

TECHNICAL REGULATION FOR THE EXHIBITION EXHIBITION CENTER REGULATIONS

Bologna, 7.11 november 2018



The future,
today.

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INTERNATIONAL AGRICULTURAL
AND GARDENING
MACHINERY EXHIBITION

TECHNICAL REGULATION FOR THE EXHIBITION

1. PRELIMINARY NOTICE

"Organizer" stands for FederUnacoma S.u.r.l.
 "BolognaFiere" stands for BolognaFiere S.p.A.

2. SPECIAL REGULATIONS


2.A - DATES, TIMES AND VENUE OF THE EXHIBITION


The Exhibition will take place from 7 to 11 of November 2018 in the Bologna Exhibition Center and will be open at the following times: from 09:00 a.m. to 6:30 p.m. Exhibitors and employees may reach their stands from 8:00 a.m.


2.B - AVAILABILITY OF STANDS

Stands will be made available to Exhibitors according to the following calendar. On Sunday, October 28th, access to Halls will be chargeable. The tariff, which shall be paid directly to BolognaFiere, will be indicated in a dedicated notification. Access to Halls will be allowed non-stop from 07.00 to 19.00.

HALL	DATE										
	Sat 27/10	Sun 28/10	Mon 29/10	Tue 30/10	Wed 31/10	Thu 01/11	Fri 02/11	Sat 03/11	Sun 04/11	Mon 05/11	Tue 06/11
14											
15											
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31											
32											
33											
34											
35											
36											
18ter											
22bis											
25bis											
25ter											
33bis											
33ter											
36bis											

 Halls available to Exhibitors

 Access to Halls chargeable

 Halls not available to Exhibitors

2.C - ACCESS TO THE EXHIBITION CENTRE IN THE PERIOD OF SETTING UP AND DISMANTLING

Access to the Bologna Exhibition Centre during the setting up and dismantling days is subject to registration through the GATE and TERMINAL services of BolognaFiere, which will be accessible through the reserved area of the website www.eima.it, accessible with the credentials that will be sent to the Exhibitors by the Organizer.

2.C.1 - GATE

In the GATE system, you will need to enter the names of the Exhibitors' personnel and vehicles that will access the Exhibition Centre. The Exhibitor must also carry out the procedure of Assignment to its installation and supply companies. This procedure will generate a password, with which the above companies will be able to directly access the GATE service, register their personnel and vehicles and print the relevant entry documents. Access to the Exhibition Centre will not be allowed for Exhibitors and their installers/suppliers who have not registered on this site and have not printed the entry documents. The suppliers/hauliers who will access the exhibition centre to deliver materials on behalf of the Exhibitor must also have the appropriate Delivery Note (DDT) showing the identification details of the Exhibitor, such as the Exhibitor's company name, pavilion and stand. Suppliers who present themselves with a Delivery Note without such data will not be allowed access to the Exhibition Centre. In accordance with current legislation on health and safety at work, it is the responsibility of the Exhibitor (client) to verify, as it relates to the work to be assigned, the fulfilment of the technical and professional requirements of the contractors, of all the contractors and self-employed workers who will operate in the Exhibition Centre on behalf of the Exhibitor.

2.C.2 – TERMINAL

For vehicles of any type to access the Exhibition Centre, in addition to being accredited through the GATE they will need to be registered through the TERMINAL, which will regulate their entry and stay. The procedures and details for the use of the terminal, located next to the multi-storey car park at the Michelinino gate, will be forwarded to the Exhibitors with a special notice and published on the event's website www.eima.it.

For the purposes of the occupational safety regulations, BolognaFiere and the Organizer will also be able to define additional criteria for accessing the Exhibition Centre during installation and dismantling.

2.C.3 - PRESENCE INSIDE THE EXHIBITION CENTRE

During the setting up and dismantling periods, access to the Exhibition Centre by people and vehicles must take place according to the indicated times.

The installers present in the Exhibition Centre will be able to continue their work for one hour after the aforementioned times. Access to the pavilions and other internal facilities for vehicles, forklifts and any other NON-ELECTRIC or internal combustion equipment is forbidden.

Stopping in the vicinity of the pavilions will have to be limited to the time strictly necessary for unloading and loading goods and equipment: vehicles not used for these operations must be left in the areas reserved for parking. BolognaFiere and the organizer will be able to define, also for the purposes of occupational safety regulations, particular criteria for access to the Exhibition Centre during the setting up, as well as limiting access to vehicles and/or providing for charges in case the vehicles are present outside the spaces and/or times defined by the Organizer. For safety reasons, Exhibitors and their installers and suppliers are allowed to use forklifts and other towing vehicles belonging to them within the exhibition centre only if the related documentation has been submitted for BolognaFiere's verification of adequacy and suitability. The verification request will be forwarded to the Operations Division of BolognaFiere, using the appropriate form.

In case of entry and use of lifting equipment without prior authorization, BolognaFiere will immediately block or remove the vehicle at the risk and expense of the exhibitor or the owner of the vehicle. The above provisions do not apply to transport vehicles equipped with an on-board crane arm, which can operate inside the halls only if equipped with pipes for disposing of the engine exhaust fumes outside the halls. Furthermore, for safety reasons it is strictly forbidden to leave vehicles inside the Exhibition Centre during closing hours. In case of unauthorized presence, BolognaFiere will take action to obtain the forced removal of vehicles outside the Exhibition Centre, at the risk and expense of the owner of the vehicle. It should be noted that on November 6, vehicles will be strictly forbidden from accessing all the pavilions, while it will be possible to continue operating with hand trolleys, which can be booked at BolognaFiere's supplier, to be delivered in the Exhibition Centre. Access of transport and lifting vehicles in the halls is forbidden, with the exception of electric forklifts as well as vehicles explicitly authorized by BolognaFiere and/or by the pavilions' control staff (in case any alternatives for unloading particularly bulky and heavy materials are objectively impossible).

2.D - REMOVAL OF EXHIBITION MATERIAL AND STAND EQUIPMENT

Access to Halls for stand dismantling and exhibition material removal will be allowed according to the following calendar.

HALL	DATE			
	Mon	Tue	Wed	Thu
	12/11	13/11	14/11	15/11
14				
15				
16				
18				
19				
20				
21				
22				
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31				
32				
33				
34				
35				
36				
18ter				
22bis				
25bis				
25ter				
33bis				
33ter				
36bis				

Halls available to Exhibitors

Access to Halls chargeable

Halls not available to Exhibitors

Access to Halls will be allowed non-stop from 07.00 to 19.00.

