

EXHIBITORS

EXHIBITION TIMETABLE

	VISITORS	EXHIBITORS
Wednesday 5 th March 2025	9:00 am – 5:30 pm	8:00 am – 6:00 pm
Thursday 6 th March 2025	9:00 am – 5:30 pm	8:00 am – 6:00 pm
Friday 7 th March 2025	9:00 am – 5:30 pm	8:00 am – 6:00 pm

DIFFERENCES BETWEEN RAW SPACE AND PRE-FITTED STANDS

Companies that have booked **raw space without fitting**, will have exclusively the given surface area available to build their own stand, the perimeter of which will be marked out on the floor with adhesive tape.

There are no partition walls between stands.

Companies that have booked a **shell scheme booth** will have available an already set-up area, including the equipment specified on the application form.

The official supplier of the exhibition is HENOTO. Here follow the direct contacts:

Tel. +39 049 5801243 – mecspe@henoto.com

SET-UP FOR RAW SPACE

**The exhibition will take place from 5 to 7 March 2025 at the Bologna Exhibition Centre.
Below are the timetables for setting up:**

Timetable

- Friday 28th February 2025: from 8:00 am to 8:00 pm
- Saturday 1st March 2025: from 8:00 am to 8:00 pm
- Sunday 2nd March 2025: from 8:00 am to 8:00 pm
- Monday 3th March 2025: from 8:00 am to 8:00 pm
- Tuesday 4th March 2025: from 8:00 am to 5:00 pm

On 4 March, the day preceding the opening of the Exhibition, from 8 a.m. to 5 p.m., no stand set-up work will be allowed, nor will the hiring of BolognaFiere's handling service (unless specifically authorized by the Organizing Secretariat), but only the arrangement of samples, graphics or other activities involving the use of hand tools or hand-operated trolleys

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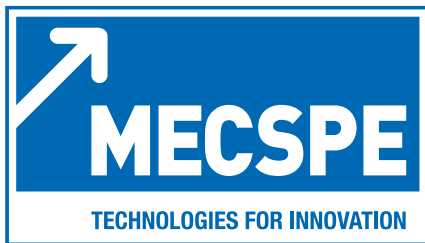


DIRECT CONTACT
TO EXHIBIT:

+ 39 02 332039470
info@mecspe.com

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5/7 MARCH 2025
BolognaFiere

ACCESS MACHINES AND EQUIPMENT WEIGHING MORE THAN 6,000 KG OR PARTICULARLY BULKY

PLEASE NOTE!

For the entry of machinery weighing more than 6,000 kg that requires crane handling, please contact the Mecspe technical department:

ottomanelli@senaf.it - tel. +39 3760611604

WASTE MANAGEMENT

Setting-up and dismantling

Exhibitors/Standfitters/Suppliers are prohibited, during all phases of the event, from abandoning waste materials and/or special waste in the exhibition areas and perimeter areas of the Exhibition Grounds. Waste and materials remaining at the set-up and dismantling works shall be disposed of by the Exhibitor and/or its designees, and the aisles of the halls shall be kept free of any kind of waste materials or encumbrances. The disposal of waste and set-up debris is the responsibility of and at the expense of the Exhibitor and/or its designees. Verification of the correct application of the provisions, for the management of waste and residual materials, will be carried out by personnel appointed by BolognaFiere, present in each hall, during the opening hours of the Fairgrounds. Individual anomalies detected will be recorded and forwarded to the relevant internal bodies. Should the Exhibitor fail to comply with the disassembly times and/or inertia on the part of the Exhibitor in clearing the area, the Exhibitor itself gives its irrevocable consent for this to be done ex officio, considering whatever is left on the stand as waste material to be sent to public dumps, and the Exhibitor will be required to reimburse all direct and indirect expenses incurred in clearing the area, with a minimum of € 700.00 for each 16.00 m² of area and without prejudice to any reimbursement for greater.

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).

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FURNISHINGS

Stand fittings, regardless of their surface area, are classified as Standard and Non-Standard according to the characteristics listed in detail in the 'Technical Regulations' and on 'Form 0'.

For any stand set-up, the Exhibitor is required to submit to BolognaFiere the 'Form 0', which can be downloaded from the Exhibitor's reserved area on the forms page of the website www.befair.eu and specifically: **mecspe.befair.eu**

In addition, in the case of non-standard set-ups, the Exhibitor is obliged to send to the Organiser and to BolognaFiere, for approval, the set-up project stamped and signed by an Approved Technician, as well as the documents required by the 'Exhibition Technical Regulations and Form 0'.

