

I SALONI DI MECSPE

FABBRICA DIGITALE
SUBFORNITURA ELETTRONICA

ADDITIVE MANUFACTURING
LOGISTICA
SUBFORNITURA MECCANICA

EURDSTAMPI - MACCHINE E SUBFORNITURA PLASTICA
MOTEK ITALY
MACCHINE E UTENSILI

CONTROL ITALY
POWER DRIVE
TRATTAMENTI E FINITURE

PARMA, 26-28 MARCH 2020

TECHNICAL BOOKLET

Exhibition attendance regulations

Including:

- USEFUL CONTACTS
- EXHIBITION DATES & EQUIPMENT
- SERVICES RESERVATION FORMS

WE REMIND YOU THAT THE BALANCE DUE FOR THE BOOKED STAND AREA SHALL BE PAID TO SENAF SRL WITHIN UPON RECEIPT OF INVOICE.

ALL THE SUPPLIED TECHNICAL SERVICES WILL BE INVOICED BY FIERE DI PARMA AND WILL HAVE TO BE SETTLED WITHIN THE END OF THE EXHIBITION.

THE FULLFILMENT OF ANY RESERVATIONS RECEIVED LATER THAN THE ABOVE SPECIFIED DATE WILL NOT BE GUARANTEED AND WILL ANYWAY BE LIABLE TO AN ADDITIONAL CHARGE OF 30%.

THE FIXED ADMINISTRATIVE FEE OF € 40.00 WILL BE ADDED TO THE BALANCE FOR THE SERVICES

USEFUL CONTACTS

RADIO TAXI: Ph. +390521252562, **AIRPORT:** Giuseppe Verdi – Parma - Ph. +3905219515,
TRENITALIA CALL CENTER (Italian Railways): Ph. 892021

SENAF SRL Via Eritrea 21/A 20157 MILANO

www.senaf.it

mecspe@senaf.it

FIERE DI PARMA

Ph. +3905219961

“SATE” OFFICE - Hall 2

Ph. +390521996351/996352, fax +390521996350 sate2@fiereparma.it

“SATE” OFFICE - Hall 3-4.1

Ph. +390521996361/996362, fax +390521996360 sate3@fiereparma.it

“SATE” OFFICE - Hall 5

Ph. +390521996371/996372, fax +390521996370 sate5@fiereparma.it

“SATE” OFFICE - Hall 6

Ph. +390521996381/996382, fax +390521996380 sate6@fiereparma.it

“SATE” OFFICE - Hall 4-7-8

Ph. +390521996391/996392, fax +390521996390 sate@fiereparma.it

SUBMISSION OF PROJECTS

SENAF SRL: tecnico@mecspe.com

FREE AREAS: we remind you that in the project of your stand the walls and the signs must not exceed the maximum height of m 3,00; possible exceptions can be authorized after you send the project by mail: tecnico@mecspe.com. **We also remind you that, as per general conditions, it is not possible to close more than the 50% of the single open sides (art. 7).**

Any **requests** for hanging items shall be submitted by and no later than **31 January 2020** to tecnico@mecspe.com by sending a detailed technical plan.

The plan shall be delivered to SENAF by and no later than 13 January 2020 and, following its assessment and in compliance with the maximum heights given in the Event Regulations, will get an answer/approval. After Senaf's approval, Fiere di Parma shall quote the anchoring points.

Requests received after the above given deadline shall be rejected.

Every cable supplied by Fiere di Parma S.p.a. has a certified maximum load capacity of kg 80.

The cost per individual hanging point is € 250.00 plus applicable VAT;

Please note that for 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.

EXHIBITION DATES AND EQUIPMENT

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.

Date, place and opening hours of the exhibition

The exhibition will be open during the following hours:

DAY		EXHIBITORS		VISITORS	
		from	to	fro	to
26-03	THURSDAY	08:00	18:30	09:00	18:00
27-03	FRIDAY	08:00	18:30	09:00	18:00
28-03	SATURDAY	08:00	20:00	09:00	17:00

*On saturday 28-03-20 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: 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 SATE OFFICE

Availability of reserved areas :

reserved areas will be made available to the Exhibitors as of 21/03/20 for those who have booked the free areas and as of 25/03/20 for those who have required the pre-fitted areas.

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	
21-03	SATURDAY	08:00	20:00	200,00 €/ HOUR OR FRACTION
22-03	SUNDAY	08:00	20:00	200,00 €/ HOUR OR FRACTION
23-03	MONDAY	08:00	20:00	200,00 €/ HOUR OR FRACTION
24-03	TUESDAY	08:00	20:00	200,00 €/ HOUR OR FRACTION
25-03	WEDNESDAY	08:00	17:30	500,00 €/ HOUR OR FRACTION

DURING BUILDING UP AND DISMANTLING OF THE STANDS, CRANES AND TRUCKS WILL NOT BE ALLOWED TO ENTER THE PAVILIONS.

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.

NO MOTOR VEHICLES SHALL BE ALLOWED INTO THE EXHIBITION HALLS.

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
29-03	SUNDAY	08:00	20:00
30-03	MONDAY	08:00	20:00
31-03	TUESDAY	08:00	20:00

SATURDAY 28 MARCH FITTERS SHALL NOT BE ALLOWED IN.

STAND DISMANTLING AND DISASSEMBLING OPERATIONS SHALL START EXCLUSIVELY FROM 8.00 ON SUNDAY 29 MARCH.

EXHIBITORS SHALL LEAVE PRE-FITTED STANDS BY 20:00 OF 28 MARCH 2020, using the dedicated internal parking area made available during the event.

The Exhibitors who won't immediately remove their products must control them during the Fair opening hours. The clearance of stands, irrespective of their location, shall be completed by 20:00 of 31 March 2020. 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 ground, 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 21 March 2020:

Tech. Assistance Pav. 2: Exhibitors pav. 2

Tech. Assistance Pav. 3: Exhibitors pav. 3-4.1

Tech. Assistance Pav. 5: Exhibitors pav. 5

Tech. Assistance Pav. 6: Exhibitors pav. 6

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

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A1	(FOLLOW-UP) - SUPPLEMENTAL/OPTIONAL INSURANCE COVERAGE	14-02-20	
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B0	COMMUNICATION ON OPERATING MACHINES	14-02-20	*COMPULSORY
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F1	DELIVERY OF PACKAGES	14-02-20	
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Z0	INFORMATION NOTE ON PLAN SUBMITTAL - SETTING UP FREE AREAS		
Z1	CONFORMITY OF MATERIALS TO FIRE-PREVENTION (TO BE PRESENTED TO "SATE")		**COMPULSORY
Z2	CONFORMITY OF ELECTRICAL SYSTEMS (TO BE PRESENTED TO "SATE")		**COMPULSORY
Z3	IDENTIFICATION OF OUTFITTING COMPANIES	14-02-20	**COMPULSORY

THE FULLFILMENT OF ANY RESERVATIONS RECEIVED LATER THAN THE ABOVE SPECIFIED DATE WILL NOT BE GUARANTEED AND WILL ANYWAY BE LIABLE TO AN ADDITIONAL CHARGE OF 30%.

WE REMEMBER YOU THE FIXED ADMINISTRATIVE FEE OF € 40.00 WILL BE ADDED TO THE BALANCE FOR THE SERVICES

For any information on technical services, please contact the SATE Office: EXHIBITORS PAV. 2 +390521996351 - +390521996352, EXHIBITORS PAV. 3-4.1 +390521996361- +390521996362, EXHIBITORS PAV. 5 +390521996371 - +390521996372, EXHIBITORS PAV. 6 +390521996381 - +390521996382, EXHIBITORS PAV. 4-7-8 +390521996391 - +390521996392

THE ABOVE-MENTIONED DOCUMENTS MUST BE SENT BY EMAIL TO: EXHIBITORS PAV. 2 sate2@fiereparma.it, EXHIBITORS PAV. 3-4.1 sate3@fiereparma.it, EXHIBITORS PAV. 5 sate5@fiereparma.it, EXHIBITORS PAV. 6 sate6@fiereparma.it, EXHIBITORS PAV. 4-7-8 sate@fiereparma.it

* COMPULSORY FOR ALL EXHIBITORS ** COMPULSORY FOR FREE AREAS

INSURANCE**FORM A1**

The undersigned _____ as legal representative of the
company _____

Address _____ City _____

phone _____ fax _____ E-MAIL: _____

Hall _____ Stand _____ Fair/Exhibition (Trade sector) _____

The Exhibitor acknowledges having taken note of the guarantees indicated under Art. 11 of all the GENERAL TERMS, reported overleaf.

1) INSURANCE coverage automatically provided by Fiere di Parma upon Exhibitor registration:

a) "All risks" coverage on goods of all kinds brought into the Exhibition up to a capital amount of € 20,000.00 (At Unrestricted First Risk) including the "transport" risk from departure to return with all the exclusions, franchises, and indemnity limits that are regulated by the insurance contract concluded by Fiere di Parma on behalf of the Exhibitors and being in force at the beginning of the Exhibition, the conditions of which may be consulted at the Head Office of Fiere di Parma and are summarized overleaf on present form.

b) Third-party Civil Liability: against any damage caused to third parties and their property for which the Exhibitor might be responsible under the provisions of the Civil Code, as a result of the purpose for which the Exhibitor has joined the Exhibition, in accordance with the general and special conditions of insurance.

c) Assistance provided to the owners, directors and employees of the Exhibiting Company for medical transport, sending of medical personnel and medicines, sending of substitute collaborators, repatriation of the insured party and sending of machine parts, in accordance with the general and special conditions of insurance.

The Exhibitor declares that the value of the exhibited goods does not exceed € 20,000.00 =

N.B. If you need to activate the "All Risks" supplemental coverage intended for capitals exceeding € 20,000.00, or if you wish to activate the Supplemental Insurance on Accidents, and for anyone already holding their own "All Risks" insurance coverage, please fill in and return, duly signed, Form A1 "Supplemental/optional insurance coverage" enclosed hereafter.

The undersigned Company expressly approves all the articles and conditions reported overleaf.

It furthermore declares that the attachments relating to the ISVAP regulations have been received and carefully read: Allianz informative note Generali Italia Spa informative note, attachment 7A, attachment 7B, "Privacy Policy", all of which are also included in the exhibitors area.

This form must **always** be filled in, signed and returned.

Date _____

Stamp and signature _____

FOR INFORMATION:

Servizio Assicurativo AON S.p.A. (Insurance Customer Service)

Viale Mentana, 45 - 43123 PARMA

Tel +3905211757700 Fax +3905211757799 e-mail : fiere.parma@aon.it

**COMPULSORY
FOR ALL
EXHIBITORS**

INSURANCE – Art. 11

Statement of value

The Exhibitor must state the 'total value' of the goods brought into the Exhibition Area, including the ones brought on account of third parties (goods, machinery and equipment) by completing the Insurance form in all its parts. Should this statement not be submitted, the insured amount is to be meant as lent up to a maximum of € 20,000.00 as automatically provided by the coverage. In the event that the Exhibitor is a Public Body, a Consortium, or the owner of a collective stand, the total value of goods exhibited in the Fiera by every single Company and/or Participant present in the stand will have to be clearly stated. Fiere di Parma can, either directly or through its Broker, verify that the information given in the statement is correct.

ABSTRACT OF THE INSURANCE COVERAGE PROVIDED BY FIERE DI PARMA S.P.A. FOR THE EXHIBITORS, INCLUDED IN THE REGISTRATION FEE:

ABSTRACT OF THE "ALL RISKS POLICY" FOR THE EXHIBITORS

CONTRACTING PARTY: FIERE DI PARMA S.P.A. - **COMPAGNIA** ALLIANZ - **POLIZZA** N° 54575176 SEZIONE TRASPORTI - 54575175 SEZIONE GIACENZA

COVERED RISKS: All Risks: all damages and material or direct losses - including strike, riot and civil commotion – that the covered goods may suffer, except for what stated in the policy Exemption section

POLICY CONDITIONS: Italian Policy for Insurance Coverage of Transported Goods, 1983 Edition

SPACE AND TIME LIMITS OF THE INSURANCE: "Nail to nail" coverage: outward journey, storage during the exhibition period and return journey.

INSURED SUMS

Storage: For the storage period within the Fiera premises, capital sum automatically covered: € 20,000.00 at Unrestricted First Risk for every single Exhibitor. Said capital can be increased up to € 2,566,791.00 (Full Value Insurance) for every single Exhibitor resulting from the submitted form, and the higher premium due will be applied.

Transport and/or transfer of the entities to be brought into the Exhibition: € 516,457.00 at Full Value: For each truck – For each wagon and/or railroad convoy – For each plane – For each ship and/or ferry.

EXEMPTION Fraud or malicious intent of the insured – Deficiency of the insured entities assessed only at the end of the Exhibition – Deficiencies assessed at destination, when reported after more than 72 hours from arrival - Packaging fault or defect, inappropriate stowage, during transport – Fault of the goods themselves – Weather influences, due to temperature or climate – Delay or market losses consequent upon the insured event – Renovation, maintenance or cleaning works, if not directly consequent upon insured event – Smuggling – War – Damages from acts of Terrorism, limited to the storage period – Radioactive contamination – Sociopolitical events – Decay, wear and tear or deterioration – Damages to refrigerated entities due to lack of cooling for less than 6 hours or not resulting as a consequence of failures to the refrigerating equipment – Total collapse, caused by the snow mass, of structures not conforming with the provisions in force as regards snow overload.

INDEMNITY LIMITS: For damages/losses assessed at destination: 10% of the sum insured during transport/transfer – For damages due to earthquake, inundation, flood, snow overload during the storage period within the Fiera premises: in no event will the Insurance Companies pay, for one or more contingencies occurring within the same exhibition, more than 70% of the value declared by the Exhibitor – For damages resulting from lacking or faulty production of cold, or from leaks of the refrigerant fluid, both during transport and while the goods are stored in the Fiera premises: in no event will the Insurance Companies pay, for each contingency and for each Exhibitor, a sum higher than € 15,494.00 – For damages to high-tech equipment (pc, audio-video, digital, telecommunication equipment) and peripheral units during the storage period: in no event will the Insurance Companies correspond to each Exhibitor a sum higher than € 1,500.00 per contingency.

FRANCHISES AND/OR UNCOVERED: For damages due to earthquake, inundation, flood, and snow overload occurred while the goods were stored in the Fiera premises: payment of the indemnity will be effected after deducting, for each contingency and for each Exhibitor, a franchise of 5% on the value declared by the Exhibitor.

- For damages resulting from lacking or faulty production of cold, or from leaks of the refrigerant fluid, both during transport and while the goods were stored in the Fiera premises: payment of the indemnity will be effected after deducting an absolute franchise of € 258.00, for each contingency and for each Exhibitor.

- For all the damages occurred while the goods were stored in the Fiera premises and reported to the Insurance Companies within the last day of every single Exhibition: payment of the indemnity will be effected in the amount of 85%, whereas 15% will be borne by the insured party, with a minimum of € 1,032.00 - For all the damages occurred while the goods were stored in the Fiera premises and reported to the Insurance Companies after the last day of every single Exhibition payment of the indemnity will be effected in the amount of 70%, whereas 30% will be borne by the insured party, with a minimum of € 2,064.00.

ABSTRACT OF THE "THIRD-PARTY CIVIL LIABILITY POLICY" FOR THE EXHIBITORS

CONTRACTING PARTY: FIERE DI PARMA S.P.A. - **COMPAGNIA** GENERALI ITALIA Spa - **POLIZZA** N° 764239106

COVERED RISKS: Damages deriving from civil liability of the Insured Party while carrying out their activities/participation in exhibitions, shows, conferences and events in general.

INSURED PARTIES: Fiere di Parma S.p.A., their legal representatives, executives, employees and consultants, Organizers of Exhibitions, Exhibitors, staff assigned to the stands and their subordinates.

