

# **EXHIBITION TECHNICAL REGULATIONS SANA 2019**

## **1) PRELIMINARY NOTE**

The term "BolognaFiere" or "Organizer" stands for Fiere Internazionali di Bologna Spa, with registered office at Viale della Fiera 20 - 40127, Bologna (Italy).

## **2) GENERAL REGULATIONS GOVERNING SANA 2019**

### **2.A - Dates, times and venue of the Exhibition**

Sana will be open to the public from **6<sup>th</sup> to 9<sup>th</sup> September 2019** and will take place in the Bologna Exhibition Centre at the following times:

From Friday **6<sup>th</sup>** to Sunday **8<sup>th</sup>** September: 09.30 a.m. – 6.30 p.m.  
On Monday **9<sup>th</sup>** September: 09.30 a.m. – 5.00 p.m.

Exhibitors may enter the stands from 9.00 a.m. and stay until 7.00 p.m.  
On **September 6th** the pavilions will open for exhibitors at 8.30 am.

**Entrance: Ovest Costituzione - Nord**

### **2.B - Availability of pre fitted stands - Hand-over**

Stands in **unfurnished areas** will be made available to Exhibitors starting from **08.00 a.m. on September 3<sup>rd</sup> 2019** and must be completed by 7.00 pm on September 4<sup>th</sup> 2019.  
The Exhibitor will have to make sure that the stand fitter chosen will respect this time period, by also including a clause regarding job execution times in the contract.

**Pre-fitted stands** will be made available to Exhibitors **starting from 08.00 a.m. on September 5<sup>th</sup> 2019.**

### **2.C - Access to Exhibition Centre during the stand furnishing period**

Admission to the Bologna Exhibition Centre is subject to advance accreditation of exhibitors' data on the website: [www.gate.bolognafiere.it](http://www.gate.bolognafiere.it) . Exhibitors can easily access this site through the link inside the "Reserved Area" on the website [www.sana.it/exhibitors/reservedarea](http://www.sana.it/exhibitors/reservedarea).

Each Exhibitor will be sent, to the administrative e-mail address specified in the application form, the User Id and Password to access his "Reserved Area" on [www.sana.it](http://www.sana.it) , in order to enter the information regarding his company's personnel and vehicles and print entrance passes.

**Exhibitors and their fitters/suppliers who do not register on this site and do not print the entrance passes will not be authorised to access the Exhibition Centre during the Exhibition set-up and knock-down periods.**

**Please note that in these periods the "Exhibitors passes", which will be valid only starting from the first day of Exhibition at the above specified times, will not allow access to the Fair Ground.**

The process also requires the Exhibitor to perform the Work Assignment procedure with regard to his fitters and suppliers. The Work Assignment procedure will allow these companies to receive a password so that they may register their employees and vehicles in their reserved area, and print their entrance passes. Suppliers/carriers entering the Exhibition Centre to deliver materials on behalf of Exhibitors must also be in possession of the Packing List bearing the identifying data of the Exhibitor receiving such materials (Exhibitor's name, hall, stand). Suppliers who present a Packing List without such data will be denied entrance to the Exhibition Centre.

As required by current laws regarding health and safety at the workplace, the Exhibitor (customer), in relation to the works to be assigned, is responsible for verifying possession of the technical-professional requisites of all main contractors, of all subcontractors, and of all self-employed individuals that will work for the Exhibitor in the Exhibition Centre.

All necessary information provided by the Italian Law (Text for security, Law 81/08) for the access to the fairground are available at the main "Gate" website.

During the stand furnishing period persons and vehicles may enter the Exhibition Centre at the following times:

**Tuesday** September 3<sup>rd</sup> 2019: 08.00 a.m / 6.00 p.m.

**Wednesday** September 4<sup>th</sup> 2019: 08.00 a.m / 6.00 p.m.

Stand fitters already inside the Exhibition Centre may continue to work for one hour after the closing time given above.

