

Contents

Section 1 - Access to the Exhibition Centre

- 1.1 Exhibition Assembly/Disassembly Stages
- 1.2 Supply During Exhibition
- 1.3 Waste Disposal

Section 2 - General stand construction regulations / obligations and prohibitions

- 2.1.1 Mezzanines
- 2.1.2 Special Supplies
- 2.1.3 Appendages
- 2.1.4 Billboard support structures and Hall Scenic Finishings
- 2.1.5 Advance Entrances/timetable Extensions
- 2.2 Stand Clearance
 - 2.2.1 General Regulations
 - 2.2.2 Modes

Section 3 - Ceiling appendages and suspended structures

- 3.1 Appendages and suspended structures
- 3.2 General requirements
- 3.3 Documentation to be presented
- 3.4 Notes

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

- 3a.1 General requirements
- 3a.2 documentation to be presented
- 3a.3 Notes

Section 4 - Safety dispositions

- 4.1 General Requirements
- 4.2 Work at height
- 4.3 Moving machinery
- 4.4 Circular concerning safety dispositions

Section 5 - Fire Prevention

- 5.1 Fire Prevention
- 5.2 Fire Prevention Regulations
- 5.3 General emergency and safety procedures
- 5.4 Liability

Section 6 - Technical and Safety Standards on Electrical Plant Design and Installation

- 6.1 General Standards
- 6.2 Specific Requirements
- 6.3 Conditions for electrical power Supply

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

- 7.1 General Regulations
- 7.2 Glare Screening
- 7.3 Flicker (Fluttering) and Intermittence or Stroboscopic Effects

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

- 8.1 General Regulations
- 8.2 Conditions of Supply

Section 9 - Telephone Plant

Section 10 - Handling inside the exhibition centre

- 10.1 General Information
- 10.2 Shipments
- 10.3 Handling in the Exhibition Centre

Section 11 - Other Services

- 11.1 Compressed Air
- 11.2 Cleaning
- 11.3 Green Furnishing
- 11.4 Stand surveillance

Section 12 - Vigilance and Insurances

- 12.1 General Vigilance
- 12.2 Video Surveillance
- 12.3 Insurance

Table - Hall Technical Data

General ground plan of the Verona Exhibition Centre

Section 1 - Access to the Exhibition Centre

1.1 EVENT SET-UP / DISMANTLING STAGES

Exhibition Centre opening times:

- Set-up and dismantling stages:
7:00 a.m.-8:30 p.m.

Vehicle entrance times:

- Set-up and dismantling stages:
7:00 a.m.-7:30 p.m.

All companies accessing the exhibition centre must always have their **Operational Safety Plan (POS)**

N.B.: Veronafiery reserves the right at its complete discretion to modify the times outlined above to meet the needs of the event and will give prior notification to interested parties. During set-up/dismantling stages, all personnel entering the venue, in accordance with the provisions of Italian Legislative Decree 81/2008

as amended, must have the PPE envisaged for the type of activity to be performed.

On arrival in the Exhibition Centre, the exhibitor must check the correctness of its exhibition space, as marked out on the ground by Veronafiery, in inside areas as well as outside the show halls.

If there are structural columns in the exhibitor's show area inside the halls, the exhibitor is always responsible for the various plant systems installed on these columns and must ensure that they are always accessible to Veronafiery personnel.

Access to the Exhibition Centre is granted only to exhibitors/fitters in possession of the relative "Set-Up Pass" valid for set-up and dismantling stages. In these stages, access by people and vehicles must take place in compliance with the times and manner envisaged in the "General Exhibition Regulations".

Set-Up Passes are printed by exhibitors/fitters following the procedure detailed below:

- Go to the access control portal in your reserved area
- Indicate the name of the company appointed to perform set-up tasks.
- Upload to the access control portal **60 days before** the event starts the following documents:
 - Technical design of the stand complete with ground plan and measurements, cross-section with measurements and perspective drawings;
 - Meet the obligation to pay through the e-commerce portal for the stand certification service and be up to date with previous payments due to Veronafiery;
 - Copy of the latest payment receipt of a third-party liability insurance policy indicating maximum coverage of no less

than €2,500,000.00

If stand installation and dismantling operations are implemented directly by the Exhibiting company personnel, the Exhibitor must upload an adequate Third Party Liability insurance policy covering both the stand set-up and dismantling periods, on the Access Control Portal. The amount covered by this insurance policy should not be less than € 2.500,000,00

- Form 5/B "Declaration of materials for the purposes of fire reaction"

N.B. Technical documentation proving the fire reaction class and methods of use and installation of the materials indicated above must be kept on the stand and available to the vigilance service.

- Form 12 "Waste management declaration".

After uploading all the foregoing documentation, Veronafiore carries out the necessary checks and communicates the status of the application to the exhibitor/fitter by email. Once the application is approved, it is possible to print the Set-Up Passes.

Any liability concerning the static status of any type of set-up, commodity, material or items on display is exclusively borne by the Exhibitor, who expressly waives Veronafiore for any damages that may also derive indirectly from design, construction and assembly defects.

It is mandatory for everyone entering the Exhibition Centre to maintain civil conduct in respect of the assets and equipment of Veronafiore and third parties as well as scrupulously observe the regulations issued by Veronafiore.

VEHICLES ACCESS AND CIRCULATION IN THE EXHIBITION CENTRE

The circulation of vehicles in the Exhibition Centre must be in strict compliance with the Highway Code and the traffic signs displayed. The speed limit at 20 km/h must be respected. Work vehicles (such as forklifts, etc.) must have visual and acoustic devices in compliance with current legislation.

During set-up and dismantling stages, private vehicles used **only to transport people** belonging to stand fitters/exhibitors or Veronafiore's trusted companies are not allowed to circulate freely in the exhibition centre. These vehicles, even if they have the relevant stand fitting pass downloaded from the access control portal, must be left in the parking areas outside the exhibition centre. On the other hand, vehicles carrying set-up material from various companies, suitably identified with their own logo and set-up pass, are authorised to access the exhibition centre.

For safety reasons, the circulation of any private means of transport, with petrol or electric engines, is forbidden inside the Exhibition Centre on the days and during the times the event takes place.

Vehicle parking inside the Exhibition Centre is authorized along the avenues between the halls

and is strictly limited to goods loading/unloading operations.

Veronafiore will remove any vehicle causing a hindrance to internal circulation, taking it to an external parking area. The owner will be charged for all removal and parking costs.

It is forbidden to park vehicles overnight inside the Exhibition Centre even in the event of a breakdown. Otherwise, Veronafiore will remove the vehicle, taking it to an external car park. The owner will be charged for all removal and parking costs. Access of non-electric vehicles inside the exhibition halls must be authorized in advance by Veronafiore.

Vehicle engines must only be left running for technical reasons and short periods of time; they must be equipped with special gas extraction systems to limit the presence of toxic gases inside the halls and the Exhibition Centre as a whole, therefore including external areas.

