

FREQUENTLY ASKED QUESTIONS USEFUL FOR PARTICIPATION

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GENERAL INFORMATION

Dates and times of the event

EVENT DATES	VISITORS	EXHIBITORS
Wednesday, March 3, 2027	9.00am – 5:30pm	8.00am – 6:00pm
Thursday, March 4, 2027	9.00am – 5:30pm	8.00am – 6:00pm
Friday, March 5, 2027	9.00am – 5:30pm	8.00am – 6:00pm

Difference between Free Area or Pre-Equipped Stand

Companies that have booked a stand in a **free area** will only have the surface on which to build their stand, the perimeter of which will be delimited on the ground with adhesive tape.
There are no partition walls between one stand and another.

Companies that have booked a **pre-fitted stand** will have a stand complete with the equipment provided for in the participation document. The official supplier of the event is HENOTO who responds to the following contact details:

- **MECSPE Set-up Office: tel. + 39 049 5801243 - mecspe@henoto.com**

Waste Management

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

- **How should waste and residual materials from set-up and dismantling work be managed?**

  The disposal of waste and materials remaining during the set-up and dismantling works **must be disposed of by the Exhibitor and/or his representatives**, and the corridors of the pavilions must be kept free of any type of waste material or obstruction. The verification of the correct application of the provisions for the management of waste and residual materials will be carried out by staff in charge of BolognaFiere, present in each pavilion, during the opening hours of the District. The individual anomalies detected will be recorded and transmitted to competent internal bodies.
  In the event of non-compliance with the dismantling times and/or inertia by the Exhibitor at the evacuation of the area, the Exhibitor expresses its irrevocable consent for the removal of the area to be carried out ex officio, considering what remains on the stand as waste material to be sent to public landfills and the Exhibitor will be required to reimburse all direct and indirect expenses incurred for the clearance, with a minimum of € 700.00 for every 16.00 m^2 of surface area and without prejudice to any reimbursement for greater damages.

- **How should waste be managed during the days of the event?**

  The waste produced during the event must be delivered to the ecological islands present and marked in the Exhibition Center and differentiated according to specific types (paper, glass, metal, plastic and undifferentiated).

STAND SET-UP

Stand set-up in the Free Area

For stands in the free area, **set-up** is allowed on the following days and times:

- Friday, February 26, 2027: 8:00 am – 7:00 pm
- Saturday, February 27, 2027: 8:00 am – 7:00 pm
- Sunday, February 28, 2027: 8:00 am – 7:00 pm
- Monday, March 1, 2027: 8:00 am – 7:00 pm (with the possibility of continuing until 8:00 pm for the fitters already present in the district)
- Tuesday, March 2, 2027: 8:00 am – 5:00 pm

On 2 March 2027, the day before the inauguration of the Event, from 8.00 am to 5.00 pm, no work will be allowed to set up the stands, nor will it be possible to use BolognaFiere's handling service (unless specifically authorized by the Organizing Secretariat) but only operations for the arrangement of samples, graphics or other activities that involve the use of only hand tools or hand-driven trolleys.

Stand builders available

Exhibitors with a raw space stand who require a stand builder may contact the following companies, which will provide tailored quotes:

HENOTO – Via Tolomeo 14/16 – 35028 Piove di Sacco (PD)
Tel. +390495801211 – Tel diretto 049 5801256- commerciale@henoto.com
Ref. Tecnico: Rebecca Ruvoletto - Daria Scacchetti

TOPWORK – EXHIBITION SOLUTIONS - Via G. Di Vittorio 7/18 – 20017 Rho (MI)
Tel. +39 329 7717785 – amministrazione@topworksrl.it
Ref. Tecnico: Katiuscia Santoro

ARREDART STUDIO SRL - Via Rigosa 40 – 40069 Predosa (BO)
Tel.+39 051 752261 - F +39 051 758859
Ref. Tecnico: Manuela - M +39 349 6506528 - manuela@arredart.it

ALLESTIMENTI TM - Contrada Vrisceglie snc – 70010 Capurso (BA)
Tel. +390805002001 - +393336577198 – allestimentitm@libero.it
Ref. Tecnico: Lorenzo Mirizzi

SPAZIO EVENTI – Via Torre di Mizzo, 9 – 70126 - Bari
Tel. +39 080 455 2316 - info@spazioeventi.org
Ref. tecnico: Fabrizio Fitto

Access methods for machines and equipment weighing more than 6,000 kg or particularly bulky

⚠ **WARNING!**
For the entry of machinery over 6,000 kg that needs handling by crane, please contact:

- **MECSPE Technical Office: tel. + 39 3760611604 - ottomanelli@senaf.it**

Standard and Non-Standard Set-ups

The stand fittings, regardless of their surface, are classified into Standard and Non-Standard according to characteristics detailed in the "Technical Regulations" and on "Module 0".

