

## Technical Regulations 2025

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## Section 1 - Access to the Exhibition Centre

### 1.1. EVENT SET-UP / DISMANTLING STAGES

*Exhibition Centre opening times:*

- Set-up and dismantling stages: 7:00-20:30

*Vehicle entrance times:*

- Set-up and dismantling stages: 07:00-19:30

N.B.: Veronafiere 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.

**N.B.: All companies accessing the Exhibition Centre must prepare and carry a Safety Operations Plan (POS)**

**During set-up/dismantling stages, all personnel entering the venue, in accordance with the provisions of Italian Legislative Decree 81/2008 as amended, must be equipped with the PPE envisaged for the type of activity to be performed.**

On arrival in the Exhibition Centre, the exhibitor or its appointed fitter must check the correctness of its exhibition space, as marked out on the ground by Veronafiere, 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 Veronafiere 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".

**The exhibitor/fitter will be able to print the Set-Up Pass once stand installation documents have been approved.**

This approval does not include specific authorisation to handle and install heavy machinery or materials, as detailed in the "Machinery, goods on display or heavy equipment" paragraph of these Regulations.

### SET-UP PROCEDURE INSTRUCTIONS

Access the **Set-Up and Access Control Portal** from your reserved area:

- Indicate the type of set-up.
- then fill out the **Self-supporting structures authorisation** declaration which, depending on the event, will be available on the e-commerce/mandatory products portal or via a PDF form to be uploaded to the Set-Up and Access Control Portal. Only for **set-ups installed by the exhibitor's own staff** or **by an appointed third-party fitter** arrange payment for the service.

## SET-UP PROCEDURE APPROVAL DOCUMENTATION (to be uploaded to the Set-Up and Access Control Portal)

**STAND TECHNICAL PROJECT** comprising a ground plan, cross-section and elevations c/w dimensions signed and stamped by a technician qualified as per Italian legislation.

**THIRD-PARTY LIABILITY INSURANCE POLICY** of the fitting company and a **copy of the last payment slip**. The maximum insured amount shall be no less than € 2,500,000.00; if exhibitors set up their stands themselves, they must upload their own THIRD-PARTY LIABILITY policy for the specific stand fitting work to the portal with a limit of liability of no less than €2,500,000.00, valid for the entire set-up and dismantling period.

**FORM 5B - "Declaration of materials for fire reaction purposes"** 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 surveillance service.

**FORM 12 - "Declaration for waste collection and disposal during set-up and dismantling stages"** - the method for compiling the declaration may vary depending on the type of request and the event (online via e-commerce or PDF form to be uploaded to the Set-up and Access Control Portal).

**DURC** or Certificate of regular contributions equivalent to the DURC

**Model of declaration of technical-professional suitability of foreign executing companies**

For set-up that are included in the following types (as provided for in Title IV of Italian Legislative Decree no. 81/2008)

- Structures exceeding 6.5 m in height
- Marquees with a height of more than 8.5 m
- Platforms with a surface area greater than 100 square metres for biplanar stands

also mandatory:

**CREDIT LICENCE**

**PSC or RAMS (Risk Assessment and Method Statement)**

Veronafiere reserves the right to request any additional documentation it may deem necessary.

**After uploading all the foregoing documentation, Veronafiere after carrying out the necessary checks, it will communicate the status of the application to the exhibitor/fitter.**

Any liability concerning the static status of any type of set-up (even if authorised during the project analysis stage), commodity, material or items on display is exclusively borne by the Exhibitor, who expressly waives Veronafiere 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 Veronafiere and third parties as well as scrupulously observe the regulations issued by Veronafiere.

### **VEHICLE ACCESS AND CIRCULATION IN THE EXHIBITION CENTRE**

The circulation of vehicles in the Exhibition Centre must strictly comply with the Highway Code and the traffic signs displayed.

The speed limit of 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 and dismantling stages, private vehicles used **only to transport people** belonging to stand fitters/exhibitors or Veronafiere's trusted companies are not allowed to circulate freely in the exhibition centre. These vehicles, even if issued with a set-up pass, must park in the parking areas outside the exhibition centre. On the other hand, vehicles carrying set-up material from various companies, suitably identified with their own logo and set-up pass, are authorised to access the exhibition centre. Private couriers engaged by exhibitors/fitters to deliver exhibition material and any furnishings, after entering the Exhibition Centre must contact the official Veronafiere forwarder who will take charge of the goods and deliver them directly to the stand.

For safety reasons, the circulation of any private means of transport, with petrol engines or electric motors (including stand-up electric scooters or bicycles), is forbidden inside the Exhibition Centre on the days and during the times the event takes place.

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

Veronafiere 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, Veronafiere will remove the vehicle, taking it to an external car park. The owner will be charged for all removal and parking costs.

Vehicles must only be left running for technical reasons and limited times both inside the show halls and throughout the Exhibition Centre, including external areas, to limit pollution phenomena; in particular, inside the show halls, non-electric vehicles must be fitted with special extraction systems to limit the concentration of toxic gases.

**N.B.** Circulation of vehicles in general inside the Exhibition Centre takes place without any responsibility on the part of Veronafiere.

### **ACCESS TO TECHNOLOGICAL ROOMS IS FORBIDDEN**

Personnel not explicitly authorized are forbidden to access Veronafiere'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 Veronafiere 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 Veronafiere to the exhibitor as 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

Veronafiere can provide the “special stand cleaning and waste management” service during the event as follows:

- On event days, the exhibitor can request a special stand cleaning service for a fee through the e-commerce portal. Veronafiere provides this service every evening after the event day has finished.
- Waste management inside the Veronafiere Exhibition Centre seeks to keep all inside and outside areas clean and tidy in full respect of applicable standards and Regulations. The cleaning service does not cover collecting waste generated by companies during stand set-up or dismantling operations, which must be managed in the manner described below.

### OBLIGATIONS DURING SET-UP/DISMANTLING STAGES

- all waste generated during stand set-up/dismantling is, according to the definitions in current legislation as per Article 183, paragraph 1 letter (a), (Part IV of the Italian Legislative Decree n° 152 dated 3 April 2006 – Environmental Regulations – as amended) without distinction of classification (urban or special, hazardous or non-hazardous) generated by the fitter. Such waste must be sent for recycling/disposal in accordance with the provisions of waste management legislation. Waste must be transported exclusively using vehicles owned by whosoever generates it, or by third parties, registered in the appropriate category of the National Register of Environment Management Companies and accompanied by a waste identification form (also VIVIFIR) and, when certain conditions apply, by a Transport Docket.

If Veronafiere identifies any abandoned material arising from such stages, the exhibitor/stand fitter (based on the ease of traceability of the negligent company) will be charged the sum of €5,000.00 + VAT, subject to compensation for higher damages. Failure to pay the above sum will authorize Veronafiere 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 Veronafiere by immediately recovering or disposing of any waste generated, thereby avoiding obstructions in common corridors and creating potentially dangerous situations. Otherwise, Veronafiere will initially prepare an internal report and then remove and dispose of the material, charging all expenses to the negligent company.
- 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;
- Veronafiere may at any time verify the correct fulfilment of the foregoing provisions. Bureaucratic administrative documentation (e.g. FIR, DDT, ANGA registrations) may also be requested.

### PROHIBITIONS DURING SET-UP/DISMANTLING STAGES

- it is strictly forbidden to discharge wastewater or liquid waste into the drains of the show halls.
- any kind of discharge into drains, sinks, or wells of any material, objects or solid or liquid waste such as water that is corrosive for metals and cement, solidifying substances, malodorous water, paints, detergents, chemical products and anything else that may damage the environment is prohibited;

- it is forbidden to leave parts of stand fittings behind in the Veronafiere Exhibition Centre, such as carpet tiles, broken items or residues or waste of any kind and classification, including bi-adhesive tapes used to install textile flooring;

- **In the set-up stage, during general Exhibition Centre cleaning operations, it is forbidden to abandon set-up/display material belonging to the Exhibitor in the aisles of the Show Halls. Such material must be placed in the assigned area. Otherwise, Veronafiere will automatically arrange for its removal and disposal, charging the defaulting Exhibitor for the costs incurred for this service.**

- it is forbidden to bring any kind of waste into the Exhibition Centre. Any negligence will be subject to a fine of €2,000.00 + VAT, subject to any compensation due for higher damages;

- it is absolutely forbidden to discharge any substance or object, hazardous or non-hazardous waste into the drainage system.

### OBLIGATIONS DURING THE EVENT

- during the event itself, the exhibitor must remove any waste (but not set-up waste) generated during the day, separating it into categories and using the special bins located outside the show halls.

- 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 Veronafiere

## Section 2 – General stand construction Regulations / obligations and prohibitions

**Veronafiere's operating instructions are listed below.** Details of all instructions are available in the [Event Documents/Exhibition Information Section of the Set-Up and Access Control Portal](#).

