



## 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 **April 11<sup>th</sup> to April 13<sup>th</sup> 2025** in Bologna Exhibition Centre with the following times:

##### VISITORS:

Friday 11<sup>th</sup> and Saturday 12<sup>th</sup> April 2025 - from 09:00 am to 06:00 pm

Sunday 13<sup>th</sup> April 2025 - from 09:00 am to 05:00 pm

##### EXHIBITORS:

Friday 11<sup>th</sup> April 2025 - from 8:00 am to 6:30 pm

Saturday 12<sup>th</sup> April 2025 - from 8:30 am to 6:30 pm

Sunday 13<sup>th</sup> April 2025 - 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 7<sup>th</sup> April 2025 - from 08:00 am to 6:00 pm**
- **Tuesday 8<sup>th</sup> April 2025 - from 8:00 am to 06:00 pm**
- **Wednesday 9<sup>th</sup> April 2025 - 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 9<sup>th</sup> 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 10<sup>th</sup>, 2025, 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 10<sup>th</sup> April 2025.**

#### 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 dismantling days.

For any further information, please consult chapter 2 of the Bologna Exhibition Centre Regulations.

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

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

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 7<sup>th</sup> April 2025 - from 08:00 am to 6:00 pm**
- **Tuesday 8<sup>th</sup> April 2025 - from 8:00 am to 06:00 pm**
- **Wednesday 9<sup>th</sup> April 2025 - 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 10<sup>th</sup>, 2025, 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.**

## 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](mailto: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 13<sup>th</sup> April 2025 from 06:30 pm to 08:00 pm (only for the removal of personal samples and equipment)**
- **Monday 14<sup>th</sup> April 2025 from 8:00 am to 06:00 pm**
- **Tuesday 15<sup>th</sup> April 2025 from 8:00 am to 06:00 pm**

On the 14<sup>th</sup> and 15<sup>th</sup> stand fitters who are already inside the Exhibition Centre at 6:00 pm may continue to work until 7:00 pm.

### **Pre-furnished booths:**

- **Sunday 13<sup>th</sup> April 2025 from 06:30 pm to 08:00 pm (only for the removal of personal samples and equipment)**
- **Monday 14<sup>th</sup> April 2025 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 15<sup>th</sup> April 2025.**



In the event of non-compliance with the dismantling times and/or that the Exhibitor fails to clear the area, the Exhibitor gives its irrevocable consent to BolognaFiere to consider anything left on the stand as waste material to be sent to public waste disposal sites, for which the Exhibitor will be required to reimburse all the related direct and indirect costs, with a minimum of €700.00 per 16.00m<sup>2</sup>, and without prejudice to any reimbursement for further damages.

The Exhibitor assumes sole responsibility for any damage or theft that may occur during the course of the Exhibition, both during and after the set-up phase.

## 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 March 10<sup>th</sup> 2025** to the email [tecnico2@bolognafiere.it](mailto: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

The details of these categories are set out in Chapter 3.1 of the Bologna Exhibition Centre Regulations.

**The following documents are required to be submitted by March 10<sup>th</sup> 2025:**

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).
4. Statement of correct assembly (to be provided upon completion of the works, prior to the start of the event)

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

[tecnico2@bolognafiere.it](mailto:tecnico2@bolognafiere.it) and, in copy, to

- **Hall 25** [stefania.cosentino@boseventi.it](mailto:stefania.cosentino@boseventi.it)
- **Hall 26** [stefania.cosentino@boseventi.it](mailto:stefania.cosentino@boseventi.it) or [laura.lapini@boseventi.it](mailto:laura.lapini@boseventi.it) (according to your sales contact)
- **Hall 29** [stefania.cosentino@boseventi.it](mailto:stefania.cosentino@boseventi.it) or [laura.lapini@boseventi.it](mailto:laura.lapini@boseventi.it) (according to your sales contact)
- **Hall 30** [alice.atti@senaf.it](mailto:alice.atti@senaf.it)

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

**If the aforementioned documents are not sent by the established date, or are sent late, the exhibitor will be charged the amounts indicated in Form 0.**

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

The build specifications of the stand set-ups are set out in Chapters 3.4 and 3.5 of the Bologna





## Exhibition Centre Regulations.

Specifically for COSMOFARMA EXHIBITION 2025:

### 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.**

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).