- Module 0. Mandatory and Deadlines

For the creation of any set-up, it is mandatory to send BolognaFiere the "Form 0", which can be downloaded from the Exhibitors' reserved area on the forms page of the www.befair.eu website and specifically: **mecspe.befair.eu**

⚠ To be sent no later than the deadline established in the "Technical Regulations of the Event", **01/02/2027**. Otherwise, the Exhibitor will be charged the amount of €500.00 in addition to any costs indicated on "Form 0".

- Is it necessary to submit a project for a Non-Standard set-up?

In the case of Non-Standard set-ups, the Exhibitor is obliged to send the Organiser and BolognaFiere, for approval, the set-up project stamped and signed by a Qualified Technician as well as the documents required by the "Technical Regulations of the Exhibition and by Form 0"

⚠ To be sent no later than the deadline established in the "Technical Regulations of the Event", **01/02/2027**. Otherwise, the Exhibitor will be charged the amount of €500.00 in addition to any costs indicated on "Form 0".

Maximum height of the stands in the free area

The set-ups must be made in such a way as to ensure maximum visibility of the neighboring stands. **It is forbidden for exhibitors to close more than 50%** of the length of the individual free sides or of the exhibition front either with walls or with furniture or display modules. **Please pay particular attention to the provisions set out in point 3.B of the Technical Regulations for the Event.**

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

The **maximum height** of standard equipment is **3.00 m.**
To take into account the thickness due to raised floors, lighting fixtures, supports of lighting fixtures, including lattice supports, an additional margin of 0.50 m. will be allowed at the limit of the height defined above, thus bringing it to a maximum limit of 3.50 m.

- What documents must be submitted for a stand that exceeds the permitted heights?

If you intend to exceed this limit, and for all stands that have characteristics such as to be defined as non-standard, you must **send the listed project**, **signed by a qualified technician**, by e-mail to the following address:
tecnico3@bolognafiere.it in copy to ottomanelli@senaf.it by **01/02/2027**.

Hanging and hanging structures

Hangings are only possible in **Pav. 14-15-16-18-19-28-30-37, in Pav. 29 and 36 the service is partially available.** The hanging points to the structures of the pavilions can be built exclusively by BolognaFiere, which will also carry out the testing of the same.

⚠ Send **feasibility request** by email to appendimenti@henoto.com and a copy ottomanelli@senaf.it by **01/02/2027**

Pre-fitted stand set-up

The stands pre-fitted by Senaf will be made available to exhibitors on **2 March from 8:00 am.**
For pre-fitted stands, it will then be necessary to fill in only Form 0, indicating that your set-up will be a "**PRE-FITTED – HENOTO**"

- What are the contacts of the official MECSPE stand builder who creates the pre-fitted stands?

The official stand builder for the pre-fitted stands is **HENOTO.**

HENOTO – Via Tolomeo, 14/16 - 35028 Piove di Sacco (PD)
MECSPE Set-up Office: tel. +39 049 5801243 - mecspe@henoto.com

HENOTO will send **the contact person** indicated in the participation document, by email, a link to access the reserved area of the web portal for the configuration of the space and order any additional furniture or request assistance. If you need to purchase additional furniture, you can contact HENOTO directly.

Access pass for the set-up phases

Exhibitors, in order to access the Exhibition Centre during the set-up phases, must register on the **mecspe.befair.eu website** following the instructions provided by BolognaFiere.
Once the registration has been completed, the Exhibitor will have to create their access credentials, which will remain valid for future editions of the Show.

By accessing the "Pass" section, the Exhibitor can also authorise the companies in charge (fitters, suppliers, couriers, etc.), assigning them a file. Distributors will then receive an email containing instructions on how to log in for the first time on the Pass page of the BEFAIR portal and create their credentials.
Please note that, through the Pass section, both the Exhibitor and the Representative — each with their own account — can enter: the names of authorized personnel; the license plates of the vehicles for which access to the Exhibition Center is requested.
These authorizations will be valid only during the set-up and dismantling periods.

