



EXHIBITION TECHNICAL REGULATIONS

1 - PRELIMINARY NOTE

"BolognaFiere" means Bologna Fiere S.p.A.

"Organizer" means BOS S.r.l. with headquarters in Bologna Via Alfieri Maserati 16.

2 - GENERAL REGULATIONS

2.A - Dates, hours and venue of the Exhibition

The Exhibition will take place from 19th to 21st of April 2024 in Bologna Exhibition Centre with the following times:

VISITORS:

Friday 19th and Saturday 20th April 2024 - from 09:00 am to 06:00 pm

Sunday 21st April 2024 - from 09:00 am to 05:00 pm

EXHIBITORS:

Friday 19th April 2024 - from 8:00 am to 6:30 pm

Saturday 20th April 2024 - from 8:30 am to 6:30 pm

Sunday 21st April 2024 - from 8:30 am to 8:00 pm

To access the Exhibition Centre, it is necessary to have the Exhibitor's pass. In case of access by car, in addition to the Parking Pass, **both the driver and any others passengers must be in possession of the Exhibitor's pass.**

The control of the access documents will be carried out by those in charge of BolognaFiere at all entrances, both pedestrian and vehicular.

2.B - Booth availability - delivery

"Space only" booth will be available to Exhibitors/Stand Fitters as follow:

- **Monday 15th April 2024 - from 08:00 am to 6:00 pm**
- **Tuesday 16th April 2024 - from 8:00 am to 06:00 pm**
- **Wednesday 17th April 2024 - from 8:00 am to 06:00 pm**

Stand fitters inside the Exhibition Centre at 06:00 pm will be able to continue working for one hour beyond the time above.

The set-up work must be completed by 7:00 pm on Wednesday 17th April.

The Exhibitor must ensure that the chosen fitter commits to the above deadline by including the completion time clause in the contract.

On April 18th, 2024, the day before the opening of the event, from 8:00 am to 6:00 pm (those who are present inside the halls at 6:00 pm may continue work until 7:00 pm), **no booth set-up work will be allowed, but only operations involving the arrangement of samples, graphics, or other activities involving the use of hand tools only.**

Pre-furnished booths will be available to Exhibitors starting at **8:00 am on Thursday 18th April 2024.**

2.C - Access to the Exhibition Centre during the booth set-up period

In order to gain access to the Exhibition Centre, Exhibitors, during the set-up and dismantling period, will have to accredit themselves at <https://cosmofarma.befair.eu/> following the instructions provided by BolognaFiere.

From the PASS page, the Exhibitor can authorize the entry to the Exhibition Centre of any Entrusted companies (fitters, suppliers, couriers, etc.) by assigning them a file. The Appointees will receive an automatic



email from the system with credentials to access the Pass portal. As a reminder, in Pass, both the Exhibitor (with their own account) and the Distributor (with their own account) will be able to enter the names of their personnel and vehicle license plates to print the passes necessary for access to the Fairgrounds, on set-up and break-down days.

Should Exhibitor/Appointees companies fail to view the documentation published therein, including the D.U.V.R.I., they will not be able to print badges and/or entry passes to the Fairgrounds, which are required during the event set-up and dismantling periods.

During set-up, the Exhibition Centre may be accessed using the EST Michelino entrance.

Please note that people/vehicles without badges/entry tickets are never allowed to enter the Exhibition Centre.

Vehicles without badges/entry tickets that need to deliver goods (including couriers) can deposit them at the CFP storage warehouse - Via Maserati n. 20/c - Bologna, with hours of 08:00 am - 12:00/1:00 pm - 5:00 pm. The storage service is subject to a fee and must be reserved at the BolognaFiere sales platform at <https://cosmofarma.befair.eu/> or, for special requests, by sending an email to vendite@bolognafiere.it.

In accordance with the provisions of current occupational health and safety regulations, the Exhibitor (client) is responsible for ensuring that the technical and professional requirements of the contracted companies, all contractors and contracted self-employed workers who will be intervening in the Exhibition Grounds on its behalf are met.

As already reported at point 2.B above, during the booth set-up period, the access of people and vehicles to the Exhibition Centre must take place with the following timetable:

- **Monday 15th April 2024 - from 08:00 am to 6:00 pm**
- **Tuesday 16th April 2024 - from 8:00 am to 06:00 pm**
- **Wednesday 17th April 2024 - from 8:00 am to 06:00 pm**

Stand fitters who are already inside the Exhibition Centre at 6:00 pm may continue to work until 7:00 pm

On April 18th, 2024, the day before the opening of the event, from 8:00 am to 6:00 pm (those who are present inside the halls at 6:00 pm may continue work until 7:00 pm), no booth set-up work will be allowed, but only operations involving the arrangement of samples, graphics, or other activities involving the use of hand tools only.

