

# TECHNICAL REGULATIONS

ITALIAN EXHIBITION GROUP  
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## TECHNICAL REGULATIONS

### Fiera di Vicenza Expo Centre

EXHIBITORS MUST READ THE CONTENT OF THIS DOCUMENT CAREFULLY AND ALSO ADVISE THE COMPANIES THEY ENGAGE TO WORK IN **FIERA DI VICENZA EXPO CENTRE** TO RESPECT THE REGULATIONS

Description of the latest Reviews
Rev. 21: 12.05.2026 – New Hall 2 , outfitting fees, FGAS Regulation, Machinery Directive
Rev. 20: 03.11.2025 – Inclusion of new material handling procedure
Rev. 19: 26.09.2025 - Inclusion of clauses for open areas and service management
Rev. 18: 28.05.2025 – General review (updated fees, stand set-up and maintenance)
Rev. 17: 03.06.2024 – Reorganisation due to building work for Halls 2 and 5

Page 1 of 61  
Rev. 21 of 12/05/26

# TECHNICAL REGULATIONS

ITALIAN EXHIBITION GROUP  
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## 1. INDEX

1. INDEX .....	2
1. INTRODUCTION .....	5
1.1 EXHIBITION SPACE RESPONSIBILITY .....	5
1.2 TECHNICAL REGULATION MODIFICATIONS .....	6
1.3 ILLEGAL AND UNDECLARED EMPLOYMENT DISPUTE .....	6
1.4 ACCESS AND EQUIPMENT REGARDING THE OUTFITTER, SUBCONTRACTED COMPANY EMPLOYEES AND WORKERS INSIDE THE "FIERA DI VICENZA" EXPO CENTRE IN GENERAL .....	6
1.5 VERIFICATIONS AND CHECKS .....	6
1.6 PROVISION AND ERROGATION OF SERVICES .....	7
2. ACCESS TO "FIERA DI VICENZA" EXPO CENTRE .....	7
2.1 ACCESS TO EXPO CENTRE DURING OUTFITTING, DISMANTLING AND SHOW PERIODS .....	7
2.1.1 Exhibitors .....	8
2.1.2 Exhibitors .....	8
2.1.3 Visitors .....	8
2.1.4 Italian Exhibition Group S.p.A. suppliers .....	8
2.2 EXTERNAL ORGANISERS .....	8
2.2.1 Outfitters .....	8
2.2.2 Exhibitors .....	8
2.2.3 Outfitting and dismantling timeframe and timetable .....	9
External Organisers must respect the contracted outfitting and dismantling timeframe (days and timetables) .....	9
2.3 OUTFITTING AND DISMANTLING TIMEFRAME AND COSTS FOR SHOWS ORGANISED BY ITALIAN EXHIBITION GROUP S.P.A. ....	10
2.4 ENTRY PERMIT FOR VEHICLES, PARKING AND CIRCULATION .....	11
2.5 GENERAL RULES OF BEHAVIOUR .....	12
3. GENERAL DESIGN RULES .....	13
3.1 TECHNICAL DATA OF "FIERA DI VICENZA" EXPO CENTRE HALL .....	13
3.2 GENERAL DESIGN INSTRUCTIONS .....	14
3.3 GENERAL RULES FOR STAND DESIGN (for all shows except VICENZAORO) .....	15
3.3.1 Single level stand .....	15
3.3.2 2-level stand .....	16
3.4 DESIGN RULES FOR VICENZAORO STANDS .....	19
3.4.1 Single level stand .....	19
3.4.2 2-level stand .....	21
3.4.3 Projection and audio rooms .....	23
3.5 DESIGN CONSIGNMENT .....	24
3.5.1 Single level stand .....	24
3.5.2 2-level stand .....	24
3.6 "NON-STANDARD" OUTFITTING .....	25
Outfittings that have just one of the following characteristics are considered as NON-STANDARD: .....	25
3.6.1 Mezzanine .....	25
3.6.2 Anchorage systems, appendages .....	25
3.6.5 Platforms and Galleries .....	27
3.6.6 Structures outside the Halls with a covered surface area of >75m <sup>2</sup> .....	27
4. STAND OUTFITTING AND DISMANTLING .....	29
4.1 GENERAL RULES .....	29

# TECHNICAL REGULATIONS

ITALIAN EXHIBITION GROUP  
Providing the future

4.1.1	Obligations.....	29
4.1.2	Prohibitions.....	30
4.2	EXHIBITION SPACE CLEARANCE .....	32
4.3	EXHIBITION SPACE SURVEILLANCE .....	33
4.4	WASTE MANAGEMENT .....	33
4.4.1	Waste produced during outfitting and dismantling periods.....	33
4.4.2	Waste produced during the days of the show .....	34
4.4.3	Disposal of dangerous substances .....	34
4.4.4	Prohibitions.....	34
5.	FINES AND PENALTIES.....	35
5.1	NON-CONSIGNMENT OF OUTFITTING DESIGN, OUTFITTING NON-COMPLIANT TO TECHNICAL REGULATIONS AND/OR TO THE DESIGN APPROVED BY ITALIAN EXHIBITION GROUP S.P.A. ....	35
5.2	FAILURE TO RESPECT STAND AREA LIMITS .....	36
5.3	UNAUTHORISED PARKING IN THE SERVICE AREA INSIDE THE EXPO CENTRE .....	37
5.4	FAILURE TO RESPECT OUTFITTING AND DISMANTLING DEADLINES .....	37
5.5	OUTFITTING MATERIALS WITHOUT THE REQUIRED CERTIFICATIONS/DECLARATIONS .....	37
5.6	FAILURE TO SWITCH OFF THE ELECTRICITY AT THE END OF THE DAY .....	37
5.7	DAMAGE TO ITALIAN EXHIBITION GROUP S.P.A. STRUCTURES .....	38
5.8	SMOKING BAN AND FAILURE TO OBSERVE SAFETY REGULATIONS .....	38
5.9	INACCESSIBILITY OF FIRE PREVENTION SYSTEMS AND DEVICES .....	38
5.10	INACCESSIBILITY OF UTILITY BOXES/SOCKETS .....	38
5.11	FAILURE TO RESPECT SAFETY AND ENVIRONMENTAL REGULATIONS AND/OR STANDARDS .....	38
5.12	PARKING IN RESTRICTED AREAS .....	39
5.13	UNAUTHORISED USE OF OWN LIFTING MEANS .....	39
5.14	LITTERING .....	39
6.	FIRE PREVENTION REGULATIONS.....	40
6.1	OUTFITTING MATERIAL REACTION TO FIRE CLASSES .....	40
6.2	FIRE PREVENTION DOCUMENTS TO BE PRESENTED .....	41
7.	ACCIDENT PREVENTION AND SAFETY AT WORK REGULATIONS.....	43
7.1	LAWS AND REGULATIONS .....	43
7.2	CUSTOMER LIABILITY.....	44
7.3	OUTFITTING VERIFICATION .....	44
8.	DOCUMENTS TO BE CONSIGNED FOR OUTFITTING .....	45
9.	UTILITY SYSTEM INSTRUCTIONS.....	46
9.1	ELECTRICITY SYSTEMS .....	46
9.1.1	Supply characteristics .....	46
9.1.2	Electricity system installation in exhibition spaces .....	47
9.1.3	Power supply access points.....	47
9.1.4	General electricity panel for the stand .....	48
9.1.5	Technical safety standards for designing and installing electricity systems in exhibition spaces.....	49
9.1.6	Electricity supply connection.....	50
9.1.7	Water supply and drainage connection .....	50
	<i>The service can be requested through the Reserved Area, only for hall 7. Where assigned stands do not have connection facilities, the Exhibitor must go to the Exhibitor Technical Assistance Service (SATE) to see if it is possible to use the connection facilities at the nearest stand. ....</i>	<i>50</i>
9.2	COMPRESSED AIR SYSTEM .....	51
9.2.1	Technical safety standards for the compressed air system .....	51

# TECHNICAL REGULATIONS

ITALIAN EXHIBITION GROUP  
Providing the future

9.2.2	Compressed air system characteristics .....	51
9.4	LIABILITY .....	51
10.	MATERIAL HANDLING .....	51
10.1	GENERAL PROVISIONS .....	51
10.2	HANDLING INSIDE "FIERA DI VICENZA" EXPO CENTRE .....	52
10.3	USE OF OWN LIFTING MEANS .....	52
11.	INSURANCE .....	53
11.1	INSURANCE – DAMAGES .....	53
12.	EXECUTION OF THE SHOW .....	54
12.1	SHOW RESCHEDULING (Execution/Duration/Times) .....	54
13.	EXHIBITION SPACE MANAGEMENT DURING THE SHOW .....	55
13.1	STAND AVAILABILITY .....	55
13.2	SAFE SERVICE .....	55
13.3	VEHICLE AND MACHINERY DISPLAY .....	55
13.3.1	Exception request.....	56
13.4	FOOD AND DRINK ADMINISTRATION .....	56
13.5	SOUND EMISSIONS DURING THE SHOWS .....	57
13.6	ADVERTISING .....	58
13.7	STAND CLEANING .....	58
14.	MANAGEMENT OF EMERGENCIES .....	59
14.1	INFORMATION REGARDING "FIERA DI VICENZA" EXPO CENTRE'S EMERGENCY PLAN .....	59
15.	PARTICULAR REGULATIONS AT JEWELLERY SHOWS .....	60
15.1	VEHICLE ENTRY AND GOODS HANDLING .....	60
15.2	SECURITY REGULATIONS .....	60
15.3	PROCEDURE FOR HANDLING TRUNKS AND CRATES .....	60
15.4	STAND MAINTENANCE ON EXHIBITION DAYS .....	61

# TECHNICAL REGULATIONS

ITALIAN EXHIBITION GROUP  
Providing the future

## 1. INTRODUCTION

The "Fiera di Vicenza" Expo Centre is private property. All concession and management rights are exercised by Italian Exhibition Group S.p.A.

### 1.1 EXHIBITION SPACE RESPONSIBILITY

This Technical Regulation document is of a contractual nature and is binding for the Organisers of trade shows held inside the Expo Centre, the Exhibitors at said trade shows, the Outfitters and, in general, the contractors and sub-contractors (both physical and juridical persons) they may engage.

The Exhibitor, in the role as the company's Employer and for the purposes of safety and third parties, is responsible towards Italian Exhibition Group S.p.A., for all liabilities connected to the afore-mentioned activities. The Exhibitor will take sole Responsibility for all the activities carried out on its behalf inside the "Fiera di Vicenza" Expo Centre, including those performed in the outfitting and dismantling periods and during the days of the show.

Should the contract with IEG provide for the concession of a bare area, the Exhibitor shall be granted access to the area on the first day of set-up, and must return it on the last day of dismantling, unless otherwise agreed between the Parties.

Should the contract with IEG provide for the concession of a fully equipped area, the Exhibitor shall be granted access to the fitted area within the timeframes specified in the participation contract, and must return it in accordance with the provisions set forth therein, unless otherwise agreed between the Parties.

On signing the Show Participation Application, the Exhibitor declares to have read and accepted the "Fiera di Vicenza" Expo Centre Technical Regulations, including all its attachments, the Show's Interference Risk Assessment Document (DUVRI) and all the specific communications referring to the show it will be attending (Vademecum, communications giving outfitting and dismantling timeframe indications, clearance letter) published on the Safety Portal and possibly also forwarded to the Exhibitor by email.

For each trade show and as an integration to the current laws and the Participation Regulations attached to the Participation Application, these Technical Regulations govern:

- access modalities for Exhibitors and their workers into the "Fiera di Vicenza" Expo Centre during trade show outfitting and dismantling periods and on show days
- the technical standards for stand design and the relative systems
- the modalities for consigning stand designs
- exhibition space outfitting, custody, maintenance and clearance modalities
- the technical standards to observe in relation to health and safety
- the operational modalities relating to other activities to be carried out inside the "Fiera di Vicenza" Expo Centre (goods handling, package custody, waste management, etc.).

# TECHNICAL REGULATIONS

ITALIAN EXHIBITION GROUP  
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**Third Party Organisers of shows inside the “Fiera di Vicenza” Expo Centre will endeavour to totally respect the content of this document and its relative attachments and ensure that Exhibitors, Outfitters and Suppliers taking part in the show they are organising also respect said content.**

## 1.2 TECHNICAL REGULATION MODIFICATIONS

Italian Exhibition Group S.p.A. reserves the right, **at its own unquestionable discretion** and at any moment, to modify and/or make exceptions to these Technical Regulations, even with no prior notice, for the purposes of improving working conditions, reducing risks to health and safety, protecting the environment and improving fire prevention measures.

## 1.3 ILLEGAL AND UNDECLARED EMPLOYMENT DISPUTE

All persons that, for any reason, are working inside the “Fiera di Vicenza” Expo Centre, must carry an identification document and respect the labour laws currently in force with particular reference to working relations between the parties.

All subjects operating on behalf of the Exhibitor under contract and sub-contract, must supply their workers with an appropriate identification badge as outlined in arts. 18, paragraph 1, letter u); 21, paragraph 1; 26, letter c), paragraph 8 of Leg. Dec. 81/08, as well as the reason for entry into the Exhibition Centre.

**Furthermore, all non-EU staff must be in possession of a valid residency permit or valid Italian identity card.**

## 1.4 ACCESS AND EQUIPMENT REGARDING THE OUTFITTER, SUBCONTRACTED COMPANY EMPLOYEES AND WORKERS INSIDE THE “FIERA DI VICENZA” EXPO CENTRE IN GENERAL

All persons that, for any reason, are working inside the “Fiera di Vicenza” Expo Centre must be supplied with appropriate Personal Protective Equipment (PPE) corresponding to the specific risks of the activities to be carried out in the Expo Centre and in relation to interference with the risks within the Expo Centre itself. The minimum essential equipment is safety shoes during the set-up and dismantling periods.

## 1.5 VERIFICATIONS AND CHECKS

Italian Exhibition Group S.p.A., in collaboration with the Expo Centre Inspectors in the halls, reserves the right, at any moment, either directly and/or through appointed third-party subjects (physical or juridical persons) to check and ask anyone working inside the "Fiera di Vicenza" Expo Centre, at any level, to:

- **show their entry badge and its visibility;**
- show their outfitter pass and badge;
- show their identification document;
- show their contractual documents (contractor agreement with Exhibitors or employment contract with Outfitters or with contractors and subcontractors in general) and suitable social security document to justify their services inside "Fiera di Vicenza" Expo Centre;
- check the correct usage of the work equipment (ladders, trestles, pallet trucks, forklift trucks, lifting platforms, etc.);
- check the use of appropriate PPEs.

# TECHNICAL REGULATIONS

ITALIAN EXHIBITION GROUP  
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Should any of the above checks not conform, the staff of the Company being checked will be notified and, depending on the seriousness, IEG will call for immediate removal and the sanctions outlined in paragraph 5 of this document will be applied.

**The non-acceptance of these Technical Regulations by EXHIBITORS AND/OR ANY THIRD PARTIES THEY HAVE ENGAGED, as well as any failure to respect the rules shown herein, will lead to exclusion from operating inside “Fiera di Vicenza” Expo Centre.**

## 1.6 PROVISION AND ERROGATION OF SERVICES

For stand outfitting work, including any rental of materials required for this purpose, Italian Exhibition Group S.p.A. reserves the right to assign the status of «authorised supplier» to one or more companies, whose names will be promptly communicated to participants, together with the rates for their services.

The Exhibitor is free to use their own suppliers for services related and functional to the event, with the exception of the “Essential Services” listed below.

For the provision of Essential Services — namely: material handling, platform rental, electrical connections, water connections, telephone and network connections, rigging, and armed security — which are necessary to ensure the Safety and Integrity of structures and systems, the Exhibitor is required to use only the services provided directly by IEG or through its official suppliers.

The Exhibitor must also ensure that this obligation is extended to their Stand Fitters and/or Suppliers.

These services must be requested no later than 30 days prior to the start of set-up operations.

## 2. ACCESS TO “FIERA DI VICENZA” EXPO CENTRE

### 2.1 ACCESS TO EXPO CENTRE DURING OUTFITTING, DISMANTLING AND SHOW PERIODS

For shows directly organised by Italian Exhibition Group S.p.A., the Exhibitor is expected to consult the specific DUVRI on the show website. For all other shows, the Organiser will read the general Italian Exhibition Group S.p.A. - "Fiera di Vicenza" Expo Centre DUVRI (Single Document of Risk Assessment from Interference pursuant to art. 26, Leg. Dec. 81/2008 and subsequent integrations and modifications) and process the Show DUVRI. Moreover, the Exhibitor will endeavour to inform its own workers, as well as suppliers, customers and any third-party subject working on behalf of the Organiser, of said "interference risks", providing them with the Show's DUVRI risk interference assessment. In any case, the Exhibitor or Outfitter must produce its own DUVRI risk interference assessment and/or Safety Plan depending on whether it is the contracting subject or the contractor, in relation to the activities to be carried out and have the document on hand at the place of work. All persons who, for any reason, need to work inside "Fiera di Vicenza" Expo Centre, must be in possession of an identification card and entry badge, which can be printed from "Fiera di Vicenza" Expo Centre's Safety Portal, whether they are Suppliers with direct contractual relations with Italian Exhibition Group S.p.A., or external Outfitters, Exhibitor suppliers, Exhibitors or visitors.

