

TECHNICAL REGULATIONS



Structures:

Loc. Baltera – Exhibition Centre

Loc. Parco Lido – Congress Centre

Loc. Parco Lido – Palavela

Giardini di Porta Orientale – Spiaggia degli Olivi

Riva del Garda (Trento - Italy)

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SUMMARY OF AMENDMENTS

To follow below are the articles subject to amendment during the November 20th 2023 revision:

Art. 1 - FOREWORD

By “Authority” the following is intended: Riva del Garda Fierecongressi S.p.A.- Parco Lido – 38066 Riva del Garda – the Company which manages the areas affected by the event, hereinafter called RFC.

By “Organiser” the Company organising the Exhibition is intended.

By “Exhibition Areas/Halls” the following is intended: Exhibition Centre in the Baltera locality and Congress Complex (Palavela and the halls of the Congress Centre) in Parco Lido locality or other halls and/or areas or structures made available by RFC.

These Technical Regulations are an integral part of the General Exhibition Regulations, signed by the Exhibitor or the Organiser on registration with the exhibition or signature of the contract, and are in any case to be understood as applicable whenever actions and/or the use of spaces or services referred to in the Regulations are carried out.

Any possible legislative or regulatory disposition which could modify the provisions of these regulations shall be intended as automatically and immediately applied, even if the regulations have not yet been modified or changed in these points. Any person accessing the Exhibition Areas is obliged to maintain civilized behaviour, to respect the goods and equipment present therein, to comply scrupulously and promptly with the instructions and dispositions given by the Authority in the form of specific signs, written notices, communications via loudspeaker or through the service personnel, with the warning that the latter two means override any other type of notification.

Art. 2 - PREMISE

A. GENERAL DISPOSITIONS

The exhibition will take place in the Exhibition Areas/Halls made available, during the period and the hours indicated in the General Exhibition Regulations.

B. ACCESS TO THE EXHIBITION AREAS/HALLS DURING THE SETTING UP

During the period of setting up, access by persons and vehicles to the Exhibition Areas/Halls must be at the times and in the ways indicated in the General Exhibition Regulations, and must be in compliance with Italian work safety legislation, which obliges those commissioning construction work, including the setting up of exhibition stands, to take a number of measures with regard to contracted companies and individual workers.

Access of transport vehicles to the Exhibition Areas/Halls is strictly prohibited.

The only admissible exceptions shall be electric lift trucks or other vehicles if explicitly authorized by the Authority (in the case of objectively impossible alternatives for the unloading of particularly heavy and bulky materials).

C. REMOVAL OF GOODS AND FITTINGS, RETURN OF THE STANDS

Access to the Exhibition Areas/Halls for the removal of goods and fittings shall take place on the days and at the times specified in the General Exhibition Regulations.

At the end of this period the Authority shall act on its own initiative and the Exhibitor shall be held responsible for the reimbursement of any clearing out, removal and storage expenses. Any material necessitating disposal must be removed (including tape used for fitting carpet) by the Exhibitor/Stand-fitter, otherwise the authorization to put the materials in the special containers (located in the external areas) must be requested to the Technical Office.

Art. 3 - SPECIAL PROHIBITIONS

It is prohibited to anyone to promote offers, ask for charity or donations for institutions of any type, to carry out religious, political or union-related activities inside the Exhibition Areas/Halls; in short, any and all activities not pertaining to the aims of the exhibition taking place are strictly prohibited, unless explicitly authorized in writing by the Organizer.

Visual, moving and audio advertising means are permitted on the condition that they do not disturb neighbouring stands and do not dominate the announcements transmitted in the Exhibition Areas/Halls by the Authority with its loudspeakers. In the case of violation of these dispositions the Authority is entitled to intervene and to impose its dispositions.

It is strictly forbidden to smoke in the Exhibition Areas/Halls, in compliance with law No. 584/75, with resolution 3563 of the Provincial Council (of Trento) dated 29th March 1996 and with law no. 3/2003.

As a rule, minors under 16 years of age are not allowed access to the Exhibition Areas/Halls during setting up and dismantling operations.

All the workers involved in the set-up and maintenance activities are reminded that, within the exhibition centre, in accordance with current legislation, there is an absolute ban on the consumption of alcoholic beverages, spirits, narcotic and/or psychotropic substances.

The introduction of dogs (including small ones) or animals of any kind into the Exhibition Areas/Halls is prohibited, with the exception of dogs for the visually impaired.

It is forbidden to photograph, film or record with any means the interior of the Exhibition Areas/Halls and the stands, the goods exhibited, as well as the fittings, shows and displays without the prior consent of the Authority and the owner of the stand.

The Authority may forbid entry to the Exhibition Areas/Halls by persons with bags, suitcases or other containers, prescribing that they be left in the cloakroom, and may furthermore inspect the contents of bags and various containers at the exit or inside the Exhibition Areas/Halls.

Transgressors will be removed from the Exhibition Areas/Halls by the service personnel and reported to the Police, if necessary.

Art. 4 - RULES FOR WORK, PREVENTION, ACCIDENTS, SAFETY

The exhibitor, the stand-fitter, the supplier and all those persons who work for the event, are obliged to utilize the services of staff who meet the current working regulations. Likewise, they are obliged to adhere to the guidelines regarding hygiene and safety at work, accident prevention, general pollution, laws, rules and regulations relating to Public Security currently in force on the national territory. Workers must be trained in accordance with the requirements of the State-Regional Agreement 21.12.2011 and be aware of the content of D.U.V.R.I.

Staff present in the Exhibition Areas/Halls, in whatsoever capacity, must have their badge, complete with photograph, visible at all times, and which must include the details of the worker and indicate the company to whom he/she belongs, according to the law n°136/2010.

Art. 5 - ACCESS TO THE EXHIBITION AREAS/HALLS

Access by persons and vehicles to the Exhibition Areas/Halls must be at the times and in the ways indicated.

For some exhibitions for which the Organizer has not provided a system of pre-mounted stands, and therefore clearly marked floor space is provided so that the exhibitor or his stand-fitter may erect their own stand, a system of pre-accreditation will be implemented whereby all persons and vehicles entering the Exhibition Area (which during setting up and dismantling operations is deemed to be a temporary building site) will be authorized and identified. In order to obtain an entry pass all the necessary information and declarations provided in the D.U.V.R.I. (Risk Assessment Document) must be read, accepted and signed. Registration at the fair is available only by using the correct password provided to the exhibitor, who is defined as the client, and who is therefore responsible for carrying out all works executed within the stand and related spaces, or, in certain cases, by a stand-fitting company employed by the client. In case of congresses, the exhibitor must send to the Technical Office the proper form filled in with his stand-fitter data. RFC will contact directly the stand-fitting company with all the details about access rules.

The D.U.V.R.I. will list all danger factors, related risks and steps taken to enable all contractors to acquire thorough knowledge of the danger factors relating to the work of all other contractors present.

Upon occupying the stand space, the Exhibitor must immediately report any anomalies found to the staff appointed by the Authority's Technical Office.

Only manual or electrically propelled (non-pollutant) vehicles authorized by the Authority are allowed to enter the Exhibition Areas/Halls.

In order to limit the presence of toxic gases inside the exhibition zone, including uncovered areas and tunnels, vehicle engines may be kept running exclusively for technical reasons and for short periods.

Vehicles must be parked in accordance with the indications of the Authority personnel and must in any case not hinder circulation.

Parking during the night of any type of vehicle in the EXTERNAL / PARKING AREAS is forbidden AT ALL TIMES, even in the event of a breakdown. The entrance and parking of lorries (trucks) and vans is forbidden for the duration of the exhibition.

Due to the intensity of traffic within the exhibition area during the period of setting up/dismantling and the introduction and removal of goods, drivers are required to:

- limit parking for loading and unloading operations to the shortest possible time (maximum parking time allowed is 1 hour). Any parking that exceeds the permitted time, causing delays in the moving of goods and/or loading and unloading, may be charged for by the Organisation;
- avoid leaving vehicles inside the Exhibition Areas during the night (even in the case of breakdown).

Any expenses for forced removal of vehicles violating the above regulations will be debited to the vehicle owner.

During setting up and dismantling phases, it is forbidden to enter the Exhibition Area with vehicles for personal transport, which may be parked in the special, external car parks, free of charge. The positioning of a vehicle inside the parking areas implies having accepted the regulations displayed at the entrances. It is obligatory to adhere to instructions given by designated personnel regarding how and where to park vehicles. In the event that a vehicle is parked incorrectly that may prejudice the movement and safety of other vehicles or that blocks exit routes, the vehicle in question will be forcibly removed by specialist means at the expense of its driver. The Company does not accept any liability for damage or theft caused to or suffered by vehicles and goods of Exhibitors and/or third parties situated in these areas, even if access is controlled by personnel, tickets or electro-mechanic entry systems.

Art. 6 - CLEANING DURING THE SETTING UP AND DISMANTLING PERIOD

RFC has decided to take direct charge of waste disposal and of the differentiation of all waste materials discarded during stand set-up and dismantling operations, thus relieving the companies working within the building of this inconvenience, to ensure that we can guarantee correct disposal. Every stand-fitter will be required to pay a sum of €3.00 + VAT per square metre of stand space to be fitted. For safety reasons, as soon as the materials to be exhibited have been unpacked the Exhibitor shall arrange for the immediate removal from the Exhibition Area of cartons and any other type of packaging, including material to be reused at the end of the event to repack products which have been exhibited. Abandoning or disposing of paints, solvents or colours is strictly prohibited. All transgressors shall be punished with a fine of € 200.00 + VAT for every tin or can abandoned, without prejudice to any subsequent compensation for any damage caused.

Art. 7 - RETURN OF STANDS COLLECTION OF MATERIALS

Dismantling and removal of stand fittings and equipment must be in accordance with the dates and times indicated in the General Exhibition Regulations. At the exit gates Authority personnel are authorized to check materials being removed and to inspect vehicles.

At the end of the Exhibition, the stand space must be returned in its original state by the time and date indicated in the General Exhibition Regulations. After this time, depending on the subsequent uses of the areas, any material still left in the stand area will be officially removed by the Authority and stored at the risk and expense of the Exhibitor, who so accepts on signing of the contract.

Waste materials and bulky waste, such as panels, stand walls, floors etc. must be removed by the exhibitors and/or stand-fitter, or the exhibitor must request the authorization to put the materials in the special containers (located in external areas) to the technical office through the proper form or in the online reserved area, when activated. In the event that waste materials are not correctly disposed of in the appropriate place, necessary measures will be taken directly by the Authority and the Exhibitor will be liable for the related costs including any necessary work to remove double-sided adhesive tape etc. The tariff to be applied for this intervention will be equivalent to the service available upon request with a 100% surcharge.

Any damage caused to the exhibition area or its structures and systems and detected by the Authority at the end of the exhibition will also be debited to the Exhibitor.

Art. 8 - SETTING UP – SAFETY

For special stand set-ups, the Exhibition Company may request the structural analysis report and relative testing approval.

Costant section truss structures, are divided into two categories:

- **Type A:** those structures that are defined as simple belong to this category, made up of horizontal costant section truss structure with clear span (intended as the length from mid-support to mid-support) up to 4.00 metres for wooden structures and up to 8.00 metres for metal structures. For this type of structure, the stand-fitting Company, upon completing the works, must produce a **DECLARATION OF CORRECT ASSEMBLY** using the proper form "Self-supporting structures - "lattice framework" and invariable section type".
- , which must be kept at disposal on the stand for any checks that may be carried out.
- **Type B:** those structures that are defined as complex and which do not form part of the previous category, belong to this category.
For this type of structure, the stand-fitting Company, upon completing the works, must produce a **DECLARATION OF CORRECT ASSEMBLY** using the proper form

“Self-supporting structures - “lattice framework” and invariable section type”, together with a declaration that it is structurally fit for purpose signed by a professional who has belonged to the official body of Engineers or Architects for over ten years, which must be kept at disposal on the stand for any checks that may be carried out.

UNDER NO CIRCUMSTANCES WILL AERIAL STRUCTURES BE PERMITTED THAT:

- present an arrow exceeding 1/500 of the light;
- are fixed directly to the vertical panels using screws or are lacking a metal support of proven resistance capacity.

All liability in relation to the statics of the fittings rests in any case entirely with the Exhibitor, who expressly releases the Authority from any liability for any damage caused to it and/or to third parties due to design, construction or assembly defects.

All fittings must have a maximum height of 2.5 m. Possible exceptions to the height limit may be granted subject to the presentation and subsequent written approval of the stand project, in accordance with the General Exhibition Regulations.

It is prohibited to construct raised platforms.

Any closed platforms must be no higher than 30cm. The cavities of the same must be filled with inert materials and adhere to the prevailing laws for the breaking down of architectural barriers to overcome the difference in height between the exhibition hall aisles and walkable area of the exhibition area without, however, encroaching upon the aisles. The access ramp must therefore be fixed inside the exhibition area.

During construction of the stands it is obligatory to:

- install complete fittings that are “decorous” on the back surfaces also;
- strictly respect the accident prevention regulations provided by Italian law as indicated in the Consolidated Law on Health and Safety in Workplaces (Legislative Decree No. 81 dated 9 April 2008).
- respect the UNI regulations for glass walls in direct contact with the public. In particular, glass panels installed at a height of less than 2.5 metres must be a minimum of category 2B2, that is 2 double-glazed panels of 3mm with a layer of PVB in between, according to schedule 2 of the UNI 7697 regulations. Any furnishings or decorative/display items that may cause damage to persons present (such as glass jars or glasses, monitors, etc.) must be protected from accidental knocks by means of the above-mentioned glass;
- maintain accessible all fire-prevention boxes, electrical sockets, telephone connection boxes, drains, and all other technical facilities;
- ensure the complete accessibility of the passages and safety exits, avoiding any obstruction or protuberance that could hinder access to them.

Before commencement of setting up, the Exhibitor must verify on site the exact position of the technical facilities and the measurements of the assigned stand area, and in the case of any deviation must contact the Authority's Technical Office.

It is strictly forbidden to:

- puncture, drive nails and/or screws into the walls, ceilings, floors, columns and any other internal and external surface of the Exhibition Areas/Halls;
- place any load on the Exhibition Areas/Halls structures, walls, lighting poles, electrified bars and pipes, even if only light posters, cables, panels or banners;
- use strong-stick bi-adhesive tape with internal paper support or of weak consistency for fixing carpet or similar products to the floor;
- paint, whether by hand or spray-paint, the structures of the stand inside the Exhibition Areas/Halls or subject the fitting material to fireproofing treatment inside the Exhibition Areas/Halls
- any type of cutting of large wooden and/or iron structures is not permitted; those activities that are required to adjust/retouch the set-up structures are permitted.
- any work equipment that produces chips, dust and harmful emissions must be equipped with refiners that prevent their dispersion in the environment
- carry out soldering work of any type and nature, or use naked flames;

- sprinkle the floors of the Exhibition Areas/Halls with fuel oil, petrol, chemical products or solvents which may cause decomposition or alteration of the floor;
- dirty the floors, walls, or equipment belonging to the Authority and/or third parties with paint, glue or other substances, or apply adhesives to them;
- drag heavy loads, strike the floor with blunt instruments, move around in the Exhibition Areas/Halls on vehicles which do not have rubber tyres or may in any case cut the floor surface;
- overload the floors with distributed loads greater than the values indicated in the pamphlet "technical characteristics of the Exhibition Areas/Halls";
- to overload the flooring with distributed loads that exceed the weights indicated in the form "technical characteristics of the Exhibition Areas/Halls." Any concentrated loads must be advised prior to the event to the Company who will assess the possibility and method of access;
- carry out excavations or make modifications to the set-up of the Exhibition Areas/Halls.

N.B. The plans of the individual Halls give clear indications of the points (trap doors, drains, etc.) that have loads differing from those indicated in the chart at the end of the document which summarises the main "technical characteristics of the Exhibition Areas/Halls". In the case of concentrated loads, the Exhibitor is obliged to take (at his cost and under his care) all measures necessary to distribute the load over a floor surface sufficiently broad so as not to exceed the above specified limits and to avoid causing damage to the floor, trap-doors and drains.

General Behaviour Regulations

It is forbidden:

- to introduce into the Exhibition Areas/Halls explosive, detonating, asphyxiating, inflammable materials, or any other dangerous materials without the necessary authorizations of the competent authorities and the prior authorization of the Authority's Technical Department;
- **to introduce and use LPG or methane gas cylinders, acetylene, oxygen or any other flammable or combustive gases;**
- to circulate by mechanical means, such as roller skates, scooters, bicycles, etc., with the exception of prams, pushchairs for babies, wheelchairs for persons who are temporarily or permanently disabled or those with reduced mobility;
- **to dispose of waters that are corrosive to metals and cement, solidifying substances, malodorous water and paints;**
- to remove products and materials from the Exhibition Areas/Halls during the course of the Exhibition;
- to distribute advertising material (magazines, catalogues, pamphlets, flyers, etc.) in areas not pertaining to the Exhibitor, who may distribute such materials only within his own stand;
- to use the trademark of the Authority;
- to cause inconvenience or disturbance, in any form whatsoever, to the smooth running of the exhibition, on pain of immediate expulsion from the Exhibition Areas/Halls;
- to personally or via third parties not authorized by the Authority carry out direct connections to the services (water, electricity, telephone);
- to install lighting units along the aisles external to the stand;
- to use glass-top tables unless properly edged and with a top of appropriate thickness;
- to exhibit machinery or vehicles with tanks containing fuel;
- to occupy, even partially, areas designated as aisles with any fitting elements and/or exhibited products;
- to occupy, even partially, the fire-fighting facilities designated for extinguishers, hydrants, emergency buttons, escape routes and emergency evacuation exits with any fitting elements and/or exhibited products.

