

### **COMPULSORY INTEGRAL PART OF THE REGULATIONS**

The following provisions constitute a supplement to the General Regulations and the Technical Regulations and are an integral part of the Exhibition General Regulations.

Pursuant to Art. 10 of the General Regulations, the present provisions and any others that may be notified to the Exhibitor at any time shall have equal value to the General Regulations and shall be binding.

#### **1. HEIGHTS OF STAND STRUCTURES**

##### **a) The minimum standard height for stand structures is 4.00 metres.**

A couple of elements, like totem (no walls or the entire structure), can reach, free of charge and in compliance with the limits imposed by technical structures of each hall, the height of:

- 5.00 m for stand till 399.00sqm (graphics and logo included)
- 6.00 m for stand of 400.00sqm or more (graphics and logo included)

Graphics and logos, totems or similar structures must be placed at a minimum distance of 1.00 m from the neighbouring Exhibitor's stand.

This is allowed without disturbing or damaging other Exhibitors or the Exhibition itself.

**b)** It is possible to build a stand structure higher than the minimum standard height (4.00 m) till a maximum limit of 7.00, in compliance with the limits imposed by technical structures of each hall, by sending a request to Reed Exhibitions Italia srl. For those stand structures exceeding the fixed standard height, exhibitors will be requested for a lump-sum payment, according to the below scheme:

sqm. from/to	height till + 3 m over the standard
up to 64	€ 1.500,00
65 - 128	€ 2.000,00
129 - 256	€ 2.500,00
257 - 400	€ 3.500,00
over 400	€ 5.000,00

Intermediate floor structures till 5.00 m - in compliance with the limits imposed by the Technical Regulations - are not included in this scheme.

The a.m. scheme is applied to intermediate floor structures higher than 5.00 m and till a maximum limit of 7.00 m

**c)** Projections in the gangway are not allowed, with the exception of lighting equipment, with a minimum height of 2.50 m and a maximum size of 40 cm.

**d)** The border walls with height greater than the standard allowed must be well finished in the part exceeding the standard height of 4.00m foreseen in the regulations.

For well finished walls means walls without visible electrical wiring, neutral color (white) & uniform painted, lighting turned entirely toward the stand.

No graphics, sign or logo may appear in any form.

Failure to comply with this binding rule provides for a penalty of € 2.000.00 + VAT.

e) Stand designs must be uploaded in the Fiera Milano “eService” online platform (<https://eservice.fieramilano.it> - Stand Plans section):

- by December 11, 2017 stands with a surface over 399 sqm
- by January 5, 2018 stands with a surface from 64 sqm to 399 sqm
- by February 5, 2018 all the other stands

The stand designs, complete with floor plan and dimensioned drawings, in the format .PDF (ACROBAT) or .DWG (AUTOCAD) must include:

- drawing of the ground floor and intermediate floor, if any
- stand positioning in respect to the entrance of the hall
- all dimensions
- exact positioning of walls, structures and furniture, including any walls that will face neighbouring
- the plan with position of equipment, machinery and/or systems to be displayed
- the description of the materials used to make the stand
- information about utility connections (water, electricity and compressed air).
- 3D rendering
- view from all sides, including surfaces with graphics
- overall height of the stand structure, hanging loads from ceiling included
- height of any platform structure, intermediate floors, etc.
- any decorative objects (such as balloons, or flagpoles, etc.,) must be shown with the relevant measures.

Only after having received approval by Reed Exhibitions Italia, Fiera Milano – Customer Service Technical Assistance - will check the stand design feasibility according to the hall's structure, existing obstacles and safety regulations.

We remind all Exhibitors that exceptions will be first accepted by Reed Exhibitions Italia srl and the Customer Service Technical Assistance will send Exhibitors a written approval for the stand design.

We remind you that you need to get two approvals for MOSTRA CONVEGNO EXPOCOMFORT:

- The first from Reed Exhibitions Italia srl: acceptance by concession;
- The final one from Fiera Milano Customer Service: technical approval of the project

Stand designs without a specific approval from Reed Exhibitions Italia-Technical Assistance **cannot not** be automatically considered authorized for tacit approval.

Should the exhibitors not send the plan for the stand setting up, they will be not allowed to start the fitting operations and they will be requested to pay a penalty of euro 500 + vat (when due) - art. 9.2 of the Technical Regulations.

## 2. RAISED PLATFORM STRUCTURES

Exhibitors with a minimum surface area of 90 sqm and who intends to build an intermediate floor structure (smaller stands can also obtain the authorization according to their location in the hall) must abide by the conditions laid down in the relevant document **“Regulations for the Assembly of Intermediate Floors in the Exhibition Area” issued by Fiera Milano.**

In particular:

*“3. display areas in which intermediate floors may be erected”*

Intermediate floors may only be erected in display areas with an area not less than 90 sqm. This area must comprise a single stand and must be uninterrupted, i.e. without gangways running through it. The intermediate floor area may not exceed 50% of the stand area and must never be larger than 200 sqm, no matter how large the stand area is. Any exception must be approved.

