulties of any kind arise in relation to the foregoing inspection arranged by Veronafiere S.p.A., the exhibition space will not be provided with envisaged utilities (electricity, water, compressed air, etc.) and access to visitors will be forbidden.
The positioning of equipment, exhibition goods or set-ups weighing more than 5,000 kg must be authorised in advance by Veronafiere S.p.A..
Veronafiere S.p.A., at its sole discretion, reserves the right to request the project, calculation report and/or the certificate of static fitness prepared and stamped by an accredited professional enrolled with the Order of Engineers/Architects or any other document or certification for any set-up.

Companies carrying out activities within the exhibition Centre must prepare a "POS" – Safety Operating Plan that assesses stand assembly and dismantling risks as well as the prevention and protection measures adopted; this document must be available on the stand (during all stages: set-up, use during the event and dismantling) for any controls by competent bodies.
Originals of all documents must be provided in Italian/English and the professionals who draft, rubber stamp and sign the projects must have a specialist degree/diploma and be accredited in Italy.
Kindly note that no document delivered or sent to Veronafiere S.p.A. will be returned or available for consultation.
Permits and intervention by Veronafiere S.p.A. do not imply, on its part and for any reason whatsoever, any liability which in any case remains entirely with the Exhibitor.
The Exhibitor/Stand Fitter must ensure that the stand remains within area allocated (in the "Stand Assignment Notification") identified by adhesive tape on the front of the stands. The short time available for completion of setting up/dismantling work and the need to avoid occupying aisles in any way whatsoever means require that stand components must arrive in the Hall in the form of modular, finished elements that involve only simple assembly and final finishing operations on site. If material is found along the shared aisles that, at the complete discretion of Veronafiere S.p.A., causes a hazard for the safety and viability of the facility, violators will be obliged to remove it immediately. Otherwise, Veronafiere S.p.A. may apply sanctions starting from a minimum of €500.00 + VAT and proceed with enforced removal at the cost of the infringing party.
All structures, in addition to complying with the Technical Regulations and the General Event Regulations, must also be implemented out in accordance with the requirements of current legislation, in particular the Law D.M. 1/14/08 "Approval of new technical standards for constructions", Technical Construction Standards NTC 2008, UNI standards, CNR technical documents, etc.
In addition to the dispositions indicated in standard, when structures are installed inside halls they must be able to withstand a wind load of:

- qh1 = 0.125 kN/m² for all parts of the structure, loads and finishing mounted up to 4 meters above ground level in the Hall;
- qh2 = 0.063 kN/m² for all parts of structure, loads and finishing installed at more than 4 m above ground level in the Hall.

For installations in outside areas, structures must be rigidly secured to the ground using ballast weights or equivalent systems; in such an anchoring system is not installed or is inadequate, the exhibitor or fitter shall install a suitable anchoring system at their own cost as soon as possible. All responsibility and liability in the event of damage caused by absent or incorrect anchoring will be attributed exclusively to the exhibitor or fitter. For safety reasons in the absence or inadequacy of the stand structure anchoring system, Veronafiere S.p.A. may intervene - even without giving notice to the Exhibitor - on such structures by installing anchor systems as it deems appropriate; the cost of such intervention shall be borne by the exhibitor or fitter.

Any liability as regards the stability of set-ups remains exclusively with the Exhibitor, which expressly exonerates Veronafiere S.p.A. for damages that may arise to itself or third parties because of design or construction defects, even if authorised in the project analysis stage. If any abnormal and/or potentially hazardous situations are identified, Veronafiere S.p.A., at its sole discretion, reserves the right to request modifications to the project (even if approved and already installed) to protect its image and safeguard the public, neighbouring exhibitors and service personnel. In case of non-delivery and/or approval of the set-up project, Veronafiere S.p.A. may forbid access to the Exhibition Centre by fitters/exhibitors and apply at its own discretion to those who may have begun stand assembly without specific authorisation a penalty of €1000 + VAT.
It is implicitly agreed that if the exhibitor and/or fitter implement a set-up that does not comply with the dispositions of Veronafiere S.p.A.'s Technical Regulations and relative updates in the course of the event, or with the project notified to Veronafiere S.p.A. or otherwise without the written authorisation of Veronafiere S.p.A. then the exhibitor/fitter shall be responsible for damages caused and being caused to Veronafiere S.p.A. and third parties by such conduct. The construction of stands and technical work inside the exhibition centre must be performed with reference to:

- the EXHIBITION DUVRI DOCUMNET (Interference Risk Assessment Document as per Law 81/2008 as amended.) published in the Veronafiere S.p.A.'s documents portal;
- Companies carrying out activities within the exhibition Centre must prepare a "POS" – Safety Operating Plan that assesses stand assembly and dismantling risks as well as the prevention and protection measures adopted; this document must be available on the stand (during all stages: set-up, use during the event and dismantling) for any controls by competent bodies;
- strictly adhere to the accident prevention/safety rules defined by Italian law and in particular the dispositions of Decree 81/2008 as amended;
- provide all employees with personal protection equipment (PPE) while working in the exhibition centre (set-up and dismantling operations);
- an ID badge with photo and personal details of the worker, as well as the reference company, must be visibly worn at all times in accordance with Law 81/2008 as amended.;
- fire hydrants and every other fire-fighting system and relative signs must remain clearly visible and accessible from the front;
- leave visible and usable, even at night, electricity power points, telephone connection boxes, drains and any other technical service;
- leave lifts, hoists, gates and vehicle driveways free;
- ensure total access and use of emergency exits, transit zones and escape routes by avoiding any obstruction or protuberance that may impede such access;
- use materials conforming to current legislation;
- assigned spaces must be managed and maintained safely, efficiently and clean, in accordance with regulations, and kept in good condition of use especially as regards work space;
- if non-EU workers are employed, only persons in compliance with immigration laws and residence permits may be employed;
- it is forbidden to involve children under 16 years of age in set-up and dismantling stages;
- all tools and equipment used in the Exhibition Centre must be suitable for the intended use, fitted with safety systems as required by law and used by suitably trained and informed personnel;
- only transparent polyethylene sheets should be used to protect floors with carpeting;
- carpet tiles may be secured to the Hall flooring only with double-sided canvas tape.
- only safety glass (toughened or laminated) may be used in installations and must be indicated as such by means of specific notices or self-adhesive labels. In the event that such material is in direct contact with the public and has no protection, the following must be presented: - certificate stating that laminated safety glass compliant with UNI 7172 is used; - Declaration of good assembly workmanship.
- implement complete and "decorous" set-ups that are also duly finished using neutral colours on walls adjacent to other stands; if such finishing in not ensured, a penalty of € 500 will be issued to the exhibitor/stand fitter as well as the right to claim greater damages as applicable;
- limit the formation of continuous walls or closures using various elements (panels, flower vases, etc...) to max. 50% of the length of the open sides;
- for stands with enclosed spaces, provide at least one emergency exit towards a "safe place" every 100 sq.m. in addition to the normal entrances and indicate the escape route from the stand area in all locations and/or settings; these signs must function with their own independent power supplies and be visible when the Hall's electrical lighting plant is switched off;
- entrances/exits for the stand, or parts of it, may not be less than 120 cm wide and 220 cm in height and must be fitted with signs having independent power supplies;
- in Halls 2-3-6-7-10 and the Margherita Hall, false ceilings are only allowed if made using grid-type and/or perforated panels, or fabric with certified permeability and fireproofing, in order to ensure correct operation of the sprinkler system in the event of a fire;
- use with appropriate labels with the name

of the exhibitor/fitter to indicate any paint or solvents used during the set-up stage;
- if set-ups are fitted with platforms of more than 32 sq.m. (maximum allowable height of 0.16 m, ramp insertion tolerance of 3 cm), ramps must be installed with a minimum width of 0.90 m. The slope of the ramp must not exceed 5%. For further specifications, see items 8.1.10 and 8.1.11 of Ministerial Decree n° 236 dated 14/06/1989 and Article 20 of Regional Decree n° 509 dated 02/03/2010. If the stand has a platform of less than 32 sq.m., a mobile ramp must be provided.
- if set-ups have platforms, their edges must be clearly identified with appropriate colours.

If during the set-up stage, the stand is positioned incorrectly or in any case not in the assigned area as indicated in the Ground Plan sent to the Exhibitor together with the "Stand Assignment Notification", Veronafiere S.p.A. may, using its own means and without any liability, arrange to move all material; the exhibitor will be charged for all expenses and any possible other damages.

It is forbidden to:
- occupy, even momentarily, aisles and/or unassigned areas with any type of material and/or vehicle;
- perform excavations or modify the status of exhibition areas;
- apply loads to the existing structures prepared by Veronafiere S.p.A. and the Halls (walls, lighting poles, busbars, even with lightweight posters, cables, panels, banners) where not specifically authorised in writing by Veronafiere S.p.A.;
- perforate, insert nails and/or screws into the existing structures prepared by Veronafiere S.p.A. or any internal and external surface of the Hall, tensile structures or Exhibition Centre infrastructure;
- manipulate and/or move, even partially, the existing structures prepared by Veronafiere S.p.A. without specific written permission;
- modify/tamper with the electrical equipment made available by Veronafiere S.p.A. and/or move individual components and/or make direct connections to these circuits. Every modification that may be necessary must only be made, after a specific request for intervention, by Veronafiere S.p.A. personnel. Non-compliance with these prohibitions will result in the cancellation of conformity certificates and the consequent interruption of electricity supply;
- stacking blocks of marble, when not expressly authorised by Veronafiere S.p.A. after presenting the related certification of static suitability signed and stamped by an accredited engineer holding a specialist degree, alternatively, you can fill out the mod. 5/C;
- position marble blocks having base size less than 1/3 of height;
- exhibits flags kept taut by means of counterweights;
- leave loads suspended on crane booms, lifting systems, etc. (both during the event itself and outside the event timetable);
- the use of plasterboard in share of more than 20% of the surfaces that make up the stand. The use of this material must be limited to small portions or finishes construction.
- paint stand structures inside the Halls, by hand or using sprays, with paints and/or glazes and/or washable paints, nor apply fire-proofing treatments to stand materials inside the Halls.
- The use of the following materials:
  - Paints of any type and brushes/rollers;
  - Solvents;
  - Spent oils of any type, lubricants and coolants;
  - Glues/bonding agents of any type;
  - Stucco of any type;
  - Empty containers of dangerous substances;
  - Tyres.
- perform welding work of any kind and nature or in any case use naked flames;
- the following products must not be used on the floors of halls or tensile structures: fuel oil, petrol, chemical products or solvents which may damage or modify such flooring;
- apply paint, glue, adhesives or other products harming the floors, walls and existing structures owned by Veronafiere S.p.A.;
- drag heavy loads, strike the floor with blunt instruments, circulate in the Halls and tensile structures with vehicles without rubber wheels or that in any case may damage the flooring;
- overload the floors with a distributed load in excess of the values indicated in the following table (also see last page):

- outdoor exhibition areas (capacity refers exclusively to the exhibition area)	10,000 kg/sq.m.
- Margherita Hall, Palaexpo basement	400 Kg/sq.m.
- 2nd Floor Palaexpo	1000 Kg/sq.m.
- Halls 2-3-9	4000 Kg/sq.m.
- Halls 1-4-5-6-7-8-11-12	2000 Kg/sq.m.
- Hall 10	1000 Kg/sq.m.
- Temporary tensile structures	500 Kg/sq.m.

