



## EXHIBITION TECHNICAL REGULATIONS

**Due to organizational requirements the vehicle entrance gates may be opened earlier than the times written below. All vehicles are strictly prohibited from access to or driving on all interior spaces of the exhibition pavilions.**

### 1. REFERENCES

- 1.1. "Fairs of Parma" shall mean Fiere di Parma S.p.A. with their headquarters in Parma, in Viale delle Esposizioni, no. 393/A.
- 1.2. "Organizer" shall mean SENAF SRL with their headquarters Milano in Via Eritrea 21/A
- 1.3. "Exhibition" shall mean the **MECSPE 2020**.
- 1.4. "Parking lot" or "booth" shall mean the space allotted to the Exhibitor for presenting their own products or services.
- 1.5. "Area" shall mean the Exhibition Area of Parma.
- 1.6. "Pre-exhibition" and "Post-exhibition" shall mean the periods of booth outfitting/assembly and dismantling respectively.

### 2. GENERAL PROVISIONS

#### 2.1. Date, place and opening hours of the exhibition

The exhibition will be open during the following hours:

DAY		EXHIBITORS		VISITORS	
		from	to	from	to
29-10	THURSDAY	08:00	18:30	09:00	18:00
30-10	FRIDAY	08:00	18:30	09:00	18:00
31-10	SATURDAY	08:00	20:00	09:00	17:00

**\*On Saturday 31-10-20 from 5.00 pm to 8.00 p.m. only exhibitors will be allowed to take away products and samples transportable by hand, using the internal car pass valid for the all exhibition days, already held by them. It will not be possible for exhibitors to give their car pass to others. Access will be allowed until 2:00 pm on 31st Oct. In case of transgression, it will be withdrawn. Access to stand builders is not permitted**

**IN CASE OF NEED DURING THE SET-UP, PLEASE CONTACT THE COMPETENCE STATE OFFICE**

#### 2.2. Availability of reserved areas

Reserved areas will be made available to the Exhibitors as of **24/10/20** for those who have booked the free areas and as of **28/10/20** for those who have required the pre-fitted areas. The exhibitor must ensure that the stand builder undertakes to comply with the aforesaid term by including the construction time clause in the contract.

#### 2.3. Access to the Fair Area during the stands outfitting period

Outfitting and introduction of goods to be exhibited shall be carried out in the days and at the times indicated below:

DAY		EXHIBITORS		COST OF EXHIBITION BOOTH EXTENSION OF TIME
		from	to	
24-10	SATURDAY	08:00	20:00	200,00 €/ HOUR OR FRACTION
25-10	SUNDAY	08:00	20:00	200,00 €/ HOUR OR FRACTION
26-10	MONDAY	08:00	20:00	200,00 €/ HOUR OR FRACTION
27-10	TUESDAY	08:00	20:00	200,00 €/ HOUR OR FRACTION
28-10	WEDNESDAY	08:00	17:30	500,00 €/ HOUR OR FRACTION

**The cranes operations are just allowed during unload machinery days: anyone in the need of doing such operations should contact Senaf (tecnico@mecspe.com) to arrange early machinery entering and collection before the booking of such service. At the end of the daily outfitting time, all exhibitors and stand builders shall strictly leave the exhibition area, except for those who undersign the specific request for an extension of the working time to the competent S.A.T.E. office at the rates displayed in the table above. The Exhibition center won't be accessible to people and vehicles one hour before the evening closure. Vehicles must limit any waiting periods to the time necessary for loading and unloading of goods and equipment. Any vehicles not used for this purpose must be parked outside the fairground. The unload and stop-over of containers or detachable parts from non-self-propelled vehicles are prohibited.**

**IT IS STRICTLY FORBIDDEN FOR EXHIBITORS AND STAND BUILDERS TO USE FORK LIFTS, MOBILE CRANES, AERIAL PLATFORMS, ETC. INSIDE THE EXHIBITION CENTRE. IN THE CASE OF VIOLATIONS, FIERE DI PARMA IMMEDIATELY WILL STOP THE EQUIPMENT, ORDER ITS REMOVAL AND IT WILL BE CHARGED A FINE OF €1000.00 TO THE EXHIBITOR.**

#### 2.4. Removal of exhibited samples and of fittings. Return of stand areas

Dismantling of stands and removal of fittings and exhibited goods shall be carried out in the days and at the times indicated below:

DAY		EXHIBITORS	
		from	to
01-11	SUNDAY	08:00	20:00
02-11	MONDAY	08:00	20:00
03-11	TUESDAY	08:00	20:00

## SATURDAY 31 OCTOBER FITTERS SHALL NOT BE ALLOWED IN.

**STAND DISMANTLING AND DISASSEMBLING OPERATIONS SHALL START EXCLUSIVELY FROM 8:00 ON SUNDAY 01 NOVEMBER**

**EXHIBITORS SHALL LEAVE PRE-FITTED STANDS BY 20:00 OF 31 OCTOBER 2020, using the dedicated internal parking area made available during the event. Access will be allowed until 2:00 pm on 31st Oct.**



**The Exhibitors who won't immediately remove their products must control them during the Fair opening hours.** The removing operations must be completed during the working hours mentioned before. Should this not be done, clearance shall be carried out according to the General Conditions for Participation in the Show. Exhibitors shall be liable for any damage or thefts that may occur during the Show or during fitting out and dismantling. Should the stands not be cleared by the term specified above, Fiere di Parma shall automatically consider the material remained in the parking area as waste to be disposed of at public dumping grounds and the Exhibitor shall bear all direct and indirect expenses paid for clearance, in addition to a fine of € 1000.00 + VAT and without prejudice to the right to request compensation for additional damages.

**During the stages of production, installation and disassembly, paint containers, carpet residues, tapes on the floor, any residues from installations and waste of any nature must absolutely be removed and disposed of at the expense of the Exhibitor/Installer. Failure to comply with this provision will result in Fiere di Parma charging Exhibitors with the costs incurred for the removal and disposal of waste, in addition to a € 1000,00 fine.**

**For extensions of the access time to the exhibition centre, the authorisation shall be granted at Fiere di Parma's sole discretion against the money consideration notified by the SATE Office.**

**No motor vehicles shall be allowed into the exhibition halls.**

### **2.5. Entry passes for exhibitors**

The Exhibitor shall be supplied by SENAF with free entry passes further to the on-line registration (by using their own credentials)

#### **2.5.1 Entry passes for Visitors**

Using the credentials received by Senaf, Exhibitors will have the chance to send digital invitations to their customers.

**2.6. Vehicle parking passes** *The exhibitor shall also be supplied with vehicle parking passes for the parking lots located outside the Fair Area in the quantities specified below:*

From sqm.	To sqm.	Est. Park
0	48	01
49	96	02
97	160	03
OVER 161		04

Each pass shall entitle exhibitors to park their vehicles in the parking lots outside the Fair Area as long as spaces are available. The Exhibitor shall be responsible for the correct use of the passes and for the behavior of those using them.

**Each direct Exhibitor will also be supplied with 1 vehicle pass for car parking inside the Exhibition Centre.**

**THE VEHICLE PASSES, OUTSIDE PARKING and INSIDE PARKING (only direct Exhibitor) will have to be collected at the SATE offices from 24 October 2020:**

**Tech. Assistance Pav. 2: Exhibitors pav. 2**

**Tech. Assistance Pav. 3: Exhibitors pav. 3**

**Tech. Assistance Pav. 5: Exhibitors pav. 5**

**Tech. Assistance Pav. 6: Exhibitors pav. 6**

**Tech. Assistance Pav. 4: Exhibitors pav. 4-7-8**

### **2.7. Terms of admission to the exhibition area in the periods of booth assembly and dismantling**

Admission to the Exhibition Area of Parma is granted only if the suitable *Admission Pass for Exhibitors* is produced at the gates. Such pass is released by Fairs of Parma or by Senaf upon request of participating in the event. The Exhibitor shall be responsible for the technical-professional requirements of the companies that will work in the Exhibition Area on the Exhibitor's behalf. Both Fiere di Parma and the Organizer can define special criteria of admittance to the Exhibition Halls during the assembly operations also for the work safety regulations purposes, as well as restrict the use of vehicles and/or provide for charges in case of permanence of vehicles outside the spaces and/or over the established times. **Exhibitors and booth assemblers working on their behalf shall be prohibited from using lift trucks, self-propelled cranes, suspended platforms, etc...that they own inside the Exhibition Area. Should lifting vehicles be introduced and used, Fiere di Parma immediately stops the lifting vehicle and requests that it be moved away from the Exhibition Halls.** Parking near pavilions shall be limited to the time strictly necessary to unload and load goods and equipment. The vehicles not used for such operations shall be parked in the suitable parking areas. In particular the unload and parking of containers or detachable parts of non self-propelled vehicles shall not be permitted.

### **Guidelines for the management of the Mecspe 2020 fair in every phase, starting from the setting up to the dismantling.**

In particular, please note that:

- Within 2 days from the start of the setting up activities, the exhibitor will take care of returning to the relative SATE office the present form (L1) fullu compiled and signed. Please note that access to the exhibition center is bound to the 'presentation in the terms indicated in this form (L1).
- It is necessary that all staff (exhibitors and fitters) wear protective masks to access the Fair neighborhood.
- The Fiere di Parma staff will be able to monitor the staff's body temperature both during access and during all phases. If the temperature recorded is > 37,5°C, the person will be isolated and taken to the "anticovid - 19" medical center for medical checks.
- It is due of the exhibitor to ensure adequate protection measures for all personnel employed for the construction and management of the exhibition area, such as the use of the Dpi (masks, gloves, etc. ..), the use of disinfectant gel alcohol-based, etc.
- The setting up activities, where possible, must begin with the assembly of the walls bordering the other stands, which creates a physical barrier from the outside capable of reducing interference and ensuring social distancing.
- During fair days, the exhibitor is responsible of the crowding capacity inside the stand and are forbidden overcrowding.



### 3. FITTINGS AND PROHIBITED ACTIONS

#### 3.1. Standard fittings

The Exhibitor shall limit their booth to the space assigned, identifiable by separating walls, painted lines or adhesive tape.

**Booths within the pavilions shall not be higher than 2.50 meters.**

So as to take into account the different requirements of Exhibitors, 50 cm variance shall be allowed - giving a maximum height of 3 meters. Any Exhibitor taking advantage of this allowance shall not be required to inform the Fiera but shall be required to ensure the aesthetically acceptable appearance of the booth, with uniform white-painted surfaces facing other booths. Ceilings exceeding the 50% of the area of the booth are not allowed. Eventually the covering could be made by ceiling grate panels or by micro-pierced "textile" (mesh mm 3x3) in order to allow the correct operation of the sprinkler fire system (Sprinkler).

**The Exhibitor is compelled to submit the project of the booth only in the following cases:**

- The booth exceeds 3.00 m in height (the maximum height is 5.50 mt from the ground for a self-supporting booth)
- The booth consists of two levels.

In the above mentioned cases the Exhibitor shall have to send the executive project of the booth to the Technical Department of SENAF at least 60 days before the beginning of the exhibition (please look through the details on the Technical Booklet). Fiere di Parma shall have the right, at its sole discretion, to allow the construction of structures higher than 3.00 meters or of booths with unusual construction characteristics or lay-out under the technical and economic conditions stipulated in the "Exhibition General Attendance Regulations". In particular the realization of two-level booths shall be allowed in the area reserved for island booths (open on 4 sides) and in the area reserved for booths open on 3 sides (peninsular), in this case the same number of free sides must be maintained as the area below, and the structures or walls overlooking adjacent booths must be properly finished. The standard height of the two-level booth shall be 5.50 meters.

**The Exhibitor is solely responsible for the stability of the assembled booths**, and he/she expressly exempts Fiere di Parma and the Organizers from any damages that may arise due to flaws in design and construction, including the dimensions taken from the detailed drawings of the areas in question.

- In the case of trellis structures ("American" type) with a total length over 32m; of truss system structures with a span over 8m, and of "mixed" type structures, once the assembly is completed and in any case before the start of the exhibition, exhibitors must hand in the stability testing certificate issued by a qualified technician who is a member of Italian professional bodies and its proper installation by the assembler.

#### 3.1.1. Rules to observe for safety on work

Pursuant to the regulations in force on safety matter at workplace, Exhibitors, when entrusting setting up and disassembling operations or all other works inside the exhibition centre, shall have to comply with:

1. acquiring the information contained in the Technical Regulations of Exhibition Area and Technical Regulations of Exhibition (DUVRI - Single Interference Risk Assessment Document for exhibition events) relating to the spaces where the booth is to be assembled/dismantled;
2. check the technical - professional aptitude of the contractors or of the independent workers by:
  - acquiring the certificate of registration to the Chamber of Commerce, Industry and Handicrafts;
  - acquiring the self-certification of the contract company or self-employed people on the technical and professional requirements they must possess pursuant to article 47 of the Consolidation Act of legislative and statutory provisions on administrative documents as per Decree of the President of the Republic of 28 December 2000, no. 445;
3. check that the contractors or/and the independent workers are provided with means and equipment to carry out the contracted work in conformity with the provisions of law in force, being agreed that in no case shall Fiere di Parma be responsible for damages or accidents deriving from the activities carried out by the independent worker or contractor;
4. providing detailed information to those subjects on the specific risks existing in the environment where they will operate, contained in the Technical Regulations of the Exhibition Area and Exhibition and the specific risks connected with their own activity;
5. notifying Fiere di Parma or the Organizer of the fact that the technical and professional suitability of organizing companies has been checked as well as that the information mentioned in paragraph 3 has been successfully transmitted by filling out Z3 form;
6. coordinate protection and prevention interventions against risks run by the workers, giving reciprocal information to eliminate the risks due to the interferences among the works of different contractors who are involved in the execution of the entire work, and in particular inform the Head of Technical Assistance of Fiere di Parma whenever situations of risk may occur, whether or not manifest, in connection with the Exhibitor's activity, in case of interference between activities carried out directly by the Exhibitor or by other independent workers or contractors entrusted by the Exhibitor, or the activities executed by third parties;
7. observe and make others observe the provisions of law in force concerning safety and hygiene at work.

#### 3.2. Assembled booths similar to temporary mobile construction sites

In the light of the latest law provisions on safety in relation to the different phases of assembly and dismantling of booths on the occasion of fair events and shows (henceforth defined "Exhibition Decree"), those booths having at least one of the following characteristics are to be considered as temporary mobile construction sites:

- taller than 6 m with reference to a stable surface;
- two-plane assembly structure with a surface of aerial projection of upper floor higher than or equaling 50 sq m;
- Tensile structures on their own, built with elements produced by a single manufacturer, assembled according to the instructions, configurations and maximum loads provided for by the manufacturer, whose total height exceeds 8.50 m with reference to a stable surface, including the covering elements directly connected to the supporting structure.
- It presupposes the organization and the management of a temporary or movable construction site (art. 89 (1), letter A and related attached X of DLGS n.81 of April 28<sup>th</sup> 2008 and S.M.I.)



The Exhibitor who intends to create an outfitting in their own booth even with only one of those characteristics must **send** the executive booth project **to the Technical Office of Fiere di Parma at least 60 days before the beginning of the exhibition.**

### 3.2.1. Rules to observe for safety on work

Pursuant to the regulations in force on safety at work, exhibitors shall:

1. acquire the information contained in the Technical Regulations of Exhibition Area and Technical Regulations of Exhibition in relation to the spaces where the stand/booth will be assembled/dismantled;
2. appoint the **Planning Coordinator** (liable for the obligations set forth in art. 91, paragraph 1, letter a and paragraph 2 of the Legislative Decree no. 81/08) upon assigning the planning job. The Planning Coordinator shall draw up the **Safety and Coordination Plan** according to the minimum contents indicated in Annex VI of the Exhibition Decree, and taking into account all the information written in the Technical Regulations of Exhibition Area and Technical Regulations of Exhibition;
3. find the company that or self-employed workers who will be entrusted with assembling and outfitting the stands/booths, applying for the relevant authorization to Fiere di Parma or the Organizer by filling out the **Z4** form;
4. transfer the safety and coordination plan (PSC) to all the companies and self-employed workers in charge of assembling the stands/booths;
5. check the technical-professional suitability of the company holder of the contract, as well as of any contractor and self-employed worker subcontracted by acquiring the registration certificate to the Chamber of Commerce, Industry and Handicrafts and the tax compliance certificate provided with the self-certificate attesting to the possession of the other requirements set forth in the annex XVII of the Legislative Decree no. 81/08. The foreign contractors can prove their technical-professional suitability by means of the model set forth in the annex II of the Exhibition Decree or other models published in the following Website (if any): [www.lavoro.gov.it](http://www.lavoro.gov.it);
6. appoint the **Works Execution Coordinator** (liable for obligations set forth in art. 92 of the Legislative Decree no. 81/08) before assigning the jobs. The Coordinator will check that all the provisions contained in the PSC are implemented by the contractors and self-employed workers, as well as that the Safety and Health Plans (POS) are consistent with the PSC;
7. provide a fence or – after a specific risk assessment – replace the fence with suitable surveillance;
8. inform Fiere di Parma or the Organizer that the technical-professional suitability of the organizing companies has been checked, as well as that all the information listed in paragraph 4 has been transmitted by filling out the **Z4** form;
9. coordinate the risk protection and prevention workers are exposed to in order to remove all risks deriving from the interference between activities carried out by the different companies involved in the execution of the whole work, and in particular inform the Head of Technical Assistance of Fiere di Parma whenever situations of risk may occur, whether or not manifest, in connection with the Exhibitor's activity, in case of interference between activities carried out directly by the Exhibitor or by other independent workers or contractors entrusted by the Exhibitor, or the activities executed by third parties;
10. observe and make others observe the provisions of law in force concerning safety and hygiene at work.  
Later the Exhibitor shall produce the report of the correct booth/stand assembly. Such report will be written and edited by the organizer (to be produced once assembly is over); the static testing certificate of booth assembly by a qualified technician shall be produced by the same date. For the latticework structures ("American" type) with a total development higher than 32.00 m or with structural clear span exceeding 8.00 m the static testing certificate issued by a qualified technician of those structures shall be produced once assembly is over.
11. transmit, before the beginning of the works, the preliminary notification, written in conformity with the attachment XII, to the Local Health Unit and to the Provincial Job Leadership with territorial jurisdiction.

