

Exhibition/Congress/Event regulations For Organisers, Exhibitors, Contractors

These Regulations are an integral part of the License Agreement for the following event:

EPRW 2022 – Bologna: September 19-23, 2022

Terms and definitions.

The following definitions shall apply:

Licensee and/or Organiser:

Company, Body, Institution or other entity that promotes the aforementioned exhibition, show or event. It is the party with whom Bologna Congressi S.r.l. enters into a contractual relationship for the licensing of the premises covered by these regulations.

Exhibitors:

Companies, institutions or bodies that participate in various ways in the aforementioned exhibition and which enter into a contractual relationship for the rental of spaces exclusively with the Licensee.

Contractors:

Companies that are responsible for building temporary structures and installing the utilities connected to these structures for the event in question. These companies have a contractual relationship with the Exhibitor (Principal) and/or with the Organiser.

1. **Material reception and installation**

For the purposes of installation, exhibiting or participating companies must bring their materials directly at the stand, only during the setup times specified in the Exhibitor kit. Otherwise, they can send it to the authorized shipper Expotrans after contacting them to the addresses specified in the **exhibitor's kit** for logistics and invoice procedures. Bologna Congressi S.r.l. will refuse acceptance of materials sent directly to the venue. The same regulations apply to return materials after the exhibition.

- 1.01 All materials left back after exhibition dismantling will be picked up by Expotrans and returned to Exhibitors at their own expense.
- 1.02 During set-up and dismantling days, motor vehicles are allowed in the areas owned by BolognaCongressi only for loading and unloading operations. Please note that exhibitors are normally admitted from Via Calzoni 1/5 and that vehicles should not exceed 20 metres in length.
- 1.03 Unloading and handling operations (including material delivered by carriers or delivery firms) must be organised by the individual Exhibitor companies under their complete responsibility. No operations will be performed by Bologna Congressi S.r.l., which is not in possession of goods lifting and handling equipment. Requests for portorage staff or equipment must be submitted in advance returning the form including in the **exhibitor kit**.
- 1.04 Bologna Congressi S.r.l. will not provide equipment for use by the Exhibitor/Installer, who must therefore be in possession of the necessary loading and unloading equipment.
- 1.05 Lift trucks and pallet trucks belonging to the Exhibitor/Installer may only be brought into the premises with the prior consent of Bologna Congressi S.r.l. staff on site. To avoid scratching or damaging the floors, such equipment must have tyres with inner tubes and may only be operated along the designated routes. If the technical staff of Bologna Congressi S.r.l. does not consider the trucks belonging to the Exhibitor/Installer to be suitable for access to the exhibition spaces, they must be left outside the entrance doors. On request, Bologna Congressi S.r.l. may provide lift trucks that are suitable for access.
- 1.06 It is forbidden to fix any material to the floor using adhesives and/or glue of any kind. Damage resulting from unauthorised installation methods (traces of adhesive tape, tears, stains, etc.) will be charged to the Exhibitor. The maximum permitted height of stands is **2.50 metres** unless authorisation has specifically been granted to the contrary. The exhibition areas have a load bearing capacity of 300 kg/m². Structures with a greater or inadequately distributed weight may not be installed.
It is strictly forbidden to perform operations of cutting, welding, polishing, etc. on the premises. Such operations may be carried out in external areas, subject to authorisation by technicians from Bologna Congressi S.r.l.
- 1.07 The stand set-up materials used by the Exhibitor/Installer must comply with fire prevention regulations and in all cases must be naturally fireproof or rendered fireproof using suitable products as required by law. The use of incombustible, naturally fireproof or fireproofed material with a European fire reaction class as per Ministerial Decree 15/03/2005, as amended and supplemented, corresponding to the relevant "class 1" or "class 0" of the national regulations will be permitted for stand set-up.
- 1.08 Any fireproofing treatments on combustible materials that are introduced for stand set-up purposes must be performed prior to installation on the stands.
- 1.09 Before entering the premises, the Organiser, Exhibitors and Installers, under their own responsibility and at their own expense, must read the DUVRI (Unified Document for the Evaluation of Interference Risks), drawn up pursuant to art. 26, paragraph 3 of Legislative Decree 81/08, as amended and supplemented, and to Interministerial Decree 22 July 2014 "Decreto Palchi" (Stage Decree) as well as the relative interpretative Circular No. 35 of 24 December 2014, and published on the website of Bologna Congressi S.r.l., www.bolognacongressi.it/documenti. The Licensee, the contractor companies and the workers must examine

the DUVRI with the utmost attention and submit their observations and/or supplementary notes to Bologna Congressi S.r.l. In the absence of comments or notes, the above-mentioned document shall be considered approved.

