



**TECHNICAL REGULATIONS OF THE EXHIBITION AREA.**  
**(Basic information of the Area)**

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## **ADMISSION TO THE AREA**

The exhibition is open to the visitors – both businessmen of the sectors involved and general public – holding the entrance pass for exhibitors in the days and times set by the Organizers – who also reserve the right to change them, if need be, during the exhibition (refer to the Technical Regulations of Exhibition). People and vehicles in charge of transporting goods can access the Exhibition Area in the set days and times exclusively provided with a pass issued by Fiere di Parma S.p.A.

In order to allow the free entrance to Exhibitors and their personnel to the event, the Organizers shall prepare suitable passes that are regulated by the “Exhibition File” and whose use entails the acceptance of this regulation. The Exhibitors shall be entirely responsible for the behavior of all the people who are given entrance passes, as well as the behavior of their own employees, assistants and collaborators in performing their tasks. Any activity not pertaining to the purposes of the exhibition under way, even though it does not have any profit-making purposes is strictly prohibited inside the Exhibition Area.

Vehicles gain access to the Exhibition Area through the authorized goods entrances; goods transport motor vehicles can be parked inside the Exhibition Area only in their suitable spaces assigned to the pavilion where their booth is located and cannot stay beyond the Area closing time. In order to prevent harmful gases from building up and limit risks deriving from circulation, goods transport vehicles (trucks, motor vehicles, road trains, etc...) cannot gain access inside the pavilions. If need be, Fiere di Parma S.p.A. can authorize their entrance by setting out times and modalities according to which all the relevant operations are to be performed (that means when they can enter, where they can maneuver and park, how safety must be guaranteed to the bystanders – Refer to the Technical Regulations of the Exhibition).

In case of failure to comply with the admission times and relevant modalities, Fiere di Parma S.p.A. can revoke the pass. During the exhibition days the Exhibitors’ vehicles can be only parked in the areas indicated by Fiere di Parma S.p.A. in the opening times by displaying the suitable pass. Goods replacement, supply and arrangement shall be allowed during the Exhibition restricted to the times provided for. Only hand-carried packages can enter the pavilions (the use of any type of trolley or lift truck is prohibited).

## **DESCRIPTION OF THE COMPANY AREAS AND MODALITY OF ADMISSION TO THOSE AREAS WHERE INSTALLATION OPERATIONS ARE TO BE CARRIED OUT**

The exhibition area of Fiere di Parma S.p.A. features external parking lots for visitors and Exhibitors as per the following list:

- park B WHITE;
- park B1 ORANGE;
- park C BLU;

Parking lots are all paved.

The following pedestrian entrances are present in the area of Fiere di Parma spa: East reception, South reception and West reception.

The area facing the East ticket office is covered by tensile structures with plastic awnings that undergo heating through suitable infrared ray equipment in case of snow.

All entrance areas are paved with asphalt.

Some infrared lamps are placed near the ticket check areas at entrances for the localized heating of station

Vehicle entrances are: G1, G2, G3, G4, G5, G6 e G7.

The whole exhibition area is enclosed by a two-meter-high chain link fence with 3 rows of barbed wire on top.

The settlement consists of an exhibit area taking up an area of approximately 200,000 sq m, near the A1 expressway, made up of 8 main separate buildings:

- Pavilion 1 and office building;
- Pavilion 2;
- Pavilion 3;
- Pavilion 4;
- Pavilion 5;
- Pavilion 6;
- Pavilion 7;
- Pavilion 8;
- Warehouse.

Pavilion 1 and office building: the building consists of an area on the West side that takes up one above-ground single floor to host exhibition halls (pavilion 1) and of an area consisting of two floors to host offices and conference halls.

Pavilions 2 and 3: recently built to host exhibitions.

Pavilions 4, 5, 6, 7, 8: built at a different time to host exhibitions.

Warehouse (not available to the exhibitors): used as storehouse of electrical supplies and to store exhibit activity goods.

The image below shows the whole lay-out.



### **Modalities of admission to the areas where works will be carried out.**

The exhibiting companies shall submit the list of companies and the name of the person in charge of works execution before the beginning of works through the suitable form contained in the Technical Regulations of Exhibition (Z3 Form "Assembling companies ID"). The staff shall display their ID badge with photography, worker's personal details and information on the employer as set forth in art. 26, paragraph 8 of the Legislative Decree no. 81/2008.