ATTENTION:

The Authority has the right to remove and/or modify, at any time, installations, fittings and materials that do not comply with the rules contained in these Regulations and/or with those indicated in any possible supplementary circulars. Such operations shall be carried out by the personnel with their

own equipment and without liability, arranging for the moving of all material not in compliance with the Regulations, and debiting the Exhibitor with all expenses and any possible damage caused. Violations of prohibitions or non-compliance with obligations may entail a request for financial compensation by the Authority in proportion to the extent of the damage.

Art. 9 - MATERIALS FOR STAND-FITTING, FURNISHING AND DISPLAY

Exhibitors and the companies contracted by them are required to observe the local Public Safety laws and Regulations, the regulations regarding protection of workers and the prevention of accidents and damage to their personnel and the operators.

The fittings, furniture, accessory stocks, material and exhibited objects, as well as the installation and use of stands must be in compliance with current EU regulations regarding safety, fire prevention, accident prevention and protection of the environment.

RFC maintains a permanent Safety Department consisting of qualified technicians, charged with ascertaining the compliance of structures, manufactured parts and installations with current legislation; in particular, with regulations regarding the prevention of accidents at work, with the general regulations regarding electrical installations and with the fire-prevention rules regarding substances, inflammable materials and static quality of the structures. The Safety Department is authorized both to examine the projects as well as to conduct on-site inspections.

It is furthermore authorized to order the removal from the stand of inflammable materials or any other materials not considered suitable, and to impose any other measures necessary for general safety and static quality.

Exhibitors are obliged to promptly adopt any measures prescribed by said Department.

The Exhibitor must consent to all inspections and supply any information and documentation such as fireproofing and/or type-approval certificates, installation diagrams and characteristics, static calculations, tests, etc.

This Safety Department is established and functions as a precautionary and collaborative measure, but obviously cannot imply any responsibility on the part of the Organizers in the event of non-compliance by Exhibitors with legal regulations and other current provisions and/or instructions issued by the Provincial Surveillance Commission.

Failure to comply with the provisions of this article will entail the shutdown of electricity supply to the stand. All materials used for the setting up and fitting of the stand (dividers, backdrops, miscellaneous structures, platforms, coverings, fabrics, ceiling panels, curtains, carpets, etc.) must be **INCOMBUSTIBLE, FIRE-RETARDANT AT ORIGIN, FIREPROOFED** (in accordance with the regulation listed below and its subsequent modifications and supplements) M.D. 26/06/1984 – O.G. No. 234 of 25/08/1984.

The presence of display or furnishing materials that do not conform with the characteristics described above in terms of their reaction to fire will result in specific checking procedures and the adoption of integrated measures at the discretion of the safety manager. Failure to adopt the prescribed measures will result in the immediate interruption of the power supply to the stand until such a time as safety measures have been resumed.

The exhibition of machinery or motor vehicles inside the Exhibition Areas/Halls must be authorized by the Authority's Technical Department, and vehicles must be exhibited with tanks emptied of fuel and batteries disconnected.

RFC, the manager of the Exhibition Centre and of the Congress Complex, has obtained UNI ISO 20121:2013 certification regarding event sustainability. To this end, exhibitors and stand-fitters are requested to collaborate by using eco-sustainable, recycled and/or recyclable materials, with assembly-ready pre-finished components that do not require cutting, working or re-painting. Stand-fittings, furnishings and accessories may therefore be reutilised a number of times, avoiding waste production.

Art.10 - FIRE-PREVENTION REGULATIONS

All materials used for stands (floors, ceilings, walls) must meet the following requirements:

1. They must be type-approved according to the fire-reaction classifications, on the basis of tests carried out by legally recognized organizations or laboratories.
In particular:
 - 1.1. walls, curtains, ceilings should not exceed class 1;
 - 1.2. the materials used to make ceiling or ceiling panels must be type-approved as Class 1, tested as curtains or ceiling without dripping;
 - 1.3. the floors shall not exceed class 2.
2. All stand materials must be fitted in strict accordance with the requirements of their certificate of approval.
3. Fireproofing products must be used exclusively on the materials to which specific reference is made in their respective test certificates issued by ministries and/or legally recognized laboratories.
4. Any materials to be treated with fireproofing products must undergo treatment before they enter the Exhibition Areas/Halls.
5. The fire-retardant treatment may not be carried out within the Exhibition Areas/Halls and must be accompanied by an official certificate indicating the following information:
 - 5.1. the company name and the number of the stand allocated;
 - 5.2. the list of materials subjected to fireproof treatment;
 - 5.3. the date of the fireproofing;
 - 5.4. the surface treated;
 - 5.5. the principal characteristics of the product used;
 - 5.6. the personal data of the operator signed by him.
6. All materials shall be accompanied by test certificates as evidence of their type-approval in accordance with points 1, 2 and by official documents proving their purchase.
7. The use of unsuitable materials and those not certified for fire-prevention purposes in accordance with DM 06.07.83 and subsequent modifications and integrations, such as non fireproof-able fabrics made of synthetic fibres, paints and varnishes containing nitrocellulose and oils, reed matting, mats, trellises, blinds made of thin strips of wood or similar materials, wallpaper and all materials not accompanied by the appropriate certificate of approval as set forth above is forbidden.
8. Each stand must be equipped with approved-type fire extinguishers with an extinguishing capacity of not less than 21 A of 6 kg at a rate of 1 per every 40 square meters of exhibition space.
In the event of non-compliance on the part of the Exhibitor, the Authority's Technical Department is authorized to take whatever steps are deemed necessary to protect the safety of the Exhibitor and others participating in the Exhibition, charging all costs to the exhibitor who has failed to comply.
9. The Exhibitor or Stand-Fitter must also comply with any requirement that the Commission or the Provincial Surveillance Commission deem necessary, which will be notified in the manner deemed appropriate by them.
10. It is forbidden to use naked flames or any device that produces and discharges combustion fumes containing carbon monoxide inside the Exhibition Areas/Halls. Any smoke or steam from cooking must be properly extracted with appropriate and adequate means of filtration using physical-chemical action (extraction hoods with active carbon filters). When feasible, various solutions must first be defined and agreed with the Authority. The cost of any such solution will be borne by the exhibitor.
11. The completion and submission of the required certificates does not exonerate the Exhibitor from his obligations to:
 - 11.1. retain the original documentation to the stand and give to the Authority's Technical

Department the form "Declaration of materials used for mounting" confirming the characteristics of fitting materials and their fireproofing and also the form "Declaration of total conformity of the electrical system to perfection" accompanied by the required registration with the Chamber of Commerce that provides proof of authorisation to sign, in the case of Italian fitters, and likewise, the very same declaration, appropriately completed, in the case of foreign fitters;

- 11.2. take all necessary steps to guarantee and comply with the SAFETY conditions of the fitting.

The Exhibitor accepts full responsibility for any fires, damage and/or incidents caused by his failure to comply with the regulations in force and with the above prescriptions and prohibitions, which may occur before or during the exhibition or during the subsequent dismantling period. Failure to comply with these regulations and with those specified in the General Exhibition Regulations will result in RFC taking precautionary steps against the offending company. Such measures will entail the debiting of any expenses incurred by the Authority to overcome the problem, or, if this should not be possible, the injunction to partially or totally dismantle the stand or the declaration that the stand is not fit for use. Failure to comply with the latter measures will entail reporting the matter to the Judicial Authorities.

Art. 11 - ELECTRICAL SYSTEM

A. GENERAL RULES

All electrical systems within the stand are entirely at the expense of the Exhibitor, who must install them professionally and in compliance with current regulations (No. 186 of 1/3/68 and subsequent modifications and additions) and taking into consideration the environmental characteristics of the installation: (CEI legislation 64-8: 711 "Exhibitions, fairs and stands"; 751 "Areas incurring high fire risk"; 752 "Electrical installations in places destined for public shows and entertainment.")

The main points of reference are as follows:

- Standards IEC-CENELEC-CEI (64-8).
- Ministerial Decree 37/08 of 22/01/2008 and subsequent modifications and integrations.
- The Consolidated decree 81 of 09/04/2008 and subsequent modifications and integrations.
- All components must bear the CE mark.

Subsequent to the installation of the electrical systems on the stands, **each Exhibitor and/or Stand-Fitter of Italian nationality** is required to present to the Authority a **declaration of conformity in compliance with Ministerial Decree 37/2008** confirming the compliance of said systems with professional standards, using the form "Declaration of total conformity of the electrical system to perfection", **ATTACHING A COPY OF THE CHAMBER OF COMMERCE REGISTRATION CERTIFICATE (CURRENTLY VALID) OF THE COMPANIES AUTHORIZED TO INSTALL ELECTRICAL SYSTEMS. Exhibitors or Fitters of foreign nationalities** who carry out the electrical installations, are also obliged to utilise Form "Declaration of total conformity of the electrical system to perfection", **declaring that the installation has been correctly carried out in conformity with the prevailing laws indicated above.**

B. SPECIAL INSTRUCTION

Electric panel

The electric panel must comprise the appropriate number of differential magneto-thermic switches with a sensitivity equivalent to 30 mA (0.03 Amps) – 300 mA (0.3 Amps) for machines, according to the number of output distribution lines. The supply lines for lighting and the lines for lighting sockets and FM must belong to separate circuits. The minimum permitted section for distribution lines is 2.5mm². The switches in question must be fixed to the walls and sited at a distance of no less than 0.30m from the walkable floor surface. All

circuits that supply sockets and plugs up to 32A and all terminal circuits, other than those for security lighting, must be protected with a differential switch with I_{dn_30mA} .

Apparatus for lighting, spotlights

The lighting fixtures, especially those equipped with filament lamps, must be maintained at appropriate distances from combustible materials and objects.

Incandescent lamps in general must be protected by a special glass screen and positioned out of reach. Lighting fixtures may be installed in the designated aisle area only if they are of the LED type and firmly fixed to the structure at a height exceeding 2.5m.

Luminous Signs

Luminous signs (which in any case must be stationary and not intermittent) must, in addition to the rules specified above, comply with the following regulations:

- the power supply must not exceed 220 V;
- the electrical installations must be in compliance with IEC standards, with particular regard to the protection of the power line with a high sensitivity differential switch and ground connection of the sign, including the load-bearing structures (if metal);
- they must be protected with suitable means (screens or other forms of protection) in order to avoid any direct contact with parts that could be live or could in any case cause personal injury in the event of breakage.

Special equipment

Exhibitors intending to use apparatus that requires constant voltage values are advised to use their own "voltage stabilizers".

C. CONDITIONS OF ELECTRICITY SUPPLY

The Organization provides an electricity supply with the same characteristics with which it is provided by the distributing authorities.

- **Electrical Services:**
Lighting of the Halls. The covered Exhibition Areas have an average illumination of 300 lux/m².
- **Power points.**

The power points for Exhibitors consist of boxes with switches to which the power supply of the electrical installations of the stands will be connected. These boxes are located on pillars, walls, floors, ceilings, depending on the Exhibition Area/Hall. Electricity is supplied using a mono-phase 240 V - 2P + T or 400 V - 3P + N + T system.

Each power board can deliver up to 3kW mono-phase. For higher power ratings, further power boards for single-phase users up to 3kW or tri-phase users up to 18kW may be installed upon the specific request of the Exhibitor and at his own expense. The cost for the connection of the electricity supply will be subject to the conditions stipulated in the General Exhibition Regulations or as indicated on the proper request form..

Connection to such power boards must only be made using the appropriate CEE plugs. It is severely forbidden to make direct connections to the power boards and electricity panels, and to tamper with the electrical system of the Exhibition Area.

These electrical installations will be powered by the Authority technicians after they have satisfactorily verified compliance with current regulations.

If, during inspection, the installations to be powered should be found not to comply with regulations, the Authority will not provide them with power.

In any case, the exhibition power sockets should be considered live at all times.

Such an inspection does not, however, release the Exhibitor from being to all effects solely responsible for his installations.

For machinery with motors with power exceeding 8KW, start-up using a device to limit the intensity of the starting current is obligatory.

The electrical installation to the stand must be equipped with its own general electricity panel with the possibility of managing separately the appliances that run 24 hours per day (such as fridges. etc.) from other appliances, (such as spotlights, various devices, etc.) which must be switched off during the evening closure of the event.

Exhibitors who need 24/7 electricity must request it to tecnico@riva.fc.it

D. ELECTRICAL INSTALLATION STAND ASSISTANCE

For each autonomously mounted stand, the Exhibitor is obliged to provide his own technical assistance service for the electrical installation of his stand throughout the setting up period, the exhibition period and the dismantling period.

Should technical problems occur which the Exhibitor is not able to resolve autonomously, he may contact the Technical Department of the Organization for general electrical maintenance.

In this case, the cost of each intervention, materials and labour, will be charged to the Exhibitor by the Authority.

In the event of failure to supply the obligatory form "Declaration of total conformity of the electrical system to perfection" and/or the clear disrespect of any regulations or evidently dangerous situations, the electricity supply will be suspended until the situation is completely resolved.

Art. 12- WATER INSTALLATION

The Exhibition Areas/Halls (except A1, A2, A3, D, Palavela, and the halls of the Congress Centre) have a water charge (1/2" interception valves) and discharge (40 mm) distribution net. The water drains can be found on the stand or in the immediate vicinity. Where not present, feasibility can be discussed with the Technical Office. The relative connections, if not made by the Exhibitor, may be carried out by technicians of the Authority at the request of the Exhibitor, the necessary material and labour being at his expense. Minimum labour charge is a ½ hour.

The Exhibitor in any case exonerates the Authority from any and all responsibility for damage to people or objects that may result from the use of such installations.

Any plumbing connections not considered to be up to standard will be disconnected until they are completely resolved.

It is severely forbidden to introduce any form of solid material (grease, refuse, etc.) into the installation, that may cause blockage to the Exhibition Centre's water pipes. The use of the appropriate filter for sink plugholes is obligatory.

Art. 13 - EXHIBITION OF MACHINERY

Machines of any type may be allowed to function, as long as it they in no way disturb, pollute or endanger the safety of third parties, and must not be powered inside the Exhibition Areas/Halls by internal combustion engines.

The Exhibitor is in any case obliged to fit all machinery and apparatus with all protection systems and devices necessary to prevent accidents, noise disturbance, bad odours and emissions of gases and/or liquids.

All machinery, installations, apparatus and equipment exhibited must comply with accident-prevention standards and all other legislative regulations and must be accompanied by the prescribed administrative documentation issued by the competent Authorities. The Exhibitor shall in any case be at all times liable and subject to prosecution under both criminal and civil law for any accidents and/or damage that may be incurred by third parties as a result of failure to comply with or violation of such standards and regulations.

Art. 14 - CLEANING DURING THE EXHIBITION

Cleaning inside the stands is usually the responsibility of the Exhibitor unless otherwise stated.

This service can be provided by the Company contracted by the Authority, if the Exhibitor makes an official request and fills out the appropriate form which specifies the services available and the relevant costs; this service includes cleaning the floor with a carpet sweeper or a damp cloth,

dusting of tables and chairs, removal of any refuse found on the stand in the waste baskets or in other special containers.

Upon completion of each cleaning operation, usually carried out in the evening hours after Exhibition closing time, the company contracted by the Authority will leave a coupon at the stand confirming that the work has been done. Any complaints must be submitted to the Technical Service within one hour of the morning opening.

No permits will be issued to enter the premises or be on the premises outside the hours fixed for the Exhibitors for cleaning operations.

The Exhibitor must, when possible, provide for packing up rubbish and waste materials by separating the different materials. For some events, RFC will provide bags for the separation of waste with the relative instructions. The bags must be placed in the aisles close to edge of the stand space, in order to ensure free passage for the collection of the same. RFC will ensure that they are collected after the daily closing time of the event.

Art. 15 - TELEPHONE CONNECTION, DATA CONNECTION AND RENTALS

Telephone and data connections are possible at the following conditions:

- they will be installed by the IT Department;
- the Exhibitor is responsible for the safe custody of the equipment, which must be collected/returned to the IT Service;
- the Authority assumes no responsibility for any damage due to any interruption of the service for any reason whatsoever;
- any unauthorized networks that are discovered may result in the immediate suspension of the electrical supply to the stand.

The Exhibition Areas/Halls are equipped with a Wi-Fi network - 802.11 a/g/n a 2,4GHz and 5GHz with CISCO apparatus and controllers.

The service provided is in "best effort" modality. No guarantees can be offered with regard to the speed of the service, which may depend upon the traffic generated by all users that avail themselves of the same type of service. At the same time, in order to permit the widest possible use, limits are imposed for the maximum connection band.

In order to guarantee an adequate quality of service, exhibitors are requested not to use repeaters or WLAN access points in any form whatsoever and/or for any piece of equipment used, for use within the stand or for groups of stands.

Art. 16 - GOODS HANDLING INSIDE THE EXHIBITION AREA

All operations connected with the introduction into the exhibition area, the unloading, placing on the stand, dismantling and re-despatch of machinery and exhibition fitting materials will be the responsibility of the Exhibitor. All incoming packages must be addressed to the exhibiting company care of the exhibition address, indicating the stand number and name of the event. Each Exhibitor is free to use a shipper of his choice, who shall arrange for delivery and pick-up of the goods directly to/from the stand during the setting up and dismantling times. For some exhibitions an official shipping company may be designated to be exclusively in charge of delivering and picking up packages to/from the stand on terms and at costs that will be determined on a case-by-case basis.

