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Section 1 - Access to the Exhibition Centre

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Following the COVID-19 virus pandemic, Veronafiery has adopted new procedures. The timing for the set-up stage has been modified as follows:

- 3 days before the event - COMPLETION OF SET-UP WORK
- 2 days before the event - SANITATION OF THE EXHIBITION CENTRE
- 1 day before the event - ACCESS AUTHORIZED ONLY FOR EXHIBITORS

Access to the Veronafiery Exhibition Centre is forbidden to people presenting symptoms attributable to the virus.

If a person is identified as presenting symptoms attributable to the virus in the Exhibition Centre, Veronafiery will:

- isolate the worker in a room made available until medical personnel arrive;

- contact the covid-19 emergency officer of the company employing the worker in question;
- notify health personnel present in the Exhibition Centre to take the person's temperature.

All companies accessing the Exhibition Centre must always have their **Operational Safety Plan (POS)** available, containing the procedures to be used both to prevent Covid 19 and to manage any employees who test positive.

Infringement of the provisions issued by competent Authorities to prevent the spread of the covid-19 virus involves civil and penal liability on the part of offenders.

In order to reduce the spread of the virus, it is advisable to:

- Wear surgical masks regularly and correctly.
- Wash your hands frequently. Wash your

hands with soap and water for at least 60 seconds

- Periodically clean your work area, tables, chairs, handrails, switches and handles etc. with sanitizing solutions
- Avoid touching your mouth and eyes with your hands before washing them.
- Avoid handshakes, kisses and embraces.
- Cover your mouth if you sneeze or cough.
- Use disposable tissues to blow your nose and throw them into a waste-basket after use.
- Avoid promiscuous use of bottles or glasses.
- Distribution of buffet food must follow the strict rules detailed in Covid-19 prevention measures (for example, use single-dose packs, food distribution service only with dedicated staff). Distribution must avoid gatherings and appropriate measures must

- be implemented (e.g. signs on the ground, barriers, etc.) to ensure social distancing of 1 metre.
- Avoid close contact with people who have flu symptoms such as coughs and colds.
- Maintain a distance of 1 metre from other people
- Whenever possible, choose remote methods for meetings. If this is not possible, any seats must ensure a separation distance of 1 metre or reduce social distancing by setting up appropriate barriers
- Fitting and exhibiting companies operating in the Exhibition Centre must:
- Read the following documents carefully (DUVRI): "Event Interference Risk Assessment" and "Interference risk assessment and operational indications for setting up and dismantling during the COVID-19 pandemic"

With reference to the management of access to the Exhibition Centre in the various set-up, events day and dismantling stages, Veronafiery will comply with the various regulations as issued from time to time.

1.1 EVENT SET-UP / DISMANTLING STAGES

Exhibition Centre opening times:

- Set-up stage 07.00-20.30
- Eve of the event: 7.00-14.00
- Dismantling stage 07.00-20.30

Vehicle entrance times:

- Set-up stage 07.00-19.30
- Eve of the event: 07.00-12.00
- Dismantling stage 07.00-19.30

N.B.: Veronafiery reserves the right at its complete discretion to modify the times outlined above to meet the needs of the event and will give prior notification to interested parties. During set-up/dismantling stages, all personnel entering the venue, in accordance with the provisions of Italian Legislative Decree 81/2008 as amended, must have the PPE envisaged for the type of activity to be performed.

On arrival in the Exhibition Centre, the exhibitor must check the correctness of its exhibition space, as marked out on the ground by Veronafiery, in inside areas as well as outside the show halls.

If there are structural columns in the exhibitor's show area inside the halls, the exhibitor is always responsible for the various plant systems installed on these columns and must ensure that they are always accessible to Veronafiery personnel.

Access to the Exhibition Centre is granted only to exhibitors/fitters in possession of the relative "Set-Up Pass" valid for set-up and dismantling stages. In these stages, access by people and vehicles must take place in compliance with the times and manner envisaged in the "General Exhibition Regulations".

Set-Up Passes are printed by exhibitors/fitters following the procedure detailed below:

- Go to the access control portal in your reserved area

- Indicate the name of the company appointed to perform set-up tasks.
- Upload to the access control portal **60 days before** the event starts the following documents:
 - Technical design of the stand complete with ground plan and measurements, cross-section with measurements and perspective drawings;
 - Meet the obligation to pay through the e-commerce portal for the stand certification service and be up to date with previous payments due to Veronafiery;
 - Copy of the latest payment receipt of a third-party liability insurance policy indicating maximum coverage of no less than €2,500,000.00
 - Form 5/B "Declaration of materials for the purposes of fire reaction"
 - N.B. Technical documentation proving the fire reaction class and methods of use and installation of the materials indicated above must be kept on the stand and available to the vigilance service.
 - Form 12 "Waste management declaration".

After uploading all the foregoing documentation, Veronafiery carries out the necessary checks and communicates the status of the application to the exhibitor/fitter by email. Once the application is approved, it is possible to print the Set-Up Passes.

Any liability concerning the static status of any type of set-up, commodity, material or items on display is exclusively borne by the Exhibitor, who expressly waives Veronafiery for any damages that may also derive indirectly from design, construction and assembly defects.

It is mandatory for everyone entering the Exhibition Centre to maintain civil conduct in respect of the assets and equipment of Veronafiery and third parties as well as scrupulously observe the regulations issued by Veronafiery.

VEHICLES ACCESS AND CIRCULATION IN THE EXHIBITION CENTRE

The circulation of vehicles in the Exhibition Centre must be in strict compliance with the Highway Code and the traffic signs displayed. The speed limit at 20 km/h must be respected. Work vehicles (such as forklifts, etc.) must have visual and acoustic devices in compliance with current legislation.

During set-up/dismantling stages, access is not allowed to vehicles used to transport people. They must be parked in the appropriate areas outside the Exhibition Centre.

For safety reasons, the circulation of any private means of transport, with petrol or electric engines, is forbidden inside the Exhibition Centre on the days and during the times the event takes place.

Vehicle parking inside the Exhibition Centre is authorized along the avenues between the halls and is strictly limited to goods loading/unloading operations.

Veronafiery will remove any vehicle causing a hindrance to internal circulation, taking it to an external parking area. The owner will be charged for all removal and parking costs. It is forbidden to park vehicles overnight inside the Exhibition Centre even in the event of a breakdown. Otherwise, Veronafiery will remove the vehicle, taking it to an external car park. The owner will be charged for all removal and parking costs. Access of non-electric vehicles inside the exhibition halls must be authorized in advance by Veronafiery. Vehicle engines must only be left running for technical reasons and short periods of time; they must be equipped with special gas extraction systems to limit the presence of toxic gases inside the halls and the Exhibition Centre as a whole, therefore including external areas. **N.B.** Circulation of vehicles in general inside the Exhibition Centre takes place without any responsibility on the part of Veronafiery.

ACCESS TO TECHNOLOGICAL ROOMS IS FORBIDDEN

Personnel not explicitly authorized are forbidden to access Veronafiery's technological rooms and technical tunnels even if, for service reasons, access to them is not locked.

CAUSING DAMAGE

The exhibitor is liable for any damage caused to the structures and/or equipment of Veronafiery during set-up, event days and dismantling stages.

Exhibitor will be charged a penalty for such damage the sum of €1,000 +VAT, subject to compensation for higher damages.

1.2 SUPPLIES DURING THE EVENT - R PASS

During event days, the companies engaged by the exhibitor to supply goods/services at the stand can access the Exhibition Centre on presenting at the entrance gates the R Pass issued by Veronafiery to the exhibitor against payment of the sum envisaged in the General Exhibition Regulations.

In general, the R Pass allows the supplier to access the Exhibition Centre one hour before the start of the event exclusively through the gate indicated on the pass.

1.3 STAND CLEANING AND WASTE MANAGEMENT

Veronafiery provides a "special stand cleaning and waste management" service during the exhibition itself as well as set-up and dismantling stages, as follows:

- During event days, the exhibitor can request special stand cleaning services through the e-commerce portal. Veronafiery provides this service every evening after the event has closed.
- During set-up/dismantling stages, the exhibitor/stand fitter can request a transport and disposal service for the waste generated during stand construction by filling in Form no. 12 "Waste management declaration" and

then uploading it to the Veronafiery access control portal.

Waste management at the Veronafiery Exhibition Centre seeks to keep all inside and outside areas clean and tidy.

OBLIGATIONS DURING SET-UP/ DISMANTLING STAGES

- all waste generated during stand set-up/ dismantling stages must be disposed of in accordance with recycling and ecological waste disposal legislation (Italian Legislative Decree no. 152 dated 3 April 2006 - Environmental standards - as amended) If Veronafiery identifies any abandoned material, the exhibitor/stand fitter (based on the ease of traceability of the negligent company) will be charged the sum of €2,000 + VAT, subject to compensation for higher damages. Failure to pay the above sum will authorize Veronafiery to deny entry on the part of the defaulting company until the outstanding sum is paid.
- the set-up/exhibiting company must scrupulously comply with the fire prevention regulations issued by Veronafiery by disposing of waste generated immediately, thereby avoiding obstructions in common corridors and creating potentially dangerous

situations. Otherwise, Veronafiery will initially prepare an internal report and then remove and dispose of the material, charging all expenses to the negligent company.

- waste generated when preparing and serving food and drinks must be collected carefully, separating plastics, glass, paper and sundry waste to be disposed of in specific bins;
- the exhibition area assigned to the exhibitor, once dismantling is completed, must be left in the same condition in which it was found, namely free of any waste, tape or paint.

PROHIBITIONS DURING SET-UP/ DISMANTLING STAGES

- it is strictly forbidden to discharge waste water into the secondary tunnels under the show halls without using special drain pipes inserted in the drains themselves;
- it is forbidden to dispose of water that is corrosive for metals and cement, solidifying substances,
- foul-smelling water or dyes;
- it is forbidden to leave parts of stand fittings behind in the Veronafiery Exhibition Centre, such as carpet tiles, broken items or residues of any kind, including bi-adhesive tapes used to install
- textile flooring;
- it is forbidden to bring construction

materials and waste related to stand set-up/ disassembly operations into the Exhibition Centre. Entry with such material is subject to a fine of €2,000 + VAT, subject to compensation for higher damages;

- it is absolutely forbidden to discharge any hazardous substance or waste into the sewage network.

OBLIGATIONS DURING THE EVENT

- during the event itself, the exhibitor must dispose of any waste generated during the day, separating it into categories and use the special bins outside the show halls. This obligation no longer applies if the exhibitor has requested the service through the Veronafiery e-commerce portal.
- waste generated when preparing and serving food and drinks must be collected carefully, separating plastics, glass, paper and sundry waste to be disposed of in specific bins;
- Any infringements will be subject to fines depending to their seriousness at the sole discretion of Veronafiery. Particularly serious cases are reported to the public supervisory authority which then proceeds with its own procedures.

Section 2 - Stand set-up/dismantling and the event

2.1 STAND SET-UPS

Strictly follow the COVID-19 VIRUS CONTAGION PREVENTION INFORMATION at the start of these regulations.

