

# GENERAL CONDITIONS OF PARTICIPATION 2026

**GENERAL PARTICIPATION CONDITIONS** for Mecspe: Additive Manufacturing, Automazione e Robotica, Controllo e Qualità, Elettronica Italia, Eurostampi - Plastica, Gomma e Compositi, Fabbrica Digitale, Logistica, Macchine e Utensili, Macchine Lavorazione Lamiera, Materiali non Ferrosi e Leghe, Power Drive, Subfornitura Mecanica, Trattamenti e Finiture.

**Note** - The Organizer is Senaf Srl with headquarters in Via Eritrea 21 - 20157 Milan, who organizes the following events at the Bologna Fiere Exhibition Centre: Mecspe, Macchine Utensili, Trattamenti e Finiture, Macchine Lavorazione Lamiera, Automazione e Robotica, Controllo e Qualità, Logistica, Fabbrica Digitale, Power Drive, Elettronica Italia, Subfornitura Mecanica, Eurostampi - Plastica, Gomma e Compositi, Additive Manufacturing, Materiali non Ferrosi e Leghe, which will be held from 4th to 6th March 2026. The Exhibition Centre is Bologna Fiere SpA with headquarters at Via Delta Fiera 20, Bologna. The names, graphic symbols and any other distinctive sign used for the event are registered by the Organizer or the Exhibition Centre who, in any case, regardless of this protection, are the exclusive holders of all relative rights. In particular, publications that bear the title of the exhibit or, in any case, may be unlawfully antagonistic with all official publications are prohibited. Exhibitors undertake not to use or reproduce drawings without the Organizer and/or Exhibition Centre's prior authorization.

## ART. 1 - ADMISSION TO THE EXHIBITION

The following may be admitted as exhibitors:

- A) Italian or foreign companies exhibiting their products or services that fall under the product sectors included in the Exhibition.
- B) Category associations, Public Authorities and Organizations involved in the promotion, study, information and publication in the sector related to the Exhibition;
- C) The dealers, agents or general representatives, if the manufacturers do not take part in the Exhibition or only if they document in writing that they are authorized to present the manufacturer's products and services at the exhibition in question.

The general representatives must attach a copy of the mandates to the "Participation Application". The Organizer reserves the right to ask the authorized representatives and agents for documents proving their position towards the manufacturer and to proceed directly to all the necessary investigations. Representatives, dealers, or agents of national or foreign companies participating in the events, without being authorized by their representative companies, are directly committed to the Organizer, who reserves the right to make an unquestionable decision on the acceptance of the request to participate or stay at the exhibition. The Organizer reserves the right to admit to the Exhibition Companies, Bodies, and Organizations not mentioned in the previous paragraphs as well as to exclude certain services, products or samples from the exhibition, and to prohibit the presentation of the same products, samples, or services at more than one booth of the same product sector. Once the participation application (which is a contractual proposal) has been received, the Organizer can decide to accept or reject the same, assessing every useful and relevant circumstance in order to achieve the success of the event and the progressive qualification of the participating exhibitors and, at the same time, ensuring equal access opportunities to all interested parties; in particular, the decision regarding the acceptance or refusal of the application will be made with regard to the following circumstances: habitual participation, existence of any preemption rights, temporal priority of the requests, importance and prestige of the exhibitor, any other fact that may have objective importance for the decision made (such as, for example, violation of exhibition regulations during previous participations, previous or current insolvencies, even if remedied, conduct that, during previous participations, generated problems such as to make it advisable not to accept the application, etc.). Taking into account the foregoing, upon written and duly motivated request, the refused exhibitor who received notice of non-acceptance of the application may, within and no later than seven days from the communication, ask the Organizer the reasons for the exclusion and the Organizer, in the sixty days following the end of the event, must provide the reasons that led to the rejection of the application. In the event of exclusion, the refused exhibitor will have only the right to reimbursement of any sum paid without the calculation of interest. Italian or foreign companies that have had or have ongoing legal disputes with BolognaFiere or the Organizer and its subsidiaries or are insolvent towards the latter cannot be admitted as Exhibitors.

**ART. 2 - PARTICIPATING IN THE EXHIBITION** - The presentation of the application form - which must be received by **28/11/2025** - drawn up on the appropriate form, constitutes an irrevocable proposal for the applicant and will entail acceptance of these "General Conditions" (as well as "Exhibition Technical File - regulations for participation in the exhibition", the "Exhibition Technical Regulations" and any other regulations concerning the organization and operation of the Exhibition and Exhibition Center). By signing the Application Form, the Exhibitor firmly proposes, except as provided by Article 7 below, participation in the Exhibition under the conditions contained in these "General Participation Conditions", at the same time undertaking to comply with all the additional conditions included in the "Technical File" and in the "Exhibition Technical Regulations" including: dates and times, equipment, general provisions, service booking forms and any other modification, integration or derogation that Organizer adopts. The Participation Application, representing a contractual proposal, never binds the Organizer and/or Exhibition, which have the right to integrate, modify and cancel the previous provisions and to derogate from them, communicating them in the ways deemed most suitable. Any legislative or regulatory provision that should modify the legislation dealt with by these general provisions will be automatically and immediately applicable even if the general provisions have not been modified or varied on these points. The latter provisions may be brought to the attention of the Exhibitors by any means and will prevail over the general conditions previously adopted. The applicant is required to provide any other documentation that may be requested to decide on the acceptance of the application and to ascertain - at any time - compliance with the conditions for participation in the Exhibition. In the event of joint participation or collective participation, the applicant will not be able to accept exhibitors of whom the Organization has notified him of non-compliance with prescriptions or obligations, also for other exhibitions, and failing that he will be firmly bound towards the Organizer to fulfil the directions and obligations mentioned above. **The participation rates are: registration fee € 600,00 on one open side with a 8% increase for each addition open side.** The rates are to be considered valid as long as the average rate of increase in the cost of living does not exceed 10%. Should this occur, the Organizer reserves the right to make the consequent changes while retaining the right to consider the application submitted as valid and binding. The participation fee and the amount of the registration fee, in addition to what is foreseen, also include the services expressly indicated in the General Conditions of Participation as well as the complementary events prepared by the Organizer concerning conventions and conferences and celebratory and social events provided for in the program of the exhibition available at the Secretariat, including the hospitality of delegations of professional operators and state, Italian and foreign authorities, speakers and lecturers. Exhibitors are required to strictly comply with the entire regulatory system in force concerning the protection of health and safety of workers and compliance with the rules on tax contributions and social security, throughout the entire exhibition, namely: booth set-up, event management, dismantling of the booth and any other related activity. Furthermore, the exhibitor agrees to observe and enforce the observance, by all the contractors operating on their behalf, during the assembly and dismantling of the booth and in relation to any other inherent or related activity, of the Exhibition Technical Regulations and the Fairground Regulations (with particular reference to the Safety File) and among other things, implement precautionary rules on safety, with the exclusion of compliance with specific safety rules concerning the activities outsourced by Exhibitor to the contractors (assembly and dismantling activities of the booth and related activities). Failure to comply with the above regulations may result in the immediate deactivation of the utilities supplied to the booth. Exhibitors are required to appoint one or more managers of the assigned booth, who will also comply with the regulations concerning the prevention of occupational accidents, for the entire stay in the fairground; this appointment must be notified according to the forms and the times set forth in the Regulations...