All Stands must be cleared by 8:00 p.m. on the last day indicated in the above calendar. Should these terms not be respected, Exhibitors will be required to cover all clearing and removal costs, and will be fined a further € 300.00 for each day the goods remain in the exhibition area or in storage. All goods remaining in the exhibition area 60 days after the end of the exhibition will be sold according to the provisions set out in the "General Terms for Participation in the Exhibition". All Exhibitors will be held personally liable for any damage done or theft which might take place both during the exhibition period as well as during furnishing and the removal of exhibition materials.

2.E - TERMS OF PAYMENT

As foreseen in art. 4, of the "General Regulations", all accounts must be settled 45 days before the opening of the Show. The "exit permit", which can in any case not be released to the Exhibitors that have not provided for the final payment of their every direct or indirect debt, does not constitute receipt of payment for the outstanding amount owed for the participation in the show, and will only be valid for the vehicle indicated thereon.

2.F - SURVEILLANCE AGAINST THEFT, LIABILITY FOR THEFT AND DAMAGES, RELIEF OF RESPONSIBILITY OF BOLOGNAFIERE SPA, INDEMNITY CLAUSE, INSURANCE

Each Exhibitor must arrange, either personally or through its staff, to keep watch over its own stand during opening hours of the Exhibition. Exhibitors are obliged to keep their exhibition area under surveillance with their own personnel during the entire duration of the fair. Exhibitors are the sole responsible for the surveillance, during the entire fair (including assembling and disassembling operations), of all materials, goods and objects contained in the exhibition area. As such, Exhibitors are obliged to relieve BolognaFiere from any losses, damages, liabilities, costs or expenses, including legal fees, derived from the use of the designated stand and exhibition area.

Even though BolognaFiere Spa provides a general 24-hour surveillance service inside the Fair Center for the entire period of the Exhibition including those days set aside for the setting up and clearance of stands, it is not liable in any way whatsoever for eventual theft or damages suffered by the Exhibitor. The Exhibitor will be responsible also to BolognaFiere Spa for all damages, direct or indirect, which for any reason are attributable to him or any staff working for him (including damages caused by the equipment, exhibition material or installation systems executed by him or third party hired by him, even if they been inspected by BolognaFiere Spa). Damages payable due to theft or damage against the Exhibitor, even outside the opening times of the exhibition halls, including the days for mounting and removing the stands, will be ensured by insurance cover.

The Exhibitor will benefit from the following insurance coverage stipulated by the Organizer:

- A) all Risk guarantee, (including fire and theft) for material and direct damage to furniture, installations, equipment and goods on the stand, excluding money, valuables and the like and excluding software installed on computers and excluding damages from non-use of the furniture, installations, equipment and goods during the Exhibition - coverage € 26,000.00 first absolute risk;
- b) cover for the Exhibitor's civil responsibility towards third parties - combined single limit, € 1.500.000,00;
- c) cover for civil responsibility towards workers employed by Exhibitor - combined single limit, € 500.000,00.

The forms of insurance cover listed are regulated by the conditions and limitations available on request from the event's organizational secretariat, and they will be included in the relevant form, that can be downloaded from the Exhibition website. The insurance cover listed above does not rule out the Exhibitor's responsibility for all the risks which in the Exhibitor's autonomous assessment are not guaranteed or may exceed the limits of insurance coverage under the previous point. The Exhibitor will be responsible for any opportune complementary cover. In particular, as a function of the presence of a video-surveillance system, the Exhibitor takes note of the fact that, in case of theft, the relative statement filed with the Public Authorities must reach the insurance company no later than seven days after the end of the event and that failure to respect this deadline may involve loss of any right to compensation. To request eventual complementary cover, at his own expense, the Exhibitor can use the aforementioned form folder. The Exhibitor renounces any claim against all Exhibitors, the Organizer and BolognaFiere. In any case, the Exhibitor accepts the obligation to insert in any complementary insurance cover agreement, the insurer's renunciation of any claim against the Exhibitors, the Organizer and BolognaFiere and, in the absence of any such provision, will maintain their immunity from any action that might be advanced against them. In view of the above, the Exhibitor, in any case, on his own behalf and on behalf of his collaborators or representatives, exonerates the Organizer and BolognaFiere of all responsibility for losses or damage that occur, for whatever reason, in the assigned exhibition space, during installation or disinstallation, and whatever is present there, and assumes responsibility in his own behalf for eventual damage also caused by third parties in managing the exhibition space, or by whatever may be introduced into it, that is not covered in the terms and ways indicated above or those activated by the Exhibitor himself.

3. STAND SET UP

3.A - DEFINITION OF THE TYPE OF SETUP

3.A.1 - Standard setup

Stands that meet all the following conditions are considered standard:

- a. stand height not greater than 1.50 m, except those located in Sectors VI – Irrigation equipment (Halls 21 – 22 – 22bis) and XII – Components, accessories and spare parts (Halls 15 – 18 – 20bis – 20), whose maximum stand height is 2.50 m;
- b. if metallic lattice structures are used, these must have a free structural clearance not greater than 8.00 m and a total length not greater than 32.00 m;
- c. if horizontal structures made of metal or other materials are used, these must have a free structural clearance not greater than 4.50 m.

3.A.2 - Non-standard setup

Stands are considered non-standard if having any of the following features:

- a. stand height greater than 1.50 m, except those located in Sectors VI – Irrigation equipment (Halls 21 – 22 – 22bis) and XII – Components, accessories and spare parts (Halls 15 – 18 – 20bis – 20), where a stand is considered non-standard if the height crosses 2.50 m;
Stands higher than 3.50 m will be subject to testing.
- b. stand with "American" type lattice structures with free structural clearance greater than 8.00 more total length greater than 32.00 m. horizontal structures made of metal or other materials having a free structural clearance greater than 4.50 m;
- d. upper floors, even if closed to the public;
- e. platforms higher than 0.80 m.

3.B - PRESCRIPTIONS FOR STAND SETTING UP

The Exhibitor must fill up and submit, to the related recipients, whose details are reported on the relevant form, all the documents and declarations mentioned in this Regulation and in the mandatory forms, available on the website www.eima.it. In case of non-compliance to the delivery instructions for each form, BolognaFiere and/or the Organizer reserve the right to take all the measures deemed as opportune – including the closure of the stand – in order to guarantee the safety conditions, being understood that the Exhibitor shall bear all civil and penal liabilities.