Both the exhibiting and assembling companies undertake to abide by that which is contained in the Technical Regulations of Exhibition when accessing the Exhibition Area.

Admission times and modalities are specified in the above-mentioned Regulations. The plans supplied to the participants usually contain information regarding:

- lay-out of exhibition relating to pavilions and external areas;
- indication of the longitudinal aisles inside pavilions to be kept cleared of any materials and waste, highlighted in yellow;
- lay-out of storage areas of materials and waste reserved to the Exhibitors who have booked the suitable disposal service;
- road network inside the exhibition area;



- plan showing the escape routes and fire control points.

## TECHNICAL SUPPLIES – SERVICES

### Fixed installations.

The exhibition area features the following fixed installations:

- Electrical system
- Water supply system
- Compressed air system
- Telephone system
- Fire-fighting system
- Sprinkler system
- Heating system
- A/C system
- Internet
- Audio/video system

The exhibition area also features the following permanent equipment:

- Electrical panels
- Fixed fire-fighting devices
- Anchoring points

Fiere di Parma S.p.A. provides services and technical interventions upon the Exhibitor's request. If they are provided or carried out within the Exhibition Area are exclusively assigned to official suppliers, who operate in compliance with the terms and conditions that Exhibitors can check by consulting the "Technical Regulations of Exhibition".

Such conditions are meant to be acknowledged and accepted by the Exhibitor by requesting the supply or service. Fiere di Parma S.p.A. regulates but does not organize the technical services, therefore they refuse any responsibility regarding their execution; any complaints shall be filed and submitted to Fiere di Parma S.p.A. in writing.

In particular:

- Connections to the fixed installations present in the area – connections relating to power supply, water supply, compressed air, telephones can be carried out only by the personnel of the companies authorized by Fiere di Parma S.p.A. ;
- Goods handling – for all the operations of goods portorage, transport, loading and unloading to be carried out within the Exhibition Area, in the event that the Exhibitors do not use their own vehicles and workforce, they shall make use exclusively of the authorized handling company of Fiere di Parma S.p.A. ;
- Surveillance Services: the service can be exclusively provided by the institution authorized by Fiere di Parma S.p.A. (I.
- Booth cleaning service: for all booth cleaning operations, if the Exhibitors do not use their own personnel, they shall make use exclusively of the suppliers authorized by Fiere di Parma S.p.A. .

**Each requested service** in the Exhibition Area during the installation/dismantling stages **shall be directly paid to** Fiere di Parma S.p.A. when they are requested, **NEVER TO THE OFFICIAL SUPPLIERS MENTIONED ABOVE**. In the event that the Exhibitors should use their own booth assemblers and coordinators and they should cause defaults of any kind, the Exhibitor shall be held responsible for such defaults. That which is set forth in the "Technical Regulations of Exhibition" is valid for the terms and conditions of supply, assessment and measurement methods, unit prices. The Exhibitors shall see promptly to the installation of their own booth. Fiere di Parma shall not be held responsible for the delayed or loss of supply and activation of services. If the Exhibitors has installed their own booth late and/or they have not enabled Fiere di Parma S.p.A. to see to the installation of the systems, no compensation or indemnity whatsoever can be claimed to Fiere di Parma S.p.A. in case of delayed or loss of supply and activation of services. Fiere di Parma S.p.A. shall not be held responsible toward the Exhibitors for any damages caused to them or third parties, even by contractors or exclusive dealers of services and supplies. Exhibitors shall take on every responsibility toward third parties and as of now they waive any claims toward Fiere di Parma S.p.A.

Exhibitors undertake to allow the passage inside their booths of:

- power cables
- water supply or outlet pipes
- pipes for compressed air
- other structural installations



besides aerial and floor structural installations or structural installations along vertical elements. Exhibitors shall build their own stand ensuring both the practicability and accessibility of the plant supply points and fire-fighting devices and fire control points which are permanently installed in the Exhibition Area.

#### **ELECTRICAL SYSTEMS**

Fiere di Parma S.p.A. makes the electric power available with the same characteristics as the one supplied by the supplying companies.

Each Exhibitor is a prospective user and they cannot give electric power to third parties.