Special set-ups

Structures more than 3 metres high are considered to be special set-ups. They must be at least 2 metres away from adjacent stands. This distance may be reduced and/or cancelled only if written agreement is reached between adjacent exhibitors. The agreement signed between the Exhibitors, complete with drawings that also indicate the dimensions of the installation, must be uploaded to the document area of the access control portal so that the Veronafiery can take note and begin the authorization procedure. If the foregoing agreement is not upheld by exhibitors, Veronafiery, as the owner of the Exhibition Centre, will charge negligent exhibitors for the costs of any necessary action. If a new exhibitor takes over, for example, if another exhibitor waives attendance at the event, the new exhibitor must comply with any agreements established by the previous assignees of the exhibition area. The maximum height permitted for all set-ups is 5 metres for areas inside and outside the halls and 3 metres inside all the service centres connecting the halls, subject to possible exceptions approved by Veronafiery.

Free aperture of set-ups must not exceed 6 metres, subject to possible exceptions approved by Veronafiery.

Please bear in mind that the management methods for the safety of exhibition stand assembly and disassembly stages are now governed by the Ministerial Decree dated 22-07-2014 ("Stage and Trade Fair Decree"). In particular, for installations involving large dimensions (for example, heights of more than 6.5 meters), operating procedures similar to those in force on building sites are envisaged. The Exhibitor/Stand Fitter must ensure that the stand remains within area allocated (in the "Stand Assignment Notification") identified by adhesive tape on the front of the stands. The short time available for completion of set up/dismantling work and the need to avoid occupying aisles in any way whatsoever means that stand components must arrive in the Hall in the form of modular, finished elements that only involve simple assembly and final finishing operations on site. All structures, in addition to upholding these Technical Regulations and the General Exhibition Regulations, must be implemented in compliance with the dispositions of current legislation, and in particular Ministerial Decree 17/01/18 and the related Technical Construction Standards NTC 2018, UNI Standards and CNR Technical Documents,...

In addition to the dispositions indicated in the

standards, when structures are installed inside halls they must be able to withstand a wind load of:

- $q_{h1} = 0.125 \text{ kN/m}^2$ for all parts of the structure, loads and finishing mounted up to 4 meters above ground level in the Hall;
- $q_{h2} = 0.063 \text{ kN/m}^2$ for all parts of the structure, loads and finishing installed at more than 4 metres above ground level in the Hall.

Every liability as regards the stability of set-ups remains exclusively with the Exhibitor, which expressly exonerates Veronafiery for damages that may arise to itself or third parties caused by design or construction defects, even if authorised in the project analysis stage. If any abnormal and/or potentially hazardous situations are identified, Veronafiery, at its sole discretion, reserves the right to request modifications to the project (even if approved and already installed) to protect its image and safeguard the public, adjacent exhibitors and service personnel. If the set-up project is not approved, Veronafiery may forbid access to the Exhibition Centre by fitters/exhibitors and apply at its sole discretion to those who may have begun stand assembly without specific authorisation a penalty of €1000 + VAT. It is implicitly agreed that if the exhibitor and/or fitter implement a set-up that does not comply with the dispositions of Veronafiery's Technical Regulations and relative updates in the course

of the event, or with the project notified to Veronafiore or otherwise without the written authorisation of Veronafiore, then the exhibitor/fitter shall be responsible for damages caused and being caused to Veronafiore and third parties by such conduct.

It should also be noted that information concerning the installation site and the exhibition centre listed in Annexes I and IV to Ministerial Decree dated 07/22/2014 is included in the Veronafiore Technical Regulations. For installations in outside areas, structures must be rigidly secured to the ground using ballast weights or equivalent systems; if such an anchoring system is not installed or is inadequate, the exhibitor or fitter shall install a suitable anchoring system at their own cost as soon as possible. For safety reasons in the absence or inadequacy of the stand structure anchoring system, Veronafiore may intervene - even without giving notice to the Exhibitor - on such structures by installing anchoring systems as it deems appropriate; the costs of this intervention will be borne by the exhibitor.

Scaffolding

For the construction of the scaffolding the Pi.M.U.S. must be loaded on the access control portal - Assembly, use and disassembly plan - prepared pursuant to article 36 quater of Italian Legislative Decree 81/2008 as amended. Customising the external façades may only and exclusively **be performed by Veronafiore** (see following point 2.1.5.).

Heavy machinery

The positioning of equipment, exhibits or set-ups weighing more than 5,000 kg must be authorized in advance by Veronafiore. Such authorizations do not involve any liability, which in any case remains with the Exhibitor.

STAND CONSTRUCTION OBLIGATIONS

- minimum ballast of 50 kg distributed on all vertical elements for tensile structures or structures with roofs. In this regard,
- may we remind you that it is forbidden to drill floors to secure tie rods to the ground.
- all vertical elements in the set-up, especially those standing on the ground (including any bracing), must
- withstand linear horizontal overloads applied to the walls at a height of 1.20 m from the respective walk-over surface or applied to the parapets or handrails at the height of the upper edge, of at least 1 kN/m, i.e. at least equal to 1 kN concentrated for elements less than 1 metre long.
- read the EVENT DUVRI (Interference Risk Assessment Document - Italian Legislative Decree 81/2008 as amended) published on the access control portal and the notifications and procedures to be followed inside the Exhibition Centre regarding the management of the covid-19 pandemic emergency;
- companies inside the Exhibition Centre must prepare an "OPS" "Operational Safety Plan", in which the risks

- of set-up and dismantling activities are assessed, as well as indicating the prevention and protection measures adopted, to be kept available inside the stand (during all stages: set-up, use during the event and dismantling) for any controls by competent bodies;
- strictly comply with the accident prevention regulations envisaged by Italian law, in particular the provisions of Legislative Decree no. 81/2008 as amended;
- provide all employees with personal protection equipment (PPE) while working in the exhibition centre (set-up and dismantling operations);
- an ID badge with photo and personal details of the worker, as well as the reference Company, must be visibly worn at all times in accordance with Italian Legislative Decree 81/2008 as amended;
- fire hydrants and every other fire-fighting system and relative signs must remain clearly visible and accessible from the front;
- leave electricity power points, telephone connection boxes, drains and any other technical service clearly visible and usable, even at night,
- leave lifts, hoists, gates and vehicle driveways unobstructed;
- ensure total access and use of emergency exits, transit zones and escape routes by avoiding any obstruction or protuberance that may impede such access;
- use materials conforming to current legislation;
- assigned spaces must be managed and maintained safely, efficiently and clean, in accordance with regulations, and kept in good
- condition of use, especially as regards work areas;
- if non-EU workers are employed, only persons in compliance with immigration laws and stay permits may be employed;
- it is forbidden to involve children under 16 years of age in set-up and dismantling stages;
- all tools and equipment used in the Exhibition Centre must be suitable for their intended use, fitted with safety systems
- as required by law and used by suitably trained and informed personnel;
- only transparent polyethylene sheets should be used to protect floors with carpeting;
- carpet tiles may be secured to the Hall flooring only with double-sided canvas tape.
- only safety glass (toughened or laminated) may be used in installations and must be indicated as such by means of
- specific notices or self-adhesive labels. In the event that such material is in direct contact with the public and
- has no protection, the following must be presented: - certificate stating that laminated safety glass compliant with UNI 7172 is used; - Declaration of good assembly workmanship.
- implement complete and "decorous" set-ups

that are also duly finished using neutral colours on walls adjacent to other stands; if

- such finishing is not ensured, a penalty of €500 will be issued to the exhibitor/stand fitter as well as the right to claim greater damages as applicable;
- limit the formation of continuous walls or closures using various elements (panels, flower vases, etc...) to max. 50% of the length of the open sides;
- for stands with enclosed spaces, provide at least one emergency exit towards a "safe place" every 100 sq.m. in addition to the normal entrances and indicate the escape route from the stand area in all locations and/or settings; these signs must
- function with their own independent power supplies and be visible when the Hall's electrical lighting plant is switched off;
- entrances/exits for the stand, or parts of it, may not be less than 120 cm wide and 220 cm in height and must be fitted with signs having independent power supplies;
- in Halls 2-3-6-7-10 and the Margherita Hall, false ceilings are only allowed if made using grid-type and/or perforated panels, or fabric with certified permeability and fireproofing, in order to ensure correct operation of the sprinkler system in the event of a fire;
- use appropriate labels with the name of the exhibitor/fitter to identify any tins of paint or solvents used during the set-up stage;
- for stands equipped with a platform having an area of more than 32 square meters (maximum raised flooring allowed of 0.16 meters, tolerance for ramp insertion: 3 cm), the installation of ramps having a minimum width of 0.90 metres is mandatory. The slope of the ramp must not exceed 5%. For further specifications, see items 8.1.10 and 8.1.11 of Ministerial Decree n° 236 dated 14/06/1989 and Article 20 of Regional Decree n° 509 dated 02/03/2010. If the stand has a platform of less than 32 sq.m., a mobile ramp must be provided.
- if set-ups have platforms, their edges must be clearly identified with appropriate colours.

STAND CONSTRUCTION PROHIBITIONS

- occupy, even momentarily, aisles and/or unassigned areas with any type of material and/or vehicle;
- apply loads to the existing structures prepared by Veronafiore and the Halls (walls, lighting poles, busbars, even including lightweight posters, cables, panels, banners) where not authorized by Veronafiore;
- perform excavations or modify the status of exhibition areas;
- drill, insert nails and/or screws into the existing structures made available by Veronafiore or any internal and external surface of the halls, tensile structures or Exhibition Centre infrastructures;
- handle and/or move, even partially, the pre-fitted structures supplied by Veronafiore S.p.A., without specific written authorization;

- modify/tamper with the electrical equipment made available by Veronafiore and/or move individual components and/or make direct connections to these circuits. Any changes that may be necessary must only be implemented after requesting intervention by Veronafiore staff. Failure to comply with these prohibitions will result in the cancellation of the certificates of conformity and the consequent interruption of the electricity supply;
- stack blocks of marble, where not expressly authorized by Veronafiore;
- position marble blocks having base size less than 1/3 of its height;
- exhibit flags kept taut by counterweights;
- leave suspended loads on the booms of cranes, lifting plant, etc. (both during the event itself and outside show hours);
- the use of plasterboard at a height of more than 20% of the areas making up the stand. The use of this material must be limited to finishing or small portions of the set-up.
- paint stand structures inside the Halls, by hand or using sprays, using paints and/or enamel glazes and/or washable paints, nor apply fire-proofing treatments to stand materials inside the Halls;
- the use of the following materials:
- Paints of any kind and brushes/rollers;
- Solvents;
- Spent oils of any kind, lubricants and coolants;
- Various glues/bonding agents of any type;
- Empty containers of dangerous substances;
- Tyres.
- perform welding work of any kind and nature or in any case use naked flames;
- the following products must not be used on the floors of halls or tensile structures: fuel oil, petrol, chemical products or solvents which may damage or modify such flooring;
- apply paint, glue, adhesives or other products harming the floors, walls and existing structures owned by Veronafiore;
- drag heavy loads, strike the floor with blunt instruments, circulate in the Halls and tensile structures with vehicles without rubber wheels or that in any case may damage the flooring;
- overload the floors with a distributed load in excess of the values indicated in the following table (also see last page):
- outdoor exhibition areas (capacity refers exclusively to the exhibition area) 10,000 kg/sq.m.
- Margherita Hall, Palaexpo Basement 400 Kg/sq.m.
- 2nd Floor Palaexpo 1,000 Kg/sq.m.
- Halls 2-3-9 4.000 Kg/sq.m.
- Halls 1-4-5-6-7-8-11-12 2.000 Kg/sq.m.
- Hall 10 1.000 Kg / m²
- Temporary tensile structures 500 Kg/sq.m.
- For access to the 2nd Floor of Palaexpo, maximum hoist dimensions are as follows: height 3.5 metres, width 3 metres, depth 6 metres. Maximum capacity is 10,000 kg

