EXHIBITION TECHNICAL REGULATIONS

Bologna Fiere Group

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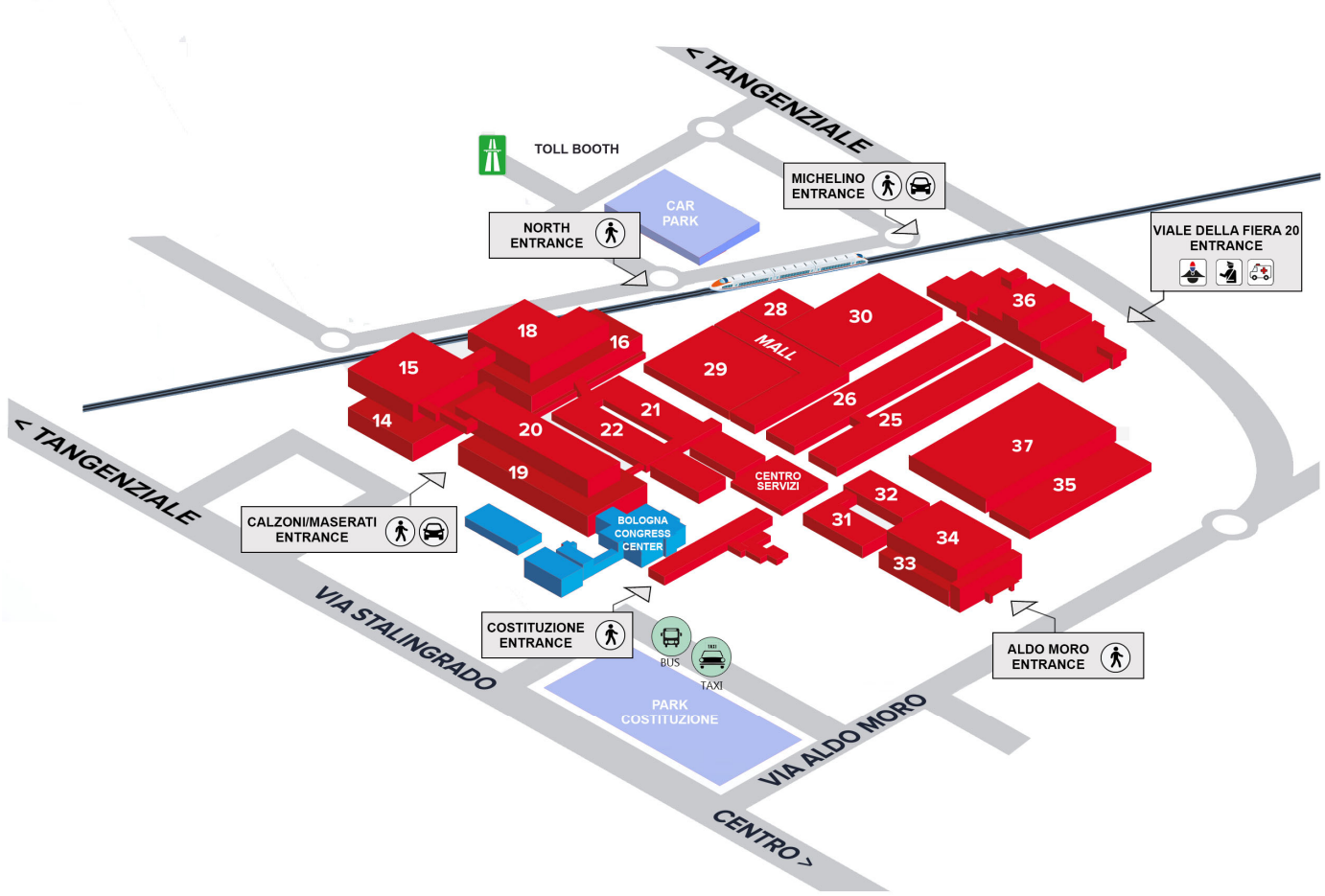
1. THE BOLOGNA EXHIBITION CENTRE

1.1. Access floor plan



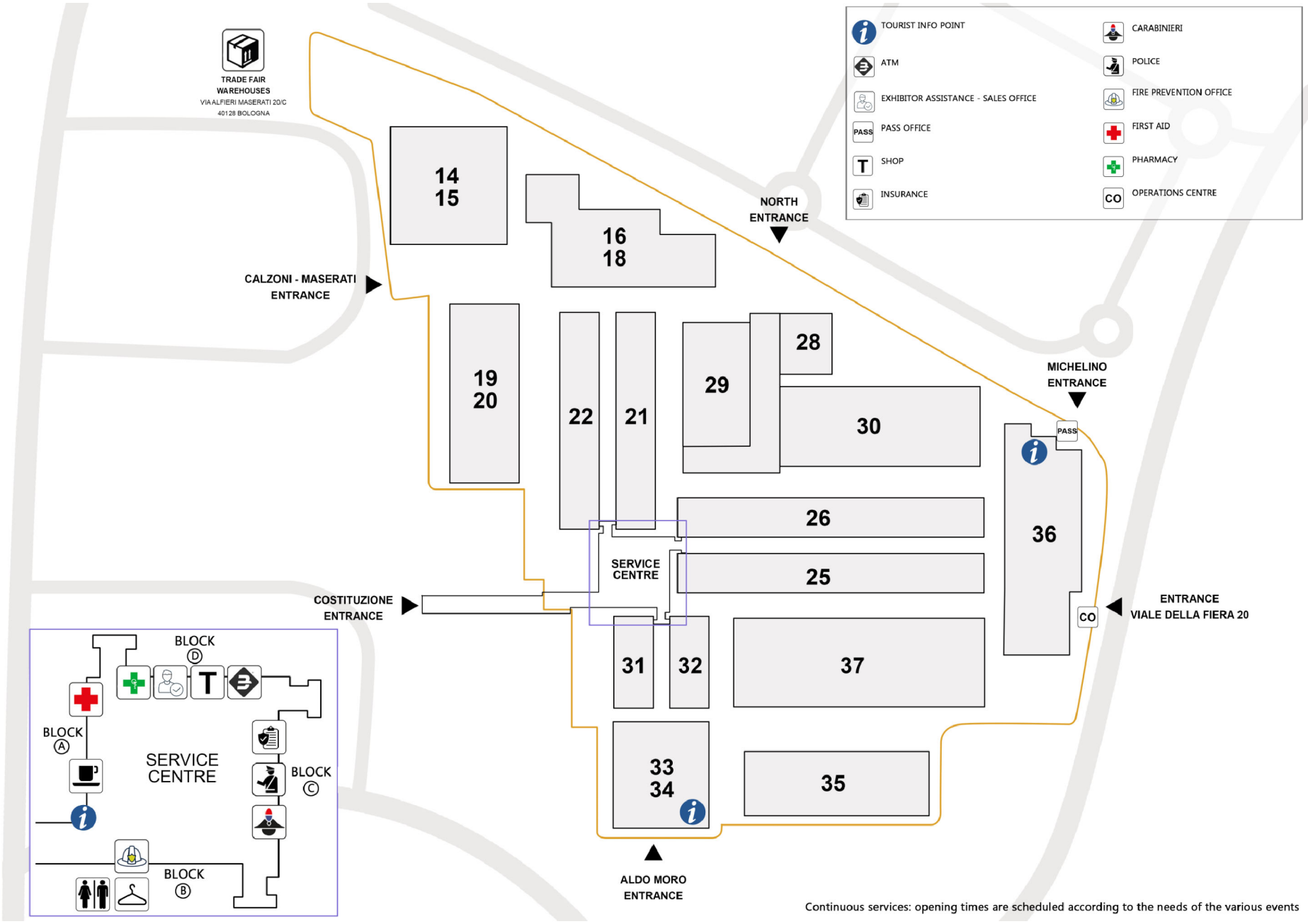
1.2. Bologna Fiere Services telephone numbers

