

## EXHIBITORS

### EXHIBITION TIMETABLE

	VISITORS	EXHIBITORS
Wednesday 6 <sup>th</sup> March 2024	9:00 am – 5:30 pm	8:00 am – 6:00 pm
Thursday 7 <sup>th</sup> March 2024	9:00 am – 5:30 pm	8:00 am – 6:00 pm
Friday 8 <sup>th</sup> March 2024	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.

### SET-UP FOR RAW SPACE

**The exhibition will take place from 6 to 8 March 2024 at the Bologna Exhibition Centre.**

**Below are the timetables for setting up:**

#### Timetable

- Friday 1<sup>st</sup> March 2024: from 8:00 am to 8:00 pm
- Saturday 2<sup>nd</sup> March 2024: from 8:00 am to 8:00 pm
- Sunday 3<sup>rd</sup> March 2024: from 8:00 am to 8:00 pm
- Monday 4<sup>th</sup> March 2024: from 8:00 am to 8:00 pm
- Tuesday 5<sup>th</sup> March 2024: from 8:00 am to 5:00 pm

**On 5 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 authorised by the Organising 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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## ACCESS TO MACHINES WEIGHING MORE THAN 6,000 KG OR PARTICULARLY BULKY

### PLEASE NOTE!

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

[ottomanelli@senaf.it](mailto:ottomanelli@senaf.it)

tel. 3760611604

## WASTE MANAGEMENT

### Set-up and knock-down

It is strictly forbidden to all Stand Exhibitors/ Fitters/Suppliers to leave waste materials and/or residues in the exhibiting areas and in the boundary areas of the Fairground, during all phases of the Exhibition. Waste materials resulting from setting up and dismantling are under the Exhibitor's or his representative's liability. Aisles of the halls will have to be kept cleared from any kind of waste or obstructing material. The disposal of all waste materials and debris is at Exhibitor and / or his representatives expenses.

The proper implementation of what abovementioned will be checked by BolognaFiere staff in charge (attending every hall) during working hours. 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 700,00 (plus VAT) for every 16sqm surface taken up by the Exhibitor.

### 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).

### **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 addresses: [tecnico3@bolognafiere.it](mailto:tecnico3@bolognafiere.it) and cc to [tecnico@mecspe.com](mailto:tecnico@mecspe.com) **no later than 5/02/2024**

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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](mailto:appendimenti@henoto.com) **no later than 5/02/2024**

**The structures, whose sides face with neighbouring stands, must be perfectly finished and painted in a neutral, solid colour**

#### Partition of the stands

There is no division among the stands, the perimeter will be marked out on the floor by adhesive tape.

### DISMANTLING RAW SPACES

#### Date and Hours

- Friday 8<sup>th</sup> March 2024: **from 7:00 pm to 8:00 pm** – only in case of removal by hand-manoeuvred carts
- Saturday 9<sup>th</sup> March 2024: from 8:00 am to 8:00 pm
- Sunday 10<sup>th</sup> March 2024: 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 8<sup>th</sup> March 2024 – closure of the halls at 6 p.m*

*- removal of samples at 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 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 m<sup>2</sup> 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.

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## PRE-FITTED STANDS

### Disponibilità degli stand preallestiti:

Pre-fitted stands will be available for exhibitors **from 9:00 on 5<sup>th</sup> March 2024**

### Removal of material from pre-fitted stands - timetable:

- Friday 8<sup>th</sup> March 2024: from 7:00 pm to 8:00 pm

Starting from 8:00 am on 9<sup>th</sup> 2024 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](mailto: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.

## USE OF INERT GASES

We would like to inform exhibitors that for the use of inert technical gases in cylinders it is compulsory to proceed with a service request to the official supplier of BolognaFiere, using the appropriate form on the BeFair Portal.

It will not be possible to bring your own cylinders into the exhibition

## FORMS TO BOOK SUPPLEMENTARY SERVICES

### Where to find forms for booking stand services:

Each exhibitor will receive directly from BolognaFiere, from the email [noreply@bolognafiere.it](mailto:noreply@bolognafiere.it), the link for accreditation on the website [mecspe.befair.eu](http://mecspe.befair.eu) where the forms for hiring equipment and booking paid stand services will be available.