# TECHNICAL REGULATIONS

ITALIAN EXHIBITION GROUP  
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## 2.1.1 Exhibitors

In order to access the Exhibition Centre, the Exhibitor will send the Outfitter the link through which it will be able to register and print personal entry badges.

The Outfitter will be required to upload all the obligatory documentation onto the Safety Portal, subdivided by stand, in order to obtain outfitting authorization.

Outfitting will be authorised to start on the days indicated by Italian Exhibition Group S.p.A. by means of specific communications sent to the Exhibitor.

In the case of particular extensions for specific shows, the Outfitter must contact the *Italian Exhibition Group S.p.A. - "Fiera di Vicenza" Expo Centre Safety Office* by email.

**Exhibitors that, during the days of the show, need their Outfitter to come to their stand to perform urgent maintenance or repair work, must obtain prior authorisation from the Expo Centre Operations Management.**

## 2.1.2 Exhibitors

During the outfitting and dismantling periods, Exhibitors and their collaborators will only be allowed entry into "Fiera di Vicenza" Expo Centre if they are in possession of the appropriate valid badge for the above-mentioned period, which can be requested in the Reserved Area after logging in with the specific credentials. On the other hand, during the days of the show, the specific show entry pass must be requested from the same Reserved Area in order to be able to enter the halls.

## 2.1.3 Visitors

Visitors will only be allowed to enter the show during opening times, as shown in the communications or on the "Fiera di Vicenza" Expo Centre website.

## 2.1.4 Italian Exhibition Group S.p.A. suppliers

Suppliers directly under contract with Italian Exhibition Group S.p.A., can only gain access to "Fiera di Vicenza" Expo Centre by **registering on the "Fiera di Vicenza" Expo Centre Safety Portal as "Suppliers"**. The portal asks for the general data of the supply Company to be entered together with the names of the staff and subcontractors, as well as to provide training and information for the purposes of safety management in regard to the work for which the Company has been engaged.

## 2.2 EXTERNAL ORGANISERS

### 2.2.1 Outfitters

The same access modalities for Outfitters during outfitting and dismantling periods apply for shows organised by External Organisers. The list of Exhibiting Companies that will be taking part in the show must be sent, according to the modalities specified by Italian Exhibition Group S.p.A., at least 15 days prior to the start of outfitting.

### 2.2.2 Exhibitors

For shows organised by External Organisers, Exhibitor access modalities will be managed by the relative organisational office or, alternatively, the specific Service for issuing Italian Exhibition Group S.p.A. "Fiera di Vicenza" Expo Centre Tickets can be requested.

# TECHNICAL REGULATIONS

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## **2.2.3 Outfitting and dismantling timeframe and timetable**

External Organisers must respect the contracted outfitting and dismantling timeframe (days and timetables).

*Any extensions must be requested in advance and authorised by Italian Exhibition Group at agreed costs.*

# TECHNICAL REGULATIONS

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## 2.3 OUTFITTING AND DISMANTLING TIMEFRAME AND COSTS FOR SHOWS ORGANISED BY ITALIAN EXHIBITION GROUP S.P.A.

Unless otherwise specified by Italian Exhibition Group, the days on which stand outfitting and dismantling are free of charge are as follows (these days are shown in the specific time schedule of operations for each event):

	OUTFITTING	DISMANTLING
JEWELLERY SHOWS <sup>(1)</sup>	5 DAYS	3 DAYS
OTHER <sup>(1)</sup> SHOWS	3 DAYS	2 DAYS

On all other days, for shows organised by Italian Exhibition Group, access for stand outfitting and dismantling must be previously authorised and agreed with Italian Exhibition Group and each outfitter will be charged a daily fee, which will be outlined in the specific section in the event's Reserved Area.

N.B: \* IEG reserves the right to open each individual hall when there are a minimum of 5 outfitting companies working at the same time

**PLEASE NOTE: Outfitting and dismantling times may be communicated in the show Vademecum and in specific communications which will indicate extra days for outfitting and dismantling, which will also be uploaded in the show's Reserved Area.**

Any proven need for limited extensions to the times foreseen for outfitting, with the exclusion of the two evenings before the jewellery shows and the evening before all other shows, must be applied for from the "Fiera di Vicenza" Expo Centre Operations Office

The request must be made at least 24 hours earlier, by e-mail to the following address: [annachiara.talin@iegexpo.it](mailto:annachiara.talin@iegexpo.it) e [luca.sportiello@iegexpo.it](mailto:luca.sportiello@iegexpo.it)

Any extra authorised access time will be granted, at Italian Exhibition Group S.p.A.'s unquestionable discretion, communicating the fee to be paid to Italian Exhibition Group S.p.A. for expenses sustained, which will be calculated by hall.

To be more precise, the fees for EXTRA-TIME will be applied as follows:

- **535 Euro + VAT per hall**, for a package of 3 hours\*
- **356 Euro + VAT per hall**, after the 3 hours\*\*

N.B: \* when there are at least three companies working in a hall at the same time, the cost is as shown above, otherwise one single company will incur the cost multiplied by three.

\*\* when there are at least three companies working in a hall at the same time, the cost is as shown above, otherwise one single company will incur the cost multiplied by three.

# TECHNICAL REGULATIONS

ITALIAN EXHIBITION GROUP  
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On the two evenings prior to jewellery shows and on the evening before all other shows, no outfitting operations can be carried out unless on prior authorisation from Italian Exhibition Group S.p.A. and/or the Organiser.

In the case of unauthorised permanency at the exhibition space, Italian Exhibition Group S.p.A. will adopt all the actions it deems suitable or necessary, also for security reasons and the Exhibitor will be charged a penalty as indicated in paragraph 5 of these Technical Regulations.

## 2.4 ENTRY PERMIT FOR VEHICLES, PARKING AND CIRCULATION

On event assembly and dismantling days, access to the Expo Centre is forbidden to all vehicles and small vans; the only vehicles authorised to enter are those that need to unload palleted material. Vehicles and small vans needing to unload loose material (always subject to prior booking) may enter as per the operations schedule communicated in advance and in agreement with Expotrans.

Expotrans is instructed by IEG to schedule vehicle access, so all individual vehicle access must be booked on the Expotrans portal, whether or not they are autonomous in unloading/loading operations. The slots will be set according to customer needs and the traffic constraints of the area in relation to the ongoing construction work. Expotrans will directly inform all customers about the procedure for accreditation on the portal and how to use it.

The unloading/loading slots will be unique for each hall, therefore the exact hall in which you intend to unload must be specified when booking. If the material is "multi-hall", 1 slot/service must be booked for each unloading/loading hall.

Unloading operations at the stand may only be carried out in the hall in which you are authorised to begin assembly from the working day before the assembly start date. For example, if unloading is to be done in hall 4, you may not unload material for hall 1 at the same if that hall is not yet authorised to be used. Any exceptions must be authorised in advance by Fiera di Vicenza.

Empty packaging must be removed from the aisles in a timely manner and no storage areas may be created outside the halls. The outfitter may start taking the material out with its own vehicles, or by using Expotrans operators/vehicles, in conjunction with the arrival of the vehicle to be loaded.

The currently valid Highway Code regulations apply inside "Fiera di Vicenza" Expo Centre grounds and the speed limit is 15 km/h.

**No transport vehicle (ARTICULATED LORRY-TRACTOR TRAILER-TRUCK-VAN-CAR etc.) can enter into the halls unless on prior authorisation from Italian Exhibition Group S.p.A.**

**If vehicles need to go inside the halls and Italian Exhibition Group S.p.A. has granted an exception for unloading bulky materials, the vehicles must park with the engines switched off in order to limit the presence of harmful gases or be equipped with a specific tube for discharging the fumes outside.**

# TECHNICAL REGULATIONS

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## 2.5 GENERAL RULES OF BEHAVIOUR

Those entering into the "Fiera di Vicenza" Expo Centre are obliged to maintain a civil behaviour towards the goods and equipment belonging either to Italian Exhibition Group S.p.A. or third parties inside the Expo Centre and to immediately and scrupulously observe the rules and instructions given by Italian Exhibition Group S.p.A. both at the entrance to and inside "Fiera di Vicenza" Expo Centre by means of specific signage, written notices, loudspeaker announcements and by service staff and any other means. It is hereby pointed out that communications given over the loudspeaker and those given by service staff prevail over the other notices.

It is forbidden for anyone to promote, inside "Fiera di Vicenza" Expo Centre, offers, money collections and donations for institutions of any kind, to carry out religious, political or trade union activities and any other activity that is not relevant to the Show being staged, unless on the explicit written authorisation of Italian Exhibition Group S.p.A.

**Persons under the age of 18 will only be allowed to enter "Fiera di Vicenza" Expo Centre if accompanied:** any exceptions may be arranged at each individual show and communicated to the public with suitable means.

**No dogs and animals of any kind are allowed into "Fiera di Vicenza" Expo Centre with the exception of dogs for the visually impaired or for people with other pathologies justified by a medical certificate.**

It is forbidden to enter "Fiera di Vicenza" Expo Centre with cameras, video cameras, video recorders and any other type of filming device without prior authorisation from Italian Exhibition Group S.p.A. and taking photographs and film, with any means, of the inside of "Fiera di Vicenza" Expo Centre and of the stands and goods displayed without the prior consent of Italian Exhibition Group S.p.A. and the stand owner, is forbidden.

Italian Exhibition Group S.p.A. can refuse entry with bags, suitcases or other containers into "Fiera di Vicenza" Expo Centre or into single halls, indicating the cloakroom service. Any offenders may be removed from "Fiera di Vicenza" Expo Centre by service and surveillance staff. Exhibitors, their Outfitters and other people with reasons for access are also explicitly prohibited from leaving cars and other vehicles inside "Fiera di Vicenza" Expo Centre at any other times than those allowed for stand outfitting and dismantling and throughout the Show period. Any exceptions to the above prohibitions must be authorised in writing by Italian Exhibition Group S.p.A.

Italian Exhibition Group S.p.A. has the right to integrate, cancel or waive the above provisions giving communication of such in the way it deems most suitable. Failure to observe the obligations laid out in these Regulations may lead to confiscation of entry documents and the immediate removal of the persons responsible from "Fiera di Vicenza" Expo Centre as well as - if Exhibitors or their collaborators are involved - the temporary or definitive closure of the stand.

# TECHNICAL REGULATIONS

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## 3. GENERAL DESIGN RULES

### 3.1 TECHNICAL DATA OF "FIERA DI VICENZA" EXPO CENTRE HALL

Hall	Total exhibition space	Maximum load/unload size	Maximum height allowed for stands*	Obligatory stand height <u>VicenzaOro</u>	Flooring type	Floor surface load capacity (kg/m <sup>2</sup> )	Electrical system tension (Volt)	Compr. Air system	Voice system data***	Appendages	Water supply system
	(m <sup>2</sup> )	(width x height in m)	(m)	(m)							
1	5811	4.40 x 4.00	5.5	3	Cement	1000	380 / 220	NO	YES	NO	NO
2	9641	4.00 x 5.00	5.5	5.5	Cement	1000	380	YES	YES	YES	YES
2.1	9299	4.00 x 3.66	3	3	Cement	500	380	YES	YES	YES	YES
3	4228	6.00 x 3.60	3	3	Cement	1000	380 / 220	NO	YES	NO	NO
3.1	4439	7.00 x 3.60	3	3	Rubber bolted	400	220	NO	YES	NO	NO
3.2	1050	2.30 x 2.30	3	3	Cement	400	380 / 220	NO	YES	NO	NO
4	9490	8.00 x 5.70	5.5	5.5	Cement	1000	380 / 220	NO	YES	NO	NO
4 mezza nine	517	7.40 x 2.00	3	3	Rubber bolted	400	380 / 220	NO	YES	NO	NO
6	3684	6.00 x 5.00	5.5	5.5	Cement	1000	380 / 220	NO	YES	**	NO
7	13114	6.00 x 5.00	5.5	5.5	Quartz cement	1000	380 / 220	YES	YES	YES	YES
7 under mezza nine	-	6.00 x 5.00	3	3	Quartz cement	1000	380 / 220	YES	YES	NO	YES
8	2100	3.60 x 3.60	3	3	Carpet + Tiles	400	380 / 220	NO	YES	NO	NO
8.1	1770	1.60 x 2.90 Door onto void	2.5	2.5	Carpet + Tiles	400	380 / 220	NO	YES	NO	NO
West entrance	782	2.40 x 2.30	3	3	Tiles	400	**	NO	YES	NO	NO
Hall 1 platform	**	4.40 x 4.00	5.5	3	Wood + central glass area	400	380 / 220	NO	YES	**	NO
Hall 4 platform	**	8.00 x 5.70	5.5	3	Wood	**	380 / 220	NO	YES	**	NO

# TECHNICAL REGULATIONS

ITALIAN EXHIBITION GROUP  
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**(\*) For all shows except jewellery.**

(\*\*) To be assessed with the Expo Centre Operations Management according to requests

(\*\*\*) One socket available for each 16m<sup>2</sup> module

## 3.2 GENERAL DESIGN INSTRUCTIONS

The Exhibitor, and any other company it engages to carry out activities inside the Expo Centre, is obliged to respect the rules in force concerning health and safety at work and particularly the provisions in Leg. Dec. 81/2008 and subsequent modifications and integrations. The Exhibitor must keep its outfitting within the surface areas assigned, which are outlined by adhesive tape or markings on the floor in front of the stands. Furthermore, the short time available for carrying out the work in the exhibition space and the need to keep the aisles totally clear, mean that the various parties involved in outfitting must enter the hall with the elements already prepared and finished so that only simple assembly operations and final touches are required.

Each design relating to exhibition space outfitting must be approved by Italian Exhibition Group. For this purpose, the design must be uploaded onto the Reserved Area at least 30 days prior to outfitting start date. Exhibitors must, in any case, outfit and maintain their spaces in such a way as not to harm the aesthetics of nearby stands and not to damage other participants.

Stand height must respect the indications shown in the table in paragraph 3.1.

Designs relating to outfitting that exceeds the maximum allowed heights for each hall must, in any case, be subjected to the unquestionable judgment of the Operations Management.

All the correct assembly certificates, calculation reports, static suitability certifications relating to the stand structures and in accordance with the laws in force, must be uploaded onto the Safety Portal, as indicated in detail in the paragraph on "outfitting type definition and approval procedures" below.

Structures in trelliswork (American) must, in any case, be self-supporting and, if the height is equal to or greater than 4.00 m, all the vertical elements must be linked together in order to form a one-unit structure.

The construction of mezzanines on a two-level stand is allowed up to a maximum of 100 m<sup>2</sup>. The Directions Management has the right to authorise second levels of more than 100 m<sup>2</sup>.

Graphic elements and hanging structures must be assembled on the ground and taken into position using motorised or manual lifting devices.

Since the areas are not equipped with wall partitions, each company must, at its own expense, construct fittings that foresee dividing systems between neighbouring exhibitors.

Should any participant fail to comply with all of the above, the Organiser shall be entitled to refuse their participation in the Exhibition, claiming, by way of damages, payment of the full amount for the exhibition area.

All outfitting liabilities are at the expense of the Exhibitor, which exonerates Italian Exhibition Group from any damages that may occur to itself and to third parties due to outfitting defects caused by erroneous calculations or faulty building work. Italian Exhibition Group reserves the right to modify or remove any fittings carried out without approval or that do not conform to the approved design.

# TECHNICAL REGULATIONS



All liability regarding the stability of the outfitting is the exclusive expense of the Exhibitor, which exonerates Italian Exhibition Group from any damages that may occur due to design and construction defects, including measurements deduced from detailed drawings of the occupied surface areas. The Exhibitor is entirely responsible for the stability and safety of all the stand's structures, systems and fittings within it, both during the outfitting and dismantling periods and during the show days, and explicitly exonerates Italian Exhibition Group S.p.A. from any damages that may occur to Third Parties.

Italian Exhibition Group reserves the right to modify or remove any fittings carried out without approval or that do not conform to the authorised design.

The Expo Centre Operations Management (or External Organiser in the case of exhibitions organised by Third Parties) will send the Exhibitor the plan-relief (scale 1:100) of the exhibition space, on the basis of which the outfitting design must be processed.

