EXHIBITION REGULATIONS
MECSPE 2027

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## 1. PRELIMINARY INFORMATION

"BolognaFiere" refers to BolognaFiere S.p.A.
“Organiser” refers to Senaf Srl, con sede in Milano, Via Eritrea 21

## 2. GENERAL PROVISIONS

### 2.A - Date, venue and time of the Exhibition

The Exhibition will take place from the date of 3 March to 5 March 2027 in the Bologna Exhibition Centre and will be open between the hours of 9.00 a.m and 5.30 p.m.
Exhibitors will be able to access the stands between the hours of 8.00 a.m. and 6.00 p.m.

### 2.B - Stand availability - delivery

The stands/areas will be made available to Exhibitors from the date of 26 February - 8.00 a.m. and must be completed by the time of 5.00 p.m. on the date of 2 March. The Exhibitor must ensure that the chosen fitter undertakes to comply with the aforementioned deadline, adding the implementation time scales to the contract.
Pre-assembled stands will be made available to Exhibitors from the time of 8.00 a.m. on the date of 2 March 2027.

### 2.C - Access to the Centre during the stand set-up period

In order to access the Exhibition Centre during the set-up and dismantling phases, the Exhibitor must register on the website http://mecspe.befair.eu following the instructions provided by BolognaFiere.

From the PASS page, the Exhibitor can authorise entry to the Exhibition Centre of any appointed companies (fitters, suppliers, couriers, etc.) by assigning them the relative documentation. The Appointees will receive an automatic email from the system with the credentials to access the pass portal. Please remember that on the pass page, both the Exhibitor (with their own account) and the Appointee (with their own account) can enter the names of their staff and the license plate numbers of their vehicles to print the passes necessary to access the Exhibition Centre during the set-up and dismantling phases.

For more information, see chapter 2 of the Bologna Exhibition Centre Regulations.

**Access to the Exhibition Centre will never be granted to people/vehicles without passes/entrance tickets.**

During the stand set-up period, people and vehicles must enter the Exhibition Centre at the following times:

- dates 26, 27 and 28 February and 1 March between the hours of 8.00 a.m to 7.00 p.m.
  With the possibility for exhibitors an fitters inside the Exhibition Centre to continue working for another hour, i.e. until 8:00 p.m

- Tuesday 2 March from 8.00 a.m. to **5.00 p.m.**

**On the date of 2 March, the day before the opening of the Exhibition, stand set-up work will not be permitted between the hours of 8.00 a.m. and 5.00 p.m., with only sample set-up, graphics or other activities requiring only the use of manual tools allowed during this time.**

## 2.D – Removal of samples and fittings. Return of stands

Access to the Exhibition Centre for the removal of samples and fittings will be as follows:

March 5, 2027: from 6.00 p.m. to 8.00 p.m.
*pavilions close at 6:00 p.m.*
- *Sample removal from 7:00 p.m.*
- *Entrance from external parking lots for removal starting at 7:00 p.m.*

*(Only for sample removal with hand trucks)*

March 6, 2027, from 8:00 a.m. to 8:00 p.m.;
March 7, 2027, from 8:00 a.m. to 8:00 p.m

with the possibility for the fitters and exhibitors in the Exhibition Centre to continue the work for another hour, i.e., until 9.00 p.m on 5,6,7 March 2027.

On the date of 5 March between the hours of 8.00 a.m. and 6.00 p.m., materials will not be permitted to leave the Exhibition Centre. Between the hours of 7.00 p.m. and 8.00 p.m. on the date of 5 March, only the removal of samples with hand trolleys is allowed.

Early admission must be authorized by the Organizer.
For extended hours on setup days, you can purchase them by writing to vendite@bolognafiere.it.
**However, extended hours are not permitted on the sample day (March 2).**

Vehicle access to the areas and halls will be regulated as per those for the set-up work (see article 2.C).

The stands, wherever located, must be cleared by the time of 9.00 p.m. on the date of 7 March.
In the event of non-compliance with the dismantling times and/or that the Exhibitor fails to clear the area, the Exhibitor gives its irrevocable consent to BolognaFiere to consider anything left on the stand as waste material to be sent to public waste disposal sites, for which the Exhibitor will be required to reimburse all the related direct and indirect costs, with a minimum of €700.00 per 16.00m$^2$, and without prejudice to any reimbursement for further damages.
The Exhibitor assumes sole responsibility for any damage or theft that may occur during the course of the Exhibition, both during and after the set-up phase.