**PARTITION WALLS VISIBLE FROM THE ADJACENT STANDS MUST BE PERFECTLY FINISHED AND PAINTED WHITE IN THE PART EXCEEDING THOSE OF THE ADJACENT STAND. ANY TOTEMS OR OTHER DECORATIVE ELEMENTS MUST BE POSITIONED IN THE CENTER OF THE STAND AND MUST BE AUTHORIZED IN ADVANCE IF THEY EXCEED A HEIGHT OF 3.50 METRES, ALWAYS COMPATIBLE WITH THE TECHNICAL CHARACTERISTICS OF THE PAVILION.**

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 3 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.

### 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 Technical Office of BolognaFiere ([tecnico2@bolognafiere.it](mailto:tecnico2@bolognafiere.it)), 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.

### RIGGING AND SUSPENDED LOADS

Rigging is possible only in halls 14-15-16-18-19 and partially in halls 28-29-30-36-37.

The rigging suspension points on the hall structures must be installed only by BolognaFiere, which will also carry out the testing of the same.

Therefore, to set up rigging, a feasibility request must be sent by email to the technical offices of BolognaFiere in the manner indicated in form A and in copy to the Organiser.

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

**Hall. 29** [stefania.cosentino@boseventi.it](mailto:stefania.cosentino@boseventi.it) or [laura.lapini@boseventi.it](mailto:laura.lapini@boseventi.it) (according to your sales contact)

**Hall. 30** [alice.atti@senaf.it](mailto:alice.atti@senaf.it)

by March 10<sup>th</sup> 2025.

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

### 3.C - Mandatory forms

Below is the list of BolognaFiere's forms concerning mandatory stand requirements and the relative deadlines.

FORM	DESCRIPTION	DEADLINE
FORM A	Rigging points (To request a quote)	10/03/2025
FORM B1	Statement of correct installation of the electrical system and set-up ( <b>Mandatory only for space only booths</b> )	04/04/2025
FORM B2	Declaration of conformity of the electrical system ( <b>Mandatory only for space only booths</b> : if the company performing the electrical installation is not Italian, it is not necessary to fill in this form; fill in Form B5 and purchase verification of the electrical installation from <a href="http://www.befair.eu">www.befair.eu</a> )	before requesting electrical connection
FORM B3	Statement of correct assembly ( <b>Mandatory only for space only booths</b> )	09/04/2025
FORM B4	Statement of correct installation of the stand materials ( <b>Mandatory only for space only booths</b> )	09/04/2025
FORM B5	Statement of correct installation of the electrical system, only for companies not registered with the Italian Chamber of Commerce ( <b>Mandatory only for space only booths</b> : if the company performing the electrical installation is Italian, it is not necessary to fill in this form; fill in Form B2 instead)	before requesting electrical connection
FORM H	Mandatory Import Notice form for non-EU countries ( <b>Mandatory only for space only booths</b> )	before the beginning of the set - up
FORM M	Information on the prevention of occupational accidents ( <b>Mandatory only for space only booths</b> )	04/04/2025



FORM SR	Waste management declaration (Mandatory for <b>waste management during set-up and dismantling</b> . BolognaFiere will carry out checks at the stand)	before the beginning of the set - up
FORM 0 (Zero)	Set-Up Statement ( <b>Mandatory for pre-furnished and space only booths</b> )	10/03/2025
Form D (Demonstration)	Vehicle Demonstration and Exhibition Indemnity ( <b>Mandatory for those who demonstrate or exhibit combustion, electric or hybrid vehicles</b> )	10/04/2025