N.B. Circulation of vehicles in general inside the Exhibition Centre takes place without any responsibility on the part of Veronafiore.

ACCESS TO TECHNOLOGICAL ROOMS IS FORBIDDEN

Personnel not explicitly authorized are forbidden to access Veronafiore's technological rooms and technical tunnels even if, for service reasons, access to them is not locked.

CAUSING DAMAGE

The exhibitor is liable for any damage caused to the structures and/or equipment of Veronafiore during set-up, event days and dismantling stages.

Exhibitor will be charged a penalty for such damage the sum of €1,000 +VAT, subject to compensation for higher damages.

1.2 SUPPLIES DURING THE EVENT - R PASS

During event days, the companies engaged by the exhibitor to supply goods/services at the stand can access the Exhibition Centre on presenting at the entrance gates the R Pass issued by Veronafiore to the exhibitor against payment of the sum envisaged in the General Exhibition Regulations.

In general, the R Pass allows the supplier to access the Exhibition Centre one hour before the start of the event exclusively through the gate indicated on the pass.

1.3 STAND CLEANING AND WASTE

MANAGEMENT Veronafiore can provide a "special stand cleaning and waste management service" during the event, as follows:

- On event days, provided good advance notice is given, exhibitors can request special stand cleaning services through the e-commerce portal. Veronafiore provides this service every evening after the event day has finished.
- Waste management inside the Veronafiore Exhibition Centre seeks to keep all inside and outside areas clean and tidy in full respect of applicable standards and regulations.

OBLIGATIONS DURING SET-UP/ DISMANTLING STAGES

- all waste produced during stand set-up/ dismantling stages, in accordance with the legislative definitions, is generated by stand fitters themselves. Inasmuch, all waste must be sent for recycling/disposal in accordance with the waste management provisions (Part IV, Italian Legislative Decree no. 152 dated 3 April 2006 - Environmental regulations - as amended). Waste must be transported exclusively using vehicles owned by whosoever generates it, registered in the appropriate category of the National Register of Environment Management Companies and accompanied by a waste identification form (also VIVIFIR) and, when certain conditions apply, by a Transport Docket. If Veronafiore identifies any abandoned material, the exhibitor/stand fitter (based on the ease of traceability of the negligent company) will be charged the sum of €2,000 + VAT, subject to compensation for higher damages. Failure to pay the above sum will authorize Veronafiore to deny entry on the part of the defaulting company until the outstanding sum is paid.
- the set-up/exhibiting company must scrupulously comply with the fire prevention regulations issued by Veronafiore by disposing of waste generated immediately, thereby avoiding obstructions in common corridors and creating potentially dangerous situations. Otherwise, Veronafiore will initially prepare an internal report and then remove and dispose of the material, charging all expenses to the negligent company.
- the exhibition area assigned to the exhibitor, once dismantling is completed, must be left in the same condition in which it was found, namely free of any waste, tape or paint.
- Veronafiore may at any time verify the correct fulfilment of the foregoing provisions. It may also request documentation accompanying said information

PROHIBITIONS IN THE SET-UP STAGE / PROHIBITIONS IN THE SET-UP / DISMANTLING STAGES

- it is strictly forbidden to discharge waste water into the secondary tunnels under the show halls without using special drain pipes inserted in the drains themselves;
- it is forbidden to dispose of water that is corrosive for metals and cement, solidifying substances, foul-smelling water or dyes; or any other item harmful to the environment;
- it is forbidden to leave parts of stand fittings behind in the Veronafiore Exhibition Centre, such as carpet tiles, broken items or residues or waste of any kind, including bi-adhesive tapes used to install textile flooring;
- it is forbidden to bring materials and waste related to stand set-up/disassembly operations into the Exhibition Centre. Entry with such material is subject to a fine of €2,000 + VAT, subject to compensation for higher damages;
- it is absolutely forbidden to discharge any hazardous substance or waste into the sewage network.

OBLIGATIONS DURING THE EVENT

- during the event itself, the exhibitor must dispose of any waste generated during the day, separating it into categories and use the special bins outside the show halls inside the exhibition centre itself.
- waste generated when preparing and serving food and drinks must be collected, carefully separating plastics, glass, paper and sundry waste to be disposed of in specific bins;
- Any infringements will be subject to fines depending to their seriousness at the sole discretion of Veronafiery. Particularly serious cases are reported to the public supervisory authority which then proceeds with its own procedures.

PROHIBITIONS DURING SET-UP/ DISMANTLING STAGES

- it is strictly forbidden to discharge waste water into the secondary tunnels under the show

halls without using special drain pipes inserted in the drains themselves;

- it is forbidden to dispose of water that is corrosive for metals and cement, solidifying substances,
- foul-smelling water or dyes;
- it is forbidden to leave parts of stand fittings behind in the Veronafiery Exhibition Centre, such as carpet tiles, broken items or residues of any kind, including bi-adhesive tapes used to install
- textile flooring;
- it is forbidden to bring construction materials and waste related to stand set-up/disassembly operations into the Exhibition Centre. Entry with such material is subject to a fine of €2,000 + VAT, subject to compensation for higher damages;
- it is absolutely forbidden to discharge any hazardous substance or waste into the sewage network.

OBLIGATIONS DURING THE EVENT

- during the event itself, the exhibitor must dispose of any waste generated during the day, separating it into categories and use the special bins outside the show halls. This obligation no longer applies if the exhibitor has requested the service through the Veronafiery e-commerce portal.
- waste generated when preparing and serving food and drinks must be collected carefully, separating plastics, glass, paper and sundry waste to be disposed of in specific bins;
- Any infringements will be subject to fines depending to their seriousness at the sole discretion of Veronafiery. Particularly serious cases are reported to the public supervisory authority which then proceeds with its own procedures.

Section 2 - General stand construction regulations / obligations and prohibitions

Special processing of materials in the exhibition centre

All structural elements making up the exhibition stand must reach the exhibition centre already pre-finished and of appropriate dimensions for assembly. This is to encourage the creation of eco-sustainable stands that can be installed in conditions of greater safety.

Sanding and painting panels

These processes are exclusively limited to finishing operations and must observe the following rules of conduct:

- Do not interfere with adjacent work
- Use vacuum cleaners and appropriate means when working at height
- Avoid using paints with solvents and spray applications
- Do not spoil the floor of the show halls. Use protective coverage material
- Personally remove and dispose of all paint cans
- Avoid carrying out carpentry work with related cutting and welding tasks on metal structural materials

Hot working

Hot working involving naked flames and therefore welding in general, brazing, grinding and cutting with sanding and hot installation of covering sheets are not permitted in the exhibition centre .

Special set-ups

Exhibition structures more than 3 metres high are subject to the following requirement:

- They must be at least 2 metres from the adjacent stand. This distance may be reduced or cancelled only if a written agreement is reached between adjacent exhibitors.

The agreement between the parties must then be uploaded to the access control portal so that Veronafiery is informed and can follow up the

authorisation process for the procedure.

