

## **SANA and SANATECH 2021 TECHNICAL REGULATIONS**

### **1) PRELIMINARY NOTICE**

"BolognaFiere" means Fiere Internazionali di Bologna S.p.A., Viale della Fiera 20, 40127 Bologna, Italy.

### **2) GENERAL PROVISIONS**

#### **2.A - Date, venue and opening hours of the Exhibition**

The Exhibition will be held from **9/09/2021** to **12/09/2021** at the Bologna Exhibition Centre.

#### **EXHIBITION OPENING HOURS**

From Thursday, 9 to Sunday, 12 September 2021, the Exhibition opening hours will be as follows:

##### FOR EXHIBITORS:

Thursday, 9 September: from 8 a.m. to 6.30 p.m.

Friday, 10 and Saturday, 11 September: from 8.30 a.m. to 6.30 p.m.

Sunday, 12 September: 8.30 a.m. to 10 p.m.

FOR VISITORS: from Thursday, 9 September to Saturday, 11 September: from 09.00 a.m. to 6.00 p.m.

Sunday, 12 September: from 9 a.m. to 5 p.m.

**Recommended Trade Show Entrance:** The "Michelino" entrance (east). Access will also be allowed from the (west) "Costituzione" entrance.

#### **2.B - Set-up and Move-in**

Booth set-up **in unfurnished (raw space) areas of Halls allocated for the Exhibition** must be carried out during the following hours:

- Friday, 3 September 2021: from 8 a.m. to 7 p.m.

- Monday, 6 and Tuesday, 7 September 2021: from 8 a.m. to 7 p.m.

**PLEASE NOTE: The Exhibition Centre will be closed on Saturday, 4 and Sunday, 5 September.**

#### **BOOTH SET-UP IN UNFURNISHED (RAW SPACE) AREAS**

Booths in unfurnished (raw space) areas must be fully completed by 7 p.m. on **7 September 2021**. Exhibitors must ensure that their booth fitters comply with this deadline, making sure they include a specific clause to that effect in contracts with fitters.

#### **PRE-FURNISHED STANDS**

The pre-furnished areas of the Exhibition Centre will only be accessible to Exhibitors **from Thursday, 8 September 2021**, from 8 a.m. to 7 p.m. **No access to pre-furnished booths shall be allowed prior to this date.**

## **2.C - Access to the Exhibition Centre grounds during booth set up and move-in period**

Only registered Exhibiting companies and their suppliers will be allowed access to the Exhibition grounds. Exhibitor companies must register on the trade show website: **sana.befair.eu** using the User Name and password chosen by the Exhibitor when first accessing the system and which was subsequently confirmed by email. (This User Name and password will remain valid for future trade show editions). Exhibitors must authorize all fitters and suppliers they have engaged, indicating their role. All contracted businesses listed by Exhibitors will then receive an email with a link allowing them to access the system and choose their own User Name and password. Failure on the part of suppliers to register with the website and confirm acceptance of the documentation published, including worker-safety provisions (DUVRI), will not allow them to proceed to printing out their entrance passes and/or other authorizations to enter the trade show grounds.

Suppliers/Couriers entering the trade show grounds to deliver goods and equipment on behalf of Exhibitors must also be in possession of a special Transport Document (TD) indicating the name of the addressee Exhibitor, the Hall, aisle, booth, and name and address of the contact person on the premises. Suppliers presenting a Transportation Document without this information will be denied access to the grounds.

Exhibitors and their fitters/suppliers who fail to register with the trade show website or do not print out their entry authorization shall not be allowed access to the trade show grounds during booth set-up and dismantling periods. Please note that "Exhibitor passes" for the period of the trade show when open to the public shall not be valid for the move-in or move-out period prior and subsequent to the event.

In accordance with current legislation on health and safety at work, the Exhibitor, in its role as Client, must ensure that all suppliers, contractors or self-employed workers engaged to carry out work of any kind on its behalf in the trade show grounds are in possession of the appropriate technical and professional skills.

Full information on access requirements, including provisions laid down in the Consolidated Law on Safety, Legislative Decree 81/08 and subsequent amendments and additions are available on the website: **sana.befair.eu**

As mentioned above under point 2.B, during the stand set-up period, access by persons and vehicles to the Exhibition Centre shall be allowed at the following times:

- Friday, 3 September 2021: from 8 a.m. to 7 p.m.
- Monday, 6 and Tuesday, 7 September 2021: from 8 a.m. to 7 p.m.
- Wednesday, 8 September 2021: 8 a.m. to 7 p.m.