- **Sales office, services and www.befair.eu**
  Tel. 051 282816
  Email: vendite@bolognafiere.it
- **Pass Office**
  Tel. 051 282403
  Email: pass@bolgnafiere.it
- **Administration / Billing Office**
  Tel. 051 282883
- **Technical Department**
  Tel. 051 282488
  Email: tecnico1@bolognafiere.it
- **Rigging**
  Tel. 051 282871
  Email: appendimenti@henoto.com
- **First Aid / Medical Assistance**
  Tel. 051 282275
- **Security / Fire Prevention Office**
  Tel. 051 282265
- **Safety Office**
  Tel. 051 282342
  Email: antincendioCS@bolognafiere.it
- **Surveillance Operations / Night Guards**
  Tel. 051 28246
- **Electrical, Water and Compressed Air Systems**
  Tel. 051 282816
  Email: vendite@bolognafiere.it
- **State Police**
  Tel. 051 282263
- **Carabinieri**
  Tel. 0513943721

1.3. Documentation

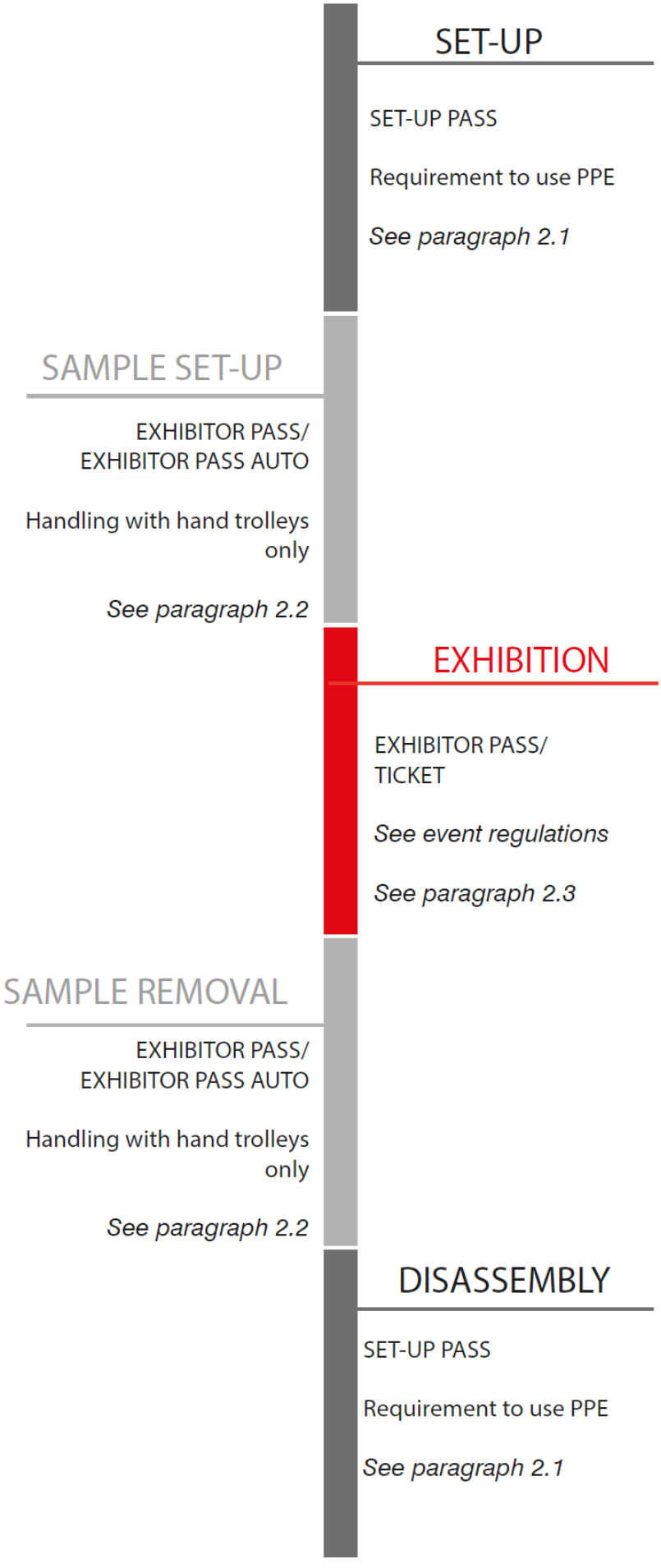
In addition to this document, the rules regarding the correct application of the provisions within the Exhibition Centre can be found in the Exhibition Regulations, Safety File and DUVRI (Combined Interference Risk Assessment Report) published on the website www.pass.bolognafiere.it.