Access to the pavilions and other indoor facilities is prohibited for motor vehicles, forklifts and any other NON-ELECTRIC or internal combustion vehicles.

Parking in the vicinity of the pavilions shall be limited to the time strictly necessary for the operations of unloading and loading of goods and equipment. Vehicles not used for such operations shall be placed in the areas reserved for parking.

In particular, unloading and parking of containers or detachable parts of vehicles that are not self-propelled vehicles are not allowed.

BolognaFiere and the Organizer may define, also for the purposes of labor safety regulations, special criteria for access to the Exhibition Centre during set-up work, as well as restrict access of the vehicles and/or provide for charges in the event that the vehicles remain outside the spaces and/or times defined by the Organizer.

Specifically, if cars and vehicles, in general, remain in the fair district for more than two hours, the exhibitor whose password was used to register the vehicle will be charged € 500.00 + VAT.

For safety issues, parking in the Exhibition Centre is forbidden during the Exhibition Centre closing time. By violating the above-mentioned prescription, BolognaFiere will provide for the removal of the vehicle outside the parking area, at risk and expense of the vehicle's owner. For information, the offender can contact the Sales Office - Centro Servizi Block D - 1st floor.

For security reasons, inside the Exhibition Centre, it is forbidden to the exhibitors and to their



appointees (Outfitters/Suppliers) operating on their behalf to use their own pallet trucks, self-propelled cranes, suspended platforms, etc.; for those needs they will have to contact the Official Forwarders of BolognaFiere, to grant the maximum compliance of the security regulations.

The above provisions do not apply to transport vehicles equipped with an on-board crane arm, which, however, can operate inside the pavilions only if equipped with pipes for the disposal of engine exhaust fumes outside the pavilions themselves.

In case of introduction and use of lifting vehicles owned by Exhibitors or their suppliers, BolognaFiere blocks or immediately removes the vehicles at the risk and expense of the exhibitor or the owner of the vehicles.

2.Ca - Early set-up

The exhibitor may request extra days for the early set-up.

The request must be sent directly to vendite@bolognafiere.it

2.D - Products' Removal and dismantling. Handing - back of booths

Admittance times for the removal of samples and booth furnishing are as follows:

Space-only booths:

- **Sunday 21st April 2024 from 06:30 pm to 08:00 pm** (only for the removal of personal samples and equipment)
- **Monday 22nd April 2024 from 8:00 am to 06:00 pm**
- **Tuesday 23rd April 2024 from 8:00 am to 06:00 pm**

On the 22nd and 23rd stand fitters who are already inside the Exhibition Centre at 6:00 pm may continue to work until 7:00 pm.

Pre-furnished booth:

- **Sunday 21st April 2024 from 06:30 pm to 08:00 pm** (only for the removal of personal samples and equipment)
- **Monday 22nd April 2024 from 8:00 am to 01:00 pm**

Motor vehicle access to the Exhibition Centre will be regulated in the same way as for set-up work (see Art. 2.C).

Booths, wherever located, must be completely cleared by 07:00 pm on Tuesday 23rd April 2024.

In case of failure, it will be provided ex officio as described in the Waste Management article of these Regulations.

The Exhibitor assumes all responsibility, and entirely at his own expense, with respect to any damage or theft that occurs during or after the Fair and during the furnishing period.

2.E - Terms of payment

All sums required for the participation in the Exhibition must be paid by the deadlines and methods specified in the application form.

2.F - Insurance - Exemptions, Assumptions, and Limits of liability

During the hall opening hours the Exhibitor shall watch over his own booth either directly or by means of his/her staff. Although BolognaFiere provides a general security service (all day and night long) inside the Exhibition Centre when the Centre is closed to the public and exhibitors for the entire duration of the Exhibition and during the booth installation and dismantling periods, it is hereby 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, even if they have been inspected by BolognaFiere).



Compensation for damages deriving from such theft or damage as may be sustained by the Exhibitor, even when the halls are closed (including all the days set aside for booth furnishing and removal) shall be secured solely by means of appropriate insurance cover and within the limits/conditions provided therein.