- N.B.: the ground plans of individual Halls are available c/o Veronafiore and clearly indicate points (trap doors, areas with cellars, drains) having different capacities from those listed above. In the event of concentrated loads, the exhibitor is required to implement (at its own expense) all measures needed to distribute the load over a sufficiently large floor area in order not to exceed these limits and thereby avoid damage to the flooring;
- bring explosive, detonating, asphyxiating, flammable and otherwise hazardous materials into the Exhibition Centre without the necessary authorizations issued by competent authorities and the prior authorization of Veronafiore itself;
 - operate machinery on display unless authorized in advance by Veronafiore (see Section 4 - Operating Machinery);
 - take products and materials out of the Exhibition Centre during the course of the event, unless otherwise permitted in writing by Veronafiore;
 - distribute advertising material (magazines, catalogues, etc.) outside the company's own stand area. The Veronafiore Sales Office may grant special permits;
 - use the Veronafiore trademark;
 - introduce dogs of any breed and size into the Exhibition Centre during set-up, event days and dismantling stages, unless in compliance with applicable local and national legislation;
 - conduct any kind of political propaganda in the Exhibition Centre;
 - cause harm or disturbance of any kind to the proper holding of Events, on pain of immediate
 - exclusion from the Exhibition Centre;
 - play music, make sounds or noises inside the stand having an intensity greater than 73 db measured at 1 metre from the source of the noise;
 - Smoking is absolutely prohibited in all Veronafiore's indoor facilities (halls, temporary tensile structures and other such venues).
 - produce fumes or mists of any kind that even slightly diminish visibility inside the Exhibition Centre;
 - use any kind of portable ladders for prolonged operations, for which builder's stages, scaffolding or overhead platforms should be used;
 - introduce and use LPG and/or methane gas cylinders inside the halls;
 - perform, in person or through third parties not authorised by Veronafiore, direct connections to utility services (water, electricity, telephone, etc.);
 - leave machinery or vehicles on display with full fuel tanks;
 - leave stand set-up materials such as carpet tiles, plasterboard and residues of any kind in the Halls (see point 1.3 Waste Disposal)
 - exhibit balloons and inflatable structures or the like in indoor and outdoor areas unless specifically authorized by Veronafiore;

- lay or install supports used to supply technical services on floors or at height along passageways;
- circulate with vehicles in areas open to the public during the event (with the exception of emergency vehicles,
- service vehicles for the disabled, and Veronafiore service vehicles).
- the use of electric vehicles of any type during the event with the exception of vehicles authorized by Veronafiore;
- use of drones of any size unless expressly authorized by Veronafiore in internal and external areas, with the exception of dynamic areas.
- Access to the exhibition centre with cameras, camcorders, video-recorders and any other kind of apparatus for filming facilities inside the exhibition centre and the items on display without prior authorization.
- In the event of any infringements/breaches of the dispositions issued by Veronafiore or the foregoing bans, Veronafiore may declare the legal relationship with the Exhibitor to be terminated and equally exclude the Exhibitor from the event without the latter being entitled to any reimbursement and/or compensation, whereas Veronafiore itself reserves the right to claim further damages. Infringements of prohibitions or non-observance of obligations will in any case be notified in writing and may lead to fines.

2.1.2 MEZZANINES

Only for events envisaging this possibility in the "General Exhibition Regulations".

The mezzanine stand project must be uploaded to the access control portal at least 90 days before the start of the event.

The installation of a mezzanine stand involves an increase in the basic tariff per square metre applied to the raised surface as indicated in the "General Exhibition Regulations".

Permits and intervention by Veronafiore do not imply, on its part and for any reason whatsoever, any liability which in any case remains entirely with the exhibitor.

Mezzanine structures may not be installed inside the Service Centres and Palaexpo. The mezzanine must comply with the following construction standards:

- enclosed opaque walls having a total length of less than 50% of the perimeter of the mezzanine area;
- The minimum internal height calculated from the walk-over flooring (platform or Hall flooring) at the lower intrados of the ceiling must be at least 2.40 metres;
- The minimum internal height measured from the walk-over flooring of the 1st mezzanine floor to the intrados of Veronafiore structures must be at least 3.50 m;
- The portion on the first floor must be 0.5 metres from the aisles;
- Parapets: minimum height calculated at 1 metre from the walk-over surface; horizontal

linear overload on the handrail of at least 3 kN/m;

- The load-bearing structures and the floor must also be capable of withstanding, in addition to their own weight, a uniformly distributed vertical overload of at least 5 kN/M²;
- For mezzanines of more than 100 sq.m., 2 staircases must be prepared for areas up to 180 sq m, and then n° 1 staircases for every each additional 80 sq.m., all with:
- minimum width of 120 cm (example: for an area of 200 sq.m., in excess of 180 sq.m., n° 3 staircases 120 cm wide are required). **N.B.** for areas over 100 sq.m., the staircases should be placed in reasonably opposite positions;
- The escape routes from the mezzanine must be suitably signposted with normal and illuminated emergency signs.

STEPS, RAMPS, STAIRS AND LANDINGS

- **Steps** must have a rectangular design and constant dimensions. The treads must be no less than 30 cm and the risers no less than 18 cm
- Trapezoidal steps are allowed provided that the tread is at least 30 cm as measured at 40 cm from the central pillar or the internal parapet.
- **Ramps** must be no less than 1.2 metres wide.
- There must be no less than three and no more than fifteen steps.
- **Staircases** open on one or both sides must have railings or banisters at least 1 metre high designed to withstand stresses caused by people moving quickly in emergency or panic situations.
- There must be no protrusions in the stairwell up to a height of 2 metres from the walk-over flooring.
- Stairs more than 3 metres wide must be fitted with a central handrail.
- Handrails along the walls must not protrude by more than 8 cm and their ends must be rounded downwards or, using a coupling, in towards the walls themselves.
- Spiral staircases are only allowed in the case of intermediate floors that are not open to the public but only for use by service staff.
- Landings must have the same width as the ramps.

2.1.3 SPECIAL SUPPLIES

Any additional requests for special supplies (such as: **overhead electrical systems, special exhibition stands** etc.) must reach Veronafiore **90 days prior** to the start of

set-up work and contain all the necessary specifications to allow correct economic and feasibility analysis.

2.1.4 SIGNS AND ADVERTISING BILLBOARDS

Signs and advertising billboards installed at more than 3 metres above ground are subject to written approval by Veronafiore and the advertising fee defined by Veronafiore, as well as Municipal tax:
All advertising notices (even under 3 meters) facing neighbouring stands must maintain a minimum distance of 2 metres from these stands (this distance can be reduced/cancelled only on presentation of a written agreement with all neighbouring exhibitors).

2.1.5 STRUCTURES SUPPORTING SIGNS AND SCENIC HALL FINISHINGS

Registered exhibitors may ask Veronafiore to customise the structures supporting signs and the external façades of exhibition structures (only for duration of the event itself).
A written request must be sent to Veronafiore at least 60 days before the start of set-up work for the event which, following checks, may or may not issue such authorization.
In the event of approval, Veronafiore will send the applicant a specific cost estimate which, if accepted, must be returned within 5 days of issue.
Only Veronafiore itself may customize the sign holder structures and external façades of the halls and infrastructures.

2.1.6 ADVANCE ENTRY/TIMETABLE EXTENSIONS

Early entry requests must be sent to Veronafiore before the start of the set-up stage. On receiving the above-mentioned form, Veronafiore provides written feedback to the exhibitor/stand fitter. If early entry is approved, the applicant is required to pay the following sum:

- For each single day in advance = €500 + VAT
- Time extensions** must be requested through "SATE" by filling out the form and attaching the company business card.
No time extensions are issued on the eve of the event. The rates are:
- Hourly extensions until 23:30 = €100 + VAT / hour or part hour (valid for all days)
 - Hourly extensions after 23:30 = €150.00 + VAT /hour or part hour (valid for all days)

As of 19.30 on the eve of the event, an hourly penalty of €150 + VAT is applied to exhibitors/

fitters who have not yet finished their work. Payment for the service is on-sight of invoice.

2.2 STAND DISMANTLING AND CLEARANCE

2.2.1 GENERAL REQUIREMENTS

Demolition or dismantling work must proceed with caution and due order from top to bottom in a manner that does not jeopardize the stability of load-bearing, connection or any adjacent structures.

In particular, work operations must not occupy spaces outside specific work or stand areas in question;

2.2.2 METHODS

In case of sale or transfer without charge of products exhibited, the official shipping agent will collect the material and store it in its warehouse. It is responsible for delivering the material to the respective buyer/beneficiary. On exit, Veronafiore can carry out vehicle inspections.

The dismantling of exhibition areas must be completed in accordance with the "General Exhibition Regulations".

For every day that assets or goods remain in the Exhibition Centre beyond the term defined for disassembly and clearance of stands, the exhibitor will be charged a sum of €1,000 + VAT by way of penalty, or other compensation in the event of damages in excess of this sum.

In relation to Veronafiore's organisational requirements and after 30 days from the last day for "Stand Disassembly and Clearance", Veronafiore may transfer assets that are unclaimed or otherwise left in the Exhibition Centre c/o the Warehouses of the Veronafiore Transport Delegate where the goods shall remain at the disposition of their legitimate owners; all risks and expenses for transfer and storage in these warehouses, as per Articles 1787 and thereafter of the Civil Code, shall be exclusively borne by the Exhibitor.

The exhibitor accepts exclusive responsibility for any and all damages or events that may occur before, during and after the exhibition. Abandoned **waste material** (wood, carpet tiles, paper, cardboard, etc.). Veronafiore will arrange for cleaning and disposal and charge the fitter/exhibitor for the costs incurred based on the current rates charged by authorized tips-landfills for each type of waste.

In relation to the adhesive used to secure stand flooring to the floor of the hall, if it is not removed, Veronafiore charges €25.00 + VAT for each metre left in the exhibition area directly to the fitter/exhibitor to whom the areas was assigned as partial coverage of the costs for removing and disposing of such adhesives.

Section 3 - Ceiling appendages and suspended structures

3.1. APPENDAGES AND SUSPENDED STRUCTURES

Appendages in the halls of the Verona Exhibition Centre can be requested using the

specific form. Requests will be evaluated if they initially meet the conditions defined in the following General Requirements paragraph.