**PLEASE NOTE: The Exhibition Centre will be closed on Saturday 4 and Sunday 5 September.**

**In addition, please note** that on **8 September, from 8 a.m. to 7 p.m.**, no booth set-up work will be permitted other than minor completion tasks, arranging of samples, graphics and other activities that require the use of hand tools only.

No fuel-powered vehicles, fork-lift trucks or any other NON-ELECTRIC means of conveyance may access the halls or any other interior environment.

Parking in the vicinity of the halls must be limited to the time strictly necessary for unloading and loading goods and equipment. All vehicles not used for this purpose must be parked in the parking areas. In particular, the detachment and parking of containers or detachable non-self-propelled sections of vehicles is not permitted.

In compliance also with work safety regulations, BolognaFiere shall be entitled to introduce any special criteria it sees fit to regulate access to the Exhibition Centre during the preparatory set-up period prior to the trade-show, including restricting vehicle access and/or introducing a charge for vehicles left outside the defined spaces or over-staying parking times.

In particular, motor vehicles and other means of transport remaining in the Exhibition Centre for more than two hours will cause the Exhibitor whose password has been used to accredit the vehicle to be charged the sum of €500.00 plus VAT.

**Furthermore, for security reasons, it is strictly forbidden to park vehicles inside the Exhibition Centre during closing hours. In the event of unauthorised parking, BolognaFiere will take steps to have the vehicles forcibly removed from the Exhibition Centre, at the risk and expense of the vehicle owner.**

For safety reasons, Exhibitors and booth-fitters working on the Exhibitor's behalf are forbidden to use their own forklift trucks, self-propelled cranes, aerial platforms, etc. inside the Exhibition Centre. In order to ensure strict compliance with safety norms, all such equipment must be obtained from BolognaFiere's appointed forwarders (Spedizionieri Ufficiali di BolognaFiere). These provisions do not apply to transport vehicles equipped with an on-board crane arm, which may, however, only operate inside the halls if they are equipped with a pipe-based engine exhaust dispersal system conducting engine fumes outside the halls.

Requests to the BolognaFiere Operations Division to waiver this provision may be made. Requests must be accompanied by adequate justification, certification of the suitability of the vehicles to be employed and their driver. Should authorisation be granted, applicants will be charged an administrative handling fee. For further information, please contact the Operations Division.

The conditions to be complied are indicated in the Form entitled "Request for authorisation to use hoisting equipment", which must be signed in acceptance to obtain authorisation.

Should hoisting equipment owned by Exhibitors or their suppliers be introduced or used in the grounds, BolognaFiere will immediately block or remove the equipment at the risk and expense of the Exhibitor or the owner of the equipment.

It should be noted that on **8 September**, no self-propelled machines or equipment will be allowed inside any of the trade show halls. Only hand trolleys will be allowed. These may be booked and rented from BolognaFiere's supplier located in the Exhibition grounds and whose address and opening hours are given in paragraph 2B.

## **2.D - DISMANTLING**

Sunday, 12 September 2021: from 5.30 p.m. to 10.00 p.m. **Only removal of samples and clearance of the pre-furnished booths supplied by BolognaFiere will be allowed.**

Monday 13 September: from 8 a.m. to 7 p.m.

**PLEASE NOTE: clearance of all pre-furnished booths must be completed by 10 p.m. on Sunday, 12 September, as the booths will be subsequently dismantled.**

**Wherever located, booths must be cleared in compliance with the regulatory provisions requiring the removal of all materials within the dates and timeframes indicated above.**

Failure to do so will result in any material left in the booth being considered waste and therefore sent to a public dump for which the Exhibitor shall be required to reimburse any and all direct or indirect expenses incurred to clear the booth. The current charge is a minimum of € 300.00 plus VAT for every 16 sq. m. of surface area.

The Exhibitor shall accept sole responsibility for any damage or theft occurring during set-up, the Exhibition or subsequently.

## **2.E – Payment methods**

Payment of the Exhibition participation fee shall be made as indicated in the terms and conditions laid down in the Application Form.

"Exit vouchers" will only be issued to those Exhibitors who have settled all direct or indirect amounts owed. The "exit voucher" does not, however, constitute a receipt of payment for amounts owed for participation in the Exhibition, and shall only be valid for the vehicle indicated on the voucher.

