



CERSAIE
Bologna - Italy

SCHEMA ENTRATE ANTICIPATE

	08/09/2025	09/09/2025	10/09/2025	11/09/2025	12/09/2025	13/09/2025	14/09/2025
HALL	7.00-20.00	7.00-20.00	7.00-20.00	7.00-20.00	7.00-20.00	7.00-20.00	7.00-20.00
16							
18							
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37							



DIVIETO D'ACCESSO



ACCESSO PER SOLO
SCARICO



SOLO
ALLESTIMENTO



ACCESSO PER SCARICO E
ALLESTIMENTO



DOMENICA A
PAGAMENTO

**CERSAIE**

Bologna - Italy

Salone Internazionale della Ceramica per l'Architettura e dell'Arredobagno

22 / 26 - 09 - 2025

Regolamento tecnico di manifestazione

RIFERIMENTI

- Per "BolognaFiere" si intende BolognaFiere spa con sede in Bologna, Viale della Fiera n. 20.
- Per "Organizzatore" si intende EDI.CER. spa Società Unipersonale con sede in Sassuolo (Modena), Viale Monte Santo n. 40.

1 AVVERTENZE PRELIMINARI

- I moduli citati nel presente Regolamento Tecnico di Manifestazione sono contenuti **nella Sezione Moduli** raggiungibile dal sito internet www.cersaie.it - ESPORRE - Servizi On-line.
- Per "Salone o "Manifestazione" si intende Cersaie 2025.
- Per «posteggio» o «stand» si intende lo spazio assegnato all'Espositore per la presentazione dei propri prodotti o servizi.
- Per "Quartiere" si intende il Quartiere Fieristico di Bologna.
- Per «Hall» si intende il padiglione all'interno del quale sono ubicati i posteggi.
- Per "prefiera" e "postfiera" si intendono i periodi rispettivamente di allestimento e di smontaggio stand.

2 DISPOSIZIONI GENERALI

Agli Espositori e ai Visitatori è fatto divieto di sostare all'interno del Quartiere Fieristico oltre gli orari indicati nei successivi punti 2.A, 2.C, 2.D.

2.A - DATA DI SVOLGIMENTO, SEDE ED ORARIO DEL SALONE

Cersaie - Salone Internazionale della Ceramica per l'Architettura e dell'Arredobagno, avrà luogo dal 22 al 26 settembre 2025 nel Quartiere Fieristico di Bologna con il seguente orario per i Visitatori: da lunedì 22/09/2025 a giovedì 25/09/2025 dalle ore 9,00 alle ore 19,00 e venerdì 26/09/2025 dalle ore 9,00 alle ore 18,00. Gli Espositori potranno accedere agli stand nei seguenti orari:

ORARI DI APERTURA DEL SALONE PER GLI ESPOSITORI	DATA			ORARIO
	Lunedì	22	settembre	7,30-19,30
	Martedì	23	settembre	
	Mercoledì	24	settembre	8,00-19,30
	Giovedì	25	settembre	
	Venerdì	26	settembre	8,00-18,00

2.B - ACCESSO AL QUARTIERE NEI PERIODI DI ALLESTIMENTO E SMONTAGGIO DEGLI STAND

Durante le fasi di allestimento e disallestimento tutto il Quartiere Fieristico è AREA DI LAVORO. Sarà VIETATO, pertanto, l'accesso a chiunque non indossi le calzature antinfortunistiche.

Simbologia	Indicazione
	Calzature di sicurezza

Per poter accedere al Quartiere Fieristico durante i periodi di allestimento e di smontaggio, gli Espositori dovranno accreditarsi sul sito cersaie.befair.eu, raggiungere il link "PASS" e creare i titoli di accesso per il proprio personale e i propri mezzi da mostrare agli ingressi.

Per attivare detta procedura, gli Espositori dovranno fare utilizzo delle credenziali scelte dall'utente al primo accesso al sistema, seguendo le indicazioni fornite tramite mail, che rimarranno valide per le edizioni future. Saranno gli stessi Espositori ad autorizzare gli eventuali Incaricati (allestitori, fornitori, corrieri, ecc...), assegnando loro una pratica a seguito della quale l'Incaricato riceverà una mail automatica dal sistema con le credenziali per accedere al Portale Pass.

È fatto espresso divieto agli Espositori di emettere titoli di accesso al Quartiere Fieristico per soggetti diversi dai propri allestitori/fornitori/personale durante il periodo di montaggio e di smontaggio degli stand.

L'Incaricato potrà poi procedere ad inserire i nominativi del proprio personale e le targhe dei propri mezzi per stampare i pass necessari all'ingresso al Quartiere Fieristico nei soli giorni di allestimento e disallestimento. Qualora Espositori/Incaricati non visionassero la documentazione ivi pubblicata, tra cui il D.U.V.R.I., non potranno stampare i pass di ingresso per l'accesso al Quartiere Fieristico.

Non è mai consentito l'accesso al Quartiere Fieristico a persone e mezzi sprovvisti di pass e dei dispositivi di sicurezza indicati nel presente articolo, oltre che per finalità diverse dal montaggio e smontaggio degli stand. Eventuali mezzi sprovvisti che dovessero consegnare merci (corrieri compresi) potranno depositarle presso il magazzino di deposito CFP - Via Maserati 20/c con orario 8.00-12.00/13.00-17.00. Il servizio di deposito è a pagamento e dovrà essere prenotato attraverso la piattaforma cersaie.befair.eu di BolognaFiere o, per richieste particolari, inviando una mail a vendite@bolognafiere.it. Secondo quanto previsto dalla vigente normativa in materia di salute e sicurezza sul lavoro, l'Espositore è responsabile di verificare il possesso dei requisiti tecnico-professionali delle aziende Incaricate, di tutte le imprese esecutrici e dei lavoratori autonomi incaricati che, in suo nome, interverranno nel Quartiere Fieristico.

Gli Espositori e i propri allestitori/fornitori, che non si accrediteranno a tale sito, e non esibiranno i documenti di ingresso, non saranno autorizzati ad accedere al Quartiere Fieristico, nei periodi di allestimento e disallestimento della manifestazione.

BolognaFiere e l'Organizzatore potranno definire, anche ai fini della normativa sulla sicurezza del lavoro, particolari criteri di accesso al Quartiere Fieristico durante i lavori di allestimento e di disallestimento, nonché limitare l'accesso dei mezzi e/o prevedere addebiti in caso di permanenza dei mezzi fuori dagli spazi e/o dai tempi definiti da BolognaFiere. I fornitori/trasportatori che accederanno al Quartiere Fieristico, per conferire materiale su incarico dell'Espositore, dovranno essere in possesso anche di apposito Documento Di Trasporto (DDT) recante i dati identificativi dell'Espositore di interesse, quali: ragione sociale dell'Espositore, padiglione, stand.

L'accesso degli autoveicoli e degli automezzi da trasporto e di sollevamento all'interno dei padiglioni è vietato: uniche eccezioni ammesse sono i carrelli elevatori elettrici, nonchè i mezzi esplicitamente autorizzati da BolognaFiere e/o dal personale di controllo dei padiglioni. È inoltre vietato l'accesso dei carrelli elevatori all'interno dei padiglioni provvisori provvisti di pedana.

Agli Espositori ed agli Incaricati operanti per loro conto, è vietato utilizzare, all'interno del Quartiere Fieristico, carrelli elevatori, gru semoventi, piattaforme aeree ecc., di loro proprietà. Possono essere richieste deroghe, motivandole adeguatamente, alla Divisione Operations di BolognaFiere, previa consegna della certificazione di idoneità dei mezzi che si intende utilizzare e del personale conducente. In caso di autorizzazione, ai richiedenti verrà addebitato un importo come rimborso costi amministrativi e di controllo per la gestione di tali autorizzazioni. Per le condizioni si fa riferimento alla sezione on-line di "richiesta analisi e documentazione da presentare per l'utilizzo dei propri carrelli elevatori e mezzi da traino" presente nella [piattaforma cersaie.befair.eu](http://piattaforma.cersaie.befair.eu).

In caso di introduzione ed utilizzo di mezzi di sollevamento senza preventiva autorizzazione, BolognaFiere effettua il blocco immediato del mezzo e ne richiede l'allontanamento dal Quartiere Fieristico.

Non è possibile noleggiare automezzi da trasporto dotati di braccio gru senza operatore, ed è necessario, per operare all'interno dei padiglioni, che questo tipo di mezzi siano dotati di tubazioni atte allo smaltimento dei fumi di scarico dei motori all'esterno dei padiglioni stessi.

La sosta nelle adiacenze dei padiglioni dovrà essere limitata al tempo strettamente necessario alle operazioni di scarico e carico di merci ed attrezzature. I veicoli non utilizzati per tali operazioni dovranno essere sistemati nelle zone riservate al parcheggio. In particolare non sono consentiti lo scarico e la sosta di contenitori o parti staccabili di veicoli non semoventi.

Per quanto riguarda la circolazione sulle strade extraurbane dei veicoli commerciali con peso complessivo superiore a t. 7,5 è necessario fare riferimento agli aggiornamenti normativi che saranno in vigore al momento in cui avverrà il trasporto.

Resta comunque confermato che domenica 21 settembre, vigilia di Manifestazione, dopo l'orario di chiusura serale, nessun veicolo potrà restare parcheggiato all'interno del Quartiere Fieristico.

Durante i periodi di allestimento e smontaggio l'accesso al Quartiere Fieristico sarà interdetto a qualsiasi tipo di autoveicolo un'ora prima della chiusura serale.

Inoltre è tassativamente vietata, per motivi di sicurezza, la sosta dei veicoli all'interno del Quartiere Fieristico durante gli orari di chiusura dello stesso. In caso di permanenza non autorizzata BolognaFiere provvederà ad attivarsi per ottenere la rimozione forzata dei veicoli al di fuori del Quartiere Fieristico, a rischio e spese del proprietario del veicolo medesimo. Per informazioni il trasgressore potrà rivolgersi all'ufficio Vendite – Centro Servizi Blocco D 1° piano.

2.C - CONSEGNA DEGLI STAND E ORARI DI ACCESSO

Gli stand saranno messi a disposizione degli Espositori secondo le date e gli orari di seguito riportati:

HALL	DATA			ORARIO
14 - 15 - 16	Lunedì	15	settembre	7,00-20,00
18 - 19 - 20	Martedì	16	settembre	
21 - 22 - 25	Mercoledì	17	settembre	
26 - 28 - 29	Giovedì	18	settembre	
30 - Mall	Venerdì	19	settembre	
31 - 31A - 32	Sabato	20	settembre	7,00-16,00
33 - 35 - 36				
- 37 - Area esterna 49	Domenica	21	settembre	

ATTENZIONE: il giorno 21 settembre i lavori di allestimento dovranno terminare tassativamente entro le ore 16,00; dalle ore 16,00 e fino alle ore 18,00 potranno essere effettuati solo lavori di pulizia dello stand.

Dopo le ore 18,00 di domenica 21 settembre, all'interno del Quartiere Fieristico, non sarà consentita la presenza di Espositori o loro incaricati e BolognaFiere potrà, oltre che allontanare i trasgressori, anche applicare una penale a carico dell'Espositore inadempiente.

L'Espositore dovrà assicurarsi che l'allestitore prescelto si impegni al rispetto del suddetto termine, inserendo nel contratto la clausola dei tempi di realizzazione.

2.D - ALLONTANAMENTO DEI CAMPIONARI E DEGLI ALLESTIMENTI - RICONSEGNA DEGLI STAND

L'orario di accesso per l'allontanamento dei campionari e degli allestimenti dal Quartiere Fieristico sarà il seguente:

ORARIO DI ACCESSO PER L'ALLONTANAMENTO DEI CAMPIONARI E DEGLI ALLESTIMENTI				
HALL	DATA			ORARIO
14 - 15 - 16	Sabato	27	settembre	7,00-20,00
18 - 19 - 20	Domenica	28	settembre	
21 - 22 - 25	Lunedì	29	settembre	
26 - 28 - 29 - 30	Martedì	30	settembre	7,00-16,00
Mall - 31 - 31A - 32 - 33 - 35 - 36 - 37	Mercoledì	1	ottobre	
AREE ESTERNE 49	Sabato	27	settembre	7,00-20,00
	Domenica	28	settembre	7,00-20,00
	Lunedì	29	settembre	7,00-19,00

Lo sgombero degli stand, ovunque ubicati dovrà essere completato come segue:

TERMINI TASSATIVI PER LO SGOMBERO DEL QUARTIERE FIERISTICO	
AREE 49	entro le ore 19,00 del 29 settembre 2025
HALL 14 - 15 - 16 - 18 19 - 20 - 21 - 22 25 - 26 - 28 - 29 30 - Mall - 31 - 31A 32 - 33 - 36 - 37	entro le ore 16,00 dell'1 ottobre 2025

Qualora l'allontanamento di tutti i materiali presenti all'interno del Quartiere Fieristico, sia allestitivi che espositivi, non avvenisse entro il termine sopra indicato, BolognaFiere provvederà d'ufficio a sgomberare il materiale e ad avviarlo presso gli impianti di smaltimento o trattamento dei rifiuti. L'Espositore sarà tenuto

al rimborso di tutte le spese dirette ed indirette sostenute per lo sgombero e lo smaltimento/trattamento, oltre ad una penale da € 2.500,00 a € 15.000,00 (da Euro duemilacinquecento/00 a Euro quindicimila/00) come riportato dalla seguente tabella:

Quantità materiali	Importo penale
da m³ 1 a m³ 3	€ 2.500,00
da m³ 3,5 a m³ 6	€ 5.000,00
da m³ 6,5 a m³ 10	€ 10.000,00
oltre 10 m³	€ 15.000,00

e fatti salvi eventuali ulteriori rimborsi per maggiori danni e ferma la facoltà per l'Organizzatore di escluderlo dalla partecipazione alle future edizioni del Salone. La rimozione dei rifiuti, derivanti dall'allestimento e dal disallestimento dello stand, è a carico dell'Espositore.

2.E - MODALITÀ DI PAGAMENTO

Il pagamento dei corrispettivi dovuti per la partecipazione al Salone dovrà essere effettuato nei tempi e nei modi previsti dalla domanda di partecipazione. La "dichiarazione di riconsegna del posteggio", obbligatoria, non potrà essere accolta per gli Espositori che non abbiano proceduto al saldo di ogni propria posizione debitoria, diretta o indiretta, nei confronti di BolognaFiere e dell'Organizzatore. Tale dichiarazione non costituirà quietanza di pagamento degli importi dovuti per la partecipazione al Salone.

2.F - SORVEGLIANZA CONTRO I FURTI

- RESPONSABILITÀ PER FURTI E DANNI - ASSICURAZIONI

Come previsto dall'art.12 delle "Condizioni Generali di Partecipazione" al Salone, durante l'orario di apertura dei padiglioni l'Espositore dovrà vigilare il proprio stand direttamente o attraverso proprio personale. BolognaFiere, pur provvedendo per tutta la durata del Salone e per tutti i giorni previsti per l'allestimento e lo sgombero degli stand ad un servizio generale di vigilanza diurna e notturna all'interno del Quartiere Fieristico negli orari di chiusura al pubblico ed agli Espositori, è esonerato, come anche l'Organizzatore, da ogni e qualsiasi responsabilità in ordine a furti e/o danni che dovessero verificarsi a scapito dell'Espositore. L'Espositore assume a proprio esclusivo carico ogni responsabilità in ordine ai danni o furti che dovessero verificarsi durante l'allestimento, lo svolgimento del Salone ed il disallestimento.

L'Espositore sarà responsabile anche verso BolognaFiere di tutti i danni diretti ed indiretti che per qualsiasi causa siano attribuibili a lui od a personale per suo conto operante (ivi compresi i danni provocati dagli allestimenti o dagli impianti eseguiti in proprio o da terzi da lui incaricati, ancorché collaudati da BolognaFiere).

Il risarcimento dei danni dipendenti da furto o danneggiamenti che dovessero verificarsi nei confronti dell'Espositore anche al di fuori dell'orario di apertura dei padiglioni (ivi compresi tutti i giorni previsti per l'allestimento e lo sgombero degli stand) avverrà solo tramite coperture assicurative e nei limiti/condizioni ivi previsti.

Come previsto dall'art.13 delle "Condizioni Generali di Partecipazione" al Salone, l'Espositore beneficerà delle seguenti assicurazioni stipulate da BolognaFiere e concordate con l'Organizzatore:

- garanzia All Risks (inclusi incendio e furto) per danni materiali e diretti ad arredamento, allestimento, attrezzature e merci nello stand, esclusi denaro, valori, preziosi e simili ed escluso il software installato su elaboratori elettronici ed esclusi i danni da mancato uso dell'arredamento, dell'allestimento, delle attrezzature e delle merci durante il periodo di svolgimento del Salone: copertura € 40.000,00 a primo rischio assoluto (inclusi incendio e furto), con franchigia assoluta di € 300,00 per ogni danno elevata ad € 600,00 per i danni verificatisi dopo la chiusura della manifestazione (in fase di disallestimento).
- garanzia per Responsabilità Civile Verso Terzi, comprendente i danni da incendio: massimale unico € 50.000.000,00;
- garanzia per Responsabilità Civile verso prestatori di lavoro: massimale per sinistro € 3.000.000,00 con limite di € 2.000.000,00 per persona;
- rinuncia da parte dell'Assicuratore ad ogni rivalsa verso tutti gli Espositori, l'Organizzatore e BolognaFiere.

Le coperture assicurative sopra indicate sono disciplinate dalle condizioni e limitazioni riportate nel **Modulo S** (Polizza assicurativa integrativa).

Dette coperture non escludono la responsabilità dell'Espositore per tutti i rischi che secondo l'autonoma valutazione dell'Espositore non fossero garantiti o che superassero i limiti di copertura sopra riportati. L'Espositore stesso dovrà provvedere alle opportune coperture integrative per le quali potrà avvalersi del predetto Modulo S.

In particolare, in funzione dell'esistenza di un sistema di videosorveglianza, l'Espositore prende atto che, in caso di furto, la relativa denuncia alla Pubblica Autorità deve pervenire all'Assicuratore entro sette giorni dalla

conclusione della manifestazione e che il mancato rispetto del termine può comportare la perdita del diritto all'indennizzo.

L'assicuratore curerà anche la gestione dei sinistri e le procedure di liquidazione al termine della manifestazione. In ogni caso l'Espositore si obbliga ad inserire nelle coperture integrative la rinuncia dell'assicuratore ad ogni azione di rivalsa verso gli Espositori, l'Organizzatore e BolognaFiere, ed in difetto dovrà tenerli sollevati da ogni azione che dovesse essere svolta nei loro riguardi.

Preso atto di quanto sopra, l'Espositore, comunque, (per sé e per i propri collaboratori od incaricati) espressamente esonera l'Organizzatore e BolognaFiere da ogni responsabilità per perdite od avarie che per qualsiasi ragione dovessero verificarsi nello spazio espositivo assegnatogli, durante lo svolgimento del Salone o durante l'allestimento e disallestimento dello stand, e di quanto ivi si trova, ed assume a proprio carico la responsabilità degli eventuali danni causati anche a terzi dalla gestione dello spazio espositivo o da quanto immesso nello stesso, e non coperti nei termini e modi sopra indicati o attivati dall'Espositore stesso.

L'Organizzatore e BolognaFiere declinano ogni responsabilità per danni consequenziali, danni di immagine, perdite di fatturati, ecc. Anche per i danni diretti l'Espositore accetta che l'Organizzatore e BolognaFiere limitino la propria responsabilità ai limiti e massimali delle coperture assicurative sopra riportati. L'Espositore accetta tali limitazioni di responsabilità.

2.G - PRESENZA SULLO STAND

L'Espositore dovrà assicurare la presenza nel posteggio di personale commerciale qualificato, per tutta la durata del Salone e per l'intero orario giornaliero; inoltre è fatto obbligo all'Espositore di non rimuovere i prodotti esposti prima del termine del Salone. In difetto di quanto sopra, all'Espositore inadempiente l'Organizzatore si riserva di applicare una penale di € 5.000,00 (Euro cinquemila/00) ferma la facoltà dello stesso di escluderlo dalla partecipazione alle future edizioni del Salone.

3 ALLESTIMENTI E DIVIETI

3.A - DISPOSIZIONI PER L'ALLESTIMENTO DEGLI STAND

Per la realizzazione dell'allestimento dello stand assegnatogli, l'Espositore deve richiedere preventiva autorizzazione a BolognaFiere.

BolognaFiere si riserva il diritto di non consentire il montaggio degli allestimenti che non siano stati preventivamente autorizzati.

L'Espositore deve compilare e consegnare, ai destinatari incaricati, tutte le documentazioni e dichiarazioni previste nel presente Regolamento e nei moduli obbligatori presenti nella Sezione Moduli raggiungibile dal sito internet www.cersaie.it - ESPORRE - Servizi On-line; la mancata consegna dei moduli obbligatori, nei tempi e nei modi in essi indicati, attribuirà a BolognaFiere e all'Organizzatore, operanti anche disgiuntamente, la possibilità di adottare i provvedimenti più opportuni - inclusa la chiusura dello stand - per garantire le condizioni di sicurezza, ferma restando ogni responsabilità civile e penale a carico dell'Espositore.

L'Espositore prende atto che il Quartiere Fieristico è assimilato ai **locali di pubblico spettacolo** e si impegna a rispettare e far rispettare dai suoi dipendenti e dai collaboratori la relativa normativa ed a sottostare a tutte le prescrizioni e formalità previste per tali locali.

Sarà facoltà di BolognaFiere richiedere l'intervento della Commissione Provinciale di Vigilanza sui locali di Pubblico Spettacolo per il nulla osta allo svolgimento del Salone. L'Espositore dovrà in ogni caso attenersi alle prescrizioni che il Servizio Sicurezza di BolognaFiere impartirà all'Espositore per consentire l'utilizzo dello stand.

L'Organizzatore e BolognaFiere, anche disgiuntamente, si riservano il **diritto di far modificare o rimuovere gli allestimenti e gli impianti che non rientrino nelle previsioni e prescrizioni riportate nel presente Regolamento e in tutti i documenti di Manifestazione prodotti da BolognaFiere**. Ogni responsabilità in ordine alla statica e alla conformità dei materiali di allestimento alla normativa antincendio attualmente in vigore, agli allestimenti, all'esecuzione e conduzione degli impianti ed agli eventuali danni che dovessero subire persone o cose di proprietà di BolognaFiere, dell'Organizzatore o di terzi è a carico esclusivamente dell'Espositore, il quale esonera espressamente l'Organizzatore e BolognaFiere per i danni che potrebbero derivare a causa di difetti di progettazione e di costruzione.

In virtù del contratto di partecipazione sottoscritto, l'Espositore è l'unico referente responsabile nei confronti dell'Organizzatore e di conseguenza anche nei confronti di BolognaFiere, proprietaria dei locali. L'inosservanza delle presenti norme e di quelle in materia riportate nelle "Condizioni Generali di Partecipazione" al Salone, dà diritto a BolognaFiere a prendere provvedimenti cautelativi nei confronti dell'Espositore che potranno comportare, nel caso fossero adottate misure integrative delle condizioni globali di sicurezza, **l'addebito delle corrispondenti spese, che preventivamente sono valutate non inferiori a 20,00 €/m² di stand locato**

od all'ingiunzione di smobilitazione parziale o totale dello stand e la dichiarazione di non agibilità dello stand stesso ed inoltre la facoltà dell'Organizzazione di applicare le disposizioni riportate nell'Art. 22 delle Condizioni Generali di Partecipazione.

L'inosservanza delle norme di sicurezza può comportare la denuncia dell'Espositore all'autorità giudiziaria.

3.B - RICHIESTA DI AUTORIZZAZIONE ALL'ALLESTIMENTO DEGLI STAND

L'Espositore, per realizzare l'allestimento dello stand assegnatogli, deve richiedere preventiva autorizzazione a BolognaFiere, come precisato al successivo punto 3.B.1.

Qualora la richiesta di autorizzazione venisse accolta da parte di BolognaFiere, l'Espositore si impegna a realizzare l'allestimento in conformità al progetto autorizzato, apportando le eventuali modifiche richieste da BolognaFiere al momento dell'approvazione.

L'autorizzazione all'esecuzione del progetto, rilasciata direttamente da BolognaFiere:

- non comporta approvazione del progetto stesso sotto l'aspetto della sicurezza; la rispondenza del progetto alle norme di sicurezza vigenti è di esclusiva responsabilità del progettista
- non esime il progettista od un proprio incaricato dall'effettuare un sopralluogo nell'area dove sarà ubicato lo stand, al fine di prendere diretta conoscenza di eventuali impedimenti esistenti in loco, atti a condizionare la progettazione dello stand (impianti tecnologici e relativi spazi di rispetto, altezza delle strutture fisse sovrastanti lo stand, ecc.); di questi impedimenti il progettista dovrà tenere conto in fase di progettazione dell'allestimento. Qualora successivamente all'approvazione del progetto o in fase di montaggio emergessero delle problematiche non rilevabili dai disegni tecnici presentati, BolognaFiere si riserva la possibilità di inviare ulteriori comunicazioni o prescrizioni di modifica dell'allestimento.

A tutte le richieste di autorizzazione pervenute entro la scadenza fissata, BolognaFiere darà riscontro scritto positivo o chiederà che siano apportate al progetto opportune modifiche che saranno contestualmente indicate. BolognaFiere si riserva il diritto di non consentire il montaggio degli allestimenti che non siano stati preventivamente autorizzati.

3.B.1 - ADEMPIMENTI PER LA RICHIESTA DI AUTORIZZAZIONE ALL'ALLESTIMENTO DELLO STAND

L'Espositore deve richiedere l'autorizzazione a BolognaFiere, inviando il Modulo H, debitamente compilato, entro la data di scadenza all'indirizzo riportato in calce al modulo stesso. Inoltre, l'Espositore deve:

- provvedere alla nomina del **Responsabile per la sicurezza** dello stand, figura designata dall'Espositore, la quale, ai fini della sicurezza, assume nei confronti di BolognaFiere, dell'Organizzatore e dei terzi ogni responsabilità connessa alla predetta attività di sicurezza;
- indicare un referente dell'azienda espositrice per l'allestimento
- individuare la ditta che sarà incaricata dell'allestimento dello stand ed un suo referente, qualora l'Espositore non provvedesse direttamente con proprio personale;
- inviare, unitamente al Modulo H, all'indirizzo mail tecnico1@bolognafiere.it il progetto dell'allestimento nelle modalità indicate al p.to 3.B.2., e la copia della contabile bancaria (Ricevuta bonifico) del pagamento per il collaudo (come da tabella al p.to 3.B.3).

Successivamente l'Espositore dovrà compilare tutti gli altri moduli citati nel predetto Modulo H, inviandoli entro la data ed all'indirizzo riportati in calce a ciascun modulo.

Inoltre a fine montaggio e comunque entro la fine dell'ultimo giorno di allestimento vi è l'obbligo di invio di una dichiarazione di corretto montaggio mediante la trasmissione del **Modulo I 2**.

3.B.2 - PROGETTO E DOCUMENTAZIONE TECNICA

Il progetto deve contenere:

- planimetrie, prospetti e sezioni quotate, assonometria e/o render 3D. In particolare dovranno essere evidenziati e quotati tutti gli elementi di allestimento incluse pedane, insegne, standardi e simili;
- planimetria dell'eventuale posizione di quadri elettrici e allacci idrici. L'invio di questa planimetria potrà avvenire anche a seguito dell'approvazione del progetto e comunque entro dieci giorni dall'inizio dei montaggi.

Il progetto deve essere firmato e timbrato da un tecnico abilitato ai sensi della legge italiana.

Qualora l'allestimento prevedesse le seguenti strutture:

- strutture tralicciate (tipo "Americana"), con sviluppo complessivo superiore a m 32,00 o con luce strutturale libera superiore a m 8,00

- strutture orizzontali metalliche o di materiale diverso con luce strutturale libera superiore a m 4,50 o, se di materiale lapideo, con luce strutturale libera superiore a m 2,50
- strutture coperte in aree esterne aventi superficie superiore ai 75 m²
- sistemi espositivi di materiale ceramico e/o lapideo

è inoltre necessario presentare anche la **Relazione di calcolo** delle strutture interessate, anch'essa firmata e timbrata da tecnico abilitato, comprendente le condizioni di carico che si verificheranno durante le fasi di utilizzo, montaggio e smontaggio in base alla metodologia di costruzione prevista e la descrizione dettagliata di tutti i materiali componenti l'opera.