3.2. GENERAL REQUIREMENTS

- The "Appendages" service may be provided in all the halls of the Verona Exhibition Centre.

- The “suspended structures” service involves the supply of special cables hooked to the ceiling which can be used to hang structures and lighting systems owned by exhibitors or their trusted fitters, or hired from Veronafiery S.p.A. itself;
- The provision of cables hooked to the ceiling is the exclusive competence of Veronafiery S.p.A., while operations to secure structures not supplied by Veronafiery S.p.A. must be performed by the exhibitor or its trusted supplier;
- The location and number of cables supplied by Veronafiery S.p.A. will be defined in the technical project sent by the Exhibitor in relation to the location of points from which cables may be suspended.
- The free end of the cable supplied by Veronafiery S.p.A. will be fitted with a special, certified connector hook (cringle);
- The cables will be positioned at a height equal to or less than the height requested by the Exhibitor, in full respect of the maximum height permitted by the Event Regulations;
- The height above ground of the suspended structures, unless otherwise authorised by the Veronafiery S.p.A./Operative Secretariat, must comply with the height indicated in the General Exhibition Regulations;
- The maximum load-bearing capacity of each hook provided by Veronafiery S.p.A. is 150 kg (concentrated);
- The cables supplied by Veronafiery S.p.A. may only be attached to especially prepared structures with distribution in the Halls in good time (contact the Veronafiery S.p.A. Technical Office to ascertain the existence of such points in the area above the area assigned to individual exhibitors);
- If the area above the site assigned to the Exhibitor does not have the specific structures described in previous points or their location is unsuitable for the exhibitor’s requirements, special additional hook-up systems can be supplied on hire as agreed upon on a case by case basis with the Veronafiery S.p.A. Technical Office;
- In order to secure its structures, the exhibitor or its trusted fitter, must use suitable systems that ensure perfect anchorages. Any steel cables used must have a diameter of no less than 5 mm and any link chains must have a bar diameter of no less than 6 mm;
- All items used to install appendages must be accompanied by appropriate certificates that clearly indicate the permitted capacities and failure loads and, where required, certificates pertaining to periodic checks as required by current regulations; this documentation must be available on the stand and made available on request;
- Appendages must be vertical; the exhibitor or its trusted fitter are not permitted to pull the cables provided by Veronafiery S.p.A. diagonally;
- In special cases, to be agreed with Veronafiery S.p.A., minimum tolerances may

be allowed but in any case of no more than 10°;

- Any appendages involving handling devices may be installed using manual hoists if performed with a maximum of n. 5 lifting devices; if at least 6 lifting devices are involved, they must be electrical and controlled by a control unit;
- The areas of interference for suspended structures and/or appendages must always be kept clear during handling stages; during such stages, in addition to the lift operators, there must be a coordinator having personal responsibility for controlling all movements and monitoring the interference area;
- Suspended loads must be installed in accordance with Ministerial Circular n° 1689 dated 01.04.2011; in particular, the loads applied to the structures (lighting fixtures, loudspeakers, etc.) must be secured to them not only by specific design elements but also by additional hooks (metal cables, ring chains) to ensure safety in the event of failure of its own fastening systems;
- For evident safety reasons, mixed suspension systems (ceiling suspension + ground support) will only be allowed if the elements standing on solid bases on the ground are suitably protected against accidental impacts;
- Safety hooks to ensure the stability of set-up structures standing on the ground will only be allowed if they are implemented in accordance with these dispositions, including the presentation of required documentation;
- Ceiling appendages must not interfere with the lighting in the Hall;
- If electrical equipment is installed in/on suspended structures, such equipment must be powered using the sockets available in the assigned area. Cables descending from suspended structures must be supported by suitable equipment (e.g. steel cables or columns standing on the ground).
- All hoisting and lifting appliances, including mobile/transferable/stationary hand-operated and electrical winches of more than 200 kg in weight, must be accompanied with commissioning documents in conformity with Ministerial Decree DM n° 8 dated 11 April 2011 as amended;

3.3. DOCUMENTATION TO BE PRESENTED:

The exhibitor or its trusted fitter must present the following to the Technical Services Office at least 60 days before beginning stand set-up operations, even for structures supplied by Veronafiery S.p.A.:

- a) Request through the presentation of the specific hanging form and the attachments envisaged; in particular:
 - Executive designs, if possible in dwg format, indicating the dimensional-construction features and the materials used, namely;
 - Dimensional characteristics of the structures;
 - Characteristics of the materials used;

- Indication of the weight and position of envisaged loads (structures, spotlights, electrical cables, hoisting/lifting mechanisms, etc.);
- Structure load hypothesis, including the loads caused by wind, and verification of induced stresses on anchorages and any supports.

b) Static calculation report for the structures, in Italian and signed by an accredited professional registered in Italy with the Order of Engineers or Architects having a specialist degree, highlighting compliance with current standards and Veronafiery S.p.A.

The static calculation report must contain:

- Executive designs, dimensional drawings with ground plan, side and axonometric views of the intended installation;
- Brief description of the structures and dimensional features of the installation;
- Characteristics of the materials used;
- Reference standards applied in order to prepare the static calculation report;
- Indication of the weight of the materials used (structures, spotlights, electrical cables, lifting/hoisting mechanisms, etc.);
- Structure load hypothesis, including loads caused by wind inside the Halls, and verification of induced stresses on structures and hanging points;
- Indications required in paragraph 10.2.1 of NTC 2018 approved by Ministerial Decree DM. 17/01/2018;
- Checks envisaged by current legislation, as regards respect of the load limits defined in these regulations.

Note that if the envisaged timing is not complied with, the request for appendages will be provided exclusively after requesting the certification service at the same time.

3.4 NOTES

Veronafiery S.p.A. reserves the right to install equipment and/or devices in order to verify compliance with the conditions defined in the General Requirements.

If Veronafiery S.p.A. finds shortcomings in relation to these dispositions (with special reference to providing documentation within the required time-limits) it will not authorise the installation of the appendage and, if already mounted, will close off the area underneath until complete removal or adjustment of the installation in accordance with the General Requirements.

In addition, suspension of utility services provided to the stand may be suspended, even partially (electricity, water, compressed air, etc.) and access to visitors may be forbidden.

Section 3a - Self-supporting metal structures without walk-over deck

3a.1. GENERAL REQUIREMENTS

To be able to install self-supporting, wood, metal and even "American" structures, written authorization must be obtained from Veronafiore S.p.A., that is issued only on presentation of the appropriate "Authorisation of structures" form.

Self-supporting structures, possibly equipped with safety appendages, may only be installed after requesting authorization from Veronafiore S.p.A.; by and no later than 60 days prior to the starting date of the event; the exhibitor or its trusted fitter must present the specific request form.

If Veronafiore S.P.A. does not receive this form requesting the authorisation service and/or the "Certification Service" duly compiled and signed, any permit - even if issued by Veronafiore itself - will be considered void.

3a.1.1.

Suspended loads must be installed in accordance with Ministerial Circular n° 1689 dated 01.04.2011; in particular, the loads applied to the structures (lighting fixtures, loudspeakers, etc.) must be secured to them not only by specific design elements but also by additional hooks (metal cables, ring chains) to ensure safety in the event of failure of its own fastening systems.

3a.1.2.

If electrical equipment is installed in/on the structures, such equipment must be powered using the sockets available in the assigned area. Cables down from the suspended structures must be supported by suitable equipment (e.g. support columns on the ground).

3a.2. DOCUMENTATION TO BE PRESENTED

At least 60 days before the start of set-up operations involving self-supporting metal

structures without walk-over flooring and even in the case of structures supplied or set-up by Veronafiore S.p.A., the exhibitor or its trusted fitter must provide the Technical Services Offices with the following:

- a) Request for approval through the presentation of the specific "structure authorisation form" and the attachments envisaged; in particular:
 - Executive designs, if possible in dwg format, indicating the dimensional-construction features and the materials used, namely:
 - Dimensional characteristics of the structures;
 - Characteristics of the materials used;
 - Indication of the weight and position of envisaged loads (structures, spotlights, electrical cables, hoisting/lifting mechanisms, etc.);
 - Structure load hypothesis and verification of stresses induced on anchorages and supports.
- b) Static calculation report for the structures, in Italian and signed by an accredited professional registered in Italy with the Order of Engineers or Architects having a specialist degree, highlighting compliance with current standards and Veronafiore S.p.A. Technical Regulations or the Form requesting the certification service. The static calculation report must contain:
 - Executive designs, dimensional drawings with ground plan, side and axonometric views of the intended installation;
 - Brief description of the structures and dimensional features of the installation;
 - Characteristics of the materials used;
 - Reference standards applied in order to prepare the static calculation report;
 - Indication of the weight of the materials used (structures, spotlights, electrical cables, lifting/hoisting mechanisms, etc.);

- Structure load hypothesis, including loads caused by wind inside the Halls, and verification of induced stresses on structures and supports; in particular, for installations in outdoor areas, all actions induced by atmospheric loads, the ground anchorage systems envisaged and the procedures to be implemented in the event of loads higher than those in regulatory dispositions must be taken into account and explicated;
- Checks envisaged by current legislation.
- Verifications envisaged by current legislation and in particular the Indications required in paragraph 10.2.1 of NTC 2018 approved by Ministerial Decree DM. 17/01/2018.

Note that if the envisaged timing is not complied with, the approval service may be provided exclusively after requesting the certification service at the same time, where necessary.

3a.3. NOTES

If Veronafiore S.p.A. finds shortcomings as regards these regulations or discrepancies in relation to declarations that give rise to hazards for persons or things, the area underneath will be closed off until complete elimination or adjustment of these problems in accordance with dispositions.

If discrepancies are found during the set-up stage in relation to the foregoing declarations and/or undeclared structures, the Exhibitor may be fined €1000.

In addition, suspension of utility services provided to the stand may be suspended, even partially (electricity, water, compressed air, etc.) and access to visitors may be forbidden.

Section 4 - Veronafiore security and safety

4.1 GENERAL REGULATIONS

Anyone entering the area must observe public safety laws and regulations, including by-laws and regulations inasmuch, emergency routes and exits must always be kept clear. Doors in the halls leading to emergency routes/exits must open outwards. Emergency routes, exit doors and emergency stairs must not be covered or hidden by appendages and in any case must always ensure easy identification and access.

The corridors in the halls must never be obstructed by objects stored in and/or protruding from exhibition areas;. They also function, in the event of an emergency, as escape routes.

They are also required to observe all standards regarding safety, accident prevention, and injury to personnel and operators.

Veronafiore S.p.A. has a permanent "Security and Safety Service" staffed by qualified technicians who are authorised to ensure that all plant structures and other components comply with norms, and in particular with those concerning accidents at work, electrical plant, and the regulations of the local "Surveillance Commission on Premises used for Public Entertainment".

The "Security and Safety Service" may examine plans and check stands directly, take samples of set-up materials and may remove from the stand any material which is inflammable or considered dangerous.

