



TIMELINE

After sending the application form:

- issue by Bos Srl of the caution money invoice, this payment will allow access to the reserved **area of the exhibitor portal** (link and credentials received via email from tanya.salsini@boseventi.it or cosmofarma@boseventi.it when registering the application form) to insert information relating to your participation in the event.

After confirming the booth location:

- sending by BolognaFiere (staff@befair.eu) of the email containing links and instructions for accessing the **BEFAIR** portal, within which to order any additional services and fill in the mandatory technical forms (the forms section will also have direct access from the exhibitor portal).

Half of February:

- **sending of the balance invoice** by BOS SRL;
- sending by cosmofarma@vivaticket.com of the email containing links and instructions for accessing the **VIVATICKET** platform which will allow you to send free invitations to your customers. On the same platform, **starting from the 25th of March, exhibitor cards and car passes will be available only for exhibitors in good standing with the payment of the balance invoice**, to access the event on the days it is open to the public.

14th March:

- deadline for sending **Form 0** to tecnico2@bolognafiere.it (mandatory for both PRE-FURNISHED booths, for STANDARD set-up and for NON-STANDARD set-up);
- deadline for sending the booth design stamped and signed by a qualified technician to tecnico2@bolognafiere.it in copy to the Organizing Exhibition Office (mandatory **only for NON-STANDARD** set-up, see art. 3.A of the Exhibition Technical Regulations);
- deadline to enter in the Catalogue Data section of your personal web area **the Company Name under which you intend to appear in the General Map of the event**, distributed for free to all visitors;

18th March (only for pre - furnished booths) - deadline for notifying the fitter:

- possible purchase of additional furnishings;
- any customizations relating to the booth;
- any graphics to be printed on the walls/front of the booth.

2nd April:

- activation of the **PASS** section within the **BEFAIR** portal, where it will be possible to register people and vehicles that will access the Exhibition Centre during set-up and dismantling.

Within the first day of set-up:

- compilation and submission (according to the methods indicated on them) of the **mandatory technical forms** downloadable on the **BEFAIR** portal. We remind you that for **pre- furnished booths the only mandatory form is Form 0 (MANDATORY DEADLINE 14th MARCH)**, indicating: Set Up Booth By Bologna Fiere.



FAQ EXHIBITORS

EXHIBITION TIMETABLE

	EXHIBITORS	VISITORS
Friday 19 th April 2024	08:00 am – 6:30 pm	9.00 am – 6:00 pm
Saturday 20 th April 2024	08:30 am – 6:30 pm	9.00 am – 6:00 pm
Sunday 21 st April 2024	08:30 am – 20:00 pm	9.00 am – 5:00 pm

ACCESS TO THE EXHIBITION CENTRE DURING THE EVENT

Printing of entry documents for the set-up and dismantling period

In order to **access the Exhibition Centre during the set-up and dismantling period**, Exhibitors must register on the website <https://cosmofarma.befair.eu/> and access the **PASS** section (see art. 2.C of the Exhibition Technical Regulations).

PASS OFFICE CONTACTS: +39 051 282403 pass@bolognafiere.it

Access to the event on the days of setting up and dismantling can take place from the **EST Michelino driveway** entrance and vehicles (provided with a regular badge) can be parked in the dedicated areas near the pavilions.

Opening days of the event to the public:

The personal and car passes will be **available online from 25th March, only for exhibitors in good standing with the payment of the balance invoice**, as following:

- booths up to 16 sq.m.: 2 personal passes
- booths from 16 to 31 sq.m.: 4 personal passes
- booths from 32 to 47 sq.m.: 8 personal passes
- booths from 48 to 63 sq.m.: 12 personal passes
- 64 sq.m. booths: 16 personal passes
- booths over 64 sq.m.: 20 personal passes

CAR PASS: booths up to 64 sq.m.: 1 external car pass - booths over 64 sq.m.: 2 external car passes

and must be downloaded using the same reserved area through which it is possible to manage the sending of invitations for customers. The link to access this reserved area will be sent by: cosmofarma@vivaticket.com

To access the Exhibition Centre you need to have a **personal pass**. Even in the case of access by car, in addition to the parking pass, **both the driver and any passengers must be in possession of the aforementioned pass**.

Access documents will be checked by BolognaFiere officials at all entrances, both pedestrian and vehicular.

Access to the event can take place from the following entrances:

- **OVEST Costituzione Entrance** - pedestrian
- **NORD entrance** - pedestrian
- **EST Michelino Entrance** - driveway (only for exhibitors in possession of **INSIDE PARKING PASS**)



DIFFERENCE BETWEEN SPACE-ONLY AND PRE-FURNISHED BOOTH

Companies that have booked a **space-only** booth will have exclusively the given surface area available for building their booth, the perimeter of which is marked out on the floor with adhesive tape. **There are no partition walls between booths.**

Companies that have booked a **pre-furnished** booth will have available an already set up area, including the equipment specified in the application form.

SPACE-ONLY SET-UP

Booth set-up - timetables

- Monday **15th April 2024**: from 8.00 am to 6:00 pm
- Tuesday **16th April 2024**: from 8.00 am to 6:00 pm
- Wednesday **17th April 2024**: from 8.00 am to 6:00 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, the day before the opening of the event, from 8.00 a.m. to 6.00 p.m. (those present in the pavilions may continue to work until 7.00 pm) work on setting up the booths **will not be permitted, but only operations of arranging samples, graphics or other activities that involve the use of only hand tools.**

Products' removal and dismantling – timetables

- Sunday **21st April 2024**: from 6:30 pm to 8:00 pm - **removing samples only**
- Monday **22nd April 2024**: from 8:00 am to 6:00 pm
- Tuesday **23rd April 2024**: from 8:00 am to 6:00 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.