1.4. General floor plan



Continuous services: opening times are scheduled according to the needs of the various events

1.5. Event time line



2. ACCESS TO THE EXHIBITION CENTRE

2.1. Access to the centre and the halls during the set-up and dismantling phases

Access

The open entrances during the set-up and dismantling phases are **indicated in the Exhibition Centre Regulations**.

Access hours

The access hours during the set-up and dismantling phases are **indicated in the Exhibition Centre Regulations**.

Entrance ticket and Pass system

During the set-up and dismantling phases, **only people with an Entrance Pass** (for people and vehicles) will be permitted to access the exhibition centre. This pass must be kept throughout the period of stay in the district and must be exhibited at the request of BolognaFiere staff and the Organiser.

To obtain the aforementioned entrance pass, the **Exhibitor** must

- register in the section of the Befair.eu **website** indicated in the technical regulations of the specific event. The credentials chosen upon first access to the system will be valid also for future events;
- go to the Pass section in the Befair.eu website in order to create passes for their staff and their vehicles.
- authorise the entry of **fitters and suppliers** through the pass portal, assigning them the relative documentation. Appointed contractors will receive an automatic email from the system with the credentials to access the pass portal.

Please remember that in the pass portal, 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.

The detailed instructions for obtaining the necessary passes will be provided by email to the address indicated in the event participation form.

If Befair.eu is not operational for the specific event, the Exhibitor will receive an email directly from the pass system containing the link to initially log in to the system and the credentials to be used from the second login onwards. In this case, the first two steps of the previous list do not apply.

Check the access methods indicated in the Exhibition Centre Regulations.

The documentation published therein, including the D.U.V.R.I. (combined interference risk assessment document), must be viewed by the Exhibitors/Appointees in order to print the passes/entrance tickets required to access the Exhibition Centre during the set-up and dismantling phase of the event.

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

Vehicle passes must be displayed inside the vehicle in a clearly visible manner.

In accordance with the provisions of the occupational health and safety laws in force, the Exhibitor (client) is responsible for ensuring that the appointed contractors, sub-contractors and self-employed workers performing work in the Exhibition Centre on their behalf meet the relative technical and professional requirements.

Courier and carrier access

Vehicles delivering goods (including couriers) that do not have passes/entrance tickets, may deposit them at the CFP warehouse - Via Maserati no. 20/c - Bologna, from 08:00 to 12:00 and from 13:00 to 17:00. There is a charge for the storage service, which must be booked on the BolognaFiere sales platform at www.befair.eu or, for special requests, by sending an email to vendite@bolognafiere.it.

Access and parking of vehicles within the Exhibition Centre

BolognaFiere and the Organiser may define, also for the purposes of occupational health and safety, particular criteria for accessing the Exhibition Centre during the set-up and dismantling phases; they may also limit access and/or apply charges to vehicles parked outside the allocated spaces and/or hours defined by the Organiser.

In particular, for any vehicles that remain parked in the Exhibition Centre for more than two hours, the Exhibitor to whom the vehicle has been attributed via their credentials will be charged €500.00 plus VAT.

For safety reasons, it is strictly forbidden to park vehicles inside the Exhibition Centre during its closing hours. In the event of unauthorised parking, BolognaFiere will take action to get the vehicle towed and/or to clamp the vehicles, at the expense of the vehicle owner. For information, the owner of the towed or clamped vehicle may contact the Sales Office – Service Centre Block D 1st floor.
In the event that the vehicle cannot be removed, €5,000.00 plus VAT will be charged, without prejudice to any reimbursement for further damages.

Access to the halls and unloading of goods/materials

Access to the halls and other internal structures by NON-ELECTRIC or internal combustion vehicles, forklifts or other transport means is prohibited.

Parking in the vicinity of the halls must be limited to the time strictly necessary to load and unload goods and equipment: vehicles not used for these purposes must park in the reserved parking areas.

In particular, the unloading and parking of containers or detachable parts of non-motorised vehicles is not permitted.

For safety reasons, Exhibitors and their Appointees (Fitters/Suppliers) working on their behalf may not use forklifts, self-propelled cranes, aerial platforms, etc., owned by the same within the Exhibition Centre. See paragraph 3.7 of these Regulations.

Access by minors and non-professionals

During the set-up and dismantling phases, including sample set-up, access to the Exhibition Centre by minors is strictly prohibited.
The only exception is for minors performing work permitted by law.
Any breach of this provision will result in immediate removal from the Exhibition Centre.

Identification card and PPE

During the set-up and dismantling phases, all persons entering the Exhibition Centre must wear suitable personal protective equipment (PPE) in accordance with the requirements of Article 78 of Legislative Decree 81/2008, as amended.
In addition, during the set-up and dismantling phases, all those working for exhibitor, supplier or set-up companies are required to display a photo identification card with personal details and indication of the employer.

Dismantling

Vehicle access within the Exhibition Centre will be regulated as per the rules governing access during the set-up phase.

In the event that the stands, wherever located, are not cleared by the date and time indicated in the event regulations, it will be done by BolognaFiere as described in the Waste Management article of these Regulations.

2.2. Access during sample removal phase

Access to the Exhibition Centre for the removal of samples and fittings will be permitted on the dates and during the times indicated in the event regulations.

Sample removal

During the sample removal phase, dismantling is not permitted and the exhibition centre may be accessed only by means of the exhibitor pass and exhibitor vehicle parking pass.

2.3. Access and supplies during the event

Exhibitors

The Exhibitor will be issued, free of charge, with **entry passes** and **car parking passes** in the quantities indicated in the exhibition regulations, regardless of the size of the stand.

The number of car passes is defined in the Exhibition Regulations.

Pass holders will be entitled to park in the car parks set up by BolognaFiere subject to the availability of parking spaces.

The Exhibitor is responsible for the correct use of these documents and the behaviour of those who use them.

The stands may be replenished during the event only if in possession of the necessary access permit to enter the exhibition centre and in compliance with the procedures described in the exhibition regulations.

Vehicles other than passenger cars may not enter the Exhibition Centre while it is open to the public unless expressly authorised to do so.