L'invio della Relazione di calcolo potrà avvenire, se dichiarato sul Modulo H, anche a seguito dell'invio del progetto entro il **2 settembre 2025**.

Per le strutture americane noleggiate da BolognaFiere, i documenti di cui sopra saranno predisposti a cura di BolognaFiere stessa e quindi non a carico dell'Espositore.

Nel caso di mancato invio della documentazione richiesta, non verrà concessa l'autorizzazione all'allestimento dello stand.

3.B.3 - COSTI COLLAUDO ALLESTIMENTI E ALTRI ONERI

Per tutti gli allestimenti è obbligatorio il collaudo statico che verrà effettuato esclusivamente da un tecnico abilitato incaricato da BolognaFiere, con oneri a carico dell'Espositore e rilevabili dalla seguente tabella (tabella 1):

Superficie dello stand	Importo unitario
fino a m ² 100	€ 178,00 + IVA
da m ² 101 a m ² 200	€ 284,00 + IVA
da m ² 201 a m ² 400	€ 442,00 + IVA
oltre m ² 400	€ 760,00 + IVA

Agli Espositori che presenteranno oltre il **11 luglio 2025** il Modulo H (Richiesta di autorizzazione all'allestimento dello stand) e/o il progetto dell'allestimento timbrato e firmato da tecnico abilitato, verrà applicato un addebito pari al **doppio delle tariffe pattuite** per il collaudo statico, come di seguito riportate (tabella 2):

Superficie dello stand	Importo unitario
fino a m ² 100	€ 356,00 + IVA
da m ² 101 a m ² 200	€ 568,00 + IVA
da m ² 201 a m ² 400	€ 884,00 + IVA
oltre m ² 400	€ 1.520,00 + IVA

Qualora non vengano consegnati il progetto timbrato e firmato da tecnico abilitato e la relazione di calcolo, solo ove necessaria, BolognaFiere provvederà d'ufficio con una valutazione di compatibilità ai Regolamenti applicando l'addebito di **520,00 euro oltre IVA**, oltre ai costi di collaudo. Sarà altresì applicato un onere di verifica e gestione della mancata trasmissione da un minimo di **€ 1.000,00 euro oltre IVA a un massimo di € 5.000,00 euro oltre IVA**. I tecnici di BolognaFiere verificheranno l'evoluzione dell'allestimento in tempo reale riservandosi la possibilità di interrompere le operazioni in qualsiasi momento in caso di pregiudizio delle condizioni di sicurezza.

Qualora, durante la fase di allestimento, BolognaFiere valutasse che la struttura non risponda ai requisiti richiesti, o individuasse situazioni di precarietà, potrà richiedere il tempestivo adeguamento come previsto nelle "Condizioni Generali di Partecipazione".

Nel caso di gravi inadempienze che possono comportare situazioni di pericolo BolognaFiere e l'Organizzatore valuteranno la possibilità di vietare l'apertura al pubblico dello stand.

3.C - PROGETTAZIONE E COSTRUZIONE DEGLI STAND

La normativa di riferimento per la progettazione e costruzione degli stand è esclusivamente quella vigente nella Repubblica Italiana.

Il Quartiere Fieristico è assimilato ai **locali di pubblico spettacolo** e pertanto sono da applicarsi tutte le norme che a tale destinazione si riferiscono; ciò vale sia per stand in padiglione sia per stand in aree esterne.

L'allestimento dello stand deve essere contenuto entro la superficie assegnata, rilevabile dalla documentazione tecnica inviata all'Espositore unitamente alla conferma di partecipazione. In loco l'area assegnata sarà individuabile mediante nastri adesivi a terra. Ove non esistano altri elementi di riferimento l'allestimento non dovrà superare il piano ideale passante per l'asse mediano delle piastre collocate a terra ai limiti dello stand.

L'allestimento ed i relativi impianti debbono essere costruiti a perfetta regola d'arte nel rispetto delle norme in materia di salute e sicurezza sul

lavoro, di prevenzione incendi e nel rispetto delle norme inerenti all'abbattimento delle barriere architettoniche; dovrà essere presa visione anche del **Fascicolo Sicurezza e della Sezione Moduli** raggiungibile dal sito internet **www.cersaie.it** - ESPORRE - Servizi On-line, nonché di quanto riportato al punto 4. "Sicurezza" e al punto 6. "Servizi Tecnici" del presente Regolamento. Nella realizzazione degli stand espositivi le aziende allestitrici dovranno considerare la presenza di pubblico e quindi dovranno studiare soluzioni che, nel rispetto delle normative vigenti, garantiscano la sicurezza del pubblico e degli Espositori.

Lo stand deve essere costituito da elementi prefabbricati e finiti, così da richiedere in Fiera operazioni di semplice assemblaggio e ritocco finale; BolognaFiere e l'Organizzatore si riservano la facoltà di far sospendere i lavori di allestimento nei casi in cui questi potessero arrecare danno a persone e/o cose ovvero disturbo agli Espositori circostanti.

3.C.1. - ALTEZZA DEGLI ALLESTIMENTI

All'interno dei padiglioni l'altezza dell'allestimento dovrà essere obbligatoriamente di metri 4,00, fatta eccezione per il padiglione 34 in cui l'altezza consentita è di metri 3,50 mentre nelle aree esterne l'allestimento non potrà superare l'altezza massima di metri 6,00, laddove possibile. In alcuni padiglioni esistono impedimenti fissi che non consentono ad alcuni stand di raggiungere l'altezza di metri 4,00.

L'altezza è misurata tenendo conto anche di eventuali pedane, tralicci, insegne, standardi, pennoni e similari.

3.C.2. - STAND CONTIGUI

Il retro delle pareti a confine con altri stand deve essere rifinito e verniciato con colore neutro.

È vietata l'installazione di insegne e cartellonistica rivolte verso stand contigui.

3.C.3. - PARETI VETRATE

Qualora l'allestimento comprendesse anche pareti vetrate poste a diretto contatto con il pubblico, dette pareti devono essere conformi al Regolamento Prodotti da Costruzione UE n. 305/2011 recepito con il D.Lgs. n. 16 del 16.06.2017 nonché successive modifiche ed integrazioni. Le pareti vetrate di grandi dimensioni, con funzione portante, devono essere integrate con l'idonea struttura di supporto (es. telaio metallico).

3.C.4. - ACCESSO E ALTEZZA DELLE PEDANE E DEI SOPPALCHI

È fatto divieto di costruire pedane o soppalchi che superino l'altezza di metri 0,70 dal piano di appoggio dello stand. Nella elaborazione del progetto di allestimento, l'Espositore è tenuto a rispettare le norme inerenti l'abbattimento delle barriere architettoniche.

Ogni pedana deve essere raccordata al pavimento del padiglione, nei passaggi destinati al pubblico con gradini di adeguata altezza e pedata e con almeno uno scivolo di pendenza non superiore all'8%. Ogni posteggio dotato di pedana deve essere accessibile con almeno uno scivolo. Gradini o scivoli non devono ingombrare i percorsi del pubblico in corsia.

3.C.5. - ACCESSIBILITÀ DEI PUNTI DI EROGAZIONE DI ENERGIA ELETTRICA E IDRICA

I punti di erogazione dell'energia elettrica e idrica (botole, cunicoli, quadri) devono essere accessibili ed ispezionabili e comunque liberi per permettere l'allacciamento e successive verifiche da parte del personale preposto al servizio da BolognaFiere. Nel progetto di allestimento deve essere evidenziato il punto individuato per l'allacciamento. È possibile inviare richiesta di informazioni a: **tecnico1@bolognafiere.it**.

3.C.6. - COPERTURE E CIELINI

Nei padiglioni 14 - 15 - 16 - 18 - 21 - 22 - 25 - 26 - 28 - Mall - 33 - 34 e parzialmente nei padiglioni 29 - 30 - 37 sono ammesse coperture degli stand solo se realizzate con cielini a maglia larga che consentano il corretto uso dell'impianto antincendio a pioggia (sprinkler) e di condizionamento dell'aria.

3.C.7. - APPENDIMENTI E ANCORAGGI

Appendimenti e ancoraggi sono possibili **solo nei pad. 14-15-16-18-19-28-29-30-36-37**. I punti di appendimento o ancoraggio alle strutture dei padiglioni potranno essere realizzati **esclusivamente** a cura di BolognaFiere, tramite il proprio fornitore ufficiale, che eseguirà anche il collaudo degli stessi. Inviare richiesta di fattibilità tramite mail a **appendimenti@henoto.com**.

3.C.8. - CARICHI SOSPESI E RELATIVI SISTEMI DI SOSPENSIONE

I carichi sospesi ed i relativi sistemi di sospensione, devono essere realizzati secondo quanto previsto dalla Lettera Circolare del Ministero dell'Interno del 01/04/2011 e della Circolare n. 15985 del 30 Ottobre 2023, ovvero prevedendo, oltre al sistema di collegamento principale (es.

tirante, fascia, fune, catena, asta), anche un collegamento di sicurezza (p.e. tirante, fascia, fune, catena, sistemi estensibili anticaduta, ecc). Per "carichi sospesi" devono intendersi strutture americane (semplici o tipo "ring") o altre tipologie di travi/strutture e tutti i relativi carichi (a titolo non esaustivo ma esemplificativo: schermi, proiettori, casse audio, fari, motori per il sollevamento di altre sotto-strutture, ecc) che siano vincolati a una struttura superiore o inferiore o tramite un organo di sollevamento. Gli elementi di cui sopra devono essere in possesso di tutte le documentazioni di cui alla citata Lettera Circolare.

MESSA IN SICUREZZA DI STRUTTURE APPESE

Gli organi di sollevamento (compresi motori D8+) ed i corpi illuminanti devono sempre prevedere il montaggio di un idoneo collegamento di sicurezza (es. cavi d'acciaio, NO fascette). Se entro l'ultimo giorno di allestimento venissero rilevate irregolarità, BolognaFiere stessa provvederà d'ufficio alla messa in sicurezza, per garantire la collaudabilità delle strutture, addebitandone il relativo costo all'Espositore.

3.C.9 - ESTINTORI

È fatto obbligo agli Espositori di tenere all'interno dello stand, in vista e pronti all'uso, estintori in quantità non inferiore a quanto riportato nella seguente tabella:

Superficie dello stand	Numero minimo
fino a m ² 50	1 estintore
da m ² 51 a m ² 150	2 estintori
da m ² 151 a m ² 300	3 estintori
oltre m ² 300	4 estintori

Gli estintori dovranno essere del tipo a polvere almeno da kg 6 3A 233 B C omologati ai sensi del DM 7 gennaio 2005.

A proprio insindacabile giudizio il Servizio Safety di BolognaFiere potrà richiedere un incremento della dotazione di estintori presso lo stand.

È possibile noleggiare gli estintori, fino a esaurimento scorte, presso l'Ufficio Vendite presente al Centro Servizi (tel. 051.28.28.16 - mail: vendite@bolognafiere.it).

3.C.10 - ACCESSO AI PIANI SUPERIORI

Per accedere ai piani superiori dei padiglioni possono essere utilizzati i montacarichi aventi le sotto indicate caratteristiche tecniche:

Hall	Altezza	Larghezza	Lunghezza	Portata
Hall 15	4 metri	2,9 metri	8,5 metri	12.000 Kg
Hall 18	4 metri	2,9 metri	8,5 metri	12.000 Kg
Hall 20 frontone nord	4 metri	2,9 metri	8,5 metri	12.000 Kg
Hall 20 lato est	4 metri	2,5 metri	4,2 metri	12.000 Kg
Hall 34	4 metri	3,0 metri	7,5 metri	12.000 Kg

I montacarichi, di norma, sono in funzione solamente negli orari ufficiali di apertura del Quartiere Fieristico.

Nel montacarichi è consentito l'accesso esclusivamente con carrelli elettrici o a mano.

3.C.11 - SISTEMI ESPOSITIVI DI MATERIALE CERAMICO E/O LAPIDEO

Qualora l'allestimento comprendesse l'impiego di sistemi espositivi di materiale ceramico e/o lapideo, essi dovranno essere obbligatoriamente ancorati sia a parete (adeguata a supportare le condizioni di carico) che a terra, e indicati nel progetto. E' obbligatorio, inoltre, presentare una specifica relazione di calcolo, firmata e timbrata da tecnico abilitato corredata da schede tecniche e specifiche di ancoraggio e comprendente le condizioni di carico anche durante l'uso degli stessi. Quanto trasmesso dovrà essere coerente con la documentazione progettuale della struttura principale.

A fine montaggio e comunque entro la fine dell'ultimo giorno di allestimento vi è l'obbligo di invio di una dichiarazione di corretto montaggio mediante la trasmissione del **Modulo I 2**.

Qualora non fosse stata dichiarata la presenza di sistemi espositivi di materiale ceramico e/o lapideo e/o non fossero stati inviati a BolognaFiere i documenti richiesti, sarà disposta l'immediata chiusura dello stand. Lo stand potrà essere autorizzato all'apertura solo a seguito della trasmissione della documentazione richiesta, del pagamento del Servizio di Rilievo pari a 2.000,00 € +IVA (Euro duemila/00 oltre IVA) e dell'esito positivo della verifica di collaudo da parte dei tecnici di BolognaFiere.

3.D - GESTIONE RIFIUTI E IMBALLI VUOTI

Allestimento e disallestimento

L'Espositore è responsabile della gestione quotidiana dei materiali por-

tati in fiera, dei rifiuti prodotti dalle lavorazioni di allestimento e disallestimento e della gestione degli imballi vuoti.

L'Espositore deve indicare, attraverso la compilazione del **"Modulo R"**, obbligatorio, come provvederà alla rimozione dei rifiuti prodotti.

Il modulo R dovrà essere inviato a **gestioneambientale@bolognafiere.it** entro e non oltre il **5 settembre 2025**.

L'acquisto dei servizi di smaltimento rifiuti proposti da BolognaFiere dovrà essere effettuato tramite il portale cersaie.befair.eu. In caso di mancato invio del modulo o di invio oltre il **5 settembre 2025**, l'Espositore sarà tenuto a pagare a BolognaFiere **€ 500,00 (Euro Cinquecento/00)** per DIRITTI DI SEGRETERIA

L'Espositore dovrà indicare obbligatoriamente sul Modulo R il nome di un referente, delegato per nome e per conto dell'azienda espositrice, per confermare il rilievo e l'erogazione dei servizi richiesti e forniti da BolognaFiere.

Qualora BolognaFiere non ricevesse conferma procederà d'ufficio addebitando all'Espositore i costi di smaltimento e gestione rifiuti, a suo insindacabile giudizio.

DURANTE LE FASI DI ALLESTIMENTO E DISALLESTIMENTO

Durante le lavorazioni i corridoi e i perimetri interni ed esterni dei padiglioni dovranno essere mantenuti liberi da qualsiasi tipo di materiale di risulta o di ingombro. In difetto di quanto sopra, tali materiali saranno rimossi da parte di BolognaFiere e depositati in un'area dedicata. I costi sostenuti per tale operazione saranno addebitati all'Espositore e/o suoi incaricati e/o Allestitori.

Il personale specializzato di BolognaFiere, presente in ogni padiglione, indicherà l'area in cui tali materiali saranno depositati ed effettuerà quotidianamente attività di controllo, di presidio ed informativa presso i vari stand, per ricordare a tutti gli Espositori e/o loro incaricati, tale procedura.

ABBANDONO E ALLONTANAMENTO DEI RIFIUTI E DEI MATERIALI DI ALLESTIMENTO/DISALLESTIMENTO

Qualora la rimozione dei rifiuti e l'allontanamento di tutti i materiali, sia espositivi che allestitivi, non avvenisse entro le ore 16:00 del 21 settembre 2025 per la fase di allestimento e entro le date riportate nella tabella "TERMINI TASSATIVI PER LO SGOMBERO DEL QUARTIERE FIERISTICO" del punto 2.D del presente Regolamento per la fase di disallestimento, BolognaFiere provvederà d'ufficio ad avviare tali materiali agli impianti di smaltimento o trattamento dei rifiuti e l'Espositore sarà tenuto al rimborso di tutte le spese dirette ed indirette sostenute per lo sgombero e lo smaltimento/trattamento, oltre ad una penale da € 2.500,00 a € 15.000,00 (da Euro duemilacinquecento/00 a Euro quindicimila/00) come riportato dalla seguente tabella:

Quantità materiali	Importo penale
da m ³ 1 a m ³ 3	€ 2.500,00
da m ³ 3,5 a m ³ 6	€ 5.000,00
da m ³ 6,5 a m ³ 10	€ 10.000,00
oltre 10 m ³	€ 15.000,00

e fatti salvi eventuali rimborsi per maggiori danni e ferma la facoltà per l'Organizzatore di escludere l'Espositore stesso dalla partecipazione alle future edizioni del Salone.

Manifestazione

I rifiuti prodotti nel corso della manifestazione dovranno essere conferiti negli appositi contenitori presenti e segnalati nei padiglioni e nel Quartiere Fieristico e differenziati secondo specifica tipologia (carta, vetro, metallo, plastica e indifferenziata).

3.E - DIVIETI

Agli Espositori è vietato in particolare:

- eseguire la pavimentazione degli stand su massetto di cemento gettato in opera;
- costruire pedane accessibili che superino l'altezza di m 0,70 dal pavimento;
- applicare carichi o appoggiare materiali alle strutture dei padiglioni, alle pareti, alle palificazioni per illuminazione, ecc;
- attaccare o appendere alle suddette componenti: manifesti, cavi, pannelli, stendardi, adesivi;
- per il fissaggio al pavimento di moquette o materiali simili è fatto divieto di utilizzare nastri biadesivi a forte aderenza e con supporto interno cartaceo o di debole consistenza;
- danneggiare le attrezzature di proprietà di BolognaFiere e le strutture dei padiglioni;
- utilizzare propri mezzi di sollevamento, fatte salve espressioni deroghe concesse da BolognaFiere (vedi punto 2.B);

- sovraccaricare il pavimento dei saloni di esposizione con un carico distribuito superiore a 1.000 kg/m². Nel caso di carichi concentrati, l'Espositore è tenuto a mettere in atto (a propria cura e spese) tutti quegli accorgimenti idonei a ripartire il carico sul pavimento in modo tale da non superare in qualsiasi punto il limite suddetto e non arrecare danni ai padiglioni;
- accedere all'interno dei padiglioni con mezzi aventi un peso massimo complessivo a pieno carico superiore a 12.000 Kg;
- accedere ai padiglioni 15 - 18 - 20 - 33 - 34 con carrelli elevatori con peso complessivo a pieno carico superiore a 8.000 kg;**
- accedere all'interno dei padiglioni con automezzi; i carrelli elevatori (muletti) potranno accedere ai padiglioni solo se dotati di trazione elettrica; è inoltre vietato l'accesso dei carrelli elevatori all'interno dei padiglioni provvisori provvisti di pedana;**
- transitare con veicoli nei viali alberati ad uso esclusivamente pedonale, nell'intera piazza di smistamento comprese le relative pensiline perimetrali, ed in genere su tutte le pavimentazioni in lastroni di cemento granigliato ed in grès;
- scaricare acque di rifiuto nei cunicoli secondari dei padiglioni senza l'ausilio di apposite tubazioni di scarico da innestare in corrispondenza delle caditoie; è comunque vietato lo smaltimento di acque corrosive per i metalli ed il cemento, di sostanze solidificanti, di acque maleodoranti;
- sollevare le piastre di copertura dei cunicoli e/o dei pozzetti;
- abbandonare nel Quartiere Fieristico parte degli allestimenti degli stand, quali moquette, cocciami o residui di qualsiasi natura;
- azionare macchinari di ogni genere che possano provocare rumori, nonché radio, video, registratori, strumenti musicali ed ogni apparecchio di diffusione di suoni senza la preventiva autorizzazione scritta di BolognaFiere. In ogni caso detti apparecchi dovranno essere azionati in modo che il livello acustico stia nei limiti previsti dalla normativa vigente;
- svolgere iniziative spettacolari o di intrattenimento, di qualsiasi tipo, natura e caratteristiche, ancorché limitate all'interno dello stand o finalizzate alla presentazione dei prodotti senza la preventiva autorizzazione da parte dell'Organizzatore e della Direzione di BolognaFiere;
- è di competenza esclusiva dell'Espositore l'ottenimento di eventuali autorizzazioni da parte delle autorità sanitarie e di pubblica sicurezza, e in genere da parte degli enti preposti, per le iniziative di cui sopra, se e in quanto richieste.
- utilizzare luci intermittenti.
- conformemente alla policy adottata da BolognaFiere per la riduzione dell'utilizzo di plastica, all'interno del quartiere fieristico, è vietato l'utilizzo di posate, stoviglie, cannucce, bicchieri ed in generale di materiale di plastica monouso e non riciclabile.

Altri divieti sono riportati ai punti 4.B e 4.C.

4 SICUREZZA

4.A - OSSERVANZA DI LEGGI E REGOLAMENTI

L'Espositore è tenuto ad osservare e a fare osservare a tutte le imprese che operano per suo conto l'intero sistema normativo e regolamentare vigente in materia di tutela della salute ed integrità dei lavoratori, nonché il rispetto delle norme in materia di regolarità contributiva e previdenziale nell'arco dell'intera attività fieristica.

Più ampie informazioni e prescrizioni in merito alla normativa vigente in Italia sono riportate nel Fascicolo Sicurezza.

L'Espositore assume a suo esclusivo carico la responsabilità civile e penale per eventuali danni causati dalla inosservanza o dalla violazione delle norme vigenti in materia di sicurezza sul lavoro e di tutte le prescrizioni e i divieti riportati nelle Condizioni Generali di Partecipazione, nel presente Regolamento Tecnico di Manifestazione, nel Fascicolo Sicurezza nella Sezione Moduli, obbligandosi inoltre a tenere sollevati BolognaFiere e l'Organizzatore da eventuali richieste risarcitorie avanzate da terzi. I documenti qui citati possono essere visionati sul sito www.cersaie.it - ESPORRE - Servizi On-line.

L'Espositore dovrà informare il proprio personale e le aziende per esso operanti nel Quartiere Fieristico circa le prescrizioni e i divieti contenuti nel presente Regolamento, nelle Condizioni Generali di Partecipazione al Salone, nel Fascicolo Sicurezza.

L'inosservanza delle presenti norme e di quelle in materia riportate nelle Condizioni Generali di Partecipazione, nel Fascicolo Sicurezza e nella Sezione Moduli dà diritto a BolognaFiere a prendere provvedimenti cautelativi nei confronti della ditta che potranno comportare, nel caso venissero adottate delle misure integrative alle condizioni globali di sicurezza, l'addebito delle corrispondenti spese che preventivamente vengono valutate non inferiori a 20,00 €/m² o alla ingiunzione di smobilitazione parziale o totale dello stand e la dichiarazione di non agibilità dello stand stesso ed inoltre la facoltà dell'Organizzatore di applicare le disposizioni riportate nell'Art.22 delle Condizioni Generali di Partecipazione.

L'inosservanza delle norme di sicurezza può comportare la denuncia all'Autorità Giudiziaria.

4.B - PRESCRIZIONI E DIVIETI AI FINI DELLA SICUREZZA

Ai fini della sicurezza per quanti operano all'interno del Quartiere Fieristico, si riportano di seguito le prescrizioni e i divieti da osservare e far osservare:

- è fatto obbligo a ciascun Espositore di installare nello stand, in posizione ben visibile ed accessibile, idoneo estintore, avente caratteristiche indicate al punto 3.C.9 del presente Regolamento, e di addestrare il proprio personale presente nello stand all'adeguato impiego dell'estintore stesso;
- in merito alla emissione di polveri o di rumore ed alla relativa esposizione dei lavoratori, si dovrà assicurare il rispetto dei limiti previsti dalla normativa. Qualora la tutela dell'esposizione avvenisse con la dotazione di dispositivi di protezione individuale ai propri dipendenti, si dovrà comunque verificare che le emissioni connesse alla propria attività non causino rischi per gli operatori delle altre aziende;
- data la presenza contemporanea di più operatori nello stesso ambiente di lavoro, ogni azienda dovrà avere cura di non effettuare lavorazioni che possano costituire pericolo per i propri lavoratori e/o per quelli di altre aziende presenti nello stesso stand o in quelli attigui;
- non bisogna occupare con le proprie lavorazioni, con casse, bancali e materiale di allestimento le aree esterne al proprio stand, e qualora ciò fosse impossibile per provate esigenze tecniche, vanno comunque sempre garantite le necessarie vie di fuga nelle corsie. In tal caso dovrà essere verificato, a cura dell'azienda che utilizza gli spazi esterni a quelli del proprio stand, che ciò non costituisca pericolo per i lavoratori delle altre aziende;
- è vietato usare fornelli elettrici o a gas e stufe di qualsiasi genere;
- è fatto divieto di fumare all'interno dei padiglioni espositivi e nelle aree di servizio (ristoranti, bar, uffici, sale convegni ecc.) e, all'esterno, in prossimità di materiali combustibili; il divieto è esteso anche ai periodi di montaggio e smontaggio e l'Espositore è tenuto a far rispettare il divieto all'interno del proprio stand;
- è vietato sollevare le piastre di copertura dei cunicoli e/o dei pozzetti;
- è vietato lasciare incustoditi strumenti, se non preventivamente disabilitati nel funzionamento, o mezzi pericolosi, ad evitare che qualcuno ne entri in contatto;
- è vietato effettuare in proprio o tramite terzi non autorizzati da BolognaFiere, allacciamenti e disconnessioni diretti ai servizi (acqua, energia elettrica, aria compressa, telefono). Per quanto riguarda gli impianti elettrici, durante le fasi di allestimento e disallestimento, si possono utilizzare le sole prese di servizio nei limiti di potenza ivi indicati. Nel loro utilizzo particolare attenzione dovrà essere posta nel posizionamento di eventuali prolunghe che non dovranno intralciare la percorribilità del Quartiere Fieristico ed essere adeguatamente protette. Nell'utilizzo di prese multiple si dovrà garantire, nel rispetto delle specifiche norme antinfortunistiche, l'impossibilità, senza l'uso di mezzi speciali, di venire in contatto con le parti in tensione. Nelle fasi di disallestimento bisognerà avere cura di verificare che si sia proceduto preventivamente al distacco della tensione dell'impianto elettrico;
- è vietato manomettere i sigilli o le chiusure a chiave delle cassette di alimentazione dell'energia elettrica;
- nella sede fieristica è vietato introdurre materiali esplosivi, detonanti, asfissianti o comunque pericolosi e accendere fuochi senza le prescritte cautele e le necessarie autorizzazioni delle autorità competenti, nonché introdurre od usare bombole di gas compressi o liquefatti ed innalzare palloni aerostatici;
- è vietato lasciare in esposizione macchinari o autoveicoli con carburante nel serbatoio;
- per motivi di sicurezza è vietato lasciare attiva l'alimentazione dell'energia elettrica dell'impianto servente lo stand, nelle ore di chiusura del Quartiere Fieristico, anche in fase di allestimento e smontaggio. In difetto, BolognaFiere S.p.A., per motivi di sicurezza e a suo insindacabile giudizio, provvederà tramite il proprio servizio Safety al distacco dell'energia elettrica, agendo direttamente sul quadro elettrico dello stand. L'intervento sarà reso noto all'Espositore mediante l'applicazione di un'etichetta informativa;
- è vietato conservare all'interno dei posteggi imballaggi vuoti o materiale pubblicitario in quantità superiore a quella che può essere considerata, a giudizio insindacabile del Servizio Sicurezza di BolognaFiere, un quantitativo adeguato per il fabbisogno giornaliero;
- gli idranti e la relativa segnaletica debbono essere lasciati sempre visibili e immediatamente accessibili;
- durante gli orari di apertura al pubblico è vietato, nelle aree comuni interne ed esterne, circolare con qualsiasi mezzo di locomozione, con o senza motore (inclusi veicoli elettrici, biciclette, monopattini, pattini a rotelle ecc.);**
- la velocità di tutti i mezzi di trasporto, compresi quelli non a motore, deve rispettare il limite di 15 km/h; detta velocità deve essere opportunamente ridotta in presenza di pedoni o di situazioni di pericolo fino a procedere a passo d'uomo. Inoltre, la conduzione di tutti i mezzi di trasporto (ad

eccezione dei mezzi di lavoro quali carrelli elevatori ecc.) è consentita solo al di fuori delle aree di lavorazione/cantiere e compatibilmente con le condizioni logistiche presenti nel Quartiere Fieristico;

- in caso di sosta prolungata gli automezzi debbono spegnere il motore;
- le vie dedicate alla circolazione di emergenza, le vie di fuga o gli accessi ai padiglioni non debbono essere ostruiti, neppure temporaneamente, da veicoli e da materiali di alcun tipo;
- le operazioni di carico/scarico dall'automezzo debbono essere accelerate al massimo, e appena concluse l'automezzo deve essere allontanato dal Quartiere Fieristico o parcheggiato nelle aree appositamente predisposte;
- durante i periodi di allestimento e smontaggio degli stand agli Espositori è vietato organizzare incontri all'interno del Quartiere Fieristico con il proprio personale o con terzi. In caso di irregolarità, potranno essere coinvolte le Autorità competenti. Gli Espositori che non dovessero rispettare tale prescrizione, nel caso di incidenti o infortuni, potranno risponderne civilmente e penalmente. L'Organizzatore e BolognaFiere potranno, in ogni caso, procedere all'allontanamento dal Quartiere Fieristico dei soggetti trasgressori.