## 2.E - Payment methods

The fee to take part in the Exhibition must be paid in accordance with the deadlines and in the manner provided for in the document of participation.

## 2.F – Insurance - Exemption, Assumption and Limitation of Liability

During the hall opening hours the Exhibitor shall watch over his own stand either directly or by means of his personnel. Although BolognaFiere provides a general day and night security service inside the Exhibition Centre when the Centre is closed to the public and exhibitors for the entire duration of the Exhibition and for the stand furnishing and removal periods, BolognaFiere is released from any and all responsibility for theft and/or damage that may be sustained by the Exhibitor.

The Exhibitor shall also be responsible to BolognaFiere for all damage, be it direct or indirect, which for whatever reason is attributable to him or to the staff working for him (including damage caused by furnishings or by the systems set up either by the Exhibitor or by third parties tasked to do so by him, even if they have been inspected by BolognaFiere).

Compensation for theft or damages suffered by the Exhibitor, even outside the hall opening hours (including all days set aside for building and taking down stands), will be provided solely by way of the insurance

coverage and within the limits/conditions established therein.

The Exhibitor shall benefit from the following insurance policies taken out by BolognaFiere agreed with the Trade Fair Organizer:

a) All Risks cover (including fire and theft) for direct physical damage to furniture, fittings, equipment and goods on the stand, excluding cash, valuables, jewellery and the like and excluding the software installed in computers and excluding any cover for loss of use of the furniture, fittings, equipment and goods during the period when the Exhibition is being held cover € 40,000.00 full first loss cover (including fire and theft), with absolute excess of € 300,00 per claim, increased to € 600.00 for damages sustained after the end of the exhibition;

b) *Third party Liability cover, including fire damages: single limit € 50,000,000.00;*

c) *Exhibitor's Employees Liability cover: single limit per claim of € 3,000,000.00 with limit of € 2,000,000.00 per person;*

d) *Exhibitors, Senaf and BolognaFiere waive the right to any claims made against the event's insurer.*

*The above-listed insurance policies are governed by the conditions and limitations which the Exhibitor may request from the Exhibition organizing office, and which will be printed on the form contained in the exhibition's documentation.*

*These insurance policies do not release the Exhibitor form liability in respect of all risks which, according to the independent assessment of the Exhibitor, are not covered or which exceed the limits of cover, as set out above.*

*The Exhibitor shall take out such supplementary cover, as he deems appropriate. In particular, because of the existence of a system of video controlling of halls, in case of thefts, Exhibitors must present a written report draft by the Public Authority, within seven days after the end of the exhibition. In default, there might occur the loss of the allowance.*

*The Insurance Company will also handle claims and settlements at the end of the exhibition, on the terms and conditions as set out in the aforementioned form.*

*In any event the Exhibitor hereby undertakes to include in the supplementary insurance cover a clause in which the insurer waives any action of recourse or redress against the Exhibitors, Senaf and BolognaFiere and in default he shall indemnify and hold it harmless from any action that may be brought against it.*

*Having taken note of the foregoing, the Exhibitor nevertheless (on his own account and for his agents, employees or assistants) expressly relieves Senaf and BolognaFiere from any liability for loss or damage which for whatever reason may occur in the exhibition area assigned to him, and during the installation or dismantling of the area assigned to him, and in respect of anything located therein, and he accepts sole liability for any damage caused to third parties by the management of the exhibition space or by anything introduced therein, and which is not covered in the terms or manner indicated above or by additional insurance cover taken out by the Exhibitor.*

*Senaf and BolognaFiere will accept no liability for consequential damages, damage to image, loss of revenues, etc. As regards direct damages, the Exhibitor accepts that the liability of Senaf and BolognaFiere is limited to the insurance limits as stated above. The Exhibitor accepts these limits of liability*

## 3. STAND SET-UP AND PROHIBITIONS

FORM 0 (Zero)

Form 0 allows you to state the type of set-up required or to request authorisation for a Non-Standard set-up.

Form 0 can be downloaded from the reserved area of the platform **www.befair.eu**

Each exhibitor is required to send Form 0 by 1 February 2027 to the email address tecnico3@bolognafiere.it and to the Organiser to the email address ottomanelli@senaf.it/tecnico@mecspe.com

## 3.A - Type of set-up and approval procedures

The stand set-ups, regardless of their square footage, are classified as:

- PRE-ASSEMBLED
- STANDARD
- NON-STANDARD

The details of these categories are set out in Chapter 3.1 of the Bologna Exhibition Centre Regulations.