**On Thursday 5 September 2019, the day before the Exhibition opening, from 8.00 a.m. to 7.00 p.m. stand construction works will not be allowed, only samples and graphics arrangements operations involving manual tools will be permitted.**

It is forbidden to access pavilions with vehicles, forklifts and any other NON-ELECTRICAL mean of transport.

Waiting in the surrounding area of the exhibition halls must be limited to the time required for unloading and loading of goods and equipment: vehicles not used for such operations would be provided in the areas reserved for parking. Specifically, it is forbidden to unload and park containers or detachable parts of non-self-propelled vehicles.

In accordance with work safety legislation, BolognaFiere may establish specific criteria for admission to the exhibition centre during the stand set - up period and may restrict vehicle access and / or establish charges in the event vehicles are parked outside the spaces or for longer than the timeframes established by the Organiser.

In particular, if cars or other vehicles remain in the exhibition centre for more than two hours, the exhibitor whose password has been used to accredit the vehicle will be charged a sum of € 500.00 plus VAT.

**Moreover, for security reasons, it is strictly prohibited to leave cars or other vehicles parked inside the Fair Ground during closing times. In case of unauthorised parking, BolognaFiere will proceed to obtain "forced removal" of the vehicles outside the Fair Ground, being this at risk and expenses of the owner of the vehicle itself.**

For safety reasons, Exhibitors and the fitters working on their behalf are prohibited from using their own lift trucks, mobile cranes, aerial platforms, etc. in the Exhibition Centre. For these needs, they must contact BolognaFiere's Sales office to ensure strict compliance with safety regulations. The above rules do not apply to transport vehicles equipped with an on-board crane arm, which may be used in the Halls only if they are fit with tubes to discharge motor exhaust outside the Halls.

In special cases, exceptions (adequately grounded) may be requested from the BolognaFiere Operations Division, subject to delivery of the certificate of suitability for the vehicle to be used and of the Operator. In case of authorization, the requesting party will be charged an amount to cover administrative and control costs for management of such authorizations (for more information, please contact the Operations Division). For terms and conditions, see the form "Authorization request for the use of lifting equipment," to be signed when the authorization is issued.

If any lifting equipment is brought in and used without prior authorization, BolognaFiere will immediately stop the equipment and order it removed from the Exhibition Centre.

On **September 5<sup>th</sup>** the access of vehicles inside the halls shall be strictly prohibited; stand furnishers may continue to work using hand-pulled trolleys which, if necessary, can be hired from BolognaFiere whose office is located in the Exhibition Centre and with opening times indicated in points 2B and 2C.

## **2.D - Removal of exhibition material and stand equipment; hand-back of stands**

Access to the Exhibition Centre for stand equipment and products removal will be allowed at the following times:

**Monday** September 9<sup>th</sup> 2019 from 5.30 p.m. to 11.00 p.m.

**Tuesday** September 10<sup>th</sup> 2019 from 08.00 a.m. to 6.00 p.m.

Stand fitters already inside the Exhibition Centre may continue to work for one hour after the closing time given above.

On September 9<sup>th</sup> 2019 from 5.00 p.m. to 5.30 p.m. exit of materials from the Exhibition Centre will not be allowed. Access of vehicles to areas and halls will be ruled as for setting up works (see point 2.C)

### **Clearance of all stands must be completed by 7.00 p.m. on 10<sup>th</sup> September 2019.**

In default the stands will be dismantled by the organizers and goods left in the stand will be considered as waists and sent to public discharges, and the Exhibitor shall be required to reimburse all expenses connected with dismantling plus a penalty of € 300,00, plus Vat for each 16 sqm.

The Exhibitor shall be solely liable for damage or theft that may occur either during or after the Exhibition.

## **2.E- Terms of payment**

Payment of the fees due for participation in the Exhibition shall be made within the times and in the manner set down on the application form.

Although the "exit voucher" may not be issued to Exhibitors who have not settled all their dues, both direct and indirect, it does not constitute a receipt of payment of the amounts due for participation in the Exhibition and shall be valid only for the vehicle specified thereon.

## **2.F - Insurance – Release, Assumption and limitations 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:

- 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 and with a compensation limit solely for audiovisual equipment of € 20,000.00 per claim;
- 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 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 organising office, and which will be printed on the form contained in the Exhibition's documentation.