#### *"4.2 erection regulations for intermediate floors"*

- a) headroom under the intermediate floor must not be less than 2.70 m
- b) the maximum height of the structure may not exceed 5.00 m from the floor of the hall or the height indicated in the Exhibition General Regulations or the Compulsory Integral Part of the Regulations if this is higher.

When the intermediate floor structure is built on a bordering side, the neighbouring Exhibitor will be informed accordingly.

- c) The perimeter protection of the raised platform area, be it with walls or with parapets/balustrades, must comply with regulations in terms of dimensions and mechanical performance.

The height of parapets and/or balustrades must be at least 1.1 m. Parapets and balustrades must be impassable in all points by a sphere of 10 cm in diameter. They must always have a closed part 10cm high at the base. The various elements of the parapets/balustrades must be arranged in such a way as to impede climbing.

- d) **the intermediate floor must be erected at a distance of at least 1.50 from the technical systems fitted in the hall. The same distance must be observed between the edges of the hall gangways.**

**Exhibitors are not allowed to build intermediate floors close to the gangway**

#### *4.3 stairs to intermediate floors*

The intermediate floor must be fitted with 1 set of stairs for areas up to 100 sqm and 2 sets of stairs for areas of more than 100 sqm.

### **3. THE OUTER WALLS OF STANDS - supplement to art. 1.2.3. Construction Regulations of the Technical Regulations**

When building the continuous outer walls, the stand may be closed off by elements (panels or other structures) **only up to 60% of each side of the stand area**, so that to ensure the visibility of the other stands in the nearby.

**For this reason, structures which can obstruct the visibility of surrounding area are not allowed.**

Continuous walls are permitted only towards the outer perimeter of the hall.

**Any exceptions will be applied.**

### **4. AISLE CARPETING BETWEEN STANDS OCCUPIED BY THE SAME EXHIBITOR**

Carpeting (and no other type of flooring) may be laid over sections of aisle bordered by stands occupied by the same exhibitor provided that the following conditions are complied with:

- It must not be personalized with writing of any kind.
- The availability of the exhibitor's own staff to carry out any necessary work (stretching, making it safe, etc.) must be guaranteed at all times, including public holidays and weekends occurring during the exhibition.
- Fiera Milano shall be entitled to take action over the carpet in any instance where this is deemed necessary, including the removal thereof, with the Exhibitor being liable for the costs. The latter shall indemnify Fiera Milano from any liability in relation to any possible partial or complete deterioration or damage to the carpet itself.
- The laying of the carpet shall in no way cause delays or impede the proper performance of the services for which Fiera Milano is responsible, including cleaning, both during the fitting and the dismantling phases of the exhibition.
- The carpet must be laid immediately prior to the end of the period set aside for the fitting operations.
- The removal must be carried out immediately after the close of the exhibition and, in any event, before the start of the period set aside for the dismantling of the stands.

- In any event, the approval of Reed Exhibitions Italia is required and the latter reserves the right to assess each case individually and to refuse permission to lay a carpet whenever this might cause harm or disturbance to other Exhibitors.
- Aerial links between two or more stands of the same exhibitor are not allowed (unless there is a written derogation issued by Reed Exhibitions Italia srl).

## 5. SUSPENSIONS

In some areas within the exhibiting halls, it is possible to hang structures to the ceiling, in compliance with the Exhibition General Regulations.

Trusses hung to the ceiling are allowed, free of charge:

- from a min. height of 5.00 m to a max. height of 6,00 m for stands till 400 sqm
- from a min. height of 6.00 m to a max. height of 7,00 m for stands over 400 sqm

For those suspensions exceeding the fixed height, the above article 1-b is applied.

In compliance with the provisions of Article 1 of this Regulation a), graphics, logos and trademarks are allowed on structures hanging from the ceiling with a maximum height of 100 cm, including the structure itself.

Subject to authorization by Reed Exhibitions Italy, graphics, logos and trademarks are permitted on structures hanging from the ceiling with height greater than 100 cm by applying a lump-sum payment, according to the below scheme:

sqm. from/to	Graphics, logos and trade marks over 1m dimension (height from 5m to 8m)
up to 64	€ 1.500,00
65 - 128	€ 2.000,00
129 - 256	€ 2.500,00
257 - 400	€ 3.500,00
over 400	€ 5.500,00

**WARNING: Cables may only be attached to fixed parts of the halls by Fiera Milano spa.**

Exhibitors interested in this service are requested to log on to Fiera Milano E-Service platform and select "Rigging Service".