The plan shows:

- floor areas with a different capacity or different characteristics than the general hall floors;
- free heights;
- structure obstructions within the exhibition space: columns, pillars, electrical boxes, fire hydrants, fire alarm switches, other technological systems, drainpipes, etc.;
- position of technical hatches on the floor;
- position of sockets for available technological systems (electricity, water, compressed air, etc.);
- position of any fixed structures or equipment that must be kept necessarily accessible (e.g., fire prevention equipment positions);
- indication of security exits which must necessarily be kept clear.

**The Exhibitor and/or Outfitting Company it has engaged must go to the site, before starting outfitting work, to check the exact position of the technological services and the measurements of the assigned exhibition space.**

**In case of dissimilarity, the Exhibitor should refer to the Exhibitor Technical Assistance Service**

## 3.3 GENERAL RULES FOR STAND DESIGN (for all shows except VICENZAORO)

### 3.3.1 Single level stand

<b>Stand height</b>	<ul style="list-style-type: none"><li>▪ The height of the stand must be within a minimum of 2.5 m and a maximum of 5.5 m (in the halls where this is possible) [*]</li><li>▪ The sides facing towards other stands must be closed with even surfaces, adequately finished and not transparent</li></ul>
<b>Escape routes</b>	It must be possible to reach a hall corridor from every point of the stand by a route of less than 15m. Escape routes must be at least 0.80 m wide.

# TECHNICAL REGULATIONS

ITALIAN EXHIBITION GROUP  
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<b>Access</b>	Stands must have suitable <b>access for the disabled</b> and must therefore be equipped with the following: <ul style="list-style-type: none"><li>▪ level flooring or entry threshold of no greater than 2.5 cm</li><li>▪ ramps with a slope of no greater than 8%</li><li>▪ entry door width of no less than 80 cm</li><li>▪ adequate room for manoeuvre inside</li></ul>
<b>Material used</b>	All materials used for fittings (dividers, backdrops, various structures, platforms, coverings, fabrics, curtaining, false ceilings, wall panelling, etc.), if not incombustible, must be naturally fireproof or fireproofed in accordance with Ministry of the Interior Decree of 26/6/84 and Min. Dec. of 27/07/2010 and subsequent modifications and integrations. For this aspect, refer to the characteristics indicated in the paragraph on "Fire preventions regulations" for the reaction to fire class of the materials used
<b>Safety and Fire Prevention systems</b>	<ul style="list-style-type: none"><li>▪ The stand must not, in any way, hinder access to and visibility of fire prevention defence and devices in the halls (e.g., alarm buttons, extinguishers, hydrants, forced inflow channels for smoke evacuation systems, etc.)</li><li>▪ Each stand must be equipped with a 6 kg powder extinguisher for classes A and B fires and self-powered emergency lighting at security exits.</li></ul>
<b>Stability and immobility</b>	<ul style="list-style-type: none"><li>▪ From the point of view of structure stability, the stand must be self-supporting</li><li>▪ Nothing must be attached, in any way, to the fixed structures in the halls (e.g., perimeter walls, ceilings, false ceilings, floors, partitions, etc.)</li></ul>
<b>Falls from heights</b>	During the outfitting and dismantling periods, suitable ladders, trestles or scaffolding must be used for carrying out work at a height in total safety.

**N.B: [\*]** The height of the stands may vary in accordance with the shows, the indications will be outlined in the Vademecum and the regulations relating to the specific show.

In the case of single level stands with considerable height or which have other characteristics that the Operations Managements deems worthy of investigation from the point of view of structure stability, it may be necessary to draft a static calculation report.

### 3.3.2 2-level stand

Two-level stands may **only** be constructed in halls **1, 2.0, 4, 6 and 7**.

This type of stand is subject to the following specific instructions:

<b>Stand height</b>	<ul style="list-style-type: none"><li>▪ The height of a two-level stand is set at 5.5 m; in any case, a minimum distance of 50 cm from existing fixed systems on the ceiling must be</li></ul>
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# TECHNICAL REGULATIONS

ITALIAN EXHIBITION GROUP  
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	<p>respected [*]</p> <ul style="list-style-type: none"> <li>The sides facing towards other stands must be closed with even surfaces, adequately finished and not transparent.</li> </ul>
<b>Ceiling height</b>	Ceilings must have a minimum height of 2.4 m from the floor
<b>Working loads</b>	<p>The stand must meet the following working load requirements:</p> <ul style="list-style-type: none"> <li>Areas for conferences, exhibitions and similar 400 kg/m<sup>2</sup></li> <li>Offices open to the public and similar 300 kg/m<sup>2</sup></li> <li>Stairs 400 kg/m<sup>2</sup></li> <li>Horizontal load for balustrades and parapets in accordance with the laws in force</li> <li>Horizontal load for the floor's outside walls higher than 1 m above the floor 100 kg/m<sup>2</sup></li> </ul>
<b>Escape routes and stairs</b>	<ul style="list-style-type: none"> <li>It must be possible to reach a hall corridor by a route of less than 15 m</li> <li>Escape routes and stairs leading to the upper floor must be at least 0.80 m wide</li> <li>The tread of the stairs must be at least 26 cm wide while the height must not exceed 20 cm</li> <li>The stairs must have an appropriate handrail and parapet</li> </ul>
<b>Balustrades</b>	<ul style="list-style-type: none"> <li>Balustrades must be equipped with a parapet of at least 1 m</li> <li>Open balustrades must be equipped with illuminated beams of less than 40 cm and a footboard of at least 10 cm in height</li> <li>Balustrades must be calculated to support a horizontal push in accordance with the laws in force</li> </ul>
<b>Falls from heights</b>	During the outfitting and dismantling periods, access to the upper floor can only be allowed in the presence of the appropriate parapet or by standard trestles or scaffolding. Alternatively, ropes and safety harnesses can be used with suitably sized hooks
<b>Objects falling from heights</b>	During the outfitting and dismantling periods, suitable measures must be taken (e.g., footboards) in order to avoid objects falling from first floor planking
<b>Access</b>	<p>Stands must have suitable <b>access for the disabled</b> and must therefore be equipped with the following:</p> <ul style="list-style-type: none"> <li>level flooring or entry threshold of no greater than 2.5 cm</li> <li>ramps with a slope of no greater than 8%</li> <li>entry door width of no less than 80 cm</li> <li>adequate room for manoeuvre inside</li> </ul>
<b>Materials used</b>	All materials used for fittings (dividers, backdrops, various structures, platforms, coverings, fabrics, curtaining, false ceilings, wall panelling, etc.), if not incombustible, must be naturally fireproof or fireproofed in accordance with Ministry of the Interior Decree of 26/6/84 and Min. Dec. of 27/07/2010 and subsequent modifications and integrations. For this aspect, refer to the characteristics indicated in the paragraph on "Fire

# TECHNICAL REGULATIONS

ITALIAN EXHIBITION GROUP  
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	preventions regulations" for the reaction to fire class of the materials used.
<b>Safety and Fire Prevention systems</b>	<ul style="list-style-type: none"><li>▪ The stand must not, in any way, hinder access to and visibility of fire prevention defence and devices in the halls (e.g., alarm buttons, extinguishers, hydrants, forced inflow channels for smoke evacuation systems, etc.)</li><li>▪ Each stand must be equipped with a 6 kg powder extinguisher for classes A and B fires and self-powered emergency lighting at security exits.</li></ul>
<b>Stability and immobility</b>	<ul style="list-style-type: none"><li>▪ From the point of view of structure stability, the stand must be self-supporting</li><li>▪ Nothing must be attached, in any way, to the fixed structures in the halls (e.g., perimeter walls, ceilings, false ceilings, floors, partitions, etc.)</li></ul>

**N.B: [\*]** The height of the stands may vary in accordance with the shows, the indications will be outlined in the Vademecum and the regulations relating to the specific show.

# TECHNICAL REGULATIONS

ITALIAN EXHIBITION GROUP  
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## 3.4 DESIGN RULES FOR VICENZAORO STANDS

When processing the outfitting design, the Exhibitor is obliged to observe the following regulations and instructions:

### 3.4.1 Single level stand

<b>Stand height</b>	<ul style="list-style-type: none"><li>• <b>The height of all sides of the stand must be equal to the limits allowed and shown in the table in paragraph 3.1, any exceptions can be authorized on the unquestionable discretion of the "Fiera di Vicenza" Expo Centre Operations Management</b></li><li>• <b>The height shown in table 3.1 is the obligatory height</b></li><li>• <b>The height of the panels used for building the stand walls with the indicated standard height, must take into account the effective modality of their assembly.</b></li><li>• All the limits imposed by the corridors defined by the exhibition layout and infrastructure are to be assessed previously, studying the height of the panels to be used and the assembly stages, so that every operation is carried out in total safety and in compliance with the current safety standards as well as the provisions in these Regulations</li><li>• <b>The sides that face towards other stands must be of the same height as the front (indicated in tab. 3.1) and be closed with even surfaces, adequately finished and not transparent.</b></li></ul>
<b>Material used</b>	<ul style="list-style-type: none"><li>• All materials used for fittings (dividers, backdrops, various structures, platforms, coverings, fabrics, curtaining, false ceilings, wall panelling, etc.), if not incombustible, must be naturally fireproof or fireproofed in accordance with Ministry of the Interior Decree of 26/6/84 and Min. Dec. of 27/07/2010 and subsequent modifications and integrations. For this aspect, refer to the characteristics indicated in the paragraph on "Fire preventions regulations" for the reaction to fire class of the materials used.</li></ul>
<b>Ceiling coverings</b>	<ul style="list-style-type: none"><li>• <b>For aesthetic and air conditioning reasons, when preparing designs, stands in halls 2.0, 6 and 7, must be covered with a ceiling at the maximum height allowed (see table, previous paragraph) preferably in colour RAL 9010</b></li><li>• <b>Ceilings are not obligatory in hall 1, 4 and 2.1 but are recommended for air condition reasons</b></li><li>• <b>Ceiling coverings must be made of micro-perforated material (netting, fabric, other) to ensure correct air conditioning</b></li><li>• <b>Totally closed coverings are not allowed</b></li><li>• The construction of a second covering at a lower level than the ceiling covering is allowed as long as the sum of the perforated surfaces of</li><li>• both guarantees correct air conditioning</li></ul>

# TECHNICAL REGULATIONS

<p><b>Escape routes</b></p>	<ul style="list-style-type: none"> <li>• In stands with closed rooms and a surface area of more than 100 m<sup>2</sup>, at least 2 security exits to corridors must be foreseen and any non-visible escape route must be suitably indicated with signage; these indications must be self-powered in case the hall's general electrical lighting system fails.             <ul style="list-style-type: none"> <li>▪ It must be possible to reach a hall corridor by a route of less than 15 m</li> </ul> </li> <li>• Escape routes must be at least 0.80 m wide</li> </ul>
<p><b>Access</b></p>	<ul style="list-style-type: none"> <li>▪ Stands must have suitable <b>access for the disabled</b> and must therefore be equipped with the following:             <ul style="list-style-type: none"> <li>▪ level flooring or entry threshold of no greater than 2.5 cm</li> <li>▪ ramps with a slope of no greater than 8%</li> <li>▪ entry door width of no less than 80 cm</li> </ul> </li> <li>▪ adequate room for manoeuvre inside</li> </ul>
<p><b>Safety and Fire Prevention systems</b></p>	<ul style="list-style-type: none"> <li>▪ The stand must not, in any way, hinder access to and visibility of fire prevention defence and devices in the halls (e.g., alarm buttons, extinguishers, hydrants, forced inflow channels for smoke evacuation systems, etc.)</li> <li>▪ Each stand must be equipped with a 6 kg powder extinguisher for classes A and B fires and self-powered emergency lighting at security exits.</li> </ul>
<p><b>Stability and immobility</b></p>	<ul style="list-style-type: none"> <li>▪ From the point of view of structure stability, the stand must be self-supporting</li> <li>▪ Nothing must be attached, in any way, to the fixed structures in the halls (e.g., perimeter walls, ceilings, false ceilings, floors, partitions, etc.)</li> </ul>
<p><b>Stands with hanging structures</b></p>	<p>Stands with hanging structures MUST be 3 metres high (any platforms must be included in the MANDATORY height) and the hangings must be placed at the mandatory height of 5.50 metres. This can only be done for stands occupying an entire island.</p> <p>All projects must be sent to <a href="mailto:annachiara.talin@iegexpo.it">annachiara.talin@iegexpo.it</a> and uploaded onto the safety portal; authorization will however be granted at the sole discretion of Vicenza Expo Centre's Operations and Sales Management. Hanging structures must also be assembled on the ground and brought to height with certified motorised lifting devices. The use of manual lifting devices is not permitted unless specifically assessed and approved by the IEG Operations Office.</p> <p>The regulations concerning hanging structures are detailed in paragraph 3.6.2. to which reference should be made.</p>

# TECHNICAL REGULATIONS

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## 3.4.2 2-level stand

In "Fiera di Vicenza" Expo Centre, structures with a mezzanine may **only** be constructed **in halls 2.0, 4, 6 and 7** and must comply with the following regulations:

<b>Stand height</b>	<ul style="list-style-type: none"><li>• <b>The height of all sides of the stand must be equal to the limits allowed</b> and shown in the table in paragraph 3.1, any exceptions can be authorized on the unquestionable discretion of the Operations Management. <b>For jewellery shows, the height indicated in the table is the obligatory height.</b></li></ul> <p>The height of the panels used for building the stand walls with the indicated standard height, must take into account the effective modality of their assembly. All the limits imposed by the corridors defined by the exhibition layout and infrastructure are to be assessed previously, studying the height of the panels to be used and the assembly stages, so that every operation is carried out in total safety and in compliance with the current safety standards as well as the provisions in these Regulations.</p>
<b>Materials used</b>	<ul style="list-style-type: none"><li>• All materials used for fittings (dividers, backdrops, various structures, platforms, coverings, fabrics, curtaining, false ceilings, wall panelling, etc.), if not incombustible, must be naturally fireproof or fireproofed in accordance with Ministry of the Interior Decree of 26/6/84 and Min. Dec. of 27/07/2010 and subsequent modifications and integrations. For this aspect, refer to the characteristics indicated in the paragraph on "Fire preventions regulations" for the reaction to fire class of the materials used.</li></ul>
<b>Ceiling coverings</b>	<ul style="list-style-type: none"><li>• For aesthetic and air conditioning reasons, when preparing designs, <b>stands in "Fiera di Vicenza" Expo Centre halls 2.0, 6 and 7, must be covered with a ceiling at the maximum height allowed</b> (see table, previous paragraph) preferably in colour RAL 9010</li><li>• Ceilings are not obligatory in hall 1,4 and 2.1 but are recommended for air condition reasons</li><li>• <b>Ceiling coverings must be made of micro-perforated material</b> (netting, fabric, other) to ensure correct air conditioning</li><li>• <b>Totally closed coverings are not allowed</b></li><li>• The construction of a second covering at a lower level than the ceiling covering is allowed as long as the sum of the perforated surfaces of both guarantees correct air conditioning</li></ul>
<b>Escape routes</b>	<ul style="list-style-type: none"><li>• <b>In stands with closed rooms and a surface area of more than 100 m<sup>2</sup>, at least 2 security exits to corridors must be foreseen and the escape route must be suitably indicated with signage;</b> these indications must be self-powered in case the hall's general electrical lighting system fails</li></ul>

# TECHNICAL REGULATIONS

	<ul style="list-style-type: none"> <li>• It must be possible to reach a hall corridor by a route of less than 15 m</li> <li>• Escape routes must be at least 0.80 m wide</li> </ul>
<b>Stairs to the mezzanine</b>	<ul style="list-style-type: none"> <li>• Mezzanines with a surface area of &lt; 50 m<sup>2</sup> must have a staircase of at least 90 cm in width</li> <li>• Mezzanines with a surface area of between 50 m<sup>2</sup> and 100 m<sup>2</sup> must have a staircase of at least 120 cm in width</li> </ul>
<b>Access</b>	<ul style="list-style-type: none"> <li>▪ Stands must have suitable <b>access for the disabled</b> and must therefore be equipped with the following: <ul style="list-style-type: none"> <li>▪ level flooring or entry threshold of no greater than 2.5 cm</li> <li>▪ ramps with a slope of no greater than 8%</li> <li>▪ entry door width of no less than 80 cm</li> <li>▪ adequate room for manoeuvre inside</li> </ul> </li> </ul>
<b>Parapets</b>	<ul style="list-style-type: none"> <li>• Minimum height of 1.00 m calculated from the floor to the planking level</li> <li>• Must be calculated to support a horizontal push in accordance with the laws in force</li> </ul>
<b>Working loads</b>	<ul style="list-style-type: none"> <li>• The working loads for the upper floor must be as follows: <ul style="list-style-type: none"> <li>▪ areas for conferences, exhibitions and similar 400 kg/m<sup>2</sup>;</li> <li>▪ offices open to the public and similar areas 300 kg/m<sup>2</sup>;</li> </ul> </li> </ul>
<b>Safety and Fire Prevention systems</b>	<ul style="list-style-type: none"> <li>▪ The stand must not, in any way, hinder access to and visibility of fire prevention defence and devices in the halls (e.g., alarm buttons, extinguishers, hydrants, forced inflow channels for smoke evacuation systems, etc.)</li> <li>▪ Each stand must be equipped with a 6 kg powder extinguisher for classes A and B fires and self-powered emergency lighting at security exits.</li> </ul>
<b>Stability and immobility</b>	<ul style="list-style-type: none"> <li>▪ <b>A calculation report drafted by a qualified technician and approved for the work is required for 2-level stands</b></li> <li>▪ From the point of view of structure stability, the stand must be self-supporting</li> <li>▪ Nothing must be attached, in any way, to the fixed structures in the halls (e.g., perimeter walls, ceilings, false ceilings, floors, partitions, etc.)</li> </ul>
<b>Height of upper floor</b>	<ul style="list-style-type: none"> <li>▪ The minimum height of the upper floor, calculated from the floor planking (platform or hall floor) to the inner surface of the ceiling must be at least 2.40 metres</li> </ul>

# TECHNICAL REGULATIONS

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## 3.4.3 Projection and audio rooms

In constructing projection and audio rooms, the following instructions must be respected:

- **seating:**
  - ✓ seats must be arranged in sectors of max. 10 rows with no more than 10 chairs per row;
  - ✓ the chairs on each row must be connected firmly to one another;
  - ✓ rows with a maximum 4 seats can be placed against the side walls of the room;
  - ✓ only persons who find a place to sit can be allowed into the rooms;
  - ✓ for anything not specified above, refer to the provisions in Min. Dec. 19/08/1996;
  - ✓ the number of seats must be adequate for the number of participants (those that cannot be used must be clearly identified).
  