If this agreement is not reached between adjacent exhibitors, any complaints/reports or discrepancies must be sent to Veronafiery strictly before the start of set-up work. After that date, Veronafiery will not be able to mediate between the parties. In any case, liability remains with the Exhibitor not adhering to the requirements included in the current Technical Regulations.

The maximum height permitted for all set-ups is 5 metres for areas inside and outside the halls and 3 metres inside all the service centres connecting the halls, subject to possible exceptions approved by Veronafiery.

Free aperture of set-ups must not exceed 6 metres, subject to possible exceptions approved by Veronafiery.

Please bear in mind that the management methods for the safety of exhibition stand assembly and disassembly stages are now governed by the Ministerial Decree dated 22-07-2014 ("Stage and Trade Fair Decree").

In particular, for installations involving large dimensions (for example, heights of more than 6.5 meters), operating procedures similar to those in force on building sites are envisaged.

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 set up/dismantling work and the need to avoid occupying aisles in any way whatsoever means that stand components must arrive in the Hall in the form of modular, finished elements that only involve simple assembly and final finishing operations on site.

All structures, in addition to upholding these Technical Regulations and the General Exhibition Regulations, must be implemented in compliance with the dispositions of current legislation, and in particular Ministerial Decree 17/01/18 and the related Technical Construction

Standards NTC 2018, UNI Standards and CNR Technical Documents,...

In addition to the dispositions indicated in the standards, when structures are installed inside halls they must be able to withstand a wind load of:

- $q_{h1} = 0.125 \text{ kN/m}^2$ for all parts of the structure, loads and finishing mounted up to 4 meters above ground level in the Hall;
- $q_{h2} = 0.063 \text{ kN/m}^2$ for all parts of the structure, loads and finishing installed at more than 4 metres above ground level in the Hall.

Every liability as regards the stability of set-ups remains exclusively with the Exhibitor, which expressly exonerates Veronafiery for damages that may arise to itself or third parties caused by design or construction defects, even if authorised in the project analysis stage.

If any abnormal and/or potentially hazardous situations are identified, Veronafiery, 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, adjacent exhibitors and service personnel. If the set-up project is not approved, Veronafiery may forbid access to the Exhibition Centre by fitters/exhibitors and apply at its sole 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 Veronafiery's Technical Regulations and relative updates in the course of the event, or with the project notified to Veronafiery or otherwise without the written authorisation of Veronafiery, then the exhibitor/fitter shall be responsible for damages caused and being caused to Veronafiery and third parties by such conduct.

It should also be noted that information concerning the installation site and the exhibition centre listed in Annexes I and IV to Ministerial

Decree dated 07/22/2014 is included in the Veronafierte Technical Regulations.

STRUCTURES REQUIRING CERTIFICATION:

- Structures and/or load-bearing items
- Structures and/or assembled items

STRUCTURES NOT REQUIRING CERTIFICATION:

- Exhibition products
- Special vehicles authorised for road traffic (food-trucks, motorhomes)
- pre-assembled commercial products (furniture, displays, coat racks) with CE mark and height of less than 1.50/2.00 metres
- Extending gazebos located inside and equipped only with towels (without other loads)
- Roll-ups (graphic displays) located inside, pre-assembled and with CE mark
- Flag bearer installed inside the show halls, made up of independent and pre-assembled structures with CE mark
- Travelling show attractions (marked with an identification code and in possession of annual testing) that do not require assembly operations
- Swimming pools with water level of less than 30 cm

N.B.: For structures with a CE mark, the exhibitor and/or fitter, on explicit request, must provide a suitable self-certification and installation form, in the absence of which the structures must be certified or removed if it cannot be certified.

STRUCTURES NOT PERMITTED UNLESS ACCOMPANIED BY SPECIFIC AUTHORISATIONS:

- Structures and/or load-bearing items in cardboard (not authorised in outdoor areas)
- Structures and/or load-bearing items in plastic - polystyrene
- Structures and/or load-bearing items in non-structural glass
- Inflatables with covered areas or located in an outdoor area (authorised only if installed with suitable safety systems and equipped with suitable ballast)
- Coverage larger than 9 m² if made with materials other than metal, wood or sandwich panels
- Flag bearer in an outdoor area
- Roll-up in an outdoor area without suitable ballast

REGULATIONS FOR INSTALLING STRUCTURES IN OUTDOOR AREAS

- All structures equipped with roofing in an outdoor area must be equipped with ballast of no less than 30 kg/m² of covered area for structures not exceeding 10 x 5 x 5 m in height and 50 kg/m² of covered area for remaining structures;
- Veronafierte reserves the right to request exhibitors to install suitable ballast even in the case of structures positioned inside show halls;

- Roofs placed in outdoor areas must have a suitable slope accumulating any kind of precipitation (rain, snow); in particular, the slope of the roof must not be less than 8%.
- It is not permitted to apply loads to ready-to-use structures installed by Veronafierte;
- It is absolutely forbidden to anchor any items to the show halls, internal and outdoor flooring, technological systems, manhole covers, benches, barriers, flower vases.
- Gazebos, inflatables, flag-holders and roll-ups set up in outdoor areas must be constantly supervised by the Exhibitor's service personnel, who must immediately close and/or deflate and/or remove them before interrupting supervision in the event of adverse weather conditions, both forecast and existing, or at the request of Veronafierte.
- Wooden structures set up in outside areas must be suitably protected to avoid contact with atmospheric agents capable of reducing the mechanical characteristics of their load-bearing elements.
- Glass items must be installed using suitable systems which prevent direct contact with metal elements and which eliminate potential phenomena caused by vibrations.

Scaffolding

For the construction of the scaffolding the Pi.M.U.S. must be loaded on the access control portal - Assembly, use and disassembly plan - prepared pursuant to article 36 quater of Italian Legislative Decree 81/2008 as amended. Customising the external façades may only and exclusively **be performed by Veronafierte** (see following point 2.1.5.).

Heavy machinery

The positioning of equipment, exhibits or set-ups weighing more than 5,000 kg must be authorized in advance by Veronafierte. Such authorizations do not involve any liability, which in any case remains with the Exhibitor.