1.10 Documentation to be produced.

Before commencing stand set-up operations, the Organiser and/or Exhibitors who did not sign for 'booth including shell scheme' provided by the venue, must send Bologna Congressi S.r.l. a declaration certifying compliance with applicable standards and these regulations, using the attached form ME1 "INSTALLATION DECLARATION", listing the materials used for their stand set-up, as well as the "DECLARATION OF CONFORMITY OF ELECTRICAL INSTALLATIONS", AND THE RELATED COMPULSORY ANNEXES ME2, for which the relevant form is attached.

Exhibitors who did not sign for 'booth including shell scheme' provided by the venue, **upon completion of the stand set-up operations**, for each installed stand, must provide Bologna Congressi S.r.l. with the declaration of conformity of the electrical system (pursuant to Ministerial Decree 37/08) for the section falling under the responsibility of the stand fitter (from the point of delivery by Bologna Congressi S.r.l.) drawn up by the installation company.

Said declaration of conformity may be delivered by hand on site to a representative of BolognaCongressi. In the absence of this declaration, it will not be possible to connect the stand to the electricity supply.

Moreover, exhibitors are required to keep declarations of conformity, type approvals and/or test reports on their stands for the entire duration of the Exhibition for easy identification in the event of checks by the competent authorities or technicians of BolognaCongressi s.r.l.

The following is a non-exhaustive list of examples of documents that must be retained:

- correct assembly of the structures and inspection in the event they are more than 3 metres in height;
- for the materials used in the stands, such as fabrics, textiles, coverings, fireproof treatments:
 - ministerial type approval (manufacturer);
 - declaration of conformity (supplier);
 - declaration of correct installation of stand set-up materials (stand fitter).

NB: Connections to and disconnections from the BolognaCongressi fixed utility systems must be performed exclusively by personnel from specialised companies authorised for this purpose by BolognaCongressi, who shall be solely responsible for determining the appropriate number, position and type of supply points.

The Principal of the temporary works and systems (Licensee and/or Exhibitor) must verify the technical and professional suitability of the contractors in accordance with art. 26 of Legislative Decree 81/2008, as amended and supplemented. The employers of the companies involved must coordinate and cooperate in performing the activities within the premises granted for use in accordance with the applicable occupational health and safety regulations. It must be verified, amongst other things, that the companies involved are up to date with their social security contributions and insurance coverage.

- 1.11 It is strictly prohibited to deposit flammable materials anywhere on the premises. Cleaning products must be stored in the minimum quantities necessary for daily requirements.
- 1.12 It is strictly prohibited to deposit combustible materials anywhere on the premises. Products to be exhibited (books, magazines, publications, etc.) must be positioned in such a way that they are not in contact with or in proximity to lights or heat sources.
- 1.13 No materials of any kind may be deposited, even temporarily, along the escape routes or near the emergency doors, which must be kept free and clear of obstacles at all times. Any obstructing materials that are found in proximity to these routes may be removed and the consequent cost charged to the responsible party (Installer/Exhibitor).
- 1.14 Stands must always be set up in such a way as to allow socket points to be inspected.
- 1.15 Stands must always keep within the assigned spaces without encroaching on passageways or transit areas, which must never be less than 1.20 m wide and which in any case must comply with the layout produced by the organiser and agreed with Bologna Congressi S.r.l.
- 1.16 The Palazzo dei Congressi and the Ex-GAM are furnished in accordance with fire regulations. The devices provided (fire extinguishers, hydrants/hose reels, etc.) are suitably marked. Individual exhibitors must equip themselves with one or more portable fire extinguisher(s) depending on the size of the stand.