Visitors

- **Access with bags or suitcases**
  BolognaFiere and/or the Organiser will have the right to prohibit bags, suitcases or other containers being taken into the Centre or the individual halls, requiring instead that they be checked in the cloakroom.
- **Access with dogs or animals**
- Dogs are permitted provided they are on a leash and wearing a muzzle or in a special carrier, except for service dogs for the disabled, who may access the centre without restrictions.
- **Minors**
  The entry of minors is permitted only if specifically indicated in the Exhibition Regulations.

Catering and refrigerated trucks

The catering and/or refrigerated trucks may only access the Exhibition Centre if authorised by the administration office and BolognaFiere. Parking and any connections to the grid, if required, will be permitted with the prior authorisation of the Venue Division, by sending a request to the Sales Office (T. +39 051.282816, email vendite@bolognafiere.it).

The Exhibitor assumes sole responsibility for any damage or theft that may occur during the entire period of the Exhibition, including during set-up and dismantling.

3. STAND SET-UP – REQUIREMENTS AND RESTRICTIONS

3.1. Stand set-up classification

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

- PRE-ASSEMBLED
- STANDARD
- NON-STANDARD

Pre-Assembled

The stand set-ups provided to the Exhibitor directly by the organisational administration office are pre-assembled. The Exhibitor is not responsible for the relative document and technical management of the same. Any changes that the Exhibitor intends to make to this type of stand must be agreed with the organisational administration office in the manner indicated in the specific event regulations.

Standard

Set-ups are defined as STANDARD in the absence of any dimensional and build characteristics such that would require their inclusion in the cases defined as Non-Standard (see following paragraph).

This type of stand does not require the design to be assessed and approved. The declaration made through Form 0 remains mandatory (issue of the declaration is assumed).

Non-Standard

Any set-up that has even one of the following characteristics is considered Non-Standard:

1. set-up height exceeding 3.50m (any vertical element is considered part of the set-up);

2. in the case of truss type latticework metal structures, if they have one or more of the following characteristics

- overall size of the metal structure exceeding 32.00m (adding both horizontal and vertical elements)
- structural clearance exceeding 8.00m.
- height exceeding 3.50m

This indication applies both to structures on the ground and to hanging structures.

3. in the case of horizontal structures, other than those described above, if they have a clearance exceeding 4.50m, in any type of material, and/or 2.50m for horizontal structures in stone. This indication applies both to structures on the ground and to hanging structures.

4. platforms with a height exceeding 0.80m;

5. mezzanines (of any size);

6. Exhibition structures composed of linear walls with a horizontal length of 6.00 m or more, on which are applied/installed/anchored shelves, screens, display units, or other elements capable of transmitting permanent or variable loads to the structure."

7. Covered structures in outdoor areas exceeding 32 square meters. In any case, structures located in outdoor areas that fall under any of the points listed above are to be considered non-standard.

3.2. Documentation to be sent and approval procedures

The following documents must be sent for approval to the email address indicated in the **Exhibition Regulations**, by the scheduled date, addressed to the Ufficio tecnico - Direzione Venue di BolognaFiere:

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)

4. Statement of correct assembly on form B3 (to be provided upon completion of the works, prior to the start of the event)

For Non-Standard Stands falling under points 2, 3, 4, 5 and 6 of the previous paragraph, the stand design plan signed by a qualified technician must be accompanied by a calculation report specifying all the possible load conditions (including those envisaged during assembly and disassembly).

If the aforementioned documents are not sent by the date indicated in the Exhibition Regulations, the Exhibitor will be charged the amounts indicated in Form 0, to which the amounts indicated for compliance assessment/static testing of the structure and fittings will be added.

In any case, BolognaFiere has the right to examine any stand designs that, due to their importance, size and risk, are outside of the scope of standard stand set-ups. The Exhibitor will be required to provide the technical documentation and the names of the technicians responsible for the structure, the fittings, occupational health and safety, and the systems and installations of the stand. This same requirement also applies to stands in outdoor areas. BolognaFiere may request the intervention of the Commission for the Supervision of Public Entertainment Venues.

3.3. Testing of Non-Standard set-ups

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.

In the event that the non-standard set-up plan stamped and signed by a qualified technician is not sent to BolognaFiere, it will be verified and validated ex officio, with the Exhibitor being charged for the costs due, plus any penalties envisaged.

BolognaFiere reserves, in any case, the right not to permit the assembly of Non-Standard stands that have not been previously approved.

BolognaFiere reserves the right to send further communications or requirements for design changes, even after approval.

3.4. Build specifications of stand set-ups

Exhibition space

The Exhibitor must contain their stand set-up within the area assigned to them and ensure it is properly identified (by means of partition walls or painted lines or adhesive tapes). The positioning of aerial elements (such as connections between stands, signs, spotlights, etc.) in the aisles is not permitted unless authorised by the Organiser and BolognaFiere, and in any case never at a height of less than 3m.

In addition, it is forbidden to:

- apply loads to or rest/lean materials on/against the hall structures, walls, piling for lighting, etc.;

- attach or hang posters, cables, panels, banners, stickers to/on the aforementioned components;

- if fixing carpets or similar materials to the floor, it is absolutely forbidden to use double-sided tapes with strong adhesion and paper or weak internal liners;

- damage the hall structures and the equipment owned by BolognaFiere;

- carry out work on the stand while the Exhibition is open to the public;

- dismantle all or part of the stand or remove display materials before the end of the Exhibition.

Failure to comply with these requirements may result in the application of a penalty of €1000 by BolognaFiere (without prejudice to further damages).

Maximum height

The stands must not exceed the maximum standard height of 3.50m, taking into account the dimensions of raised floors, lighting fixtures, lighting fixture supports, including trellis lighting, signs, graphics, etc.

Any set-up exceeding this height will be deemed Non-Standard and will require the approval of BolognaFiere, depending on the assigned area and the Exhibition Regulations.

Under no circumstances may Non-Standard stands be set up without the prior authorisation of BolognaFiere.

Walls

The back of the walls bordering other stands must be finished and painted in a solid, neutral colour.

If the set-up also includes glass partitions placed in direct contact with the public, said partitions must comply with Regulation (EU) 305/2011 on Construction Products, transposed with Legislative Decree No. 16 of 16.06.2017, as amended.

Large load-bearing glass partitions must be fitted with the appropriate support structure (e.g. metal frame).