## **2.F - Insurance - Exemptions, Liability and Limitations of Liability**

During the opening hours of the halls, Exhibitors shall be responsible for supervising their booths, directly or with the assistance of their own personnel. Although providing a general 24-hour security service inside the Exhibition Centre for the full duration of the Exhibition and for all the days set aside for setting up and clearing out the booths, as well as during the hours when the Centre is closed to the public and Exhibitors, BolognaFiere shall be held harmless against any and all liability as to theft and/or damage sustained by the Exhibitor.

Exhibitors shall also be held liable by BolognaFiere for all direct and indirect damages attributable to them or to staff working on their behalf (including damage caused by fixtures, fittings or systems erected by Exhibitors or by third parties mandated by them, even if the fixtures and fittings were tested and approved by BolognaFiere).

Compensation for damages due to theft or physical damage sustained by Exhibitors, even outside trade show opening hours (including the days set aside for booth set-up and

clearance), shall be settled exclusively by means of insurance coverage within the limits and under the conditions laid down therein.

Exhibitors may receive compensation from the following insurance policies taken out by BolognaFiere:

a) All Risks insurance coverage (including fire and theft) for direct material damage to booth furnishings, fittings, equipment and goods, with the exception of cash, valuables, jewellery and similar items, and excluding software installed on electronic devices as well as damage due to the non-use of furnishings, fittings, equipment and goods during the period of the Exhibition: € 40,000.00 full first loss coverage (including fire and theft), with an absolute excess of € 300.00 per claim of € 600.00 for damages sustained after the closure of the Exhibition.

b) Third Party Liability coverage, including fire damages: maximum single claimable amount: € 50,000,000.00;

c) Exhibitor Employee Liability Coverage: maximum amount per claim: €3,000,000.00 with a maximum single claimable amount per person of €2,000,000.00;

d) waiver by the Insurer of all recourse against Exhibitors and BolognaFiere.

The above-mentioned insurance policies are governed by the conditions and limitations of said policies, copy of which the Exhibitor may request from the Exhibition Secretariat, and which are set down in the Exhibition documentation. Said coverage does not exclude Exhibitor liability for any risks which, according to the independent assessment of the Exhibitor, are not covered or which exceed the coverage limits indicated above. Exhibitors undertake to take out additional insurance coverage to this end.

In particular, given the existence of a video surveillance system, Exhibitors acknowledge that, in the event of theft, the report notifying the Public Authorities of the occurrence must be received by the Insurer within seven days of the close of the Exhibition. Failure to comply with this deadline may result in the loss of the right to compensation.

It is hereby understood that the Insurer will handle claims and settlement procedures following the close of the Exhibition.

In any event, the Exhibitor undertakes to include in the supplementary insurance coverage the insurer's waiver of recourse against Exhibitors and BolognaFiere. Should the Exhibitor fail to obtain such supplementary insurance coverage, it shall in any event hold any Exhibitors and BolognaFiere harmless from any action that may be brought against them.

Furthermore, while acknowledging the above, the Exhibitor - on its own behalf and on behalf of its staff or mandated persons - expressly holds BolognaFiere harmless from and against any liability for loss or damage that may occur, for any reason in the exhibition space assigned to it, of the goods and materials located in said space during the course of the Exhibition or during the set-up and dismantling of the booth, hereby accepting full responsibility for any damage caused to third parties on account of its management of the exhibition space or caused by anything placed therein not covered by the terms and conditions indicated above, or by supplementary insurance coverage taken out by the Exhibitor.

BolognaFiere declines all responsibility for consequential damages, reputational damage, loss of turnover, etc. Similarly, the Exhibitor hereby accepts that in the event of direct damages sustained, BolognaFiere's liability shall fall within the maximum claimable amounts under the above-mentioned insurance coverage. The Exhibitor hereby accepts such limitations of liability.

### **3) BOOTH SET-UP AND PROHIBITIONS**

#### **3.A – Definition of the type of set-up and approval procedures**

Booth set-ups, regardless of surface area, are classified as follows:

- STANDARD booth furnishing
- NON-STANDARD furnishing

Booth structures, fixtures and fittings shall be considered NON STANDARD if they have one or more of the following characteristics:

- metal truss structures with a free span of more than 8.00 m or an overall size of more than 32.00 m;
  - horizontal structures in metal or other material with a free span exceeding 4.50 m;
  - accessible mezzanine floor even if not accessible to the general public
  - raised platforms or dais of more than 0.80 m

Furnishings or fittings of over 3.50 m in height shall be subject to inspection and approval.

All outdoor structures with a surface area exceeding 75 m<sup>2</sup> shall also be considered non-standard installations.

