



COSMOFARMA[®]
EXHIBITION
La formazione al centro

BOLOGNA
17 | 19 APRILE 2020

EXHIBITOR MANUAL - OFFICIAL OPENING TIMES OF THE SHOW

SET-UP

RAW SPACE STAND

Tuesday 14th April from 8.00 am to 06.00 pm

Wednesday 15th April from 8.00 am to 06.00 pm

Thursday 16th April from 8.00 am to 06.00 pm

ATTENTION: on Thursday 16th from 8.00 am to 06.00 pm no stand set-up work will be allowed except for displaying samples, artwork and other work involving manual tools.

READY STAND

Thursday 16th April from 08.00 am to 06.00 pm

Instructions on how to enter the Exhibition Centre during set-up days may be found in the section 'General Provisions - Access to the Exhibition Centre during Booth Set-up', on page 3

ATTENTION: EXHIBITORS/STAND CONSTRUCTORS WHO NEED TO STAY LONGER IN THE PAVILION (AFTER THE SCHEDULE TIME) MUST HAVE REGULAR AUTHORISATION ISSUED BY THE ORGANISER.

THE ORGANISER WILL INVOICE THE EXTRA-TIME ON THE BASIS OF THE RATES STATED BY BOLOGNA FIERE. THE EXHIBITION SECRETARIAT WILL PUBLISH THE RATES AS SOON AS AVAILABLE.

BOOTH DISMANTLING OPERATIONS

Sunday 19th April from 05.00 pm to 08.00 pm (exhibit removal only)

RAW SPACE STAND

Monday 20th April from 8.00 am to 06.00 pm

Tuesday 21st April from 8.00 am to 06.00 pm

READY STAND

Monday 20th April from 8.00 am to 01.00 pm

Instructions on how dismantling should be carried out may be found in the section 'General Provisions - Removal of Exhibits and Booth Furnishings. Vacating the Booth' on page 4.

ATTENTION: EXHIBITORS/STAND CONSTRUCTORS WHO NEED TO STAY LONGER IN THE PAVILION (AFTER THE SCHEDULE TIME) MUST HAVE REGULAR AUTHORISATION ISSUED BY THE ORGANISER. THE ORGANISER WILL INVOICE THE EXTRA-TIME ON THE BASIS OF THE RATES STATED BY BOLOGNA FIERE. THE EXHIBITION SECRETARIAT WILL PUBLISH THE RATES AS SOON AS AVAILABLE.



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ACCESS TIMES FOR EXHIBITORS DURING THE SHOW

Friday 17th April from 8.00 am to 06.00 pm

Saturday 18th April from 8.30 am to 06.00 pm

Sunday 19th April from 8.30 am to 05.00 pm

ACCESS TIMES FOR VISITORS DURING THE SHOW

Friday 17th April from 9.00 am to 06.00 pm

Saturday 18th April from 9.00 am to 06.00 pm

Sunday 19th April from 9.00 am to 05.00 pm

PRELIMINARY NOTICE

“BolognaFiere” stands for Fiere Internazionali di Bologna.

“Organiser” stands for BOS srl.

GENERAL PROVISIONS

• Booth Availability – Handover

Booths shall be available to Exhibitors starting from:

- RAW SPACE: Tuesday 14th April 2020
- READY STAND: Thursday 16th April 2020

Stands set up must be completed by the end of the day before the opening of the Show as follows:

- Thursday 16th April 2020 until 5pm

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Exhibitors shall make sure that the chosen booth constructor complies with the above deadline, by including in their contract a clause related to completion by the deadline.

• Access to the Exhibition Centre during Booth Set-Up

Exhibitors may enter the Bologna Exhibition Centre only if their personal data has been registered in the section Gate of the website. Exhibitors and their fitters/suppliers who do not register on this site and do not print the entrance pass will not be authorised to enter the Exhibition Centre during the exhibition set-up and dismantling periods.

Each Exhibitor will be sent (to the email address specified in the application form for the exhibition) a password to access his reserved area on the site, in which he must enter the information regarding his company's personnel and vehicles in order to print his entrance passes. The process also requires the Exhibitor to perform the Work Assignment procedure with regard to his fitters and suppliers. The Work Assignment procedure will allow these companies to receive a password so that they may register their employees and vehicles in their reserved area, and print their entrance passes.

During the set-up, from 10th to 11th April and from 14th to 16th April (on the 16th only the samples set-up is allowed), before entering the Exhibition Centre using the East Michelino entrance, all vehicles must pass through terminal P5 in the following ways:

- **Cars** : if unloaded they have to stay inside terminal P5, if loaded with materials for the preparation of the stand, they will be able to access the Exhibition Centre only for the time necessary to unload the materials
- **Heavy vehicles**: they will have access to the Exhibition Centre for the unloading of materials only. At the end of the unloading they will have to leave the Centre, and if necessary they can stop for free, just for the day, inside the terminal.