Extra days of set-up (upon request)

To request extra set-up days, **it is essential to send a prior request via email to vendite@bolognafiere.it - for information: ph. +39 051 282816/18**

Maximum height of space-only booths and non-standard set-ups

The booths must not exceed the **maximum standard height of 3.50 m** taking into account the thicknesses due to raised floors, lighting fixtures, lighting fixture supports including trellises, signs, graphics, etc.. Over this height, the set-up will be Outside Standard and, compatibly with the area assigned and with the technical regulations, the approval of BolognaFiere will be required (as per art. 3.A of the Technical Regulations of the event).

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

If you intend to exceed this limit, and for all booths that have characteristics such as to be defined as non-standard (see art. 3.A of the Exhibition Technical Regulations), you must send the quoted project, signed by a qualified technician, via e- email to the following address: tecnico2@bolognafiere.it **(by the 14th of March 2024)** copy to:

Hall 25 stefania.cosentino@boseventi.it



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

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

Hall 30 alice.atti@senaf.it

PRE-FURNISHED BOOTHS

Availability of pre-furnished booths:

Pre-furnished booths will be available for exhibitors from **Thursday 18th April 2024 from 8.00 am until 6.00 pm**. Stand fitters who are already inside the Exhibition Centre at 6.00 pm may continue to work until 7.00 pm.

Removal of material from pre-furnished booths

- Sunday **22nd April 2024** from 5:30 pm to 7:30 pm
- Monday **23rd April 2024** from 8:00 am to 1:00 pm

Starting from 1:00 pm on Monday 23rd April 2024 the stand fitters will start the dismantling work, all material and printed material found in the booths will be sent to disposal.

Stand fitter contact

HENOTO SPA - Cosmofarma set-up office

Email: cosmofarma.setup@henoto.com

FORMS TO PARTICIPATE IN THE EXHIBITION

The contact person indicated in the application form will receive, after confirmation of the position on the plan, an email from staff@befair.eu containing a link to register and access the **BEFAIR** platform for completing the technical forms (the forms section will be direct access also from the exhibitor portal) and the booking of any additional services.

We remind you that **for pre-furnished booths it will only be necessary to fill in Form 0**, indicating: **Set-up booth By Bologna Fiere**.

Fire extinguisher legal obligation:

The supply of fire extinguishers to the extent required by law is already included in the **application form**. Fire extinguishers will be delivered to the booth by the start of the event.

PAYMENTS

Sending balance invoice and payment

The balance invoices will be issued starting from February 2024.

The payment of the balance will be made upon receipt of the invoice, by bank transfer to:

BOS Srl - c/o Banca Popolare di Sondrio - Ag. 8 Milano

IBAN IT 96 I 05696 01607 000007999X82 - Code BIC/SWIFT POSOIT22

Exhibitors who have not paid the balance **will not be allowed entry** for setting up.



OTHER INFORMATION

Free invitations for customers

The registration fee includes free digital customer invitations in the following quantities:

- **booth up to 64 sqm:** 100 free codes
- **booth over 64 sqm:** 200 free codes

The link to access the invitation management area will be sent from cosmofarma@vivaticket.com

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.

Hotel reservations

On the event website, at the link <https://www.cosmofarma.com/en/hotels/> the contact details of the partnered travel agency are available, which you can contact to receive dedicated offers.

Furthermore, discounts are active with Italo and Trenitalia. All information at the following link:
<https://www.cosmofarma.com/en/how-to-reach/>

Sending material to the booth by courier

Generic couriers are never allowed access to the Exhibition Centre, in the event that you have material to be sent by couriers such as Bartolini, TNT, DHL, SDA, etc., storage and possible delivery to the booth can be booked as paid services on the portal <https://cosmofarma.befair.eu/>, in the logistics - storage section.

Once you have booked the service, you can proceed as follows:

1. Prepare the material, clearly indicating on the package:
Company name of the exhibitor
c/o Pav. (indicate)
booth no. (indicate)
Participation in COSMOFARMA EXHIBITION
2. Carry out the delivery to the MAGAZZINO C.F.P. - Via Alfieri Maserati 20/C - 40128 Bologna from 8:00 am - 12:00 pm and 01:00 pm - 5:00 pm
3. Collect the packages independently, or, if you prefer them to be delivered to the booth, request the handling/delivery service available in the logistics - storage section of the portal <https://cosmofarma.befair.eu/>

For special requests/needs, you can send an email to vendite@bolognafiere.it.



Printing of paper material

Please note that there is no photocopy shop inside the Exhibition Center and the Exhibition Organizing Office is not authorized to print for Exhibitors.

If it is necessary to print paper material it will therefore be necessary to contact a photocopy shop outside the Exhibition Center.

Request for additional kW

The connection, testing and electrical power up to 2 kW are included in the application form.

Any requests for additional kW must be made through the portal <https://cosmofarma.befair.eu/>

Insurance

The "All Risks" insurance coverage is also included in the registration fee for the exhibition.

The ceilings are indicated in the Exhibition Technical Regulations, available online and on the portal.

If the standard coverage is deemed insufficient, supplements can be requested using the **Supplementary Insurance Policy Form**, present in the Technical Section of the exhibitor's portal.

INSURANCE CONTACTS:

AON S.p.A., Via De' Toschi, 4 - 40122 Bologna, Italy info.fiera@aon.it

During the event it will be possible to contact the office present at the fair in the Service Centre, Block C, ground floor, tel. +39 051 282 530.

Exhibitors Help Desk

We inform you that the Exhibitor Help Desk service is available at the following contacts:
espositori@cosmofarma.com , **+39 02 89362578** (from 9:00 am to 1:00 pm and from 2:00 pm to 6:00 pm).

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