- For access to the 2nd Floor of Palaexpo, maximum hoist dimensions are as follows: height 3.5 metres, width 3 metres, depth 6 metres. Maximum capacity is 100 quintals (= 10,000 kg).
  N.B.: the individual ground plans of all the Halls are available c/o Veronafiere S.p.A. and clearly indicated points (trap doors, areas with cellars, drains) hiving different capacities from those indicated above. In the event of concentrated loads, the exhibitor is required to implement (at its own expense) all measures needed to distribute the load over a sufficiently large floor area in order not to exceed these limits and thereby avoid damage to the flooring;
- bring explosive, detonating, asphyxiating, flammable and otherwise hazardous materials into the Exhibition Centre without the necessary authorisations of competent authorities and the prior authorisation of Veronafiere S.p.A.;
- operate the machinery on display unless authorised in advance by Veronafiere S.p.A. (see Section 4 - Operating Machinery);
- take products and materials out of the Exhibition Centre during the course of the event, unless otherwise permitted in writing by Veronafiere S.p.A.;
- distribute advertising material (magazines, catalogues, brochures, leaflets, etc.) outside the company's own stand area. The Veronafiere S.p.A. Sales Office may grant special permits;
- use the Veronafiere S.p.A. trademark;
- bring dogs of any breed and size into the Exhibition Centre during stand set-up – holding – dismantling stages for events, 1. Except in compliance with local and national legislation in this matter;
- conduct any kind of political propaganda in the Exhibition Centre;
- cause harm or disturbance of any kind to the proper holding of Events, on pain of immediate exclusion from the Exhibition Centre;
- play music, make sounds or noises inside the stand having an intensity greater than 73 dB measured at 1 metre from the source of the sound;
- Smoking is absolutely prohibited inside all Veronafiere S.p.A.'s indoor facilities (halls, temporary tensile structures and other such venues).
- Produce fumes or mists of any kind that even slightly diminish visibility inside the exhibition centre;
- Use any kind of portable ladders for prolonged operations, for which builder's stages, scaffolding or overhead platforms can be used;
- enter with and use G.P.L. and/or methane gas cylinders in cleared halls;
- carry perform, in person or through third parties not authorised by Veronafiere S.p.A., direct connections to utility services (water, electricity, telephone, etc.);
- leave machinery or vehicles on display with full fuel tanks;
- leave stand set-up materials such as carpeting, plasterboard and residues of any kind in the Halls (see point 1.3 Waste Disposal)
- exhibit in indoor and outdoor areas, balloons and inflatable structures or the like unless specifically authorised by Veronafiere S.p.A.;
- lay or install supports used to supply technical services on floors or at height along passageways;
- circulate with vehicles in areas open to the public during the event (with the exception of emergency vehicles, service vehicles for the disabled, and Veronafiere S.p.A. service vehicles).
- The use of electric vehicles of any kind during the exhibition days with the exception of vehicles authorized by Veronafiere S.p.A.
- The use of drones of any size unless expressly authorized by Veronafiere both internally and externally, except in dynamic areas identified by Veronafiere.

Access to the exhibition centre with cameras, camcorders, video-recorders and any other

kind of apparatus for filming facilities inside the exhibition centre and the items on display without the prior written authorisation of Veronafiere S.p.A..
In the event of any infringements/breaches of the dispositions issued by Veronafiere S.p.A. or the foregoing bans, Veronafiere S.p.A. may declare the legal relationship with the Exhibitor to be terminated and equally exclude the Exhibitor from the event without the latter being entitled to any restitution and/or compensation, whereas Veronafiere S.p.A. reserves the right to claim further damages.
Infringements of prohibitions or non-observance of obligations will in any case be notified by competent offices in writing and may lead to fines.
Veronafiere S.p.A. reserves the right to deny access/require to leave the Exhibition Centre any unauthorised persons and/or persons not using compulsory personal protective devices (e.g. hard hats and safety shoes during stand set-up and dismantling operations as per Legislative Decree 81/2008 as amended).
Veronafiere S.p.A. reserves the right to integrate and/or cancel and/or derogate previous dispositions by means of new communications in the manner and time deemed most appropriate. Veronafiere S.p.A. is not responsible for any claims arising from non-compliance with the foregoing prohibitions.

2.1.2 MEZZANINES
(exclusively for events that include this option in the "General Regulations" of the Exhibition)
Mezzanine set-ups may only be installed after obtaining written approval from Veronafiere S.p.A..
The mezzanine must comply with the following construction standards:
a) Enclosed opaque walls having a total length of less than 50% of the perimeter of the mezzanine area;
b) The minimum internal height calculated from the walk-over flooring (platform or Hall flooring) at the lower intrados of the ceiling must be at least 2.40 metres;
c) The minimum internal height measured from the walk-over flooring of the 1st mezzanine floor to the intrados of Veronafiere S.p.A. structures must be at least 3.50 m;
d) The portion on the first floor must be 0.5 metres from the aisles;
e) Parapets: minimum height of 1 metre measured from the walk-over flooring; overloading on the handrail of at least 2 KN/ linear metre;
f) The load-bearing structures and ceiling of the first floor must also be able to withstand, in addition to their weight, accidental overloads of at least 4 KN/sq.m.;
g) Access stairs: for mezzanines up to 50 sq.m., stairs must be prepared with a minimum width of 90 cm. For mezzanines between 50 sq.m. and 100 sq.m., stairs must be prepared with a minimum width of 120 cm. For mezzanines of more than 100 sq.m., 2 stairs must be prepared for areas up to 180 sq m, and then n° 1 stairs for every each additional 80 sq.m., all with a minimum width of 120 cm (example: for an area of 200 sq.m., in excess of 180 sq.m., n° 3 stairs 120 cm wide are required). N.B. for areas over 100 sq.m., the stairs should be placed in reasonably opposite positions;
h) The escape routes from the mezzanine must be suitably signposted with normal and illuminated emergency signs.

STEPS, RAMPS, LANDINGS
Steps must be rectangular with treads and risers of constant size - respectively no less than 30 cm (tread) and no more than 18 cm (riser).
Trapezoidal steps are allowed provided that the tread is at least 30 cm as measured at 40 cm from the central pillar or the internal parapet.
Landings must have the same width as the ramps.
There must be no protrusions in the stairwell up to a height of 2 m from the walk-over flooring.
Handrails along the walls must not protrude by more than 8 cm and their ends must be rounded downwards or, using a coupling, in towards the walls themselves.
Stairs more than 3 m wide must be fitted with a central handrail.
If the stairs are open on one or both sides they must have railings or banisters at least 1 m high that are designed to withstand the stresses caused by fast-moving persons in emergency or panic situations.
Spiral staircases are only allowed in the case of intermediate floors that are not open to the public but only for use by service staff.

The installation of a stand with a mezzanine involves an increase in the basic tariff per square metre applied to the raised surface as indicated in the "General Exhibition Regulations". Permits and intervention by Veronafiere S.p.A. do not imply, on its part and for any reason whatsoever, any liability which in any case remains entirely with the Exhibitor.
Mezzanine structures may not be installed inside the Service Centres and Palaexpo.

2.1.3 SPECIAL SUPPLIES
Any additional requests for special supplies (such as: overhead electrical systems, special exhibition stands, etc.) must reach Veronafiere S.p.A. 90 days prior to the start of set-up work and contain all the necessary specifications to allow correct economic and feasibility analysis.

2.1.4 SIGNS AND ADVERTISING BILLBOARDS
Signs and advertising billboards installed at more than 3 metres above ground are subject to written approval by Veronafiere S.p.A., the advertising fee defined by Veronafiere S.p.A. and Municipal tax.
All advertisements (even below 3 mt) facing the neighboring booths must keep a minimum distance from adjacent booths of 2.00 meters (this distance may be reduced / canceled only upon presentation of a written agreement with all neighboring exhibitors).

2.1.5 STRUCTURES SUPPORTING SIGNS SCENIC HALL FINISHINGS
Registered exhibitors at the event may ask Veronafiere S.p.A. to customise the structures supporting signs and the external facades exhibition facilities (only for duration of the event itself). A written request/application form must be sent to Veronafiere S.p.A. at least 60 days prior to the start of set-up work for the event; after appropriate feasibility checks, Veronafiere S.p.A. reserves the right at its complete discretion to authorise the request or not.
In the event of approval, Veronafiere S.p.A. will send the applicant a detailed cost estimate for the implementation of structures which, if accepted, should be returned to it within 5 days of receipt.
Important note: only Veronafiere S.p.A. may implemented customisation of sign support structures and external facades of Halls and infrastructures.

2.1.6 ADVANCE ENTRY/TIMETABLE EXTENSIONS
TIMETABLE EXTENSIONS
Any requests for of timetable extensions should be made through "SATE Offices" by 16:00 on the day when the service is intended to be used by filling out the appropriate form and providing a company business card. Timetable extensions will not be granted on the eve of the event except in exceptional cases. The rates applied are as follows:
- Hourly extensions until 23:30 = €100 + VAT /hour or part hour (tariff valid for weekdays and holidays).
- Hourly extensions after 23:30 = €150.00 + VAT /hour or part hour (tariff valid for weekdays and holidays).

From 19:30 on the eve of the event, a penalty will be applied per hour of €150.00 + VAT to exhibitors/fitters still present in the Exhibition Centre, except for special cases notified by competent offices.
Invoices will be issued by Veronafiere S.p.A. offices against immediate payment.