An Exhibitor who needs to use lifting apparatus for stand fitting purposes must submit a request, using the specially provided form.

Work vehicles not authorized by the Authority are not admitted to the Exhibition Areas.

The request for a lift-truck using the prescribed form is deemed to be a firm reservation, and will be fulfilled to the best of the Authority's organizational capacity; an Exhibitor who expects to use the

requested vehicle for a long period of time is kindly requested to reserve it well in advance of the date of use.

All vehicles authorized to operate inside the Exhibition Areas **are insured for “relative first risk” for a sum of € 100,000.00.**

Should the value of the goods to be handled exceed the above stated cover, the requester must declare this before the operation takes place; failure to do so will mean that in the case of an accident, the compensation value cannot exceed that of the cover.

Minimum labour charge is a ½ hour; calculation of labour starts from the moment the vehicle is made available to the requester.

For some events, that take place at the Exhibition Centre (located in Via Baltera), access of vehicles will be regulated by slot booking for trucks (un)loading. In this case access will be granted only to those who will make the reservation.

Art. 17 - INSURANCE

The Company will insure the Exhibitor from the start of the set-up phase to the end of dismantling by means of the existing convention through the primary insurance company for:

- Third party cover with a single limit of €10,000,000.00;
- The "All Risks" policy for goods, equipment and materials that are brought onto the stand, up to a value of € 25000, within the limits on indemnification that are explicitly established in the policy itself.

The extract of the policy conditions stating the limits, excesses and exclusions is available at the company's offices.

In the event that the exhibitor considers it necessary to insure a greater capital value or with risks other than those contained within the extract, he is at liberty to make direct provision, using the insurance company of his choice.

Any damage must be reported promptly to the Authority's Technical Office who will carry out a site visit, before providing written communication of the situation to tecnico@riva.fc.it

Requests made after the day on which the damage occurred will not be taken into consideration.

Art. 18 - SURVEILLANCE AGAINST THEFT LIABILITY FOR THEFT AND DAMAGE

The Authority will provide a normal daytime and night-time surveillance service for the areas reserved for the exhibition, but without thereby accepting any responsibility for possible theft or damage to the goods exhibited on the stands or present elsewhere in the Exhibition Areas/Halls. Custody and surveillance of the stands for the entire opening hours of the Exhibition Areas/Halls are the responsibility of individual Exhibitors, both during the Exhibition and during the setting up and dismantling periods.

The Exhibitor releases the Authority from all and any responsibility regarding possible theft or damage to the Exhibitor himself or to his materials.

The Exhibitor shall be held responsible for any direct or indirect damage that may for any reason be attributed to him or to personnel working for him.

Art. 19 - DISTRIBUTION OF FOOD AND DRINKS

The activity involving the handling and serving of food and drinks to the public is governed by the legislative decree dated 26 March 2010 n.59, and its subsequent integrations: D.Lgs 147/2012 and D.Lgs 193/2007 of 6 November 2007 (Reg. CE 852/2004, Reg. CE 853/2004, Reg. CE 2073/2005.), and by L.P. 28 December 2009 n° 19 and further subsequent modifications.

Art. 20 - ADVERTISING

Any form of advertising inside the Exhibition Areas/Halls and relevant parking lots using means and procedures not explicitly authorized by the Authority is strictly prohibited.

As a rule, the Authority will pay on behalf of the Exhibitor a lump-sum for advertising tax for items displayed on the stand; this sum will be included in the rental fee.

If otherwise contemplated in the General Exhibition Regulations, and for external advertising, the tax must be paid directly to the company holding the concession for this service for the Municipality of Riva del Garda:

I.C.A. - Via Magazol, 34 - 38068 Rovereto, Italy.

Art. 21 - SIAE (Italian Authors and Publishers Association)

Unless explicitly prohibited by the General Exhibition Regulations, sound transmissions and all forms of phonic transmission, as well as the use of audio-visual, radio and/or television apparatus, are permitted as long as the volume of the apparatus is kept low (max 50dB) and does not disturb neighbouring or adjacent Exhibitors.

Failure to comply with this limit will entail the interruption of electricity supply to the stand.

For the broadcasting of music protected by the S.I.A.E. (Italian Authors and Publishers Association), pre-payment of performing rights must be made at the area offices:

S.I.A.E. - Viale Damiano Chiesa, 8 - 38066 Riva del Garda - Tel. +39 0464 554239 or directly to the exhibition secretariat.

Art. 22 - INFORMATION REGARDING DATA PROCESSING ACCORDING TO ART.13 OF EUROPEAN REGULATION No. 679/2016

The company, RIVA DEL GARDA-FIERECONGRESSI S.p.A., whose premises are in Riva del Garda – Parco Lido – VAT no. 01235070222 – as the owner of the personal data provided is required to supply the following information regarding the processing of data acquired when establishing a working relationship with the Exhibitor.

DATA PROCESSED

When establishing the relationship, the personal data (name, contact details, email and telephone) of the Exhibitor and/or his representatives and superiors, will be gathered.

PURPOSE AND LEGAL BASIS OF THE PROCESSING

The afore-mentioned data will be processed for the following purposes: set-up and management of the working relationship; fulfilment of contractual and legal obligations; provision of support and assistance services; facilitation of relationships between stand-builders, visitors and exhibitors; processing and circulation of the event catalogue in printed form and on the web. The legal basis of the processing is represented by the execution of the contract.

DATA STORAGE TIMES

The data will be kept for the time necessary for the execution/management of the relationship in accordance with the provisions in force. Normally, data retention is ten years from the termination of the relationship.

REASON FOR DATA PROVISION

The provision of data is necessary for the processor to be able to execute the services inherent to the working relationship.

PROCESSING METHODS

The data is processed in compliance with the technical and organisational security measures provided for by the EU Regulation through procedures that are adequate to guarantee their confidentiality. Data will not be processed through automated decision-making processes. All the data provided is treated according to the principles of correctness, lawfulness and transparency both in paper and electronic form and protected by technical and organisational measures to ensure adequate levels of security pursuant to articles 25 and 32 of the GDPR.

SCOPE OF DATA DIFFUSION

The data may be known by the data owner, by data controllers or by specifically instructed data processors. In addition to the subjects just specified, the data provided may be processed by third parties, appointed data processors (including maintenance personnel of the information system, freelancers, studios or companies in the context of assistance and consultancy, providers of technical services, logistics, insurance, printing of official exhibition and congress catalogues, preparation and forwarding of communications to customers - the list of such subjects is available at the headquarters of the owner) to the extent that this is necessary for the completion of the activities carried out by them in favour of the holder and within the limits of the authorisation profiles identified for them. The data communicated will not be transferred to foreign countries or international organisations outside the EU if not to fulfil the conditions of the law.

The identification data of exhibitors and their representatives and/or supervisors and their contact details will be disseminated in the Official Catalogue of the event which will also be disseminated via the web and may be disseminated through paper documents (brochures, price lists, promotional material, signage, etc.). This data will be exhibited at the event in the context of the fair to allow visitors or other subjects to identify the position of the stands and to understand the product and/or exhibit characteristics of the participant.

RIGHTS OF PERSON(S) CONCERNED

At any time, the person(s) concerned may exercise their right, according to article 15 and others of the European Regulation no. 679/2016 and in particular: the right to know if your personal data is being processed and therefore to know its content and origin, to verify its accuracy or request its integration, deletion, limitation, updating, correction, transformation in anonymous form or blocking, as well as the right to oppose in any case, for legitimate reasons, to their treatment and to lodge a complaint with the Guarantor for the Protection of Personal Data. These rights may be exercised towards the data owner as identified above by sending an email to the data owner's e-mail address. The person responsible for the protection of personal data designated by the holder is reachable at this address: rdp@rivaafc.it

PRINCIPAL TECHNICAL CHARACTERISTICS OF THE EXHIBITION AREAS/HALLS

Lighting that ensures an illumination of approx. 300 lux is provided in each Hall

Site	Floor	Hall Height	Max. Height of standard Fittings	Load
Congress Centre	Woven PVC hi-tech	240 – 500 cm.	240 – 250 cm	500 kg/sqm.
Palavela	Moquette	500 cm.	250 cm.	2000 Kg/sqm.
Hall A1	Industrial cement	350cm.	250 cm.	2000 Kg/sqm.
Hall A2	Industrial cement	350cm.	250 cm.	800 Kg/sqm.
Hall A3	Industrial cement	250cm.	250 cm.	500 Kg/sqm.
Hall B1	Industrial cement	350cm.	250 cm.	2000 Kg/sqm.
Hall B2	Industrial cement	350cm.	250 cm.	800 Kg/sqm.
Hall B3	Industrial cement	250cm.	250 cm**	500 Kg/sqm.
Hall B4	Industrial cement	250cm.	250 cm**	500 Kg/sqm.
Hall C1	Industrial cement	350cm.	250 cm.	2000 Kg/sqm.
Hall C2	Industrial cement	350cm.	250 cm.	800 Kg/sqm.
Hall C3	Industrial cement	350cm.	250 cm.	500 Kg/sqm.
Hall D	Industrial cement	350cm.	250 cm.	1000 Kg/sqm.

****ATTENTION: In Halls B3 and B4 some stands may have an overall height of 215 or 240 cm from the floor. Check on the plans.**

Goods lift specifications:

Site	Internal size	Door size	Bearing capacity
Hall A	210 wide x 275 deep x 200 high	190 x 200 h	1000 kg
Hall B	270 wide x 230 deep x 225 high	265 x 200 h	3800 kg
Hall C	450 wide x 450 deep x 300 high	295 x 295 h	5600 kg
Congress Centre	125 wide x 125 deep x 210 high	75 x 196 h	630 kg

ANNEXES

EXHIBITION CENTRE FLOOR PLANS (see attached O)

CONGRESS CENTRE FLOOR PLANS (see attached P)

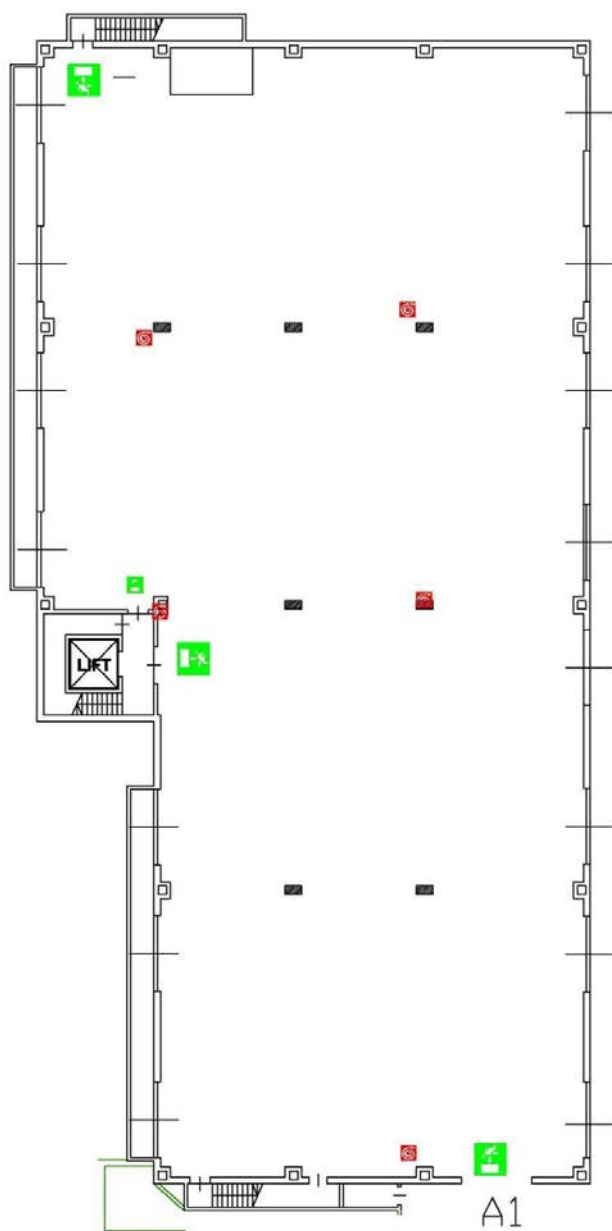
PALAVELA FLOOR PLAN (see attached R)

SPIAGGIA DEGLI OLIVI (see attached S)

