



# ITALIAN EXHIBITION GROUP

Providing the future

## RIMINI EXHIBITION

### REGOLAMENTO TECNICO

*EXHIBITORS ARE ASKED TO CAREFULLY READ THE CONTENTS OF THIS DOCUMENT AND URGE THE COMPANIES DOING WORK ON THEIR BEHALF IN THE RIMINI EXHIBITION CENTRE TO OBSERVE THEM AS WELL.*

Via Emilia, 155 | 47921 - Rimini

Description of the latest reviews:
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<b>Rev. 05 of 18/11/2024</b>
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| <ul style="list-style-type: none"><li>- Update INTRODUCTION point B - all changes are highlighted in blue</li><li>- Update INTRODUCTION point F - all changes are highlighted in blue</li><li>- Update point 4 - all changes are highlighted in blue</li><li>- Update point 6.1.2 A - all changes are highlighted in blue</li><li>- Update point 8.6 - all changes are highlighted in blue</li></ul> |
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## INTRODUCTION

### A. Exhibition centre name

The Exhibition Centre “Rimini Exhibition” located in via Emilia, 155 - Rimini (hereinafter “Exhibition Centre”) is private property. All concession and management rights are exercised by Italian Exhibition Group S.p.A. (hereinafter, for brevity, “IEG”).

### B. Exhibition space responsibility

This Technical Regulations document is of a contractual nature and is binding for the Exhibitors, the Outfitters and, in general, the Contractors and Sub-Contractors (both physical and juridical persons) they may engage.

Access to the Exhibition Centre by the aforementioned subjects implies acceptance of the Technical Regulations herewith.

The Exhibitor, in the role as the company's Employer and for the purposes of safety and third parties, is responsible towards IEG, for all liabilities connected to all the activities carried out on its behalf inside the Exhibition Centre, including those performed in the stand fitting and dismantling periods and during the days of the show.

On signing the Show Participation Application, the Exhibitor declares to have read and accepted the Exhibition Centre Technical Regulations, the Show's Regulations, the Show's Interference Risk Assessment Document (DUVRI) and all the specific documents and/or communications referring to the show it will be attending, published in the Exhibitor Restricted Area, [Exhibition Documents](#) section and possibly forwarded to the Exhibitor by e-mail.

[In the event of a contract with IEG for an empty floor space, the Exhibitor will have access to the space on the day the stand fitting begins, whereas the space must be re-consigned on the last day of dismantling, unless otherwise agreed between the Parties.](#)

[In the event of a contract with IEG for an area complete with a pre-fitted stand or a set up stand, the Exhibitor will have access to the pre-fitted or set-up area within the terms indicated in the participation agreement and the re-consignment must always take place in accordance with the timeframes indicated in the aforementioned participation agreement, unless otherwise agreed between the Parties.](#)

### C. Technical regulations modification

IEG reserves the right, at its own unquestionable discretion and at any moment, to modify and/or make exceptions to these Technical Regulations, even with no prior notice, for the purposes of improving working conditions, reducing risks to health and safety, protecting the environment and improving fire prevention measures.

These provisions, in particular, those specified in the online section [Exhibition Documents](#) of the Exhibitor Restricted Area, are binding for all concerned subjects, as they are an integral part of these Regulations.

In the event of failure to comply with this Technical Regulations by the Exhibitors and/or their collaborators, IEG reserves the right to take appropriate legal action to claim compensation for the damages.

### D. Illegal and undeclared employment counter-actions

All persons that, for any reason, are working inside the Exhibition Centre must carry an identification document and respect the labour laws currently in force with particular reference to working relations between the parties.

All subjects operating on behalf of the Exhibitor under contract and sub-contract must supply their workers with an **appropriate identification badge** as outlined in the Italian Legislative Decree 81/08, as well as with a valid Exhibition Centre pass.

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The pass, as provided for by regulations, must contain:

- a photograph of the worker;
- details of the worker (name and surname, date of birth, date of employment);
- employer's name;
- in the case of subcontract, the relative authorisation (namely the date of the subcontract authorisation request to which tacit consent was granted).

**Self-employed** workers must provide their own identity card, which must contain:

- personal details;
- photograph;
- client name.

**Non-EU personnel** must also possess:

- valid and legible residence permit or valid Italian identity card.

### E. Safety at work

The Exhibitor is obliged to comply with the current work safety provisions and in particular with the provisions of Italian Legislative Decree 81/2008 and subsequent amendments and supplements. They must also comply with IEG's DUVRI (document for the evaluation of interference risks), downloadable from [Exhibition Documents](#) of the Exhibitor Restricted Area. When arranging stand fitting, dismantling or any other type of work to be carried out on Exhibition Centre premises or grounds, Exhibitors must:

- A. Ensure the technical and professional suitability of all Contractors also by checking their Chamber of Commerce registration, the regular payment of contributions on behalf of contracting companies, having them consign a copy of their DURC (certification of payment of social security contributions) and anything else required by current legislation;
- B. Verify that their own Contractors comply with current worksite safety legislation;
- C. Give a copy of the DUVRI (document for the evaluation of interference risks) drafted by IEG to all suppliers, potentially gathering any comments or suggestions and reporting them immediately to the Rimini Exhibition Centre Operations Department;
- D. Draft their own DUVRI (document for the evaluation of interference risks) regarding their area of competence.

Please remember that if stand fitting work falls within Italian Legislative Decree 81/2008 **Chapter IV** - Temporary or mobile construction sites (see Interministerial Decree 22.7.2014), and therefore for all exhibition structures that have at least one of the following characteristics:

- Fitting structures with a height of more than 6.50 m;
- Two-storey fitting structures that have a floor plan projection surface of the upper floor of more than 100 m<sup>2</sup>;
- Tensile structures and temporary works with a height greater than 8.50 m with respect to a stable floor;

The Exhibitor must activate the procedure for the construction site referred to in Title IV and draw up the Preliminary Notification to be sent to the ASL (Local Health Authority) and to the DPL (Provincial Directorate of Labour) territorially competent and at the same time must send a copy to the Expo Centre's Operations Department via e-mail to [progetti.rn@iegexpo.it](mailto:progetti.rn@iegexpo.it).

In addition, the Exhibitor must implement the cooperation and coordination measures of the activities through the appointment of a Safety Coordinator during the Design (CSP) and/or Safety Coordinator during Execution phase (CSE), who will have to prepare the Safety and Coordination Plan (PSC) of the stand.

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### Provision of personal protective equipment (PPE)

All persons that, for any reason, are working inside the Exhibition Centre must be supplied with **appropriate Personal Protective Equipment (PPE)** in compliance with EU Regulation 2016/425 of 9 March 2016, corresponding to the specific risks of the activities to be carried out in the Exhibition Centre and in relation to interference with the risks within the Exhibition Centre itself.

IEG reserves the right to deny access to the Exhibition Centre to staff lacking the aforementioned equipment.

Please remember that access to stand fitting and dismantling areas is forbidden to non-authorized personnel. Should the Exhibitor, as Employer|Client, wish to access his own stand during the aforementioned phases, he must comply, under his own sole responsibility, with all of the safety provisions contained in Italian Legislative Decree 81/2008 and other safety provisions applicable in the specific context.

All consequences due to failure to use the abovementioned PPEs, and/or due to access to the areas during stand fitting and dismantling operations by staff not properly trained and/or not authorised, are the responsibility of the non-compliant party, in accordance with that established by current regulations.

### F. Verifications and Controls

IEG, in collaboration with the Control Service [for access to the Exhibition Centre and the halls](#), reserves the right, at any moment, to ask anyone working inside the Exhibition Centre at any level to do as follows and/or ensure compliance:

- show their entry badge and ensure that it is visible;
- show their outfitter pass and badge;
- [be in possession of PPE and know how to use it correctly.](#)

Should any of the above checks not conform, the staff of the Company being checked will be dismissed.

The non-acceptance of these Technical Regulations by Exhibitors and/or any third parties they have engaged, as well as any failure to comply with the rules detailed in this Technical Regulations, will lead to exclusion from operating inside Exhibition Centre.

### G. Video Surveillance

The Exhibition Centre, for security reasons, is equipped with a video surveillance system consisting of cameras controlled by the Operations Centre.

The system is realised and managed as provided for by current standards.

### H. Official documentation language

All documentation must be drawn up in Italian or in English; otherwise it cannot be taken into consideration.



## 1. STAND PROJECTS

### 1.1 General clauses

The stand fittings, furnishings, additional stock, material and products on display, as well as the installation and use of the stands must be in compliance with current Italian and European standards on safety, fire protection, accident prevention and environmental protection.

The Exhibitor, and every company they may engage to carry out activities in the Exhibition Centre, are obliged to observe the provisions currently in force for health and safety at work and, in particular, those listed in Leg. Dec. no. 81/2008 and subsequent modifications and integrations.

IEG has the authority to have removed or modified, at any time, installations and fittings that are non-compliant with the standards that follow and/or those contained in the communications sent by IEG following the allocation of the Exhibition space. The costs and risks of removal or of the modifications are borne by the Exhibitor.

### 1.2 Stand plans

The plan of the Exhibition space in PDF format can be downloaded from the Exhibitor Restricted Area, Logistics|Stand Designs section.

On the plan of the Exhibition space, on whose basis the Exhibitor must develop his stand design, are shown:

- Structure obstructions within the Exhibition space: columns, pillars, electrical boxes, fire hydrants other technological systems, etc.;
- Position of technical hatches on the floor (water, electricity, etc.);
- Position of sockets for available technological systems.

The Exhibitor must check the exact position of the utilities and the measurements of the allocated exhibition space on site before commencing set-up operations, and contact the Exhibitor Technical Assistance Service (S.A.T.E.) in the case of differences.

### 1.3 Construction standards

All stands must comply with the technical and aesthetic characteristics of the Exhibition to be consistent with the event's overall image.

Exhibitors must always set up, equip and maintain their stands in a manner that does not prejudice the appearance or visibility of nearby stands, or cause any damage to other participants.

Stands must not exceed the allocated areas, indicated by marks on the floor.

#### A. Height

Maximum permitted height is:

1. Uneven number hall
  - a. First-row stands (on poolside or, in the case of twin halls, stands facing the central hall including the latter): maximum height 5 m;
  - b. Second-row stands (between the second and third safety doors): maximum height 6 m excluding wall stands at the air intake grilles. The latter must be positioned at least 50cm from the wall, in order to ensure the correct operation of the intake system. If this distance is not respected, the maximum height is reduced to 4 m;
  - c. Third row stands (after the third safety exit): maximum height 6.5 m;
2. Even number hall
  - a. Front stands (on poolside): maximum height 4m;
  - b. Second-row stands (between the second and the third safety exits): maximum height 5m;
  - c. Third-row stands (after the third safety exit): maximum height 6 m;

3. Halls B8 and D8
  - a. Maximum height 3 m for wall stands;
  - b. Maximum height 4 m for stands in the middle of the hall.
4. Hall
  - a. Stands occupying one of the following halls alone, hall A7C7, hall A5C5, hall B7D7, hall B5D5: maximum height: 6 m. In case of two or more stands, the maximum height remains 5 m;
  - b. Stands in the South Foyer: maximum height 3 m;
  - c. Stand in South Hall adjacent to the fountain blocks: 4 m.

Maximum height is intended as being the maximum height that can be reached by any stand element (side walls, the top edge of flown trussing for, brand display and lighting installation or other purposes).

The maximum height scheme is available in the Exhibitor Restricted Area, [Exhibition Documents](#) section.

Graphic elements and suspended structures must be assembled on the floor and raised to the appropriate height with motorised or manual lifting devices; same height restrictions as above. The use of manual lifting devices is not allowed, unless they have been assessed and approved by the IEG Operations Department.

As an exception to the above mentioned points 1, 2, 4 and their sub-lists, all the machinery on display is not subject to height restrictions, provided that it does not have additional graphics.

## **B. Floor coverings**

The stands must be fitted with carpet, platform or other suitable materials on the ground. For laying floor coverings such as carpet, linoleum, parquet or similar, only double-sided adhesive tape can be used. It must be an easy to remove double-sided tape, which does not leave residues on the floor.