ADVANCE ENTRY
Requests for early entrance must be received by Veronafiere S.p.A. at least 30 days prior to the start of the set-up stage for individual events. Veronafiere S.p.A. reserves the right to evaluate every request presented by the exhibitor/fitter for the time required to carry out appropriate checks, whereupon appropriate written notification will be given. If approval is given, advance admission will be subject to direct payment through Veronafiere S.p.A. offices of the following amount:
- For one day and one exhibitor = €350.00 + VAT
- On pre-eve and eve days, and on the first day of disassembly, a payment may be required, which will be returned to the exit if within the expected time, or a toll payment for the stay in the fairground by vehicles.

2.2 DISMANTLING STANDS
2.2.1 GENERAL REQUIREMENTS
Demolition or dismantling work must proceed with caution and due order from top to bottom in a manner that does not jeopardize the

stability of load-bearing, connection or any adjacent structures.
During disassembly operations, in view the probable presence of several operators in the same workplace, each company must ensure that no works are performed that may constitute a risk for other people present.
In particular, work operations must not occupy spaces outside specific work or stand areas in question; if this is not possible, escape routes must be kept accessible; it must also be verified that temporary occupation of these areas does not constitute a hazard for other workers.

2.2.2 METHODS
Authorization to take products/goods exhibited and set-up materials out of the Exhibition Centre will only be issued to exhibitors who have settled their debts with Veronafiere S.p.A..
In case of sale or transfer without charge of products exhibited, the official shipping agent will collect the material and store it in its warehouse. It is responsible for delivering the material to the respective buyer/beneficiary.
The procedure described above is applicable even to gifts or free-of-charge material.
Exhibitors, stand fitters and their representatives, in order to take products and materials out of the Exhibition Centre for any reason, must collect an "Exit permit" from the Veronafiere S.p.A. Cashier and then give it to control personnel at the gates.
These permits are merely for internal purposes and are neither a receipt nor replace the fiscal documents required by law.
The "Exit Permit" must include a detailed list of all display sample and set-up materials for which, on simple verbal request, certificates demonstrating due ownership must be presented.
Personnel at the Exhibition Centre exit gates are authorised to check outgoing materials and inspect vehicles.
The dismantling of exhibition areas must be completed in accordance with the "General Exhibition Regulations".
Stands must be dismantled and cleared definitely, unless otherwise agreed, by the date indicated in the "General Exhibition Regulations"; dismantling operations may start no earlier than 7.00 a.m. on the day after the closure of the event. On default, Veronafiere S.p.A. reserves the right to dismantle structures and to store goods, without any liability on its part, at the expense, risk and peril of the defaulting party.
For every day that assets or goods remain in the Exhibition Centre beyond the term defined for disassembly and clearance of stands, the Exhibitor will be charged a sum of €1,000 + VAT by way of penalty, or other compensation in the event of damages in excess of this sum.
In relation to Veronafiere S.p.A.'s organisational requirements and after 30 days from the last day for "Stand Disassembly and Clearance", Veronafiere S.p.A. may transfer assets that are unclaimed or otherwise left in the Exhibition Centre c/o the Warehouses of the Veronafiere S.p.A. Transport Delegate where the goods shall remain at the disposition of their legitimate owners; all risks and expenses for transfer and storage in these warehouses, as per Articles 1787 and thereafter of the Civil Code, shall be exclusively borne by the Exhibitor.
The Exhibitor is required to return the stand in the condition in which it was provided at the time of occupation within the time limit defined for dismantling.
The Exhibitor accepts exclusive responsibility for any and all damages or events that may occur before, during and after the exhibition.
In the event that waste material is left behind (wood, carpet tiles, paper, cardboard, etc.), Veronafiere S.p.A. will carry out cleaning and disposal and will debit the fitter/exhibitor with the costs sustained on the basis of the current tariffs for authorised disposal for each type of waste; as regards the adhesive used to secure the stand flooring to the ground in the hall, in the event that it is not removed, Veronafiere S.p.A. will debit €25.00 + VAT for every linear metre left in situ in the stand area directly to the fitter/exhibitor occupying the area in question as partial coverage of costs for removal and elimination of the support.
Stand clearance operations must be performed in full respect of the integrity of temporary technical services (telephone sockets, fax machines, telephone systems) and fixed electrical plant and equipment.

Section 3 - Ceiling appendages and suspended structures

3.1. APPENDAGES AND SUSPENDED STRUCTURES
Appendages in the halls of the Verona Exhibition Centre can be requested using the specific form. Requests will be evaluated if they initially meet the conditions defined in the following General Requirements paragraph.

3.2. GENERAL REQUIREMENTS
- The "Appendages" service may be provided in all the halls of the Verona Exhibition Centre.
- The "suspended structures" service involves the supply of special cables hooked to the ceiling which can be used to hang structures and lighting systems owned by exhibitors or their trusted fitters, or hired from Veronafiere S.p.A. itself;
- The provision of cables hooked to the ceiling is the exclusive competence of Veronafiere S.p.A., while operations to secure structures not supplied by Veronafiere S.p.A. must be performed by the exhibitor or its trusted supplier;
- The location and number of cables supplied by Veronafiere S.p.A. will be defined in the technical project sent by the Exhibitor in relation to the location of points from which cables may be suspended.
- The free end of the cable supplied by Veronafiere S.p.A. will be fitted with a special, certified connector hook (cringle);
- The cables will be positioned at a height equal to or less than the height requested by the Exhibitor, in full respect of the maximum height permitted by the Event Regulations;
- The height above ground of the suspended structures, unless otherwise authorised by the Organiser/Operative Secretariat, must comply with the height indicated in the General Exhibition Regulations;
- The maximum load-bearing capacity of each hook provided by Veronafiere S.p.A. is 150 kg (concentrated);
- The cables supplied by Veronafiere S.p.A. may only be attached to especially prepared structures with distribution in the Halls in good time (contact the Veronafiere S.p.A. Technical Office to ascertain the existence of such points in the area above the area assigned to individual exhibitors);
- If the area above the site assigned to the Exhibitor does not have the specific structures described in previous points or their location is unsuitable for the exhibitor's requirements, special additional hook-up systems can be supplied on hire as agreed upon on a case by case basis with the Veronafiere S.p.A. Technical Office;
- In order to secure its structures, the exhibitor or its trusted fitter, must use suitable systems that ensure perfect anchorages. Any steel cables used must have a diameter of no less than 5 mm and any link chains must have a bar diameter of no less than 6 mm;
- All items used to install appendages must be accompanied by appropriate certificates that clearly indicate the permitted capacities and failure loads and, where required, certificates pertaining to periodic checks as required by current regulations. This documentation must be available on the stand and made available on request;
- Appendages must be vertical; the exhibitor or its trusted fitter are not permitted to pull the cables provided by Veronafiere S.p.A. diagonally;
- In special cases, to be agreed with Veronafiere S.p.A., minimum tolerances may be allowed but in any case of no more than 10°;
- Any appendages with operating equipment (winches, lifting-pulling devices, etc.) must be supplemented by an appropriate number of stiff (fixed) suspension points;
- Suspended loads must be installed in accordance with Ministerial Circular n° 1689 dated 01.04.2011; in particular, the loads applied to the structures (lighting fixtures, loudspeakers, etc.) must be secured to them not only by specific design elements but also by additional hooks (metal cables, ring chains) to ensure safety in the event of failure of its own fastening systems;
- For evident safety reasons, mixed suspension systems (ceiling suspension + ground support) will only be allowed if the elements standing on solid bases on the ground are

suitably protected against accidental impacts;
- Safety hooks to ensure the stability of set-up structures standing on the ground will only be allowed if they are implemented in accordance with these dispositions, including the presentation of required documentation;
- Ceiling appendages must not interfere with the lighting in the Hall;
- If electrical equipment is installed in/on suspended structures, such equipment must be powered using the sockets available in the assigned area. Cables descending from suspended structures must be supported by suitable equipment (e.g. steel cables or columns standing on the ground).
- All hoisting and lifting appliances, including mobile/transferable/stationary hand-operated and electrical winches of more than 200 kg in weight, must be accompanied with commissioning documents in conformity with Ministerial Decree DM n° 8 dated 11 April 2011 as amended;

3.3. DOCUMENTATION TO BE PRESENTED:
The exhibitor or its trusted fitter must present the following to the Technical Services Office at least 60 days before beginning stand set-up operations, even for structures supplied by Veronafiere S.p.A.:

a) Request through the presentation of the specific hanging form and the attachments envisaged; in particular:
   - Executive designs, if possible in dwg format, indicating the dimensional-construction features and the materials used, namely:
   - Dimensional characteristics of the structures;
   - Characteristics of the materials used;
   - Indication of the weight and position of envisaged loads (structures, spotlights, electrical cables, hoisting/lifting mechanisms, etc.);
   - Structure load hypothesis, including the loads caused by wind, and verification of induced stresses on anchorages and any supports.

b) Static calculation report for the structures, in Italian and signed by an accredited professional registered in Italy with the Order of Engineers or Architects having a specialist degree, highlighting compliance with current standards and Veronafiere S.p.A. Technical Regulations or the Form requesting the certification service.
   The static calculation report must contain:
   - Executive designs, dimensional drawings with ground plan, side and axonometric views of the intended installation;
   - Brief description of the structures and dimensional features of the installation;
   - Characteristics of the materials used;
   - Reference standards applied in order to prepare the static calculation report;
   - Indication of the weight of the materials used (structures, spotlights, electrical cables, lifting/hoisting mechanisms, etc.);
   - Structure load hypothesis, including loads caused by wind inside the Halls, and verification of induced stresses on structures and hauging points;
   - Checks envisaged by current legislation.as regards respect of the load limits defined in these regulations.

Note that if the envisaged timing is not complied with, the request for appendages will be provided exclusively after requesting the certification service at the same time.

3.4 NOTES
Veronafiere S.p.A. eserves the right to install equipment and/or devices in order to verify compliance with the conditions defined in the General Requirements.
If Veronafiere S.p.A. finds shortcomings in relation to these dispositions (with special reference to providing documentation within the required time-limits) it will not authorise the installation of the appendage and, if already mounted, will close off the area underneath until complete removal or adjustment of the installation in accordance with the General Requirements.
In addition, suspension of utility services provided to the stand may be suspended, even partially (electricity, water, compressed air, etc.) and access to visitors may be forbidden.