Since the Exhibition Centre is certified as a trade show grounds with traditional STANDARD parameter exhibition structures, Exhibitors intending to use furniture and fittings even with *just one non-standard component* with respect to the above-mentioned characteristics shall be under the obligation to request approval from BolognaFiere of said structures, fixtures and fittings, sending (by fax or certified e-mail) a detailed plan of the proposed non-standard installation, signed and stamped by a certified technical expert. The request must reach BolognaFiere **no later than 31 July 2021**.

If the Exhibitor does not have a detailed plan of the proposed non-standard installation signed and stamped by a certified technical expert, prior assessment by BolognaFiere may be sought by filling out the appropriate form and settling the relative fees. The forms are available on the web portal at [www.befair.eu](http://www.befair.eu)

If a stamped and signed plan of the non-standard project is not sent to BolognaFiere, assessment and validation will be carried out automatically and the Exhibitor charged twice the fee fixed for the service, as indicated in the forms on the above-mentioned portal.

BolognaFiere reserves the right to disallow the assembly of non-standard set-ups that have not been approved in advance.

Static testing of non-standard booth set-ups is compulsory and shall be carried out exclusively by BolognaFiere. The Exhibitor will be charged the amount corresponding to the type of set-up, as indicated in the forms on the website [www.befair.eu](http://www.befair.eu)

The plans (signed and approved by a certified technical expert) of all particularly complex metal truss structures (total length over 32.00 m, including both vertical and horizontal structures, and/or a free span of over 8.00 m), or horizontal structures in metal or other materials with free span of over 4.50 m, as well as double-deck or mezzanine structures must be sent to BolognaFiere (by fax or certified e-mail) together with a report indicating the load conditions during assembly and dismantling based on the construction method envisaged. On completion of assembly, a document testifying to the correct assembly signed by a qualified technical expert must also be sent to BolognaFiere.

In any event, BolognaFiere shall always be entitled to examine the designs of large, non-standard or potentially dangerous booths. The Exhibitor is under the obligation to provide technical drawings and the names of the technicians in charge of the structural design, booth set-up, health and safety, and plant and equipment. The same obligation applies to booths erected in outdoor areas. BolognaFiere shall be entitled to request the intervention of the Supervisory Commission for places of public entertainment.

### **3.B - Booth set-up**

The Exhibitor must keep all booth furniture and fittings strictly within the area assigned to it, the perimeter of which will be marked out by painted lines or adhesive tape where not indicated by other perimeter indications.

Booths inside the halls must not exceed the standard height of 2.50 metres. An additional 0.50 m may be authorized to take into account raised flooring, light fixtures, and luminaires on truss supports, for a maximum height of 3.00 m, provided that the structures whose sides face adjacent booth are perfectly finished and painted in a plain neutral colour. Booth heights in excess of 3.00 m may be constructed only following formal approval by BolognaFiere of a written request to this regard by the Exhibitor.

Suspended loads and their suspension systems must comply with the provisions of the Ministry of the Interior's Circular Letter of 01/04/2011, i.e., providing, in addition to the main connection system (e.g., tie rod, sash, rope, chain, pole), a secondary fail-safe connection or fastening system (e.g., tie rod, sash, rope, chain, extensible fall-arrest systems, etc.). The term "suspended loads" shall refer to trusses, or so-called "American"-type structures (both the simple or "ring" type) and other types of beams/structures, and related loads (including but not limited to: screens, projectors, loudspeakers, spotlights, motorized devices to hoist other sub-structures, etc.) that are attached to an upper or lower structure or by means of a hoisting device.

All the above items must be accompanied by the full documentation indicated in the above-mentioned Ministerial Circular Letter.

Hanging points are only possible in Halls 14-15-16-18-19-28-29-30-36-37, and shall be realized exclusively by BolognaFiere, which will also perform testing of the same. All feasibility requests as regards hanging points should be sent by e-mail to BolognaFiere's

technical offices. Anchorage to floors and structures is strictly forbidden throughout the Exhibition Centre.

**Exhibitors are under the obligation to ensure that the regulatory number of fire extinguishers supplied by BolognaFiere are in full view and ready for use in their stands.**

Glass walls in direct contact with the public must comply with current regulations and UNI standards.

False ceilings shall be permitted in Halls 14, 15, 16, 18, 21, 22, 25, 26, 28, 33, 34 and in certain parts of Halls 29, 30 and 37. Said false ceilings must, however, be composed of grid-type or perforated panels that permit the correct functioning of the sprinkler system.

