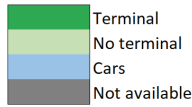


## ▶ ACCESS TO THE EXHIBITION CENTRE VIA THE TERMINAL

Please rely on below scheme to understand the exact days of setting up and dismantling

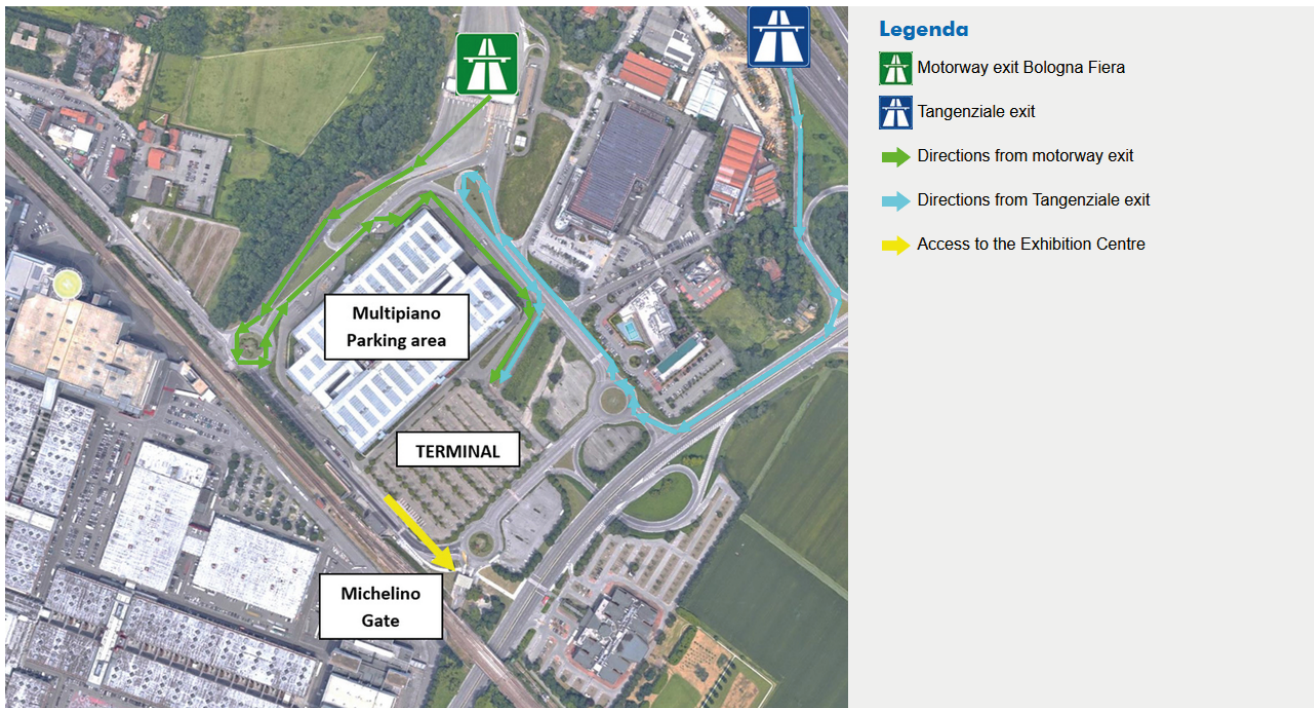


**Terminal opening hours for all halls:**  
daily from 7.00am to 7.00pm

HALL	WED 28-feb	THU 29-feb	FRI 01-mar	SAT 02-mar	SUN 03-mar	MON 04-mar	TUE 05-mar	WED 06-mar	THU 07-mar	FRI 08-mar	SAT 09-mar	SUN 10-mar	MON 11-mar	TUE 12-mar	
14			Terminal	Terminal	No terminal	Terminal	Terminal	SHOW			Terminal	No terminal	Cars	Cars	
16			Terminal	Terminal	No terminal	Terminal	Terminal		Terminal			Terminal	No terminal	Cars	Cars
19			Terminal	Terminal	No terminal	Terminal	Terminal		Terminal			Terminal	No terminal	Cars	Cars
21			Terminal	Terminal	No terminal	Terminal	Terminal		Terminal			Terminal	No terminal	Not available	Not available
22			Terminal	Terminal	No terminal	Terminal	Terminal		Terminal			Terminal	No terminal	Cars	Cars
25			Terminal	Terminal	No terminal	Terminal	Terminal		Terminal			Terminal	No terminal	Not available	Not available
26			Terminal	Terminal	No terminal	Terminal	Terminal		Terminal			Terminal	No terminal	Cars	Cars
28			Terminal	Terminal	No terminal	Terminal	Terminal		Terminal			Terminal	No terminal	Not available	Not available
29			Terminal	Terminal	No terminal	Terminal	Terminal		Terminal			Terminal	No terminal	Cars	Cars
30			Terminal	Terminal	No terminal	Terminal	Terminal		Terminal			Terminal	No terminal	Cars	Cars
36			Terminal	Terminal	No terminal	Terminal	Terminal	Terminal			Terminal	No terminal	Cars	Cars	

## ▶ HOW TO REACH THE TERMINAL

Please be informed that all vehicles must enter from the Terminal parking area located nearby **Michelino gate**.