All the above-mentioned documents must be sent no later than the deadline laid down in the 'Exhibition Technical Regulations', otherwise the Exhibitor will be charged the sum of € 500.00 in addition to any costs indicated on 'Form 0'.

Maximum height of raw spaces and non-standard set-ups

Exhibitors are forbidden to close off more than 50% of the length of the individual free sides or the exhibition front with walls, furniture or display modules;

Stands may not exceed the standard height of 3,00 m.

In order to take into account the thicknesses due to raised paving, lighting fixtures, and lighting fixture supports, including latticework, an additional margin of 0,50 m. will be allowed to the limit of the height defined above, bringing it to a maximum limit of 3,50 m.

In case of higher heights or in case of non-standard booths, it is requested to send the project, signed by a qualified engineer/architect for approval, to the following address: tecnico3@bolognafiere.it and cc to tecnico@mecspe.com **no later than 4/02/2025**

Hanging items are **only** allowed in **Pav. 14-15-16-18-19-28-29-30-36-37**. The rigging points to the pavilion structures may only be installed by BolognaFiere, which will also be in charge of inspection and approval of these points. You must send a request to verify feasibility by email to: appendimenti@henoto.com and in copy ottomanelli@senaf.it **no later than 4/02/2025**

The back of walls bordering other booths must be finished and painted in solid colour with neutral colour

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DISMANTLING RAW SPACES

Date and Hours

- Friday 7th March 2025: **from 7:00 pm to 8:00 pm** – only in case of removal by hand-manoeuvred carts
- Saturday 8th March 2025: from 8:00 am to 8:00 pm
- Sunday 9th March 2025: from 8:00 am to 8:00 pm

In particular:

Access to The Venue for the removal of samples and fittings will be as follows:

Friday 7th March 2025 – closure of the halls at 6 p.m

- removal of samples from 7.00 p.m.

- Entrance from outside car parks for removal from 7 p.m. onwards

(Only for removal of samples with hand trolleys)

The access of vehicles to the areas and halls will be regulated in the same way as for the set-up work.

Stand clearance must be completed **by 8.00 pm** on the dates indicated.

Failing this, the exhibitor will be obliged to consider any material left on the stand as waste material to be sent to public waste disposal sites and will be required to reimburse all direct and indirect expenses incurred in clearing the stand, currently at a minimum of € 700.00 per 16 m2 of surface area, without prejudice to any reimbursement for greater damages.

The exhibitor accepts sole responsibility for any damage or theft that may occur during and after the exhibition.

PRE-FITTED STANDS

Availability of pre-fitted stands:

Pre-fitted stands will be available for exhibitors **from 8:00 on 4th March 2025**

Removal of material from pre-fitted stands - timetable:

- Friday 7th March 2025: from 7:00 pm to 8:00 pm

Starting from 8:00 am on March 8th 2025 the stand fitters will start the dismantling work, all material that will be found in the stands will be removed.

Stand builder's contact:

HENOTO – Via Tolomeo, 14/16 _ 35028 Piove di Sacco (PD) - Italy

Ufficio allestimenti Mecspe: tel. +39(0)49.5801243- mecspe@henoto.com

HENOTO will send an email to the **contact person** indicated on the application form, with a link to the personal area where configuring booth and where you can request additional furniture or assistance.

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FORMS TO BOOK SUPPLEMENTARY SERVICES

Where to find forms for booking stand services:

The contact person indicated in the application form will receive directly from BolognaFiere, after confirmation of the position in the plan, an email containing a link to register and access the **BEFAIR platform - mecspe.befair.eu** where you can find the forms for equipment rental and where you can booking other services for the stand.

For assistance on forms for equipment hire and booking paid stand services, please contact directly BEFAIR.

BEFAIR's contacts: vendite@bolognafiere.it – Tel. +39 051 282821 or +39 051 282816/18 - active from 8.30 a.m. to 5.30 p.m.

There will be a link in the Exhibitor Portal in order to reach the mandatory service forms.

Fire extinguisher legal obligation:

Fire extinguisher distribution is already included in the application form to the extent required by law. Fire extinguishers will be delivered within the beginning of the exhibition.