Section 3a - Self-supporting metal structures without walk-over deck

3a.1. GENERAL REQUIREMENTS
In order to install self-supporting metal structures not having walk-over flooring, including “Americana” structures, the prior written authorisation of Veronafiere S.p.A. must be received and is obtainable only after sending the special “structure permit form”:
Special set-ups without walk-over flooring but having at least one of the following characteristics:
- Metal structures including self-supporting “Americana” types with height of more than 3 metres;
- Metal structures including self-supporting “Americana” types with a gap of more than 4.50 metres;

In order to install the following structures, maximum height not exceeding 3 metres and a gap of no more than 4.5 metres, the “structure authorisation form” must be used as follows:
- Self-supporting “Americana” trellis-type structures with a linear development (total sum of frame including columns in metres) of more than 20 metres;
- Self-supporting structures with total area of more than 144 sq.m.

Self-supporting metallic structures without walk-over flooring may be exclusively implemented after prior request for authorisation from Veronafiere S.p.A.;
by and no later than 60 days prior to the starting date of the event; the exhibitor or its trusted fitter must present the specific request form.
If Veronafiere S.p.A. does not receive this form requesting the approval service and/or the verification service duly compiled and signed, any permit - even if issued by Veronafiere S.p.A. itself - will be considered void.

3a.1.1.
Suspended loads must be installed in accordance with Ministerial Circular n° 1689 dated 01.04.2011; in particular, the loads applied to the structures (lighting fixtures, loudspeakers, etc.) must be secured to them not only by specific design elements but also by additional hooks (metal cables, ring chains) to ensure safety in the event of failure of its own fastening systems.

3a.1.2.
If electrical equipment is installed in/on the structures, such equipment must be powered using the sockets available in the assigned area. Cables down from the suspended structures must be supported by suitable equipment (e.g. support columns on the ground).

3a.2. DOCUMENTATION TO BE PRESENTED
At least 60 days before the start of set-up operations involving self-supporting metal structures without walk-over flooring and even in the case of structures supplied or set-up by Veronafiere S.p.A., the exhibitor or its trusted fitter must provide the Technical Services Offices with the following:

a) Request for approval through the presentation of the specific “structure authorisation form” and the attachments envisaged; in particular:
   - Executive designs, if possible in dwg format, indicating the dimensional-construction features and the materials used, namely:
   - Dimensional characteristics of the structures;
   - Characteristics of the materials used;
   - Indication of the weight and position of envisaged loads (structures, spotlights, electrical cables, hoisting/lifting mechanisms, etc.);
   - Structure load hypothesis and verification of stresses induced on anchorages and supports.

b) Static calculation report for the structures, in Italian and signed by an accredited professional registered in Italy with the Order of Engineers or Architects having a specialist degree, highlighting compliance with current standards and Veronafiere S.p.A. Technical Regulations or the Form requesting the certification service.
   The static calculation report must contain:
   - Executive designs, dimensional drawings with ground plan, side and axonometric

views of the intended installation;
- Brief description of the structures and dimensional features of the installation;
- Characteristics of the materials used;
- Reference standards applied in order to prepare the static calculation report;
- Indication of the weight of the materials used (structures, spotlights, electrical cables, lifting/hoisting mechanisms, etc.);
- Structure load hypothesis, including loads caused by wind inside the Halls, and verification of induced stresses on structures and supports; in particular, for installations in outdoor areas, all actions induced by atmospheric loads, the ground anchorage systems envisaged and the procedures to be implemented in the event of loads higher than those in regulatory dispositions must be taken into account and explicated;
- Checks envisaged by current legislation.

Note that if the envisaged timing is not complied with, the approval service may be provided exclusively after requesting the certification service at the same time.

3a.3. NOTES
If Veronafiere S.p.A. finds shortcomings as regards these regulations or discrepancies in relation to declarations that give rise to hazards for persons or things, the area underneath will be closed off until complete elimination or adjustment of these problems in accordance with dispositions.
If discrepancies are found during the set-up stage in relation to the foregoing declarations and/or undeclared structures, the Exhibitor may be fined €1000.
In addition, suspension of utility services provided to the stand may be suspended, even partially (electricity, water, compressed air, etc.) and access to visitors may be forbidden.

Section 4 - Veronafiere security and safety

4.1 GENERAL REGULATIONS
Anyone entering the area must observe public safety laws and regulations, including by-laws and regulations inasmuch, emergency routes and exits must always be kept clear. Doors in the halls leading to emergency routes/ exits must open outwards. Emergency routes, exit doors and emergency stairs must not be covered or hidden by appendages and in any case must always ensure easy identification and access.
The corridors in the halls must never be obstructed by objects stored in and/or protruding from exhibition areas;. They also function, in the event of an emergency, as escape routes.
They are also required to observe all standards regarding safety, accident prevention, and injury to personnel and operators.
Veronafiere S.p.A. has a permanent “Security and Safety Service” staffed by qualified technicians who are authorised to ensure that all plant structures and other components comply with norms, and in particular with those concerning accidents at work, electrical plant, and the regulations of the local “Surveillance Commission on Premises used for Public Entertainment”.
The “Security and Safety Service” may examine plans and check stands directly, take samples of set-up materials and may remove from the stand any material which is inflammable or considered dangerous.
It may also impose any other necessary measure to ensure general safety. Exhibitors are obliged to take prompt action upon the suggestions and advice of the “Security and Safety Service” which concern public safety.
The Exhibitor or person responsible for the stand shall allow all inspections and supply any information and documentation requested, such as fireproofing certificates, plant diagrams and specifications, etc. Veronafiere S.p.A. reserves the right to request inspections and static suitability declarations (or any other type of certification) under the full responsibility of the exhibitor, for any exhibition structure or internal or external fitting, which at the exclusive judgement of the Authority are considered suitable for ensuring the safety of the visitors, service staff and the general structure of the Trade Fair Authority.
The “Security and Safety Service” provided by Veronafiere S.p.A. is intended as an aid to Exhibitors. Veronafiere S.p.A. accepts no liability for failure on the part of the Exhibitors to observe legal norms and other regulations currently in force.
To this end, employers are reminded that they are required to provide employees with appropriate and suitable equipment in terms of health and safety in the workplace.

4.2 WORK-AT-HEIGHT
For the work performed at height, suitable equipment include builder’s stages, scaffolding and overhead platforms, which in any case must satisfy the requirements listed below.
Ladders may only be used for short inspections and work.
The main prevention measures during stand set-up work are:
BUILDER’S STAGES (UNI EN 1004, UNI EN 1298)
Before use:
- make sure the metal elements are in good condition (especially: slotted and ball joints);
- check the conservation status of wooden decks and correct linkage of metal scaffolding;
- check the solidity and flatness of the support surface;
- make sure that the expected load (people + materials + equipment) does not exceed the maximum allowed for the builder’s stage in question;
- make sure that the intended height of use does not exceed the maximum defined in the Use and Maintenance Manual or data plate affixed to the equipment;
- make sure that the uprights are vertical using a spirit level or plumb line;
- make sure that the builder’s stage has anchorages to stable points at least every two levels (up 3.60 m) or (alternatively) that it is equipped with appropriate ribbing (see Use & Maintenance Manual);
- make sure the bridge is equipped with railings complete with foot stops on four sides for work at heights above 2 metres.

During use:
- Block the wheels;
- Do not use any equipment for work at height on the deck (e.g.: ladders or planks on trestles);
- Reach the work level exclusively using the hand ladders installed inside the builder’s stage;
- Move the stage only when there are no people or equipment on board and only in its longitudinal direction;
- If the stage is not equipped with railings, wear a safety belt secured to the stage (which itself must be anchored to solid supports) at the height of the work deck;
- Avoid concentrated loads (people + materials + equipment) on decks, especially in the centre-line;
- Only place the material strictly closely and immediately necessary for the task to be carried out on the deck;
- Wear a protective helmet when working in the vicinity of a wheel-mounted bridge where another person is working;
- Always keep the builder’s stage at least five metres distant from power lines.

LADDERS (UNI EN 131)
Simple portable ladders:
- Must be built using materials suitable for the envisaged conditions of use, such as iron, aluminium or wood, but must be sufficiently strong and have dimensions appropriate for the intended use. Wooden ladders must have rungs inserted into the uprights which themselves must be retained with metal tie rods inserted under the two outer rungs; ladders of more than 4 m in length must also have an intermediate tie-rod. In all cases, ladders must be equipped with non-slip devices on the bases of the two uprights and retaining systems or non-slip supports on the upper ends.

Ladders with click-fit elements:
- The length of such ladders in use must not exceed 15 m.
- For lengths up to 8 m, they must be fitted with section breakers

Double ladders:
- Must not exceed 5 m in height.
- Must be fitted with a chain or similar device to prevent the ladders opening beyond pre-defined safety limits.

Step ladders:
- Handrails must be installed along the ramp and

railings around the perimeter of the deck.
- The steps must be non-slip type.
- Handling grips must be provided.
- Wheels may only be fitted on two pillars opposite the handling grips and non-slip pads must be applied to the two uprights with fixed feet.

Before use:
- The ladders must be at least 1 m higher than the level to be accessed, taking care to align the rung with the level in question (it is then possible to proceed with only one upright securely fixed).
- Ladders used to access to higher levels should not be placed in sequence with each other.
- Ladders mounted on the outside a construction or temporary works (scaffoldings) must be fitted with handrails and railings.
- Ladders must be distant from the vertical support by at least 1/4 of their length. It is forbidden to repair broken rungs with wooden strips nailed on to the uprights.
- Ladders used on uneven ground must be placed on a single firm support base.
- The site where ladders are installed must be unobstructed by any materials and distant from passageways.

During use:
- Free ladders must be held in place at the base by another person.
- During lateral movements, no worker should be on the ladders.
- Avoid using ladders that protrude excessively above the work level.
- Ladders must be used by only one person at a time and the weight of loads carried must be limited.
- When working at height, using click-fit ladders, another person must ensure continual vigilance of the ladders themselves from the ground.
- Always ascend and descend ladders facing the ladders themselves.

4.3 MOVING MACHINERY

Only in exceptional circumstances and upon prior written authorisation of the Authority may the machinery on show be operated, under the exclusive responsibility of the Exhibitor, and provided that such systems:
- Do not disturb neighbouring exhibitors and/or Visitors through excessive noise, heat and vibrations;
- Are fitted with safety devices conforming with applicable safety and accident prevention regulations and standards;
- Exhibitors must adopt all other necessary measures to safeguard the personnel, image and security of neighbouring exhibitors, visitors, service personnel and infrastructures.