MAXIMUM SUMS INSURED - third-party liability (R.C.T.): € 25,822,844.95

INDEMNITY LIMITS

- Civil liability due to accidental pollution: € 1,549,370.70 per contingency/year - Activity interruption: € 2,582,284.50 per contingency/year - Damages from fire € 516,456.90 per contingency - Damages to property during works € 516,456.90 per contingency

FRANCHISES AND/OR UNCOVERED

Third-party liability (R.C.T.) - Damages from fire: uncovered 15% - Damages to property during works: uncovered 15% - Damages from activity interruption: uncovered 15%

GUARANTEE EXTENSION

- Definition of third parties: all the natural persons presenting indemnity claims against the Insured Parties, except for employees registered with INAIL (National Institution for Insurance against Accidents at Work) as regards the civil liability on employees (R.C.O.) - Crossed civil liability - Contractors' Civil Liability - Exhibitors' civil liability - Criminal Defence - Personal civil liability for all employees, including para-subordinate workers - Use of products, tools/equipment, materials by the Insured Parties and employment of any technical, mechanical, physical procedure, and employment of any form of energy - Damages from interruption or suspension of the activity - Things found during the execution of works - Civil liability against damages from fire

MAIN EXEMPTIONS: - Damages deriving from the circulation of vehicles subject to compulsory insurance - Damages deriving from non-accidental pollution - Damages to structures and installations after the conclusion of works.

ABSTRACT OF THE "ASSISTANCE POLICY" FOR THE EXHIBITORS

CONTRACTING PARTY: FIERE DI PARMA S.P.A. - **COMPAGNIA** ALLIANZ - **POLIZZA** N. 36584909.8

INSURED PARTIES: Owners, directors, employees and partners of the Exhibiting Companies participating in the Exhibitions.

COVERED RISKS: Assistance to the Insured Parties for the services specified hereunder:

Medical transport – Sending of medical personnel for emergencies – Sending of urgent medications – Journey and stay of a family member, in the event that the permanence exceeds 5 days – Extension of the permanence of the Insurance Party – Sending of a substitute collaborator, in the event that the permanence exceeds 5 days - Interpreter – Sending of urgent messages – Repatriation of the Insured Party – Transport of the deceased – Sending of machine parts, provided that 2 m in length and 40 kg in weight are not exceeded.

INDEMNITY LIMITS: € 516.46 for trip and stay of a family member – Limit of 7 days and max. amount of € 774.69, for permanence extension

REQUEST OF SERVICES: Any service must be authorized beforehand by the Insurance Company, by calling the Mondial Assistance toll-free number 8006868681.

The conditions of the agreements are available at the Head Offices of Fiere di Parma.

Claim for damage

Any claim for damage compensation shall necessarily be forwarded during the period of the Exhibition, and in any case, obligation at the latest closing time of the event itself, to the S.A.T.E. offices or to the relevant Administration Office of Fiere di Parma. In case of disappeared goods or materials, the claim for compensation shall be accompanied by the original statement presented to the Police authorities and or to the Carabinieri.

Broker clause

Fiere di Parma S.p.A. declares having assigned the management and application of the above mentioned Insurance programs to AON S.p.A., head office of Parma, including the collection of the policy premiums, which the Broker will then pay to the Companies. It is understood that the Contracting Company Fiere di Parma S.p.A. will be discharged of all obligations, also by the terms of Art. 1901 c.c., as regards the so effected payment.

Management of contingencies

Fiere di Parma S.p.A. declares having appointed AON S.p.A., head office of Parma, for the management of all phases relating to the handling of dossiers for contingencies (accidents, losses, damages, etc.).

(FOLLOW-UP) FORM A1 SUPPLEMENTAL/OPTIONAL COVERAGE

The undersigned _____ as legal representative of the company _____
 Address _____ City _____
 phone _____ fax _____ E-MAIL: _____
 Hall _____ Stand _____ Fair/Exhibition (Trade sector) _____

The Exhibitor acknowledges having taken note of the guarantees indicated under Art. 11 of all the GENERAL TERMS, reported overleaf.

1) SUPPLEMENTAL "ALL RISKS" INSURANCE FOR CAPITALS EXCEEDING € 20,000.00:

For the purposes of the "all risks" compulsory insurance:

- the Exhibitor requires to ensure a capital exceeding € 20,000.00= of € _____
 on the basis of following parameters for premium rates calculation: **with minimum premium € 100,00:**

	Rates B.T. (*)	
Up to € 139,443.00	0,33 %	€ _____
From € 139,443.00 to € 516,457.00	0,22 %	€ _____
From € 516,457.00 to € 2,566,791.00	0,07 %	€ _____

(*)Charges for administrative expenses included **Total** € _____

- The participating Company encloses its own "all risks" insurance;

2) OPTIONAL INSURANCE ON ACCIDENTS:

For the purposes of the optional Insurance on accidents occurred to the staff assigned to the stand:

- No Coverage;
 Coverage for N°. _____ persons at € 15.49= each Premium € _____
 € 103,291.38 = in the event of death;
 € 103,291.38 = in the event of permanent disability;
 € 1,032.91 = as reimbursement for medical expenses.

(PLEASE ENCLOSE LIST OF NAMES WITH DATES OF BIRTH)

PREMIUMS GENERAL TOTAL € _____

The undersigned company expressly approves all the articles and conditions reported overleaf.

It furthermore declares that the attachments relating to the ISVAP regulations have been received and carefully read: Allianz informative note Generali Italia Spa informative note, attachment 7A, attachment 7B, "Privacy Policy", all of which are also included in the exhibitors area.

Date _____

Stamp and signature _____

FOR INFORMATION:

Servizio Assicurativo AON S.p.A. (Insurance Customer Service)

Viale Mentana, 45 - 43123 PARMA

Tel +3905211757700 Fax +3905211757799 e-mail : fiere.parma@aon.it

(FOLLOW-UP) - INSURANCE – Art. 11

ABSTRACT OF THE SUPPLEMENTAL/OPTIONAL INSURANCE COVERAGE PROVIDED BY FIERE DI PARMA S.P.A. FOR THE EXHIBITORS:

ABSTRACT OF THE "ALL RISKS POLICY" FOR THE EXHIBITORS

CONTRACTING PARTY: FIERE DI PARMA S.P.A. - COMPAGNIA ALLIANZ - POLIZZA N° 54575176 SEZIONE TRASPORTI - 54575175 SEZIONE GIACENZA

COVERED RISKS: All Risks: all damages and material or direct losses - including strike, riot ad civil commotion – that the covered goods may suffer, except for what stated in the policy Exemption section

POLICY CONDITIONS: Italian Policy for Insurance Coverage of Transported Goods, 1983 Edition

SPACE AND TIME LIMITS OF THE INSURANCE: "Nail to nail" coverage: outward journey, storage during the exhibition period and return journey

INSURED SUMS

Storage: For the storage period within the Fiera premises, capital sum automatically covered: - € 20,000.00 at Unrestricted First Risk for every single Exhibitor. Said capital can be increased up to € 2,566,791.00 (Full Value Insurance) for every single Exhibitor resulting from the submitted form, and the higher premium due will be applied.

Transport and/or transfer of the entities to be brought into the Exhibition: - € 516,457.00 at Full Value: For each truck – For each wagon and/or railroad convoy – For each plane – For each ship and/or ferry

EXEMPTION Fraud or malicious intent by the insured – Deficiency of the insured entities assessed only at the end of the Exhibition – Deficiencies assessed at destination, when reported after more than 72 hours from arrival - Packaging fault or defect, inappropriate stowage, during transport – Fault of the goods themselves – Weather influences, due to temperature or climate – Delay or market losses consequent upon the insured event – Renovation, maintenance or cleaning works, if not directly consequent upon insured event – Smuggling – War – Damages from acts of Terrorism, limited to the storage period – Radioactive contamination – Sociopolitical events – Decay, wear and tear or deterioration – Damages to refrigerated entities due to lack of cooling for less than 6 hours or not resulting from failures to the refrigerating equipment – Total collapse, caused by the snow mass, of structures not conforming with the provisions in force as regards snow overload.

INDEMNITY LIMITS: For damages/losses assessed at destination: 10% of the sum insured during transport/transfer – For damages due to earthquake, inundation, flood, snow overload during the storage period within the Fiera premises: in no event will the Insurance Companies pay, for one or more contingencies occurring within the same exhibition, more than 70% of the value declared by the Exhibitor – For damages resulting from lacking or faulty production of cold, or from leaks of the refrigerant fluid, both during transport and while the goods were stored in the Fiera premises: in no event will the Insurance Companies pay, for each contingency and for each Exhibitor, a sum higher than € 15,494.00 – For damages to high-tech equipment (pc, audio-video, digital, telecommunication equipment) and peripheral units during the storage period: in no event will the Insurance Companies correspond to each Exhibitor a sum higher than € 1,500.00 per contingency.

FRANCHISES AND/OR UNCOVERED: For damages due to earthquake, inundation, flood, and snow overload occurred while the goods were stored in the Fiera premises: payment of the indemnity will be effected after deducting, for each contingency and for each Exhibitor, a franchise of 5% on the value declared by the Exhibitor.

- For damages resulting from lacking or faulty production of cold, or from leaks of the refrigerant fluid, both during transport and while the goods were stored in the Fiera premises: payment of the indemnity will be effected after deducting an absolute franchise of € 258.00, for each contingency and for each Exhibitor.

- For all the damages occurred while the goods were stored in the Fiera premises and reported to the Insurance Companies within the last day of every single Exhibition: payment of the indemnity will be effected in the amount of 85%, whereas 15% will be borne by the insured party, with a minimum of € 1,032.00 - For all the damages occurred while the goods were stored in the Fiera premises and reported to the Insurance Companies after the last day of every single Exhibition: payment of the indemnity will be effected in the amount of 70%, whereas 30% will be borne by the insured party, with a minimum of € 2,064.00.

Supplemental "All Risks" Insurance

Also for capitals exceeding the amount of € 20,000.00, the Exhibitor will be compelled to have fulfilled the appropriate "all risks" insurance procedures, for goods of any and every nature brought into the Exhibitions, owned by the Exhibitor himself or by third parties. For the purposes of this supplemental insurance on exceeding capitals, the Exhibitor may either avail himself of the insurance agreement offered by Fiere di Parma S.p.A., by filling in the provided Insurance form, or he may present an "all risks" insurance policy stipulated of his own, with the declaration that he shall raise no claims for compensation from Fiere di Parma, the organizing committee, contractors or other exhibitors, as stated by Art. 1916 C.C.; said contract must be attached to the Insurance Form so that Fiere di Parma, also by means of his Broker, will be able to verify its correctness and, if necessary, will automatically activate the appropriate "all risk" coverage charging the Exhibitor accordingly. Exceeding capitals will follow the rates listed in the above mentioned form. Fiere di Parma will hence charge the relevant premium to the Exhibitor. Fiere di Parma, through its Broker, shall then deliver to the Exhibitor the Insurance Certificate confirming that the Supplemental Insurance was actually paid for.

ABSTRACT OF THE "SUPPLEMENTAL POLICY ON ACCIDENTS" FOR THE EXHIBITORS:

CONTRACTING PARTY: FIERE DI PARMA S.P.A. - COMPAGNIA ALLIANZ - POLIZZA N° 39132963.6

INSURED PARTIES: Staff assigned to the stands, for whom the coverage activation has been requested by submitting the relevant form.

COVERED RISKS: Accidents occurred to employees and occasional collaborators of the Exhibiting Companies while performing their duties of staff assigned to the stands during the Exhibitions.

INSURED SUMS: Death: € 103,291.38 – Permanent Invalidity: € 103,291.38 – Reimbursement of medical expenses incurred following an accident: € 1,032.91

COVERED RISKS

- Death:

- Permanent invalidity:

- Reimbursement of medical expenses incurred following an accident

COVERAGE VALIDITY

The guarantee starts from the moment the Insured Party leaves his/her dwelling for the first time to reach the venue of the Exhibition and expires the moment he/she returns to his/her dwelling after the end of the Exhibition.

INDEMNITY LIMITS: € 258,228.45 for an accident involving more Insured Parties (within the limits of the Contractor civil liability extension)

FRANCHISES AND/OR UNCOVERED: For reimbursement of medical expenses not covered by the National Health Service: 20%

PECULIAR CONDITIONS

Enforcement modalities: Exhibitors will have to fill in the dedicated form specifying: Business name, persons to be insured

- Accidents suffered in a state of faintness or unconsciousness – Serious misconduct/negligence of the Insured Party – Civil disorders, terrorism, attacks, vandalism - Earthquake, natural disasters – Drowning, frostbite, insolation – Contact with corrosive substances – Injuries following disorientation – Injuries following accidental lack of food – Injuries due to muscle strain – Left-handedness – Departure from recourse – Civil liability of the Contracting Company and of the Exhibiting Companies – Exemption from notification to other insurance companies – Presumed death - I.N.A.I.L. table (National Institution for Insurance against Accidents at Work) – Territory of validity: World.

EXEMPTIONS

Persons aged over 75 – Piloting of air or underwater vehicles – Accidents resulting from War, Riots – Accidents resulting from atom transmutations – Accidents suffered in a state of drunkenness or due to criminal offence - Malaria and carbuncle – Treatments or surgeries that were not made necessary by accidents.

The conditions of the agreements are available at the Head Offices of Fiere di Parma.

Claim for damage

Any claim for the damage compensation shall necessarily be forwarded during the period of the Exhibition, and in any case, obligation at the latest closing time of the event itself, to the S.A.T.E. offices or to the relevant Administration Office of Fiere di Parma. In case of disappeared goods or materials, the claim for compensation shall be accompanied by the original statement presented to the Police authorities and or to the Carabinieri.

Broker clause

Fiere di Parma S.p.A. declares having assigned the management and application of the above mentioned Insurance programs to AON S.p.A., head office of Parma, including the collection of the policy premiums, which the Broker will then pay to the Insurance Companies. It is understood that the Contracting Company Fiere di Parma S.p.A. will be discharged of all obligations, also by the terms of Art. 1901 c.c., as regards the so effected payment.

Management of contingencies

Fiere di Parma S.p.A. declares having appointed AON S.p.A., head office of Parma, for the management of all phases relating to the handling of dossiers for contingencies (accidents, losses, damages, etc.)

COMMUNICATION ON OPERATING MACHINES**FORM B0**

The undersigned _____ as legal representative of the
company _____ Hall _____ Stand _____

DATA OF INVOICE: Company _____ Address _____

_____ City _____

phone _____ fax _____ VAT: _____

E-MAIL: _____

HEREBY DECLARE THAT:

THERE IS NO OPERATING MACHINERY WITH ELECTRONIC CONTROL DEVICES THAT MAY INTERFERE WITH THE NETWORK (HARMONICS, FLIKER, ETC.) BY WAY OF AN EXAMPLE: INVERTERS, SOFTSTARTERS, DC STARTERS, ETC.

THERE IS OPERATING MACHINERY WITH ELECTRONIC CONTROL DEVICES THAT MAY INTERFERE WITH THE NETWORK (HARMONICS, FLIKER, ETC.) BY WAY OF AN EXAMPLE: INVERTERS, SOFTSTARTERS, DC STARTERS, ETC.. TICK ONE OR MORE OPTIONS:

The exhibitor states under his/her own responsibility, expressly relieving Fiere di Parma, Organisers and Fitters, that he/she is installing his/her own differential switch or electric panel to protect the single operating machine and that it is appropriate for the machine power.

The exhibitor requests the official supplier of Fiere di Parma to rent and install a differential switch, AC TYPE, or electric panel:

CODE	DESCRIPTION	QUANTITY NO.	PRICE €	AMOUNT €
B0.105	Electrical cabinet fitted with magneto-thermal differential switch appropriate for up to 3 kw power level (single-phase)	_____	80.00	_____
B0.106	Electrical cabinet fitted with magneto-thermal differential switch appropriate for up to 9 kW power level	_____	120.00	_____
B0.107	Electrical cabinet fitted with magneto-thermal differential switch appropriate for up to 18 kW power level	_____	180.00	_____
B0.108	Electrical cabinet fitted with magneto-thermal differential switch appropriate for up to 30 kW power level	_____	280.00	_____
B0.109	Electrical cabinet fitted with magneto-thermal differential switch appropriate for 30 kW to 50 kW power levels	_____	480.00	_____
B0.110	Electrical cabinet fitted with magneto-thermal differential switch appropriate for 50 kW to 120 kW power levels	_____	650.00	_____
	<u>N.B. The above request is subject to the filling out of form B1</u>	TOTAL VAT EXCLUDED		

The exhibitor requests the official supplier of Fiere di Parma to rent and install a differential switch, B TYPE, or electric panel. QUOTATION UPON REQUEST WITH MINIMUM 20-DAY NOTICE.