### 3.3. Overhead rigging/hanging

We remind the Exhibitors that they cannot install overhead rigging/hanging on their own. If need be, they must promptly submit a project with technical features to the outfitting office which will assess its feasibility and issue the relevant quotation. In case of acceptance, rigging/hanging will be assembled and installed by technicians appointed by Fiere di Parma.

### 3.4. Prohibited actions

**In particular the Exhibitors and their stand assemblers/booth coordinators shall not:**

- carry out work of any kind that might change the material state of the buildings or of furnishings belonging to Fiere di Parma and/or modifications in the exhibition areas;
- damage the equipment belonging to Fiere di Parma or any structures in the exhibition halls themselves; in particular it is forbidden to hammer nails, fix staples, apply paint, splash paint or glue, stick with adhesive tape, drag heavy loads, open or damage manholes or trench ducts and traps covering plates;
- spread on the floor of the exhibition hall fuel, petrol, chemical products or solvents that could damage the flooring;
- apply loads to the structure of the exhibition hall, to the walls, to Exhibition plant in general; where possible, in derogation to this prohibition and upon request, the Technical Office may issue specific authorizations for the anchoring to the structures;
- drill into the floor;
- attach or hang on the above mentioned parts posters, cables, panels, banners, stickers;
- attach carpeting or similar materials using highly adhesive double sided tape or other tapes with paper or easily detached backings;
- **Overload the showroom floors with a UDL exceeding 3000 kg/sqm or alternatively with a concentrated load of 2000 kg applied to a 10cm square area;**
- In the case of loads higher than those mentioned above, the Exhibitor is obliged to carry out (at his own expense) all necessary arrangements for ensuring that the load on the floor is distributed in such a way as not to exceed in any point the above-mentioned limits and as not to cause any damage to the pavilions;



- enter the pavilions with motor vehicles of any kind;
- enter the pavilions with lift trucks, self-propelled cranes, suspended platforms, etc..
- bring and leave machinery or vehicles in the exhibition with their fuel tanks full or battery connected;
- introduce into the exhibition halls explosive, flammable, asphyxiating or in any case dangerous materials or light fires, bring or use flammable compressed or liquefied gas bottles into the exhibition halls;
- Make, on one's own or through third parties not authorized by Fiere di Parma, service connections (electricity, water, compressed air, telephone) in points other than the "delivery" ones provided by Fiere di Parma;
- open or tamper with panelboards, electric supply or phone boxes;
- discharge waste water into the pavilions sewage system without the use of special waste discharge piping to be fitted into specific traps;
- No water containing either corrosive waste, substances liable to solidify or unpleasant smelling wastes, paints or varnishes may be discharged;
- leave any part of the stand fittings, such as carpeting or waste of any kind, in the Exhibition area;
- leave any kind of packaging in the Exhibition Area the day before the official opening. Materials will be collected as a matter of course, charging the costs of collection, retrieval and return to the Exhibitor according to the rates written in F2 and F3 forms;
- operate any kind of machinery that may cause disturbing noise, including radios, video players, recorders, musical instruments and any sort of sound broadcasting equipment, without having received prior written authorization from Fiere di Parma. Such authorization in no way exonerates the exhibitor in question from fulfilling, at his own expense, the necessary formalities required by current law relating to copyright. The equipment used may in no way produce more noise than allowed by current legislation, nor cause disturbance.
- take photograph and shoot with any device the interiors of the exhibition area, the stands as well as the exhibited goods without prior authorization of the Fairs Organization, of possible Organizers other than the Fair, and of the owners of the stands.

#### 4. GENERAL TECHNICAL SERVICES

##### 4.1. Technical assistance to exhibitors

Fiere di Parma shall place their **In-fair Technical Services (S.A.T.E.)** at the Exhibitors' disposal for information about the general services available within the Exhibition area and described in the reservation forms. The Exhibitor shall allow the passage of power cables, water supply or outlet pipes, pipes for compressed air, besides aerial and floor structural installations or structural installations along vertical elements. Exhibitors shall build their own stand ensuring both the practicability and accessibility of the plant supply points and fire-fighting devices and fire control points which are permanently installed in the Exhibition Area. **The Exhibitor shall leave the supply points of water, compressed air, electrical panels (traps and columns) accessible to be inspected, cleared of any hindrance at any time in order to allow the connection, inspection and intervention by the personnel in charge.**

##### 4.2. Fire prevention

The Exhibitor shall be expected to comply with the fire prevention regulations relating to places of public entertainment and use the materials whose characteristics are listed in the form "Fire-fighting compliance" for the fittings of their booth. **Each Exhibitor shall also be required to present a form specifying the compliance of materials to the fire prevention regulations, properly filled in and signed, to the Fiera before the opening of the exhibition.**

Exhibitors shall also be required to comply with the following conditions:

##### 4.2.1. Rules and prohibitions

The Exhibitor shall use materials for fittings that comply with current fire prevention regulations and shall be held entirely responsible in relation to both the civil and the penal codes of law for any damages caused by non-compliance or violation of the above mentioned legislation.

In order to ensure the greatest possible efficiency of the total safety systems in the Exhibition Area, Exhibitors shall be required to comply with all regulations relating to fire prevention and to ensure that their fitters comply with these regulations.

In any case, materials used in the fittings shall have the following characteristics:

- only fire resistant materials or materials rendered fire resistant shall be used;
- only "class 1" plastic materials shall be used, also for panels (for example polystyrene foam is prohibited);
- only class 1 or 2 non-fire resistant synthetic fiber fabrics, paints, or glues shall be used; neither shall mats, grates, curtains made of wooden slats or similar materials be used;
- the Exhibitor shall be specifically required to treat all combustible materials used in objects brought to the booth in order to outfit the same, in order to render them fire resistant.  
Fire-proofing treatment of protected materials shall be carried out before fitting them in the booths;
- no nitrocellulose paints or varnishes shall be used nor shall empty packing cases or more printed materials than required for daily use be stored in the booth; neither shall compressed or liquid gas rings or stoves of any kind be used;
- no smoking shall be allowed either inside or outside the exhibition halls near combustible materials during the assembly and dismantling periods as well as during the exhibition;
- each Exhibitor shall be required to present Fiere di Parma with a copy of the certificates of classification and proof that utilized materials are fire resistant, along with the "Fire-fighting compliance" form, duly filled in and signed. Fiere di Parma shall be entitled to examine all booth designs that are beyond standard sizes or that feature unusual sources of hazard and only those that have already received a certificate of fitness as exhibition booths shall be allowed. The Exhibitor shall also be required to supply plan views and lay-outs, plus the names of the technicians responsible for the structures and fittings as well as for the plant used therein. The same requirement exists for booths, constructions and fittings built outside the exhibition halls. Fiere di Parma shall be entitled to have the booths inspected by the Commission for safety in places of public entertainment.



#### 4.2.2. Liability

The Exhibitor shall be solely liable for any possible fires, for any damages deriving from failure to comply with the above mentioned rules and prohibitions and with the regulations governing this matter and relieves Fiere di Parma from any request for compensation made by third parties.

#### 4.2.3. Emergency plan of the exhibition area

The Emergency Plan of the Exhibition Area is enclosed to these Regulations.

A surveillance service shall be provided to the Fiere di Parma as set forth in the requirements of the Watchdog of Places of Public Shows, while the structure is equipped with a suitable fire-fighting system. The Emergency Plan indicates how to deal with emergency situations and intervention procedures during the stand assembly/dismantling and throughout the event, as well as the systems to be used to give alarm. In case of danger, the fire-fighting team shall hence have to be immediately informed through telephones that are located in various areas of the Exhibition Pavilions. In case of fire, further to informing the team in charge according to above mentioned instructions, every contractor must assure that its workers are quiet and that they will follow the instructions of the fire - fighting team. Should it be impossible to immediately contact the fire-fighting team and should the situation be so dangerous as to require an immediate intervention, contractors can operate with the fire-fighting extinguishers they find in exhibition pavilions near the exits. The telephone numbers activated in case of emergency by the SOS telephones are the following:

Switchboard Operator	101	
Fire Brigade on Exhibition	515	Permanent Fire Service
Red Cross on Exhibition	518-519	Permanent Health Assistance

The following institutional numbers can be contacted through the switchboard operator:

- Fire Brigade	115
- Parma Rescue Service	118
- General Emergency	113
- Police Station	112

In case an emergency escape order is given, the Exhibitor/Fitter shall:

- set the equipment or machines in safe conditions,
- place the work tools in areas which do not hinder the escape lanes,
- listen to the instructions given,
- do not use lifts,
- go to the nearest emergency exits without running or screaming,
- do not walk in a direction opposite to the escape flow,
- do not carry heavy and/or bulky items,
- reach the gathering point indicated in the instructions.

#### 4.2.4. Operating requirements of fire prevention and event safety

- All escape routes must be kept cleared of any fixed or movable hindrances during the assembly/dismantling period and during the period of opening to the public.
- In no way are pluggings and/or closures near the stable fire-fighting devices supplied to the pavilions and/or the open areas of the Exhibition Area allowed. Should such works be required for assembly purposes, suitable access openings to those devices shall be made with the relevant warning signals complying with the regulations in force.
- The booth organizer/assembler shall signal the fire-fighting devices (fire extinguishers) supplied to the stand by means of suitable signs in compliance with the regulations in force (point c of this chapter).
- The correct positioning of safety signals concerning the fire-fighting devices (fire-hydrants, hoses and fire extinguishers) and public circulation shall be checked daily.
- Both the fixed and movable extinguishing means, as well as fire-fighting devices shall be kept in perfect working order, shall be easily detectable, accessible and usable.
- Any motor vehicles are prohibited from circulating and parking inside the exhibition halls, except for emergency vehicles which shall be assigned special parking areas.
- Confined spaces shall be easily inspected.
- The areas below the raised parts shall not constitute a material
- Waste materials resulting from assembly operations shall be disposed of by the Exhibition Area and/or exhibition Pavilions before opening to the public.
- Any perimeter awnings of evening closing of booths/stands shall be always kept open during the opening times.
- Booth structures and furnishings shall be arranged in such a way as not to hamper the access to electrical cabinets, fire hydrants, hoses, fire extinguishers, technical rooms also featuring safety systems, etc...
- All lighting equipment shall be installed at a safe distance from any combustible material.
- The ground anchoring systems of covering temporary structures that may hamper the passage to the public shall be duly signaled.
- The Exhibitor shall comply with any other specific event requirements that the Authorities in charge of controlling shall deem necessary to give.



## INFORMATION SHEET ART.26 D.L. GVO 81/08

To all the subjects (Companies or Autonomous Workers) operating inside the  
**FIERE DI PARMA S.P.A.**

### INTRODUCTION AND AIM

This information sheet was drawn by FIERE DI PARMA S.P.A. in compliance with informative law obligations and to correctly fulfil the obligations concerning the co-ordination of works according of Legislative Decree 81/08 and following modifications and supplements, as well as all the rules being either directly or indirectly related to it.

This information sheet hence addresses to both Companies and/or autonomous workers operating inside the Fair area without a direct contractual relationship with the FIERE DI PARMA S.P.A. because the exhibitors directly entrusted them.

This information sheet about risks does not extend to the specific risks of contractors' activities, to the risks of individual autonomous workers (Legislative Decree 81/08), or to the specific risks involved by or being directly related to the peculiar features of every exhibition taking place in the pavilions and in the exhibiting areas belonging to the FIERE DI PARMA S.P.A..

This information document does not replace but supplements provisions and contractual obligations of both suppliers and users of services being let out on contract and/or co-ordinated by FIERA DI PARMA S.P.A. and contained in documents such as:

- General conditions for participation
- Exhibition technical regulations
- General rules applicable to all events
- Fair Area regulations
- Various forms booklet
- Contracts and/or specifications for the supply of materials and services.

### INFORMATION ABOUT RISKS

The following sheets give detailed information about the specific risks existing in the environment where companies or autonomous workers can operate inside the fair area as well as about prevention measures to be adopted with respect to listed risks.

Sheet No.	Area/Department	
<b>A02</b>	<b>ENCLOSED EXTERNAL AREAS: courtyard pertaining to fair pavilions, parking areas, circulation paths, goods handling areas</b>	
INFORMATION ABOUT RISKS PRESENT IN THE AREA		
Situation	Risks	Remarks
Circulation of vehicles in the operative areas	Running down by vehicles.	<i>Only during exhibitions and relative outfitting and dismantling operations</i>
Circulation of pedestrians in the operative areas	Pedestrians running down by vehicles and lifting systems during use	<i>Only during exhibitions and relative outfitting and dismantling operations</i>
Fall of materials from above in areas open to vehicles, pedestrians, and visitors	Materials falling from the top	<i>Only during exhibitions and relative outfitting and dismantling operations, and during operations carried out high above the floor or involving the lifting of materials in areas open to the circulation of pedestrian and vehicles.</i>
Outdoor work	Exposure to air currents and to cold temperatures.	<i>In case of windy, cold, and not temperate weather</i>
Outdoor work	Exposure to unfavourable weather	<i>In case of rain</i>
Slippery surfaces	Falls, sprains	<i>In case of rain, frost, or due to possible pavement disconnectedness</i>
Driving of vehicles in the roads for vehicles circulation	Running down, collisions against structural parts	<i>In any circumstance</i>
Parking areas, materials temporary storehouse: risk of interference with free circulation and emergency situation	Impossibility of immediate evacuation and of immediate first aid	<i>In any circumstance, but in particular during the exhibitions</i>
Emergencies	Due to diatribes with violent people, in case of fire, due to the high number of parked vehicles.	<i>Only during exhibitions</i>



BEHAVIOURAL RULES		
Driving vehicles	<ul style="list-style-type: none"> <li>Scrupulously abide by the signs specifying the speed limits in the areas that are destined to the circulation of vehicles, drive cautiously by paying the maximum attention and in particular when changing direction among the buildings, keep in the signalled paths; in any case maximum speed must never exceed 10 Km/h</li> </ul>	
Parking vehicles	<ul style="list-style-type: none"> <li>Park the vehicles in the parking areas and within the allowed spaces: in any case it is absolutely forbidden to park vehicles or place materials where they can hamper the free circulation and in particular emergency exits and paths reserved to the access of first aid and intervention vehicles for emergencies</li> </ul>	
Safety signs	<ul style="list-style-type: none"> <li>Comply with and have people complying with prohibitions, prescriptions, and warnings given by safety signs, in particular signs concerning circulation ways and paths reserved to the emergency services, which are to be kept free both for vehicles and pedestrians</li> </ul>	
Sheet No.	Area/Department	
<b>A04</b>	FAIR PAVILIONS during Exhibitions outfitting and dismantling phases	
INFORMATION ABOUT RISKS PRESENT IN THE AREA		
Situation	Risks	Remarks
Access of vehicles into the pavilions.	Running down and collisions between people and vehicles, overloads on pavement, structural damages.	<i>No entry except for derogations for particular events and/or following a specific authorisation</i>
Access of internal combustion vehicles to the pavilions.	Exhaust gas inhaling (combustion products)	<i>No entry except for derogations for particular events and/or following a specific authorisation</i>
Access of vehicles without tyres	Structural damages	<i>No entry</i>
Driving of vehicles inside the pavilions	Running down of people during manoeuvres, collisions with structural parts during manoeuvres	<i>Vehicles shall be driven by suitably trained personnel, great caution in manoeuvres, help in signalling.</i>
Maximum allowed overload on flooring 3000 Kg/sqm or alternatively with a concentrated load of 2000 kg applied to a 10cm square area	Subsiding and structural damage, instability of means and of loads.	<i>Overloads and concentrated loads shall be forbidden</i>
Application of loads to the building structure	Collapses, structural damages, damages to the systems	<i>Loads application shall be forbidden</i>
Guaranteeing a safe circulation of pedestrians during the outfitting and dismantling phases: interference between the different working subjects	People running down by materials, falls due to obstacles hampering the circulation paths	<i>Circulation paths must be safely run along even while the various activities are in progress.</i>
Solid waste originated by working	Obstacles, dangerous collisions, fire	<i>Immediate removal</i>
Ensuring a safe evacuation of places in case of emergency	Impossibility to immediately leave the pavilion to reach a safer place	<i>Make sure access to emergency exits and paths is easy</i>
Use of machinery and equipment for necessary works: features relating to the possible interference among the different working subjects	General accidents risks; sanitary risks	<i>Compliance with sanitary and accident prevention rules in force</i>
Use of hoisting systems: possible interference between the different working subjects	Fall of hoisted and transported materials	<i>No entry of unsuitable machines and prohibition to expose anybody to suspended loads.</i>
Unfavourable microclimate: for work in non heated places	Exposure to air currents and to cold temperatures.	<i>In case of cold and not temperate seasons and in case the heating system is not enabled</i>
Use of compressed or liquefied gases, fuels, burning materials, or inert materials	Burst, explosion, fire	<i>Either their bringing in or their use are forbidden; specific authorisations shall be required</i>