Altri divieti sono riportati ai punti 3.E e 4.C.

4.C - PRESCRIZIONI E DIVIETI DA ADOTTARE NEGLI ALLESTIMENTI AI FINI DELLA SICUREZZA

Al fine di assicurare la maggior efficienza possibile delle condizioni globali di sicurezza del Quartiere Fieristico, gli Espositori dovranno osservare e far osservare dagli allestitori dello stand la normativa di legge in materia di antincendio. In ogni caso, i materiali impiegati per gli allestimenti dovranno rispondere ai seguenti requisiti:

- a) dovrà essere usato esclusivamente materiale incombustibile, ignifugo all'origine o ignifugato;
 - b) è vietato l'uso di materiali plastici anche in pannelli (ad esempio: polistirolo espanso), che non siano di classe europea di reazione al fuoco da D.M. 15/3/05 corrispondente all'ex "classe 1";
 - c) è vietato l'impiego di tessuto in fibra sintetica non ignifugabile, vernice, pitture, collanti non rispondenti alla classe europea di reazione al fuoco da D.M. 15/3/05 corrispondente all'ex "classe 1" o alla ex "classe 2", cannucce, stuoie, graticci, tende formate da listelli in legno o analoghi;
 - d) è fatto obbligo all'Espositore di procedere con gli specifici trattamenti ignifughi sul materiale combustibile che dovesse essere introdotto nello stand per l'allestimento dello stesso. I trattamenti ignifughi sui materiali predetti dovranno essere eseguiti prima della loro posa in opera negli stand;
 - e) è fatto divieto di usare vernici o pitture alla nitrocellulosa o ad olio;
 - f) ciascun Espositore è tenuto a consegnare, almeno 20 giorni prima dell'inizio degli allestimenti della manifestazione, il **Modulo M** "Dichiarazione di corretta esecuzione impianto elettrico ed allestimento"; il **Modulo I** "Dichiarazione di corretta posa in opera materiali allestitivi" dovrà essere consegnato entro la vigilia del Salone.
- I Moduli M e I vanno consegnati anche in assenza di allestimenti.**

L'Espositore, per realizzare l'allestimento dello stand assegnatogli, deve richiedere preventiva autorizzazione a BolognaFiere, come previsto al precedente punto 3.B.1.

Identico obbligo sussiste per gli stand eseguiti sulle aree esterne.

Altri divieti sono riportati ai punti 3.E e 4.B.

4.D - PRESENTAZIONE DI STRUTTURE PREFABBRICATE, GRU, PONTEGGI, ECC. E DISCIPLINA DEI MACCHINARI ESPOSTI IN FUNZIONAMENTO

Per la presentazione o l'utilizzo di strutture prefabbricate, di gru a torre, di gru automontanti e simili, ponteggi, armature provvisorie ed impalcature in genere, l'Espositore, oltre a garantire la piena e scrupolosa applicazione di tutte le norme di sicurezza, legislative, regolamentari, di buona tecnica, nonché dettate dall'esperienza e dalla prudenza, per tutto il periodo di permanenza nel Quartiere Fieristico si impegna ad osservare scrupolosamente anche le indicazioni di BolognaFiere.

I macchinari esposti non possono essere azionati, salvo deroga rilasciata per iscritto dalla Divisione Operations di BolognaFiere, purché ciò non comporti pericolo o molestia. In tal caso i macchinari dovranno essere dotati dei dispositivi necessari per prevenire infortuni, rumori molesti, cattivi odori, nonché l'emissione di gas e di liquidi; non potranno essere azionati, all'interno dei padiglioni, da motori a scoppio funzionanti; non dovranno comportare l'impiego di carburanti o di bombole a gas. In ogni caso essi dovranno essere conformi alle norme legislative, regolamentari e di buona tecnica, ed essere corredati dalla relativa documentazione amministrativa delle Autorità competenti.

L'Espositore assume a proprio esclusivo carico ogni responsabilità civile e penale per eventuali infortuni e/o danni che dovessero derivare a terzi in conseguenza dell'inosservanza e violazione delle norme e/o indicazioni in parola.

È fatto salvo il diritto di intervento diretto di BolognaFiere per disporre od

effettuare l'allontanamento dal Quartiere Fieristico di eventuali strutture non rispondenti alle disposizioni di cui sopra.

4.E - PRESCRIZIONI RELATIVE ALLA SICUREZZA SUL LAVORO

L'Espositore è tenuto ad osservare le vigenti disposizioni in materia di sicurezza sul lavoro ed in particolare quanto previsto dal D.Lgs. 81/2008 e successive modifiche ed integrazioni.

L'Espositore, nell'affidamento dei lavori di allestimento e disallestimento, o di qualsiasi altro lavoro all'interno del Quartiere Fieristico, dovrà ottemperare a quanto segue:

1. verificare, anche attraverso l'iscrizione alla Camera di Commercio, Industria e Artigianato, l'idoneità tecnico-professionale delle imprese appaltatrici o dei lavoratori autonomi in relazione ai lavori da affidare in appalto o contratto d'opera;
2. fornire agli stessi soggetti dettagliate informazioni sui rischi specifici esistenti nell'ambiente in cui sono destinati ad operare e sulle misure di prevenzione e di emergenza adottate in relazione alla propria attività;
3. coordinare gli interventi di protezione e prevenzione dai rischi cui sono esposti i lavoratori, informandosi reciprocamente anche al fine di eliminare i rischi dovuti alle interferenze tra i lavori delle diverse imprese coinvolte nell'esecuzione dell'opera complessiva.

L'Espositore in qualità di committente in applicazione a quanto previsto dal D.Lgs. 81/2008 modificato e integrato dal decreto 106/2009 e 98 del 9 agosto 2013, nonché dal DI 22 Luglio 2014 "Decreto Palchi" e dalla relativa Circolare Interpretativa del Ministero del Lavoro n. 35 del 24 Dicembre 2014, qualora le attività ricadessero nel campo di applicazione del titolo IV del citato decreto (Art.88, campo di applicazione), deve attuare le misure di cooperazione e di coordinamento delle attività attraverso la nomina del Coordinatore per la Sicurezza in fase di Progettazione e di Esecuzione che dovrà predisporre il Piano di Sicurezza e Coordinamento (PSC) dello stand i cui contenuti sono definiti dall'allegato VI del DI 22 Luglio 2014 "Decreto Palchi".

Il PSC dovrà essere tenuto nello stand in tutte le fasi di lavoro al fine di essere eseguito dalle imprese affidatarie e coordinato dalla ditta espositrice. Qualora realizzasse le opere di allestimento in forma diretta l'Espositore si impegna inoltre a redigere il Piano Operativo di Sicurezza (POS) con i contenuti minimi dell'allegato VI del DI 22 Luglio 2014 "Decreto Palchi".

Anche nel caso in cui sia prevista un'unica impresa il datore di lavoro dell'impresa affidataria e delle imprese esecutrici devono ottemperare a quanto previsto dall'art. 96 del D.Lgs. 81/2008 e ss.mm.ii.

Qualora le attività non rientrino nel campo di applicazione del Titolo IV, l'Espositore in qualità di datore di lavoro Committente, si impegna a promuovere la cooperazione e il coordinamento, elaborando un unico documento di valutazione dei rischi che indichi le misure adottate per eliminare o, ove ciò non è possibile ridurre al minimo i rischi da interferenze. Qualora realizzi le opere di allestimento in forma diretta tramite proprio personale, l'Espositore si impegna a inoltre a redigere la valutazione del rischio specifico prevista per la propria attività.

La documentazione di cui sopra, dovrà essere tenuta a disposizione presso lo stand per tutta la durata dell'allestimento e disallestimento.

L'Espositore, anche in assenza dell'allestimento dello stand, è tenuto a compilare il **Modulo L "Informativa per Prevenzione Infortuni sul lavoro"** e ad inviarlo nei tempi e all'indirizzo indicato in calce al modulo stesso.

4.F - PRESCRIZIONI IN MATERIA DI CONTRASTO DEL LAVORO NERO

In base alla legge n.248 del 4/8/2006, conversione del decreto Bersani (D.L.223/06), è fatto obbligo a tutti i lavoratori di esporre un tesserino di riconoscimento con generalità, fotografia e indicazione del datore di lavoro. Tale obbligo grava anche in capo ai lavoratori autonomi, i quali sono tenuti a provvedervi per proprio conto. Nei casi in cui siano presenti contemporaneamente più datori di lavoro o lavoratori autonomi, dell'obbligo risponde in solido il committente dell'opera.

4.G - DISPOSIZIONI IN CASO DI INCENDIO O DI SITUAZIONE DI PERICOLO

BolognaFiere è dotata di impianti antincendio (estintori, idranti, ecc.) e di una propria squadra di vigilanza antincendio durante i periodi di attività fieristica. Pertanto all'instaurarsi di una situazione di pericolo dovrà essere data comunicazione tempestiva alla squadra antincendio, tramite i telefoni e gli avvisatori antincendio presenti nel Quartiere Fieristico.

In caso di incendio, oltre ad avvisare gli addetti secondo le modalità di cui sopra, ogni azienda dovrà curare che ogni suo lavoratore mantenga la calma e segua le istruzioni del personale preposto; l'Espositore potrà intervenire con l'estintore che deve essere disponibile in ogni stand, come previsto dalle Condizioni Generali di Partecipazione al Salone e al punto 3.C.9 del presente Regolamento.

Nel caso in cui venisse impartito l'ordine di evacuazione, ogni lavoratore deve evitare di correre o di strillare, non deve servirsi degli ascensori, deve dirigersi verso le uscite di sicurezza segnalate più vicine.

Si ricorda che i numeri dei telefoni di emergenza sono:

	Da telefono interno	Da cellulare
Servizio Antincendio	2265	051 28 2265
Polizia di Stato	2263	051 28 2263
Posto di Prima Assistenza	2275	051 28 2275

5 SERVIZI GENERALI

5.A - ASSISTENZA TECNICA AGLI ESPOSITORI

L'Organizzatore, attraverso la propria Segreteria Organizzativa, è a disposizione degli Espositori per fornire informazioni sui servizi generali predisposti nell'ambito del Quartiere Fieristico.

Di seguito sono indicati i principali servizi disponibili in fiera:

ALLESTIMENTI E PREALLESTITI	HENOTO S.p.A.	henoto@henoto.com Tel. 051/28.28.11
AGENZIA VIAGGI (Modulo B)	BOLOGNA WELCOME S.R.L.	agenzia@bolognawelcome.it Tel. 051/65.83.111
COMPAGNIA DI ASSICURAZIONE (Modulo S)	AON S.p.A.	info.fiera@aon.it Tel. 051/04071
IMPEGNO DI POTENZA	BOLOGNAFIERE S.p.A.	vendite@bolognafiere.it
IMPIANTI IDRICI	BOLOGNAFIERE S.p.A.	vendite@bolognafiere.it
IMPIANTI TELEFONICI E INTERNET	BOLOGNAFIERE S.p.A.	vendite@bolognafiere.it
NOLEGGIO AUDIOVISIVI	BOLOGNAFIERE S.p.A.	vendite@bolognafiere.it
NOLEGGIO FRIGORIFERI	BOLOGNAFIERE S.p.A.	vendite@bolognafiere.it
NOLEGGIO ARREDO VERDE	BOLOGNAFIERE S.p.A.	vendite@bolognafiere.it
SPEDIZIONIERE	BOLOGNAFIERE S.p.A.	vendite@bolognafiere.it
LOGISTICA	BOLOGNAFIERE S.p.A.	vendite@bolognafiere.it
PULIZIA STAND	BOLOGNAFIERE S.p.A.	vendite@bolognafiere.it
GESTIONE RIFIUTI	BOLOGNAFIERE S.p.A.	vendite@bolognafiere.it
RISTORAZIONE	BOLOGNAFIERE S.p.A.	gestione@bolognafiere.it

Si precisa che:

- il servizio di collaudo per tutti gli allestimenti è svolto da BOLOGNAFIERE (Vedi punto 3.B.3);
- i servizi di trasporto, carico e scarico merci e di facchinaggio all'interno del Quartiere Fieristico, **sono organizzati dal Fornitore Ufficiale BOLOGNAFIERE. Qualora l'Espositore intendesse avvalersi di mezzi propri dovrà farne richiesta alla Divisione Operations di BolognaFiere (vedi punto 2.B).**

Per l'introduzione nel Quartiere Fieristico di merci di provenienza extra CEE da esporre quali campioni, gli Espositori dovranno rendere edotto BolognaFiere utilizzando l'apposito **Modulo O "Notifica d'importazione"**.

- nel Quartiere Fieristico funzionano i seguenti servizi di ristorazione: ristoranti alla carta, self-service, snack bar e, a richiesta, cocktail breaks e forniture di prodotti direttamente agli stand.

5.B - RESPONSABILITÀ DEI SERVIZI

BolognaFiere disciplina ma non organizza i servizi di cui al capitolo 5.A e pertanto BolognaFiere e l'Organizzatore declinano ogni responsabilità in merito alla loro esecuzione. Eventuali reclami dovranno essere inoltrati per iscritto direttamente all'indirizzo email vendite@bolognafiere.it.

6 SERVIZI TECNICI

Nei limiti degli impianti a propria disposizione BolognaFiere può provvedere all'erogazione ai singoli stand di energia elettrica, di acqua e di aria compressa, nonché al collegamento degli stand stessi alla rete telefonica.

6.A - IMPIANTI ELETTRICI

6.A.1 - ESECUZIONE DEL SERVIZIO

La prenotazione dell'impegno di potenza dovrà essere acquistata on-line nella **piattaforma cersaie.befair.eu**, dove sono indicate le condizioni del servizio stesso, le relative tariffe e le specifiche operative. **L'allaccia-**

mento e la disconnessione alla rete potrà essere effettuato solo da personale delle ditte incaricate da BolognaFiere, che ne individuerà il punto di fornitura a cui accedere per l'allacciamento.

L'Espositore dovrà provvedere a propria cura e spese alla posa in opera del cavo di allacciamento dal punto di fornitura sopra descritto fino al proprio quadro di stand.

Per richiedere l'allacciamento all'impianto elettrico l'Espositore dovrà presentare a BolognaFiere i seguenti moduli:

- **Modulo M = Dichiarazione di corretta esecuzione impianto elettrico ed allestimento.**
- **Modulo N 1 = Dichiarazione di conformità dell'impianto elettrico (da presentare solo se l'impianto è installato da ditta italiana abilitata). Qualora l'impianto elettrico fosse installato da ditta estera dovrà essere richiesta - la "Verifica di rispondenza dell'impianto elettrico" da parte di un tecnico incaricato da BolognaFiere, con oneri a carico dell'Espositore da prenotare su cersaie.befair.eu**

L'addebito dei servizi di potenza elettrica installata, verrà fatturato sulla base della richiesta pervenuta da parte dell'Espositore, indipendentemente dall'eventuale minore utilizzo. Qualora la potenza installata determinata sommando le singole potenze degli apparecchi installati connessi alla rete elettrica - risultasse superiore alla potenza richiesta, l'addebito di fornitura verrà adeguato a quanto fornito.

Qualora una presa di corrente servisse (mai contemporaneamente) più apparecchi utilizzatori, la valutazione della potenza installata verrà fatta considerando l'apparecchio di maggior potenza.

6.A.2 - CARATTERISTICHE DELLA CORRENTE ELETTRICA

Il sistema di distribuzione per quello che riguarda i conduttori attivi è del tipo trifase con neutro, 4 conduttori: l'alimentazione viene effettuata con corrente alternata con frequenza di rete a 50Hz. (con un margine di tolleranza +/- 2%) e con una tensione trifase 400 volt - monofase 230 volt (con un margine di tolleranza +/- 10%).

BolognaFiere e l'Organizzatore non potranno essere ritenuti responsabili per eventuali variazioni dei valori sopra elencati imputabili alla rete elettrica dell'Ente Distributore.

6.A.3 - INSTALLAZIONE DEGLI IMPIANTI ELETTRICI

Gli impianti devono essere realizzati a regola d'arte (legge 186 del 01/03/1968 e successive modifiche e integrazioni) tenendo conto delle caratteristiche dell'ambiente di installazione (Norma CEI 64-8: 711 "Fiere, mostre e stand"; 751 "Ambienti a maggior rischio in caso di incendio"; 752 "Impianti elettrici nei luoghi di pubblico spettacolo e di intrattenimento").

I principali riferimenti normativi sono:

- Norme IEC-CENELEC-CEI (64-8)
- D.M. 37/2008 del 22/1/2008 e successive modifiche e integrazioni
- Testo Unico 81 del 9/4/2008 e successive modifiche e integrazioni

Tutti i componenti dovranno essere muniti di marchio CE. Per l'installazione degli impianti elettrici l'Espositore, ai sensi dell'Art. 8, D.M. 37/2008, è tenuto ad affidare i lavori ad imprese abilitate ai sensi dell'Art. 3, D.M. 37/2008 e secondo quanto indicato dal Testo Unico sulla Sicurezza (D.Lgs. 81/2008 e successive modifiche e integrazioni).

L'Espositore è tenuto a verificare la tensione della rete di alimentazione al momento dell'allacciamento del proprio impianto, esonerando comunque BolognaFiere, l'Organizzatore, il personale e/o le ditte da essa incaricate da ogni e qualsiasi responsabilità per i danni che potessero derivare a persone o a cose a seguito di tale omesso controllo, nonché per qualsiasi altra causa, ed in ogni caso gli impianti elettrici debbono essere considerati permanentemente sotto tensione anche in caso di interruzione temporanea dell'erogazione dell'energia elettrica.

L'impianto elettrico deve essere eseguito da ditta italiana abilitata, ossia da una ditta iscritta ad una Camera di Commercio italiana e abilitata all'installazione di impianti elettrici (D.M. 37/2008). Se l'impianto elettrico è eseguito da una ditta estera, l'Espositore dovrà richiedere la verifica di rispondenza alla normativa italiana, attenendosi a quanto previsto nel sito cersaie.befair.eu

6.A.4 - EROGAZIONE ENERGIA ELETTRICA

Al termine di ogni giornata di attività presso il Quartiere Fieristico, prima di lasciare lo stand, l'Espositore/allestitore dovrà assicurarsi di spegnere tutti i circuiti luce all'interno della propria area espositiva.

Ai fini della sicurezza, tutti gli impianti elettrici di BolognaFiere, a servizio degli stand e non, devono essere considerati permanentemente sotto tensione anche in caso d'interruzione temporanea dell'erogazione dell'energia elettrica dovuta da qualsivoglia eventualità, anche al termine della manifestazione ufficiale.

Qualora per alcune apparecchiature (es. frigo) fosse necessario mante-

nere la tensione, lo stand dovrà essere dotato di apposito circuito elettrico dedicato, differenziato da quello dei circuiti d'illuminazione. Durante le fasi di allestimento e disallestimento sono in funzione le prese elettriche di servizio.

6.A 5 - ACCESSIBILITÀ DEI PUNTI DI EROGAZIONE DI ENERGIA E POSIZIONAMENTO DISPOSITIVI ELETTRICI

Ai sensi della normativa i punti di erogazione dell'energia (quadri e botole) dovranno essere facilmente accessibili ed ispezionabili e comunque liberi da ogni ingombro per permettere la verifica e l'allacciamento da parte del personale preposto.

Negli ambienti nei quali è consentito l'accesso e/o la presenza di pubblico, i dispositivi di manovra, controllo e protezione, devono essere posti in luogo a disposizione esclusiva del personale addetto allo stand e del personale addetto di BolognaFiere.

Nel Fascicolo Sicurezza gli Espositori potranno trovare indicazioni a cui attenersi nella progettazione e nella realizzazione degli impianti elettrici.

6.B - IMPIANTI IDRICI

6.B 1 - ESECUZIONE DEL SERVIZIO

Gli impianti idrici potranno essere acquistati nella on-line nella **piattaforma cersaie.befair.eu** dove sono indicate le condizioni del servizio, le relative tariffe e le specifiche operative.

6.B 2 - INSTALLAZIONE DELL'IMPIANTO IDRICO E SUA ESECUZIONE

L'Espositore dovrà usare materiali ed apparecchiature di prima scelta, e gli impianti dovranno essere progettati e realizzati a perfetta regola d'arte relativamente alla pressione di rete (6-8 atm.).

L'Espositore esonera BolognaFiere, l'Organizzatore e le Ditte Autorizzate da BolognaFiere per gli impianti idrici da ogni e qualsiasi responsabilità per i danni che potessero derivare a persone od a cose da tali impianti.

I collegamenti e le disconnessioni alle prese d'acqua e i relativi scarichi potranno essere effettuati solo dal personale delle Ditte Autorizzate da BolognaFiere per gli impianti idrici.

6.C - IMPIANTI ARIA COMPRESSA

6.C 1 - ESECUZIONE DEL SERVIZIO

L'impianto di aria compressa potrà essere acquistata on-line nella **piattaforma cersaie.befair.eu** dove sono indicate le condizioni del servizio, le relative tariffe e le specifiche operative.

6.D - SERVIZIO TELEFONICO E CONNESSIONE INTERNET

6.D 1 - CONDIZIONI DEL SERVIZIO

Il servizio telefonico e/o la connessione Internet potranno essere acquistati on-line nella **piattaforma cersaie.befair.eu** dove sono riportate anche le condizioni del servizio, le relative tariffe e le specifiche operative.

BolognaFiere, l'Organizzatore ed il Fornitore non sono responsabili degli eventuali disservizi provocati da guasti della centrale telefonica o da carichi telefonici eccedenti la media delle manifestazioni fieristiche.

L'Espositore è responsabile di ogni azione svolta mediante l'utilizzo della connettività Internet e delle linee telefoniche messe a disposizione da BolognaFiere. L'Espositore si obbliga, in particolare, a non trasmettere, elaborare, diffondere, memorizzare o trattare in qualunque altra forma contenuti pedopornografici, pornografici, osceni, blasfemi, diffamatori e comunque contrari alla legge, all'ordine pubblico ed alla pubblica moralità. In ogni caso, l'Espositore mantiene la titolarità di tutte le informazioni trasmesse in rete, assumendo ogni più ampia responsabilità civile e penale in ordine al contenuto delle stesse, con espresso onere di BolognaFiere e dell'Organizzatore da ogni responsabilità ed onere di accertamento e/o controllo al riguardo.

Il collegamento verrà effettuato dal Fornitore Autorizzato, il quale provvederà - in chiusura del Salone - a disattivare il collegamento stesso.

7 SERVIZI SPECIALI

7.A - TESSERE INGRESSO PER ESPOSITORI E CONTRASSEGNI AUTO

All'Espositore verranno rilasciati, gratuitamente e nelle quantità sotto indicate, i seguenti documenti:

- **tessere d'ingresso Espositore (personali e non cedibili; ogni tessera dà diritto a 2 ingressi giornalieri)**
- **contrassegni auto** (danno diritto alla sosta dell'auto nei parcheggi predisposti da BolognaFiere, fino ad esaurimento dello spazio disponibile).

Il contrassegno è da ritenersi valido per un solo ingresso giornaliero ed esclusivamente per l'accesso ai parcheggi; pertanto il guidatore e tutti gli eventuali passeggeri debbono essere muniti di idoneo documento di ingresso in fiera.

TESSERE INGRESSO PER ESPOSITORI E CONTRASSEGNI AUTO GRATUITI

DIMENSIONE STAND	N° TESSERE	CONTRASSEGNI SOSTA
fino a m² 16	4	1
fino a m² 50	8	1
fino a m² 100	12	2
fino a m² 160	16	2
fino a m² 250	20	2
oltre m² 250	25	2

Le tessere ed i contrassegni saranno disponibili nell'area riservata dell'Espositore sul sito www.cersaie.it - ESPORRE - Servizi On-line a partire dall'1 settembre 2025.

L'Espositore è responsabile del corretto uso di questi documenti, ed è altresì responsabile del comportamento di quanti li utilizzano.

Ai mezzi non muniti di contrassegno, ai taxi e alle autonoleggio con conducente è vietato l'accesso al Quartiere Fieristico. BolognaFiere e l'Organizzatore potranno definire, anche al fine della normativa sulla sicurezza sul lavoro, particolari criteri di accesso al Quartiere Fieristico durante i periodi di allestimento, di Manifestazione o di smontaggio, nonché limitare l'accesso dei mezzi e/o prevedere addebiti in caso di permanenza dei mezzi fuori dagli spazi e/o dai tempi definiti dall'Organizzatore.

7.B - INVITI OMAGGIO PER LA CLIENTELA

Sul sito www.cersaie.it, area Esporre, Servizi on-line, ogni Espositore troverà il link per inviare gratuitamente e ad un numero illimitato di indirizzi e-mail gli Inviti omaggio on-line, personalizzati con logo, ragione sociale e posizione dello stand in fiera.

7.C - CATALOGO

Il catalogo elettronico conterrà le indicazioni degli Espositori accolte entro 90 giorni prima della data di apertura del Salone e, per quanto si riferisce alla inserzione del nominativo ed alla individuazione del settore merceologico, saranno ritenuti validi i dati forniti con la domanda di partecipazione.

L'Organizzatore - pur avendo posto la massima attenzione per evitare qualsiasi errore - declina ogni responsabilità per eventuali omissioni, errate indicazioni e descrizioni, incertezze, errori di stampa, ancorché relativi alle ragioni sociali degli Espositori riservandosi comunque di modificare - a termini di regolamento - le assegnazioni già effettuate.

7.D - SERVIZIO DI PRENOTAZIONE ALBERGHIERA

Il servizio di prenotazione alberghiera viene erogato da Bologna Welcome al quale l'Espositore potrà rivolgersi direttamente tramite la piattaforma Bologna Welcome, nella quale sono indicate le condizioni e le tariffe. Anche questo servizio è disciplinato, ma non organizzato da BolognaFiere e dall'Organizzatore, che pertanto declinano ogni responsabilità in merito alla sua esecuzione. Eventuali reclami dovranno essere inoltrati per iscritto direttamente a Bologna Welcome e dovranno essere comunicati, soltanto per conoscenza, a BolognaFiere.

7.E - TRASMISSIONI SONORE, PAGAMENTI DIRITTI D'AUTORE

Agli Espositori non è, di norma, consentito l'uso di apparecchi per la riproduzione di musica e di suoni. Eventuali eccezioni dovranno essere autorizzate per iscritto. L'autorizzazione potrà essere revocata con effetto immediato in qualsiasi momento, tramite semplice avviso scritto.

L'eventuale autorizzazione non esime l'Espositore dal fare impiego degli apparecchi in modo tale da non arrecare disturbo agli altri Espositori e Visitatori, con particolare attenzione alle normative sull'inquinamento acustico. In difetto di quanto sopra all'Espositore inadempiente sarà applicata una penale di € 5.000,00 (Euro cinquemila/00) ferma la facoltà dell'Organizzatore di escluderlo dalla partecipazione alle future edizioni del Salone. L'Espositore dovrà altresì adempiere, a propria cura e spese, a quanto previsto dalle leggi vigenti in materia di diritti d'autore.