FOR INFORMATION ON THE CONNECTION TYPES, PLEASE CONTACT THE ELECTRICIAN SERVICE: 0521996481

If you request more than one electrical connection with the B1 form, you must indicate in the planimetry of your stand which one will be connected to the operating machine.

Notes: _____

THE FULLFILMENT OF ANY RESERVATIONS RECEIVED LATER THAN THE ABOVE SPECIFIED DATE WILL NOT BE GUARANTEED AND WILL ANYWAY BE LIABLE TO AN ADDITIONAL CHARGE OF 30%.

BY THIS APPLICATION AND UPON ACKNOWLEDGEMENT OF THE GENERAL CONDITIONS INDICATED ON THE REVERSE OF THE FORM, EVERY AND ALL CONDITIONS (NONE EXCEPTED) ARE ACCEPTED, PURSUANT TO ART. 1341 AND 1342 OF THE ITALIAN CIVIL PROCEEDINGS CODE.

Date

Stamp and signature

**COMPULSORY
FOR ALL
EXHIBITORS**

TO BE FILLED IN, SIGNED AND RETURNED WITHIN 14-02-20 BY EMAIL: sate2@fiereparma.it PAV. 2,
sate3@fiereparma.it PAV. 3-4.1, sate5@fiereparma.it PAV. 5, sate6@fiereparma.it PAV. 6, sate@fiereparma.it PAV. 4-7-8

COMMUNICATION ON OPERATING MACHINES

General conditions of supply

Power supply for all equipment will be performed as provided for by the Distributing Authority: 50 Hz (+/- 2%), with three-phase (3F+N+PE) 400V and single-phase (F+N+PE) 230V (+/- 10%) voltage rating. The Fiera will supply connection points (requested by the Exhibitor using the form B1) as close as possible to the stands. The Exhibitor shall be responsible for the execution of any further electrical wiring and installation that may be necessary for the supply to the stand. **Exhibitors shall, under no circumstances, carry out by themselves the connections for their stand nor shall they tamper with the Fiera's wiring. Failing this, Exhibitors will be held responsible for any failures and damages deriving from connections made by unauthorized personnel.**

Should Fiere Parma have disturbances in the electric network caused by equipment being exhibited, it shall be entitled on its sole discretion to cut off power to the machine identified as the cause of such disturbance.

The points from which the power is supplied (electric panels and boxes) will have to be easily accessible for inspection, and in any case clear of any objects/obstacles, so as to allow all checks and connection operations from the assigned staff.

The installed power will be defined, extended for the whole duration and the opening hours of the Exhibition, according to the signed request and no allowance will be made for lower consumption. Should Fiere di Parma, during their regular inspections, become aware that the power consumption used by a stand either for lighting or for machinery is above the established capacity, the Exhibitor will be billed the fee regulating a higher level of power supply and will be required to pay a penalty of 30% as compensation for damages caused by the higher load. The Fiera reserves the right to revise the fees as and when this is done by the Distributing Authority governing the service.

For the installation of electrical systems, Exhibitors are committed to avail themselves of qualified companies or specialized and skilled staff of their own. Electrical installations within the stands are the entire responsibility of the Exhibitors and shall comply with the law in force (DM 37/08) and with the regulations established by C.E.I (Italian Electrical appliance control Committee), particularly with the provisions relating to premises for public entertainment (CEI 64/8 sections 751 and 752).

The Exhibitor undertakes to protect his own wiring system with a high-sensitivity magnetothermal differential circuit-breaker (30 mA), even when a circuit-breaker has already been installed on the mains by the Fiera; differential circuit breakers set at 300mA are admitted only for operating machineries, provided that these are supplied through a separated line. The Exhibitor will also be compelled to personally check the voltage rating at the time when his stand or equipment is connected to the mains, and shall not hold the Fiera or the official supplying company responsible for any damages to people or property due to failure to check the power supply or resulting from any other cause. In any event, all electrically powered appliances shall be grounded, particularly those generating electrostatic charges.

Exhibitors requesting a three-phase connection are bound to fairly distribute the load on the three phases, so as to avoid any risks of failures for the power distribution system of Fiere di Parma. Should the requested power be above the capacity of the existing systems, the Fiera will, at their own discretion, be entitled to decide to limit the power used within the supplied capacity. As a general rule, the power supply to the stands will be shut off immediately at the end of the Exhibition unless special dispensations are granted (to be requested in writing) for reasons considered justifiable by the organizers.

The above conditions also apply to stands located in external areas.

ANY SUPPLEMENTARY TIME-WORKS WILL BE CHARGED UPON FINAL BALANCE AT THE COST OF EUROS 30 PER HOUR.

ATTENTION

Exhibitors are reminded that electricity supply strictly depends on the presentation of the "Declaration of conformity (*) of the electrical systems – FORM Z2"; the declaration shall have to be submitted to the SATE offices within the deadline set for the completion of the stand outfitting. If the Exhibitor fails to produce this declaration, the Fiera will be entitled to have an authorized person inspect-test the electrical system of the stand, so as to ascertain that the system is workmanlike performed and complying with CEI standards; this inspection will automatically be charged to the Exhibitor (100.00 €)

Any request for electrical tests will be charged as per the following conditions:

Stand up to 18 sq.m	50.00 €
Stand over 18 sq.m	80.00 €

The non-conformity of the system to workmanlike standards will involve the suspension of the electric power supply to the stand.

(*) The Declaration of Conformity under the terms of Ministerial Decree DM 37/08, issued by an authorized technician, will mandatorily have to be accompanied by the certificate of the CCIAA (Chamber of Industry and Commerce) stating the professional qualification of the technician.

ELECTRICAL CONNECTIONS**FORM B1**

The undersigned _____ as legal representative of the
company _____ Hall _____ Stand _____

DATA OF INVOICE: Company _____ Address _____

City _____

phone _____ fax _____ VAT: _____

E-MAIL: _____

HEREBY REQUIRES**CONNECTIONS**

Code	1 – 230 V single-phase connection (INCLUDING A CONSUMPTION OF 3 kW)
B1.200	CONNECTIONS N° _____ x 180.00 €/EACH = € _____ If power exceeding 3 kW on a single connection is needed, a three-phase connection will have to be requested
Code	2- 400 V three-phase connection (3 PHASES + NEUTRAL + GROUND)
B1.300	CONNECTIONS N° _____ x 100.00 €/EACH = € _____
B1.400	REQUESTED CAPACITY KW _____ x 42.00 €/EACH = € _____ (MINIMUM 3 KW PER CONNECTION)
HEIGHT ELECTRICAL CONNECTIONS (ONLY FOR SUSPENDED /TRUSS STRUCTURES)	
Code	230 V single-phase connection (INCLUDING A CONSUMPTION OF 3 kW)
B1.500	CONNECTIONS N° _____ x 220.00 €/EACH = € _____ If power exceeding 3 kW on a single connection is needed, a three-phase connection will have to be requested
Code	400 V three-phase connection (3 PHASES + NEUTRAL + GROUND)
B1.501	CONNECTIONS N° _____ x 140.00 €/EACH = € _____
B1.502	REQUESTED CAPACITY KW _____ x 42.00 €/EACH = € _____ (MINIMUM 3 KW PER CONNECTION)
For information and clarifications on filling out the form, please contact the competent SATE Office	
TOTAL VAT EXCLUDED € _____	
Remarks: _____	

FOR PAV.4.1, PLEASE, VERIFY THE DATES OF ACTIVATION AND DEACTIVATION OF ELECTRICITY SERVICE, ASKING TO TECHNICAL OFFICE.

PRE-FITTED STANDS: WE WOULD LIKE TO REMIND EXHIBITORS HAVING BOOKED PRE-FITTED STANDS WITH SENAF THAT THE COST OF THE SINGLE-PHASE SUPPLY UP TO **3 kW** IS ALREADY INCLUDED IN THE COST OF THE STAND. FOR THE PRESTIGE TYPE TOTAL POWER IS **6 kW**. THIS FORM WILL HAVE TO BE FILLED IN ONLY FOR NEEDS DIFFERING FROM WHAT SPECIFIED ABOVE.

COMPULSORY: PLEASE INDICATE IN FORM B0 IF INSIDE THE STAND THERE IS ANY OPERATING MACHINERY WITH ELECTRONIC CONTROL DEVICES THAT MAY INTERFERE WITH THE NETWORK (HARMONICS, FLIKER, ETC.) BY WAY OF AN EXAMPLE: INVERTERS, SOFTSTARTERS, DC STARTERS, ETC

THE EXHIBITOR **MUST** INDICATE THE EXACT POSITIONING OF THE CONNECTIONS ON THE PLAN PROVIDED FOR THE TECHNICAL LAYOUT OF THE STAND AND IS BOUND TO PROVIDE THE DECLARATION OF CONFORMITY. (ATTACHMENT Z2). IF THE EXHIBITOR IS UNABLE TO PRODUCE THIS DECLARATION, FIERE DI PARMA IS ENTITLED TO CHARGE A COST OF 100,00 €.

We remind you that internet cables and electricity connection will be climb down from the ceiling.

THE FULLFILMENT OF ANY RESERVATIONS RECEIVED LATER THAN THE ABOVE SPECIFIED DATE WILL NOT BE GUARANTEED AND WILL ANYWAY BE LIABLE TO AN ADDITIONAL CHARGE OF 30%.

BY SUBMITTING THIS FORM, AFTER TAKING NOTE OF THE GENERAL CONDITIONS REPORTED OVERLEAF, THE UNDERSIGNED ACKNOWLEDGES COMPLETE ACCEPTANCE OF EVERY CONDITION (WITHOUT EXCEPTIONS) AS PER AND WITH THE EFFECTS OF ART. 1341 AND 1342 OF THE ITALIAN CIVIL CODE.

Date

Stamp and signature

COMPULSORY

TO BE FILLED IN, SIGNED AND RETURNED WITHIN 14-02-20 BY EMAIL: sate2@fiereparma.it PAV. 2,
sate3@fiereparma.it PAV. 3-4.1, sate5@fiereparma.it PAV. 5, sate6@fiereparma.it PAV. 6, sate@fiereparma.it PAV. 4-7-8

ELECTRICAL CONNECTIONS

General conditions of supply

Power supply for all equipment will be performed as provided for by the Distributing Authority: 50 Hz (+/- 2%), with three-phase (3F+N+PE) 400V and single-phase (F+N+PE) 230V (+/- 10%) voltage rating. The Fiera will supply connection points as close as possible to the stands. The Exhibitor shall be responsible for the execution of any further electrical wiring and installation that may be necessary for the supply to the stand. **Exhibitors shall, under no circumstances, carry out by themselves the connections for their stand nor shall they tamper with the Fiera's wiring. Failing this, Exhibitors will be held responsible for any failures and damages deriving from connections made by unauthorized personnel.**

Should Fiere Parma have disturbances in the electric network caused by equipment being exhibited, it shall be entitled on its sole discretion to cut off power to the machine identified as the cause of such disturbance.

The points from which the power is supplied (electric panels and boxes) will have to be easily accessible for inspection, and in any case clear of any objects/obstacles, so as to allow all checks and connection operations from the assigned staff.

The installed power will be defined, extended for the whole duration and the opening hours of the Exhibition, according to the signed request and no allowance will be made for lower consumption. Should Fiere di Parma, during their regular inspections, become aware that the power consumption used by a stand either for lighting or for machinery is above the established capacity, the Exhibitor will be billed the fee regulating a higher level of power supply and will be required to pay a penalty of 30% as compensation for damages caused by the higher load. The Fiera reserves the right to revise the fees as and when this is done by the Distributing Authority governing the service.

For the installation of electrical systems, Exhibitors are committed to avail themselves of qualified companies or specialized and skilled staff of their own. Electrical installations within the stands are the entire responsibility of the Exhibitors and shall comply with the law in force (DM 37/08) and with the regulations established by C.E.I. (Italian Electrical appliance control Committee), particularly with the provisions relating to premises for public entertainment (CEI 64/8 sections 751 and 752).

The Exhibitor undertakes to protect his own wiring system with a high-sensitivity magnetothermal differential circuit-breaker (30 mA), even when a circuit-breaker has already been installed on the mains by the Fiera; differential circuit breakers set at 300mA are admitted only for operating machineries, provided that these are supplied through a separated line. The Exhibitor will also be compelled to personally check the voltage rating at the time when his stand or equipment is connected to the mains, and shall not hold the Fiera or the official supplying company responsible for any damages to people or property due to failure to check the power supply or resulting from any other cause. In any event, all electrically powered appliances shall be grounded, particularly those generating electrostatic charges.

Exhibitors requesting a three-phase connection are bound to fairly distribute the load on the three phases, so as to avoid any risks of failures for the power distribution system of Fiere di Parma. Should the requested power be above the capacity of the existing systems, the Fiera will, at their own discretion, be entitled to decide to limit the power used within the supplied capacity. As a general rule, the power supply to the stands will be shut off immediately at the end of the Exhibition unless special dispensations are granted (to be requested in writing) for reasons considered justifiable by the organizers.

The above conditions also apply to stands located in external areas.

ANY SUPPLEMENTARY TIME-WORKS WILL BE CHARGED UPON FINAL BALANCE AT THE COST OF EUROS 30 PER HOUR.

ATTENTION

Exhibitors are reminded that electricity supply strictly depends on the presentation of the "Declaration of conformity (*) of the electrical systems – FORM Z2"; the declaration shall have to be submitted to the SATE offices within the deadline set for the completion of the stand outfitting. If the Exhibitor fails to produce this declaration, the Fiera will be entitled to have an authorized person inspect-test the electrical system of the stand, so as to ascertain that the system is workmanlike performed and complying with CEI standards; this inspection will automatically be charged to the Exhibitor (100.00 €)

Any request for electrical tests will be charged as per the following conditions:

Stand up to 18 sq.m	50.00 €
Stand over 18 sq.m	80.00 €

The non-conformity of the system to workmanlike standards will involve the suspension of the electric power supply to the stand.

(*) The Declaration of Conformity under the terms of Ministerial Decree DM 37/08, issued by an authorized technician, will mandatorily have to be accompanied by the certificate of the CCIAA (Chamber of Industry and Commerce) stating the professional qualification of the technician.

INTERNET AND ELECTRICAL EQUIPMENT**FORM B2**

The undersigned _____ as legal representative of the
company _____ Hall _____ Stand _____

DATA OF INVOICE: Company _____ Address _____

City _____

phone _____ fax _____ VAT: _____

E-MAIL: _____

after taking note of the technical regulations and supply conditions governing the services in object and reported overleaf – conditions which he fully accepts – **hereby requires:**

CODE	DESCRIPTION	QUANTITY No	PRICE €	TOTAL AMOUNT €
B2.300*	Flat "PRO" INTERNET via RJ45 Ethernet cable to connect a PC or PC networks (until stocks last) <u>using your own router. Please read the notes on the next page, fill out both pages and send them.</u>	_____	300.00	_____
B2.200*	Flat "EASY" INTERNET via RJ45 Ethernet cable to connect a PC or PC networks (until stocks last). <u>It includes a preconfigured router for free use.</u> Please read the notes on the next page	_____	450.00	_____
B2.400	WiFi INTERNET(5Ghz n/ac) with DHCP address for single PCs/devices (until stocks are exhausted - username and password to be collected at the SATE office) using the WiFi at the pavilions. Please read the notes on the next page.	_____	80.00	_____
B3.111	Differential switch 2 x 16A installed	_____	33.00	_____
B3.112	Differential switch 4 x 16A installed	_____	50.00	_____
B3.113	Differential switch 4 x 32A installed	_____	70.00	_____
B3.500	Ceiling Spotlight	_____	110.00	_____
			TOTAL EXCLUDING VAT €	_____

*** THE EXHIBITOR MUST INDICATE THE LOCATION OF THE CONNECTION ON THE DETAILED LAYOUT OF THE STAND.
WE WOULD LIKE TO REMIND YOU THAT THE POWER LINE WILL COME FROM ABOVE**

PLEASE NOTE: EXHIBITORS WHO HAVE RESERVED A PRE-FITTED STAND PRESTIGE WI-FI IS INCLUDED.