These insurance policies do not release the Exhibitor from 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 insurers waives any action of recourse or redress against the Exhibitors and BolognaFiere, and in default he shall indemnify and hold it harmless from any action that 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 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.

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 BolognaFiere is limited to the insurance limits as state above. The Exhibitor accepts these limits of liability.

### **3) FURNISHINGS AND PROHIBITIONS**

#### **3.A – Definition of stand fittings type and approval procedures**

Stand set-up, regardless of surface area, is classified as follow:

- STANDARD set-up
- NON STANDARD set-up

NON STANDARD set-up entails even just one of the following features:

- Latticed metal (“American”) structures with clear structural span exceeding 8,00 metres or with total length exceeding 32.00 metres
- Horizontal metal or non-metal structures with clear span exceeding 4.50 metres.
- stand built on intermediate floor (even if closed to the public)
- platforms over 0,80 mt. high

For all structures exceeding 3,50 mt. of height a static test will be obligatory.

Moreover, all structures set up in external areas with a covered surface area greater than 75 m<sup>2</sup> are to be considered non-standard furnishings

Because the Exhibition Centre has obtained authorisation for use of the exhibition spaces based on a traditional set-up scheme, i.e., with parameters defined as STANDARD, an Exhibitor who proposes a set-up even one of the above mentioned characteristics must, **no later than August 13<sup>th</sup> 2019**, transmit (by fax or certified email) the design for the off-standard set-up, with signature ad seal of a qualified engineer/architect, to the Organiser and to BolognaFiere for approval.

If the Exhibitor is not in possession of the design or the off-standard set-up signed by a qualified engineer/architect, the Exhibitor may, by using the appropriate form on Befair e-commerce platform [www.befair.eu](http://www.befair.eu) request BolognaFiere to conduct an advance check of the design.

If the signed and sealed design for the off-standard structures is not transmitted to BolognaFiere, an inspection and validation will automatically be conducted and the Exhibitor will be charged twice the regular cost for such service specified on the above-mentioned forms ([www.befair.eu](http://www.befair.eu))

In any case, BolognaFiere reserves the right not to allow non-standard setting ups which have not received previous approval.

For the non-standard furnishings a static test is obligatory and shall be performed exclusively by BolognaFiere. For this purpose the exhibitor will be charged an amount corresponding to the type of furnishing, indicated in the specific form on Befair. e-commerce platform [www.befair.eu](http://www.befair.eu).

In all cases, the construction of complex latticed metal (“American”) structures (total length exceeding 32,00 metres, calculating both vertical and horizontal structures, and/or with clear structural span exceeding 8 metres) or horizontal metal or non-metal structures with clear exceeding 4.50 metres , as well as intermediate floors, is subject to the transmission (by fax or certified email) to BolognaFiere structure’s design, signed by the qualified engineer/architect, inclusive of a calculation report specifying load conditions

during assembly and disassembly based on the construction method involved, as well as a certificate of correct assembly (at the end of work), signed by a qualified technician.

In any case, BolognaFiere has ever the right to examine stand projects that fall outside conventional set-ups in terms of dimensions and potential danger. The Exhibitor must provide technical drawings and calculation with the names of the technicians responsible for the structural part, furnishing, for the set-ups, for aspects regarding health and safety at the workplace, and for the systems. The same obligation applies for stands built in external areas. BolognaFiere may request the intervention of the Supervisory Committee for places of public entertainment.

### **3.B - Stand furnishing**

The Exhibitor shall limit his display to the area allocated to him, as marked off by painted lines or adhesive tape, as no partition walls will be provided.

Therefore the display area shall not exceed the theoretical plane passing through the axis of the plates at the foot of the front pillars which support the side walls of the stands. Inside the halls the stands may not exceed a standard height of 2.50 m. In order to take account of any added thickness due to raised floors, lighting elements and light supports, including lattice structures, a maximum tolerance of a further 0,50m will be allowed, taking the above-specified limit to 3,00 m, on condition that the structures whose sides face adjoining stands are perfectly finished and painted in a neutral, solid colour. Changes to stand heights of more than 3 mt. may only be made upon written request by the Exhibitor and written approval by BolognaFiere.