Suppliers/carriers entering the Exhibition Centre to deliver materials on behalf of Exhibitors must also be in possession of the Packing List bearing the identifying data of the Exhibitor receiving such materials (Exhibitor's name, hall, stand). Suppliers who present a Packing List without such data will be denied entrance to the Exhibition Centre.

As required by current laws regarding health and safety at the workplace, the Exhibitor (customer), in relation to the works to be assigned, is responsible for verifying possession of the technical-professional requisites of all main contractors, of all subcontractors, and of all self-employed individuals that will work for the Exhibitor in the Exhibition Centre.

No means of transportation or lifting are allowed inside the pavilions, with the only exception of electrical lift trucks, as well as explicitly authorized means by the security personnel inside the hall (with previous authorization requested to vendite@bolognafiere.it).

It is forbidden to enter the exhibition halls and any other internal structures for vehicles, forklifts and any other NOT ELECTRIC transportation mean.

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Parking in the areas next to the pavilions shall be limited to the strictly necessary time for loading and unloading goods and equipment. Any vehicles that are not used for such operations must be parked in the appropriate parking areas. In particular, unloading and parking of containers or detachable parts of nonself-propelled vehicles is prohibited. In addition, Bolognafiere and the Organiser may limit the access of vehicles and/or the introduce sanctions in the event of long parking of said vehicles outside the designated areas and/or times established by the Organiser. In particular, should vehicles and equipment in general be parked inside the Exhibition Centre for more than two hours, the Exhibitor, whose password is associated with the vehicles, shall pay a sum amounting to € 500.00 plus Vat.

It is also strictly forbidden, for safety reasons, for vehicles to park in the Exhibition Centre outside opening hours. Any unauthorized parking will result in BolognaFiere having the vehicles towed away from the Exhibition Centre at the owners' risk and expense.

For safety reasons, Exhibitors and fitters working for them are strictly forbidden from using their own forklift trucks, selfpropelled cranes, aerial platforms, etc. within the Fairground Area. For such needs, they must rely on the Official Forwarders of BolognaFiere to ensure the strictest observance of the safety rules.

The foregoing requirements do not apply to vehicles with a crane arm onboard which may work inside the pavilions only if duly equipped with pipes for eliminating exhaust fumes from the engines outside said pavilions.

In case of introduction to and use of lifting means on the fairground, BolognaFiere shall immediately stop such means and require their immediate exit from the Fairground Area at the owners' risk and expense.

• Extra days of set-up

Each Exhibitor can request for extra set-up days in the following terms:

- 10th April from 7.00 am to 6.00 pm
- 11th April from 8.00 am to 6.00 pm

Any request will have to be sent to BolognaFiere offices – Mr Giuseppe Cortis Giuseppe.cortis@bolognafiere.it

He will be also in charge for the request of any additional days, previous to the above mentioned 10th and 11th April.

• Removal of Exhibits and Booth Furnishings. Vacating the Booth

Access of motor vehicles to the areas and pavilions shall be regulated similarly to set-up operations (please refer to "Access to the Exhibition Centre during Booth Set-Up").

• Booths must be vacated, regardless of their position:

- by 6.00 pm on 21st April 2020 for raw space stands



- by 1.00 pm on 20th April 2020 for ready stands

Failing which, any material left in the booth shall officially be considered as waste material and sent to the appropriate disposal sites, and the Exhibitor shall refund any direct or indirect expenses born for clearing the booth, as well as paying a € 200.00 penalty, provided no extra damage is found and subsequently claimed to the Exhibitor.

Exhibitors will be held exclusively liable for any damage or theft that might take place during the Show, the set up and after the Show.

• INSURANCE - Exemption, acceptance and limitations of responsibilities

During opening hours, Exhibitors - either personally or through their employees - must keep watch over their own booth. Although BolognaFiere and the Organiser provide a general night & day surveillance service throughout the duration of the Show and for all the days allocated to booth set-up and dismantling operations when the Centre is closed to visitors and exhibitors, they shall be exonerated from any and all responsibility regarding any theft and/or damages act toward by Exhibitors. We recommend that Exhibitors remove all valuable, fragile and easy to transport objects from the stands during the hours scheduled for removing sample collections at the end of the Show. Exhibitors will be responsible, also towards BolognaFiere, for all direct or indirect damages, which may for any reasons be attributable to them or to any staff working for them (including damages caused by set-up or system-installation operations carried out by them or by third parties appointed by them, even if they have been tested by BolognaFiere).

Compensation for damages due to theft or against act towards Exhibitors, occurred even beyond opening hours

(e.g. including booth set-up and dismantling days) will be carried out only through the relevant insurance coverage.