THE FULLFILMENT OF ANY RESERVATIONS RECEIVED LATER THAN THE ABOVE SPECIFIED DATE WILL NOT BE GUARANTEED AND WILL ANYWAY BE LIABLE TO AN ADDITIONAL CHARGE OF 30%.

Date

Stamp and signature

TO BE FILLED IN, SIGNED AND RETURNED WITHIN 14-02-20 BY EMAIL: sate2@fiereparma.it PAV. 2,
sate3@fiereparma.it PAV. 3-4.1, sate5@fiereparma.it PAV. 5, sate6@fiereparma.it PAV. 6, sate@fiereparma.it PAV. 4-7-8

INTERNET

General conditions of supply - PLEASE READ CAREFULLY

THE EXHIBITOR MUST INDICATE THE LOCATION OF THE CONNECTION ON THE DETAILED LAYOUT OF THE STAND

1. Flat Internet and Wi-Fi connections and other computer equipment will be supplied until stocks run out.
2. The Exhibitor shall undertake to use electric installations and equipment with due care and to assume all responsibility for their safekeeping. Fiere di Parma SpA therefore disclaims all responsibility regarding theft and/or damage that the aforesaid installations and/or equipment may incur after delivery to the Exhibitor. Any damage to the equipment, or non-return, will be charged to the Exhibitor according to its market value. **Failure to return the router device referred to in item "B2.200" (which must be returned at SATE, the electricians' warehouse or directly through pick-up by staff), will incur a charge of €300 + VAT.** The only document proving return of the equipment is the documentation - duly filled out and signed - produced at the location of delivery of the equipment.
3. Any malfunctioning of the 3g/4g cellular network during the event are in no way attributable to Fiere di Parma SpA; please contact your telephone operator for further information. Please limit as much as possible the use of your cellphone in "WiFi tethering" mode as it causes interference and bandwidth saturation.
4. In case of malfunctioning of the fixed Ethernet or WiFi network or incompatibility that makes use of the service impossible, you can notify SATE within 24 hours of the start of the event in order to cancel the service.

NOTES FOR B2.200 "EASY": Upon request, the service includes the loan of a preconfigured router, equipped with 1 WAN port and 3 LAN ports for connecting with additional personal computers via RJ45 cable (the cost of the cables to be borne by the exhibitor).

The device is equipped with its own b/g WiFi network with username and password, for exclusive use by the exhibitor and which can be shared on multiple devices.

NETWORK SPEED IS 10 MBIT/S in total.

- The present LAN addressing is 10.201.102.0/24 and the router's IP is 10.201.102.10

The router assigns address to DHCP devices on the LAN.

If you need fixed IPs, please configure your devices according to these instructions: IP 10.201.102.x (where x is the number >200), sn 255.255.255.0, gw 10.201.102.10, dns 8.8.8.8

NOTE FOR B2.300 "PRO": The service includes only the RJ45 cable within the stand; the placement of his/her own router connected to this cable is the responsibility of the exhibitor. In order to ensure connectivity for all users it is mandatory to follow the instructions below:

- The router must be configured with the WAN port in PPPoE mode: userid and password must be obtained at the SATE office in one's own pavilion, including in the period preceding the event. ALL the stand's cable connections must come from the router.

- Use the least possible number of routers for each exhibition stand (e.g. one in Pav. 5 and one in Pav. 4)
- Configure all devices and the equipment in A/C mode, preferably at 5Ghz, otherwise use the 2.4Ghz B/G channel in automatic mode. The B/G channels are often saturated and require special attention when being chosen and configured, with priority to channel 1, 6 and 11. Adjust WiFi power output to the minimum required, in any case never exceeding the -80 dBm limit
- "Channel bonding" is not allowed
- The SSID name must include the number of the pavilion and of the stand and possibly the name of the firm (e.g. 5B30 - indicating Pav.5 Stand B30)
- The connection must be encrypted and not open, using WPA, WPA2 or similar
- Please fill in the description below and send to the relevant SATE office:

Router brand and model: _____

WiFi channel (indicate channel no and Ghz): _____

Visible SSID name: _____

Other details (number of clients connected, special configurations, etc.): _____

Router brand and model: _____

WiFi channel (indicate channel no and Ghz): _____

Visible SSID name: _____

Other details (number of clients connected, special configurations, etc.): _____

Router brand and model: _____

WiFi channel (indicate channel no and Ghz): _____

Visible SSID name: _____

Other details (number of clients connected, special configurations, etc.): _____

The exhibitor confirms that he/she has completed the forms correctly and accepts that Fiere di Parma SpA reserves the right to block connections in the event of misuse, wrong configurations or incorrect information that may affect the connectivity of other exhibitors or of Fiere di Parma SpA. Network speed is set to 10MBbits/s by default. Without this form fully completed, the service will not be provided.

COMPANY NAME: _____ Pav. _____ Stand _____

SERVICE REF. CELL _____

NOTE for B2.400: The system exclusively works with 5Ghz (n/ac) devices. This is a WiFi connection is via an authentication portal that requires username and password (to be collected at SATE while the event is being set up). Only one device can be used with each service purchased. **NETWORK SPEED IS 6 MBITS/S.**

For your visitors there is also a free WiFi network available to visitors, at a slower speed and some navigation limits.

HIRE OF AUDIO AND VIDEO EQUIPMENT**FORM B4**

The undersigned _____ as legal representative of the
company _____ Hall _____ Stand _____

DATA OF INVOICE: Company _____ Address _____

City _____

phone _____ fax _____ VAT: _____

E-MAIL: _____ **contact person in the stand cell** _____

HEREBY REQUIRES

CODE	DESCRIPTION	QUANTITY	PRICE €	TOTAL €
B4.449	USB card reader (for technical information please call Cineagenzia Giara - info@cineaggiaria.it - tel. +390521282511)	_____	60.00	_____
B4.450	CD player	_____	50.00	_____
Monitors				
B4.320	30" Monitor with table-fitted base* and/or wall clamps max height m 1.50 (wall clamps fitting excluded)	_____	225.00	_____
B4.330	40/42" Monitor with table-fitted base* and/or wall clamps max height m 1.50 (wall clamps fitting excluded)	_____	325.00	_____
B4.340	46/50" Monitor with table-fitted base* and/or wall clamps max height m 1.50 (wall clamps fitting excluded)	_____	500.00	_____
B4.350	55/60" Monitor with table-fitted base* and/or wall clamps max height m 1.50 (wall clamps fitting excluded)	_____	600.00	_____
B4.351	75/85" Monitor with table-fitted base* and/or wall clamps max height m 1.50 (wall clamps fitting excluded)	_____	1100.00	_____
B4.360	Floor Support (only monitors required by this form)	_____	50.00	_____
B4.352	Monitor touch screen	_____	Upon request**	_____
B4.355	Videowall	_____	Upon request**	_____
B4.356	Audio technician	_____	Upon request**	_____
* table excluded				
** only for quotations, send e-mail to: info@cineaggiaria.it				
			TOTAL	_____
			VAT EXCLUDED €	_____

With the purpose of optimising the arrangement of the service, please specify the following information when filling out the form: **connections (e.g.: to PC or DVD)** _____

Length of connection cables _____

If installed on walls or on base/support legs _____

With or without audio _____

The laying down of connection cables is to be carried out by the exhibitors.

Any cancellations or charges, received by March the 16th, will entail a charge of the entire rental price.

For wall installation, make sure your installer can drill the stand walls and that the type of material makes this possible.

THE FULLFILMENT OF ANY RESERVATIONS RECEIVED LATER THAN THE ABOVE SPECIFIED DATE WILL NOT BE GUARANTEED AND WILL ANYWAY BE LIABLE TO AN ADDITIONAL CHARGE OF 30%.

BY SUBMITTING THIS FORM, AFTER TAKING NOTE OF THE GENERAL CONDITIONS REPORTED OVERLEAF, THE UNDERSIGNED ACKNOWLEDGES COMPLETE ACCEPTANCE OF EVERY CONDITION (WITHOUT EXCEPTIONS) AS PER AND WITH THE EFFECTS OF ART. 1341 AND 1342 OF THE ITALIAN CIVIL CODE.

Date _____

Stamp and signature _____

TO BE FILLED IN, SIGNED AND RETURNED WITHIN 14-02-20 BY EMAIL: sate2@fiereparma.it PAV. 2,
sate3@fiereparma.it PAV. 3-4.1, sate5@fiereparma.it PAV. 5, sate6@fiereparma.it PAV. 6, sate@fiereparma.it PAV. 4-7-8

HIRE OF AUDIO AND VIDEO EQUIPMENT

General conditions of supply

N.B.: - For the installation on the wall please make sure that your stand builder is able to perforate the wall of your booth and that the type of material used is suitable for this installation.

- For what concerns the video screens, the rental fee includes: wall clamps and feet to lean on the exhibitor desk. The clamps will be delivered to the exhibitor the day before the beginning of the show and the exhibitor will be responsible for the fitting at max 2.5 meters from the ground (monitor flat with the wall). Moreover, we will deliver jumper wires with the required length. The laying of the cables is at exhibitor's charge.

- In the case of accessories and equipment installation, not considered in this form, personalized estimates can be supplied. The request must be attached to the Form B4.

- If a usb card reader is required, please contact directly the supplier at least 10 days before the beginning of the exhibition

1) Orders will be fulfilled as long as stocks last.

2) No compensation will be due should any reserved equipment be unavailable.

3) The equipment is supplied new or as new and in perfect working order.

The user undertakes to use and take care of the equipment in compliance with the conditions of supply.

The equipment shall be returned perfectly clean and in the same condition as supplied.

Any form of tampering is forbidden.

4) Should any piece of equipment fail to be in perfect condition or fail to function, the user shall immediately inform the Technical Service present in the Fiera to have it repaired or replaced.

5) The hiring fee includes:

- transport and positioning within the stand on the agreed date, in any case within the established stand outfitting period

- set up and testing of the equipment

- removal at the end of the Exhibition.

6) The hiring fee does not include:

- connection to the electricity mains which should be requested using Form B1

- technical assistance

- damage of any kind, including theft.

In this last case, the user undertakes to reimburse the corresponding market value of the equipment.

- electricity consumption and any other expendable materials.

7) Should any damage occur, the equipment will be repaired, when possible, and the user will be charged with the relevant cost.

8) Technical features, sizes and illustrations, where available, will not be binding for the supplier, who reserves the right to supply equipment with similar characteristics.

For a best service you are kindly asked to specify by filling this form:

· connections (for example: to PC or DVD recorder

· connecting cables length

· installation on the wall or on a table

· with or without audio

Connecting cables laying to be paid by exhibitor and available c/o S.A.T.E. Office from the first day of the outfitting phase.

ORDERS CANCELLATION SUBMITTED AS FROM SEVEN WORKING DAYS BEFORE THE START OF THE EXHIBITION WILL INVOLVE THE TOTAL CHARGE OF COSTS.

HIRE OF AUDIO AND VIDEO EQUIPMENT**FORM B4 Bis**

The undersigned _____ as legal representative of the company _____ Hall _____ Stand _____

DATA OF INVOICE: Company _____ Address _____
City _____

phone _____ fax _____ VAT: _____

E-MAIL: _____ contact person in the stand cell _____ **HEREBY REQUIRES**

CODE	DESCRIPTION	QUANTITY NO.	PRICE €	AMOUNT €
AUDIO SYSTEMS				
B4.410	Stand amplification (1 acoustic loudspeaker, 1 mixer, 1 microphone code choice between 420-430-440: _____) - only tripod support	_____	404.00	_____
B4.420	Wireless microphone	_____	110.00	_____
B4.430	Headset microphone	_____	110.00	_____
B4.440	Wired microphone	_____	110.00	_____
B4.450	CD player	_____	50.00	_____
B4.460	Mp3 Recorder	_____	144.00	_____
B4.470	acoustic loudspeaker - only tripod support	_____	169,00	_____
B4.480	Mixer	_____	125,00	_____
VIDEO EQUIPMENT				
B4.511	Video projector medium brightness 5000 - 7000 (no wall installation)	_____	580.00	_____
B4.512	Video projector high brightness 10000 - 20000 (no wall installation)	_____		Upon request**
B4.450	DVD player	_____	50.00	_____
B4.530	Tripod screen 200x200	_____	80.00	_____
B4.540	Tripod screen 240x200	_____	112.00	_____
B4.550	Self-standing screen 400x225	_____	260.00	_____
B4.560	Shooting 4 K/FULL HD at the stand with post-production video editing	_____		Upon request**
B4.570	Tour Guide (1 box, 1 wireless microphone, 20 receivers)	_____	580.00	_____
** only for quotations, send e-mail to: info@cineagenziagiara.it			TOTAL VAT EXCLUDED €	_____

With the purpose of optimising the arrangement of the service, please specify the following information when filling out the form: **connections (e.g.: to PC or DVD)** _____

Length of connection cables _____

If installed on walls or on base/support legs _____

With or without audio _____

The laying down of connection cables is to be carried out by the exhibitors.

Any cancellations or charges, received by March the 16th, will entail a charge of the entire rental price.

For wall installation, make sure your installer can drill the stand walls and that the type of material makes this possible.

THE FULLFILMENT OF ANY RESERVATIONS RECEIVED LATER THAN THE ABOVE SPECIFIED DATE WILL NOT BE GUARANTEED AND WILL ANYWAY BE LIABLE TO AN ADDITIONAL CHARGE OF 30%.

BY SUBMITTING THIS FORM, AFTER TAKING NOTE OF THE GENERAL CONDITIONS REPORTED OVERLEAF, THE UNDERSIGNED ACKNOWLEDGES COMPLETE ACCEPTANCE OF EVERY CONDITION (WITHOUT EXCEPTIONS) AS PER AND WITH THE EFFECTS OF ART. 1341 AND 1342 OF THE ITALIAN CIVIL CODE.

Date _____

Stamp and signature _____

HIRE OF AUDIO AND VIDEO EQUIPMENT

General conditions of supply

N.B.: - For the installation on the wall please make sure that your stand builder is able to perforate the wall of your booth and that the type of material used is suitable for this installation.

- For what concerns the video screens, the rental fee includes: wall clamps and feet to lean on the exhibitor desk. The clamps will be delivered to the exhibitor the day before the beginning of the show and the exhibitor will be responsible for the fitting at max 2.5 meters from the ground (monitor flat with the wall). Moreover, we will deliver jumper wires with the required length. The laying of the cables is at exhibitor's charge.

- In the case of accessories and equipment installation, not considered in this form, personalized estimates can be supplied. The request must be attached to the Form B4.

- If a usb card reader is required, please contact directly the supplier at least 10 days before the beginning of the exhibition

1) Orders will be fulfilled as long as stocks last.

2) No compensation will be due should any reserved equipment be unavailable.

3) The equipment is supplied new or as new and in perfect working order.

The user undertakes to use and take care of the equipment in compliance with the conditions of supply.

The equipment shall be returned perfectly clean and in the same condition as supplied.

Any form of tampering is forbidden.

4) Should any piece of equipment fail to be in perfect condition or fail to function, the user shall immediately inform the Technical Service present in the Fiera to have it repaired or replaced.

5) The hiring fee includes:

- transport and positioning within the stand on the agreed date, in any case within the established stand outfitting period

- set up and testing of the equipment

- removal at the end of the Exhibition.

6) The hiring fee does not include:

- connection to the electricity mains which should be requested using Form B1

- technical assistance

- damage of any kind, including theft.

In this last case, the user undertakes to reimburse the corresponding market value of the equipment.

- electricity consumption and any other expendable materials.

7) Should any damage occur, the equipment will be repaired, when possible, and the user will be charged with the relevant cost.

8) Technical features, sizes and illustrations, where available, will not be binding for the supplier, who reserves the right to supply equipment with similar characteristics.

For a best service you are kindly asked to specify by filling this form:

· **connections (for example: to PC or DVD recorder**

· **connecting cables length**

· **installation on the wall or on a table**

· **with or without audio**

Connecting cables laying to be paid by exhibitor and available c/o S.A.T.E. Office from the first day of the outfitting phase.

ORDERS CANCELLATION SUBMITTED AS FROM SEVEN WORKING DAYS BEFORE THE START OF THE EXHIBITION WILL INVOLVE THE TOTAL CHARGE OF COSTS.