The Exhibitor shall benefit from the following insurance policies taken out by BolognaFiere and as agreed with the Organizer:

- a) All Risks guarantee (including fire and theft) for material and direct damage to furniture, set-up, equipment and merchandise at the booth, excluding cash, items of value, precious goods, etc., excluding software installed on computers and excluding damage from failure to use furniture, set-up, equipment and merchandise during the Exhibition period - coverage € 40,000.00 absolute first risk (including fire and theft), with fixed exclusion of € 300.00 for each damage, raised to € 600.00 for damage occurring after the end of the Exhibition;
- b) Third Party Liability cover: including damage by fire single limit € 50,000,000.00;
- c) Employees Liability cover: maximum sum insurable per claim € 3,000,000.00, with limit of € 2.000.000,00 per person;
- d) The Insurance Company's waiver of any recourse against all the Exhibitors, the Organiser and BolognaFiere.

The insurance coverage described above is governed by specific conditions and limitations that the Exhibitor can request from the Organizing Secretariat of the Exhibition and are listed in the documentation for the Exhibition. Such coverage does not exclude the Exhibitor's liability for all the risks which, according to the Exhibitor's independent evaluation, are not guaranteed or exceed the aforementioned coverage limits. The Exhibitor shall provide to the necessary additional coverage.

Specifically, based on the presence of a video-surveillance system, the Exhibitor acknowledges that, in the event of theft, the relevant complaint to the Public Authority must be sent to the Insurance Company within seven days after the end of the Exhibition, and that failure to do so will result in loss of the right to compensation.

The Insurance Company shall also manage claims and liquidation procedures at the end of the Exhibition. The Exhibitor undertakes to include in the additional coverage the Insurance Company's waiver of any recourse against the Exhibitors, the Organiser and BolognaFiere and, in default, must protect same against any action that might be taken against them.

Having acknowledged the above, the Exhibitor (on his own behalf and on behalf of his collaborators or appointees) expressly exempts the Organiser and BolognaFiere from any liability for losses or failures that for any reason might occur in his assigned exhibition space during the Exhibition and during booth set-up and knockdown, and that may involve the property contained therein, and assumes sole liability for any damage caused to third parties deriving from management of the exhibition space or the property contained therein and not covered according to the terms and conditions described above or activated by the Exhibitor himself. The Organiser and BolognaFiere decline all liability for consequential damage, damage to image, loss of income, etc. With regard to direct damage, the Exhibitor agrees that the Organiser and BolognaFiere limit their liability to the limits and maximum sums payable of the above-mentioned insurance policies. The Exhibitor accepts such limits of liability.

3 - SET UP AND PROHIBITIONS

FORM 0 (zero)

Form 0 allows you to declare the type of exhibit you intend to set up or submit any request for authorization to set up a Non-Standard exhibit.

Form 0 can be downloaded from the Forms reserved area of the <https://cosmofarma.befair.eu/> platform.

Each exhibitor is required to submit **Form 0** by the **14th of March 2024** to the email tecnico2@bolognafiere.it

3.A - Definition of the setting-up types and approval procedures

Booth fittings, regardless of their area, are classified into:

- **PRE-FURNISHED** set-up (set-up booth by Bologna Fiere)
- **STANDARD** set-up



- **NON STANDARD** set-up

STANDARD and PRE- FURNISHED FITTINGS

STANDARD and PRE- FURNISHED fittings are those that do not have any of the characteristics of the Non-Standard. For these fittings there is only a requirement to submit Form 0. Standard fittings are not expected to be examined and approved and, as a rule, the release statement issued through Form 0 is accepted.

NON-STANDARD FITTINGS

Non Standard are those outfittings that have even one of the following characteristics:

1. height of the set-up **greater** than 3.50 m;
2. use, in the construction of the booth, of lattice metal structures of the "American" type, either resting on the ground or hanging, with an overall development **greater** than 32.00 m (adding horizontal and vertical elements) and/or with a free structural span greater than 8.00 m and even if the "American" structure is resting on the ground and has a **height greater** than 3.50 m;
3. horizontal metal or other material structures with free span **exceeding** 4.50 m or, if stone material, with free structural span **exceeding** 2.50 m either resting on the ground or hanging;
4. platforms with a height **exceeding** 0.80 m;
5. mezzanines of any size;
6. covered structures in outdoor areas **greater** than 75 sq.m.