Vehicles will be allowed to stay inside the fairgrounds for a **limited period of time**. This service is subject to the **payment of a security deposit** as explained below.

TYPE OF VEHICLE	MAXIMUM STAY PERMITTED	SECURITY DEPOSIT
Car or small van	90 minutes	€ 300.00
Van (max 3 seats), up to 3.5 t	120 minutes	€ 300.00
Truck heavier than 3.5 t	180 minutes	€ 300.00

**If the exit occurs within the scheduled time, the amount held on the credit card will be automatically released and will be available within 5 (five) days from the exit date.**

**Below are instructions on using the terminal and accessing the fair**

1)



The company subscribes the registration online on the website Be.Fair. When registering the vehicles, the Terminal area will appear. After plate registration, you will be redirected to Area Terminal

2)



The form is filled in completely and the **DEPOSIT** paid in:

- Car/Van: 300€
- Truck < 3,5 tons: 300€
- Truck >3,5 tons: 300€

3)



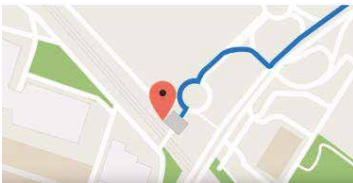
The form, which contain a Qr code is printed. It can also be shown from an electronic device

4)



The form is brought along during the travel, or needs to be shown from an electronic device

5)



Access to Terminal is along side the multi-storey parking tower, close to the **tradedfair entrance** named «**Michelino**». The code is read and accepted here.

**Terminal opening hours for all halls: daily from 7.00am to 7.00pm**

6)



Anyone arriving without the form will be directed to the **Transporters Assistance Center** in the Terminal Area

7)



On delivery of the form a **receipt** will be issued displaying **the time allowed on location**

8)



### MAXIMUN TIME ALLOWED

- Car/Van: 1 hour and 30 minutes
- Truck < 3,5 tons: 2 h
- Truck >3,5 tons: 3 h

9)



At the exit, the staff will scan again the QR code and the **ticket showing entrance time** and permanence inside the fairground. The deposit will be returned if the time allowed is adhered to. In case the QR code is not scanned at the exit, the system will automatically add the fee (not having an exit time to refer to).

10)



The transporter will keep the receipt to document the actual time on location. Any dispute must be forwarded to [terminal@cfpbo.it](mailto:terminal@cfpbo.it) **within 12 hours from the exit time.**

## ► HOW TO USE THE TERMINAL

### **Please note**

to receive by email the pass to enter the fairground it is mandatory the payment of a security deposit by credit card. Please make sure you have enough plafond.

To remind and help you with the payment of the deposit, the system will send you an alert by email 24 hours before the day you reserved. When payment is done, the system will generate a PASS, to be used by the driver of the registered vehicle.

We hardly suggest you to pre-register, book and pay online, in order to avoid delays or problems of any kind on site. A help desk for assistance will be available on site.

**NOTE: the Terminal Service Operator will apply a cost of practical management for issuing documents on site.**

### **Please note**

All vehicles and people entering the fairground must register to **BolognaFiere PASS platform.**

When arriving at the terminal parking area , the staff on site **will check the QR Code** on the PASS and the vehicles will be sent to Michelino gate where the driver will receive a receipt as shown below.

The receipt will indicate the time of entering and the time by which the vehicles must leave the fairground to avoid being charged of the amount held as security deposit.

By the exit, the staff on site will check and scan the receipt:

- If the exit occurs **within** the scheduled time, the amount held on the credit card will be automatically released and will be available within 5 days from the exit date.
- If the exit occurs **after** the scheduled time, the amount held on the credit card will be automatically charged. Within 5 days from the exit date, an invoice will be sent by email.

### **Please note**

money refund depends on bank circuit used. It may take up to 5 days.

BolognaFiere will check all the logistic operation within the fairground through an integrated logistic control system. The security deposit will not be charged if the exit is delayed due to reasons beyond driver control.

**NOTE: Any complaints must be communicated within 12 hours from the end of the service.**

The driver will be given a receipt showing the exit time by the exit.

## ▶ EXAMPLES OF RECEIPTS OF ENTRY AND EXIT



## ▶ SPECIAL PROVISIONS

- ▶ **Exceptional loads will not be subject to passing through the Terminal.** To access please contact the PASS Office of BolognaFiere: Ph . +39 051 282403 - emai [pass@bolognafiere.it](mailto:pass@bolognafiere.it)
- ▶ Drayage service is available at the terminal; to learn about cost and condition of the service please contact BolognaFiere Sales Office: email: [vendite@bolognafiere.it](mailto:vendite@bolognafiere.it) - Fax + 39 051 6374036
- ▶ Parking inside the Terminal will be free of charge for vehicles that will not enter the exhibition fairground and/or will unload goods within the Terminal. **The area will be available for free parking during terminal opening hours (7 a.m. to 7 p.m. for all halls)**



## HELPDESK SERVICE

Help desk service to support you in using  
THE TERMINAL will be available from February 19th

to March 12th at: [terminal@cfpbo.it](mailto:terminal@cfpbo.it) | +39 3408191442

from Monday to Friday

from 9.00am to 1.00pm and from 2.00pm to 7.30pm