Use of flames, ignition of fires, use of compressed or liquefied gas rings, use of stoves in general	Fire, explosion	<i>Absolute prohibition</i>
Cigarettes or cigars smoke near combustible materials	Fire	<i>Absolute prohibition</i>
Spreading of dangerous products on the floor: naphtha, gasoline, solvents, corrosive substances in general, oils.	Fire, inhaling of noxious and irritating vapours, damages to the flooring, falls	<i>Absolute prohibition.</i>
Use of paints and solvents, production of dusts or fumes, fibres release, exhalation of bad smells	Inhaling of toxic or noxious or irritating substances, fire	<i>Prohibitions and obligations</i>
Connection to utilities: water, electric power, compressed air, and telephone	Electrocution, obstacles to circulation and in general obstacles concerning the unsuitable execution of the plants and of their connection to the supply points.	<i>Obligations</i>
Introduction of dangerous materials in the pavilions	Fire	<i>Obligations</i>

**BEHAVIOURAL RULES**

<b>Access to pavilions with vehicles</b>	<ul style="list-style-type: none"> <li>It is forbidden to have access to the Fair pavilions with vehicles without the specific authorisation by the Fiere di Parma.</li> <li>It is forbidden to enter the Fair pavilions with internal combustion vehicles; transport and hoisting means shall be let in provided that they are of the electric type (electric lift trucks) or that they are equipped with catalytic muffler and that the engine is immediately turned off during loading and unloading of materials.</li> </ul>
<b>Driving of vehicles inside the pavilions</b>	<ul style="list-style-type: none"> <li>The driving of transport and hoisting vehicles inside the pavilions shall be subject to specific authorisation and must be compulsorily carried out by skilled and suitably trained personnel: such skilled personnel shall perform the manoeuvres with the maximum caution and if necessary ask for help in order to avoid running down people on circulation paths as well as dangerous collisions with materials and structures on the tracks and during the manoeuvres; maximum speed must in any case never exceed 5 Km/h (at walking pace)</li> </ul>
<b>Maximum admissible loads</b>	<p>It is forbidden to overload the showroom floors with a UDL exceeding 3000 kg/sqm or alternatively with a concentrated load of 2000 kg applied to a 10cm square area; - In the case of loads higher than those mentioned above, the Exhibitor is obliged to carry out (at his own expense) all necessary arrangements for ensuring that the load on the floor is distributed in such a way as not to exceed in any point the above-mentioned limits and as not to cause any damage to the pavilions;; it is forbidden to enter the pavilions with tired vehicles having a maximum total weight exceeding 3000 kg at full load.</p>
<b>Use of hoisting systems</b>	<ul style="list-style-type: none"> <li>Hoisting systems used inside (and outside) the pavilions must not be manual and they must have an hoisting capacity exceeding 200 kg. They must be equipped with regular type approval and relevant booklet, they must have been checked by the control bodies during the last year and possible ropes and chains must have been checked during the last 3 months. They must be provided with use and maintenance manual including EC marking, which proves their compliance with European standards (Machines Directive). Their use must be confined to the allowed working area; if this turned out to be impossible, it is necessary to temporarily delimit the area concerned by the hoisting operations in order to prevent non authorised people from entering it. Interrupt the hoisting operations in case any non authorised person enters the dangerous area and do not resume them until the danger has been eliminated</li> </ul>
<b>Connections for the supply of services</b>	<ul style="list-style-type: none"> <li>For the realisation of connections to the services supplied by the FIERE DI PARMA S.p.a. comply with the following main operative and technical prescriptions:</li> <li>Electric system: supply points (cubicles and trapdoors) shall be easily accessible for inspection and free from obstructions; at the moment of connection the mains voltage (power at 50 Hz, three-phase voltage 400 volt- single-phase 230 volt) must be checked together with ground protection wire and neutral: only materials, cables, and equipment complying with the law 46/90, conforming with CEI standards and having construction features complying with the CEI 64-10 standards for places of public entertainment shall be used; a copy of the conformity declaration of the realised system, duly filled in and signed by an authorised person, shall be previously delivered to the Fiere di Parma together with the relevant obligatory enclosures; connection to FIERE DI PARMA S.P.A. mains shall only be carried out by the personnel of the Ente official electrical contractor.</li> <li>Water systems: systems must be designed and built using the best construction practices in compliance with the mains water pressure of 4-5 Bar; connections shall only be carried out by the personnel of FIERE DI PARMA S.P.A. official contractor for plumbing services; It is forbidden to drain</li> </ul>



	<p>waste waters into the pavilion sewerage without suitable drain pipes that are to be inserted in the suitable traps; it is forbidden to dispose metal and cement corrosive waters, solidifying substances, and stinking waters.</p> <ul style="list-style-type: none"> <li>Compressed air system: connections shall only be carried out by the specialized company authorised by the Fiere di Parma from a specific point set by the Ente itself inside the exhibition pavilion by means of 1/2" diameter quick bayonet plugs; pressure shall range between 7 and 8 atmospheres; top quality materials and equipment shall be used and all systems shall be designed and built using the best construction practices in compliance with the mains air pressure.</li> <li>Telephone connection: the connection shall only be carried out by the official supplier of the FIERE DI PARMA S.p.a..</li> <li>All the supplies of services for the realisation of the above mentioned systems shall be previously requested by filling in the suitable form</li> </ul>
<p>Outfitting and dismantling of structures</p>	<ul style="list-style-type: none"> <li>It is forbidden to apply loads to the structures, the walls, and the systems present in the pavilions; it is forbidden to stick or hang to the above mentioned structures, without specific authorisation, posters, cables, panels, banners, and stickers that could originate damages and hamper the correct sight of safety signs present in the pavilions</li> <li>During outfitting and dismantling of structures inside the pavilions circulation paths shall have to be kept clear and safe. Furthermore exhibitors shall have to keep the maximum order within their operative area since many different subjects will be working simultaneously by thus causing possible dangers due to interference;</li> <li>in particular exhibitors shall compulsorily have to perform (continues)</li> <li>their own activities by keeping within the set working areas that can be determined through partitions or stripes made with paint or adhesive tape for outfitting</li> <li>Do not hamper with materials pedestrian and vehicle paths destined to the safe circulation of all subjects operating inside the pavilion</li> <li>Make immediately stable and safe those materials or structures that by falling could endanger people on circulation paths</li> <li>Never abandon materials high above the floor since their fall could be dangerous for circulation paths; while working high above the floor or hoisting materials by mechanical means temporarily circumscribe the area through barrages or with the help of personnel working nearby to prevent people from entering it</li> <li>During outfitting and dismantling operations inside the pavilions emergency exits and paths shall be kept clear and safe; in particular it is forbidden to hamper, even temporarily, emergency exits and paths with materials or means of transport</li> <li>Do not accumulate waste materials resulting from processing: waste materials must be immediately removed from pavilions; in particular, waste material must not hamper spaces outside the operative areas and any combustible material must be removed as soon as it is produced (packages, paper, cartons, plastic materials, etc.)</li> <li>During dismantling operations never leave inside the pavilions and in the whole fair area part of the used fittings.</li> </ul>
<p>Use of machinery and equipment</p>	<ul style="list-style-type: none"> <li>Machinery and equipment that are to be used by any subject working inside the pavilions during outfitting and mounting operations and during dismantling operations must comply with current sanitary and safety at work regulations, in particular they must fulfil the obligations provided for by the Legislative Decree 81/08 since they have to be used in an environment where there are different subjects that could suffer indirect damages due to their use; used equipment must be conforming in particular from an electric point of view and as to the giving out of possible pollutants of chemical or physical nature (low noise emissions, low gas, fumes, vapours, and smell emissions); as to the use of machines involving the throwing of materials or the emission of noxious radiation (e.g.: Flexible blades for grinding operations, welding machines emitting luminous radiation) further to limiting their use to unbreakable and contingent needs, it is compulsory to provide suitable shielding to avoid damages to the personnel being not in charge of this specific activities</li> </ul>
<p>Use of gas</p>	<ul style="list-style-type: none"> <li>In the pavilions there are no systems or vessels that could originate risks of burst, explosion, or fire; during the outfitting and dismantling operations it is forbidden to introduce and use compressed or liquefied gas bottles.</li> </ul> <p>The Fiere di Parma may, through a specific request and at their sole discretion, authorize the use of bottles containing inert gas within the exhibition pavilions. Besides complying with all the regulations governing the use of gases for welding, cutting and other similar technical purposes, the users, as a function of the risks for third parties not using these gases, shall also protect the bottles from sources of heat, anchor them to fixed structures, prevent them from being accessed by the public, locate them well away from electric panels and protect them from possible dangerous impacts</p>



<b>Dangerous treatments</b>	<ul style="list-style-type: none"> <li>No brush or spray painting activities with paints with a base of solvents and in particular with nitrocellulose and oil paints and varnishes shall be carried out; no activities involving generalised pollution by smokes, dusts, fibres, and bad smells shall be carried out; activities that could possibly involve the giving out of noxious and polluting substances (welding, painting, fire-retardant treatments, etc.) shall have to be carried out before the mounting and setting up of structures outside exhibition pavilions</li> </ul>	
<b>Fire prevention rules</b>	<p>Only fire resistant materials or materials rendered fire resistant shall be used for fittings; only "class 1" plastic materials shall be used, for panels too (polystyrene foam); only non-fire resistant synthetic fibre fabrics, class 1 or 2 paints, or glues shall be used; partition structures made of wooden slats or similar materials shall not be used.</p> <ul style="list-style-type: none"> <li>The exhibitor shall use materials for fittings that comply with current fire prevention regulations and shall fill in and sign the suitable "fire prevention" form.</li> <li>No free flames can be brought into the pavilions; no fire can be lit, no compressed or liquefied gas rings or stoves of any kind can be used</li> <li>No smoking shall be allowed either inside or outside the exhibition areas near combustible materials</li> <li>Never spread naphtha, gasoline, oils, solvents, and other corrosive substances on the flooring of the exhibition pavilions. Should a spilling accidentally take place, spread substances shall have to be immediately removed by complying with the prescribed techniques and by using the necessary materials</li> </ul>	
<b>Sheet No.</b>	<b>Area/Department</b>	
<b>A05</b>	<b>FAIR PAVILIONS during Exhibitions</b>	
<b>WARNING</b>		
<p>During the considered phase in the pavilions there are fitted stands and the public; all behavioural and technical preventive measures must hence be aimed at safeguarding not only operators' but also visitors' safety: this sheet examines the possible situations of danger and the relative precautions and behaviour to be complied with mainly to guarantee visitors' safety.</p>		
<b>INFORMATION ABOUT RISKS PRESENT IN THE AREA</b>		
<b>Situation</b>	<b>Risks</b>	<b>Remarks</b>
Safety of fitted structures	Structural yielding	<i>Obligations and prohibitions for exhibitors' and visitors' safety</i>
Systems safety	Mechanical, electrical, thermal risks, explosion, burst. Fire	<i>Obligations and prohibitions for exhibitors' and visitors' safety</i>
Safety in case of emergency	Impossibility of immediate evacuation	<i>Obligations and prohibitions concerning the management of spaces and in particular of emergency exits and circulation paths</i>
Fire prevention safety	Fire, evacuation	<i>General behaviours</i>
Safety in case of works that need to be carried out even if the public is present	Interference with the public	<i>Provisional works apt to eliminate the danger of interference</i>
<b>BEHAVIOURAL RULES</b>		
<b>Fittings modifications</b>	<ul style="list-style-type: none"> <li>No structural changes to authorised fittings shall be carried out; in particular no structures exceeding 3 metres in height shall be set up without specific designs and relevant authorisations; ensure the stability of structures also through periodical controls in order to check the presence of possible damages during the exhibition; carefully check the presence of the necessary fasteners both for horizontal structures (counter-ceilings made with grating panels) and for vertical ones</li> <li>No structural modifications shall be made on standard fittings and on particular fittings; the latter shall have to be accompanied by the project and the calculation report and comply with the regulations governing the places of public entertainment; in particular the improper use of structures (by overloading them), which could jeopardize their stability, shall be prohibited</li> <li>No intervention entailing changes or variations to the status of buildings and of movable structures of the FIERE DI PARMA S.p.a. shall be allowed without previous specific authorisation.</li> </ul>	



<p><b>Interventions during exhibiting activities</b></p>	<ul style="list-style-type: none"> <li>• In case urgent changes, repairs, maintenance interventions, and cleaning interventions are to be carried out during the exhibition the following will be necessary:</li> <li>• Check its actual urgency and need and, if possible, carry out the intervention during the closing time or during the hours of poor crowd in order to limit possible negative interference</li> <li>• Carry out the intervention by setting up provisional works apt to eliminate possible dangers to third parties and in particular to the visitors (e.g.: for works high above the floor delimit the concerned area with no entry signs; in case of dust raising use means apt to avoid its scattering; in case of interventions requiring the use of vehicles and their moving; prepare the necessary barrages or ask for the help of personnel to keep off curious people etc.)</li> </ul>
<p><b>Safety of electric systems</b></p>	<ul style="list-style-type: none"> <li>• No changes shall be made to the set up electric system, in particular to the features of circuit breakers, lines and cables, junctions, outlets, structures and system grounding, and lighting devices; multiple plug sockets shall not be allowed; no lighting device shall be accessible, in particular halogen lamps, and no combustible material shall be placed nearby.</li> <li>• The perfect functioning of the magnetothermic switch downstream the circuit breaker supplied by the Fiere di Parma shall be constantly checked during the whole duration of the exhibition.</li> <li>• The perfect functioning of pressure pipes and vessels shall be checked, in particular as to fastening systems and materials integrity.</li> </ul>
<p><b>Installation or operation of machines and equipment</b></p>	<ul style="list-style-type: none"> <li>• Machines and equipment being exhibited and/or operated for demonstration purposes shall be installed (and kept in the same position) by making sure that they originate no danger and in compliance with safety and inaccessibility rules according to their ordinary workshop operation; in case moving mechanical members, excessively hot surfaces, and other dangers turned out to be accessible according to ordinary workshop operation, additional guards or an impassable safety enclosure shall be set up</li> <li>• Machines of any nature shall not be operated without previous specific written authorisation by the Technical Management; no explosion engine-actuated machines involving the use of fuel or of gas bottles shall be operated inside the pavilions</li> <li>• When operating machines and appliances inside the pavilions any noxious and hazardous emission shall have to be avoided (noise, bad smells, gas, and liquids emission)</li> </ul>
<p><b>Hazardous materials or substances</b></p>	<ul style="list-style-type: none"> <li>• No explosive, detonating, asphyxiating, or in any case hazardous material shall be brought into the pavilions; no compressed or liquefied gas bottles shall be used and no fires shall be lit</li> <li>• No machines or vehicles having tanks containing fuel shall be exhibited</li> </ul>
<p><b>Management of emergencies</b></p>	<ul style="list-style-type: none"> <li>• The FIERE DI PARMA S.p.a. during the exhibitions has a fire-fighting team, a plan for the management of emergencies, and fire-fighting systems of both automatic and manual type. In case of danger, the fire-fighting team shall hence have to be immediately informed through telephones that are located in various areas of the Exhibition Pavilions; in case of fire every contractor must guarantee that its workers keep quiet and that they will follow the instructions of the fire-fighting team, the emergency plan, and the signs. In case the evacuation order is given, every worker shall keep calm, avoid running and screaming, avoid using the lifts, go without hesitating towards the nearest signalled emergency exit and try to reach the nearest safe place.</li> </ul>



## 5. PROBLEMS CONNECTED TO WORKS IN THE EXHIBITION CENTER

### 5.1. *Specific tecnica aspects*

As far as prescriptions or prohibitions in Parma's Exhibition centre is concerned, see all what already explained in these GENERAL RULES.