STAND CONSTRUCTION OBLIGATIONS

- minimum ballast of 50 kg distributed on all vertical elements for tensile structures or structures with roofs. In this regard, may we remind you that it is forbidden to drill floors to secure tie rods to the ground.
- all vertical elements in the set-up, especially those standing on the ground (including any bracing), must withstand linear horizontal overloads applied to the walls at a height of 1.20 m from the respective walk-over surface or applied to the parapets or handrails at the height of the upper edge, of at least 1 kN/m, i.e. at least equal to 1 kN concentrated for elements less than 1 metre long.
- read the EVENT DUVRI (Interference Risk Assessment Document - Italian Legislative Decree 81/2008 as amended) published on the access control portal and the notifications and procedures to be followed inside the Exhibition Centre regarding the management of the covid-19 pandemic emergency;
- companies inside the Exhibition Centre must

- prepare an "OPS" "Operational Safety Plan", in which the risks of set-up and dismantling activities are assessed, as well as indicating the prevention and protection measures adopted, to be kept available inside the stand (during all stages: set-up, use during the event and dismantling) for any controls by competent bodies;
- strictly comply with the accident prevention regulations envisaged by Italian law, in particular the provisions of Legislative Decree no. 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 Italian Legislative Decree 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 electricity power points, telephone connection boxes, drains and any other technical service clearly visible and usable, even at night,
- leave lifts, hoists, gates and vehicle driveways unobstructed;
- 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 areas;
- if non-EU workers are employed, only persons in compliance with immigration laws and stay 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 their 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 is 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 appropriate labels with the name of the exhibitor/fitter to identify any tins of paint or solvents used during the set-up stage;
- for stands equipped with a platform having an area of more than 32 square meters (maximum raised flooring allowed of 0.16 meters, tolerance for ramp insertion: 3 cm), the installation of ramps having a minimum width of 0.90 metres is mandatory. 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.

STAND CONSTRUCTION PROHIBITIONS

- the use of plasterboard;
- occupy, even momentarily, aisles and/or unassigned areas with any type of material and/or vehicle;
- apply loads to the existing structures prepared by Veronafiery and the Halls (walls, lighting poles, busbars, even including lightweight posters, cables, panels, banners) where not authorized by Veronafiery;
- perform excavations or modify the status of exhibition areas;
- drill, insert nails and/or screws into the existing structures made available by Veronafiery or any internal and external surface of the halls, tensile structures or Exhibition Centre infrastructures;
- handle and/or move, even partially, the pre-fitted structures supplied by Veronafiery S.p.A., without specific written authorization;
- modify/tamper with the electrical equipment made available by Veronafiery and/or

- move individual components and/or make direct connections to these circuits. Any changes that may be necessary must only be implemented after requesting intervention by Veronafiery staff. Failure to comply with these prohibitions will result in the cancellation of the certificates of conformity and the consequent interruption of the electricity supply;
- stack blocks of marble, where not expressly authorized by Veronafiery;
- position marble blocks having base size less than 1/3 of its height;
- exhibit flags kept taut by counterweights;
- leave suspended loads on the booms of cranes, lifting plant, etc. (both during the event itself and outside show hours);
- paint stand structures inside the Halls, by hand or using sprays, using paints and/or enamel 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 kind and brushes/rollers;
 - Solvents;
 - Spent oils of any kind, lubricants and coolants;
 - Various glues/bonding agents 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 Veronafiery;
- 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 1,000 Kg/sq.m.
- Halls 2-3-9 4.000 Kg/sq.m.
- Halls 1-4-5-6-7-8-11-12 2.000 Kg/sq.m.
- Hall 10 1.000 Kg / m2
- 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 10,000 kg N.B.: the ground plans of individual Halls are available c/o Veronafiery and clearly indicate points (trap doors, areas with cellars, drains) having different capacities from those listed 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 authorizations issued by competent authorities and the prior authorization of Veronafiery itself;
- operate machinery on display unless authorized in advance by Veronafiery (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 Veronafiery;
- distribute advertising material (magazines, catalogues, etc.) outside the company's own stand area. The Veronafiery Sales Office may grant special permits;
- use the Veronafiery trademark;
- introduce dogs of any breed and size into the Exhibition Centre during set-up, event days and dismantling stages, unless in compliance with applicable local and national legislation;
- 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 noise;
- Smoking is absolutely prohibited in all Veronafiery'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 should be used;
- introduce and use LPG and/or methane gas cylinders inside the halls;
- perform, in person or through third parties not authorised by Veronafiery, 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 carpet tiles, plasterboard and residues of any kind in the Halls (see point 1.3 Waste Disposal)
- exhibit balloons and inflatable structures or the like in indoor and outdoor areas unless specifically authorized by Veronafiery;
- 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 Veronafiery service vehicles).
- the use of electric vehicles of any type during the event with the exception of vehicles

- authorized by Veronafiery;
- use of drones of any size unless expressly authorized by Veronafiery in internal and external areas, with the exception of dynamic areas.
- 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 prior authorization.
- In the event of any infringements/breaches of the dispositions issued by Veronafiery or the foregoing bans, Veronafiery 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 reimbursement and/or compensation, whereas Veronafiery itself reserves the right to claim further damages. Infringements of prohibitions or non-observance of obligations will in any case be notified in writing and may lead to fines;
- Leave exhibition material in the common aisles in the Halls or outside the assigned exhibition area. Otherwise, Veronafiery will arrange the disposal of such material and will automatically charge the costs to the negligent exhibitor/stand fitter.

2.1.1 MEZZANINES

Only for events envisaging this possibility in the "General Exhibition Regulations".
The mezzanine stand project must be uploaded to the access control portal at least 90 days before the start of the event.

The installation of a mezzanine stand 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 Veronafiery 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.

The mezzanine must comply with the following construction standards:

- enclosed opaque walls having a total length of less than 50% of the perimeter of the mezzanine area;
- 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;
- The minimum internal height measured from the walk-over flooring of the 1st mezzanine floor to the intrados of Veronafiery structures must be at least 3.50 m;
- The portion on the first floor must be 0.5 metres from the aisles;
- Parapets: minimum height calculated at 1 metre from the walk-over surface; horizontal linear overload on the handrail of at least 3 kN/m;
- The load-bearing structures and the floor must also be capable of withstanding, in addition to their own weight, a uniformly distributed vertical overload of at least 5 kN/M²;

- For mezzanines of more than 100 sq.m., 2 staircases must be prepared for areas up to 180 sq m, and then n° 1 staircases for every each additional 80 sq.m., all with:
- minimum width of 120 cm (example: for an area of 200 sq.m., in excess of 180 sq.m., n° 3 staircases 120 cm wide are required). **N.B.** for areas over 100 sq.m., the staircases should be placed in reasonably opposite positions;
- The escape routes from the mezzanine must be suitably signposted with normal and illuminated emergency signs.

STEPS, RAMPS, STAIRS AND LANDINGS

- **Steps** must have a rectangular design and constant dimensions. The treads must be no less than 30 cm and the risers no less than 18 cm
- 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.
- **Ramps** must be no less than 1.2 metres wide.
- There must be no less than three and no more than fifteen steps.
- **Staircases** open on one or both sides must have railings or banisters at least 1 metre high designed to withstand stresses caused by people moving quickly in emergency or panic situations.
- There must be no protrusions in the stairwell up to a height of 2 metres from the walk-over flooring.
- Stairs more than 3 metres wide must be fitted with a central handrail.
- 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.
- 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.
- Landings must have the same width as the ramps.

2.1.2 SPECIAL SUPPLIES

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

2.1.3 SIGNS AND ADVERTISING BILLBOARDS

Signs and advertising billboards installed at more than 3 metres above ground are subject to written approval by Veronafiery and the advertising fee defined by Veronafiery, as well as Municipal tax:

All advertising notices (even under 3 meters) facing neighbouring stands must maintain a minimum distance of 2 metres from these stands (this distance can be reduced/cancelled only on presentation of a written agreement with all neighbouring exhibitors).