WATER AND COMPRESSED AIR SUPPLY**FORM C1**

The undersigned _____ as legal representative of the
company _____ Hall _____ Stand _____

DATA OF INVOICE: Company _____ Address _____

City _____

phone _____ fax _____ VAT: _____

E-MAIL: _____

HEREBY REQUIRES

Code	Description	Quantity	Price €	Total € (VAT excl.)
C1.100	1/2" Water intake connection inclusive of draining facility (exclusive of connection to basin or user equipment)	_____	160.00	_____
C1.200	Connection of one basin or user equipment (hire not included)	_____	70.00	_____
C1.300	Hire of single-tank basin on piece of furniture with tap Dimensions (W 90 x D 50 x H 80) Note: all items may be hired as long as stocks last	_____	110.00	_____
C1.400	Compressed air intake , inclusive of consumption NOTE: Connection by means of pipe 8x17 and a quick bayonet coupling Cod.8240PO817 TIERRE GROUP. Delivery 350/450 NI/min. at a pressure of 6/7 bar.	_____	160.00	_____
C1.500	Compressed air intake inclusive of consumption NOTE: Connection by means of pipe 13x23 and a quick bayonet coupling Cod.8235PO1323 TIERRE GROUP . Delivery 700/870 NI/min. at a pressure of 6/7 bar.	_____	180,00	_____
C1.600	Compressed air intake inclusive of consumption NOTE: Connection by means of pipe 25x37 and a threaded valve. Delivery 1200/1400 NI/min. at a pressure of 6/7 bar.	_____	280,00	_____
	For any works on a time and materials basis, you will be charged the final amount of hours (€30 an hour) and the cost of the material (prices available in the technical office).	TOTAL VAT EXCLUDED €		_____

This service is available only within exhibition areas provided with the concerned supply systems.

FOR PAV.4.1, PLEASE, VERIFY THE DATES OF ACTIVATION AND DEACTIVATION OF SUPPLY AIR COMPRESSED SERVICE, ASKING TO TECHNICAL OFFICE.

THE EXHIBITOR MUST INDICATE THE EXACT LOCATION OF THE CONNECTIONS ON THE PLAN PROVIDED FOR THE TECHNICAL LAYOUT OF THE STAND.

AS FOR COMPRESSED AIR, UPON REQUEST, AN ABUNDANCE OF PIPING IS GUARANTEED IN ORDER TO ALLOW THE SUPPLY POINT TO BE PLACED UP TO A MAXIMUM OF A 1 METER DISTANCE TO THE DROP POINT

Please note that compressed air shall be supplied from above, whereas water shall be supplied from the hookup points on the ground.

THE FULLFILMENT OF ANY RESERVATIONS RECEIVED LATER THAN THE ABOVE SPECIFIED DATE WILL NOT BE GUARANTEED AND WILL ANYWAY BE LIABLE TO AN ADDITIONAL CHARGE OF 30%.

BY SUBMITTING THIS FORM, AFTER TAKING NOTE OF THE GENERAL CONDITIONS REPORTED OVERLEAF, THE UNDERSIGNED ACKNOWLEDGES COMPLETE ACCEPTANCE OF EVERY CONDITION (WITHOUT EXCEPTIONS) AS PER AND WITH THE EFFECTS OF ART. 1341 AND 1342 OF THE ITALIAN CIVIL CODE.

Date

Stamp and signature

TO BE FILLED IN, SIGNED AND RETURNED WITHIN 14-02-20 BY EMAIL: sate2@fiereparma.it PAV. 2, sate3@fiereparma.it PAV. 3-4.1, sate5@fiereparma.it PAV. 5, sate6@fiereparma.it PAV. 6, sate@fiereparma.it PAV. 4-7-8

WATER AND COMPRESSED AIR SUPPLY

General conditions of supply

THE EXHIBITOR MUST INDICATE THE EXACT LOCATION OF THE CONNECTIONS ON THE PLAN PROVIDED FOR THE TECHNICAL LAYOUT OF THE STAND

- 1) This service is available only within exhibition areas provided with the concerned supply systems.
- 2) Connections for the stands will be carried out only by the Supplier authorized by Fiere di Parma; **it is strictly forbidden to execute the connection on one's own**. It is furthermore forbidden to modify the installation conditions as supplied to the Exhibitor. The points from which the service is supplied will have to be easily accessible for inspection, and in any case clear of any objects/obstacles, so as to allow all checks and connection operations from the assigned staff.
The contractual supply for the stand includes, as to water supply, the water intake connection, the corresponding draining facility and water consumption; for compressed air the service includes the compressed air intake system. The installations are carried out as specified in the reservation form; the point for service supply to the stand is established at the sole discretion of Fiere di Parma.
- 3) Any subsequent works such as the connection of wash basins, coffeemakers, dishwashers and relevant draining facilities, as well as connections to operating machineries will be fully borne by the Exhibitor, who undertakes to use suitable materials, installed in a workmanlike manner, so as to ensure perfect leaktightness of pipes and drains. Any damage resulting from defects of the user equipment, or from alterations and breakage caused to the systems, will be fully charged to the Exhibitor.
- 4) It is forbidden to discharge waste water into the sewage system of the exhibition hall without making use of proper draining pipes. It is however not allowed to discharge any waste that might be corrosive for metals, plastics and concrete, or solidifying chemicals or evil-smelling wastes. It is forbidden to leave taps and water/compressed air shut-off valves open during the closing hours of the Exhibition.
- 5) Water delivery to your stand normally takes place at a pressure of about 4-5 bar
Compressed air is normally supplied to stands with a quick 1/2-inch diameter bayonet connection and with pressure between 6 and 7 bar. Flow rate 350-450 NI/min. Pressure and indicative flow rate are guaranteed upon delivery.
- 6) The trade fair does not guarantee minimum flow rates or pressures. Suspension of the water supply, regardless of how long, will not be grounds for the termination of the supply contract. More specifically, the Trade Fair reserve the right to suspend delivery of services for the period of time it deems appropriate without the Exhibitor being entitled to submit claims or receive compensation. As for compressed air, upon request, an abundance of piping is guaranteed in order to allow the supply point to be placed up to a maximum of a 1 meter distance to the drop point. In case you need more than 1 meters, it will be charge an extra cost according the meters needed, as reported in point 10. As for the compressed air, any additional branches from the delivery point must be agreed upon and be authorized by the Fiere di Parma technical staff, and can never be more than 3 in number from the single connection point. Any activity after the air compressed delivery point, will be in charge of the stand builder indicated by the exhibitor, Fair of Parma could only provide the necessary materials upon payment of they. Any changes to the conditions of previously required and authorized installations are prohibited.
- 7) The Exhibitor releases the Fiera from any and every responsibility for damages to persons or property due to the use of the systems. The Fiera declines any liability as regards damages or faults ascribable to the quantity or quality of the supplied air and water.
- 8) The Exhibitor is obliged to consent the passage through his stand of electric cables, water wastepipes, compressed air pipes and other plants installations hanging, located on the floor or along the vertical closures.
- 9) The Exhibitor is obliged to realize his stand by leaving practicability and accessibility to plants derivations and fire-prevention fixed aids located in the pavilions. The Exhibitor is also obliged **to leave the supply points of water, compressed air and electrical boards (wells and pillars) accessible, inspectionable and anyway free from any obstruction, in order to consent the connection, verification and intervention of the technical staff. In addition, in order to ensure the correct operation of compressed air systems, water supply and discharge, located under the stand, it is mandatory, where expected in the stand design, the construction of height raised floor or cable ducts to avoid the crushing of the pipes, it should be noted that any intervention by our staff to restore system malfunctions due to incorrect mounting operations by third parties will be charged to the Exhibitor.**
- 10) **For any works on a time and materials basis, you will be charged the final amount of hours (€30 an hour) and the cost of the material (prices available in the technical office).**

HIRE/PURCHASE OF PLANTS AND FLOWERS**FORM D4**

The undersigned _____ as legal representative of the
company _____ Hall _____ Stand _____

DATA OF INVOICE: Company _____ Address _____

City _____

phone _____ fax _____ VAT: _____

E-MAIL: _____

HEREBY REQUIRES

DESCRIPTION	QUANTITY	PRICE €	TOTAL €
On hire			
Ficus benjamina, 100/120 cm high	_____	20,00	_____
Ficus benjamina, 150/160 cm high	_____	31,00	_____
Ficus benjamina, 180/200 cm high	_____	44,00	_____
Kenthia, 150/160 cm high	_____	40,00	_____
Anthurium diam.17 cm	_____	27,00	_____
Spathiphilium, 18 cm diam.	_____	18,00	_____
Royal fern, 50/70 cm	_____	12,00	_____
Pootos/Ivy Pootos basket diam. cm. 18	_____	10,00	_____
Pot covering	_____	1,00	_____
For sale			
Centre-piece arrang. with selected plants in 25/30 cm. diam. bowl	_____	20,00	_____
Centre-piece arrang. with selected plants in 35/40 cm. diam. bowl	_____	30,00	_____
Centre-piece arrang. with cut flowers in 25/30 cm. diam. bowl	_____	26,00	_____
Centre-piece arrang. with cut flower in 35/40 cm. diam. bowl	_____	32,00	_____
Seasonal plant in bloom in 14/16 cm. diam. bowl	_____	7,00	_____
Pot covering	_____	0,50	_____
TOTAL VAT EXCLUDED €			_____

General conditions of supply

- Reservations will be fulfilled as long as stocks last; priority will be given to the requests in order of arrival (forms filled in and signed)
- The exhibitor is responsible from the time of taking over until it is withdrawn by the supplying company
- At the end of the Exhibition will be charged at cost price (as per price list of the supplying company) missing materials

INFO Supplying company: **VIVAI TAGLIAVINI S.r.l. Tel. +390521671220**

Date _____

Stamp and signature _____

REFRIGERATOR AND COFFEE MAKER**FORM E1**

The undersigned _____ as legal representative of the
company _____ Hall _____ Stand _____

DATA OF INVOICE: Company _____ Address _____

City _____

phone _____ fax _____ VAT: _____

E-MAIL: _____

HEREBY REQUIRES On hire

CODE	DESCRIPTION	QUANTITY	PRICE €	TOTAL €
FRS1	Bar fridge (mis.50x62xh85- 0,2kw)	_____	76.00	_____
FRS25	Refrigerator without freezer, 300 lt (mis.60x67xh185-0,4kw)	_____	144.00	_____
FRS26	Refrigerator with freezer, 200 lt + 40 lt (mis.55x60xh141-0,4kw)	_____	144.00	_____
E1.800	Coffee maker Rekiko (on hire)	_____	70,00	_____
E1.810	Coffee capsules –Rekiko 100% arabic blend pack, 50 pc. (for sale)	_____	45,00	_____
E1.820	Coffee capsules – Rekiko 80% Arabic blend pack, 50 pc. (for sale)	_____	45,00	_____
E1.830	Coffee capsules – the Rekiko pack, 50 pc. (for sale)	_____	45,00	_____
E1.850	Decaffeinated Coffee capsules- Rekiko pack, 20 pc. (for sale)	_____	15,00	_____
<u>THE FULLFILMENT OF ANY RESERVATIONS RECEIVED LATER THAN THE ABOVE SPECIFIED DATE WILL NOT BE GUARANTEED AND WILL ANYWAY BE LIABLE TO AN ADDITIONAL CHARGE OF 30%.</u>			TOTAL VAT EXCLUDED €	_____

General conditions of supply

Reservations will be fulfilled as long as stocks last; priority will be given to the requests in order of arrival (forms filled in and signed), no compensation will be due should any reserved equipment be unavailable.

Technical features, sizes and illustrations, where available, will not be binding for the supplier, who reserves the right to supply equipment with similar characteristics.

The hiring fee includes: transport and positioning within the stand on the agreed date, in any case within the established stand outfitting period, set up and testing of the equipment, removal at the end of the Exhibition, technical assistance for the whole period of the Exhibition.

The hiring fee does not include: - connection to the electricity main which should be requested using **FORM B1**, damage of any kind and nature, including theft. In this last case, the user undertakes to reimburse the corresponding market value of the equipment. electricity consumption and any other expendable materials.

The equipment is supplied new or as new and in perfect working order. The user undertakes to use and take care of the equipment in compliance with the conditions of supply. The equipment shall be returned perfectly clean and in the same condition as supplied. Any form of tampering is forbidden

Should any piece of equipment fail to be in perfect condition or fail to function, the user shall immediately inform the Technical Service in the Fiera to have it repaired or replaced.

Should any damage occur, the equipment will be repaired, when possible, and the user will be charged with the corresponding cost. At the end of the Exhibition every refrigerator machinery will be collected by the supplying company, who will verify their state; any damage or missing items will be charged to the Exhibitor according to their value (as per price list of the supplying company). The Exhibitor shall personally bring the coffee maker at the technical services (SATE) and shall take care of returning it to the same office immediately after the end of the Exhibition. **Failure to return the coffee maker, or any damages to the same, will result in an additional charge of € 400.00 + IVA to be borne by the Exhibitor.**

BY SUBMITTING THIS FORM, AFTER TAKING NOTE OF THE GENERAL CONDITIONS REPORTED OVERLEAF, THE UNDERSIGNED ACKNOWLEDGES COMPLETE ACCEPTANCE OF EVERY CONDITION (WITHOUT EXCEPTIONS) AS PER AND WITH THE EFFECTS OF ART. 1341 AND 1342 OF THE ITALIAN CIVIL CODE.

Date

Stamp and signature

DELIVERY OF PACKAGES**FORM F1**

The undersigned _____ as legal representative of the
company _____ Hall _____ Stand _____

DATA OF INVOICE: Company _____ Address _____

City _____

phone _____ fax _____ VAT: _____

E-MAIL: _____

Contact person in charge _____

HEREBY NOTIFIES THAT

The goods to be exhibited will arrive by:

Forwarding Agent _____
name of forwarding agent

Postal service

Sent on following date _____

AND UNDERTAKES

- To pay any storage charges, for which FORM **F2** of present folder has already been sent.

- To attach to all packages the following label duly filled in.

BY SUBMITTING THIS FORM, AFTER TAKING NOTE OF THE GENERAL CONDITIONS REPORTED OVERLEAF, THE UNDERSIGNED ACKNOWLEDGES COMPLETE ACCEPTANCE OF EVERY CONDITION (WITHOUT EXCEPTIONS) AS PER AND WITH THE EFFECTS OF ART. 1341 AND 1342 OF THE ITALIAN CIVIL CODE.

Date**Stamp and signature**

Photocopy and attach to all packages



TO THE GOODS DEPOT of
FIERE DI PARMA S.p.A.
VIALE DELLE ESPOSIZIONI 393 A
43126 PARMA (ITALY)

GOODS PARTICIPATING IN THE EXHIBITION**MECSPE 2020**

PARMA, 26-28 MARCH 2020

INVOICE DATA**Stamp of the Sender**

PERSON AUTHORIZED TO COLLECT

DELIVERY OF PACKAGES

GENERAL CONDITIONS

- 1) Acceptance of goods for storage will depend on the availability of space.
- 2) The depot declines all liability for damage or theft of goods left in for storage.
- 3) The goods will only be stored if properly packaged and/or protected. Loose and/or fragile goods will not be accepted for storage.
- 4) Depot staff are entitled to check the content of the packages, on the understanding that it is absolutely forbidden to deposit inflammable, corrosive, toxic, explosive goods and/or goods which are in any case of a dangerous nature.
- 5) The goods may only be deposited and partially or totally collected during the opening hours of the Exhibition Area as indicated in the technical folder under "Exhibition dates and equipment" .
- 6) Reference will be made to the initial storage date when calculating the fees, regardless of daily goods collections.
- 7) As a general rule, and in the absence of different instructions, the fee (daily fee) normally refers to a storage period running from the first outfitting day to the last dismantling day of the Exhibition. The depot staff are entitled to withhold the goods if the Exhibitor has failed to settle the payments established by the price list. If the goods are not collected within the agreed date, the depot staff may have them removed (and even destroyed), the relevant costs being charged to the Exhibitor.
- 8) Goods reaching the Exhibition by forwarding agent shall be accompanied by the corresponding freight bill where the same juridical party as the sender should be entered under the heading "consignee" along with the following indication:
"Participating in the Exhibition **MECSPE** to be held in the "Quartiere Fieristico di Parma (Exhibition Area of Parma) from 26 to 28 march 2020.
- 9) The exhibition staff will not therefore detach the freight bill which will remain on the packages.
- 10) Packages delivered by forwarding agents may only be collected by the person whose personal data are indicated on the label used to forward the packs themselves (see Form F1).
- 11) Packages arriving by forwarding agent and/or postal services shall remain at the disposal of the sender and/or his personnel through the last day of the dismantling phase of the Exhibition (this date is indicated in the technical folder under "Exhibition dates and equipment"). After said date, the sender authorizes the Exhibition staff to have the packs and their content removed without this entitling the sender himself to any indemnity and/or damage compensation whatsoever.