Suspended piles and the related suspension systems, must be made in accordance with the directives from the Ministry of the Interior dated 01/04/2011 providing, in addition to the main connection system (bell, chain, auction....) **also a safety connection** for "suspended loads" we refer to truss structures (simple type or "ring" type) or other types of beams or facilities and all related piles (monitors, projectors, lights, speakers and other sub-structures...) that are bound to a top or bottom structure or via a lifting element.

The listed items must be in accordance and in possession of all the documents included in the said above Ministry of the Interior Action.

The Exhibitor must keep inside the stand, in sight and ready to use, attested fire extinguishers properly marked and in adequate quantity to the surface of the stand, as provided by BolognaFiere.

Glass walls in direct contact with the public must meet applicable legislation and UNI standards.

In halls 14-15-16-18-21-22-25-26-33-34 and partially in halls 29 and 30 double ceilings are permitted only if grill-type or perforated panel or possibly in woven fabric to allow proper use of the sprinkler fire-fighting system.

The Exhibitor shall bear sole responsibility for the stability and compliance of furnishing materials with the fire-prevention regulations currently in force, and he expressly relieves BolognaFiere of all liability for any damage that may result from design and construction defects, including the dimensioning as inferred from the detailed drawings of the areas occupied.

Any job that entails changes in the actual state of BolognaFiere's fixed and movable property (reinforcements, modifications, excavations, holes in fixtures, walls, structures and floor columns) may only be carried out with the prior authorisation of BolognaFiere, and shall be done at the expense and under the responsibility of the Exhibitor. The Exhibitor shall continue to bear responsibility for the duration of the Exhibition until the stand is handed back to BolognaFiere. Prior to starting work the Exhibitor is required to make over to Organiser an amount equal to the cost required to restore the stand to its original state, which will be undertaken by BolognaFiere.

### **3.C – Waste management**

#### **Set-up and dismantling:**

Please note that during all stages of the event, it is forbidden to leave waste materials and/or wastes, in the exhibition areas and at the Exhibition Center. The remaining materials for workmanship and dismantling must be disposed by Exhibitors or by their agents and the hallway must be kept free of any kind of rubbish or bulky material.

**The Exhibitor and/or his agents are responsible for the disposal of waste and stand construction residues.**

**The obligatory communication to BolognaFiere of the waste disposal method chosen must be expressed in the "Event Forms - Mandatory Online Services" area of the reserved area of the website [www.sana.it](http://www.sana.it)**

Verification of the correct application for what is required in waste management and residual materials will be carried out by BolognaFiere specialists, present in each pavilion, during the opening hours of the show. The individual abnormalities detected will be recorded and transmitted to the administration. If the Exhibitor and/or its agents leave the space abandoned, BolognaFiere will arrange for all the necessary work to be done and the Exhibitor will be required to pay all the expenses in addition to the estimated Euro 300,00 + VAT surcharge.

### **Exhibition**

Waste produced during the Exhibition must be delivered to the waste separation and recycling areas in the Exhibition Centre and separated by type (paper, glass, metal, plastic and undifferentiated). The Exhibitor and/or its employees may assign BolognaFiere the task of collecting and disposing the waste produced.

### **3.D - Prohibitions**

It is specifically prohibited for Exhibitors to:

- apply loads to the hall structures, walls, lighting pillars, etc.;
- attach to or hang from the above-mentioned elements posters, cables, panels, banners or stickers;
- when securing carpets or similar materials to the floor, it is strictly forbidden to use strong double-sided adhesive tape, with internal paper backing or tape of weak consistency;
- damage the equipment belonging to BolognaFiere and the structures of the halls;
- use your own lifting equipment unless otherwise specifically authorised by BolognaFiere;
- to dump waste materials and/or refuse of any type;
- stage performances or entertainment, of whatever kind, nature or characteristic, even if they are confined to the stand or designed to present or promote products, without the prior written authorisation of BolognaFiere Management. It is the exclusive responsibility of the Exhibitor to obtain any authorization from the health and public safety authorities and, in general, from the bodies in charge, for the above mentioned initiatives, if and as requested;
- access to the Exhibition Centre, during the opening hours to the public, with vehicles other than passenger cars.