The following documents are required to be submitted by the 14th of March 2024:

1. the Form 0
2. the design of the non-standard set-up stamped and signed by a licensed technician
3. the required documents (see Form 0).

for approval to BolognaFiere and the Organizer using the following contact details:

tecnico2@bolognafiere.it and, in copy, to

Hall 25 stefania.cosentino@boseventi.it

Hall 26 stefania.cosentino@boseventi.it or laura.lapini@boseventi.it (according to your sales contact)

Hall 29 stefania.cosentino@boseventi.it or laura.lapini@boseventi.it (according to your sales contact)

Hall 30 alice.atti@senaf.it

PRESCRIPTIONS

If the above documents are not sent by the established date or are sent late, the exhibitor will be charged €500.00 plus VAT.

For Non-Standard set-ups, static testing is mandatory and will be carried out exclusively by BolognaFiere. In return for this, the Exhibitor will be charged the amount corresponding to the type of set-up, indicated in the appropriate Form 0 downloadable from the forms reserved area of the platform <https://cosmofarma.befair.eu/>.

In the event that the non-standard set-up project stamped and signed by a qualified technician is not forwarded to BolognaFiere, it will proceed ex officio with verification and validation, and the Exhibitor will be charged for the costs due, plus any penalties provided.

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

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

The construction of metal trussed structures ("American" type) of particular complexity (overall development exceeding 32.00 m - counting both vertical and horizontal structures - free structural span exceeding 8.00 m), or horizontal metal or different material structures with a free span exceeding 4.50 m, as well as mezzanines, is in any case subject to the transmission (by email) to BolognaFiere, **of the design of the structure, signed by a qualified technician, accompanied by a calculation report** including the load conditions that will occur



during assembly and disassembly, according to the planned construction methodology, as well as a regular certificate of correct assembly, at the end of the work, signed by a qualified technician.

In all cases, BolognaFiere has always the right to examine booth designs which, on account of their importance, size and dangerous characteristics, do not conform to traditional set-up standards. The Exhibitor is required to submit the technical documentation and the names of the engineers responsible for the structural part and for the set-ups, for aspects regarding health and safety at the workplace as well as for the systems. The same obligation applies to outdoor booths.

BolognaFiere has the right to request the intervention of the Inspection Committee for places of public performance.

3.B - Booth set-up EXHIBITION SPACE

The Exhibitor shall contain his or her exhibit within the area allotted to him or her, identifiable either by partition walls, or paint lines, or adhesive tapes, where no other reference elements exist.

HEIGHTS AND WALLS

Booths shall not exceed the maximum standard height of 3.50 m taking into account thicknesses due to raised floors, lighting fixtures, lighting fixture supports including lattice, signs, graphics, etc.. Beyond this height the set-up will be Non-Standard and, compatibly with the assigned area and technical regulations, BolognaFiere's approval will be required (as per art. 3A).

Out-of-Standard set-ups are not permitted without the prior approval of BolognaFiere.

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

If the set-up also includes glass walls placed in direct contact with the public, said walls must comply with EU Construction Products Regulation 305/2011, implemented by Legislative Decree No. 16 of 16.06.2017, as well as subsequent amendments and additions.

Large glazed walls with a load-bearing function must be integrated with the appropriate support structure (e.g. metal frame).

BOOTH BORDER WALLS SHALL NOT EXCEED THE STANDARD HEIGHT OF 3,50 M, EXCEPT FOR ANY SPECIAL AUTHORISATIONS GRANTED BY THE ORGANISER IN WRITTEN FORM; THE HEIGHT OF THE BORDER WALLS HAS TO BE VERIFIED AND SHOULD BE COMPATIBLE WITH THE HALL WHERE THE BOOTH IS LOCATED. THE BORDER WALLS VISIBLE FROM THE ADJACENT BOOTHS WILL HAVE TO BE PERFECTLY FINISHED AND WHITE PAINTED IN THE SECTION EXCEEDING THE PARTITION WALLS. ANY TOTEM POLES AND ANY OTHER ORNAMENTAL ELEMENTS INSIDE THE BOOTH WILL HAVE TO BE POSITIONED IN THE CENTRE OF THE BOOTH: ANY ELEMENTS HIGHER THAN 3.50 M WILL BE SUBJECT TO THE APPROVAL OF THE PROJECT FROM THE ORGANISER AND SHOULD BE COMPATIBLE WITH THE TECHNICAL SPECIFICATIONS OF THE HALL.

Exhibitors with booth in a free area will have to carry out independently (through their fitter) for the construction of the partition walls near the other booths as well as the back walls; if the exhibitor does not follow this rule, the organizer will install the walls, charging the relative expenses to the exhibitor. The electricity share provided in the application for participation includes the electrical connection, testing, power up to 2 kw and the extinguisher but does not provide for the construction of the internal electrical system, to which the exhibitor with booth in free area must provide through authorized company.