**ART. 3 - FEES, PAYMENTS, TERMINATION CLAUSE** - The participation fees, non-negotiable additional services, and the registration fee are indicated in the Application Form.

The participation fee includes the following services:

- All-Risks Insurance and Third-Party Liability Insurance (mandatory);
- inclusion of the company in the printed catalogue of the event and in the official online catalogue;
- one copy of the printed catalogue;
- 200 digital invitations worth € 35.00 each;
- provision of promotional materials (invitations, exhibitor badges, and one car parking pass) produced to promote the event.

The fee, calculated either per square meter or as a fixed rate, includes the cost of renting the exhibition space, including the services expressly indicated in the Regulations, as well as complementary events organized by the Organizer such as conferences, meetings, and celebratory and social events included in the exhibition program,

including hospitality for delegations of professional operators, state authorities (Italian and foreign), speakers, and lecturers.

In order to facilitate participation in the Exhibition, the following "non-negotiable technical services" have been bundled:

- connection and testing of the electrical system, with a maximum power supply of up to 5 kW,
- 1 Wi-Fi internet connection (up to 5 devices),
- provision of a fire extinguisher in compliance with legal requirements,
- municipal advertising charges for signs and exhibitor business name,
- regular cleaning of the stand (sweeping of floors/vacuuming of carpet, dusting of unobstructed work surfaces, and emptying of waste bins left at the edge of the stand).

**When submitting the duly completed and signed application form, the company must pay a deposit equal to 30% of the total order value, plus VAT if applicable; otherwise, the application will not be considered valid.** If the exhibitor requests invoicing to another party based on a documented power of attorney with representation, the exhibitor will still be jointly liable for all obligations under this application.

If the application is accepted, the Organizer will send formal confirmation of participation along with an invoice equal to the amount of the deposit. Subsequently, the Organizer will assign the exhibition stand and issue the final invoice for the remaining balance based on the assigned exhibition space. This balance must be paid by the deadline indicated in the invoice.

Exhibitors or any contractors appointed by them will not be permitted to enter the premises for setup unless the exhibition fee has been paid in full.

Failure to comply with the above may result in the Organizer terminating the participation contract without the need for formal notice or judicial intervention, by simply notifying the exhibitor. In such cases, the Organizer, in addition to being released from any obligation and free to reassign the exhibition space to other applicants, will have the right to retain any sums already received and to demand full payment of the contractual fees as a penalty, without prejudice to its right to claim any additional damages.

If the application is not accepted, the deposit will be refunded, and the applicant hereby waives any right to compensation for damages or interest.

## ART. 4 - ASSIGNING BOOTH - DETAILED RULES ON APPLYING THE PARTICIPATION FEE

**The Organizer will assign the booths following the chronological order in which the application form together with the payment of the down payment was received**, on the basis of the data indicated in the application form, data which in relation to the size, position and location of the intended booth are to be considered purely indicative and do not bind the Organizer in any way, nor can they in any way affect the application form. Without any liability on the Organizer, the assignment of the booth is subject to changes that are necessary for technical or organizational needs. If, for technical and organizational purposes, an exhibitor is given a privileged booth (open sides) although not requested, the surcharge on open sides must be paid. The assignment of the booths is under the exclusive and autonomous competence of the Organizer. Any special indications or requests put forward by the Exhibitor are provided purely as guidelines, they are neither binding nor limiting to the application form and therefore, are considered as non-existent. Furthermore, the Organizer will have the right to move, reduce the booth already assigned, or to transfer it to another exhibition area, and the participant will have no right to any kind of indemnity or compensation. The Organizer will, however, be required to inform the Exhibitor before the start of the Exhibition. If the provisions referred to in this regulation are not complied with and the obligations under this contract are not fulfilled – also including the case of non-payment – the Organizer may apply the following provisions to the Exhibitor in question, while taking into account the seriousness of the fact: - not activate the accessory services including all the necessary utilities for the regular functioning of the assigned exhibition space;

- refuse to deliver the car park pass, exhibitor passes, provided visitor tickets, the catalogue and any other material related to participation in the Exhibition;

- immediately order the removal of non-authorized products, with direct and immediate power of intervention if the Exhibitor does not comply immediately, without prejudice to further measures;

- exclude the Exhibitor from future editions of the Event.

Under no circumstances will the Exhibitor be entitled to reimbursement or any kind of indemnity and will remain obliged to pay the Organizer the full participation fees; Furthermore, the Organizer will also have the right to claim compensation for damage and expenses incurred for the publication of the material supplied to the Exhibitor, possibly not delivered due to the removal of the exhibited products and/or the closure of the booth and/or any preparation of the space for use, including assignment to a different Exhibitor. By virtue of the above mentioned breaches, the Organizer may request full compensation for losses, including both emergency damage and loss of profit.