Exhibitors in any case must make sure that such machinery is equipped with devices designed to prevent accidents, fires, noise, odours and emissions of gas or liquids.
Exhibitors are also required to adhere to the verifications and dispositions defined by current law and regulations in order to obtain necessary permits from competent Authorities.
Overhead loads are absolutely forbidden.
The "Exhibition Centre Safety and Control Service" may at any time halt/prevent the operation of machines that may compromise the safety of Exhibitors and/or Visitors or otherwise cause undue disturbance.a

4.4 CIRCULAR CONCERNING SAFETY DISPOSITIONS

A) Health and safety in the workplace (D.Lgs 81/2008 Consolidation Text)

With reference to current safety regulations and specifically to the dispositions envisaged by D.Lgs 81/2008 (health and safety in the workplace legislation), VeronaFiera S.p.A. has defined a new organisational form covering safety at work which includes a package of operative procedures having direct impact and specification application for the many and various activities involved in the exhibition centre
The company undertakes to harmonise its performances, activities and actions, as envisaged by this contract/order, with the requirements and/or dispositions as per D.Lgs 81/2008 (legislation covering health and safety in workplaces).
Whenever the company carries out its activities during exhibition event set-up and dismantling periods, it must verify daily and/or in any case prior to the start of its specific activity on the reference day, the so-called DUVRI – interference risk assessment document – for set-up and dismantling stages in the exhibition centre for the current event which is available in pdf format through the Veronafiere S.p.A. Document Portal.
Every comment or integration concerning the DUVRI document must be promptly sent to the following e-mail address:
sicurezza@veronafiere.it.
The Veronafiere S.p.A. Prevention and Protection Service is in any case always available for every necessary clarification.
It is possible to contact Veronafiere S.p.A. SPP using this e-mail address sicurezza@veronafiere.it.
Over and above the foregoing, the Company also hereby undertakes to inform its workers, suppliers, clients (and in any case any third party it may engage) of their responsibility for so-called "interference risk" costs, the contents of the DUVRI document and the emergency measures adopted or to be adopted.

B) Operative procedures

There follow the new operative procedures defined by Veronafiere S.p.A. within the scope of the new safety organisational model implemented for activities in the exhibition centre

Attachment 1: SURVEILLANCE PROCEDURE EXHIBITION CENTRE SAFETY (DOCUMENT PORTAL)

Section 5 - Fire prevention

5.1 FIRE PREVENTION

All material intended for use in stand assembly (partition walls, backdrops, miscellaneous structures, platforms, cladding, fabrics, canvas ceiling units, curtains, carpets, etc.) shall NOT be INFLAMMABLE and shall be FIREPROOF AT ORIGIN, FIREPROOFED according to the regulations listed below including amendments:
Ministry of the Interior Circular N° 12 dated 17/05/80, Ministry of the Interior Decree dated 15.3.2005 (Official Gazette n° 73 dated 30.3.2005) and amendments as per Decree Ministerial dated 16/02/2009 (Official Gazette n° 48 dated 27.2.2009), Ministry a the Interior Decree dated 06/07/83 Official Gazzette of the Republic N° 201 dated 23/07/83, D.M. 02/06/84 G.U. N° 234 dated 25/08/84, D.M. dated 28/08/84 G.U. N° 246 dated 06/09/84 and amendments.
As envisaged by Presidential Decree DPR n° 151 dated 1 August 2011 for Activities n. 69 "Trade Fairs" and n. 65 "Places of Public Entertainment", as defined more fully by the Ministry of the Interior in its note n° 5918 dated 19 May 2015, Form 5/B with the "Declaration of materials for the purposes of fire reaction" must be uploaded to the web portal prior to entrance to the Exhibition Centre. Veronafiere S.p.A. may authorise machinery or vehicles to remain within the Exhibition Centre when required for exhibiting purposes. In this event fuel tanks shall be empty and batteries disconnected.
During the entire set-up period and under the sole responsibility of the Exhibitor, samples must per available on the stand having minimum dimensions of 1 m2 of all set-up materials used and installed. These samples and relative type approval and/or test certificates as per Ministerial Decree D.M. 26.06.1984, must be made available to Veronafiere S.p.A. on simple request.

5.2 FIRE PREVENTION REGULATIONS

The following table matches the Italian classes with the European classification system on the basis of Ministerial Decree dated 15/03/2005 (Official Gazette n° 73 dated 30.3.2005) and amendments as per Ministerial Decree dated 16/02/2009 (Official Gazette n° 48 dated 27/02/2009)

Table 1- Ground Installation

	Italian Class	European Class
I	Class 1	($A2_{FL}$- s1), ($A2_{FL}$-s2), (B_{FL}-s1), (B_{FL}-s2) (C_{FL}-s1)

II	Class 2	(C_{FL}-s2), (D_{FL}-s1)
III	Class 3	(D_{FL}-s2)

Table 2 - Wall Installation

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

Table 3 - Ceiling Installation

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

1) All stand material (flooring, walls, ceilings) shall be certified according to classifications contained in the D.M. dated 26/06/84 by Centro Studi ed Esperienze, Ministero Interni, Roma Capannelle or by legally recognised Authorities and Laboratories no longer than 5 years before:
2) walls, curtaining and ceilings shall not exceed class 1;
3) materials used for ceilings or canvas ceiling units shall conform to class 1 tests for ceilings or drip-free curtaining;
4) floorings shall not exceed class 2 and shall be class 0 if emergency exits are to be accessed through the stand;
5) all materials shall be fitted in accordance with their certificates;
6) fireproofing products shall be used solely on materials specified in Ministerial test certificates or certificates from legally recognised laboratories;
7) materials requiring fireproofing shall be treated before entering the Exhibition Halls;
8) fireproofing may not be carried out inside the Exhibition Centre and shall be accompanied by a certificate stating:
   a) Company name, Hall and stand number;
   b) a list of fireproofed materials
   c) the date of fireproofing;
   d) the surface area treated;
   e) the specifications of the fireproofing product used;
   f) duly signed details of the company which carried out the fireproofing;
9) all materials shall be certified for points 1), 2), 3), 4) and 5),and accompanied by proof of purchase;
10) use of the following materials is forbidden: uncertified plastic, synthetic fibre fabrics which cannot be fireproofed, paints and varnishes containing nitro-cellulose and oil, matting, trellises, wooden blinds, wallpaper and materials not accompanied by certificates as specified above.
    The Exhibitor (or Fitter) shall also comply with all regulations that may be issued by the Surveillance Commission of the Provincial Authorities as notified to Exhibitors.
    The use of naked flames inside the Halls is forbidden.
    In particular, it is absolutely forbidden to use cookers/stoves or other gas-fired equipment inside Veronafiere S.p.A.'s facilities
    For the purposes of fire safety only for external areas, it is preferable to use cooking appliances powered by only electrical energy; alternatively, the use of a Gaseous Fuel (GPL) necessarily implies some major limitations on the construction mode and the location of the booth and / or vehicle. The technical guidelines follow the provisions of the "Ministry of the Interior Fire Department, Public Relief and Civil Defense" circular dated 12/03/2014 (prot. 3794) and have been transposed into the SGSL by the PS procedure -11-DO1 which passively describes the authorization process for obtaining approval from the offices responsible for installing GPL-powered equipment or similar in extraneous areas.
    Each Exhibitor/Fitter is required to return the completed "Declaration of correct installation of classified materials for purposes of reaction to fire" Form, together with the Stand Construction Plan and the required enclosures by the specified date.
    The completion and submission of the form does not hold the Exhibitor harmless from liability for:
    a) keeping the original documents on the stand. These documents contain details of fitted materials and fireproofing treatment;
    b) taking all necessary steps to ensure the safety of the stand.
    Emergency and first aid management indications are given within the Trade Fair Area are valid only for activities when the public is present. Even under emergency conditions, the exits used must be those which are normally used.
11) Every stand must be equipped with at least one fire extinguisher from 6 Kg, suitably identified clearby identified and easily mached, (1 every 100 sq.m. for stands inside the halls and 1 every 250 sq.m. for stands in outside areas) with a capacity of no less than 6 kg up to 100 sq.m. of exhibition area; larger areas must have one fire extinguisher every 100 sq.m..
    In the event of infringement by Exhibitors, Veronafiere S.p.A. no later than the day after notification, to deliver the minimum number of extinguishers envisaged for the stand, debiting euro 50.00 for every missing fire extinguisher.

5.3 GENERAL EMERGENCY AND SAFETY PROCEDURES

During any event there is a contingent from the Fire Brigade on site.
Anyone who finds a fire, WITHOUT CAUSING ANY PANIC, must inform the people in the vicinity, the surveillance staff or porters, or the Fire Brigade (during the events they are present in the area). If able, the person will try to extinguish the fire using the means near to him (extinguishers and hydrants). The area must be evacuated in an orderly manner and instructions will be given using the loudspeakers or a megaphone.
Everyone should behave in a responsible manner, avoiding the creation of panic among the visitors, and move in an orderly manner towards the exits without getting in the way of the emergency operations underway and assisting anyone who may need help, is panicking or feels ill. Lifts must not be used in case of fire.

5.4 LIABILITY

Exhibitors assume personal liability for any fire, any damage caused by non-conformity with current standards and the foregoing requirements and restrictions and shall also waive the Authority from any requests for compensation advanced by third parties.
Non-conformity with these standards and those indicated in the Technical Regulations shall entitle the Veronafiere S.p.A. to take cautionary action against the exhibitor in the event of infringement of fire prevention standards, which may include, if measures integrating with overall security schedules have to be implemented, all charges for related expenses hereby estimated at no less than euro 500.00 for each 16 sq.m. stand or an injunction to dismantle the stand in part or in whole and the declaration of unfitness of the stand itself. Non-conformity with security standards may even involve legal action.

Section 6 - Technical safety standards for the design and installation of electrical plant

6.1 GENERAL STANDARDS
All electrical installations within the stands, including power lines connecting to the Authority's electrical plant, are entirely the responsibility of the Exhibitor and must be "state of the art" and fitted in conformity with the current regulations.
Specifically, electric plant must strictly meet the requirements of:
- In accordance with D.M. 37/2008 – CEI 64-8 standards;
- In conformity with standards approved by UNI, CEI or other standards authorities belonging to European Union member states.

The most recent issue only of the above standards and tables (together with any amendments) is valid. After installation of electric plant in the stand the Exhibitor/fitter shall submit a "Declaration of Conformity to Standards" to Veronafiere S.p.A., filling in the form enclosed in the "Exhibitor's Folder", a copy of which must be kept on the stand.
Connection to Veronafiere S.p.A. mains supply shall be carried out solely by the personnel of the company officially appointed to do so by Veronafiere S.p.A. and after submission of the "Declaration of Conformity to Standards" duly filled in and signed by a qualified electrician. All components of the electric plant must conform to CEI standards and carry IMQ certification or equivalent for foreign nations. The presentation of such certification to the supervising personnel of the Authority does not imply any liability on the part of the Veronafiere S.p.A.: all liability shall in any case remain with the exhibitor.