⚠ If the Exhibiting or Appointed Companies do not view the documentation published on the portal — including the D.U.V.R.I. — **it will not be possible to print badges and access tickets to the Exhibition Center** necessary to operate in the set-up and dismantling phases of the event.

Before the start of the works, the exhibiting companies must communicate the list of companies in charge and the name of the manager who will follow the execution of the works, also through form M "Information for the prevention of accidents at work", available on the **website mecspe.befair.eu**

N.B. ACCESS TO THE EXHIBITION WILL BE VIA THE TERMINAL – See page 8 for the procedure

STAND DISMANTLING

Dismantling of the stand in the Free Area

For stands in the free area, **dismantling** is allowed on the following days and times:

- Friday, March 5, 2027: **from 7:00 pm to 8:00 pm** – only removal of samples with hand trolleys
- Saturday, March 6, 2027: from 8:00 am to 7:00 pm
- Sunday, March 7, 2027: from 8.00 am to 7.00 pm

The fitters and exhibitors already present inside the Exhibition Center will have the opportunity to continue the work for another hour, i.e. until 8.00 pm on 6 and 7 March.

Access to the Exhibition Centre for the removal of samples and set-ups on Friday 5 March 2027 will be as follows:
– closing of the pavilions at 6.00 pm and removal of samples from 7.00 pm,
– entrance from the external car parks for removal from 7.00 pm (Only for removal of samples with hand trolleys).
The access of vehicles from outside car parks on 5 MARCH 2027 will not enter through the TERMINAL but will follow the instructions of the staff at the entrance gates.

- Within what deadline must the clearance of the stand be completed?

The clearance of the stands must be completed **by 8.00 pm on the dates indicated.**

Failing this, it will be provided ex officio, considering what is left on the stand as waste material to be sent to public landfills and the exhibitor will be required to reimburse all direct and indirect expenses incurred for the clearance, currently from a minimum of € 700.00 for every 16m^2 of surface and without prejudice to any reimbursement for greater damages.
The exhibitor assumes exclusive responsibility for damage or theft that may occur both during the course of the exhibition and afterwards.

Pre-fitted stand dismantling

For pre-fitted stands, the removal of materials is allowed **on Friday 5 March from 7.00 pm to 8.00 pm**.
From 8.00 am on 6 March, the dismantling operations by the official stand fitter will begin. Any materials or printed materials present in the stands will be sent for disposal.

Access to the Exhibition Centre for the removal of samples and set-ups on Friday 5 March 2027 will be as follows:
– closing of the pavilions at 6.00 pm and removal of samples from 7.00 pm,
– entrance from the external car parks for removal from 7.00 pm (Only for removal of samples with hand trolleys).

The access of vehicles from outside car parks on 5 MARCH 2027 will not enter through the TERMINAL but will follow the instructions of the staff at the entrance gates.

Access pass for dismantling phases

Exhibitors, to access the Exhibition Centre during the dismantling phases, will be able to use the pass used during the set-up phases. If they do not have one, they must register on the **mecspe.befair.eu website** following the instructions provided by BolognaFiere.

If the Exhibiting or Appointed Companies do not view the documentation published on the portal — including the D.U.V.R.I. — **it will not be possible to print badges and access tickets to the Exhibition Center** necessary to operate in the set-up and dismantling phases of the event.

Before the start of the works, the exhibiting companies must communicate the list of companies in charge and the name of the manager who will follow the execution of the works, also through form M "Information for the prevention of accidents at work", available on the **website mecspe.befair.eu**

TERMINAL – Access procedure

On February **26, 27 , March 1 and 2** (set-up) and **March 6** (dismantling), vehicle access for unloading is permitted only upon prior registration and booking for the selected day(s) via **TERMINAL**, the access control system for exhibitor and contractor vehicles during the set-up and dismantling phases. The system can be accessed through the Befair portal – PASS Section – Terminal.
The terminal requires a security deposit of **€ 300 per vehicle*,** which allows vehicles to park within the Exhibition Fairground for loading and unloading goods **from one to three hours**, depending on the type of vehicle.
The cost of the deposit and the permitted parking duration within the Fairground will be confirmed as soon as possible. The deposit will then be refunded in full if the vehicles do not exceed the permitted parking time within the Fairground

For any related information, please contact directly:
CUSTOMER SERVICE DESK
Active from February 9 to March 8, Monday to Friday
From 9:00 am to 1:00 pm and from 2:00 pm to 5:30 pm
Contact details:
terminal@cfpbo.it **– Tel. +39 3408191442**