**ART. 5 - RIGHT OF WITHDRAWAL AND ABANDONMENT** - The participant who, through proven legitimate impossibility is unable to participate in the Exhibition, may withdraw from the contract, by providing evidence of the reasons and notifying the Organizer by registered letter by e-mail to the address [info@mecspe.com](mailto:info@mecspe.com) by **28/11/2025**, without prejudice to the Organizer's right to retain the damage deposit nor to any further right to compensation for further losses. If, on the other hand, this communication is submitted later than the above mentioned deadline, the participant – without prejudice to the Organizer's partial retention of the deposit as mentioned above – will also be required to pay the entire participation fee, without prejudice to the Organizer's right to any compensation for further direct and indirect losses. The Organizer may still use the booth, assigning it to other Exhibitors. The Organizer will evaluate the causes that prevent the company from participating. If the notice of termination should not be given and the Exhibitor does not prepare the booth, they will be considered as being in breach to all effects and – without prejudice to the Organizer's partial retention of the deposit as mentioned above – will not only have to settle the balance of the participation fee, but will also reimburse the direct and indirect loss suffered by the Organizer. Notwithstanding the above, in this case, the Organizer may still use the booth, assigning it to other Exhibitors. The Organizer may terminate the participation contract at its own discretion up to two weeks before the opening date of the Exhibition and – for reasons related to the organization of the Event and its regular performance – up to the opening day. In this case, the Organizer will not be obliged to provide indemnity or any kind of compensation, but will return the deposit and any sums already paid, without prejudice to any additional claim to as well as the accrual of any kind of interest.

**ART. 6 - DELIVERING THE BOOTH** - The booths will be made available to the Exhibitors within the term indicated in the "Exhibition Technical Regulations and File of Various Forms".

They must be completely set up by the day before the opening of the Event, otherwise the contract may be terminated due to participant non-fulfilment, in accordance with the procedures and consequences referred to in Art. 5. During set-up and unset-up, the Bologna Exhibition Centre can only be accessed after the accreditation in the Befair section of the reserved area to which each exhibitor will be able to access through a password that will be sent to him.

From the PASS page of the Befair portal, the Exhibitor will be able to authorise the entry to the Exhibition Centre of any companies entrusted to it (fitters, suppliers, couriers, etc.) by assigning them a file. The representative will receive an automatic email from the system with the credentials to access the Pass portal. Please note that in Pass, both the Exhibitor (with his own account) and the Sales Representative (with his own account) will be able to enter the names of their staff and the plates of their vehicles and proceed to print the passes necessary for access to the Exhibition Centre on the days of set-up and unset-up.

If the Exhibitors/ Representatives do not view the documentation published therein, including the D.U.V.R.I., they will not be able to print the entrance passes to the Exhibition Centre.

The Exhibitor is responsible for the possession of the technical and professional requirements of the companies that will access the fairground on their behalf. The Organizer will be able to define access criteria to the Exhibition Centre during the fitting works, pursuant also to occupational safety regulations, and can limit access to equipment and/or establish charges if the equipment remains outside of the spaces and/or times defined by the Organizer. In particular, if the vehicles and equipment in general remain in the Exhibition Centre for more than two hours, the amount of € 500.00 plus VAT may be charged to the Exhibitor, through the password accredited to the vehicle.

Date \_\_\_\_\_ Stamp and Signature 

**ART. 7 - SET-UPS** - The set-ups must be contained within the booth surface, as better indicated in the "Exhibition Technical Regulations and Various Forms" and their height must not exceed the height allowed by the Regulation. Regardless of their surface area, the booth set-ups are classified into Standard and Non-Standard according to characteristics detailed in the "Technical Regulation and Various Forms" and on Form 0, which is fully recalled and accepted by the Exhibitor.

For the realization of any set-up, it is mandatory to transmit to BolognaFiere the "Form 0", downloadable from the reserved area Exhibitors on the page HYPERLINK "<http://www.befair.eu>"

For non-standard set-ups, the Exhibitor is obliged to transmit to the Organizer and to Bologna Fiere for approval the layout project stamped and signed by a qualified technician in addition to the documents provided by "Technical Regulations of the Event and from Form 0". All the above documents must be sent within and no later than the deadline set in the "Technical Regulations of the Event", otherwise the Exhibitor will be charged the amount of € 500.00 plus VAT in addition to any costs indicated on "Form 0".

In case the Exhibitor does not have a project for outstanding signed by an authorized technician, it is possible to request a prior verification at Bologna Fiere using the appropriate technical form available at HYPERLINK "<http://www.befair.eu>" [www.befair.eu](http://www.befair.eu)". For non-standard structures, if the corresponding project is not sent to Bologna Fiere stamped and signed by a qualified technician, verification and validation will be carried out automatically, with a charge to the Exhibitor up to a maximum equal to double the rate for the service indicated in the aforementioned technical forms. It should also be noted that for non-standard set-ups the acceptance carried out exclusively by Bologna Fiere with charge to the Exhibitor of the tariff indicated in the above-mentioned technical forms is mandatory. The exhibitor is obliged to keep in the parking lot, in a clearly visible and accessible position, fire extinguishers in adequate quantity and quality, as provided by Bologna Fiere. The equipment and related installations must be constructed in accordance with the latest technical standards, respecting accident prevention and fire safety regulations.

The Exhibitor undertakes to comply with the regulations relating to public entertainment venues and to comply with all the requirements and formalities provided for in the "Technical Regulation of Events and Various Forms". Bologna Fiere may request the intervention of the Supervisory Commission for public entertainment venues.