Per l'espletamento delle pratiche necessarie gli interessati potranno rivolgersi direttamente presso gli uffici della S.I.A.E., in Via Orfeo n. 33/a - 40124 Bologna - Tel. 051.4290311 - Fax 051.307280, aperti al pubblico dalle ore 9.00 alle ore 12.30 di tutti i giorni feriali con esclusione del sabato. Allo scopo di agevolare gli Espositori, un incaricato della SIAE - qualificato dall'apposito tesserino di riconoscimento - nel corso della manifestazione

ne fieristica si recherà presso gli stand espositivi ed in quella occasione potranno essere presi accordi per regolarizzare le singole posizioni.

8 DISPOSIZIONI PARTICOLARI

8.A - TRASFORMAZIONE, PREPARAZIONE DI ALIMENTI E MISCITA DI BEVANDE NEGLI STAND DURANTE LA MANIFESTAZIONE

Per ragioni di sicurezza e di prevenzione incendi oltre che di igiene, le ditte espositrici sono tenute ad escludere all'interno degli stand, l'organizzazione di ristoranti e bar e l'installazione di servizi cucina, comunque alimentati, siano essi destinati alla cottura di cibi ovvero al riscaldamento di alimenti in tutto o in parte precotti. Possono essere richieste deroghe a BolognaFiere all'email gestione@bolognafiere.it, la quale invierà all'Espositore il relativo vademecum per l'autorizzazione.

In caso di autorizzazione qualsiasi servizio di bar o ristoro è consentito soltanto all'interno dello stand e solo se gratuito e riservato ai propri dipendenti ed alla propria clientela.

Si richiama infine l'attenzione sull'opportunità che nei limiti del possibile l'installazione del banco su cui verranno collocati gli alimenti e le bevande venga prevista all'interno dello stand in posizione non visibile dalle corsie di passaggio e comunque non direttamente accessibile da parte dei Visitatori. Pur rimanendo completo onere dell'Espositore la verifica di quanto viene realizzato all'interno del proprio stand, BolognaFiere si riserva la possibilità di effettuare verifiche preventive e/o durante lo svolgimento delle attività e di interrompere le attività qualora si ravvisassero inadempimenti rispetto al regolamento e/o alla normativa di settore.

Per la somministrazione di cibi e bevande effettuata direttamente o da un catering terzo BolognaFiere e l'Organizzatore declinano ogni e qualsiasi responsabilità in merito all'esecuzione del servizio. Detto servizio deve essere attuato nel pieno rispetto della normativa vigente in materia di produzione, preparazione, manipolazione, conservazione e somministrazione di cibi e bevande al pubblico e i documenti comprovanti il rispetto di tale normativa dovranno essere mantenuti sullo stand per i controlli disposti da BolognaFiere e delle autorità competenti. Al fine di agevolare le ditte espositrici interessate, si informa che è possibile rivolgersi alla divisione Food&Beverage di BolognaFiere (gestione@bolognafiere.it) per la gestione dei servizi per la ristorazione. Alcune proposte sono visibili sul sito cersaie.befair.eu.

8.B - ACCESSO CON BORSE O VALIGIE

BolognaFiere avrà facoltà di vietare l'ingresso al Quartiere od a singoli padiglioni, con borse, valigie od altri contenitori, prescrivendone il deposito in guardaroba.

8.C - ACCESSO CON CANI O ALTRI ANIMALI

L'ingresso di cani è consentito solo se a guinzaglio e dotati di museruola o con apposito trasportino, eccezion fatta per i cani a servizio di persone disabili che possono accedere senza limitazioni.

È vietato introdurre nel Quartiere Fieristico animali di qualsiasi altra specie.

8.D - DIVIETO DI RIPRESE FOTOGRAFICHE E VIDEO

Senza il preventivo consenso scritto di BolognaFiere, dell'Organizzatore e del titolare dello stand interessato è fatto divieto di fotografare o di riprendere con qualsiasi mezzo gli interni del Quartiere Fieristico, gli stand e i beni esposti.

L'inosservanza di questo divieto autorizza il personale di sorveglianza ad allontanare dal Quartiere Fieristico i trasgressori, previo ritiro del documento d'ingresso in loro possesso.

8.E - APPARECCHIATURE RADIOELETTRICHE

Gli operatori che intendano avvalersi di apparecchiature radioelettriche (ricetrasmittitori, radiomicrofoni, radiocamere, ecc.) hanno l'obbligo di utilizzare apparati conformi alla normativa (direttiva 99/05 CE - marchio CE) e di dotarsi della opportuna autorizzazione (Codice Comunicazioni Elettroniche art. 107), qualora fosse necessaria, nonché operare nelle bande radio consentite.

9 MODULI OBBLIGATORI

È obbligatorio compilare e restituire i seguenti moduli entro la scadenza e all'indirizzo indicati in calce a ciascuno di essi:

- Modulo H** - Richiesta di autorizzazione all'allestimento dello stand (vedere punti 3.B e 3.B.1)
- Modulo I** - Dichiarazione di corretta posa in opera di materiali allestitivi, da presentare anche in assenza di allestimento
- Modulo I 2** - Dichiarazione di corretto montaggio
- Modulo L** - Informativa per prevenzione infortuni sul lavoro, da presentare anche in assenza di allestimento

Modulo M - Dichiarazione di corretta esecuzione impianto elettrico ed allestimento, da presentare anche in assenza di allestimento

Modulo N 1 - Dichiarazione di conformità dell'impianto elettrico (da presentare solo se l'impianto è installato da ditta italiana abilitata). Qualora l'impianto elettrico fosse installato da ditta estera dovrà essere richiesta - la "Verifica di rispondenza dell'impianto elettrico" da parte di un tecnico incaricato da BolognaFiere, con oneri a carico dell'Espositore da prenotare su cersaie.befair.eu

Modulo O - Notifica di importazione (solo per Paesi extra CEE)

Modulo R - Dichiarazione gestione rifiuti

Dichiarazione di riconsegna del posteggio.

PENALI PER CONSEGNA RITARDATA O MANCATA

Le scadenze riportate in calce ad ogni modulo sono improrogabili e nel caso di invio tardivo o mancata consegna* verrà imputata all'Espositore una penale come indicato nel seguente schema:

MODULO	RITARDO	MANCATA CONSEGNA*
Modulo N1 o N2 + acquisto della "Verifica di rispondenza dell'impianto elettrico" - obbligatoria se l'impianto elettrico è stato installato da una ditta estera.	Non si procederà all'allacciamento dell'impianto elettrico dello stand	
Modulo H e R	Penali previste all'interno dei moduli stessi	
Altri Moduli	€ 100,00	€ 500,00

* per mancata consegna si intende la trasmissione del modulo dopo l'apertura al pubblico della Manifestazione. In caso di gravi inadempimenti BolognaFiere si riserva la possibilità di chiudere lo stand in parte o per intero.

10 POTERI DI VIGILANZA E FACOLTÀ DI INTERVENTO DI BOLOGNAFIERE

BolognaFiere vigila affinché vengano osservate le proprie disposizioni regolamentari e le condizioni generali dei contratti di partecipazione.

È fatto obbligo a quanti accedano al Quartiere Fieristico di osservare le disposizioni e le prescrizioni che BolognaFiere impartirà all'entrata ed all'interno del Quartiere Fieristico con apposita segnaletica, con avvisi scritti, con comunicati amplifonici, nonché attraverso il personale di servizio o con qualsiasi altro mezzo, con precisazione che i comunicati amplifonici e le disposizioni impartite dal personale di servizio prevalgono sugli altri avvisi.

Si richiama all'attenzione dell'Espositore che l'inosservanza delle norme o l'infrazione dei divieti può comportare l'immediata chiusura dello stand a mezzo dei funzionari od agenti di BolognaFiere, ovvero il ritiro delle tessere di ingresso e dei contrassegni per auto, il tutto senza diritto alcuno dell'Espositore a rimborsi di sorta.

11 MODIFICHE AL PRESENTE REGOLAMENTO

Ogni eventuale disposizione legislativa o regolamentare che dovesse modificare la normativa del presente regolamento si intenderà automaticamente ed immediatamente applicabile ancorché il regolamento non sia stato modificato o variato su tali punti.

Inoltre è facoltà di BolognaFiere adottare in qualsiasi momento i provvedimenti che più riterrà opportuni, e che l'Espositore dovrà immediatamente applicare, in tema di prevenzione incendi, igiene del lavoro, prevenzione infortuni e danni, incolumità dei partecipanti e dei visitatori. Questi ultimi provvedimenti potranno essere portati a conoscenza degli Espositori con qualsiasi mezzo, e prevarranno sulle disposizioni generali in precedenza adottate.

L'Organizzatore e BolognaFiere hanno la facoltà di integrare, modificare ed annullare le presenti disposizioni laddove necessario per l'adeguamento a norme di legge.



Exhibition Technical Regulations

REFERENCES

- "BolognaFiere" means BolognaFiere spa based in Bologna, Viale della Fiera no. 20.
- Organizer means EDI.CER. spa Società Unipersonale based in Sassuolo (Modena), Viale Monte Santo n. 40.

1 PRELIMINARY NOTES

- The forms mentioned in these Exhibition Technical Regulations are contained in the **Forms Section** accessible from the internet site www.cersaie.it - EXHIBITORS - On Line Services.
- "Exhibition" means Cersaie 2025.
- "Stand" means the area rented to the Exhibitor for presenting products or services.
- "Exhibition Centre" means the Bologna Exhibition Centre.
- "Hall" means the Exhibition hall inside which the stands are located.
- "Pre-Exhibition" and "post-Exhibition" mean the periods set aside for stand set-up and dismantling, respectively.

2 GENERAL PROVISIONS

Exhibitors and visitors are not permitted to remain in the Exhibition Centre beyond the times stated in points 2.A, 2.C, 2.D below.

2.A - EXHIBITION DATES, VENUE AND OPENING HOURS

Cersaie - International Exhibition of Ceramic Tile and Bathroom Furnishings will be held from 22 to 26 September 2025 in the Bologna Exhibition Centre and will be open to visitors at the following times: from Monday 22/09/2025 to Thursday 25/09/2025 from 9.00 to 19.00 and Friday 26/09/2025 from 9.00 to 18.00.

Exhibitors may gain admission to the stands at the following times:

EXHIBITION OPENING TIMES FOR EXHIBITORS	DATE			TIME
	Monday	22	September	7.30-19.30
	Tuesday	23	September	
	Wednesday	24	September	8.00-19.30
	Thursday	25	September	
	Friday	26	September	8.00-18.00

2.B - ADMISSION TO EXHIBITION CENTRE DURING STAND SET-UP AND DISMANTLING PERIODS

During the set-up and dismantling phases, the entire Exhibition Centre is deemed a WORK AREA. Anyone not wearing safety footwear will be denied access.

Symbol	Indication
	Safety footwear

In order to enter the Exhibition Centre during stand set-up and dismantling periods, Exhibitors must register on the website cersaie.befair.eu, then go to the link "PASS" and create access permits for their staff and their vehicles to be displayed at the entrances. To do this, Exhibitors must use the credentials chosen by the user when accessing the system for the first time according to the instructions provided by email, which will remain valid for future editions of the Exhibition. The Exhibitors themselves will be responsible for authorising their Contractors (stand fitters, suppliers, couriers, etc.) by assigning them a file, after which the Contractor will

receive an email containing the credentials for accessing the Pass website. Exhibitors are strictly forbidden from issuing Exhibition Centre access passes to persons other than their own fitters/suppliers/staff during the stand set up and dismantling periods.

The Contractor may then proceed to enter the names of his personnel and the number plates of his vehicles in order to print out the passes required for entry to the Exhibition Centre on the assembly and dismantling days only. If the Exhibitors/Contractors fail to view the documents published herein, including the D.U.V.R.I., they will not be able to print out the passes required for entry into the Exhibition Centre.

Access to the Exhibition Centre will not be permitted to persons or vehicles not in possession of the passes and safety devices indicated in this article, or for purposes other than the assembly and dismantling of stands. Vehicles without a pass that have to deliver goods (including couriers) may deposit them at the CFP depot in Via Maserati 20/c at the following times: 8 a.m.-12 p.m./1 p.m.-5 p.m. This goods deposit service is charged for and must be booked on the BolognaFiere sales platform at cersaie.befair.eu. For special requests, email vendite@bolognafiere.it.

In accordance with current occupational health and safety legislation, Exhibitors are responsible for ensuring that all Contractors and self-employed workers carrying out work in the Exhibition Centre on their behalf fulfil the necessary technical and professional requirements.

Exhibitors and their fitters/suppliers who fail to gain accreditation from this website and fail to exhibit the entry documents will not be admitted to the Exhibition Centre during the stand set-up and dismantling periods. In accordance with work safety legislation, BolognaFiere and the Organizer may establish specific criteria for admission to the Exhibition Centre during the stand set-up period and dismantling period and may restrict vehicle access and/or apply charges in the event that vehicles are parked outside the spaces or for longer than the timeframes established by BolognaFiere. Suppliers/transporters who enter the Exhibition Centre to supply materials on behalf of the Exhibitor must be in possession of the specific Transport Document (DDT) indicating the Exhibitor's identification data, including company name, hall and stand number.

Motor vehicles for transport and lifting are not permitted to enter the Exhibition halls: the only exceptions are electric forklifts and vehicles expressly authorised by BolognaFiere and/or hall supervision staff. Lift trucks may not be taken into temporary halls with floor decking.

Exhibitors and Contractors working on the Exhibitor's behalf may not use their own lift trucks, travelling cranes, aerial work platforms, etc. inside the Exhibition Centre. Requests for exceptions, with adequate justification, may be made to the BolognaFiere Operations Division, and must be submitted together with the certification of suitability of the relevant vehicles and driver. If authorisation is granted, the applicants will be charged a fee to cover the administration and verification costs associated with these authorisations. For conditions, refer to the on-line section (Request for examination of documentation for use of own lift trucks and other lifting equipment) in the "Forms Section".

If lifting equipment is introduced and used without prior authorisation, BolognaFiere will immediately have the vehicle stopped and request that it be removed from the Exhibition Centre.

It is not possible to hire trucks with cranes on board without an operator. For this kind of vehicle to be used inside the Exhibition Centre, it must be equipped with pipes for discharging exhaust fumes outside the halls.

Parking in the vicinity of the Exhibition halls must be strictly limited to the time required to load and unload materials and equipment.

Vehicles not used for these operations must be left in the reserved areas of the car park. In particular, it is not permitted to unload and deposit containers or removable parts of non-automotive vehicles.

As regards the operation of commercial vehicles with a total weight of more than 7.5 tons on non-urban roads, reference should be made to the updated regulations that are in place at the time of transport.

On Sunday 21 September, the day before the Exhibition is due to begin, no vehicle may remain parked inside the Exhibition Centre after the evening closure time.

During stand set-up and dismantling periods, no vehicle will be permitted to enter the Exhibition Centre later than one hour prior to the evening closure time.

Moreover, for safety reasons no vehicle may remain parked inside the Exhibition Centre after the evening closure time. If this condition is not observed, BolognaFiere may have the vehicle removed from the car park at the risk and expense of the owner of the vehicle. For information, the offender may contact the Sales Office - Services Centre Block D 1st floor.

2.C - STAND HANDOVER AND ADMISSION HOURS

The stands are made available to the Exhibitors on the following dates and times:

HALLS	DATE			TIME
14 - 15	Monday	15	September	7.00-20.00
16 - 18	Tuesday	16	September	
19 - 20	Wednesday	17	September	
21 - 22	Thursday	18	September	
25 - 26	Friday	19	September	
28 - 29	Saturday	20	September	
30 - Mall	Sunday	21	September	7.00-16.00
31 - 31A				
32 - 33 - 35				
36 - 37				
Services Centre External Areas 49				

IMPORTANT: on 21 September the stand set-up work must be completed by 16.00; from 16.00 to 18.00 stand cleaning only may be performed.

After 18.00 on Sunday 21 September, Exhibitors or their appointees will not be permitted inside the Exhibition Centre. BolognaFiere requires anyone present after that time to leave the premises and will impose a penalty on the Exhibitor.

The Exhibitor must ensure that the chosen stand fitter undertakes to meet this deadline by including a completion time clause in the contract.

2.D - REMOVAL OF SAMPLES AND STAND FURNISHINGS – RECONSIGNING THE STANDS

The admission times for removal of samples and stand furnishings from the Exhibition Centre will be the following:

ADMISSION TIMES FOR REMOVAL OF SAMPLES AND STAND FURNISHINGS				
HALLS	DATE			TIME
14 - 15 - 16 - 18	Saturday	27	September	7.00-20.00
19 - 20 - 21 - 22				
25 - 26 - 28 - 29	Sunday	28	September	
30 - Mall	Monday	29	September	
31 - 31A				
32 - 33 - 35 - 36	Tuesday	30	September	
- 37	Wednesday	1	October	7.00-16.00
External AREAS 49	Saturday	27	September	7.00-20.00
	Sunday	28	September	
		Monday	29	September

The clearance of stands, wherever they are located, must be completed as follows:

FINAL DEADLINES FOR CLEARANCE OF EXHIBITION CENTRE	
AREAS 49	by 19.00 on 29 September 2025
HALLS	by 16.00 on 1 October 2025
14 - 15 - 16 - 18	
19 - 20 - 21 - 22	
25 - 26 - 28 - 29	
30 - Mall - 31	
31A - 32 - 33 - 35 - 36 - 37	

If all materials present inside the Exhibition Centre for set-up or Exhibition purposes are not removed by the above-mentioned deadline,

BolognaFiere will automatically remove the material and send it to waste disposal or treatment facilities.

The Exhibitor will be required to pay all direct and indirect expenses incurred for clearance and disposal/treatment as well as a penalty ranging from € 2,500.00 to € 15,000.00 (two thousand five hundred euro/00 to fifteen thousand euro/00) as shown in the following table:

Quantity	Fine price
from m³ 1 to m³ 3	€ 2,500.00
from m³ 3,5 to m³ 6	€ 5,000.00
from m³ 6,5 to m³ 10	€ 10,000.00
More than 10 m³	€ 15,000.00

as well as reimbursement for any additional damages. The Organiser will also have the right to bar the Exhibitor from future participation in the Exhibition.

The Exhibitor is responsible for removing all waste resulting from stand set-up and dismantling.

2.E - FORMS OF PAYMENT

The fees for participation in the Exhibition must be paid within the timeframes and in the ways set out on the application form. The obligatory "stand return declaration" will not be accepted from Exhibitors who have not already fully settled every direct or indirect account with BolognaFiere and the Organizer. This declaration will not be considered a receipt for any payment due for participation in the Exhibition.

2.F - SURVEILLANCE AGAINST THEFT – RESPONSIBILITY FOR THEFT AND DAMAGE – INSURANCE

As established in art. 12 of the "Exhibition General Regulations" in the Exhibition, during the Exhibition hall opening hours the Exhibitor must watch over his own stand either directly or using his own personnel.

Although BolognaFiere provides a general day and night surveillance service in the Exhibition Centre in the hours in which it is closed to the public and to Exhibitors for the entire duration of the Exhibition and during the days set aside for setting up and taking down stands, neither it nor the Organizer will be held responsible for theft or damage suffered by the Exhibitor. The Exhibitor assumes sole responsibility for damage or theft that may occur during stand set-up or dismantling periods or during the Exhibition itself.

BolognaFiere will also hold the Exhibitor responsible for all direct and indirect damage attributable in any way to him or to personnel acting on his behalf (including damage caused by furnishings or systems installed by him or by third parties appointed by him, even if these have been inspected by BolognaFiere).

Compensation for theft or damages suffered by the Exhibitor, even outside the hall opening hours (including all days set aside for building and taking down stands), will only be provided by way of the insurance coverage and within the limits established therein.

As established in art. 13 of the "Exhibition General Regulations" in the Exhibition the Exhibitor will benefit from the following insurance policies taken out by BolognaFiere and agreed with the Organizer:

- All Risks cover (including fire and theft) against direct and material damage to stand fittings, furnishings, equipment and goods in the stand, excluding cash, items of value, other valuables and similar and excluding software installed on computers and excluding damages from non-use of stand fittings, furnishings, equipment and goods during the Exhibition – € 40,000.00 full first loss cover (including fire and theft) with full excess of € 300,00 for each item of damage, increased to € 600.00 for damages occurring after the end of the Exhibition (during the disassembling period).
- Third Party Liability cover, including fire damage: single limit of € 50,000,000.00;
- Third Party Liability cover for employees: limit € 3,000,000.00 per claim with limit of € 2,000,000.00 per person.
- Waiver by Insurance Company of all claims towards Exhibitors, the Organizer and BolognaFiere.

The aforesaid insurance covers are governed by the conditions and limitations summarised on **Form S** (Supplementary insurance policy).

These insurance policies do not release the Exhibitor from liability in respect of all risks which, according to the independent assessment of the Exhibitor, are either not covered or exceed the limits of cover as set out above. In these cases the Exhibitor must take out the appropriate supplementary insurance cover, for which purpose he may use aforementioned Form S. In all cases, given the existence of a video surveillance system, in the event of theft, the Exhibitor must provide the Insurance Company with a copy of the report submitted to the Public

Authorities within seven days of the end of the Exhibition. Failure to meet this deadline may result in forfeiture of the right to compensation.

The insurance company will also handle claims and settlements at the end of the Exhibition.

In all cases, the Exhibitor undertakes to include in the supplementary insurance cover a clause in which the Insurance Company waives all recourse to action against the Exhibitors, the Organizer and BolognaFiere, and in default he shall indemnify them from any action that the Insurance Company may bring against them.

Having taken note of the above, the Exhibitor (on his own account and that of his agents, employees or appointees) expressly relieves the Organizer and BolognaFiere of all liability for loss or damage which for any reason should occur in the Exhibition area assigned to him, during the Exhibition or during stand fitting or dismantling, and in respect of anything located therein, and accepts liability for any damage caused to third parties by the management of the Exhibition space or by anything introduced therein and which is not covered in the terms or manner indicated above or by additional insurance cover taken out by the Exhibitor himself.

The Organizer and BolognaFiere will accept no liability for consequential damages, damage to image, loss of revenues, etc. As regards direct damages, the Exhibitor accepts that the liability of the Organizer and BolognaFiere is limited to the insurance coverage ceilings as stated above. The Exhibitor accepts these limits of liability.

2.G - PRESENCE IN THE STANDS

The Exhibitor must ensure that qualified sales staff are available at the stand for the entire duration of the Exhibition and during all opening hours.

The Exhibitor is further required to ensure that the products on display are not removed before the closing of the Exhibition.

In the event of a breach of these conditions, the Exhibitor will be fined € 5,000.00 (five thousand euro/00) and the Organizer will be entitled to bar him from future participation in the Exhibition.

3 STAND SET-UP AND PROHIBITIONS

3.A - RULES FOR SETTING UP STANDS

The Exhibitor must request advance authorisation from BolognaFiere before beginning set-up work on the assigned stand. BolognaFiere reserves the right not to grant permission for the set-up of stands that have not been authorised in advance.

The Exhibitor must fill in and consign to the appointed persons all the documentation and declarations indicated in these Regulations and on the obligatory forms present in the Forms Section available from the internet site www.cersaie.it - EXHIBITORS - On-Line Services; in the event of failure to consign the obligatory forms within the timeframes and in the manners indicated, BolognaFiere and the Organizer, either jointly or separately, will be entitled to take the action deemed most suitable – including closure of the stand – to guarantee safety, without prejudice to the civil and criminal liability of the Exhibitor.

The Exhibitor acknowledges that the Exhibition Centre is categorised as a **public show venue** and undertakes to observe and ensure that his employees and co-workers observe the relevant standards and comply with all the provisions and formalities envisaged for these spaces.

BolognaFiere has the right to apply to the Commissione Provinciale di Vigilanza sui locali di Pubblico Spettacolo (Provincial Commission for Supervision of Public Show venues) for authorisation to hold the Exhibition.

Exhibitors must in all circumstances observe the instructions given by the BolognaFiere Security Service to permit use of the stand.

The Organizer and BolognaFiere, jointly or separately, **reserve the right to have stand fittings and installations altered or removed if they fail to comply with the provisions and rules set out in these Regulations and in all Exhibition documents produced by BolognaFiere.** All responsibility regarding the static design and conformity of the stand set-up materials with current applicable fire regulations, the set-up, implementation and use of utilities and personal injury or damage to property of BolognaFiere, the Organizer or third parties lies exclusively with the Exhibitor, who expressly holds the Organizer and BolognaFiere harmless for damage that may result from defects of design and construction.

By virtue of the signed participation contract, the Exhibitor is the only responsible party towards the Organizer and consequently towards BolognaFiere as it is the owner of the spaces. In the event of failure to observe these regulations and those stated in the General Conditions of Participation in the Exhibition, BolognaFiere will be entitled to take action against the company. If this results in the adoption of measures

additional to the overall safety conditions, corresponding expenses may be **charged (to be evaluated at no less than € 20.00/m² of hired stand space) or an injunction may be given for the stand to be partially or totally dismantled and declared unfit for use. The Organizer may also apply the provisions of Article 22 of the General Conditions of Participation.**

In the event of failure to observe the safety rules, the Exhibitor may be reported to the judicial authorities.

3.B - REQUEST FOR STAND SET-UP AUTHORISATION

Before setting up the assigned stand, the Exhibitor must request advance authorisation from BolognaFiere, as described in points 3.B.1 below.

If the request for authorisation is accepted by BolognaFiere, the Exhibitor undertakes to set up the stand in accordance with the authorised design plan, making any alterations that are requested by BolognaFiere at the time of approval.

Design plan authorisation issued directly by BolognaFiere:

- does not imply approval of the design plan in terms of safety; compliance of the design plan with current applicable safety standards is the sole responsibility of the stand designer
- does not release the designer or his appointee from the obligation to perform an inspection in the area where the stand will be located in order to determine whether any obstacles are present that are liable to affect the design of the stand (utilities and areas of respect, height of fixed structures above the stand, etc.); the designer must take account of these obstacles during the stand design. If any problems should arise subsequent to approval of the design plan or during assembly that could not be determined from the submitted technical drawings, BolognaFiere reserves the right to send further communications or requests for changes to the stand set-up.

BolognaFiere will respond to all requests for authorisation submitted by the deadline either by granting written approval or by requesting that the appropriate indicated changes are made to the design plan.

BolognaFiere reserves the right not to grant permission for the set-up of stands that have not been authorised in advance.

3.B.1 - REQUIREMENTS FOR REQUESTING STAND SET-UP AUTHORISATION

The Exhibitor must apply for authorisation from BolognaFiere by filling in Form H and sending it to the address shown at the bottom of the form no later than the date of the deadline. The Exhibitor must also:

- appoint a **stand safety manager** who for the purposes of safety assumes responsibility for the above-mentioned safety activity towards BolognaFiere, the Organizer and third parties;
- indicate a contact person at the exhibiting company for the stand set-up operation;
- indicate the company that will be appointed to set-up the stand and a contact person from this company, if not done directly by the Exhibitor with his own personnel;
- send the stand design plan together with Form H to the e-mail address tecnico1@bolognafiere.it, in the manner indicated in section 3.B.2., as well as a copy of the receipt of the bank transfer made as payment for inspection (as shown in the table in section 3.B.3).

Subsequently the Exhibitor must fill in all the other forms indicated in above-mentioned Form H and send them to the address indicated at the bottom of each form by the stated date.

In addition, when assembly has been completed, and in any case no later than the end of the final day of assembly, a declaration of correct assembly must be submitted using **Form I 2**.

3.B.2 - STAND DESIGN PLAN AND TECHNICAL DOCUMENTATION

The design plan must contain:

floor plans, elevations and dimensioned sectional views, axonometry and/or 3D renderings. In particular, all stand elements including platforms, signs, banners and similar must be marked and dimensioned; plan drawing of possible location of electrical cabinets and water supply connections. This plan drawing may be submitted after the design plan has been approved but no later than ten days after the start of assembly work.

The design plan must be signed and stamped by a qualified technician in accordance with Italian law.

If the stand has the following structures:

- lattice structures of total length greater than 32.00 m and/or free structural clearance greater than 8.00 m
- horizontal structures made of metal or other materials with free structural clearance greater than 4.50 m or made of stone with a free structural clearance greater than 2.50 m

- roofed structures in outdoor areas larger than 75 m²
 - display systems for ceramic and/or stone materials
 a **Calculation Report** for the structures concerned must also be submitted, likewise signed and stamped by a qualified technician. This report must include the load conditions that will occur during use, assembly and dismantling in accordance with the planned construction method and a detailed description of all constituent materials. The calculation report may be submitted after submitting the design plan, if so declared on Form H, but in any case no later than **2 September 2025**.