## **C. Platforms**

Platforms that are accessible by the public must ensure an overload capacity of 5 kN/m<sup>2</sup>, as well as loads due to any machinery or equipment installed. Platforms over 2.5 cm high must be connected to the hall floor, in areas for public passage, with steps of appropriate height and tread, and with at least one ramp of no more than 8% gradient in compliance with standards regarding the elimination of architectural barriers. All stands with a platform must be accessible by way of at least one ramp. Steps or ramps must not obstruct the passage of the public in the aisle; the corners of the platform must be protected to avoid collisions by the public.

In the Exhibition area in the South Hall, only platforms greater than 10 cm in height are allowed, properly marked and protected to prevent visitors from stumbling.

## **D. Perimeter walls**

Every exhibiting firm must (at its own expense) design its stand in such a way as to include perimeter walls to separate its stand from neighbouring Exhibitors'.

In particular, in the event of perimeter walls overlapping the walls of a neighbouring stand, they must be given a professional, continuous flat finish, with a neutral colour, as well as covering any raised items (e.g. electric cables/connecting plates, etc.).

Stand walls must always be free-standing (self-supporting).

In the case of self-supporting metal structures (trussing), all the vertical elements must be necessarily connected together, in order to form a structure that is all one.

An adequate evacuation route system must be foreseen on each stand, in order to ensure easy exit to the public aisles in the event of an emergency.

It is forbidden to position stand fittings and or furniture in the areas allocated for use as public aisles, even if said areas are incorporated in large exhibit areas.

No matter what the area of the stand, any type of continuous delimitation (display cases, vases of plants, machines and systems, chains, etc.) must be realised in such a way as to ensure an adequate evacuation route from it.

In the case of island stands (4 open sides) and peninsula stands (3 open sides), stand fittings must limit the use of perimeter walls. **However, completely closed walls on the sides overlooking aisles are not permitted.** Rimini Exhibition Centre Operations Department, according to its unquestionable judgement, reserves the right to approve the designs of island or peninsula stands with walls that are completely closed.

#### E. False ceilings

Stands must not have rooms enclosed by walls without openings at the top for the evacuation of fumes. Grilled false ceilings that ensure correct air circulation and the evacuation upwards of fumes are allowed. In the case of completely closed rooms, the installation of a force ventilation system is compulsory.

#### F. Safety and Fire Prevention systems

Stands must in no way obstruct the access to or the visibility of firefighting equipment and fire prevention devices in the halls (for example alarm buttons, extinguishers, hydrants, etc.). Each stand must be equipped with at least one type-tested extinguisher and anyway one for each 100 m<sup>2</sup> of exhibit space. Systems' junction and utility boxes must be kept constantly accessible.

#### G. Glass walls and mirrors

Any furniture or walls made of full-height glass or mirrors must be properly marked and protected from impact. The glass walls used must comply with the standards in force in terms of their characteristics, resistance and installation system. If the glazed walls are installed along the routes used by the public, they must be of the accident prevention type and withstand horizontal thrust as prescribed by the Decree of the Italian Ministry of Infrastructure and Transport of 17 January 2018, point 3.1.4.3 - Horizontal linear overloads.

#### H. Counters for demos

In the event of demonstrations, tests or practice being held on stands, any counters, showcases or structures used for this purpose must be set back at least 1.5 m from the aisles along which visitors pass, unless authorised otherwise by the Operations Department.

During demos, Exhibitors must check and take action to ensure that the public does not stop in the aisles.

#### I. Graphics

Every stand must show the exhibiting company's name.

All two-sided graphics/signs must be positioned at least 2 m from the perimeter of adjacent stands.

Advertising signs on exhibit spaces/stands, positioned at a height of over 3 m above ground level are subject to payment of a fee for greater visibility.

### 1.4 Non-standard standfittings

Standfittings are considered as non-standard if they have even only one of the following characteristics:

- Raised platforms
- Realisation of platforms open to the public with a height of  $h > 80$  cm
- Free-standing (self-supporting) stands
  - Constructed in wood: height  $> 4$  m and/or with open span (distance between two supports)  $l > 4$  m
  - Constructed with trussing: height  $> 4$  m and/or with open span (distance between two supports)  $l > 8$  m
  - Structural glazing
- Stages and tiered seating

- Outdoor structures
- Mixed structures or special structures, considered as such at the unquestionable judgement of the Exhibition Centre's Operations Department

In the case of self-supporting metal structures (trussing), all the vertical elements must be necessarily connected together, in order to form a structure that is all one.

The realisation of structures combining wood and trussing is not allowed unless it has undergone specific assessment and been approved by the Expo Centre's Operations Department.

For all non-standard standfitting, it is compulsory to upload the specific technical documentation into the Exhibitors Restricted Area, Logistics|Stand Designs section, as indicated in detail in paragraph 1.6.

In the event of an Exhibitor not having the aforementioned technical documentation, this service can be requested, and purchased in the Exhibitors Restricted Area, Online [E-services|E-commerce](#).

#### **1.4.1 Raised platforms**

Two-floor stands can be realized, providing their area does not exceed 100 m<sup>2</sup> and they respect the maximum heights foreseen for each category, as indicated at point 1.3 | A\_Heights.

Rimini Exhibition Centre Operations Department, according to its unquestionable judgement, reserves the right to approve the designs of stands with two floors whose dimensions exceed those of the aforementioned limits, only in the event of the company having complied with safety regulations as per the Interministerial Decree of 22 July 2014 on Health in Workplaces.

The raised platforms can only be used as offices and/or for receiving clients, with adjacent bar services and small refreshment areas. Therefore the type of use of the raised platforms will be part of categories B1 or B2 for offices or category C1 for food service zones, as established by Ministerial Decree of 17 January 2018 and CIRCULAR no. 7 CSLL.PP of 21 January 2019 as detailed in the following table.

Category	Environment	Qk (kN/m <sup>2</sup> )	Qk ((kN)	Hk (kN/m)
B1	Offices not open to the public	2.00	2.00	1.00
B2	Offices open to the public	3.00	2.00	1.00
C1	Restaurants, coffee bars, etc.	3.00	3.00	1.00

Where:

- Qk (kN/m<sup>2</sup>) = evenly distributed vertical load
- Qk (kN) = concentrated vertical load
- Hk (kN/m) = linear horizontal load applied to the walls at 1.20 m from the respective flooring and to parapets and handrails at the height of the top edge.

As well as the design regulations shown at point 1.3, the following regulations are valid for raised platforms:

#### **A. Areas for installation of raised platforms**

The installation of raised platforms is allowed in continuous exhibit areas uninterrupted by aisles.

The total area of the raised platform, excluding access stairs cannot exceed 100 m<sup>2</sup>. Any exceptions can be conceded at the undisputable discretion of Rimini Exhibition Centre Operations Department.

**B. Stand height**

The height of 2-floor stands must comply with the maximum height set according to the category, as specified by point 1.3 | A\_Heights and shown in the table downloadable from the [Exhibition Documents](#) section of the Exhibitors Restricted Area.

**C. Ceiling height**

Ceilings must have a minimum effective height from the stand floor of 2.40 m.

**D. Structures**

All the structures of the raised platform must be self-supporting and stand directly on the hall floor. It is forbidden for the structures to stand on/along conduits for access to the halls systems. Should this obligation be a major obstacle for the design, the Operations Department will inform of the possibility of installing load distribution plates, after being informed of the loads that effect each area of support. The point of support of the raised platform structures must be highlighted in the project designs. In the designs to be uploaded into the Exhibitor Restricted Area, Logistics|Stand Designs section, the layout of the stand must always also be included, shown in the specific hall, with the points in which the raised platform's load is transferred to the ground highlighted.

**E. False ceilings**

Stands must not have rooms enclosed by walls without openings at the top for the evacuation of fumes. Grilled false ceilings that ensure correct air circulation and the evacuation upwards of fumes are allowed. In the case of completely closed rooms, the installation of a force ventilation system is compulsory.

**F. Protection parapets**

Stair and balustrade parapets must be at least 1.10 m high. Parapets and balustrades must not be able to be passed through at any point by a sphere with a diameter of 10 cm and must always be fitted with toe-boards at least 10 cm high. The various components of the parapets/balustrades must be positioned in such a manner as to thwart climbing.

If glazed surfaces are realized, they must undergo a horizontal thrust test (as per the table in the previous paragraph 1.4.1) using safety and anti-fall glass in compliance with the current product regulations and legal provisions.

**G. Evacuation routes and stairs**

Raised platforms must be provided with:

- no. 1 stairway for up to 100 m<sup>2</sup> of surface area;
- no. 2 stairways for over 100 m<sup>2</sup> of surface area.

In any case, every point on the raised platform accessible by people must be no more than 15 m from a stairway. Stairways must be no less than 1.20 m wide.

The tread of the stairs must have a depth of at least 30 cm, while rise height must not exceed 18 cm.

**H. Safety systems and fire prevention**

Raised platforms must be equipped with at least one fire extinguisher and one for every 100 m<sup>2</sup> of floor space.

**I. Technical documentation required**

Refer to paragraph 1.6.2 – Compulsory technical-structural documentation – Custom Non-standard stand fittings.

#### **1.4.2 Platforms with a height of over 80 cm**

In the event of non-standard platforms accessible to the public, protection parapets at least 1.10 m high must be installed.

Platforms that are accessible by the public must ensure an overload capacity of 5 kN/m<sup>2</sup>, as well as loads due to any machinery or equipment installed. The platforms must be connected with the hall floor, in the passageways used by the public, with steps with a suitable riser and tread and at least one ramp with an inclination of no more than 8%, in compliance with regulations regarding on the elimination of architectural barriers.

For the necessary technical documentation, refer to paragraph 1.6.2 – Compulsory technical-structural documentation – Custom non-standard stand fittings.

#### **1.4.3 Stages and tiered seating**

Stages accessible to the public must ensure an overload capacity of 5 kN/m<sup>2</sup> as well as the loads due to any machinery or equipment installed. The platforms must be connected with the hall floor in the passageways used by the public with steps with a suitable riser and tread and at least one ramp with an inclination of no more than 8%, in compliance with regulations regarding the elimination of architectural barriers.

### **1.5 Approval of custom Standard and Non-Standard stand designs**

At least 60 days before the beginning of set-up/stand fitting, Exhibitors who have purchased **empty floor space** absolutely must upload the design of their stands into the Exhibitors Restricted Area, Logistics|Stand Designs section,

The file, in PDF format, must contain at least:

- A dimensioned floor plan of the stand;
- Dimensioned elevation drawing of all sides of the stand;
- A rendering or perspective of the stand.

Each design must bear the company name of the Exhibitor, the name of the hall, the stand number, indication of the orientation of the stand's floor plan in the hall and materials used for stand fitting.

Each design regarding stands and stand fittings must necessarily be approved by the Exhibition Centre Operations Department.

The stand design will be approved within **15 days** from its date submission.

The Operations Department reserves the undisputable right to approve stand designs with technical characteristics that are different from or exceptions to the contents of point 1.3 and 1.4, on condition that they do not harm the appearance and/or visibility of neighbouring stands.

In the event of Exhibitors not presenting any design or not fitting out the area as per the conditions laid down at points 1.3 and 1.4, they will be obliged to conform with a paid pre-fitted stand (shell scheme), allocated directly by IEG.

In the event of Exhibitors not complying with all the aforementioned indications, IEG will have the right to prevent them from participating in the Exhibition, claiming, as compensation for the damage, payment of the entire cost of the exhibit area.

Rimini Exhibition Centre Operations Department reserves the right to have stand fitting work carried out without approval or not in compliance with the approved design removed.

Exhibitors are solely and entirely responsible for stand fittings and exonerate IEG for any damage caused to themselves and/or third parties due to fitting defects caused by incorrect calculations or faulty construction.

For all non-standard standfitting, it is compulsory to submit the specific documentation required for each individual case in question, as indicated in detail in the following paragraph 1.6.2.



In the event of Exhibitors not having submitted the aforementioned documents within the established deadline, or having sent insufficient or inadequate certification, the Operations Department will proceed ex-officio with staff appointed by the Department. The cost of the certification, including any interest on late payment, will be charged to the Exhibitor who rented the stand.

## 1.6 Compulsory Technical-Structural documentation

All the structures/stand fittings realised in the Expo Centre must have the documentation that certifies their realisation according to current legal provisions. A list follows of the compulsory documents for all Exhibitors who set up and fit out **custom stands**, i.e. all those Exhibitor who **have purchased floor space only**. **Copies of all the documentation must also be kept on the stand**, available for any checks/inspections on behalf of the Authorities responsible for control.