<b>IOS01</b>	Management of kitchen equipment
<b>IOS03</b>	Exposure of products to naked flames
<b>IOS04</b>	Grandstands
<b>IOS06</b>	Electric vehicles
<b>IOS07</b>	Radiant heaters
<b>IOS08</b>	Inflatable items
<b>IOS09</b>	Demo Areas
<b>IOS10</b>	Use of drones
<b>IOS11</b>	COVID-19

Event set-up work, including physical communication supports, must be the result of careful planning, including innovative and circular solutions for the architecture, connections (fastening elements and joint systems) and materials; according to Design for Disassembly principles aiming for waste prevention (reuse, reduction of material used, etc.), optimisation of spaces for transport and storage, as well as rationalisation of energy consumption.

On express and prior request, Veronafiere can provide support for drafting declarations/certifications regarding:

- environmental performance during events
- compliance with regulatory standards concerning environmental issues in general (waste management, waste recovery destination, etc.)
- sustainability (e.g.: declaration for obtaining Simest funds)

Only requests made in advance by exhibitors that Veronafiere has directly and/or through Group Companies and/or companies contracted with Veronafiere provided activities relating to similar set-ups

and/or services will be taken into consideration; otherwise, exhibitors must contact their own suppliers.

To enable Veronafiery to work profitably with its suppliers in order to evaluate and agree in advance in detail what its customers require, requests must be sent accompanied by copies of all the forms of the kind of certifications/declarations required, which clearly identify the object of the certification, at least 90 days in advance of the event.

## **Sanding and painting panels**

These processes are exclusively limited to finishing operations and must observe the following rules of conduct:

- Do not interfere with adjacent work
- If nuisance emissions of dust and odours are likely, use mobile suction devices and suitable means for working at height
- Avoid using paints with a high concentration of solvents and spray applications
- Do not spoil the flooring of show halls. Use protective coverage material
- Exhibitors must remove and send for recovery or disposal all bins and packaging containing paints and/or finishing products
- Avoid carrying out carpentry work with related cutting and welding tasks on metal structural materials

## **Hot working**

Hot working involving naked flames and therefore welding in general, brazing, grinding and cutting with sanding and hot installation of covering sheets are not permitted in the exhibition centre.

## **Special set-ups**

Stand structures higher than 3 metres must be at least 2 metres away from the adjacent stand; this distance may be reduced or cancelled only if a written agreement is reached between adjacent exhibitors.

The **agreement between the parties must then be uploaded to the Set-up and Access Control Portal** so that Veronafiery is informed and can implement the relative authorisation process. If this agreement is not reached between adjacent exhibitors, any complaints/reports or discrepancies must be sent to Veronafiery strictly before the start of set-up work. After that date, Veronafiery will not be able to mediate between the parties. In any case, liability remains with the Exhibitor not adhering to the rules included in the applicable Technical Regulations.

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.

The free space - i.e. the distance between two supports for beams and/or ceilings - of each stand element must not exceed 6 m, except for any derogations by Veronafiery.

Please bear in mind that the management methods for the safety of exhibition stand assembly and disassembly stages are governed by the Ministerial Decree dated 22-07-2014 ("Stage and Trade Fair Decree").

In particular, for set-ups 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 or pictograms on the front of the stands.**

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 designed in relation to withstand a wind load of at least:

- $q_{n1} = 0,125 \text{ kN/m}^2$  for all parts of the structure, loads and finishing mounted up to 4 meters above ground level in the Show Hall;
- $q_{n2} = 0,063 \text{ kN/m}^2$  for all parts of the structure, loads and finishing installed at more than 4 m from the flooring of the Show Hall.

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 the stand has already been 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 Veronafiery or otherwise without the written authorisation of Veronafiery, then the exhibitor/fitter shall be responsible for damages caused and being caused to Veronafiery and third parties by such conduct.

#### **SET-UPS SUBJECT TO STATIC TESTING:**

The following set-up constructions are subject to static testing:

- Structures and/or load-bearing elements
- Structures and/or assembled elements

Once all set-ups have been completed and before opening to the public or Official Guests, the foregoing set-ups will be subject to verification by a qualified technician who, in the event of a positive outcome, will issue the pertinent static testing certificate. This certificate enables the area to be used and will be sent to the exhibitor upon written request or, at the discretion of Veronafiery, will be delivered to the stand, subject to the mandatory completion and prompt signature of the receipt by personnel in charge of the stand.

The area in question may not be operational, accessible or will have to be evacuated and made safe in the following cases:

- absence of static testing;
- revocation of the static test following damage caused by accidental overloads, assembly defects or the materials used;
- loss of static test validity following failure to comply with the provisions envisaged.

#### **SET-UPS NOT SUBJECT TO STATIC TESTING:**

The following are not subject to static testing:

- Display products
- Special vehicles authorised for road traffic (food-trucks, motor-homes)
- pre-assembled commercial products (furniture, displays, coat racks) with CE mark less than 1.50 metres high
- Extending gazebos located inside and equipped only with towels (without other loads)
- Roll-ups (graphic displays) located inside, pre-assembled and with CE mark
- Flag holders installed inside the show halls made up of independent and pre-assembled structures with CE mark
- Travelling show attractions (marked with an identification code and in possession of annual testing) that do not require assembly operations
- Swimming pools with water less than 30 cm deep

It is emphasised that all liability concerning the static nature of set-ups not subject to static testing is the sole responsibility of the exhibitor.

## **SET-UPS NOT PERMITTED UNLESS SPECIFIC AUTHORISATION IS GIVEN:**

It is not allowed to install:

- Structures and/or elements, including commercial products, used to support heavy products and/or display materials, i.e. having a unit weight in excess of 300 kg (which can only be authorised if accompanied in advance by a technical report signed by a qualified technician certifying the static nature of the assembly)
- Structures and/or elements, including commercial products, used to support marble, ceramic or stone products and/or display materials (which can only be authorised if accompanied by mechanical constraints, certified in advance by a qualified technician, suitable for ensuring their stability)
- Structures and/or load-bearing items in cardboard (which cannot be authorised in external areas)
- Structures and/or load-bearing items in plastic material
- Structures and/or load-bearing elements in polystyrene, i.e. sintered expanded polystyrene (EPS)
- Structures and/or load-bearing items in non-structural glass
- Inflatables with covered areas or located in an outdoor area (authorised only if installed with suitable safety systems and equipped with suitable ballast)
- Textile and/or plastic coverages installed in external areas (which can only be authorised if accompanied in advance by a technical report signed by a qualified technician certifying both the overall static nature and the validity of the technical solutions envisaged to ensure that, for the entire installation period, no deposit or accumulation situations may arise on the coverage in the event of any meteorological precipitation)
- Flag bearers in an outdoor area
- Roll-up in an outdoor area without suitable ballast

Requests for specific authorisation, accompanied by all the required documentation, must be uploaded to the Set-up and Access Control Portal at least 60 days before the start of the event.

If granted, such specific authorisations issued by Veronafiere do not imply, on its part and for any reason whatsoever, any liability which in any case remains entirely with the exhibitor.

Bear in mind note that specific authorisations may be revoked at the sole discretion of Veronafiere and will cease to be valid in the event of failure to comply with the provisions defined in these Regulations.

Any set-ups that are not permitted and do not have a specific valid authorisation or those that do not comply with these Regulations must be immediately taken away from the Exhibition Centre; If, following written notification, the exhibitor does not act promptly, or in cases of extreme urgency, Veronafiere may intervene and remove and transport such set-ups as waste, and will charge the exhibitor for the related costs.

## **SET-UPS IN OUTDOOR AREAS: DISPOSITIONS**

All set-ups in outside areas must comply with the following requirements:

- All structures and/or load-bearing elements liable to exposure to any meteorological precipitation must be built exclusively with materials resistant to atmospheric agents; as regard said materials, documents certifying their impermeability must always be available on the stand and shown when requested;
- All structures with roofing in an outdoor area must also have ballast of no less than 30 kg/m<sup>2</sup> of covered area for structures not exceeding 10 x 5 x 5 m in height and 50 kg/m<sup>2</sup> of covered area for remaining structures;
- Veronafiere reserves the right to request exhibitors to install suitable ballast even for structures located inside show halls;
- Roofs placed in outdoor areas must have a suitable slope to avoid accumulating any kind of precipitation (rain, snow); in particular, the slope of the roof must be no less than 8%;
- It is not permitted to apply loads to ready-to-use structures installed by Veronafiere;

- It is strictly forbidden to anchor set-ups to the show halls, internal flooring and external paving, technological systems, manholes, benches, barriers, flower boxes;
- Gazebos, inflatables, flag-holders and roll-ups set up in outdoor areas must be constantly supervised by the Exhibitor's service personnel, who must immediately close and/or deflate and/or remove them before interrupting supervision in the event of adverse weather conditions, both forecast or current, or at the request of Veronafiere;
- Glass items must be installed using suitable systems which prevent direct contact with metal elements and which eliminate potential phenomena caused by vibrations.

## **Scaffolding**

For construction of scaffolding for exhibition purposes, exhibitors must always keep the Pi.M.US. Assembly, Use and Disassembly Plan - on the stand, prepared pursuant to Article 36 quater of Italian Legislative Decree 81/2008 as amended. It must be presented in the event of inspections by pertinent Supervisory Bodies.