6.2 SPECIFIC REQUIREMENTS
Veronafiere S.p.A. may request the preparation of an appropriate project and/or outline for electrical plant even if not expressly required by current legislation.

a) Switches
Electric plant must be fitted with a magneto-thermic main switch with a capacity related to the input power, according to Ohm's law. This main switch shall be positioned "downline" of the mains connection provided by Veronafiere S.p.A. (Ducts all, floor electric socket or column switchboard) and "upline" of a series of differential magneto-thermic micro-switches, of 30 mA (0.03 A) and 300 mA (0,3 A), for machinery, with one micro-switch for each power line.
Power lines for lighting, light sockets and power shall be on separate circuits and protected from electrical relay undervoltage.
Each micro-switch should protect the weakest device or the smallest cross-section wire.
The smallest permitted wire for feed lines is 2.5 sq. mm. The above switches shall be in a wall housing no less than 0.3 m above floor level.

b) Power
The power for each lighting circuit shall not exceed 2500 W.

c) Connections
Connections shall be made by terminals housed in insulated junction boxes.
Connections to earth shall be through cable heads and shall be guaranteed against loosening; they shall be of such a size that overheating caused by the earth current is not higher than the overheating of each feed wire earth, and shall be corrosion-proof.
d) Sockets and plugs
Sockets and plugs shall be:
"of such type and so installed as to avoid mechanical damage, shall be fitted with earthed fuse wire, shall guarantee that voltage wires cannot be touched and shall be fitted with blocking device."
"The plugs for single machines and equipment with a rated power above 1000 W shall be fitted with a switch placed upline of the plug and with valves for all poles except neutral so the plug can be activated or deactivated on open circuit." (D.Lgs. 81/2008).
"The sockets with a rated power above 15 A shall be fitted with a switch ensuring that plugs cannot be fitted or removed while they are carrying voltage."
In all areas open to the public, sockets within reach shall have single fuses against current overload (3.1.06 - CEI 64.10). In places where the public has no access, up to 5 sockets can be protected against overload by a single fuse. Multiple sockets are not allowed.

e) Power points
For obvious operational and safety reasons, access to all power points shall be guaranteed at all times and shall be free from machinery or other obstacles which might hinder security and mains connection work carried out by technicians of Veronafiere S.p.A..

f) Cables
Electrical distribution plant must be implemented with insulated cables in conformity with CEI 20-19 and CEI 20-20 standards. Wherever the risk of fire is higher, particularly beneath platforms, in air gaps and false ceilings, electrical lines must be implemented with cables with casings that do not propagate fire (CEI 20-22). LSOH cables (CEI EN 50267) are recommended for the distribution of frequently used plant. To avoid the risk of damage to unprotected cables and in particular in the presence of the general public, cables must be protected by ducts or pipes against likely mechanical stress.
Upon request, the Exhibitor shall provide a manufacturer's declaration, guaranteeing that cables conform to the above norms, or if supplied by foreign manufacturers, that cables have equivalent electrical, mechanical and fireproofing features. Cables shall have a cross-section according to load.
All cables used for connection to the mains shall have a minimum cross-section of 2.5 sq. mm.. In no case shall excess cables or wires be coiled. No lighting shall be hung from cables. Cables should be protected against mechanical damage to a height of 2.5 m.

g) Connections to Earth
All parts without voltage (metal casing), metal parts of machines connected to the current, and metal parts of lighting equipment shall be earthed (terminal provided by Veronafiere S.p.A.) by means of an insulated wire (colour: yellow/green) and to CEI norms.

h) Controls and safeguards
The controls and safeguards for electrical installations shall be housed in such a way that the public does not have access to them (1.3.06 - CEI 64.10).
It shall be possible to remove neon strip lights from their housing without touching any element carrying voltage.(see Articles 305 and 306 of D.Lgs. 81/2008).

i) Lighting, spotlights
Lights, particularly halogen lights, shall be kept at a sufficient distance from inflammable objects, 0.5 m for 100 W bulbs, 1 m for 100-300 W bulbs (11.8.04 - CEI 64.8 VVT). Halogen lamps shall be protected by glass.

l) Protection against voltage and current overloads
Protection against voltage and current overloads D.Lgs. 81/2008, together with indications given in Section V and VI of CEI 68-8 norms, concerning "protection against direct and indirect contacts" and "protection against current overloads".

m) Luminous signs
Luminous signs shall not move or flash and in addition to the above norms, the following norms shall apply:
- the voltage supply shall be no higher than 220 V.
- electric plant shall be to CEI norms, particularly with reference to feed lines which shall be fitted with high-sensitivity differential switches; signs and any metal supports shall be earthed. See articles 307 and 308 D.Lgs. 81/2008.
- signs shall be protected by glass or other suitable means ensuring that no contact can be made with electrical parts. There shall be no risk to the general public in case of breakage.

n) Special equipment
High-voltage equipment or machines which may cause damage to the mains electricity supply shall be suitably screened. Failure to provide adequate screening causing disturbance to the exhibited equipment and hence to other Exhibitors, shall give Veronafiere S.p.A. the right to disconnect the electricity supply and to debit any costs to the Exhibitor. Equipment requiring constant voltage Exhibitors shall be fitted with voltage stabilisers.

o) Electrical tools and equipment and machines
Electrical tools and equipment, in particular

induction ovens and resistance or arc welders, which work in vacuum conditions and hence with low rated powers, shall be re-phased in order to guarantee a power coefficient of no less than 0.9.
Any machines and their powered components must be protected with their own electrical safety systems (multi-pin valves, circuit breakers) dimensioned in accordance with the machinery's technical specifications to ensure protection against possible drops in voltage, surges and general failures affecting electrical systems up-line of such protection devices. Veronafiere S.p.A. will not be liable for any damage caused to machinery and/or its components.

6.3 CONDITIONS FOR ELECTRICAL POWER SUPPLY
VERONAFIERE S.p.A. provides power as it is supplied by the national grid. Electrical energy cannot be supplied by Exhibitors to third parties. "Service sockets" may be used only while assembling or disassembling the stands for the use of tools. During this period provisional stand connections to the mains are not allowed.

A) Electrical services
The Exhibition Halls are fitted with the following services:
A1) Hall Lighting
Indoor Exhibition areas are provided with approximately 150 lux at one metre in height.
A2) Service Sockets
"Service sockets" are the sockets within the Halls which Exhibitors may use for the purpose of assembling or disassembling stands.
A3) In halls protected CEE 16-32 or 63 Ampere sockets are available located in technical ducts in the flooring.
Exhibitors / Fitters must provide the electrical plugs required for power supply to their stands.

The mains electricity supply is three-phase 380 V; 3P + N + E, or single-phase 220 V, P + N + E; frequency 50 Hz.
Veronafiere S.p.A. can supply higher power, if requested, at the Exhibitor's expense. For machines with rated powers above 15 kW start-up must be made with a device limiting peak currents.

B) Connecting electric plant
"The Exhibitor's folder" includes a "Booking Form for Connection of the Electric Plant" to the mains supply. Should this connection not be included in the "Essential Services" in the General Regulations, Veronafiere S.p.A. reserves the right, on the basis of other requests, and the technical difficulties involved, to supply the requested power or to decline to do so within the date and according to the conditions stipulated on the form.
Connection to the mains will be carried out by Veronafiere S.p.A. technicians or company appointed by it after verifying that the electric plant fulfils all the requirements included in the "Technical Safety Standards for the Design and Installation of Electric Plant" and after submission of the "Declaration of Conformity to Technical Standards" completed and signed by a qualified technician. This declaration does not constitute a waiver of any liabilities, which remain with the Exhibitor.
The electricity supply is guaranteed for the duration of the Exhibition, one day beforehand (continuity of the service is not assured during the set-up stage).
Power is also interrupted one hour after closure of the exhibition and reset an hour before opening. Should Exhibitors have special power supply requirements at night, they may request such of Veronafiere S.p.A. when mains connection to the stand is made, provided that a special power line is installed with relative dedicated electricity meter for 24 hour operation. The supply will be provided for strict necessities and shall be governed by all norms for regular supply. The cable to the mains supply shall be provided by the Exhibitor.

Section 7 - Technical and Safety Standards for Lighting Levels on Stands

7.1 GENERAL REGULATIONS
Lighting inside stands shall correspond to the values and modes envisaged by UNI EN-12464.1 new edition regulations and subsequent modifications and integrations.
In any case the minimum value of illumination (Em) should be 300 lx for the exhibition areas and 200 lx for storerooms and warehouses. The entire area of the stand must be illuminated so uniform as possible, while observing the limits established by UNI EN-12464-1 (Uniformity> 0.7). Note also that the maximum illumination should not exceed 20% of the values predicted by UNI.

7.2 GLARE SCREENING
Glare arising from lighting equipment may be limited by means of minimal screening angles applied to the specific luminance of lamps given in the following table:

Luminance of the lamp Kcd/sq.m.	Minimum screening angle
20 to < 50	15°
50 to < 500	20°
> 500	30°

These values are not applicable to lighting equipment mounted below the normal height of the eyes. Special attention must be given to the assessment of veiling reflections or glaring reflections arising from the finishing of illuminated surfaces that may affect visibility in a harmful manner.

7.3 FLICKER (FLUTTERING) AND INTERMITTENCE OR STROBOSCOPIC EFFECTS
Exhibitors MUST replace any lighting equipment subject to flicker (fluttering) during operation in timely fashion by specialist personnel in any case authorized by Veronafiere S.p.A.. Lighting equipment or part thereof used as illuminated signs having intermittent or stroboscopic functions are not allowed (see also Section 6.2-m).

Section 8 - Technical and safety standards for design and installation of water plant

8.1 GENERAL REGULATIONS
The Halls and outdoor areas (with the exception of a limited number of areas) are equipped with water supply.
Property belonging to the Exhibitor which must be connected to the mains water supply shall be in perfect condition and such as to cause no damage or disturbance during the Exhibition.
The Exhibitor's folder contains a " Water Supply Booking Form". On the basis of other requests and the technical difficulties involved, Veronafiere S.p.A. reserves the right to meet them or decline to do so by the date and according to the terms stipulated on the form.
The Exhibitor holds Veronafiere S.p.A. and the company appointed by it blameless for any damage to things or injury to persons arising from the use of the water supply to technical inspection performed after completion of the installation.
The Exhibitor is liable for all damages caused by his equipment or by the water plant for the entire duration of the event.
It is forbidden, except for particular derogations, to use and instal tanks, boilers or stocks of hot water in general, as well as to use water-based air conditioning systems.