- **exit routes:**
  - ✓ each room must have an adequate exit route system based on the maximum number of persons foreseen and exit capacity;
  - ✓ exits from the room must be distributed according to factors of uniformity and symmetry in respect of the room's longitudinal axis. When this is impossible, a study of the movement of the public while exiting and the consequent measurement of the internal aisles must be calculated to ensure evacuation from the various internal sectors;
  - ✓ the width of each exit route must be a multiple of the module (0.60 m) and in any case, not less than two modules (1.20 m);
  - ✓ the useful width of the exit routes must be measured by deducing the obstruction of any protruding elements, with the exclusion of fire extinguishers;
  - ✓ the height of the exit routes must not be less than 2 m;
  - ✓ the exit routes must be kept clear of materials that could hinder normal evacuation of people;
  - ✓ any doors situated along the exit routes must open towards the outside with a simple push and can be single or double;
  - ✓ Where possible, access and outflow in the hall should be organised with different entrances and exits.
  
- **Security lighting and signage:**
  - ✓ the security lighting system must ensure an adequate level of lighting of no less than 10 lux and be placed at one meter from the floor along the exit routes, and no less than 5 lux in other areas accessible to the public;
  - ✓ the exit doors must be equipped with illuminated security signage powered by a double system: normal and emergency;
  - ✓ single light bulbs are allowed with autonomous power as long as they are guaranteed to function for at least one hour.
  
- **Signage in the rooms:**
  - ✓ the rooms must display adequate no smoking signs;
  - ✓ the exit doors must be equipped with illuminated security signage powered by a double system: normal and emergency.

# TECHNICAL REGULATIONS

ITALIAN EXHIBITION GROUP  
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## 3.5 DESIGN CONSIGNMENT

In order to be able to check the congruity of the paperwork, the Exhibitor or its delegated Outfitter (with formal delegation) must upload the stand design and reaction to fire certificates for the materials used onto the Safety Portal at least 30 days prior to the start of stand assembly. This documentation is necessary for printing personal entry badges.

### 3.5.1 Single level stand

The design must include the following:

- **PLAN, PERSPECTIVE DRAWINGS, SECTIONS** (scale 1:100 or 1:50), the plan must contain the positioning of devices, machinery and/or systems as well as socket points for electricity and water supplies;
- **RENDERING** of the construction indicating the colours used and the advertising signs;
- **ELECTRICAL SUPPLY SYSTEM** designed by an expert qualified in accordance with Min. Dec. 37/2008, for stands or groups of stands with the same system, with the following characteristics or dimensional limits:
  - ✓ surface area greater than 200 m<sup>2</sup>;
  - ✓ power used greater than 6 kW;
- **TECHNICAL DESCRIPTIVE REPORT** of the design project containing a description of the materials used for outfitting and the relative assembly modalities.

### 3.5.2 2-level stand

The design must include the following:

- **PLAN, PERSPECTIVE DRAWINGS, SECTIONS** (scale 1:100 or 1:50), the plan must contain the positioning of devices, machinery and/or systems as well as socket points for electricity and water supplies;
- **BUILDING PLANS AND DRAWINGS** (scale 1:100);
- **TECHNICAL DETAILS** (plans and sections) of access ramps (only for the mezzanine);
- **TECHNICAL DESCRIPTIVE REPORT** of the design project containing a description of the materials used for outfitting and the relative assembly modalities;
- **THE STRUCTURE'S STATIC CALCULATION REPORT** for the measurement of supporting structures, upper floors, beams, pillars and bearing restrictions, signed and stamped in original copies by a qualified engineer with specialized degree, signed by qualified technicians, drafted (in Italian) in accordance with Italian law and pursuant to the Technical Standards for Construction and subsequent modifications and integrations.
- **STABILITY CERTIFICATION** signed by a qualified technician enrolled on the professional Italian register who did not take part in designing and drafting the afore-mentioned calculation report, sent within 24 hours of the start of the Show;
- **RENDERING** of the construction indicating the colours used and the advertising signs;
- **ELECTRICAL SUPPLY SYSTEM** designed by an expert qualified in accordance with Min. Dec. 37/2008, for stands or groups of stands with the same system, with the following characteristics or dimensional limits:
  - ✓ surface area greater than 200 m<sup>2</sup>;
  - ✓ power used greater than 6 kW.

# TECHNICAL REGULATIONS

**ITALIAN EXHIBITION GROUP**  
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**Each plan must show the Exhibitor's company name, the Show to which it refers, the hall and stand numbers as well as the NAME OF THE OUTFITTING COMPANY, the name, telephone number and email address of the Outfitter's person of reference, the company name, address and telephone number (land and mobile lines).**

The vertical structures must be designed with adequate transversal and longitudinal stability with horizontal loads in compliance with the laws in force.

In the case of outfitting with particular structural characteristics that "Fiera di Vicenza" Expo Centre Operations Management deems worthy of further information from the point of view of stability, a static calculation report to be drafted by a qualified technician may be required.

If this proves necessary, Italian Exhibition Group S.p.A. may summon a structural engineer to check the stand's stability. The cost of this service will be charged to the Exhibitor.

Italian Exhibition Group S.p.A. authorisations and interventions do not imply any liability, of any kind, for the Group since the Exhibitor will be liable in every case.

## 3.6 "NON-STANDARD" OUTFITTING

Outfittings that have just one of the following characteristics are considered as NON-STANDARD:

### 3.6.1 Mezzanine

Stands with areas on an upper floor, even if not open to the public. The standard height of a two-level stand is set at 5.50 m. The following documentation regarding mezzanines must be sent to the "Fiera di Vicenza" Expo Centre Operations Office at least 5 days before the start of outfitting work:

- **STRUCTURE CALCULATION REPORT** in accordance with the laws in force and signed by a qualified technician enrolled on Italian professional registers
- **STABILITY CERTIFICATION** signed by a qualified technician enrolled on the professional Italian register who did not take part in designing and drafting the afore-mentioned calculation report, sent within 24 hours of the start of the Show;
- **DECLARATION OF CORRECT ASSEMBLY** from the Outfitter
- **FIRE-PROOFING CERTIFICATES** for the materials used
- **DECLARATION OF ELECTRICAL SUPPLY SYSTEM CONFORMITY**

The Operations Management, at its undisputed discretion, reserves the right to approve 2-level stand projects with dimensions exceeding the above limits only if the company has complied with safety obligations as per the Interministerial Decree on Health and Work of 22 July 2014.

### 3.6.2 Anchorage systems, appendages

This service can currently only be used in halls 6 and 7 at "Fiera di Vicenza" Expo Centre. Requests for appendages to be inserted in other "Fiera di Vicenza" Expo Centre halls will be assessed at the

# TECHNICAL REGULATIONS

**ITALIAN EXHIBITION GROUP**  
Providing the future

unquestionable discretion of "Fiera di Vicenza" Expo Centre's Technical Management since there are currently no fixed hanging points.

The Appendages Service consists in the supply of special cables attached to the ceiling, which can be used to suspend set-up and lighting structures owned by the Exhibitor, by an entrusted company or hired by IEG itself.

**ATTENTION:** The supply of cables attached to the ceiling is the exclusive responsibility of IEG, which will also provide, if requested, the necessary set-up and lighting structures, including the relevant certifications. Anchorage will be compulsorily certified by IEG through its own qualified technician, even if the structures are owned by the Exhibitor or by a company it has engaged.

The entire hanging system, from design to testing, must comply with the current sector regulations on fire prevention, structures, systems and the Circular issued by the Ministry of the Interior - Fire Brigade Dept., 1 April 2011, no. 1689 - regarding temporary or permanent public entertainment venues. Verification of the solidity and safety of suspended loads.

The assessment of the feasibility and therefore the architecture of the hanging system will be carried out exclusively by IEG on the basis of the geometry, the weight of the structure to be hung and the necessary safety coefficients, all in relation to the position of the stand in question and on the basis of the type of roofing of the hall in which it is located. Therefore, plans of the roofing of the hall and/or the positions of the hanging points will not be provided.

Requests for Hangings must be made through Italian Exhibition Group Spa's e-commerce portal.

Should the load detected be greater than the declared load, IEG reserves the right to assess the feasibility and any necessary work to ensure the safety of the hanging structures, including the re-design of the original system of ropes/cables/structures and the contextual integration/alteration of the installation. Any costs for the above-mentioned activity will be charged to the Exhibitor including any charges for making the stand safe. If for any reason, obstacles or difficulties of any kind are placed in the way of the work ordered by IEG, the exhibition space will be considered unfit for use and out of bounds to visitors.

The height from the ground of the hanging structures shall comply with the heights outlined in paragraph 3.1.

Please note that the service can only be provided following written confirmation of the hanging design and the Exhibitor's economic estimate, which must reach IEG at least 15 working days before the start of set-up.

### 3.6.3 Platforms accessible to the public with a height of more than 80cm

The Operations Office must receive the following documentation:

- ✓ **STABILITY CERTIFICATION** for the entire system of effectively suspended loads, signed by a qualified technician and accompanied by documentation certifying each of the system's components;
- ✓ **DECLARATION OF CORRECT ASSEMBLY** from the Outfitter;
- ✓ **FIREPROOFING CERTIFICATES** for the materials used.

### 3.6.4 Self-supporting fittings

# TECHNICAL REGULATIONS

All the fittings standing on the Hall floor and constituting parapets, platforms and vertical and horizontal load-bearing structures must be self-supporting and made of the following materials:

- wood and/or wood derivatives;
- metal in commercial sections assembled with soldering and/or nuts and bolts;
- metal trelliswork, commonly called "American";
- glass, used as part of the doors and windows or also as a continuous wall panel and at variable, even considerable, height;
- mixed fittings that use more than one of the previously mentioned components and/or other materials, for example, composite walls made of honeycomb veneers, plastics and derivatives, etc. etc.) that also have one of the following characteristics:
  - ✓ wooden structures of  $h > 4\text{m}$ ;
  - ✓ wooden structures with free light  $> 4\text{m}$ ;
  - ✓ approved trelliswork structures of  $h > 4\text{m}$ ;
  - ✓ approved trelliswork structures with free light  $> 8\text{m}$ ;
  - ✓ structural glass.

The "Fiera di Vicenza" Expo Centre Operations Office must receive the following in relation to these latter self-supporting fittings:

- ✓ stability certification, signed by a qualified technician enrolled on the Italian professional register, within 24h prior to Show commencement;
- ✓ declaration of correct assembly from the Outfitter;
- ✓ fire-proofing certificates for the materials used.
- ✓

### 3.6.5 Platforms and Galleries

The mandatory documents to present for these structures are as follows:

- ✓ structure calculation report in accordance with the laws in force, within 5 days of the start of outfitting activities (usually drafted by the builder of the modular platform and/or gallery to be assembled) signed by a qualified technician enrolled on the Italian professional register;
- ✓ stability certification signed by a qualified technician enrolled on the professional Italian register who did not take part in designing and drafting the afore-mentioned calculation report, sent within 24 hours of the start of the Show;
- ✓ declaration of correct assembly from the Outfitter;
- ✓ *fire-proofing certificates for the materials used.*

### 3.6.6 Structures outside the Halls with a covered surface area of $> 75\text{m}^2$ .

The mandatory documents to present for these structures are as follows:

- ✓ structure calculation report in accordance with the laws in force, within 5 days of the start of outfitting activities (usually drafted by the builder of the modular platform and/or gallery to be assembled) signed by a qualified technician enrolled on the Italian professional register;
- ✓ stability certification signed by a qualified technician enrolled on the professional Italian register who did not take part in designing and drafting the afore-mentioned calculation report, sent within 24 hours of the start of the Show;

# TECHNICAL REGULATIONS

ITALIAN EXHIBITION GROUP  
Providing the future

- ✓ declaration of correct assembly from the Outfitter;
- ✓ fire-proofing certificates for the materials used.

**Special structures** or structures/fittings that do not fall into the above categories but which have characteristics that lead them to be considered as particular from the stability point of view and for which Italian Exhibition Group S.p.A. technicians may decide to intervene and ask for all the necessary certifications.

*In regard to non-standard stand outfitting calculations, these must be received at least 5 days before the start of outfitting. If the Outfitter or Exhibitor is not in possession of the non-standard stand outfitting calculations signed by a qualified technician, it can ask Italian Exhibition Group S.p.A. to carry out this service. However, in regard to the stability certification signed by a qualified technician, the delivery deadline is, as stated above, 24h prior to the Show commencement. Should this deadline not be respected and since this deadline is obligatory and not extendable due to the opening of the show, Italian Exhibition Group S.p.A. will engage its own expert to produce the required declaration, charging the Exhibitor with the relative cost, including any costs for making the fittings safe should any design non-conformities in regard to calculations and/or the laws in force be found. Lastly, should, for any reason, Italian Exhibition Group S.p.A. come up against any obstacles or difficulties in carrying out the above-mentioned verification, the exhibition space will be assessed as unfit for use and out of bounds to visitors.*

# TECHNICAL REGULATIONS

ITALIAN EXHIBITION GROUP  
Providing the future

## 4. STAND OUTFITTING AND DISMANTLING

### 4.1 GENERAL RULES

#### 4.1.1 Obligations

During stand construction and dismantling, the Outfitter and/or Exhibitor which, in possession of suitable professional technical requirements, outfits its own stand, must observe the following:

- keep its fittings within the assigned surface area, identified by marks on the floor or by indications from Italian Exhibition Group S.p.A. staff;
- use outfitting materials that are made up of pre-constructed and finished elements so that only simple assembly and final touch operations are carried out on site;
- construct complete and "decorous" outfittings whose walls also blend with neighbouring stands and have the same finishing on both sides;
- outfit the spaces in such a way as not to harm the aesthetics and functioning of neighbouring stands and not to damage other traders and visitors;
- strictly respect the accident prevention standards foreseen by Italian law, especially the provisions in Leg. Dec. 81/2008;
- make sure that hydrants and any form of fire prevention device are visible and accessible, as well as all electrical supply sockets and panels, telephone service boxes, drains and all other technical services;
- ensure that lifts and goods lifts, passages and driveways are accessible;
- organise the work in such a way as not to block the aisles, checking that links to corridors always have free passage of at least 120 cm thus ensuring total accessibility to security exits and transit areas. Avoid placing any kind of obstacle in such a way as to impede access, even temporary, to security exits and transit areas. Staff from Expotrans, the Official Handler, is authorized by Italian Exhibition Group S.p.A. to directly notify any non-conformity on the part of individual Outfitters/Exhibitors and is, in any case, authorised to move any obstructions and to clear the passage;
- provide at least one security exit that leads both to a "safe place" and the entrances and indicate the exit route from the various rooms and/or spaces that have closed areas and a surface area larger than 100m<sup>2</sup>. These signs must be self-powered and visible should the hall's general electric lighting system fail;
- not spoil plastering and flooring and use trestles or frames for hanging or fixing objects. Should the Exhibitor and/or Outfitter cause any damage to the Expo Centre structures during the outfitting period, IEG reserves the right to suspend their outfitting until the damage has been completely repaired, at the offender's expense. All damages must be compensated for.
- stands cannot be totally or partially dismantled prior to the end of the Show. Exhibitors that breach this rule will be charged a contractual penalty of half the gross amount of the stand's rental costs.
- adopt suitable safety measures, making sure that the appropriate standard trestles and scaffolding, lifting platforms, etc. are used in order to prevent any risk of falling from heights;

# TECHNICAL REGULATIONS

ITALIAN EXHIBITION GROUP  
Providing the future

- construct, at its own expense, complete and finished outfittings in accordance with best practice and whose walls also blend with neighbouring stands and have the same finishing on both sides;
- ensure that lifts and goods lifts, passages and driveways are accessible;
- keep ventilation outlets onto the corridor or those on the ceiling clear in order to guarantee correct air conditioning inside the stand;
- switch off the stand's electricity supply at the end of the day;
- only use easily removable two-sided adhesive tapes that do not leave residue on the floor when sticking coverings, such as carpeting, linoleum, parquet or similar, onto the floor;
- use labels showing the name of the outfitting company on every tin of paint to be used in order for them to be recognized;
- If painting operations are to be carried out, it is compulsory to lay a sheet of waterproof material on the ground in such a way that it does not dirty the Expo Centre floor (the sheet must protrude at least 50 cm from the stand area).