This system will help improve the coordination of handling services by ensuring smoother traffic circulation within the exhibition grounds.
For full details and to check the parking time limits for the different vehicle categories, please refer to the mini guide dedicated to the Terminal system that will be soon available in the Mecspe Exhibitors' Portal.
On On February **28** (set-up) and **March 5 and 7** (dismantling), registration via Terminal **will not be required;** however, Vehicle and Personal Passes must always be carried.
Please also note that if you need to unload "light packages" that can be carried by hand (or if you are only supervising work) and therefore do not need to park directly in front of the Hall, you may park free of charge outside the exhibition grounds in parking area **P1**, using the Vehicle Pass downloadable from the Befair PASS Section.

INCLUDED SERVICES AND FORMS

Services included in the Fee Various essential services

The participation document includes:

- Connection, testing and electrical power consumption up to 5 kW
- Fire extinguishers – the fire extinguishers installed in your stand must be of the type required by current legislation.
- 1 WI-FI internet connection

- Ordinary cleaning of the stand (floor rubbish/carpet vacuuming, dusting of worktops free of clutter, emptying waste bins only if left on the edge of the stand).

- **Any requests for additional KW must be made through the BEFAIR website: mecspe.befair.eu**

Fire extinguishers obligation

The participation document already includes the supply of fire extinguishers to the extent required by law. The fire extinguishers will be delivered to the stands by the start of the event.

Insurance Coverage

The registration fee for the exhibition, paid together with the security deposit, also includes the "All Risks" insurance coverage and the "Civil Liability".
The technical regulations of the event, available online and on the portal, indicate the ceilings.

⚠ If the standard coverage is deemed insufficient, it is possible to request additions using the ***Supplementary Insurance Policy*** form, available on the **mecspe.befair.eu portal**

CONTACTS INSURER: AON S.p.A., Via De' Toschi, 4 - 40122 Bologna, info.fiera@aon.it
During the event it will be possible to contact directly the office at the fair at the Service Center, Block C ground floor, tel. +39 051 282 530

Where can I find the forms for requesting additional technical services and equipment rental?

The forms for booking additional technical services for a fee relating to the stand and for renting equipment are available in the exhibitors' reserved area of the BEFAIR **mecspe.befair.eu portal**. Each exhibitor will receive directly from BolognaFiere, after confirming the position on the plan, the link to register on the BEFAIR portal.

For assistance contact BEFAIR:
vendite@bolognafiere.it - +39 051 282821 o +39 051 282816/18 | active from 8.30 am to 5.30 pm.

ACCESS DURING THE DAYS OF THE EVENT

Exhibitor entrance cards and car sticker

Exhibitors are entitled to:
• No. 30 cards and no. 1 car pass

How are the Exhibitor Cards and the Car Pass delivered?

The exhibitor will be issued **30 digital entrance cards** and **1 car parking pass free of charge**, regardless of the surface area of the stand, which will entitle the exhibitor to park in the car parks provided by BolognaFiere until the available space is exhausted.

The exhibitor cards and the car pass (available from the first day of official set-up 26/02/27) will be downloadable from your exhibitor portal (in the Card Management section) only for companies that have paid the invoices issued for participation.
The Car Pass will be usable by only one car per day, without the possibility of re-entry.
The exhibitor is responsible for the correct use of these documents and is also responsible for the behavior of those who use them.

Invitation tickets for customers available to Exhibitors

Exhibitors are automatically entitled **to 200 digital customer invitations**. These invitations are available on the exhibitor portal by January.

⚠ Each invitation sent is valid for one registration only (unique email) and must be validated by the visitor before entry. There is an admission charge for the event, except for customers who are invited by the exhibitor using the digital invitations provided.

SENDING MATERIAL AND PARCEL STORAGE

MECSPE 2027 Official Forwarder

I-SPED: **freight forwarders specialized for trade shows.**
I-SPED is **the official freight forwarder for MECSPE**, a partner specializing in trade fair logistics with over twenty years' experience in managing freight for national and international events.
Through its services, I-SPED can handle:

- collection of materials directly from the exhibitor's premises;
- **a special price list for MECSPE 2027 exhibitors**, offering exclusive and competitive terms.
- delivery to the stand within the agreed timeframe;
- management and storage of empty packaging during the event;
- collection of materials at the end of SAIE and return to the exhibitor's premises.