ALLEGATO O / ANNEX O

PLANIMETRIE QUARTIERE FIERISTICO EXHIBITION CENTRE FLOOR PLANS

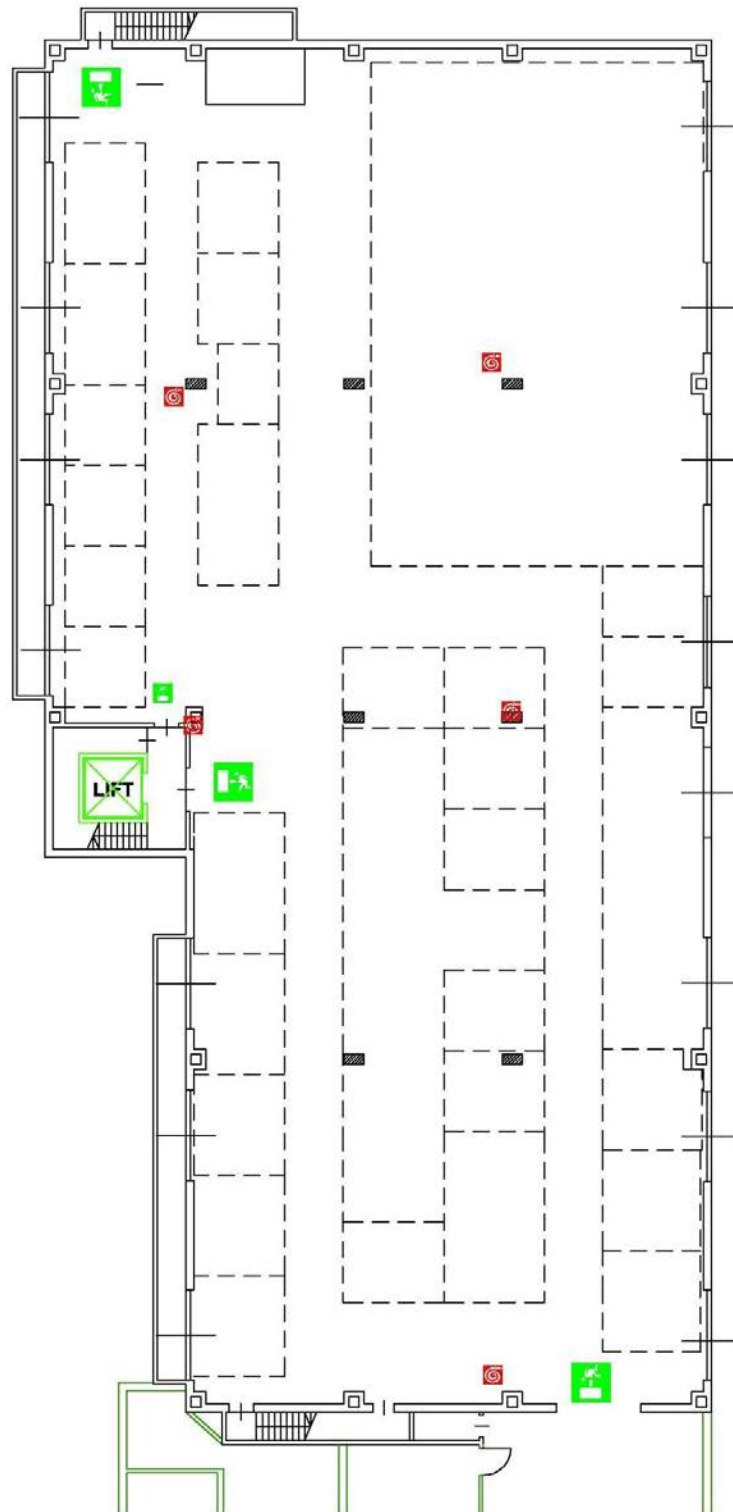
PAD - HALL A / 1

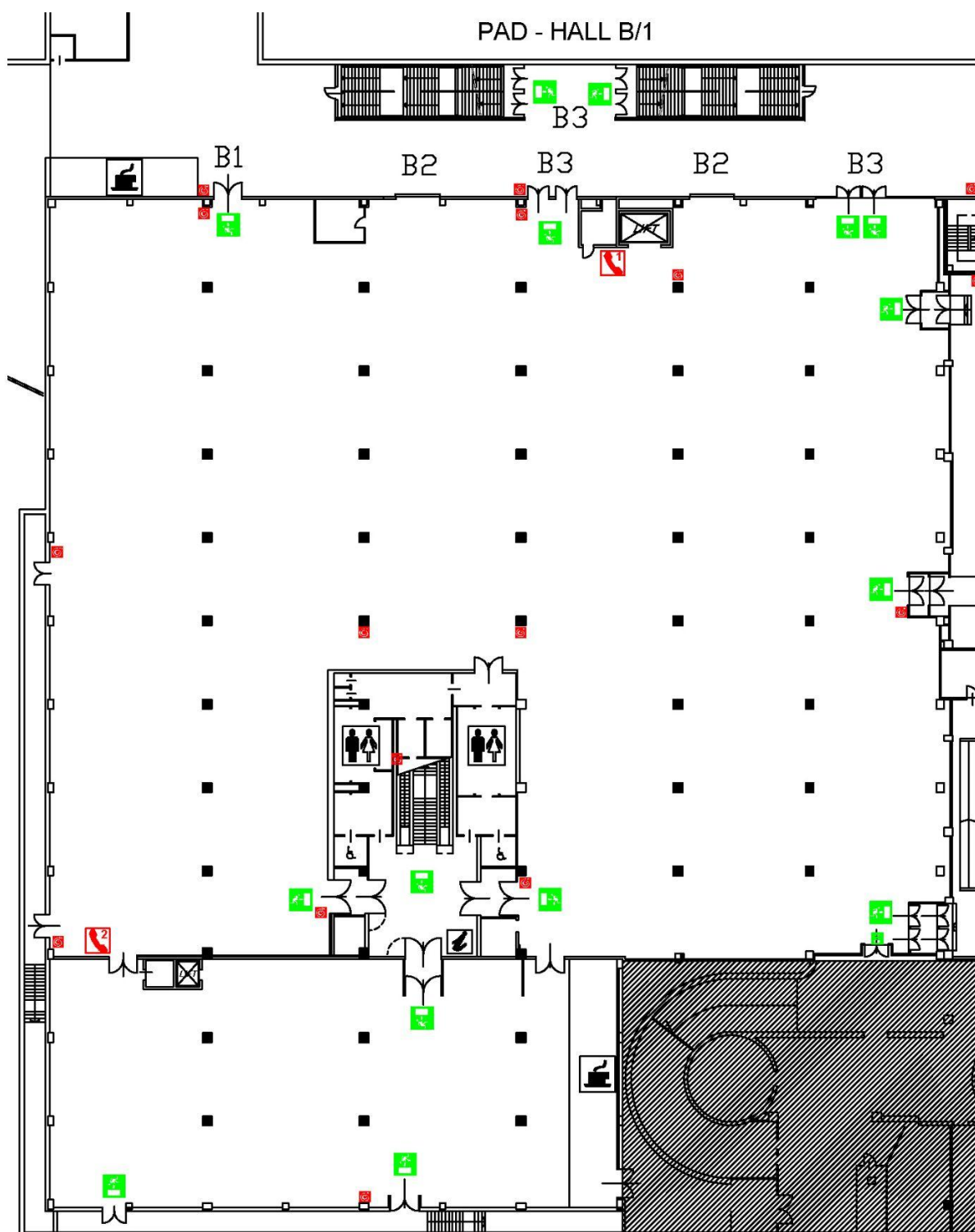


DIMENSION PORTE/DOORS

PORTA / DOOR - A1 = 400 x 350 h

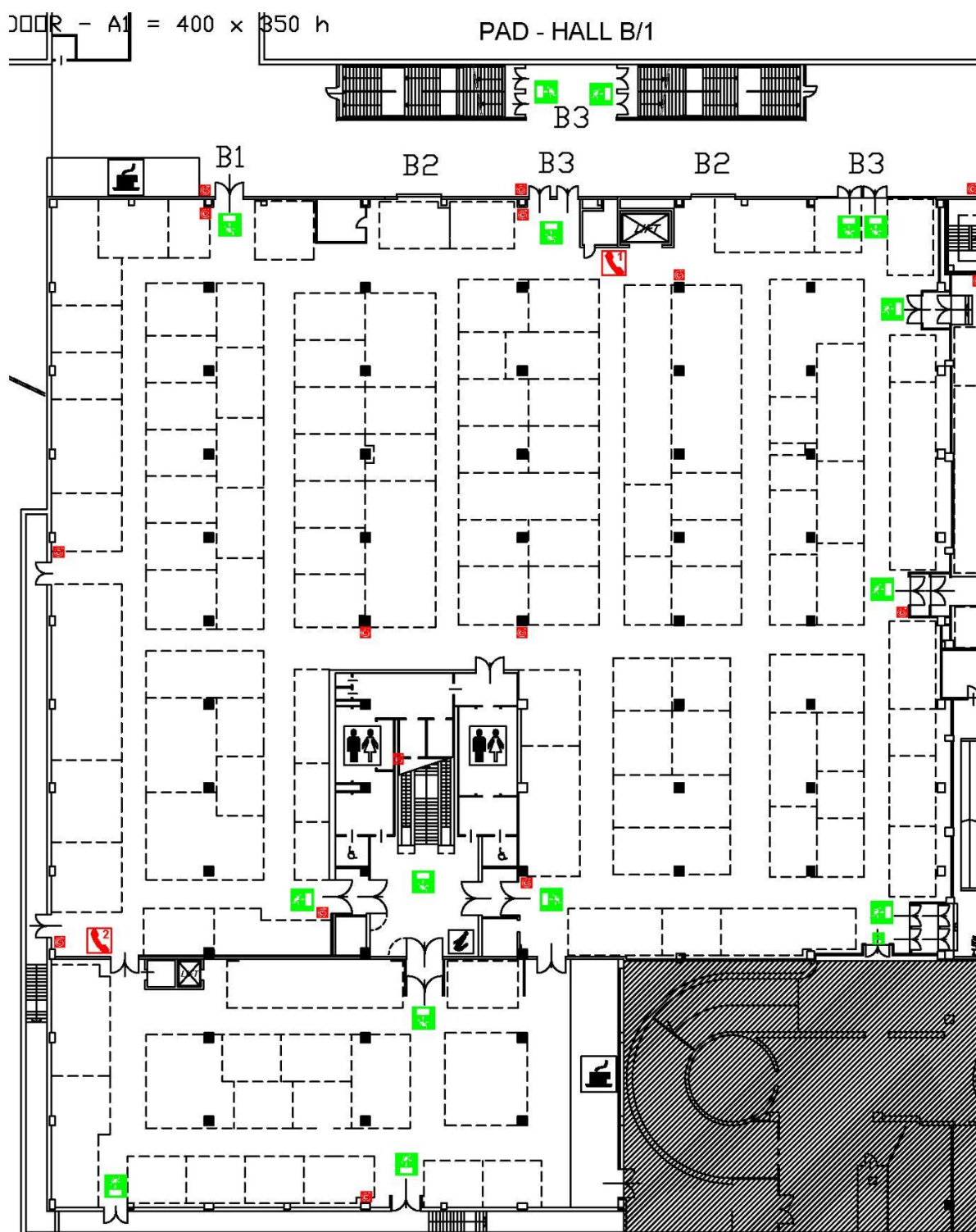
PAD - HALL A/1





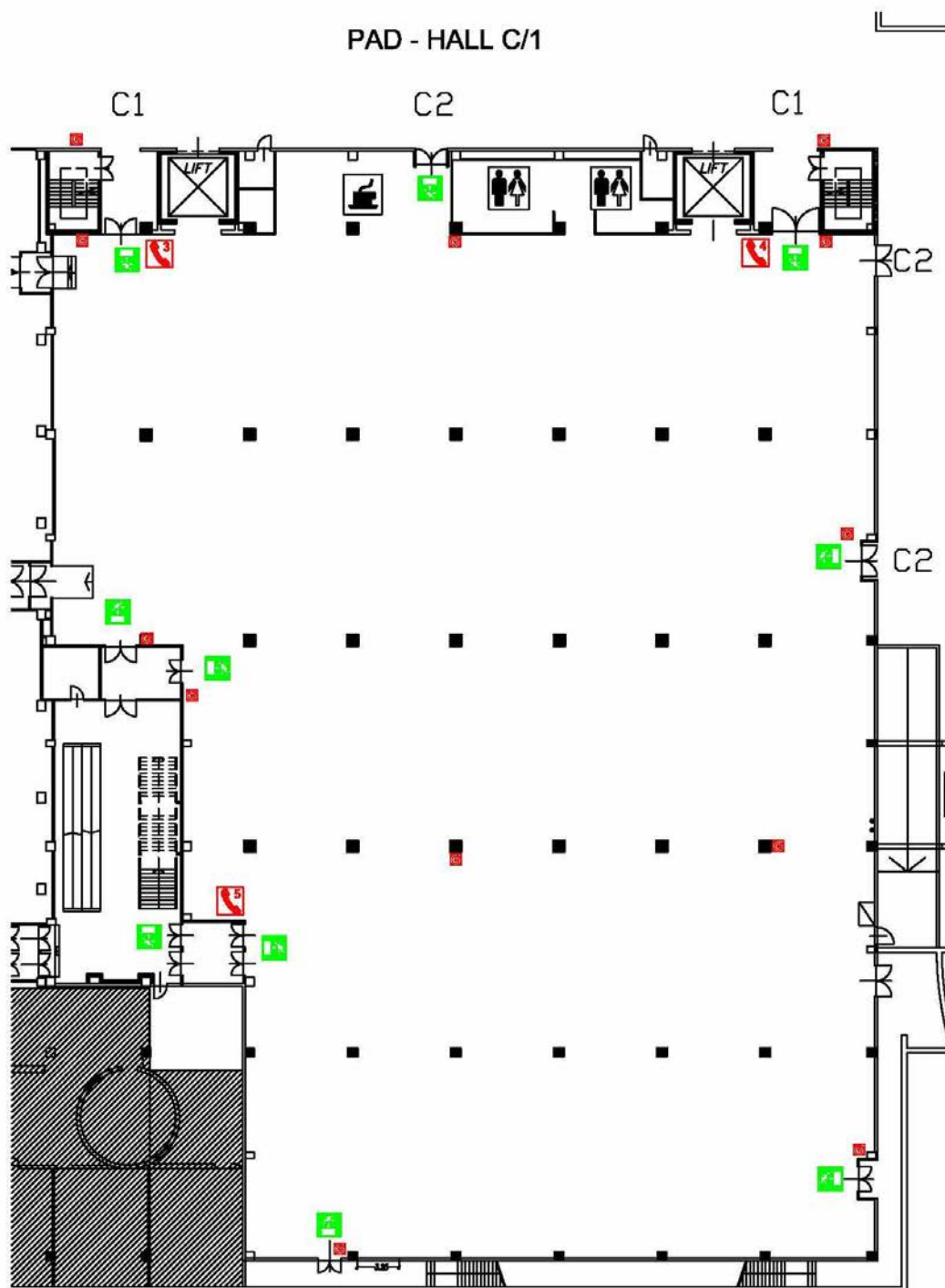
DIMENSION PORTE/DOORS

PORTA / DOOR - B1 = 240 x 275 h
 PORTA / DOOR - B2 = 400 x 380 h
 PORTA / DOOR - B3 = 200 x 200 h
 PORTA / DOOR - C1 = 300 x 300 h
 PORTA / DOOR - C2 = 200 x 210 h



DIMENSION PORTE/DOORS

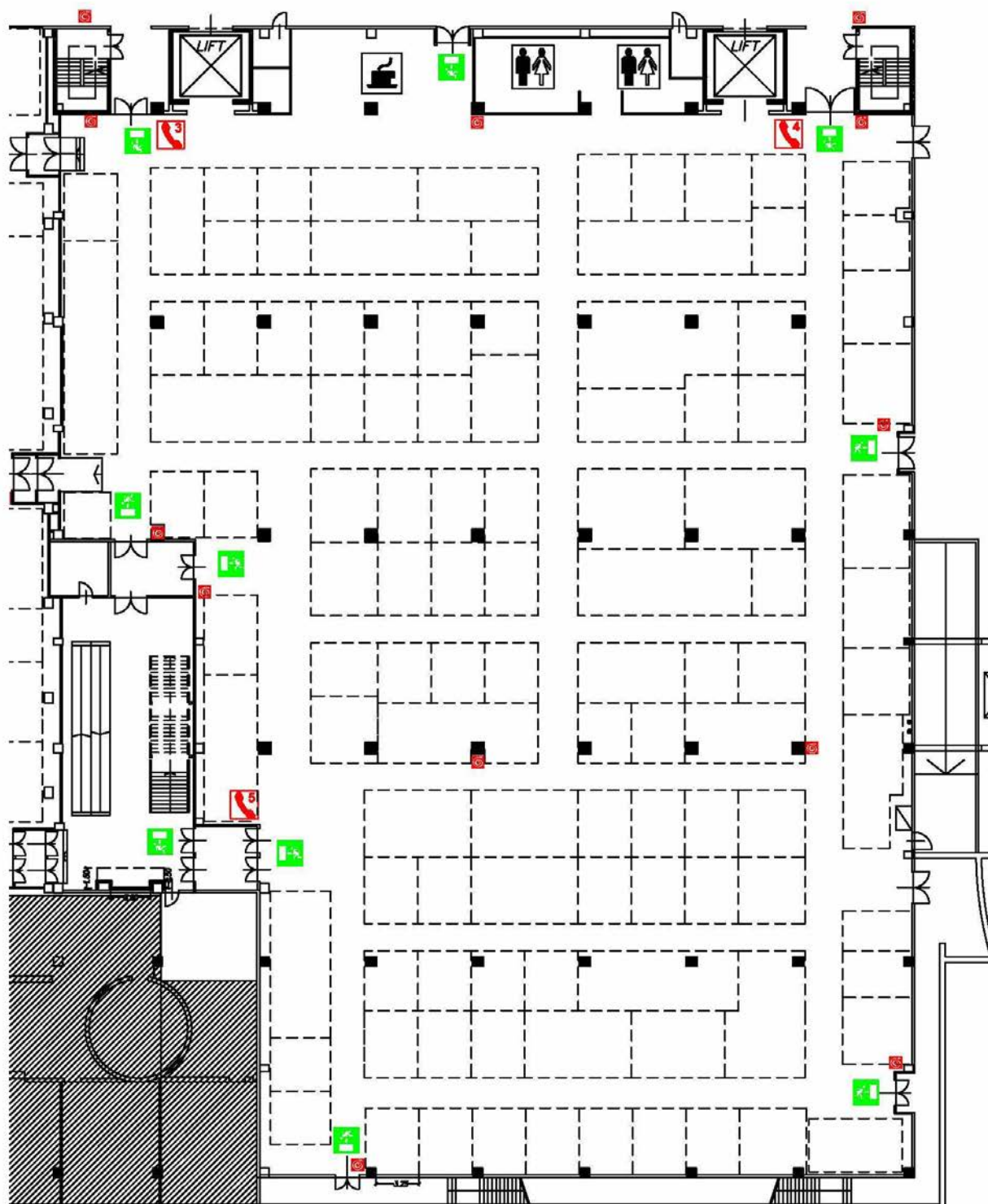
PORTA / DOOR - B1 = 240 x 275 h
 PORTA / DOOR - B2 = 400 x 380 h
 PORTA / DOOR - B3 = 200 x 200 h
 PORTA / DOOR - C1 = 300 x 300 h
 PORTA / DOOR - C2 = 200 x 210 h

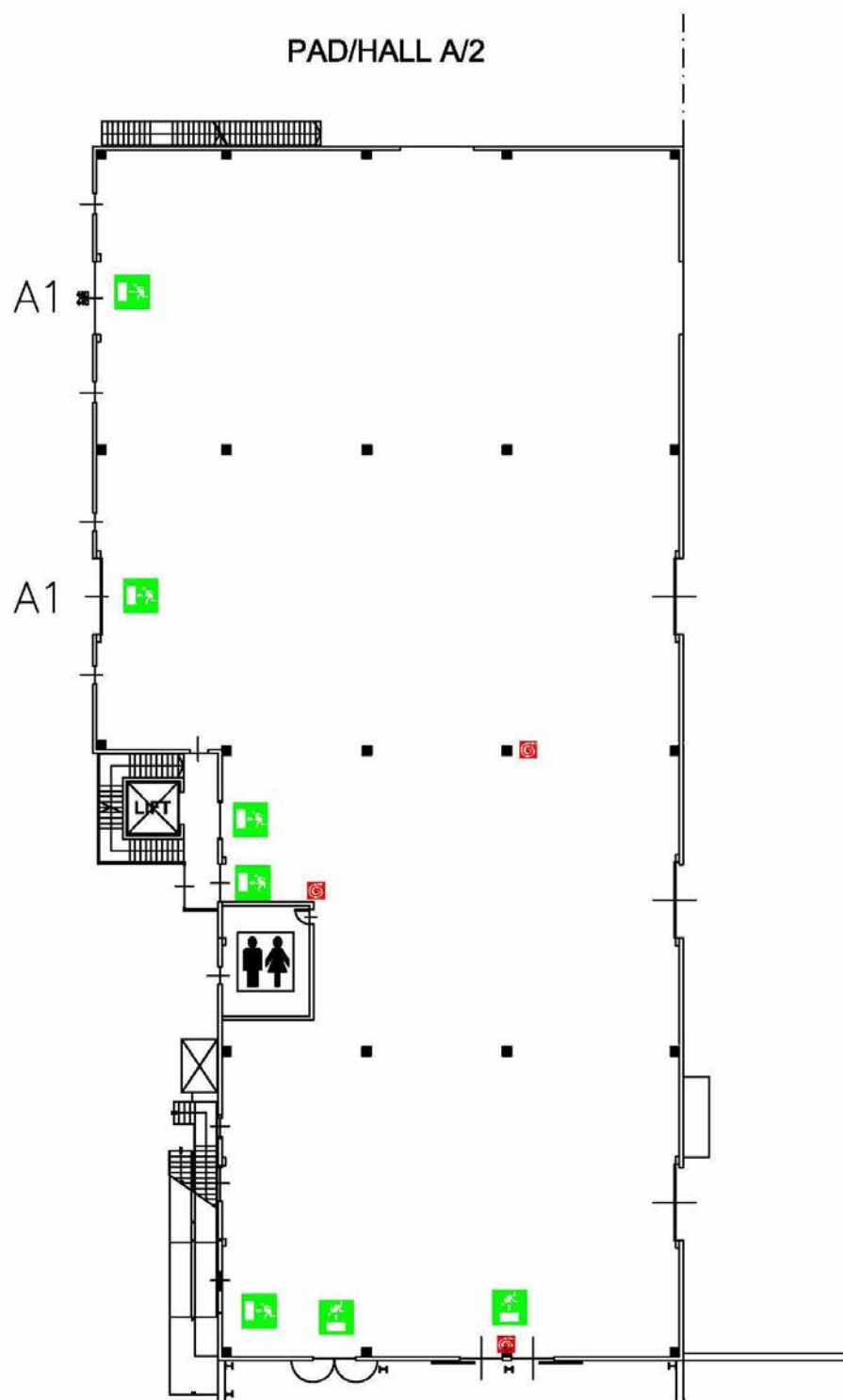


DIMENSION PORTE/DOORS

PORTA / DOOR - A1 = 400 x 350 h
 PORTA / DOOR - B1 = 240 x 275 h
 PORTA / DOOR - B2 = 400 x 380 h
 PORTA / DOOR - B3 = 200 x 200 h
 PORTA / DOOR - C1 = 300 x 300 h
 PORTA / DOOR - C2 = 200 x 210 h