### 5.2. *Aspects connected with simultaneous presence of more than a worker*

Given the probable simultaneous presence of more operators within the same work environment, each contractor must take appropriate measures to avoid causing danger to others. In particular:

- You must not occupy with your work areas located out of the stand, and if this is impossible for technical requirements, you must always grant necessary escape paths and in case the company using external areas shall have to check that there will not be danger for workers employed by other contractors.
- It is forbidden to accumulate processing waste material and combustible: while it is produced the company shall have to see to its disposal.
- The processing by the exhibiting companies shall not represent a danger for the other workers.
- As far as use of motor vehicles or lift trucks in the Exhibition centre is concerned, the contractor must strictly follow present prescription and prohibitions.
- Speed must always be less than 10 Km/h in external squares.
- You must stop the engine if the stop is very long.
- You must park only in parking places and you must not obstruct paths or transit lanes.
- You cannot obstruct with your vehicle emergency circulation's lanes.
- You cannot leave dangerous equipment or instruments unattended unless previously disabled because someone could enter in contact with them.

In particular it is recommended to pay the utmost attention in the realization and use of the provisional electric plants for the assembly and dismantling phases; for the use of multiple sockets it will be necessary to guarantee the impossibility of entering in contact with live parts, it will be important to prevent cord extensions from hindering operations and to make sure they are properly protected; during the closing time of the exhibition centre and in the phases of assembly and dismantling phases the electric supply of the plants shall have to be disabled.

- The giving out of smokes, dusts and noises must be limited to the level allowed by law.

We remind the contractors that given the simultaneous presence of more workers in the exhibition centre the supply of personal protective equipment in respect of laws as far as the emission of dust or noise is concerned may not be a certainty of the compliance with the regulations because of the presence of workers hired by other contractors. When realizing the stands the contractors must consider that they are built for a public and for this reason - according to law's prescriptions - they shall have to work out proper solutions to assure safety for public and exhibitors while complying with the regulations.

### 5.3. *Exhibition of prefabricated structures, cranes, scaffolding etc.; machinery exhibited in movement; exhibition of machinery*

The Exhibitor undertakes to comply with all safety regulations, legislation, proper constructional practice and to apply commonly recognized safety measures throughout his stay in the Exhibition Area. They also undertake to comply with the instructions of Exhibition personnel when exhibiting prefabricated structures, lifts, self propelled cranes and similar machinery, as well as scaffolding, provisional reinforcements and all scaffolding-type structures. No machinery shall be activated; any exceptions shall be authorized by the Technical Office so long as such activation causes no disturbance, risk or danger to third parties. No machinery powered by internal combustion engines, nor using fuels or gas bottles shall be activated within the exhibition halls. The Exhibitor shall be required to equip all machinery with accident prevention systems and to ensure that it produces no disturbing noises, bad smells, emissions of gas or liquids. The exhibited machinery, plant and equipment must comply with accident prevention legislation and with all other forms of regulation and good production practice and must be accompanied by the appropriate administrative documentation issued by the competent Authorities. The Exhibitor shall be solely liable, according to both civil and penal law, for any accident and/or damage caused to third parties by failure to comply with the above mentioned rules and/or verbal indications.

### 5.4. *Regulations governing the use of inert gases*

Although introduction of compressed or liquid gas in bottles, combustible or inert gases into the Exhibition area by Exhibitors or their fitters is forbidden, Fiere di Parma may, at their sole discretion, authorize the use of bottles containing inert gas bottles within the exhibition halls. Besides complying with the regulations governing the use of gases for welding, cutting and other technical purposes, the Exhibitor also undertakes to:

- protect the bottles from sources of heat, anchor them to fixed structures, prevent them from being accessed by the public, locate them well away from electric panels;
- install all plant, machinery and equipment exhibited and activated for demonstrative reasons, in the correct way, in compliance with the best practices and as they would be installed in a workshop;
- protect the plant and locate it at a safe distance from the public and from workers.

The Exhibitor shall not hold Fiere di Parma liable for any damage to persons or property caused by the presence or use of bottles of inert gas.

### 5.5. *Creation of booths or provisional structures outside the exhibition halls*

Should any booths or provisional structures be built outside the exhibition halls, the Exhibitor shall be required to submit two copies of the following technical documentation to the Technical Department of Fiere di Parma, attesting to the static specifications, compliance of materials and electric plant to current legislation:



- a) layout of the whole structure signed by an authorized professional person.
- b) Verification by calculation of the load bearing structures with detailed descriptions of all materials forming the structures, descriptions and quantification of the weights ensuring structural stability (NOTE: loads for floors, raised surfaces and accessible galleries should not be less than 600 Kg/sq. m.).
- c) Certificate attesting to the fire resistance of the utilized materials with a declaration that the certification produced refers to the materials used in the declared quantities and qualities (declaration of conformity).
- d) Declaration that the finished structure has been tested by an authorized technician (not employed by the construction company) in which certification is made of the workmanlike manner in which the structure is made, conformity of the structure to the produced layout drawings and of compliance to constructional requirements resulting from verification calculations.

This professional person must not be the Works Director.

- e) Technical report relating to the electrical wiring and plant issued by the company that installed the electrical plant and signed by an authorized technician in which the same certifies that the plant has been properly installed and that the utilized materials comply with CEI regulations 64/8 and 64/10.
- f) Wherever glass walls are used that come into direct contact with the public, without protection, the following certificates must be produced:
  - certificate guaranteeing that the glass is "layered safety glass"
  - declaration of correct installation.

**All the above mentioned documents shall clearly bear the date, legible signatures and the stamps of the professional associations in merit.**

#### 5.6. Liability

Failure to comply with the above mentioned rules shall render the Exhibitor liable for any damage to persons or property belonging to Fiere di Parma or third parties. Under such circumstances, the Exhibitor shall be obliged to pay compensation and to relieve Fiere di Parma from all claims for indemnities.

#### 6. SECURITY AND FIERE DI PARMA'S RIGHT OF INTERVENTION

Fiere di Parma shall ensure compliance with their instructions and the general conditions of the attendance contract. All persons entering the Exhibition Area shall be required to comply with the instructions of Fiere di Parma given at the entrance and within the Exhibition Area on signs, written warnings, loud speaker communications, by Exhibition personnel or by any other means - instructions given over the loud speaker or by personnel having priority over all other instructions. The Exhibitor should note that failure to comply with the regulations may result in the immediate closure of their booth by Fiere di Parma representatives plus the withdrawal of entry passes and vehicle passes, the Exhibitor not being entitled to compensation in such cases.

#### 7. MODIFICATIONS OF EXHIBITION REGULATIONS – FACULTY OF INTEGRATIONS AND DEROGATIONS

Fiere di Parma shall be entitled to supplement, modify, and cancel the above mentioned provisions and to deviate from them by informing the Exhibitors in the ways they will deem to be the most suitable. Any changes in the law or in the relative provisions that become valid and thus modify the regulations set forth by these GENERAL PROVISIONS shall be automatically considered valid even if wording to such effect is not yet contained in these GENERAL PROVISIONS. Fiere di Parma is entitled to apply any regulations they may deem fit - and these shall be immediately binding for the Exhibitor in relation to fire prevention, work safety, accident or damage prevention and the safety of participants or visitors. The Exhibitor may be informed of the above regulations by any means and they shall have priority over any previously applicable GENERAL PROVISIONS.

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**TECHNICAL REGULATIONS OF THE EXHIBITION AREA.**  
**(Basic information of the Area)**

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## **ADMISSION TO THE AREA**

The exhibition is open to the visitors – both businessmen of the sectors involved and general public – holding the entrance pass for exhibitors in the days and times set by the Organizers – who also reserve the right to change them, if need be, during the exhibition (refer to the Technical Regulations of Exhibition). People and vehicles in charge of transporting goods can access the Exhibition Area in the set days and times exclusively provided with a pass issued by Fiere di Parma S.p.A.

In order to allow the free entrance to Exhibitors and their personnel to the event, the Organizers shall prepare suitable passes that are regulated by the “Exhibition File” and whose use entails the acceptance of this regulation. The Exhibitors shall be entirely responsible for the behavior of all the people who are given entrance passes, as well as the behavior of their own employees, assistants and collaborators in performing their tasks. Any activity not pertaining to the purposes of the exhibition under way, even though it does not have any profit-making purposes is strictly prohibited inside the Exhibition Area.

Vehicles gain access to the Exhibition Area through the authorized goods entrances; goods transport motor vehicles can be parked inside the Exhibition Area only in their suitable spaces assigned to the pavilion where their booth is located and cannot stay beyond the Area closing time. In order to prevent harmful gases from building up and limit risks deriving from circulation, goods transport vehicles (trucks, motor vehicles, road trains, etc...) cannot gain access inside the pavilions. If need be, Fiere di Parma S.p.A. can authorize their entrance by setting out times and modalities according to which all the relevant operations are to be performed (that means when they can enter, where they can maneuver and park, how safety must be guaranteed to the bystanders – Refer to the Technical Regulations of the Exhibition).

In case of failure to comply with the admission times and relevant modalities, Fiere di Parma S.p.A. can revoke the pass. During the exhibition days the Exhibitors’ vehicles can be only parked in the areas indicated by Fiere di Parma S.p.A. in the opening times by displaying the suitable pass. Goods replacement, supply and arrangement shall be allowed during the Exhibition restricted to the times provided for. Only hand-carried packages can enter the pavilions (the use of any type of trolley or lift truck is prohibited).

## **DESCRIPTION OF THE COMPANY AREAS AND MODALITY OF ADMISSION TO THOSE AREAS WHERE INSTALLATION OPERATIONS ARE TO BE CARRIED OUT**

The exhibition area of Fiere di Parma S.p.A. features external parking lots for visitors and Exhibitors as per the following list:

- park B WHITE;
- park B1 ORANGE;
- park C BLU;

Parking lots are all paved.

The following pedestrian entrances are present in the area of Fiere di Parma spa: East reception, South reception and West reception.

Portable box office is placed on purpose in the North, and manned by staff hired with a fixed-term contract by Fiere di Parma S.p.A. . The ticket offices in the East, South and Central areas are permanent structures.

The area facing the East ticket office is covered by tensile structures with plastic awnings that undergo heating through suitable infrared ray equipment in case of snow.

All entrance areas are paved with asphalt.

Some infrared lamps are placed near the ticket check areas at entrances for the localized heating of station.

Vehicle entrances are: G1, G2, G3, G4, G5, G6 e G7.



The whole exhibition area is enclosed by a two-meter-high chain link fence with 3 rows of barbed wire on top.

The settlement consists of an exhibit area taking up an area of approximately 200,000 sq m, near the A1 expressway, made up of 8 main separate buildings:

- Pavilion 1 and office building;
- Pavilion 2;
- Pavilion 3;
- Pavilion 4;
- Pavilion 5;
- Pavilion 6;
- Pavilion 7;
- Pavilion 8;
- Warehouse.

Pavilion 1 and office building: the building consists of an area on the West side that takes up one above-ground single floor to host exhibition halls (pavilion 1) and of an area consisting of two floors to host offices and conference halls.

Pavilions 2 and 3: recently built to host exhibitions.

Pavilions 4, 5, 6, 7, 8: built at a different time to host exhibitions.

Warehouse (not available to the exhibitors): used as storehouse of electrical supplies and to store exhibit activity goods.

The image below shows the whole lay-out.



### **Modalities of admission to the areas where works will be carried out.**

The exhibiting companies shall submit the list of companies and the name of the person in charge of works execution before the beginning of works through the suitable form contained in the Technical Regulations of Exhibition (Z3 Form "Assembling companies ID"). The staff shall display their ID badge with photography, worker's personal details and information on the employer as set forth in art. 26, paragraph 8 of the Legislative Decree no. 81/2008.

Both the exhibiting and assembling companies undertake to abide by that which is contained in the Technical Regulations of Exhibition when accessing the Exhibition Area.

Admission times and modalities are specified in the above-mentioned Regulations. The plans supplied to the participants usually contain information regarding:

- lay-out of exhibition relating to pavilions and external areas;
- indication of the longitudinal aisles inside pavilions to be kept cleared of any materials and waste, highlighted in yellow;
- lay-out of storage areas of materials and waste reserved to the Exhibitors who have booked the suitable disposal service;
- road network inside the exhibition area;

- plan showing the escape routes and fire control points.

## TECHNICAL SUPPLIES – SERVICES

### Fixed installations.

The exhibition area features the following fixed installations:

- Electrical system
- Water supply system
- Compressed air system
- Telephone system
- Fire-fighting system
- Sprinkler system
- Heating system
- A/C system
- Internet
- Audio/video system

The exhibition area also features the following permanent equipment:

- Electrical panels
- Fixed fire-fighting devices
- Anchoring points

Fiere di Parma S.p.A. provides services and technical interventions upon the Exhibitor's request. If they are provided or carried out within the Exhibition Area are exclusively assigned to official suppliers, who operate in compliance with the terms and conditions that Exhibitors can check by consulting the "Technical Regulations of Exhibition".

Such conditions are meant to be acknowledged and accepted by the Exhibitor by requesting the supply or service. Fiere di Parma S.p.A. regulates but does not organize the technical services, therefore they refuse any responsibility regarding their execution; any complaints shall be filed and submitted to Fiere di Parma S.p.A. in writing.

In particular:

- Connections to the fixed installations present in the area – connections relating to power supply, water supply, compressed air, telephones can be carried out only by the personnel of the companies authorized by Fiere di Parma S.p.A. (CEI ART);
- Goods handling – for all the operations of goods portage, transport, loading and unloading to be carried out within the Exhibition Area, in the event that the Exhibitors do not use their own vehicles and workforce, they shall make use exclusively of the authorized handling company of Fiere di Parma S.p.A. (EMILIANA TRASPORTI);
- Surveillance Services: the service can be exclusively provided by the institution authorized by Fiere di Parma S.p.A. (IVRI COOPERATIVA STUDIO E LAVORO).
- Booth cleaning service: for all booth cleaning operations, if the Exhibitors do not use their own personnel, they shall make use exclusively of the suppliers authorized by Fiere di Parma S.p.A. (COLSER- GE.SIN – MULTISERVICE).

**Each requested service** in the Exhibition Area during the installation/dismantling stages **shall be directly paid to** Fiere di Parma S.p.A. when they are requested, **NEVER TO THE OFFICIAL SUPPLIERS MENTIONED ABOVE**. In the event that the Exhibitors should use their own booth assemblers and coordinators and they should cause defaults of any kind, the Exhibitor shall be held responsible for such defaults. That which is set forth in the "Technical Regulations of Exhibition" is valid for the terms and conditions of supply, assessment and measurement methods, unit prices. The Exhibitors shall see promptly to the installation of their own booth. Fiere di Parma shall not be held responsible for the delayed or loss of supply and activation of services. If the Exhibitors has installed their own booth late and/or they have not enabled Fiere di Parma S.p.A. to see to the installation of the systems, no compensation or indemnity whatsoever can be claimed to Fiere di Parma S.p.A. in case of delayed or loss of supply and activation of services. Fiere di Parma S.p.A. shall not be held responsible toward the Exhibitors for any damages caused to them or third parties, even by contractors or exclusive dealers of services and supplies. Exhibitors shall take on every responsibility toward third parties and as of now they waive any claims toward Fiere di Parma S.p.A.

Exhibitors undertake to allow the passage inside their booths of:

- power cables
- water supply or outlet pipes
- pipes for compressed air
- other structural installations



besides aerial and floor structural installations or structural installations along vertical elements. Exhibitors shall build their own stand ensuring both the practicability and accessibility of the plant supply points and fire-fighting devices and fire control points which are permanently installed in the Exhibition Area.

#### **ELECTRICAL SYSTEMS**

Fiere di Parma S.p.A. makes the electric power available with the same characteristics as the one supplied by the supplying companies.

Each Exhibitor is a prospective user and they cannot give electric power to third parties.