It may also impose any other necessary measure to ensure general safety. Exhibitors are obliged to take prompt action upon the suggestions and advice of the "Security and Safety Service" which concern public safety.

The Exhibitor or person responsible for the stand shall allow all inspections and supply any information and documentation requested, such as fireproofing certificates, plant diagrams and specifications, etc. Veronafiore S.p.A. reserves the right to request inspections and static suitability declarations (or any other type of certification) under the full responsibility of the exhibitor, for any exhibition structure or internal or external fitting, which at the exclusive judgement of the Authority are considered suitable for ensuring the safety of the visitors, service staff and the general structure of the Trade Fair Authority.

The "Security and Safety Service" provided by Veronafiore S.p.A. is intended as an aid to Exhibitors. Veronafiore S.p.A. accepts no liability for failure on the part of the Exhibitors to observe legal norms and other regulations

currently in force.

To this end, employers are reminded that they are required to provide employees with appropriate and suitable equipment in terms of health and safety in the workplace.

4.2 WORK-AT-HEIGHT

For the work performed at height, suitable equipment include builder's stages, scaffolding and overhead platforms, which in any case must satisfy the requirements listed below.

Ladders may only be used for short inspections and work.

The main prevention measures during stand set-up work are:

BUILDER'S STAGES (UNI EN 1004, UNI EN 1298)

Before use:

- make sure the metal elements are in good condition (especially: slotted and ball joints);
- check the conservation status of wooden decks and correct linkage of metal scaffolding;
- check the solidity and flatness of the support surface;
- make sure that the expected load (people + materials + equipment) does not exceed the maximum allowed for the builder's stage in question;
- make sure that the intended height of use does not exceed the maximum defined in the Use and Maintenance Manual or data plate affixed to the equipment;
- make sure that the uprights are vertical using a spirit level or plumb line;
- make sure that the builder's stage has anchorages to stable points at least every two levels (up 3.60 m) or (alternatively) that it is equipped with appropriate ribbing (see Use & Maintenance Manual);
- make sure the bridge is equipped with railings complete with foot stops on four sides for work at heights above 2 metres.

During use:

- Block the wheels;
- Do not use any equipment for work at height on the deck (e.g.: ladders or planks on trestles);
- Reach the work level exclusively using the hand ladders installed inside the builder's stage;
- Move the stage only when there are no people or equipment on board and only in its longitudinal direction;
- If the stage is not equipped with railings, wear a safety belt secured to the stage (which itself must be anchored to solid supports) at the height of the work deck;
- Avoid concentrated loads (people + materials + equipment) on decks, especially in the centre-line;
- Only place the material strictly closely and immediately necessary for the task to be carried out on the deck;
- Wear a protective helmet when working in the vicinity of a wheel-mounted bridge where

another person is working;

- Always keep the builder's stage at least five metres distant from power lines.

LADDERS (UNI EN 131)

Simple portable ladders:

- Must be built using materials suitable for the envisaged conditions of use, such as iron, aluminium or wood, but must be sufficiently strong and have dimensions appropriate for the intended use. Wooden ladders must have rungs inserted into the uprights which themselves must be retained with metal tie rods inserted under the two outer rungs; ladders of more than 4 m in length must also have an intermediate tie-rod. In all cases, ladders must be equipped with non-slip devices on the bases of the two uprights and retaining systems or non-slip supports on the upper ends.

Ladders with click-fit elements:

- The length of such ladders in use must not exceed 15 m.
- For lengths up to 8 m, they must be fitted with section breakers

Double ladders:

- Must not exceed 5 m in height.
- Must be fitted with a chain or similar device to prevent the ladders opening beyond pre-defined safety limits.

Step ladders:

- Handrails must be installed along the ramp and railings around the perimeter of the deck.
- The steps must be non-slip type.
- Handling grips must be provided.
- Wheels may only be fitted on two pillars opposite the handling grips and non-slip pads must be applied to the two uprights with fixed feet.

Before use:

- The ladders must be at least 1 m higher than the level to be accessed, taking care to align the rung with the level in question (it is then possible to proceed with only one upright securely fixed).
- Ladders used to access to higher levels should not be placed in sequence with each other.
- Ladders mounted on the outside a construction or temporary works (scaffoldings) must be fitted with handrails and railings.
- Ladders must be distant from the vertical support by at least 1/4 of their length. It is forbidden to repair broken rungs with wooden strips nailed on to the uprights.
- Ladders used on uneven ground must be placed on a single firm support base.
- The site where ladders are installed must be unobstructed by any materials and distant from passageways.

During use:

- Free ladders must be held in place at the base by another person.

- During lateral movements, no worker should be on the ladders.
- Avoid using ladders that protrude excessively above the work level.
- Ladders must be used by only one person at a time and the weight of loads carried must be limited.
- When working at height, using click-fit ladders, another person must ensure continual vigilance of the ladders themselves from the ground.
- Always ascend and descend ladders facing the ladders themselves.

4.3 MOVING MACHINERY

Only in exceptional circumstances and upon prior written authorisation of the Authority may the machinery on show be operated, under the exclusive responsibility of the Exhibitor, and provided that such systems:

- Do not disturb neighbouring exhibitors and/ or Visitors through excessive noise, heat and vibrations;
- Are fitted with safety devices conforming with applicable safety and accident prevention regulations and standards;
- Exhibitors must adopt all other necessary measures to safeguard the personnel, image and security of neighbouring exhibitors, visitors, service personnel and infrastructures.

Exhibitors in any case must make sure that such machinery is equipped with devices designed to prevent accidents, fires, noise, odours and emissions of gas or liquids. Exhibitors are also required to adhere to the verifications and dispositions defined by current law and regulations in order to obtain necessary permits from competent Authorities. Overhead loads are absolutely forbidden. The "Exhibition Centre Safety and Control Service" may at any time halt/prevent the operation of machines that may compromise the safety of Exhibitors and/or Visitors or otherwise cause undue disturbance.a

4.4 CIRCULAR CONCERNING SAFETY DISPOSITIONS

A) Health and safety in the workplace (D.Lgs 81/2008 Consolidation Text)

With reference to current safety regulations and specifically to the dispositions envisaged by D.Lgs 81/2008 (health and safety in the workplace legislation), VeronaFiera S.p.A. has defined a new organisational form covering safety at work which includes a package of operative procedures having direct impact and specification application for the many and various activities involved in the exhibition centre

The company undertakes to harmonise its performances, activities and actions, as envisaged by this contract/order, with the requirements and/or dispositions as per D.Lgs 81/2008 (legislation covering health and safety in workplaces).

Whenever the company carries out its activities during exhibition event set-up and

dismantling periods, it must verify daily and/or in any case prior to the start of its specific activity on the reference day, the so-called DUVRI – interference risk assessment document – for set-up and dismantling stages in the exhibition centre for the current event which is available in pdf format through the Veronafiore S.p.A. Document Portal.
Every comment or integration concerning the DUVRI document must be promptly sent to the following e-mail address: sicurezza@veronafiore.it.

The Veronafiore S.p.A. Prevention and Protection Service is in any case always available for every necessary clarification. It is possible to contact Veronafiore S.p.A. SPP using this e-mail address sicurezza@veronafiore.it.
Over and above the foregoing, the Company also hereby undertakes to inform its workers, suppliers, clients (and in any case any third party it may engage) of their responsibility for so-called “interference risk” costs, the contents of the DUVRI document and the emergency

measures adopted or to be adopted.

B) Operative procedures

There follow the new operative procedures defined by Veronafiore S.p.A. within the scope of the new safety organisational model implemented for activities in the exhibition centre

Attachment 1: SURVEILLANCE PROCEDURE EXHIBITION CENTRE SAFETY (DOCUMENT PORTAL)

Section 5 - Fire prevention

5.1 FIRE PREVENTION

All material intended for use in stand assembly (partition walls, backdrops, miscellaneous structures, platforms, cladding, fabrics, canvas ceiling units, curtains, carpets, etc.) shall NOT be INFLAMMABLE and shall be FIREPROOF AT ORIGIN, FIREPROOFED according to the regulations listed below including amendments:

Ministry of the Interior Circular N° 12 dated 17/05/80, Ministry of the Interior Decree dated 15.3.2005 (Official Gazette n° 73 dated 30.3.2005) and amendments as per Decree Ministerial dated 16/02/2009 (Official Gazette n° 48 dated 27.2.2009), Ministry of the Interior Decree dated 06/07/83 Official Gazzette of the Republic N° 201 dated 23/07/83, D.M. 02/06/84 G.U. N° 234 dated 25/08/84, D.M. dated 28/08/84 G.U. N° 246 dated 06/09/84 and amendments.

As envisaged by Presidential Decree DPR n° 151 dated 1 August 2011 for Activities n. 69 “Trade Fairs” and n. 65 “Places of Public Entertainment”, as defined more fully by the Ministry of the Interior in its note n° 5918 dated 19 May 2015, Form 5/B with the “Declaration of materials for the purposes of fire reaction” must be uploaded to the web portal prior to entrance to the Exhibition Centre. Veronafiore S.p.A. may authorise machinery or vehicles to remain within the Exhibition Centre when required for exhibiting purposes. In this event fuel tanks shall be empty and batteries disconnected.
During the entire set-up period and under the sole responsibility of the Exhibitor, samples must per available on the stand having minimum dimensions of 1 m2 of all set-up materials used and installed. These samples and relative type approval and/or test certificates as per Ministerial Decree D.M. 26.06.1984, must be made available to Veronafiore S.p.A. on simple request.