PAD - HALL C/1



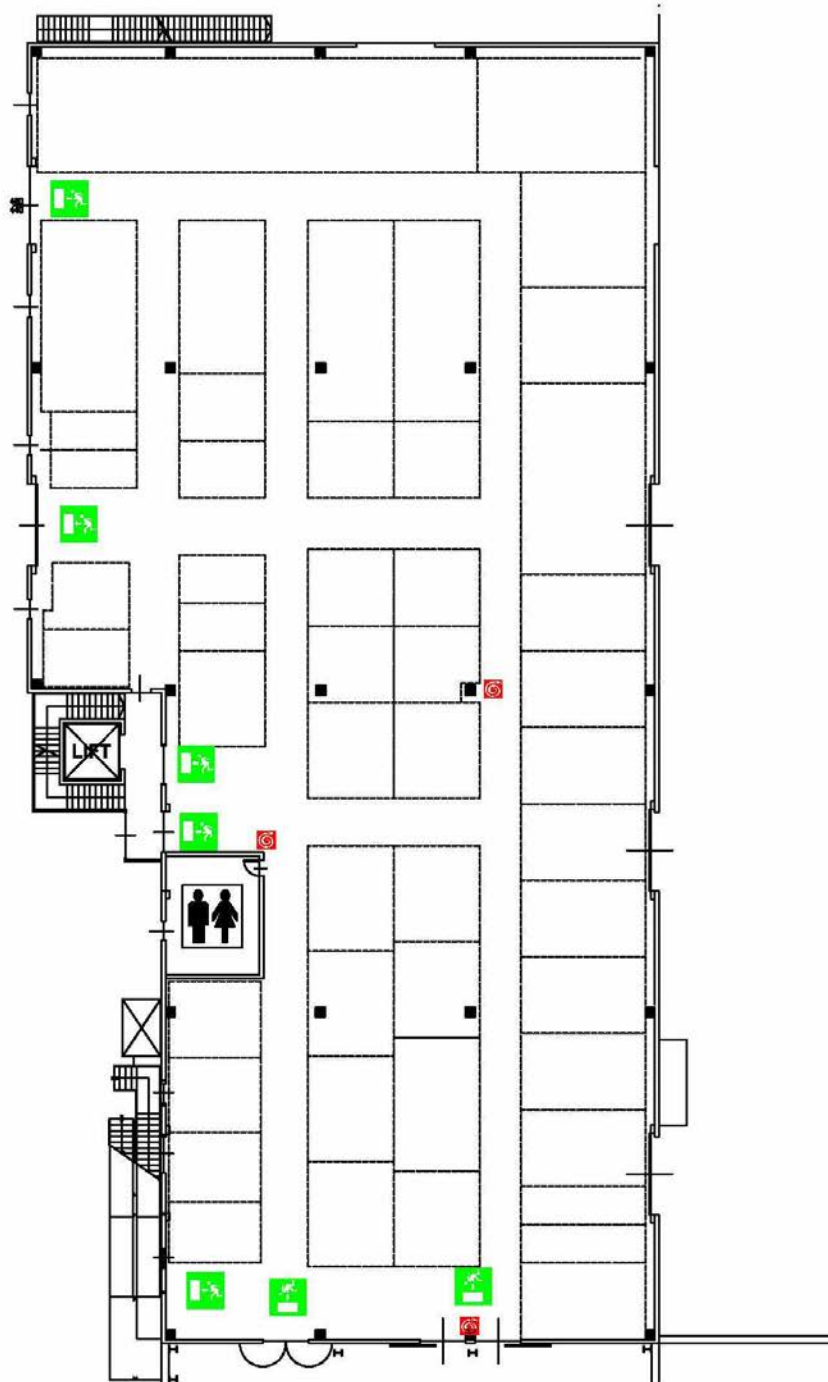


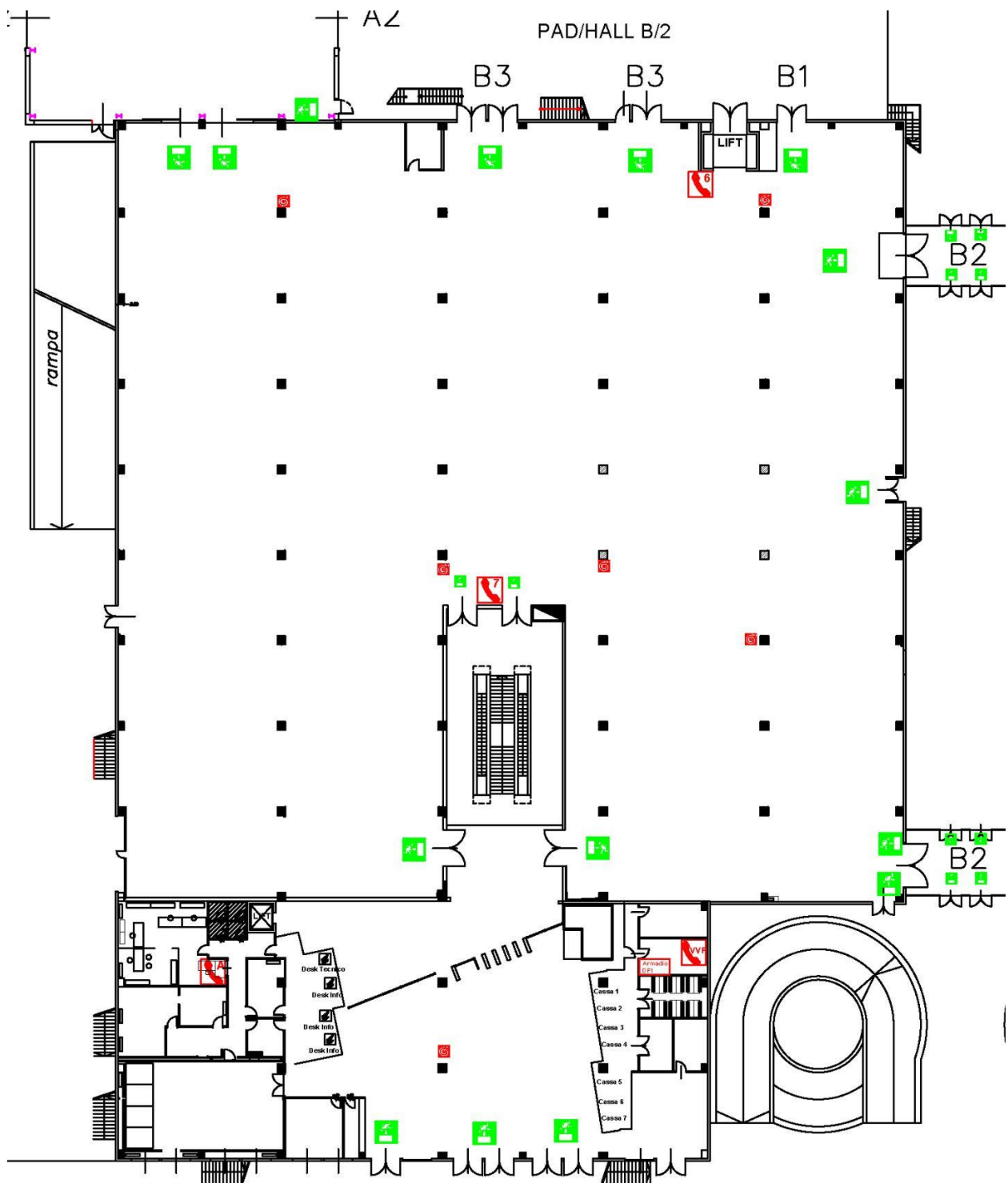
DIMENSION PORTE / DOORS

PORTA / DOOR -A1 = 400 x 350 h

PORTA / DOOR -A2 = 400 x 400 h

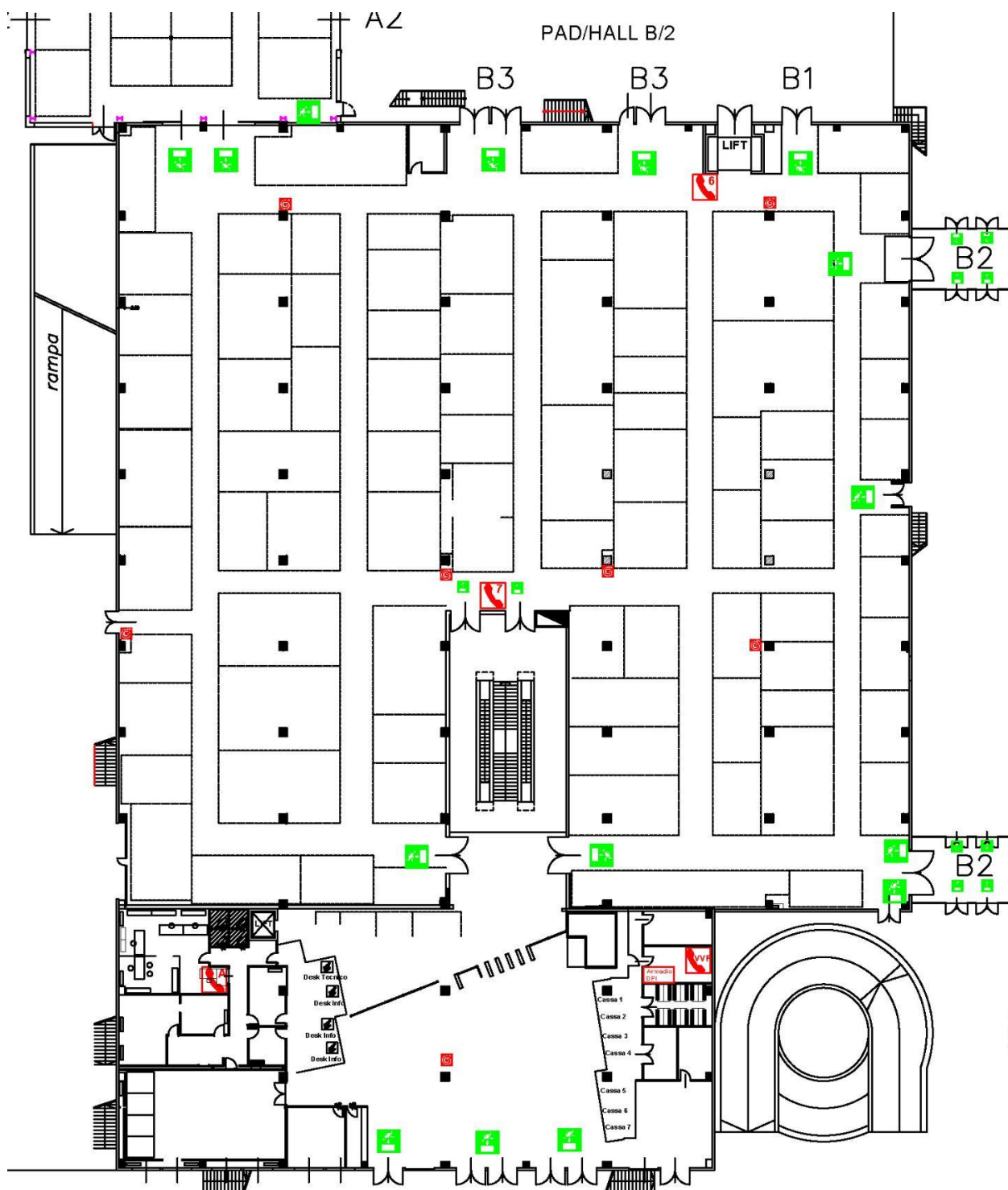
PAD/HALL A/2





DIMENSION PORTE / DOORS

PORTA / DOOR -A2 = 400 x 400 h
 PORTA / DOOR -B1 = 200 x 275 h
 PORTA / DOOR -B2 = 360 x 200 h
 PORTA / DOOR -B3 = 200 x 200 h