For Non-Standard set-ups, static testing is mandatory and will be carried out exclusively by BolognaFiere. For this, the Exhibitor will be charged an amount corresponding to the type of set-up indicated in Form 0, which can be downloaded from the reserved area of the platform www.befair.eu.

The following documents must be sent for approval to the Ufficio tecnico - Direzione Venue di BolognaFiere, to the email address indicated in the exhibition regulations in chapter 3 (tecnico3@bolognafiere.it) and to the Organiser (ottomanelli@senaf.it/tecnico@mecspe.com) by 1 February 2027:

1. Form 0
2. Stand design plan (in the case of a non-standard set-up, the plan must be stamped and signed by a qualified technician)
3. Other documentation required (see Form 0)

It is mandatory to submit, at the end of the setup works and before the start of the exhibition:

1. Statement of correct assembly to the email forms@bolognafiere.it

**If the aforementioned documents are not sent by the established date, or are sent late, the exhibitor will be charged the amounts indicated in Form 0.**

## 3.B - Stand set-up

The build specifications of the stand set-ups are set out in Chapters 3.4 and 3.5 of the Bologna Exhibition Centre Regulations. Specifically for the MECSPE 2027 event

Exhibition stands must be constructed in such a way as to ensure maximum visibility of neighbouring stands. **When erecting continuous boundary walls, the stand may be enclosed with elements (panels or other materials) covering no more than 50 per cent of each exhibition frontage, whilst ensuring visibility of opposite and/or adjacent stands. A perimeter section exceeding 50% may only be enclosed using transparent panels.**
As the areas are not fitted with partition walls, each company is required, at its own expense, to construct stands that include such walls to separate them from neighbouring exhibitors. Stands must have technical and aesthetic characteristics compatible with the overall image of the event and must be fitted with carpet, a platform or other suitable flooring material, as well as furnishings. Furthermore, the stand must bear the name of the participating company.
The rear of walls bordering other stands must be finished and painted in a solid, neutral colour.
Should the stand design also include glass walls in direct contact with the public, these walls must comply with the EU Construction Products Regulation 305/2011, transposed by Legislative Decree No. 16 of 16 June 2017, as well as any subsequent amendments and additions.

**Maximum height**
Maximum standard height 3.50 m
Exhibitors are forbidden to close off more than 50% of the length of the individual free sides or the exhibition

front with walls, furniture or display modules.

Stands may not exceed the standard height of 3,00 m. BUT in order to take into account the thicknesses due to raised paving, lighting fixtures, and lighting fixture supports, including latticework, an additional margin of 0,50 m. will be allowed to the limit of the height defined above, bringing it to a maximum limit of 3,50 m.

**Rigging and suspended loads**

Rigging is possible only in halls 14-15-16-18-19-28-30-37, In pads 29 and 36, the service is only partially available.
The rigging suspension points on the hall structures must be installed only by BolognaFiere, which will also carry out the testing of the same.
Therefore, to set up rigging, a feasibility request must be sent by email to the technical offices of BolognaFiere in the manner indicated in form A and in copy to the Organiser (ottomanelli@senaf.it/tecnico@mecspe.com) by 1 February 2027.

## 3.C – Mandatory forms

Below is the list of BolognaFiere's forms concerning mandatory stand requirements and the relative deadlines.

| FORM | DESCRIPTION | DEADLINE |
|---|---|---|
| FORM A | Rigging points (To request a quote) | 01/02/2027 |
| FORM B1 | Statement of correct installation of the electrical system and set-up (Mandatory only for free areas) | before the start date of the setups |
| FORM B2 | Declaration of conformity of the electrical system (Mandatory only for free areas: if the company performing the electrical installation is not Italian, it is not necessary to fill in this form; fill in Form B5 and purchase verification of the electrical installation from www.befair.eu) | before requesting the electrical connection |
| FORM B3 | Statement of correct assembly (Required only for free areas) | 02/03/2027 |
| FORM B4 | Statement of correct installation of the stand materials (Mandatory only for free areas) | 02/03/2027 |
| FORM B5 | Statement of correct installation of the electrical system, only for companies not registered with the Italian Chamber of Commerce (Mandatory only for free areas: if the company performing the electrical installation is Italian, it is not necessary to fill in this form; fill in Form B2 instead) | before requesting the electrical connection |
| FORM H | Mandatory Import Notice form for non-EU countries (Mandatory only for free areas) | before the start date of the setups |
| FORM M | Information on the prevention of occupational accidents (Mandatory only for free areas) | before the start date of the setups |