**N.B.: all the electrical systems present inside the premises of Fiere di Parma S.p.A. must be considered to be live, even in the event of temporary cutoffs. Pavilions are outfitted with electrical panels at Exhibitors', Assemblers' disposal, etc...and boards to supply power to the booth. In case of anomalies of the service outlets or electrical systems in general, immediately contact SATE (In-fair Technical Services for Exhibitors) of Fiere di Parma SpA. It is strictly prohibited to intervene on the electrical service systems or personally perform the connection of the power system of the booth.**

#### **Electric power request.**

The electric power user shall fill out the form "Electrical connections and supplementary labor/material based works – B1 Form". Exhibitors must indicate the place where the connection is located on the technical detail plan of booth. Exhibitors or their booth assemblers shall deliver the conformity certificates of the electrical system to SATE before the beginning of the exhibition. Failure to deliver them will authorize Fiere di Parma S.p.A. to verify the compliance of the electrical system with the safety regulations through their own technicians. Fiere di Parma S.p.A. shall arrange the connection in the closest spot to the exhibit booth; if need be, Exhibitors shall see to the laying of a proper electrical system connected to the power point of delivery. Performing the connection on one's own or tampering with the systems of Fiere di Parma S.p.A. is strictly prohibited; otherwise Exhibitors shall be liable for any disruptions, malfunctions and damages resulting from connections carried out by unauthorized personnel. The points of delivery from which the electric power is delivered shall be easily accessible for inspection and cleared of any hindrance to allow for the check and connection by the personnel in charge.

Exhibitors undertake to use qualified companies or their own skilled workers to execute electrical systems as set forth in the MD 37/08. Electrical installations inside the booths shall be entirely charged to the Exhibitor and shall comply with the MD 37/08 and C.E.I. (Italian Electrical appliance control Committee) regulations, with particular reference to the regulations relating to places of public entertainment (CEI 64/8 sections 751 and 752).

**In order to know all the general supply terms and conditions it is compulsory to read that which is written inside the chapter "Electrical connections" in the Technical Regulations of Exhibition.**

#### **COMPRESSED AIR SYSTEM AND WATER SUPPLY CONNECTIONS**

The supply is included in the exhibit areas outfitted with this service.

The Exhibitor shall fill out the suitable form ("Water supply connections and compressed air" – C1 Form) to obtain this service. Connections to the booths shall be carried out solely by the supplier authorized by Fiere di Parma S.p.A.; Exhibitors are strictly prohibited from carrying out the connections on their own. It is prohibited to make changes to the installation conditions the way they are delivered to the Exhibitor. The points of delivery from which the service is delivered shall be easily accessible for inspection and cleared of any hindrance to allow for the check and connection by the personnel in charge. The contract supply to the booth for the water supply connection includes water supply system, its relevant outlet and the compressed air supply system for the compressed air connection. All systems are executed according to that which is described in the booking form; the service point of delivery to the booth shall be the technical final choice of Fiere di Parma S.p.A.

The following works such as connections of sinks, coffee machines, dishwashers and their relevant outlets, connections to operating machinery shall be entirely charged to the Exhibitors who must use materials laid down to the highest standard in order to ensure the perfect tightness of supplies and outlets. Any damages resulting from defects of the equipment or from changes and breakages caused to the networks shall be charged to the Exhibitor.

It is forbidden to discharge waste water into the exhibition hall sewage system without the use of special waste discharge piping to be fitted into specific traps.

No waste that could corrode metal and concrete, or substances liable to solidify or unpleasant smelling wastes may be discharged. Water and compressed air cocks and on-off valves shall never be left open during the exhibition closing



hours.

Water is usually supplied to the booth at a pressure of about 4/5 Bar. The compressed air is usually supplied to the booth through a bayonet quick coupler 1/2" in diameter and delivery pressure ranging between 6 and 7 bar.

Fiere di Parma S.p.A. does not guarantee any minimum flow rates or pressures; possible water supply interruptions shall not be deemed a condition to terminate the supply contract regardless of how long they last. In particular Fiere di Parma S.p.A. reserves the right to interrupt these services for the time they will deem it to be opportune and this shall not entitle the Exhibitors to any compensations for damage or indemnifications.

Fiere di Parma S.p.A. will not be held responsible for the possible damages to people or property ensuing from the use of the systems. Fiere di Parma S.p.A. declines any responsibility concerning damages or defects that may be ascribed to the quantity or quality of supplied air and water.

The Exhibitor shall allow the passage of power cables, water supply or outlet pipes, pipes for compressed air, besides aerial and floor structural installations or structural installations along vertical elements. Exhibitors shall build their own booth ensuring both the practicability and accessibility of the plant supply points and fire-fighting devices and fire control points which are permanently installed in the Exhibition Area. The Exhibitor shall leave the supply points of water, compressed air, electrical panels accessible to be inspected, cleared of any hindrance at any time in order to allow the connection, inspection and intervention by the personnel in charge.

**In order to know all the general supply terms and conditions it is compulsory to read that which is written inside the chapter "Electrical connections" in the Technical Regulations of Exhibition.**

#### **OTHER SERVICES SUPPLIED UPON REQUEST**

##### **CLEANING SERVICES**

Fiere di Parma S.p.A. shall make a cleaning service available for booths through their own official suppliers:

- during the opening times of pavilions (emptying paper waste baskets once a day)
- when pavilions are closed (sweeping floors, cleaning carpets, dusting furniture (except for fragile items))

**In order to know all the general supply terms and conditions it is compulsory to read that which is written inside the Technical Regulations of Exhibition.**

##### **SURVEILLANCE AND SECURITY SERVICES**

Fiere di Parma S.p.A. makes a surveillance and security service available to the booths through their own official supplier in the times and days specified inside the G3 form ("Surveillance and Security Services") to be filled out by the Exhibitor to obtain the service supply. The exhibitor shall provide any keys or other special equipment required to ensure that the service is properly executed. If the service is not properly carried out, the exhibitor shall immediately inform Fiere di Parma S.p.A. by letter, in any case no later than two days after the event has been observed, and shall not hold any complaints made to third parties as being valid. Acceptance of the request to supply services shall depend on the availability of personnel. Non-acceptance of the request shall in no way entitle the exhibitors to claim compensation for any extra costs they may sustain.

**In order to know all the general supply terms and conditions it is compulsory to read that which is written inside the chapter "General and particular conditions of service supply" in the Technical Regulations of Exhibition.**

##### **TELECOMMUNICATION SERVICES (INTERNET, TELEPHONE)**

The Exhibitor must indicate the place of connection on the technical detail plan of booth.

Supply of lines and telephone sets as well as of the Internet, Wi-Fi, PC connections and other office equipment connections is limited to the Fair availability.

The telephone connection may be performed, at Fiere di Parma S.p.A.'s sole discretion, either through a direct line or through the Fair's switchboard; the service is rendered as supplied by the distribution company. Interruptions and operating defects shall not entitle the contracting party to rescind the contract nor entitle the same to request damages for having failed to make use of the service; Fiere di Parma S.p.A. shall not be held liable for faults or interruptions whatever their cause may be.

The telephone connection and the Internet connection to the stands shall be carried out only by the supplier authorized



by Fiere di Parma S.p.A.; Exhibitors are absolutely forbidden to carry out the connections on their own. It is forbidden to modify the installation conditions as are provided to the Exhibitors. Points of delivery for the service must be easily accessible for inspection and free from all obstructions so as to allow their checking and connection by authorized personnel.

The exhibitor shall personally collect the telephone appliance from the Technical Service (SATE) and shall return it to the same immediately after the exhibition is over.

The Exhibitor undertakes to keep the appliance in a good condition; Fiere di Parma S.p.A. refuses all responsibility for theft of the appliance or damage to the same whatever their cause may be, it being understood that he shall be charged for repairs following damage to the appliance, or in case of failure to return it, according to the current price list values.

**In order to know all the general supply terms and conditions it is compulsory to read that which is written inside the chapter “General supply conditions” in the Technical Regulations of Exhibition.**

#### **HANDLING SERVICE**

Fiere di Parma S.p.A. makes a handling service available supplied through the official supplier of Fiere di Parma S.p.A. The Exhibitor shall fill out the suitable form (“Handling” – F3 Form) to obtain the service supply.

This form is intended to provide the handling company with the suitable information in order to prepare the equipment to supply the best service. Any request submitted during the outfitting and dismantling phases directly at the Fair shall be satisfied only after satisfying all the reservations previously received and according to the availability of personnel and machinery.

**In order to know all the general supply terms and conditions of such service it is compulsory to read that which is written inside the chapter “Request for Goods Handling” in the Technical Regulations of Exhibition.**

#### **Waste disposal.**

As far as any waste production inside the Exhibition Area is concerned, we remind you that accumulating processing waste materials is prohibited. The resulting materials must be immediately moved away from pavilions, notably such material must not obstruct spaces outside the assigned operating areas, it must not block spaces near the signaled exit routes. Moreover, any combustible material must be immediately moved away as it is produced (packagings, paper, cartons, cardboard, plastic materials, etc...).

#### **Overhead rigging/hanging.**

We remind the Exhibitors that they cannot install overhead rigging/hanging on their own. If need be, they must promptly submit a project with technical features to the outfitting office which will assess its feasibility and issue the relevant quotation. In case of acceptance, rigging/hanging will be assembled and installed by technicians appointed by Fiere di Parma.

#### **EMERGENCY MANAGEMENT**

The Emergency Plan of Exhibition Area is the reference document for the management of emergency situations.



## **GENERAL EMERGENCY PROCEDURE**

- Emergency plan
- Evacuation plan

**SSL report 05/18 of 27/02/2018 rev.3**

## **INTRODUCTION**

### **TECHNICAL REPORT**

Location of site

### **SAFETY AND EMERGENCY PLAN REPORT**

Applicable regulations

Tasks and Responsibilities

Primary safety objectives

Safety Management

Fire safety plan

Identification of possible emergency scenarios and classification

Emergency procedure

Evacuation procedure

Emergency aid calling procedure

Assistance to people with disabilities

End of emergency

Post-emergency management

### **SETTING UP OF EMERGENCY TEAMS**

## **INTRODUCTION**

This technical report illustrates the safety and fire prevention aspects of the company Fiere di Parma spa. The activities carried out by the company vary according to the business period and include management activities, ordinary maintenance activities, facilities and equipment installation activities and exhibition activities open to the public.

The Fiere di Parma grounds include permanent premises housing administration offices, commercial activities and organisational stations.

Therefore the safety and fire prevention analysis shall take into consideration the operation period, and shall be divided into four macro families.

### **Ordinary management activities.**

Fiere di Parma employees in charge of managing ordinary activities will occupy the area shown in the map. It is a medium risk situation as the staff employed are familiar with the facilities and have received specific safety training.

The safety intervention team has been specifically trained in accordance with the provision of L.D. 81/08 and MD 10/03/98, and is equipped to handle emergencies during normal activity conditions.

### **Stand erection and dismantling inside the halls.**

The regular staff employed when no events are in progress is joined by the personnel of specialised companies in charge of fitting up the halls used during the event, in accordance with the instructions and specific requirements of the companies renting the stand spaces in the exhibition halls.

This is a high risk situation due to the presence of external staff who are not usually working on the premises, who are involved in construction activities and use materials. These workers must be trained in accordance with the provisions of L.D. 81/08 and M.D. 10/03/98 and prepared to intervene in case of small local emergencies in their own stand.

For general emergency situations, contractors will always be supported by an in-house emergency team, set up and especially trained to manage such situations.

### **Exhibition events without public show.**

Once stand erection has been completed, contractors are replaced by the exhibitor's personnel. The exhibitor's personnel will attend members of the public visiting the show and accessing the halls.

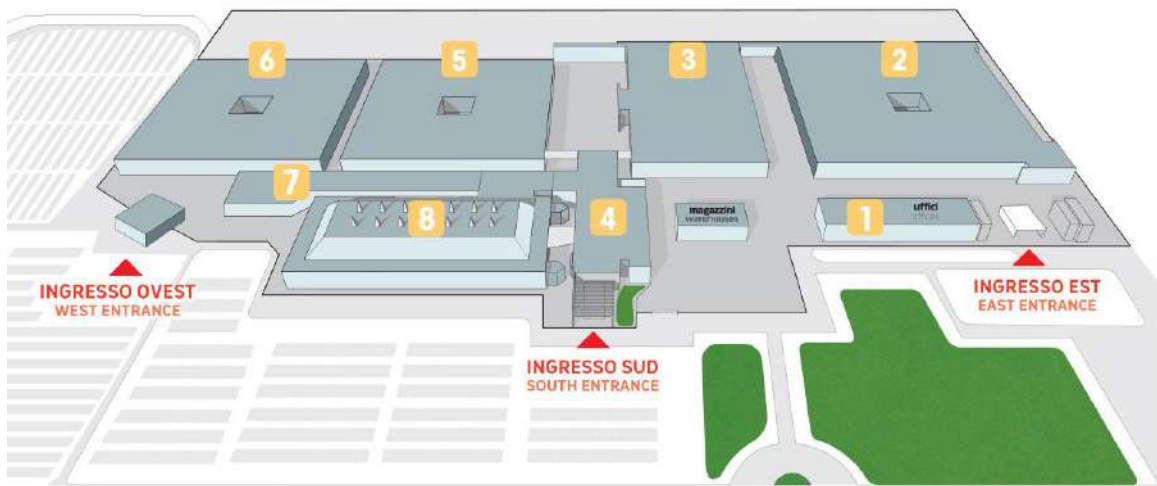
These are people who are not familiar with the premises, they find their way around with the help of signs and show guides and may include differently-abled people. These participants are not prepared for an emergency situation. This high risk situation must be handled in accordance with the type of show, taking into consideration every safety aspect in a specifically-designed management plan that carefully considers risk prevention and emergency management in each hall, in accordance with the variables described by L.D. 81/08 and M.D. 10/03/1998.

## **TECHNICAL REPORT**

### **Location of site and general details**

Fiere di Parma spa, is located in Viale delle Esposizioni no. 393A, 43126 Parma (PR)





# SAFETY AND EMERGENCY PLAN REPORT

## Applicable regulations

RD 18/06/31 (Consolidated law on public safety)  
L.D. 01/03/68 - 186 (Compliance with best practice standards)  
M.D. 19/08/96 (Technical rule for prevention of fire in public show premises)  
M.D. 10/03/98 (General fire prevention safety criteria in the workplace)  
L.D. 09/04/2008 - 81 (Safety in the workplace)  
PT. 01/04/11 - 1689 (Verification of the safety of suspended loads)  
PT 12/03/14 - 3794 (Technical fire prevention instructions for management of markets in public areas)  
M.D. 22/07/14 (Operating instructions and technical-organisational instructions for erection and management of temporary facilities)  
M.D. 18/07/18 (organisation and procedural guidelines for ensuring high levels of safety during public shows)

## Tasks and Responsibilities

### Employer and event organiser:

Adopts the necessary preventive and protective measures to protect human lives, property and the environment from hazards during the performance of activities.

Assesses the risks, instructs designated staff to implement the prevention measures in accordance with M.D. 10/03/1998 and L.D. 81/08, fire prevention and fire fighting measures, emergency management and first aid. Informs all workers on the hazards and on the preventive measures in place, on the behaviour required during ordinary activities and in case of emergency.

Instructs and trains personnel to handle the emergency situations that can occur during the activities.

### Emergency coordinator.

Directs and coordinates all the activities related to emergency management.

Monitors the evolution of the emergency situation and activates the specialised teams in accordance with emergency needs. Calls the emergency numbers to request external aid using the procedures listed below. Cooperates with external teams during the emergency and during post-emergency stages for the investigations at the end of the emergency. Orders interruption of activities and activation of the evaluation procedure in the area involved in the emergency or a general evacuation. Declares end of emergency.

### Fire prevention team.

Personnel instructed and trained in accordance with M.D. 10/03/1998 in fire prevention and fighting methods; they intervene in the emergency area upon instruction of the emergency coordinators and participate in the preliminary fire fighting phase, while awaiting the arrival of the fire brigade vehicles.

### First aid personnel.

Personnel instructed and trained in accordance with L.D. 81/08 in medical emergency procedures; they intervene in the emergency area upon instruction of the emergency coordinators and participate in the preliminary phase of assistance to injured people, while awaiting the arrival of the ambulance and of medical staff.

### Technical staff.

Personnel instructed and trained in accordance with L.D. 81/08 in technical and management activities. They intervene in the emergency area upon instruction of the emergency coordinator, they interrupt the supply of fuels, power and water. They clear the area involved in the emergency to facilitate access by emergency personnel.

They cooperate with emergency teams with simple duties and in support of first aid activities; keep in contact with the emergency coordinator to help monitor the evolution of the emergency situation.

They restore the supply of fuels, power and water after the end of the emergency.

## **Primary safety objectives**

- a) To guarantee the safety and protection of human lives.
- b) To preserve the health of people.
- c) To protect property and the environment.

## **Safety Management**

The person in charge of the activities carried out in the area involved, or a person appointed by him/her, must ensure that the safety conditions are not altered during the works, and in particular:

- a) Guarantee access to emergency teams and vehicles.
- b) Ensure that emergency teams can operate safely.
- c) Set up an emergency, fire fighting team and general personnel who can intervene in case of need and who will be trained to conduct the emergency escape if needed.
- d) Constantly monitor that exits are clear of any material that could obstruct escape.
- e) Verify the efficiency of fire prevention equipment, check that LPG (if any) is stored and used adequately.
- f) Maintain electrical, heating and water supply system in efficient working condition, in compliance with current regulations.
- g) Do not allow people to smoke in areas where it is prohibited.
- h) Ensure that stacked storage systems are not used and that fire load does not exceed 15 kg/m<sup>2</sup>
- i) Together with the emergency team and before activities commence, verify all escape routes, signs, medical equipment, fire equipment, systems and installations in order to identify any problems as well as the location of fuel shutoff points, switchboards and anything else that may be useful in an emergency.
- j) Ensure that people observe the limits, prohibitions and operation conditions set to guarantee safety.