**N.B.: all the electrical systems present inside the premises of Fiere di Parma S.p.A. must be considered to be live, even in the event of temporary cutoffs. Pavilions are outfitted with electrical panels at Exhibitors', Assemblers' disposal, etc...and boards to supply power to the booth. In case of anomalies of the service outlets or electrical systems in general, immediately contact SATE (In-fair Technical Services for Exhibitors) of Fiere di Parma SpA. It is strictly prohibited to intervene on the electrical service systems or personally perform the connection of the power system of the booth.**

#### **Electric power request.**

The electric power user shall fill out the online portal "Electrical connections– B1 Form". Exhibitors must indicate the place where the connection is located on the technical detail plan of booth. Exhibitors or their booth assemblers shall deliver the conformity certificates of the electrical system to SATE before the beginning of the exhibition. Failure to deliver them will authorize Fiere di Parma S.p.A. to verify the compliance of the electrical system with the safety regulations through their own technicians. Fiere di Parma S.p.A. shall arrange the connection in the closest spot to the exhibit booth; if need be, Exhibitors shall see to the laying of a proper electrical system connected to the power point of delivery. Performing the connection on one's own or tampering with the systems of Fiere di Parma S.p.A. is strictly prohibited; otherwise Exhibitors shall be liable for any disruptions, malfunctions and damages resulting from connections carried out by unauthorized personnel. The points of delivery from which the electric power is delivered shall be easily accessible for inspection and cleared of any hindrance to allow for the check and connection by the personnel in charge.

Exhibitors undertake to use qualified companies or their own skilled workers to execute electrical systems as set forth in the MD 37/08. Electrical installations inside the booths shall be entirely charged to the Exhibitor and shall comply with the MD 37/08 and C.E.I. (Italian Electrical appliance control Committee) regulations, with particular reference to the regulations relating to places of public entertainment (CEI 64/8 sections 751 and 752).

**In order to know all the general supply terms and conditions it is compulsory to read that which is written inside the chapter "Electrical connections" in the Technical Regulations of Exhibition.**

#### **COMPRESSED AIR SYSTEM AND WATER SUPPLY CONNECTIONS**

The supply is included in the exhibit areas outfitted with this service.

The Exhibitor shall fill out the online portal ("Water supply connections and compressed air" – C1 Form) to obtain this service. Connections to the booths shall be carried out solely by the supplier authorized by Fiere di Parma S.p.A.; Exhibitors are strictly prohibited from carrying out the connections on their own. It is prohibited to make changes to the installation conditions the way they are delivered to the Exhibitor. The points of delivery from which the service is delivered shall be easily accessible for inspection and cleared of any hindrance to allow for the check and connection by the personnel in charge. The contract supply to the booth for the water supply connection includes water supply system, its relevant outlet and the compressed air supply system for the compressed air connection. All systems are executed according to that which is described in the booking form; the service point of delivery to the booth shall be the technical final choice of Fiere di Parma S.p.A.

The following works such as connections of sinks, coffee machines, dishwashers and their relevant outlets, connections to operating machinery shall be entirely charged to the Exhibitors who must use materials laid down to the highest standard in order to ensure the perfect tightness of supplies and outlets. Any damages resulting from defects of the equipment or from changes and breakages caused to the networks shall be charged to the Exhibitor.

It is forbidden to discharge waste water into the exhibition hall sewage system without the use of special waste discharge piping to be fitted into specific traps.

No waste that could corrode metal and concrete, or substances liable to solidify or unpleasant smelling wastes may be discharged. Water and compressed air cocks and on-off valves shall never be left open during the exhibition closing



hours.

Water is usually supplied to the booth at a pressure of about 4/5 Bar. The compressed air is usually supplied to the booth through a bayonet quick coupler 1/2" in diameter and delivery pressure ranging between 6 and 7 bar.

Fiere di Parma S.p.A. does not guarantee any minimum flow rates or pressures; possible water supply interruptions shall not be deemed a condition to terminate the supply contract regardless of how long they last. In particular Fiere di Parma S.p.A. reserves the right to interrupt these services for the time they will deem it to be opportune and this shall not entitle the Exhibitors to any compensations for damage or indemnifications.

Fiere di Parma S.p.A. will not be held responsible for the possible damages to people or property ensuing from the use of the systems. Fiere di Parma S.p.A. declines any responsibility concerning damages or defects that may be ascribed to the quantity or quality of supplied air and water.