## 4.1.2 Prohibitions

It is absolutely forbidden for the Exhibitor and Outfitter to:

- spoil the hall walls, plastering and flooring and trestles and frames must be used for hanging or fixing objects;
- drill holes, drive in nails and/or screws into the walls, floors, columns or any other surface inside or outside the halls;
- make tracks or grooves in the floor or on the walls in order to insert cables or piping;
- paint, either by hand or spray, the stand's structures inside the halls using varnishes and/or enamels or washable water paints; use fire-proofing substances on the materials inside the halls;
- **anchor outfitting elements to the hall walls, ceilings, structures and technical installations;**
- carry out any soldering work of any kind or nature;
- use any type of open flame;
- spread the following onto the hall floors: naphtha, petrol, chemical products, solvents;
- soil the floors, walls and IEG equipment with paint, glue etc. or put stickers on them;
- make modifications to the exhibition space structures;
- drag heavy loads, strike the floor with blunt instruments, transit in the halls with vehicles without rubber wheels and which may, in any case, damage the floor;
- either autonomously or through third parties not authorised by IEG, connect directly to utility services (water, electricity, telephone, etc.);
- charge up forklift trucks, electric pallet trucks and any type of moving vehicle or lifting means inside the hall. All these electrical means must be charged outside the Expo Centre halls or at points authorized by IEG and/or by Expotrans in its role as Official Handler;
- attach weights to the hall structures, walls or busbars, even if only light posters, cables, panels, flags, without prior authorisation from "Fiera di Vicenza" Expo Centre Operations Management;

# TECHNICAL REGULATIONS

ITALIAN EXHIBITION GROUP  
Providing the future

- take explosive, detonating, asphyxiating, inflammable materials or any dangerous substances into the Exhibition Centre without the necessary authorisations from the competent authorities and prior authorisation from IEG;
- accumulate waste material: as waste from carrying out the work is produced, The company is responsible for its removal;
- use electric heaters and air conditioners inside the stands;
- enter into "Fiera di Vicenza" Expo Centre halls with any kind of engine running;
- start up any machinery on display without the prior authorisation of IEG, which will evaluate, on a case-by-case basis and at its unquestionable discretion, whether or not it is appropriate to do so. Any authorisation granted does not, in any way, make IEG liable, nor does it exonerate the Exhibitor from any liability deriving from switching on the afore-mentioned machines. The Exhibitor must therefore take all the necessary measures and provide all the necessary devices to prevent accidents and fire, to keep down the noise, to eliminate bad smells and avoid gas emissions. It is absolutely forbidden to start up machinery or equipment that incurs the use of flames. In any case, the machinery must not cause any danger to anyone or cause any disturbance. IEG reserves the right to revoke, at its unquestionable discretion, the authorisation granted whenever it considers that inconveniences of the afore-mentioned nature may arise. Should the machines or systems need to conform to laws or regulations in force, Exhibitors must have them inspected, at their own expense, in order to obtain the relative permission from the competent Authorities.
- **smoke inside "Fiera di Vicenza" Expo Centre halls and closed areas;**
- leave any kind of material in front of security exits;
- carry out any activities that generate dust in the air, for example, cutting and smoothing wood and/or iron-based materials, without the specific breathing equipment, given that the production of sawdust and/or dust from iron is considered as a cancer risk. In case of need, these jobs can only be done inside the Expo Centre halls with the use of an extractor fan. Any costs linked to cleaning due to the dispersion of dust, will be charged to the Outfitter that produced it.
- take LPG, methane or other gas tanks into the Expo Centre halls;
- leave or pile up stand outfitting materials inside the hall, creating a deposit area that Italian Exhibition Group S.p.A. has not authorised;
- take products and materials out of the Expo Centre during the Show's opening hours without IEG's written consent;
- distribute advertising material (magazines, catalogues, leaflets, pamphlets etc.) that do not pertain to the Exhibitor. Exhibitors can only distribute their own material of this kind in their own stands;
- use the IEG trademark;
- provoke any kind of trouble or disturbance to the regular execution of the shows, on penalty of immediate exclusion from the Exhibition Centre;
- carry out any political propaganda inside the Exhibition Centre;
- pour waste water into the halls' secondary shafts without the aid of specific waste tubing to be fitted onto the drains;
- dispose of corrosive liquids for metals and cement, solidifying substances, bad-smelling liquids, paints;

# TECHNICAL REGULATIONS

ITALIAN EXHIBITION GROUP  
Providing the future

- leave machinery or vehicles on display with full fuel tanks;
- leave leftover stand fittings, such as carpeting or remnants of any nature in the halls;
- lay or place supports for the supply of technical services on the floor or at a height along the aisles.

**IEG is not liable for any accidents deriving from the non-observance of the above prohibitions.**

Please note that, in the event of non-payment of the balance, the Organiser has the right not to allow the stand to be set up either by the participating company or by any outfitters appointed the latter has appointed to do so

In this case, the Organiser, in addition to retaining any advance already paid and claiming the full amount agreed for participation, as indicated in the countersigned participation proposal, will consider the exhibition area free and may assign it to others.

## 4.2 EXHIBITION SPACE CLEARANCE

Exhibition space clearance can only begin after show closure on the basis of the times communicated by Italian Exhibition Group S.p.A. for each individual show, as indicated in the Vademecum and specific clearance letters.

Failure to respect the times given will lead to fees and penalties at the Exhibitor's expense.

Italian Exhibition Group S.p.A. reserves the right to decide on different times and priorities for dismantling exhibition spaces in determined areas.

It is also hereby reiterated that exhibition space clearance must be carried out in total respect of integrity, both in terms of the temporary technological arrangements (telephone sockets, fax machines, telephones) and of electricity supply systems and equipment and the distribution of compressed air.

It is mandatory to remove and take away from the Expo Centre all materials used for outfitting, by way of example but not limited to: carpeting, walls, false ceilings, floor coverings, etc.

Any traces of paint and adhesive caused by two-sided adhesive tape used to lay carpeting or other coverings, must also be removed from the floor.

Once the deadline for dismantling has passed without the Exhibitor having completed the operations, the Organiser may proceed at the expense, risk and on behalf of the Exhibitor. After 30 days from the closure of the Exhibition, the Organiser may, without any formalities whatsoever, arrange for the sale of the materials and samples displayed, which the Exhibitor has failed to collect. The Organiser will keep the amount that the Exhibitor still owes from the proceeds of the sale and will keep any residual amount at the disposal of the latter for a maximum of 6 days. Once this period has elapsed, the aforesaid amount will be confiscated by the Organiser, which will not assume any responsibility for the materials and products remaining in the Expo Centre and may have them moved elsewhere, again at the expense, risk and on behalf of the Exhibitor.

It should also be noted, again with reference to the above, that Italian Exhibition Group S.p.A. shall not be held liable in any way in the event of damage occurring to the materials both during disassembly and removal of the same and during the phase in which they remain unattended at the Exhibition Centre.

**The Exhibitor will be charged for any damages unquestionably attributable to it.**

# TECHNICAL REGULATIONS

ITALIAN EXHIBITION GROUP  
Providing the future

For requests to extend the times, please refer to point 2.3 in these Regulations.

## 4.3 EXHIBITION SPACE SURVEILLANCE

A regularly authorized surveillance agency with appropriately trained staff will be in charge of surveillance with central station at "Fiera di Vicenza" Expo Centre's external East entrance. Surveillance staff is responsible for checking "Fiera di Vicenza" Expo Centre entry badges and can intervene in order to enforce respect of the provisions contained in these Regulations. The staff also has the right to inspect vehicles exiting from "Fiera di Vicenza" Expo Centre as well as any goods being transported.

Furthermore, Italian Exhibition Group S.p.A. supplies a general day and night surveillance service at "Fiera di Vicenza" Expo Centre for the entire duration of each individual Show.

**In any case, the Exhibitor is responsible for safeguarding its own stand, the relative equipment and the goods on display and/or to be displayed for the entire duration of the Show and during outfitting and dismantling days.**

Italian Exhibition Group S.p.A. is exonerated from any responsibility for the safekeeping of all products, materials, equipment, machinery, etc., brought to the Exhibitors' stands. In the event of theft or damage to the same, due to causes not attributable to force majeure, either during the setting up and execution of the Exhibition or during the dismantling phase, no responsibility can be attributed to Italian Exhibition Group S.p.A.

"Fiera di Vicenza" Expo Centre is also equipped with a video-surveillance system.

## 4.4 WASTE MANAGEMENT

In reference to waste management inside "Fiera di Vicenza" Expo Centre, Italian Exhibition Group S.p.A. implements a separate waste collection policy.

All those who enter into "Fiera di Vicenza" Expo Centre are obliged to place separate waste items (paper, dry goods, plastic and tins, glass) in the specific bins.

Internal bars and catering points are equipped for the disposal of biodegradable products, therefore leftover food must be placed in the special on-site biodegradable waste containers.

Lastly, waste produced at the catering points when preparing and serving food and drinks, is to be separated accurately into plastic, glass, paper and various waste and placed in the appropriate bins.

### 4.4.1 Waste produced during outfitting and dismantling periods

**All waste produced during stand outfitting and dismantling operations (e.g., packaging, cardboard, wood, plasterboard, plastic, bulky waste, etc.) must be CATEGORICALLY disposed of at the Exhibitor's/Outfitter's own company premises.** All disposal operations must be carried out in

accordance with the laws in force (Legislative Decree no. 152 of 3<sup>rd</sup> April 2006 - Environmental Regulations - and subsequent modifications and integrations).

# TECHNICAL REGULATIONS

ITALIAN EXHIBITION GROUP  
Providing the future

## 4.4.2 Waste produced during the days of the show

The Exhibitor and its collaborators are jointly responsible for correctly disposing of the waste produced inside the exhibition area and in the assigned exhibition space. For this purpose, Exhibitors will be provided with different coloured bags in which to place separate waste items (paper, dry goods, plastic and tins, glass).

## 4.4.3 Disposal of dangerous substances

In order to manage/dispose of dangerous materials, such as: tins of paint, waste oils, paints, etc., which may be used in compliance with these Regulations, it is MANDATORY to label such products with the name of the Exhibiting company/Outfitter for tracing purposes before bringing them into "Fiera di Vicenza" Expo Centre.

## 4.4.4 Prohibitions

- It is strictly forbidden to dispose of waste water without the use of the appropriate waste pipes;
- It is absolutely forbidden to pour any dangerous substance or waste into the water supply system;
- It is forbidden to leave part of stand fittings, such as carpeting, debris or residue of any nature, including two-sided tape for laying flooring, in "Fiera di Vicenza" Expo Centre;
- It is forbidden to bring materials and waste relating to stand assembly/dismantling activities into "Fiera di Vicenza" Expo Centre.

**Should Italian Exhibition Group S.p.A., through its own inspection service, find any abandoned material, it will charge the Exhibitor/Outfitter the relative fee, as shown in point 5 below, as well as any further charge for damages and disposal.**

**The Outfitter/Exhibitor must scrupulously respect the fire prevention instructions given by Italian Exhibition Group S.p.A. and immediately dispose of any waste thus avoiding blocking the public aisles and creating potentially dangerous situations. If not, Italian Exhibition Group S.p.A. staff and surveillance staff will draft the specific report with the relative sanctions.**

**Waste produced at catering points when preparing and serving food and drinks, is to be separated accurately into plastic, glass, paper and various waste and placed in the appropriate containers.**

# TECHNICAL REGULATIONS

ITALIAN EXHIBITION GROUP  
Providing the future

## 5. FINES AND PENALTIES

The Exhibitor and the Outfitter engaged to operate on its behalf are responsible for failure to observe the provisions in these Technical Regulations and will jointly be liable for all charges that may be incurred as a consequence.

If the checks mentioned in points 4.1.1., 4.1.2., 4.4.1, 4.4.2, 4.4.3, 4.4.4 have a negative outcome, the Company responsible (whether the Exhibitor, Outfitter or Contractor) will be informed of the contestation by email, letter, registered letter or certified email and fees and penalties will also be applied and shown in the specific communications together with outfitting and dismantling times for each show.

The Exhibitor that, as the Customer, has authorised the company to operate in "Fiera di Vicenza" Expo Centre on its behalf in order to carry out work on its stand, will be informed of the contestation which, on Italian Exhibition Group S.p.A.'s unquestionable judgment, will be sent exclusively to the Outfitter or Contractor.

In any case, together with the contestation, Italian Exhibition Group S.p.A. will have the right to:

- remove the staff members (Exhibitor, Outfitter or Contractor) that are not in possession of the necessary documentation or have false documents or do not have the correct clothing;
- include the name of the Outfitter or Contractor that employed the afore-mentioned staff on a list of companies that will not be allowed access to any other show to be held in "Fiera di Vicenza" Expo Centre.

Some general sanctions common to all the shows/congresses are outlined below.

### 5.1 NON-CONSIGNMENT OF OUTFITTING DESIGN, OUTFITTING NON-COMPLIANT TO TECHNICAL REGULATIONS AND/OR TO THE DESIGN APPROVED BY ITALIAN EXHIBITION GROUP S.P.A.

Should IEG, with the support of the Surveillance Service and Expo Centre Inspectors, find the following irregularities:

- non-consignment of the outfitting design through uploading onto the Safety Portal;
- lack of outfitting design approval;
- stand outfitted without authorisation;

a fine of € 5,000 will be applied.

# TECHNICAL REGULATIONS

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**ITALIAN EXHIBITION GROUP**  
Providing the future

## **5.2 FAILURE TO RESPECT STAND AREA LIMITS**

With the support of the Surveillance Service and Expo Centre Inspectors, and for the purposes of making sure that occupancy of the assigned areas is respected, IEG can order the modification, re-positioning and even removal of any non-compliant outfitting parts. All costs relating to the structure modifications required to make the stand conform to the design approved in accordance with the Technical Regulations and any costs for modifying adjacent stands, will be at the Exhibitor's expense and the infringement with also bear a fine of €1,000.

# TECHNICAL REGULATIONS

ITALIAN EXHIBITION GROUP  
Providing the future

## 5.3 UNAUTHORISED PARKING IN THE SERVICE AREA INSIDE THE EXPO CENTRE

With the support of the Surveillance Service and Expo Centre Inspectors, IEG will apply a penalty of €250 an hour, or fraction of an hour, on vehicles parked in the service area inside the Expo Centre longer than the time allowed and for up to two days, without prejudice to claims for greater damage. IEG reserves the right to have the vehicle removed, without prior notice, charging the Exhibitor the relative costs (calling out the removal company, removal, temporary storage, etc.).

## 5.4 FAILURE TO RESPECT OUTFITTING AND DISMANTLING DEADLINES

With the support of the Surveillance Service and Expo Centre Inspectors, IEG will apply a penalty of:

- € 500/h, or fraction of an hour, over the time allowed for concluding stand outfitting works up to midnight on the last day allowed for stand assembly;
- For dismantling, once the deadlines indicated in the calendar have expired, any defaulters will be charged a fine of € 500.00/hour per day, for each space found to be occupied in the individual halls, in addition to the charge of any costs resulting from the demolition and disposal of the set-ups and Fiera's right to claim for damages incurred as a result of the failure to release the areas.

### **N.B: For jewellery shows, the following sanctions will be applied:**

- € 500 up to midnight on the day set for concluding the works
- € 10,000 from 00.00 hours two days before the start of the show without prejudice to claims for greater damages calculated by Italian Exhibition Group S.p.A. for extraordinary interventions due to damages, soiling, waste removal, etc.
- For dismantling, once the deadlines indicated in the calendar have expired, any defaulters will be charged a fine of € 500.00/hour per day for each space found to be occupied in the individual halls, in addition to the charge of any costs resulting from the demolition and disposal of the set-ups and IEG's right to claim for damages incurred as a result of the failure to release the areas.