Failure to comply with the detailed provisions of the "Technical Regulations of Manifestation and Various Forms" will give Bologna Fiere the opportunity to close the exhibition space and/or take the most appropriate measures to ensure safety conditions, without prejudice to any civil and criminal liability of the Exhibitor. Bologna Fiere reserves the right to modify or renew installations and facilities not covered by the above-mentioned provisions. Any responsibility for the statics of the set-ups, the execution and operation of the facilities and any damage that may be suffered by people or things belonging to Bologna Fiere or third parties, is borne exclusively by the Exhibitor. Failure to comply with these rules and those in the matter referred to by the Technical Regulation entitles Bologna Fiere to take corrective measures against the company, for example, with an irregular fire position, which may result, in the case of measures supplementing the overall safety conditions, the corresponding costs, which are assessed in advance at least € 300,00/module or the order for partial or total demobilization of the stand and the declaration of non-operability of the stand itself. Failure to comply with safety rules may result in a complaint to the judicial authority.

**ART. 8 - RETURNING THE BOOTHS** - At the end of the event and not before, the Exhibitors must remove the products and materials installed by them and, after obtaining the exit coupon from the Organizer, they must remove them from the Exhibition Centre. In particular, it is recommended to remove all valuable, fragile and easily-removable objects from the booths. The booths must be cleared completely by the date indicated in the "Exhibition Technical Regulations and Various Forms". Should the Exhibitor leave the booth unattended before the closing time on the last day of the event, the Organizer can apply a fine of up to a maximum of Euro 700.00 + VAT. The exhibitor must return the booth in the same condition it was handed over. During all phases of the event it is forbidden to leave waste and residual materials in the exhibition area and in the Exhibition Centre. The waste and residual materials related to the fitting works must be disposed of by the Exhibitor and/or their representatives and the corridors of the pavilions must be kept free from any type of waste or bulk material. As required by the law on environmental protection, Exhibitors must declare how they intend to treat the set-up residues by filling in the event forms. If the dismantling and/or idle times are not complied with by the exhibitor when cleaning the area, the Exhibitor expresses their irrevocable consent to automatically consider everything left in the booth as waste material to be delivered to a public landfill and the Exhibitor will be required to reimburse all direct and indirect expenses incurred for the removal, currently set at a minimum of Euro 700.00/smq and without prejudice to any compensation for further losses. Although the exit coupon cannot be issued for Exhibitors who have not settled the balance of any direct or indirect debt payable to the Organizer, it does not constitute a receipt of payment of the amounts due for participating in the Exhibition. BolognaFiere and the Organizer do not assume any liability for goods, materials or anything else left unattended by exhibitors in the Exhibition Centre.

**ART. 9 - ACCESS TO THE FAIRGROUND** - The Exhibition is open only to traders who have the required entry document, every day according to the timetable that the Organizer reserves to establish and possibly change even during the Exhibition. To offer Exhibitors and their personnel free access to the Exhibition, the Organizer will issue special passes as stated in the "Exhibition Technical Regulations and Various Forms", the use of which implies acceptance of these regulations. In any case, the Exhibitor is held fully liable for the conduct of those they provide entry passes to, as well as for the conduct of their employees, assistants and collaborators while performing their tasks. Exhibitors can access the Fair pavilions one hour before they open to the public and must exit the pavilions when they close. On request, the Organizer can authorize a time extension. Inside the Exhibition Centre it is strictly forbidden for anyone to promote offers or offerings for recognized institutions, alms, political, religious or partisan propaganda and in any case, carry out activities that are not related to the Exhibition.

It is understood that access procedures, technical provisions, stand assembly and disassembly activities and the running of the Exhibition in general may be subject to changes and/or revisions as a result of any regulatory provisions that may come into force.

**ART. 10 - SURVEILLANCE AGAINST THEFT - LIABILITY FOR THEFT AND DAMAGE - BOLOGNAFIERE LIABILITY EXEMPTION - INDEMNITY CLAUSE** - During the opening hours of the pavilions, the Exhibitor will have to supervise their own booth directly or have it supervised by their own personnel. The Exhibitor must have the exhibition booth supervised by their personnel for the entire opening period of the event. The Exhibitor is the sole custodian for the entire duration of the event (including the set-up/dismantling period) of all the materials, goods and furnishings present in the exhibition booth. As the custodian of the exhibition booth, the Exhibitor must fully indemnify BolognaFiere and the Organizer, including any loss, damage, liability, cost or expense and legal fees deriving from the use of the booth and the assigned exhibition space. Although BolognaFiere provides general day and night surveillance inside the Exhibition Centre throughout the entire duration of the Exhibition and the days scheduled for set-up and removal of the booths, it is relieved – together with the Organizer – of any liability, concerning theft and/or damage that may occur to the detriment of the Exhibitor. The Exhibitor will also be liable toward BolognaFiere and the Organizer for all direct and indirect damage that may be attributable to them or their representatives for any reason (including damage caused by set-ups or installations carried out by them or by third parties appointed by them, even if approved by BolognaFiere).

**ART. 11 - INSURANCE, EXEMPTIONS, ASSUMPTION AND LIMITATION OF LIABILITY** - The Exhibitor will benefit from the following insurance policies stipulated by BolognaFiere:

a) All Risks Warranty (including fire and theft) for material damage and directly related to furniture, set-up, equipment and goods in the booth, excluding money, valuables, jewellery and the like and excluding software installed on computers and excluding damage caused by the non-use of furniture, set-up, equipment and goods during the Exhibition – insured for Euro 40,000.00 for the absolute first risk (including fire and theft), with absolute deductible of Euro 300.00 for each damage increased to Euro 600.00 for damage occurring after the event is closed; b) Third Party Liability Guarantee, including fire damage: single limit of liability Euro 50,000,000.00; c) Civil Liability Guarantee towards the exhibitor's workers: with a maximum per incident of Euro 3,000,000.00 per claim with a limit of Euro 2,000,000.00 per person; d) Waiver by the Insurer for any compensation towards all Exhibitors, BolognaFiere and the Organizer. The above insurance coverage is governed by the conditions and limitations that the Exhibitor may request from the Organizing Secretariat of the event, and which will be set forth in the form contained in the Various Exhibition Forms File. This coverage does not exclude the Exhibitor's liability for all risks which, according to the independent assessment of the Exhibitor, were not guaranteed or that exceed the coverage limits indicated above. The Exhibitor must provide the appropriate supplementary coverage. In particular, due to the use of a video surveillance system, the Exhibitor acknowledges that, in the event of theft, the relevant report to the Public Authority must be received by the Insurer within seven days after the end of the event and failure to comply with this may