5.2 FIRE PREVENTION REGULATIONS

The following table matches the Italian classes with the European classification system on the basis of Ministerial Decree dated 15/03/2005 (Official Gazette n° 73

dated 30.3.2005) and amendments as per Ministerial Decree dated 16/02/2009 (Official Gazette n° 48 dated 27/02/2009)

Table 1 - Ground Installation

Italian Class	European Class
I Class 1	(A _{FL} -s1), (A _{FL} -s2), (B _{FL} -s1), (B _{FL} -s2) (C _{FL} -s1)
II Class 2	(C _{FL} -s2), (D _{FL} -s1)
III Class 3	(D _{FL} -s2)

Table 2 - Wall Installation

Italian Class	European Class
I Class 1	(A2-s1, d0), (A2-s2,d0),(A2-s3, d0), (A2-s1, d1), (A2-s2,d1), (A2-s3,d1), (B-s1,d0), (B-s2, d0), (B-s1,d1), (B-s2,d1)
II Class 2	(A2-s1, d2), (A2-s2,d2),(A2-s3, d2), (B-s3,d0), (B-s3, d1), (B-s1,d2), (B-s2,d2), (B-s3, d2), (C-s1, d0), (C-s2, d0), (C-s1, d1), (C-s2,d1)
III Class 3	(C-s3,d0), (C-s3,d1), (C-s1, d2), (C-s2, d2), (C-s3, d2), (D-s1, d0), (D-s2, d0), (D-s1, d1), (D-s2,d1)

Table 3 - Ceiling Installation

Italian Class	European Class
I Class 1	(A2-s1, d0), (A2-s2,d0),(A2-s3, d0), (A2-s1, d1), (A2-s2,d1), (A2-s3,d1), (B-s1,d0), (B-s2, d0) (B-s3, d0)
II Class 2	(B-s1, d1), (B-s2,d1), (B-s3, d1), (C-s1, d0), (C-s2, d0) (C-s3, d0)
III Class 3	(C-s1, d1), (C-s2, d1), (C-s3, d1), (D-s1, d0), (D-s2, d0)

- All stand material (flooring, walls, ceilings) shall be certified according to classifications contained in the D.M. dated 26/06/84 by Centro Studi ed Esperienze, Ministero Interni, Roma Capannelle or by legally recognised Authorities and Laboratories no longer than 5 years before;
- walls, curtaining and ceilings shall not exceed class 1;
- materials used for ceilings or canvas ceiling units shall conform to class 1 tests for ceilings or drip-free curtaining;
- floorings shall not exceed class 2 and shall be class 0 if emergency exits are to be accessed through the stand;
- all materials shall be fitted in accordance with their certificates;
- fireproofing products shall be used solely on materials specified in Ministerial test certificates or certificates from legally recognised laboratories;
- materials requiring fireproofing shall be treated before entering the Exhibition Halls;
- fireproofing may not be carried out inside the Exhibition Centre and shall be accompanied by a certificate stating:
 - Company name, Hall and stand number;
 - a list of fireproofed materials
 - the date of fireproofing;
 - the surface area treated;
 - the specifications of the fireproofing product used;
 - duly signed details of the company which carried out the fireproofing;
- all materials shall be certified for points 1), 2), 3), 4) and 5),and accompanied by proof of purchase;
- use of the following materials is forbidden:
 - uncertified plastic, synthetic fibre fabrics which cannot be fireproofed, paints and varnishes containing nitro-cellulose and oil, matting, trellises, wooden blinds, wallpaper and materials not accompanied by certificates as specified above.

The Exhibitor (or Fitter) shall also comply with all regulations that may be issued by the Surveillance Commission of the Provincial Authorities as notified to Exhibitors.
The use of naked flames inside the Halls is forbidden.
In particular, it is absolutely forbidden

to use cookers/stoves or other gas-fired equipment inside Veronafiore S.p.A.'s facilities

For the purposes of fire safety only for external areas, it is preferable to use cooking appliances powered by only electrical energy; alternatively, the use of a Gaseous Fuel (GPL) necessarily implies some major limitations on the construction mode and the location of the booth and / or vehicle. The technical guidelines follow the provisions of the "Ministry of the Interior Fire Department, Public Relief and Civil Defense" circular dated 12/03/2014 (prot. 3794) and have been transposed into the SGSL by the PS procedure -11-DO1 which passively describes the authorization process for obtaining approval from the offices responsible for installing GPL-powered equipment or similar in extraneous areas.

Each Exhibitor/Fitter is required to return the completed "Declaration of correct installation of classified materials for purposes of reaction to fire" Form, together with the Stand Construction Plan and the required enclosures by the specified date. The completion and submission of the form does not hold the Exhibitor harmless from liability for:

- a) keeping the original documents on the stand. These documents contain details of fitted materials and fireproofing treatment;
- b) taking all necessary steps to ensure the

safety of the stand.

Emergency and first aid management indications are given within the Trade Fair Area are valid only for activities when the public is present. Even under emergency conditions, the exits used must be those which are normally used.

- 11) Every stand must be equipped with at least one fire extinguisher from 6 Kg, suitably identified clearly identified and easily reached, (1 every 100 sq.m. for stands inside the halls and 1 every 250 sq.m. for stands in outside areas) with a capacity of no less than 6 kg up to 100 sq.m. of exhibition area; larger areas must have one fire extinguisher every 100 sq.m.. In the event of infringement by Exhibitors, Veronafiore S.p.A. no later than the day after notification, to deliver the minimum number of extinguishers envisaged for the stand, debiting euro 50.00 for every missing fire extinguisher.

5.3 GENERAL EMERGENCY AND SAFETY PROCEDURES

During any event there is a contingent from the Fire Brigade on site.

Anyone who finds a fire, WITHOUT CAUSING ANY PANIC, must inform the people in the vicinity, the surveillance staff or porters, or the Fire Brigade (during the events they are present in the area). If able, the person will try to extinguish the fire using the means near to him (extinguishers and hydrants).

The area must be evacuated in an orderly

manner and instructions will be given using the loudspeakers or a megaphone.

Everyone should behave in a responsible manner, avoiding the creation of panic among the visitors, and move in an orderly manner towards the exits without getting in the way of the emergency operations underway and assisting anyone who may need help, is panicking or feels ill. Lifts must not be used in case of fire.

5.4 LIABILITY

Exhibitors assume personal liability for any fire, any damage caused by non-conformity with current standards and the foregoing requirements and restrictions and shall also waive the Authority from any requests for compensation advanced by third parties. Non-conformity with these standards and those indicated in the Technical Regulations shall entitle the Veronafiore S.p.A. to take cautionary action against the exhibitor in the event of infringement of fire prevention standards, which may include, if measures integrating with overall security schedules have to be implemented, all charges for related expenses hereby estimated at no less than euro 500.00 for each 16 sq.m. stand or an injunction to dismantle the stand in part or in whole and the declaration of unfitness of the stand itself. Non-conformity with security standards may even involve legal action.

Section 6 - Technical safety standards for the design and installation of electrical plant

6.1 GENERAL STANDARDS

All electrical installations within the stands, including power lines connecting to the Authority's electrical plant, are entirely the responsibility of the Exhibitor and must be "state of the art" and fitted in conformity with the current regulations.

Specifically, electric plant must strictly meet the requirements of:

- In accordance with D.M. 37/2008 – CEI 64-8 standards;
- In conformity with standards approved by UNI, CEI or other standards authorities belonging to European Union member states.

The most recent issue only of the above standards and tables (together with any amendments) is valid. After installation of electric plant in the stand the Exhibitor/fitter shall submit a "Declaration of Conformity to Standards" to Veronafiore S.p.A., filling in the form enclosed in the "Exhibitor's Folder", a copy of which must be kept on the stand. Connection to Veronafiore S.p.A. mains supply shall be carried out solely by the personnel of the company officially appointed to do so by Veronafiore S.p.A. and after submission of the "Declaration of Conformity to Standards" duly

filled in and signed by a qualified electrician.

All components of the electric plant must conform to CEI standards and carry IMQ certification or equivalent for foreign nations. The presentation of such certification to the supervising personnel of the Authority does not imply any liability on the part of the Veronafiore S.p.A.: all liability shall in any case remain with the exhibitor.

6.2 SPECIFIC REQUIREMENTS

Veronafiore S.p.A. may request the preparation of an appropriate project and/or outline for electrical plant even if not expressly required by current legislation.

a) Switches

Electric plant must be fitted with a magneto-thermic main switch with a capacity related to the input power, according to Ohm's law. This main switch shall be positioned "downline" of the mains connection provided by Veronafiore S.p.A. (Ducts all, floor electric socket or column switchboard) and "upline" of a series of differential magneto-thermic micro-switches, of 30 mA (0.03 A) and 300 mA (0,3 A), for machinery, with one micro-switch for each power line.

Power lines for lighting, light sockets and power shall be on separate circuits and protected from electrical relay undervoltage. Each micro-switch should protect the weakest device or the smallest cross-section wire. The smallest permitted wire for feed lines is 2.5 sq. mm. The above switches shall be in a wall housing no less than 0.3 m above floor level.

b) Power

The power for each lighting circuit shall not exceed 2500 W.

c) Connections

Connections shall be made by terminals housed in insulated junction boxes.

Connections to earth shall be through cable heads and shall be guaranteed against loosening; they shall be of such a size that overheating caused by the earth current is not higher than the overheating of each feed wire earth, and shall be corrosion-proof.

d) Sockets and plugs

Sockets and plugs shall be: "of such type and so installed as to avoid mechanical damage, shall be fitted with earthed fuse wire, shall guarantee that voltage

wires cannot be touched and shall be fitted with blocking device.”

“The plugs for single machines and equipment with a rated power above 1000 W shall be fitted with a switch placed upline of the plug and with valves for all poles except neutral so the plug can be activated or deactivated on open circuit.” (D.Lgs. 81/2008).

“The sockets with a rated power above 15 A shall be fitted with a switch ensuring that plugs cannot be fitted or removed while they are carrying voltage.”

In all areas open to the public, sockets within reach shall have single fuses against current overload (3.1.06 - CEI 64.10). In places where the public has no access, up to 5 sockets can be protected against overload by a single fuse. Multiple sockets are not allowed.

e) Power points

For obvious operational and safety reasons, access to all power points shall be guaranteed at all times and shall be free from machinery or other obstacles which might hinder security and mains connection work carried out by technicians of Veronafiery S.p.A.

f) Cables

Electrical distribution plant must be implemented with insulated cables in conformity with CEI 20-19 and CEI 20-20 standards. Wherever the risk of fire is higher, particularly beneath platforms, in air gaps and false ceilings, electrical lines must be implemented with cables with casings that do not propagate fire (CEI 20-22). LSOH cables (CEI EN 50267) are recommended for the distribution of frequently used plant. To avoid the risk of damage to unprotected cables and in particular in the presence of the general public, cables must be protected by ducts or pipes against likely mechanical stress.

Upon request, the Exhibitor shall provide a manufacturer's declaration, guaranteeing that cables conform to the above norms, or if supplied by foreign manufacturers, that cables have equivalent electrical, mechanical and fireproofing features. Cables shall have a cross-section according to load.

All cables used for connection to the mains shall have a minimum cross-section of 2.5 sq. mm.. In no case shall excess cables or wires be coiled. No lighting shall be hung from cables. Cables should be protected against mechanical damage to a height of 2.5 m.

g) Connections to Earth

All parts without voltage (metal casing), metal parts of machines connected to the current, and metal parts of lighting equipment shall be earthed (terminal provided by Veronafiery S.p.A.) by means of an insulated wire (colour: yellow/green) and to CEI norms.

h) Controls and safeguards

The controls and safeguards for electrical installations shall be housed in such a way that

the public does not have access to them (1.3.06 - CEI 64.10).

