

## TECHNICAL EXHIBITION REGULATIONS

*Due to organizational requirements the vehicle entrance gates may be opened earlier than the times written below.  
All vehicles are strictly prohibited from access to or driving on all interior spaces of the exhibition pavilions.*

### 1. REFERENCES

- 1.1. "Fairs of Parma" shall mean Fiere di Parma S.p.A. with their headquarters in Parma, in Viale delle Esposizioni, no. 393/A.
- 1.2. "Organizer" shall mean Messe Frankfurt Italia Srl – Corso Sempione 68 - 20154 Milano
- 1.3. "Exhibition" shall mean the **SPS Italia 2024**.
- 1.4. "Parking lot" or "booth" shall mean the space allotted to the Exhibitor for presenting their own products or services.
- 1.5. "Area" shall mean the Exhibition Area of Parma.
- 1.6. "Pre-exhibition" and "Post-exhibition" shall mean the periods of booth outfitting/assembly and dismantling respectively.

### 2. GENERAL PROVISIONS

#### 2.1. Date, place and opening hours of the exhibition

The exhibition will be open during the following hours:

DAY		EXHIBITORS		VISITORS	
		from	to	from	to
May 28	TUESDAY	8:30	18:30	9:30	18:00
May 29	WEDNESDAY	8:30	18:30	9:30	18:00
May 30	THURSDAY	8:30	20:00*	9:30	18:00

**\*THURSDAY 30 May 2024 from 18:30 to 20:00 exhibitors shall be allowed to take away exclusively products and samples that can be carried by hand using the dedicated internal parking area made available during the event. It is NOT POSSIBLE to give the pass to others, IN CASE OF TRASGRESSION, the pass WILL BE RETIRED. Access to stand builders is not permitted.**

Otherwise it will be possible to request informations at competence SATE office, for access 30th May at 15:30 p. m. this possibility is reserved to Exhibitors and is not transferable to third parties.

#### 2.2. Availability of reserved areas

Reserved areas will be made available to the Exhibitors as of **23 May 2024** for those who have booked the free areas and as of **27 May 2024** for those who have required the pre-fitted areas. Exhibitors shall ensure that outfitters undertake to meet the above mentioned deadline by adding a specific clause for lead time in the assignment contract.

#### 2.3. Access to the Fair Area during the stands outfitting period

Outfitting and introduction of goods to be exhibited shall be carried out in the days and at the times indicated below:

DAY		EXHIBITORS		COST OF EXHIBITION BOOTH EXTENSION OF TIME
		from	to	
May 23	THURSDAY	08:00	<b>20:00</b>	200,00 €/ HOUR OR FRACTION
May 24	FRIDAY	08:00	<b>20:00</b>	200,00 €/ HOUR OR FRACTION
May 25	SATURDAY	08:00	<b>20:00</b>	200,00 €/ HOUR OR FRACTION
May 26	SUNDAY	08:00	<b>20:00</b>	200,00 €/ HOUR OR FRACTION
May 27	MONDAY	08:00	<b>17:00</b>	500,00 €/ HOUR OR FRACTION

**When it comes time to leave the exhibition booths daily, all exhibitors and their booth coordinators shall peremptorily leave the exhibition area except for those who had signed the request for time extension to S.A.T.E. as per prices written in the table above.**

The Exhibition center will cease to be accessible to persons and vehicles one hour before the evening closure time. Vehicles shall limit any waiting periods to the time necessary for loading and unloading of goods and equipment. Any vehicles not used for this purpose shall be parked in the parking area outside the exhibition area. The unload and stop-over of containers or detachable parts from non-self-propelled vehicles are prohibited.

**No motor vehicles shall be allowed into the exhibition halls.**

**IT IS STRICTLY FORBIDDEN FOR EXHIBITORS OR FITTERS TO USE FORK LIFTS, MOBILE CRANES, AERIAL PLATFORMS, ETC. INSIDE THE EXHIBITION CENTRE. IN CASE OF BREACH, FIERE DI PARMA SHALL IMMEDIATELY STOP THE EQUIPMENT AND ORDER ITS REMOVAL; THE EXHIBITOR SHALL BE SUBJECT TO A FINE OF € 1000.00**

#### 2.4. Removal of exhibited samples and of fittings. Return of stand areas

Dismantling of stands and removal of fittings and exhibited goods shall be carried out in the days and at the times indicated below:

DAY		EXHIBITORS	
		from	to
May 31	FRIDAY	08:00	19:00
June 01	SATURDAY	08:00	19:00
June 02	SUNDAY	08:00	19:00

**THURSDAY 30 MAY FITTERS SHALL NOT BE ALLOWED IN.**

**STAND DISMANTLING AND DISASSEMBLING OPERATIONS SHALL START EXCLUSIVELY FROM 8:00 ON FRIDAY 31 MAY.**

**EXHIBITORS SHALL LEAVE PRE-FITTED STANDS BY 20:00 OF 30 MAY 2024, using the dedicated internal parking area made available during the**

**event. ANY EXTENSIONS SHALL BE AGREED WITH THE OFFICIAL FITTER.**

**Exhibitors not removing their products immediately are invited to attend to their stands during the opening hours of the Exhibition Centre.** The clearance of stands, irrespective of their location, shall be completed by 19:00 of 02 June 2024. Should this not be done, clearance shall be carried out according to the General Conditions for Participation in the Show. Exhibitors shall be liable for any damage or thefts that may occur during the Show or during fitting out and dismantling. Should the stands not be cleared by the term specified above, Fiere di Parma shall automatically consider the material remained in the parking area as waste to be disposed of at public dumping grounds and the Exhibitor shall bear all direct and indirect expenses paid for clearance, in addition to a fine of € 1000.00 + VAT and without prejudice to the right to request compensation for additional damages.

**During the stages of production, installation and disassembly, paint containers, carpet residues, tapes on the ground, any residues from installations and waste of any nature must absolutely be removed and disposed of at the expense of the Exhibitor/Installer. Failure to comply with this provision will result in Fiere di Parma charging Exhibitors with the costs incurred for the removal and disposal of waste, in addition to a € 1000,00 fine.**

**For extensions of the access time to the exhibition centre, the authorisation shall be granted at Fiere di Parma's sole discretion against the money consideration notified by the SATE Office.**