Customising the external facades may only and exclusively be performed by Veronafiere (see following point 2.1.5.)

## **Machinery, display goods or heavy set-ups**

The positioning of machinery, display goods or set-ups with loads induced on the floor/ground exceeding 1000 kg/m<sup>2</sup> must be authorised in advance and in writing by Veronafiere.

Structures and/or elements, including commercial products, supporting heavy products and/or exhibition materials, i.e. with a unit weight exceeding 300 kg, must be authorised in advance and in writing by Veronafiere.

Such authorizations do not involve any liability, which in any case remains with the Exhibitor.

Handling machinery or materials must be agreed in advance with Veronafiere's official forwarder, not the least to comply with the maximum permissible total loads listed below:

- outdoor exhibition areas (capacity refers exclusively to the exhibition area) 10,000 kg/m<sup>2</sup>;
- Margherita Hall, Palaexpo Basement 400 kg/ m<sup>2</sup>
- 2<sup>nd</sup> Floor, Palaexpo 1,000 Kg/ m<sup>2</sup>
- Show Halls 2-3-9 - 4,000 Kg/m<sup>2</sup>
- Show Halls 1-4-5-6-7-8-11-12 - 2.000 Kg/ m<sup>2</sup>
- Show Hall 10 - 1.000 Kg/ m<sup>2</sup>
- Temporary tensile structures - 500 Kg/m<sup>2</sup>
- 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 each show hall available at Veronafiere clearly indicate points (manholes, cellar areas, wells, etc.) that have different load-bearing capacities than 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.

## **STAND CONSTRUCTION OBLIGATIONS**

The following mandatory set-up requirements apply:

- minimum ballast as envisaged in paragraph "STANDARDS FOR SET-UP STRUCTURES IN EXTERNAL AREAS", distributed on all vertical elements for tensile structures or structures complete with a roof. In this regard, it is FORBIDDEN to drill floors to secure tie rods to the ground;
- Marble blocks in the outdoor area must stand on suitable elements to ensure their stability and distribute loads on the ground in accordance with the capacity of the installation site. Responsibility for sizing, installation and maintenance of these items is the sole responsibility of the exhibitor;
- all vertical elements in the set-up, especially those standing on the ground (including any bracings), 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 m long;
- read the EVENT DUVRI (Interference Risk Assessment Document – Italian Legislative Decree 81/2008 as amended) published on the Set-Up and Access Control Portal.
  - 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 related 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 removable double-sided tape;
  - only safety glass (toughened or laminated) may be used in set-ups 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 enclosed stands, for of every 100 m<sup>2</sup>., envisage at least one emergency exit to a “safe place” in addition to the entrances and indicate the escape route from the stand in the various rooms and/or settings; these signs must operate with their own independent power supplies and be visible even when the Hall’s Show 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 high and must be fitted with signs having independent power supplies;
  - in Show 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 containers of paint or solvents used during the set-up stage;
  - for stands equipped with a platform of more than 32 square metres (maximum raised flooring allowed of 16 cm tolerance for ramp insertion: 3 cm), the installation of ramps having a minimum width of 90 cm is mandatory. The slope of the ramp must not exceed 5%. For further specifications, see Articles 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 fitted;
  - if set-ups have platforms, their borders must be clearly identified with appropriate colours.

## PROHIBITIONS DURING SET-UP, EVENT DAYS AND DISMANTLING STAGES

It is forbidden throughout the Exhibition Centre to:

- **use plasterboard** for stand construction or finishing
- 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 authorised 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 authorisation;
- 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;
- **place marble blocks, individually or overlapping, inside the show halls; overlapping positioning is forbidden in outdoor areas**
- position marble blocks having base size less than 1/3 of their height;
- exhibit flags kept taut by counterweights;
- leave loads suspended on crane booms, lifting systems, etc (both during the event itself and outside the event timetable);
- spraying both paint and enamel, as well as subjecting the material itself inside the halls to fireproofing treatment; exceptionally, the use of water-based paints for finishing activities and small surfaces is permitted. It is the obligation of the Exhibitor/Organizer to remove and independently send all cans and finishing products for recovery or disposal. Failure to comply with this obligation will result in a penalty of € 2,000, subject to compensation for greater damages;
- except for securing sheeted materials, it is not permitted to use items installed and/or joined using glues, plastic ties, non-fireproof ropes, Velcro and/or similar;
- the use of the following materials:
  - **Solvents and/or acids;**
  - Spent oils of any kind, lubricants and coolants;
  - Various glues/bonding agents of any type;
  - Empty containers of dangerous substances;
  - Worn tyres of any kind.
- **perform welding work of any kind and nature or in any case use naked flames;**
- spread over the flooring of show halls and tensile structures products such as (by way of example): fuel oil, petrol, chemical products or solvents which may damage or modify such flooring;
- apply paint, glue, adhesives or other products that harm/deface 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;
- bring explosive, detonating, irritant, asphyxiating, flammable and otherwise hazardous materials into the Exhibition Centre without the necessary authorisations of competent authorities and the prior authorisation of Veronafiore;
- **operate machinery on display unless authorized in advance by Veronafiore (see Section 6 - Demo Areas);**
- take products and materials out of the Exhibition Centre during 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 Veronafiere trademark;
- introduce dogs of any breed and size into the Exhibition Centre during set-up 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 Veronafiere'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 Veronafiere, direct connections to utility services (water, electricity, telephone, etc.);
- leave machinery or vehicles on display with full fuel tanks;
- leave portions of stand fittings in the show halls (see point 1.3 - Waste disposal);
- exhibit balloons and inflatable structures or the like in indoor and outdoor areas unless specifically authorized by Veronafiere;
- 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 Veronafiere service vehicles).
- the use of electric vehicles of any type during the event with the exception of vehicles authorized by Veronafiere;
- using drones and any other type of filming equipment of any size unless expressly authorised by Veronafiere in inside and outside areas alike, with the exception of dynamic areas;
- In the event of any infringements/breaches of the dispositions issued by Veronafiere or the foregoing bans, Veronafiere 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 Veronafiere 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;
- leave adhesive material in the common aisles of the Show Halls or outside the assigned exhibition area. Otherwise, Veronafiere will arrange the recovery or disposal of such material and will automatically charge the costs to the negligent exhibitor/stand fitter.

### 2.1. MEZZANINES

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

**The mezzanine stand project must be uploaded to the Set-Up and 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 Veronafiere 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 m;
- 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 m. from the aisles;
- Parapets: minimum height calculated at 1 m. 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/M<sup>2</sup>;
- The maximum permitted crowd level for mezzanine structures is 0.7 people per m<sup>2</sup>
- For mezzanines of more than 100 sq.m., 2 stairs must be prepared for areas up to 180 sq m, and then n° 1 stair for every each additional 80 sq.m., all with a 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).
- It must be possible to reach ground level from every point of the mezzanine over a distance of no more than 20 m. The distance must include the route along the staircase and is measured regardless of furniture using the taut string method.
- If there is only one staircase, the mezzanine must have a maximum capacity of 50 people.

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 17 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 m from the walk-over flooring.
- Stairs more than 3 m 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.

## 2.2. SPECIAL SUPPLIES

Any additional requests for special supplies (such as: **chimneys etc...**) must reach Veronafiore **90 days prior** to the start of set-up work and include all the necessary specifications to allow correct economic and feasibility analysis.

## 2.3. 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).

## **2.4. STRUCTURES SUPPORTING SIGNS AND SCENIC SHOW HALL FINISHINGS**

Registered exhibitors may ask Veronafiore to customise the structures supporting signs and the external facades 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 facades of the halls and infrastructures.

## **2.5. ADVANCE ENTRY / TIMETABLE EXTENSIONS**

Request for **early entry** must reach Veronafiore before the start of the set-up stage via e-commerce and are subject to payment of €500 + VAT for each individual day of early entry.

Any **timetable extensions** must be requested through "**SATE**" Offices (Exhibitor Technical Assistance Service) around the Exhibition Centre by filling out the specific form and attaching the company business card.

There are no extensions to the timetable on the eve of events.

The rates are:

Hourly extensions from 20:30 to 07:00 the following day = €150 + VAT/ hour or part hour (tariff 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.

## **2.6. CLEARING STAND AREAS**

### **2.6.1. GENERAL STANDARDS**

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 any load-bearing, connection or adjacent structures.

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

### **2.6.2. METHOD**

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 envisaged for dismantling 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 Veronafiere's organisational requirements and after 30 days from the last day for "Stand Disassembly and Clearance", Veronafiere may transfer assets that are unclaimed or otherwise left in the Exhibition Centre c/o the Warehouses of the Veronafiere 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 event.

If **waste material** is abandoned (wood, carpet tiles, paper, cardboard, etc.), Veronafiere will handle cleaning and recovery or disposal, charging the fitter/exhibitor the costs incurred based on the current rates applied by duly tips plants 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, Veronafiere 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 sustained for removing and disposing of them.