2.1.4 STRUCTURES SUPPORTING SIGNS AND SCENIC HALL FINISHINGS

Registered exhibitors may ask Veronafiery to customise the structures supporting signs and the external façades of exhibition structures (only for duration of the event itself).

A written request must be sent to Veronafiery at least 60 days before the start of set-up work for the event which, following checks, may or may not issue such authorization.

In the event of approval, Veronafiery will send the applicant a specific cost estimate which, if accepted, must be returned within 5 days of issue.

Only Veronafiery itself may customize the sign holder structures and external façades of the halls and infrastructures.

2.1.5 ADVANCE ENTRY/TIMETABLE EXTENSIONS

Early entry requests must be sent to Veronafiery before the start of the set-up stage. On receiving the above-mentioned form, Veronafiery provides written feedback to the exhibitor/stand fitter. If early entry is approved, the applicant is required to pay the following sum:

- For each single day in advance = €500 + VAT

Time extensions must be requested though "SATE" by filling out the form and attaching the company business card.

No time extensions are issued on the eve of the event. The rates are:

- Time extensions from 8:30 p.m. to 07:00 a.m. on the following day = 150.00 Euro + VAT/hour or fraction thereof (rate valid for every day).

As of 19.30 on the eve of the event, an hourly penalty of €150 + VAT is applied to exhibitors/fitters who have not yet finished their work.

Payment for the service is on-sight of invoice.

2.2 STAND DISMANTLING AND CLEARANCE

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.

In particular, work operations must not occupy spaces outside specific work or stand areas in question;

2.2.2 METHODS

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.

On exit, Veronafiery can carry out vehicle inspections.

The dismantling of exhibition areas must be completed in accordance with the "General Exhibition Regulations".

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 Veronafiery's organisational requirements and after 30 days from the last day for "Stand Disassembly and Clearance", Veronafiery may transfer assets that are unclaimed or otherwise left in the Exhibition Centre c/o the Warehouses of the Veronafiery 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 accepts exclusive responsibility for any and all damages or events that may occur before, during and after the exhibition. Abandoned **waste material** (wood, carpet tiles, paper, cardboard, etc.). Veronafiery will arrange for cleaning and disposal and charge the fitter/exhibitor for the costs incurred based on the

current rates charged by authorized tips-landfills for each type of waste.

In relation to the adhesive used to secure stand flooring to the floor of the hall, if it is not removed, Veronafiery charges €25.00 + VAT for each metre left in the exhibition area directly to the fitter/exhibitor to whom the areas was assigned as partial coverage of the costs for removing and disposing of such adhesives.

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 Veronafiery S.p.A. itself;
- The provision of cables hooked to the ceiling is the exclusive competence of Veronafiery S.p.A., while operations to secure structures not supplied by Veronafiery S.p.A. must be performed by the exhibitor or its trusted supplier;
- The location and number of cables supplied by Veronafiery 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 Veronafiery 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 Veronafiery S.p.A./Operative Secretariat, must comply with the height indicated in the General Exhibition Regulations;
- The maximum load-bearing capacity of each hook provided by Veronafiery S.p.A. is 150 kg (concentrated);
- The cables supplied by Veronafiery S.p.A. may only be attached to especially prepared structures with distribution in the Halls in good time (contact the Veronafiery 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 Veronafiery 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 Veronafiery S.p.A. diagonally;
- In special cases, to be agreed with Veronafiery S.p.A., minimum tolerances may be allowed but in any case of no more than 10°;
- Any appendages involving handling devices may be installed using manual hoists if performed with a maximum of n. 5 lifting devices; if at least 6 lifting devices are involved, they must be electrical and controlled by a control unit;
- The areas of interference for suspended structures and/or appendages must always be kept clear during handling stages; during such stages, in addition to the lift operators, there must be a coordinator having personal responsibility for controlling all movements and monitoring the interference area;
- 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 Veronafiery 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 Veronafiery S.p.A. 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 hanging points;
- Indications required in paragraph 10.2.1 of

NTC 2018 approved by Ministerial Decree DM. 17/01/2018;

- 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

Veronafi S.p.A. reserves the right to install equipment and/or devices in order to verify compliance with the conditions defined in the General Requirements.

If Veronafi 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

To be able to install self-supporting, wood, metal and even "American" structures, written authorization must be obtained from Veronafi S.p.A., that is issued only on presentation of the appropriate "Authorisation of structures" form. Self-supporting structures, possibly equipped with safety appendages, may only be installed after requesting authorization from Veronafi 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 Veronafi S.p.A. does not receive this form requesting the authorisation service and/or the "Certification Service" duly compiled and signed, any permit - even if issued by Veronafi 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 Veronafi 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 Veronafi 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.
- Verifications envisaged by current legislation and in particular the Indications required in paragraph 10.2.1 of NTC 2018 approved by Ministerial Decree DM. 17/01/2018.

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, where necessary.

3a.3. NOTES

If Veronafi 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 - Veronafi 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.

Veronafiore 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. Veronafiore 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 Veronafiore S.p.A. is intended as an aid to Exhibitors. Veronafiore 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.

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 Veronafiore S.p.A. Document Portal.

Every comment or integration concerning the DUVRI document must be promptly sent to the following e-mail address:

sicurezza@veronafiore.it.

The Veronafiore S.p.A. Prevention and

Protection Service is in any case always available for every necessary clarification.

It is possible to contact Veronafiore S.p.A.

SPP using this e-mail address

sicurezza@veronafiore.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 Veronafiore 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 of 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. Veronafiore 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

Veronafiore 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	(A _{2-FL} -s1), (A _{2-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 Veronafiore 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 clearly identified and easily reached, (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, Veronafiore 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 Veronafiore 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 regulations concerning the design and installation of electrical systems

6.1 GENERAL REQUIREMENTS

All electrical installations inside the stands, including lines connecting to Veronafiore S.p.A.'s electrical plant, are the sole responsibility of the Exhibitor, who must implement them with "good workmanship" in compliance with applicable regulations (Law 186/68, Ministerial Decree 37/2008,), as well as the applicable general, technical, specification and product regulations (CEI 64-8 etc.).

Once installation of the system on the stand has been completed, the Exhibitor or the Fitter must give Veronafiore S.p.A. the "Declaration of conformity of the system with good workmanship" (pursuant to Ministerial Decree 37/08). Since these systems are implemented on site places they are at high risk in the event of a fire; inasmuch, the declaration of conformity

must be accompanied by the system project signed by a qualified technician. This project must be kept on the stand for the entire period the plant is in operation.

Connection of electrical systems on stands to the Veronafiore S.p.A. network will be exclusively performed by the staff of Veronafiore S.p.A. trusted company.