The Exhibitor acknowledges that the Exhibition Centre is categorised as a public show venue and undertakes to observe and ensure that his employees and co-workers observe the relevant standards and comply with all the provisions and formalities envisaged for these spaces. BolognaFiere has the right to apply to the Commissione Provinciale di Vigilanza sui Locali di Pubblico Spettacolo (Provincial Commission for Supervision of Public Show venues) for authorisation to hold the Exhibition. Exhibitors must in all circumstances observe the instructions given by the BolognaFiere Security Service to permit use of the stand.

The Organizer and BolognaFiere, jointly or separately, reserve the right to have stand fittings and utilities modified or removed if they do not meet the provisions and rules stated in these Regulations.

All responsibility regarding the static design and conformity of the stand set-up materials with current applicable fire regulations, the set-up, implementation and use of utilities and personal injury or damage to property of BolognaFiere, the Organizer or third parties lies exclusively with the Exhibitor, who expressly relieves BolognaFiere and the Organizer from any liability for damage that may result from defects of design and construction.

By virtue of the signed participation contract, the Exhibitor is the only responsible party towards the Organizer and consequently towards BolognaFiere as it is the owner of the spaces. In the event of failure to observe these regulations and those stated in the General Regulation BolognaFiere will be entitled to take action against the company. If this results in the adoption of measures additional to the general safety conditions, corresponding expenses may be charged (to be evaluated at no less than € 300.00 every 16 sqm of exhibiting space) or an injunction may be given for the stand to be partially or totally dismantled and declared unfit for use. In the event of failure to observe the safety rules, the Exhibitor may be reported to the judicial authorities.

3.C - REQUEST FOR AUTHORIZATION FOR STAND SET-UP

3.C.1 - Standard set-up

Standard set-ups (Ref. 3.A.1) will be automatically approved. Exhibitors are therefore not requested to forward the Organizer or BolognaFiere the project.

The organizer and BolognaFiere, even separately, reserve the right to verify, during stand setting up days, the compliance of the stand with the criteria for standard set-ups.

Only for building up utility rooms on the border of the stand, it will be enough to forward the Organizer the written authorization from the neighbouring Companies, without having to forward the entire project.

3.C.2 - Non-standard set-up

If a stand is classifiable as non-standard (Ref. 3.A.2), the Exhibitor is required to transmit for approval, to the Organizer (Eventi Office FederUnacoma Surl, - allestimenti@unacoma.it), and to BolognaFiere (tecnico3@bolognafiere.it) the complete project, including 3D visualizations, stamped and signed by a qualified technician, no later than 21 September 2018. The Organizing Committee will approve the project and will communicate it to the company, which is obliged to keep all the documentation and show it during the event in case of complaints by the EIMA officers. In the absence of such authorization, the construction of a standard set-up will be mandatory. In the event that the Exhibitor is unable to submit the complete documentation project signed by a qualified technician, the Exhibitor may use the "project compatibility evaluation and stand inspection service" of BolognaFiere. Please refer to "Form 0" for the procedures and fees. It should also be noted that for the non-standard set-up, it is compulsory to have the test carried out exclusively by BolognaFiere, at the expense of the exhibitor at the rate specified in "Form 0".

For projects sent after September 21, 2018, the verification costs will be increased due to delayed submission of the technical documentation, as defined on the mandatory form 0.

For projects sent after October 19, 2018, verification and possible authorization of the technical documentation can not be guaranteed. Consequently, for non-standard structures installed without prior authorization and detected directly at the Exhibition - **without prejudice to the faculty of the Organizer and BolognaFiere to impose the modification or removal of the same** - we will proceed with the verification and validation of each single project, charging to the Exhibitor varying between a minimum of € 1,000.00 and a maximum of € 4,000.00.

Authorization for walls and set-ups height.

Building of walls and set-ups higher than 1.50 m in all product sectors, except Sector VI – Irrigation equipment (Halls 21 – 22 – 22bis) and Sector XII – Components, accessories and spare parts (Halls 15 – 18 – 20bis – 20), will be

authorized only up to 30% of the length of each side of the stand.

For stand sides longer than 16 m, building of a single wall will not be allowed. The wall shall mandatorily be divided into segments, each distant not less than 5.00 m from the other, according to the following criteria:

- from 16.00 to 30.00 m, two segments of the same length;
- More than 30.00 m, three segments of the same length.

Furthermore, it will be mandatory to forward the written authorization from the neighbouring Companies to the above mentioned addresses, using the relevant form.

The above rules apply also to walls and set-ups inside the stand. The above rules do not apply to walls and set-ups adjacent to the hall walls, for which crossing the height limit is allowed for the desired length.

For stand measuring more than 1,000 m², for the above mentioned height limit crossing, it will be also mandatory to obtain the authorization from the Companies located on the other side of the corridor aisle, if their area crosses 1,000 m². For obtaining such authorization, the Exhibitor must forward the complete project, along with 3D renderings, to FederUnacoma Surl, who will forward the request to the Exhibitors located on the other side of the aisle.

For stand located in Sectors VI – Irrigation equipment and XII – Components, accessories and spare parts the standard height for walls and set-ups the standard height is 2.50 m. For building walls and set-ups higher than the standard, which will be allowed for the entire length of the stand, it will be necessary to obtain the written authorization from the neighbouring Exhibitors, using the relevant form. Without the above mentioned authorization, the project will automatically not be approved and the Exhibitor will be compelled to build up a standard stand set-up.

Authorization for platforms.

Building of platforms higher than 0.80 m is subject to the authorization from the Organizer and BolognaFiere, as well as from the neighbouring stands.

For stand measuring more than 1,000 m², for the above mentioned height limit crossing, it will be also mandatory to obtain the authorization from the Companies located on the other side of the corridor aisle, if their area crosses 1,000 m².

Authorization for complex structures.

For building-up of lattice structures ("American") of high complexity (i.e. having a total length above 32.00 m, counting both vertical and horizontal elements, and/or structural clearance higher than 8.00 m) or of horizontal structures in metal or other material having a structural clearance higher than 4.50 m, as well as upper floors, it is in any case mandatory to send by fax or certified email to BolognaFiere the project of the structure, signed by a certified technician, along with the calculation report, reporting the load during building up and dismantling, according to the building method of choice, as well as the correct assembly certificate at the end of the works.

In any case, BolognaFiere always reserves the right to analyze projects that, due to their importance, dimensions and dangerousness, fall out of the standard set-up category. The Exhibitor must mandatorily forward the technical sheets and the contact details of the technicians in charge for structures, for setting-up. For health and safety matters, as well as for all the plants. These terms apply also to structures in outdoor areas.