Exhibitors will benefit from the following insurance conditions taken out by BolognaFiere according with the Organiser:

- a) All Risks coverage (including fire and theft) for immediate and material damage to booth furnishings, structures, equipment and goods, excluding money, valuables, jewellery and similar, and excluding the software installed on electronic processors and excluding any damage due to failure to use booth furnishings, structures, equipment and goods during the Show: € 40.000,00 first full loss coverage (including fire and theft), with € 300.00 total deductible for each damage, which may reach € 600.00 in the event of any damage occurred after the end of the Show;
- b) Third Party Civil Liability coverage, including any damage resulting from fire: single maximum coverage of € 50,000,000.00;
- c) Exhibitor's Civil Liability coverage with regard to employees: maximum coverage of € 3,000,000.00 per accident with a € 2,000,000.00 per person limit;
- d) the Insurance Company will give every compensation up to all the Exhibitors, the Organiser and BolognaFiere.

The above mentioned coverage values are subject to the conditions and limitations that may be requested by the Exhibitor to the Exhibition Secretariat, and which are included in the written documents relevant to said Show. Such covers do not rule out the Exhibitors' responsibility for all the risks that they may autonomously consider as not covered or exceeding the coverage limit stated in the previous paragraph; in that event, Exhibitors may take out any additional insurance policies as appropriate.

In relation to the video-surveillance system installed, in the event of theft, Exhibitors must provide the Insurance Company with the relevant report made to Public Authorities within seven days from the end of the Show; failure

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to comply with this deadline may result in the loss of the right to compensation.

In order to take out any additional policies autonomously and at their own expenses, Exhibitors may use the relevant form supplied by the Insurance Company even during the Show, by referring to the Insurance Company whose offices are within the Exhibition Centre, which will also take care of accident insurance management, of paying off damages at the end of the Show, as per the terms and conditions indicated in the above mentioned form; the Company, as far as offered insurance coverage is concerned, renounces all compensations from all Exhibitors, the Organiser and BolognaFiere. In any case, Exhibitors must include in their additional policies the insurer's waiver to any compensation claim towards Exhibitors, the Organiser and BolognaFiere, failing which the former will exempt the latter from any action initiated by the insurer and addressed to them.

Having acknowledged the above, Exhibitors must in any case explicitly exonerate (for themselves and for their employees or staff appointed to work for them) the Organiser and BolognaFiere from any responsibility due to any loss or damage that may occur for any reason within the allocated exhibiting space, during the Show or during set-up or dismantling operations, and to any material there located, and will be responsible for any damage caused to the exhibiting space or to any material in it, even by third parties, not covered by the terms and conditions indicated above or initiated by Exhibitors themselves.

The Organiser and BolognaFiere are exonerated from any responsibilities for any consequential loss, image damage, loss of turnover, etc. The Exhibitor agrees - including as far as direct loss is concerned - that the Organiser and BolognaFiere's responsibilities be restricted to the limits of the above indicated insurance coverage. The Exhibitor hereby accepts such limitations of responsibilities.

• Terms of payment

The payment of the fees due for admission to the Show must be carried out within the limits and according to the procedures prescribed by in the Application Form. The 'exit pass', which may in no case be released to Exhibitors that have not yet provided for the final settlement of any direct or indirect debt, does not constitute receipt of payment for any outstanding amount owed for the participation in the Show, and will therefore only be valid for the vehicle indicated thereon.

GENERAL SERVICES

• Technical support provided to Exhibitors

The Organiser, through the Exhibition Secretariat, will provide any technical information to Exhibitors concerning the services available to them within the Exhibition Centre. The services listed below may be requested from the Official Suppliers, through the BEFAIR e-commerce area <http://befair.bolognafiere.it>, should Exhibitors not be provided with their own equipment or should they not be willing to use their staff:

- VIDEO RENTAL
- SOUND SYSTEMS RENTAL

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- POTTED PLANT ETC. RENTAL
- ELECTRICAL SYSTEMS
- WATER SUPPLY
- STAND CLEANING
- CATERING
- GOODS HANDLING / PORTERAGE
- SHIPPER
- TELEPHONE LINES and WI-FI

Please note:

Transport services, goods loading and unloading and handling services within the Exhibition Centre may only be managed by BolognaFiere's Shipping Agent.

When bringing any goods serving as samples and having a foreign origin into the Exhibition Centre, Exhibitors shall notify BolognaFiere using the relevant form or sending an email to customs@marconiffm.it.

The following services are available in the Exhibition Centre:

- à la carte restaurants
- self-service restaurants and bars
- on request, customised services: cocktail breaks, bar services and/or supply of products directly to stands
- travel agency
- insurance
- ironmongery

• Responsibility for services

BolognaFiere regulates the services but does not produce them directly and shall therefore have no liability with respect to their performance. Any complaints must be sent in writing directly to the following email address: vendite@bolognafiere.it



TECHNICAL SERVICES

Within the systems available, BolognaFiere can arrange, upon request, for the supply of power, water and compressed air to the individual booths as well as to their connection to the telephone landline.