Superficie dello stand	Numero minimo
fino a m ² 50	1 estintore
da m ² 51 a m ² 150	2 estintori
da m ² 151 a m ² 300	3 estintori
oltre m ² 300	4 estintori

Stand surface area	Minimum number
up to 50 m ²	1 extinguisher
from 51 m ² to 150 m ²	2 extinguishers
from 151 m ² to 300 m ²	3 extinguishers
more than 300 m ²	4 extinguishers

If the stand is not equipped with fire extinguishers or there are an insufficient number of them, the BolognaCongressi Firefighting Service will provide fire extinguishers at the exhibitor's expense, as shown in the table.

- 1.17 If it should be necessary to use the firefighting equipment present in the building, the stand fitter and exhibitors must immediately notify Bologna Congressi S.r.l. staff so that the equipment used can be immediately serviced.

2. Organiser's obligations

- 2.01** In accordance with the provisions of Legislative Decree 81/08, as amended and supplemented, and with Interministerial Decree of 22 July 2014 "Decreto Palchi" ("Stage Decree"), as well as the corresponding Interpretative Circular No. 35 of 24 December 2014, the Organiser must forward this document and the DUVRI referred to in point 1.13 to Exhibitors, Installers and/or companies operating inside Palazzo dei Congressi and the Ex-GAM. For the sake of completeness, note that the above-mentioned documents are published on the website www.bolognacongressi.it/document.

3. Relations with the Exhibitors

- 3.01** It is the exclusive responsibility of the Organiser to assign to the individual Exhibitors the exhibition/event spaces within the areas agreed upon with Bologna Congressi S.r.l. and specified in the Contract.
- 3.02** If Exhibitors intend to distribute food and drink within their stands, they must notify the Organiser in advance to obtain the necessary authorisations, without prejudice to their obligations towards the competent authorities.
- 3.03** The Exhibitor will be fully responsible for the conduct of their employees and workers, and of anyone else who is authorised by them to enter the Polo Congressuale.

4. Specific prohibitions

- 4.01** The Organiser must comply with the following prohibitions and ensure that Exhibitors also do so:
- affixing advertising posters or other material on inside or outside walls and windows of Palazzo dei Congressi and/or Ex-GAM using adhesive, pins or by any other means. Damage resulting from failure to observe this condition may be substantial and will be charged to the Organiser, who must take responsibility for supervising exhibitors;
 - bringing dogs or other animals onto premises managed by Bologna Congressi S.r.l.;
 - smoking in any internal area;
 - introducing pressurised containers or cylinders of FLAMMABLE, EXPLOSIVE or TOXIC GAS;
 - obstructing service or escape routes with materials or waste of any kind;
 - producing and abandoning waste that requires special disposal;
 - making direct modifications to the building's fixed utilities.

5. Stand dismantling and collection of materials

- 5.01** The Exhibitor is responsible for ensuring that the operations of dismantling stands and removing goods are performed within the date and time specified in the Contract/exhibitor kit.

6. Waste disposal

- 6.01** All waste produced during stand set-up/disassembly and during the event must be disposed of in accordance with the applicable regulations by the party that has produced the waste. If any materials are not taken to the waste disposal facility but are abandoned on the premises or the waste is not disposed of properly, Bologna Congressi S.r.l. will charge the Exhibitor for the costs of cleaning and disposal. Please check exhibitor kit to order services as portorage, cleaning, etc.

7. General safety rules

- 7.01** The Exhibitor undertakes to observe all the general and specific safety rules designed to prevent personal injury and damage to property, thus exonerating the Organiser from all responsibility.
- 7.02** The Exhibitors must verify in advance whether their stand set-up falls within the scope of Title IV of Legislative Decree 81/08, as amended and supplemented by the Interministerial Decree of 22 July 2014 "Decreto Palchi" ("Stage Decree").
In this case, the Exhibitor must appoint a Design Phase Safety Coordinator (CSP) and implement the actions required by the aforementioned regulations.
- 7.03** The Exhibitor undertakes to observe, and ensure that his staff observes, the applicable regulations concerning safety in the workplace including art. 26 of Legislative Decree 81/08, as amended and supplemented, and the Interministerial Decree of 22 July 2014, as well as the corresponding interpretative circular no. 35 of 24 December 2014. In particular he must: check in advance the technical and professional suitability of the contractor companies, provide them with detailed information on the specific risks present in the place where they are to operate and on the prevention measures adopted, and coordinate worker risk protection and prevention actions (including elimination of risks resulting from interference between work performed by different companies). Workers must wear an identification badge.
- 7.04** Exhibitors and Installers must consult the emergency floor plans displayed in various premises managed by Bologna Congressi S.r.l. before entering these premises so as to determine the precise positions of the emergency exits, the escape routes and the firefighting stations and to learn the elementary emergency and evacuation procedures described therein.