We also remind you that in the case of the display of luminous signs, and LED graphic crosses (to be compulsorily installed within the surface of the booth) the same must be placed ensuring a minimum height above the floor (floor) of 2.80 meters.

The structures constituting the booth set-up must comply with the height allowed by these Regulations and must also not deprive visibility and light, as well as harm other adjacent Exhibitors in the vicinity. **It is therefore forbidden to build closed perimeter walls longer than 6.00 m. Beyond that, walls must be interspersed with open spaces, or built with transparent material, of at least 4.00 m. Otherwise, the Organizer reserves the right to demand adjustment.**

The structures constituting the booth set-up must be perfectly connected, by the Exhibitor, to the structures



of neighboring booths and/or to the back walls of the hall. In particular, if the booth is positioned along the perimeter wall of the hall, the Exhibitor will be required to construct the side paneling necessary to close any gap between the booth structure and the back wall of the hall, while still ensuring accessibility to exit, driveways, electrical panels, fire hydrants or other.

CIELINES

In Halls 14 - 15 - 16 - 18 - 21 - 22 - 25 - 26 - 28 - 33 - 34 and partially in Halls 29 - 30 and 37, booth roofs are allowed only if they are made with wide-meshed ceiling ceilings that allow the proper use of fire-fighting and air-conditioning systems.

PLATFORMS AND MEZZANINES

Platforms over 0.80 meters are considered Non-Standard.

Projects for mezzanines or second floors must compulsorily have received written approval from the Operations Division of BolognaFiere, after acquiring the necessary technical documentation.

Mezzanines (with a maximum height of 5.50 m) may be built by companies with an exhibition area of more than 64 sq.m. and, compatibly with the technical characteristics of the assigned area, to the maximum extent of 60% of the area of the assigned booth.

The area related to the mezzanine, even if it is interdicted to the public, will result in a charge to the Exhibitor, for each sq.m. of the raised area, equal to 50% of the amount provided for the exhibition area.

HANGING LOADS

Suspended loads, and the related suspension systems, must be made in accordance with the provisions of the Circular Letter of the Ministry of the Interior dated 01/04/2011, i.e., providing, in addition to the main connection system (e.g., tie-rod, band, rope, chain, rod), a safety connection (e.g., tie-rod, band, rope, chain, fall-preventing extensible systems, etc.). "Suspended loads" should be understood to mean "American" structures (simple or "ring" type) or other types of beams/structures and all related loads (including but not limited to: screens, projectors, sound boxes, beacons, motors for lifting other sub-structures, etc.) that are constrained to an upper or lower structure or through a lifting device.

The above items must have all the documentation referred to in the aforementioned Circular Letter.

Hangings are possible, only in halls 14-15-16-18-19 and partially in halls 28-29-30-36-37.

Hanging points to the structures of the pavilions can only be made by BolognaFiere, which will also carry out the testing of them.

Send feasibility request by e-mail to the office appendimenti@henoto.com and in copy to the Organizer:

Hall. 29 stefania.cosentino@boseventi.it or laura.lapini@boseventi.it (depending on your business contact)

Hall. 30 alice.atti@senaf.it

by the 14th of March 2024.

Anchors to pavements and/or to structures are strictly prohibited throughout the Exhibition Centre.

SECURING HANGING STRUCTURES

Hanging structures (including D8+ motors) and lighting fixtures must always include the installation of suitable safety cables and the use of suitable materials (e.g. NO clamps).

If irregularities are detected by the last day of set-up, BolognaFiere itself will ex officio arrange for the securing, to ensure the structures can be tested, charging the Exhibitor for the relevant cost.

EXTINGUISHERS

The Exhibitor shall keep inside the booth, in a clearly visible and accessible position and properly marked, fire extinguishers according to standards in a quantity appropriate to the booth area, as provided by BolognaFiere.

3.C - Warnings

BolognaFiere reserves the right to have set-ups and installations that do not fall under the above provisions modified or renovated, checking in advance and necessarily that said characteristics are met. In the event that



BolognaFiere finds even one deficiency, it may require timely adjustment and the Exhibitor will be required to comply.

All responsibility about the statics and compliance of the set-up materials with the fire regulations currently in force shall be borne exclusively by the Exhibitor, who shall expressly exonerate BolognaFiere for damages resulting from design and construction defects, including even the dimensioning deduced from the detailed drawings of the areas occupied.