### Section 3 - SET-UPS

#### 3.1 SET-UP STRUCTURES

Exhibitors must obtain prior written authorisation from Veronafiere S.p.A. in order to set up the stands assigned to them And make payment for the service "Authorization of self-supporting structures". If payment for the service is not completed, any authorisation, even if issued by Veronafiere S.p.A., will be considered invalid.

Veronafiere S.p.A. reserves the right to prevent assembly of stands that have not been authorised.

The "Authorisation of self-supporting structures" service includes drafting of calculation reports, where necessary, and testing the structures in question, which will be carried out after completion of the set-up before the event opens and not before the last set-up day.

All liabilities relating to the erection of stands, including the set-up stages through to testing and subsequent management, are borne solely by the Exhibitor.

All set-ups subject to certification must comply with and be in possession of all documentation required by current legislation and, in particular, NTC 2018 as approved by Ministerial Decree 17/01/2018.

#### SAFETY OF STRUCTURES

If Veronafiere S.p.A. finds shortcomings as regards these Regulations or discrepancies in relation to declarations that give rise to hazards for persons or things, then 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.

#### 3.2 APPENDAGES

The "Appendages" service can be provided in all the show halls in the Exhibition Centre of Veronafiere S.p.A. Appendage or anchoring points at height on to show hall structures may ONLY be implemented by

Veronafiery S.p.A., through its official supplier, while operations to secure structures not supplied by Veronafiery S.p.A., must be carried out under the care and responsibility of the Exhibitor or by its appointed trusted company; in this regard, it should be noted that the terminal part of the appendage supplied by Veronafiery S.p.A., will be fitted with a special, certified connector hook (cringle).

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. Plastic and/or textile ropes without a metal core are not permitted.

For evident safety reasons, mixed appendage systems (ceiling appendage + ground support) will only be allowed if the elements standing on solid bases on the ground are suitably protected against accidental impacts.

Ceiling appendages must not interfere with systems in the Show Hall, especially the lighting system.

Send a feasibility request via e-commerce portal or by email to [appendimenti@veronafiery.eu](mailto:appendimenti@veronafiery.eu).

### **OVERHEAD LOADS AND RELATED SUSPENSION SYSTEMS**

The maximum load-bearing capacity of each anchor point, which will be provided by Veronafiery S.p.A., is 150 kg (concentrated).

Overhead loads must be implemented in compliance with the Ministry of the Interior Circular DCPREV prot. no. 15985 dated 30/10/2023; in particular, the loads applied to the structures (lighting fixtures, loudspeakers, etc.) must also be secured to them, in addition to their own specifically designed connections, by additional safety connections (metal cables, link chains, etc.).

These devices must be covered by all the documents and certificates required by the above-mentioned Ministerial Circular, which must always be available on the stand and shown when requested.

Veronafiery S.p.A. reserves the right to install equipment and/or devices to verify effective compliance with load-bearing capacities.

### **SAFETY OF OVERHEAD STRUCTURES**

The lifting devices and lighting fixtures must always include the installation of suitable safety connections; except for D8+ and/or similar motors installed together with a system for monitoring suspended loads using a weighing device.

If Veronafiery S.p.A. finds any non-compliance with the requirements of these provisions, it will automatically close off the area underneath until the area is completely cleared or adapted to ensure it can be successfully tested. Related costs will be charged to the Exhibitor.

## **Section 4 - Safety dispositions**

### **4.1 GENERAL STANDARDS**

Everyone entering the Exhibition Centre is required to observe the Public Safety laws and Regulations, including local ones; inasmuch, escape routes must always be kept clear.

The doors leading to escape routes must open from inside the show hall towards the outside.

Emergency routes, exit doors and emergency stairs must not be covered or hidden by hanging items and in any case must always be readily identifiable and accessible.

Show hall corridors must never be narrowed by objects stored and/or protruding from exhibition areas. In the event of an emergency, they act as escape routes.

Furthermore, all Regulations regarding protection of workers and prevention of accidents and damage to personnel and operators must be observed.

Veronafiere S.p.A. operates a permanent "Protection and Prevention Service" comprising qualified technicians who are responsible for verifying the compliance of structures, artefacts and systems with legal Regulations; in particular, Regulations concerning accidents at work, general Regulations for electrical systems, and the provisions of the local "Commission for Surveillance of Public Entertainment Venues".

The "Protection and Prevention Service", which may intervene by examining projects and directly through stand inspections, may take samples of installation materials, require flammable or otherwise hazardous materials to be removed from the stand and may impose any other measure deemed necessary for the purposes of general safety.

Exhibitors are obliged to adopt promptly any safety measures suggested and recommended by the "Protection and Prevention Service" and to eliminate any hazardous situations (for example: modifications to exhibition and advertising structures, etc.).

Exhibitors or the persons in charge of the stand must allow all inspections and provide all information and documents, such as fire-proofing certificates, diagrams and characteristics of devices, etc.

The establishment and operation of the above-mentioned "Protection and Prevention Service" is implemented as a prudent and collaborative measure by Veronafiere S.p.A., but obviously cannot involve the direct liability of Veronafiere itself for the failure of Exhibitors to comply with laws and other current provisions. Exhibitors, fitters or anyone else accessing the Exhibition Centre are required to report to Veronafiere S.p.A. any situations or equipment that may pose a risk to the safety and hygiene of people.

In relation to each specific case, special technical measures will be agreed upon in order to eliminate this risk. To this end, employers must provide workers with adequate and suitable equipment for the purposes of ensuring safety and health at work.

## 4.2 WORK AT HEIGHT

For work performed at height, suitable equipment includes 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. ladders or where it is not possible to use alternative systems to access positions at height.

The main prevention measures during stand set-up work are: **BUILDER'S STAGES (UNI EN 1004, UNI EN 1298)**

Before use:

- make sure that 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 builder's stage 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 fitted 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 of the scaffolding;
- Only place the material strictly 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 builder's stage where another person is working;
- Always keep the builder's stage at least five metres away 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 devices:

- 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:

- Ladders must be at least 1 m higher than the level to be accessed and aligning the rung with it (it is then possible to proceed with only one upright securely fixed).
- Ladders used to access higher levels should not be placed in sequence with each other.
- Ladders mounted 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 to the uprights.
- Ladders used on loose ground must be placed on a single firm support base.
- The site where ladders are installed must be unobstructed by any materials and away from passageways.

During use:

- Free ladders must be held in place at the base by another person.
- During lateral movements, no worker should be standing 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 supervision of the ladders themselves from the ground.
- Always ascend and descend ladders facing the ladders themselves.

### 4.3 MACHINERY IN OPERATION

Only exceptionally and with prior written authorisation from Veronafiery S.p.A., may machinery on display be operated, at the exclusive liability of the Exhibitor and provide that it:

- does not disturb nearby exhibitors and/or visitors through excessively annoying noises, heat and vibrations;
- machinery must be fitted with safety devices conforming with applicable safety and accident prevention Regulations and standards;
- Exhibitors shall adopt all other measures necessary to safeguard the personnel, image and safety of neighbouring exhibitors, visitors, service personnel and Exhibition Centre 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 "Veronafiery S.p.A. Safety and Control Service." reserves the right at any time to prevent operation of machinery that may compromise the safety of Exhibitors and/or Visitors or cause them excessive disturbance.

### 4.4 CIRCULAR CONCERNING SAFETY DISPOSITIONS

- a) With particular reference to the provisions of Italian Legislative Decree no. 81/2008 "Consolidated Law on the protection of health and safety in the workplace", Veronafiery S.p.A. has defined a new organizational model for workplace safety through a package of Operating Procedures having direct impact and specific application to the multiple and varied activities undertaken inside the Exhibition Centre.

The Company undertakes to standardise its conduct, activities and actions, as envisaged in this contract/ order, with the provisions and/dispositions as per Italian Legislative Decree no. 81/2008 (Consolidated law on health and safety in the workplace).

If the Company performs its activities during exhibition set-up and dismantling stages, it must check, daily and/or in any case before commencing its specific tasks on the day in question, the *DUVRI - Consolidated Interference Risk Assessment Document - for the set-up and dismantling stages in the Exhibition Centre for the current event*, as provided in PDF format on the Set-Up and Access Control Portal.

Any comment or addition to the DUVRI must be promptly notified by email to: [sicurezza@veronafiery.it](mailto:sicurezza@veronafiery.it).

The Veronafiore S.p.A. Prevention and Protection Service is always available for any clarification deemed necessary. The Veronafiore S.p.A. "Protection and Prevention Service" can be contacted by email at [sicurezza@veronafiore.it](mailto:sicurezza@veronafiore.it).

Over and above the foregoing, the Company also and immediately undertakes to inform its workers, suppliers, customers (and any third party working for them) who may potentially be exposed to so-called "interference risks" about the contents of the DUVRI Document and the emergency measures implemented and to be implemented.

*b) Operative Procedures*

The new operating procedures defined by Veronafiore S.p.A. are indicated below within the framework of the new safety organisational model implemented **for Exhibition Centre operations**

Attachment 1: EXHIBITION CENTRE SAFETY SURVEILLANCE PROCEDURE

(Available in the Set-Up and Access Control Portal).