Platforms

Platforms may be constructed up to a height of 0.80m; beyond this limit the set-up will be considered Non-Standard.

Mezzanines

Designs that include a mezzanine or second floor must have received written approval from BolognaFiere's Venue Management, after obtaining the necessary technical documentation. The surface area of the mezzanine must not exceed 60% of the surface area of the assigned stand.

Rigging and suspended loads

Suspended loads and the related suspension systems must comply with the provisions of the Circular issued by the Ministry of the Interior on 01/04/2011; in other words, in addition to the main attachment system (e.g., tie rod, strap, rope, chain, rod), a safety attachment (e.g., tie rod, strap, rope, chain, retractable fall arrest devices, etc.) must also be provided. "Suspended loads" shall mean truss structures (simple or "ring" type) or other types of beams/structures and all related loads (including but not limited to: screens,

projectors, speakers, floodlights, motors for lifting other structures, etc.) that are attached to an upper or lower structure or by means of a lifting/suspension system.

Exhibitors must be in possession of all the documentation relating to the above elements as per the aforementioned Circular.

Rigging is possible only in halls 14-15-16-18-19 and partially in halls 28-29-30-36-37.

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, in order to set up rigging, a feasibility request must be sent by email to BolognaFiere's technical offices as provided for in form A, after checking the Exhibition Regulations.

Securing hanging items

Lifting systems (including D8+ motors) and lighting fixtures must always provide for the assembly of suitable safety cables and the use of suitable materials (e.g. NO plastic clamps).

If irregularities are detected before completion of the set-up phase, BolognaFiere will see to ensuring that the systems are made safe, so as to ensure the testability of the structures, with the related expense charged to the Exhibitor.

Anchors

Anchors may be installed in the floors once feasibility has been checked by BolognaFiere following the relative request sent to its technical offices. It is strictly forbidden to install any other anchors in the floor, on neighbouring structures or stands throughout the Exhibition Centre. Any transgressors may incur a penalty proportional to the damage caused.

3.5. Fire prevention

Ceilings

In halls 14 - 15 - 16 - 18 – 21 – 22 – 25 – 26 – 28 – 33 – 34 and partially in halls 29 – 30 and 37, stand ceilings are permitted only if made using a wide-grille suspended ceiling that allows the correct use of fire and air conditioning systems.

Fire extinguishers

In the event that they are not included in the application to participate in the event, Exhibitors must ensure fire extinguishers are kept at the stand, in plain sight and ready for use; the number of extinguishers required is shown in the following table:

Stand size	Minimum number
Up to 50m²	1 fire extinguisher
From 51m² to 150m²	2 fire extinguishers
From 151m² to 300m²	3 fire extinguishers
Over 300m²	4 fire extinguishers

Fire extinguishers installed on stands must strictly comply with the requirements of current legislation.

At its sole discretion, the BolognaFiere Safety Service may request an increase in the number of fire extinguishers kept at the stand.

Fire extinguishers may be rented, while supplies last, from the Sales Office at Block D Service Centre or directly on the website www.befair.eu.

In the event of non-compliance, BolognaFiere may deliver ex officio the necessary fire extinguishers to the stand, charging the Exhibitor the related increased cost.

Materials

In order to ensure the utmost efficiency of the safety measures in the Exhibition Centre, Exhibitors must comply with fire safety regulations and ensure compliance also by their stand fitters.

In any case, the materials used to set up the stands must meet the following requirements:

a) all materials used must be non-combustible, fire-resistant at origin or fire resistant with a Euroclass reaction-to-fire rating as per the Ministerial Decree dated 15/03/2005, as amended;

b) it is forbidden to use plastic materials, including in panels (for example expanded polystyrene), unless they have a Euroclass reaction-to-fire rating as per Ministerial Decree 15/03/05, as amended, corresponding to "class 1";

c) use of non-fire-resistant synthetic fabrics, paints, varnishes, or adhesives that do not have a Euroclass reaction-to-fire rating as per Ministerial Decree 15/03/05, as amended, corresponding to "class 1" or "class 2" is forbidden, as is the use of wickerwork, mats, trellises, and curtains comprising thins wooden strips or similar;

d) the Exhibitor must apply specific fireproofing treatment to any combustible material introduced into the stand in order to set up the same. Fireproofing treatments on the aforementioned materials must be applied before they are placed in the stands;

It is forbidden to use nitrocellulose or oil-based paints or varnishes to store empty, printed packaging or advertising material in the stands in excess of the daily requirement, or to use compressed or liquefied gas stoves or stoves of any kind;

Spot checks will be carried out to verify the proper use of the materials.

The below table shows the correspondence between the Italian classes and the European classification system according to the Ministerial Decree dated 15/03/2005 (Official Gazette no. 73 of 30.3.2005), as amended in the Ministerial Decree of 16/02/2009 (Official Gazette no. 48 of 27/02/2009).

Table 1 - Floor use

Italian class	**European class**
Class 1	(A2FL-s1), (A2FL-s2), (BFL-s1), (BFL-s2), (CFL-s1)
Class 2	(CFL-s2), (DFL-s1)
Class 3	(DFL-s2)

Table 2 - Wall Use

Italian class	**European class**

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)
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)
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 Use

Italian class	**European class**
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)
Class 2	(B-s3,d0), (B-s1,d1), (B-s2,d1), (B-s3,d1), (C-s1,d0), (C-s2,d0)
Class 3	(C-s3,d0) (C-s1,d1), (C-s2,d1), (C-s3,d1), (D-s1,d0), (D-s2,d0)

Fire protection and escape routes

The technical plans provided to the Exhibitors and the floor plans available on the Pass portal indicate the locations of the emergency exits and the fire-fighting equipment in the halls (hatches, hydrants, fire extinguishers and buttons).

All fire-fighting devices and the aforementioned emergency exits must always be kept clear and be easily accessible. The stand set-up, including furnishings, must therefore not affect their functionality and in the event that it obscures, even partially, the visibility of the relative pictograms, the Exhibitor will be responsible for providing the proper supplementary signage within its stand.