• Conditions of the power supply service

CONNECTION PROCEDURES

Electric installations on the exhibit stands must be carried out in accordance with M.D. 37 dated 22/01/2008 and CEI (Italian Electric Standards Committee) CENELEC (European Committee for Electrotechnical Standardization) – IEC (International Electrotechnical Commission) specifications. If installations do not conform to these specifications and if the Exhibitor has not presented the compulsory forms “Statement of correct execution of electric plants and fittings” and “Conformity electric system declaration”, the electricians of the BolognaFiere Official Supplier will not make the connection to the power grid. Foreign Exhibitors must present, instead of the “conformity electric system declaration”, the compulsory form “Verification of compliance of electrical systems”, carried out by Bolognafiere at the Exhibitors’ expenses.

Once the electric installation inside the stand has been completed, the Exhibitor may apply for an electric connection to BolognaFiere at the exhibition offices.

The connection and disconnection can be carried out exclusively by the electricians of the BolognaFiere Official Supplier subject to the Exhibitor filling in the special forms.

It is strongly prohibited to carry out one’s own connection and disconnection or to tamper with the electric system of BolognaFiere; if this occurs the Exhibitor shall be held responsible for any shortcomings and damages caused by connections and disconnections being carried out by unauthorized personnel.

Connection points can be also positioned outside the stand area; the Exhibitor will have, at his own expenses, to extend and protect the cable to reach the points above mentioned for the necessary length.

RULES AND CONDITIONS

Within the limits of the installations available, BolognaFiere may supply electric power both for lighting and for motive power at the terms and conditions reported below.

The same guarantees and risks conferred to BolognaFiere by the supplying bodies are transferred to the Exhibitor.

The electric installations are fed with 50 Hz (+/- 2%) and a voltage of 400 Volts three-phase and 230 Volts single-phase (+/- 10%) with earth and neutral protection leads. The electric installations inside the stands are totally at the charge of the Exhibitor and must conform to M.D. 37 dated 22/01/2008 and to CEI (Italian Electric Standards Committee) CENELEC

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(European Committee for Electrotechnical Standardization) – IEC (International Electrotechnical Commission) specifications. Moreover they must be carried out according to the provisions of the Exhibition Technical Regulations. On installing the electric installation in the stand, the Exhibitor engages to avail himself of specialized firms and/or personnel qualified as provided for in the specifications of the rules currently in force and in conformity with M.D. 37 dated 22/01/2008.

The Exhibitor engages to protect his own electric installation by installing an adequate high sensitivity magnetothermal differential switch, even though a switch supplied by BolognaFiere is already installed on the line. Furthermore, the Exhibitor is obliged to check the network voltage personally at the time his electric installation or equipment is connected, thus freeing BolognaFiere, the Organiser and the electricians of the Official Supplier from any and whatsoever liability for damages that might be caused to persons or things due to the voltage not being checked or for any other reason.

In any case, all equipment exposed to electricity must be duly earthed as prescribed.

In the event that the required power cannot be distributed through the existing electric system, BolognaFiere may at its unquestionable discretion either limit it to the capacity of the system, or reinforce its own system with other provisional lines. In the latter event reinforcement lines shall be installed by BolognaFiere, but all costs will be debited to the exhibiting firms involved. As a rule the distribution of electric power for lighting, motive force and other uses will be interrupted immediately after the Exhibition, with exceptions being allowed for justified reasons, to be applied for in writing to Bolognafiere, at least 24 hours before the closing time of the exhibition, and expressly authorized by Bolognafiere at its sole discretion.

In this case a shunt from the electric power point prepared by BolognaFiere shall be made at the cost and care of the Exhibitor.

⇒ Electric power shall be charged according to the installed power which is determined by adding up the wattage of all the installed equipment, whatever the Exhibitor's consumption.

IMPORTANT: Be reminded that for safety reasons, the electric plants of BolognaFiere have to be considered always in high voltage, even in case of momentary interruption of power, and also after the closing time of the exhibition.

FURNISHINGS AND PROHIBITIONS

• Definition of the setting-up type

Booth setting up of any size is classified as follows:

- **STANDARD** setting up
- **NON-STANDARD** setting up

➤ All exhibitors/fitters must fill out the form 0 regardless of whether the stand design is STANDARD or NON-STANDARD

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All booths presenting any of the following features shall be considered as a **NON-STANDARD** setting up:

- horizontal metal structures or of different material with clear span exceeding 4,50 metres
- latticed-metal (“American”) structures with clear structural span exceeding 8,00 metres or overall length exceeding 32,00 metres
- double-deck with spaces on the upper floor, even if not accessible to the public
- provisional structures in outside areas
- anchors to BolognaFiere structures
- walk-on platforms higher than 0,80 m

IMPORTANT:

Please note that starting from the 2020 Edition the standard height will be 3,50m. All stand above 3,50m in height will be subjected to a mandatory test of the structure by Bologna Fiere.