The Exhibitor shall assume all civil and criminal liability for damage deriving from failure to observe or violation of the applicable legislation and all the requirements set out in these Regulations and in the Safety File and shall exonerate BolognaFiere from all demands for compensation made by third parties.

The Exhibitor shall inform its personnel and the companies operating on its behalf in the exhibition centre of the obligations and prohibitions set out in these Regulations and in the Safety File in relation to the general conditions of participation in the exhibition.

In the event of failure to observe these regulations and those stated in the general conditions of participation, BolognaFiere will be entitled to adopt preventive measures towards a company that for example has an irregular fire safety position.

In the event that supplementary measures to the overall safety conditions are adopted, this may result in corresponding expenses being charged (to be evaluated at not less than € 300.00/module or an injunction being given to partially or totally dismantle the stand and declare it unfit for use.

## **4) GENERAL SERVICES**

Within the limit of available facilities, BolognaFiere can arrange for the supply of electricity, water and compressed air, as well as connection to phone and web networks, to individual stands.

### **4.A - Technical assistance available to Exhibitors**

The Organiser, through its Exhibition Office, will provide Exhibitors with comprehensive technical information on the general services available throughout the Exhibition Centre.

The services listed below may be requested from the Official Suppliers, whose names are given on the Befair e-commerce platform [www.befair.eu](http://www.befair.eu).



- Video rental
- Audio equipment rental
- Green furniture rental
- Electrical systems
- Water systems
- Compressed air
- Stand cleaning
- Catering
- Handlings /Porterage
- Forwarder
- Telephone and wi-fi services

Please note the following:

Material handling, load and download as well as porterage services are organized only by the Forwarder of BolognaFiere. Exhibitors wishing to bring goods of foreign origin (extra CEE) into the Exhibition Centre to be displayed as samples shall inform BolognaFiere to email address: [customs@marconiffm.it](mailto:customs@marconiffm.it)

The following services are in operation in the Exhibition Centre:

- self-service, bar
- upon request, cocktails, bar service or/and refreshments delivered directly to the stand.
- Travel agency
- Hardware
- Insurance

#### **4.B Responsibility for services**

BolognaFiere regulates, but does not produce directly the services and therefore disclaims any and all responsibilities in respect of the performance thereof. Claims should be made in writing direct to email address: [vendite@bolognafiere.it](mailto:vendite@bolognafiere.it)

### **5) SPECIAL SERVICES**

#### **5.A- Entrance passes for Exhibitors. Parking passes for cars**

Exhibitors will be provided, free of charge, with entry passes in the following quantities:

|                    |           |
|--------------------|-----------|
| 16 sq.m.           | 4 passes  |
| 32 sq.m.           | 6 passes  |
| 48 sq.m.           | 8 passes  |
| 64 sq.m.           | 10 passes |
| more than 64 sq.m. | 12 passes |

Exhibitors will also be given one car parking pass, whatever the surface of the stand.

The passes will entitle Exhibitors to park their vehicles within parking lots indicated and made available by BolognaFiere, subject to availability. The Exhibitor is responsible for these documents and for the behaviour of those using them.

#### **5.B- Invitation cards for clients**

The Exhibitor will be provided n. 50 free invitation codes for their customers, valid upon registration on [www.sana.it](http://www.sana.it).

Requests for additional tickets to be paid as specified on the application form, should be addressed to the Show Office.

#### **5.C – Catalogue and Show Guide**

The exhibition Catalogue will be published only on-line and will contain the information provided by the Exhibitors up to 30 days prior to the start of the Exhibition. With regard to the name and the product sector, the data supplied on the application form will be considered valid.