The Exhibitor shall be exclusively liable for the static performance of all stand fixtures and fittings and their full compliance with current fire regulations. The Exhibitor hereby expressly holds BolognaFiere harmless against any and all damage resulting from design and construction defects, including damage resulting from measurements taken from the detailed drawings of the areas occupied.

Any work involving changes to BolognaFiere's buildings, plant and equipment (reinforcements, modifications, excavations, perforation of window and door frames, walls, structures, columns, floors) may be carried out only following prior written authorisation by BolognaFiere, at the expense and under the responsibility of the trade show Exhibitor, which shall bear exclusive liability for the entire period of the Exhibition until the stand is handed back to BolognaFiere. Before any work is commenced, the Exhibitor shall settle payment with BolognaFiere for the cost of restoring the booth to its original state on conclusion of the event.

### **3.C - Waste Management**

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

During all phases of the exhibition, no waste, left-over material and/or special waste materials may be abandoned by stand fitters or Exhibitors in the exhibition areas or in any area in proximity to the Exhibition Centre.

Waste and residual materials from set-up and dismantling must be disposed of by the Exhibitor and/or its mandated representatives. All the aisles of the halls must be kept free of any kind of waste or encumbrance.

**The Exhibitor and/or its mandated representatives shall be responsible for the disposal of all waste and residual materials from booth set-up.**

**Exhibitors are under the obligation to formally notify BolognaFiere of the manner in which they intend to dispose of all waste material. Notification of the waste disposal method to be used must be communicated via the "Exhibition Forms - Compulsory Online Services" section of the reserved area of the website [www.sana.it](http://www.sana.it) or [sanatech.sana.it](http://sanatech.sana.it)**

Verification of full compliance with the provisions governing waste and residual materials disposal will be carried out by BolognaFiere personnel who will be present in each hall during the opening hours of the Exhibition Centre. Any failure to comply will be registered and forwarded to the competent internal bodies.



Exhibitors will be charged a penalty fee for all non-compliance with the waste disposal regulations by way of reimbursement for the expense incurred by BolognaFiere in order to dispose of the abandoned material. The minimum amount of said penalty fee shall be € 300.00 + VAT for every 16 m<sup>2</sup> of surface area occupied by the Exhibitor.

### **Trade show**

The waste produced during the trade show must be deposited at the clearly signposted ecological stations or bays located in the Exhibition Centre grounds. Waste must be sorted and disposed of by specific category: paper, glass, metal, plastic and general waste.

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

In particular, Exhibitors may not:

- apply loads or place material on the structures of the halls, walls, lighting poles and supports, etc;
- attach or hang posters, cables, panels, banners, or stickers from the above-mentioned elements;
- under any circumstances, use strong double-sided adhesive tape with internal backing in paper or similar material of weak consistency to affix carpeting or similar materials to the floor;
- damage the equipment owned by BolognaFiere and the structures of the halls;
- use their own hoisting equipment;
- abandon waste materials and/or waste of any kind;
- carry out any event or entertainment of any kind whatsoever, even within the confines of the booth and for product presentation purposes, without the prior authorisation of the BolognaFiere Management. Exhibitors shall be exclusively responsible for obtaining all required authorisations for any above-mentioned events and initiatives from public health and safety authorities, and from any other relevant bodies;
- introduce vehicles other than passenger cars into the Exhibition grounds when the Exhibition Centre is open to the public.

The Exhibitor shall assume sole civil and criminal liability for any damage caused by non-observance or violation of statutory provisions in force as well as the provisions contained in these Regulations and in the Safety Rules, and hereby undertakes to hold BolognaFiere harmless from any claims for compensation made by third parties.

The Exhibitor shall inform its staff and any contracted companies working under its orders in the Exhibition Centre of the provisions and prohibitions regarding the terms and conditions pertaining to participation in the Exhibition and contained in these Regulations and Safety Rules.

Failure to comply with these rules or with the terms and conditions regarding participation in the Exhibition, shall entitle BolognaFiere to take precautionary measures against the Exhibiting company. In the case, for example, of inadequate fire-prevention safeguards, supplementary measures to ensure full compliance with overall safety provisions must be taken, whose cost are estimated at not less than € 300.00 per notification form. Failure to take these further reinstatement measures will lead to BolognaFiere issuing a declaration that the booth is unfit for use followed by an order to dismantle the booth completely or in part.

#### **4) GENERAL AND TECHNICAL SERVICES**

Within the limits of the systems at its disposal, BolognaFiere is able to supply individual booths with electricity, water and compressed air, as well as connectivity to telephone and internet networks.