Services included in "Mandatory technical supplies fee":

In the application form are included the following services:

- Connection, test and electric power up to 5 kW
- Fire extinguishers – the fire extinguishers installed in your stand must strictly be of type required by current legislation
- 1 WI-FI internet connection for up to 5 devices
- Ordinary cleaning of the stand (floor sweeping/carpet sweeping, dusting of worktops free of cuttler, emptying of waste bins only if left on stand)

Requests for additional KW should be made via the befair.eu website.

Insurance coverage:

The exhibition registration fee, paid together with the deposit, also includes "All Risks" and "Civil Liability" insurance cover.

The technical regulations for the event, which are available online and on the portal, indicate the maximum limits.

Should the standard coverage be deemed insufficient, it is possible to request supplementary coverage using the **Supplementary Insurance Policy** form on the mecspe.befair.eu portal.

INSURER CONTACTS

AON S.p.A., Via De' Toschi, 4 - 40122 Bologna, info.fiera@aon.it

During the event it will be possible to contact the office present at the exhibition in the Service Centre, Block C ground floor, tel. +39 051 282 530.

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EXHIBITOR ENTRY PASSES AND CAR PASSES FOR THE 3-DAY EVENT

Exhibitor entry passes and car passes

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

- No. 30 entry passes

In addition:

- No. 1 car pass

How to get Exhibitors Entry Passes and Car Passes for the 3-day event (March 5th, 6th and 7th)

Exhibitors will be issued free of charge 30 digital entry passes and 1 car parking sticker, regardless of the size of their stand, which will entitle them to park their cars in the parking spaces provided by BolognaFiere until the space available is used up.

Exhibitor passes will be downloadable from the VIVATICKET portal (you received/will receive an email by mecspe@vivaticket.com), only for companies that have paid the invoices issued for participation.

Likewise

The exhibitor's car parking badge - available from the first day of official set-up - can be printed online through the VIVATICKET portal only for companies that have paid the invoices issued for participation. The CAR PASS will be usable by only one car per day, with no possibility of re-entry.

The exhibitor is responsible for the correct use of these documents and is also responsible for the behavior of those who use them.

Printing the entrance documents for the set-up and dismantling period – PASS:

Through the exhibition's portal, it's possible to accredit companies, people and vehicles and print the entrance documents. To receive your credential please contact: mecspe.befair.eu

To activate this procedure, exhibiting companies must use the credentials chosen by the user when accessing the system for the first time, following the instructions provided by e-mail, which will remain valid for future editions.

The exhibitors themselves will authorize the appointed stand fitters, assigning them a file after which they will be sent an email to log in to the system for the first time and choose their credentials.

If the set-up companies do not register on the site and do not send the published documentation, including the DUVRI, they will not be able to print the passes and/or tickets for access to the exhibition center.

The exhibiting companies must, before the start of the works, send the list of companies and the name of the person in charge who will intervene in the execution of the works, also using form "M - Information for the prevention of accidents at work" contained on the website mecspe.befair.eu

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GOOD SHIPMENT TO THE STAND WITH COURIER

Please note that if you have material to be delivered to the stand (by couriers such as Bartolini, TNT, DHL, SDA, etc. and / or third-party suppliers) you must follow the following procedure:

1.prepare the material by clearly indicating on the package:

Exhibitor's name
c/o Hall. (Indicate) stand nr. (Indicate)
Participation in MECSPE exhibition

2.make the delivery to the ONLY collection point: MAGAZZINO C.F.P - Via Alfieri Maserati 20/C - 40128 Bologna – Italy

BEARING IN MIND THE TIME SCHEDULE indicated below:

goods arrival: from 24/2 to 3/3

goods collection: from 8/3 to 11/3

with opening hours 8.00-12.00 a.m. and 1.00-5.00 p.m.

3.arrange for recovery of the package(s) either independently or, if you prefer them to be delivered to the stand, you must request the handling/delivery service as per the BEFAIR forms.

The deposit service is subject to a charge and must be booked on the BolognaFiere sales platform at [Mecspe.befair.eu](https://mecspe.befair.eu) or, for special requests, by sending an e-mail to vendite@bolognafiere.it

VISITORS' ENTRANCE

Entrance ticket price:

Access to the event is charged..

Opening Hours:

- Wednesday 5th March 2025: from 9:00 am to 5:30 pm
- Thursday 6th March 2025: from 9:00 am to 5:30 pm
- Friday 7th March 2025: from 9:00 am to 5:30 pm

Free tickets available for exhibitors:

Each exhibitor will receive **1.000 free digital tickets**. These invitations will be available on the VIVATICKET portal starting from the middle of February 2025

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PAYMENT AND EXIT VOUCHER

Final invoice payment:

The balance must be paid by 5^h February 2025, by bank transfer to:

c/c 000005145X41 – Senaf srl

Banca Popolare di Sondrio – Agenzia 8 Milano

IBAN: IT 17 N 05696 01607 00000 5145X41

SWIFT: POSOIT22

Payment of the fees due for participation in the exhibition must be made within the time limits and in the manner specified in the application form.