3.D - STAND DESIGNING AND BUILDING UP

3.D.1 - Stand delimitation

The Exhibitor must limit his display area to the area allocated to him, marked out either by painted lines or adhesive tape since no partition wall will be provided. The stand must not exceed the theoretical plane passing through the mid-point of the axis of the pillars located at the outermost walls of the stand.

3.D.2 - Back walls

The structures whose sides face adjoining stands or a corridor must be perfectly finished and painted in the neutral solid color white.

3.D.3 - Elevated areas and platforms

It is allowed to erect an upper floor stand dedicated to offices or reception areas (raised areas) that is at least 2.5 m above ground and occupies no more than 40% of the ground floor area. Said upper floor should not be built against the border of the stand. It is stipulated that upper floor stand must obtain written approval for the design by Technical Office of Bologna and the interested Exhibitor must require the technical specifications. It is as well allowed to construct platform, for which the Exhibitor shall keep into account all the rules for architectural barrier-free design.

Each platform must be connected to the ground of the hall, in the passages for public by rightly sized steps and a ramp, having a less than 8% slope. Each stand having a platform must be equipped with a ramp. Steps and/or ramps must not obstruct the aisles of the Hall.

3.D.4 - Countertops and false ceilings

In Halls 14 - 15 - 16 - 18 - 21 - 22 - 25 - 26 - 33 - 34 stand countertops and false ceilings are allowed only if they feature a wide meshes, in order to allow the functioning of the fire-extinguishing sprinklers.

3.D.5 - Glass walls

If the stand set-up includes glass panels in direct contact with the public, these panels must comply with directive 89/106/EEC "Construction products directive" enacted in Italy through Presidential Decree DPR no. 246 of 21/04/1993 and subsequent amendments and supplements. At the end of the set-up work, the stand fitter must fill in the declaration of completed assembly and submit it to the BolognaFiere Safety Office.

3.D.6 - Hoardings

It is allowed to exhibit, in its own stand, hoardings showing the trademark of the firm, positioned horizontally and vertically at a height above ground of 2.50 m.

The hoardings placed on the border between two adjacent stands may show graphics on the inner side only.

3.D.7 - Suspension points and anchors

Suspension points and anchors are allowed in halls 14-15-16-18-19-29-30-36 only.

The suspension points for anchoring to the hall structures shall be provided by BolognaFiere only, who will also perform testing of same. Please send your request for feasibility via email to tecnico3@bolognafiere.it.

3.D.8 - Emergency exits and escape routes

It is forbidden to obstruct or compromise the accessibility of the emergency exits and the escape routes of the pavilions, including the signs referring to them. The configuration of the exhibition spaces must always ensure their functionality and visibility.

3.D.9 - Accessibility of electricity and water supply points

The electrical power and water supply points (manholes, ducts, electrical panels) must be easily accessible and available for inspection and must be free of any obstruction so that they can be connected and subsequently inspected by BolognaFiere personnel. The stand set-up plan must show the point chosen for the connection. Information may be requested by emailing: tecnico3@bolognafiere.it.

3.D.10 - Fire extinguishers

Every Exhibitor is required to install at its stand, in a clearly visible, accessible, and indicated position, approved fire extinguishers according to the below table:

Stand area	Minimum number
Up to 50 m ²	1 fire extinguisher
From 51 m ² to 150 m ²	2 fire extinguishers
From 151 m ² to 300 m ²	3 fire extinguishers
More than 300 m ²	4 fire extinguishers

The extinguishers must be 6 kg. powder type for fire class 13A 89 B-C, approved for purposes of Italian Ministerial Decree of 20 December 1982. At its own unquestionable judgment, BolognaFiere's Safety Service can request an increase in the number of fire extinguishers in the stand. It is possible to rent the extinguishers, subject to availability, at the Sales Office, located in the Service Centre (Phone +39.051.28.28.16 - mail: vendite@bolognafiere.it).

In case of non-compliance, BolognaFiere reserves the right to intervene by placing the required number of fire extinguishers, charging an increased service fee: presently estimated between a minimum of € 50.00 and a maximum of € 100.00.

3.D.11 - Suspended loads and linkages

Suspended loads and the related suspension systems must be realized in accordance with the provisions of the Circular Letter of the Italian Ministry of Internal Affairs dated 01/04/2011, i.e. considering, apart from the main linkage (e.g. tie-rod, band, rope, chain, pole) also a safety linkage (e.g. tie-rod, band, rope, chain, anti-fall systems). "Suspended loads" refers to lattice structures (simple or "ring" type) or other types of beams/structures and their loads (including, but not limited to, for example screens, projectors, speakers, lights, engines for lifting other structures, etc.) which are linked to an above or below structure by means of a lifting device.

The above mentioned must be accompanied by all the documents mentioned in the aforesaid Circular Letter.

3.D.12 - Access to upper floors

Upper floors can be accessed through the lifts, whose specifications are here below reported:

Hall	Height	Width	Length	Load
15	4,00 m	2,90 m	8,50 m	12.000 kg
18	4,00 m	2,90 m	8,50 m	12.000 kg
20 frontone nord	4,00 m	2,90 m	8,50 m	12.000 kg
20 lato est	4,00 m	2,50 m	4,20 m	12.000 kg
34	4,00 m	3,00 m	7,50 m	12.000 kg

3.D.13 - Display of machinery segments or moving sections

Under the exclusive responsibility of the Exhibitor and in accordance with current laws and regulations on safety, on prior approval by the Organizing Committee, it will be allowed to exhibit cut-outs or sections of machinery in movement, by means of electrical appliances, aimed at illustrating the technology involved in the machine itself.

3.E - WASTE MANAGEMENT

3.E.1 - Set-up and knock-down

It is forbidden for Exhibitors and fitters, during the Exhibition set up and knock-down period, to abandon debris and/or wastes of any kind, in the exhibiting spaces and surrounding areas. Waste and residue from set up and knock-down period is removed by and at the expense of the Exhibitor and/or its employees. All hall aisles must be kept free of all waste and rubbish.

The Exhibitor and/or his contractor(s) must provide for waste disposal at their own expenses.

BolognaFiere personnel, present in every hall, will verify the respect of rules for the management of waste and residue. In case of anomalies, these will be recorded and sent to the internal appointed authorities.

The non-compliance will result in a penalty for the Exhibitor as a refund to the necessary costs incurred by BolognaFiere for a total minimum amount of Euro 300.00 for every 16 m² surface taken up by the Exhibitor.

3.E.2 - Exhibition

Waste produced during the exhibition must be delivered to the waste separation and recycling areas in the Exhibition Centre and separated by type (paper, glass, metal, plastic, and undifferentiated).