result in the loss of the right to compensation. The Insurer will also manage claims and settlement procedures at the end of the event. In any case, the Exhibitor must include in the supplementary coverage the Insurer's waiver to the right to compensation towards the Exhibitors, the Organizer and BolognaFiere, and failing to do so, these parties are relieved of any action that should be brought against them. Having acknowledged the above, the Exhibitor (for themselves and for their employees or representatives) nevertheless specifically relieves the Organizer and BolognaFiere from any liability for loss or faults, which may occur for whatever reason in the assigned exhibition space, during the Exhibition or during booth set-up and dismantling, and whatever is present, and shall be liable for any damage caused to third parties when managing the exhibition space or anything placed therein, and not covered in the terms and methods described above or implemented by the Exhibitor. BolognaFiere and the Organizer decline all liability for consequential damage, damage to image, loss of turnover, etc. Also for direct damage, the Exhibitor accepts that the Organizer and BolognaFiere restrict their liability to the limits of the insurance coverage mentioned above. The Exhibitor accepts these limitations of liability.

**ART. 12 - COMPLAINTS** - Any complaints related to the organization and execution of the Event must be immediately submitted in writing to the Organizer and in any case, within seven days from the end of the Event. Complaints received later cannot constitute a dispute with the Organizer.

**ART. 13 - INTELLECTUAL PROPERTY** - Neither the products, the goods on display nor the booths may not be photographed, drawn or reproduced in any way without prior authorization from the respective Exhibitors and the Organizer. The Organizer and BolognaFiere reserve the right to film, reproduce, disclose and authorize filming, reproduction and distribution of general views and internal or external details, which includes allowing or conducting their sale. No use will be made in contexts prohibited by the Law or which may breach decorum and dignity. The installation and use of the images for the above purposes are to be considered completely free of charge. The Exhibitor assumes all responsibility for the ownership of rights on trademarks and other distinctive signs, patents, industrial inventions, industrial models and copyrights regarding the products and/or machinery exhibited. Therefore, the Exhibitor indemnifies the Organizer from any claim and responsibility if the above mentioned rights are violated and in any case, if the competition protection regulations towards other Exhibitors and third parties in general are violated. Any disputes in this regard between Exhibitors or between Exhibitors and third parties must therefore be resolved directly between the parties, exempting the Organizer and BolognaFiere from any claim and/or liability.

**ART. 14 - TEMPORARY IMPORTATION** - The temporary importation of goods of foreign origin for the exhibition, such as samples for the Exhibition, must be – at the Exhibitor's expense – and carried out through the official BolognaFiere carrier, according to the methods set forth in the "Exhibition Technical Regulations and File of Various Forms", with the exemption of all liability for the work carried out by the official carrier also with regard to BolognaFiere and the Organizer.

**ART. 15 - PRESENTATION OF PREFABRICATED STRUCTURES, CRANES, SCAFFOLDING, ETC. AND RULES ON EXHIBITED RUNNING MACHINES** - For prefabricated structures, self-assembled tower cranes and the like, scaffolding, temporary reinforcements and scaffolding in general to be exhibited, besides ensuring the full and thorough application of all safety, legislative, regulatory and good practice standards, as well as those deriving from deriving from experience and caution, the Exhibitor also agrees to strictly observe BolognaFiere's instructions throughout their stay at the Fairgrounds. The machinery must be installed according to its regular use and must comply with the accident prevention regulations and with all other legislative, regulatory and good practice standards. Prefabricated structures, cranes, scaffolding, machinery, etc. cannot be exhibited if they do not conform to the accident prevention regulations and any other legislative, regulatory and good practice standard and must be accompanied by the prescribed administrative documentation of the competent Authorities. Adequate protections must be adopted during the assembly, dismantling and installation phases of the prefabricated structures, cranes, scaffolding and machinery, and throughout their stay at the Exhibition Centre, to guarantee the safety of third parties present in the Fairground and the public. Products that fall within the above mentioned typologies cannot be operated unless an exemption is issued in writing by the Operations Division of BolognaFiere, provided this does not cause danger or disturbance. In any case, it is mandatory for the Exhibitor to equip them with all the necessary devices to prevent accidents, noises exceeding normal tolerability, bad odours, gas and liquid emissions; they cannot be actuated inside the pavilions by running combustion engines and must not involve the use of fuel or gas cylinders. If permission is given, the maximum number of demonstrations cannot exceed four during each day of the event and each demonstration cannot last longer than 15 minutes. BolognaFiere and the Organizer reserve the right to decide, with utmost discretion, on the request for authorization submitted by the Exhibitor, as well as to identify appropriate and limited areas to be allocated to the machinery that the Exhibitor intends to operate. Any product not approved in Italy or not conforming with Italian law must be displayed with the indication of the Countries it is intended for or which it has been approved for and, without prejudice to the safety provisions described above, it can only be operated in specially provided areas. BolognaFiere and the Organizer will consider only the requests for exemption that are presented together with Exhibition application form and accompanied by the corresponding technical and administrative documentation. In any case, BolognaFiere and the Organizer will not be responsible in any way even if they have authorized the operation of the exhibited products and the Exhibitor assumes sole responsibility for any civil and criminal liability for any injuries and/or damage that may derive from third parties as a result of the operation of the products on display and from the non-observance or violation of the regulations and instructions in question. Without prejudice to the right of direct intervention of BolognaFiere and the Organizer to arrange or close the exhibition space and remove any structures, machinery, etc., from the Fairground, which do not confirm to the regulations referred to above or used in violation of the regulations.