## 5.5 OUTFITTING MATERIALS WITHOUT THE REQUIRED CERTIFICATIONS/DECLARATIONS

With the support of the Surveillance Service and Expo Centre Inspectors, IEG can order, on its unquestionable judgment, the removal of materials/systems not covered by the required conformity certifications and declarations, charging the Exhibitor with the relative costs. While waiting for adjustment works to be carried out and/or unsuitable materials to be replaced, IEG can order the works to stop and/or cut off the stand's electricity supply.

## 5.6 FAILURE TO SWITCH OFF THE ELECTRICITY AT THE END OF THE DAY

With the support of the Surveillance Service and Expo Centre Inspectors, IEG, on a case-by-case basis, will adopt all the measures deemed appropriate and/or necessary and, in more serious cases, will fine the Exhibitor €100 for each infringement.

# TECHNICAL REGULATIONS

ITALIAN EXHIBITION GROUP  
Providing the future

## 5.7 DAMAGE TO ITALIAN EXHIBITION GROUP S.P.A. STRUCTURES

With the support of the Surveillance Service and Expo Centre Inspectors, IEG, on a case-by-case basis, will adopt all the measures deemed appropriate and/or necessary against those who cause structural damages due to their failure to respect the prohibition on fixing and hooking fittings or drilling holes in the walls, floors, ceilings, false ceilings, etc.

Any damage found in the Expo Centre or to the rented structures supplied by Italian Exhibition Group S.p.A. will be charged to the respective Exhibitors to the following amounts:

- two-sided adhesive tape removal €10.00 per metre
- Advertising stickers €1.00 each
- Nails, screws, etc. €10.00 each + labour costs
- Costs for Exhibition Centre structure repairs and tampering: €30.00 an hour
- Repairs to walls and/or floors and any cleaning due to soiling: €100.00 per square metre.

## 5.8 SMOKING BAN AND FAILURE TO OBSERVE SAFETY REGULATIONS

With the support of the Surveillance Service and Expo Centre Inspectors, IEG can order a Smoking Ban and, should the ban fail to be observed, withdraw the entry pass into "Fiera di Vicenza" Expo Centre, notifying the Surveillance Authorities for the application of any legal sanctions.

## 5.9 INACCESSIBILITY OF FIRE PREVENTION SYSTEMS AND DEVICES

With the support of the Surveillance Service and Expo Centre Inspectors, IEG can order the immediate removal and/or modification of any fittings that cause fire prevention systems and devices to be inaccessible as well as the removal of any exhibition material storage that blocks access to the systems and devices, charging the Exhibitor with the relative costs.

## 5.10 INACCESSIBILITY OF UTILITY BOXES/SOCKETS

With the support of the Surveillance Service and Expo Centre Inspectors, IEG can order the immediate removal and/or modification of fittings and/or exhibition material that blocks access to utility boxes/sockets in the stand, charging the Exhibitor with the relative costs.

## 5.11 FAILURE TO RESPECT SAFETY AND ENVIRONMENTAL REGULATIONS AND/OR STANDARDS

With the support of the Surveillance Service and Expo Centre Inspectors, IEG will have the right, without prejudice to any other remedy foreseen by the law, to take any measures or initiative it deems appropriate and/or necessary, including denying the Outfitter/Exhibitor and/or its subcontractors' access into the Expo Centre, in the following cases:

- in the event of repeated and verbalised breach of even one of the obligations and/or prohibitions set out in these Regulations
- in the event of verbalised operations that are not permitted by the laws in force concerning the safety of workers and compliance with environmental regulations

# TECHNICAL REGULATIONS

**ITALIAN EXHIBITION GROUP**  
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- whenever the material used by the Outfitter and/or the structures and/or systems installed may cause damage to third parties or to Italian Exhibition Group S.p.A
- on the request of the competent Authorities.

## 5.12 PARKING IN RESTRICTED AREAS

With the support of the Surveillance Service and Expo Centre Inspectors, IEG can order the removal, by an authorised vehicle removal company, of any vehicle parked in a restricted area.

The owner of the removed vehicle will be charged all costs relating to calling out the removal company, vehicle removal and storage.

## 5.13 UNAUTHORISED USE OF OWN LIFTING MEANS

With the support of the Official Supplier for goods handling inside "Fiera di Vicenza" Expo Centre, should unauthorised lifting means (forklift trucks) be found inside the Expo Centre, IEG can immediately immobilise them and order their removal from the Expo Centre grounds.

The same penalty applies to the use of internal transport equipment such as electrical pallet trucks, lifting platforms or other vehicles authorised to circulate inside the Expo Centre that are not in possession of the specific control sticker issued by Expotrans.

## 5.14 LITTERING

It is forbidden to throw or accumulate refuse on the floor of the hall aisles and throughout the Expo Centre areas. Any accumulation or stockpiling of waste materials is only allowed inside the Exhibitor's own exhibition space.

All traces of paint and adhesive materials on the floors caused by using two-sided adhesive tape for laying carpeting or other coverings must be removed. Any damages, attributable to the Exhibitor or its workers, will be charged to them. In regard to refuse left in the halls, Italian Exhibition Group S.p.A., with the support of the Surveillance and Maintenance Services, will, on a case by case basis, adopt all the measures deemed appropriate and/or necessary against those who leave refuse inside the Expo Centre, applying a penalty of €2,000 on top of disposal costs and any damages caused to Italian Exhibition Group S.p.A..

Should special dangerous waste be abandoned, Italian Exhibition Group S.p.A. may also report this illegal act to the public authorities.

# TECHNICAL REGULATIONS

## 6. FIRE PREVENTION REGULATIONS

### 6.1 OUTFITTING MATERIAL REACTION TO FIRE CLASSES

In order to ensure the greatest possible efficiency of the overall safety conditions in "Fiera di Vicenza" Expo Centre, Exhibitors must observe, and have their stand outfitters observe, the legal regulations in terms of fire prevention.

It is forbidden to use plastic materials, including panels, expanded sheeting (e.g., expanded polystyrene) other than class 1 and even then, only in small quantities for decorative elements.

It is also forbidden to use synthetic non-fireproof fibre materials, varnish, paint, adhesive that is not class 1, reed mats, rush matting, trellis, curtains made of thin strips of wood (like Venetian blinds) or similar. Any items that are not naturally fire-proof must be specifically treated with fire-proofing products. This treatment must be carried out prior to bringing the outfitting materials inside "Fiera di Vicenza" Expo Centre. Bringing and using outfitting materials in "Fiera di Vicenza" Expo Centre is only allowed if they are accompanied by regular documentation certifying their reaction to fire class.

In any case, the materials used for outfitting must respond to the following requirements:

- flooring and walls must have a no greater than 2 reaction to fire class;
- materials susceptible to catching fire on both sides: platforms, raised flooring, panels for stand partitions, curtaining and roofing, must have a no greater than 1 reaction to fire class;
- padded furniture must have a 1IM reaction to fire class.

All outfitting materials must be assembled in strict compliance with the provisions in their approval certificate.

Hollow spaces in platforms and walls must be filled with inflammable material (glass flock and similar materials).

Stand furnishings are excluded from the application of provisions relating to reaction to fire class.

The table below shows a comparison between Italian and European Classes in accordance with Min. Dec. 15/03/2005 and subsequent modifications and integrations, which must be respected for the construction products installed:

#### Flooring:

	Italian class	European class
I	Class 1	(A <sub>2FL</sub> -s1), (A <sub>2FL</sub> -s2), (B <sub>FL</sub> -s1), (B <sub>FL</sub> -s2)
II	Class 2	(C <sub>FL</sub> -s1), (C <sub>FL</sub> -s2)

#### Walls:

	Italian class	European class
I	Class 1	(A2-s1,d0), (A2-s2,d0), (A2-s3,d0), (A2-s1,d1), (A2-s2,d1), (A2-s3,d1), (B-s1,d0), (B-s2,d0), (B-s1,d1), (B-s2,d1)
II	Class 2	(A2-s1,d2), (A2-s2,d2), (A2-s3,d2), (B-s3,d0), (B-s3,d1), (B-s1,d2), (B-s2,d2), (B-s3,d2), (C-s1,d0), (C-s2,d0), (C-s1,d1), (C-s2,d1)

# TECHNICAL REGULATIONS

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## Ceilings:

	Italian class	European class
I	Class 1	(A2-s1,d0), (A2-s2,d0), (A2-s3,d0), (A2-s1,d1), (A2-s2,d1), (A2-s3,d1), (B-s1,d0), (B-s2,d0)

**NOTE:** It is hereby pointed out that Min. Dec. 15/03/2005 only applies to construction products, or rather, products made to be permanently incorporated into construction work, as stated by directive 89/106/EEC. Therefore, this regulation excludes materials and products which, although they must still respond to determined reaction to fire requirements, are not classed as "construction products" (curtaining, padded furniture, pillows, mattresses, etc.) for which the Italian legal provisions still apply (D.M. 20/06/1984 and subsequent modifications and integrations).

## 6.2 FIRE PREVENTION DOCUMENTS TO BE PRESENTED

Every Exhibitor or its Delegated Representative, is obliged to provide, within the times indicated in the Participation Application, the relative documentation certifying the reaction to fire of the materials used.

The following documents must therefore be uploaded onto the Safety Portal and/or delivered to "Fiera di Vicenza" Expo Centre Operations Management:

- When inflammable material is to be used:
  - ✓ Written declaration certifying the use and correct assembly of the material used for outfitting the stand, in accordance with the indications on the materials' reaction to fire certificates.
- When class 1 or IM materials or inflammable panels protected by class 1 varnish are to be used, the Exhibitor must provide:
  - ✓ Declaration of correct assembly by the installer with attached approval certificate and relative report of material testing issued by the Ministry of the Interior or other Authorities and legally recognized Laboratories.

The approved materials must carry the mark of conformity to the approved prototype.

When it is not possible to place the above-mentioned mark onto the material, the producer must certify the conformity information with the appropriate certification. Each seller must, under its own civil and criminal responsibility, declare that the material sold has the conformity declaration, specifying the approval details.

In regard to inflammable materials: a "Fireproofing Certificate" is to be drafted by the person who actually carried out the protective treatment and must show the following:

- a) the Exhibitor's company name, hall and stand number;
- b) the list of materials that have undergone fireproofing treatment;
- c) the fireproofing date;
- d) the surface treated;
- e) the main characteristics of the product used: the approval certificate for the substances applied, issued by the Ministry of the Interior or other Authorities and legally recognized Laboratories;

# TECHNICAL REGULATIONS

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f) the certificate guaranteeing correct execution of fireproofing on the part of the person who actually did the work and the consequent waiver of Italian Exhibition Group S.p.A., the Exhibitor and third parties that are in any way involved in the Show, of all liability, thus renouncing any claim and/or request against Italian Exhibition Group S.p.A. and the afore-mentioned third parties, to be directly compensated for any damages sustained directly by Italian Exhibition Group S.p.A..

# TECHNICAL REGULATIONS

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## 7. ACCIDENT PREVENTION AND SAFETY AT WORK REGULATIONS

### 7.1 LAWS AND REGULATIONS

Whereas, on the basis of the provisions laid down by Leg. Dec. 81/08, the instant that the Exhibitor signs the contract for the temporary acquisition of the exhibition space, in accordance with art. 26, it becomes the sole owner of the safety obligations for all the activities that take place inside the exhibition space, both in terms of the subjects that carry out these activities and third parties who, for any reason, find themselves inside said exhibition space.

**Therefore, in terms of construction work, stand outfitting and furnishing operations - in its position as the Customer - the Exhibitor is responsible for enacting all those prevention actions that are meant to make it possible for working activities to be carried out under conditions of maximum safety.**

The Exhibitor, and every company it may engage to carry out activities in "Fiera di Vicenza" Expo Centre, is obliged to observe the provisions currently in force for health and safety at work and, in particular, those foreseen in Leg. Dec. no. 81 of 9<sup>th</sup> April 2008 and subsequent modifications and integrations.

The Exhibitor, in entrusting stand outfitting and dismantling work, or any other work or supply inside the "Fiera di Vicenza" Expo Centre, must comply with the following:

- 1) in its position as the Customer, whenever the conditions of application arise, enact the measures outlined in the Platform and Trade Show Inter-ministerial Decree, issued on 22/07/2014. If, however, the activities do not come into the field of application of the aforementioned decree, the Exhibitor must comply with the provisions in art. 26 of Leg. Dec. 81/08 and subsequent modifications and integrations;
- 2) Whenever heading IV of Leg. Dec. 81/08 is enacted, the Health and Safety Coordination Plan drafted in conformity with attachment III of the Decree of 22/07/2014, must be kept at the stand throughout all working stages in order to be followed by the entrusted companies and coordinated by the exhibiting company. Even if only one company is involved, the employer of the entrusted company and executing companies must respect the provisions outlined in art. 96 of Leg. Dec. 81/08 and subsequent modifications and integrations;
- 3) the Exhibitor must check, in accordance to Leg. Dec. 81/08 and subsequent modifications and integrations, the technical-professional suitability of the contracted outfitting company as well as every other company and self-employed worker that may be subcontracted. Said check must be through the acquisition of the Chamber of Commerce registration certificate and the contracting company's or self-employed worker's self-declaration of being in possession of suitable technical and professional qualifications and/or anything else required by the laws in force. Pursuant to said Decree, art. 26, paragraph 4), the Customer is jointly responsible with the contractor for any non-payment of wages and social security and insurance contributions;
- 4) the Exhibitor must provide the above subjects with detailed information on any specific risks that may exist in the working environment, providing them with "Fiera di Vicenza" Expo Centre Technical Regulations, "Fiera di Vicenza" Expo Centre Safety Regulations, the DUVRI

# TECHNICAL REGULATIONS

**ITALIAN EXHIBITION GROUP**  
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- (Interference Risk Assessment Document) for the show produced by Italian Exhibition Group S.p.A. and/or an external Organiser in the case of shows organised by third parties;
- 5) the Exhibitor must cooperate with the employers of the executing companies in enacting prevention and protection measures for any possible risk of accident that may arise from the contracted work in question;
  - 6) the Exhibitor must coordinate protection and preventive actions in regard to any risks that the workers may be exposed to, reciprocally informing each other in order to eliminate risks due to interference between the work being done by other companies involved in carrying out all the various operations;
  - 7) the Exhibitor must explicitly make clear, in every contracting, subcontracting agreement or supply contract with entrusted companies, the costs foreseen for safety, in accordance with art. 26, paragraph 5. The Supervisory Authorities may ask to check the contracts in the case of an accident at work due to the consequences of art. 26, paragraph 4;
  - 8) if stand installation works are to be carried out by the Exhibitor's own staff, the latter must evaluate the risks, in accordance with art. 17, paragraph 1, lett. a) of Leg. Dec. 81/08 and subsequent modifications and integrations, and register on the Safety Portal as if it were an Outfitting company in order to obtain all the necessary information for carrying out the safety work.

The Exhibitor is responsible for keeping all the documents foreseen by the laws in force, signed by all the company members involved in their drafting, at the stand. The afore-mentioned documents must be available to the Supervisory Authorities for the entire duration of the outfitting and dismantling stages.

## 7.2 CUSTOMER LIABILITY

Any failure to observe the above provisions will be the responsibility of the Exhibitor in terms of any detrimental acts committed by anyone in "Fiera di Vicenza" Expo Centre in relation to the activities carried out on its behalf during stand assembly and dismantling stages and during the Event days. Therefore, the Exhibitor will be liable to pay any damages that, either directly or indirectly, may be caused to third parties or to Italian Exhibition Group S.p.A., holding the latter harmless of any claim, demand or recourse.

## 7.3 OUTFITTING VERIFICATION

The Exhibitor and the companies it has engaged, are obliged to respect the public safety laws and regulations as well as the all the regulatory systems in force regarding the health and physical integrity of workers.

Failure to observe the above regulations will lead to suspension of the services made available to the exhibition space.

Italian Exhibition Group S.p.A. will not be responsible in any way for any consequences that may derive from the failure to observe the above regulations since the Exhibitor and the companies it has engaged will be entirely responsible.

# TECHNICAL REGULATIONS

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## 8. DOCUMENTS TO BE CONSIGNED FOR OUTFITTING

In order for all those renting a Free Area to obtain a valid entry pass (Outfitting badge) into the Expo Centre to assemble the stands during the outfitting and dismantling periods, the following documentation must be uploaded on the Safety Portal:

- **Stand design** complete with every attachment, as indicated in paragraph 3.5
- **Electricity supply system design** where necessary
- **Hanging structure design** where foreseen
- **Special structure design** where foreseen
- **Declaration of conformity to reaction to fire classes** of the materials used in the outfitting, in accordance with fire prevention regulations.