##### **4.A - Services offered Exhibitors**

The Organiser's Exhibition Secretariat is available to provide Exhibitors with all necessary technical information on the general services provided by the Exhibition Centre.

The following BolognaFiere services can be purchased swiftly and easily on its e-commerce channel at [www.befair.eu](http://www.befair.eu)

- VIDEO RENTAL
- AUDIO SYSTEM HIRE
- GREEN FURNITURE HIRE
- ELECTRICAL SYSTEMS
- WATER SYSTEMS
- COMPRESSED AIR
- BOOTH CLEANING
- CATERING
- MERCHANDISE HANDLING / PORTERAGE
- FORWARDING AGENT
- TELEPHONE LINES and WI-FI

Please note that:

Transport, loading and unloading of goods and portering services in the Exhibition Centre are organised exclusively by BolognaFiere's Forwarding Agent (Spedizionere).

Exhibitors must inform BolognaFiere at [customs@marconiffm.it](mailto:customs@marconiffm.it) in the event of non-EU goods entering the Exhibition Centre to be displayed as samples.

The following services are also available in the Exhibition Centre grounds:

- self-service restaurant and cafés
- customized provision of snacks, cocktails, bar service and/or supply of products directly to booths
- travel agency
- hardware store
- insurance company

##### **4.B - Liability for services**

BolognaFiere regulates but does not directly provide the above-mentioned services and, therefore, declines all responsibility for their performance.

Any complaints and claims must be addressed in writing directly to [vendite@bolognafiere.it](mailto:vendite@bolognafiere.it)

## **5) SPECIAL SERVICES**

### **5.A - Exhibitor passes and motor vehicle passes**

#### **EXHIBITOR ENTRANCE PASSES AND MOTOR VEHICLE PASSES**

Exhibitor passes and motor vehicle passes can be downloaded from the Exhibitors' Area. Exhibitors will receive an e-mail on their "administrative" and "Sana contact" e-mail addresses they have indicated on the Application Form with the link to access the Reserved Area on [www.sana.it](http://www.sana.it). On accessing the Reserved Area, they should enter their company's personnel and vehicle data and create personalized entry passes and badges. These should then be downloaded and printed, ready for display at the entrance to the Exhibition.

Exhibitors are entitled to the following number of free entry passes:

- No. 4 passes for stands of up to 32 m<sup>2</sup>
- No. 6 passes for stands from 48 m<sup>2</sup> to 64 m<sup>2</sup>
- No. 10 passes for stands of over 64 m<sup>2</sup>

Exhibitors will also be issued with one passenger vehicle parking permit, regardless of the size of their stand. This pass will entitle Exhibitors to park their car in the parking spaces provided by BolognaFiere subject to availability.

Exhibitors shall be responsible for the correct use of all entry documents and for the behaviour of their users.

Please note that availability of the above-mentioned entry passes is subject to payment in full of all monies owed for the exhibition area, which, as indicated in the General Conditions of Participation, is required before the beginning of the event.

### **5.B - Complimentary invitation codes for customers**

Exhibitors will be provided with 100 free invitation codes for their customers. The invitations will become valid on registration with the website [www.sana.it](http://www.sana.it)

Any additional invitation codes should be requested from the Exhibition Secretariat and will be subject to payment as indicated on the Application Form.

### **5.C - On-line catalogue**

The Exhibition catalogue will be published online only and will contain the information provided by Exhibitors on the Application Form along with other information supplied directly through their Reserved Area on the website [www.sana.it](http://www.sana.it)

Please note that if Exhibitors fail to indicate any information on the Application Form and/or add information through their Reserved Area, their company profile will be incomplete in the catalogue.

The information provided by the Exhibitors on their Application Form regarding their Company Name and Product Sector shall be considered correct and included in the catalogue.

#### **5.D - Hotel booking service**

A hotel booking service is provided by BolognaFiere's official supplier (Bologna Welcome Srl), which the Exhibitor should contact directly, using the appropriate form, which also indicates rates and terms and conditions.

This service is regulated but not organised by BolognaFiere, which therefore declines all responsibility for its performance. All complaints and claims should be made in writing directly to the Official Supplier and should be communicated to BolognaFiere for information only.

For information, please contact: [incoming@bolognawelcome.it](mailto:incoming@bolognawelcome.it)

#### **5.E - Sound broadcasts, Payment and Copyright**

As a rule, Exhibitors are not allowed to use equipment for the reproduction of music and sound. Eventual exceptions must be authorised in writing.