### 1.6.1 For all Standard custom standfittings

1. **Declaration of Correct Assembly** by the stand fitter, a form that can be downloaded from the Exhibitor Restricted Area Logistics|Certifications section and must be uploaded, without fail, at the end of set-up and stand fitting work and no later than 24 hours before the beginning of the Expo in to the Exhibitor Restricted Area Logistics|Certifications section.

### 1.6.2 For all Non-Standard custom standfittings (see chap. 1.4)

1. **Technical design report** signed and stamped by an authorized technician, member of the appropriate Italian association, uploaded in to the Exhibitors Restricted Area Logistics | Certifications section within and no later than 5 days before the beginning of set-up/stand fitting; containing:
  - Working drawings
  - Description of the structures
  - Detailed description of the materials
  - Calculation report (including thrust tests for any parapets, only compulsory for stands that foresee raised platforms, platforms with  $h > 80\text{cm}$ , stages, tiered seating, outdoor and/or mixed structures).
2. **Declaration of Correct Assembly** by the stand fitter, a form that can be downloaded from the Exhibitor Restricted Area Logistics|Certifications section and must be uploaded, without fail, at the end of set-up and stand fitting work and no later than 24 hours before the beginning of the Expo in to the Exhibitor Restricted Area Logistics|Certifications section.
3. **Final Test certificate**, drawn up after the on-site inspection at the end of set-up and stand fitting work, stamped and signed by an authorised technician (member of the appropriate Italian association for at least 10 years, different from the one who signed the technical design report and who has not been in any way involved in the management and execution of the works (Law no. 1086/1971); uploaded into the Exhibitor Restricted Area, Logistics|Certifications section within and no later than 24 hours before the beginning of the Expo. **An original copy of the document must also be kept on the stand**, available for any checks/inspections on behalf of the Authorities responsible for control.
4. At its undisputable judgment, IEG reserves the right to request additional documentation.

As well as these, there are also the certification of conformity of the materials and of electrical systems as described in the dedicated chapters 5 and 6.

## **1.7 Rigging**

The Rigging Service consists in the supply of special cables hooked on to the roof, which can be used to suspend stand structures, fittings and lighting supplied by Exhibitors, a company appointed by them or rented from IEG itself.

N.B.: The cables hooked on to the roof are supplied exclusively by IEG, who will, if requested, also handle the supply of the necessary stand structures, fittings and lighting, including the appropriate certifications. Even if the structures are owned by the Exhibitors or a company appointed by them, the attachment must be compulsorily certified by IEG by means of an appointed qualified technician.

The entire overhead system, from design to testing, must respect the sector's current regulations regarding fire prevention, structure and system matters, as well as the Circular of the Italian Ministry of the Interior - Fire Brigade Dept. 1 April 2011, No. 1689 – regarding entertainment venues of a temporary or permanent nature. Check of the solidity and safety of overhead loads.

The architecture of the rigging system will be assessed by IEG on the basis of the geometry, the weight of the item(s) to be flown and the necessary safety coefficients.

The assessment of the feasibility and therefore the architecture of the rigging system will be carried out exclusively by IEG on the basis of the geometry, the weight of the structure to be suspended and of the necessary safety coefficients, all in relation to the position of the stand in question and on the basis of the type of hall roofing above the structure. Therefore, the plans of the expo centre's roofs and/or the positions of the rigging points will not be provided.

Rigging applications must be made via e-mail by sending the form "Application for rigging points and statement of overhead loads", which exhibitors can download from their Restricted Area, [Exhibition Documents](#) section, and the relative attachments, to [appendimenti@iegexpo.it](mailto:appendimenti@iegexpo.it)

The overall weight of the suspended structure must not exceed that stated in the forms "Application for rigging points and statement of overhead loads". Should the load measured be higher than the stated load, IEG reserves the right to assess the feasibility and any action necessary to guarantee the safety of the suspended structures, including re-designing the original system of ropes/cables/structures and the contextual on-site integration/modification. Any and every cost for the aforementioned activity will be charged to the Exhibitor, including any charges for ensuring the safety of the set-up. If, for any reason, obstacles or difficulties of any type prevent the operation ordered by IEG from being carried out, the exhibit space will be considered unfit for use and visitor access forbidden.

The height of the suspended structures from floor level must respect the height categories as per point 1.3 | A\_Heights and be shown in the diagram, which can be downloaded from the [Exhibition Documents](#) section of the Exhibitors Restricted Area.

Alternatively, in their Restricted Area, Exhibitors can purchase structures promoting their brands, which will be installed, by means of rigging, at a height of 8 m from ground level, no matter where they are positioned in the hall.

Further info on custom rigging can be downloaded from the Exhibitors Restricted Area, [E-services|E-commerce](#) section – Riggings request of feasibility | General supply conditions.

It must be remembered that the service can only be provided following written confirmation of the rigging design and the economic estimate on behalf of the Exhibitor, which must reach IEG **at least 30 working days** before the beginning of set-up/stand fitting.

N.B.: Hanging structures are not allowed in halls B8 and D8,



## 2. ACCESS TO THE EXHIBITION GROUNDS

All those entering the Exhibition Centre are obliged to behave in a civil manner, respecting the property and equipment of IEG and third parties in the Exhibition Centre and to promptly and scrupulously observe the rules and instructions given at the entrance and in the Exhibition Centre, through appropriate signage, written notification, PA announcements, and by service staff or with any other means, with the specification that PA announcements and instructions given by service staff override all other notifications.

In the Exhibition Centre, it is forbidden to request offerings, alms or donations for any type of institution, carry out religious, political or trade union activity, or any activity unrelated to the aims of the Trade Fair being held, unless expressly authorized in writing by IEG.

In addition to the indications of the Consolidated Act of Public Safety Laws (TULPS), for further security, access to the Exhibition centre is forbidden to any person in possession of offensive weapons (Art. 30 TULPS), as well as any person in possession of toy weapons, stunning devices, explosive and incendiary substances/devices and toxic chemical substances.

### 2.1 Access on foot

In the Exhibitors Restricted Area, [Exhibition Documents](#) section it is possible to consult all the communications and regulations regarding the period of Stand Fitting work, the Exhibition period and Dismantling work foreseen for the Exhibition in question.

#### 2.1.1 Access during Stand fitting and Dismantling work

To enter and go round the Exhibition Centre, Exhibitors and/or the staff of companies working on their behalf must hold a specific **personal access permit**.

To apply for access permits valid during the period of Stand Fitting and Dismantling work, Exhibitors can enter their Restricted Area, Logistics|Access Management section, key in the necessary data and generate the relative QR Code Passes.

For the access of their Stand fitters and Contractors, Exhibitors will send the appropriate authorisation, which will enable the Stand Fitter|Contractor to generate his Access Pass himself, after keying in the requested data. The Passes will be valid during Stand Fitting and Dismantling work. With the same procedure, Stand fitters can issue an authorisation for any Sub-Contractors and/or other types of Collaborators.

The Exhibitor must pay their Stand Fitter at least **60 days** before the start date of the set-up.

#### 2.1.2 Access during Exhibition days

Exhibitors can enter the Event using the appropriate passes downloaded from their Restricted Area.

During the days of the Exhibition, Exhibitors who need to allow their Stand Fitter to access for urgent maintenance or repair work must go to the S.A.T.E. desk (Exhibitor Technical Assistance Service), to request permission, which will be issued at the sole discretion of the IEG Operations Office. The work in question can only be carried out outwith Exhibition hours and with the supervision of a (paid) Surveillance Service.

### 2.2 Vehicle access

In the Exhibitors Restricted Area, [Exhibition Documents](#) section it is possible to consult all the communications and regulations regarding the period of Stand Fitting work, the Exhibition period and Dismantling work foreseen for the Exhibition in question.

It is forbidden to leave cars, trucks or other vehicles parked overnight in the Exhibition Centre, even in the event of a breakdown, unless authorisation has been obtained in advance from IEG.

It is absolutely forbidden to stop/park motor vehicles at vehicle entrances, accesses to goods lifts, hydrants, emergency exits, near crossroads, or zones in front of public utility services.

IEG assumes no responsibility for any damage to vehicles parked or moving in the Exhibition Centre.

The Highway Code applies within the Exhibition Centre and the **speed limit is 30 km/h**. In particular conditions, you may be asked to proceed at a walking pace. However, as well as respecting the aforesaid regulations, vehicles' speed must always be in conformity with the state of the locations and the existing situations.

No means of transport (artics, trucks, vans, cars, etc.) can enter the halls.

### **2.2.1 Access during Stand fitting and Dismantling work**

Vehicles involved in goods transport will be admitted to the Exhibition Centre on the days and at the times established by IEG, via the EAST and/or WEST entrances according to the Exhibition in question and in any case as communicated in the Exhibitors Restricted Area, [Exhibition Documents](#) section.

The aforementioned vehicles can only enter the Exhibition Centre if holding a **SLOT booking** (when foreseen) and/or anyway according to the instructions in the "Traffic Regulations" document sent to the Exhibitor and downloadable from the Restricted Area, [Exhibition Documents](#) section.

Once in the Exhibition Centre, vehicles requiring to unload and/or load material with the aid of forklift trucks or cranes, must follow the instruction of the Official Contractor/Supplier for the handling, taking their place in an orderly manner outside the halls, waiting to carry out loading/unloading work.

Once the loading/unloading work has been carried out, the vehicles must immediately leave the Exhibition Centre.

**Motor vehicles are not allowed in the roads alongside the Exhibition Centre halls during Stand Fitting and Dismantling work, as is explained in greater detail in the Exhibition's aforementioned "Traffic Regulations".**

Considering the intensity of vehicular traffic in the Exhibition Centre's roads, during Set-up and Dismantling periods, drivers must:

- Closely observe the routes and stopping zones indicated by the staff responsible for surveillance and circulation;
- Limit their stops for loading and unloading goods to a maximum of **1 hour**;
- Not park the vehicles overnight (even in the event of a breakdown) in the Exhibition Centre.

In order to ensure safety and not prejudice the correct effective management of the spaces at the Exhibition Centre and enable the efficient organisation of Exhibitions, IEG reserves the right to summon the Police to proceed with the removal of vehicles without any liability or cost for IEG. All the costs regarding the removal of the vehicle (call, removal, transport, storage, etc.) will be entirely charged to the vehicle's owner/driver.

### **2.2.2 Access during Exhibition days**

Cars for the transport of people, are parked in the Exhibition Centre during the Exhibition period, must only enter through the set entrances, with an Exhibitor Car Park Permit and can only be parked in the appropriate areas allocated for parking indicated by means of road markings and/or service staff.

Parking along the roads at the side of the halls is only possible for Exhibitors holding Exhibitor Internal Parking Permits, which can be purchased in the Restricted Area, [E-services|E-commerce](#) section.

## **2.3 Goods**

### **2.3.1 Access during Stand fitting and Dismantling work**

All the work connected with the unloading, positioning on the stands, dismantling and return shipment of machinery, exhibit material and stand fittings can only be carried out during the Stand Fitting and Dismantling periods and will be at the responsibility and the cost of Exhibitors.

For goods handling at the Exhibition Centre, IEG has an Official Contractor, Expotrans S.r.l., which must be contacted in advance.

It must be noted that Expotrans S.r.l. assumes no obligations for carrying out the work of loading and unloading unless they are booked in advance.

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The only company authorised to rent aerial platforms in the expo centre is Prostand srl, so stand fitters/exhibitors/organisers who require to carry out work at height must refer to the aforementioned company.

It must be noted that Prostand S.r.l. assumes no obligations for carrying out the work at height unless it is booked in advance.

For reasons of safety, Exhibitors/Stand Fitters/Organisers working on their behalf are **forbidden to use forklift trucks, mobile cranes, aerial platforms, etc. (owned by them or hired) in the Exhibition Centre.**

Exhibitors and Stand Fitters can use electric pallet trucks owned or hired by them, provided that the necessary safety documentation is checked by the Operations Department.

It must also be noted that during the Stand Fitting and Dismantling days it will **not be possible to use cranes or mobile cranes** for unloading and reloading good in the halls; these machines can be used prior to the Stand Fitting period and after the Dismantling period, the dates of which will be announced by the Operations Department in the Exhibitors Restricted Area, [Exhibition Documents](#) section.