Even after connection to Veronafiore's grid, the responsibility for the electrical systems installed on stands remains entirely with the Exhibitor.

6.2 SPECIAL REQUIREMENTS

Each system must be accompanied by a project signed by a qualified technician.

a) Switches

Electrical systems must be equipped with

an "upline" main magneto-thermal switch of appropriate capacity for the power used. These switches must be placed "downline" of the user switch made available by Veronafiore S.p.A. (technical tunnels, sockets on the floor or on column-mounted panels).

A number of differential magneto-thermal switches with 30 mA (0.03 Ampère) - 300 mA (0.3 Ampère) sensitivity of appropriate sizes to protect the loads must be placed "downline" of the single-pole magneto-thermal circuit breaker. Each line must be protected by a specific cut-off switch.

The power lines for lighting and the light socket and FM lines must be set up on separate circuits.

The minimum cross-section allowed for the distribution lines is 2.5 sq.mm.

The above-mentioned cut-off switches must be placed inside electrical panels secured to the wall at a distance of no less than 0.3 m from the walk-over surface.

b) Power

The maximum power of each lighting circuit must not exceed 2500 W.

c) Joints

Joints must be made using terminals and protected inside fully insulated boxes. The ground/earth conductors must be connected using cable lugs tightened to prevent loosening. They must be resistant to corrosion and appropriately proportioned so that over-temperature caused by the passage of the ground/earth current is not higher than that of the pertinent conductor.

d) Sockets and plugs

Sockets and plugs must:

- be of a type or mode of installation whereby they are subject to mechanical damage,
- the protection conductor must be connected to ground/earth,
- ensure that live parts cannot be accessed,
- be equipped with a retaining device.

Branches with plugs to power machines and appliances at 1000 W must be fitted "upline" of the single-pole switch socket excluding neutral to allow insertion and disconnection of the open circuit plug (Italian Legislative Decree D. Lgs 81/2008).

Sockets having a capacity of more than 15A must be interlocked with a switch that prevents the plug being inserted and extracted when "live".

Where access by the public is possible, fixed plug sockets within reach must have single protection against over-currents (3.1.06 - CEI 64.10). In places not accessible to the public, the sockets can be grouped under the same over-current protection in a number not exceeding 5. Multiple power sockets are not allowed.

e) User points

For obvious functional and safety reasons concerning electrical systems, all equipment located in the user points must be accessible and in any case free from any kind of obstruction that may hinder the verification and connection operations performed by Veronafi S.p.A. technicians.

f) Cables

Electrical distribution systems must be implemented using insulated cables complying with CEI 20-38, CEI 20-40 and EU Regulation no. 305/2011.

If the public is present, unprotected cables must be protected against mechanical stress by fitting them inside ducts or pipes.

Whenever requested, the manufacturer's document must be shown certifying that the cables are of the types mentioned above or, if of international origin, of a type ensuring

equivalent electrical, mechanical and non-propagation of fire characteristics (see above). The cables must have cross-sections that are proportional to the load: in any case, cables used for connection to the user network must have cross-sections of no less than 2.5 sq. mm. When making electrical connections, excess lengths of wound cable are not allowed under any circumstances.

It is forbidden to use power cables to support suspended lighting devices. The cables must be protected against possible mechanical damage up to a height of 2.5 metres from the floor.

g) "Ground/Earth" connections

All non-live parts of the system (metal frames), the metal bodies of user devices and metal parts of the lighting devices must be connected to the protective ground/earth system (terminal made available by Veronafi S.p.A.) by means of an insulated conductor (colour: yellow/green) and in any case in compliance with applicable CEI standards.

h) Controls and protection devices

The main and section controls of electrical systems and relative protection devices must be installed and set-up in a manner that prevents any interference by the general public (1.3.06 - CEI 64.10).

i) Lighting fixtures, spotlights

Lighting devices, especially those equipped with halogen lamps, must be kept at an appropriate distance from the illuminated objects if the latter are flammable: up to 100 W - 0.5 mt. - 100/300 W - 1 mt. (11.8.04 - CEI 64.8 VVT). Halogen lamps must be protected by a glass screen.

l) Over-voltage and current overload protection

Reference is made to compliance with legislative and technical provisions concerning "protection measures against direct and indirect contacts" and "protection of ducts against over-currents".

m) Illuminated signs

Illuminated signs must not be mobile permanently or intermittently and must be powered at a voltage not exceeding 240 V. The signs must be suitably protected with screens or other devices to avoid possible direct contact with potentially live parts whose failure could cause harm to people.

n) Special equipment

Equipment operating at high frequencies or that can cause disturbances in the user network must be appropriately shielded.

If these protection devices are not installed or insufficient for the purpose, thereby disturbing equipment on display and, as a result, other exhibitors companies, Veronafi S.p.A. reserves the right to suspend the supply of electricity and to charge the Company causing the inconvenience for any costs that may be sustained. Furthermore, Exhibitors whose

equipment requires constant voltage values are advised to use "voltage stabilizers".

o) Electric utilities and machinery

All electrical utilities with low power factor values must be appropriately re-phased to ensure a cos ϕ of no less than 0.9. Every electrically powered machine must be appropriately protected against any voltage drops, over-currents, generic faults, etc. Veronafi S.p.A. will not be liable for any damage caused to machinery and/or components.

6.3 TERMS AND CONDITIONS FOR THE SUPPLY OF ELECTRICITY

Veronafi S.p.A. makes the electricity it receives from utility companies available to Exhibitors and Fitters.

Exhibitors and fitters cannot sell this electricity to third parties.

"Service sockets" may be used by Exhibitors and Fitters only during set-up and dismantling periods to power hand tools.

During set-up and dismantling stages, temporary connection of stands to the Veronafi S.p.A. network is not allowed

A) Electrical services

The Show Halls are equipped to provide the following services:

A1) Lighting of the halls

The indoor exhibition areas have average lighting of about 150 lux at a height of one metre.

A2) Service sockets

Electrical "service sockets" are made available to Exhibitors and are located in several points of every Hall so that electricity can be used during set-up and dismantling operations of every Exhibition.

A3) Utility network

There are 16-32 or 63 Ampere CEE protected sockets located in the Halls in the technical duct under the flooring. Exhibitors/Fitters are responsible for preparing any electrical plug to power stands. Electricity is supplied by means of a three-phase 380 V system; 3Phase + N + GND; or 220V single-phase + N + GND; frequency - 50 Hz. If higher powers are required, on specific request by Exhibitors and at their expense, Veronafi S.p.A. can install additional independent power lines.

For machinery with motors operating at more than 15 kW, start-up by means of a device that limits the intensity of the breakaway current is mandatory.

B) Electrical system connections

The connection of electrical systems by technicians appointed by Veronafi S.p.A. will be implemented only after the "declaration of conformity" is presented.

The connection will not be made if the technicians appointed by Veronafi S.p.A.

detect obvious violations of technical standards and good workmanship. Such verification, however, does not waive Exhibitors, who remain to all intents and purposes solely liable for their own systems.