Emergency lanes in the set-up and dismantling phases (yellow lanes)

In order to guarantee safety during the set-up/dismantling phase of some events, a system of lanes has been created, marked in yellow, which must always be kept clear. Any materials that obstruct these lanes will be removed, stored at the BolognaFiere warehouses and returned to the fitter/exhibitor upon payment of the costs of this service. BolognaFiere will not be in any way responsible for any damage found by the fitter/exhibitor. Any material not collected within 48 hours of the date of removal will be disposed of by BolognaFiere, with the relative costs charged to the fitter/exhibitor.

3.6. Systems

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

ELECTRICAL SYSTEMS

a) **Service delivery**

The use of electrical power must be booked and purchased online at www.befair.eu, where the service terms and conditions, rates and operating specifications can be found. Connection to and disconnection from the power grid must only be performed by personnel of the companies appointed by BolognaFiere, who will identify the point of supply to which the connection can be made.
The Exhibitor must install the connection cable at its own expense from the aforementioned supply point to the control panel on its stand.

In order to connect to the power supply, the electrical installation must be carried out in compliance with the provisions under point "C" below and the following forms must be submitted by the Exhibitor:

- **Form B1** = Statement of correct installation of the electrical system and set-up;
- **Form B2** = Declaration of conformity of the electrical system (to be submitted only if the system is installed by a licensed Italian company);
- **Form B5** = Statement of correct installation of the electrical system, only for companies not registered with the Italian Chamber of Commerce.

The costs for the installed electrical power services will be invoiced based on the request received from the Exhibitor, even if actual usage turns out to be lower. If the installed power - calculated based on the sum of the individual power ratings of the installed appliances that can be connected to the power grid - is higher than the requested power, the charge for the supply will be adjusted accordingly.
If a power outlet serves (never simultaneously) several appliances, the installed power will be evaluated taking into consideration the appliance with the highest power rating.

b) Characteristics of the electric current

For active conductors the distribution system is of the three-phase type with 4 conductors (including a neutral conductor): the power is supplied by means of alternating current with mains frequency at 50Hz. (with a +/- 2% tolerance margin) and with a three-phase voltage of 400 volts - single-phase of 230 volts (with a +/- 10% tolerance margin).
BolognaFiere cannot be held responsible for variations in the above-mentioned values attributable to the power grid of the power distribution company

c) Installation of electrical systems

The systems must be installed in accordance with the highest standards (Law 186 of 01/03/1968, as amended) taking into account the characteristics of the place of installation (CEI 64-8 Standard: 711 "Trade fairs, exhibitions and stands"; 751 "Places subject to greater risk in the event of fire"; 752 "Electrical systems in public show and entertainment venues").

The applicable regulatory instruments are:
- IEC-CENELEC-CEI standards (64-8)
- Ministerial Decree 37/2008 of 22/1/2008, as amended
- Consolidated Law 81 of 9/4/2008, as amended

All components must be CE marked.
For installation of the electrical systems, in accordance with Article 8 of Ministerial Decree 37/2008, the Exhibitor must assign the work to authorised firms pursuant to Article 3, Ministerial Decree 37/2008 and as indicated by the Consolidated Law on Safety (Legislative Decree 81/2008, as amended).

The Exhibitor must check the voltage of the power supply when its electric system or equipment is connected, thus exempting BolognaFiere, the staff and/or the companies appointed by the same from any and all liability for any damage that may arise to persons or property as a result of failing to perform said check, as well as for any other reason; in any case, the electrical systems must always be considered live even in the event of a temporary power failure.

The electrical installation must be carried out by a licensed Italian company, i.e., by a company registered with an Italian Chamber of Commerce and authorised to install electrical systems (Ministerial Decree 37/ 2008). If the electrical installation is carried out by a foreign company, the Exhibitor must request verification of compliance with Italian regulations, in accordance with the instructions given on the website www.befair.eu.

Connections and disconnections to the electrical supply in the hall can only be made by the personnel of the companies authorised by BolognaFiere to work on the electrical systems.

d) Electricity supply

At the end of each day in the Exhibition Centre, before leaving the stand, the Exhibitor/fitter must ensure that all light circuits within their exhibition area are switched off.
For safety purposes, all the electrical systems of BolognaFiere, whether servicing the stands or not, must be considered permanently live even in the event of a temporary power failure for any reason, even at the end of the official event.
If it is necessary to maintain the voltage for some equipment (e.g. refrigerator), the stand must be equipped with a dedicated electrical circuit, differentiated from that of the lighting circuits.
During the set-up and dismantling phases, the service power sockets are operational.

e) Accessibility of power sockets and positioning of electrical devices

Pursuant to the regulations, it must be possible to easily access and inspect the energy supply points (panels and hatches), which must in any case be kept free of obstructions to allow inspection and connection by the personnel in charge.
In areas open to the public, manoeuvring, control and protection devices must be located in a position that can be accessed only by the authorised stand personnel and the personnel assigned by BolognaFiere.

The Safety File contains instructions to be followed by Exhibitors in the design and installation of electrical systems.

WATER SYSTEMS

a) Service delivery

The water systems can be purchased online at www.befair.eu, where the service terms and conditions, rates and operating specifications can be found.

b) Installation and implementation of the water system

The Exhibitor must use first-rate materials and equipment, and the systems must be designed and installed to the highest standards with regard to mains pressure (6-8 atm.).
The Exhibitor exempts BolognaFiere and the companies authorised by BolognaFiere to work on the water systems from any and all liability for damages that may arise to people or property from such systems.

Connections and disconnections to water outlets and related discharges may only be carried out by the personnel of the companies authorised by BolognaFiere to work on water systems.

COMPRESSED AIR SYSTEMS

a) Service delivery

The compressed air system can be purchased online at www.befair.eu, where the service terms and conditions, rates and operating specifications can be found.

The connection will be made by the Authorised Supplier, who will deactivate said connection at the end of the event.

TELEPHONE SERVICE AND INTERNET CONNECTION

a) **Service delivery**

The telephone and internet system can be purchased online at www.befair.eu, where the service terms and conditions, rates and operating specifications can be found.
BolognaFiere and the Supplier are not responsible for any disruptions due to failures of the telephone exchange or to telephone traffic exceeding the trade fair average.
The Exhibitor is responsible for any action carried out through the use of the Internet and telephone lines made available by BolognaFiere.
In any case, the Exhibitor retains ownership of all information transmitted on the network, assuming all civil and criminal liability regarding the content thereof, expressly exempting BolognaFiere of all liability and inspection and/or control obligations in this regard.