### 2.3.2 Access during Exhibition days

In the event of Exhibitors requiring to introduce goods during the period in which the Exhibition is being held, they can use the “Caution money” system which enables temporary entrance along the roads for the sole purpose of unloading goods, subject to the consignment of cash security at the entrance and/or anyway according to the indication of the Traffic Regulations sent to Exhibitors and downloadable from the Restricted Area, [Exhibition Documents](#) section.

### 2.3.3 Packaging storage

Expotrans S.r.l., as Official Contractor, is available for the withdrawal, storage and re-consignment of empty packaging at the end of the Exhibition, according to current rates. Re-consignment is carried out according to a logistic program arranged at the time.

Empty packaging not consigned to Expotrans S.r.l., will be removed and disposed of, with the relative cost being charged to the Exhibitor in question.

## 3. STAND FITTING AND DISMANTLING

In case of failure to pay the balance and/or failure to send and/or approve the stand design, or in the case provided for in Chapter I Art. 3, points 3.4 and 3.5 of the Exhibition Regulations, IEG has the right to refuse to allow the exhibiting company or any fitters appointed by it to set up the stand.

In this case, IEG, as well as withholding any deposit already paid and claiming the entire sum agreed on for participation, as indicated in the countersigned proposal of participation, will consider the exhibit area free and it may be allocated to others.

### 3.1 Calendar and hours

The official hours and dates for Stand Fitting can be consulted on the Exhibition web site, as well as being published in the Exhibitors Restricted Area, [Exhibition Documents](#) section. Said hours and dates will be made available six months prior to the Exhibition. IEG reserves the right, for technical/logistic reasons, to modify said hours and dates and, if so, communicate the new ones promptly to Exhibitors.

IEG also reserves the right to establish different dismantling times and priorities for the various Exhibition areas, according to specific necessities due to the calendar of Exhibitions.

Exhibitors who have not occupied their areas or begun stand fitting within 12 noon on the last Official Stand Fitting day will be considered as defaulting to all effects, as per Chapter I Art. 5 point 5.5 of the Exhibition Rules and Regulations.

### **3.1.1 Extensions of hours**

Any extensions to the hours foreseen during Stand Fitting work must be authorized by IEG's Operations Department. Such extensions require a specific Surveillance Service to be paid by the Exhibitor and booked in his Restricted Area, [E-services|E-commerce](#) section. Extensions are not allowed on the eve of the Exhibition and possibly neither on the day prior to the eve of the Exhibition, according to the Exhibition, i.e. during the so-called "Cuscinetto" (buffer) days.

In fact, the period between the beginning of Stand Fitting work and the first day of the Exhibition is classified as:

- Stand Fitting period;
- "Cuscinetto" period.

It must be noted that stand set-up and stand fitting work must be finished within the last day of the Stand Fitting period, the deadline of which is indicated in the "Traffic Regulations", downloadable from the Exhibitors Restricted Area, [Exhibition Documents](#) section. During the so-called "Cuscinetto day(s)" Stand Fitters will only have access to the Exhibition Centre to hand over the stand to the Exhibitor, who will only be able to carry out the final work of positioning the samples.

Applications for extensions must be made within 12 noon on the day for which the extension is required.

On **Cuscinetto** day(s), i.e. on the eve of the Exhibition inauguration and eventually the day before:

- It is forbidden to carry out set-up and stand fitting work;
- Stand Fitters will only have access to the Exhibition Centre to hand over the stand to the Exhibitor and only if they have the appropriate temporary passes, a limited number of which can be requested at the S.A.T.E. desk.
- Exhibitors can only carry out the final work for positioning samples.
- Extensions beyond the scheduled closing time, indicated in "Traffic Regulations" document, are not authorized.

If, during the "Cuscinetto" day(s), classic set-up/stand fitting activity is noted (plastering, cutting, painting, sanding, etc) and/or unauthorized people on stands, IEG will apply a fine of € 2,000 + VAT.

### **3.1.2 Stand fitting anticipation and extension of Dismantling**

Exhibitors who require to anticipate stand fitting work compared with the days officially allocated for this purpose can request to do so, if the calendar permits it, purchasing the paid service in the [E-services|E-commerce](#) section of the Exhibitors Restricted Area. In a similar manner, it is possible to request additional days for dismantling work if the calendar permits it. The possibility of anticipating stand fitting always depends on the approval of the stand design and the payment of the total cost of the exhibit area.

## **3.2 Obligations and Prohibitions during Stand Fitting and Dismantling work**

### **3.2.1 Obligations**

- Keep within the limits of the allocated exhibition area;
- Favour material consisting of pre-fabricated and finished elements, so that simple assembly and final touch-up work can be carried out on site. Assembly and dismantling of materials and installations are always permitted. Cutting, sanding, and painting operations shall be limited to finishing work on the stand.
- Preserve and do not damage or modify the halls' fixed structures, if necessary using trestles and frames to hang or fix objects;
- Only use hooks and chains hung from the top edge of the walls to fix posters or other items on ready-fitted stands. In the case of fitted stands (shell schemes) it is forbidden to fix posters or other items by drilling holes or using drawing pins, nails or double-sided adhesive tape.
- Only use easily removable double-sided adhesive tape that does not leave residue on the floor, when applying floor covering such as carpet, linoleum, parquet or similar products;
- Organise work in such a way as to limit interference with neighbouring work;

- Use suitable means for working at height, in particular, all portable ladders used must comply with UNI EN 131;
- Paint using a roller or brush;
- Wash any tools used for painting (rollers and/or brushes) only and exclusively in duly marked and fitted out brush washing areas. A file indicating the brush washing areas can be viewed in the [Exhibition Documents](#) section of the Exhibitor Restricted Access Area;
- In the event of painting, plastering or any other work that could mark the flooring being foreseen, use protective nylon sheets at least 1 m. wide. In the event of failure to use protective nylon being noted, IEG will apply a fine of € 500 + VAT, as well as charging the cost of cleaning and restoring the area to its original state;
- By means of labels, indicating the Stand Fitter's company name, every can of paint that is used must be recognisable. For painting work, only the use of water-based paints is permitted;
- Remove all bins containing paint once the stand has been set up. A penalty of €1,000 + VAT will be applied for any waste not removed, in addition to the cost of disposal and reporting to the competent bodies for littering of hazardous waste.
- Take all necessary precautionary measures during assembly of the various parts making up any structure to avoid any collapse and/or parts becoming detached, which could cause harm to the personnel present in the hall.
- During the entire Stand Fitting period, aisles and passageways must be kept clear of all material, waste and equipment, in order to ensure free circulation of people and vehicles. Appropriate containers will be positioned in the aisles for the disposal of machining off-cuts and swarf;
- Organise work so as not to occupy any aisles. For main aisles 2 and 4, it is compulsory to contain any set-up equipment and materials within 1 metre of the perimeter of the allocated stand, always ensuring a free aisle of at least 2 metres;
- Always keep emergency exits, passages and vehicle accesses free, avoiding any obstacles that prevent them being used, even if only temporarily. IEG reserves the right to authorize its Official Supplier to move obstructing material and free passageways.

### **3.2.2 Prohibitions**

- Smoking in the halls and indoor areas of the Exhibition Centre. According to Law No. 3 of 16 January 2003 and Prime Minister's Decree of 23 December 2003, smoking is absolutely forbidden throughout the entire Exhibition Centre. Offenders are subject to an administrative penalty of the payment of a sum of between 25 and € 250. Smoking is only permitted in outdoor areas and under the porticos located outdoors, indicated with appropriate signage;
- Drinking alcoholic beverages, as per Art. 15 of Law 125 of 2001;
- Drilling, boring holes, fixing nails and/or screws in walls, ceilings, columns or any other interior or exterior surface of the halls;
- Realising grooves or channels in the floor or walls to recess cables or tubes;
- Painting, with any type of paint, marking with glue or other substance, as well as applying adhesives to the floor, walls, ceilings and any other installations of the Exhibition Centre;
- Discharging any type of unauthorised waste into the Exhibition Centre sewer drainage system, including the service drains in the toilets and the rainwater collection sumps, both inside and outside the halls. Any unauthorised waste must be collected and removed from the Exhibition Centre;
- Using paint with solvents;
- Spray painting;
- Subjecting material to fireproofing treatment in the halls;
- Fixing stand fitting elements and/or applying loads to the walls, ceiling and structure of the halls;
- Carrying out any activity that disperses dust into the air, such as cutting and sanding wooden and/or ferrous material, without special equipment fitted with a suction system and filters that prevent dispersion into the environment. Equipment that does not comply with the afore-mentioned provisions should only be used outdoors in the forecourts. In the event of failure to comply with this requirement, a penalty of € 500 + VAT shall be applied, in addition to the costs of cleaning and reinstating the area;



- Carrying out any type of hot work, such as welding, brazing, grinding, or cutting with a sander;
- Using any kind of open flame;
- Spreading naphtha, petrol, chemicals or solvents on the floor of the halls;
- Making changes to the layout of the exhibition areas;
- Making direct connections to services (water, electricity, data, etc.) independently or through third parties not authorised by IEG;
- Using forklifts, self-propelled cranes, aerial platforms, etc. owned or rented, using suppliers other than the Official Suppliers indicated by IEG;
- Introducing explosive, detonating, asphyxiating, pressurised, flammable or otherwise dangerous materials into the Exhibition Centre without the authorisations required from the competent authorities and prior authorisation from IEG;
- Introducing and using LPG, methane or other gas cylinders inside the halls;
- Using electric heaters and air conditioners on stands;
- Dragging heavy loads, hitting the floor with blunt instruments;
- Entering the Exhibition Centre's halls with any motor vehicle, unless previously authorised by IEG for vehicles on show, and in any case subject to agreement on entry procedure;
- Depositing and/or piling debris from stand fitting work in the hall, creating storage areas not authorised by IEG.

Any damage will have to be compensated; exhibited material will remain as a guarantee, on which IEG will have the right to lay claim without, of course, excluding any other forms of compensation.

### **3.3 Stand dismantling**

Stands cannot be dismantled totally or in part nor exhibited material removed before the end of the Exhibition.

Exhibitors who break this rule will have to pay as a fine half the sum indicated in the undersigned proposal of participation.

Upon settlement of payment for technical services (Exhibition Rules & Regulations Chap. II, Art. 3, point 3.2), the "Permit for the removal of samples from the stand" necessary to start removing exhibits and subsequently dismantling the stands will be issued.

It must be remembered that the exhibit area must be freed in full respect of the conditions of both the temporary technical fittings (telephone sockets and apparatus), electrical systems and equipment and compressed air distribution.

In the event of failure to pay for technical services or any previous outstanding sums, IEG will not issue the "Permit for the removal of samples from the stand", consequently withholding with a right to compensation the goods and fittings on the company's stand, and said company will not be authorised to begin dismantling work.

In particular, Exhibitors must re-consign their stands spaces in the same conditions as they were in when they occupied them, i.e. free from any adhesive tape, scrap material, waste, etc.

Any waste material left in the Exhibition Centre authorizes IEG to apply a fine of € 1,000 + VAT as well as the costs of disposal.

If any Exhibitor has not finished this work by the expiry of period indicated for Dismantling, IEG can proceed ex-officio at Exhibitors' expense and risk and on their behalf. Thirty days from the end of the Exhibition, IEG has the right to arrange for the sale, without any type of formality, of exhibited materials and samples that Exhibitors have not removed. From the sum obtained from the sale, IEG will retain what is due from the Exhibitors and keep the remainder at Exhibitors' disposal for a maximum of six days. After this period, the aforementioned sum will be confiscated by the IEG, who assumes no responsibility whatsoever for materials and products left in the Exhibition Centre and can have them moved elsewhere, again at Exhibitors' expense and risk and on their behalf.

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Regarding all the aforementioned provisions, it must also be noted that IEG will not in any way be held responsible in the event of damage to the material either during its dismantling or removal/transport, or during the phase during which it remains unattended in the Exhibition Centre.

### **3.3.1 Waste management during the set-up and dismantling phases**

It is compulsory to reinstate the allocated stand to the state it was when it was allocated – in other words, free from any adhesive tape, stand parts, waste materials, rubbish, etc. Management of any waste produced during stand set-up and dismantling activities is the responsibility of the Exhibitors/Fitters who produced it. Such “management” includes the activities of collecting waste, transporting it, and sending it for recycling and/or disposal, which must be carried out in compliance with applicable regulations: Italian Legislative Decree 152 of 2006 as amended and supplemented, other regulations, including local regulations, and specific applicable guidelines. Exhibitors/Fitters are jointly and severally responsible for full compliance with the contents of the afore-mentioned provisions. The uncontrolled storage and dumping of any kind of waste is prohibited by current legislation and constitutes an offence punishable under criminal law.