**During set-up and dismantling stages, Veronafiore will carry out inspection checks with its own personnel to verify compliance with the foregoing Regulations.**

## Section 5 - Fire Prevention

### 5.1 FIRE PREVENTION

All the material used to set-up stands (dividing panels, backdrops, various structures, platforms, coverings, fabrics, false ceilings, curtains, carpets etc.) must be non-combustible, fireproof at origin, and fire-proofed in accordance with the standards listed below as amended. Ministry of the Interior Circular no. 12 dated 17 May 1980, Minister of the Interior Decree dated 6 July 1983, Official Gazette no. 201 dated 23 July 1983, Ministerial Decree dated June 2 1984, Official Gazette no. 234 dated 25 August 1984, Ministerial Decree dated 28 August 1984, Official Journal no. 246 dated 6 September 1984, Ministry of the Interior Decree dated 15 March 2005 (Official Journal no. 73 dated 30.3.2005) as amended by Ministerial Decree dated 16 February 2009 (Official Journal no. 48 dated 27.2.2009) as amended. 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 no. 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.

### 5.2 FIRE PREVENTION Regulations

The following table provides correspondence between Italian classifications and the European classification system based on the Ministerial Decree dated 15/03/2005 (Official Gazette no. 73 dated 30.3.2005) and the changes/additions made to the Ministerial Decree dated 16/02/2009 (Official Gazette no. 48 dated 27/02/2009)

**Table 1- Floor Usage**

	Italian classification	European classification
I	Class 1	(A2FL- s1), (A2FL-s2), (BFL-s1), (BFL-s2) (CFL-s1)
II	Class 2	(CFL-s2), (DFL-s1)
III	Class 3	(DFL-s2)

**Table 2- Wall Usage**

	Italian classification	European classification
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 Usage**

	Italian classification	European classification
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 materials (floors, walls, ceilings) must meet the following requirements:

- 1) must be type-approved in accordance with fire reaction classes based on the tests referred to in the Ministerial Decree dated 26.6.84 by the Study and Experience Centre, Ministry of the Interior, Rome Capannelle, or by legally recognised bodies and laboratories, dated no earlier than 5 years;
- 2) walls, curtains, ceilings must be in a Class no higher than 1;
- 3) materials used to make any kind of ceiling must be type-approved in Class 1 tested on the ceiling or as curtains without dripping;
- 4) Products installed along escape routes: in the entrances, corridors, hallways, stairways, ramps, passageways in general, in place of class 1 products, and within the limits established for them by specific fire prevention provisions, products classified in one of the following fire reaction classes are installed, depending on the type of use envisaged:
  - a) floor usage: (A2<sub>FL</sub>-s1), (B<sub>FL</sub>-s1); (C<sub>FL</sub>-S1);
  - b) wall usage: (A2-s1,d0), (A2-s2,d0), (A2-s1,d1), (B-s1,d0), (B-s2,d0), (B-s1,d1);
  - c) ceiling usage: (A2-s1,d0), (A2-s2,d0), (B-s1,d0), (B-s2,d0);
- 5) all set-up materials must be fitted in strict compliance with the provisions indicated in their approval certificates;

- 6) fireproof products must be used exclusively with the materials referred to in Ministerial test certificates or those issued by legally recognised laboratories;
- 7) materials that require treatment with fireproofing products must be processed before entering exhibition show halls;
- 8) fire-proofing treatment cannot be carried out inside the Exhibition Centre and must be accompanied by a valid certificate indicating:
  - a) the Exhibitor's company name and the Show Hall/Stand numbers;
  - b) the list of materials involved in fire-proofing treatment;
  - c) date when fire-proofing was performed;
  - d) the surface area treated;
  - e) the main characteristics of the product used;
  - f) data about treatment company c/w signature;
- 9) all materials must be accompanied by test certificates attesting to their type-approval as per points 1), 2), 3), 4) and 5), as well as by official documentation proving their purchase;
- 10) As already indicated above, it is forbidden to use non-approved plastic materials, non-fireproof synthetic fibre fabrics, nitrocellulose and oil-based paints and varnishes, reeds, mats, trellises, curtains made of thin strips of wood or similar, paper upholstery and all materials not accompanied by valid type-approval certificates.
- 11) Notwithstanding the ban on using non-approved materials, in certain cases for scenic and/or display purposes and only for modest quantities, a derogation may be requested by email to [sicurezza@veronafiere.it](mailto:sicurezza@veronafiere.it) indicating the characteristics of the material, its application and quantity in kg, while also specifying the additional fire prevention measures that will be adopted to minimize the risk of fire.

The Exhibitor (or Fitter) must also comply with provision prescription that the Municipal/Provincial Supervisory Commission deems necessary and, in such cases, appropriate communication will be provided.

It is absolutely forbidden to use naked flames inside the Exhibition Centre, as well gas-based fuels (methane/LPG) to cook food and heat stands set up outside the Show Halls. Any exceptions must be requested by email to [sicurezza@veronafiere.it](mailto:sicurezza@veronafiere.it); furthermore, the following operating instructions are published in the Set-Up and Access Control Portal:

- IOS01 COOKING EQUIPMENT MANAGEMENT
- IOS03 DISPLAY OF PRODUCTS WITH NAKED FLAMES
- IOS07 RADIANT HEATERS

The foregoing instructions define the step-by-step authorisation process for obtaining the approval of competent offices to install LPG-fired or similar equipment in outdoor areas.

Every Exhibitor/Fitter, together with the stand design project, is required to compile and return in good time the "Declaration of correct installation of materials classified for fire reaction purposes" form with the required attachments. Completing and returning the form does not exempt Exhibitors, who are solely liable, from the obligation to:

- a) always keep the original documents on the stand testifying the characteristics of the construction materials used and the fire-proofing treatment carried out;
- b) take all necessary action to obtain or directly carry out all essential services and supplies needed to ensure the safety of the set-up.
- c) All stands must be equipped with at least one 6 kg fire extinguisher. It must be appropriately marked, easily identifiable and easy to reach (1 every 100 m<sup>2</sup> for stands inside the Show Halls and 1 every 250 m<sup>2</sup> for stands in outdoor areas).

Veronafiere implements a fire surveillance system and in the event of exhibitor non-compliance, will automatically provide, within the day following notification, the minimum a number of fire extinguishers required for the stand, charging €70 for each missing fire extinguisher.



## 5.3 GENERAL STANDARDS OF CONDUCT IN CASE OF EMERGENCY

Anyone who discovers a fire must notify nearby people without causing panic, security personnel, the Reception or the Fire Brigade on hand in the Exhibition Centre during events. If trained, said persons should attempt to extinguish the fire using available means (fire extinguishers, fire hydrants).

The evacuation of the exhibition area will be ordered by Veronafiery S.p.A. using the public address system or a megaphone.

People must seek to behave responsibly to avoid causing panic among visitors by proceeding in an orderly manner towards the exits. Avoid obstructing emergency response operations, assist anyone who has walking difficulties, affected by panic or feels ill. It is also absolutely forbidden to use lifts or goods hoisting elevators.

A copy of the Veronafiery Emergency Plan is available at the "Exhibitor Portal". It contains evacuation and first aid measures in the event of fire but may also be used for other emergency situations requiring the evacuation of the site (terrorist attack, collapses, environmental accidents, etc.).

## 5.4 LIABILITY

Exhibitors accept full liability for any damage and/or fires caused by failure to comply with the fire safety regulations in force and the provisions and prohibitions defined in these Technical Regulations, thereby waiving Veronafiery S.p.A. from any and all compensation claims issued by third parties. Veronafiery S.p.A. also has the faculty to enact precautionary measures against any Exhibitor/Fitter in an irregular fire safety position, charging all costs relating to the adoption of measures needed to ensure overall safety conditions.

Failure to comply with safety regulations may result in reporting to judicial authorities

## Section 6 - Demo Areas

### 6.1 DEFINITION AND CATEGORIES

Any marked off area inside the Exhibition Centre reserved for demonstrations of equipment, devices, vehicles, animals and people is defined as a DEMO AREA.

In the absence of authorisation and/or written permission issued by Veronafiery, the creation and/or use of Demo Areas is not allowed.

Demo Areas are divided into the following categories:

- STATIC DISPLAYS: Static display of vehicles and equipment that may have mobile elements;
- VERY LOW DYNAMIC DISPLAY: Dynamic display of vehicles and equipment "dead slow" or not exceeding 5 km/h;
- LOW DYNAMIC DISPLAY: Dynamic display of vehicles and equipment at less than 15 km/h;
- MEDIUM DYNAMIC DISPLAY: Dynamic display of vehicles and equipment at speeds between 15 and 50 km/h;
- HIGH DYNAMIC DISPLAY: Dynamic display of vehicles and equipment at speed above 50 km/h.

### 6.2 OPERATING MODES

Exhibitors who intend to create a demo area must request authorisation from Veronafiery by sending the "DEMO AREAS CHECK LIST" form compiled in its entirety 60 days before the start of the event.

Alternatively, Exhibitors can request a quotation from Veronafiery for carrying out the procedure by sending an email request to [sicurezza@veronafiery.it](mailto:sicurezza@veronafiery.it).