Authorisation may be revoked with immediate effect at any time by simple written notice.

Any authorisation to broadcast sound or music does not, however, release the Exhibitor from the obligation to use the equipment in such a way as not to disturb other Exhibitors and visitors, paying particular attention to noise pollution regulations (maximum limit allowed by law). Nor does any authorisation release the Exhibitor from its obligation to comply, at its own risk and expense, with the provisions of current copyright laws.

All parties concerned must complete the necessary copyright payment procedures, applying 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 – Admission with bags or suitcases**

BolognaFiere may prohibit entry to the Exhibition Centre or to individual halls of anyone carrying bags, suitcases or other containers, requiring that these be deposited in the cloakroom.

#### **6.B - Access with dogs or animals**

Dogs are permitted only if muzzled and on a leash or in a pet carrier. Dogs for the disabled are exempt from these restrictions.

#### **6.C - Prohibition to photograph, film or access the Exhibition grounds with filming equipment**

Unless previously authorized by BolognaFiere, entry to the Exhibition Centre will be denied to anyone carrying cameras, film cameras, video recorders or any other type of filming equipment. Unless previously authorized by BolognaFiere and the Exhibitor in question, no photographs or filming of the Centre, the booths or the articles on display, with whatever means or equipment, shall be allowed.

#### **6.D – Radio transmission equipment**

Operators intending to use radio transmission equipment (receiver-transmitter, radio microphones, radio cameras, etc.) shall be under the obligation to use equipment compliant with regulations in force (Directive 99/05 EC - CE mark), where necessary, obtaining the appropriate authorisation (art. 107 paragraph 10 of Legislative Decree 259/2003 - Electronic

Communications Code), and operate in the permitted radio bands. To ensure compliance with regulations, all parties concerned should refer to the website of the Ministry for Economic Development: <http://www.ispettoratoemiliaromagna.altervista.org/index.php/aree-tematiche/apparati-di-debole-potenza>

## **7) BOLOGNAFIERE'S SUPERVISORY POWERS AND POWERS OF INTERVENTION**

BolognaFiere will act to ensure compliance with its regulatory provisions and the contractual obligations governing trade show participation. Anyone entering the Exhibition Centre shall be under the obligation to comply with the provisions and instructions issued by BolognaFiere at the trade show entrances and in the Centre grounds and displayed by means of appropriate signs, written notices and loudspeaker announcements, as well as by service personnel or by any other means. It should be noted that loudspeaker announcements and instructions issued by BolognaFiere service personnel take precedence over other notices.

It should be noted that failure on the part of the Exhibitor to comply with instructions or infringement of the prohibitions may result in the immediate closure of the booth by BolognaFiere officials or agents or the withdrawal of the entry and car passes, such measures not entitling the Exhibitor to any reimbursement or compensation whatsoever.

## **8) AMENDMENTS TO THESE REGULATIONS**

Any legislative or regulatory provision that may amend the rules of these Regulations shall be considered automatically and immediately applicable even if these Regulations have not been amended or modified in this regard.

Furthermore, BolognaFiere may at any time adopt such measures as deemed appropriate, and which the Exhibitor shall immediately apply, with regard to fire prevention, health and safety at work, including regulations in view of Covid-19, accident and damage prevention, and the safety of participants and visitors.

These latter measures may be brought to the attention of Exhibitors by any means and shall take precedence over the general provisions previously adopted.

# **EXHIBITION CENTRE REGULATIONS**

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

The Exhibition Centre is open on the days and at the times established by BolognaFiere. Such indications shall be brought to the attention of exhibitors and visitors by the means BolognaFiere deems most appropriate for the purpose. Opening hours and days may be changed at any time, and may be notified with a simple communication, including over the loudspeaker systems inside the Exhibition Centre or at the trade show entrances.

Access to the Exhibition Centre shall be permitted only to persons legitimately in possession of a valid entry document, which must be kept for the whole period while on the premises and presented at the request of Exhibition Centre staff.

While in the Exhibition Centre grounds, all attendees shall comply with the provisions of BolognaFiere's "Covid-19 Anti-Contagion Security Protocol for Events", which is published on the website: [www.bolognafiere.it/protocollo-sicurezza/](http://www.bolognafiere.it/protocollo-sicurezza/)

## **2) OBLIGATIONS AND REQUIREMENTS**

All persons entering the Exhibition Centre are under the obligation to behave with propriety and in a civil fashion to all other attendees, respect the property and equipment of BolognaFiere, and promptly and scrupulously comply with the rules and instructions issued by BolognaFiere at the entrance and inside the Centre by means of appropriate signs, written notices, announcements over the loudspeaker system, or delivered by BolognaFiere service staff or by any other means. It should be noted that loudspeaker announcements and instructions issued by BolognaFiere service personnel take precedence over other notices.