In the event of any waste being abandoned, the penalties provided for non-compliance with Exhibition Centre Technical Regulations shall apply, without prejudice to compensation for greater damage. The Exhibition Centre reserves the right to expel those responsible and to report them to the competent authorities. If any waste material is abandoned in the Exhibition Centre, IEG shall apply a fine of € 1,000 + VAT, in addition to disposal costs, established based on the type and quantity of waste abandoned.

#### **WASTE DISPOSAL SERVICE:**

If exhibitors wish to use the waste removal and disposal service provided by the Exhibition Centre, this can be requested through the [E-services|E-commerce](#) section of the Exhibitor Restricted Access Area, by filling in form N2.

### **3.4 Verifications and Controls**

IEG reserves the right to carry out checks at any time, directly and/or through third parties (natural or legal persons) appointed by the same, and to request from the parties operating in various capacities within the Exhibition Centre, compliance with the regulations indicated.

Should the above checks reveal serious breaches of the Exhibition Centre Technical Regulations, the penalties envisaged shall be applied to the company responsible for non-compliance. The Exhibitor, who, as principal, has authorised the company to operate in the Exhibition Centre on its account in order to carry out work on its stand, shall be informed of the dispute.

In any case, along with the dispute, IEG reserves the right to:

- remove any personnel who have failed to comply with the regulations;
- add the name of any Fitter/Contractor who has failed to comply with the regulations on a list of companies subject to further inspections before being allowed access to the Exhibition Centre again.

## **4. CONTRACTORS AND PROVISION OF SERVICES**

The Exhibitor is free to use its own suppliers for services connected and functional to the event, with the exception of the “Essential Services” indicated below.

For the provision of Essential Services, i.e. services/supplies of: material handling, platform rental, electrical connections, water connections, telephone and network connections, riggings, armed surveillance, functional to guarantee the Safety, Planning and Integrity of the structures and systems, the Exhibitor is strictly obliged to use only the services provided by IEG directly or by its official suppliers. Exhibitors must extend this obligation to their Stand Fitters/Suppliers.

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These services must be requested at least 30 days prior to the stand set-up start date.

For all the other services/provisions (to be found in the Restricted Area [E-services|E-commerce](#)), in particular for stand set-up and fitting work, including any hire of material necessary for this purpose, Exhibitors can use the services of IEG, who will provide them either directly or by means of its authorised Contractors.

Said services are regularly invoiced and provided directly by IEG or by means of its official suppliers; IEG does not therefore assume responsibility regarding any inefficiency or problems with their provision.

All the aforementioned services can be ordered by means of the e-commerce platform of Exhibitors Restricted Area. It must be noted that purchasing /ordering a service implies acceptance of the general supply conditions (always available, attached to the service).

Payment of said services is regulated as per the contents of Chapter II Art. 3 of the Exhibition's General Rules and Regulations.

Any complaints regarding the services and/or concerning their invoicing will only be accepted by the IEG if sent in writing (to IEG) within and no later than the end of the Exhibition.

## 5. FIRE PREVENTION

Failure to respect safety and prevention measures authorises IEG S.p.A. to:

- prohibit the defaulting stand fitting company from working in the Exhibition centre;
- exclude the Exhibitor in question from the Exhibition and from any others organised by IEG

For explanations, contact the Certification Office at: [certificazioni.rm@iegExhibition.it](mailto:certificazioni.rm@iegExhibition.it)

### 5.1 General clauses

All material to be used for setting up and fitting out exhibit space/stands (partitions, backdrops, various structures, platforms, coverings, fabrics, false ceilings, curtains, carpeting, etc.) must be **incombustible, fireproof at origin or fireproofed** (according to the following norms:

- Ministry of the Interior circular No. 12 of 17/05/1980
- M.D. of 06/07/1983
- M.D. of 26/06/1984
- M.D. of 06/03/1992
- M.D. of 15/03/2005
- M.D. of 16/02/2009 and subsequent modifications and integrations.
- M.D. of 03/08/2015 and subsequent modifications and integrations.

Of all the aforementioned norms/standards, the most recent edition (including any amendments or variations) in force must be considered as valid.

For this purpose, Exhibitors must upload into their Restricted Area, Logistic|Certifications section, Form A – Declaration of Conformity with Fire Regulations, within and absolutely no later than the date indicated on the form. The fire proofing certificate and Test Report on the materials must be kept on the stand. If, for particular exhibiting requirements, it is necessary to have machines or vehicles in the Exhibition Centre, this can be authorized by the Operations Department. However, in this case, the machines' and vehicles' fuel tanks must be empty and their batteries disconnected.

### 5.2 Fire prevention regulations

All stand material (flooring, walls, ceilings, etc.) must meet the following requisites:

1. The introduction and use of stand fitting materials to/in the Exhibition Centre is only allowed on the condition that they are accompanied by the appropriate documentation certifying their fire reaction classification;



2. All exhibit/stand fitting materials must be installed and mounted in strict compliance with the provisions of their type-testing certificates;
3. Flooring must be of a Class no higher than 2; if it is necessary to cross stands to reach emergency exits, the material along evacuation routes must be Class 0;
4. Material susceptible to catching fire on both sides: platforms, raised flooring, panels for partition walls on stand, drapes and ceilings, must have a fire reaction classification no higher than 1;
5. Padded furniture must have a fire reaction classification of 1IM;
6. It is forbidden to use plastic materials, including panels and foam sheets (e.g. polystyrene foam) unless they are class 1 and used in small quantities as decorative elements;
7. It is also forbidden to use fabric in synthetic fibre which cannot be fire-proofed, varnish, paints, adhesives that are not compliant with class 1, mats, trellises and curtains made of thin slits of wood (Venetian blinds type) or similar. With products that are not fireproof at origin, it is compulsory to carry out specific treatment with fire-proofing products. This treatment must be carried out before the material is brought in for stand fitting work in the Exhibition Centre;
8. The empty cavities on stages and walls must be filled with incombustible material (fibreglass and/or similar material);
9. Fireproofing products must only be used on the materials indicated in the ministerial test certificates or those issued by legally recognised laboratories;
10. Materials that must be treated with fireproofing products must undergo treatment before being taken into the Exhibition halls; The use of naked flames is forbidden in the halls;
11. All the materials must be accompanied by test certificates proving testing and approval as well as official documentation proving their purchase;
12. Stand furniture is excluded from the application of the regulations regarding material fire reaction classification.

Below are the comparative tables between Italian Classes and European Classes as per the M.D. of 15/03/2005 and subsequent modifications and integrations which must be respected for the installed construction products:

**Floor covering:**

	<b>Italian class</b>	<b>European Class</b>
I	Class 1	(A2FL-s1), (A2FL-s2), (BFL-s1), (BFL-s2)
II	Class 2	(CFL-s1), (CFL-s2)

**Wall covering:**

	<b>Italian class</b>	<b>European Class</b>
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)

**Ceiling covering:**

	<b>Italian class</b>	<b>European Class</b>
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)

NB: It should be noted that the M.D. of 15/03/2005 applies only to construction products, i.e. products manufactured to be permanently incorporated in construction works. As required by Directive 89/106/EEC. Therefore these regulations do not include materials and products which, although having to respond to certain requisites regarding reaction to fire, cannot be considered as "construction products" (drapes, padded furniture,

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pillows, mattresses, etc.), so, as far as they are concerned, current Italian provisions continue to be applied (M.D. of 20/06/1984 and subsequent amendments and additions).

### **5.2.1 Fire extinguishers**

**Each stand must be equipped with at least one powder fire extinguishers** with an extinguishing capacity of no less than 34A 233BC, **with a ratio of one for each 100 m<sup>2</sup>** of exhibit space. Extinguishers must be positioned in a central easily accessible position on stands. It must be remembered that extinguishers must be classified and tested/approved as per M.D. of 07/01/2005.

In the event of Exhibitors failing to comply, IEG Operations Department will officially take the measures it considers necessary in order to ensure the safety of Exhibitors and Fair participants.

Exhibitors (or their Stand fitters) must also comply with any instructions the Provincial Inspection Committee believes necessary and in this case, appropriate notification will be given.

### **5.3 Instructions in the event of fire or dangerous situations**

IEG at the Rimini Exhibition Centre has its own Fire Prevention team; there is also a Fire Brigade team (during exhibitions) and adequate firefighting systems/equipment (extinguishers, hydrants, etc.). Therefore, as soon as a dangerous situation arises, it must be rapidly reported to the fire prevention team via the S.A.T.E. information desk, or by calling the switchboard directly (tel. 05417441), describing the situation in detail, either by pressing one of the fire alarm buttons distributed in all the halls. In the event of a fire, as well as reporting it to the appropriate people as indicated above, each company must make certain that all its workers remain calm and follow the instructions of the appointed staff. If necessary, company staff may then use a fire extinguisher, which all exhibitors must keep on their stands, as foreseen by this Technical Regulations. In the event of evacuation orders being given, workers must not run, shout or use lifts and must go to the nearest safety exit.

## **6. SYSTEMS**

Failure to respect safety and prevention measures authorises IEG S.p.A. to:

- prohibit the defaulting stand fitting company from working in the Exhibition centre;
- exclude the Exhibitor in question from the Exhibition and from any others organised by IEG

For explanations, contact the Certification Office at: [certificazioni.rm@iegExhibition.it](mailto:certificazioni.rm@iegExhibition.it)

### **6.1 Electrical systems**

All electrical installations on stands/exhibit areas are to be charged to the Exhibitor, who will see to it that they have been carried out in a "professional manner", as prescribed by current laws/regulations.

In particular, electrical systems must be realised by scrupulously following:

- Italian Legislative Decree 81/2008 and subsequent modifications and integrations;
- M.D. no. 37 of 22/01/2008 and later amendments/modifications.

CEI standards (Law No. 186 of 01/03/1968) with particular reference to:

- CEI 64-8 standards for electrical systems with a rated voltage of no more than 1000V;
- CEI 64-8/7-711 Particular environments and applications. Fairs, Exhibitions and Stands;
- CEI 34-86 Installation of luminous signs and tubes operating with a no-load voltage of over 1 kV, but not over 10 kV;
- CEI 34-90 Lamp power supply units. General and safety requirements.

Of all the aforementioned norms/standards, the most recent edition (including any amendments or variations) in force must be considered as valid.

Following the installation of the systems in the stands, each Exhibitor is required to upload the “Declaration of Conformity of the Art-Based Electrical System”, Form B, downloadable from the Exhibitor Restricted Area, Logistics|Certifications section, completed and signed by qualified professionals, certifying the compliance of the systems themselves with the rule of art (pursuant to M.D. no. 37/2008), together with a copy of the valid registration certificate to the Chamber of Commerce. This documentation must be uploaded no later than 24 hours before the opening of the Exhibition. A copy of the above statements and related mandatory attachments must always be available at the stand.

Stands’ electrical systems must only be connected to the Exhibition Centre electricity supply by official IEG electricians, upon withdrawal of the form B aforementioned. In the event of missing or incomplete documentation, IEG will not authorise connection to the electricity grid.

All electrical system components must comply with CEI standards and have the IMQ mark or the equivalent for foreign countries.

### 6.1.1 Special instructions

#### A. Switches

General switches must be fitted “upstream” with a main thermal/magnetic circuit breaker with a capacity proportionate to the power used, to be fitted “downstream” of the main switch supplied by IEG.

“Downstream” of the main multi-pole thermal/magnetic circuit breaker, a thermal/magnetic circuit breakers with a tripping current of 300 mA (0.3 Amps) must be installed for the machines – one for each outgoing power distribution line.

Power lines for lighting and lighting and “motive power” socket lines must be on separate circuits. Minimum cross-section area allowed for distribution lines is 2.5 mm<sup>2</sup>.

The aforementioned switches must be wall-mounted at a height of no less than 0.3 m from floor level.

All circuits powering power sockets of up to 32A and all terminal circuits, other than those for emergency/safety lighting, must be protected by a circuit breaker with  $I_{dn} \leq 30\text{mA}$ . When SELV and PELV circuits are used, the conductors’ protection must be ensured by insulation able to stand up to a test voltage of 500 Vac for 1 min, or by means of barriers or covering that ensure protection rating of at least IPXXD. Control and protection switches must be located in closed rooms or cabinets that can only be opened with a key or special tool, except those parts designed and intended for use by normal people.