**ART. 16 - TECHNICAL SERVICES** - On request of the Exhibitors, and in compliance with the provisions set forth in the "Exhibition Technical Regulations and File of Various Forms", BolognaFiere will provide the Exhibitors with electricity for lighting and also for driving power, as well as water and compressed air services. Furthermore, BolognaFiere reserves the right to activate, outsource or grant exclusive provision of any service that it deems useful for the participants, establishing the methods of operation. In particular: a) the connections and disconnections between the electrical or water systems set up by the Exhibitors, and the junction box and water inlets, respectively, can only be carried out by the companies authorized by BolognaFiere, which will ensure compliance with the "Exhibition Technical Regulations and File of Various Forms"; b) the connections and disconnections of telephone devices can only be carried out by the supplier authorized by BolognaFiere; c) for all the portage, transport, loading and unloading of goods, the Exhibitors must only use the supplier authorized by BolognaFiere; d) access to the pavilions is only allowed for electric vehicles. e) the cleaning of the booths, in addition to what is contained in the various essential services, will be carried out by the Exhibitor's personnel or by engaging the company authorized by BolognaFiere. The Exhibitor acknowledges that the "services" (either managed directly by BolognaFiere, outsourced or granted exclusively) guarantee regular performance within a regular commitment of services by the individual users, and in any case exempts BolognaFiere and the Organizer, as well as contractors and service dealers, from any possible irregularity in the performance of the services.

**ART. 17 - PRINTED CATALOGUES AND ONLINE INFORMATION** - The Organizer reserves the right to draft the Guide Plan and diffuse information (also in brief or abbreviated form) provided in the Application Form, on the Exhibitors and the products and/or services presented by them, as well as on anything else exhibited or presented, using the communication means and techniques it deems most suitable without any liability for any omissions, errors or malfunctions. The reported information will refer to applications received and accepted up to **28/11/2025**. All this does not affect the Organizer's right to change the assignment of the booths. This also applies to the content of other informative forms signed by the Exhibitor or their representative and made available to the Organizer also by means of IT instruments. The Organizer has the right to provide reserved areas for the individual Exhibitor on the website of the exhibition, which the Exhibitor may access with a personal Username and Password to publish online, send or modify information regarding their company. The Exhibitor is solely liable for the contents included in their reserved area and for the correct use of the Username and Password created by users. The Guide Plan of the event is the only official publication of the organizers. Any other advertisements, with the exception of the official ones of the Organizer, are published following the initiative of private individuals, without any form of authorization.

**ART. 18 - PAID ADVERTISING** - While utmost freedom is left for the advertising activity carried out by the Exhibitor within the booth, any form of promotion and advertising outside the assigned exhibition area must only be carried out through the Organizer or its dealers and is subject to payment of the fee and relevant taxes. Any form of advertising that disturbs or constitutes direct confrontation with other Exhibitors or which, in any case, harms the spirit of commercial hospitality of the exhibition is excluded. It is also forbidden to park vehicles bearing trademarks or advertisements in the car parks of the fairground, unless specifically authorized by the Organizer and against payment.

**ART. 19 - CAR PARKS** - For security reasons, only the cars (therefore all different vehicles such as commercial vehicles, trucks, etc. excluded) equipped with a special sticker issued by the Organizer may access the car parks set up for the Exhibitors - subject to availability of parking spots - and parking is allowed only in the appropriate spaces and only during the opening hours of the Fairground. The parking of commercial vehicles and trucks of any kind around the fairgrounds is strictly prohibited, even if only for short periods. Parking of cars outside the permitted spaces and after the closing time of the Fairground is also strictly prohibited. If these provisions are not complied with, BolognaFiere or the Organizer may take action to obtain the forced removal of the vehicle from the parking lot, or the affixing of mechanical means which inhibit its use, at the risk and expense of the Exhibitor to whom the parking sticker has been issued and the vehicle owner, who will remain jointly and severally liable with the Exhibitor for the related costs. Each of the vehicle occupants must have a valid document for the access to the Exhibition Centre. Since the car parks are not guarded, BolognaFiere and the Organizer are exempt from any liability for custody of the vehicle and will not be responsible for damage and theft of any kind.

**ART. 20 - PARTICULAR PROHIBITIONS** - In particular, Exhibitors are prohibited from:

- any cash and carry sale of goods with immediate delivery to the buyer on site, with the exception of publishing products and software;
- the sale and exchange, even partial, of the booth;
- displaying prices, with exception of the sectors in which Organizers may deem it possible;
- displaying inconsistent products with the intended product category of the booth, as indicated in the application form;
- displaying signs, samples or products, however indicative they may be, on behalf of companies that are not listed in the application form and not represented;
- any form of advertising outside their booth and within the Fairgrounds. The distribution of advertising material is only allowed in the assigned display area;
- the use of forklifts and lifting means that belong to the Exhibitors within the Exhibition Centre;
- the use of Remotely Piloted Vehicles (RPV) within the fairgrounds for any purpose. Any exceptions must be requested to the Operations Department of Bologna Fiere, which reserves the right to assess, within the scope of what is provided for by current legislation, the possibility of use according to modalities and procedures to be agreed; any spectacle or entertainment of any kind, nature and characteristics, even if limited within the stand or aimed at presenting products without prior authorization by the Organizer and the Operations Division of BolognaFiere; it is also the exclusive responsibility of the exhibitor to request and acquire any authorizations from the authorities (health authorities, public security, etc.), and the fulfilment of any copyright (authors and publishers) and related rights (producers and artists, for the above initiatives, if and as requested);
- any form of unfair competition between participants in the event. To this end, the Exhibitor agrees to accept, for exhibition purposes and to make sure the event proceeds smoothly, all the initiatives that the Organizer and BolognaFiere may implement to guarantee the immediate termination of any possible unfair competition or to protect other exhibitors, the Organizer and BolognaFiere;
- any disputes between the Exhibitors due to unfair competition must be settled directly between the Exhibitors themselves, while completely indemnifying the Organizer and BolognaFiere;
- the circulation of anyone within the Fairground with mechanical vehicles, such as roller skates, scooters, bicycles or mopeds, with the exception of the Organizer or BolognaFiere's service personnel;
- it is forbidden to access the Fairground with cameras, video cameras, video recorders and any other type of recording device without the Organizer's prior authorization, who may prohibit entry to the Fairground or the individual pavilions with bags, luggage or other containers, requiring them to be stored in the cloakroom. Violators may be asked to leave the Fairground by service personnel.
- Entry to minors under the age of 16 is prohibited.