In addition, all persons on the BolognaFiere premises are under the obligation to observe the anti-Covid 19 regulations in force and the provisions of the BolognaFiere "Covid-19 Anti-Contagion Safety Protocol for Events", published on the website: [www.bolognafiere.it/protocollo-sicurezza/](http://www.bolognafiere.it/protocollo-sicurezza/)

## **3) SPECIAL PROHIBITIONS**

No promotional or marketing activities shall be permitted outside the Exhibition booth without written authorisation by BolognaFiere.

No promotional activity, hand-outs, collection or donation of money of any kind in favour of any religious, political or trade union organization shall be permitted on the premises unless strictly related to the aims of the Exhibition in progress, and expressly authorised in writing by BolognaFiere.

In particular, it is expressly forbidden to organise or participate in games of skill or chance for any purpose whatsoever.

As a general rule, children under 14 years of age, even if accompanied, are not permitted to enter the Exhibition Centre. Exceptions to this rule shall be decided by BolognaFiere on the basis of the particular Exhibition in question and communicated to the public by the means deemed most appropriate.

Dogs are allowed only if on a leash and muzzled or in a special pet carrier. Exception is made for dogs accompanying disabled persons.

The use of all mechanical means of conveyance, such as roller skates, scooters, bicycles or mopeds is forbidden, with the sole exception of means of conveyance for BolognaFiere service personnel.

The use of unmanned aerial vehicles (UAV) is strict forbidden in all circumstances in the Exhibition Centre.

Unless previously authorized by BolognaFiere and the Exhibitor in question, no photographs or filming of the Centre, booths or articles on display, with whatever means or equipment, shall be allowed.

BolognaFiere may prohibit entry to the Centre or to the individual halls of anyone entering with bags, suitcases or other containers, requiring that these be deposited in the cloakroom. Anyone failing to comply may be removed from the Exhibition Centre by the service staff.

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

Access will be permitted through the authorised entrances exclusively to vehicles with the appropriate authorisation and their passengers, provided they each have an entry document. Parking of vehicles inside the Exhibition grounds is allowed only in the spaces provided. All parked vehicles must clearly display an entry pass. Vehicles are not allowed to remain in the grounds after the Exhibition Centre closing time.

In particular, the detachment and parking of containers or detachable non-self-propelled sections of vehicles is not permitted. Failure to comply with BolognaFiere regulations may lead to the vehicle being removed from the Exhibition Centre grounds at the risk and expense of the owner and the holder of the authorization to enter the grounds. BolognaFiere shall not be liable in any way for the safekeeping of the vehicle or for any damage or theft.

For safety reasons, when the Exhibition Centre is open to the public, only passenger cars shall be allowed to access and park in the grounds. All other vehicles, such as commercial vehicles, lorries, etc. are prohibited from entering. In the event of violation of this requirement, BolognaFiere may have the vehicle forcibly removed from the parking area, or mechanical means may be used to prevent its use at the owner's risk and expense.

#### **5) COURIER/FORWARDER ACCESS**

Couriers and forwarders will no longer be allowed to access the Exhibition Centre. Further instructions are given under point 8 below of these Exhibition Centre Regulations.

#### **6) ADDITIONS, AMENDMENTS AND EXCEPTIONS**

BolognaFiere shall be entitled to integrate, amend, cancel or waiver the provisions hereto, communicating any such changes in the manner it deems most appropriate.

#### **7) SANCTIONS**

Failure to comply with the obligations laid down in these Regulations may result in entry documents being confiscated and the immediate removal from the Exhibition Centre of the individuals concerned, and in the case of exhibitors or their staff, the temporary or permanent closure of the stand.

#### **8) COMMUNICATION FOR STORAGE OF GOODS BY COURIERS**

All merchandise must be delivered to the CFP warehouse - Via Maserati n. 20/c - Bologna, from 08.00 a.m. to 12 noon and from 1 p.m. to 5 p.m. This paid deposit service must be booked through BolognaFiere's sales platform at <https://www.befair.eu> or, for special requests, by e-mail to: [vendite@bolognafiere.it](mailto:vendite@bolognafiere.it)