#### B. Power

Maximum power on each lighting circuit must not exceed 2,500 W.

#### C. Electrical connections

Connections must have a protection rating of at least IPXXD.

When voltage can be transmitted to the terminals, connections must have built-in cable glands.

#### D. Sockets and Plugs

Sockets and plugs must be of a type (or installed in such a way as to ensure they are) not subject to mechanical damage, must have an earth wire, must ensure that live parts are inaccessible and be fitted with retention devices.

Sockets with a capacity of over 16A must be of the type blocked with a switch which avoids the plug being connected and disconnected when power is switched on. In locations accessible to the public, power plug sockets within reach must have individual overcurrent protection. In locations not accessible to the public, sockets can be grouped together in groups of no more than five under the same overcurrent protection.

#### **E. Mains connection points**

For obvious electrical, practical and safety reasons, all equipment located at connection points must be accessible and in any case free from any obstacles that might hinder the work of checking or connection by IEG appointed technicians.

#### **F. Cables**

The electricity distribution system (wires) must be made with:

- If laid singly, flame-retardant cables (series CEI 20-35) of the following types:
  - H05V-K;
  - N07V-K;
  - FROR;
  - H07RN-F.
- If laid bundled, fire-retardant cables (series CEI 20-22) of the following types:
  - FG7(O)R;
  - UG7(O)R;
  - RG7(O)R.
  - Equivalent types

Wherever there is a high fire risk, particularly under platforms, in cavity walls or suchlike and false/suspended ceilings, electricity lines must be realized using:

- cables with low toxic and corrosive fume and gas emission (series CEI 20-37/2/3) of the following types:
  - FG7(O)M1 (for multicore cables);
  - N07G9-K (for single core cables);
 or
  - single core or multicore cables enclosed in protective tubes or metal/non-metal ducts with a protection rating of at least IP4X.

If requested, a document from the manufacturer be shown, declaring that the cables are of the aforementioned types or, in the case of foreign products, of a type with equivalent electrical, mechanical and fire-retardant characteristics.

Cables' cross-section area must be proportionate to the load: however those used for connection to the mains power supply must have a cross-section area of no less than 2.5 mm<sup>2</sup>. When realising electrical connections, under no circumstances is it possible to have coils of excess cable. It is forbidden to use power cables to hang lighting fixtures. Cables must also be protected against the possibility of mechanical damage to a height of 2.5 m from floor level.

#### **G. Earth/ground connections**

All the parts of the system that are not "live" (metal scaffolding, framework, etc.), metal parts of equipment used and lighting fixtures must be connected to the ground system (terminal block provided by IEG) using yellow/green insulated wire in compliance with current CEI standards.

In particular the ground/earth wire connections must be:

- realised with terminations;
- guaranteed against loosening;
- proportionate, in order that heating due to the effect of the ground current passing is not higher than that of the relative wire;
- corrosion-resistant.

#### **H. Controls and protections**

General and partial controls of electrical systems and the relative protective devices must be positioned and fitted in such a way that the public cannot reach or operate them.

IDC (insulation displacement connection) lamp holders must not be used, unless the cables and lamp holders are not removable once fitted to the cable.

#### **I. Lighting fixtures, mini spots**

Lighting fixtures at a height of less than 2.5 m above floor level, or otherwise risking accidental contact, must be adequately and firmly fixed, positioned and protected in such a way as to prevent any risk of injuring persons or igniting combustible material.

Lighting systems with very low voltage incandescent lamps must be in compliance with CEI 34-77 standards.

Lighting fixtures, particularly those fitted with halogen lamps, must be kept sufficiently far from the items they illuminate if the latter are combustible.

Unless otherwise indicated by the manufacturer, for small spotlights and lighting fixtures, this distance must be at least:

- 0.5 m up to 100W;
- 0.8 m from 100W to 300W;
- 1 m from 300W to 500W.

Lighting fixtures with lamps that, in the event of breakage, can release incandescent material, such as for example halogen and metal halide lamps, must be models fitted with a safety screen for the lamp and be installed according to manufacturers' instructions.

Lamps and the other lighting fixture components must be protected against foreseeable mechanical stress.

These means of protection must not be fitted to the lamp holders, unless they are integral parts of the lighting fixture.

Temperature limiting devices must only be fitted with manual reset facilities.

The covers/casings of electro-thermal units, such as heaters, resistors, etc, must not reach higher temperatures than those regarding lighting fixtures.

These units must be constructed or installed in such a way as to avoid any build-up of material that can have a negative effect on heat dissipation.

#### **J. Protection against over-voltage and power overloads**

##### Protection against overloads

Protection against overloads is carried out to comply with the provisions of CEI 64-8 standards, using automatic thermal/magnetic circuit breakers and fuses. In order to protect against overloading, wires will be sized in order that current carrying capacity ( $I_z$ ) is higher or at least equal to the design current ( $I_b$ ) (value of current calculated according to the maximum power to transmit when running permanently).

Automatic thermal/magnetic circuit breakers and fuses will be sized in such a way that their rated current ( $I_n$ ) is between the design current of the wire ( $I_b$ ) and its current carrying capacity ( $I_z$ ), while their effective operating current ( $I_f$ ) is less than or equal to 1.45 times the current carrying capacity of the cable ( $I_z$ ). In all cases, the following relations must be met:

- $I_b \leq I_n \leq I_z$ ;
- $I_f < 1,45 I_z$ .

##### Short-circuit protection

Protection is ensured with automatic thermal magnetic circuit breakers, in order to switch off the short-circuit current ( $I_{cc}$ ) that can occur in the system in order to ensure, that the protected wires do not reach hazardous temperatures according to the following relationship:

- $I^2 t \leq K S^2$ ;

since:

- $(I^2t)$  = Joule integral or specific thermal energy let through by the fuse during short circuit interruption [ $A^2s$ ];
- $I$  = effective value of the short circuit current [kA];
- $S$  = cross-section area of the wire to protect [ $mm^2$ ];
- $t$  = duration of short-circuit [s];
- $K$  = factor depending on the type of wire (Cu or Al) and insulation that for a short-circuit time of  $\leq 5s$  is:
  - o 115 for copper wire with PVC/Thermoplastic insulation;
  - o 143 for copper wire with EPDM rubber and cross-linked propylene insulation;
  - o 74 for aluminium wire with PVC insulation;
  - o 87 for aluminium wire insulated with ordinary rubber, butyl rubber, EPDM rubber or cross-linked propylene;
  - o 115 corresponding to a temperature of  $160^\circ C$  for a soldered joint between copper wires.

These circuit breakers must have a nominal breaking capacity according to CEI 23-3 standard of no less than the presumed short-circuit current at the point of installation. However, the use of protective devices with lower breaking capacity may be envisaged in coordination with upstream devices placed in series with the necessary breaking capacity (Articles 434.3, 434.3.1, 434.3.2 CEI 64-8), so that the specific let-through energy ( $I^2t$ ) let through by the upstream device is not greater than what can be withstood without the downstream device and protected conduits (back-up protection) getting damaged.

#### Protection against indirect contact

All electrical components must be protected against the danger of coming into contact with accessible and metal parts that are not normally "live", but could become potentially dangerous following a fault or damage in/to the insulation. Since this is a TN-S distribution system, the characteristics of the protection devices chosen and the impedances of the circuits meet the following condition:

- $Z_s I_a \leq U_0$

where

- $Z_s$  is the impedance of the fault loop;
- $I_a$  is the current that causes the protection device to trip within the times foreseen by CEI 64/8 standard;
- $U_0$  is the rated phase-ground voltage.

#### **K. Luminous signs**

As well as the abovementioned norms, if using luminous signs (which in any case must not be moving or intermittent) exhibitors must apply the provisions of CEI EN 50107-1 (CEI 34-86); in particular, protecting them with appropriate means (screens or suchlike) in order to avoid any direct contact with parts that could be "live" or in any case could injure people if they broke.

#### **L. Special equipment**

High frequency equipment or other such devices that could cause interference to the mains supply network must be appropriately screened. Should the lack of (or insufficient) protection cause interference to equipment exhibited, and consequently to other exhibiting firms, IEG reserves the right to switch off the power supply and charge the company responsible any costs for the inconvenience caused by this. Exhibitors who use equipment that requires constant voltage values are also advised to use "voltage stabilisers".

A manually reset device must protect the secondary winding of each electronic transformer or converter. Particular attention must be paid when installing a very low voltage transformer, which must be installed out of visitors' reach and have sufficient ventilation. Access must be ensured for trained personnel for testing and maintenance work. Electronic converters must be in compliance with CEI EN 61347-1 (CEI 34-90) and series CEI EN 61347-2 standards.

#### **M. Electrical appliances**

All electrical appliances must be suitably rephased, in order to ensure a power factor  $\cos(\varphi)$  no lower than 0.9.

#### **N. Test**

The temporary electrical systems of Exhibitions, shows and stands must be tested, after each installation on site.



### 6.1.2 Electricity supply

IEG puts the electricity supply at exhibitors' disposal with the same characteristics with which it is supplied by the public utilities. Every company registered at the Exhibition is a potential user and cannot supply electricity to third parties.

Electrical service sockets can only be used by Exhibitors and Stand fitters during stand fitting and dismantling periods for work requiring the use of small tools; during these periods, temporary connection of stands' systems to the main power supply is forbidden. In particular during set-up, fitting and dismantling work, only power sockets can be used, and within the limits shown on them.

When using them, particular care must be taken when positioning any extension cables, which must not hinder or obstruct circulation in the Exhibition Centre and must be adequately protected; and, when using mains adaptors or distributors, in compliance with specific safety norms, these must ensure the impossibility of coming into contact with any "live" parts without using special tools.

During dismantling work, care must be taken to make certain that the mains power supply has been switched off.

#### A. Electrical services

The halls are provided with the following services:

##### *HALLS ILLUMINATION*

Indoor exhibit areas have an average illumination level of approximately 150 lux, with metal halide lamps.

##### *SERVICE SOCKETS*

Service sockets are the electricity sockets put at the disposal of Exhibitors and located in several points in each hall for the use of electricity during Exhibition set-up and dismantling work.

##### *ELECTRICITY NETWORK*

Power points

IEG guarantees a single connection for each Exhibition area, for supplies up to 20 kW an interlocked 32 A single-phase socket (for supplies up to 6 kW) or 32 A 5-pole (for supplies up to 20 kW) will be provided. **The socket must always be inspectable.** For higher loads, a direct connection will be made to the terminal blocks located in the service chambers every eight metres, with cables of adequate section.

The cables and anything else that is necessary for the work in a workmanlike manner, are the responsibility of the exhibitor.

Please note that the connections and disconnections to the terminal blocks of the fairgrounds are carried out exclusively by IEG electricians, any abuse will be prosecuted in accordance with the law.

The electricity power points for exhibitors consist in numerous junction boxes containing terminal strips and/or **CEE 32A** industrial sockets, with switches, to which stands' electrical systems will be connected, according to the indications supplied by the staff appointed by IEG.

These junction boxes are located in special ducts in the floor or in passageways under the floor, according to the hall or Exhibition zone and the electricity consumption.

Electricity is provided via a three-phase 400 Vac, 3P + N + G system; or single-phase 230 Vac, P + N + G; industrial frequency 50 Hz.

Each terminal block can supply on average a power of 90 kW, and each terminal strip/junction box can supply a power of 20kW three-phase or 6 kW single-phase. For particularly high power requirements, IEG can install additional independent lines on Exhibitors' specific request and at their expense.

Machinery with motors with a power of over 15 kW must be started with a device limiting peak inrush current.

## **B. Connection of electrical systems**

The electrical systems will be connected after IEG has checked form B, "Declaration of conformity of the system to the rules of the art" (M.D. no. 37/2008) duly completed and signed by a qualified professional and the valid Chamber of Commerce registration of the company carrying out the installation.

Each Exhibitor remains to all effects the only person responsible for his/her systems. The electricity supply is guaranteed for the Exhibition days, two days before and one day after.

## **6.2 Plumbing systems**

All halls have a water supply and drainage system.

Equipment owned by Exhibitors|Standfitters that has to be connected to the Exhibition Centre's water supply must be in perfect running order, to avoid causing any setbacks during exhibitions.