It shall be possible to remove neon strip lights from their housing without touching any element carrying voltage.(see Articles 305 and 306 of D.Lgs. 81/2008).

i) Lighting, spotlights

Lights, particularly halogen lights, shall be kept at a sufficient distance from inflammable objects, 0.5 m for 100 W bulbs, 1 m for 100-300 W bulbs (11.8.04 - CEI 64.8 VVT). Halogen lamps shall be protected by glass.

j) Protection against voltage and current overloads

Protection against voltage and current overloads D.Lgs. 81/2008, together with indications given in Section V and VI of CEI 68-8 norms, concerning “protection against direct and indirect contacts” and “protection against current overloads”.

m) Luminous signs

Luminous signs shall not move or flash and in addition to the above norms, the following norms shall apply:

- the voltage supply shall be no higher than 220 V.
- electric plant shall be to CEI norms, particularly with reference to feed lines which shall be fitted with high-sensitivity differential switches; signs and any metal supports shall be earthed. See articles 307 and 308 D.Lgs. 81/2008.
- signs shall be protected by glass or other suitable means ensuring that no contact can be made with electrical parts. There shall be no risk to the general public in case of breakage.

n) Special equipment

High-voltage equipment or machines which may cause damage to the mains electricity supply shall be suitably screened. Failure to provide adequate screening causing disturbance to the exhibited equipment and hence to other Exhibitors, shall give Veronafiery S.p.A. the right to disconnect the electricity supply and to debit any costs to the Exhibitor. Equipment requiring constant voltage Exhibitors shall be fitted with voltage stabilisers.

o) Electrical tools and equipment and machines

Electrical tools and equipment, in particular induction ovens and resistance or arc welders, which work in vacuum conditions and hence with low rated powers, shall be re-phased in order to guarantee a power coefficient of no less than 0.9.

Any machines and their powered components must be protected with their own electrical safety systems (multi-pin valves, circuit breakers) dimensioned in accordance with the machinery's technical specifications to ensure protection against possible drops in voltage, surges and general failures affecting electrical systems up-line of such protection devices. Veronafiery S.p.A. will not be liable for any

damage caused to machinery and/or its components.

6.3 CONDITIONS FOR ELECTRICAL POWER SUPPLY

VERONAFIERE S.p.A. provides power as it is supplied by the national grid. Electrical energy cannot be supplied by Exhibitors to third parties. “Service sockets” may be used only while assembling or disassembling the stands for the use of tools. During this period provisional stand connections to the mains are not allowed.

A) Electrical services

The Exhibition Halls are fitted with the following services:

A1) Hall Lighting

Indoor Exhibition areas are provided with approximately 150 lux at one metre in height.

A2) Service Sockets

“Service sockets” are the sockets within the Halls which Exhibitors may use for the purpose of assembling or disassembling stands.

A3) In halls protected CEE 16-32 or 63 Ampere sockets are available located in technical ducts in the flooring.

Exhibitors / Fitters must provide the electrical plugs required for power supply to their stands.

The mains electricity supply is three-phase 380 V; 3P + N + E, or single-phase 220 V, P + N + E; frequency 50 Hz.

Veronafiery S.p.A. can supply higher power, if requested, at the Exhibitor's expense. For machines with rated powers above 15 kW start-up must be made with a device limiting peak currents.

B) Connecting electric plant

“The Exhibitor's folder” includes a “Booking Form for Connection of the Electric Plant” to the mains supply. Should this connection not be included in the “Essential Services” in the General Regulations, Veronafiery S.p.A. reserves the right, on the basis of other requests, and the technical difficulties involved, to supply the requested power or to decline to do so within the date and according to the conditions stipulated on the form.

Connection to the mains will be carried out by Veronafiery S.p.A. technicians or company appointed by it after verifying that the electric plant fulfils all the requirements included in the “Technical Safety Standards for the Design and Installation of Electric Plant” and after submission of the “Declaration of Conformity to Technical Standards” completed and signed by a qualified technician. This declaration does not constitute a waiver of any liabilities, which remain with the Exhibitor.

The electricity supply is guaranteed for the duration of the Exhibition, one day beforehand (continuity of the service is not assured during the set-up stage).

Power is also interrupted one hour after closure of the exhibition and reset an hour before opening. Should Exhibitors have special

power supply requirements at night, they may request such of Veronafiore S.p.A. when mains connection to the stand is made, provided that a special power line is installed with

relative dedicated electricity meter for 24 hour operation. The supply will be provided for strict necessities and shall be governed by all norms for regular supply. The cable to the mains

supply shall be provided by the Exhibitor.

Section 7 - Technical and Safety Standards for Lighting Levels on Stands

7.1 GENERAL REGULATIONS

Lighting inside stands shall correspond to the values and modes envisaged by UNI EN- 12464.1 new edition regulations and subsequent modifications and integrations. In any case the minimum value of illumination (Em) should be 300 lx for the exhibition areas and 200 lx for storerooms and warehouses. The entire area of the stand must be illuminated so uniform as possible, while observing the limits established by UNI EN-12464-1 (Uniformity > 0.7). Note also that the maximum illumination should not exceed 20% of the values predicted by UNI.

7.2 GLARE SCREENING

Glare arising from lighting equipment may be

limited by means of minimal screening angles applied to the specific luminance of lamps given in the following table:

Luminance of the lamp Kcd/sq.m.	Minimum screening angle
20 to < 50	15°
50 to < 500	20°
> 500	30°

These values are not applicable to lighting equipment mounted below the normal height of the eyes. Special attention must be given

to the assessment of veiling reflections or glaring reflections arising from the finishing of illuminated surfaces that may affect visibility in a harmful manner.

7.3 FLICKER (FLUTTERING) AND INTERMITTENCE OR STROBOSCOPIC EFFECTS

Exhibitors MUST replace any lighting equipment subject to flicker (fluttering) during operation in timely fashion by specialist personnel in any case authorized by Veronafiore S.p.A. Lighting equipment or part thereof used as illuminated signs having intermittent or stroboscopic functions are not allowed (see also Section 6.2-m).

Section 8 - Technical and safety standards for design and installation of water plant

8.1 GENERAL REGULATIONS

The Halls and outdoor areas (with the exception of a limited number of areas) are equipped with water supply.

Property belonging to the Exhibitor which must be connected to the mains water supply shall be in perfect condition and such as to cause no damage or disturbance during the Exhibition. The Exhibitor's folder contains a " Water Supply Booking Form". On the basis of other requests and the technical difficulties involved, Veronafiore S.p.A. reserves the right to meet them or decline to do so by the date and according to the terms stipulated on the form. The Exhibitor holds Veronafiore S.p.A. and the company appointed by it blameless for any damage to things or injury to persons arising from the use of the water supply to technical

inspection performed after completion of the installation.

The Exhibitor is liable for all damages caused by his equipment or by the water plant for the entire duration of the event.

It is forbidden, except for particular derogations, to use and instal tanks, boilers or stocks of hot water in general, as well as to use water-based air conditioning systems.

8.2 CONDITIONS OF SUPPLY

Connection to the water mains will be implemented exclusively by the staff of the Company appointed by Veronafiore S.p.A. for water plant and systems.

Connection to the water mains involves the preparation, prior to the arrival of clients requesting this service, of a delivery pipe (12

mm Rilsan type) and a drainage pipe (25 mm spiral type). The pipe installed will be fitted with a 3/8" shut-off valve with closure cap.

Once the exhibitor has located its equipment in the positions prepared on request, personnel appointed by Veronafiore S.p.A. will complete connections and perform a seal or drain test on the sinks. Once these operations are completed, the shut-off valve located inside the stand will be closed.

If the exhibitor's water system requires several delivery/drain points, multiple connections will be taken into account.

N.B.: the envisaged fee will be charged even if the Exhibitor, contravening these regulations, itself makes the connection to the water mains. The water supply pressure may vary between 2 and 3 atm.

Section 9 - Telephone plant

Veronafiore S.p.A. is equipped with a switchboard connected to the local telephone network.

Exhibitors can request telephone installations on his stands by filling in the "telephone and internet services" included in the "Exhibitor's Folder" and submitting it to Veronafiore S.p.A. by the deadline indicated on the form.

The "Exhibition Calendar" states from what date telephones may be collected by the Exhibitor's representative from Veronafiore S.p.A. desks, on presentation of receipt of payment.

The telephones supplied may be used for direct dialling (for countries without IDD public telephones must be used). The Exhibitor is responsible to Veronafiore S.p.A. for the telephones, which must be returned to the desks at the end of the Exhibition, before leaving the stand, according to the instructions contained in the "Exhibition Calendar" and the booking form. Failure to return telephones shall give rise to the charge indicated on the "Telephone Booking Form".

Telephone connections may be carried out

solely by the company appointed by Veronafiore S.p.A. At the end of the Exhibition, after disconnection of the telephones, the Exhibitor shall settle the bill for calls made using the telephones installed on his stand, according to the instructions on the appropriate form. Exhibitors who do not wish to install telephones on their stands may use the pay or card phones in the Exhibition Centre. Veronafiore S.p.A. is not liable for any damages due to interruption of the service provided, for whatsoever reason.

Section 10 - Handling in the Exhibition Centre

10 - Handling in the Exhibition Centre

10.1 GENERAL

During set-up and dismantling stages, the

exhibitor is responsible for all operations related to entry of machinery, display and set-up materials into the Exhibition Centre, their

unloading, positioning on the stand, dismantling and removal.

10.2 SHIPMENTS

In order to complete shipping and customs procedures, each exhibitor is free to use trusted freight forwarders in their own country of origin. The official Veronafiery forwarder, through its own channels, is able to ensure the collection and distribution of products destined for delivery to Veronafiery, promptly and within agreed terms, carry out railway and customs procedures and load/unload goods provided that the exhibitor requests the service through the "Goods handling and shipments" form directly to the official forwarder-shipper agent. All legal relationships are between the Exhibitor and the official shipping agent. Veronafiery makes available a special parking area inside the exhibition centre exclusively to exhibitors who have requested the service through the official forwarder-shipper agent.

10.3 HANDLING IN THE EXHIBITION CENTRE

Exhibitors who, in order to set up their stand, have to use lifting equipment must request such a service using the "Goods handling and shipping" form. If exhibitors use their own vehicles, they must notify the official forwarder-shipper agent who can authorize them only after having received documentation certifying ownership of the vehicle and the related RCT Civil Liability insurance policy. The request for services made using the form is a firm booking, subject in any case to confirmation by the official shipper. Exhibitors who plan to use the booked vehicle for a long period are required to assemble the stand well in advance of the stand completion date. The official shipper-forwarder accepts no obligation to perform loading and unloading operations that are not booked within the terms outlined in the form.

The minimum work time chargeable is ½ hour for forklift trucks, 1 hour for mobile cranes and 1 day (8 hours) for overhead platforms. The calculation of work time starts from the moment when the vehicle is made available to the requesting company. The vehicles of the official shipper in the Exhibition Centre are covered by "relative first risk" insurance for an amount of 103,291.38 euros. If the value of the materials to be lifted exceeds this maximum, insurance coverage can be made and is defined on an individual basis. The value of the materials to be lifted must be declared by the company. Otherwise, in the event of a claim, the value of compensation cannot exceed the value indicated in the guidelines. Goods handling terms are indicated in the General Event Regulations.

Section 11 - Other services

11 - Other services

11.1 COMPRESSED AIR

All halls are equipped with a centralized production compressed air distribution network. Exhibitors who require the supply of compressed air must send a request. For the supply of this service in areas other than those specified, a cost estimate must be requested from Veronafiery, specifying the flow rate and operating pressure of the user's plant. If an exhibitor wishes to install its own compressed air production systems, it must in any case

notify Veronafiery 30 days prior to the set-up start date, specifying the nameplate data of the silenced compressor.

11.2 CLEANING

The stand cleaning service is provided exclusively by Veronafiery. The exhibitor must request it through the e-commerce portal. For any special services, kindly contact Veronafiery.