8. Electrical systems (Polo Congressuale)

Premise: the spaces in question are classified as public show venues subject to greater risk in the event of fire, so the electrical systems of the exhibition stands must be installed taking into account the CENELEC - CEI standards in force for these spaces with particular reference to standard CEI 64/8 section 7 (Trade Fairs, Exhibitions and Stands).

The exhibitor must observe laws relating to electrical systems, with particular reference to Ministerial Decree

37/08.

- 8.01** Every stand may be connected to the main power supply in the exhibition areas according to the instructions given by technical personnel from Bologna Congressi S.r.l. It is strictly forbidden for Exhibitors to connect up the power supply under their own initiative or to alter or tamper with the mains electricity system of Palazzo dei Congressi. Exhibitors may connect to the CEE sockets made available by technical personnel appointed by Bologna Congressi S.r.l. only after presenting a copy of the declaration of conformity required by Ministerial Decree 37/08. Special needs will be assessed and priced on a case-by-case basis.
- 8.02** In the case of electrical systems installed by foreign companies, the Exhibitor shall be responsible for verifying compliance of the systems with the applicable IEC-CENELEC-CEI Laws and Standard; such conformity must be proved by an inspection of the system carried out by a qualified technician appointed by BolognaCongressi.
The exhibitor must request the service at the address service@bolognacongressi.it.
In the event that any non-compliance with current regulations is observed, the Exhibitor will be obliged to adapt the system according to the instructions provided by the technician appointed by BolognaCongressi in order to ensure that the electrical systems comply with Legislative Decree 81/08, as amended and supplemented, and the relevant CEI regulations.
For the purposes of safety, the electrical systems in Palazzo dei Congressi and the Ex-GAM at the service of exhibitors should be considered live at all times, even though they may momentarily be disconnected.
- 8.03** An energy supply of up to 20 kW is allowed for each individual stand. Any power exceeding the limit specified in the "OBLIGATORY EXHIBITION AREA ACTIVATION" document – see exhibitor kit - must be requested in advance to the Organizer and will be provided in accordance with technical capabilities and subject to availability at the sole discretion of the Bologna Congressi S.r.l. technical department.
If electrical power greater than 20 kW is required, a case by case assessment will be made as to whether it is possible to provide dedicated electrical systems, which will be charged separately.
- 8.04** The sockets available for exhibitors are based on the standard 32A five-pole 380V model. All connections to the exhibitor power supply must be agreed upon, managed and coordinated with the technical staff of Bologna Congressi S.r.l.
Characteristics of electricity supply
The distribution system for active conductors is three-phase with neutral, 4 conductors: the power supply consists of alternating current at a main frequency of 50 Hz (with a margin of tolerance of $\pm 2\%$) and a voltage of 380 Volt three-phase and 220 Volt single-phase (with a margin of tolerance of $\pm 10\%$). Bologna Congressi S.r.l. will accept no responsibility for variations in the above-mentioned values attributable to the power grid of the power supply company. The exhibitor undertakes to check the electrical characteristics of the power supply when connecting his system, releasing Bologna Congressi S.r.l. from any liability for damage caused by failure to perform checks or any other cause.
- 8.05** Exhibitors are in any case obliged to protect their electrical systems by installing suitable magnetothermal differential circuit breakers as required by law with a breaking capacity of no less than 6 kA and a differential tripping current of no more than 0.03 A. The electrical panels must be equipped with an omnipolar general switch capable of disconnecting power from the entire stand. Any electrical panels on the stand must also be accessible to service and security personnel.
- 8.06** The electrical distribution system of Palazzo dei Congressi is of the TN-S type. All fixed and mobile user devices and all metal structures accessible to the public must be earthed to the point available at the connection provided by Bologna Congressi S.r.l.
- 8.07** Any electrical lines from the stand to the distribution points will be the full responsibility of the Exhibitors, who must use qualified companies or their own specialised personnel.
- 8.08** All stand assembly and disassembly work must be carried out after the electrical equipment has been disconnected from the main power supply of Palazzo dei Congressi and Ex-GAM.
- 8.09** The Exhibitor shall be liable for any damage resulting from failure to comply with laws, CEI standards or fire, safety and accident prevention regulations. The Organiser shall not be held responsible for any damage, including damage to third parties.
- 8.10** Lighting equipment must be flame and ignition resistant and suspended lamps must be mounted in such a way that their movement does not cause mechanical stress to their power supply cables. For the purposes of safety, lighting equipment must be fixed in a stable fashion as prescribed by the manufacturer and protected by a dual safety system (chain or steel wire) against falling, either accidentally or in the event of collapse of their supports. Fixing solely by means of clamps is not sufficient. Lamps must not be within reach of the public and must therefore be installed at a height greater than 2.5 metres from the floor. In addition, in transit areas they must be positioned and protected in such a way that they cannot be damaged by impacts or other mechanical actions: all spotlights must be equipped with dedicated impact protection and anti-fall screen to prevent incandescent material from being ejected in the event of breakage. Lighting equipment must be maintained at an adequate distance from the objects being illuminated and well clear of combustible materials as indicated in the following table:
- 0.5 metres up to 100 W
 - 0.8 metres from 101 to 300 W
 - 1 metre from 301 to 500 W