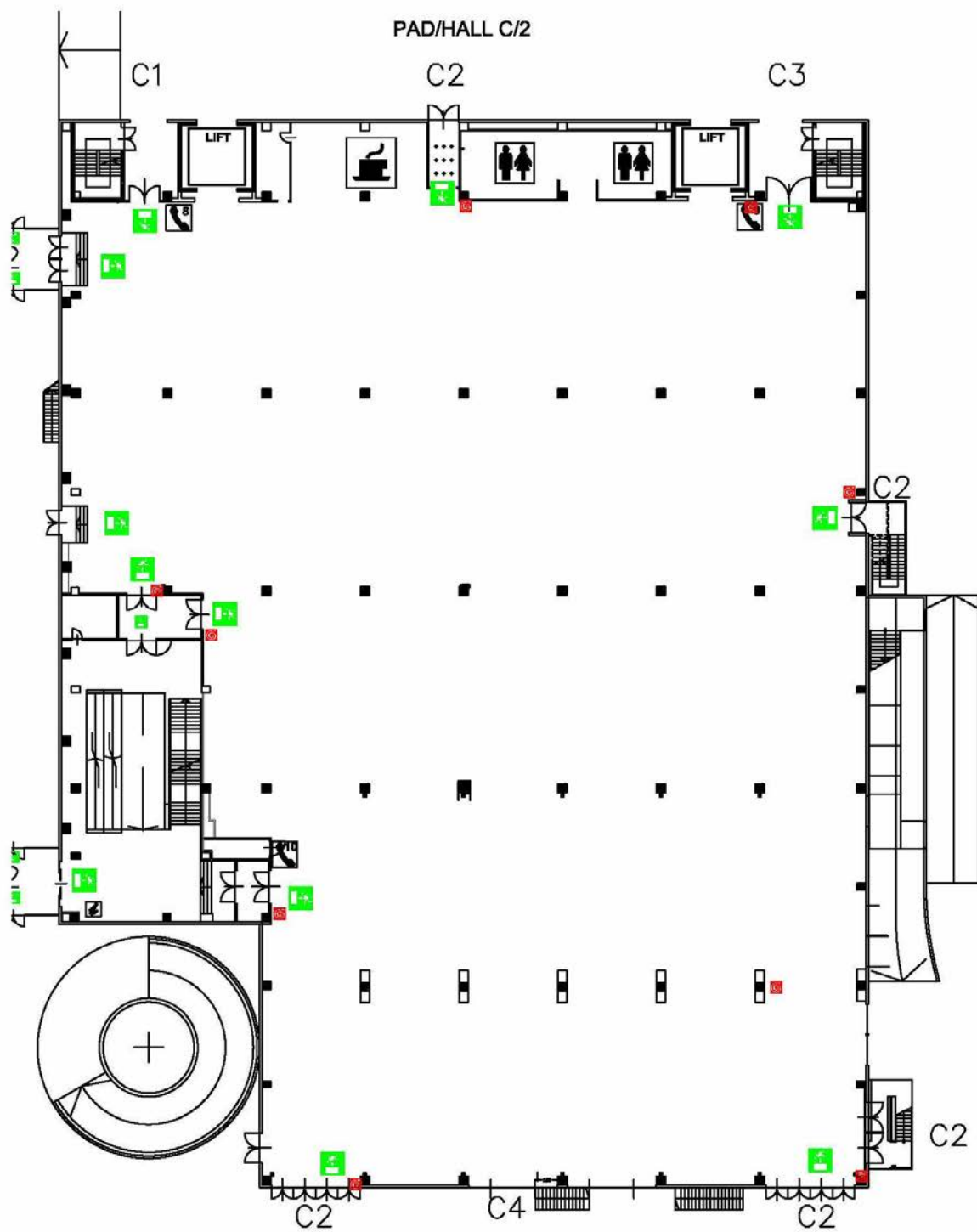
DIMENSION PORTE / DOORS

PORTA / DOOR -A2 = 400 x 400 h

PORTA / DOOR -B1 = 200 x 275 h

PORTA / DOOR -B2 = 360 x 200 h

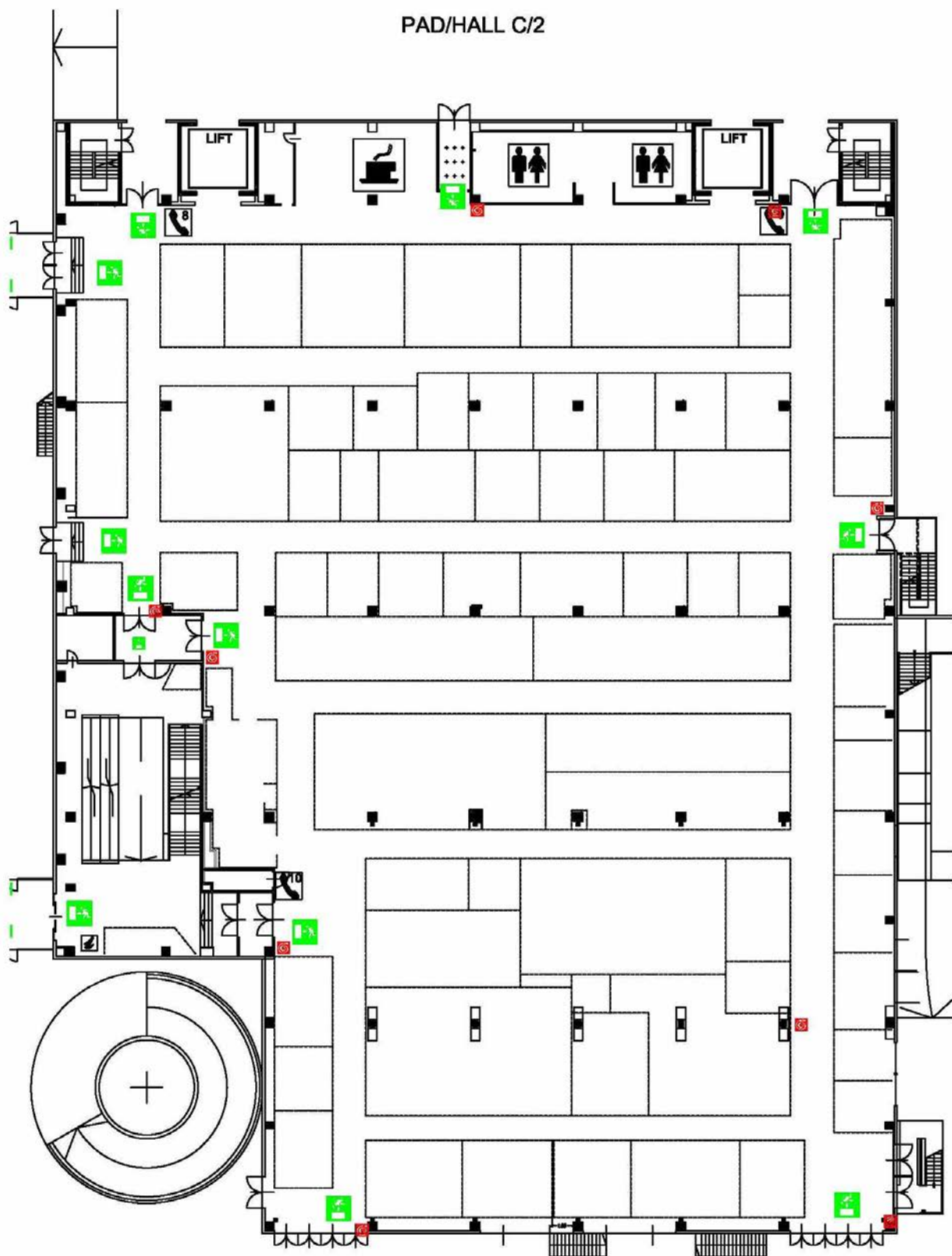
PORTA / DOOR -B3 = 200 x 200 h



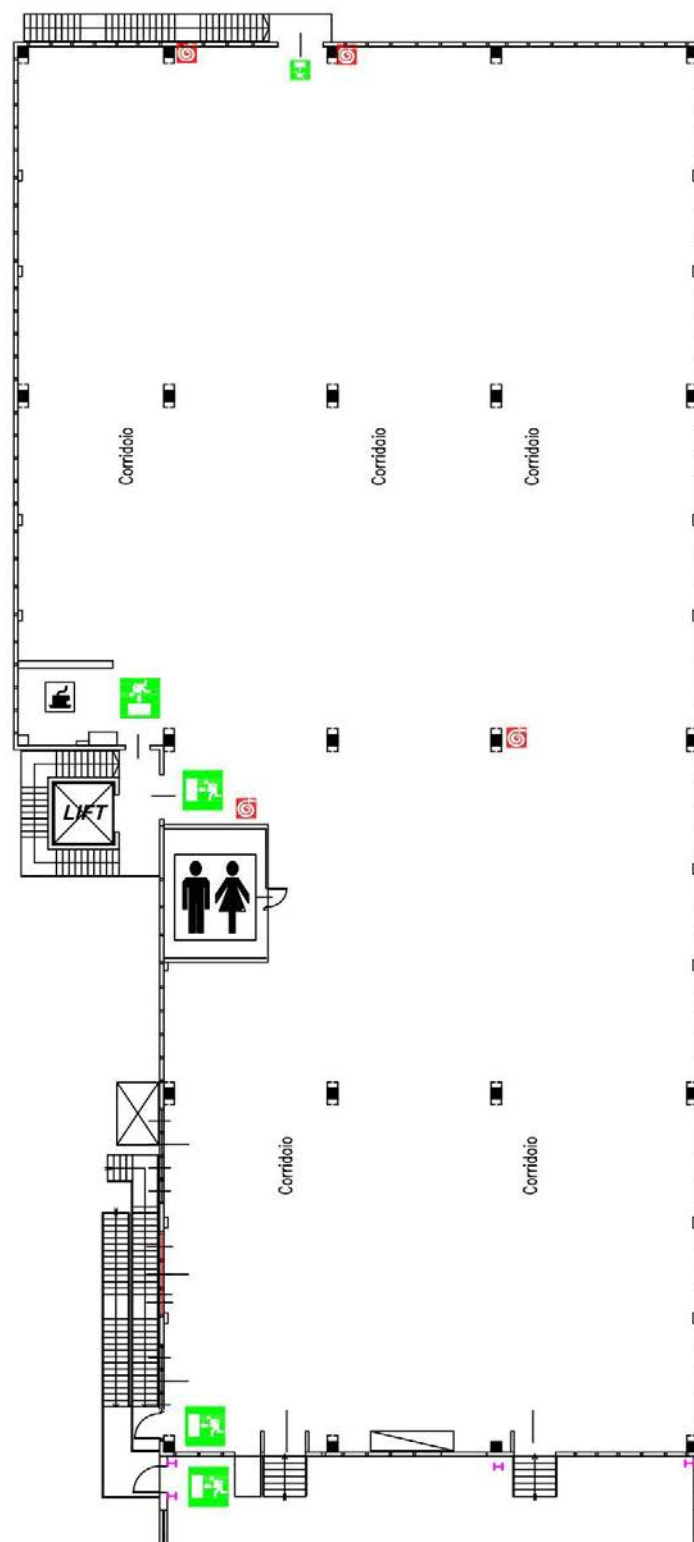
DIMENSION PORTE / DOORS

PORTA / DOOR -C1 = 300 x 300 h
 PORTA / DOOR -C2 = 200 x 210 h
 PORTA / DOOR -C3 = 300 x 310 h
 PORTA / DOOR -C4 = 500 x 395 h