Contacts I-SPED – MECSPE 2027 Official Forwarder: +390574 1663795 | mecspe@isped.com

How to have materials and goods delivered to your stand?

Please note that if you have material to be delivered to the stand (by couriers such as Bartolini, TNT, DHL, SDA, etc. and/or by third-party suppliers) you must follow the following procedure:

1) prepare the material - provided with DDT - clearly indicating on the package:
   Exhibitor's Company Name
   c/o Pad. (Indicate) stand nr. (Indicate)
   Participation in MECSPE trade fair
2) deliver to the ONLY collection POINT: C.F.P. WAREHOUSE - Via Alfieri Maserati 20/C - 40128 Bologna from 8.00 am to 12.00 pm and 1.00 pm. to 5.00 pm.

BEARING IN MIND THE TIME SCHEDULE indicated below:

->goods arrival: from 22/2 to 1/3 **->goods collection: from 6/3 to 8/3**

Is there a fee for the service?

The **storage service** is subject to a **fee** and must be booked through the BolognaFiere mecspe.befair.eu portal or, for special requests, by sending an email to **vendite@bolognafiere.it**
It is possible to recover the package(s) independently, otherwise you can purchase the delivery service directly on the **mecspe.befair.eu website**, together with the deposit.

CATERING, EVENTS AND SOUND DIFFUSION

How to request a Catering service

It can be requested through the Bolognafiere catering service. Below are the references:

Food & beverage supply at the stand
Request the price list of products from gestionefb@bolognafiere.it

Banqueting for events and hospitality services at the stand
Request a quote from gestionefb@bolognafiere.it

- Is it possible to use our own external catering service?

To obtain the access permit, it is necessary to contact Bolognafiere directly by contacting: Mrs. Carmela Brescia at the address: mc.brescia@wydex.it

In case of daily parking of the catering vehicle, contact:
Bolognafiere Services Sales Office
email: vendite@bolognafiere.it | tel: 051 282816

For quotation of the assignment of parking space and additional requests for electricity and / or other necessary for the performance of the service, it is possible to proceed by purchasing on BEFAIR at the following link

Organization of Events/Special Initiatives at your stand

Any spectacular or entertainment initiative, of any type, nature and characteristics, even if limited to the inside of the stand or aimed at presenting the products, must be subject to prior authorization by the Organizer and the Operations Division of BolognaFiere.

- Authorization Institutions and permits

It is also the **exclusive responsibility of the Exhibitor** to request and acquire any authorizations from the relevant bodies (health authorities, public security, etc.), and the fulfillment of any copyrights (authors and publishers) and related rights (producers and artists), for the above initiatives, where foreseen.

PAYMENTS

Balance invoice

Final invoices will be issued from January 2027 onwards

The **balance** must be paid by **5 February 2027** by bank transfer:
Senaf Srl - Banca Intesa San Paolo, branch 02122
BIC/SWIFT: BCITITMM, IBAN: IT54 G030 6909 5041 0000 0009 266

The payment of the fees due for participation in the fair must be made within the times and in the manner provided for in the participation document.

Please note that failure to pay the amounts due within the deadlines may result in limitations in online access to the Exhibitors' reserved area and delays or impediments in receiving the car permit for access to the car park during the days of the event.

Contacts Senaf Administrative Office: +39 02 332039 614

USEFUL NUMBERS

For information and assistance, you can contact the following references:

- Event Helpdesk Support

Exhibitor Helpdesk	+39 02 89362552 – helpdesk_esp@mecspe.com
Visitor Helpdesk	+39 02 89362525 – helpdesk_vis@mecspe.com

- Organizing Secretariat

Organizing Secretariat	+39 02 3320 39470
MECSPE Technical Office	+39 376 061 1604
Senaf Administrative Office	+39 02 3320 39614

- **Services BolognaFiere**

BEFAIR Sales Office	**+39 051 282821** *(preferential line for exhibitors at Mecspe active from 8.30 a.m to 5.30 p.m.)* Other contact numbers available: +39 051 282816 – 282818
PASS Office Set-ups	+39 051 282403
Technical Office Bolognafiere	+39 051 282488 - 282246

- **Stand set-up**

HENOTO Set-up Helpdesk	+39 049 5801243

- **Hotel and transport reservations**

Bologna Welcome	incoming@bolognawelcome.it +39 051 6583190

Information for hotels and transport available on the website of the event, at the following **Link**