For American type lattice structures rented from BolognaFiere, the above documents will be prepared by BolognaFiere itself and are therefore not the Exhibitor's responsibility.

If the required documents are not submitted, authorisation to set up the stand will not be granted.

3.B.3 - CHARGES FOR STAND TEST

All stands are subject to static testing, which must be performed by an authorised technician appointed by BolognaFiere. This service will be charged to the Exhibitor at the rates shown in the following table (Table 1):

Stand surface area	Unit price
Up to m ² 100	€ 158,00 + VAT*
From m ² 101 to m ² 200	€ 264,00 + VAT*
From m ² 201 to m ² 400	€ 422,00 + VAT*
Above m ² 400	€ 740,00 + VAT*

Exhibitors who submit form H (Request for stand authorisation) and/or the stand design stamped and signed by an authorised technician later than 11 July 2025 will be charged double the agreed rate for static testing, as indicated below (Table 2):

Stand surface area	Unit price
Up to m ² 100	€ 316,00 + VAT*
From m ² 101 to m ² 200	€ 528,00 + VAT*
From m ² 201 to m ² 400	€ 844,00 + VAT*
Above m ² 400	€ 1,480.00 + VAT*

*Vat will be applied only where due.

If the design plan signed and stamped by a qualified technician and the calculation report (where required) are not submitted, BolognaFiere will automatically evaluate the compatibility of the project and will charge an additional € 520.00 + VAT on top of the testing costs.

A fee ranging from a minimum of €1,000.00 to a maximum of €5,000.00 will also be charged for verification and management of failed submission. BolognaFiere technicians will check the progress of stand set-up, reserving the right to interrupt operations at any time if safety conditions are not met.

If, during the set-up period, BolognaFiere determines that the structure does not satisfy requirements or observes precarious situations, it may request that the situation be immediately remedied as specified in the "Exhibition General Regulations".

In the event of serious non-compliance that may lead to a hazardous situation, BolognaFiere and the Organiser will evaluate the possibility of refusing to allow the stand to be opened to the public.

3.C - STAND DESIGN AND CONSTRUCTION

The reference legislation for design and construction of the stands is exclusively that in force in the Italian Republic.

The Exhibition Centre is categorised as a **public show venue** so all legislation referring to such locations is applicable; this applies both to stands inside Exhibition halls and for stands in external areas.

The stand must be set up within the assigned surface area, as indicated in the technical documentation sent to the Exhibitor together with confirmation of participation. The assigned stand area in the Exhibition hall will be identified by adhesive tape on the floor. If the absence of other reference elements, the stand must not extend beyond a theoretical area delimited by a line running through the midpoints of the plates located in the floor at the edge of the stand.

The stand and the relevant utilities must be built to the highest standards in accordance with legislation regarding occupational health and safety, fire prevention and elimination of architectural barriers. The **Safety File** and the **Form Section** accessible from the internet site www.cersaie.it - EXHIBITORS - On-Line Services must be viewed, along with the information given in point 4. "Safety" and point 6.

"Technical Services" of these Regulations. When setting up Exhibition stands, the stand set-up companies must consider the presence of the public, so they must devise solutions that guarantee the safety of public and Exhibitors in accordance with applicable legislation.

The stand must consist of prefabricated and finished elements so that only assembly and final retouching operations are required in the Exhibition Centre. BolognaFiere and the Organizer reserve the right to have stand set-up work suspended in the event that this work is liable to cause personal injury or damage to property or disturb nearby Exhibitors.

3.C.1 - STAND HEIGHT

All stands inside the Exhibition halls must be 4.00 metres in height, with the exception of hall 34 where the permitted height is 3.50 metres. In the outdoor areas stands must not exceed a maximum height of 6.00 m, where possible. In some cases there are fixed obstructions that limit stand heights to less than 4.00 metres. The height is measured taking account of platforms, girders, signs, banners and similar articles.

3.C.2 - ADJOINING STANDS

The rear section of the walls adjoining other stands must be perfectly finished and painted in a neutral colour.

Signs or posters may not be installed facing adjacent stands.

3.C.3- GLASS PANELS

If the stand set-up includes glass panels in direct contact with the public, these panels must comply with EU Construction Products Regulation No. 305/2011 enacted by Italian Legislative Decree No. 16 of 16.06.2017 as amended and supplemented. Large glass panels with a load-bearing function must be integrated with a suitable supporting structure (e.g. metal frame).

3.C.4 - ACCESSIBILITY AND HEIGHT OF PLATFORMS AND DOUBLEDECK STANDS

Platforms or double-deck stands exceeding a height of 0.70 metres from the supporting surface may not be constructed.

When drawing up the stand design project, the Exhibitor must observe legislation relating to the removal of architectural barriers.

In public areas, raised stand platforms must be connected to the Exhibition hall floor by means of steps with suitable risers and treads and at least one ramp with an inclination no greater than 8%. All stands with raised platforms must be accessible via at least one ramp. Steps and ramps must not obstruct the transit of the public in aisles.

3.C.5 - ACCESSIBILITY OF ELECTRICITY AND WATER SUPPLY POINTS

The electrical power and water supply points (manholes, ducts, electrical panels) must be easily accessible and available for inspection and must be free of any obstruction so that they can be connected and subsequently inspected by BolognaFiere personnel. The stand set-up plan must show the point chosen for the connection. Information may be requested by emailing: tecnico1@bolognafiere.it

3.C.6- STAND ROOFS

In halls 14, 15, 16, 18, 21, 22, 25, 26, 28, Mall, 33 and 34 and partially in halls 29, 30 and 37, stand roofs are permitted only if constructed with large grille type panels that allow the sprinkler fire system and air conditioning system to be used correctly.

3.C.7 - SUSPENSION POINTS AND ANCHORS

Suspension points and anchors are allowed in halls **14-15-16-18-19-28-29-30-36-37** only. The suspension or anchoring points to the hall structures must be installed exclusively by BolognaFiere through its official supplier, who will also perform testing of the same. Please send your request for feasibility via email to appendimenti@henoto.com.

3.C.8 - SUSPENDED LOADS AND SUSPENSION SYSTEMS

Suspended loads and suspension systems must be conform to the specifications provided in Ministry of the Interior Memorandum dated 1 April 2011, and in Circular no. 15985 of 30 October 2023, i.e., by providing a safety connection (for example, connecting rod, sling, rope, chain, telescopic fall-protection systems, etc.) in addition to the main connection system (for example, connecting rod, sling, rope, chain, bar). "Suspended loads" are understood to mean lattice girders (simple or ring-type) or other kinds of girders/structures and all related loads (for purposes of example only: screens, projectors, speakers, lights, motors to hoist other sub-structures, etc.) whether connected to a structure above or below or by means of a hoist.

The above-mentioned components must have all of the documentation specified in the Memorandum.

SECURING OF SUSPENDED STRUCTURES

Lifting devices (including D8+ motors) and lighting fixtures must always be fitted with a suitable safety connection (e.g. steel cables, not plastic ties). If any irregularities are found by the last day of the stand set-up period, BolognaFiere will automatically arrange for everything to be made safe so that the structures can be tested and will charge the relevant cost to the Exhibitor.

3.C.9 - FIRE EXTINGUISHERS

Exhibitors are obliged to keep at least the number of fire extinguishers indicated in the following table on their stands, in view and ready for use:

Stand surface area:	Minimum number
up to 50 m ²	1 extinguisher
from 51 m ² to 150 m ²	2 extinguishers
from 151 m ² to 300 m ²	3 extinguishers
above 300 m ²	4 extinguishers

The extinguishers must be of the powder type at least 6 kg 34A-233BC approved in accordance with the Ministerial Decree of 7 January 2005. The BolognaFiere Safety Service may in its unquestionable judgement request that the number of extinguishers located on the stand be increased.

Extinguishers may be rented, while stocks last, directly in the Exhibition Centre from the Sales Office located in the Services Centre (mail: vendite@bolognafiere.it - tel. +39 051/28.28.16).

3.C.10 - ACCESS TO UPPER FLOORS

Goods lifts with the following characteristics can be used to gain access to the upper floors of the Exhibition halls:

Hall	Height	Width	Length	Capacity
Hall 15	4 metres	2.9 metres	8.5 metres	12,000 kg
Hall 18	4 metres	2.9 metres	8.5 metres	12,000 kg
Hall 20 north side	4 metres	2.9 metres	8.5 metres	12,000 kg
Hall 20 east side	4 metres	2.5 metres	4.2 metres	12,000 kg
Hall 34	4 metres	3.0 metres	7.5 metres	12,000 kg

The goods lifts are normally in operation only during the official opening hours of the Exhibition Centre.

Only electric lift trucks and hand pallet trucks are allowed to access the goods lifts.

3.C.11 - DISPLAY SYSTEMS FOR CERAMIC AND/OR STONE MATERIALS

If the stand includes systems for displaying ceramic and/or stone materials, these display systems must be anchored both to the wall (which must be adequate to support the load conditions) and to the floor, and indicated in the project design. It is also obligatory to submit a specific calculation report signed and stamped by a qualified technician accompanied by technical data sheets and anchorage specifications and including an indication of the load conditions envisaged during use.

When assembly has been completed, and in any case no later than the end of the final day of assembly, a declaration of correct assembly must be submitted using **Form I2**.

If the presence of ceramic and/or stone material display systems has not been declared and/or the required documents have not been sent to BolognaFiere, the stand will be closed immediately. The Exhibitor shall in any case remain fully and exclusively responsible for the compliance of its stand with the provisions of these regulations. Authorisation to open the stand may be granted only after the required documentation has been submitted, the Inspection Service fee of € 2,000.00 + VAT (two thousand euros/00 plus VAT) has been paid, and static testing by BolognaFiere's technicians has been successfully completed.

3.D - WASTE AND EMPTY CONTAINERS MANAGEMENT

Stand set-up and disassembly

The Exhibitor is responsible for day-to-day management of all materials brought into the Exhibition Centre, of waste produced during stand set-up and dismantling, and of empty packaging.

The Exhibitor must fill in the obligatory Form R to indicate how he intends to remove waste.

Form R must be sent to gestioneambientale@bolognafiere.it no later than 5 September 2025.

Waste disposal services offered by BolognaFiere must be purchased via the website cersaie.befair.eu.

If the form is not submitted or is submitted after 5 September 2025, the Exhibitor will be required to pay BolognaFiere € 500.00 (five hundred euros) as SECRETARIAL FEES.

The Exhibitor must indicate on Form R the name of a contact person appointed on his behalf to confirm performance of the inspection and services requested from and provided by BolognaFiere.

If BolognaFiere does not receive confirmation, it will proceed automatically and at its sole discretion and will charge the exhibiting company for waste disposal and waste management costs.

DURING SET-UP AND DISMANTLING PERIOD

During the work, the corridors and internal and external perimeters of the halls must be kept clear of waste materials and obstructions of any kind. If this is not done, these materials will be removed by BolognaFiere personnel and deposited in a dedicated area. The cost of this operation will be charged to the Exhibitor and/or its appointees and/or fitters.

Specialist BolognaFiere personnel present in every hall will indicate the area where these materials are deposited. They will monitor and supervise the stands on a daily basis and keep the Exhibitors and/or their appointees informed about this procedure.

LITTERING AND WASTE AND SET-UP/DISMANTLING MATERIALS REMOVAL

If waste and all other Exhibition and set-up materials are not removed by 4 p.m. on 21 September 2025 (for the stand set-up phase) or by the dates indicated in the table "FINAL DEADLINES FOR CLEARANCE OF EXHIBITION CENTRE" in point 2. D of these Regulations (for the dismantling phase), BolognaFiere will automatically send the waste to the waste disposal or treatment plants. In this case the Exhibitor will be required to pay all direct and indirect expenses incurred for clearance and disposal/treatment, in addition to a penalty ranging from € 2,500.00 to € 15,000.00 (from two thousand five hundred euro/00 to fifteen thousand euro/00) as shown in the following table:

Quantity	Fine price
from m ³ 1 to m ³ 3	€ 2,500.00
from m ³ 3,5 to m ³ 6	€ 5,000.00
from m ³ 6,5 to m ³ 10	€ 10,000.00
More than 10 m ³	€ 15,000.00

as well as reimbursement for any additional damages. The Organiser will also have the right to bar the Exhibitor from future participation in the Exhibition.

Exhibition

All waste produced during the Exhibition must be delivered to the designated marked containers present in the halls and in the Exhibition Centre and separated into specific types of waste (paper, glass, metal, plastic and general waste).

3.E - PROHIBITIONS

Exhibitors are specifically not permitted to:

- construct the stand floor on an in-situ cast concrete screed;
- construct accessible platforms exceeding a height of 0.70 metres from the floor;
- apply loads to or rest materials against the hall structures, walls or light poles, etc.
- affix or hang posters, cables, panels, banners or adhesive labels from the above-mentioned components;
- use double-sided adhesive tape that is highly adhesive or has a paper substrate of weak consistency to fix carpet or similar materials to the floor;
- damage equipment owned by BolognaFiere or the hall structures;
- use their own lifting equipment unless a specific exemption is granted by BolognaFiere (see point 2.B);
- overload floors in Exhibition halls with a distributed load greater than 1,000 kg/m². In the case of concentrated loads, the Exhibitor must adopt (at his own expense and risk) suitable means for spreading the load over the floor in such a way that the above-mentioned limit is not exceeded at any point and so as not to cause damage to the halls;

- enter the halls with vehicles with a total maximum weight when fully laden greater than 12,000 kg;
- **enter halls 15 - 18 - 20 - 33 - 34 with lift trucks with total weight when fully laden greater than 8,000 kg;**
- **enter halls with motor vehicles; lift trucks may enter the Exhibition halls only if electrically powered; lift trucks may not be taken into temporary halls with floor decking;**
- operate vehicles in the exclusively pedestrian tree-lined avenues, anywhere in the loading/unloading area including the perimeter lean-to roofs, and in general on all agglomerate cement slab and stoneware floors;
- discharge waste water into the secondary drains in halls without the aid of special discharge pipes to be fitted into the drains; it is in any case forbidden to dispose of water containing substances that are corrosive for metals or concrete, solidifying substances, or foul-smelling water;
- lift manhole covers;
- abandon pieces of stand construction materials such as carpet, fragments of glass or pottery or residues of any kind in the Exhibition Centre;
- operate machinery of any kind capable of generating noise, or radios, video recorders, cassette players, musical instruments or any other sound equipment without prior written authorisation from BolognaFiere; in any case such equipment must be operated in such a way that the sound level remains below the limits established by applicable legislation;
- organise shows or entertainment initiatives of any kind, even if limited to the interior of the stand or intended for product presentation, without prior authorisation from the Organizer and the management of BolognaFiere. The exhibitor is also solely responsible for obtaining any necessary authorisations from the health and public safety authorities and other relevant organisations for the above-mentioned initiatives;
- use blinking lights
- in accordance with the policy adopted by BolognaFiere in reducing the use of plastic in the Exhibition Centre, it is forbidden to use cutlery, plates, straws, glasses and all non-recyclable single-use plastic in general.

Other prohibitions are reported in points 4.B and 4.C

4 SAFETY

4.A - OBSERVATION OF LAWS AND REGULATIONS

Exhibitors are required to scrupulously observe and ensure that all companies operating on their behalf observe all laws and regulations pertaining to worker health and safety and social security contributions for the entire duration of Exhibition activities.

Further information and requirements pursuant to applicable legislation in Italy are given in the Safety File.

Exhibitors shall accept all civil and criminal liability for damage deriving from failure to comply with or violation of workplace safety legislation and all the requirements set out in the General Conditions of Participation, in these Exhibition Technical Regulations, in the Safety File and in the Forms Section and shall release BolognaFiere and the Organizer from all claims for compensation made by third parties. These documents can be viewed on the website www.cersaie.it - EXHIBITORS - On-Line Services.

Exhibitors shall inform their personnel and the companies operating in the Exhibition Centre on their behalf of the obligations and prohibitions set out in these Regulations, in the General Conditions of Participation in the Exhibition and in the Safety File.

In the event of failure to observe these regulations and those stated in the General Conditions of Participation, the Safety File and the Forms Section (for example if the company has an irregular fire safety position), BolognaFiere will be entitled to take action against the company. If this results in the adoption of measures additional to the general safety conditions, corresponding expenses may be charged (to be evaluated at not less than € 20.00/m²) or an injunction may be given for the stand to be partially or totally dismantled and declared unfit for use. The Organizer may also apply the provisions of Article 22 of the General Conditions of Participation.

In the event of failure to observe the safety rules, the company may be reported to the judicial authorities.

4.B - SAFETY REQUIREMENTS AND PROHIBITIONS

For the purposes of safety of everyone working in the Exhibition Centre, Exhibitors must observe the following requirements and prohibitions and ensure that they are observed by parties acting on their behalf:

- each Exhibitor is obliged to install in a clearly visible and accessible position in the stand a suitable extinguisher with characteristics as

described in point 3.C.9 of these Regulations and to train personnel present in the stand in the use of the extinguisher.

- compliance with the limits established by legislation regarding emission of dust or noise and worker exposure must be ensured. If exposure is limited by providing personal protection equipment to employees, it must be verified that the emissions deriving from the activities do not pose a risk to workers from other companies;
- given the presence of more than one company in the same workplace at the same time, each company shall ensure that operations that may be dangerous to its own workers and/or those of other companies working on the same or adjacent stands are not performed;
- when performing work, companies may not occupy space outside their own stand with crates, pallets or stand set-up materials. If this cannot be avoided for proven technical reasons, the escape routes must be kept clear at all times. A company using spaces outside its own stand must ensure that this does not constitute a hazard for workers from other companies;
- electric or gas stoves or heaters of any kind may not be used;
- smoking is not permitted inside the halls or in the service areas (restaurants, bars, offices, conference rooms, etc.) or in external areas in proximity to combustible materials, even during the periods of stand set-up and dismantling. The Exhibitor is responsible for ensuring that the smoking ban is observed inside his stand;
- it is forbidden to lift manhole covers;
- it is forbidden to leave tools that have not been disabled or dangerous equipment unattended to avoid the risk of personal injury through contact;
- the Exhibitor may not make direct connections or disconnections to the utilities (water, electrical energy, compressed air, telephone) either himself or through third parties not authorised by BolognaFiere. As regards the electrical system, during the stand set-up and dismantling stages, only the service sockets within the indicated power limits may be used. If these sockets are used, special care must be taken when positioning extension cables, which must be adequately protected and must not obstruct movement within the Exhibition Centre. In accordance with specific safety legislation, when using multiple sockets measures must be adopted to ensure that contact with live parts is not possible without the use of special equipment. During the dismantling stage, the Exhibitor must make sure that the electrical system has first been disconnected from the power supply;
- it is forbidden to tamper with seals or locks on the electrical energy supply boxes;
- it is forbidden to bring explosive, asphyxiating or otherwise dangerous materials into the Exhibition Centre, to light fires without taking due precautions or receiving the necessary authorisations from the competent authorities, and to introduce or use compressed or liquefied gas cylinders and to launch air balloons;
- it is forbidden to leave machinery or motor vehicles with fuel-filled tanks on display;
- for safety reasons it is forbidden to leave the electrical power supply to the stand turned on during the hours when the Exhibition Centre is closed, even during the stand set-up and dismantling stages. Failing this, for safety reasons and in its sole discretion, BolognaFiere S.p.A. will instruct its Safety Service to disconnect the electricity, acting directly on the electrical cabinet at the stand. This action will be made known to the Exhibitor by sticking an information label;
- it is not permitted to store empty packaging or advertising material inside the stand in a greater quantity than may be considered, in the unquestionable judgement of the BolognaFiere Security Service, an adequate quantity for daily requirements;
- the hydrants and corresponding signs must be left visible and immediately accessible at all times;
- **during opening hours to the public it is not permitted to use any form of locomotion, with or without a motor, in the common interior and exterior areas (including electric vehicles, bicycles, scooters, roller skates, etc.);**
- The speed of all transport vehicles, including non-motorized, must comply with the limit of 15 km/h; this speed must be reduced to walking pace in the presence of pedestrians or hazard situation. In addition, the conduct of all transport vehicles (with the exception of working vehicles such as forklift etc.) is allowed only outside the construction site and compatibly to the logistical conditions of the Exhibition Centre;
- when waiting for an extended period of time, motor vehicle engines must be turned off;
- the emergency lanes, escape routes or access ways to halls must not be obstructed, even temporarily, by vehicles or materials of any kind;
- the operations of loading/unloading motor vehicles must be performed as quickly as possible, and as soon as they have been completed the vehicle must be removed from the Exhibition Centre or parked in the dedicated areas.

- during the stand set-up and dismantling periods, Exhibitors are forbidden from organising meetings with their own personnel or with third parties inside the Exhibition Centre. In the event of non-compliance, the competent authorities may be informed. Exhibitors who fail to comply with this requirement may be held civilly and criminally liable in the event of accidents or injuries. The Organiser and BolognaFiere may in any case have the offenders expelled from the Exhibition Centre.

Other prohibitions are reported in points 3.E and 4.C

4.C - SAFETY REQUIREMENTS AND PROHIBITIONS TO BE ADOPTED ON STANDS

To assure maximum effectiveness of the overall safety conditions in the Exhibition Centre, Exhibitors must observe and ensure that the stand fitters observe the legally-prescribed fire regulations. In any case the materials used for stand building must meet the following requirements:

- only incombustible, inherently fireproof or fireproof treated materials may be used;
- the use of plastic materials that do not comply with European reaction to fire standards pursuant to Ministerial Decree 15/03/05 (corresponding to former "class 1") may not be used, even on panels (e.g. expanded polystyrene);
- it is forbidden to use synthetic fibre fabric that cannot be rendered fireproof, paint, coatings or adhesives that do not comply with European reaction to fire standards pursuant to Ministerial Decree 15/03/05 (corresponding to former "class 1" or former "class 2"), wickerwork, mats, latticework or trellises formed from laths of wood or similar materials;
- the Exhibitor is obliged to carry out specific fireproofing treatments on the combustible materials that are introduced into the stand for stand construction purposes. The fireproofing treatments on the above-mentioned materials must be performed before they are installed in the stands;
- nitrocellulose or oil based paints or coatings may not be used;
- each Exhibitor must submit **Form M** "Declaration of correct installation of electrical systems and fittings" (Form M) at least 20 days before the start of stand set-up work; **Form I** "Declaration of correct fitting of materials" must be submitted no later than the day before the Exhibition begins.

Forms M and I must be submitted even in the absence of stand furnishings.

Before setting up the assigned stand, the Exhibitor must request advance authorisation from BolognaFiere, as described in point 3.C.1.

The same obligation applies to stands set up in external areas.

Other prohibitions are reported in points 3.E and 4.B.

4.D - PRESENTATION OF PREFABRICATED STRUCTURES, CRANES, SCAFFOLDING, ETC. AND REGULATIONS GOVERNING EXHIBITED MACHINERY IN OPERATION

For the presentation or use of prefabricated structures, tower cranes, self-elevating cranes and similar equipment, scaffolds, provisional reinforcement and scaffolding in general, the Exhibitor not only guarantees full application of all the safety and other legislation, regulations and standards of good practice, as well as those dictated by experience and caution for the entire period of time spent in the Exhibition Centre, but also undertakes to scrupulously observe instructions given by BolognaFiere.

Exhibited machinery may not be operated unless an exception is granted in writing by the Operations Division of BolognaFiere in the event that this does not constitute any disturbance or danger. In this case, the machinery must be equipped with the necessary devices for preventing injuries, irritating noises, unpleasant smells and emissions of gases and liquids.

Machinery may not be operated inside the halls by means of functioning interior-combustion engines and must not require the use of fuel or gas cylinders. In any case it must comply with legislation, regulations and standards of good practice, and must be backed by the required administrative documentation issued by the competent authorities.

The Exhibitor shall assume sole criminal and civil liability for injury and/or damage that may be caused to third parties due to failure to observe or violation of the relevant regulations and/or instructions.

BolognaFiere maintains the right to take direct action to remove or have removed from the Exhibition Centre structures that do not meet the above-mentioned requirements.

4.E - PROVISIONS REGARDING WORKPLACE SAFETY

The Exhibitor must observe workplace safety requirements, in particular the provisions of Legislative Decree 81/2008 and subsequent amendments and supplements.

When assigning the stand set-up and dismantling work or any other work inside the Exhibition Centre, the Exhibitor must:

- verify, if necessary through registration with the Chamber of Commerce, Industry and Artisanry, the technical and professional suitability of contractor companies or self-employed workers in relation to the work to be assigned through a services or works contract;
- provide these parties with detailed information on the specific risks that exist in the place in which they are called on to work and on the prevention and emergency measures adopted in relation to their activities;
- coordinate the worker risk protection and prevention actions by sharing information for purposes that include eliminating risks due to interference between the work of the various companies involved in the work as a whole.

In accordance with the provisions of Legislative Decree 81/2008 as amended and supplemented by decree 106/2009 and 98 of 9 August 2013 and by Italian Decree Law July 22, 2014 and its explaining circular n.35 of December 24, if the activities fall within the field of application of Title IV of the aforementioned decree (Art. 88, field of application), the Exhibitor in his capacity as principal must promote cooperation and coordination by appointing a Safety Coordinator for the Design and Implementation stages. The Safety Coordinator must prepare a Safety and Coordination Plan (PSC) for the stand, the contents of which are defined by annex VI by Italian Decree Law July 22, 2014. The Safety and Coordination Plan must be kept at the stand during all working stages so that it can be followed by the contractors and coordinated by the exhibiting company. If the Exhibitor performs the set-up work directly, he also undertakes to draw up the Operational Safety Plan (POS) with the minimum contents indicated in Annex VI of Legislative Decree of 22 July 2014.

Even in the event there is just one company, the employer of the lead contractor and sub-contractors must comply with the provisions of art. 96 of Legislative Decree 81/2008, as amended and supplemented.

If the activities do not fall within the field of application of Title IV, the Exhibitor in his capacity as Principal undertakes to promote cooperation and coordination by drawing up a unified risk assessment document indicating the measures taken to eliminate or, where this is not possible, to minimise interference risks.

If the Exhibitor performs the stand set-up work using his own personnel, he also undertakes to draw up a specific risk assessment document for his own direct activity.

The aforesaid documentation must be kept ready for inspection on the stand for the entire duration of the stand set-up and dismantling work.

Even in the absence of a stand structure, the Exhibitor must fill in **Form L "Information on Workplace Accident Prevention"** and submit it by the date and to the address indicated at the bottom of the form.

4.F - PROVISIONS AGAINST UNDECLARED EMPLOYMENT

In accordance with law no. 248 of 4/8/2006, implementing the Bersani decree (Decree Law 223/06), all workers are obliged to exhibit an identification badge showing their details, photograph and name of employer. The same obligation applies to self-employed workers, who must provide an identification badge for themselves. If a number of employers or self-employed workers are present at the same time, the party commissioning the work is jointly responsible.

4.G - PROVISIONS IN THE CASE OF FIRE OR HAZARD SITUATIONS

As BolognaFiere has a fire-fighting system (extinguishers, hydrants, etc.) and its own fire-fighting team which is present during Exhibitions, in the event a hazard situation arises the fire team must be informed immediately by means of the telephones and fire warning devices present in the Exhibition Centre.

In case of fire, besides notifying the fire service personnel as described above, each company must ensure that its workers remain calm and follow the instructions of the appointed personnel. The Exhibitor may use the fire extinguisher, which must be present in every stand as stated in the Exhibition General Regulations and in point 3.C.9 of these Regulations.

If the order to evacuate is given, workers must refrain from running or shouting and must make their way to the nearest marked safety exit without using the lifts.