8.2 CONDITIONS OF SUPPLY
Connection to the water mains will be implemented exclusively by the staff of the Company appointed by Veronafiere S.p.A. for water plant and systems.
Connection to the water mains involves the preparation, prior to the arrival of clients requesting this service, of a delivery pipe (12 mm Rilsan type) and a drainage pipe (25 mm spiral type). The pipe installed will be fitted with a 3/8" shut-off valve with closure cap.
Once the exhibitor has located its equipment in the positions prepared on request, personnel appointed by Veronafiere S.p.A. will complete

connections and perform a seal or drain test on the sinks. Once these operations are completed, the shut-off valve located inside the stand will be closed.

If the exhibitor's water system requires several delivery/drain points, multiple connections will be taken into account.
N.B.: the envisaged fee will be charged even if the Exhibitor, contravening these regulations, itself makes the connection to the water mains. The water supply pressure may vary between 2 and 3 atm.

Section 9 - Telephone plant

Veronafiere S.p.A. is equipped with a switchboard connected to the local telephone network.
Exhibitors can request telephone installations on his stands by filling in the "telephone and internet services" included in the "Exhibitor's Folder" and submitting it to Veronafiere S.p.A. by the deadline indicated on the form.
The "Exhibition Calendar" states from what date telephones may be collected by the Exhibitor's representative from Veronafiere S.p.A. desks, on presentation of receipt of payment.

The telephones supplied may be used for direct dialling (for countries without IDD public telephones must be used). The Exhibitor is responsible to Veronafiere S.p.A. for the telephones, which must be returned to the desks at the end of the Exhibition, before leaving the stand, according to the instructions contained in the "Exhibition Calendar" and the booking form. Failure to return telephones shall give rise to the charge indicated on the "Telephone Booking Form".
Telephone connections may be carried out solely by the company appointed by Veronafiere S.p.A.. At the end of the Exhibition, after disconnection of the telephones, the Exhibitor shall settle the bill for calls made using the telephones installed on his stand, according to the instructions on the appropriate form.
Exhibitors who do not wish to install telephones on their stands may use the pay or card phones in the Exhibition Centre.
Veronafiere S.p.A. is not liable for any damages due to interruption of the service provided, for whatsoever reason.

Section 10 - Handling inside the exhibition centre

10.1 GENERAL INFORMATION
The Exhibitor shall bear the cost of all operations related to the transportation of machinery, materials and furnishings for the stand, their unloading, transport to the stand, disassembly and removal from the Exhibition Centre, operations which may only be undertaken during the exhibtion set-up and clearance stages.

10.2 SHIPMENTS
Shipments and customs formalities may be carried out by any forwarding agent of the Exhibitor's choice in the country.
Through its world-wide network, the Official Veronafiere S.p.A. Freight Forwarder is able to promptly collect goods to be transported to the Verona Exhibition Centre, carry out Rail and Customs formalities, load and unload goods, provided the Exhibitor has requested the service in advance, by booking the Official Freight Forwarder directly, using the appropriate form contained in the "Exhibitor's Folder".
Tariffs applied by the Official Freight Forwarder and approved by Veronafiere S.p.A. can be found in the "Booking Goods Transport Form".
Veronafiere S.p.A. is not party to any contract made between the Exhibitor and the Official Freight Forwarder.
Performance of such services is therefore subject to direct confirmation by the Official Freight Forwarder.

Only the Exhibitors who utilise the services of the Official Freight Forwarder may use the special entrance and parking area allocated by Veronafiere S.p.A. for the purposes of unloading and loading goods, which will be carried out to the Forwarder's schedule.
For any further information required, kindly refer to the "Shipping instructions and prices" published in the reserved area of the set-up documents portal.

10.3 HANDLING IN THE EXHIBITION CENTRE
Exhibitors requiring lifting gear for stand assembly should complete the "handling and shipment of goods" contained in the "Exhibitor's Folder".
Should the Exhibitor intend utilising his own lifting gear or lifting gear for his exclusive use, he shall inform the Official Freight Forwarder in good time for authorisation. All lifting gear within the Exhibition Centre. Relative documentation certifying the ownership of the vehicle and the relative RCT insurance policy. Requires written authorisation from the Official Freight Forwarder. Veronafiere S.p.A. has the right to authorise the use of lifting gear provided by the Exhibitor himself and may check that such equipment is technically suitable.

The request for services on the appropriate form constitutes a firm booking, subject to confirmation by the Forwarder who shall do his utmost to meet the Exhibitor's requirements; Exhibitors requiring lifting gear for an unusually lengthy period of time should begin stand assembly in good time, well before the closing date and deadline for completion of stands.
The Official Freight Forwarder is not obliged to carry out any loading and unloading operations unless such operations have been booked with the appropriate "Handling and shipment of goods" form by the deadline indicated therein. After this deadline, bookings are subject to confirmation.The minimum invoice time is 1/2 hour; for forklifts, one hour for truck cranes and 1 day (8 hours) for overhead platforms. Time shall be invoiced beginning from the moment in which the lifting gear becomes available.

The lifting gear belonging to the Official Veronafiere S.p.A. Freight Forwarder is covered by Relative Loss insurance up to the sum of euro 103.291,38.
Should the value of the goods to be lifted exceed this amount ou specific insurance policy will be defined. The value of the goods to be lifted shall be declared by the Exhibitor. Failing this, in case of accident, the maximum amount that can be claimed shall be that indicate in the guide linea.
Unloading operations and positioning of goods on stands must be completed by 1.00 p.m. on the day before the Exhibition begins.

Section 11 - Other services

11.1 COMPRESSED AIR
All halls are equipped with compressed air plant serviced by a single unit. Exhibitors requiring compressed air must fill in form in the "Exhibitor's Folder". For the supply of this service in any area other than those specified, a cost estimate must be requested from Veronafiere S.p.A., specifying the capacity and working pressure of the equipment. Any exhibitor wishing to install his own compressed air supply should inform the Authority at least 30 days prior to fitting, giving the serial details of the compressor c/w silencer.

11.2 CLEANING
The stand cleaning service is only and exclusively provided by Veronafiere S.p.A..
In order to ensure correct performance of the cleaning service, the exhibitor shall use the specific form provided by Veronafiere S.p.A., which is included in the services folder given to exhibitors. If any special services are required, interested parties should contact the competent Veronafiere S.p.A. offices.

11.3 GREEN FURNISHING
The green furnishing service is only and

exclusively provided by Veronafiere S.p.A..
To ensure correct performance of the green furnishing service, the exhibitor shall use the specific form provided by Veronafiere S.p.A., which is included in the services folder given to exhibitors. For more information, interested parties should contact the competent Veronafiere S.p.A. offices.

11.4. STAND SURVEILLANCE SERVICE
The stand vigilance service is provided only and exclusively by Veronafiere S.p.A..
In order to ensure correct performance of this service, the exhibitor should use the specific form provided by Veronafiere S.p.A., which is included in the services folder given to exhibitors. If any special services are required, interested parties should contact the competent Veronafiere S.p.A. offices.

Section 12 - Vigilance and insurance

12.1 GENERAL VIGILANCE
In its own interests and for its own requirements Veronafiere S.p.A. provides a normal round-the-clock surveillance service, in the areas occupied by the Exhibition, but assumes no liability for any theft of or damage to property present or displayed in the stans or generally located in the general exhibition area.
Each Echibitor must provide for the custody and surveillance of stands in any case remains with while the pavilion is open, both during the Exhibition and when the stands are being set up and taken down. It is therefore advisable that companies displaying goods which can easily be removed man the stands while the Exhibition is open.
It is therefore advisable that all exhibitors ensure maximum surveillance of all their property. With reference to the Article 134 of the TULPS and D.M. 269/10 concerning the activities of supervision and transportation of cash and values, in order to prevent the occurrence of crimes against property and people, despite of exhibitors and shopkeeper, who during the exhibitions show their products or need to handle sums of money, we invite to read carefully the relevant legislation with the maximum attention.
These regulations may require that the handling of large sums of cash and/or the safekeeping of value goods are entrusted exclusively to private security companies that, in compliance with the current legislation, will provide the collection and transport of cash and/or supervision of any value goods on the exhibition with its own personnel and appropriate transports.

12.2 VIDEO SURVEILLANCE
Video surveillance systems are installed throughout Veronafiere S.p.A..
They are used for the following purposes:
1.security
2.safeguarding property
3.control of unauthorised access.
Processing of video surveillance data will have the exclusive purposes defined at the previous paragraph. Processing will be performed in terms of total correctness for specific (security, protection of property, control of unauthorised access) and legitimate (as per article 13 of Italian Legislative Decree 196/03 and P.G.P. 8.04.2010) purposes. These concepts are explicitly notified to all interested parties by means of suitable informative posters. Article 4 of Law 300/70 (Workers Statute) is also expressly observed.
Veronafiere S.p.A. undertakes to uphold the principle of necessity in such processing. Superfluous use and excessive redundancy are therefore excluded.
The video surveillance system is required for the following reasons:
• Safety of persons during exhibition events.
• Protection of Veronafiere S.p.A. property in view of the large exhibition area and halls that remain partially unsupervised overnight in periods between one exhibition and the next.
• Protection of exhibitors' property overnight during exhibitions.
• Physical security during assembly and disassembly operations involving stands and equipment in general before and after exhibition events.
• General prevention of unauthorised access to the exhibition perimeter and exhibition areas.
Recorded images are not directly visible to third-parties.
Conservation of recordings over time is considered useful for attaining the intended result, except in cases of extension envisaged by disposition of the Privacy Ombudsman dated 8 April 2010, and will be retained after such period only if offences occur or in relation to investigations by legal authorities or the police. The housing system is accessible only to authorised persons and is equipped with the minimum safety measures Envisaged by Italian Legislative Decree 196/03.
As envisaged at item 3.1 of the disposition of the Privacy Ombudsman dated 8 April 2010, appropriate notices have been installed in areas covered by surveillance.
These notices:
• are located in places subject to such surveillance or in the immediate vicinity of the cameras;
• have a format and a position that ensure total visibility.
Data collected will be used for purposes of security and access control. Data will not be used for any other purpose.