Requests for water connection to the compressed air must be made using the Exhibitor Restricted Area, [E-services|E-commerce](#) section. IEG reserves the right to accept or refuse the requests, according to its system's supply possibilities and technical difficulties involved in the connection.

Exhibitors are responsible for any damage caused by faulty operation of their equipment.

Connection to the water supply and installation of plumbing systems on stands must only be carried out by IEG appointed plumbers.

The cost of installing temporary plumbing systems on stands must be paid by Exhibitors.

Connection to the water supply is intended as being the supply and installation of the water feed and drainage pipes from the floor outlet to one piece of equipment or the stand's sink, and is inclusive of water consumption.

N.B.: In D8 and B8 halls, along the perimetral area, it is not possible ask for plumbing service

### **6.2.1 Compressed air supply**

Requests for connection to the compressed air must be made using the Exhibitor Restricted Area, [E-services|E-commerce](#) section. IEG reserves the right to accept or refuse the requests, according to its system's supply possibilities and technical difficulties involved in the connection.

The user points have the following characteristics:

- Connection with 14 mm x tube 12 with diam ball valve Terminal. F 1/2"  
Larger tubes or valves can be available making a specific request. IEG reserves the right to accept or refuse the requests, according to the option [missing text]
- Capacity 500 l/min;
- Pressure between 8 and 10 bar;
- De-oiled, filtered and dried air;

N.B.: In D8 and B8 halls it is not possible request compressed air supply

## **6.3 Phone lines**

IEG has a telephone switchboard connected to the public telephone network. Telephones installed can be used for local and long-distance calls. Connection to the telephone system can only be carried out by IEG staff.

IEG assumes no responsibility for damage resulting from any service failure, no matter what its cause.



## **6.4 Internet lines**

IEG has an internet connection consisting in two fibre optic links in FTTH technology, the maximum band speed available is 700 Mbps. The band is shared in best effort mode. The connection is distributed to stands via RJ45 Ethernet cable. The IP configuration of devices that must access internet is carried out automatically via DHCP protocol and network address translation (NAT). If more than one device must be connected, a hub or switch is required, and relative additional Ethernet cables, which are not supplied.

The cost of the connection is indicated on the appropriate form contained in the Exhibitors Restricted Area, [E-services|E-commerce](#) section.

## **7. SECURITY AND SURVEILLANCE**

Although not assuming obligations of custody, nor undertaking and responsibility of any kind, IEG provides a permanent night and day surveillance service from 9:00 pm on the third day prior to the opening of the Exhibition to 8:00 am on the day after the Exhibition closes. Apart from this, during Exhibition hours, Exhibitors or their employees must watch over their stands and products exhibited thereon directly.

IEG is exonerated from any duty for the custody of products, material, equipment, machinery, etc. on Exhibitors' stands. In the event of theft or damage of aforesaid items, due to causes not ascribable to force majeure, during both set-up and dismantling work and during the Exhibition, no responsibility can be attributed to IEG.

The procedure to be followed in the event of theft can be consulted in the [Exhibition Documents](#) section of the Exhibitors Restricted Area.

IEG provides (payable) stand Surveillance Services. Exhibitors can request them on the [E-services|E-commerce](#) section of the Exhibitors Restricted Area, as per the foreseen terms. The conditions of the Service are shown on the site. During the hours in which the halls are closed, services carried out by Surveillance Companies other than those authorised by IEG are not allowed. Surveillance Service personnel can carry out random checks on vehicles leaving the Exhibition Centre and the goods they transport.

The Exhibition Centre is equipped with a video surveillance system.

## **8. DURING THE EXHIBITION**

### **8.1 Dates and times of the Event**

Exhibition hours and days will be communicated to Exhibitors and viewable on both the Exhibition's web site and in the Exhibitors Restricted Area, [Exhibition Documents](#) section.

With reference to times, it must be noted that IEG can authorise, at its undisputable discretion, early entry and/or extended stay, only to Exhibitors who request this and schedule a Surveillance Service (subject to payment) via the [E-services|E-commerce](#) section in their Restricted Area.

### **8.2 Rescheduling the Expo**

IEG has the faculty, at its undisputable discretion, to re-schedule the edition in question of the expo, anticipating or postponing the dates on which it is held (including set-up and dismantling phases) to another period of the year, informing participants of the fact in writing.

In this case, the signed proposal of participation is intended as being completely valid and effective for the new dates of the edition in question, without anything, for any reason, not even as compensation and/or reimbursement of expenses, being due from IEG. Exhibitors will therefore receive the technical indications regarding the new dates.

IEG also has the faculty to modify the duration and opening and closing times of the expo, without anything, for any reason, not even as compensation and/or reimbursement of expenses, being due from IEG.

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### **8.3 Circulation of things and people**

During Exhibition days, it is forbidden to obstruct aisles and passageways with material, particularly those near the emergency exits.

It is also forbidden to circulate in the Exhibition Centre using electrically powered means of personal transport, apart from mobility aids for people with handicaps or disabilities.

### **8.4 Parking areas**

The Exhibition Centre has various parking areas, some of which are specifically reserved for Exhibitors. Access to and parking in these areas, valid for the entire duration of the Exhibition, is permitted to those who hold parking permits, included in the registration fee.

Exhibitors can purchase additional parking permits (as long as they are available) in the Exhibitor Restricted Area, [E-services|E-commerce](#) section.

The aforementioned passes are intended exclusively for parking cars.

### **8.5 Animals inside the Exhibition Centre**

It is forbidden to bring any type of animal into the Exhibition Centre, apart from guide dogs for blind people or those with impaired sight.

### **8.6 Alcoholic beverages, beverages, food, dietary products and supplements distribution**

Only small amounts of alcoholic beverages, food, dietary products & supplements may be served to visitors and only for tasting purposes, so must be moderate and suitable for eating or drinking on-site. Above mentioned products must compulsorily be compliant with Italian and European regulations, particularly regarding safety, personal health and the sale of said products.

IEG assumes no responsibility whatsoever in the event that, following checks carried out by the appropriate authorities, infringements are ascertained of the aforementioned regulations; any and every charge, consequence and sanction will be totally borne by the Exhibitor in question, who will also be bound to respect all the contractual obligations regarding its participation in the Exhibition.

Exhibitors therefore also personally assume any and every onus and liability in relation to third parties in general in the event of false statements, as well as any damages due to the tasting/offer of products that do not meet legal requirements, totally exonerating IEG regarding this matter.

Glasses, bottles or other glass objects may not be removed from stands: these items must be placed in areas accessible only to the Exhibitor's staff.

Exhibitors and their staff are bound to comply and ensure compliance with the aforesaid safety requirements, bearing all liability for failure to do so.

More information on the discipline of the activity concerning the production, preparation, distribution, administration of food and drinks carried out during the Events, can be found by downloading the "Food and Drink: Health Authorisation" form from your Exhibitor Restricted Area.

For the Exhibitor or a third-party caterer to serve food and beverages directly, the flow to be observed is indicated below.

**SERVED BY THE EXHIBITOR:** The Exhibitor should fill in form C1 "Notice and Disclaimer" indicating "direct service" and forward it to [cateringesterni.rm@iegexpo.it](mailto:cateringesterni.rm@iegexpo.it).  
Direct sale is forbidden.

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**SERVED BY A THIRD-PARTY CATERING COMPANY:** The Exhibitor should fill in form C1 “Notice and Disclaimer”, indicating “served by an external catering company”, and forward it to [cateringesterni.rn@iegexpo.it](mailto:cateringesterni.rn@iegexpo.it). IEG SpA will contact the Exhibitor’s supplier to handle all the relevant technical-administrative paperwork. Direct sale is forbidden.

[Authorisation for this activity requires a payment \(to be paid by the catering company\).](#)

In both cases it is necessary to fill in form C “Health and Hygiene Authorisation” to be sent to the Municipal Health Authority (AUSL) of Rimini; this is communication to the municipal and health offices of the activity of serving food and beverages or the preparation and subsequent serving of the same at the Exhibition Centre.

Please note that, in addition to current health and hygiene regulations, the following requirements must also be complied with:

- escape routes and emergency exits must remain free of obstructions and any kind of storage;
- inside the halls, the use of gas ovens and cookers and any type of open flame is forbidden;
- any outdoor use of gas cylinders must be organised in such a way as to comply with the “Technical fire prevention instructions for the installation and management of markets in public areas with the presence of fixed and mobile structures and food vans” no. 3794 of 12/03/2014;
- food preparation areas inside the halls must be fitted with special hoods for extracting any fumes and odours produced.

If checks carried out by Italian Exhibition Group reveal that a catering company is present at a stand providing a catering service that has not been declared, the said catering service shall be required to pay for any pass(es) not purchased.

## **8.7 Machinery and its uses**

### **8.7.1 Kitchens, ovens and equipment**

The installation of electric cookers and/or ovens for use must be authorized by the Operations Department. Feasibility, realisation and running conditions depend on the specific location and context. Every operating cooktop and/or oven must be fitted with an extractor hood to exhaust the fumes outside the hall. In particular cases, it is possible to install recirculating hoods with fume treatment units, to reduce odours, in order to avoid causing trouble to people, neighbouring stands and visitors in general. IEG reserves the right to revoke, according to its undisputable judgement, any authorisation granted as above, should it envisage the possibility of any kind of inconvenience occurring.

In the event of machinery or systems having to comply with current legal provisions or regulations, exhibitors must arrange to have them examined at their own expense, in order to obtain the relative permits from the appropriate authorities.

In particular, machinery and/or equipment for gelato parlours must comply with European Machinery Directives 2006/42/CE in force since 29/12/2009 recognised by Italian Legislative Decree 17 of 27/01/10.

On this matter, when signing the participation application, companies exhibiting such machinery and equipment state that they are in conformity with the aforementioned Directive, exonerating IEG from any responsibility regarding this.

### **8.7.2 Machinery and exhibited vehicles**

All machinery and/or vehicles exhibited at the Exhibition must be type-tested or undergoing type-testing procedure for registration. Prototypes are excluded from registration and must be explicitly indicated with a special “prototype” sign.

The Exhibitor undertakes to ensure that the vehicles exhibited within the Exhibition Centre have **tanks devoid of fuel and batteries disconnected**.

Exhibited machinery and vehicles cannot be operated or started, without prior written authorisation from the Operations Department, which will assess, according to its unquestionable judgement, the advisability of granting said authorisation or not, according to its unquestionable judgement,.

Any authorisation granted does not mean the assumption of any responsibility whatsoever on behalf of IEG, nor does it exonerate exhibitors from any responsibility resulting from or due to the running of the aforementioned machinery.

Exhibitors must therefore take all steps and implement all devices intended to prevent accidents and fire, attenuate noise, eliminate bad smells and avoid gas or fume emission. It is absolutely forbidden to run/operate machines or equipment involving the use of naked flames. In the event of mechanical cranes and/or machinery with mechanical jibs being exhibited, technical solutions must be adopted to block them, in order to ensure that it is safe for the public to stop in the areas adjacent to or below said jibs. In any case, machinery must not cause risks to anybody or cause trouble/disturbance of any kind.

IEG reserves the right to revoke, according to its undisputable judgement, any authorisation granted as above, should it envisage the possibility of any kind of inconvenience occurring.

In the event of machinery or systems having to comply with current legal provisions or regulations, exhibitors must arrange to have them examined at their own expense, in order to obtain the relative permits from the appropriate authorities.

## **8.8 Noise emissions**

As a rule, Exhibitors are not allowed to use audio reproduction equipment to broadcast music and sound. Any exceptions must be authorised by IEG, but this does not exempt Exhibitors from complying at their own expense with current laws regarding performing rights, according to which they assume all responsibility in any case.

Exhibiting companies who have required to IEG to use sound reinforcement equipment, also for the use of public address equipment like microphones, speakers, etc, must use said equipment in such a way as to ensure a noise level that allows a suitable ambiance for conducting business and therefore lower than levels in force (Italian Legislative Decree 81/2008, Title VIII, Chapter II).

In any case, IEG requires the noise level to be less than 80 dB at all times.

Specifically, the sound diffusion should be separated from the light plant and the rest of the electrical equipment. The sound diffusion should be directed towards the inside of the stand only.