The emergency telephone numbers are:

	From internal telephone	From mobile phone
Fire-Fighting Service	2265	+39 051 28 2265
National Police Force	2263	+39 051 28 2263
First-Aid Station	2275	+39 051 28 2275

5 GENERAL SERVICES

5.A - TECHNICAL SUPPORT FOR EXHIBITORS

Through its Show Management, the Organizer is able to provide Exhibitors with information on the general services available in the Exhibition Centre. The following services can be requested from Suppliers:

PACKAGED STANDS	HENOTO S.p.A.	henoto@henoto.com Tel. +39 051 28.28.11
TRAVEL AGENCY (Form B)	BOLOGNA WELCOME S.R.L.	agenzia@bolognawelcome.it Tel. +39 051 63.75.111
INSURANCE COMPANY (Form S)	AON S.p.A.	info.fiera@aon.it Tel. +39 051 04.071
ELECTRICAL CONNECTION	BOLOGNAFIERE S.p.A.	vendite@bolognafiere.it
WATER SYSTEMS	BOLOGNAFIERE S.p.A.	vendite@bolognafiere.it
TELEPHONE AND INTERNET SYSTEMS	BOLOGNAFIERE S.p.A.	vendite@bolognafiere.it
AUDIOVISUAL RENTAL	BOLOGNAFIERE S.p.A.	vendite@bolognafiere.it
REFRIGERATOR RENTAL	BOLOGNAFIERE S.p.A.	vendite@bolognafiere.it
PLANTA RENTAL	BOLOGNAFIERE S.p.A.	vendite@bolognafiere.it
SHIPPING AGENT	BOLOGNAFIERE S.p.A.	vendite@bolognafiere.it
PORTERAGE AND HANDLING	BOLOGNAFIERE S.p.A.	vendite@bolognafiere.it
STAND CLEANING	BOLOGNAFIERE S.p.A.	vendite@bolognafiere.it
WASTE MANAGEMENT	BOLOGNAFIERE S.p.A.	vendite@bolognafiere.it
CATERING	BOLOGNAFIERE S.p.A.	gestione@bolognafiere.it

Please note that:

- testing of all stands will be performed by BOLOGNAFIERE (see point 3.B.3).

- transportation, goods loading and unloading and portage services inside the Exhibition Centre are organised by the Official Supplier BOLOGNAFIERE. If the Exhibitor intends to use his own equipment, he must submit a request to the BolognaFiere Operations Division (see point 2.B). When introducing goods of non-EEC countries into the Exhibition Centre for use as samples, the Exhibitors must notify BolognaFiere using Form O "Notification of importation".

- The following catering services are provided in the Exhibition Centre: à-la-carte and self-service restaurants, snack bar and on request cocktail breaks and supplies of products directly to the stands.

5.B - RESPONSIBILITY FOR SERVICES

BolognaFiere regulates but does not organise the services specified in section 5.A so neither BolognaFiere nor the Organizer will accept any responsibility for their performance. Claims must be submitted in writing directly to the email address vendite@bolognafiere.it.

6 TECHNICAL SERVICES

Within the limits of the utilities at its disposal, BolognaFiere may provide individual stands with electrical power, water and compressed air and connect the stands to the telephone network.

6.A - ELECTRICAL SYSTEMS

6.A.1 - PROVISION OF SERVICE

The electrical power supply must be requested online in the **Forms Section**, where the conditions of service, charges and operating specifications are indicated.

The stands may be connected or disconnected to the power supply only by personnel from companies appointed by BolognaFiere, who will identify what they consider to be the most suitable connection point.

The Exhibitor is responsible for installing at his own expense the connecting cable from the supply point described above to the electrical panel in his stand. To request connection with the electrical system, the Exhibitor must submit the following forms to BolognaFiere:

- Form M = "Declaration of correct installation of electrical systems and fittings".

- Form N 1 = Declaration of conformity of electrical system (to be submitted only if the system is installed by an authorised Italian company). If the electrical system is installed by a non-Italian company, an "Electrical system conformity check" must be performed by a technician appointed by BolognaFiere at the Exhibitor's expense and booked on the website cersaie.befair.eu.

The electrical energy service will be charged according to the power requested by the user, even if less energy is actually consumed. If the sum of the individual power ratings of the installed appliances capable of being connected to the electricity supply exceeds the requested power, this higher power will be used for billing purposes.

If a power socket serves a number of user appliances (but never simultaneously), the installed power will be calculated considering the highest power appliance.

6.A.2 - SPECIFICATIONS OF ELECTRICAL CURRENT

The electricity supply system has a total of 4 live conductors, three-phase plus neutral: the power supply consists of alternating current at a mains frequency of 50 Hz (with a margin of tolerance of $\pm 2\%$) and with a voltage of 400 Volt three-phase and 230 Volt single-phase (with a margin of tolerance of $\pm 10\%$). BolognaFiere and the Organizer will not be held responsible for variations in the above-mentioned values attributable to the power grid of the power distribution company.

6.A.3 - INSTALLATION OF ELECTRICAL SYSTEMS

The electrical systems must be implemented to the highest standards (law 186 of 1/3/68 and subsequent amendments and supplements), taking account of the characteristics of the place of installation (CEI standard 64-8: 711 "Trade fairs, Exhibitions and stands"; 751 "Places subject to greater risk in the event of fire"; 752 "Electrical systems in public show and entertainment venues").

The main normative references are:

- IEC-CENELEC-CEI (64-8) standards
- Ministerial Decree 37/2008 of 22/1/2008 and subsequent amendments and supplements
- Amalgamated Law 81 of 9/4/2008 and subsequent amendments and supplements

All components must bear CE markings.

For installation of the electrical systems, in accordance with Art. 8 of Ministerial Decree (D.M.) 37/2008, the Exhibitor must assign the work to authorised firms pursuant to Art. 3, D.M. 37/2008 and the indications of the Amalgamated Law on safety (D.Lgs. 81/2008 and subsequent amendments and supplements).

The Exhibitor undertakes to check the power supply voltage when connecting his system and releases BolognaFiere, the Organizer and the personnel and/or companies appointed by BolognaFiere from all responsibility for personal injury or damage that may be caused by failure to perform this check. In any case the electrical systems must be considered live at all times, even in the event of a temporary interruption of the electrical power supply.

The electrical system must be installed by an authorised Italian company or by a company registered with an Italian Chamber of Commerce and authorised to install electrical systems (Ministerial Decree 37/2008). If the electrical system is installed by an external company, the Exhibitor must request verification that it meets Italian legislation as indicated on the website cersaie.befair.eu.

6.A.4 - ELECTRICAL POWER SUPPLY

Before leaving the stand at the end of each day's work in the Exhibition Centre, Exhibitors/fitters must ensure that all the light circuits are turned off inside their own Exhibition areas.

For safety purposes, all the BolognaFiere electrical systems, including those of the stands, must be considered permanently live even in the event of a temporary interruption in the electrical power supply, even at the end of the official Exhibition period.

If the electrical power supply has to be maintained for certain appliances (e.g. a refrigerator), the stand must be equipped with a dedicated electrical circuit that is separate from the lighting circuits.

During the stand set-up and disassembly stages, the electrical power sockets are in operation.

6.A.5 - ACCESSIBILITY OF ENERGY SUPPLY POINTS AND POSITIONING OF ELECTRICAL DEVICES

In accordance with legislation, the supply points from which the energy is delivered (panels and traps) must be easily accessible and available for inspection and must be free of any obstruction so that they can be checked and the connection made by the responsible person.

In areas accessible to the public, the handling, monitoring and protective devices must be located in a position accessible exclusively to the

authorised stand personnel and the authorised BolognaFiere personnel.
In the Safety file Exhibitors will find information that must be followed when designing and installing electrical systems.

6.B - WATER SYSTEMS

6.B.1 - PROVISION OF SERVICE The water connection must be requested online in the **Forms Section**, where the conditions of service, charges and operating specifications are indicated.

6.B.2 - INSTALLATION AND IMPLEMENTATION OF WATER SYSTEM
The Exhibitor must use top quality materials and equipment, and the systems must be designed and installed to the highest standards in relation to the mains pressure (6-8 atm.).

The Exhibitor releases BolognaFiere, the Organizer and the companies authorised by BolognaFiere for the water systems from all liability for personal injury or damage to property that may be caused by these systems.

Connections or disconnections to the water inlets and drains may be made exclusively by personnel from companies authorised by BolognaFiere for the water systems.

6.C - COMPRESSED AIR SYSTEM

6.C.1 - PROVISION OF SERVICE

The compressed air system must be requested online in the **Forms Section**, where the conditions of service, charges and operating specifications are indicated.

6.D - TELEPHONE SERVICE AND INTERNET CONNECTION

6.D.1 - CONDITIONS OF SERVICE The telephone service and/or Internet connection must be requested online in the **Forms Section**, where the conditions of service, charges and operating specifications are indicated.

BolognaFiere, the Organizer and the Supplier are not responsible for poor service that may be caused by malfunctions of the telephone exchange or by telephone traffic exceeding the average of trade fair events.

The Exhibitor is responsible for the way in which the internet connection and telephone lines provided by BolognaFiere are used. In particular, the Exhibitor may not transmit, process, disseminate, store or handle in any way contents of a child pornographic, pornographic, obscene, blasphemous or defamatory nature or otherwise contrary to law, public order and public morality. The Exhibitor maintains legal ownership of all information transmitted over the Internet and assumes full responsibility in civil and criminal law for the content of this information. BolognaFiere and the Organizer are specifically released from all responsibility and from the obligation to perform checks in this regard.
The connection will be made by the Authorised Provider, who will deactivate the connection at the end of the Exhibition.

7 SPECIAL SERVICES

7.A - EXHIBITOR CARDS AND PARKING PERMITS

Exhibitors are issued with the followed documents free of charge and in the number stated below:

- **Exhibitor entrance cards (personal and non transferable; each card allows for 2 daily admissions)**
- **Parking permits** (entitle the holder to park in the car parks provided by BolognaFiere as long as space is available).

The parking permit is valid for only one entrance per day and solely for access to the car parks. The driver and any passengers must therefore have their own admission documents.

EXHIBITOR CARDS AND FREE PARKING PERMITS		
STAND SIZE	NO. OF EXHIBITOR CARDS	NO. OF PARKING PERMITS
up to 16 m ²	4	1
up to 50 m ²	8	1
up to 100 m ²	12	2
up to 160 m ²	16	2
up to 250 m ²	20	2
more than 250 m ²	25	2

The Exhibitor cards and parking permits service will be available in the website www.cersaie.it – Exhibitors – On-line services starting from 1 September 2025.

The Exhibitor is responsible for the correct use of these documents and for the behaviour of persons using them.

Vehicles without a valid parking permit, taxis and rental cars with chauffeur cannot access the Exhibition Centre.

BolognaFiere and the Organizer may establish specific criteria for admission to the Exhibition Centre during the stand set-up, Exhibition and dismantling period and may restrict vehicle access and/or apply charges in the event vehicles are parked outside the parking spaces or for longer than the time limits established by the Organizer.

7.B - CUSTOMER FREE INVITATIONS

Exhibitors will find the link for sending out complimentary online free invitations to an unlimited number of e-mail addresses on the website www.cersaie.it - EXHIBITORS - On-line Services. These invitations can be customised with the company's logo, name and stand location during the Exhibition.

7.C - CATALOGUE

The electronic catalogue will contain information on the Exhibitors whose applications have been accepted 90 days before the date the Exhibition is due to begin. The company name and product sector provided with the application form will be considered valid.

While taking the greatest care to avoid errors, the Organizer will not be held responsible for omissions, incorrect information or descriptions, inaccuracies or printing errors, even concerning the company name of the Exhibitors. In accordance with the Regulations, it reserves the right to change the assigned positions.

7.D - HOTEL RESERVATION SERVICE

The hotel reservation service is provided by the Bologna Welcome. The Exhibitor should therefore contact Bologna Welcome directly using his platform, which states the conditions and charges for the service. This service is likewise supervised but not organised by BolognaFiere or the Organizer, who will therefore not be held responsible. Claims must be submitted in writing directly to Bologna Welcome and must also be forwarded to BolognaFiere for the sole purpose of notification.

7.E - SOUND BROADCASTING AND PAYMENT OF INTELLECTUAL PROPERTY RIGHTS

Exhibitors are not normally permitted to use music and sound reproduction equipment.

Exceptions must be authorised in writing. Authorisation may be revoked with immediate effect at any time by simple written notification. The granting of authorisation does not release the Exhibitor from the requirement to use the equipment in such a way as not to disturb other Exhibitors and visitors, particularly as regards noise legislation. In the event of failure to comply with these requirements, the Exhibitor will be charged a penalty of € 5,000.00 (five thousand euro/00) and without prejudice to the Organizer's right to bar him from participation in future editions of the Exhibition.

The Exhibitor must also fulfil the legal requirements concerning intellectual property rights under his own responsibility and at his own expense.

To complete the necessary formalities, interested parties should contact S.I.A.E., Via Orfeo n. 33/a - 40124 Bologna - Tel. +39 051.4290311 - Fax +39 051.307280. The opening hours are from 9 am to 12.30 pm, except Saturday and Sunday.

To help Exhibitors, a SIAE representative will visit the stands over the course of the Exhibition in order to offer to the Exhibitors the possibility to regularize their position.

8 SPECIAL PROVISIONS

8.A - FOOD PROCESSING AND PREPARATION AND THE SERVING OF BEVERAGES ON STANDS DURING THE EXHIBITION

For reasons of safety, fire prevention and hygiene, Exhibitor companies may not organise restaurants and bars or install cooking services, regardless of the form of power used, whether for cooking food or for heating up entirely or partially pre-cooked food.

Exceptions may be requested from BolognaFiere by sending an email to gestione@bolognafiere.it. The corresponding guide for authorisation will be sent to the Exhibitor.

If authorisation is granted, the bar or refreshment service will be permitted only inside the stand and only if it is provided free of charge and reserved for its own employees and customers.

Exhibitors are also asked to ensure that the table on which food and drink is served be installed inside the stand in a position that as far as possible is not visible from the aisles and in any case is not directly accessible to visitors.

BolognaFiere and the Organizer will accept no responsibility in connection with the above service.

While it remains the Exhibitor's complete responsibility to supervise the activities carried out on its stand, BolognaFiere reserves the right to carry out checks before and/or during activities and to interrupt activities if any non-compliance with rules and industry standards is observed.

BolognaFiere and the Organizer will accept no responsibility for food and beverage services provided directly or by a third-party caterer. Said services must be implemented in full compliance with applicable regulations regarding the production, preparation, handling, storage and serving of food and beverages to the public, and documents proving compliance with said regulations must be maintained on the stand for the checks organized by BolognaFiere and the competent authorities. Exhibitors who are interested may contact BolognaFiere's Food&Beverage division (gestioneffb@bolognafiere.it) for the management of catering services. Some options can be seen on the website cersaie.befair.eu.

8.B - ACCESS WITH BAGS OR LUGGAGE

BolognaFiere is entitled to refuse admission to the Exhibition Centre or to individual halls to people with bags, luggage or other containers and may insist that they be deposited in the cloakroom.

8.C - ACCESS WITH DOGS OR OTHER ANIMALS

Dogs can access the Exhibition Centre only if they are on a leash and wearing a muzzle, or in their carrier, except for dogs for the disabled which can access without any restrictions. No animals of any other kind may be brought into the Exhibition Centre.

8.D - BAN ON PHOTOGRAPHY AND VIDEO

It is not permitted to photograph or video the interiors of the Exhibition Centre, the stands or the exhibited goods without prior permission in writing from BolognaFiere, the Organizer and the owner of the stand concerned. In the event of failure to observe these rules, the surveillance personnel will be authorised to ask transgressors to leave the Exhibition Centre after confiscating the admission documents in their possession.

8.E - RADIO EQUIPMENT

Exhibitors who intend to use radio equipment (transceivers, radio microphones, radio cameras, etc.) must use equipment that meets legislation (directive 99/05 EC – CE mark), obtain the relevant authorisations (Electronic Communications Code art. 107) and operate within the permitted frequency bands.

9 OBLIGATORY FORMS

The following forms must be filled in and returned to the address indicated at the end of each form within the stated deadlines:

- Form H** - Request for stand set-up authorisation (see points 3.C and 3.C.1)
- Form I** - Declaration of correct fitting of materials, to be submitted even in the absence of a stand structure
- Form I 2** - Declaration of correct fitting
- Form L** - Information on prevention of workplace accidents, to be submitted even in the absence of a stand structure
- Form M** - Declaration of correct installation of electrical systems and fittings, to be submitted even in the absence of a stand structure
- Form N1** - Declaration of conformity of electrical system (to be submitted only if the system is installed by an authorised Italian company) If the electrical system is installed by a non-Italian company, an "Electrical system conformity check" must be performed by a technician appointed by BolognaFiere at the Exhibitor's expense and booked on the website cersaie.befair.eu.
- Form O** - Notification of importation (only for non-EEC countries)
- Form R** - Waste Management Declaration
- Stand Return Declaration**

PENALTIES FOR LATE OR FAILED SUBMISSION OF FORMS

The deadlines shown at the bottom of each form are mandatory, and in the case of late or failed submissions* the Exhibitor will be charged a penalty as shown in the following table:

FORM	LATE SUBMISSION	FAILED SUBMISSION*
Form N1 or N2 + purchase of "Verification of electrical system compliance", which is mandatory if the electrical system was installed by a foreign company.	Electricity will not be connected to the stand	
Forms H and R	The penalties are indicated on the forms	
Other forms	€ 100,00	€ 500,00

*failed submission means submission of the form after the exhibition has opened to the public. In the event of serious non-compliance, BolognaFiere reserves the right to partially or fully close the stand.

10 POWERS OF SUPERVISION AND INTERVENTION ON THE PART OF BOLOGNAFIERE

BolognaFiere will ensure that its regulations and the general conditions of participation are observed. Everyone who enters the Exhibition Centre is obliged to observe the provisions and instructions given by BolognaFiere at the entrance and inside the Exhibition Centre by means of specific signage, written notices, public-address announcements and through service personnel and any other means. It should be noted that the public-address announcements and the instructions given by service personnel prevail over the other notices. Exhibitors are informed that failure to observe the regulations or respect the prohibitions may result in stands being closed with immediate effect by officials or agents of BolognaFiere or the Exhibitor cards or parking permits being withdrawn, without the Exhibitor being entitled to any form of reimbursement.

11 MODIFICATIONS TO THESE REGULATIONS

All legislative or regulatory provisions affecting these Exhibition Regulations are understood as being automatically and immediately adopted even if the regulations themselves have not been modified. Furthermore, BolognaFiere is entitled to adopt at any time the provisions that it considers most appropriate, and which the Exhibitor must observe with immediate effect, with regard to fire prevention, workplace health, accident and damage prevention, and safety of participants and visitors. Exhibitors may be informed of these provisions by any means and they will prevail over the general provisions previously adopted. The Organiser and BolognaFiere have the right to supplement, amend or cancel these provisions where necessary to comply with legal requirements.



Exhibition Technical Regulations

REFERENCES

- "BolognaFiere" means BolognaFiere spa based in Bologna, Viale della Fiera no. 20.
- Organizer means EDI.CER. spa Società Unipersonale based in Sassuolo (Modena), Viale Monte Santo n. 40.

1 PRELIMINARY NOTES

- The forms mentioned in these Exhibition Technical Regulations are contained in the **Forms Section** accessible from the internet site www.cersaie.it - EXHIBITORS - On Line Services.
- "Exhibition" means Cersaie 2025.
- "Stand" means the area rented to the Exhibitor for presenting products or services.
- "Exhibition Centre" means the Bologna Exhibition Centre.
- "Hall" means the Exhibition hall inside which the stands are located.
- "Pre-Exhibition" and "post-Exhibition" mean the periods set aside for stand set-up and dismantling, respectively.

2 GENERAL PROVISIONS

Exhibitors and visitors are not permitted to remain in the Exhibition Centre beyond the times stated in points 2.A, 2.C, 2.D below.

2.A - EXHIBITION DATES, VENUE AND OPENING HOURS

Cersaie - International Exhibition of Ceramic Tile and Bathroom Furnishings will be held from 22 to 26 September 2025 in the Bologna Exhibition Centre and will be open to visitors at the following times: from Monday 22/09/2025 to Thursday 25/09/2025 from 9.00 to 19.00 and Friday 26/09/2025 from 9.00 to 18.00.

Exhibitors may gain admission to the stands at the following times:

EXHIBITION OPENING TIMES FOR EXHIBITORS	DATE			TIME
	Monday	22	September	7.30-19.30
	Tuesday	23	September	
	Wednesday	24	September	8.00-19.30
	Thursday	25	September	
	Friday	26	September	8.00-18.00

2.B - ADMISSION TO EXHIBITION CENTRE DURING STAND SET-UP AND DISMANTLING PERIODS

During the set-up and dismantling phases, the entire Exhibition Centre is deemed a WORK AREA. Anyone not wearing safety footwear will be denied access.

Symbol	Indication
	Safety footwear

In order to enter the Exhibition Centre during stand set-up and dismantling periods, Exhibitors must register on the website cersaie.befair.eu, then go to the link "PASS" and create access permits for their staff and their vehicles to be displayed at the entrances. To do this, Exhibitors must use the credentials chosen by the user when accessing the system for the first time according to the instructions provided by email, which will remain valid for future editions of the Exhibition. The Exhibitors themselves will be responsible for authorising their Contractors (stand fitters, suppliers, couriers, etc.) by assigning them a file, after which the Contractor will

receive an email containing the credentials for accessing the Pass website. Exhibitors are strictly forbidden from issuing Exhibition Centre access passes to persons other than their own fitters/suppliers/staff during the stand set up and dismantling periods.

The Contractor may then proceed to enter the names of his personnel and the number plates of his vehicles in order to print out the passes required for entry to the Exhibition Centre on the assembly and dismantling days only. If the Exhibitors/Contractors fail to view the documents published herein, including the D.U.V.R.I., they will not be able to print out the passes required for entry into the Exhibition Centre.

Access to the Exhibition Centre will not be permitted to persons or vehicles not in possession of the passes and safety devices indicated in this article, or for purposes other than the assembly and dismantling of stands. Vehicles without a pass that have to deliver goods (including couriers) may deposit them at the CFP depot in Via Maserati 20/c at the following times: 8 a.m.-12 p.m./1 p.m.-5 p.m. This goods deposit service is charged for and must be booked on the BolognaFiere sales platform at cersaie.befair.eu. For special requests, email vendite@bolognafiere.it.

In accordance with current occupational health and safety legislation, Exhibitors are responsible for ensuring that all Contractors and self-employed workers carrying out work in the Exhibition Centre on their behalf fulfil the necessary technical and professional requirements.

Exhibitors and their fitters/suppliers who fail to gain accreditation from this website and fail to exhibit the entry documents will not be admitted to the Exhibition Centre during the stand set-up and dismantling periods. In accordance with work safety legislation, BolognaFiere and the Organizer may establish specific criteria for admission to the Exhibition Centre during the stand set-up period and dismantling period and may restrict vehicle access and/or apply charges in the event that vehicles are parked outside the spaces or for longer than the timeframes established by BolognaFiere. Suppliers/transporters who enter the Exhibition Centre to supply materials on behalf of the Exhibitor must be in possession of the specific Transport Document (DDT) indicating the Exhibitor's identification data, including company name, hall and stand number.

Motor vehicles for transport and lifting are not permitted to enter the Exhibition halls: the only exceptions are electric forklifts and vehicles expressly authorised by BolognaFiere and/or hall supervision staff. Lift trucks may not be taken into temporary halls with floor decking.

Exhibitors and Contractors working on the Exhibitor's behalf may not use their own lift trucks, travelling cranes, aerial work platforms, etc. inside the Exhibition Centre. Requests for exceptions, with adequate justification, may be made to the BolognaFiere Operations Division, and must be submitted together with the certification of suitability of the relevant vehicles and driver. If authorisation is granted, the applicants will be charged a fee to cover the administration and verification costs associated with these authorisations. For conditions, refer to the on-line section (Request for examination of documentation for use of own lift trucks and other lifting equipment) in the "Forms Section".

If lifting equipment is introduced and used without prior authorisation, BolognaFiere will immediately have the vehicle stopped and request that it be removed from the Exhibition Centre.

It is not possible to hire trucks with cranes on board without an operator. For this kind of vehicle to be used inside the Exhibition Centre, it must be equipped with pipes for discharging exhaust fumes outside the halls.

Parking in the vicinity of the Exhibition halls must be strictly limited to the time required to load and unload materials and equipment.

Vehicles not used for these operations must be left in the reserved areas of the car park. In particular, it is not permitted to unload and deposit containers or removable parts of non-automotive vehicles.

As regards the operation of commercial vehicles with a total weight of more than 7.5 tons on non-urban roads, reference should be made to the updated regulations that are in place at the time of transport.

On Sunday 21 September, the day before the Exhibition is due to begin, no vehicle may remain parked inside the Exhibition Centre after the evening closure time.

During stand set-up and dismantling periods, no vehicle will be permitted to enter the Exhibition Centre later than one hour prior to the evening closure time.

Moreover, for safety reasons no vehicle may remain parked inside the Exhibition Centre after the evening closure time. If this condition is not observed, BolognaFiere may have the vehicle removed from the car park at the risk and expense of the owner of the vehicle. For information, the offender may contact the Sales Office - Services Centre Block D 1st floor.

2.C - STAND HANDOVER AND ADMISSION HOURS

The stands are made available to the Exhibitors on the following dates and times:

HALLS	DATE			TIME
14 - 15	Monday	15	September	7.00-20.00
16 - 18	Tuesday	16	September	
19 - 20	Wednesday	17	September	
21 - 22	Thursday	18	September	
25 - 26	Friday	19	September	
28 - 29	Saturday	20	September	
30 - Mall	Sunday	21	September	7.00-16.00
31 - 31A				
32 - 33 - 35				
36 - 37				
Services Centre External Areas 49				

IMPORTANT: on 21 September the stand set-up work must be completed by 16.00; from 16.00 to 18.00 stand cleaning only may be performed.

After 18.00 on Sunday 21 September, Exhibitors or their appointees will not be permitted inside the Exhibition Centre. BolognaFiere requires anyone present after that time to leave the premises and will impose a penalty on the Exhibitor.

The Exhibitor must ensure that the chosen stand fitter undertakes to meet this deadline by including a completion time clause in the contract.

2.D - REMOVAL OF SAMPLES AND STAND FURNISHINGS – RECONSIGNING THE STANDS

The admission times for removal of samples and stand furnishings from the Exhibition Centre will be the following:

ADMISSION TIMES FOR REMOVAL OF SAMPLES AND STAND FURNISHINGS				
HALLS	DATE			TIME
14 - 15 - 16 - 18	Saturday	27	September	7.00-20.00
19 - 20 - 21 - 22				
25 - 26 - 28 - 29	Sunday	28	September	
30 - Mall	Monday	29	September	
31 - 31A	Tuesday	30	September	
32 - 33 - 35 - 36 - 37	Wednesday	1	October	7.00-16.00
External AREAS 49	Saturday	27	September	7.00-20.00
	Sunday	28	September	
	Monday	29	September	7.00-19.00

The clearance of stands, wherever they are located, must be completed as follows:

FINAL DEADLINES FOR CLEARANCE OF EXHIBITION CENTRE	
AREAS 49	by 19.00 on 29 September 2025
HALLS	by 16.00 on 1 October 2025
14 - 15 - 16 - 18	
19 - 20 - 21 - 22	
25 - 26 - 28 - 29	
30 - Mall - 31	
31A - 32 - 33 - 35 - 36 - 37	

If all materials present inside the Exhibition Centre for set-up or Exhibition purposes are not removed by the above-mentioned deadline,

BolognaFiere will automatically remove the material and send it to waste disposal or treatment facilities.

The Exhibitor will be required to pay all direct and indirect expenses incurred for clearance and disposal/treatment as well as a penalty ranging from € 2,500.00 to € 15,000.00 (two thousand five hundred euro/00 to fifteen thousand euro/00) as shown in the following table:

Quantity	Fine price
from m³ 1 to m³ 3	€ 2,500.00
from m³ 3,5 to m³ 6	€ 5,000.00
from m³ 6,5 to m³ 10	€ 10,000.00
More than 10 m³	€ 15,000.00

as well as reimbursement for any additional damages. The Organiser will also have the right to bar the Exhibitor from future participation in the Exhibition.

The Exhibitor is responsible for removing all waste resulting from stand set-up and dismantling.

2.E - FORMS OF PAYMENT

The fees for participation in the Exhibition must be paid within the timeframes and in the ways set out on the application form. The obligatory "stand return declaration" will not be accepted from Exhibitors who have not already fully settled every direct or indirect account with BolognaFiere and the Organizer. This declaration will not be considered a receipt for any payment due for participation in the Exhibition.