Although the exit voucher cannot be issued to exhibitors who have not settled any direct or indirect debts, it does not constitute receipt of payment of the amounts due for participation in the exhibition and is valid only for the vehicle indicated on it.

The Exit Voucher will be sent by email at the end of February to the companies that are up to date with their payments.

CATERING

Below are the references for requesting a catering service from BolognaFiere:

<p>Fornitura food & beverage allo stand.</p> <p>Richiedi il listino dei prodotti a: gestione fb@bolognafiere.it</p> <p>Banqueting per eventi e servizi di hospitality presso lo stand.</p> <p>Richiedi un preventivo a: gestione fb@bolognafiere.it</p>	<p>Food & Beverage providing to the stand:</p> <p>Please ask for the price list to: gestione fb@bolognafiere.it</p> <p>Events banqueting and hospitality services directly to the stand:</p> <p>Please ask for a quotation to: gestione fb@bolognafiere.it</p>
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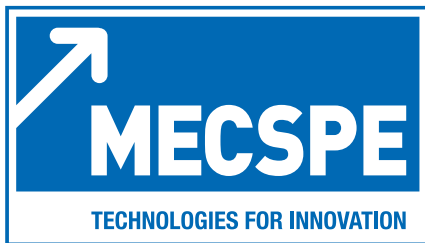


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If you need to use your own external catering service, please contact BolognaFiere directly by writing to:

Mrs Carmela Brescia
Mail: c.brescia@wydex.it
to obtain an access permit

In case of daily parking of the catering vehicle, please contact:

BolognaFiere Services Sales Office
email: vendite@bolognafiere.it
tel: +39 051 282816

for pitch allocation quotations and/or other requirements for the service, please proceed via befair – mecspe.befair.eu

SPECIAL INITIATIVES – SOUND BROADCASTING

Any spectacular or entertainment initiative of any kind, nature or characteristics, even if limited to the interior of the stand or aimed at the presentation of products must be subject to prior authorization by the Organizer and the Operations Division of BolognaFiere.

It is also the sole responsibility of the Exhibitor to apply for and acquire any authorizations from the relevant authorities (health authorities, public safety authorities, etc.), and to pay any copyrights (authors and publishers) and related rights (producers and artists), for the above initiatives, if and insofar as required.

HOTEL RESERVATIONS AND TRANSPORTS

Information is available on the event website at the following links

- <https://www.mecspe.com/en/affiliated-hotels/>
- <https://www.mecspe.com/en/how-to-reach-us/>

Contact for reservations:
Bologna Welcome
Simona Floris
tel. +39 051 6583126 sfloris@bolognawelcome.it
tel. +39 051 6583190
tel. +39 051 6583111

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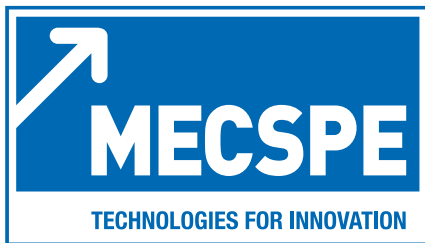


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HELP DESK

For further information, please contact the event Help Desks at the following addresses:

EXHIBITORS +39 02 89362552 - Helpdesk_esp@mecspe.com

VISITORS: + 39 02 89362525 - Helpdesk_vis@mecspe.com (for any questions or information regarding the event)

USEFUL NUMBERS

Exhibitors helpdesk	+39 02 89362552 - Helpdesk_esp@mecspe.com
Visitors helpdesk	+39 02 89362525 - Helpdesk_vis@mecspe.com
Senaf administrative office	+39 02 332039.614
Senaf technical office	+39 376 0611604
Fair technical office	+39 051 282488 - 282246
Sales office services fair	+39 051 282821 (preferential line for exhibitors at Mecspe active from 8.30 a.m. to 5.30 p.m.)
	Other contact numbers available:
	+39 051 282816 - 282818
Office Pass set-up	+39 051 282403
Henoto set-up office	+39 049 5801243
Hotel reservations	+39 051 6583126/190

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