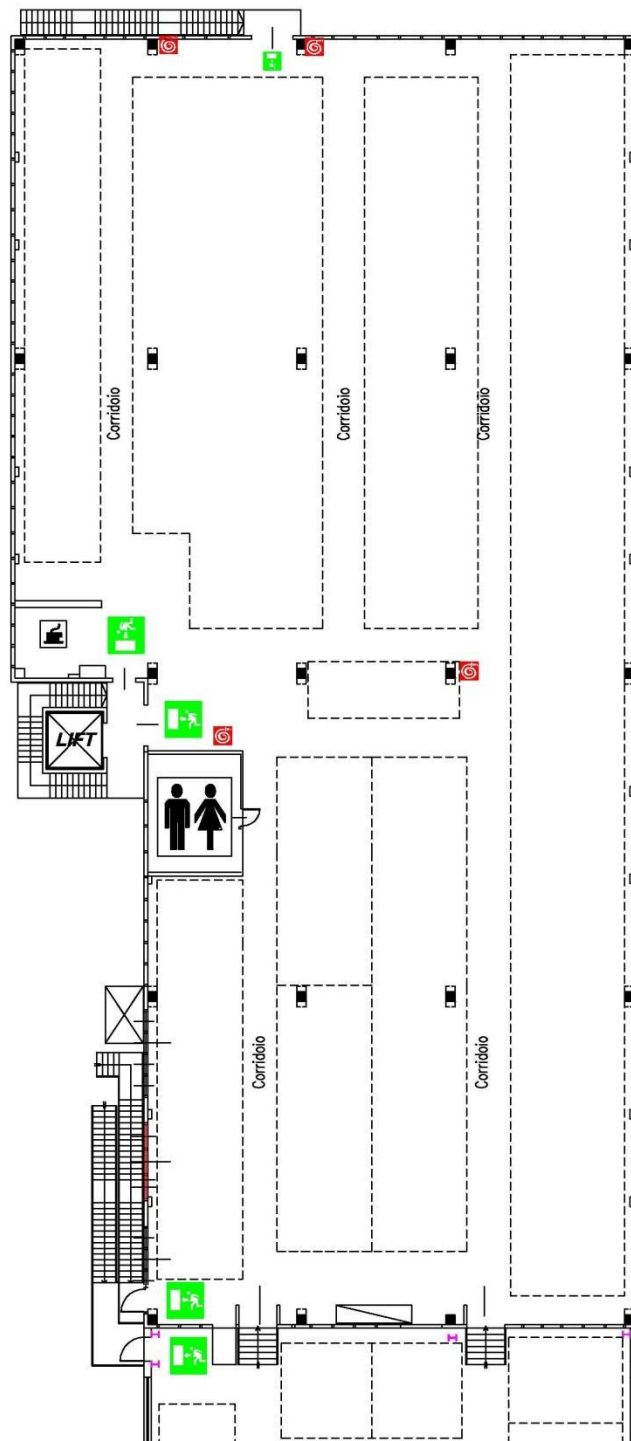
PAD/HALL C/2

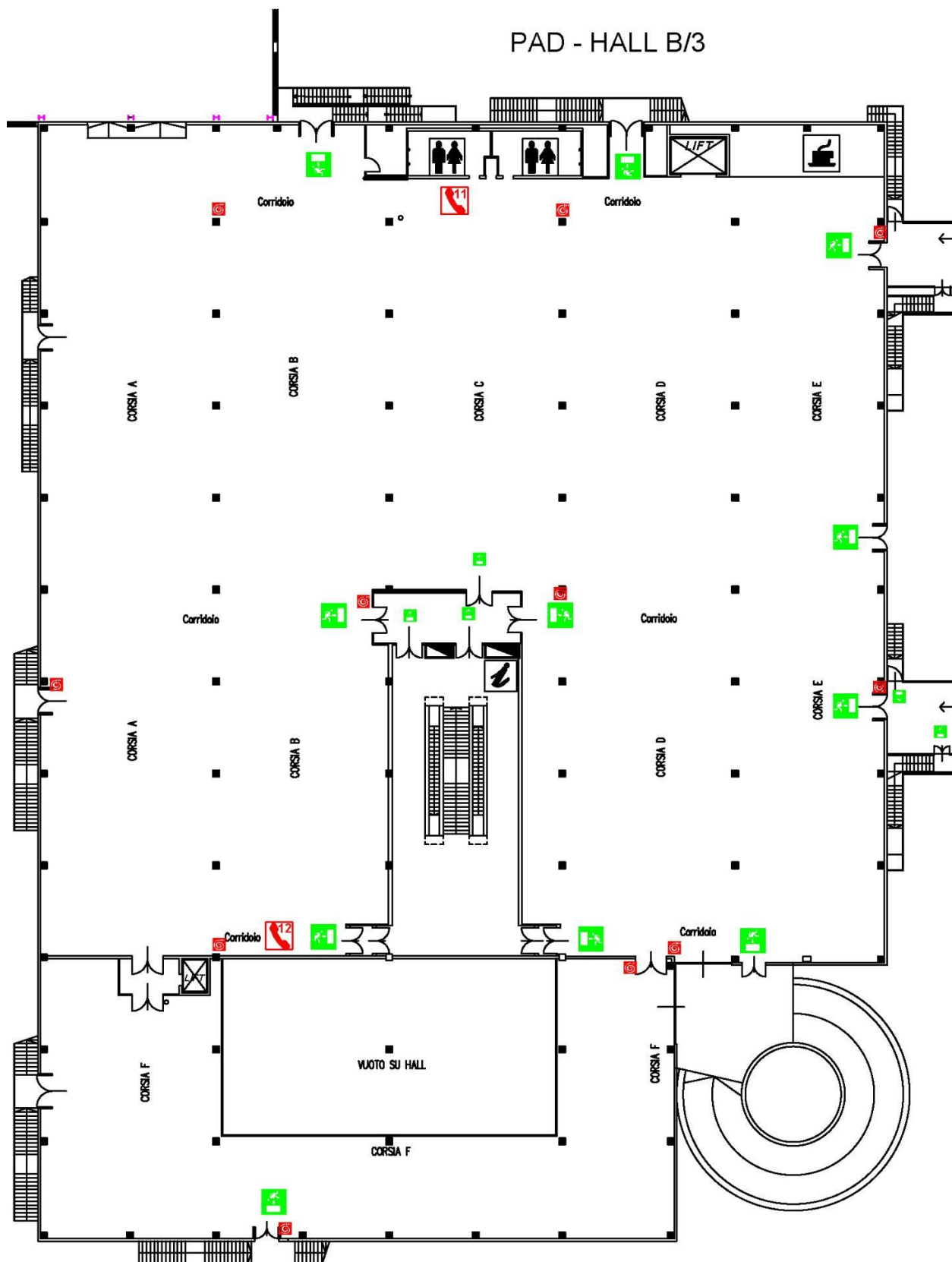


PAD - HALL A/3

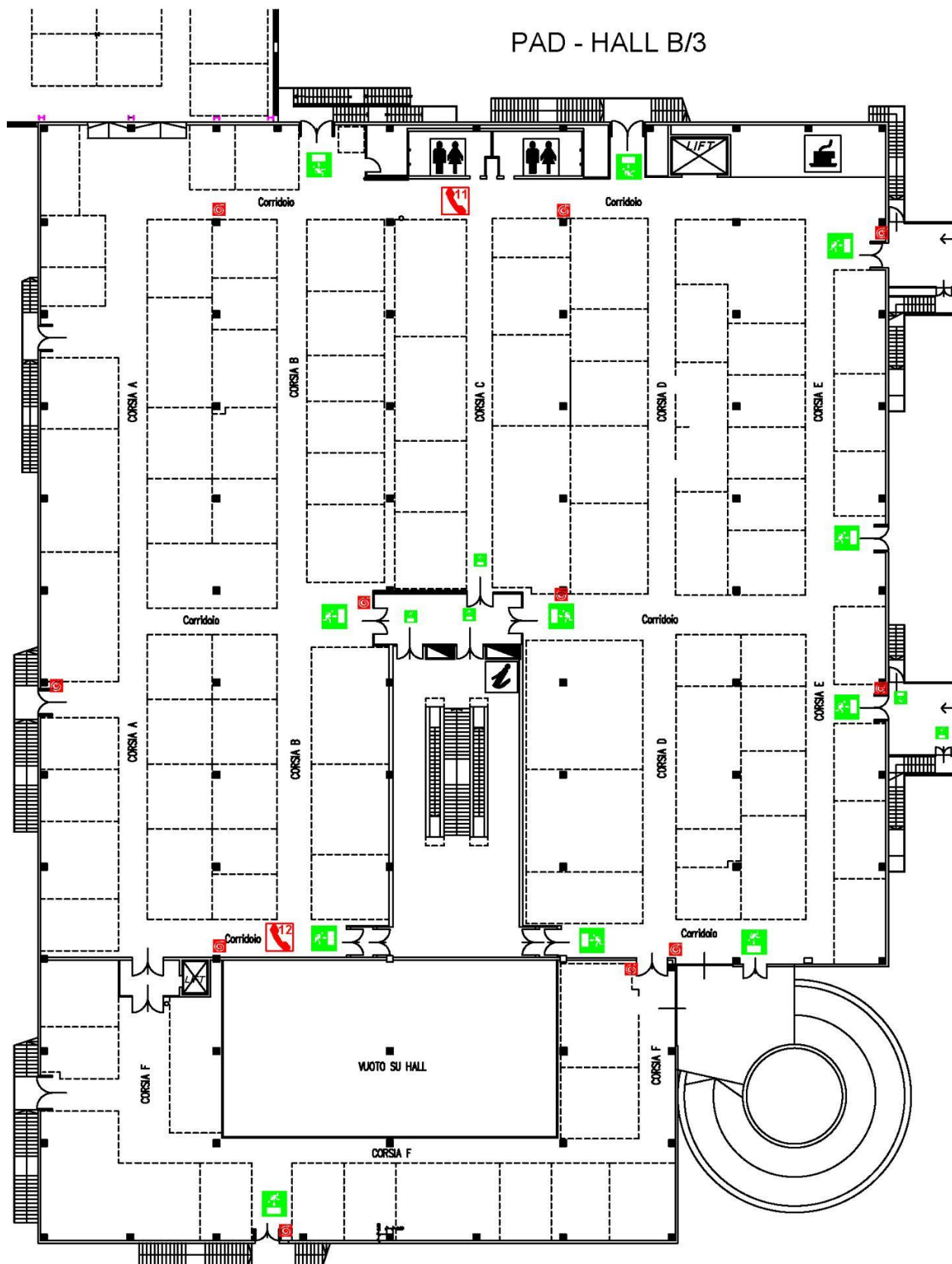


PAD - HALL A/3

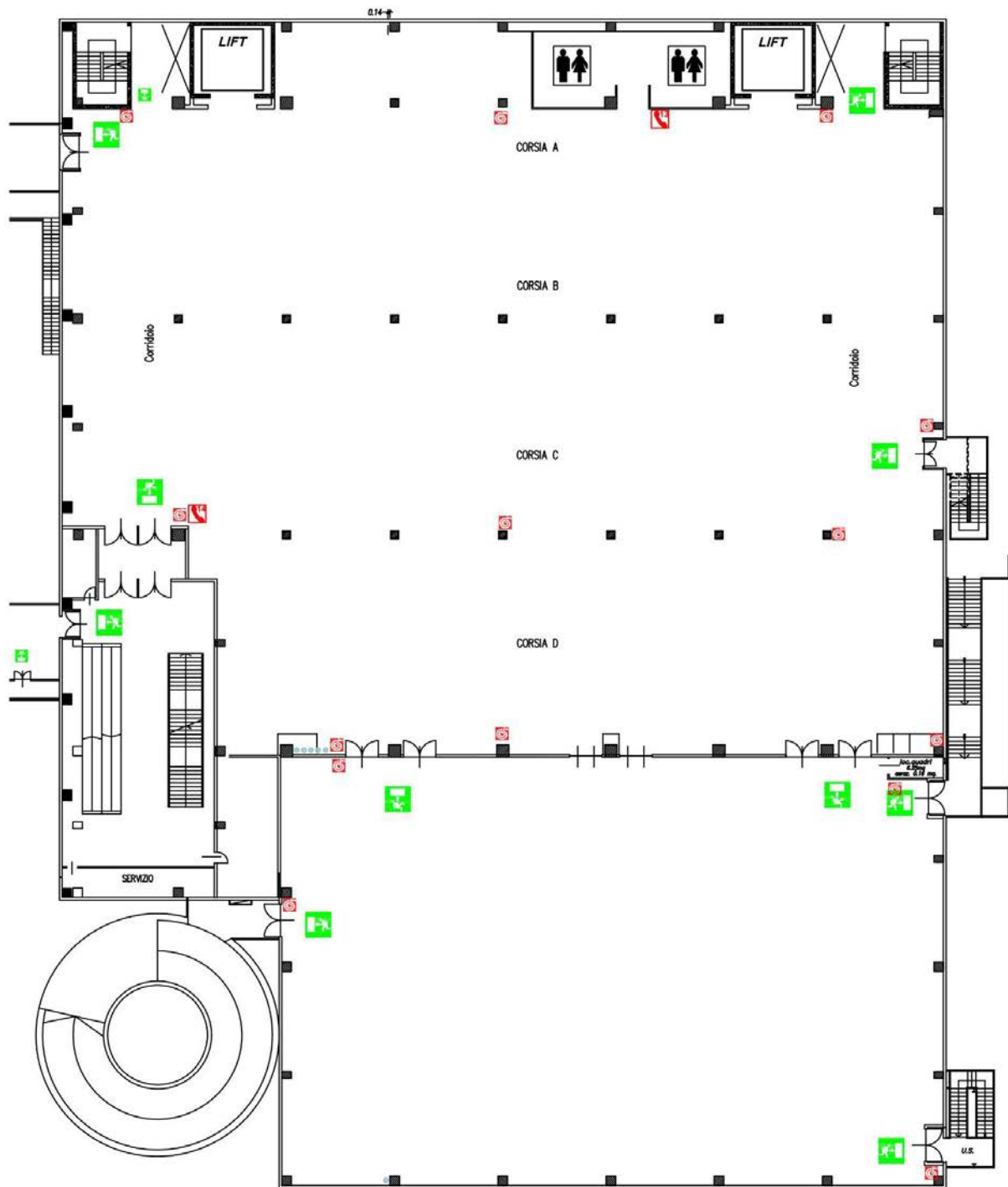




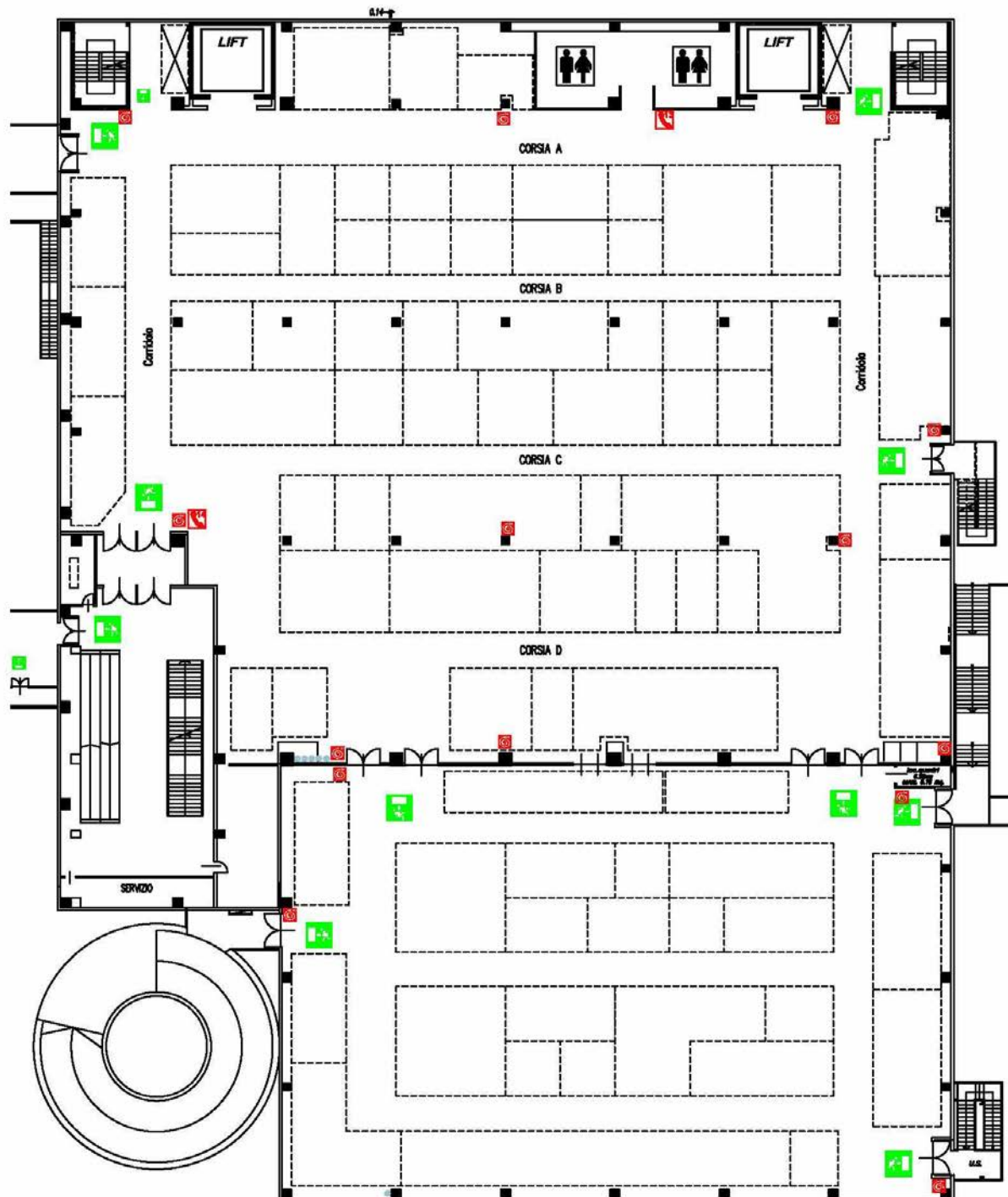
PAD - HALL B/3



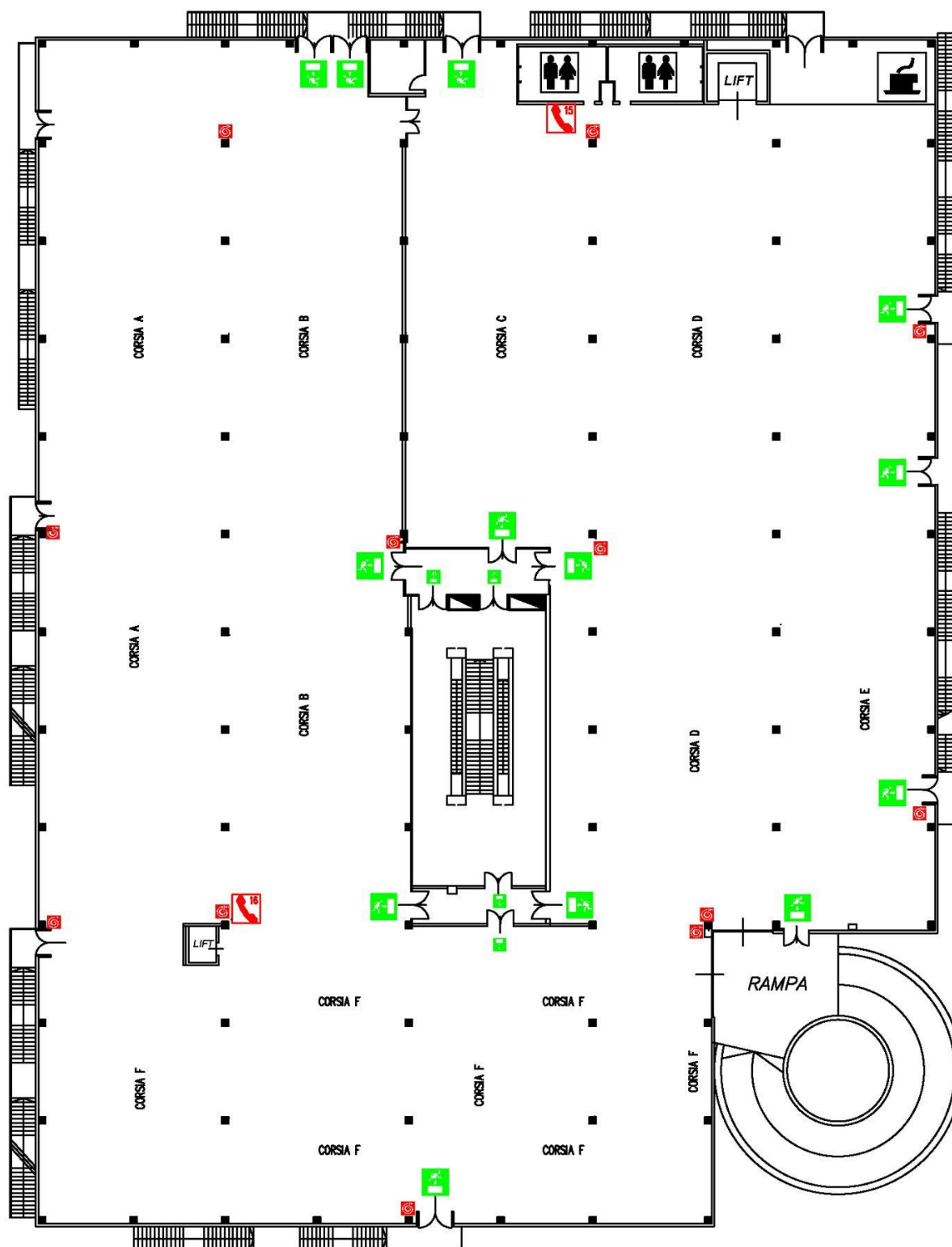
PAD - HALL C/3



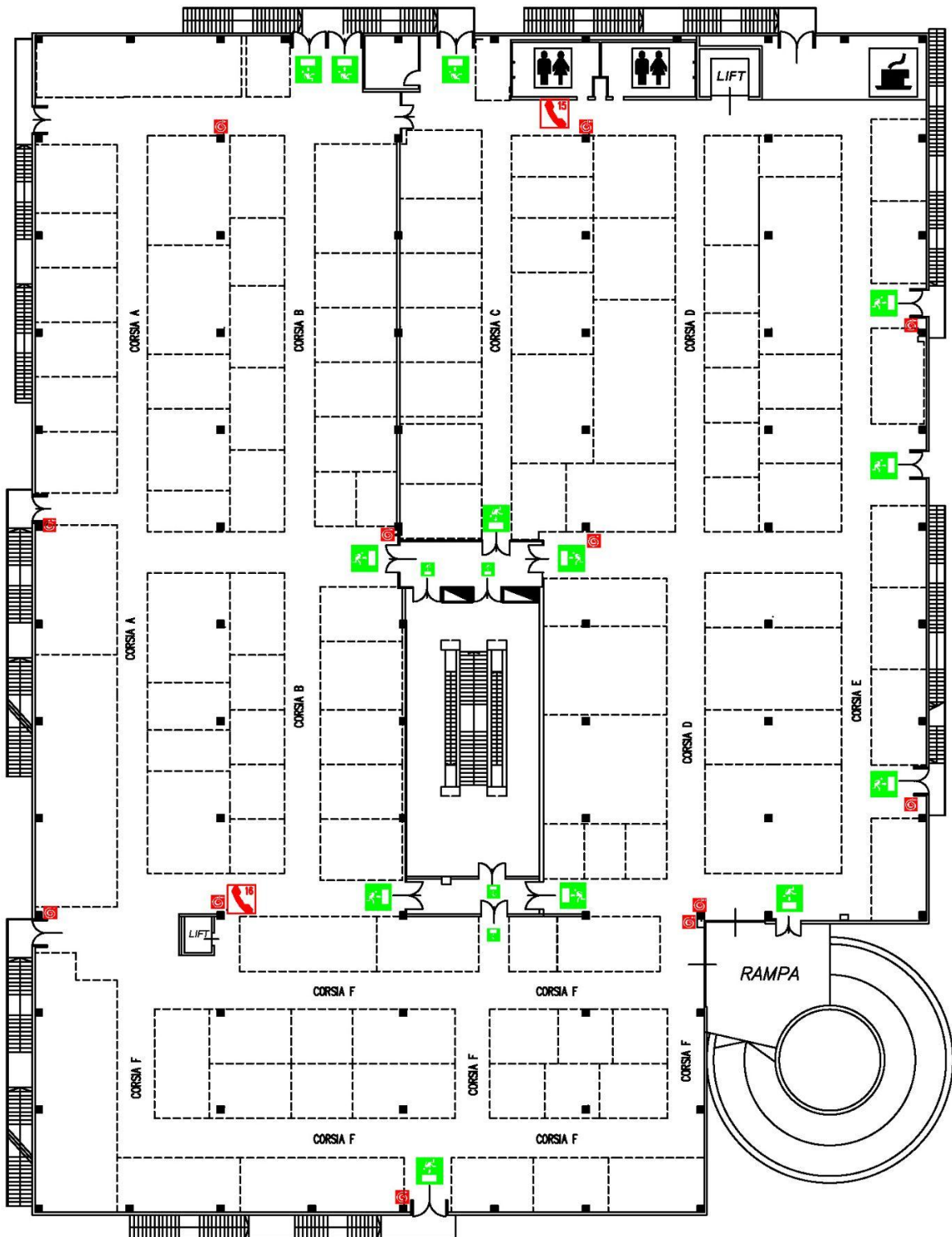
PAD - HALL C/3



PAD - HALL B/4



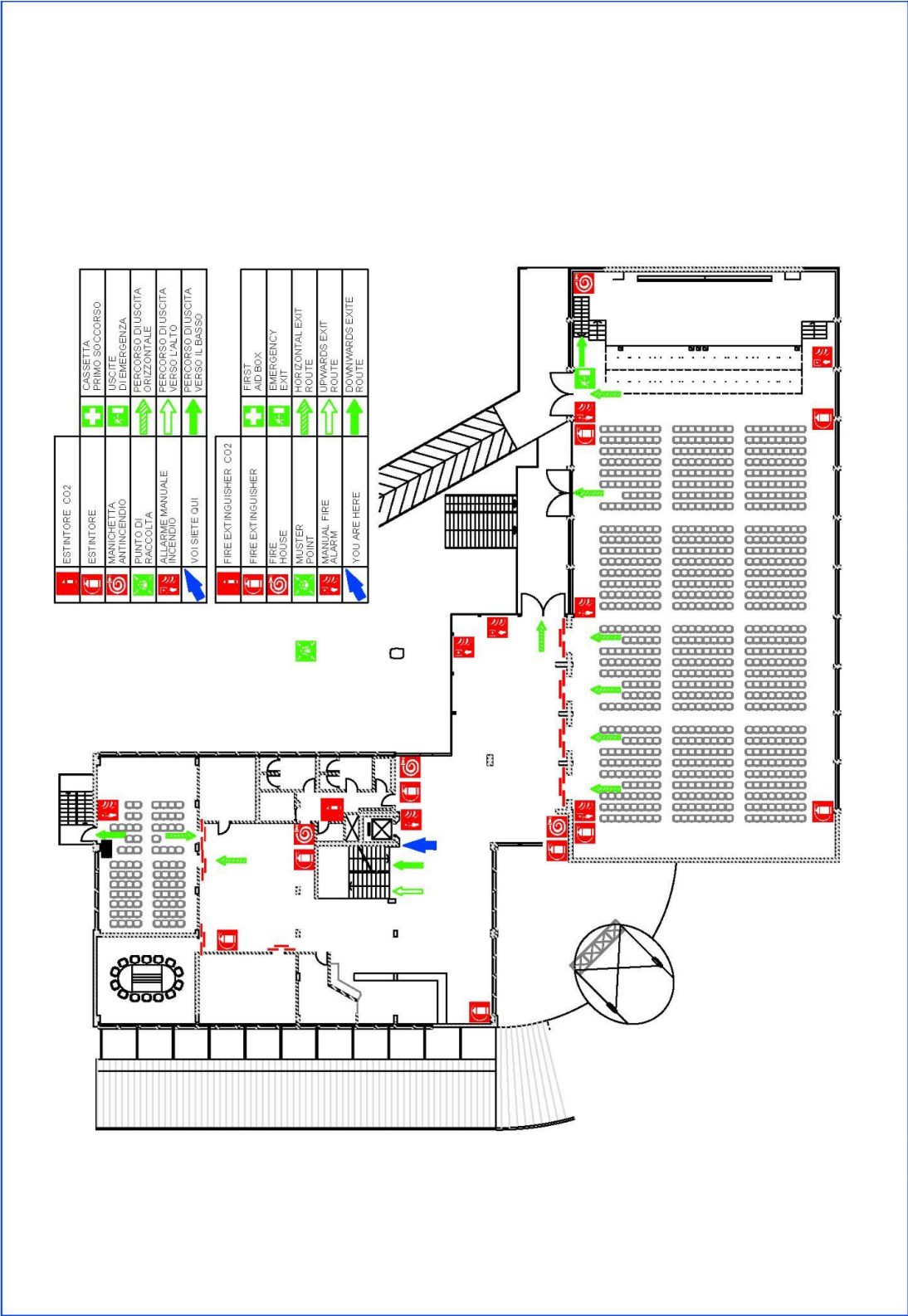
PAD - HALL B/4