The supply of power is assured for all Event days plus one day before it starts. The continuity of this service is not assured during the set-up stage.

The power supply is cut-off one hour after the event closes and reset one hour before it opens again.

In any case, **even during power outages**, plant must **always** be considered "live" for safety reasons.

Exhibitors who have special requirements for electrical power even overnight may request a specific connection.

In this case, a specific electrical line must be prepared with the relative dedicated control panel for utilities active 24 hours/day. The control panel and supply of the cable necessary for connection are the responsibility of the Exhibitor.

Section 7 - Technical and safety standards for lighting values in stands

7.1 GENERAL REQUIREMENTS

Lighting inside stands must be comply with the procedures envisaged by the UNI EN-12464.1 standard

In any case, the minimum average lighting value (Em) must be no less than 300 lx for exhibition areas and 200 lx for storage and technical rooms. The entire stand area must be illuminated as uniformly as possible, while in any case respecting the limits defined by UNI EN-12464-1 (Uniformity >0.7). The maximum lighting limit must not exceed 20% of the increase in values envisaged by the UNI standard.

7.2 SHIELDING AGAINST GLARE

The glare deriving from lighting systems can be limited by applying minimum shielding angles to the specific lighting equipment, as shown 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 systems mounted below normal eye level. Special attention must be paid to evaluate veiling or dazzling reflections deriving from the finish of illuminated surfaces that may alter visibility in a harmful way.

7.3 FLICKER AND INTERMITTENT OR STROBOSCOPIC EFFECTS

Exhibitors are obliged to replace promptly any lighting fixtures subject to flickering operating conditions by specialized personnel. Lighting devices or parts of them used as illuminated signs having an intermittent or stroboscopic function are not allowed (See also Chap.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, Veronafi 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 Veronafi 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 Veronafi 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 Veronafi 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

Veronafi 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 Veronafi 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 Veronafi 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 Veronafi 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

Veronafi 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. Veronafi S.p.A. is not liable for any damages due to interruption of the service provided, for whatsoever reason.

Section 10 - Handling in the Exhibition Centre

10.1 GENERAL

During set-up and dismantling stages, the exhibitor is responsible for all operations related to entry of machinery, display and set-up materials into the Exhibition Centre, their unloading, positioning on the stand, dismantling and removal.

10.2 SHIPMENTS

In order to complete shipping and customs procedures, each exhibitor is free to use trusted freight forwarders in their own country of origin. The official Veronafiore forwarder, through its own channels, is able to ensure the collection and distribution of products destined for delivery to Veronafiore, promptly and within agreed terms, carry out railway and customs procedures and load/unload goods provided that the exhibitor requests the service through the "Goods handling and shipments" form directly to the official forwarder-shipping agent. All legal relationships are between the Exhibitor and the official shipping agent. Veronafiore makes available a special parking area inside the exhibition centre exclusively to exhibitors who have requested the service through the official forwarder-shipping agent.

10.3 HANDLING OPERATIONS INSIDE THE EXHIBITION CENTRE

Exhibitors who have to use lifting equipment in order to set up their stands must apply as follows.

using the "goods handling and shipments" form.

If exhibitors use vehicles of their proven ownership, they must notify this to the official freight forwarder who can authorize their use only after receiving documentation certifying the vehicle ownership and the relative third-party liability insurance policy (RCT - minimum coverage €2.5 million) and valid driving license of their employees driving the forklifts. The request for services made using the form is a firm booking, subject in any case to confirmation by the official freight forwarder. The official freight forwarder accepts no obligation to perform loading and unloading operations that are not booked within the terms outlined in the form.

The minimum invoice for work, during official set-up and dismantling weekdays, is ½ hour for forklifts, one hour for mobile cranes and 1 day (8 hours) for overhead platforms. The calculation of work time begins from the

moment when the vehicle is made available to the requesting company, with a flat-rate of ½ hour for the transfer.

The vehicles operated by the official freight forwarder in the Exhibition Centre are covered by "relative first risk" insurance for an amount of 103,291.38 euros.

If the value of the materials to be handled exceeds the maximum limits indicated, feasibility must be verified on a case-by-case basis with the official freight forwarder.

The value of the materials to be lifted must be declared by the company before lifting work and accepted by the official freight forwarder. Otherwise, in the event of an accident, the value of compensation cannot exceed the value indicated above (€103.291,38).

The terms for goods handling are indicated in the General Regulations of the event and the General Conditions of the official freight forwarder.

Reservations scheduled with the official freight forwarder may be subject to last minute changes caused by congestion in the Exhibition Centre or show halls.

Section 11 - Other services

11.1 COMPRESSED AIR

All halls are equipped with a centralized production compressed air distribution network.

Exhibitors who require the supply of compressed air must send a request. For the supply of this service in areas other than those specified, a cost estimate must be requested from Veronafiore, specifying the flow rate and operating pressure of the user's plant. If an exhibitor wishes to install its own compressed air production systems, it must in any case notify Veronafiore 30 days prior to

the set-up start date, specifying the nameplate data of the silenced compressor.

11.2 CLEANING

The stand cleaning service is provided exclusively by Veronafiore. The exhibitor must request it through the e-commerce portal. For any special services, kindly contact Veronafiore.

11.3 GREEN FURNISHING

The green furnishing hire service on stands is provided exclusively by Veronafiore.

The exhibitor must request it through the e-commerce portal. For any special services, kindly contact Veronafiore.

11.4. STAND SURVEILLANCE SERVICE

The stand surveillance service is provided exclusively by Veronafiore. The exhibitor must request it through the e-commerce portal. For any special services, kindly contact Veronafiore.

Section 12 - Vigilance and insurance

12.1 GENERAL VIGILANCE

In its own interests and for its own requirements Veronafiore 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 stands or generally located in the general exhibition area.

Each Exhibitor 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 from 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 CSMI 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 Veronafiore 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 pursuant to GDPR101/2018. 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 integrated with GDPR 101/2018.

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 2.600.000.00;

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 26.000,00

- Electronic, audio-visual, photographic and office equipment euro 800,00

- Theft or burglary euro 5.200,00

Overdraft: 10% of the damage

shall not be covered

Minimum ITL. euro 300.00

- Fragile items breakage euro 1.600,00

Absolute exemption euro 250.00

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 Telephone 045 8298155 or email lorenzini@veronafiere.it 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".