### **PENALTIES FOR DELAYED OR NON-SUBMISSION**

The deadlines listed above cannot be extended and in the event of late submission or failure to submit the forms, the exhibitor will be charged as indicated in the following table:

FORM	DELAY < 24 hours	DELAY > 24 hours	NON-DELIVERY
Forms B1 and B3	€ 100	€ 300	€ 500
Form B4	€ 100	€ 500	€ 1000
Form D Demonstration	€ 100	€ 500	€ 1000
Forms B2 and B5	<b>The stand will not be connected to the electrical system</b>		
Forms H and SR	Penalties provided for in the form itself		

In the event of serious non-compliance, BolognaFiere reserves the right to completely or partially close the stand.

Failure to submit the Demonstration Form D, in addition to the penalty, will result in the immediate suspension of the demonstration or exhibition.

### **3.D - Warnings**

BolognaFiere reserves the right to have the fittings and systems that do not comply with the above provisions modified or refitted, having previously checked compliance with the aforementioned requirements. In the event that BolognaFiere finds even just one defect, it may request prompt resolution of the same and the Exhibitor will be required to comply.

Responsibility for the structural resistance and compliance of the set-up materials with the fire regulations currently in force is borne solely by the Exhibitor, who expressly releases BolognaFiere from liability for any damages arising from design and construction defects, including the dimensioning as inferred from the detailed drawings of the areas occupied.

Any work that entails changes in the actual state of BolognaFiere's fixed and movable property (reinforcements, modifications, excavations, holes in fixtures, walls, structures, columns, floors), may only be carried out with the prior written authorisation of BolognaFiere and at the expense and under the responsibility of the participants. The Exhibitor maintains this responsibility for the entire period of the Exhibition and until the stand is returned to BolognaFiere. Before the works begin, the participant shall pay the Organiser the amount necessary to restore the stand to its original state, which will be taken care of by the Organiser.

## **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](mailto: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](mailto: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](http://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 normally permitted to use devices for the reproduction of music and sounds. Any exceptions may be authorised in writing. This authorisation may be revoked with immediate effect at any time, by simple written notice.

Any authorisation does not exempt the Exhibitor from using the equipment in such a way so as to not disturb the other Exhibitors and visitors, particularly with regard to noise pollution regulations (maximum limit permitted by Law). Likewise, the Exhibitor is not exempted from the requirement to comply, at its own expense, with the applicable laws on copyright (authors and publishers) and related rights (producers and artists) and must therefore complete the relative formalities with the companies in question. The same applies to the distribution of audio-video or multimedia supports containing intellectual property protected under the law, for which the costs to approve the use of said supports are added, with respect to the above.

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

### 5.G - Press office

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

- 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;
- 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, 1<sup>st</sup> floor  
Bologna Exhibition Centre - Michelino EST Entrance - 40127 BOLOGNA**

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

## 6 - OVERSIGHT 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 Spa issues on entry to and inside the Centre; these may take the form of specific signs, written notices, and loudspeaker announcements and may also be issued by service personnel or by any other means, it being understood that the loudspeaker announcements and the instructions given by the service personnel prevail over any other form of notification.

Exhibitors are reminded that any infringement of the rules or prohibitions may result in the immediate closure of the stand by BolognaFiere officials or agents and the collection of entry passes and car parking badges, all without any right of the Exhibitor to refunds of any kind.

## 7 - AMENDMENTS TO THIS REGULATION

Any provisions of the law or regulations that alter the terms of this regulation will immediately and automatically take effect, even if the Exhibition Regulations have not been amended to reflect said changes.

Additionally, 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, occupational health, accident and injury prevention and the safety of exhibitors and visitors.

These measures may be notified to Exhibitors using any means and shall prevail over any general measures previously adopted.

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 04/02/2025 - Reviewed by BolognaFiere on 04/02/2025*