**For assistance on forms for equipment hire and booking paid stand services, please contact number +39 051 282821 - 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":

- Connection, test and electric power up to 5 kW
- Fire extinguishers
- WI-FI internet connection
- Ordinary cleaning of the stand

**Requests for additional KW should be made via the [befair.eu](http://befair.eu) website.**

### Insurance coverage:

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

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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](http://mecspe.befair.eu) portal.

## 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

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 exhibitor portal (accessed by means of a username and password sent by e-mail), 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 exhibitor 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 behaviour of those who use them.

To request your credentials again to access your personal area of the Portal, please write to [sabrina.arcagni@senaf.it](mailto:sabrina.arcagni@senaf.it).

### 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](http://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 authorise 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.

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If the stand constructors do not register on the aforementioned website and do not comply with the published documentation, including the DUVRI, they will not be able to print out passes and/or admission tickets to the exhibition centre.

Before the start of work, exhibiting companies must send the list of companies and the name of the person responsible for carrying out the work, using form M - Information on prevention of accidents at work on the [mecspe.befair.eu](http://mecspe.befair.eu) website.

### 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 to 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 26/2 to 4/3

**goods collection:** from 9/3 to 12/3

with opening hours 8.00-12.00 and 13.00-17.00.

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.

For storage you will need to pay for the service, which can be purchased on BEFAIR, and depending on how much the goods weigh there are different costs.

### VISITORS' ENTRANCE

#### Entrance ticket price:

Access to the event is free, upon registration.

#### Opening Hours:

- Wednesday 6<sup>th</sup> March 2024: from 9:00 am to 5:30 pm
- Thursday 7<sup>th</sup> March 2024: from 9:00 am to 5:30 pm
- Friday 8<sup>th</sup> March 2024: from 9:00 am to 5:30 pm

#### Free tickets available for exhibitors:

Each exhibitor will receive **1.000 free digital tickets**.

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## PAYMENT AND EXIT VOUCHER

### Final invoice payment:

**The balance must be paid by 27<sup>th</sup> February 2023, 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 can only be downloaded from the exhibitor portal for companies that are up to date with their payments.

## CATERING

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

<p><b>Fornitura food &amp; beverage allo stand.</b> Richiedi il listino dei prodotti a: <a href="mailto:mariateresa.gallelo@camst.it">mariateresa.gallelo@camst.it</a></p> <p><b>Banqueting per eventi e servizi di hospitality presso lo stand.</b> Richiedi un preventivo a: <a href="mailto:info@dettaglicatering.it">info@dettaglicatering.it</a></p>	<p><b>Food &amp; Beverage providing to the stand:</b> Please ask for the price list to: <a href="mailto:mariateresa.gallelo@camst.it">mariateresa.gallelo@camst.it</a></p> <p><b>Events banqueting and hospitality services directly to the stand:</b> Please ask for a quotation to: <a href="mailto:info@dettaglicatering.it">info@dettaglicatering.it</a></p>
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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](mailto:c.brescia@wydex.it)  
to obtain an access permit

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

Bolognafiery Services Sales Office  
email: [vendite@bolognafiery.it](mailto:vendite@bolognafiery.it)  
tel: 051 282816

for quotation of parking pitch assignment and to organise any additional requests for electricity and/or other equipment needed for the service

## 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](mailto:sfloris@bolognawelcome.it)

## HELP DESK

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

**EXHIBITORS +39 02 89362552**

**VISITORS: + 39 02 89362525**

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## USEFUL NUMBERS

Exhibitors helpdesk	+39 02 89362552
Visitors helpdesk	+39 02 89362525
Senaf administrative office	+39 02 332039.614 – 02 332039.605
Senaf technical office	+39 376 0611604
Fair technical office	+39 051 282488 - 282246
Sales office services fair	<b>+39 051 282821</b> (preferential line for exhibitors at Mecspe active from 8.30 a.m. to 5.30 p.m.)
	Other available contact numbers:
	+39 051 282816 - 282818
Office pass set-up	+39 051 282403
Henoto set-up office	+39 049 5801243
Hotel reservations	+39 051 6583126

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