Any work involving variations in the state of BolognaFiere's buildings and mobile equipment (reinforcements, modifications, excavations, perforations to fixtures, walls, structures, columns, in floors), may be carried out only with the prior written authorization of BolognaFiere, at the expense and under the responsibility of the participants. This responsibility remains with the Exhibitor for the entire period of the Exhibition and until the exhibition space is returned to BolognaFiere. Prior to the commencement of work, the participant is required to pay the Organizer the amount of the expenses necessary to restore the space to its original state, for which the Organizer will provide directly.

3.D - Waste management

Set-up and dismantling

It is forbidden to Stand fitters/Exhibitors/Suppliers during any stages of the event, to abandon waste materials and / or hazardous waste in the exhibition areas and in the perimeter areas of the Exhibition Centre. The waste and residual materials from set up and dismantling work must be disposed by the Exhibitor and / or his appointees, and the hall aisles must be kept free from any kind of waste or clutter material.

Exhibitor and/or his representatives must take care and support the cost of the elimination of waste and construction debris.

During set up and dismantling period, each hall will be provided with bins for the collection and the disposal of materials and the above mentioned waste. The verification of the correct application of the provisions, for the management of waste materials, will be carried out by specialists of BolognaFiere, present in every hall, during the opening hours of the Exhibition Centre. The individual anomalies will be recorded and transmitted to the relevant internal authorities.

In the event of Exhibitor's failure to comply with the disassembly timeframe and/or inaction in clearing the area, the Exhibitor hereby gives its irrevocable consent to have the area cleared by considering what is left on the booth as waste material to be sent to public landfills and the Exhibitor will be required to reimburse all direct and indirect expenses incurred in clearing the area, with a minimum of € 700.00 per 16.00 sq.m. of area and without prejudice to any reimbursement for greater damages.

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).

3.E - Prohibitions

It is specifically **forbidden** for Exhibitors to:

- apply loads or place materials to the hall structures, walls, lighting pillars, etc.;
- attach or hang from the above structures posters, cables, panels, banners, stickers;
- when securing carpets or similar materials to the floor, it is strictly forbidden to use strong double-sided adhesive tape, tape with internal paper backing or tape of weak consistency;
- damage equipment belonging to BolognaFiere and the structures of the halls;
- to use own lifting vehicles;
- leave any kind of waste materials;
- performances or entertainment, of whatever kind, nature or characteristic, even if they are confined to the booth or are intended to present or promote products, without the prior written authorization of BolognaFiere; it is the sole responsibility of the Exhibitor to apply for and acquire any authorizations from the appropriate bodies (health authorities, public safety authorities, etc.), for the above initiatives, if and insofar as required;
- enter the Exhibition Centre with other kinds of vehicles but automobiles, during the public opening period;



- according to BolognaFiere' policy to reduce the use of plastic in the Exhibition Centre, the use of cutlery, crockery, straws, glasses and in general of disposable and non-recyclable plastic material is prohibited. The Exhibitor is responsible for compliance with this prohibition also by its suppliers and will be called to respond in the event of non-compliance.

The Exhibitor accepts sole civil and criminal liability for damage caused by the non-observance or breach of the rules in force and of all the requirements set out in these Regulations and Safety File; the Exhibitor shall also hold harmless BolognaFiere in respect any claims for compensation filed by third parties. The Exhibitor shall notify his personnel and the firms operating on his behalf in the Exhibition Centre of the requirements and prohibitions as set out in these Regulations and Safety File, and also of the general rules of participation in the Exhibition.

In the event of non-observance of these rules and the relevant provisions set out in the Regulations regarding participation, BolognaFiere SpA may take action against any defaulting company.

Said action may entail, in the event that supplementary measures to the general safety rules are adopted, the charging of the relative costs, estimated at not less than € 300.00/exhibition module, or an order requiring the partial or total disassembly of the booth and a declaration that the booth is unfit for use.

4 - GENERAL AND TECHNICAL SERVICES

If available, BolognaFiere may provide on request the individual booths with electricity, water, and compressed air, as well as connection to the telephone lines.