Veronafiery will evaluate the request and, only if compliant, will authorise the creation of the demo area in writing, complete with any additional protection measures that may be required.

On completion of the area and before its use, the exhibitor must send at least the following documentation to Veronafiery:

- Project report issued by an accredited technician certifying the suitability of the area with special reference to perimeter protections and the internal route of vehicles, as well as designating a Manager for the Area;
- Correct assembly of perimeter and area protection systems;
- Where necessary, a list of driving licences and/or driver qualifications for the use of machinery and equipment;
- Copy of the specific RC third-party liability insurance for the event
- Final testing signed by an accredited technician declaring that the area, complete with its structures, protections and devices, is suitable as constructed for its intended use.

If the above-mentioned documentation is complete and appropriate, Veronafiery will send written AUTHORISATION permitting the use of the Demo Area.

## Section 7 - Electrical system and lighting

### 7.1 ELECTRICAL PLANT

Veronafiery S.p.A. makes the electricity it receives from utility companies available to Exhibitors and Fitters. Exhibitors and fitters cannot sell this electricity to third parties.

The basic electricity package is included in the application form, complete with service conditions and related operating specifications; where available, additional services can be requested through the e-commerce portal

Any requests for connection additions or modifications must be received no later than 12:00 noon on the day before the start of the event. Veronafiery S.p.A. and the Organizer cannot be held responsible for any disruptions that may arise because of late requests.

Connection and disconnection to the network must only be carried out by personnel of companies appointed by Veronafiery S.p.A., which will identify the supply point to access for the connection.

Exhibitors shall provide, at their own expense, the installation of the connection cable from the supply point described above to the electrical panel on their stands.

Exhibitors must ensure that their connection cables are constantly identifiable, included by marking the name of the stand next to the socket.

Electrical equipment must be powered using the sockets available in the assigned area. Any cables descending from overhead structures must have special self-supporting supports (e.g. walls, columns, etc.).

To request electrical system connections, Exhibitors must send the following forms to Veronafiery S.p.A:

- Form 3A =Declaration of conformity of the electrical system, to be filled out by the installer or an authorised Italian company, including all mandatory attachments.
- Form 3B = Request for the system project and, if the electrical system is installed by a foreign company, a request for the “Declaration of electrical conformity” issued by a technician appointed by Veronafiore S.p.A. Costs shall be borne by Exhibitors (to be filled out only in the event that the fitter/exhibitor does not have an electrical system plan. And any request should be formalized in E- Commerce).

Since these systems are implemented in places at high risk in the event of fire, the declaration of conformity must be accompanied by the system project signed by an accredited technician. This project must be kept on the stand for the entire period the plant is in operation and immediately presented if requested.

## 7.2 CHARACTERISTICS OF ELECTRICAL CURRENT

The distribution system for active conductors is three-phase with neutral, 4 leads: the power supply is via alternating current with a network frequency of 50Hz (tolerance margin of +/- 2%) and a three-phase voltage of 400 volts - single-phase 230 volts (tolerance margin of +/- 10%).

Veronafiore S.p.A. and the Organiser cannot be held responsible for any variations in the values indicated above attributable to the electricity network of the Distribution Entity.

16-32 or 63 Ampere CEE protected sockets are available in the Show Halls, located in the technical ducts under the flooring, on the walls and at the pillars. Exhibitors/Fitters are responsible for preparing electrical plugs to power up their stands. Electricity is supplied by means of a three-phase 380 V system; 3Phase + N + GND; or 220V single-phase + N + GND; frequency - 50 Hz. If higher powers are required, on specific request by Exhibitors and at their expense, Veronafiore S.p.A. can install additional independent power lines.

For machinery with motors operating at more than 15 kW, start-up by means of a device that limits the intensity of the breakaway current is mandatory.

## 7.3 INSTALLATION OF ELECTRICAL PLANT

Electrical systems, including the lines connecting to Veronafiore S.p.A. supplies, are the sole responsibility of Exhibitors, who must install them in a workmanlike manner (Law 186 dated 01/03/1968 as amended) taking into account the characteristics of the installation environment (CEI Standard 64-8: 711 “Trade fairs, exhibitions and stands”; 751 “Environments at greater risk in the event of fire”; 752 “Electrical plant in public entertainment and performance venues”).

The main regulatory references are:

- IEC-CENELEC-CEI (64-8) standards
- Ministerial Decree DM 37/2008 dated 22/1/2008 as amended
- Consolidated Law 81 dated 9/4/2008 as amended

All components must have the CE mark.

In order to install electrical plant, pursuant to Article 8 of Ministerial Decree 37/2008, Exhibitors are required to entrust work to companies authorised pursuant to Article 3 of Ministerial Decree 37/2008 and as indicated in the Consolidated Safety Law (Italian Legislative Decree 81/2008 as amended). Inasmuch, electrical plant must be carried out by an authorised Italian company, i.e. by a company registered with an Italian Chamber of Commerce and authorised to install electrical systems (Ministerial Decree 37/2008). If the electrical system is implemented by a foreign company, the Exhibitor must request verification of compliance with Italian regulations using Form 3B.

Exhibitors are required to check the voltage of the power supply network when connecting their systems, and in any case waive Veronafiore S.p.A., the Organiser, the personnel and/or companies appointed by them from any and all liability for damage that may arise to persons or things as a result of such failure to carry out checks, as well as for any other cause. In any case, the electrical systems must be considered permanently under voltage even in the event of a temporary interruption of the electricity supply.

Exhibitors must ensure that all metal masses in their exhibition areas are fitted with equipotential connections.

## 7.4 ELECTRICITY SUPPLY

Electrical systems will be connected by technicians appointed by Veronafiore S.p.A. only after receiving Form 3A complete with all mandatory attachments in force and/or Form 3B. A copy of Form 3A complete with all mandatory attachments must always be available on the stand and shown when requested.

The connection will not be made if the technicians appointed by Veronafiore S.p.A. detect obvious violations of technical standards and good workmanship. Such verification, however, does not waive Exhibitors, who remain to all intents and purposes solely liable for their own systems.

The supply of power is assured for all Event days plus one day before it starts. The continuity of this service is not assured during the set-up stage.

The power supply is cut-off one hour after the event closes and reset one hour before it opens again.

Exhibitors who have special requirements (e.g. refrigerators) for electrical power even overnight may request a specific connection. In this case, a specific electrical line must be prepared with the relative dedicated control panel for utilities active 24 hours/day. The electrical control panel and supply of the cable needed for connection serving the specific dedicated electrical circuit are the responsibility of Exhibitors.

At the end of each day of activities at the Exhibition Centre, and before leaving the stand, Exhibitors/Fitters must ensure that all lighting circuits in their exhibition areas are turned off.

Service electrical sockets are operative during set-up and dismantling stages, .

"Service sockets" may be used by Exhibitors and Fitters only during set-up and dismantling periods to power hand tools. Temporary connection of stands, during set-up and dismantling stages to the Veronafiore S.p.A. network is not allowed.

For safety purposes, all Veronafiore S.p.A. electrical systems, whether serving stands or not, must be considered permanently "live" even in the event of a temporary interruption in the electricity supply for any reason, even at the end of the official event.

## 7.5 ACCESSIBILITY OF POWER SUPPLY POINTS AND POSITIONING OF ELECTRICAL DEVICES

In accordance with regulations, energy supply points (panels and manholes) must be easily to access and inspect and in any case unobstructed to allow verification and connection by designated personnel.

In areas where public access and/or presence is permitted, operation, control and protection devices must be located in a place available exclusively to stand personnel and Veronafiore S.p.A. personnel.

## 7.6 STAND LIGHTING

Lighting inside stands must be comply with the procedures envisaged by the UNI EN-12464.1 standard

In any case, the minimum average lighting value ( $E_m$ ) must be no less than 300 lux for exhibition areas and 200 lux for storage and technical rooms. The entire stand area must be illuminated as uniformly as possible, while in any case respecting the limits defined by UNI EN-12464-1 (Uniformity  $>0.7$ ). The maximum lighting limit must not exceed 20% of the increase in values envisaged by the UNI standard.

## 7.7 SHIELDING AGAINST GLARE

The glare deriving from lighting systems can be limited by applying minimum shielding angles to the specific lighting equipment, as shown in the following table:

Lamp brightness Kcd/m <sup>2</sup>	Minimum screening angle
20 to < 50	15°
50 to < 500	20°
> 500	30°

These values are not applicable to lighting systems mounted below normal eye level. Special attention must be paid to evaluate veiling or dazzling reflections deriving from the finish of illuminated surfaces that may alter visibility in a harmful way.

## 7.8 FLICKER AND INTERMITTENT OR STROBOSCOPIC EFFECTS

Exhibitors are obliged to replace promptly any lighting fixtures subject to flickering by specialist personnel. Lighting devices or parts of them used as illuminated signs having an intermittent or stroboscopic function are not allowed.

## 7.9 SAFETY AND EMERGENCY LIGHTING

The show halls are equipped with appropriate safety and emergency lighting.