STORING OF PACKAGES/PACKING MATERIALS**FORM F2**

The undersigned _____ as legal representative of the
company _____ Hall _____ Stand _____

DATA OF INVOICE: Company _____ Address _____

City _____

phone _____ fax _____ VAT: _____

E-MAIL: _____

HEREBY REQUIRES the following packages to be stored:

No. Of packages	Size			Cubic dimension	Daily rate		TOTAL €
	Length	Width	Height		€/cu m	No. of days	
_____	_____	_____	_____	_____	6.00	_____	_____
_____	_____	_____	_____	_____	6.00	_____	_____
_____	_____	_____	_____	_____	6.00	_____	_____
_____	_____	_____	_____	_____	6.00	_____	_____
_____	_____	_____	_____	_____	6.00	_____	_____
Cubic dimensions will be rounded up to the nearest unit (e.g.: 0.30 cu.m. = 1 cu.m. 1.50 cu.m. = 2 cu.m.)							_____

And declares that the packages contain the following items

The goods are estimated to arrive on _____ at (time) _____

By: Own transportation

Forwarding agent _____
(name of forwarding agent)

The goods will be collected on _____ at (time) _____

The Exhibitor wishes to collect the goods daily for the stand's supply.

Upon each introduction or collection of goods at the storage area, the supplying company will be authorized to charge a service fee of € 6.00 during the Exhibition plus outfitting and dismantling days; € 25.00 will be charged in any other period.

BY SUBMITTING THIS FORM, AFTER TAKING NOTE OF THE GENERAL CONDITIONS REPORTED OVERLEAF, THE UNDERSIGNED ACKNOWLEDGES COMPLETE ACCEPTANCE OF EVERY CONDITION (WITHOUT EXCEPTIONS) AS PER AND WITH THE EFFECTS OF ART. 1341 AND 1342 OF THE ITALIAN CIVIL CODE.

Date

Stamp and signature

REQUEST FOR STORAGE OF PACKAGES/PACKING MATERIALS

GENERAL CONDITIONS

- 1) Acceptance of goods for storage depends on the availability of space.
- 2) The depot declines all liability for damage or theft of goods left in for storage.
- 3) The goods will only be stored if properly packaged and/or protected. Loose and/or fragile goods will not be accepted for storage.
- 4) **Depot staff are entitled to check the content of the packs, on the understanding that it is absolutely forbidden to deposit inflammable, corrosive, toxic, explosive goods and/or goods which are in any case of a dangerous nature.**
- 5) The goods may only be deposited and partially or totally collected during the opening hours of the Exhibition Area as indicated in the technical folder under "Exhibition dates and equipment" .
- 6) Reference will be made to the initial storage date when calculating the fees, regardless of daily goods collections.
- 7) The depot staff are entitled to withhold the goods if the Exhibitor has failed to settle the payments established by the price list.
- 8) If the goods are not collected within the agreed date, the depot staff may have them removed (and even destroyed), the relative costs being charged to the goods owner.
- 9) We cordially inform you that besides storage cost and goods delivery/collection at Expositor pavilions, will be charged 60,00 € + vat every 5 meter cube of goods.

GOODS HANDLING SERVICES**FORM F3**

The undersigned _____ as legal representative of the
company _____ Hall _____ Stand _____

DATA OF INVOICE: Company _____ Address _____

City _____

phone _____ fax _____ VAT: _____

E-MAIL: _____

Please specify your reservations both for the outfitting and dismantling phases.

Request of <u>PERSONNEL</u> to handle goods PRESUMED DATE OF THE SERVICE:					
DAY	CODE	No. of Workers	from	to	Total Hours
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Rental of <u>MACHINERY FOR HANDLING OF GOODS</u> PRESUMED DATE OF THE SERVICE:					
DAY	CODE	No. of Equipm.	from	to	Total hours
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

COSTS AND CONDITIONS FOR SERVICE SUPPLY**a) Fork lift truck with operator (Minimum invoiceable amount corresponds to 1 h.)**

CODE	A1	Capacity up to	kg 4000	60.00	€ / HOUR
	A2	Capacity up to	kg 6000	65.00	€ / HOUR
	A3*	Capacity up to	kg 15000	90.00	€ / HOUR

b) Crane with operator (Minimum invoiceable amount corresponds to 1 h.)

CODE	B1*	Capacity up to	kg 15000	90.00	€ / HOUR
	B2*	Capacity up to	kg 25000	105.00	€ / HOUR
	B3*	Capacity up to	kg 40000	125.00	€ / HOUR

c) Hand trolley without operator

C1				15.00	€ / HOUR
-----------	--	--	--	-------	----------

d) Personnel for goods handling

CODE	D1	Porter		28.00	€ / HOUR
-------------	-----------	--------	--	-------	----------

e) Fixed service charge per call (for each service requested)

				6.00	€
--	--	--	--	------	---

***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.**

THE FULLFILMENT OF ANY RESERVATIONS RECEIVED LATER THAN THE ABOVE SPECIFIED DATE WILL NOT BE GUARANTEED AND WILL ANYWAY BE LIABLE TO AN ADDITIONAL CHARGE OF 30%.

BY SUBMITTING THIS FORM, AFTER TAKING NOTE OF THE GENERAL CONDITIONS REPORTED OVERLEAF, THE UNDERSIGNED ACKNOWLEDGES COMPLETE ACCEPTANCE OF EVERY CONDITION (WITHOUT EXCEPTIONS) AS PER AND WITH THE EFFECTS OF ART. 1341 AND 1342 OF THE ITALIAN CIVIL CODE.

PHONE RESERVATIONS ARE NOT ACCEPTED

Date _____

Stamp and signature _____

For further information and clarifications: Emiliania Trasporti srl: Mail emilianagroup@gmail.com

Cell +393480172855 for Italian Exhibitors – Mr. Pescatori +393397132765 for foreign Exhibitors.

Fiere di Parma Office during the outfitting and the dismantling phase: ph. +390521996487

TO BE FILLED IN, SIGNED AND RETURNED WITHIN 14-02-20 BY EMAIL: sate2@fiereparma.it PAV. 2, sate3@fiereparma.it PAV. 3-4.1, sate5@fiereparma.it PAV. 5, sate6@fiereparma.it PAV. 6, sate@fiereparma.it PAV. 4-7-8

GOODS HANDLING SERVICES

GENERAL CONDITIONS

- 1) The services referred to at paragraph **a)** and **b)** are inclusive of Insurance up to € 10,000.00 per lifting; for any exceeding values, appropriate agreements with the handling service supplier will have to be reached.

The present reservation form is only for informative purposes, in order to enable the official handling contractor to arrange the service in due advance and in the best possible way.

It will be up to the service manager to modify the timing you requested in the form to program the loading/unloading slots based on the reservations and/or logistics of the Fair Neighborhood.

- 2) Any requests received during the outfitting and dismantling phases will only be carried out after fulfilling all the previously agreed reservations and depending on the availability of personnel and means and an increase of 30% will be applied.
Moreover, for indirect exhibitors and outfitters shall comply with the following provisions:

- Submit an identification document and pay a deposit (non interest-bearing) of € 300.00.

The effective activation of the booked service must be required on site directly to the official handling company

- 3) For handling services during the dismantling phase, a fee will be charged as advance payment, corresponding to 80% of the handling operations carried out during the outfitting.
- 4) The services referred to **a)** and **b)**: **Minimum invoiceable amount corresponds to 1 h.**
- 5) **Service referred to d): minimum invoiceable amount corresponds to 30 minutes; services exceeding 30 minutes will be subject to rounding up to the next 30-minute unit.**

PHONE RESERVATIONS ARE NOT ACCEPTED

IMPORT NOTIFICATION (only for non-EC countries)**FORM F4**
 The undersigned _____ as legal representative of the
 company _____ Hall _____ Stand _____

DATA OF INVOICE: Company _____ Address _____

_____ City _____

phone _____ fax _____ VAT: _____

E-MAIL: _____

INTENDS TO IMPORT
 Into the customs area of the Italian Republic, goods originating from _____ (1)
 to be used as exhibiting samples at the Exhibition in object.

 Said goods will be imported as (2):
 Temporary import (T.I.)

 Definitive import

The undersigned hereby declares that the following means will be used for the goods freight (2):

 Truck

 Railway

 Air freight

 Other _____

NATURE, VALUE, SIZE AND WEIGHT OF THE PACKAGES:

Prices and conditions for the services are indicated overleaf. The undersigned company entrusts the official freight company of Fiere di Parma to fulfill all of the customs operations relating to the import of the mentioned goods. Import will take place in compliance with the Italian laws regulating this matter; the undersigned company is compelled to conform to all tax and currency regulations governing importation, temporary or definitive, of the above-mentioned goods.

(1) Please indicate country of origin.

(2) Please cross the applicable solution.

Date

Stamp and signature

IMPORT NOTIFICATION

APPLICABLE RATES (rates are inclusive of the relevant cost update in compliance with law D.L. 6.7.1988 and subsequent amendments).

CUSTOMS OPERATIONS

- TEMPORARY IMPORT
- DEFINITIVE IMPORT
- NATIONALIZATION

- Up to 1549.00 €	€ 55.00
- from 1549.00 to 5165.00 €	€ 63.00
- from 5165.00 to 25823.00 €	€ 80.00
- from 25823.00 to 41317.00 €	€ 96.00
- from 41317.00 to 103291.00 €	€ 138.00
- over 103291.00 €	€ 159.00 + ADD.

For amounts exceeding € 103291.00 additional charges will be applied as per following criteria:

- from 103291.00 to 309874,00 € :	0.05%
- from 310391.00 to 619748,00 € :	0.03%
- over 619748.00 € :	0.01%

For goods presented to customs clearance in a full load and with a single declaration, the minimum taxable figure is € 99.00

For goods accompanied by CARNET ATA:

- on arrival	€ 52.00
- on departure	€ 52.00

OTHER CUSTOMS OPERATIONS:

- RE-EXPORT
- DEFINITIVE EXPORT
- FOREIGN GOODS DEPOSIT

- Up to 5165.00 €	€ 33.00
- from 5165.00 to 25823.00 €	€ 50.00
- from 25823.00 to 41317.00 €	€ 63.00
- from 41317.00 to 103291.00 €	€ 96.00
- over 103291.00 €	€ 139.00 + ADD

For amounts exceeding € 103291.00 additional charges will be applied as per following criteria:

- from 103291.00 to 309874.00 € :	0.05 %
- from 309874.00 to 619748.00 € :	0.03 %
- over 619748.00 € :	0.01 %

For goods presented to customs clearance in a full load and with a single declaration, the minimum taxable figure is € 63.00

EXTRAS: INDEMNITY for

- WORK BEYOND CUSTOMS HOURS, per service € 13.00
- CUSTOMS OPERATIONS IN FAIRS (outside circuit), per service € 40.00
- URGENT PROCEDURES OR OVERTIME WORK, OR SERVICES ON SATURDAYS, SUNDAYS OR PUBLIC HOLIDAYS: 50 % additional charge.

PROFESSIONAL SERVICES:

- Health, phytopathologic and veterinary inspections € 33.00
- Change of destinations or change of terms € 22.00
- Goods distribution € 121.00
- EC certificate issue (EUR, 1 etc) € 7.00
- EC transit guarantee min. € 22.00 max. € 66.00
- Fine Arts estimation € 80.00

NOTE: Any additional professional services which may be required and are not mentioned on this list, will be charged according to the D.M. 6/7/1988 (G.U. 168 del 19/7/1988) legislation and subsequent amendments.

PLATFORM HIRE

FORM F5

The undersigned _____ as legal representative of the
company _____ Hall _____ Stand _____

DATA OF INVOICE: Company _____ Address _____

_____ City _____

phone _____ fax _____ VAT: _____

E-MAIL: _____

Please specify your reservations both for the outfitting and dismantling phases

AERIAL WORK PLATFORM HIRE:				
DATE	CODE	QUANTITY MODEL	from	to
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

COSTS AND CONDITIONS FOR SERVICE SUPPLY

A) Platform without operator "Scissor Lift" 8 MT *		
A1	4 HOURS	80,00
A2	8 HOURS	100,00
B) Platform without operator "Boom lift" 12 MT*		
B1	4 HOURS	190,00
B2	8 HOURS	300,00

* The licence to handle aerial work platform is needed.

Minimum invoiceable amount corresponds to 4 hours fee, any overrunning will correspond to 8 hours fee.

SCISSOR LIFT 8 MT



BOOM LIFT 12 MT



THE PLATFORM WILL BE DELIVERED AND RECOLLECTED AT THE STAND.
FOR INFORMATION PLEASE CONTACT THIS NUMBER 0521996481

ORDERS CANCELLATIONS RECEIVED AS FROM 5 DAYS BEFORE THE DATE OF USE OF THE SERVICE WILL BE SUBJECT TO THE 50% OF THE TOTAL HIRE CHARGE

THE FULLFILMENT OF ANY RESERVATIONS RECEIVED LATER THAN THE ABOVE SPECIFIED DATE WILL NOT BE GUARANTEED AND WILL ANYWAY BE LIABLE TO AN ADDITIONAL CHARGE OF 30%.

BY SUBMITTING THIS FORM, AFTER TAKING NOTE OF THE GENERAL CONDITIONS REPORTED OVERLEAF, THE UNDERSIGNED ACKNOWLEDGES COMPLETE ACCEPTANCE OF EVERY CONDITION (WITHOUT EXCEPTIONS) AS PER AND WITH THE EFFECTS OF ART. 1341 AND 1342 OF THE ITALIAN CIVIL CODE.

Date

Stamp and signature

PLATFORM HIRE

GENERAL CONDITIONS

This form also provides information for the preparation of the tools required for proper service. After the deadline set for the return of this form, any requests shall be processed based on availability only.

Any requests arriving directly to the Fair centre during assembly and disassembly shall be processed only after having dealt with all prior reservations and consistently with availability of staff and machines, for a minimum price to be invoiced of 4 hours. Any exhibitors or assemblers, who have no direct relations to the Lessor and made no reservation, shall comply with the following: showing their ID and leaving a deposit (non-interest bearing) of €400.00.

TAKING DELIVERY AND USE: the Lessee hereby acknowledges that the Lessor has explained in detail the asset operation, as well as methods of use and the required safety measures. The asset delivered to the Lessee is in good operating conditions and fully compliant with the requirements set by the legislation in force. The Lessee shall use the leased asset in compliance with its intended use; in case of lease without operator, the same Lessee undertakes to use the leased assets personally or to have it used by persons reporting to him/her, working under his/her supervision, and to ensure that, in any case, the leased asset is used by persons meeting the requirements for the type of use, in compliance with the regulations in force at the time of use. The Lessee shall ensure that the leased asset shall be used exclusively by his/her staff that is technically trained and aware of the structural, operating and accident-prevention limits, as set by the manufacturer and by the legislation in force on accident prevention and work in general, respectively; the employer shall have the obligation to carry out a specific risk measurement and to implement all subsequent prevention and protection measures provided for by the relevant regulations. The leased asset shall not be used for works entailing sandblasting and Airlex/Airless painting.

FAILURES: The Lessee shall have the obligation to immediately inform the Lessor of any failure of the leased asset. The Lessor shall assess the need for and type of repairs and, if any repairs are needed, shall carry them out, charging all relating expenses to the Lessee, if the failure was caused by the same Lessee.

PROHIBITION OF SUBLEASING: The Lessee hereby undertakes not to sublease the asset dealt with herein, free of charge or for a consideration, without written authorization issued by the Lessor. The Lessee shall also have the obligation not to assign the lease contract to third parties.