2.F - SURVEILLANCE AGAINST THEFT – RESPONSIBILITY FOR THEFT AND DAMAGE – INSURANCE

As established in art. 12 of the "Exhibition General Regulations" in the Exhibition, during the Exhibition hall opening hours the Exhibitor must watch over his own stand either directly or using his own personnel.

Although BolognaFiere provides a general day and night surveillance service in the Exhibition Centre in the hours in which it is closed to the public and to Exhibitors for the entire duration of the Exhibition and during the days set aside for setting up and taking down stands, neither it nor the Organizer will be held responsible for theft or damage suffered by the Exhibitor. The Exhibitor assumes sole responsibility for damage or theft that may occur during stand set-up or dismantling periods or during the Exhibition itself.

BolognaFiere will also hold the Exhibitor responsible for all direct and indirect damage attributable in any way to him or to personnel acting on his behalf (including damage caused by furnishings or systems installed by him or by third parties appointed by him, even if these have been inspected by BolognaFiere).

Compensation for theft or damages suffered by the Exhibitor, even outside the hall opening hours (including all days set aside for building and taking down stands), will only be provided by way of the insurance coverage and within the limits established therein.

As established in art. 13 of the "Exhibition General Regulations" in the Exhibition the Exhibitor will benefit from the following insurance policies taken out by BolognaFiere and agreed with the Organizer:

- All Risks cover (including fire and theft) against direct and material damage to stand fittings, furnishings, equipment and goods in the stand, excluding cash, items of value, other valuables and similar and excluding software installed on computers and excluding damages from non-use of stand fittings, furnishings, equipment and goods during the Exhibition – € 40,000.00 full first loss cover (including fire and theft) with full excess of € 300,00 for each item of damage, increased to € 600.00 for damages occurring after the end of the Exhibition (during the disassembling period).
- Third Party Liability cover, including fire damage: single limit of € 50,000,000.00;
- Third Party Liability cover for employees: limit € 3,000,000.00 per claim with limit of € 2,000,000.00 per person.
- Waiver by Insurance Company of all claims towards Exhibitors, the Organizer and BolognaFiere.

The aforesaid insurance covers are governed by the conditions and limitations summarised on **Form S** (Supplementary insurance policy).

These insurance policies do not release the Exhibitor from liability in respect of all risks which, according to the independent assessment of the Exhibitor, are either not covered or exceed the limits of cover as set out above. In these cases the Exhibitor must take out the appropriate supplementary insurance cover, for which purpose he may use aforementioned Form S. In all cases, given the existence of a video surveillance system, in the event of theft, the Exhibitor must provide the Insurance Company with a copy of the report submitted to the Public

Authorities within seven days of the end of the Exhibition. Failure to meet this deadline may result in forfeiture of the right to compensation. The insurance company will also handle claims and settlements at the end of the Exhibition.

In all cases, the Exhibitor undertakes to include in the supplementary insurance cover a clause in which the Insurance Company waives all recourse to action against the Exhibitors, the Organizer and BolognaFiere, and in default he shall indemnify them from any action that the Insurance Company may bring against them.

Having taken note of the above, the Exhibitor (on his own account and that of his agents, employees or appointees) expressly relieves the Organizer and BolognaFiere of all liability for loss or damage which for any reason should occur in the Exhibition area assigned to him, during the Exhibition or during stand fitting or dismantling, and in respect of anything located therein, and accepts liability for any damage caused to third parties by the management of the Exhibition space or by anything introduced therein and which is not covered in the terms or manner indicated above or by additional insurance cover taken out by the Exhibitor himself.

The Organizer and BolognaFiere will accept no liability for consequential damages, damage to image, loss of revenues, etc. As regards direct damages, the Exhibitor accepts that the liability of the Organizer and BolognaFiere is limited to the insurance coverage ceilings as stated above. The Exhibitor accepts these limits of liability.

2.G - PRESENCE IN THE STANDS

The Exhibitor must ensure that qualified sales staff are available at the stand for the entire duration of the Exhibition and during all opening hours.

The Exhibitor is further required to ensure that the products on display are not removed before the closing of the Exhibition.

In the event of a breach of these conditions, the Exhibitor will be fined € 5,000.00 (five thousand euro/00) and the Organizer will be entitled to bar him from future participation in the Exhibition.

3 STAND SET-UP AND PROHIBITIONS

3.A - RULES FOR SETTING UP STANDS

The Exhibitor must request advance authorisation from BolognaFiere before beginning set-up work on the assigned stand. BolognaFiere reserves the right not to grant permission for the set-up of stands that have not been authorised in advance.

The Exhibitor must fill in and consign to the appointed persons all the documentation and declarations indicated in these Regulations and on the obligatory forms present in the Forms Section available from the internet site www.cersaie.it - EXHIBITORS - On-Line Services; in the event of failure to consign the obligatory forms within the timeframes and in the manners indicated, BolognaFiere and the Organizer, either jointly or separately, will be entitled to take the action deemed most suitable – including closure of the stand – to guarantee safety, without prejudice to the civil and criminal liability of the Exhibitor.

The Exhibitor acknowledges that the Exhibition Centre is categorised as a **public show venue** and undertakes to observe and ensure that his employees and co-workers observe the relevant standards and comply with all the provisions and formalities envisaged for these spaces.

BolognaFiere has the right to apply to the Commissione Provinciale di Vigilanza sui locali di Pubblico Spettacolo (Provincial Commission for Supervision of Public Show venues) for authorisation to hold the Exhibition.

Exhibitors must in all circumstances observe the instructions given by the BolognaFiere Security Service to permit use of the stand.

The Organizer and BolognaFiere, jointly or separately, **reserve the right to have stand fittings and installations altered or removed if they fail to comply with the provisions and rules set out in these Regulations and in all Exhibition documents produced by BolognaFiere.** All responsibility regarding the static design and conformity of the stand set-up materials with current applicable fire regulations, the set-up, implementation and use of utilities and personal injury or damage to property of BolognaFiere, the Organizer or third parties lies exclusively with the Exhibitor, who expressly holds the Organizer and BolognaFiere harmless for damage that may result from defects of design and construction.

By virtue of the signed participation contract, the Exhibitor is the only responsible party towards the Organizer and consequently towards BolognaFiere as it is the owner of the spaces. In the event of failure to observe these regulations and those stated in the General Conditions of Participation in the Exhibition, BolognaFiere will be entitled to take action against the company. If this results in the adoption of measures

additional to the overall safety conditions, corresponding expenses may be **charged (to be evaluated at no less than € 20.00/m² of hired stand space) or an injunction may be given for the stand to be partially or totally dismantled and declared unfit for use. The Organizer may also apply the provisions of Article 22 of the General Conditions of Participation.**

In the event of failure to observe the safety rules, the Exhibitor may be reported to the judicial authorities.

3.B - REQUEST FOR STAND SET-UP AUTHORISATION

Before setting up the assigned stand, the Exhibitor must request advance authorisation from BolognaFiere, as described in points 3.B.1 below.

If the request for authorisation is accepted by BolognaFiere, the Exhibitor undertakes to set up the stand in accordance with the authorised design plan, making any alterations that are requested by BolognaFiere at the time of approval.

Design plan authorisation issued directly by BolognaFiere:

- does not imply approval of the design plan in terms of safety; compliance of the design plan with current applicable safety standards is the sole responsibility of the stand designer
- does not release the designer or his appointee from the obligation to perform an inspection in the area where the stand will be located in order to determine whether any obstacles are present that are liable to affect the design of the stand (utilities and areas of respect, height of fixed structures above the stand, etc.); the designer must take account of these obstacles during the stand design. If any problems should arise subsequent to approval of the design plan or during assembly that could not be determined from the submitted technical drawings, BolognaFiere reserves the right to send further communications or requests for changes to the stand set-up.

BolognaFiere will respond to all requests for authorisation submitted by the deadline either by granting written approval or by requesting that the appropriate indicated changes are made to the design plan.

BolognaFiere reserves the right not to grant permission for the set-up of stands that have not been authorised in advance.

3.B.1 - REQUIREMENTS FOR REQUESTING STAND SET-UP AUTHORISATION

The Exhibitor must apply for authorisation from BolognaFiere by filling in Form H and sending it to the address shown at the bottom of the form no later than the date of the deadline. The Exhibitor must also:

- appoint a **stand safety manager** who for the purposes of safety assumes responsibility for the above-mentioned safety activity towards BolognaFiere, the Organizer and third parties;
- indicate a contact person at the exhibiting company for the stand set-up operation;
- indicate the company that will be appointed to set-up the stand and a contact person from this company, if not done directly by the Exhibitor with his own personnel;
- send the stand design plan together with Form H to the e-mail address tecnico1@bolognafiere.it, in the manner indicated in section 3.B.2., as well as a copy of the receipt of the bank transfer made as payment for inspection (as shown in the table in section 3.B.3).

Subsequently the Exhibitor must fill in all the other forms indicated in above-mentioned Form H and send them to the address indicated at the bottom of each form by the stated date.

In addition, when assembly has been completed, and in any case no later than the end of the final day of assembly, a declaration of correct assembly must be submitted using **Form I 2**.

3.B.2 - STAND DESIGN PLAN AND TECHNICAL DOCUMENTATION

The design plan must contain:

floor plans, elevations and dimensioned sectional views, axonometry and/or 3D renderings. In particular, all stand elements including platforms, signs, banners and similar must be marked and dimensioned; plan drawing of possible location of electrical cabinets and water supply connections. This plan drawing may be submitted after the design plan has been approved but no later than ten days after the start of assembly work.

The design plan must be signed and stamped by a qualified technician in accordance with Italian law.

If the stand has the following structures:

- lattice structures of total length greater than 32.00 m and/or free structural clearance greater than 8.00 m
- horizontal structures made of metal or other materials with free structural clearance greater than 4.50 m or made of stone with a free structural clearance greater than 2.50 m

- roofed structures in outdoor areas larger than 75 m²
 - display systems for ceramic and/or stone materials
 a **Calculation Report** for the structures concerned must also be submitted, likewise signed and stamped by a qualified technician. This report must include the load conditions that will occur during use, assembly and dismantling in accordance with the planned construction method and a detailed description of all constituent materials. The calculation report may be submitted after submitting the design plan, if so declared on Form H, but in any case no later than **2 September 2025**.

For American type lattice structures rented from BolognaFiere, the above documents will be prepared by BolognaFiere itself and are therefore not the Exhibitor's responsibility.

If the required documents are not submitted, authorisation to set up the stand will not be granted.

3.B.3 - CHARGES FOR STAND TEST

All stands are subject to static testing, which must be performed by an authorised technician appointed by BolognaFiere. This service will be charged to the Exhibitor at the rates shown in the following table (Table 1):

Stand surface area	Unit price
Up to m ² 100	€ 158,00 + VAT*
From m ² 101 to m ² 200	€ 264,00 + VAT*
From m ² 201 to m ² 400	€ 422,00 + VAT*
Above m ² 400	€ 740,00 + VAT*

Exhibitors who submit form H (Request for stand authorisation) and/or the stand design stamped and signed by an authorised technician later than 11 July 2025 will be charged double the agreed rate for static testing, as indicated below (Table 2):

Stand surface area	Unit price
Up to m ² 100	€ 316,00 + VAT*
From m ² 101 to m ² 200	€ 528,00 + VAT*
From m ² 201 to m ² 400	€ 844,00 + VAT*
Above m ² 400	€ 1,480.00 + VAT*

*Vat will be applied only where due.

If the design plan signed and stamped by a qualified technician and the calculation report (where required) are not submitted, BolognaFiere will automatically evaluate the compatibility of the project and will charge an additional € 520.00 + VAT on top of the testing costs.

A fee ranging from a minimum of €1,000.00 to a maximum of €5,000.00 will also be charged for verification and management of failed submission. BolognaFiere technicians will check the progress of stand set-up, reserving the right to interrupt operations at any time if safety conditions are not met.

If, during the set-up period, BolognaFiere determines that the structure does not satisfy requirements or observes precarious situations, it may request that the situation be immediately remedied as specified in the "Exhibition General Regulations".

In the event of serious non-compliance that may lead to a hazardous situation, BolognaFiere and the Organiser will evaluate the possibility of refusing to allow the stand to be opened to the public.

3.C - STAND DESIGN AND CONSTRUCTION

The reference legislation for design and construction of the stands is exclusively that in force in the Italian Republic.

The Exhibition Centre is categorised as a **public show venue** so all legislation referring to such locations is applicable; this applies both to stands inside Exhibition halls and for stands in external areas.

The stand must be set up within the assigned surface area, as indicated in the technical documentation sent to the Exhibitor together with confirmation of participation. The assigned stand area in the Exhibition hall will be identified by adhesive tape on the floor. If the absence of other reference elements, the stand must not extend beyond a theoretical area delimited by a line running through the midpoints of the plates located in the floor at the edge of the stand.

The stand and the relevant utilities must be built to the highest standards in accordance with legislation regarding occupational health and safety, fire prevention and elimination of architectural barriers. The **Safety File** and the **Form Section** accessible from the internet site www.cersaie.it - EXHIBITORS - On-Line Services must be viewed, along with the information given in point 4. "Safety" and point 6.

"Technical Services" of these Regulations. When setting up Exhibition stands, the stand set-up companies must consider the presence of the public, so they must devise solutions that guarantee the safety of public and Exhibitors in accordance with applicable legislation.

The stand must consist of prefabricated and finished elements so that only assembly and final retouching operations are required in the Exhibition Centre. BolognaFiere and the Organizer reserve the right to have stand set-up work suspended in the event that this work is liable to cause personal injury or damage to property or disturb nearby Exhibitors.

3.C.1 - STAND HEIGHT

All stands inside the Exhibition halls must be 4.00 metres in height, with the exception of hall 34 where the permitted height is 3.50 metres. In the outdoor areas stands must not exceed a maximum height of 6.00 m, where possible. In some cases there are fixed obstructions that limit stand heights to less than 4.00 metres. The height is measured taking account of platforms, girders, signs, banners and similar articles.

3.C.2 - ADJOINING STANDS

The rear section of the walls adjoining other stands must be perfectly finished and painted in a neutral colour.

Signs or posters may not be installed facing adjacent stands.

3.C.3- GLASS PANELS

If the stand set-up includes glass panels in direct contact with the public, these panels must comply with EU Construction Products Regulation No. 305/2011 enacted by Italian Legislative Decree No. 16 of 16.06.2017 as amended and supplemented. Large glass panels with a load-bearing function must be integrated with a suitable supporting structure (e.g. metal frame).

3.C.4 - ACCESSIBILITY AND HEIGHT OF PLATFORMS AND DOUBLEDECK STANDS

Platforms or double-deck stands exceeding a height of 0.70 metres from the supporting surface may not be constructed.

When drawing up the stand design project, the Exhibitor must observe legislation relating to the removal of architectural barriers.

In public areas, raised stand platforms must be connected to the Exhibition hall floor by means of steps with suitable risers and treads and at least one ramp with an inclination no greater than 8%. All stands with raised platforms must be accessible via at least one ramp. Steps and ramps must not obstruct the transit of the public in aisles.

3.C.5 - ACCESSIBILITY OF ELECTRICITY AND WATER SUPPLY POINTS

The electrical power and water supply points (manholes, ducts, electrical panels) must be easily accessible and available for inspection and must be free of any obstruction so that they can be connected and subsequently inspected by BolognaFiere personnel. The stand set-up plan must show the point chosen for the connection. Information may be requested by emailing: tecnico1@bolognafiere.it

3.C.6- STAND ROOFS

In halls 14, 15, 16, 18, 21, 22, 25, 26, 28, Mall, 33 and 34 and partially in halls 29, 30 and 37, stand roofs are permitted only if constructed with large grille type panels that allow the sprinkler fire system and air conditioning system to be used correctly.

3.C.7 - SUSPENSION POINTS AND ANCHORS

Suspension points and anchors are allowed in halls **14-15-16-18-19-28-29-30-36-37** only. The suspension or anchoring points to the hall structures must be installed exclusively by BolognaFiere through its official supplier, who will also perform testing of the same. Please send your request for feasibility via email to appendimenti@henoto.com.

3.C.8 - SUSPENDED LOADS AND SUSPENSION SYSTEMS

Suspended loads and suspension systems must be conform to the specifications provided in Ministry of the Interior Memorandum dated 1 April 2011, and in Circular no. 15985 of 30 October 2023, i.e., by providing a safety connection (for example, connecting rod, sling, rope, chain, telescopic fall-protection systems, etc.) in addition to the main connection system (for example, connecting rod, sling, rope, chain, bar). "Suspended loads" are understood to mean lattice girders (simple or ring-type) or other kinds of girders/structures and all related loads (for purposes of example only: screens, projectors, speakers, lights, motors to hoist other sub-structures, etc.) whether connected to a structure above or below or by means of a hoist.

The above-mentioned components must have all of the documentation specified in the Memorandum.

SECURING OF SUSPENDED STRUCTURES

Lifting devices (including D8+ motors) and lighting fixtures must always be fitted with a suitable safety connection (e.g. steel cables, not plastic ties). If any irregularities are found by the last day of the stand set-up period, BolognaFiere will automatically arrange for everything to be made safe so that the structures can be tested and will charge the relevant cost to the Exhibitor.

3.C.9 - FIRE EXTINGUISHERS

Exhibitors are obliged to keep at least the number of fire extinguishers indicated in the following table on their stands, in view and ready for use:

Stand surface area:	Minimum number
up to 50 m ²	1 extinguisher
from 51 m ² to 150 m ²	2 extinguishers
from 151 m ² to 300 m ²	3 extinguishers
above 300 m ²	4 extinguishers

The extinguishers must be of the powder type at least 6 kg 34A-233BC approved in accordance with the Ministerial Decree of 7 January 2005. The BolognaFiere Safety Service may in its unquestionable judgement request that the number of extinguishers located on the stand be increased.

Extinguishers may be rented, while stocks last, directly in the Exhibition Centre from the Sales Office located in the Services Centre (mail: vendite@bolognafiere.it - tel. +39 051/28.28.16).

3.C.10 - ACCESS TO UPPER FLOORS

Goods lifts with the following characteristics can be used to gain access to the upper floors of the Exhibition halls:

Hall	Height	Width	Length	Capacity
Hall 15	4 metres	2.9 metres	8.5 metres	12,000 kg
Hall 18	4 metres	2.9 metres	8.5 metres	12,000 kg
Hall 20 north side	4 metres	2.9 metres	8.5 metres	12,000 kg
Hall 20 east side	4 metres	2.5 metres	4.2 metres	12,000 kg
Hall 34	4 metres	3.0 metres	7.5 metres	12,000 kg

The goods lifts are normally in operation only during the official opening hours of the Exhibition Centre.

Only electric lift trucks and hand pallet trucks are allowed to access the goods lifts.

3.C.11 - DISPLAY SYSTEMS FOR CERAMIC AND/OR STONE MATERIALS

If the stand includes systems for displaying ceramic and/or stone materials, these display systems must be anchored both to the wall (which must be adequate to support the load conditions) and to the floor, and indicated in the project design. It is also obligatory to submit a specific calculation report signed and stamped by a qualified technician accompanied by technical data sheets and anchorage specifications and including an indication of the load conditions envisaged during use.

When assembly has been completed, and in any case no later than the end of the final day of assembly, a declaration of correct assembly must be submitted using **Form I2**.

If the presence of ceramic and/or stone material display systems has not been declared and/or the required documents have not been sent to BolognaFiere, the stand will be closed immediately. The Exhibitor shall in any case remain fully and exclusively responsible for the compliance of its stand with the provisions of these regulations. Authorisation to open the stand may be granted only after the required documentation has been submitted, the Inspection Service fee of € 2,000.00 + VAT (two thousand euros/00 plus VAT) has been paid, and static testing by BolognaFiere's technicians has been successfully completed.

3.D - WASTE AND EMPTY CONTAINERS MANAGEMENT

Stand set-up and disassembly

The Exhibitor is responsible for day-to-day management of all materials brought into the Exhibition Centre, of waste produced during stand set-up and dismantling, and of empty packaging.

The Exhibitor must fill in the obligatory Form R to indicate how he intends to remove waste.

Form R must be sent to gestioneambientale@bolognafiere.it no later than 5 September 2025.

Waste disposal services offered by BolognaFiere must be purchased via the website cersaie.befair.eu.

If the form is not submitted or is submitted after 5 September 2025, the Exhibitor will be required to pay BolognaFiere € 500.00 (five hundred euros) as SECRETARIAL FEES.

The Exhibitor must indicate on Form R the name of a contact person appointed on his behalf to confirm performance of the inspection and services requested from and provided by BolognaFiere.

If BolognaFiere does not receive confirmation, it will proceed automatically and at its sole discretion and will charge the exhibiting company for waste disposal and waste management costs.

DURING SET-UP AND DISMANTLING PERIOD

During the work, the corridors and internal and external perimeters of the halls must be kept clear of waste materials and obstructions of any kind. If this is not done, these materials will be removed by BolognaFiere personnel and deposited in a dedicated area. The cost of this operation will be charged to the Exhibitor and/or its appointees and/or fitters.

Specialist BolognaFiere personnel present in every hall will indicate the area where these materials are deposited. They will monitor and supervise the stands on a daily basis and keep the Exhibitors and/or their appointees informed about this procedure.

LITTERING AND WASTE AND SET-UP/DISMANTLING MATERIALS REMOVAL

If waste and all other Exhibition and set-up materials are not removed by 4 p.m. on 21 September 2025 (for the stand set-up phase) or by the dates indicated in the table "FINAL DEADLINES FOR CLEARANCE OF EXHIBITION CENTRE" in point 2. D of these Regulations (for the dismantling phase), BolognaFiere will automatically send the waste to the waste disposal or treatment plants. In this case the Exhibitor will be required to pay all direct and indirect expenses incurred for clearance and disposal/treatment, in addition to a penalty ranging from € 2,500.00 to € 15,000.00 (from two thousand five hundred euro/00 to fifteen thousand euro/00) as shown in the following table:

Quantity	Fine price
from m ³ 1 to m ³ 3	€ 2,500.00
from m ³ 3,5 to m ³ 6	€ 5,000.00
from m ³ 6,5 to m ³ 10	€ 10,000.00
More than 10 m ³	€ 15,000.00

as well as reimbursement for any additional damages. The Organiser will also have the right to bar the Exhibitor from future participation in the Exhibition.

Exhibition

All waste produced during the Exhibition must be delivered to the designated marked containers present in the halls and in the Exhibition Centre and separated into specific types of waste (paper, glass, metal, plastic and general waste).

3.E - PROHIBITIONS

Exhibitors are specifically not permitted to:

- construct the stand floor on an in-situ cast concrete screed;
- construct accessible platforms exceeding a height of 0.70 metres from the floor;
- apply loads to or rest materials against the hall structures, walls or light poles, etc.
- affix or hang posters, cables, panels, banners or adhesive labels from the above-mentioned components;
- use double-sided adhesive tape that is highly adhesive or has a paper substrate of weak consistency to fix carpet or similar materials to the floor;
- damage equipment owned by BolognaFiere or the hall structures;
- use their own lifting equipment unless a specific exemption is granted by BolognaFiere (see point 2.B);
- overload floors in Exhibition halls with a distributed load greater than 1,000 kg/m². In the case of concentrated loads, the Exhibitor must adopt (at his own expense and risk) suitable means for spreading the load over the floor in such a way that the above-mentioned limit is not exceeded at any point and so as not to cause damage to the halls;

- enter the halls with vehicles with a total maximum weight when fully laden greater than 12,000 kg;
- **enter halls 15 - 18 - 20 - 33 - 34 with lift trucks with total weight when fully laden greater than 8,000 kg;**
- **enter halls with motor vehicles; lift trucks may enter the Exhibition halls only if electrically powered; lift trucks may not be taken into temporary halls with floor decking;**
- operate vehicles in the exclusively pedestrian tree-lined avenues, anywhere in the loading/unloading area including the perimeter lean-to roofs, and in general on all agglomerate cement slab and stoneware floors;
- discharge waste water into the secondary drains in halls without the aid of special discharge pipes to be fitted into the drains; it is in any case forbidden to dispose of water containing substances that are corrosive for metals or concrete, solidifying substances, or foul-smelling water;
- lift manhole covers;
- abandon pieces of stand construction materials such as carpet, fragments of glass or pottery or residues of any kind in the Exhibition Centre;
- operate machinery of any kind capable of generating noise, or radios, video recorders, cassette players, musical instruments or any other sound equipment without prior written authorisation from BolognaFiere; in any case such equipment must be operated in such a way that the sound level remains below the limits established by applicable legislation;
- organise shows or entertainment initiatives of any kind, even if limited to the interior of the stand or intended for product presentation, without prior authorisation from the Organizer and the management of BolognaFiere. The exhibitor is also solely responsible for obtaining any necessary authorisations from the health and public safety authorities and other relevant organisations for the above-mentioned initiatives;
- use blinking lights
- in accordance with the policy adopted by BolognaFiere in reducing the use of plastic in the Exhibition Centre, it is forbidden to use cutlery, plates, straws, glasses and all non-recyclable single-use plastic in general.

Other prohibitions are reported in points 4.B and 4.C

4 SAFETY

4.A - OBSERVATION OF LAWS AND REGULATIONS

Exhibitors are required to scrupulously observe and ensure that all companies operating on their behalf observe all laws and regulations pertaining to worker health and safety and social security contributions for the entire duration of Exhibition activities.

Further information and requirements pursuant to applicable legislation in Italy are given in the Safety File.

Exhibitors shall accept all civil and criminal liability for damage deriving from failure to comply with or violation of workplace safety legislation and all the requirements set out in the General Conditions of Participation, in these Exhibition Technical Regulations, in the Safety File and in the Forms Section and shall release BolognaFiere and the Organizer from all claims for compensation made by third parties. These documents can be viewed on the website www.cersaie.it - EXHIBITORS - On-Line Services.

Exhibitors shall inform their personnel and the companies operating in the Exhibition Centre on their behalf of the obligations and prohibitions set out in these Regulations, in the General Conditions of Participation in the Exhibition and in the Safety File.

In the event of failure to observe these regulations and those stated in the General Conditions of Participation, the Safety File and the Forms Section (for example if the company has an irregular fire safety position), BolognaFiere will be entitled to take action against the company. If this results in the adoption of measures additional to the general safety conditions, corresponding expenses may be charged (to be evaluated at not less than € 20.00/m²) or an injunction may be given for the stand to be partially or totally dismantled and declared unfit for use. The Organizer may also apply the provisions of Article 22 of the General Conditions of Participation.

In the event of failure to observe the safety rules, the company may be reported to the judicial authorities.

4.B - SAFETY REQUIREMENTS AND PROHIBITIONS

For the purposes of safety of everyone working in the Exhibition Centre, Exhibitors must observe the following requirements and prohibitions and ensure that they are observed by parties acting on their behalf:

- each Exhibitor is obliged to install in a clearly visible and accessible position in the stand a suitable extinguisher with characteristics as

described in point 3.C.9 of these Regulations and to train personnel present in the stand in the use of the extinguisher.