4.A - Supporting Exhibitor Services

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

For the services listed below, the BolognaFiere e-commerce channel is available to purchase the services directly online, quickly and easily on the site: <https://cosmofarma.befair.eu/>

- VIDEO RENTAL
- AUDIO MONITORING SYSTEM RENTAL
- FLORAL DECORATION RENTAL
- ELECTRICAL INSTALLATIONS
- WATER INSTALLATIONS
- COMPRESSED AIR
- BOOTH CLEANING
- CATERING
- MATERIAL HANDLING/PORTERAGE
- FORWARDING AGENT
- WI-FI AND TELEPHONE LINE

Please note that transportation, loading and unloading of goods and portorage services within the Exhibition Grounds are organized exclusively by BolognaFiere's official logistics service provider.

Goods of non-EU origin may be exhibited as samples upon mandatory notification, with description of the goods, to the e-mail address customs@marconiffm.it.

The following services are also available in the Exhibition Centre:

- a la carte restaurants, self-service, bars
- upon request customized services of coffee breaks cocktails, bars and/or supply of products directly to the booths
- travel agency
- insurance company

4.B - Responsibility for services

BolognaFiere regulates but does not organize the services listed in section 4 and therefore disclaims any responsibility in respect of the performance thereof. Claims should be made in writing direct to the Service



company and communicated to BolognaFiere at the following email address: vendite@bolognafiere.it.

4.C - Supply of electricity

PROCEDURES FOR THE CONNECTION

The electrical systems of the exhibition booths must be in compliance with the D.M. 37 of 22/01/2008 and the CEI - CENELEC - IEC standards.

If the electrical systems do not comply with these standards and if the Exhibitor has not sent the mandatory forms "Declaration of proper execution of the electrical system and set-up" and "Declaration of conformity of the electrical system" (for foreign companies, "Verification of compliance of the electrical system" carried out by BolognaFiere at the expense of the exhibitor),

Official Suppliers of BolognaFiere won't make the connection to the electrical connection. Once the system inside the booth has been completed, the Exhibitor may request the electrical connection from BolognaFiere at the exhibition offices.

Connection and disconnection to the mains have to be performed only by the personnel of companies assigned by BolognaFiere, which will identify the point of connection at its discretion. It is absolutely forbidden to connect, disconnect or tamper with the BolognaFiere systems; otherwise, the Exhibitor will be held responsible for all possible disservices and damages resulting from connections and / or disconnections made by unauthorized personnel.

The supply points, defined by BolognaFiere, may also be located in other areas beside the booth; the Exhibitor must provide, at his own expense, for the laying and protection of the cable to reach the points indicated above for the entire length required.

RULES AND TERMS OF THE SERVICE

Within the limits of the facilities at its disposal, BolognaFiere can provide, under the conditions set out below, an electricity supply service, both for lighting and for use of motive power. For these services, the guarantees and risks conferred on BolognaFiere by the respective supplier bodies will be sent to the Exhibitor.

The power supply of the systems is carried out with energy at 50 Hz (+/- 2%) and with three-phase voltage 400 V, single-phase 230 V (+/- 10%) with earth and neutral protective conductor

The electrical installations inside the booths are the sole responsibility of the Exhibitor and must comply with the Ministerial Decree 37 of 22/01/2008 and the CEI - CENELEC - IEC standards, and carried out in accordance with the provisions of this Regulation and the Safety File which remains the main reference for the technical requirements relating to the object, of which the Exhibitor is undertakes to read it and strictly enforce its contents. For the execution of the electrical systems in the booth, the Exhibitor undertakes to make use of companies and / or specialized personnel in possession of the requirements of the regulations with particular reference to the Ministerial Decree 37 of 22/01/2008.

The Exhibitor / stand fitter in charge is also required to personally check the voltage of the power supply network when connecting his system or equipment, exempting BolognaFiere and the Official Supplier electricians from any and all liability for damage that may derive from people or things due to the omitted control of the power supply voltages or for any other cause.

If the requested power is such that it cannot be supplied with the existing plants, BolognaFiere may, at its sole discretion, limit the power within the limits of its capacity or proceed through temporary lines to strengthen its plants. In the latter case, the reinforcement lines will be carried out by BolognaFiere, but all related charges will be charged to the exhibiting companies. The supply of electricity for the illumination, will be interrupted immediately at the end of the Exhibition, unless exemptions which must be requested in writing to BolognaFiere, at least 24 hours before the end of the exhibition, and expressly authorized by BolognaFiere itself.

PLEASE NOTE: for safety purposes, the electrical systems of BolognaFiere must always be considered in voltage, even in the case of a temporary power outage regardless of the cause, and even after the end of the event.

The charge for electricity services will be calculated based on the power used, determined by adding all the individual powers of the installed devices, with a minimum overall value equal to what is indicated in the connection request.