The Show Guide will be hard version and spread free of charge in the Exhibition Centre, and will contain information sent by Exhibitors within 30 days prior to the opening of the Exhibition.

#### **5.D – Hotel reservation service**

*BOLOGNA WELCOME is the official Travel Agency of BolognaFiere Group, which exhibitors and visitors should contact directly.*

*The hotel reservation service is provided by the official supplier of BolognaFiere (Bologna Welcome Srl), who the Exhibitor must contact directly, using the appropriate form, which indicates the conditions and rates. This service is also regulated but not organized by BolognaFiere, which therefore declines all responsibility for its execution. Any complaints must be sent in writing directly to the Official Supplier and must be communicated, for information only, to BolognaFiere.*

For information contact by email: [incoming@bolognawelcome.it](mailto:incoming@bolognawelcome.it)

#### **5.E - Sound broadcasts - Payment of royalties**

*Exhibitors are not generally allowed to broadcast music or to use music and sound reproduction equipment. Any exceptions may be authorized in writing.*

*Such authorization may be withdrawn at any time with immediate effect by means of written notice.*

*Authorization does not exempt the Exhibitor from respecting current laws governing copyrights and noise pollution regulation (maximum limit permitted by law). He must also use equipment avoiding loud noises.*

*In order to fulfil the required formalities, parties interested may apply directly to S.I.A.E.- Via Orfeo 33/a - 40124 Bologna Tel. +39/051/4290311- fax +39/051/30.72.80.*

### **6) SPECIAL PROVISIONS**

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

*BolognaFiere may have faculty to deny access to the Exhibition Centre or to Exhibition halls with luggage, bags or any other container, requesting their deposit at the cloakroom.*

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

*Only dogs on a leash and wearing a muzzle or in a dog carrier can be admitted to the Exhibition Centre, except for dogs specifically trained to assist disabled persons that can access without restrictions.*

#### **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 authorisation of BolognaFiere.*

*It is forbidden to photograph and film the interior of the Centre, the stands and the goods on display without the prior authorisation of BolognaFiere and the stand owner.*

#### **6.D - Radio electrical devices**

*Operators who wish to use radio equipment (transceivers, radio microphones, radio cameras, etc.) are obliged to use equipment that complies with the regulations (Directive 99/05 EC - CE mark) and to obtain the appropriate authorisation (art. 107 paragraph 10 of Legislative Decree 259/2003 - Electronic Communications Code), if necessary, as well as operate in the permitted radio bands. For the completion of the necessary procedures, interested parties may refer to the website of the Ministry for Economic Development*

<http://www.ispettoratoemiliaromagna.altervista.org/index.php/aree-tematiche/apparati-di-debole-potenza>.

### **7) RIGHT OF SURVEILLANCE AND INTERVENTION BY BOLOGNAFIERE**

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

*Exhibitors are reminded that failure to observe the rules or the violation of prohibitions may result in the immediate closure of the stand by officers or agents of BolognaFiere, or in the withdrawal of the entry passes and parking stickers, nor shall this entitle the Exhibitor to any refund whatsoever.*



## **8) MODIFICATIONS TO THESE REGULATIONS**

*Any provisions of law or regulations that alter the terms of these Exhibition Regulations will be immediately and automatically effective, even though the printed Exhibition Regulations have not been modified or changed to reflect said amendments.*

*In addition, 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, health and safety, accident and damage prevention, and the safety of Exhibitors and visitors.*

*These latter provisions may be brought to the attention of Exhibitors by any means and they shall take precedence over the general provisions in force up to that time.*

## **EXHIBITION CENTRE REGULATIONS**

### **1) ACCESS TO THE EXHIBITION CENTRE**

*The Exhibition Centre is open on the days and according to the timetable set forth by BolognaFiere of each individual fair.*

*Information regarding hours and access will be made available to Exhibitors and buyers via the means considered to be most appropriate for the purpose by the Fair Provider.*

*The schedule in terms of both days and hours, however, can be changed at any moment by means of a simple communication, including an announcement made over the public address system, promulgated within the fair facility or at the entry points.*