Moreover, any outdoor structures exceeding an area of 75 sqm shall be considered as non-standard set-up furnishings.

Considering that the Exhibition Centre has obtained authorisation for use of the exhibition spaces based on a traditional set-up scheme, i.e., with parameters defined as STANDARD, an Exhibitor who proposes a set-up with even one of the above-mentioned characteristics must, within **March 6th**, transmit (by fax or certified email) the design for the off-standard set-up, with signature and seal of a qualified engineer/architect, to the Organiser and to BolognaFiere for approval.

If the Exhibitor is not in possession of the design for the off-standard set-up signed by a qualified engineer/architect, the Exhibitor may, using the appropriate form available on www.befair.eu, request BolognaFiere to conduct an advance check of the design.

If the signed and sealed design for the off-standard structure(s) is not transmitted to BolognaFiere, an inspection and validation will automatically be conducted and the Exhibitor will be charged twice the regular cost for such service specified on the above-mentioned forms.

Under all circumstances, BolognaFiere reserves the right to prohibit the assembly of off-standard set-ups that have not been approved in advance.

Any non-standard set up will have to pass a compulsory static test, which may exclusively be carried out by BolognaFiere. The Exhibitor shall pay for such procedure, in relation to the type of furnishing chosen, as indicated in the appropriate form to be found on www.befair.eu.

In all cases, the construction of complex latticed metal (“American”) structures (total length exceeding 32 metres, calculating

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both vertical and horizontal structures, and/or with clear structural span exceeding 8 metres) or horizontal metal or non-metal structures with clear span exceeding 4.50 metres, as well as intermediate floors, is subject to the transmission (by fax or certified email) to BolognaFiere of the structure's design, signed by the qualified engineer/architect, inclusive of a calculation report specifying load conditions during assembly and disassembly based on the construction method involved, as well as a certificate of correct assembly (at the end of work) signed by the qualified engineer/architect.

In any case, BolognaFiere is always entitled to examine the projects relevant to any booth not complying with ordinary set-up furnishing standards, based on their importance, size or dangerousness; the Exhibitor must provide the relevant technical documents and the names of technicians in charge of the structure and of the set-up furnishings, as well as those in charge of health and occupational safety and implements. Any booths located in the external areas shall comply with similar requirements. BolognaFiere may request the Supervisory Committee's intervention for facilities hosting public shows.

• Booth Furnishing Set-Up

Exhibitors must limit their booth to the area allocated to them, marked out by either partition walls or painted lines or adhesive tape on the floor, should there be no other limiting reference. The booth must not exceed the median plane virtually passing through the axis of the plates at the foot of the front columns supporting the booth side walls.

BOOTH HEIGHT

Inside the halls the high of the stand shall **not exceed the standard height of 3,50 m** (including thickness due to raised floors, lighting fixtures, lighting fixtures of media including lattice).

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 STAND 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.

Any exceptions to the standard will be subject to approval by Organization to which the project must be submitted not later than 6th March, 2020.



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EXHIBITORS HAVING HIRED A RAW SPACE AREA WILL HAVE TO MANAGE DIRECTLY (THROUGH THEIR OWN STAND BUILDER) THE STAND CONSTRUCTION BOTH CONCERNING THE PARTITION WALLS WITH ADJACENT BOOTHS AND THE BACK WALLS; SHOULD THE EXHIBITOR FAIL TO COMPLY WITH THE ABOVE, THE ORGANISER SHALL BE ENTITLED TO INSTALL THE PARTITION WALLS AND TO DEBIT THE EXHIBITOR WITH THE RELEVANT EXPENSES. THE EXHIBITOR IS HEREBY INFORMED THAT THE AMOUNT RELEVANT TO THE ELECTRICITY, AS INDICATED IN THE APPLICATION FORM, INCLUDES THE ELECTRICAL CONNECTION, TEST AND CONSUMPTION UP TO 2 KW AND THE FIRE EXTINGUISHER BUT IT DOES NOT INCLUDE THE ELECTRICAL SYSTEM INSTALLATION INSIDE THE STAND, FOR WHICH THE EXHIBITOR (HAVING A RAW SPACE STAND AREA) WILL HAVE TO PROVIDE THROUGH A COMPANY AUTHORIZED TO INSTALL CIVIL AND INDUSTRIAL ELECTRICAL SYSTEMS.

All structures that are part of the booth set up should be perfectly joined, at the Exhibitor's expenses, to the adjacent walls or to the back walls of the hall. In particular, if the booth is positioned along the back wall of the hall, the area between the booth and the back wall must be closed through panels supplied and mounted by the Exhibitor, guaranteeing the accessibility to exits, vehicle entrances, electric panels, hydrants etc;

Please note that in case of installation of luminous signs, graphic led pharmacy crosses (to be obligatorily installed inside the surface area of the stand) they will have to be placed granting a minimum height from the floor of 2,80 metres.