| | | |
|---|---|---|
| FORM SR | Waste management declaration (Mandatory for waste management during set-up and dismantling. BolognaFiere will carry out checks at the stand) | before the start date of the setups |
| FORM 0 (Zero) | Set-Up Statement (Mandatory for pre-assembled stands and open areas) | 01/02/2027 |
| Form D (Demonstration) | Vehicle Demonstration and Exhibition Indemnity (Mandatory for those who demonstrate or exhibit combustion, electric or hybrid vehicles) | 02/03/2027 |

**PENALTIES FOR DELAYED OR NON-SUBMISSION**

The deadlines listed above cannot be extended and in the event of late submission or failure to submit the forms, the exhibitor will be charged as indicated in the following table:

| FORM | DELAY < 24 hours | DELAY > 24 hours | NON-DELIVERY |
|---|---|---|---|
| Forms B1 and B3 | **€ 100** | **€ 300** | **€ 500** |
| Form B4 | **€ 100** | **€ 500** | **€ 1000** |
| Form D Demonstration | **€ 100** | **€ 500** | **€ 1000** |
| Form SR | **€ 100** | **€ 300** | **€ 500** |
| Forms B2 and B5 | **The stand will not be connected to the electrical system** | | |

In the event of serious non-compliance, BolognaFiere reserves the right to completely or partially close the stand.
Failure to submit the Demonstration Form D, in addition to the penalty, will result in the immediate suspension of the demonstration or exhibition.

## 3.D – Warnings

BolognaFiere reserves the right to have the fittings and systems that do not comply with the above provisions modified or refitted, having previously checked compliance with the aforementioned requirements. In the event that BolognaFiere finds even just one defect, it may request prompt resolution of the same and the Exhibitor will be required to comply.

Responsibility for the structural resistance and compliance of the set-up materials with the fire regulations currently in force is borne solely by the Exhibitor, who expressly releases BolognaFiere from liability for any damages arising from design and construction defects, including the dimensioning as inferred from the detailed drawings of the areas occupied.

Any work that entails changes in the actual state of BolognaFiere's fixed and movable property (reinforcements, modifications, excavations, holes in fixtures, walls, structures, columns, floors), may only be carried out with the prior written authorisation of BolognaFiere and at the expense and under the responsibility of the participants. The Exhibitor maintains this responsibility for the entire period of the Exhibition and until the stand is returned to BolognaFiere. Before the works begin, the participant shall pay the Organiser the amount necessary to restore the stand to its original state, which will be taken care of by the Organiser.

## 4. GENERAL AND TECHNICAL SERVICES

Subject to availability, BolognaFiere may provide the individual stands with electricity, water, and compressed air, as well as connection to the telephone and data networks.

### 4.A - Exhibitor Assistance Services

Through its Exhibition Administration Office, the Organiser can provide Exhibitors with technical information on the general services offered within the Exhibition Centre.

The services indicated below can be purchased directly through the BolognaFiere e-commerce channel available on the website: www.befair.eu

- video rental
- audio equipment rental
- green furniture rental
- electrical systems
- water systems
- compressed air
- stand cleaning
- catering
- goods handling / porterage
- telephone and wifi

It should be noted that goods transport, loading and unloading and porterage services within the Exhibition Centre are organised exclusively by BolognaFiere's official logistics service provider.
Goods from outside the EU may be displayed as samples provided notification is sent, with a description of the goods, to the email address customs@marconiffm.it

The following services are also available in the Exhibition Centre:
• à la carte restaurants, self-service, bars
• personalised coffee break, cocktail, bar and/or product supply services provided on request directly to the stands
• insurance company

### 4.B - Responsibility for the services

BolognaFiere regulates but does not directly provide the services and, therefore, does not accept any responsibility for their execution.
Any complaints must be sent in writing directly to the email address vendite@bolognafiere.it

## 5. SPECIAL SERVICES

### 5.A - Entry passes for exhibitors and car parking badges

The Exhibitor will be issued entry passes, free of charge, in the quantities indicated below:
**30 passes regardless of the display surface**
**Furthermore, for safety reasons it is strictly forbidden to park vehicles inside the Exhibition Centre during its closing hours.** The Exhibitor will also be issued with **a car parking badge free of charge, regardless of the size of the stand.** Badge holders will be entitled to park in the car parks set up by BolognaFiere until all available parking spaces are used up.
The Exhibitor is responsible for the correct use of these documents and the behaviour of those who use them.