3.F - PROHIBITIONS

3.F.1 - Exhibition

It is forbidden:

- 1) to display complexes, made up of machinery manufactured by the Exhibitor and by other manufacturers;
- 2) the use of supporting platforms for machinery on show. Such prohibition does not apply to engines, separate parts, spare parts and any machinery which by its very nature cannot be simply placed on the ground; if this is the case, then this may be positioned on platforms as long as the height of the platform and the object to be exhibited does not exceed 120 cm. In any case, all platforms or supports must be of such a shape and material so as not to obscure the view of machinery exhibited on adjacent stands.
- 3) to display machinery without the suitable protection of those parts which might represent a danger to visitors.
- 4) to access the exhibition area during the opening time to any other kind of vehicle than cars.
- 5) to put on performances or entertainment, of whatever kind, nature or characteristic, even if they are confined to the stand or are intended to present or promote products, without the prior written authorization of the Organizer; the exhibitor shall obtain all the required authorizations from the relevant authorities for safety and public health etc.. whenever required.

3.F.2 - Setting-up and dismantling

It is forbidden:

- 1) to construct the stand floor on an in-situ cast concrete screed;
- 2) to apply loads to the structures of the halls, the walls, lighting pillars, etc.;
- 3) to attach to or suspend from the above-mentioned elements: posters, cables, panels, banners, stickers;
- 4) to fix to the floor moquettes or similar material using highly adhesive double-sided tape, tape with internal paper support or tape of weak consistency;
- 5) to damage the equipment belonging to BolognaFiere Spa and the structures of the halls;
- 6) to overload the hall floor with a distributed load higher than 1.000 kg/m². In case of concentrated loads, the Exhibitor shall implement (at his own expenses) all the required devices, in order not to cross the above mentioned limit and avoid any damage to the halls;
- 7) to enter the halls with vehicles with a total maximum weight when fully loaded greater than 12,000 kg;
- 8) to enter halls 15 - 18 - 20 - 33 - 34 with lift trucks with total weight when fully laden greater than 8,000 kg;
- 9) operate vehicles in the exclusively pedestrian tree-lined avenues, anywhere in the loading/unloading area including the perimeter lean-to roofs, and in general on all agglomerate cement slab and stoneware floors;
- 10) discharge waste water into the secondary drains in halls without the aid of special discharge pipes to be fitted into the drains; it is in any case forbidden to dispose of water containing substances that are corrosive for metals or concrete, solidifying substances, or foul-smelling water;
- 11) abandon pieces of stand construction materials or residues of any kind in the exhibition centre;

3.F.3 - Prohibitions for safety purpose

It is forbidden:

- 1) when performing works, to occupy space outside the stand with crates, pallets or stand set-up materials. If this cannot be avoided for proven technical reasons, the escape routes must be kept clear at all times. A company, using spaces outside its own stand must ensure that this does not constitute a hazard for workers from other Companies;
- 2) to use electric or gas stoves or heaters of any kind;
- 3) to smoke inside the halls or in the service areas (restaurants, bars, offices, conference rooms, etc.) or in the external areas near flammable materials, even during stand setting-up and dismantling times. The Exhibitor is responsible for enforcing the smoking ban in the stand;
- 4) to lift manhole covers;
- 5) to leave tools that have not been disabled or dangerous equipment unattended to avoid the risk of personal injury through contact;
- 6) to make direct connections or disconnections to the utilities (water, electrical energy, compressed air, telephone) either directly or through third parties not authorised by BolognaFiere. As regards the electrical system, during the stand set-up and dismantling stages, only the service sockets within the indicated power limits may be used. If these sockets are used, special care must be taken when positioning extension cables, which must be adequately protected and must not obstruct movement within the exhibition centre. In accordance with specific safety legislation, when using multiple sockets measures must be adopted to ensure that contact with live parts is not possible without the use of special equipment. During the dismantling stage, the Exhibitor must make sure that the electrical system has first been disconnected from the power supply;
- 7) to tamper with seals or locks on the electrical energy supply boxes;
- 8) to bring explosive, asphyxiating or otherwise dangerous materials into the exhibition centre, to light fires without taking due precautions or receiving the necessary authorisations from the competent authorities, and to introduce or use compressed or liquefied gas cylinders and to launch air balloons;
- 9) to leave machinery or motor vehicles with fuel-filled tanks on display;
- 10) to leave the electrical power supply to the stand turned on during the hours when the exhibition centre is closed, even during

the stand set-up and dismantling stages. Failing this, for safety reasons and in its sole discretion, BolognaFiere S.p.A. will instruct its Safety Service to disconnect the electricity, acting directly on the electrical cabinet at the stand. This action will be made known to the exhibitor by sticking an information label;

11) to store empty packaging or advertising material inside the stand in a greater quantity than may be considered, in the unquestionable judgment of the BolognaFiere Security Service, an adequate quantity for daily requirements;

12) to use any form of locomotion, with or without a motor, in the common interior and exterior areas (including electric vehicles, bicycles, scooters, roller skates, etc.);

13) the emergency lanes, escape routes or access ways to halls must not be obstructed, even temporarily, by vehicles or materials of any kind;

14) during the stand set-up and dismantling periods, Exhibitors are forbidden from organising meetings with their own personnel or with third parties inside the exhibition centre;

15) To use within the Exhibition Centre forklifts or other haulage vehicles, whose documents have not previously been verified by BolognaFiere.

3.G - VIOLATIONS AND PENALTIES

During stand setting-up phase, the Organizer and BolognaFiere, even separately, reserve the right to intervene for making the Exhibitor apply the criteria set in this Regulation, pointing out any violation and stopping, if necessary, the works until the modifications, required in order to comply with the Regulation, are done.

In the event the Exhibitor and/or the Contractor cannot provide for the necessary modifications for any reason, the Organizer and BolognaFiere reserve the right to intervene with their staff, charging the Exhibitor with the cost of the intervention.

The Exhibitor shall not be entitled to any claim for damages, that might occur due to the intervention, towards the Organizer, BolognaFiere or their staff.

4. SAFETY

4.A - OBSERVATION OF LAWS AND REGULATIONS

Exhibitors are required to scrupulously observe and ensure that all companies operating on their behalf observe all laws and regulations pertaining to worker health and safety and social security contributions for the entire duration of exhibition activities. Further information and requirements pursuant to applicable legislation in Italy are given in the Safety File.

Exhibitors shall accept all civil and criminal liability for damage deriving from failure to comply with or violation of workplace safety legislation and all the requirements set out in the General Conditions of Participation, in these Exhibition Technical Regulations, in the Safety File and in the Various Forms Booklet and shall release BolognaFiere and the Organiser from all claims for compensation made by third parties.