**At the end of outfitting operations, and in any case, at least 24 hours prior to Show commencement, the following documentation must be uploaded onto the Safety Portal in order to obtain electrical power and the authorisation to open and use the stand during the days on which the show will be open to the public:**

- **Declaration of Electricity System Conformity**, with the installer's certificate of professional competence in attachment, in accordance with the laws in force and, in particular with Min. Dec. 37/2008, for installation companies enrolled on the professional registers of another European Community nation, to the equivalent regulations of the country of origin, complete with the mandatory attachments foreseen by the above-mentioned decree, complete with the electricity system design, if the case so foresees
- **Declaration of correct installation and positioning of the materials used;**
- **Certifications and declarations for any hanging structures;**
- **Certificate of stability suitability for works and special fittings**, such as two-level stands, fittings with particular non-standard configurations, for which Italian Exhibition Group S.p.A. will require said certification, signed by a qualified expert;
- **Declaration of the correct assembly of the structures.**

# TECHNICAL REGULATIONS

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## 9. UTILITY SYSTEM INSTRUCTIONS

### 9.1 ELECTRICITY SYSTEMS

#### 9.1.1 Supply characteristics

Italian Exhibition Group S.p.A. provides electrical power with the same characteristics as those supplied by the Electricity Company. Every Exhibitor registered is a potential user and cannot transfer electrical power to third parties.

**There are electric supply sockets in the halls that the Exhibitors and Outfitters can only use during outfitting and dismantling periods for jobs that require small tools.**

**In these periods, the power points connected to the stands will not be live until the declaration of conformity of the system servicing the stand has been received. Any system testing in the exhibition spaces may be carried out by connecting to a certified site panel, on previous agreement with Italian Exhibition Group S.p.A., to provide the minimum power required for the purpose. Failure to comply with these instructions will lead to the application of specific sanctions.**

Power points for exhibitors are made up of the same number of interlocking EEC sockets as stand modules to which the exhibition space electricity systems will be connected, according to the indications supplied by Italian Exhibition Group S.p.A. staff. These points are situated on pillars, walls and suspended, depending on the hall.

The table below shows the type of plugs and power available for each hall. For particular plug and power needs other than those available, prior requests must be made to "Fiera di Vicenza" Expo Centre Operations Office, which will assess the feasibility and estimate the relative costs.

Hall	AVAILABLE		
	Plug type	Power	Tension
1	16 A 5 pole (3F+N-T)	9 kW	380
2.0	5P – 32A	18 kW	380
2.1	5P – 32A	18 kW	380
3	16 A 5 pole (3F+N-T)	9 kW	380
3.1	16 A 3 pole (1F+N-T)	2 kW	220
3.2	16 A 5 pole (3F+N-T)	9 kW	380
4	16 A 5 pole (3F+N-T)	6 kW	380
6	32 A 5 pole (3F+N-T)	20 kW	380
7	32 A 5 pole (3F+N-T)	20 kW	380
8.0 (*)	16/32 A 5 pole (3F+N-T)	9/20 KW	380
8.1 (*)	16/32 A 5 pole (3F+N-T)	9/20 KW	380

**(\*) To be made available on SPECIFIC REQUEST**

# TECHNICAL REGULATIONS

ITALIAN EXHIBITION GROUP  
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Stands are normally equipped with 1 KW of power for each module.

**By accessing its own "Reserved Area", the Exhibitor can request the supply of extra electrical power. Requests for extra power will be assessed and, if granted, the installer must follow the instructions that the Italian Exhibition Group S.p.A. electrician will provide.**

## 9.1.2 Electricity system installation in exhibition spaces

The installation of systems can be carried out by the Exhibitor which will therefore be the guarantor under all aspects, even if it contracts the installation of the system out to a suitable company and/or electrician.

You are hereby reminded that, in accordance with art. 82, paragraph 1, letter c, point 2 of Leg. Dec. no. 81/2008: "the Employer of the installation company must entrust the execution of works on parts in electrical tension to qualified workers known to be suitable for the activity, in accordance with the pertinent technical regulations (Expert Person - Informed Person)".

All installations must be carried out without causing damage, disturbance or hindrance to neighbouring exhibiting companies. Downstream of the interlocking socket, installations are at the total expense of the Exhibitor and its engaged Electrician, who must perfectly install them in conformity with the regulations in force, including (the regulations mentioned above refer to the last valid edition in force):

- Min. Dec. 37/2008 and subsequent modifications and integrations;
- C.E.I. Regulations;
- CENELEC standard regulations;
- UNI (Italian Standardization Organisation) regulations.

It is forbidden for the Exhibitor or third parties not authorised by Italian Exhibition Group S.p.A. to directly connect to utilities (water, electricity, telephone, etc.) and to lay technological service lines on the floor or at a height along the aisles in the exhibition areas.

The Exhibitor is obliged to personally check the power network at the moment its system is connected up, exonerating in any case Italian Exhibition Group S.p.A. and the staff authorised for the task, from any liability for damages that may occur to persons and/or things after said verification.

**In order to prevent fires, electrical systems must not constitute a primary cause of fire nor a fire hazard.**

**After the systems have been installed in the stands, every Exhibitor is obliged to provide Italian Exhibition Group S.p.A., for each show, a "Declaration of Electricity System Conformity to best practice" foreseen by Min. Dec. 37/2008, certifying that the systems correspond to best practice and attaching the installers Chamber of Commerce registration document.**

**All electricity system documents must conform to the C.E.I. regulations and bear the IMQ mark or equivalent mark for foreign countries.**

## 9.1.3 Power supply access points

Power supply points must be easy to reach, accessible, able to be inspected and, in any case, not blocked so that Italian Exhibition Group S.p.A. staff can check them and connect up the stands and so that security staff can carry out interventions if required.

# TECHNICAL REGULATIONS

ITALIAN EXHIBITION GROUP  
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## 9.1.4 General electricity panel for the stand

The Exhibitor must install a general electricity panel to power the stand's circuits, downstream of the socket provided by Italian Exhibition Group S.p.A.

The panel must be encased in insulating material or a metal box, in accordance with the product's regulations, with a protection level of no less than IP4X.

It will be equipped with one single omni polar main switch suitable for the maximum power used in the stand. The switch must be of the circuit breaker or differential circuit breaker type  $I_{dn} = 30 \text{ mA}$  (0.03 A). A number of partial omni polar switches of suitable capacity will branch off downstream of the main switch.

Each power distribution circuit must be protected by a differential circuit breaker with a capacity in proportion to the load but no greater than magneto-thermal capacity 10A and 0.03 A sensitivity.

Differential protection must be omitted for switches that protect any emergency lighting circuits in the stand.

All switches and especially the main switch, must be clearly labelled in the panel.

Switches with variable differential current setting are not permitted.

Quadripolar switches or other switches for monophasic distribution are not permitted.

If the general electricity panel is not of the tower type with a base support, it must be anchored to a wall or a load-bearing structure in the stand at a height of no less than 1.5 m from the lower edge of the panel to the stand's finished floor and positioned in such a way as to not be easily accessible to the public and free of obstacles so that it can be easily manoeuvred and accessed. The position of the panel must be clearly and easily identifiable, even from outside the stand.

Note: if the stand's power comes from several electricity sockets, the number of panels installed must be the same as the number of sockets used.

Every general electricity panel must have the characteristics outlined above and must power well-defined portions of the stand, subdividing the power into electrically independent islands in order to avoid mixing or overlapping circuits powered by different panels.

**It is forbidden to use power cables for hanging lights. Moreover, the cables must be protected against any possible mechanical damage up to a height of 2.5 m from the floor. In installing electrical connections, in no case will it be allowed to excessively coil the cable.**

# TECHNICAL REGULATIONS

## 9.1.5 Technical safety standards for designing and installing electricity systems in exhibition spaces

<b>Switches</b>	Switches must be of the differential circuit breaker type with a capacity in proportion to the load but no greater than magneto-thermal capacity 10A and 0.03 A sensitivity. Switches must be placed on the wall and fixed at a distance of no less than 0.3 m from the floor.
<b>Power</b>	The maximum power of each circuit starting from the interlocked switch of the halls must not be greater than 2000 W.
<b>Connections</b>	Connections must be made using terminals and protected in totally insulated boxes. Earth connections must be carried out with crimp terminals and be proportionate so that their overheating as the earth current goes through is not greater than that of the relative conductor.
<b>Sockets and plugs</b>	Sockets and plugs must: <ul style="list-style-type: none"><li>• not be subject to mechanical damage, have an earth protection conductor, guarantee inaccessibility to live parts, be equipped with a restraining device;</li><li>• plugs for powering machines and devices with a greater than 1000 W power must have, upstream of the socket, a differential switch and thermal protection switch suitable for the load and no greater than that of Italian Exhibition Group S.p.A.'s connection socket.</li></ul>
<b>Cables</b>	<b>The minimum section allowed for power distribution line is 2.5 mm<sup>2</sup>.</b> The main reference for installing electricity distribution systems inside the stands is Regulation CEI 64/8, part 7 (Particular environments and applications), sec. 711 - Trade shows, exhibitions and stands. <b>Fire retardant cables (CEI 20-22) at low toxic fume emission LSOH (CEI 20-38) must be used inside the stands:</b> <ul style="list-style-type: none"><li>• Unipolar cables: N07G9-K (CEI 20-22 + CEI 20-38)</li><li>• Multi-polar cables: FG7OM1-0,6/1 KV (CEI 20-22 + CEI 20-38)</li></ul> <b>For those outside the stand (in the open air)</b> <ul style="list-style-type: none"><li>• 0.6/1 KV insulated cables, the most widely used today are: FG7OR-0,6/1KV (CEI 20-22)</li></ul>
<b>Earthing</b>	All the systems live parts, the metal mass of the devices used and the metal parts of the lighting fixtures must be earthed ("Fiera di Vicenza" Expo Centre has the facility) through insulated conductors (colour: yellow/green) in accordance with the CEI regulations in force.
<b>Commands and protection</b>	The general and partial electricity system commands and the relative protection must be placed in such a way, and in conformity, so that the public cannot reach them. Light bulbs in light fittings must be made in such a way as handling them for assembly and dismantling purposes can be done without touching any live parts.

# TECHNICAL REGULATIONS

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<b>Light fittings</b>	Light fittings, especially those equipped with halogen light bulbs, must be maintained at an adequate distance from any inflammable illuminated items: up to 100 W, 0.5 m – 100/300 W, 1 m (CEI 64.8). Halogen light bulbs must be protected by glass screens. The use of low consumption light bulbs is preferable (led).
<b>Protection against power surge and overloads</b>	Refer to the indications cited in CEI 64-8 regulations regarding "protection measures against direct and indirect contact" and "conductor protection against power surges" respectively.
<b>Illuminated signs</b>	Illuminated signs must be fixed and not intermittent. Moreover, the power tension must not be greater than 220 V and the signs must be protected by shields or other devices in order to avoid any possible direct contact with live parts or, in any case, any breakage, which could cause damage to persons.
<b>Particular devices</b>	High frequency devices or in any case, those that could disturb the user network, must be appropriately shielded. If the lack or insufficiency of this protection should cause a disturbance to the appliances on display and consequently to other exhibiting companies, Italian Exhibition Group S.p.A. reserves the right to suspend the use of these devices. Moreover, Exhibitors that use appliances for which constant tension values are required, are advised to use "tension stabilizers".
<b>Electricity users</b>	All electricity users must have the power factor appropriately adjusted in order to guarantee a $\cos \Phi$ of no less than 0.9.

## 9.1.6 Electricity supply connection

Electricity supply connection will be carried out after having been checked by staff engaged by Italian Exhibition Group S.p.A. to ensure that the system meets the requirements mentioned in the paragraphs above and on consignment of the "Declaration of System conformity to best practice" (Min. Dec. 37/2008) to the Operations Office.

Nevertheless, this check does not release the Exhibitor, which, to all effects, will still be totally responsible for its own systems

## 9.1.7 Water supply and drainage connection

**By accessing its own "Reserved Area", the Exhibitor can request the "Water supply and water consumption" service and any other linked water connection, if allowed. The installer must follow the indications that the Italian Exhibition Group S.p.A. plumber will provide.**

The service can be requested through the Reserved Area for Halls 2.0, 2.1 and 7. Where assigned stands do not have connection facilities, the Exhibitor must go to the Exhibitor Technical Assistance Service (SATE) to see if it is possible to use the connection facilities at the nearest stand.

Exhibitors that ask for the service, must provide the design of the water supply and drainage lines.

The drainage for Halls 2.0 and 2.1 has a  $\varnothing$  equal to 75 mm.

# TECHNICAL REGULATIONS

ITALIAN EXHIBITION GROUP  
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## 9.2 COMPRESSED AIR SYSTEM

### 9.2.1 Technical safety standards for the compressed air system

Hall 7 and 2 has a compressed air distribution network.

Exhibitor/Outfitter appliances that are to be connected to the Exhibition Centre's compressed air network, must be in perfect working order so as not to cause any inconvenience during the Show.

### 9.2.2 Compressed air system characteristics

Hall 7

It is hereby pointed out that each compressed air socket can supply 6 bar at the most.

The exhibitor will be provided with a RILSAN pipe branch with an external diameter of 12 mm and must connect to this pipe with suitable fittings. Once the connections have been carried out, the fitter/exhibitor must call the Exhibitor Technical Assistance Service (SATE) to activate the valve serving the system.

Any reduction in pressure and connections must be managed by the Exhibitor and Outfitter.

Halls 2.0 and 2.1:

It is hereby pointed out that each compressed air socket can supply 7 bar at the most.

The exhibitor will be provided with a branch with a ½" ball valve and must connect to the aforementioned valve with suitable fittings. Once the connections have been carried out, the fitter/exhibitor must call the Exhibitor Technical Assistance Service (SATE) to activate the valve serving the system.

Any reduction in pressure and connections must be managed by the Exhibitor and Outfitter.

## 9.4 LIABILITY

The Exhibitor is exclusively liable for its own systems.

Italian Exhibition Group S.p.A. is exonerated from all liability for any damages that the Exhibitor may sustain due to the non-activation or suspension and/or interruption of the requested service due to reasons non-ascribable to Italian Exhibition Group S.p.A. or due to force majeure.

## 10. MATERIAL HANDLING

### 10.1 GENERAL PROVISIONS

All operations connected to bringing goods and materials into "Fiera di Vicenza" Expo Centre, their unloading, positioning in the stand, dismantling and the re-shipment of machinery, exhibition materials and outfitting materials, are at the Exhibitor's expense and can only be carried out during the Show outfitting and dismantling periods.

# TECHNICAL REGULATIONS

**ITALIAN EXHIBITION GROUP**  
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## 10.2 HANDLING INSIDE “FIERA DI VICENZA” EXPO CENTRE

For goods handling inside "Fiera di Vicenza" Expo Centre, Italian Exhibition Group S.p.A. implements the services of an Official Handler, Expotrans srl.

You are therefore asked to contact Expotrans in advance in order to arrange loading/unloading and goods handling activities inside the halls.

It is hereby pointed out that Expotrans has no obligation to carry out loading and unloading operations that have not been booked as indicated in these Regulations and in the Show Regulations and Vademecum.

## 10.3 USE OF OWN LIFTING MEANS

For safety reasons, Organizers, Exhibitors, and Contractors acting on their behalf are prohibited from using forklifts and self-propelled cranes within the “Fiera di Vicenza” Exhibition Centre.

The unloading and loading of materials may not be carried out independently and must be performed exclusively by Expotrans personnel and equipment.

Following the delivery of goods to the stand by Expotrans, the use of electric pallet trucks, whether owned or rented, is authorized solely for internal handling operations within individual exhibition halls that cannot be managed using manual pallet trucks or hand carts. Such use is permitted exclusively upon prior verification and authorization by Expotrans, and strictly under pedestrian-controlled operation of the equipment (operator on foot with the platform folded).

Access to and use of such equipment is subject to the fees set out in the Official Expotrans Tariff Schedule, and Expotrans will issue the corresponding identification pass.

It is not permitted to move such equipment to a hall other than the one indicated on the identification pass. Should any violation be detected, the equipment will be relocated to the correct hall and the Exhibitor/Contractor will be charged a penalty equivalent to one hour of use in accordance with the Official Expotrans Tariff Schedule.

Please find below the details concerning the amendment to the goods handling procedure:

- All vehicles must be unloaded and loaded exclusively by the official handling contractor, Expotrans (with the exception of vehicles equipped with hydraulic tail lifts and goods that can be manually loaded/unloaded).
- Expotrans will be responsible for moving goods from the unloading slots to each individual stand area (it will no longer be permitted to create temporary internal storage areas with subsequent handling by the stand construction company\*) and vice versa. Consequently, distribution within the exhibition halls to individual contractors will no longer be allowed.
- Contractors may use manual handling equipment to move materials within their individual stand area in order to carry out the necessary setup and dismantling operations.