Walls should also NOT deprive of light and visibility Exhibitors adjacent nearby. **It is therefore forbidden to build perimeter walls closed over 8,00 m in length.** Over 8,00 m closed wall must be placed an open space (or constructed with transparent material), of minimum 4,00 m. Otherwise, the Organiser reserves the right to claim the adjustment.

Booths including any double-deck structure - which in no case may exceed a height limit of 5,50 m - shall be approved beforehand by the Organiser. The double-deck surface, even if not accessible to the public, shall entail an additional cost for the Exhibitor, based on its width, amounting to a sum as established in the double-deck regulations, unless otherwise determined and communicated by the Organiser. The minimum exhibiting surface, to request a double-deck structure, is 64 sqm: the double-deck surface can be up to 60% of the total exhibiting surface. The double-deck surface can be authorized only on condition that the technical features of the hall allow the construction.

The glass walls facing visitors must comply with existing regulations and with UNI requirements.

The Exhibitor must have a number of fire extinguishers inside the exhibition area, suitable for that exhibition area, visible and clearly marked, as provided by BolognaFiere.

The hanging structures and the related hanging systems must comply with the Circular Letter of the Home Office dated 01/04/2011, stating to make, in addition to a main connection system (tie-rod, stripe, rope, chain, beam etc.), a **safety connection** (such as tie-rod, stripe, rope, chain, fall-arrest expandable systems etc.).

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Hanging structures refer to box trusses (simple or ring structures) or to other types of beams/structures and all the related loads (screens, projectors, speakers, lights, engines used to lift other sub-structures, etc.) fastened to an upper or lower structure through a lifting system.

All the listed elements must comply with all the requirements reported in the above mentioned Circular Letter.

In pavilions 25-26 and partially in pavilion 30 false ceilings may be built, provided they are made of grid or perforated panels, ensuring proper use of the fire prevention device (Sprinkler).

Exhibitors will be held solely responsible for any issue related to the stability and the compliance of booth furnishing materials with the fire prevention legislation currently in force, therefore BolognaFiere and the Organiser will not be liable for any damage that may be caused by design or construction defects, including the dimensioning based on the detailed drawings of allocated areas. Any work entailing changes to BolognaFiere's real and movable properties (reinforcements, adjustments, excavations, perforation of fixtures, walls, frames, columns and floors) may only be carried out upon prior written authorisation from BolognaFiere, at the sole expense and responsibility of the participating company. Such responsibility will be valid throughout the duration of the Show and until the booth is vacated and returned to BolognaFiere. Before the beginning of the works, the participant shall pay to the Organiser the amount that will be necessary in order to restore the booth to the original state, which will be taken care of by the Organiser.

• Waste disposal

Set up and dismantling

It is strictly prohibited for fitters/exhibitors to discard waste materials and/or refuse in the exhibition areas or around the Exhibition Centre perimeter at any stage of the event.

Waste and residue from set-up and dismantling work is removed by and at the expense of the Exhibitor and/or its employees.

Specialised BolognaFiere staff will be present in each pavilion during Exhibition Centre opening hours to ensure the correct application of rules regarding waste and refuse management. All irregularities shall be recorded and the relevant internal authorities notified.

Exhibitors found in breach of the rules will be required to pay a fine to cover any waste management costs incurred by BolognaFiere. This shall be for a minimum amount of €300.00 plus VAT for every 16 square metres of surface area occupied by the exhibitor.

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).



In default, the Exhibitor will be required to reimburse all direct and indirect costs incurred for removal (Euro 300 per each 16 sqm of surface area).

BolognaFiere personnel, present in every pavilion, will verify the respect of rules for the management of waste and residue.

• Prohibitions

Exhibitors **are strictly forbidden to:**

- apply loads or rest on material to the pavilion structures, to walls, lighting pillars, etc.;
- attach or hang to the above parts: posters, cables, panels, banners, stickers;
- when securing fitted carpet or similar material to the floor, it is strictly forbidden to use strong double-sided tape, any tape with paper backing or of scarce consistency;
- damage the equipment belonging to BolognaFiere and pavilion structures;
- using their own lifting equipment, subject to expressed exemptions granted by BolognaFiere;
- leave debris and/or garbage of any kind;
- carry out any performance or entertainment initiative, whatever the type, nature and features, even within the area covered by the booth or if aimed at presenting the products, unless this has been previously authorised by BolognaFiere or by the Organiser. It is the Exhibitors' sole responsibility to obtain any necessary authorisation for the initiatives mentioned above from the health and public safety authorities and the relevant organisations as and when required;
- access to the Exhibition Centre for vehicles other than cars during public opening hours;
- in accordance with the policy adopted by BolognaFiere for the reduction of the use of plastic, inside the exhibition center, the use of cutlery, crockery, straws, glasses and in general of disposable and non-recyclable plastic material is prohibited. The Exhibitor is responsible for complying with this prohibition also by his suppliers and will be held responsible in the event of non-compliance.