The connection will be made by the Authorised Supplier, who will deactivate said connection at the end of the event.

3.7. Handling

Lifting equipment

All operations related to the unloading, positioning in the stand, disassembly and reshipment of machinery, display and set-up materials must take place exclusively during the set-up and dismantling phases and will be the responsibility of the Exhibitor.

For safety reasons, **Exhibitors and their Appointees (Fitters/Suppliers) working on their behalf may not use forklifts, self-propelled cranes, aerial platforms, etc., owned by the same within the Exhibition Centre.**

For the handling of goods within the Centre, BolognaFiere uses an Official Supplier: Cooperativa Facchini Portabagagli. The handling service can be booked through the website www.befair.eu.

Please note that the official handling service supplier does not undertake any obligation to perform loading and unloading operations if not previously booked.

Within the Exhibition Centre, BolognaFiere uses an operator authorised to rent out aerial platforms; therefore fitters/exhibitors/organisers who need to perform activities at height must book the platform through the website www.befair.eu.

Please note that the official aerial platform supplier does not undertake any obligation to perform operations at height if not previously booked.

The above provisions do not apply to transport vehicles equipped with an on-board crane arm, which can only operate inside the halls if duly equipped with pipes for eliminating exhaust fumes from the engines outside said halls.

In the event that the Exhibitors or their suppliers bring in and use their own lifting equipment, BolognaFiere will immediately block or remove the equipment at the expense of the Exhibitor or the equipment owner.

3.8. Waste management

The BolognaFiere Group, its employees and third parties who carry out activities in the Exhibition Centre have adopted a virtuous and eco-sustainable approach in order to protect the environment, create the conditions necessary for sustainable development, and increase environmental culture and risk prevention in the workplace. For some time now, the events in the Exhibition Centre have been plastic free, the catering outlets use compostable plastic and there are recycling stations for separate waste collection within the halls. Therefore, **the use of cutlery, crockery, straws, cups and in general any single-use and non-recyclable plastic material is prohibited** within the Exhibition Centre. The Exhibitor is also responsible for ensuring that its suppliers comply with this rule and will be held liable in the event of non-compliance.

Set-up and dismantling

During all phases of the event, it is forbidden for Exhibitors/Fitters/Suppliers to abandon waste materials and/or refuse and/or special waste in the exhibition and perimeter areas of the Exhibition Centre.

Refuse and waste materials resulting from set-up and dismantling work must be disposed of by the Exhibitor and/or its appointees (fitters, suppliers, couriers, etc.), and the hall corridors must be kept clear of any type of waste material or obstruction.

The disposal of stand refuse and waste materials is the responsibility of the Exhibitor and/or its Appointees.

The proper application of the provisions on refuse and waste management will be verified by the BolognaFiere staff present in each hall. Any irregularities detected will be recorded and transmitted to the competent internal authorities.

In the event of non-compliance with the dismantling times and/or that the Exhibitor fails to clear the area, BolognaFiere will clear and clean the area and will consider anything left on the stand as waste be sent to public waste disposal sites, for which the Exhibitor will be required to reimburse BolognaFiere for 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.

Exhibition

The waste produced during the event must be taken to the recycling stations located in the Exhibition Centre and differentiated according to specific type (paper, glass, metal, plastic and non recyclable). It is forbidden to abandon waste materials and/or refuse of any kind.

3.9. Storage of materials

During the exhibition, exhibitors and fitters are prohibited from storing materials or packaging in the hall.

There is a charge for the storage service, which must be booked on the BolognaFiere sales platform at **www.befair.eu** or, for special requests, by sending an email to vendite@bolognafiere.it.

3.10. Warnings

The Exhibitor is solely responsible for any civil and criminal liability arising from any damage caused by non-compliance with or breach of the regulations and requirements set out in these Regulations and in the Safety File, and also undertakes to hold BolognaFiere harmless from any third-party claims for compensation.

The Exhibitor must inform its employees and contractors in the Exhibition Centre of the requirements and restrictions set out in these Regulations and in the Safety File and of the general terms and conditions of participation in the Exhibition.

Anyone failing to comply with these regulations and with the general terms and conditions of participation may be subject to precautionary measures taken by BolognaFiere, for example, with regard to fire safety

irregularities. If supplementary measures are necessary in order to improve overall safety conditions, there may be a charge for the corresponding expense of not less than €300.00/module or the exhibitor may be ordered to partially or completely dismantle the stand which will then be declared unusable.

4. EXHIBITION PRODUCTS

Exhibitors intending to exhibit material pertaining to the categories below must communicate said intention through Form 0.

Unless prior authorisation is obtained from BolognaFiere Management, it is forbidden to put on shows or entertainment of any kind, even if limited to within the stand or aimed at presenting the products. The Exhibitor is solely responsible for obtaining any authorisations from the relevant bodies (health authorities, public safety authorities, etc.) and for the payment any copyright royalties (authors and publishers) and related rights (producers and artists) in relation to the aforementioned entertainment, if and as requested.

Demonstration and handling of machinery

Following the approval by BolognaFiere and/or the Organiser, the Exhibitor must send the relative "Demonstrations" form D, which can be downloaded from the website www.befair.eu.

The Exhibitor must take all the necessary measures for the protection of persons, including:

a) Carry out an adequate assessment of the risks and measures to be implemented so that the visiting public is adequately and effectively protected during the demonstration;

b) Check compliance with the limits on noise pollution or on the emissions of chemical, physical and biological agents, related to the use of or produced by the machinery.

BolognaFiere and the Organiser reserve the right, even during the event, to request additional documentation and to impose restrictions on the demonstration if they detect situations that do not comply with these regulations.

Vehicle display

Following approval by BolognaFiere and/or the Organiser, the Exhibitor must send the declaration in the form D "Demonstrations – Exhibition of battery-operated machines", which can be downloaded from the website www.befair.eu.