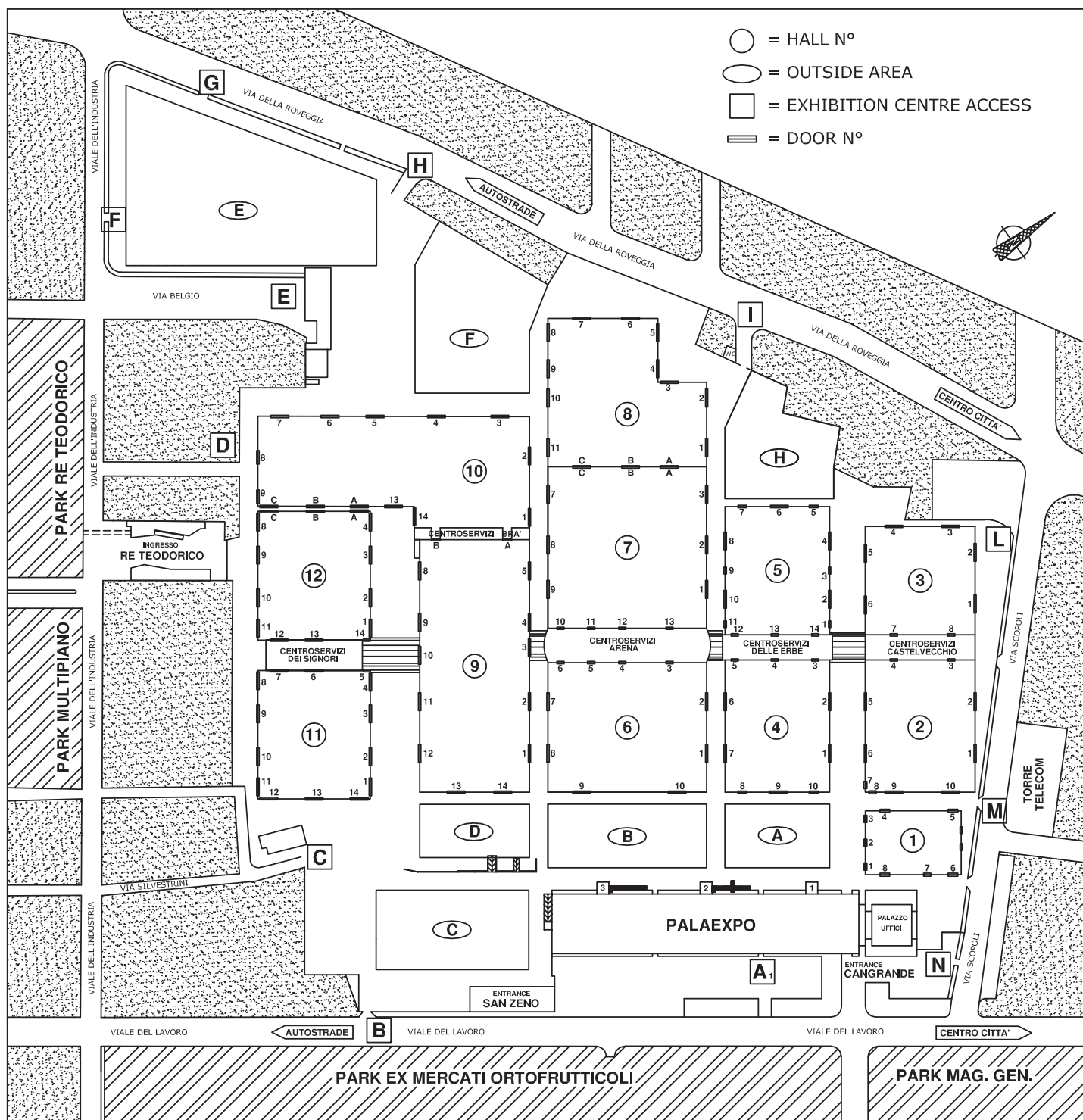
The Exhibitor is liable in civil and criminal law for all injury to persons or damage to property, caused by equipment, fixtures and so on, within then Exhibiting Area, whether caused by forth, then employees or persons appointed by then.

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

HALLS MAIN DOORS SIZE

HALLS MAIN DOORS SIZE	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 (Alt. x Largh.)	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	4,89x5,18*	4,82x5,20*
Main Door 2 (Alt. x Largh.)	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	4,89x5,18*	4,82x5,20*
Main Door 3 (Alt. x Largh.)	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	4,89x5,18*	4,82x5,20*
Main Door 4 (Alt. x Largh.)	7,30x6,90	(2x)2,23x2,35*	5,00x7,27	(3x)2,10x2,20*	5,90x7,90	2,40x3,60*			4,48x7,06	4,50x7,20	4,89x5,18*	4,82x5,20*
Main Door 5 (Alt. x Largh.)	7,30x6,90	5,00x7,27	5,00x7,27	2,10x2,20*	(2x)2,25x1,84*	2,40x3,60*			4,48x7,06	4,50x7,20	4,89x5,18*	
Main Door 6 (Alt. x Largh.)	7,30x6,90	5,00x7,27	5,00x7,27	5,90x7,90	5,90x7,90	2,40x3,60*					3,60x5,20*	
Main Door 7 (Alt. x Largh.)	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			4,85x5,20*	
Main Door 8 (Alt. x Largh.)	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	5,50x7,05	4,89x5,18*	4,82x5,20*
Main Door 9 (Alt. x Largh.)		5,00x7,27		5,90x7,90	(3x)2,25x1,50*	5,00x7,85	5,00x7,85	4,80x5,20	4,48x7,06	4,50x7,20	6,10x7,00	4,82x5,20*
Main Door 10 (Alt. x Largh.)		5,00x7,27		(2x)2,25x1,80*	5,90x7,90	5,00x7,85	2,40x3,60*	4,80x5,20	(4x)2,40x2,40*		4,89x5,18*	6,10x6,97
Main Door 11 (Alt. x Largh.)					(3x)2,25x1,50*		2,40x3,60*	4,80x5,20	4,48x7,06		4,89x5,18*	4,82x5,20*
Main Door 12 (Alt. x Largh.)					2,10x2,20*		2,40x3,60*	4,85x5,20*	4,48x7,06		4,89x5,18*	4,82x5,20*
Main Door 13 (Alt. x Largh.)					(3x)2,10x2,20*		2,40x3,60*	4,85x5,20*	4,48x7,06	5,50x7,05	3,60x5,20*	3,60x5,18*
Main Door 14 (Alt. x Largh.)					2,10x2,20*			4,85x5,20*	4,48x7,06		4,89x5,18*	4,82x5,20*
Main Door A (Alt. x Largh.)							4,85x5,20*	4,80x5,20	4,08x4,80*	4,82x5,20*		4,82x5,20*
Main Door B (Alt. x Largh.)							4,85x5,20*	4,80x5,20	4,08x4,80*	3,60x5,22*		3,60x5,22*
Main Door C (Alt. x Largh.)							4,85x5,20*	4,80x5,20		4,82x5,20*		4,82x5,20*
N° COLUMNS	0	14	14	4	4	12	16	6	26	15	3	3

* = crosswalk



VERONAFIERE S.p.A.

Sede Legale: Viale del Lavoro, 8 - 37135 Verona, Italia
Reg. Imprese di Verona, C. F. e P. IVA 00233750231
Cap. Soc. € 90.912.707,00 i.v.

t. +39 045 829 8111 - f. +39 045 829 8288
info@veronafiere.it - mail@pec.veronafiere.it
veronafiere.it