The technical prohibitions imposed for reasons of safety, hygiene and pollution in general, for persons and goods, as well as to prevent the tampering with movable and immovable property of the Exhibition Centre and the related requirements contained in "Exhibition Technical Regulations of the File of Various Forms", are considered part of these general terms of contract and the Exhibitor undertakes to strictly observe them. Any requests may be issued, exclusively in writing, by the Organizer or the Operations Division of Bologna Fiere. The failure to fulfil one of the obligations specifically indicated in this article determines the legal termination of the participation contract, according to art. 1456 c.c., after a declaration - via raccomandata a.r. or via PEC - to make use of the resolving effect by the Organizer or Bologna Fiere. The Organizer or Bologna Fiere may apply the measures provided for in the "Exhibition Technical Regulations and File of Various Forms" and/or to terminate the contract of participation in the exhibition without the need for a ruling by the Judge but simply through any written communication to the Exhibitor at his booth. This will result in the immediate closure of the booth and the withdrawal of access documents to the Exhibition Centre, without prejudice to the fees due from the Exhibitor.

**ART. 21 - CONFERENCES, CONTESTS, BUSINESS MEETINGS** - Conferences, contests, business meetings and events can be organized during the Exhibit. The Organizer cannot be held in any way liable if one or more of the scheduled business meetings are not held, or if the negotiations between the buyer and exhibitor are not successful; any relationship between the latter must be solely managed between the buyer and the exhibitor while fully relieving the Organizer from any liability.

**ART. 22 - POSTPONEMENT, REDUCTION OR SUSPENSION OF THE EVENT** - The Organizer has the discretionary and unquestionable right to make changes to the dates of the exhibition, which is no justification for the Exhibitor to withdraw or in any case terminate the contract and be relieved from the agreed commitments. Furthermore, the Organizer may downsize the exhibition, by cancelling it all or just parts of it, without being required to pay compensation or damages of any kind. In such cases, the Organizer must report the changes made in writing, by registered letter or via PEC (certified e-mail) or other suitable means, to be sent at least 20 days before the scheduled starting date of the event.

**ART. 23 - FORCE MAJEURE** - is the occurrence of an event or circumstance ("Force Majeure Event") that prevents one or more contractual obligations from being performed, if and to the extent that it is proven: a) that the impediment is out of reasonable control; and b) that it could not reasonably have been foreseen at the time of the conclusion of the contract; and c) that the effects of the impediment could not reasonably have been avoided or overcome. The conditions referred to in letters (a) and (b) are considered to have been fulfilled, unless proven otherwise, in the presence of the following events: war (whether declared or not), invasions, acts of foreign enemies, extensive military mobilisation on national or international territory; civil wars, riots, rebellions and/or revolutions, uprisings, acts of terrorism, sabotage or piracy, embargoes; need to comply with any governmental law or order, expropriation, requisition, nationalisation; plague, epidemics, natural calamities or extreme natural events in general; explosions, fires, destruction of equipment, prolonged disruption of transport, telecommunications, information system or energy; boycotts, strikes and lockouts, occupation of the premises. Should any Force Majeure Event occur, the Organizer will be exempted from the obligation to fulfil its contractual obligations and from any liability for damages or any remedy for breach of contract, starting from the moment in which the impediment prevents the fulfilment, provided that notice is given to the other party without delay. In the absence of timely communication, the exemption will take effect from when the communication reaches the other party. The other party may suspend the fulfilment of its obligations from the date of the communication. Suppose the Fair must be postponed due to a Force Majeure Event. In that case, the Organizer will retain the sums already received (i.e. the registration fee and any other deposits), which can be used by the Exhibitor - without any guarantee on the variation of rates - to participate in the Event on the new dates, in partial derogation from the dispositive discipline dictated by arts. 1256, 1463, 1464 and 2033 of the Italian Civil Code. Should, due to a Force Majeure Event, it be necessary to cancel the Event, the Organizer reserves the right to withhold the registration fee paid by the exhibitors by way of reimbursement of organizational

expenses incurred, without them being able to claim any compensation from the Organizer for any reason, in partial derogation from the dispositive discipline dictated by arts. 1256, 1463, 1464 and 2033 of the Italian Civil Code. Should any Force Majeure Event occur, the Exhibitor will be exempt from the obligation to fulfil its contractual obligations and from any liability for damages or any remedy for breach of contract, starting from the time when the impediment prevents the compliance, provided that duly documented notice is given to the Organizer without delay. In the absence of timely communication, the exemption will take effect from the time when the communication reaches the other party who may suspend the fulfilment of its obligations from the date of the communication. Suppose the Exhibitor is unable to attend the Event due to a Force Majeure Event. In that case, the Organizer will retain the sums already received (i.e. the registration fee and any other deposits), which may be used by the Exhibitor - without any guarantee on the variation of rates - to participate in subsequent editions of the Event. For the sake of clarity, it is specified that, in the Event of a Force Majeure Event, the terms for communication provided for by Article 22 of the General Conditions of Participation will not be applied.

**ART. 24 - GENERAL PROVISIONS - ELECTION OF DOMICILE - APPLICABLE LEGAL REGULATIONS - ITALIAN JURISDICTION AND TERRITORIALLY COMPETENT COURT** - The Exhibitor must comply with the requirements that the Authorities of Public Safety and those in charge of fire prevention, accident prevention and the supervision of premises open to the public should issue towards BolognaFiere. The Exhibitor, and third parties who work in the Exhibition Centre on their behalf, must use personnel with a subordinate or self-employed employment relationship who meet the requirements of the laws in force (in social security, insurance, tax matters, etc.). For all legal purposes, the Exhibitor has domicile at the Organizer's headquarters and accepts, on an exclusive basis, the Italian jurisdiction and the jurisdiction of the Court of Bologna. The relationship between the Organizer, Exhibitor and any third parties is governed exclusively by Italian law.