Expotrans forklifts are the sole equipment authorized to handle goods within the exhibition halls, transport materials to the stand area, and operate within the common outdoor areas outside the spaces leased by exhibitors during setup/dismantling periods and throughout the event.

# TECHNICAL REGULATIONS

ITALIAN EXHIBITION GROUP  
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## 11. INSURANCE

### 11.1 INSURANCE – DAMAGES

Exhibitors **must** insure:

- against civil liability for damages provoked by third parties and their own employers as well as damages caused to Italian Exhibition Group S.p.A. and its employers and/or workers;
- the stand and everything in the stand against all risks (by way of example but not limited to: theft, fire, malicious events in general, damages due to infiltration or falling water, natural events in general, breakages, destruction) for the entire period of their permanence and with the exclusion of the possibility of any claims to Italian Exhibition Group S.p.A.

**The Exhibitor must send a copy of the Insurance Policy taken out to cover the above-mentioned damages.**

Italian Exhibition Group S.p.A. will not be liable for damages caused to persons or things by whoever and however they may be provoked; Italian Exhibition Group S.p.A. will not be liable for any damages (direct and indirect or financial loss) or detriments caused to persons or things, by whoever and however they may be provoked.

Consequently, Italian Exhibition Group S.p.A. will not compensate for any damages deriving from, by way of example but not limited to: theft, fire, explosions, malicious events in general, breakages, water infiltration, natural events in general, and the Exhibitor will be liable for all damages caused to persons and things by the exhibited products, outfittings, installation of electricity and water supply systems, building work, advertising kits, rented vehicles and other items, working machinery and by the staff in its employ.

# TECHNICAL REGULATIONS

ITALIAN EXHIBITION GROUP  
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## 12. EXECUTION OF THE SHOW

### 12.1 SHOW RESCHEDULING (Execution/Duration/Times)

The organiser has the right, at its sole discretion, to reschedule the edition of the event in question by bringing forward or postponing the dates (including the set-up and dismantling phases) to another period of the year, notifying the participant in writing.

Should this happen, the countersigned participation proposal will in any case be considered fully valid and effective for the new dates of the event in question and nothing, and for no reason, not even by way of indemnity and/or reimbursement of expenses, will be due from IEG. The participant will then receive the technical information regarding the new dates.

The Organiser also has the right to change the duration and the opening and closing times of the event without IEG having to pay any compensation and/or reimbursement of expenses. With reference to the timetable, it is specified that the Exhibitor may enter the Exhibition Centre 90 minutes before the opening time and must leave the premises at the scheduled closing time, unless the Organiser authorises an extension of their stay.

# TECHNICAL REGULATIONS

ITALIAN EXHIBITION GROUP  
Providing the future

## 13. EXHIBITION SPACE MANAGEMENT DURING THE SHOW

### 13.1 STAND AVAILABILITY

The exhibition spaces will be made available on the days and times shown in the Show Vademecum and/or in specific Italian Exhibition Group S.p.A. communications.

Exhibitors must pay maximum attention to their materials, goods and items and a member of staff must always be at the stand until hall closing time.

### 13.2 SAFE SERVICE

Precious items or those of particular value must be removed from the showcases and placed in security cabinets and/or safes when the Show is closed. Armoured cabinets and/or safes can be rented from Italian Exhibition Group S.p.A.'s official supplier.

### 13.3 VEHICLE AND MACHINERY DISPLAY

At shows that foresee displaying machinery and/or vehicles, the following provisions must be respected:

- the vehicles must have a minimum level of fuel in their tanks; entry into the halls with the motor running is only allowed for the distance from the main vehicle entrance to the exhibition space; when on display, the battery must be disconnected;
- machinery must have all the necessary permanent and/or mobile protections;
- it is forbidden to start machinery and/or vehicles without the prior authorisation of Italian Exhibition Group S.p.A. on request to "Fiera di Vicenza" Expo Centre Operations Management;
- the authorised running of machinery must, in any case, not emit gas and/or liquid, bad smells and noise over 65 dB(A).
- in the case of food trucks, the cooking system must be exclusively electrical. The electrical system must be accompanied by a declaration of conformity.

The installation of electric cookers and/or electric ovens for operational use must be authorised by the Operations Office. The feasibility, implementation and operating conditions depend on the specific location and context. Every working hob and/or oven must be equipped with a hood to expel fumes outside the hall. In particular cases, recirculation hoods with fume treatment units can be installed to reduce any odours that may disturb people both in nearby stands and visitors in general. IEG reserves the right to revoke, at its sole discretion, the authorisation granted above, should inconveniences of any nature be found to occur.

Should machines or systems need to comply with the laws or regulations in force, the Exhibitors must have them examined at their own expense and expense to obtain the relevant authorisation from the competent authorities.

Each Exhibitor shall declare under its own responsibility that the machines/products exhibited comply with the European legislation on fluorinated gases (EU Regulation no. 517/2014 and subsequent amendments) and with the Machinery Directive. The Exhibitor shall assume sole responsibility for compliance with the aforementioned regulations, as well as for CE marking. Consequently, for any

# TECHNICAL REGULATIONS

ITALIAN EXHIBITION GROUP  
Providing the future

machinery not CE marked and/or not compliant with the F-Gas Regulation and/or not compliant with the Machinery Directive (Directive 2006/42/EC, implemented in Italy by Legislative Decree 17/2010, which will be replaced as of 20 January 2027 by Regulation (EU) 2023/1230), the Exhibitor shall also assume the obligation and responsibility of providing evidence, with specific "writing" and/or "tag", indicating that those machines/products are not intended for marketing in the EU customs area. IEG has no inspection powers, nor the authority to certify the technical conformity of the machinery/products on display. Hence, IEG will not intervene in this regard, as the only authorities responsible for resolving any disputes and/non-conformities are the designated bodies (e.g. judicial police, customs or market surveillance authorities, forestry police, etc.), with explicit exclusion of intervention by IEG or its collaborators to resolve such disputes. IEG will therefore not be involved in any legal action or compensation claim deriving from the presence of non-compliant, third-party machinery/products at the show.

### 13.3.1 Exception request

Particular operations or displays to be carried out as an exception to the above provisions (the use of pressurized gas tanks, demonstrations with the machinery switched on, display of burners/bioethanol fireplaces, demonstrations for welding and the use of paints or other chemical products, etc.), must be previously authorised by "Fiera di Vicenza" Expo Centre Operations Management and, if necessary, by the Fire Service.

In this case, it is absolutely necessary that "Fiera di Vicenza" Expo Centre Operations Management receives the written request at least 30 days prior to the opening of the show so that it can forward said request to the Vicenza Fire Service in good time.

The Exhibitor must comply, after having received the specific communication, with every provision that Italian Exhibition Group S.p.A. or the Fire Service deem necessary to impose.

The Organiser reserves the right to revoke, at its sole discretion, the authorisation as granted above, should it perceive the possibility of inconveniences of any kind occurring.

### 13.4 FOOD AND DRINK ADMINISTRATION

For food and beverage administration carried out directly by the Exhibitor or a third-party caterer, the flow listed below must be adhered to.

ADMINISTRATION PROVIDED BY THE EXHIBITOR: in this case, only pre-packaged food & beverages may be served (sales are prohibited). The exhibitor must fill in the "communication and indemnity" form in attachment and forward it to [cateringesterni.vi@iegexpo.it](mailto:cateringesterni.vi@iegexpo.it) together with a document illustrating the anti-contagion measures put in place.

ADMINISTRATION BY THIRD-PARTY CATERING: in this case, pre-packaged food & beverages may be administered and there may be on-site handling and preparation (sales prohibited). The exhibitor must fill in the "communication and indemnity" form in attachment and send it to [cateringesterni.vi@iegexpo.it](mailto:cateringesterni.vi@iegexpo.it) together with the letter of assignment to the third-party company. IEG SpA will contact the Exhibitor's supplier in order to manage the relevant technical-administrative

# TECHNICAL REGULATIONS

**ITALIAN EXHIBITION GROUP**  
Providing the future

procedures. The authorisation for this activity shall entail a payment (to be paid by the Catering Company) detailed as follows:

The Company is aware that a fee of € 500 + VAT will be charged for each service provided to each Exhibitor, which includes: examination of the documentation produced and the sending of confirmation and authorisation for the service by Italian Exhibition Group Spa, access to the Expo Centre for the entire duration of the show and the issue of the appropriate pedestrian passes.

The quotation for vehicle entrance will be provided with an estimate.

You are reminded that, besides the currently health and safety regulations in force, also the following provisions must be respected:

- escape routes and security exits must be kept clear of obstacles and any kind of storage;
- the use of ovens and gas stoves and any kind of open flame is forbidden inside the halls;
- any external use of gas tanks must be organised in such a way as to respect the "technical fire prevention indications for the installation and management of markets in public areas with permanent, removable structures and food trucks" no. 3794 of 12/03/2014;
- food preparation areas inside the halls must be equipped with the appropriate hood for extracting fumes and odours.

Should any checks carried out by Italian Exhibition Group reveal that a catering company is inside a stand providing a catering service without this having been declared, and/or occupies a parking space with a vehicle that does not display the pass duly issued, said company will be obliged to pay the unpurchased pass(es).

## 13.5 SOUND EMISSIONS DURING THE SHOWS

During events, noise emissions produced for any reason inside a stand must not exceed 65 dB(A). Any amplification and sound diffusion devices must be directed towards the inside of the stand.

The Organiser may order each Exhibitor (by means of written or verbal communication from their staff) to keep sound levels even lower than the above-mentioned dB(A) if, in the Organiser's sole and indisputable judgement, the level of sound emissions produced by the Exhibitor's equipment or machinery is harmful and/or in any case disturbing to the activities of other operators in the vicinity. The control of sound levels, by means of a phonometer, will be carried out on the perimeter edge of the stand by the Organiser's authorised staff.

In the event of non-compliance with the above provisions, including non-compliance to the possible order to limit the noise to an even lower dB level than those shown in the second paragraph, the Exhibitor will incur the following penalties:

A) verbal warning for the first infringement;

B) written warning for the second infringement;

C) from the third infringement on, the Organiser reserves the right to interrupt the electricity supply (without any right on the part of the participating company to reimbursement or compensation of any

# TECHNICAL REGULATIONS

ITALIAN EXHIBITION GROUP  
Providing the future

kind). At the sole discretion of the Organiser, said interruption in electricity supply will take place with 15 minutes' notice and may last up to a maximum of 3 hours.

The Organiser also reserves the right to take appropriate legal action in order to obtain compensation for damages suffered, since this is a serious breach of contract.

## 13.6 ADVERTISING

The Exhibitor has the right to carry out commercial actions inside its stand exclusively for its own company and the companies it represents. Promotional and advertising initiatives must relate to the type of goods for which the Exhibitor has been admitted to the show.

## 13.7 STAND CLEANING

Exhibitors can book the stand cleaning service for the entire show period or for particular cleaning interventions through Italian Exhibition group S.p.A.'s *official service suppliers* at "Fiera di Vicenza" Expo Centre.

**During jewellery shows, Exhibitors can only use the cleaning service provided by Italian Exhibition Group's official supplier for Vicenza Expo Centre.**

Third party companies, however, that enter "Fiera di Vicenza" Expo Centre during outfitting days, must be delegated by the exhibitor in the show's Reserved Area. Once the delegation has been given, the appropriate documentation required for an entry pass to be issued must be entered.

In any case, cleaning work must be carried out in accordance with the times established by Italian Exhibition Group S.p.A.

The stands must be cleaned at the end of the outfitting; during the days of the show, a high standard of cleanliness and sanitisation must be maintained.

In order to reduce the level of interference risk, for jewellery events, stand cleaning at the end of dismantling will be divided into 2 steps:

- a) THOROUGH CLEANING OF THE EXTERNAL AND HIGH PARTS OF THE STAND (with use of scaffolding and lifting platforms) - must be performed during free set-up days or on booked and authorized paid days
- b) INTERNAL CLEANING OF THE STAND: can also be performed during the last 3 paid set-up days free of charge by following these 2 basic rules:
  - o No operation should be carried out in the aisle
  - o In order to be a free-of-charge operation, it must be the only work in progress (if other work is found to have been carried out, the entire day will be charged).

# TECHNICAL REGULATIONS

ITALIAN EXHIBITION GROUP  
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## 14. MANAGEMENT OF EMERGENCIES

### 14.1 INFORMATION REGARDING "FIERA DI VICENZA" EXPO CENTRE'S EMERGENCY PLAN

In the case of fire or other dangerous situations, Italian Exhibition Group S.p.A. has its own Emergency Plan (which includes all the possible situations and relative behaviour procedures) and an Emergency Management Team as well as a Fire Service Unit and First Aid Team on hand during the show.

Should an emergency situation arise, notification must be given immediately by:

HEALTH ALERT: call 0444969118 or 3440843998

FIRE ALERT: call 0444969115 or 3405448571

In case of emergency, besides the above notification modalities, each Company must make sure that all its workers stay calm and follow the instructions given by the trained staff or over the loud speaker system.

At the hall exit, the Team Leader must check that all the workers have exited the building.

Should the order to evacuate be given, all workers must go towards the nearest indicated security exits without running or using the lifts.

If help is needed during the emergency call, the following information must be provided:

1. location of the event:
  - hall
  - external area
  - offices
2. type of emergency (fire, flood, ...)
3. incident details (damage to persons or things)
4. any injuries and the number of injured persons
5. the name of the caller
6. telephone number
7. status (exhibitor, outfitter,...)
8. other useful details required at the time

In order for the "emergency" event to proceed well, everyone must carry out those few fundamental operations in the right order and, above all, coordinate them with what other people are doing.

**For this purpose, during normal trade show activities (outfitting, show, dismantling), all staff present must comply with the Emergency Procedure outlined in the DUVRI (Interference Risk Assessment Document) and in the Expo Centre's Emergency Plan.**

# TECHNICAL REGULATIONS

ITALIAN EXHIBITION GROUP  
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## 15. PARTICULAR REGULATIONS AT JEWELLERY SHOWS

### 15.1 VEHICLE ENTRY AND GOODS HANDLING

In the event of proven material supply needs, during event days, the loading and unloading of materials must take place at the times described in the show's specific Vademecum.

### 15.2 SECURITY REGULATIONS

You are hereby reminded of the obligation to respect the following regulations:

- check that the security locks at the stand entrances are working and efficient (replace passport type locks with Yale type locks);
- check the internal and external closure of the showcases;
- guarantee that a staff member is always at the stand throughout the day;
- only keep valuables in safes and/or armoured cabinets inside the Exhibition Centre, or engage a custody service from the banks and/or couriers; in no case should cabinets or containers without adequate security features be used;
- it is forbidden to take photographs and film, with any means, of the inside of the Expo Centre or of the stands and goods on display without the prior written consent of Italian Exhibition Group Management and the owner of the stand.

**It is also pointed out that the Exhibitor is obliged to remove, at the end of the Show's opening hours, all the valuables displayed in showcases and place them into suitable custody (safes and armoured cabinets).**

In any case, showcases must:

- guarantee an adequate anti-theft system;
- have a locking system, at least with a key;
- have reinforced sides.

In any case, the Exhibitor is the only custodian of its own stand, of the relative equipment and goods displayed and/or to be displayed throughout the period of the Show (outfitting and dismantling days included).

### 15.3 PROCEDURE FOR HANDLING TRUNKS AND CRATES

For gold and jewellery events, and in reference to the handling of crates (generally used by fitters) and trunks (generally used by exhibitors/shippers), in order to guarantee an adequate balance and fluidity of operations, in line with the closing times of the exhibition, the operational procedure for handling packages must heed to the instructions given in the Exhibition Vademecum on a case-by-case basis.

# TECHNICAL REGULATIONS

ITALIAN EXHIBITION GROUP  
Providing the future

## 15.4 STAND MAINTENANCE ON EXHIBITION DAYS

Due to Public Safety requirements, maintenance interventions on the stands can only be carried out in the morning in the time slot prior to the entry of exhibitors, specifically from 8.00 to 9.30 am. Interventions are not permitted while the event is in progress unless there is an absolute urgency (e.g. security of the stand and valuables).

The interventions mentioned in the previous paragraphs must be approved by Italian Exhibition Group Spa's Operations Office and Security manager by means of an email request to be sent to the following addresses:

[ivan.giachin@iegexpo.it](mailto:ivan.giachin@iegexpo.it)

[securitymanager@iegexpo.it](mailto:securitymanager@iegexpo.it)

[luca.sportiello@iegexpo.it](mailto:luca.sportiello@iegexpo.it)

[annachiara.talin@iegexpo.it](mailto:annachiara.talin@iegexpo.it)

Access to the Expo Centre will necessarily require presenting the appropriate badge for the event, which can be requested from the Exhibitor Technical Assistance Service (SATE), together with the intervention report which must be returned completed and signed.