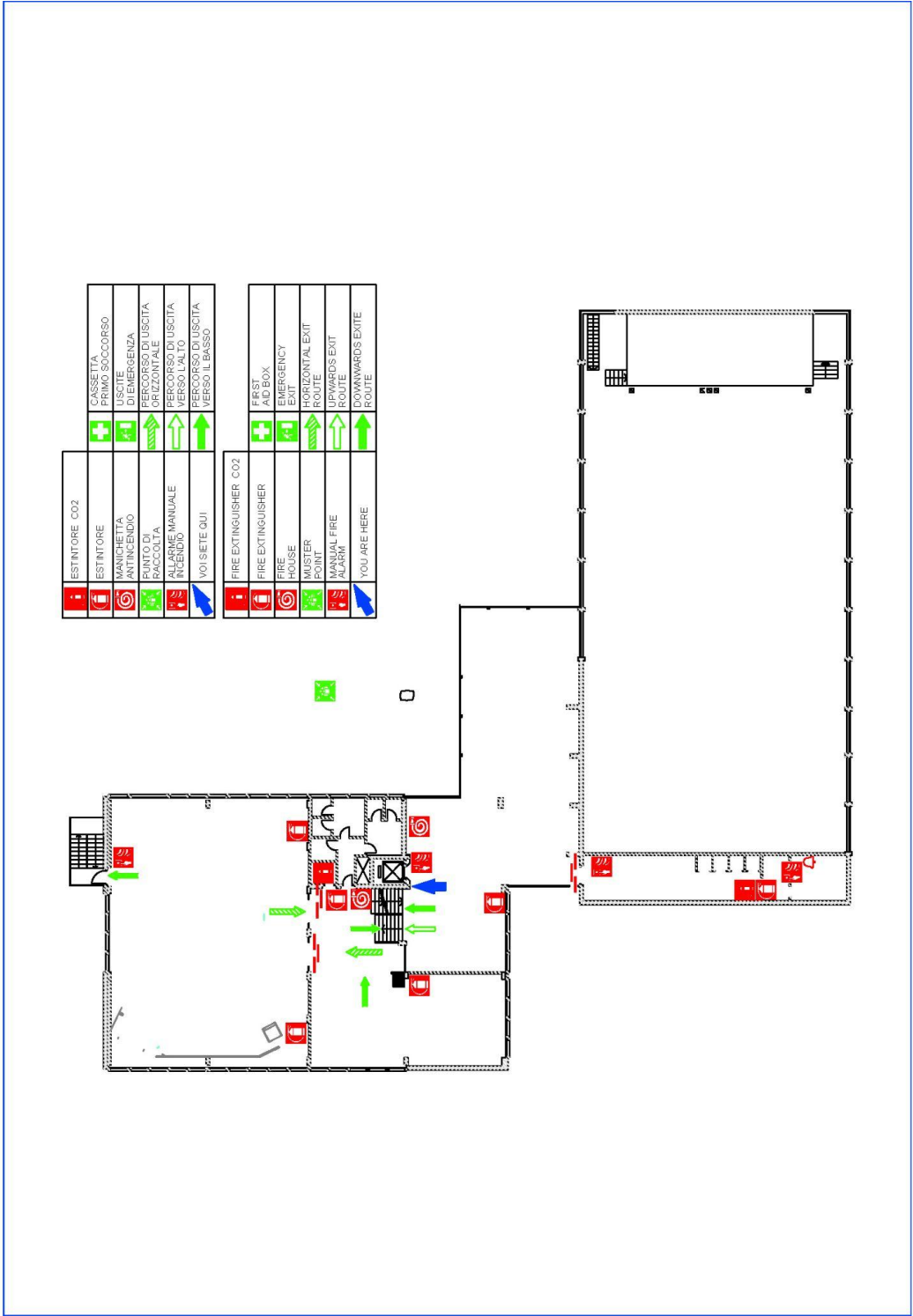
Piano terra / Ground Floor



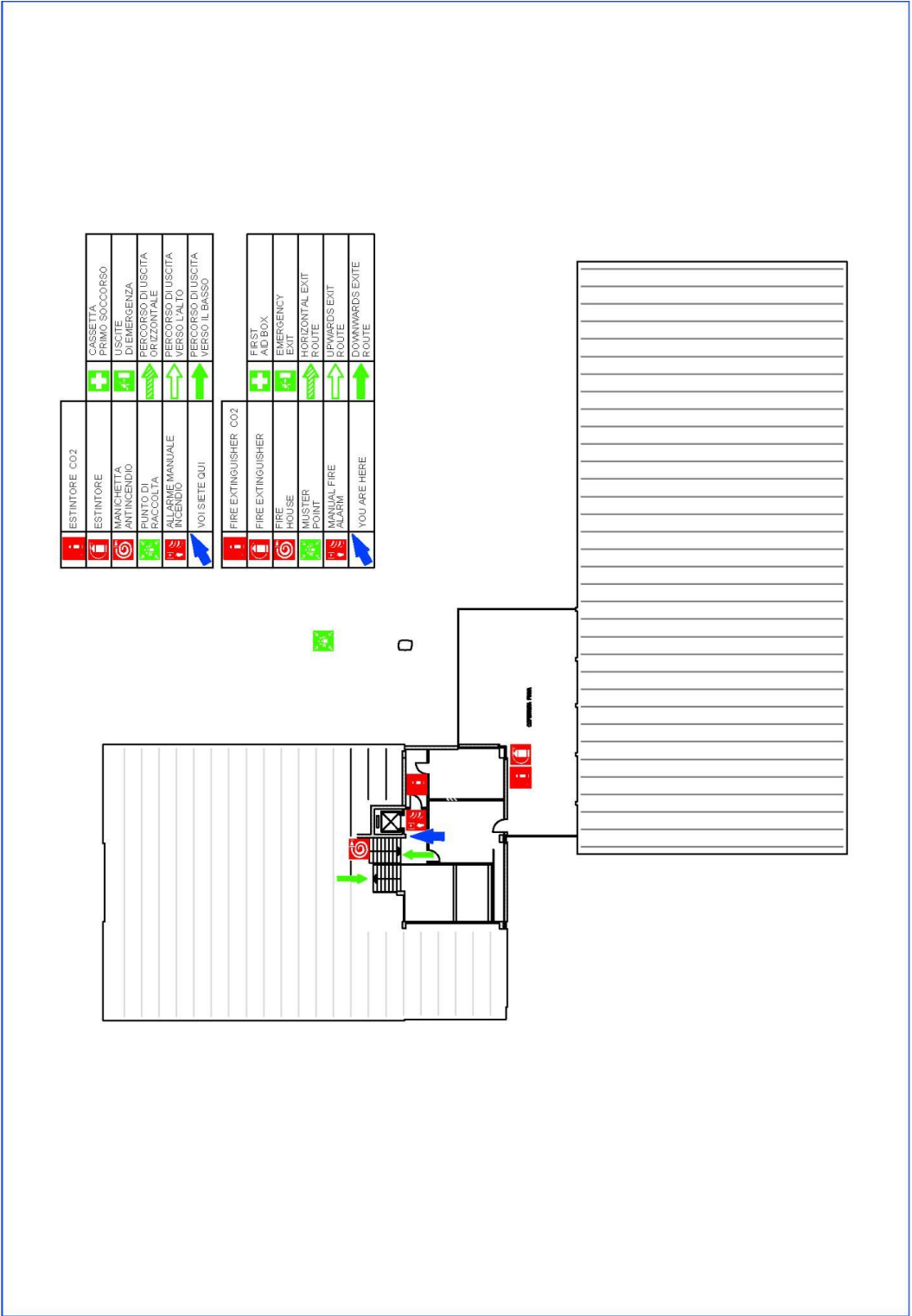
Piano primo / First Floor



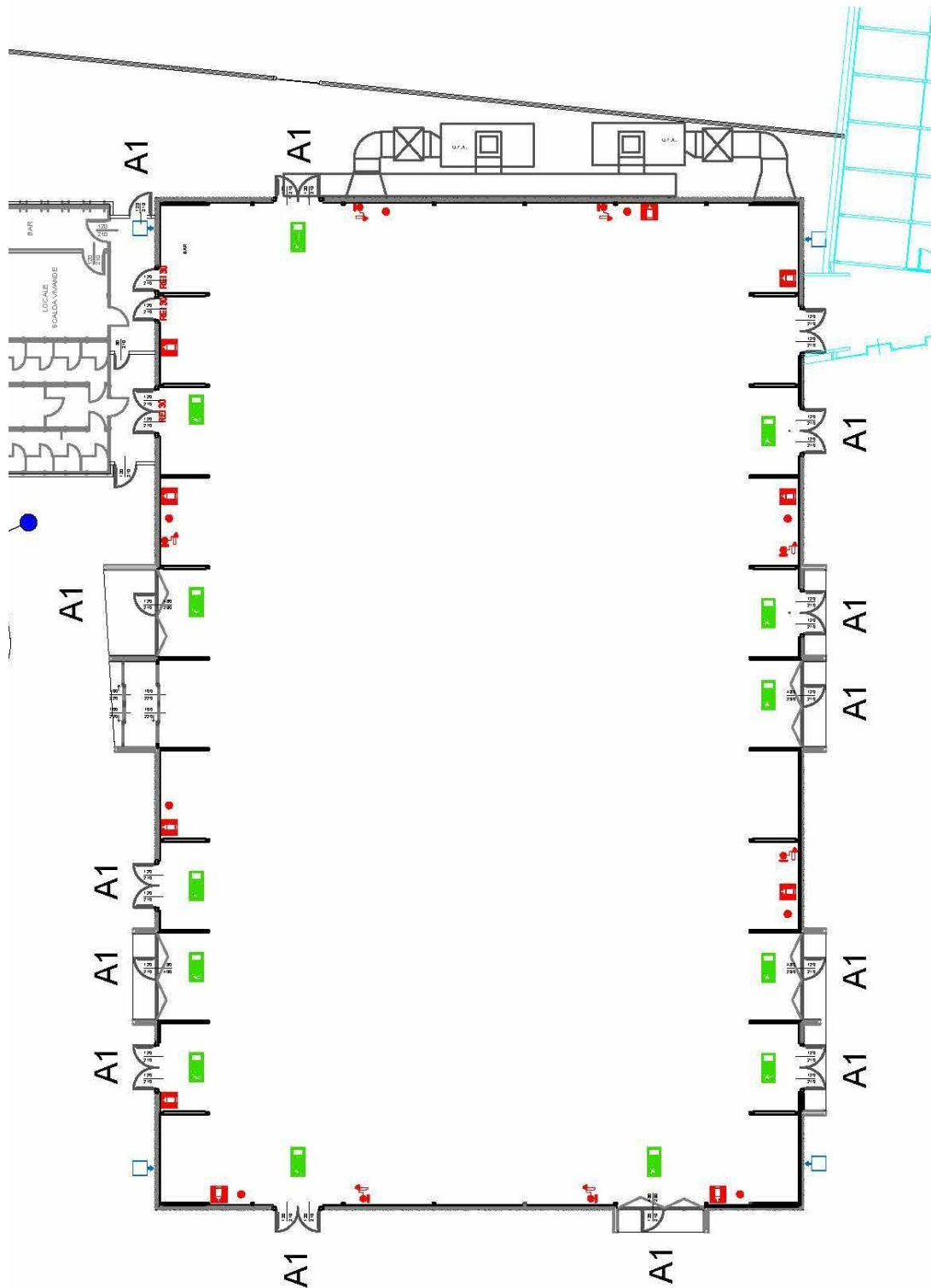
Piano secondo / Second Floor



Piano terzo / Third Floor

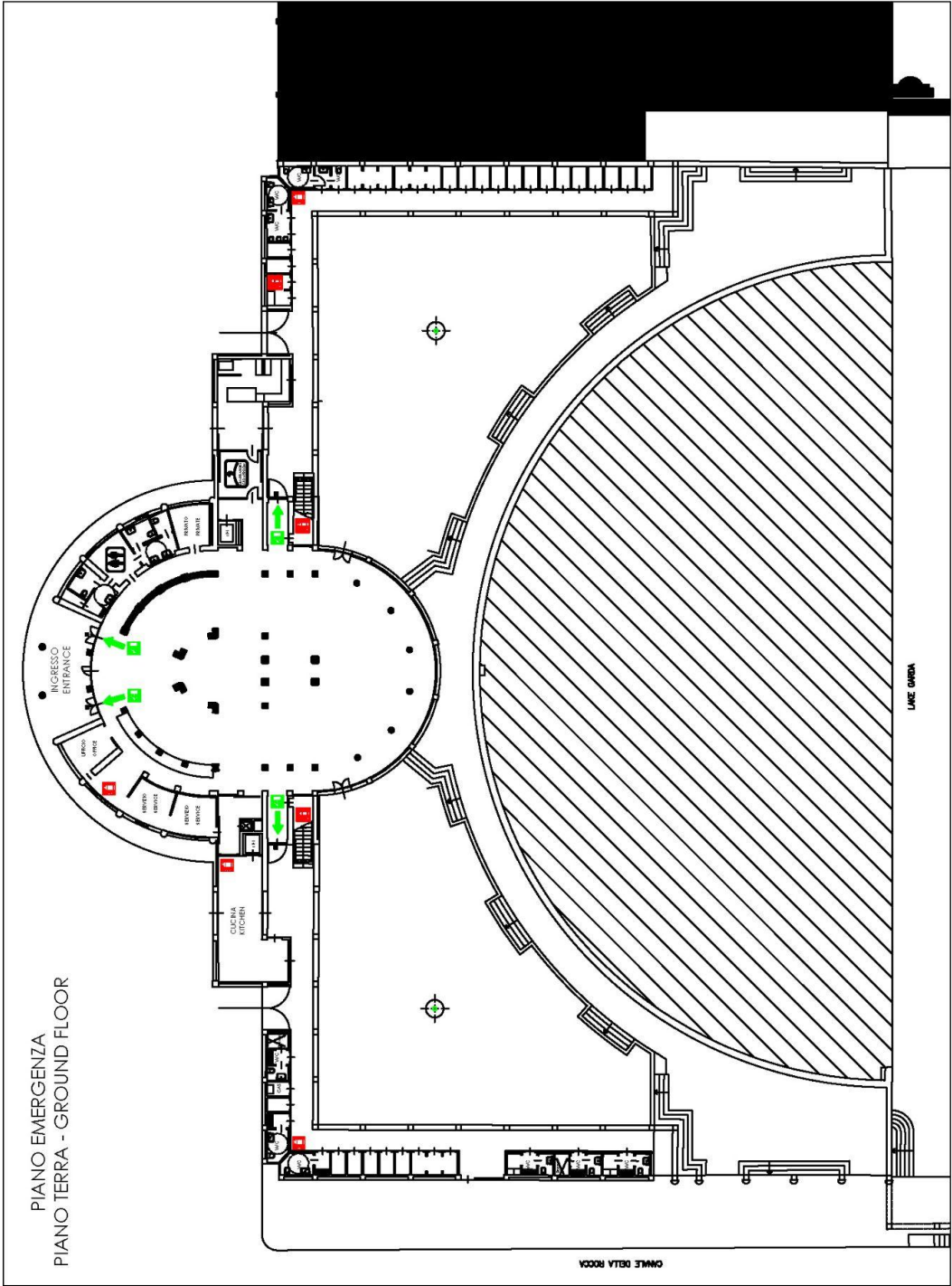


PLANIMETRIA PALAVELA / PALAVELA FLOOR PLAN



DIMENSIONE PORTA A1 = 120X210h
DOORS DIMENSION | DOOR A1 = 120X210h

PLANIMETRIA SPIAGGIA DEGLI OLIVI / FLOOR PLAN



PLANIMETRIA SPIAGGIA DEGLI OLIVI / FIRST FLOOR