12.3 INSURANCE
Veronafiere S.p.A. include in the insurance agreement the Exhibitor who has carried out the "Registration Procedure" (Article 6 of the General Regulations) and paid all amounts due (Article 7 of the General Regulations), from the beginning of stand assembly to the end of stand disassembly, against the following risks:
- THIRD PARTY LIABILITY, FOR A MAXIMUM OF euro 2.500.000.00;
Validity: insurance starts 6 days prior to the start of the Event for which the Exhibitor is registered and terminates 6 days after it.

- *Damage to objects – comprehensive:*
- Furnishings and fittings, machinery, equipment and goods euro 25.825,00
- Electronic, audio-visual, photographic and office equipment euro 775,00
- Theft or burglary euro 5.165,00
  Overdraft: 10% of the damage shall not be covered
  Minimum ITL. euro 500.00
- Fragile items breakage euro 1.550,00
  Absolute exemption euro 258.00

VALIDITY: the insurance coverage shall be valid starting from the 6th day before the Show opening-day till the 6th day after the Show closing day.

Should the Exhibitor wish to insure for higher maximum payable sums or for other risks he may do so using an insurance company of his own choice or through Veronafiere S.p.A. – Servizio Acquisti tel. +39/045 8298105 – fax +39/045 8298197 who will provide any further information required.
For further details of each insurance policy see to the "Insurance coverage prospectus" in the "Exhibitor's Folder".

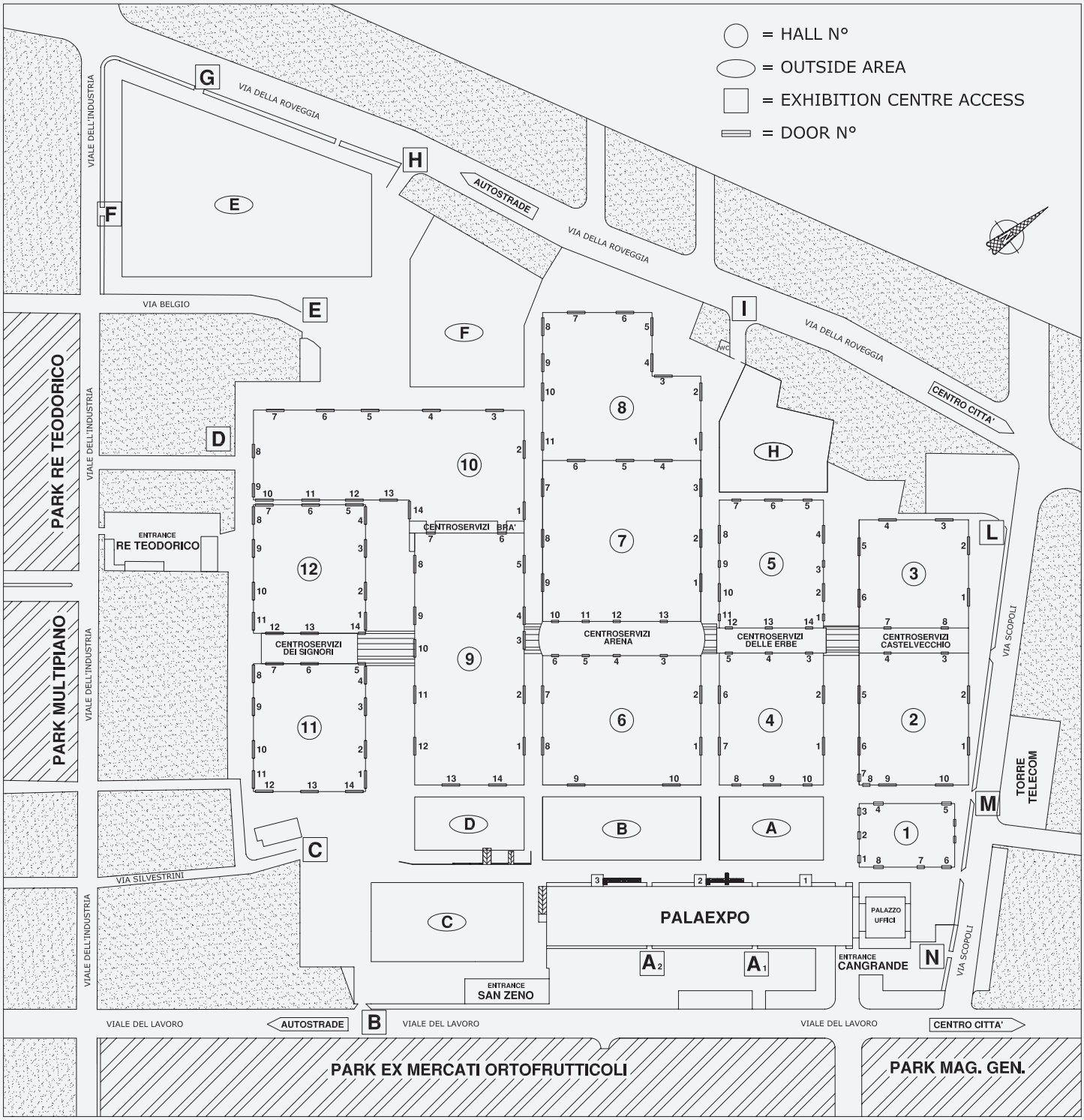
The Exhibitor is liable in civil and criminal law for all injury to persons or damage to property, caused by equipment, fixtures and so on, within then Exhibiting Area, whether caused by forth, then employees or persons appointed by then.

N.B. In the event of theft/damage, exhibitors are invited to inform the Verona Exhibition Authority and police as soon as possible in order to reduce and prevent such occurrences.

HALLS MAIN DOORS SIZE

HALL		1	2	3	4	5	6	7	8	9	10	11	12
DOOR N°		8	10	8	10	14	10	13	14	14	9	14	14
Main Door 1	(H x W)	2x(2,40x2,60)*	5,00x7,27	5,00x7,27	5,90x7,90	(3x)2,25x1,50*	5,00x7,85	5,00x7,85	6,05x7,00	4,48x7,06	4,50x7,20	4,85x5,15*	4,85x5,15*
Main Door 2	(H x W)	7,50x5,45	5,00x7,27	5,00x7,27	5,90x7,90	5,90x7,90	5,00x7,85	5,00x7,85	6,05x7,00	4,48x7,06	4,50x7,20	4,85x5,15	4,85x5,15
Main Door 3	(H x W)	2x(2,40x2,60)*	(2x)2,23x2,35*	5,00x7,27	2,10x2,20*	(3x)2,25x1,50*	2,40x3,60*	5,00x7,85	4,80x5,20	4,48x7,06	4,50x7,20	4,85x5,15	4,85x5,15
Main Door 4	(H x W)	7,30x6,90	(2x)2,23x2,35*	5,00x7,27	(3x)2,10x2,20*	5,90x7,90	2,40x3,60*	4,85x5,20*	4,80x5,20	4,48x7,06	4,50x7,20	4,85x5,15*	4,85x5,15
Main Door 5	(H x W)	7,30x6,90	5,00x7,27	5,00x7,27	2,10x2,20*	(2x)2,25x1,84*	2,40x3,60*	4,85x5,20*	4,80x5,20	4,48x7,06	4,50x7,20	4,85x5,15*	4,85x5,15*
Main Door 6	(H x W)	7,30x6,90	5,00x7,27	5,00x7,27	5,90x7,90	5,90x7,90	2,40x3,60*	4,85x5,20*	4,80x5,20	4,08x4,80*	3,75x5,50	3,55x5,15*	3,55x5,15*
Main Door 7	(H x W)	4,80x6,90	2,20x2,40*	(2x)2,23x2,35*	5,90x7,90	(2x)2,25x1,84*	5,00x7,85	5,00x7,85	6,05x7,00	4,08x4,80*	5,00x5,50	4,85x5,15*	4,85x5,15
Main Door 8	(H x W)	7,30x6,90	2,20x2,40*	(2x)2,23x2,35*	(2x)2,25x1,80*	5,90x7,90	5,00x7,85	5,00x7,85	4,80x5,20	4,48x7,06	3,75x5,50*	4,85x5,15	4,85x5,15
Main Door 9	(H x W)	/	5,00x7,27	/	5,90x7,90	(3x)2,25x1,50*	5,00x7,85	5,00x7,85	4,80x5,20	4,48x7,06	5,00x5,50	6,05x6,95	4,85x5,15
Main Door 10	(H x W)	/	5,00x7,27	/	(2x)2,25x1,80*	5,90x7,90	5,00x7,85	2,40x3,60*	4,80x5,20	(4x)2,40x2,40*	3,75x5,20	4,85x5,15	6,05x6,95
Main Door 11	(H x W)	/	/	/	/	(3x)2,25x1,50*	/	2,40x3,60*	4,80x5,20	4,48x7,06	3,75x5,20	4,85x5,15	4,85x5,15
Main Door 12	(H x W)	/	/	/	/	2,10x2,20*	/	2,40x3,60*	4,85x5,20*	4,48x7,06	4,50x7,20	4,85x5,15	4,85x5,15*
Main Door 13	(H x W)	/	/	/	/	(3x)2,10x2,20*	/	2,40x3,60*	4,85x5,20*	4,48x7,06	5,50x7,05	3,55x5,15*	3,55x5,15*
Main Door 14	(H x W)	/	/	/	/	2,10x2,20*	/	/	4,85x5,20*	4,48x7,06	4,50x7,20	4,85x5,15*	4,85x5,15*
N° COLUMNS		0	14	14	4	4	12	16	6	26	15	3	3

* = crosswalk


= HALL N°
= OUTSIDE AREA
= EXHIBITION CENTRE ACCESS
= DOOR N°
VIA DELLA ROVEGGIA
AUTOSTRADE
VIA DELLA ROVEGGIA
VIA DELLA ROVEGGIA
CENTRO CITTA'
VIALE DELL'INDUSTRIA
VIA BELGIO
PARK RE TEODORICO
PARK MULTIPIANO
ENTRANCE
RE TEODORICO
CENTROSERVIZI BRA'
CENTROSERVIZI DEI SIGNORI
CENTROSERVIZI ARENA
CENTROSERVIZI DELLE ERBE
CENTROSERVIZI CASTELVECCHIO
VIA SCOPOLI
TORRE TELECOM
VIA SILVESTRINI
PALAEXPO
PALAZZO UFFICI
ENTRANCE
CANGRANDE
ENTRANCE
SAN ZENO
VIALE DEL LAVORO
AUTOSTRADE
VIALE DEL LAVORO
VIALE DEL LAVORO
CENTRO CITTA'
PARK EX MERCATI ORTOFRUTTICOLI
PARK MAG. GEN.