*Permission to access the Exhibition Centre will be limited to people in possession of a valid entry pass. Visitors should carry this pass with them at all times while at the fair and always be ready to show it to the facility's services personnel.*

### **2) RULES AND OBLIGATIONS**

*All people who visit and use the Exhibition Centre are expected to behave in a civil manner, respecting the property and equipment located in the facility belonging to the Fair Provider and third parties. Everyone is expected at all times to scrupulously follow all the rules and regulations which shall be disseminated by the Fair Provider at the entrances and within the fair facility by means of special signs, printed bulletins and announcements made over the public address system, as well as by means of the service personnel and via any other means the Fair Provider shall deem necessary, with the understanding that the announcements made over the public address system and the instructions communicated by the service personnel shall have precedence over all other statements of rules and regulations.*

### **3) SPECIFIC PROHIBITIONS**

*It is absolutely prohibited to carry out advertising or marketing outside the stands and without written authorization from the organizers. Within the confines of the Exhibition Centre it is absolutely prohibited for anyone to solicit offerings, alms or oblations for institutions of any kind whatsoever, to carry out religious, political or union-related activities or any other sort of activity not directly related to the objectives and aims of the fair in progress.*

*It is prohibited by law for minors under 14 years of age to enter the Exhibition Centre, even if accompanied by an adult.*

*Exceptions may be granted by Organizers for a particular fair and they will be announced to the public in a manner that is deemed to be suitable.*

*Only dogs on a leash and wearing a muzzle or in a dog carrier can be admitted to the Exhibition Centre, except for dogs specifically trained to assist disabled persons.*

*It is also forbidden to use rollers, skating, scooters, bikes, motorbikes, except for BolognaFiere Staff.*

*It is forbidden to use, for any purpose, remotely piloted aircrafts or drones (APR) inside the Exhibition Centre.*

*It is strictly against the rules to bring any sort of still photo or moving-picture camera video recording equipment or any other sort of filming devices without prior authorization from the Fair Providing Organization and it is also against the rules to take photographs or do any sort of filming of the Fair Center, the stands and the goods being exhibited without prior permission from the Fair Providing Organization and the owner of the stand(s) in question.*

*The Fair Providing Organization reserves the right to prohibit people from carrying bags, luggage and other containers into the fair center or the individual pavilions, requiring said and similar items to be checked into special wardrobe facilities. Violators of these rules and regulations may be asked to leave and escorted from the fair center by the service personnel.*

#### **4) ACCESS WITH VEHICLES**

*Access will be granted, on the appropriate routes, solely to vehicles displaying the proper authorization and the people riding in them, provided they are in possession of the required entry passes and only during the established periods . Parking inside the Exhibition Centre will be permitted only in the designated parking spaces upon display of the relevant entry document.*

*Parking is not allowed in the Exhibition Centre after closing hours. Specifically, it is forbidden to unload and park containers or detachable parts of non-self-propelled vehicles. In the event of failure to comply with these provisions, vehicle may be towed away by BolognaFiere at owner's expense and risk. Owners and exhibitors will be considered jointly and severally liable to the related costs. Bolognafiere is hereby released from all responsibility regarding the attendance of vehicles and shall not be held liable for damage or theft of any kind.*

*For safety reasons during the days of opening to the public, access to and parking in the Exhibition Centre will be permitted only for cars (all other vehicles such as commercial vehicles, trucks, etc. are therefore excluded). In violation of this provision, BolognaFiere may take action to obtain the forced removal of the vehicle from the car park, or the affixing of mechanical means inhibiting the use of the same at the risk and expense of the owners.*

#### **5) THE RIGHT TO AMEND AND WAIVE**

*The Fair Providing Organization has the right to add to, change or revoke these rulings, as well as the right to depart from them and make exceptions. It shall communicate such intentions in the manner it deems most appropriate.*

#### **6) SANCTIONS**

*Noncompliance with the rules and regulations set forth in this document could lead to confiscation of the violator's entry pass and immediate expulsion from the fair center, as well as the temporary or permanent closure of the violator's stand, if the offender is an Exhibitor or works for an Exhibitor.*