The Exhibitor undertakes at its sole liability both civil and criminal responsibility for whatever damage it may be caused by either the non-compliance or the breach of ruling regulations and of all requirements quoted in this Regulation and in the Safety Exhibit, while also undertaking to waive BolognaFiere and the Organiser from any claimed forwarded by any third party. The Exhibitor must inform its staff and those companies operating on its behalf within the Fairground about the requirements and the prohibitions of this Regulation and Safety Exhibit on the general terms to attend the Exhibition. The non-compliance with these rules and those on the same subject indicated in the participation general terms enables BolognaFiere and the Organiser to take precautionary measures against the company, for instance, with an irregular fire prevention status, which could even imply the charge for the related costs, which are pre-estimated as not any less than € 300,00/module, should any supplementary measure be taken for the overall safety conditions or also the injunction of partial



or total removal of the booth and the declaration of non-accessibility to the said booth.

SPECIAL SERVICES

• Catalogue

The catalogue will indicate the details given by Exhibitors 45 days before the Show opens and - as far as the company name and the relevant product sector are concerned - the details thus given will be held valid according to the procedures established by the Organiser.

• Hotel reservation service

The hotel reservation service is offered directly by BolognaFiere Official Hotel Reservation Supplier which Exhibitors must refer using the relevant page of the Exhibition website – www.cosmofarma.com – or directly on the website www.bolognawelcome.com – where conditions and prices are indicated. This service, too, is regulated but not organized by BolognaFiere, which therefore will not be responsible for it. Any complaints shall be addressed, in writing, directly to the Official Supplier, notifying BolognaFiere.

• Sound emissions, copyrights & royalties

According to the regulations, Exhibitors may not make use of devices to play music or sounds. Any exceptions shall be authorized in written form by the Organizer. The authorization may be withdrawn with immediate effect at any time, by way of a written notice. Yet, the said authorization does not relieve the Exhibitor from the obligation to use such devices in a way so as not to cause any disturbance to the other Exhibitors and to visitors, with special reference to noise pollution provisions; besides, Exhibitors shall make sure to comply - at their own expenses - with the requirements prescribed by copyright laws in force.

The acoustic levels will be checked with a noise meter outside, at the point closest to the stand and it should not exceed 70dB.

In order to carry out the necessary actions to this end, please refer directly to S.I.A.E., Via Orfeo n. 33/a, 40124 Bologna, Tel. +39 051/ 4290311.

• Press Office

The Press Office diffuses information on exhibitors at no charge. It is therefore advisable to:

- A) Fill out the on-line services information section (accessed via the link sent to Exhibitors via email), where you can indicate new products, enter press releases and photos. The information will remain on the website for several months after the exhibition
- B) Deliver 15 brochures regarding your business to Service Centre, block C 1st floor which will be made available to journalists in the Press Office

T. +39 051 325511
info@cosmofarma.com
www.cosmofarma.com

Progetto e direzione
BOS srl
Via Alfieri Maserati 16
40128 Bologna (Italy)

BOS
Bolognafiery | Senaf



SPECIAL PROVISIONS

• Entry with bags or luggage

BolognaFiere may deny access to the Exhibition Centre or to individual halls to holders of bags, suitcases or other containers, requiring their storage in the cloakroom.

• Entry with dogs or other animals

Dogs admittance is allowed only if they wear leash and muzzled or specific carrier, except for dogs for people with disabilities that can be accessed without restrictions,

• Photography, filming and relevant equipment strictly prohibited

It is forbidden to enter the Exhibition Centre with cameras, video cameras, video recorders or any other kind of filming equipment, without prior authorisation from the Organiser and/or BolognaFiere, and it is forbidden to take pictures or film - with any device - the area within the Exhibition Centre, the booths and the goods displayed, without prior authorisation from the Organiser and/or BolognaFiere and the booth owner.

• Radio-electrical equipment

Any operators willing to use radio-electrical equipment (two-way radios, radio microphones, radio cameras, etc.) must use standard-compliant equipment only (99/05 EC Directive – CE marking) and must obtain the relevant authorisation (Electronic Communications Code as per art. 107), if necessary, and only operate within permitted radio bands. To complete the necessary paperwork, interested parties can visit the Ministry for Economic Development website: <http://www.ispettoratoemiliaromagna.altervista.org/index.php/aree-tematiche/apparati-di-debole-potenza>



BOLOGNAFIERE'S POWER OF SUPERVISION AND FACULTY OF INTERVENTION

BolognaFiere makes sure that its regulatory provisions and the general terms and conditions prescribed in the contracts for participation are strictly complied with, and any person within the Exhibition Centre must abide by the rules and the provisions issued by BolognaFiere when entering and circulating within the Exhibition Centre, provided through appropriate signs, written notices, loudspeaker announcements, as well as through the staff on duty and through any other means. Please note that loudspeaker announcements and instructions given by staff members prevail over any other notification.