## **Fire safety plan**

The primary objectives of fire prevention are achieved if the activities are designed, carried out and managed in a way that will:

- a) Minimise the causes of fire and explosion.
- b) Guarantee stability of load-bearing structures for a given amount of time.
- c) Limit the production and propagation of fire inside the activity.
- d) Limit the propagation of fire to adjacent activities and buildings.
- e) Limit the effect of an explosion.
- f) Guarantee the evacuation of participants and enable emergency procedures.
- g) Ensure that emergency teams operate safely.
- h) Protect buildings with artistic and historic value.
- i) Guarantee the continuity of operations for strategic works.
- j) Prevent environmental damage and limit the effects on the environment.

To prevent fire, the organiser must adopt preventive measures and operational precautions:

## **Systems and technology**

- a) Install electrical systems in compliance with best practice standards.
- b) Create earthing connections for systems, structures, tanks, etc.
- c) If necessary, install earthing systems for discharging atmospheric.
- d) Install safety devices for distribution systems and use of flammable substances.
- e) Provide proper ventilation in rooms.
- f) Use fire-resistant structures and materials.
- g) Use spark-proof tools and flooring, if necessary.
- h) Install safety signs.

## **Operating precautions**

- a) Correct storage of flammable and easily combustible materials.
- b) Correct use of heat sources.
- c) Correct use of electrical equipment and systems.
- d) Respect of no smoking signs, use of ashtrays and proper emptying.
- e) Tidy up combustible scraps and waste.
- f) Supervise isolated areas.
- g) Adopt safety measures to prevent arson.
- h) Manage and maintain fire equipment.

- i) Train, inform and instruct staff.

A safety service will be provided on site to check the efficiency of the fire prevention system, check that escape routes are kept clear and check systems and signs.

In case of fire, the emergency team of the area will include at least one person with the training qualifications required for activities with a fire risk pursuant to M.D. 10/03/98 and 3 non-specialised members.

Before activities are started, they will count and determine the position of fire extinguishers, main switchboard breaker and any other thing related to safety.

The internal fire surveillance staff will:

- Carry out the first emergency operations in case of fire.
- Be able to intervene on technological systems in case of need for safety purposes.
- Conduct emergency evacuation procedures, if necessary, preventing panic situations and verifying that all escape routes are kept clear.
- Ensure that no smoking signs are respected, that no naked flames are used and that empty LPG drums are stored separately from full ones; constantly monitor respect of limitations, prohibitions and operating conditions required for safety reasons.

### **Identification of possible emergency scenarios and classification**

A passive protection system is in place to enable appropriate fire fighting operations: these consist in permanently open exits and escape routes as well as mobile extinguishing systems designed to reduce the effects of a potential fire.

Considering the simple type of activity, the characteristics of the premises, of the structures and of the systems installed, the possible emergency scenarios can include the following types of incidents.

#### **SCENARIO 1: fire involving combustible (plastic, paper, packaging cardboard, pallet wood, textiles, etc.) or flammable material (in small quantity)**

First of all, it is extremely important to carefully manage accumulated material,

whatever its nature, especially waste or combustible materials. Great care must be taken to ensure that the material is not exposed to naked flames or to significant temperature increase.

During work activities there are many occasions when stacks of combustible materials are created; in many cases distraction, careless use of naked flames, untidy work areas, poor equipment maintenance and, most importantly, smoking in areas where it is prohibited, can start a small fire, which can normally be put out using portable extinguishers. Some cases, however, require the intervention of the Fire Brigade.

The following paragraphs describe the actions needed in the event of a small, medium or large fire.

#### **Immediately inform the emergency team and send an alarm signal.**

**Small fire** – (which can be put out with portable extinguishers):

- intervene immediately with a portable extinguisher;
- if possible, suffocate the flames using rags, fire resistant blankets, sand, etc.;
- move away any combustible material stored in the vicinity;
- do not use water or foaming liquids before removing power;
- inform the fire emergency team;
- inform the person in charge. If the situation is still out of control after 2 or 3 extinguishers have been used, the following procedure must be used.

**Medium fire** – (which cannot be put out with portable extinguishers):

before intervening, the members of the emergency team must ensure that the materials involved do not produce toxic fumes;

appropriate precautions must be used if the fumes may be toxic or harmful;

- the emergency team intervenes with more extinguishers, after adopting precautions to limit greater risks, such as removing electrical power in the entire area of intervention;
- they confine flames;
- a team member operates the alarm signal to warn those present;
- a team member calls the Fire Brigade;
- team members close the gas valves and switch off all electrical equipment;
- team members ensure that fire equipment is perfectly efficient (emergency lights).

If the situation is under control, an all clear announcement is given. If the situation is not under control within 5 minutes,

the procedure described in the following section must be applied.

**Large fire** – (which cannot be put out with portable extinguishers):

After carrying out the above described procedures:

- the safety manager orders evacuation (verbal announcement, involving the various emergency team members);
- occupants leave their locations and make their way to a safe place;

### **Safety management organisational plan**

- the emergency team members supervise the evacuation of all the occupants, they make sure that the emergency exits are accessible and bring everyone to the assembly point;
- a team member gets a copy of the emergency plan with maps;
- a map will be provided to the Fire Brigade upon their arrival;
- a team member will be waiting for the Fire Brigade at the grounds entrance to inform them about the situation.

### **SCENARIO 2: fire involving switchboard or equipment**

If there is a fire involving a switchboard, it is

extremely important not to act impulsively: do not use water or foaming liquid (foaming liquid is contained in some extinguishers) because they act as conductors and could cause electrocution; first of all, remove power supply to the switchboard, after informing the persons in charge.

Should a fire start in a switchboard or appliance, anyone working in the area has the duty to inform

his/her superior and the emergency team immediately and to send an alarm signal.

The persons in charge will then carry out the most important steps:

- close all valves feeding liquid or gas fuel to the equipment;
- remove power to the switchboard or equipment using the main breaker;
- intervene with portable extinguishers suitable for use on live electrical devices (CO<sub>2</sub> or powder extinguishers are preferable in this situation) after evaluating the extent of the fire;
- during the intervention, flames can also be suffocated using rags, blankets or sand, clearing away any combustible material in the immediate proximity.

It is extremely important NOT to use water or foaming liquids before removing power.

### **SCENARIO 3: flooding**

In the event of flooding due to extensive water leakage,

inform the members of the emergency team and send the alarm signal.

The persons in charge must then:

- immediately stop the supply of water from the external mains;
- close the main power breaker and refrain from carrying out any other electrical operation;
- ensure that all occupants and persons not in charge of the emergency calmly evacuate the premises, using the escape routes indicated

;

- leave a team member at the entrance to prevent anyone not involved in emergency operations from entering;

- check whether there are evident causes for the water leakage (open taps, broken pipe, etc.).

If the cause of the leakage cannot be eliminated:

- call the water supply company;
- call the Fire Brigade.

After the water leakage has been stopped:

- drain the water off the floor;
- absorb with sawdust and rags;
- verify that the floor is dry and non slippery;
- verify that the water has not reached switchboards and electrical equipment;
- announce the end of the emergency;
- resume normal activities.

### **SCENARIO 4: first aid in case of fire involving people**

- Get the person to lie down and cover him/her with blankets or clothes and get them to roll over on the ground to suffocate the flames).

- do not attempt to remove clothes that are stuck to the skin of the injured person;

- do not remove burnt clothes and do not break blisters;

- do not apply lotions or creams;

- cover the burnt part with dry sterile gauze;

- if the injured person is conscious and able to swallow, they can be offered a bowl of water (approx. 300 ml) with bicarbonate and salt dissolved in it (from the sachets provided);

- if the injured person starts vomiting, immediately stop giving them liquids;

- call the medical emergency services;

- continue to assist the injured person until the emergency service arrives and provide them with the necessary information.

### **SCENARIO 5: injury in case of fire or electrocution**

Carry out the First Aid procedures, which can be summarised as follows:

- immediately remove power and stop the equipment using the master switch;
- inform the members of the Emergency team;
- call the Red Cross (or Air Medical Services, if necessary);
- try to understand what type of wound or physical damage the person has suffered;
- if the person is conscious, ask them about the injured body part and the type of damage;
- act according to the type of wound or illness;
- a member of the team will be sent to the grounds entrance to wait for the ambulance and direct them to the location where the injured person is.

### **SCENARIO 6: intervention in case of holdups, threats or acts of sabotage**

Carry out the following safety procedures:

- intervene immediately by informing the Police officers, if present on the premises;
- calmly inform the members of the fire team if Police officers are not present;

#### If not involved directly:

- ask people to move away from the area to keep them safe;
- keep other people away from the place of the emergency.

#### If involved directly:

- follow all the instructions given by the criminal, neither too quickly nor too slowly, and comply with their requests;
- warn the criminal before making any movement to prevent reactions that may endanger your safety;
- in case of threats, cooperate with the criminal and do not try to resist;
- make mental notes of the criminal's facial features, accent, height, characteristic movements or marks, etc.
- if you are taken hostage, try to obstruct or slow down their escape so as to increase your chance of being released;
- wait for the arrival of the Police.

### **SCENARIO 7: earthquake, explosion, natural calamity**

#### **Phase 1 Emergency**

Earthquake is a natural event that can be perceived clearly, except when its intensity is very small.

If an earthquake occurs, emergency management staff must immediately give an alarm signal, as required by the emergency plan, using the equipment available (radio, megaphone or door to door communication). The signal should be different from the one used for fire, if the system used makes this possible.

Upon the first continuous signal (or specific verbal communication), all occupants must drop down to the floor (not stand) and if possible take cover (if not completely, at least cover their head).

- Occupants should take cover under a table or a beam;
- if you are outside the rooms protect yourself by moving under a doorway or close to load bearing walls;
- other workers will take cover under tables, beams or close to load bearing walls;
- do not move until you hear the evacuation signal;
- do not stand next to heavy objects or material that could fall and cause serious injuries (for example close to cabinets, structures or installations);
- do not stand close to windows or other glass surfaces;
- if you know which walls and structures are load bearing, it is best to stand close to these;
- keep your hands behind your neck and lower your head between your knees;
- stay in a crouched position, with your eyes closed if you prefer, until the earthquake has stopped;
- do not try to move people who are traumatized unless their life is clearly at risk (building about to collapse, fire moving close, etc.).

#### **Phase 2 Evacuation**

Once the alert phase is over, members of the emergency team, upon instruction of the emergency coordinator, will ensure that the evacuation order reaches every part of the building, as required by the emergency plan, using the devices available on the premises (alarm buttons, speakers or door to door communication), with an intermittent sound.

Upon hearing the evacuation signal, the emergency team will:

- immediately activate evacuation procedures;
- if environmental conditions permit it and if considered necessary, the personnel in charge will remove power supply, gas supply, water supply and power to the heating plant;
- during evacuation, the personnel in charge will check that escape routes are safe and accessible (clear from possible presence of debris or cracks on the stairs);
- during evacuation, help colleagues or other occupants who are experiencing difficulties and always try to

sound positive and optimistic.

Upon hearing the evacuation signal, members of personnel shall:

- Assist people during the evacuation, open emergency doors and clear escape routes;
- check that nobody has remained in the supervised areas; if persons in difficulty are found in the areas, the emergency coordinator must be informed so that he/she may immediately activate the rescue teams;
- proceed with the evacuation in accordance with the instructions of the emergency plan, moving quickly but without running and shouting; when evacuating the building, move very carefully, open doors slowly, tread carefully on floors, stairs and landings, move along perimeter walls, including when walking down stairs; should escape routes be obstructed, follow the instructions of the evacuation manager who will find an alternative clear route, if possible; if escaping is not possible, prepare to cope with more tremors;
- take cover under tables, choosing the sturdier ones, and try to keep close to perimeter walls;
- it is important not to waste time trying to collect personal belongings (including jackets, bags, valuables, etc.) or to complete work or else.

During the evacuation:

- Do not run and do not talk, so that the necessary instructions may be understood clearly, as there may be difficulties that require a sudden change in procedures;
- when making your way out of the building, always try to keep away from windows and glass doors;
- do not use elevators/lifts; while walking down the stairs, keep close to the walls and do not stop;
- as much as possible, try to walk in the middle of rooms and corridors due to the risk of collapse;
- help differently able people or injured persons during the evacuation; escort them to a protected area temporarily, while waiting for evacuation to a safe place;
- when the evacuation signal is given, personnel without specific emergency management duties (administration, sales, technical staff, etc.) must make their way to the assembly points along the escape routes, unless the emergency coordinator requires their intervention.

### **Phase 3 Safe place**

After leaving the building, occupants will reach a safe place outside, referred to as "assembly point"; the distance between this point and the building must be at least equivalent to the height of the building and of trees, away from lamp posts and any suspended power lines.

Once the assembly point has been reached, the coordinator will check that all members of personnel are present, check for injuries or missing persons and report the information to the person in charge in the emergency team.

During this phase, the emergency team members will remain available to assist the emergency coordinator. If the intensity of the event was small, members of the emergency team may go back inside the building to check out the situation.

They will report their findings to the emergency coordinator and, if there is no specific need for a technical assessment by public departments (Fire Brigade, etc.), the all-clear announcement can be given.

If the intensity of the event was high, or if the inspection revealed a critical situation, all the occupants will wait for emergency services and public departments and will comply with the instructions provided by them. Contractors' personnel working on the premises must be informed about emergency procedures.

In case of emergency, contractors' personnel will follow the instructions provided by the staff in charge. Contractors' personnel managing systems and equipment must place a member of personnel in charge of making systems and equipment safe before proceeding with evacuation.

## **Actions that persons in charge must carry out in case of fire, emergency, serious risk**

### **Emergency procedure**

A local alarm will be sufficient as the area is on one level, open and without architectural barriers.

The emergency team will clear the area involved in the emergency.

They will remove power and fuel supply using the appropriate controls and shutoff valves.

They will switch on emergency lighting systems if necessary.

Personnel on duty will open the areas and arrange for the evacuation of occupants, along the indicated escape routes, avoiding panic situations and overcrowding around exits.

It will not be necessary to send people to the assembly point.

In case of fire, members of the fire team will attempt to extinguish the fire and at the same time another member will call 115 (Fire Brigade) and give them all the necessary information: address, how the fire started and intensity of the fire.

In case of a medical emergency, first aid will be provided to the injured persons and at the same time a member of the team will call 118 (Ambulance) and give them all the necessary details: address, type of injury and any other information that may be required.

## **Evacuation procedure**

The decision to activate the evacuation procedure must never be taken lightly.

The person in charge of emergency at the time of the event must consider this carefully as the procedure can

create risks for all the occupants.

The various aspects involved in the process must be analysed.

The total time required for complete evacuation from an emergency location is made up of the sum of the following partial times:

- time needed to detect an emergency situation;
- time needed to spread the alarm;
- time for preparation of the evacuation (receiving the alarm signal, requesting confirmation, identifying the best escape route, etc.);
- time needed to cover the distance between one's position at the time of the alarm and the closest safe place.

The sum of these times can sometimes be in the order of a few minutes; with some emergencies, this can create a hazard for the health of people.

The evacuation procedure must be activated in all the cases of general, serious danger such as:

- serious fire;
- leakage of flammable gas or spilling of a quantity of combustible liquids;
- presence of fumes or toxic substances in the air;
- risk of collapsing structures;
- earthquake;
- flooding.

Normally, the decision to evacuate must be made by the safety manager.

It is important to remember that a danger situation will always generate strong emotional tension which, combined

with a lack of information on how to behave, can easily turn into panic.

A state of panic in an individual or group of individuals can degenerate with highly negative consequences for them:

- obstruction of exits due to overcrowding;
- failure to use all the safety exits present in the premises;
- confusion, disorder, tendency to get away from the danger in any possible way (jumping out of the building, etc.);
- aggressive and abusive behaviour.

During the above activities, the time needed to reach a safe place outside can be fairly short, but the number of occupants could create an element of difficulty for the management of the emergency.

It is therefore important for emergency team members to be ready and organised to manage the event in a coordinated manner.

### **Instructions for persons in charge of evacuating the premises**

The first condition is to keep calm and not panic if the danger is evident and serious, do not waste time trying to collect personal belongings.

Before leaving the place where you are, unless there is a serious, immediate danger, you should:

- interrupt any work involving naked flames or the production of sparks or heat;
- switch all equipment to safe mode;
- close all gas valves.