- compliance with the limits established by legislation regarding emission of dust or noise and worker exposure must be ensured. If exposure is limited by providing personal protection equipment to employees, it must be verified that the emissions deriving from the activities do not pose a risk to workers from other companies;
- given the presence of more than one company in the same workplace at the same time, each company shall ensure that operations that may be dangerous to its own workers and/or those of other companies working on the same or adjacent stands are not performed;
- when performing work, companies may not occupy space outside their own stand with crates, pallets or stand set-up materials. If this cannot be avoided for proven technical reasons, the escape routes must be kept clear at all times. A company using spaces outside its own stand must ensure that this does not constitute a hazard for workers from other companies;
- electric or gas stoves or heaters of any kind may not be used;
- smoking is not permitted inside the halls or in the service areas (restaurants, bars, offices, conference rooms, etc.) or in external areas in proximity to combustible materials, even during the periods of stand set-up and dismantling. The Exhibitor is responsible for ensuring that the smoking ban is observed inside his stand;
- it is forbidden to lift manhole covers;
- it is forbidden to leave tools that have not been disabled or dangerous equipment unattended to avoid the risk of personal injury through contact;
- the Exhibitor may not make direct connections or disconnections to the utilities (water, electrical energy, compressed air, telephone) either himself or through third parties not authorised by BolognaFiere. As regards the electrical system, during the stand set-up and dismantling stages, only the service sockets within the indicated power limits may be used. If these sockets are used, special care must be taken when positioning extension cables, which must be adequately protected and must not obstruct movement within the Exhibition Centre. In accordance with specific safety legislation, when using multiple sockets measures must be adopted to ensure that contact with live parts is not possible without the use of special equipment. During the dismantling stage, the Exhibitor must make sure that the electrical system has first been disconnected from the power supply;
- it is forbidden to tamper with seals or locks on the electrical energy supply boxes;
- it is forbidden to bring explosive, asphyxiating or otherwise dangerous materials into the Exhibition Centre, to light fires without taking due precautions or receiving the necessary authorisations from the competent authorities, and to introduce or use compressed or liquefied gas cylinders and to launch air balloons;
- it is forbidden to leave machinery or motor vehicles with fuel-filled tanks on display;
- for safety reasons it is forbidden to leave the electrical power supply to the stand turned on during the hours when the Exhibition Centre is closed, even during the stand set-up and dismantling stages. Failing this, for safety reasons and in its sole discretion, BolognaFiere S.p.A. will instruct its Safety Service to disconnect the electricity, acting directly on the electrical cabinet at the stand. This action will be made known to the Exhibitor by sticking an information label;
- it is not permitted to store empty packaging or advertising material inside the stand in a greater quantity than may be considered, in the unquestionable judgement of the BolognaFiere Security Service, an adequate quantity for daily requirements;
- the hydrants and corresponding signs must be left visible and immediately accessible at all times;
- **during opening hours to the public it is not permitted to use any form of locomotion, with or without a motor, in the common interior and exterior areas (including electric vehicles, bicycles, scooters, roller skates, etc.);**
- The speed of all transport vehicles, including non-motorized, must comply with the limit of 15 km/h; this speed must be reduced to walking pace in the presence of pedestrians or hazard situation. In addition, the conduct of all transport vehicles (with the exception of working vehicles such as forklift etc.) is allowed only outside the construction site and compatibly to the logistical conditions of the Exhibition Centre;
- when waiting for an extended period of time, motor vehicle engines must be turned off;
- the emergency lanes, escape routes or access ways to halls must not be obstructed, even temporarily, by vehicles or materials of any kind;
- the operations of loading/unloading motor vehicles must be performed as quickly as possible, and as soon as they have been completed the vehicle must be removed from the Exhibition Centre or parked in the dedicated areas.

- during the stand set-up and dismantling periods, Exhibitors are forbidden from organising meetings with their own personnel or with third parties inside the Exhibition Centre. In the event of non-compliance, the competent authorities may be informed. Exhibitors who fail to comply with this requirement may be held civilly and criminally liable in the event of accidents or injuries. The Organiser and BolognaFiere may in any case have the offenders expelled from the Exhibition Centre.

Other prohibitions are reported in points 3.E and 4.C

4.C - SAFETY REQUIREMENTS AND PROHIBITIONS TO BE ADOPTED ON STANDS

To assure maximum effectiveness of the overall safety conditions in the Exhibition Centre, Exhibitors must observe and ensure that the stand fitters observe the legally-prescribed fire regulations. In any case the materials used for stand building must meet the following requirements:

- only incombustible, inherently fireproof or fireproof treated materials may be used;
- the use of plastic materials that do not comply with European reaction to fire standards pursuant to Ministerial Decree 15/03/05 (corresponding to former "class 1") may not be used, even on panels (e.g. expanded polystyrene);
- it is forbidden to use synthetic fibre fabric that cannot be rendered fireproof, paint, coatings or adhesives that do not comply with European reaction to fire standards pursuant to Ministerial Decree 15/03/05 (corresponding to former "class 1" or former "class 2"), wickerwork, mats, latticework or trellises formed from laths of wood or similar materials;
- the Exhibitor is obliged to carry out specific fireproofing treatments on the combustible materials that are introduced into the stand for stand construction purposes. The fireproofing treatments on the above-mentioned materials must be performed before they are installed in the stands;
- nitrocellulose or oil based paints or coatings may not be used;
- each Exhibitor must submit **Form M** "Declaration of correct installation of electrical systems and fittings" (Form M) at least 20 days before the start of stand set-up work; **Form I** "Declaration of correct fitting of materials" must be submitted no later than the day before the Exhibition begins.

Forms M and I must be submitted even in the absence of stand furnishings.

Before setting up the assigned stand, the Exhibitor must request advance authorisation from BolognaFiere, as described in point 3.C.1.

The same obligation applies to stands set up in external areas.

Other prohibitions are reported in points 3.E and 4.B.

4.D - PRESENTATION OF PREFABRICATED STRUCTURES, CRANES, SCAFFOLDING, ETC. AND REGULATIONS GOVERNING EXHIBITED MACHINERY IN OPERATION

For the presentation or use of prefabricated structures, tower cranes, self-elevating cranes and similar equipment, scaffolds, provisional reinforcement and scaffolding in general, the Exhibitor not only guarantees full application of all the safety and other legislation, regulations and standards of good practice, as well as those dictated by experience and caution for the entire period of time spent in the Exhibition Centre, but also undertakes to scrupulously observe instructions given by BolognaFiere.

Exhibited machinery may not be operated unless an exception is granted in writing by the Operations Division of BolognaFiere in the event that this does not constitute any disturbance or danger. In this case, the machinery must be equipped with the necessary devices for preventing injuries, irritating noises, unpleasant smells and emissions of gases and liquids.

Machinery may not be operated inside the halls by means of functioning interior-combustion engines and must not require the use of fuel or gas cylinders. In any case it must comply with legislation, regulations and standards of good practice, and must be backed by the required administrative documentation issued by the competent authorities.

The Exhibitor shall assume sole criminal and civil liability for injury and/or damage that may be caused to third parties due to failure to observe or violation of the relevant regulations and/or instructions.

BolognaFiere maintains the right to take direct action to remove or have removed from the Exhibition Centre structures that do not meet the above-mentioned requirements.

4.E - PROVISIONS REGARDING WORKPLACE SAFETY

The Exhibitor must observe workplace safety requirements, in particular the provisions of Legislative Decree 81/2008 and subsequent amendments and supplements.

When assigning the stand set-up and dismantling work or any other work inside the Exhibition Centre, the Exhibitor must:

- verify, if necessary through registration with the Chamber of Commerce, Industry and Artisanry, the technical and professional suitability of contractor companies or self-employed workers in relation to the work to be assigned through a services or works contract;
- provide these parties with detailed information on the specific risks that exist in the place in which they are called on to work and on the prevention and emergency measures adopted in relation to their activities;
- coordinate the worker risk protection and prevention actions by sharing information for purposes that include eliminating risks due to interference between the work of the various companies involved in the work as a whole.

In accordance with the provisions of Legislative Decree 81/2008 as amended and supplemented by decree 106/2009 and 98 of 9 August 2013 and by Italian Decree Law July 22, 2014 and its explaining circular n.35 of December 24, if the activities fall within the field of application of Title IV of the aforementioned decree (Art. 88, field of application), the Exhibitor in his capacity as principal must promote cooperation and coordination by appointing a Safety Coordinator for the Design and Implementation stages. The Safety Coordinator must prepare a Safety and Coordination Plan (PSC) for the stand, the contents of which are defined by annex VI by Italian Decree Law July 22, 2014. The Safety and Coordination Plan must be kept at the stand during all working stages so that it can be followed by the contractors and coordinated by the exhibiting company. If the Exhibitor performs the set-up work directly, he also undertakes to draw up the Operational Safety Plan (POS) with the minimum contents indicated in Annex VI of Legislative Decree of 22 July 2014.

Even in the event there is just one company, the employer of the lead contractor and sub-contractors must comply with the provisions of art. 96 of Legislative Decree 81/2008, as amended and supplemented.

If the activities do not fall within the field of application of Title IV, the Exhibitor in his capacity as Principal undertakes to promote cooperation and coordination by drawing up a unified risk assessment document indicating the measures taken to eliminate or, where this is not possible, to minimise interference risks.

If the Exhibitor performs the stand set-up work using his own personnel, he also undertakes to draw up a specific risk assessment document for his own direct activity.

The aforesaid documentation must be kept ready for inspection on the stand for the entire duration of the stand set-up and dismantling work.

Even in the absence of a stand structure, the Exhibitor must fill in **Form L "Information on Workplace Accident Prevention"** and submit it by the date and to the address indicated at the bottom of the form.

4.F - PROVISIONS AGAINST UNDECLARED EMPLOYMENT

In accordance with law no. 248 of 4/8/2006, implementing the Bersani decree (Decree Law 223/06), all workers are obliged to exhibit an identification badge showing their details, photograph and name of employer. The same obligation applies to self-employed workers, who must provide an identification badge for themselves. If a number of employers or self-employed workers are present at the same time, the party commissioning the work is jointly responsible.

4.G - PROVISIONS IN THE CASE OF FIRE OR HAZARD SITUATIONS

As BolognaFiere has a fire-fighting system (extinguishers, hydrants, etc.) and its own fire-fighting team which is present during Exhibitions, in the event a hazard situation arises the fire team must be informed immediately by means of the telephones and fire warning devices present in the Exhibition Centre.

In case of fire, besides notifying the fire service personnel as described above, each company must ensure that its workers remain calm and follow the instructions of the appointed personnel. The Exhibitor may use the fire extinguisher, which must be present in every stand as stated in the Exhibition General Regulations and in point 3.C.9 of these Regulations.

If the order to evacuate is given, workers must refrain from running or shouting and must make their way to the nearest marked safety exit without using the lifts.

The emergency telephone numbers are:

	From internal telephone	From mobile phone
Fire-Fighting Service	2265	+39 051 28 2265
National Police Force	2263	+39 051 28 2263
First-Aid Station	2275	+39 051 28 2275

5 GENERAL SERVICES

5.A - TECHNICAL SUPPORT FOR EXHIBITORS

Through its Show Management, the Organizer is able to provide Exhibitors with information on the general services available in the Exhibition Centre. The following services can be requested from Suppliers:

PACKAGED STANDS	HENOTO S.p.A.	henoto@henoto.com Tel. +39 051 28.28.11
TRAVEL AGENCY (Form B)	BOLOGNA WELCOME S.R.L.	agenzia@bolognawelcome.it Tel. +39 051 63.75.111
INSURANCE COMPANY (Form S)	AON S.p.A.	info.fiera@aon.it Tel. +39 051 04.071
ELECTRICAL CONNECTION	BOLOGNAFIERE S.p.A.	vendite@bolognafiere.it
WATER SYSTEMS	BOLOGNAFIERE S.p.A.	vendite@bolognafiere.it
TELEPHONE AND INTERNET SYSTEMS	BOLOGNAFIERE S.p.A.	vendite@bolognafiere.it
AUDIOVISUAL RENTAL	BOLOGNAFIERE S.p.A.	vendite@bolognafiere.it
REFRIGERATOR RENTAL	BOLOGNAFIERE S.p.A.	vendite@bolognafiere.it
PLANTA RENTAL	BOLOGNAFIERE S.p.A.	vendite@bolognafiere.it
SHIPPING AGENT	BOLOGNAFIERE S.p.A.	vendite@bolognafiere.it
PORTERAGE AND HANDLING	BOLOGNAFIERE S.p.A.	vendite@bolognafiere.it
STAND CLEANING	BOLOGNAFIERE S.p.A.	vendite@bolognafiere.it
WASTE MANAGEMENT	BOLOGNAFIERE S.p.A.	vendite@bolognafiere.it
CATERING	BOLOGNAFIERE S.p.A.	gestione@bolognafiere.it

Please note that:

- testing of all stands will be performed by BOLOGNAFIERE (see point 3.B.3).

- transportation, goods loading and unloading and portorage services inside the Exhibition Centre are organised by the Official Supplier BOLOGNAFIERE. If the Exhibitor intends to use his own equipment, he must submit a request to the BolognaFiere Operations Division (see point 2.B). When introducing goods of non-EEC countries into the Exhibition Centre for use as samples, the Exhibitors must notify BolognaFiere using Form O "Notification of importation".

- The following catering services are provided in the Exhibition Centre: à-la-carte and self-service restaurants, snack bar and on request cocktail breaks and supplies of products directly to the stands.

5.B - RESPONSIBILITY FOR SERVICES

BolognaFiere regulates but does not organise the services specified in section 5.A so neither BolognaFiere nor the Organizer will accept any responsibility for their performance. Claims must be submitted in writing directly to the email address vendite@bolognafiere.it.

6 TECHNICAL SERVICES

Within the limits of the utilities at its disposal, BolognaFiere may provide individual stands with electrical power, water and compressed air and connect the stands to the telephone network.

6.A - ELECTRICAL SYSTEMS

6.A.1 - PROVISION OF SERVICE

The electrical power supply must be requested online in the **Forms Section**, where the conditions of service, charges and operating specifications are indicated.

The stands may be connected or disconnected to the power supply only by personnel from companies appointed by BolognaFiere, who will identify what they consider to be the most suitable connection point.

The Exhibitor is responsible for installing at his own expense the connecting cable from the supply point described above to the electrical panel in his stand. To request connection with the electrical system, the Exhibitor must submit the following forms to BolognaFiere:

- Form M = "Declaration of correct installation of electrical systems and fittings".

- Form N 1 = Declaration of conformity of electrical system (to be submitted only if the system is installed by an authorised Italian company). If the electrical system is installed by a non-Italian company, an "Electrical system conformity check" must be performed by a technician appointed by BolognaFiere at the Exhibitor's expense and booked on the website cersaie.befair.eu.

The electrical energy service will be charged according to the power requested by the user, even if less energy is actually consumed. If the sum of the individual power ratings of the installed appliances capable of being connected to the electricity supply exceeds the requested power, this higher power will be used for billing purposes.

If a power socket serves a number of user appliances (but never simultaneously), the installed power will be calculated considering the highest power appliance.

6.A.2 - SPECIFICATIONS OF ELECTRICAL CURRENT

The electricity supply system has a total of 4 live conductors, three-phase plus neutral: the power supply consists of alternating current at a mains frequency of 50 Hz (with a margin of tolerance of $\pm 2\%$) and with a voltage of 400 Volt three-phase and 230 Volt single-phase (with a margin of tolerance of $\pm 10\%$). BolognaFiere and the Organizer will not be held responsible for variations in the above-mentioned values attributable to the power grid of the power distribution company.

6.A.3 - INSTALLATION OF ELECTRICAL SYSTEMS

The electrical systems must be implemented to the highest standards (law 186 of 1/3/68 and subsequent amendments and supplements), taking account of the characteristics of the place of installation (CEI standard 64-8: 711 "Trade fairs, Exhibitions and stands"; 751 "Places subject to greater risk in the event of fire"; 752 "Electrical systems in public show and entertainment venues").

The main normative references are:

- IEC-CENELEC-CEI (64-8) standards
- Ministerial Decree 37/2008 of 22/1/2008 and subsequent amendments and supplements
- Amalgamated Law 81 of 9/4/2008 and subsequent amendments and supplements

All components must bear CE markings.

For installation of the electrical systems, in accordance with Art. 8 of Ministerial Decree (D.M.) 37/2008, the Exhibitor must assign the work to authorised firms pursuant to Art. 3, D.M. 37/2008 and the indications of the Amalgamated Law on safety (D.Lgs. 81/2008 and subsequent amendments and supplements).

The Exhibitor undertakes to check the power supply voltage when connecting his system and releases BolognaFiere, the Organizer and the personnel and/or companies appointed by BolognaFiere from all responsibility for personal injury or damage that may be caused by failure to perform this check. In any case the electrical systems must be considered live at all times, even in the event of a temporary interruption of the electrical power supply.

The electrical system must be installed by an authorised Italian company or by a company registered with an Italian Chamber of Commerce and authorised to install electrical systems (Ministerial Decree 37/2008). If the electrical system is installed by an external company, the Exhibitor must request verification that it meets Italian legislation as indicated on the website cersaie.befair.eu.

6.A.4 - ELECTRICAL POWER SUPPLY

Before leaving the stand at the end of each day's work in the Exhibition Centre, Exhibitors/fitters must ensure that all the light circuits are turned off inside their own Exhibition areas.

For safety purposes, all the BolognaFiere electrical systems, including those of the stands, must be considered permanently live even in the event of a temporary interruption in the electrical power supply, even at the end of the official Exhibition period.

If the electrical power supply has to be maintained for certain appliances (e.g. a refrigerator), the stand must be equipped with a dedicated electrical circuit that is separate from the lighting circuits.

During the stand set-up and disassembly stages, the electrical power sockets are in operation.

6.A.5 - ACCESSIBILITY OF ENERGY SUPPLY POINTS AND POSITIONING OF ELECTRICAL DEVICES

In accordance with legislation, the supply points from which the energy is delivered (panels and traps) must be easily accessible and available for inspection and must be free of any obstruction so that they can be checked and the connection made by the responsible person.

In areas accessible to the public, the handling, monitoring and protective devices must be located in a position accessible exclusively to the

authorised stand personnel and the authorised BolognaFiere personnel.
In the **Safety file** Exhibitors will find information that must be followed when designing and installing electrical systems.

6.B - WATER SYSTEMS

6.B.1 - PROVISION OF SERVICE The water connection must be requested online in the **Forms Section**, where the conditions of service, charges and operating specifications are indicated.

6.B.2 - INSTALLATION AND IMPLEMENTATION OF WATER SYSTEM
The Exhibitor must use top quality materials and equipment, and the systems must be designed and installed to the highest standards in relation to the mains pressure (6-8 atm.).
The Exhibitor releases BolognaFiere, the Organizer and the companies authorised by BolognaFiere for the water systems from all liability for personal injury or damage to property that may be caused by these systems.
Connections or disconnections to the water inlets and drains may be made exclusively by personnel from companies authorised by BolognaFiere for the water systems.

6.C - COMPRESSED AIR SYSTEM

6.C.1 - PROVISION OF SERVICE
The compressed air system must be requested online in the **Forms Section**, where the conditions of service, charges and operating specifications are indicated.

6.D - TELEPHONE SERVICE AND INTERNET CONNECTION

6.D.1 - CONDITIONS OF SERVICE The telephone service and/or Internet connection must be requested online in the **Forms Section**, where the conditions of service, charges and operating specifications are indicated.
BolognaFiere, the Organizer and the Supplier are not responsible for poor service that may be caused by malfunctions of the telephone exchange or by telephone traffic exceeding the average of trade fair events.
The Exhibitor is responsible for the way in which the internet connection and telephone lines provided by BolognaFiere are used. In particular, the Exhibitor may not transmit, process, disseminate, store or handle in any way contents of a child pornographic, pornographic, obscene, blasphemous or defamatory nature or otherwise contrary to law, public order and public morality. The Exhibitor maintains legal ownership of all information transmitted over the Internet and assumes full responsibility in civil and criminal law for the content of this information. BolognaFiere and the Organizer are specifically released from all responsibility and from the obligation to perform checks in this regard.
The connection will be made by the Authorised Provider, who will deactivate the connection at the end of the Exhibition.

7 SPECIAL SERVICES

7.A - EXHIBITOR CARDS AND PARKING PERMITS

Exhibitors are issued with the followed documents free of charge and in the number stated below:

- **Exhibitor entrance cards (personal and non transferable; each card allows for 2 daily admissions)**
- **Parking permits** (entitle the holder to park in the car parks provided by BolognaFiere as long as space is available).

The parking permit is valid for only one entrance per day and solely for access to the car parks. The driver and any passengers must therefore have their own admission documents.

EXHIBITOR CARDS AND FREE PARKING PERMITS		
STAND SIZE	NO. OF EXHIBITOR CARDS	NO. OF PARKING PERMITS
up to 16 m ²	4	1
up to 50 m ²	8	1
up to 100 m ²	12	2
up to 160 m ²	16	2
up to 250 m ²	20	2
more than 250 m ²	25	2

The Exhibitor cards and parking permits service will be available in the website www.cersaie.it – Exhibitors – On-line services starting from 1 September 2025.
The Exhibitor is responsible for the correct use of these documents and for the behaviour of persons using them.

Vehicles without a valid parking permit, taxis and rental cars with chauffeur cannot access the Exhibition Centre.
BolognaFiere and the Organizer may establish specific criteria for admission to the Exhibition Centre during the stand set-up, Exhibition and dismantling period and may restrict vehicle access and/or apply charges in the event vehicles are parked outside the parking spaces or for longer than the time limits established by the Organizer.

7.B - CUSTOMER FREE INVITATIONS

Exhibitors will find the link for sending out complimentary online free invitations to an unlimited number of e-mail addresses on the website www.cersaie.it - EXHIBITORS - On-line Services. These invitations can be customised with the company's logo, name and stand location during the Exhibition.

7.C - CATALOGUE

The electronic catalogue will contain information on the Exhibitors whose applications have been accepted 90 days before the date the Exhibition is due to begin. The company name and product sector provided with the application form will be considered valid.
While taking the greatest care to avoid errors, the Organizer will not be held responsible for omissions, incorrect information or descriptions, inaccuracies or printing errors, even concerning the company name of the Exhibitors. In accordance with the Regulations, it reserves the right to change the assigned positions.

7.D - HOTEL RESERVATION SERVICE

The hotel reservation service is provided by the Bologna Welcome. The Exhibitor should therefore contact Bologna Welcome directly using his platform, which states the conditions and charges for the service. This service is likewise supervised but not organised by BolognaFiere or the Organizer, who will therefore not be held responsible. Claims must be submitted in writing directly to Bologna Welcome and must also be forwarded to BolognaFiere for the sole purpose of notification.

7.E - SOUND BROADCASTING AND PAYMENT OF INTELLECTUAL PROPERTY RIGHTS

Exhibitors are not normally permitted to use music and sound reproduction equipment.
Exceptions must be authorised in writing. Authorisation may be revoked with immediate effect at any time by simple written notification. The granting of authorisation does not release the Exhibitor from the requirement to use the equipment in such a way as not to disturb other Exhibitors and visitors, particularly as regards noise legislation. In the event of failure to comply with these requirements, the Exhibitor will be charged a penalty of € 5,000.00 (five thousand euro/00) and without prejudice to the Organizer's right to bar him from participation in future editions of the Exhibition.
The Exhibitor must also fulfil the legal requirements concerning intellectual property rights under his own responsibility and at his own expense.

To complete the necessary formalities, interested parties should contact S.I.A.E., Via Orfeo n. 33/a - 40124 Bologna - Tel. +39 051.4290311 - Fax +39 051.307280. The opening hours are from 9 am to 12.30 pm, except Saturday and Sunday.

To help Exhibitors, a SIAE representative will visit the stands over the course of the Exhibition in order to offer to the Exhibitors the possibility to regularize their position.

8 SPECIAL PROVISIONS

8.A - FOOD PROCESSING AND PREPARATION AND THE SERVING OF BEVERAGES ON STANDS DURING THE EXHIBITION

For reasons of safety, fire prevention and hygiene, Exhibitor companies may not organise restaurants and bars or install cooking services, regardless of the form of power used, whether for cooking food or for heating up entirely or partially pre-cooked food.

Exceptions may be requested from BolognaFiere by sending an email to gestione@bolognafiere.it. The corresponding guide for authorisation will be sent to the Exhibitor.

If authorisation is granted, the bar or refreshment service will be permitted only inside the stand and only if it is provided free of charge and reserved for its own employees and customers.

Exhibitors are also asked to ensure that the table on which food and drink is served be installed inside the stand in a position that as far as possible is not visible from the aisles and in any case is not directly accessible to visitors.

BolognaFiere and the Organizer will accept no responsibility in connection with the above service.

While it remains the Exhibitor's complete responsibility to supervise the activities carried out on its stand, BolognaFiere reserves the right to carry out checks before and/or during activities and to interrupt activities if any non-compliance with rules and industry standards is observed.

BolognaFiere and the Organizer will accept no responsibility for food and beverage services provided directly or by a third-party caterer. Said services must be implemented in full compliance with applicable regulations regarding the production, preparation, handling, storage and serving of food and beverages to the public, and documents proving compliance with said regulations must be maintained on the stand for the checks organized by BolognaFiere and the competent authorities. Exhibitors who are interested may contact BolognaFiere's Food&Beverage division (gestioneffb@bolognafiere.it) for the management of catering services. Some options can be seen on the website cersaie.befair.eu.

8.B - ACCESS WITH BAGS OR LUGGAGE

BolognaFiere is entitled to refuse admission to the Exhibition Centre or to individual halls to people with bags, luggage or other containers and may insist that they be deposited in the cloakroom.

8.C - ACCESS WITH DOGS OR OTHER ANIMALS

Dogs can access the Exhibition Centre only if they are on a leash and wearing a muzzle, or in their carrier, except for dogs for the disabled which can access without any restrictions. No animals of any other kind may be brought into the Exhibition Centre.

8.D - BAN ON PHOTOGRAPHY AND VIDEO

It is not permitted to photograph or video the interiors of the Exhibition Centre, the stands or the exhibited goods without prior permission in writing from BolognaFiere, the Organizer and the owner of the stand concerned. In the event of failure to observe these rules, the surveillance personnel will be authorised to ask transgressors to leave the Exhibition Centre after confiscating the admission documents in their possession.

8.E - RADIO EQUIPMENT

Exhibitors who intend to use radio equipment (transceivers, radio microphones, radio cameras, etc.) must use equipment that meets legislation (directive 99/05 EC – CE mark), obtain the relevant authorisations (Electronic Communications Code art. 107) and operate within the permitted frequency bands.

9 OBLIGATORY FORMS

The following forms must be filled in and returned to the address indicated at the end of each form within the stated deadlines:

- Form H** - Request for stand set-up authorisation (see points 3.C and 3.C.1)
- Form I** - Declaration of correct fitting of materials, to be submitted even in the absence of a stand structure
- Form I 2** - Declaration of correct fitting
- Form L** - Information on prevention of workplace accidents, to be submitted even in the absence of a stand structure
- Form M** - Declaration of correct installation of electrical systems and fittings, to be submitted even in the absence of a stand structure
- Form N1** - Declaration of conformity of electrical system (to be submitted only if the system is installed by an authorised Italian company) If the electrical system is installed by a non-Italian company, an "Electrical system conformity check" must be performed by a technician appointed by BolognaFiere at the Exhibitor's expense and booked on the website cersaie.befair.eu.
- Form O** - Notification of importation (only for non-EEC countries)
- Form R** - Waste Management Declaration
- Stand Return Declaration**

PENALTIES FOR LATE OR FAILED SUBMISSION OF FORMS

The deadlines shown at the bottom of each form are mandatory, and in the case of late or failed submissions* the Exhibitor will be charged a penalty as shown in the following table:

FORM	LATE SUBMISSION	FAILED SUBMISSION*
Form N1 or N2 + purchase of "Verification of electrical system compliance", which is mandatory if the electrical system was installed by a foreign company.	Electricity will not be connected to the stand	
Forms H and R	The penalties are indicated on the forms	
Other forms	€ 100,00	€ 500,00

*failed submission means submission of the form after the exhibition has opened to the public. In the event of serious non-compliance, BolognaFiere reserves the right to partially or fully close the stand.

10 POWERS OF SUPERVISION AND INTERVENTION ON THE PART OF BOLOGNAFIERE

BolognaFiere will ensure that its regulations and the general conditions of participation are observed. Everyone who enters the Exhibition Centre is obliged to observe the provisions and instructions given by BolognaFiere at the entrance and inside the Exhibition Centre by means of specific signage, written notices, public-address announcements and through service personnel and any other means. It should be noted that the public-address announcements and the instructions given by service personnel prevail over the other notices. Exhibitors are informed that failure to observe the regulations or respect the prohibitions may result in stands being closed with immediate effect by officials or agents of BolognaFiere or the Exhibitor cards or parking permits being withdrawn, without the Exhibitor being entitled to any form of reimbursement.

11 MODIFICATIONS TO THESE REGULATIONS

All legislative or regulatory provisions affecting these Exhibition Regulations are understood as being automatically and immediately adopted even if the regulations themselves have not been modified. Furthermore, BolognaFiere is entitled to adopt at any time the provisions that it considers most appropriate, and which the Exhibitor must observe with immediate effect, with regard to fire prevention, workplace health, accident and damage prevention, and safety of participants and visitors. Exhibitors may be informed of these provisions by any means and they will prevail over the general provisions previously adopted. The Organiser and BolognaFiere have the right to supplement, amend or cancel these provisions where necessary to comply with legal requirements.