**ART. 25 - RELATIONSHIP WITH BOLOGNAFIERE S.p.A** - The Exhibitor acknowledges that the exhibition will be held in the Fairgrounds of BolognaFiere and agrees to comply and see that their employees and collaborators also comply with the regulations set forth by BolognaFiere. Every right of the Exhibitor will be exclusively borne by the Organizer, whereas every obligation of conduct adopted by the Exhibitor will also be extended to BolognaFiere and will therefore be authorized to intervene directly, in the case of non-compliance with these obligations, any of its provisions and legal regulations, acting also with their own service personnel in the exhibition Centre.

**ART. 26 - PROCESSING OF PERSONAL DATA** - Information on the processing of personal data ex. art. 13 and 14 of the European General Data Protection Regulation n. 2016/679 - GDPR. The company Senaf Srl, with registered office in Milan, via Eritrea 21, will process, as data controller, the personal data of employees, collaborators, representatives or contacts in any capacity of the Exhibitor (collectively the "Interested Parties"). The personal data of the interested parties will be collected at the time of registration for one of the events referred to in this contract or during the Exhibitor's participation in the same event. Personal data may be processed in order to execute this contract and allow the Exhibitor to participate in the event, used for statistical purposes and information and commercial actions. Moreover, with the specific consent of the interested parties, their personal details, photos and images taken during the event, may be published and/or included in the website of the fair owned by Senaf S.r.l. or in brochures/information leaflets. The legal bases of the processing operations described above are: the need to perform a contract (art. 6, par. 1, lett. b) GDPR), the statistical purpose (art. 89 GDPR) and the consent regarding the publication of photos and images on the website or brochures / leaflets of Senaf S.r.l. (art. 6, par. 1, lett. a) GDPR). With regard to the use of personal data for commercial and informative purposes, the relevant legal basis is represented by the legitimate interest of the data processor or third parties (stand builders or trade fairs) in the promotion of their initiatives, services and activities similar to the event in which the Exhibitor participates in the case of data processed for informative and commercial purposes (art. 6, par. 1, lett. f) GDPR e art. 130, comma 4 D.Lgs. 196/2003). The data storage period is defined based on legal and regulatory obligations. The images of the interested parties will instead be published on the website of the fair owned by Senaf S.r.l. until the end of 1 (one) year after the end of the annual fair or 2 (two) years after the end of the 2-year fair. The data processed for informative and commercial purposes will instead be kept until the end of 24 (twenty-four) months from its provision. The provision of the data necessary for registration is compulsory insofar as it is required by legal and contractual obligations, and any refusal to provide such data or its subsequent processing may compromise the Exhibitor's participation in the event. The consent to the publication of images is optional and, in the absence, you can still participate in the event. In addition, the interested party undertakes to communicate any changes in such data. The personal data of the Interested Parties, provided by the Exhibitor or by the Interested Parties themselves, will be communicated to third parties, to Bologna Fiere, and to all those subjects whose services are related and necessary to the performance of the event in which the Exhibitor is taking part. Senaf S.r.l. may also share the personal data of the data subjects with subjects acting as data processors. The updated list of the persons in charge is available at Senaf S.r.l. In the event that the personal data of the Data Subjects should be transferred to a country located outside the European Economic Area ("EEA"), the transfer will take place in accordance with the provisions of Articles 44-50 GDPR, with the application of appropriate safeguards to protect the rights of the Data Subjects. Personal data will be processed both manually and electronically and will be protected by security measures, both technical and organizational, suitable to cope with the risks associated with the processing. Interested parties may exercise at any time all the rights referred to in Articles 15 to 22 of the GDPR, i.e., they may request access to data, rectification or deletion of the same, as well as oppose the processing or request its limitation, as well as request data portability. The interested parties may exercise their rights by communicating by mail to Senaf S.r.l. via Eritrea 21 - 20157 Milan or by e-mail: privacy@senaf.it. They may also contact the Data Protection Officer ("DPO") of Senaf S.r.l. at the following e-mail address: dpo@ecoconsult.it. In order to protect their rights, Data Subjects may also lodge a complaint with the competent supervisory authority (in Italy, the Garante per la Protezione dei Dati Personal) or apply to a competent judicial authority. For more information on data usage visit the page: <https://www.senaf.it/en/privacy/>

Date \_\_\_\_\_ Stamp and Signature 

In particular, after careful reading, the participant accepts and expressly approves the conditions of the following articles: Article 1-2-3-4-5-6-7-8-9-10-11-12-13-14-15-16-17-18-19-20-21-22-23-24-25-26. Pursuant to and for the purposes of article 1341 and 1342 of the Civil Code, the clauses concerning the following.

"Specific Approval"

Pursuant to and for the purposes of articles 1341 and 1342 of the Italian Civil Code, the following clauses are specifically approved: Art. 3 (rates, payments, termination clause), art. 4 (assignment of stands - methods of application of participation fees), art. 5 (right of withdrawal and abandonment), art. 10 (surveillance against theft - liability for theft and damage - exemption from liability of BolognaFiere - indemnity clause), art. 11 (insurance, exemptions, assumptions and limitations of liability), art. 13 (intellectual property), art. 15 (presentation of prefabricated structures, cranes, scaffolding and regulation of machinery displayed in operation), art. 17 (printed and online information), art. 20 (special prohibitions), art. 22 (postponement, reduction or suspension of the show), art. 23 (force majeure), art. 24 (general provisions - choice of domicile - applicable laws - Italian jurisdiction and territorially competent court).

Date \_\_\_\_\_ Stamp and Signature 

**WARNING! CHECK THAT YOU HAVE SIGNED THE 5 AREAS PROVIDED FOR**

Date \_\_\_\_\_ Stamp and Signature 