Moreover, at its sole and exclusive discretion IEG may decide that the sound levels produced by various apparatus or machinery on the Exhibitor's stand appears to be dangerous and/or annoying for the activities being pursued by other operators in the vicinity, and consequently invite (via a written or verbal notification made by one of its staff) an Exhibitor to reduce noise to levels even lower than the decibels indicated herein. Sound levels will be measured by sound metres at the nearest possible point outside the stand area by IEG's authorised staff.

Failure to comply with the aforesaid dispositions, including the request to reduce noise to levels lower than those specified in the second paragraph above, will give rise to the following actions against the defaulting Exhibitors:

- A) for the first infringement notified, a verbal warning;
- B) for the second infringement, a written warning;
- C) from the third infringement onwards, IEG reserves the right to stop the stand's electricity supply and the Exhibitor is not entitled to refunds or compensation. A warning will be given 15 minutes before power is disconnected and may last for up to 3 hours, depending on the final decision taken by IEG.

IEG also reserves the right to take the appropriate legal action, in order to be awarded compensation for the damages sustained, as this is a question of serious default.

In none of the aforementioned cases may IEG be held responsible for any damage caused to the Exhibitor and/or material exhibited when envisaged sanctions are applied following the Exhibitor's failure to comply with the provisions herein.

Without prejudice to the abovementioned regulations, IEG cannot be held responsible in any way if an Exhibitor's illicit behaviour causes damage to other participants. Any such controversies must be resolved directly by the Exhibitors in question and IEG is released from any obligation and/or responsibility.

## 8.9 Stand Cleaning

During the times set by the Operations Department, every Exhibitor must clean his stand.

IEG provides a Cleaning Service (subject to payment), to be requested by mean of the Exhibitors Restricted Area, [E-services|E-commerce](#) section.

Stand cleaning is carried out by service staff during the hours in which the halls are closed, starting from the evening of the day before the opening of the Exhibition.

To enable stand cleaning work to be carried out, Exhibitors must leave the areas to be cleaned free.

## 8.10 Waste disposal

Separate waste collection is carried out inside the Exhibition Centre. During their stay, all people entering the Exhibition Centre must place their segregated waste (paper, glass, PVC, cans) in the appropriate waste collection points located in every hall. Mixed (non-separated) waste on the other hand must be deposited in the baskets in the passageways or places outside stands at the end of Exhibition hours.

Bars and food service points at the Exhibition Centre are equipped for the disposal of biodegradable products. All biodegradable waste such as food scraps, plates, glasses, cutlery, etc. produced in food service zones must therefore be placed in the appropriate on-site containers for biodegradable waste.

## 9. LIST OF COMPULSORY CERTIFICATIONS FOR STANDS

For rapid consultation, a summary list follows of compulsory documentation for all Exhibitors who set up custom stands, i.e. all Exhibitors who have rented empty floor space. **Copies of all the documentation must also be kept on the stand**, available for any checks/inspections on behalf of the Authorities responsible for control.

A scheme of all mandatory certification can be downloaded from the Exhibitor Restricted Area, [Exhibition Documents](#)

### A. STANDARD CUSTOM STAND FITTINGS

1. Statement of conformity with fire prevention regulations (**Form A** downloadable from the Exhibitor Restricted Area) – to be uploaded into the Exhibitor Restricted Area Logistics|Certifications section without fail within and no later than the date of the beginning of set-up and stand fitting work and anyway within the date indicated on said form;
2. Statement of conformity of the electrical system (**Form B** – downloadable from the Exhibitor Restricted Area) to be uploaded into the Exhibitor Restricted Area Logistics|Certifications section without fail at least 24hr. before the opening of the Expo;
3. **Declaration of Correct Assembly** prepared by the stand fitters, a form that can be downloaded from the Exhibitor Restricted Area Logistics|Documents section and must be uploaded, within and no later than 24 hours before the beginning of the Expo into the Exhibitor Restricted Area, Logistics|Certifications section.

### B. NON-STANDARD CUSTOM STAND FITTINGS

1. **Technical design report** signed and stamped by an authorized technician, member of the appropriate Italian association, uploaded in to the Exhibitors Restricted Area Logistics|Certifications section within and no later than 5 days before the beginning of set-up/stand fitting; containing:
  - Working drawings
  - Description of the structures
  - Detailed description of the materials
  - Calculation report (including thrust tests for any parapets, only compulsory for stands that foresee raised platforms, platforms with h>80cm, stages, tiered seating, outdoor and/or mixed structures).

2. Statement of conformity with fire prevention regulations (**Form A** downloadable from the Exhibitor Restricted Area) – to be uploaded into the Exhibitor Restricted Area Logistics|Certifications section without fail within and no later than the date of the beginning of set-up and stand fitting work and anyway within the date indicated on said form;
3. Statement of conformity of the electrical system (**Form B** – downloadable from the Exhibitor Restricted Area) to be uploaded into the Exhibitor Restricted Area Logistics | Certifications section without fail at least 24hr. before the opening of the Expo;
4. **Declaration of Correct Assembly** prepared by the stand fitters (a form that can be downloaded from the Exhibitor Restricted Area Logistics|Certifications section), to be uploaded, within and no later than 24 hours before the beginning of the Expo into the Exhibitor Restricted Area, Logistics|Certifications section.
5. **Final Test certificate**, drawn up after the on-site inspection at the end of set-up and stand fitting work, stamped and signed by an authorised technician (member of the appropriate Italian association for at least 10 years, different from the one who signed the technical design report and who has not been in any way involved in the management and execution of the works (Law no. 1086/1971)); uploaded online within the Exhibitor Restricted Area, Logistics|Certifications section within and no later than 24 hours before the beginning of the Expo. **An original copy of the document must also be kept on the stand**, available for any checks/inspections on behalf of the Authorities responsible for control.
6. Whatever else is requested by the Operations Department to approve the design.

In the event of Stand fitters or Exhibitors not having the required technical documentation for non-standard standfittings signed by an authorized technician, this service can be requested from IEG Exhibition Group.

As far as the Final Test Certificate signed by an authorized technician is concerned, as already indicated, the deadline for consignment is 24hr. before the Expo begins. In the event of this deadline not being respected, since it is final and not deferrable (due to the beginning of the expo), IEG will instruct an appointed professional to produce the necessary statement, charging the relative cost to the Exhibitor (including any charges for safety implementation for the fittings/stand, in the event of them differing from the design, calculation report and/or current laws/regulations). Lastly, if, for any reason, obstacles or difficulties of any type prevent the aforementioned check ordered by IEG being carried out, the exhibit space will be considered unfit for use and visitor access forbidden.

## 10. DEADLINE AND PENALTIES

- **Stand Design Presentation:** the stand design must be submitted at least 60 days prior to the stand set-up start date.

Penalty for delay: € 500 + VAT.

- **Request for Services:** technical services for hanging, electrical connection, water connection and network connection must be requested at least 30 days prior to the stand set-up start date.

Penalty for delay: percentage increase in service costs as outlined in the Exhibitor Restricted Access Area, [E-services|E-commerce](#) section

- **Waste:** management of all waste produced during stand set-up and dismantling activities is the responsibility of the Exhibitors who produce it.

Penalty for removal and disposal: € 1,000 + VAT, plus waste disposal costs.



- **Smoking:** smoking is forbidden in all enclosed spaces in the Exhibition Centre.

Penalty: € 250 + VAT.
- **Protecting Exhibition Centre Structures:** Exhibitors shall protect all fixed structures in the Exhibition Centre and avoid any kind of soiling and/or permanent alteration to them.

Penalty for repair costs: quantified based on the damage caused.
- **Painting operations:** during painting operations, the use of protective nylon sheets with a minimum width of 1 metre is compulsory, to protect the floor.

Penalty: € 500 + VAT, plus the cost of cleaning and reinstating the area.
- **Removal of paint cans:** At the end of the set-up, it is mandatory to remove all cans containing paint.

A penalty of € 1000 + VAT will be applied, in addition to the cost of disposal and reporting to the competent bodies for littering of hazardous waste.
- **Cutting/sanding work:** such work is permitted inside the halls only and exclusively using special equipment fitted with a vacuum system and appropriate filters.

Penalty: € 500 + VAT, plus the cost of cleaning and reinstating the area.
- **Brush washing:** washing of tools used for painting is permitted only and exclusively in dedicated and duly equipped areas.

Penalty: € 500 + VAT, plus the cost of cleaning and reinstatement.
- **Aisles:** the hall aisles must be usable for the duration of set-up, in order to allow the free movement of vehicles and people.

Penalty for aisle clearance: € 500 + VAT, plus handling costs.
- **Cuscinetto day:** no set-up activities, such as plastering, cutting, painting, sanding and all activities that are not part of the minimum finishing work required for delivery of the stand are permitted during buffer day(s). Moreover, extensions beyond the closing time are not permitted.

Penalty: € 2,000 + VAT, plus any costs for cleaning the area.
- **Dismantling:** neither partial nor total dismantling of the stand nor removal of exhibits before the end of the event is permitted.

Penalty: the sum to be paid shall be half the amount indicated in the signed participation proposal.

## 11. DAMAGES AND INSURANCE

IEG is not liable for damage to persons and property, regardless of how or by whom this might be caused. After confirmation of participation in the exhibition, IEG automatically insures individual exhibiting companies that have paid the registration fee as follows:

### **11.1 Exhibitor's "Company Multirisk" coverage**

What is insured: goods, equipment, furniture, including the stand value for a total of € 26,000. In the event that the total value of the goods exceeds the amount of the Base Coverage referred to above, it is advisable to adhere to the optional supplementary coverage, which can be purchased by completing the form M downloadable in the Exhibitor Restricted Area on the exhibition site, and which will allow to also activate other additional guarantees. In the absence of supplementary adhesion, the coverage of the damage will take place in proportion to the value ascertained in the appraisal by the Insurance Company.

*Duration of coverage:* period for which the insured items are on the Exhibition Centre premises, including installation and dismantling.

*Risks insured: summary of coverage (\*)*

Fire due to any cause – Lightning – explosion and outbreak produced by not explosive devices - Spontaneous combustion – Road vehicle impact – Theft – Robbery – Atmospheric phenomena - Rainwater or water pipe leakage – Collapse – Breakages (excluding fragile objects) – Falling aeroplane, aeroplane parts or air freight.

Damage caused to insured items by actions carried out by order of public authorities with the aim of preventing or limiting damage is considered the equivalent of the aforesaid exhibitions.

Expressly excluded from this insurance coverage: pilferage and pickpocketing – any damage to precious stones and metals, money and jewels.

Franchise: a general franchise of € 250.00 to be borne by the claimant will be applied to each loss.

In the case of goods exhibited outdoors, the franchise is increased to € 515.00 for each loss.

### **11.2 Reporting incidents**

**Reporting method:** the insured (single participant) must:

A) within 48 hours of the accident, give written notice to the Insurance Company (ZURICH INSURANCE PLC – Agenzia Hub Srl Via Flaminia, 80 - 47923 RIMINI (RN) Tel. 0541 393477 - Fax 0541 393478 [alessandra.ioni@agenziahub.com](mailto:alessandra.ioni@agenziahub.com)) and to Italian Exhibition Group S.p.a.;

in the event of theft, immediately report the event also to the public authorities (to be attached to the claim form).

### **11.3 Exhibitor's "Third Party Civil Liability" coverage**

*What is insured:* civil liability of Exhibitors and Exhibitors' staff during the period of the exhibition, including stand installation (excluding loading and unloading of goods/materials) and dismantling operations, and any demonstrations or trials; with the exclusion of liability on behalf of the insured party in its role as manufacturer/producer.

Other Participants are considered third parties.

The policy does not cover damage to Exhibitors' property and property held for any reason.

Maximum insurable values: € 2,500,000.00 for each loss, with a limit of € 2,500,000.00 for each person suffering bodily injury and € 2,500,000.00 for damage to property.



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## **PLEASE NOTE**

(\*) In the event of discrepancy, **the only reliable documents** are the **Exhibitor's "MultiRisk Company"** Policy and the **Exhibitor's "Third Party Civil Liability"** Policy filed with Italian Exhibition Group S.p.A. The insurance amount is included in the Registration Fee (see General Regulations of the event, tariffs article, Chap. II Art. 2).

Exhibitors, however, can make direct arrangements for the insurance coverage they think most appropriate, independently of the aforementioned arrangements.

In fact, Exhibitors duly exonerate IEG from all liability deriving from the presence of goods, equipment, furnishings, stands, etc. on the premises where the event takes place.