### **Escape method:**

- do not waste time waiting for colleagues or friends;
- follow the shortest, safest escape route out of the building;
- crouch down as you walk and breathe slowly if there is smoke;
- in an orderly, quick way (but without running) make your way to the closest safety exit or to the one indicated by one of the members of the emergency team;
- do not push to get through narrow points and openings;
- the persons in charge must assist persons with reduced mobility or visual/hearing impairment;
- reach the safe places at the assigned assembly points;
- do not stay in areas where there are emergency vehicles and fire trucks;
- do not stay in areas where emergency vehicles can circulate (ambulances, fire trucks, etc.).

### **Emergency team members supervise operations and ensure they are carried out correctly:**

- they supervise evacuation of people;
- they make sure that nobody has problems reaching the exit;



- they assist persons with disabilities and make sure that they reach the assembly point;
- they ensure that emergency exits are in working order;
- they gather people at assembly points;
- they check the list of persons to make sure that everyone is outside the building.

All the people gathered must stay in the prescribed areas until the end of the emergency or until a new order has been given by the emergency team.

### Assistance to fire brigade and medical emergency services

The members of personnel in charge of assisting the fire brigade and medical emergency teams:

- wait for emergency services on the public road;
- guide them to the area involved by the emergency;
- provide them with useful information;
- provide them with the emergency plan map.

Requesting Fire Brigade intervention and priority emergency services and numbers to be called in case of emergency.

Emergency calls must be made by telephone, in this case using a mobile phone.

The emergency coordinator must know the telephone numbers of external services.

### Emergency aid calling procedure:

IN CASE OF INJURY / ILLNESS			
Immediately call medical emergency services to the premises.			
Do not intervene on the injured person until the person in charge of first aid arrives			
Avoid crowding around the injured person			
Cooperate with the person in charge of first aid and follow his/her instructions, providing the requested equipment and materials			
Call external medical emergency services by phone			
EMERGENCY PHONE NUMBERS			
FIRE BRIGADE	115		
MEDICAL EMERGENCY	118		
POLICE	113		
CARABINIERI	112		
LOCAL POLICE			



### When calling, provide the following information with specific details:

- address and telephone number;
- your name and surname;
- how to reach the place; briefly specify what is happening
- the approximate number of people affected.

### In case of fire, specify:

- type and quantity of material involved;
- if there are dangerous substances or other risks (fuel tanks, high-voltage power lines, etc.);
- what type of fire fighting system exists.

### In case of injury, specify:

- the type of injury occurred (e.g. burn, running over, electrocution at 220V or 380V, etc.);
- whether the injured person is conscious, if they have (visible) haemorrhage or fractured limbs.

Note: before hanging up, ask the operator if they need any other information

### Assistance to people with disabilities

When there are disabled persons among the occupants, the emergency plan must take their disabilities into consideration.

The special needs of the disabled persons are identified when planning fire safety measures and evacuation procedures.

Elderly people, pregnant women, persons with fractured limbs and children must also be taken into consideration.

#### **Assistance to persons on wheelchairs or with limited mobility.**

If there are persons on wheelchairs or with limited mobility, adequate assistance must be provided.

Where no appropriate means for overcoming architectural barriers are provided or is their efficiency is not guaranteed even in case of fire, physically suitable team members must be trained and instructed to carry disabled persons.

#### **Assistance to persons with visual or hearing impairments.**

If there are persons with visual or hearing impairments, they must be helped to make their way along the escape routes.

In case of evacuation, physically suitable team members must be instructed to guide persons with impaired or limited vision.

Throughout the emergency period, some of the team members must be instructed to assist persons with impaired or limited vision.

In the case of persons with limited or impaired hearing, there is the possibility that they will not hear the alarm signal; in these circumstances, a person must be instructed to alert the hearing impaired individual.

#### **End of emergency**

Determining the causes of the fire or of the emergency event.

The members of the fire team and those of the emergency team must take care to preserve elements that are necessary to determine the cause of the incident.

It is important to keep traces (notes, immediate reports, chronology of events, internal and external persons who intervened, etc.) to determine the causes of the emergency.

At the end of the emergency, an investigation must be carried out to gather all the information required to take the measures needed to prevent recurrence of the incident.

#### **Post-emergency management**

It is necessary to make sure that the emergency is definitely over (e.g. that the fire has been completely extinguished).

No activities and no events may be resumed before an accurate examination of the entire area and of the systems involved in the incident.

#### **Action required after an emergency:**

- supervise the area and the systems involved, to guarantee that the emergency is over;
- replace all the safety equipment (fire equipment, etc.);
- verify that replacement is complete;
- refill the extinguishers;
- look for the causes of the incident;
- determine damage cause to persons and objects (inside and outside the premises);
- make an estimate of direct and indirect damage;
- take suitable technical and organisational measures to prevent recurrence of the event.

## PREVENTIVE MEASURES

It is prohibited to smoke and use naked flames in the identified areas (if any).



It is prohibited to dispose of cigarette butts and flammable materials etc. in waste baskets.

## IN CASE OF EMERGENCY

If you see anything that leads you to presume that a "DANGER SITUATION" is about to occur, and there is nothing you can do to eliminate it (e.g. use a portable extinguisher in case of fire), you must immediately call 115

Inform the fire team member in charge in the area where the danger or emergency situation has been detected.

In case of fire:

- Give the alarm and inform the person in charge.
- Use the fire equipment available to put out the fire, compatibly with your ability and without jeopardising your safety.



## IN CASE OF FIRE/EVACUATION:



**DO NOT RUN, PUSH OR SHOUT**

## PERSONNEL AND VISITORS/GUESTS



Leave the rooms quickly and follow the signs



Calmly make your way to the PROTECTED AREAS and leave the building through the special exits.



Personnel who are unable to move independently should keep calm and wait for the arrival of the rescuers.

## EXTINGUISHING SYSTEMS



Water hydrants  
Do not use on electrical systems.



Portable or wheeled extinguishers,  
using: powder, foam or carbon dioxide (CO<sub>2</sub>)

## INSURANCE – INFORMATIVE NOTES

ISVAP Regulations No. 5/2006 - ATTACHMENT 7A

## INFORMATION DOCUMENT AS TO THE BEHAVIOURAL OBLIGATIONS

## TO BE OBSERVED BY THE BROKERS WITH RESPECT TO THE CONTRACTING PARTIES.

Under the provisions of legislative decree no. 209/2005 (Law on Private Insurance) and of ISVAP (\*) regulations n. 5/2006 ( \* Insurance Companies Supervising Authority) relating to the rules of conduct that shall be observed in the execution of their insurance brokerage activity, **the Brokers:**

- a) prior to the signing of the insurance proposal or - when this is not provided for - of the insurance contract, as well as in the event of significant amendments to the contract, or renewal of the same involving said amendments, **will deliver to the contracting party** a copy of the document (Attachment 7B of the ISVAP regulations) which comprises information on the Broker, on any potential situations as regards conflict of interests and protection of the contracting party;
  
- b) **will deliver to the contracting party** copy of the pre-contractual and contractual documentation provided for by the regulations in force, **copy of the concluded contract and of any other document whatsoever;**
  
- c) are entitled to receive from the contracting party, by way of payment of the relevant insurance premiums, **the means of payment specified hereunder:**
  1. **bank cheques or banker's drafts or giro cheques, bearing the non-transferable clause,** made out or endorsed to the insurance company or to the broker, expressly in such capacity;
  2. **bank transfer orders, other means of payment by bank or post,** systems for electronic payment, having as beneficiary one of the subjects mentioned at previous point 1;
  3. **ready cash, solely** for insurance contracts against damages falling within the sphere of **third-party motor liability** and relevant additional peril (if and as long as they are referred to the same vehicle insured for the third-party liability), as well as for contracts falling within **other spheres up to the maximum amount of Five Hundred Euro per year and per contract.**

INFORMATION TO BE SUPPLIED TO THE CONTRACTING PARTY PRIOR TO THE SIGNING OF THE INSURANCE PROPOSAL OR - WHEN THIS IS NOT PROVIDED FOR - OF THE CONTRACT, AS WELL AS IN THE EVENT OF SIGNIFICANT AMENDMENTS TO THE CONTRACT, OR RENEWAL OF THE SAME INVOLVING SAID AMENDMENTS

**PART I**

**General information on the broker**

**Table 1.1**

**Identification data of the broker enrolled in the register of insurance and reinsurance brokers**

Company title	Aon S.p.a. Insurance & Reinsurance Brokers	
Registered office	Via Andrea Ponti 8/10, 20143 MILANO	
Operating office	Viale Mentana 45, 43121 PARMA	
Telephone	0521/1757700	
Fax	0521/1757799	
E-mail	fiere.parma@aon.it	
Website	www.aon.it	
Registration number:	Date 12.03.2007	Section B 000117871

**Table 1.2 – Competent Authority for the supervision of the performed activity**

**ISVAP – Istituto per la vigilanza sulle assicurazioni private e di interesse collettivo**

(Insurance Companies Supervising Authority) -

**Via del Quirinale, 21 - 00187 ROMA**

Note for the Contracting Party: The identification and registration data of the brokers can be checked by consulting the *Registro unico degli intermediari assicurativi e riassicurativi* (Single Register of insurance and reinsurance intermediaries) on the ISVAP website ([www.isvap.it](http://www.isvap.it))

**PART II**

**Information on potential situations of conflict of interests**

**Table 2.1 – Declarations of the brokers**

- Aon S.p.a. and the persons listed under table 1.1 DO NOT hold a participation, either direct or indirect, higher than 10% of the capital stock or of the voting rights of any insurance company
- No insurance company, or enterprise controlling an insurance company, is holder of a participation, either direct or indirect, higher than 10% of the capital stock or of the voting rights of Aon S.p.a
- Aon S.p.a submits contracts free from any contractual commitments obliging to exclusively offer contracts of one or more insurance companies.
- Upon specific request from the Contracting Party, Aon S.p.a. will supply the names of the Insurance Companies they are carrying on, or may be carrying on, business relations with.

**PART III**

**Information on the forms of Contracting Party Protection**

**Table 3.1 – General Information**

By virtue of Art. 117 from legislative decree of 7 September 2005, n. 209, the premiums paid by the Contracting Party to the brokers and the sums intended for indemnities or payments due from the companies, when settled through the broker, represent independent assets, thus separate from the assets of the broker himself.

The practised brokerage activity is guaranteed by a third-party liability insurance policy covering damages that may be caused to the contracting parties due to negligence and professional faults of the broker, or negligence, professional faults and misconduct of employees, collaborators or persons whose actions the broker is held responsible for under the terms of the legislation in force

**Aon S.p.A. Insurance & Reinsurance Brokers con socio unico (single-member company)**

Company subject to management and coordination by Aon Italia S.p.A.

20143 Milano – Via Andrea Ponti 8/10 – tel. +39 02 4543.1 – fax +39 02 45434810

REGISTERED OFFICE: 20143 MILANO – VIA ANDREA PONTI 8/10

REGISTERED CAPITAL €10,308,727.00 I.V. TAX ID. NUMBER AND *REGISTRO IMPRESE MILANO* REGISTRATION NO. 10203070155

VAT NO. 11274970158 – *REGISTRO INTERMEDIARI ASSICURATIVI* REGISTRATION NO. B000117871

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The contracting party and the insured are entitled to contact the: *Fondo di garanzia per l'attività dei mediatori di assicurazione e di riassicurazione* (Guarantee Fund for insurance broker activities) c/o ISVAP Via Quirinale, 21 – 00187 Roma – Tel.: +39 06/421.331 to claim compensation for patrimonial damages - which may have been caused by the exercise of the brokerage activity - that were not compensated by the broker himself or were not indemnified through the policy mentioned at the previous point

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The contracting party and the insured are entitled - on the understanding that they may always address the judicial authority – to forward a complaint to ISVAP, Servizio tutela degli Utenti (Users Protection Service), Via del Quirinale n. 21 – 00187 Roma.

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**Table 3.2 – Important note for the contracting party and for the insured**

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By virtue of Art. 118 of legislative decree 209/2006, in the event that the Company gives authorization to the Broker to collect the premiums – i.e. authorization from the agency approved by the company – **the premium payment in good faith to the Broker or to his collaborators will have franking effect for the Contracting Party with respect to the Company and consequently will bind the Company** (and, in case of co-insurance or divided coverage, all the co-insurance Companies) to guaranteeing the insurance coverage object of the contract.

By virtue of Art. 118 of legislative decree 209/2006, in the event of failing authorization of the Company or of the agency to the Broker as to the collection of the premiums – i.e. authorization from the agency not approved by the company – **the premium payment in good faith to the Broker or to his collaborators, will not have franking effect for the Contracting Party with respect to the Company and consequently will not bind the Company** (nor the co-insurance Companies, in case of co-insurance or divided coverage) to guaranteeing the insurance coverage object of the contract.

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Owing to the large number of free collaboration deals existing between Aon S.p.a. and the insurance Companies and/or agencies, the list of Companies and Agencies with whom Aon is carrying on free collaboration deals - with specific indication, next to each name, on whether Aon holds the relevant authorization to collect the premium with franking effect for the contracting party – is already available (and can be consulted and downloaded) on the corporate website of Aon S.p.a. at the address [www.aon.it](http://www.aon.it), section “*Informazioni per: Legislazione sull’intermediazione assicurativa*” - (Information on: Legislation on insurance brokerage) - or can be in any case supplied to the contracting party upon specific request.

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## Informative note for the Contracting Party

### All Risks Policy – Assistance Policy – Policy on Accidents

Information  
relating to  
the  
Company

Main purpose of the present Informative Note is to provide the Contracting Party (natural person or legal entity concluding the insurance policy) with all necessary information, preliminary to finalizing the contract (insurance contract), as per the provisions of Art. 185 of the Insurance Regulations (legislative decree of 7 September 2005).

The present note is originally drawn up in the Italian language, on the understanding that the Contracting Party has the right to ask for drawing up of the same in a different language.

#### Company title and type of legal form of the Company (Insurance enterprise)

The insurance Company: Allianz S.p.A.

#### Registered Office

Largo Ugo Imeri, 1 - 34123 Trieste (Italy).

#### License for insurance activities

The company has been authorized to perform insurance activities by virtue of the ISVAP order n. 2398 of 21 December 2005.

Information  
relating to the  
Contract

#### Insurance contract

The insurance coverage and the contract by means of which the insurance company, against payment of a premium, undertakes to compensate the insured, within the agreed terms, for damages caused by a contingency, that is to grant indemnity for what the insured - as a consequence of the contingency occurred during the validity period of the insurance coverage – must pay to a third party on the ground of the responsibility raised in the contract.

The premium, consisting of a sum of money, is the object of the performance of the Contracting Party and represents the valuable consideration for the performance of the insurer, when a contingency occurs.

The premium, except for contracts whose duration is less than twelve months, is fixed for insurance periods of one year, and is due in full, even when splitting up has been granted.

In the event of split-up payment of the premium, the application of an additional fee can be provided for.

#### Legislation applicable to the Policy

The legislation applicable to the Contract is the Italian one; the Parties are in any case entitled, prior to the conclusion of the contract, to decide on a different legislation.

The Company suggests that the Italian legislation be chosen.

However, the application of the **binding regulations** from the Italian law still stands.

#### Limitation period for the Rights resulting from the Contract

Under the terms of Art. 2952 of the Italian Civil Code, "the rights of the Insured (i.e. the subject to the advantage of whom the contract is drawn up) deriving from the contract expire one year from the day of the event on which the entitlement is grounded.

#### Complaints lodged with respect to the Contract

**Should the Parties chose to apply the Italian legislation to the contract**, any complaints as regards the contractual relation or the management of contingencies shall be sent in written form to:

#### Allianz S.p.A.

Servizio Clienti - Pronto Allianz  
Corso Italia 23 - 20122 Milano (Italia)  
Toll-free number 800-686868  
Fax 02 7216.9145  
E-mail [info@allianz.it](mailto:info@allianz.it)

If the concerned party is not satisfied with the outcome of the complaint or in case of failing reply within the maximum run of 45 (forty five) days, he will be entitled to turn to ISVAP supplying the documentation relevant to the complaint negotiated by the Company, at the following address:

#### ISVAP

Servizio Tutela degli Utenti (Users Protection Service)  
Via del Quirinale, 21, 00187 ROMA

With respect to disputes relating to the quantification of damages and assessment of liability, it is reminded that the exclusive competence of the Judicial Authority still stands, besides the right to have recourse to conciliation systems, where available.

**Should the Parties chose to apply to the contract a legislation other than the Italian one**, the competent body will be the body provided for by the specific legislation.

The Contracting Party will in any case be entitled to turn to ISVAP, who will facilitate communication and relations with the above mentioned foreign supervising body.

**Follow-up - Informative note for the Contracting Party**  
*All Risks Policy – Assistance Policy – Policy on Accidents*

**Information during  
the life of the contract**

Should any modifications relating to Company data and/or information pertaining to the Contract be made during the contractual period, the Company is deemed to promptly communicate said modifications to the Contracting Party and furthermore supply any clarifications that may be required.