If false ceilings, other types of ceiling and/or panelling are installed, Exhibitors must integrate their system with lighting devices that ensure emergency lighting to allow escape from each location; In addition to escape route signs, at least the following minimum illumination values must be ensured: 5 lux along escape routes and 2 lux at every other point.

To ensure the minimum emergency lighting, these devices must be equipped with built-in batteries ensuring autonomy of at least 2 hours or powered by an uninterruptible power supply (UPS) with a dedicated line exclusively to the emergency function.

## Section 8 - Technical safety regulations concerning the design and installation of water supply systems

### 8.1 GENERAL STANDARDS

Show halls and outdoor areas are equipped (except for some limited areas) with a filling and discharging water distribution network.

Equipment owned by Exhibitors/Fitters to need to be connected to the Exhibition Centre water supply network must be in perfect working order to avoid causing any inconvenience during the Event.

Compilation of the request to connect to the water network may vary depending on the event: online via e-commerce or using the PDF form sent to Veronafiere S.p.A., which reserves the right to accept or reject applications in relation to the possibility of supplying plant and any technical difficulties affecting connections, as per the terms defined in the form itself. Exhibitors waive Veronafiere S.p.A. and its Trusted Company for water systems from any and all liability for damage that may arise to persons or things from such systems following technical testing on completing installation.

Exhibitors are responsible for any damage that may arise from malfunctions of their equipment or the system created for the entire duration of the event.

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

Exhibitors will always be responsible for the cost of installing temporary distribution networks inside the stand. Connection to the water mains involves fitting a single filling socket.

Except in the case of specific exemptions, it is forbidden to use and install tanks, boilers or hot water storage tanks in general, as well as water-based air conditioning systems.

### 8.2 TERMS AND CONDITIONS OF SUPPLY

Connection to the water mains will be implemented exclusively by the staff of the Company appointed by Veronafiery 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 Exhibitors have placed their equipment in the positions prepared and requested, personnel appointed by Veronafiery 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 Exhibitors, contravening these Regulations, make connections to the water mains themselves.

The water supply pressure may vary between 2 and 3 atm.

## Section 9 - Telephone systems

Veronafiery S.p.A. has its own telephone exchange connected to the urban network. Exhibitors may request the installation of telephone equipment in their stands by sending a request via E-commerce using the "Telephone and Internet Services" form.

The device will be delivered to the stand by Veronafiery S.p.A. staff on the eve of the event and will be collected on the last day of the event.

Veronafiery S.p.A. accepts no responsibility for damage resulting from any interruption of service for whatsoever reason.

## Section 10 - Handling in the Exhibition Centre

### 10.1 GENERAL INFORMATION

During set-up and dismantling stages, exhibitors are responsible for all operations related to entry into the Exhibition Centre, unloading, positioning on the stand, dismantling and return transport of machinery and display/set-up materials.

### 10.2 SHIPMENTS

In order to complete shipping and customs procedures, exhibitors are 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-shipping agent.

All legal relationships are between the Exhibitor and the official shipping agent. Veronafiere makes available a special parking area inside the exhibition centre exclusively to exhibitors who have requested the service through the official forwarder-shipping agent.

### 10.3 HANDLING OPERATIONS 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.

All handling operations inside the Exhibition Centre must be carried out exclusively by the official forwarder.

If exhibitors have to use special equipment to position materials on their stands, requests can be giving minimum notice of 30 days to the official forwarder, providing the following information:

- document proving ownership of the vehicle and/or vehicle registration document
- THIRD-PARTY LIABILITY insurance minimum €2.5 million for using operating vehicles (forklift, crane boom, vertical platform, telehandler, ride-on pallet truck)
- license or certificate for using operating vehicles
- badge or declaration by the company's legal representative proving that the vehicle operator is a direct employee

The official forwarder will respond to the needs of exhibitors or authorise the use of their own operating vehicles.

The request for services made using the form is a firm booking, subject in any case to confirmation by the official forwarder. The official freight forwarder accepts no obligation to perform loading and unloading operations that are not booked within the terms outlined in the form.

The minimum invoice for work, during official set-up and dismantling weekdays, is ½ hour for a forklift, one hour for a crane and 1 day (8 hours) for overhead platforms. The working time is calculated from the moment the vehicle is made available to the requesting company, plus a flat-rate fee of ½ hour of travel. The vehicles operated by the official freight forwarder in the Exhibition Centre are covered by "relative first risk" insurance for an amount of € 103,291.38.

If the value of the materials to be handled exceeds the maximum limits indicated, feasibility must be verified on a case-by-case basis with the official freight forwarder.

The value of the materials to be lifted must be declared by the company before lifting work and accepted by the official freight forwarder.

Otherwise, in the event of an accident, the value of compensation cannot exceed the value indicated above (€103.291,38).

The terms for goods handling are indicated in the General Regulations of the event and the General Conditions of the official freight forwarder.

Reservations scheduled with the official freight forwarder may be subject to last minute changes caused by congestion in the Exhibition Centre or show halls.

## Section 11 - Other services

Always bear in mind, as indicated in the guidelines of the Ministry of Enterprise and Made in Italy, that Exhibitors can purchase the services related and functional to exhibitions from any economic operator available on the market.

## 11.1 COMPRESSED AIR

All halls ( except halls 9 and 10) are equipped with a centralized compressed air production and distribution network.

Exhibitors who require the supply of compressed air must send a specific request. For the supply of this service in areas other than those specified, a cost estimate must be requested from Veronafiere, specifying the flow rate and operating pressure of the user's plant. If exhibitors wish to install their own compressed air production systems, they must in any case notify Veronafiere 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 Veronafiere. Exhibitors must request this service through the e-commerce portal. For any special services, kindly contact Veronafiere.

## 11.3 STAND MONITORING SERVICE

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

## Section 12 – Surveillance and Insurance

### 12.1 GENERAL SURVEILLANCE

Veronafiere S.p.A., in its own interest and for its own requirements, organises routine day and night surveillance of the areas used to host the Event, without thereby assuming any liability for any theft of or damage to goods displayed on the stands or otherwise present in the Exhibition Centre.

Custody and surveillance of stands is in any case the responsibility of respective Exhibitors, for the entire time the halls are open, during the Event itself and during set-up and dismantling stages.

All exhibitors are therefore advised to exercise maximum surveillance over all their assets. With reference to Article 134 TULPS and Ministerial Decree 269/10 as amended governing supervision and transport of cash and valuables, in order to prevent crimes against property and persons to the detriment of exhibitors and operators who exhibit valuable items at trade fairs or have to handle sums of money, maximum attention is advised as well as knowledge and understanding of relevant legislation. These regulations require that handling significant sums of cash and/or custody of valuable assets be entrusted exclusively to private security firms that, in compliance with current legislation, will provide staff and suitable collection and transport systems for cash and/or supervision of any valuables on display.

### 12.2 VIDEO-SURVEILLANCE

Video surveillance systems are installed throughout Veronafiere S.p.A. premises.

The following aims are intended:

- 1) security
- 2) safeguarding Veronafiere property
- 3) control of unauthorised access.



Video surveillance data is processed for the exclusive purpose indicated in the previous paragraph. Processing will be carried out correctly, for specific (security, protection of company assets, control of unauthorised access) and legitimate (pursuant to GDPR101/2018) purposes. These concepts are explained to interested parties by posting appropriate info notifications. Article 4 of Law 300/70 (Workers Statute) is also expressly observed.

Veronafiery S.p.A. undertakes to respect the principle of the necessity for such processing. Consequently, excessive use is excluded and unnecessary redundancies are avoided.

The use of the video surveillance system is considered necessary for the following reasons:

- Safety of persons during exhibition events
- Protection of Veronafiery 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 exhibition periods
- Physical safety during assembly and disassembly operations involving stands and equipment in general before and after exhibition events
- General prevention of unauthorised access within the perimeter of the Exhibition Centre and exhibition areas.

Recorded images are not directly visible to third-parties.

Video recordings are stored for the time needed to obtain the result, unless extended as per the Dispositions of the Data Protection Ombudsman dated 8 April 2010 and will be kept beyond such a period of time only if unlawful events occur or as a result of investigations by police or judicial authorities. The system is accessible only to authorised persons and is fitted with the minimum safety measures envisaged by Italian Legislative Decree 196/03 alongside GDPR 101/2018.

## 12.3 INSURANCE

Veronafiery S.p.A. will include in it insurance convention agreement Exhibitors complying with the "Registration Procedure" (Article 6 of the General Regulations) and payments due to Veronafiery S.p.A. (Article 7 of the General Regulations), from the beginning of the Set-up Stage to the end of the Dismantling Stage, with insurance contracts covering the following risks:

*Third-Party Civil Liability,*

for a maximum of €2.600.000,00;

Validity: insurance cover starts 6 days before the start of the event for which the exhibitor is registered and ends 6 days after the event.

*Global Damage Insurance:*

- Furnishing and set-ups of halls, machinery, equipment and goods	€26.000,00
- Electronic equipment in general, audiovisual, photographic and office equipment	€800,00
- Theft and robbery	€5.200,00
• Flat-rate 10% - minimum	€300,00
- Breakage of fragile objects	€1.600,00
• Absolute deductible flat rate	€250,00

Validity: insurance cover starts 6 days before the start of the event for which the exhibitor is registered and ends 6 days after the event.