The Exhibitor shall allow the passage of power cables, water supply or outlet pipes, pipes for compressed air, besides aerial and floor structural installations or structural installations along vertical elements. Exhibitors shall build their own booth ensuring both the practicability and accessibility of the plant supply points and fire-fighting devices and fire control points which are permanently installed in the Exhibition Area. The Exhibitor shall leave the supply points of water, compressed air, electrical panels accessible to be inspected, cleared of any hindrance at any time in order to allow the connection, inspection and intervention by the personnel in charge.

**In order to know all the general supply terms and conditions it is compulsory to read that which is written inside the chapter "Water supply connections and compressed air" in the Technical Regulations of Exhibition.**

#### **OTHER SERVICES SUPPLIED UPON REQUEST**

##### **CLEANING SERVICES**

Fiere di Parma S.p.A. shall make a cleaning service available for booths through their own official suppliers:

- during the opening times of pavilions (emptying paper waste baskets once a day)
- when pavilions are closed (sweeping floors, cleaning carpets, dusting furniture (except for fragile items))

**In order to know all the general supply terms and conditions it is compulsory to read that which is written inside the Technical Regulations of Exhibition.**

##### **TELECOMMUNICATION SERVICES (INTERNET, TELEPHONE)**

The Exhibitor must indicate the place of connection on the technical detail plan of booth.

Supply of lines and telephone sets as well as of the Internet, Wi-Fi, PC connections and other office equipment connections is limited to the Fair availability.

The telephone connection may be performed, at Fiere di Parma S.p.A.'s sole discretion, either through a direct line or through the Fair's switchboard; the service is rendered as supplied by the distribution company. Interruptions and operating defects shall not entitle the contracting party to rescind the contract nor entitle the same to request damages for having failed to make use of the service; Fiere di Parma S.p.A. shall not be held liable for faults or interruptions whatever their cause may be.

The telephone connection and the Internet connection to the stands shall be carried out only by the supplier authorized by Fiere di Parma S.p.A.; Exhibitors are absolutely forbidden to carry out the connections on their own. It is forbidden to modify the installation conditions as are provided to the Exhibitors. Points of delivery for the service must be easily accessible for inspection and free from all obstructions so as to allow their checking and connection by authorized personnel.

The exhibitor shall personally collect the telephone appliance from the Technical Service (SATE) and shall return it to the same immediately after the exhibition is over.

The Exhibitor undertakes to keep the appliance in a good condition; Fiere di Parma S.p.A. refuses all responsibility for theft of the appliance or damage to the same whatever their cause may be, it being understood that he shall be charged for repairs following damage to the appliance, or in case of failure to return it, according to the current price list values

**In order to know all the general supply terms and conditions it is compulsory to read that which is written inside the chapter "General supply conditions" in the Technical Regulations of Exhibition**



### **HANDLING SERVICE**

Fiere di Parma S.p.A. makes a handling service available supplied through the official supplier of Fiere di Parma S.p.A. The Exhibitor shall fill out the suitable form ("Handling" – F3 Form) to obtain the service supply.

This form is intended to provide the handling company with the suitable information in order to prepare the equipment to supply the best service. Any request submitted during the outfitting and dismantling phases directly at the Fair shall be satisfied only after satisfying all the reservations previously received and according to the availability of personnel and machinery.

**In order to know all the general supply terms and conditions of such service it is compulsory to read that which is written inside the chapter "Request for Goods Handling" in the Technical Regulations of Exhibition.**

### **Waste disposal.**

As far as any waste production inside the Exhibition Area is concerned, we remind you that accumulating processing waste materials is prohibited. The resulting materials must be immediately moved away from pavilions, notably such material must not obstruct spaces outside the assigned operating areas, it must not block spaces near the signaled exit routes. Moreover, any combustible material must be immediately moved away as it is produced (packagings, paper, cartons, cardboard, plastic materials, etc...).

### **Overhead rigging/hanging.**

We remind the Exhibitors that they cannot install overhead rigging/hanging on their own. If need be, they must promptly submit a project with technical features to the outfitting office which will assess its feasibility and issue the relevant quotation. In case of acceptance, rigging/hanging will be assembled and installed by technicians appointed by Fiere di Parma.

### **EMERGENCY MANAGEMENT**

The Emergency Plan of Exhibition Area is the reference document for the management of emergency situations.