**Notice**

**The present note is a document intended for mere informative purposes and value, therefore not contractual,** and shall be supplied to the Contracting Party prior to the signing of any insurance policy against damages.

Owing to the variety of insurance coverage available against damages, we recommend that the Contracting Party always turn to his own insurance broker for any further information and for clarifications relating to the selected contract, which shall be read very carefully before signing the policy.

**Allianz S.p.A.**





INA ASSITALIA S.p.A. Company authorised to carry out Insurance and Reinsurance activities in the lines Life, Capitalization and Non-life with decree of the Ministry of Industry, Commerce and Craftmanship of 2/12/1927 (Official Journal no. 269 dated 15/12/1927). Company entered in the Register of ISVAP Companies no. 1.00021, subject to the Management and Coordination of the Sole Shareholder Generali S.p.A. and member of the Generali Group entered in the Register of Insurance Companies no. 026



## INSURANCE CONTRACT COVERING GENERAL CIVIL LIABILITY RISKS

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# OTHER RISKS

This information dossier containing:

information note inclusive of glossary,

shall be handed down to the Policy holder before underwriting the contract or, where applicable, the insurance proposal.

READ THE INFORMATION NOTE CAREFULLY BEFORE  
UNDERWRITING THE CONTRACT





## INFORMATION NOTE GENERAL LIABILITY INSURANCE CONTRACT FOR OTHER RISKS

This Information Note is drawn up following the ISVAP (Private Insurance Supervisory Institute) template, but its content is not subject to ISVAP's prior approval.

The Policy holder shall read the insurance terms before underwriting the policy.

### GLOSSARY

INSURED PARTY	shall mean the person whose interest is protected by
INSURANCE	the insurance; the insurance contract
POLICY HOLDER	shall mean the natural or legal person who takes out the insurance;
DEDUCTIBLE	shall mean death, personal injuries and damage to property
LIMIT OF LIABILITY	shall mean the part of the damage expressed as a fixed amount to be paid by the Insured Party
POLICY PREMIUM RISK EXCESS	shall mean the highest amount paid by the Company for each claim shall mean the document substantiating the insurance shall mean the amount paid by the Policy holder to the Company the likelihood of the claim to occur
CLAIM COMPAN Y	shall mean the part of the damage expressed as a percentage to be paid by the Insured Party shall mean the occurrence of the damage event covered by the INA ASSITALIA S.p.A. policy

### A. INFORMATION ON THE INSURANCE COMPANY

#### 1. General Information

- a) INA ASSITALIA S.p.A. - Generali Group;
- b) registered office Roma (Italy) - Via L. Bissolati, 23 - CAP 00187 - Italy;
- e) phone number +39 06 8483.1, website: [www.inaassitalia.it](http://www.inaassitalia.it), e-mail [info@inaassitalia.it](mailto:info@inaassitalia.it);
- d) authorised to carry out Insurance and Reinsurance activities in the lines Life, Capitalization and Non-life with decree of the Ministry of Industry, Commerce and Craftsmanship dated 2 December 1927, published on the Official Journal no. 289 of 15 December 1927.

Please refer to the Company's Internet website for possible updates of the information dossier not resulting from legislation changes.

#### 2 Information on the statement of financial position

Equity 1,961,363,668.87; Share Capital Euro 618,628,450.00; Total capital reserves 1,342,735,218.87.



The Non-life management solvency index is 1.0263 - the index is the result of the ratio between the amount of the available solvency margin amounting to 334,612 thousand euro and the amount of the solvency requested by the legislation in force amounting to 326,027 thousand euro.

The Life management solvency index is 1.5309 - the index is the result of the ratio between the amount of the available solvency margin amounting to 1,300,607 thousand euro and the amount of the solvency requested by the legislation in force amounting to 849,555 thousand euro.

## B. CONTRACT INFORMATION

At its natural expiry, the contract shall be deemed tacitly renewed year after year, unless otherwise provided and unless one of the Parties sends a Letter of cancellation

### Notice

For multi-annual contracts, if the Policy holder does not want the contract to be renewed by one year, a letter of cancellation shall be sent to the Insurer at least sixty days before expiry. For annual contracts, if the Policy holder does not want the contract to be renewed by one year, a letter of cancellation shall be sent to the Insurer at least sixty days before expiry.

If no letter of cancellation is sent, the contract shall be renewed on an annual basis.

Please refer to art. 7 of the insurance conditions for further details.

## 3. Insurance coverage offers - Limits and exclusions

The contract is intended for General Liability Insurance Coverage The Policy holder

shall decide to activate the following coverages:

1. Third Party Liability Coverage: insurance covering the Insured Party's liability for damage caused to third parties (death, personal injury and damage to property) as a result of an accidental fact occurred regarding the risks for which the insurance is underwritten. The insurance also covers fraudulent conduct of people for whom the Insured Party is liable.
2. Employer's Liability Coverage: insurance covering liabilities towards employees: death and personal injuries suffered by people working for the Insured Party.
3. Coverage of asset losses: Insurance damage covering asset losses caused to third parties in carrying out specific professional activities.

Please refer to art. 1 of the insurance conditions for further details. The main

coverage may be supplemented with ancillary coverages. *Notice*

The insurance contract envisages exclusions and limits, i.e. conditions suspending coverage. Please refer to art. 3 for further details.

- The insurance contract establishes deductibles, excesses and limits of liability with regards to certain events. Please refer to the supplementary conditions of the special insurance conditions for further details.

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Examples

### Example of excess

Limit of liability covered by insurance Euro

Euro 1,000,000.00



estimated damage amount	Euro	500,000.00
Excess 10%, with a maximum amount of Euro 260,000.00	Euro	50,000.00
Damage that can be compensated/paid within the limits of liability	Euro	450,000.00

#### **Example of deductible**

estimated damage amount	Euro	1,000.00
deductible	Euro	260.00
Damage that can be compensated/paid within the limits of liability	Euro	740.00

#### **4. Insured Party's statements relating to risk circumstances - Invalidity**

##### *Notice*

Inaccurate statements or information withheld by the Contracting Party and/or Insured Party regarding circumstances that affect risk assessment by the Insurance Company, can have effects on the service pursuant to Articles 1892, 1893 and 1894 of the Italian Civil Code. For consequences relating to inaccurate statements or information withheld, please refer to art. 12 of the insurance conditions.

#### **5. Aggravation and reduction of risk and job changes**

The Insured Party shall give written notice to the Company of any aggravation and reduction of risk. Please refer to articles 15 and 16 of the insurance conditions for the consequences of failure to inform.

Example of aggravation of risk: increase in the business volume (as an increase of goods/work value/turnover) compared to the figure given in the *quotation*.

#### **6. Premiums**

The premium is annual.

The premium can be agreed to be "adjustable", i.e. It shall be provisionally paid in advance in the amount contained in the policy and then adjusted at the end of each insurance year according to the changes in the elements used to calculate the premium occurred during the same period. Please refer to art. 5 and 6 of the insurance conditions for further details.

Payment shall be made in cash, bank cheque or cashier's cheque, bank transfer, postal account cheques, money orders, cash advance (POS) or direct debit (RID). Payments in cash are allowed only if the amount of the annual premium (even though subdivided) does not exceed the amount of Euro 750,00.

It is possible to subdivide the premium in instalments subject to the following subdivision rates:

- Half-yearly 3%
- Four-monthly 4%
- Quarterly 4.5%
- Two-monthly 6%
- monthly 5%

##### *Notice*

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The company or a broker can apply premium discounts with the following procedures:

- Establishing with the Policy holder a duration of the contract equal to or longer than two years.

## **7. Adjustment of premium and insured amounts**

Adjustment of premium and insured amounts are not envisaged.

## **8. Rights of withdrawal**

*Notice*

The Company is entitled to withdraw from the contract after each claim and until the 60th day from payment or denial of compensation. Please refer to art. 11 of the insurance conditions for further details.

If the duration of the contracts is more than five years, after five year the Policy holder shall be entitled to withdraw without charges from the contract with a sixty-day notice and with effect from the end of the year during which the right of withdrawal has been exercised.

## **9. Prescription and loss of rights deriving from the contract**

The rights deriving from the insurance contract shall be prescribed after 2 years from the day of occurrence of the fact on which the right is founded. In the civil liability insurance, the term of two years starts from the day on which the third party submits a claim for compensation to the Insured Party or starts court proceedings to claim for compensation.

## **10. Governing law**

The contract is governed by the laws of Italy.

## **11. Tax regime**

This contract is subject to the insurance tax pursuant to Law no. 1216 dated 29 October as amended.

## **C. INFORMATION ON INDEMNITY PROCEDURES AND COMPLAINTS**

### **12. Claims - Payment of indemnity**

*Notice*

In case of accident, the Insured Party shall give notice to the Agency to which the policy has been assigned, or to the Company, within 3 (three) days of becoming aware of such accidents or since it has had the chance of doing it. Please refer to art. 8 and 9 of the insurance conditions for further details.

### **13. Complaints**

Any complaints against the Company with regards to the management of contract relations or claim management shall be filed in writing to:

INA ASSITALIA S.p.A., Customer Service Via Leonida Bissolati 23 CAP 00187 Rome, telefax 06 84833004, e-mail address: [reclami.assitalia@inaassitalia.it](mailto:reclami.assitalia@inaassitalia.it)



Should the claimant be unsatisfied with the outcome of the complaint or in case of absence of any feedback within a period of forty-five days, he/she may refer to ISVAP (Private Insurance Supervisory Institute) - User Protection Service - Via del Quirinale 21, 00187 Rome.

Complaints filed with ISVAP shall contain:

- a) Name, surname and address of the claimant with possible contact phone number;
- b) Identification of the subject or subjects that are the cause of the complaint;
- c) Brief description of the reason for the complaint;
- d) Copy of the complaint filed with the Insurance Company and possible feedback received from the same;
- e) Any document that may be useful to better describe the circumstances.

To settle cross-border controversies, a complaint may be filed with ISVAP or with the competent foreign system via the FIN-NET procedure (<http://ec.europa.eu/internalmarkeUfinservices-retail-finneUindex en.htm>).

All the above without prejudice for the right to file a petition with the Judicial authority.

\* \* \*

INA ASSITALIA S.p.A. shall verify the correctness and truthfulness of the data and information contained in this Information Note.

**THE LEGAL REPRESENTATIVE**  
(Lawyer Francesco Procaccini)





## INFORMATIVE DOCUMENT AS PER ARTICLE 13 OF LEGISLATIVE DECREE N.196 OF 30/06/2003

Under the provisions of art. 13 of legislative decree 196 (30 June 2003), and with respect to personal data relevant to all the Exhibitors – data which Aon S.p.A., as Holder of the Data Processing, has taken or will take possession of, following to the brokerage assignment received from Fiere di Parma S.p.A., we hereby inform the Exhibitors of the following:

### 1. PURPOSE OF THE DATA PROCESSING

The processing of data:

- A. Is intended for the fulfilment, for the part of Aon S.p.A. (hereafter referred to as AON), of the purposes of conclusion, management and execution of the assignment, as well as of all relevant activities and the settlement of contingencies, exclusively relating to the performance of the insurance and re-insurance brokerage activity;
- B. Can also be intended for the fulfilment, for the part of Aon, of informative and commercial promotion purposes, market surveys and statistical or research aims.

### 2. PROCESSING MODALITY

The processing of data:

- A. is fulfilled by means of operations, or sums of operations, indicated under art. 4, paragraph 1 point a) of legislative decree 196/03: collection; registration, organization, retention, processing, modification, comparison, interconnection; selection, extraction, consultation, communication; locking, deletion and destruction;
- B. is accomplished with or without the help of electronic means or, in any case, computerized means;
- C. is performed by the organization of the Holder and by trustworthy companies - whose list is available at the Superintendent premises - which are all direct partners of ours and operate in full autonomy as distinct holders of the processing of personal data, thus bound to fulfil on their own the regulations in force as to the protection of personal data. In the specific instance said companies perform services such as risk bearing, filing of documentation relevant to the relations with the clients, inspections, assessments, management and settlement of contingencies.

### 3. ENTRUSTMENT OF PERSONAL DATA

The collection of personal data can take place at the domicile of the applicant or at our offices where the processing procedures are accomplished. Entrusting personal data, common and sensitive and, if the case, judicial data, is strictly necessary for the purposes of fulfilling the functions of which at point 1-A, i.e. for the conclusion of new contracts, the management and execution of existing deals, including the management and settlement of contingencies. Said entrustment/assent becomes optional for the fulfilment of the informative and commercial promotion purposes of which at point 1-B.

### 4. REFUSAL TO ENTRUST PERSONAL DATA

Refusal of the concerned party to entrust the personal data mentioned at point 3, with regards to the purposes of which at point 1-A, will result in the impossibility to accomplish what provided for in the insurance contracts or to manage and settle the contingencies.

The refusal to entrust the personal data mentioned at point 3, for the purposes of which at point 1-B, will not involve any consequences as to the juridical relations, either existing or still being established, but it will exclude the possibility of performing informative or commercial promotion activities relating to the insurance products of Aon with respect to the concerned party.

### 5. COMMUNICATION OF DATA

Personal data can be communicated – for the purposes of which at point 1, and for processing procedures having the same purposes or mandatory by law - to other entities within the insurance sector, such as insurers, co-insurers and re-insurers; agents, subagents, application agents; lawyers, loss adjusters and service stations; service companies to which the management, settlement and payment of the contingencies have been entrusted, as well as companies dealing with computerized services or filing services; the *Ministero del Lavoro e delle politiche sociali* (Ministry of Labour and Social Policy) and other data banks with respect to which the communication of data is mandatory - for instance, *Ufficio Italiano Cambi* (Italian Exchange Control), *Casellario centrale infortuni* (Accidents central records), *Motorizzazione Civile e dei trasporti in concessione* (Government office for driving licences and vehicles registration); other public bodies or other Aon affiliates throughout the world. Said subjects operate in full autonomy as distinct holders of the processing of personal data, bound to fulfil on their own the regulations in force; the list of addressees of the communication of personal data is available at the Direzione Legale (Legal Management Office) and can be made known to the concerned party, free of charge, upon specific written request to be sent to the Responsabile Designato (Superintendent in charge), at fax number 02.45434567, or by e-mail at [privacy\\_officer@aon.it](mailto:privacy_officer@aon.it) as per art. 7 of D.Lgs.196/03.

## **6. DISSEMINATION OF DATA.**

Personal data are not subject to dissemination.

## **7. TRANSFER OF DATA ABROAD.**

Personal data may be transferred only to Aon offices located both in member states of the European Union or in non-member states, for the purposes of which at points 1-A and B.

## **8. RIGHTS OF THE CONCERNED PARTY.**

Art. 7 of legislative decree 196/03 entitles the concerned party to the exercise of specific rights, among which the right to obtain from Aon confirmation as to the existence of his personal data in their archives and these being made available in intelligible form; the right to be informed on the origin of the personal data, the purposes and modalities of the processing, the logic applied to the processing, the identification data of the holder, superintendents, representative in charge and subjects or categories of subjects to whom the data can be transferred. The concerned party is furthermore entitled to have the data amended, updated and integrated, removed, transformed into anonymous form or he may ask for the locking of data that have been processed in violation of the law, and oppose, for legitimate reasons, the processing of data.

The exercise of the rights of the concerned party can be fulfilled, at any moment, by virtue of art. 8 of legislative decree 196/03.

## **9. HOLDER AND SUPERINTENDENT OF THE PROCESSING**

Holder of the data processing is Aon S.p.A., with registered office in Milan, via A. Ponti 8/10.

Superintendent in charge of the processing is Gruppo Privacy, with the same registered address as above.

## **10. ASSENT TO THE PROCESSING OF COMMON AND SENSITIVE PERSONAL DATA**

Having taken note of the aforesaid informative document, under the terms of articles 23 and 26 of D.Lgs.196/03, and Form A 1, we are hereby confirming that the processing of data that are strictly necessary for fulfilling the operations you have required, will be accomplished as follows:

- processing of personal data for the purposes of which at point 1-A. of the informative document;
- communication of personal data to the categories of subjects, and as per the modalities specified at point 5 of the present informative document, who can submit the data to processing procedures having the purposes of which at point 1-A of the same informative document;
- processing of sensitive data (data disclosing the health status) for the purposes of which at point 1-A of the informative document and as per the modalities of which at point 2;
- communication of sensitive data to the categories of subjects, and as per the modalities specified at point 5 of the present informative document, who can submit the data to the processing procedures having the purposes of which at point 1-A of the same informative document;

Under the provisions of art. 7 of D.Lgs.196/03 you are entitled to have knowledge, at any moment, of your personal data that are the object of the processing and to be informed on how they are being handled. You are furthermore entitled to have them updated, integrated, amended or cancelled, to request their locking and oppose their processing for the reasons of which at art. 7 of D.Lgs.196/03, recalled at point 6 of the informative document.