LIABILITY As from the moment of taking delivery up to the return of the asset to the Lessor, the Lessee shall take full civil and criminal liability for any and all damage that may be caused to persons and/or things due to the use of the leased asset, relieving the Lessor from any and all liability. The Lessee hereby expressly acknowledges that, for the entire duration of the lease, the same Lessee shall be personally and exclusively responsible for the care of the leased asset; the Lessee shall also be liable for any breaches of the regulations on accident prevention, safety and for anything else provided for by the legislation currently in force. Moreover, the Lessor shall not be liable for: a) any manufacturing faults of the item; b) any damage caused by the use of any materials owned by Lessee; c) any damage caused by improper or negligent use of the item and/or of its accessories by the Lessee; d) any damage resulting from unfitness of the leased asset for the requested use if such unfitness is due to the fact that the Lessee has not provided information or has provided incorrect information (for example: incorrect information on the work height or on the loads to be handled, on entrances and places where the item is supposed to move and operate, etc...); e) any damage due to non-compliance by the Lessee with regulations on safety in the workplace; f) any damage resulting from the machinery stoppage and/or impossibility to use it for processing; g) any damage due to tampering with and/or deactivation of the safety devices installed on the leased asset; h) any damage due to breakdown of parts of the machinery causing direct or indirect leakage from the platforms; i) any damage to the ground caused by the pressure of the machinery stabilizers; j) any damage caused by the leased asset to third parties. The Lessee shall pay for any and all fines for Traffic Code violations issued in the period of time during which the machine subject to the fine is available to the same Lessee.

RETURN OF THE LEASED ASSET: The lease shall be deemed ended upon return of the asset, possibly after agreement between the Lessor and the Lessee, to the same place where it was collected. At least 24 hours before the end of the lease, the Lessee shall send a written notice to the Lessor setting forth the date of the lease end. If, without the Lessor's express authorization, the Lessee returns the asset after the terms set by the lease contract, the same Lessee shall pay an amount equal to the hour or day fee, as per the machinery price list, increased by 50% and multiplied for the hours/days of delay to the Lessor, without prejudice to the Lessor's right to start an action against the Lessee for compensation of any damage suffered due to the delayed return of the asset. Upon return of the leased asset, the Lessor shall prepare, where possible in the Lessee's presence, the Return Report. The Return Report shall however be prepared upon return of the leased asset to the Lessor's Headquarters and not upon taking delivery of the same at the worksite. In case of damage to the leased asset, the Lessor shall inform the Lessee of this within 3 working days and shall estimate the damage and repair costs, sending the relevant quotation within 15 working days of the asset return. If the above quotation is not challenged by registered letter with proof of receipt within 8 (eight) days of receipt, the same quotation shall be deemed tacitly accepted.

TACKLE HIRE**MODULO F6**

The undersigned _____ as legal representative of the
company _____ Hall _____ Stand _____

DATA OF INVOICE: Company _____ Address _____

City _____

phone _____ fax _____ VAT: _____

E-MAIL: _____

RICHIESTE

COD.	DESCRIZIONE	QUANTITA' N°	PREZZO €	Importo €
AA.500	TACKLE HIRE (N.B.: the Tackle weight is 5.50 kg and this should be considered in calculating the weight of the maximum load capacity)	_____	120,00	_____
			TOTALE I.V.A. ESCLUSA €	_____

The request is subject to plan submittal and approval.

Please send the stand plan to the e-mail given below **before submitting this request:**
tecnico@mecspe.com following the instructions given on FORM Z0 by and no later than **13 January
2020** and following an assessment, you will get an answer/approval.

Reservations shall be accepted based on availability.

The rental fee includes:

INSTALLATION AT 6 METRES OF HEIGHT

RECOVERY OF MANEUVERING CHAIN ONCE THE INSTALLATION OF "AMERICAN" TYPE

STRUCTURES HAS BEEN COMPLETED

RE-POSITIONING OF MANEUVERING CHAIN AT THE END OF THE EVENT

COLLECTION OF RENTED ITEMS

Tackle rental is subject to the presence of hanging points. The rental fee does not include the hanging points that are quoted separately after approval of the technical plan.

Every hanging point must be supplied with a manual chain hoist.

For safety reasons the maximum rentable quantity is 16 units.

CON LA PRESENTE RICHIESTA, PRESA VISIONE DELLE CONDIZIONI GENERALI RIPORTATE SUL RETRO DEL MODULO, VIENE DATA ESPRESSA ACCETTAZIONE DI CIASCUNA CONDIZIONE (NESSUNA ESCLUSA) AI SENSI E PER GLI EFFETTI DI CUI AGLI ART. 1341 E 1342 DEL COD. CIV..

Data

Timbro e firma

CLEANING SERVICES**FORM G2**

The undersigned _____ as legal representative of the
company _____ Hall _____ Stand _____

DATA OF INVOICE: Company _____ Address _____

City _____

phone _____ fax _____ VAT: _____

E-MAIL: _____

HEREBY REQUIRES

To avail himself of the services offered by the companies authorized by Fiere di Parma for the cleaning of the stand areas, as per following conditions:

- a) during the opening hours of the exhibition halls:
- emptying of waste-paper baskets (once a day)
- b) during the closing hours of the exhibition halls:
- floor brushing
- carpet cleaning
- furniture dusting (with the exclusion of fragile items)

Service, if asked, will be done for the entire duration of the fair, starting from the closing time of the last building up day.

CODE	DESCRIPTION	QUANTITY	PRICE €	TOTAL €
G2.100	For each stand up to 180 sq m	_____	3.50	_____
G2.200	For each stand exceeding 181 sq m	_____	2.00	_____
TOTAL VAT EXCLUDED €				_____

**EXHIBITORS WHO HAVE RESERVED A PRE-FITTED STAND DIRECTLY TO SENAF
SHALL NOT HAVE TO FILL OUT THIS FORM.**

Additional services may be supplied, fees to be agreed.

THE SERVICE WILL NOT BE GUARANTEED IF THE STAND IS NOT PRACTICABLE DURING NIGHT HOURS AS WELL

In case of dispute please contact the SATE office no later than two hours after the beginning of the exhibition. On the contrary the will not be considered.

THE FULLFILMENT OF ANY RESERVATIONS RECEIVED LATER THAN THE ABOVE SPECIFIED DATE WILL NOT BE GUARANTEED AND WILL ANYWAY BE LIABLE TO AN ADDITIONAL CHARGE OF 30%.

Date _____

Stamp and signature _____



PARMA, 26-28 MARCH 2020



SURVEILLANCE SERVICES

FORM G3

The undersigned _____ as legal representative of the company _____ Hall _____ Stand _____
DATA OF INVOICE: Company _____ Address _____
 _____ City _____
 phone _____ fax _____ VAT: _____
 E-MAIL: _____

HEREBY REQUIRES

At the conditions reported overleaf, a special surveillance service to be performed at his stand, according to following schedule (day and time):

OUTFITTING PERIOD				DURING EXHIBITION				DISMANTLING PERIOD			
Date	From	To	Hours	Date	From	To	Hours	Date	From	To	Hours

NOTE: DURATION OF MINIMUM SHIFT IS 2 CONSECUTIVE HOURS

Cod. G3.100 N° of HOURS _____ x € 25.00 TOTAL VAT EXCLUDED € = _____
 (HOURS TOTAL)

THE FULLFILMENT OF ANY RESERVATIONS RECEIVED LATER THAN THE ABOVE SPECIFIED DATE WILL NOT BE GUARANTEED AND WILL ANYWAY BE LIABLE TO AN ADDITIONAL CHARGE OF 30%.

BY SUBMITTING THIS FORM, AFTER TAKING NOTE OF THE GENERAL CONDITIONS REPORTED OVERLEAF, THE UNDERSIGNED ACKNOWLEDGES COMPLETE ACCEPTANCE OF EVERY CONDITION (WITHOUT EXCEPTIONS) AS PER AND WITH THE EFFECTS OF ART. 1341 AND 1342 OF THE ITALIAN CIVIL CODE.

Date _____ Stamp and signature _____

SURVEILLANCE SERVICES

GENERAL AND SPECIAL CONDITIONS FOR THE SERVICE SUPPLY

- 1) The Exhibitor shall provide the security staff any keys or other special equipment required to ensure that the service can be properly executed.
- 2) Should the service not be properly carried out, the Exhibitor shall immediately inform Fiere di Parma in writing. Any reports made by third parties and/or not timely could not be taken into consideration.
- 3) No verbal agreements which are not mentioned in this contract will be held as valid. Fiere di Parma, once the request has been accepted, will only supply the services established herein and shall not be held liable for any theft, damage or other accidents. Should negligence be proved, Fiere di Parma will be liable exclusively through their insurance coverage and within the limits provided by the insurance policies themselves, copies of which are available at the offices of Fiere di Parma.
- 4) Acceptance of the surveillance-service request will depend on the availability of personnel. Non-acceptance of the request shall in no way entitle the Exhibitor to claim compensation for any extra costs he may sustain.
- 5) The Security staff will be on duty at the time requested by the Exhibitor. Absence of any Exhibitor's personnel at the beginning or at the end of the shift does not oblige the security staff to wait for the arrival of said personnel.

COPYRIGHT PAYMENT – SIAE**FORM G5**

The undersigned _____ as legal representative of the
company _____ Hall _____ Stand _____

DATA OF INVOICE: Company _____ Address _____

City _____

phone _____ fax _____ VAT: _____

E-MAIL: _____

hereby notifies that the below-listed appliances or mechanical instruments will be installed in the above mentioned stand in order to broadcast music:

MUSIC BROADCASTED WITHIN THE STAND				
Code	Type of Equipment	Quantity	Rate per appliance, for periods up to 7 days €	Total €
G5.100	- TYPE 1: Musical instruments – keyboards, etc; - TYPE 3: Radioreceivers	_____	58,70	_____
G5.200	- TYPE 2: Record players - TYPE 8: Wire broadcasting - TYPE 9: Players: magnetic tapes, CD, etc. - TYPE 13: Multimedia appliances: PC/Internet	_____	111,90	_____
G5.300	- TYPE 5: TV sets - TYPE 6: Juke-box, digital juke-box - TYPE 7a: Video juke-box - TYPE 7b: Videorecorders	_____	152,80	_____
G5.301	- TYPE 5: TV sets over 40"	_____	305,60	_____
G5.400	- Secretarial costs (COMPULSORY)	_____	1,03	1.03
			TOTAL VAT EXCLUDED €	_____

For periods exceeding 7 days, the additional daily rate will correspond to 1/7 of the above mentioned rates.

NOTE: The rates may be subject to variations not available on the date of publication.

Date _____

Stamp and signature _____

SIAE Parma

Viale Mentana, 120 Tel./Fax +390521238923

NOTE: In compliance with L. 22/4/41 N° 633 "Protection of copyright and other connected rights", music played in public without prior authorization from the holders of rights and SIAE on their behalf, is punishable by law as per art. 171 paragraph b) of said law

TO BE FILLED IN, SIGNED AND RETURNED WITHIN 14-02-20 BY EMAIL: sate2@fiereparma.it PAV. 2,
sate3@fiereparma.it PAV. 3-4.1, sate5@fiereparma.it PAV. 5, sate6@fiereparma.it PAV. 6, sate@fiereparma.it PAV. 4-7-8

MOQUETTE REMOVAL AND DISPOSAL**FORM G6**

The undersigned _____ as legal representative of the
company _____ Hall _____ Stand _____

DATA OF INVOICE: Company _____ Address _____

City _____

phone _____ fax _____ VAT: _____

E-MAIL: _____

HEREBY REQUIRES

CODE	DESCRIPTION	QUANTITY sq m	PRICE €	TOTAL €
E6.100	Moquette removal and disposal	_____	3.00	_____
TOTAL VAT EXCLUDED €				_____

We cordially remember you that your stand area must be leaved without any moquette or tape on the floor. In case of violation Fiere di Parma spa will charge the Expositor of every cost of removal and disposal besides a fine of 1000 € .

Date _____

Stamp and signature _____

SETTING UP FREE AREAS – INFORMATION NOTE ON PLAN SUBMITTAL ENCLOSURE Z0

IN ACKNOWLEDGING THAT the following is subject to prior authorisation:

- All structures exceeding 3.00 metres of height - For two-level stands or set-ups exceeding 3.00 meters of height, the EXHIBITOR shall be responsible for submitting the set-up plan for approval by the deadlines envisaged by the Regulations. (maximum height for self-supporting stand resting on the ground 5.50 metre from the ground); - installation of two-level stand.

Set-ups exceeding the admitted height shall be allowed subject to the obligation of perfectly finishing and evenly decorating structures and panels (the latter being decorated with an even colour) overlooking other stands and exceeding 2.5 metre of height from the ground; inscriptions, trademarks or other graphics shall not be allowed on the structures or panels bordering other stands; logos and other graphics shall be allowed at a distance of at least 1.0 metres from the border with other exhibitors.

- HANGING POINTS:

It is possible to realize hanging points in pavilions 2-3-5-6, but our surveyor's office's prior consent is compulsory; It is NOT possible to realize hanging points in pavilions 4-4.1-7-8, therefore the structure must be self-supporting with rest on the ground.

- Please note that, complying with the regulations, it is not allowed to close more than 50% of the length of the individual open sides (art. 7). **PLAN SUBMITTAL:**

SENAF SRL: tecnico@mecspe.com: submittal via e-mail of plan with measurements (plan and side views). **The plan shall be delivered to SENAF by and no later than 13 January 2020 and following an assessment, you will get an answer/approval.**

It is forbidden to apply or hang posters, cables, panels, banners, stickers and loads in general onto the pavilion structures, walls and plants.

When pavilions enable it, any requests for hanging items shall be submitted to **tecnico@mecspe.com** by sending a detailed technical plan. Following the assessment of the plan in compliance with the maximum heights possible given in the Event Regulations, SENAF shall give its formal authorisation.

After Senaf's approval, Fiere di Parma shall quote the anchoring points.

Requests received after **31 January 2020** shall be rejected.

Every cable supplied by Fiere di Parma S.p.a. has a certified maximum load capacity of kg 80.

The cost per individual hanging point is € 250.00 plus applicable VAT;

please note that for 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.

Please note that the set-up of a stand with an unauthorized plan and the Exhibitors' failure to provide the Organizers and/or Fiere di Parma with the declarations and documents required for the responsibility concerning set-up, electrical systems and in particular fire prevention, shall entitle the Organizers and/or Fiere di Parma to close the stand and take all the necessary measures to assure safety conditions, without prejudice to the Exhibitors' tort and criminal liabilities. In the above-mentioned case, the Organizers and/or Fiere di Parma shall have the right, at their discretion, to suspend and/or terminate the contract out of Court owing to the Exhibitors' failure to comply with the terms. The Organizers and/or Fiere di Parma shall reserve the right to modify stand outfitting and plants which do not fall within the above-mentioned requirements.

The Exhibitors shall be responsible and exclusively liable for set-up statics and they shall expressly exempt the Organisers and/or Fiere di Parma from any damage that may result from design and construction defects, including the dimensioning assumed from the detailed drawings with covered surface areas.

The Exhibitors shall be responsible and liable for the realization of systems and any damage that may occur to people or things belonging to Fiere di Parma S.p.A. or third parties. The Exhibitors shall keep the Organizers and/or Fiere di Parma harmless should they be sued for liability.

CONFORMITY of materials to fire prevention legislation**ENCLOSURE Z1**

The undersigned _____ as legal representative of the
 Company _____
 Address _____ City _____
 phone _____ fax _____ E-MAIL: _____
 Hall _____ Stand _____ Fair/Exhibition (Trade sector) _____

In order to ensure the utmost safety and prevent fires arising from materials used in the stand, the above mentioned company, in accordance with current legislation, hereby

DECLARES

that the following materials have been used to create and outfit their stand

Component	Type of material: <u>According to the table in the following page, indicate the fire reaction class of the material.</u>	Flame resistant	Certification Number	Declaration of conformity By producer or retailer enclosed		Quantity Sq. m
				SI	NO	
<input type="checkbox"/> PLATFORMS	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> FLOOR COVERING	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> OUTFITTING STRUCTURE	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> WALLS COATING	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> CEILINGS, SKYLIGHTS	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Fiere di Parma and any third parties in any way involved in the exhibition are hereby relieved of all and every liability for stand construction and outfitting. We formally declare that we waive any right to request damages Fiere di Parma or from third parties for any relating damages to persons or property. We hereby also undertake to provide Fiere di Parma with certificates of fire resistance or fire test reports relating to the materials used in the preparation of the stand.