From a plant engineering perspective, exhibition venues are classified as being at greater risk in the event of fire. It is therefore absolutely forbidden to produce explosive atmospheres of any kind. During the exhibition, it is necessary to observe the following rules:

a) Non-electric **petrol and diesel vehicles** must have an almost empty tank and once positioned, the battery must be disconnected.

b) For **vehicles with other types of power supply** (e.g. methane, LPG, hydrogen, etc.), the exhibitor must send the technical specifications of the vehicle, it being understood that the same must have an almost empty tank and that once positioned, the battery must be disconnected.

c) **Electric vehicles** must be equipped with the latest generation of accumulators, which must be perfectly airtight, with charging permitted only during the day and with the halls open only for the time necessary to complete the demonstration. At the end of each day of the event, vehicles must be disconnected from the power supply network by the exhibitor, who bears all the related expense and responsibility.

The systems must be built in compliance with the above and with all the regulations specific to the aforementioned classification of the premises.

The exhibitor remains solely responsible for any damage that the vehicle may cause during the exhibition

For vehicle access during the set-up period, the relative Pass will be necessary; see chapter 2.

With regard in particular to categories a and b, vehicles will be able to access the stand in accordance with the instructions that will be specifically provided by Venue Management.

Catering/show cooking/food

There are two different types of activities

1. Activities that involve the processing, preparation and sale of food and drink during the event -> this activity is usually prohibited, although it is possible with the prior authorisation of BolognaFiere
2. Promotional activities, such as free supply and sale of pre-packaged products

Operational kitchens (electric only) must be authorised and comply with the indications in the attached manual and the feasibility assessment made by BolognaFiere. Each working hob must be equipped with an extraction hood and there must be an adequate class F (cooking and vegetable oils or fats) fire extinguisher nearby.

In both cases, the health and hygiene requirements provided for by law must be observed. Said requirements include but are not limited to:

a) Sales and display cases, tools, equipment made of waterproof, easily washable and disinfectable materials; the cases must be equipped with a protective sneeze guard along the sides facing the public and must guarantee, if selling perishable products, the clear separation of hygienically incompatible food products, the maintenance of the cold chain and observance of the temperatures provided for by the regulations;

b) If perishable ingredients are used, they must be kept in refrigerators or refrigerated display units equipped with an external thermometer;

c) For loose food products, special protection must be provided (example: display case);

d) A specific closable container for organic waste must be provided;

While the exhibitor remains fully responsible for checking the activities within its exhibition space, BolognaFiere reserves the right to carry out checks before and/or during the activities and to suspend the activities if non-compliance with these regulations and/or sector regulations is found.

Catering machinery and equipment

Kitchens, ovens and equipment

The installation of operational electric kitchens and/or electric ovens must be authorised by BolognaFiere's Venue Management. The feasibility, installation and operating conditions depend on the specific location and context. Each working hob and/or oven must be equipped with a hood for the expulsion of fumes outside the hall. In special cases, recirculating fume hoods can be installed to reduce outgoing odours, so as not to bother people at nearby stands or visitors in general. At its sole discretion, BolognaFiere reserves the right to revoke the aforementioned authorisation if it considers that inconveniences of any kind may arise.

Exhibitors must ensure that machinery or systems that must comply with the laws or regulations in force are examined at their own expense in order to obtain the relative approvals from the competent Authorities.

In particular, machinery and/or equipment for ice cream parlours must comply with the European Machinery Directive 2006/42/EC in force since 29/12/2009 and recognised by Legislative Decree No. 17 of 27/01/10.

In this regard, the Companies that exhibit said machinery and equipment declare, by signing the application for participation, their compliance with the aforementioned Directives, thereby releasing the trade fair of any ensuing liability.

Drones, Photo and Film Shooting

It is strictly forbidden to record video inside the Exhibition Centre without the prior authorisation of BolognaFiere, and it is forbidden to take photographs or record video on any media of the interiors of the Exhibition Centre, the stands and the goods on display, without the prior consent of BolognaFiere and the owner of the stand.

Radio equipment

Operators who intend to use radio equipment (transceivers, radio-microphones, radio cameras, etc.) must use equipment that complies with the applicable law (Directive 99/05/EC - CE marking) and obtain the appropriate authorisation (Article 107(10) of Legislative Decree 259/2003 - Electronic Communications Code), if necessary, as well as operate in the permitted radio bands. To complete the necessary formalities, interested parties may refer to the website of the Ministry for Economic Development www.ispettoratoemiliaromagna.altervista.org/index.php/thematic-areas/weak-power-apparatuses.

Inflatables

It is not possible to place inflatables inside the halls. They may be placed outside with the authorisation of BolognaFiere and the Organiser. However, it will be necessary to submit:

- data sheet relating to the inflatable;

- fire protection certificate class A1;

- ground anchoring system to be used.

Prior to the start of the event, the exhibitor must send the statement of correct installation, as per form B3, indicating the inflatable that will be used.

Totems, flags and other advertising media

Totems, flags and other advertising media may be exhibited with the prior authorisation of BolognaFiere and the Organiser.

Flags, totems and other types of advertising media must be equipped with adequate ballasting.

The Exhibitor remains solely responsible for any damage that said material may cause during the exhibition

Swimming pools and tanks

The installation of swimming pools of any kind and tanks containing water must be authorised by BolognaFiere and the Organiser. If permitted, the conditions for installation and operation must adhere to the instructions given by BolognaFiere's Venue Management. The Exhibitor must submit a request for the supply of water.

5. TECHNICAL AND SPECIAL SERVICES AND BEFAIR GUIDE

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.

5.1. 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.

For the services indicated below, the BolognaFiere e-commerce channel is available to purchase the services directly online 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 LINES 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
- travel agency
- insurance
- ATM service
- parapharmacy

5.2. Responsibility for services

BolognaFiere regulates but does not directly produce the services and, therefore, declines any personal responsibility regarding their execution.

Any complaints must be sent in writing directly to the email address vendite@bolognafiere.it.

Catering

BolognaFiere is the mere client of the activity of providing the catering service, carried out independently by legal entities different and distinct from BolognaFiere.

The performance of BolognaFiere, in this context, concerns only the provision of the premises and, in the case of a direct fair, the organization of the events and not the distribution of food and drinks.

BolognaFiere, therefore, is extraneous to the contractual relationship between consumer user and supplier of catering services, who is solely responsible towards customers, users and patrons of the Catering Establishments for the execution of the Services as well as for any damage, for any reason, contractual and/or non-contractual, may be caused to the customers and patrons of the Catering Establishments.

6. 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.