Should Exhibitors require more precise protection, deeming it necessary to insure themselves for higher sums or for different risks, they are entitled to do so directly through an Insurance a Company of their own choice or through the Purchasing Service of Veronafi S.p.A. which is available for any further information and additional details.

Tel. 045 8298155 - email [lorenzini@veronafi.it](mailto:lorenzini@veronafi.it)

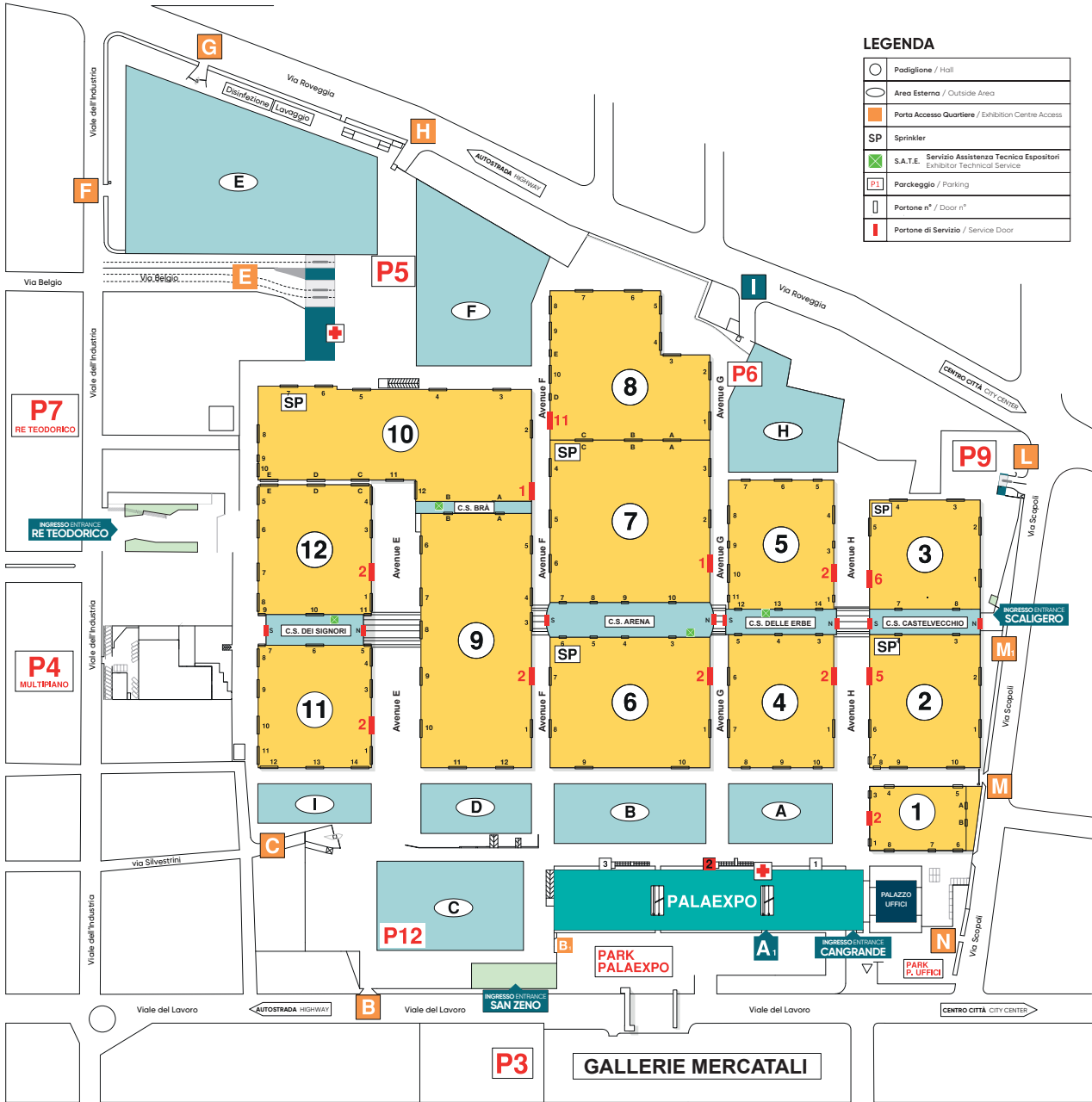
For further details about each policy, refer to the info sheets provided in the "Insurance coverage information prospectus" in the Exhibitor Reserved Area.

Exhibitors are liable under civil and criminal law for all damages to persons and property caused by equipment, structures or any other item present in the area provided, as well as their own activities or those of collaborators and/or appointed persons.

N.B. In the event of theft/damage, exhibitors are invited to notify Veronafi S.p.A.-Verona promptly [lorenzini@veronafi.it](mailto:lorenzini@veronafi.it) as well as law enforcement agencies in order to reduce and prevent illegal acts.

DIMENSIONS OF SHOW HALL GATES - VERONAFI S.P.A. EXHIBITION CENTRE													
HALL		1	2	3	4	5	6	7	8	9	10	11	12
no. DOOR		8	10	8	10	14	10	13	16	14	17	14	14
Door 1	W x H	2x(2,50x2,40)	6,70x4,80	6,70x4,80	7,80x5,70	3x(1,45x2,20)	7,70x4,80	7,70x4,80	6,90x5,90	7,00x4,30	6,90x4,30	5,10x4,70	5,10x4,70
Door 2	W x H	5,40x6,10	6,70x4,80	6,70x4,80	7,80x5,70	7,80x5,70	7,70x4,80	7,70x4,80	6,90x5,90	7,00x4,30	7,10x4,30	5,10x4,70	5,10x4,70
Door 3	W x H	2x(2,50x2,40)	2x(2,30x2,20)	6,70x4,80	2,10x2,10	3x(1,45x2,20)	3,60x2,40	7,70x4,80	5,10x4,70	7,00x4,30	7,10x4,30	5,10x4,70	5,10x4,70
Door 4	W x H	6,90x7,10	2x(2,30x2,20)	6,70x4,80	3x(2,20x2,10)	7,80x5,70	3,60x2,40	7,70x4,80	5,10x4,70	7,00x4,30	7,10x4,30	5,10x4,70	5,10x4,70
Door 5	W x H	6,90x7,10	6,70x4,80	6,70x4,80	2,20x2,10	2x(1,80x2,20)	3,60x2,40	7,70x4,80	5,10x4,70	7,00x4,30	7,10x4,30	5,10x4,70	5,10x4,70
Door 6	W x H	6,90x7,10	6,70x4,80	6,70x4,80	7,80x5,70	7,80x5,70	3,60x2,40	7,70x4,80	5,10x4,70	7,00x4,30	5,10x3,40	5,10x3,40	5,10x4,70
Door 7	W x H	6,90x4,70	2,30x2,15	2x(2,30x2,20)	7,80x5,70	2x(1,80x2,20)	7,70x4,80	3,60x2,40	6,90x5,90	7,00x4,30	5,10x4,70	5,10x4,70	6,90x5,90
Door 8	W x H	6,90x7,10	2,30x2,15	2x(2,30x2,20)	2x(1,80x2,20)	7,80x5,70	7,70x4,80	3,60x2,40	5,10x4,70	4x(2,40x2,35)	2x(2,80x2,40)	5,10x4,70	5,10x4,70
Door 9	W x H		6,70x4,80		7,80x5,70	3x(1,40x2,20)	7,70x4,80	3,55x2,40	5,10x4,70	7,00x4,30	2,60x2,40	6,90x5,90	5,10x4,70
Door 10	W x H		6,70x4,80		2x(1,80x2,20)	7,80x5,70	7,70x4,80	3,60x2,40	5,10x4,70	7,00x4,30	5,80x4,70	5,10x4,70	5,10x3,40
Door 11	W x H					3x(1,40x2,20)			5,10x4,70	7,00x4,30	7,00x5,30	5,10x4,70	5,10x4,70
Door 12	W x H					2,10x2,10				7,00x4,30	6,90x4,30	5,10x4,70	
Door 13	W x H					3x(2,20x2,10)						5,10x3,40	
Door 14	W x H					2,10x2,10						5,10x4,70	
Door A	W x H							5,10x4,70	5,10x4,70	4,70x3,90	4,70x3,90		
Door B	W x H							5,10x4,70	5,10x4,70	4,70x3,90	4,70x3,90		
Door C	W x H							5,10x4,70	5,10x4,70		5,10x4,30		5,10x3,40
Door D	W x H								3x(2,70x2,35)		5,00x3,40		5,00x3,40
Door E	W x H								3x(2,70x2,35)		5,20x4,80		5,20x4,80
no. COLUMNS		0	14	14	4	4	12	16	6	26	15	3	3
pedestrian door													

## GENERAL GROUND-PLAN OF THE VERONAFIERE S.P.A. EXHIBITION CENTRE



VERONAFIERE S.p.A.

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