Exhibitors should be aware that any failure to comply with or any breach of the rules may result in the immediate removal of the booth on the part of officers or personnel acting on behalf of BolognaFiere; alternatively, entry tickets and parking passes may be confiscated. Exhibitors will not be entitled to any refund whatsoever.

AMENDMENTS TO THESE REGULATIONS

Should any legislative or regulatory provision alter the rules set forth in these Regulations, they will automatically and immediately become effective, even if the Regulations have not yet been amended to reflect such changes. In addition, BolognaFiere may introduce at any time the measures that it will deem most appropriate, and which Exhibitors shall immediately adopt, in terms of fire prevention, health and safety, accident and damage prevention and the safety of participants and visitors.

The above measures may be notified to Exhibitors using any means, and shall prevail over any general provisions previously set forth.



EXHIBITION CENTRE REGULATIONS

• Access to the Exhibition Centre

The Exhibition Centre will be open on the days and at the times designated by BolognaFiere: the relevant details will be made known to Exhibitors and visitors by whatever means BolognaFiere deems most suitable for the purpose. The days and times may be changed at any moment by means of announcements made over the public address system inside the Exhibition Centre or at the entrance gates. Admittance to the Exhibition Centre will only be granted to persons lawfully in possession of a proper entrance document; said document must be kept for their entire period of time spent inside the Exhibition Centre and must be produced whenever requested by the service personnel.

• Rules and obligations

Every person who enters the Exhibition Centre shall behave in a civil manner and show proper respect for the property and equipment belonging to BolognaFiere and third parties present inside the Centre. Said persons shall also promptly and scrupulously obey all the rules and instructions issued by BolognaFiere at the entrances and inside the Exhibition Centre by means of signs, written notices and public address announcements, as well as by the service personnel or 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.

• Special prohibitions

It is forbidden to promote any marketing actions outside the exhibiting booths without the written authorisation by BolognaFiere. Inside the Exhibition Centre it is strictly forbidden to solicit collections or offerings for institutions of any type or to carry out religious, political or trade union activities or any other activity not directly related to the aims of the Exhibition, except where express written authorization has been granted by BolognaFiere. In particular it is strictly forbidden to organise or participate in games of skill or luck for any purpose. Generally, admittance to the Exhibition Centre is forbidden to children under 14 years of age, even if accompanied by an adult; possible exceptions to this rule may be made by BolognaFiere and communicated to the public using the most appropriate means.

It is forbidden to bring into the Exhibition Centre dogs or any other kind of animal, except for dogs for the disabled. It is strictly forbidden to move about or use mechanical devices such as rollerskates, scooters, bicycles in the Exhibition Centre for any reason excluding the BolognaFiere service staff and the Organiser. It is forbidden to use remotely piloted aircraft (RPA) for any purpose inside the Exhibition Centre. 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 BolognaFiere. It is forbidden to photograph and film the interior of the Centre, the stands and the goods on display without the prior authorization of BolognaFiere and the stand owner. BolognaFiere may deny entry to the Exhibition Centre or to the individual exhibition halls to persons with bags, suitcases or other containers and may require to leave the items in the storage. Any offenders could be asked to leave the Exhibition Centre by the personnel.



- **Access with vehicles**

Access will be granted, on the appropriate routes, solely to vehicles displaying the proper authorization and to the persons riding in them, provided they are in possession of the required entry passes and only during the established periods. Parking inside the Exhibition Centre will be permitted only in the designated parking spaces upon display of the relevant entry document. Parking is not allowed in the Exhibition Centre after closing hours. Specifically, it is forbidden to unload and park containers or detachable parts of non self-propelled vehicles. In the event of failure to observe these provisions BolognaFiere may remove the vehicle from the Centre, at the risk and expense of the owner and the holder of the entry permit. BolognaFiere is hereby released from all responsibility regarding the attendance of vehicles and shall not be held liable for damage or theft of any kind. BolognaFiere is released from all responsibility regarding vehicle attendance and shall not be liable for damage or theft of any kind. For safety reasons, only cars will be allowed to access and park in the Exhibition Centre during public opening hours (there will be no access for any other vehicles such as commercial vehicles, lorries, etc). If any vehicles infringe this regulation, BolognaFiere will have them towed away from the parking area or clamped at the owners' risk and expense.

- **Right to change or make exceptions to the regulations**

BolognaFiere has the right to supplement, modify and annul these rules and regulations, and to make exceptions thereto, giving notice to this effect using the means deemed most appropriate.

- **Sanctions**

Failure to fulfil the obligations as set out in these regulations may result in the withdrawal of the entry documents and the immediate removal from the Exhibition Centre of those responsible and – if the defaulting party is an exhibitor or one of his assistants – in the temporary or permanent closure of the stand.