9. Exemption from liability and insurance obligations

- 9.01** In addition to the above, the Organizer is relieved of all responsibility, whether or not included in the contract, towards the Exhibiting Companies (including their employees and workers), freight carriers, participants in the event and third parties in general for:
- theft of materials;

- damage resulting from theft or damage to materials for any reason (including fire);
- improper and unauthorised use of equipment, furnishings, machinery and plant owned by Bologna Congressi S.r.l. during the time spent on its premises.

9.02 Compensation for damages suffered and/or caused directly or indirectly by the Exhibitor companies and Contractor companies (including their employees and/or associates), participants and third parties in general must be covered exclusively by a suitable insurance policy that the event Organiser is obliged to take out with a leading insurance company from the beginning of the contractual relationship and to maintain for the entire duration of the relationship. The policy must expressly include a waiver on the part of the insurer of any right of recourse, compensation and/or indemnity against Bologna Congressi S.r.l. and its employees or associates.

9.03 The Exhibitor must provide Bologna Congressi S.p.A. with a copy of the insurance policies upon request.

10. Cleaning

10.04 At the end of the installation operations and during the exhibition, Bologna Congressi S.r.l. will organise cleaning of the transit spaces and will also provide minor cleaning services inside stands, such as emptying wastepaper baskets. More thorough cleaning work shall in any case remain the responsibility of the Exhibitor. See exhibitor kit.

10.05 It is strictly forbidden to throw away/abandon nails, screws and equipment of any kind in the areas belonging to Bologna Congressi S.r.l. Any consequent damage will be charged to the Exhibitor.

11. Car parking

11.01 Access to the parking areas in the Polo Congressuale is restricted to authorised persons for loading and unloading only. Vehicles may be parked only in authorised car parks. It is strictly prohibited to park in the areas reserved for emergency vehicles. Offending vehicles will be towed away immediately and the resulting expenses will be charged to the offender.

11.02 Long-term or overnight parking (campers, caravans and motor vehicles in general) is not permitted in the areas belonging to Bologna Congressi S.r.l.

11.03 Vehicles must be parked in the designated spaces. They may not be left at exits, even temporarily. Offending vehicles will be towed away immediately and the resulting expenses will be charged to the pass holder.

12. Changes or variations

Any amendments to these Regulations will not be valid unless specified in writing.

13. Information for installers and exhibitors

In addition to the obligations/responsibilities set out in the previous articles, the Organiser is responsible for informing its exhibitors, as well as stand fitters and installers, of the contents of these Regulations.

This document consists of 6 pages.

By signing these Regulations, the Exhibitor declares that he has read and approved them and specifically agreed to their provisions.

The Exhibitor

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The Organizer
Full Day S.r.l.

ME1 – Installation Declaration
ME2 – Declaration of Conformity of Electrical System

Service hand book for exhibitors/exhibitor kit – Please check carefully information provided in the ‘exhibitor kit’, including important information regarding set-up times and the possibility to order extra services within July 15th, 2022.