These documents can be viewed on the website www.eima.it.

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

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

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

4.B - SAFETY REQUIREMENTS AND PROHIBITIONS

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

- each Exhibitor is obliged to install in a clearly visible and accessible position in the stand a suitable extinguisher with characteristics as described in point 3.D.10 of these Regulations and to train personnel present in the stand in the use of the extinguisher;
- hydrants and related signages must be always kept visible and easily accessible;
- compliance with the limits established by legislation regarding emission of dust or noise and worker exposure must be ensured. If exposure is limited by providing personal protection equipment to employees, it must be verified that the emissions deriving from the activities do not pose a risk to workers from other companies;
- given the presence of more than one company in the same workplace at the same time, each company shall ensure that operations that may be dangerous to its own workers and/or those of other companies working on the same or adjacent stands are not performed;
- the speed limit within the Exhibition Centre is 15 km/h; speed must be reduced down to snail pace in the presence of pedestrians or in danger situations;
- In case of prolonged stay, engines must be switched off;

4.C - MEDICAL ASSISTANCE - FIRST AID

The Exhibition Centre is equipped with rooms equipped for first aid, located at the Service Centre, block D, ground floor, manned by medical personnel, with an ambulance; the service is operational during the event, including the installation and dismantling period. Special signage indicating the location of the emergency telephones is displayed in the exhibition areas.

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

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

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

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

4.E - PRESCRIPTION FOR DISPLAYING WORKING MACHINERY

Exhibited machinery may not be operated unless an exception is granted in writing by the Operations Division of BolognaFiere in the event that this does not constitute any disturbance or danger. In this case, the machinery must be equipped with the necessary devices for preventing injuries, irritating noises, unpleasant smells and emissions of gases and liquids. Machinery may not be operated inside the halls by means of functioning interior-combustion engines and must not require the use of fuel or gas cylinders. In any case it must comply with legislation, regulations and standards of good practice, and must be backed by the required administrative documentation issued by the competent authorities.

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

4.F - POSSIBILITY OF EXPOSURE OF MACHINES NOT COMPLIANT WITH DIR. 2006/42/EC

Any Exhibitor that needs to exhibit machines that do not comply with the Machinery Directive (for example, those marketed outside the EU or prototypes not yet ready for sale), must post a special sign advising its unavailability in the European market.

As provided for in Art. 6 paragraph 3 of the Machinery Directive: "Member States shall not prevent, in particular during exhibitions, demonstrations and the like, the presentation of machinery or quasi-machinery not complying with this Directive, provided that a visible sign clearly indicates the non-compliance of these machines and their unavailability before they are made compliant.

Furthermore, when demonstrating such non-compliant machines or quasi-machines, appropriate safety measures must be taken to ensure the protection of persons."

In particular, a possible text for the information sign might be: "The displayed machine does not comply with the Machinery Directive 2006/42/EC. Visitors are advised that the machine will be available in the European Union after being made compliant."

It should also be noted that, in addition to the information notice, for a non-compliant machine it is necessary, if necessary, to take special measures to avoid risks to visitors.

4.G - PROVISIONS REGARDING WORKPLACE SAFETY

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

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

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

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

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

If the activities do not fall within the field of application of Title IV, the Principal undertakes to:

- Draw up an Operational Safety Plan (POS) with at least the contents of annex VI by Italian Decree Law July 22, 2014 if the stand set-up work is performed directly using the Principal's own personnel

• if third parties are engaged to perform the assembly work, the exhibitor in his capacity as principal must promote cooperation and coordination by preparing a unified risk assessment document that specifies the measures adopted to eliminate or, if this is not possible, to minimise the risks and verify that the Operational Safety Plans (POS) of contractors and all sub-contractors comply with the DUVRI. The aforesaid documentation must be kept ready for inspection on the stand for the entire duration of the stand set-up and dismantling work. Even in the absence of a stand structure, the Exhibitor must fill in Form L "Information on Workplace Accident Prevention" and submit it by the date and to the address indicated at the bottom of the form.

4.H - REQUIREMENTS CONCERNING THE FIGHT AGAINST ILLEGAL WORK

According to Italian law no.248 of 4/8/2006, conversion of the Bersani decree (DL223/06), all workers must wear an identification card with personal details, photograph and indication of their employer. This obligation is also borne by self-employed workers, who are required to arrange it for themselves. In cases where several employers or self-employed workers are present at the same time, the work's contractee is jointly and severally liable.

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

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

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

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

Emergency phone numbers are here below reported:

	By internal landline	By mobile
Firefighting	2265	051 28 2265
Police	2263	051 28 2263
First Aid	2275	051 28 2275
Control Room	2461	051 28 2461
	347.66.20.268	347.66.20.268

5. GENERAL SERVICES

5.A - TECHNICAL ASSISTANCE AVAILABLE TO EXHIBITORS

The Organizer, through its Exhibition Offices, will provide technical information to the Exhibitors on the general services available throughout the center.

For the services listed below, the new BolognaFiere e-commerce channel is available to purchase services for your stand directly online at www.befair.eu

- TRAVEL AGENCY
- INSURANCE COMPANY
- HARDWARE STORE
- ELECTRICAL INSTALLATIONS
- WATER SUPPLY
- STAND CLEANING
- CATERING
- FORWARDING AGENT

Please note the following:

- good transport; loading, unloading and handling services inside the Exhibition Center may only be carried out by the Official Forwarding Agent of BolognaFiere.
- the Exhibitor must notify the BolognaFiere by filling in the special form if he intends to bring into the fairgrounds material and display samples of foreign origin;
- the following services are available inside the fairgrounds: restaurants, self-service, snack bar and, upon request, catering services such as coffee breaks, cocktails, food supplies directly to the stand.
- good transport; loading, unloading and handling services inside the Exhibition Center may only be carried out by the Official Forwarding Agent of BolognaFiere.
- the Exhibitor must notify the BolognaFiere by filling in the special form if he intends to bring into the fairgrounds material and display samples of foreign origin;
- the following services are available inside the fairgrounds: restaurants, self-service, snack bar and, upon request, catering services such as coffee breaks, cocktails, food supplies directly to the stand.

5.B - RESPONSIBILITY FOR SERVICES

BolognaFiere regulates but does not organize the above-mentioned services and therefore disclaims any and all responsibility in respect

of the performance thereof. Claims should be made, in writing, directly to the service company and communicated to BolognaFiere for its information.