Date _____

ON BEHALF OF THE COMPANY
 (stamp and signature of legal representative)

Should the stand be outfitted by a fitting company, this latter shall also be obliged to undersign the following declaration. We also hereby declare that the certificates enclosed refer to materials used to outfit the stand and that the classified materials used in the stand fittings are the same as the certified samples.

THE FITTERS
 (stamp and signature of legal representative)

ON BEHALF OF THE COMPANY

_____ date _____

NOTES

THIS FORM IS OBLIGATORY FOR ALL FITTINGS INSTALLED BY THE EXHIBITOR; EXHIBITORS WHO HAVE RESERVED A PRE-FITTED STAND BY **SENAF** ARE EXEMPTED FROM HAVING TO SUBMIT THE PRESENT FORM.

COMPULSORY

TO BE RETURNED, DULY FILLED IN AND SIGNED, DIRECTLY TO THE S.A.T.E. OFFICES DURING THE OUTFITTING PERIOD AND, IN ANY CASE, PRIOR TO THE BEGINNING OF THE EXHIBITION

GRADING MATERIAL SCALE D.M. 16/02/2009

Non-flammable products

Italian class	Type of use	European fire resistance class
0 (Non-Flammable)	On floor	A1FL
	On wall	A1
	On ceiling	A1

Installed products along the escape routes

Italian class	Type of use	European fire resistance class
1 (along the escape routes)	On floor	(A2FL-s1) (BFL-s1) (CFL-s1)
	On wall	(A2-s1, d0) (A2-s2, d0) (A2-s1, d1) (B-s1, d0) (B-s2, d0) (B-s1,d1)
	On ceiling	(A2-s1,d0)(A2-s2,d0)(B-s1,d0)(B-s2,d0)

Products installed in other places

Table 1 – Use on Floor

	Italian class	European fire resistance class
I	Classe 1	(A2FL-s1),(A2FL-s2),(BFL-s1),(BFL-s2),(CFL-s1)
II	Classe 2	(CFL-s2),(DFL-s1)
III	Classe 3	(DFL-s2)

Table 2 – Use on Wall

	Italian class	European fire resistance class
I	Class 1	(A2-s1,d0),(A2-s2,d0),(A2-s3,d0),(A2-s1,d1),(A2-s2,d1),(A2-s3,d1),(B-s1,d0),(B-s2,d0),(B-s1,d1),(B-s2,d1)
II	Class 2	(A2-s1,d2),(A2-s2,d2),(A2-s3,d2),(B-s3,d0),(B-s3,d1),(B-s1,d2),(B-s2,d2),(B-s3,d2),(C-s1,d0),(C-s2,d0),(C-s1,d1),(C-s2,d1)
III	Class 3	(C-s3,d0),(C-s3,d1),(C-s1,d2),(C-s2,d2),(C-s3,d2),(D-s1,d0),(D-s2,d0),(D-s1,d1),(D-s2,d1)

Table 3 – Use on Ceiling

	Italian class	European fire resistance class
I	Class 1	(A2-s1,d0),(A2-s2,d0),(A2-s3,d0),(A2-s1,d1),(A2-s2,d1),(A2-s3,d1),(B-s1,d0),(B-s2,d0),(B-s3,d0)
II	Class 2	(B-s1,d1),(B-s2,d1),(B-s3,d1),(C-s1,d0),(C-s2,d0),(C-s3,d0)
III	Class 3	(C-s1,d1),(C-s2,d1),(C-s3,d1),(D-s1,d0),(D-s2,d0)

HARACTERISTICS OF MATERIALS TO BE USED FOR THE STANDS OUTFITTINGS

In order to guarantee the highest safety conditions within the Exhibition, the Exhibitors shall observe and have the fitters observe FireRegulations.

In any case, the materials used to outfit the stand must possess the following characteristics:

- walls, floors and relevant floor covering materials: non-fire, complying with to class 1 or 2
- curtains and ceilings complying with class 1.

Only class 1 plastic materials and foam sheeting (e.g. polystyrene) shall be used.

No non-fire resistant synthetic textiles, paints, glues and other materials that fail to comply with class 1 or class 2 specifications shall be used, nor shall trellis work, mats, grates or curtains made from thin strips of wood or similar materials be accepted.

1) wherever fire proof materials are used the exhibitor shall supply:

- a written declaration in which he undertakes to use the materials as specified for stand construction.

2) wherever class 1 and/or class 2 materials are used the exhibitor shall supply:

- certification of the fire proof test on the utilized materials as issued by the Ministry of the Interior - Direzione Generale della Protezione Civile Centro Studi ed Esperienze Antincendio (Rome-Capanelle) or by another legally recognized authority or laboratory.

3) wherever fire resistant materials or materials that have been rendered fire resistant are used, the exhibitor shall supply:

- for fire resistant materials: the certificate attesting to the fire proof test on the materials used as issued by the Ministry of the Interior - Direzione Generale della Protezione Civile Centro Studi ed Esperienze Antincendio (Rome-Capanelle) or by another legally recognized authority or laboratory.

- for materials that have been rendered fire resistant: the certificate of fire resistance as issued by the authority that rendered the materials fire resistant, including:

- a) the name of the Exhibitor, hall number and stand number;
- b) a list of materials that have been rendered fire resistant;
- c) the date on which the materials were rendered fire resistant (not preceding six months before the beginning of the exhibition);
- d) the treated surface;
- e) the main characteristics of the utilized product (enclose certificate);

f) the guarantee issued by the authority that materially carried out the operations to render the materials fire resistant, relieving Fiere di Parma and any third parties involved in the organization of the Exhibition from all and every liability, waiving any potential claim for compensation or damages from Fiere di Parma and third parties and undertaking to compensate Fiere di Parma for any damage directly sustained by Fiere di Parma itself.

All products used to render materials fire resistant must have received approval from the Ministry of the Interior - Direzione Generale della Protezione Civile Centro Studi ed Esperienze Antincendio or from another legally recognized authority or laboratory.

NOTE

Please remember that if properly carried out, the fire-resistant treatment of fabrics ensures protection, as described by the company that produces the fire resistant substances, for six months at most; this, so long as:

- after dismantling, the treated fabric is kept in a dry place;
- if during, the above mentioned six month period, the product is not washed or ironed or beaten by carpet beaters or similar procedures. Fire resistant fabrics are available on the market.

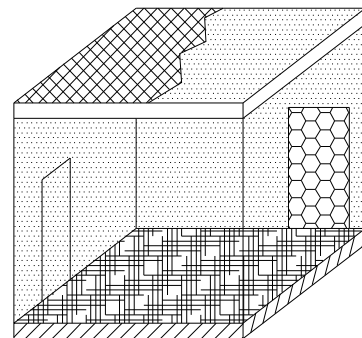
Note that fire-resistant materials are available on trade.






Fiere di Parma shall, at their sole and total discretion, have the appropriate authorities or personnel take samples of products or materials used for protection or stand outfitting purposes.

Non-compliance with the above mentioned regulations and those established by the attendance regulations and rules given in this dossier, shall entitle Fiere di Parma to take cautionary measures, which may lead to the exhibitor being ordered to dismantle part or all of the stand or to being forbidden to use the stand.

FAILURE TO COMPLY WITH THE SAFETY REGULATIONS MAY LEAD TO PROSECUTION.

CLASSES OF REACTION TO COMBUSTION OF MATERIALS TO BE USED FOR STAND OUTFITTING PURPOSES



	RIVESTIMENTO DEL PAVIMENTO	- SE POSATO SULLA STRUTTURA ESISTENTE - CLASSE 2 - SE POSATO SU PEDANE - CLASSE 1
	PEDANE	CLASSE 1
	PARETI E PORTE	CLASSE 1 - SIA LA STRUTTURA CHE IL RIVESTIMENTO
	CONTROSOFFITTI E CIELINI	CLASSE 1 - SIA LA STRUTTURA CHE IL RIVESTIMENTO
	TENDAGGI TAPPARELLE E SIMILI	CLASSE 1 - SIA LA STRUTTURA CHE IL TESSUTO

FLOOR COVERING	If laid on existing surface	Class 2	
	If laid on raised surface	Class 1	
RAISED SURFACES WALLS AND DOORS		Class 1	both the structure and the covering
COUNTER CEILINGS AND SKY LIGHTS		Class 1	both the structure and the covering
CURTAINS, SHUTTERS ETC.		Class 1	both the structure

CONFORMITY OF ELECTRICAL SYSTEMS**FORM Z2****Declaration of conformity of the electrical system to workmanlike standards (D.M. 37/08)**

The undersigned _____

As legal representative of the company _____

seated in _____ () address _____ n° _____ ZIP Code _____

P. IVA _____ tel. _____ telefax _____

 Company registered under (dpr 7/12/95)

of the Chamber of Commerce of _____ no. _____

 Member of the association of small industries (law 8.8.1985, n. 443) of _____

_____ no. _____

Works involving: new system modification enlargement extraordinary maintenance other (1):Commissioned by _____ installed in the premises located in the municipality of PARMA 43126 Viale delle Esposizioni 393 A, Hall _____ stand _____ owned by FIERE DI PARMA in a building allocated to the following use industrial civil (2) commercial other uses**HEREBY DECLARES**

under his own and personal responsibility, that the system in question has been constructed according to the accepted workmanlike standards, as per the provisions of art. 6, in compliance with the conditions of use for which the building is intended and, in particular, that the system:

 has been built in accordance with the relevant project (for plants requiring planning layouts, under the terms of art. 5) (2); has been built in compliance with the technical regulations governing the use of (3) _____ has been installed with properly built components and materials suited to the place of installation - art. 5 and 6; has been found safe after careful survey for the purposes of safety and functionality, after carrying out all the tests provided for by the regulations in force.**MANDATORY ATTACHMENTS:** **copy of the certificate stating the technical-professional qualification (valid certificate issued by the Chamber of Commerce (*Certificato camerale*) expressly indicating the qualification; the certificate shall not be older than 6 months).** system layout as per articles 5 and 7 (4) report on types of materials used (5) system layout (6) references to already existing previous or partial declarations of conformity (7)**OPTIONAL ATTACHMENTS (8):** _____**DECLINES**

any responsibility for accidents to persons or property deriving from modifications to the system by third parties or from negligent maintenance or repair.

RESPONSIBLE TECHNICIAN

DECLARING PARTY

Date _____

Warning for the contracting party: responsibility of the contracting party or owner, art 8 (9)

FORM ISSUED BY THE MINISTRY FOR INDUSTRY, COMMERCE AND HANDICRAFT

NOTETHIS FORM IS OBLIGATORY FOR ALL FITTINGS INSTALLED BY THE EXHIBITOR; **EXHIBITORS WHO HAVE RESERVED A PRE-FITTED STAND BY SENAF ARE EXEMPTED FROM HAVING TO SUBMIT THE PRESENT FORM.****COMPULSORY**

TO BE RETURNED, DULY FILLED IN AND SIGNED, DIRECTLY TO THE S.A.T.E. OFFICES DURING THE OUTFITTING PERIOD AND, IN ANY CASE, PRIOR TO THE BEGINNING OF THE EXHIBITION

Declaration of conformity of electrical systems

Declaration of conformity of the electrical system to workmanlike standards (D.M. 37/08) (compulsory form)

- 1) In the case of gas systems, by way of an example, "other" may mean replacement of a fixed piece of equipment.
- 2) Please specify: name, surname, qualification and, where expressly required under the terms of article 5, par. 2, details relating to the registration in the Professional Register of the technician that has laid down the project.
- 3) State the technical regulations or legislation, distinguishing between references to design, construction and inspection.
- 4) If the initial project is modified during construction at any time, the final project as presented at the end of the work must include all variations. The project should contain reference to the fire prevention regulation (where required)).
- 5) For all parts subject to particular regulations, the report should include a declaration to the effect that the said parts comply with existing regulations, containing references to trademarks, test certificates, and so forth, issued by authorized institutions where applicable. As far as other products are concerned (to be listed) the signatory is required to declare that the materials, products and components comply with the provisions of art. 5 and 6. The report should also declare that the components are suitable for the place in which they are installed. Wherever relevant with respect to the correct operation of the system, reference should also be made to the number or specifications of the equipment installed or to be installed (for example, for gas: 1/number type and power rating of the appliances 2/ characteristics of the ventilation system in the rooms, 3/characteristics of the fumes exhaust systems, 4/indications concerning electrical connections (when relevant).
- 6) "System layout" refers to a description of the structure as constructed (make simple reference to the design, when this exists). The report should include pre-existing plans wherever a modification, enlargement or extraordinary maintenance is being certified.
The system layout should indicate fire prevention regulations (where required).
- 7) References consist of the name of the construction company and the date of the declaration. These are not required for systems, or parts of a system, built before the current legislation became valid. The conformity reference can be replaced by a reference to declarations of compliance (art.7, par. 6). Should any part of the system have been set up by another company (for example extractor fans for fumes in gas plants) the declaration should carry references for all parts.
- 8) Example: any certificates relating to the results of inspections and tests carried out before starting up, cleaning or disinfection.
- 9) After completion of all works, the installing company is required to submit the principal a declaration of conformity of the systems as per art. 7. The principal or owner is bound to assign any installation, modification, enlargement or maintenance work relating to the systems and equipment as of art. 1 to certified and authorized companies, under the terms of art. 3).

IDENTIFICATION OF OUTFITTING COMPANIES**FORM Z3**
 The undersigned _____ as legal representative of the
 Company _____

Address _____ City _____

phone _____ fax _____ E-MAIL: _____

Hall _____ Stand _____ Fair/Exhibition (Trade sector) _____

IMPORTANT

OUTFITTING COMPANY _____	
ADDRESS _____	
VAT _____	
NAME OF PERSON IN CHARGE _____	
ADDRESS OF PERSON IN CHARGE _____	
TEL. _____	FAX _____
CELL. _____	E-MAIL _____
INSTALLER OF THE ELECTRIC SYSTEM _____	
TEL. _____	FAX _____
CELL. _____	E-MAIL _____

HEREBY DECLARES

to have noticed and accepted the "Technical Regulations of the Exhibition Ground and the Technical Regulations of the Exhibition" (DUVRI for exhibitions and shows) to have forwarded the above mentioned forms and documents to the companies that will set up the booth and to have verified the technical and professional qualification according to the art. 26 of the D.Lgs. 81/2008

IT IS STRICTLY FORBIDDEN FOR EXHIBITORS OR FITTERS TO USE FORK LIFTS, MOBILE CRANES, AERIAL PLATFORMS, ETC. INSIDE THE EXHIBITION CENTRE. IN CASE OF BREACH, Fiere di Parma shall immediately stop the equipment and order its removal; THE EXHIBITOR SHALL BE SUBJECT TO A FINE OF € 1000.00.

During the stages of production, installation and disassembly, containers of paint, leftover carpeting and tape on the floor shall be compulsorily disposed of by and at the expense of the Exhibitor/Fitter. In case of breach of this provision, Fiere di Parma shall automatically charge Exhibitors the expenses borne for removing and disposing of these materials in addition to a fine of € 1000.00.

PLEASE REMEMBER THAT:

THE EXHIBITOR IS REQUESTED TO SUBMIT THE STAND PLAN IN THE CASES SPECIFIED IN INFORMATION NOTE Z0

The plan shall be delivered to SENAF by and no later than **13 January 2020** and following an assessment, you will get an answer/approval.

SUBMITTAL OF PLANS TO SENAF SRL: tecnico@mecspe.com

EXHIBITORS WHO HAVE RESERVED A PRE-FITTED STAND BY SENAF ARE EXEMPTED FROM HAVING TO SUBMIT THE PRESENT FORM

Date _____

Stamp and signature _____

COMPULSORY

TO BE FILLED IN, SIGNED AND RETURNED WITHIN 14-02-20 BY EMAIL: sate2@fiereparma.it PAV. 2, sate3@fiereparma.it PAV. 3-4.1, sate5@fiereparma.it PAV. 5, sate6@fiereparma.it PAV. 6, sate@fiereparma.it PAV. 4-7-8