11.3 GREEN FURNISHING

The green furnishing hire service on stands

is provided exclusively by Veronafiery.

The exhibitor must request it through the e-commerce portal. For any special services, kindly contact Veronafiery.

11.4. STAND SURVEILLANCE SERVICE

The stand surveillance service is provided exclusively by Veronafiery. The exhibitor must request it through the e-commerce portal. For any special services, kindly contact Veronafiery.

Section 12 - Vigilance and insurance

12.1 GENERAL VIGILANCE

In its own interests and for its own requirements Veronafiery S.p.A. provides a normal round-the-clock surveillance service, in the areas occupied by the Exhibition, but assumes no liability for any theft of or damage to property present or displayed in the stands or generally located in the general exhibition area.

Each Exhibitor must provide for the custody and surveillance of stands in any case remains with while the pavilion is open, both during the Exhibition and when the stands are being set up and taken down. It is therefore advisable that companies displaying goods which can easily be removed man the stands while the Exhibition is open.

It is therefore advisable that all exhibitors ensure maximum surveillance of all their property. With reference to the Article 134 of the TULPS and D.M. 269/10 CSMI concerning the activities of supervision and transportation of cash and values, in order to prevent the occurrence of crimes against property and people, despite of exhibitors and shopkeeper, who during the exhibitions show their products or need to handle sums of money, we invite to read carefully the relevant legislation with the

maximum attention.

These regulations may require that the handling of large sums of cash and/or the safekeeping of value goods are entrusted exclusively to private security companies that, in compliance with the current legislation, will provide the collection and transport of cash and/or supervision of any value goods on the exhibition with its own personnel and appropriate transports.

12.2 VIDEO SURVEILLANCE

Video surveillance systems are installed throughout Veronafiery S.p.A.

They are used for the following purposes:

1. security
2. safeguarding property
3. control of unauthorised access.

Processing of video surveillance data will have the exclusive purposes defined at the previous paragraph. Processing will be performed in terms of total correctness for specific (security, protection of property, control of unauthorised access) and legitimate pursuant to GDPR101/2018. These concepts are explicitly notified to all interested parties by means of suitable informative posters. Article 4 of Law 300/70 (Workers Statute) is also expressly

observed.

Veronafiery S.p.A. undertakes to uphold the principle of necessity in such processing. Superfluous use and excessive redundancy are therefore excluded.

The video surveillance system is required for the following reasons:

- Safety of persons during exhibition events.
- Protection of Veronafiery S.p.A. property in view of the large exhibition area and halls that remain partially unsupervised overnight in periods between one exhibition and the next.
- Protection of exhibitors' property overnight during exhibitions.
- Physical security during assembly and disassembly operations involving stands and equipment in general before and after exhibition events.
- General prevention of unauthorised access to the exhibition perimeter and exhibition areas.

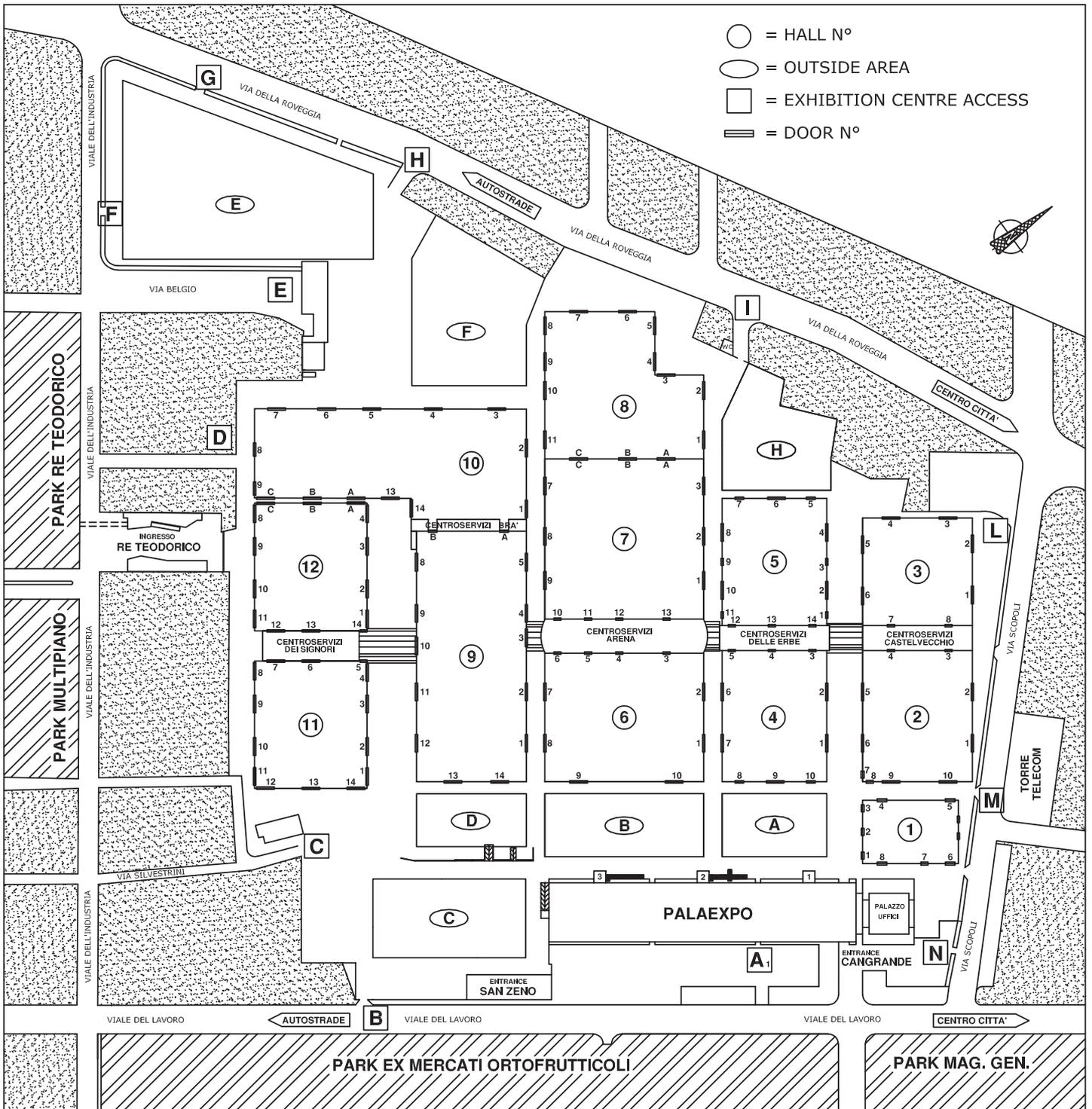
Recorded images are not directly visible to third-parties.

Conservation of recordings over time is considered useful for attaining the intended result, except in cases of extension envisaged by disposition of the Privacy Ombudsman

HALLS MAIN DOORS SIZE

HALLS MAIN DOORS SIZE	1	2	3	4	5	6	7	8	9	10	11	12
DOOR N°	8	10	8	10	14	10	13	14	14	9	14	14
Main Door 1 (Alt. x Largh.)	2x(2,40x2,60)*	5,00x7,27	5,00x7,27	5,90x7,90	(3x)2,25x1,50*	5,00x7,85	5,00x7,85	6,05x7,00	4,48x7,06	4,50x7,20	4,89x5,18*	4,82x5,20*
Main Door 2 (Alt. x Largh.)	7,50x5,45	5,00x7,27	5,00x7,27	5,90x7,90	5,90x7,90	5,00x7,85	5,00x7,85	6,05x7,00	4,48x7,06	4,50x7,20	4,89x5,18*	4,82x5,20*
Main Door 3 (Alt. x Largh.)	2x(2,40x2,60)*	(2x)2,23x2,35*	5,00x7,27	2,10x2,20*	(3x)2,25x1,50*	2,40x3,60*	5,00x7,85	4,80x5,20	4,48x7,06	4,50x7,20	4,89x5,18*	4,82x5,20*
Main Door 4 (Alt. x Largh.)	7,30x6,90	(2x)2,23x2,35*	5,00x7,27	(3x)2,10x2,20*	5,90x7,90	2,40x3,60*			4,48x7,06	4,50x7,20	4,89x5,18*	4,82x5,20*
Main Door 5 (Alt. x Largh.)	7,30x6,90	5,00x7,27	5,00x7,27	2,10x2,20*	(2x)2,25x1,84*	2,40x3,60*			4,48x7,06	4,50x7,20	4,89x5,18*	
Main Door 6 (Alt. x Largh.)	7,30x6,90	5,00x7,27	5,00x7,27	5,90x7,90	5,90x7,90	2,40x3,60*					3,60x5,20*	
Main Door 7 (Alt. x Largh.)	4,80x6,90	2,20x2,40*	(2x)2,23x2,35*	5,90x7,90	(2x)2,25x1,84*	5,00x7,85	5,00x7,85	6,05x7,00			4,85x5,20*	
Main Door 8 (Alt. x Largh.)	7,30x6,90	2,20x2,40*	(2x)2,23x2,35*	(2x)2,25x1,80*	5,90x7,90	5,00x7,85	5,00x7,85	4,80x5,20	4,48x7,06	5,50x7,05	4,89x5,18*	4,82x5,20*
Main Door 9 (Alt. x Largh.)		5,00x7,27		5,90x7,90	(3x)2,25x1,50*	5,00x7,85	5,00x7,85	4,80x5,20	4,48x7,06	4,50x7,20	6,10x7,00	4,82x5,20*
Main Door 10 (Alt. x Largh.)		5,00x7,27		(2x)2,25x1,80*	5,90x7,90	5,00x7,85	2,40x3,60*	4,80x5,20	(4x)2,40x2,40*		4,89x5,18*	6,10x6,97
Main Door 11 (Alt. x Largh.)					(3x)2,25x1,50*		2,40x3,60*	4,80x5,20	4,48x7,06		4,89x5,18*	4,82x5,20*
Main Door 12 (Alt. x Largh.)					2,10x2,20*		2,40x3,60*	4,85x5,20*	4,48x7,06		4,89x5,18*	4,82x5,20*
Main Door 13 (Alt. x Largh.)					(3x)2,10x2,20*		2,40x3,60*	4,85x5,20*	4,48x7,06	5,50x7,05	3,60x5,20*	3,60x5,18*
Main Door 14 (Alt. x Largh.)					2,10x2,20*			4,85x5,20*	4,48x7,06		4,89x5,18*	4,82x5,20*
Main Door A (Alt. x Largh.)							4,85x5,20*	4,80x5,20	4,08x4,80*	4,82x5,20*		4,82x5,20*
Main Door B (Alt. x Largh.)							4,85x5,20*	4,80x5,20	4,08x4,80*	3,60x5,22*		3,60x5,22*
Main Door C (Alt. x Largh.)							4,85x5,20*	4,80x5,20		4,82x5,20*		4,82x5,20*
N° COLUMNS	0	14	14	4	4	12	16	6	26	15	3	3

* = crosswalk



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