6. TECHNICAL SERVICES

The services listed below can be purchased through the online services platform accessible from the reserved area of the site www.eima.it or directly at www.befair.eu

6.A - ELECTRICAL SYSTEMS

6.A.1 - Provision of service

The supply service of the electrical systems must be requested online as described above, from the specific area, where the conditions of the service itself, the relative rates and operational specifications, are reported. The stands may be connected or disconnected to the power supply only by personnel from companies appointed by BolognaFiere, who will identify what they consider to be the most suitable connection point.

The exhibitor is responsible for installing at his own expense the connecting cable from the supply point described above to the electrical panel in his stand.

To request connection with the electrical system, the Exhibitor must submit the following forms to BolognaFiere:

- Statement of correct execution of electric plants and fittings
- Declaration of conformity (to be submitted only if the system is installed by an authorised Italian company)
- Verification of compliance of electrical system (to be submitted only if the system is installed by a foreign company); the inspection must be performed by a technician appointed by BolognaFiere, and a charge of EUR 160.00 will be billed to the Exhibitor.

The electrical energy service provided to each Exhibitor will be charged according to the power installed in the stand, determined by adding together all the individual powers of the installed appliances independently of whether the Exhibitor uses less energy.

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

6.A.2 - Power supply specifications

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

6.A.3 - Power system installation

The electrical systems must be implemented to the highest standards (law 186 dated 01/03/1968, as subsequently amended), taking account of the characteristics of the place of installation (CEI standard 64-8: 711 "Trade fairs, exhibitions and stands"; 751 "Places subject to greater risk in the event of fire"; 752 "Electrical systems in public show and entertainment venues").

The main normative references are:

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

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

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

The electrical system must be installed by an authorised Italian company or by a company registered with an Italian Chamber of Commerce and authorised to install electrical systems (Ministerial Decree 37/2008).

If the electrical system is installed by an external company, the Exhibitor must request verification that it meets Italian legislation as indicated in the related Form.

6.A.4 - Electrical power supply

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

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

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

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

6.A.5 - Accessibility of energy supply points and positioning of electrical devices

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

In areas accessible to the public, the handling, monitoring and protective devices must be located in a position accessible exclusively to the authorised stand personnel and the authorised BolognaFiere personnel.

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

6.B - WATER SYSTEMS

6.B.1 - Provision of service

The supply service of the water systems must be requested online as described above, from the specific area, where the conditions of the service itself, the relative rates and operational specifications, are reported.

6.B.2 - Installation and implementation of water system

The exhibitor must use top quality materials and equipment, and the systems must be designed and installed to the highest standards in relation to the mains pressure (6-8 atm.).

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

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

6.C - COMPRESSED AIR SYSTEM

6.C.1 - Provision of service

The compressed air system must be requested online as described above, from the specific area, where the conditions of the service itself, the relative rates and operational specifications are reported.

6.D - TELEPHONE SERVICE AND INTERNET CONNECTION

6.D.1 - Conditions of service

The supply service of the telephone service and/or Internet connection must be requested online as described above, from the specific area in which they are indicate the conditions of the service itself, the relative rates and operational specifications.

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

The Exhibitor is responsible for the way in which the internet connection and telephone lines provided by BolognaFiere are used. In particular, the Exhibitor may not transmit, process, disseminate, store or handle in any way contents of a child pornographic, pornographic, obscene, blasphemous or defamatory nature or otherwise contrary to law, public order and public morality.

The Exhibitor maintains legal ownership of all Information transmitted over the Internet and assumes full responsibility in civil and criminal law for the content of this information. BolognaFiere and the Organiser are specifically released from all responsibility and from the obligation to perform checks in this regard.

The connection will be made by the Authorised Provider, who will deactivate the connection at the end of the Exhibition.

7. SPECIAL FACILITIES

7.A - EXHIBITORS' BADGES AND CAR PARKING TAGS

Exhibitor will be provided, free of charge, with entry passes in the following quantities:

Stand size	Badges
Up to 16 m ²	6
From 17 m ² to 64 m ²	8
From 65 m ² to 80 m ²	10
From 81 m ² to 160 m ²	12
From 161 m ² to 500 m ²	16
Above 500 m ² and every 500 m ²	20

Further Exhibitor entry passes, other than the ones provided for free, will be charged at € 35.00 each.

Exhibitors will receive, irrespective of the stand size, one parking tag, which will allow for parking in the areas made available by BolognaFiere upon availability. Additional parking tags will be charged at EUR 50,00 each. Exhibitors will be responsible for the correct use of these documents and the behaviour of those who use them.

7.B - INVITATIONS

100 invitations for Italian visitors will be available to all Exhibitors for download in their reserved area. Additional invitations can be requested online, according to the procedures that will be detailed in a specific notification, which will reach Exhibitors at a later stage. Exhibitors will be charged EUR 8.00 for each used invitation, as contribution towards the data collection and processing.

7.C - CATALOGUE

The catalogue will report the details of the Companies, whose application has been accepted not later than 60 days before the start of the Exhibition. Insertion in the Catalogue is not guaranteed for Companies, whose application has been accepted after the time limit. Insertion in the catalogue and identification of the product sector will be based on the information reported in the application form, amended through the procedures indicated in the notification on acceptance of the application.

7.D - TECHNICAL INNOVATION CONTEST

The Technical Innovation Contest, organized by FederUnacoma, aims at awarding and adding value the manufactures' innovative products, that serve agricultural and gardening activities more and more up-to- date, in terms of quality, safety and environmental friendliness. The Contest is open for all Eima International Exhibitors that would like to present truly innovative machinery, equipment and accessories, capable of improving the processes

and the overall quality of operations in the field.

For more information and enrollment, please visit the Exhibition website www.eima.it

7.E - SOUND TRANSMISSION, COPYRIGHT PAYMENTS

Exhibitors are not, as a rule, allowed to use music and sound reproduction devices. Any exceptions must be authorized in writing. The authorization may be revoked with immediate effect at any time, by simple written notice. Such authorizations do not exempt the Exhibitors from using the equipment in such a way as not to disturb other Exhibitors and visitors, with particular attention to noise pollution regulations (maximum limit allowed 75 dB - decibel) and also do not exempt them from the obligation to fulfil, under their own care and expense, the provisions of applicable copyright laws. For the fulfilment of the necessary procedures, the concerned parties can contact the SIAE directly, Via Orfeo no. 33/a, 40124 Bologna, Tel. 051/ 4290311 - Fax.051/307280.

8. SPECIAL PROVISIONS

8.A - ENTRY WITH BAGS OR SUITCASES

BolognaFiere has the right to deny entry to the Exhibition Center and to the individual halls to persons carrying bags, suitcases or other containers and may require these to be deposited in the cloakroom.