5 - SPECIAL SERVICES

5.A - Exhibitor entry passes and car passes

The Exhibitor will be issued, free of charge, personal entry passes according to the sq.m. purchased, and car passes in the quantities indicated below:

- for booths up to 64 sq.m: 1 external parking space
- for booths over 64 sq.m: 2 external parking space

The car pass entitles the exhibitor to park his or her car in the parking lots provided by BolognaFiere until all available spaces are used up. The Exhibitor is responsible for the proper use of these documents and the behavior of those who use them.

5.B - Free invitations for Customers

Exhibitors will be sent free of charge digital gift codes, which must be validated online by the customers to whom they are sent and will entitle them to free admission to the Exhibition, in the following quantities:

- 100 free codes for booths up to 64 sqm
- 200 free codes for booths over 64 sqm

5.C - Exhibition Map/Catalogue

The folding Map of the event will contain the Corporate Reasons of the Exhibitors accepted within 45 days prior to the opening date of the Exhibition and - as to the insertion of the name and identification of the product sector - the data provided in the manner established by the Organizer will be considered valid.

5.D - Notification of new products

Should Exhibitors introduce new products, services, solutions or organizational and management procedures, they may give notice of them through the **dedicated sections of the exhibitor's portal**, so that the Organizer can inform the press in the forms it deems most appropriate.

5.E - Hotel Reservation Service

The hotel reservation service is carried out by the Official Supplier of BolognaFiere appointed for this purpose to whom the Exhibitor may contact using the contacts on the page <https://www.cosmofarma.com/en/hotels/> or directly on the website www.bolognawelcome.com.

This service is also regulated, but not organized, by BolognaFiere and the Organizer, who therefore disclaim any responsibility for its execution.

Any complaints should be made in writing directly to the Official Supplier and should be communicated, for information only, to BolognaFiere and the Organizer.

5.F - 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 release the Exhibitor from the obligation to use the equipment in such a way as not to disturb other exhibitors and visitors, nor does it relieve him of the obligation to abide (maximum limit allowed by law), at his own expense, by prevailing copyright law.

The control of the acoustic levels will be recorded outside at the closest point to the booth and must not exceed 70 dB.

In order to fulfil the required formalities, parties interested may apply directly to S.I.A.E., Via Orfeo n. 33/a, 40124 Bologna, ph. +39/051/4290311 – Fax +39/051/30.72.80 - e-mail bologna@siae.it.

5.G - Press office

The Press Office performs the work of disseminating exhibitor-related news free of charge. It is therefore recommended that:



- a) Access the **Information Section** of the exhibitor portal (via the link sent via email) where you can report news on exhibits, post press releases and photos. The information will remain available online for several months after the show closes;
- b) Send the documentation relating to your activity to the Exhibition Organizing Office (e.g. press releases, brochures, etc.) which will be made available to journalists in the Press Office, using the following address:

**Cosmofarma Exhibition Organizing Office – Centro Servizi, Block C, 1st floor
Bologna Exhibition Centre - Michelino EST Entrance - 40127 BOLOGNA**

For more information, Exhibitors may contact the Exhibition Organizing Office.

6 - SPECIAL PROVISIONS

6.A - Entry with bags or suitcases

BolognaFiere has the right to deny entry to the Exhibition Centre and to the individual halls of persons carrying bags, suitcases or other containers and may require these to be deposited in the cloakroom.

6.B - Entry with dogs or other animals

Dogs are allowed in the Exhibition Centre only with lead and muzzle or specific carrier, except for dogs for the disabled persons that can enter the Exhibition Centre 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 authorization of Organiser and Bologna Fiere. It is forbidden to photograph and film the interior of the Exhibition Centre, the booths and the goods on display without the prior authorization of BolognaFiere and the booth owner.

6.D - Radioelectric Equipment

The operators who intend to use radioelectric equipment (transceivers, radio microphones, radio cameras, etc.) must comply with technical standards (EC Directive 99/05 - EC marking) and get the relevant authorization (Electronic Communications Code, Art. 107 D. Lgs 259/2003), if necessary, using the permitted radio bands. For the fulfilment of the required workpapers, the person concerned can make reference to the Economic Development Minister website:

<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 those 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 announcements 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 booth 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 the 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 prevail over the general provisions in force up to that time.

This text is a free translation of the original Italian text. In case of litigation, only the Italian text will be considered as valid.

Digitally released on 29/01/2024 - Reviewed by BolognaFiere on 11/01/2024