### 5.B - Hotel booking service

The hotel booking service is provided by BolognaFiere's Official Supplier, whom the Exhibitor must contact directly using the relative online form, in which the terms and conditions and prices are indicated.

Likewise, this service is regulated but not organised by BolognaFiere, which therefore declines all responsibility for its delivery.
Any complaints must be made in writing directly to the Official Supplier and must be communicated to BolognaFiere for information purposes only.

### 5.C - Sound transmission, copyright payments

Exhibitors are not normally permitted to use devices for the reproduction of music and sounds. Any exceptions may be authorised in writing. This authorisation may be revoked with immediate effect at any time, by simple written notice.
Any authorisation does not exempt the Exhibitor from using the equipment in such a way so as to not disturb the other Exhibitors and visitors, particularly with regard to noise pollution regulations (maximum limit permitted by Law). Likewise, the Exhibitor is not exempted from the requirement to comply, at its own expense, with the applicable laws on copyright (authors and publishers) and related rights (producers and artists) and must therefore complete the relative formalities with the companies in question. The same applies to the distribution of audio-video or multimedia supports containing intellectual property protected under the law, for which the costs to approve the use of said supports are added, with respect to the above.

### 5.D – Activities in the exhibition stands

Exhibitors must refrain at all times from using the common areas outside their stand for the display of promotional material. BolognaFiere shall be entitled to remove such material from the common areas and/or to charge for the payment of the additional space used. Failure to comply with this rule may result in the Exhibitor's stand being closed.

### 5.E – Online Catalogue

The online catalogue contains the information provided by the Exhibitors.

## 6. OVERSIGHT AND INTERVENTION BY BOLOGNAFIERE

BolognaFiere takes steps to ensure that the regulations and the general conditions for participation are observed, and all those entering the Exhibition Centre are obliged to abide by the provisions and instructions that BolognaFiere Spa issues on entry to and inside the Centre; these may take the form of specific signs, written notices, and loudspeaker announcements and may also be issued by service personnel or by any other means, it being understood that the loudspeaker announcements and the instructions given by the service personnel prevail over any other form of notification.

Exhibitors are reminded that any infringement of the rules or prohibitions may result in the immediate closure of the stand by BolognaFiere officials or agents and the collection of entry passes and car parking badges, all without any right of the Exhibitor to refunds of any kind.

SPECIAL PROVISIONS

***6.A*** - Entry with bags or suitcases

BolognaFiere has the right to deny entry to the Exhibition Centre and to the individual halls to persons carrying bags, suitcases or other containers and may require these to be deposited in the cloakroom.

***6.B*** - Entry with dogs or other animals

Dogs will be allowed only with muzzles and on a leash or inside appropriate kennels. No kind of limitation for dogs accompanying disabled

***6.C*** - Ban on photography and filming and entry to the Exhibition Centre with photographic and filming equipment

It is forbidden to enter the Exhibition Centre with cameras, film cameras, video recorders or any other

type of filming equipment without the prior authorization of BolognaFiere. It is forbidden to photograph and film the interior of the Centre, the stands and the goods on display without the prior authorization of BolognaFiere and the stand owner.

**6.D**- Radio electrical devices

Operators who intend to use wireless equipment (such as two way radios, radio microphones, radio cameras etc.) are obliged to use equipment that comply with the EU standards ( EU directive 99/05 – CE trademark) and have proper authorization (Electronic Communication Code, Article 107, paragraph 10 of the legislative decree 259/2003), if necessary and operate on permitted radio bands. For the fulfilment of the necessary procedures, interested parties may refer to the website of the Emilia Romagna Inspectorate of the Ministry for Economic Development.

https://ispettorati.mise.gov.it/index.php/servizi/dispositivi-debole-potenza

## 7. AMENDMENTS TO THIS REGULATION

Any provisions of the law or regulations that alter the terms of this regulation will immediately and automatically take effect, even if the Exhibition Regulations have not been amended to reflect said changes. Additionally, BolognaFiere has the right to adopt at any time such measures as are deemed appropriate, which the exhibitor shall immediately apply, with regard to fire prevention, occupational health, accident and injury prevention and the safety of exhibitors and visitors.
These measures may be notified to Exhibitors using any means and shall prevail over any general measures previously adopted.

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