8.B - ENTRY WITH CHILDREN

Children up to 14 years old are allowed in the Exhibition Centre only if parents sign the Declaration on Liability at the ticket counters.

8.C - ENTRY WITH DOGS OR OTHER ANIMALS

It is forbidden to bring into the Exhibition Center dogs or animals of any kind, except for dogs for the disabled.

8.D - BAN ON PHOTOGRAPHY AND FILMING AND ENTRY TO THE EXHIBITION CENTER WITH PHOTOGRAPHIC AND VIDEO EQUIPMENT

It is forbidden to enter the Exhibition Center with cameras, film cameras, video recorders or any other type of filming equipment without the prior authorisation of the Organizer and BolognaFiere. It is forbidden to photograph and film the interior of the center, the stands and the goods on display without the prior authorisation of BolognaFiere, the Organizer and the stand owner.

8.E - RADIO-ELECTRICAL EQUIPMENT

Businessmen who intend to make use of radio-electrical equipment (two-way radios, radio microphones, radio cameras, etc.) are required to use equipment which conforms to the norms (European Union Directive 99/05 CE – CE trademark), obtain authorization if necessary (Electronic Communications Code art. 107) and operate in the radio frequency band widths allowed. For the fulfilment of the necessary procedures, the interested parties may refer to the Ministry website for Economic Development <http://www.ispettoratoemiliaromagna.altervista.org/index.php/aree-tematiche/apparati-di-debole-potenza>.

9. RIGHT OF SURVEILLANCE AND INTERVENTION BY BOLOGNAFIERE

BolognaFiere and the Organizer take steps to ensure that the regulations and the general conditions for participation are observed, and all persons entering the Exhibition Center are obliged to abide by the provisions and instructions that the Organizer and BolognaFiere issue on entry to and inside the center; these instructions may take the form of signs, written notices and public address announcements and may also be issued by the service personnel or by any other means, it being understood that public address announcements and instructions given by the service staff shall take precedence over any other form of notification. Exhibitors are reminded that failure to observe the rules or the violation of prohibitions may result in the immediate closure of the stand by officers or agents of BolognaFiere and the Organizer, or in the withdrawal of the entry passes and parking stickers, nor shall this entitle the Exhibitor to any refund whatsoever.

10. MODIFICATIONS TO THESE REGULATIONS

Any provisions of law or regulations that alter the terms of these Exhibition Regulations will be immediately and automatically effective, even though the printed Exhibition Regulations have not been modified or changed to reflect said amendments. In addition, BolognaFiere and the Organizer have the right to adopt at any time such measures as are deemed appropriate, which the Exhibitor shall immediately apply, with regard to fire prevention, health and safety, accident and damage prevention, and the safety of Exhibitors and visitors.

EXHIBITION CENTER REGULATIONS

1) ACCESS TO THE EXHIBITION CENTER

The Exhibition Center will be open on the days and at the times designated by BolognaFiere: the relevant details will be made known to Exhibitors and visitors by whatever means BolognaFiere deems most suitable for the purpose.

The days and times may be changed at any moment by means of communications, also announcements made over the loudspeaker system in the Exhibition Center or at the entrances. Admittance to the Exhibition Center will only be granted to persons lawfully in possession of a proper entrance document, which must be preserved for their entire stay in the Exhibition Center and which must be shown whenever requested by the service personnel.

2) OBLIGATIONS AND RULES

All those entering the Exhibition Center shall behave in a civil manner and show proper respect for the property and equipment belonging to BolognaFiere and third parties present in the center and they shall also promptly and scrupulously obey all the rules and instructions issued by BolognaFiere at the entrances and in the Exhibition Center by means of signs, written notices and loudspeaker announcements, as well as by the service personnel or any other means.

Please note that loudspeaker announcements and instructions given by the service staff shall take precedence over any other form of notification.

3) SPECIAL PROHIBITIONS

It is forbidden to undertake promotional or marketing activity outside of the stands without written authorisation from the Organizer. In the Exhibition Center it is strictly forbidden to promote collections or offerings for institutions of any type or to carry out religious, political or trade union activities or any other activity not directly related to the aims of the Exhibition, except where express written authorisation has been granted by BolognaFiere.

In particular it is strictly forbidden to organize or participate in games of skill or luck for any purpose. Generally, admittance to the Exhibition Center is forbidden to children under 14 years of age, even if accompanied by an adult; possible exceptions to this rule may be made by BolognaFiere for any single Exhibition and communicated to the public by the means deemed most appropriate.

It is forbidden to bring dogs or any other kind of animal into the Exhibition Center, except for dogs for the disabled. It is strictly forbidden to move about or use mechanical devices such as, rollerskates, scooters, bicycles in the Exhibition Center for any reason excluding BolognaFiere service staff and the Organizer.

It is forbidden to enter the Exhibition Center with cameras, film cameras, video recorders or any other type of filming equipment without the prior authorisation of BolognaFiere. It is forbidden to photograph and film the interior of the center, the stands and the goods on display without the prior authorisation of BolognaFiere and the stand owner. BolognaFiere may deny entry to the Exhibition Center or to the individual exhibition halls to persons with bags, suitcases or other containers, and may require these to be deposited in the cloakroom. Offenders may be removed from the Exhibition Center by the service staff.

4) ACCESS WITH VEHICLES

Access will be granted, in the established driveways, solely to vehicles displaying the proper authorisation and to the persons riding in them, provided they possess the required entry passes. Parking in the Exhibition Center will be permitted only in the designated parking spaces and upon display of the relevant entry document. Parking is not allowed in the Exhibition Center after closing hours. Specifically, it is forbidden to unload and park containers or detachable parts of non self-propelled vehicles. In the event of failure to observe these provisions BolognaFiere may remove the vehicle from the center, at the risk and expense of the owner and the holder of the entry authorisation. BolognaFiere and the Organizer are released from all responsibility regarding vehicle attendance and shall not be liable for damage or theft of any kind.

5) RIGHT TO CHANGE OR MAKE EXCEPTIONS TO THE REGULATIONS

BolognaFiere has the right to supplement, modify and annul these rules and regulations, and to make exceptions thereto, giving notice to this effect using the means deemed most appropriate.

6) SANCTIONS

Failure to fulfill the obligations as set out in these regulations may result in the withdrawal of the entry documents and the immediate removal from the Exhibition Center of those responsible and – if the defaulting party is an Exhibitor or one of his assistants – in the temporary or permanent closure of the stand.



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