

EXHIBITING COMPANY NAME

HALL AISLE STAND

Company person in charge Phone

Email address

Company address

City Postal Code Country Phone

Email address VAT Number Taxcode

With the acknowledgment of the Technical Guide
The Company declares that (mark the item with X):

	<u>SET UP types</u>	<u>WHAT TO DO:</u>
<input type="checkbox"/>	No Set Up (<u>Please note! Placing of carpet on the stand floor is mandatory</u>)	You have to send to Allestimenti@unacoma.it and tecnico3@bolognafiere.it • FORM 0
<input type="checkbox"/>	Ready-made Set Up (Regular or truss structure type) requested to Event Office	You have to send to Allestimenti@unacoma.it and tecnico3@bolognafiere.it • FORM 0
<input type="checkbox"/>	STANDARD SET UP definition: - with height less than or equal; • to 1,50 m (HALLS: 14 –16 –19 –25 –26 –28 –29 –30 –31 –32 –35 –36 –37) • to 3,00m (HALLS: 15 –18 –20 –21 –22 –23 –33 –34 – EIMA Digital showcase at hall 37) - Use of Trussing system with lenght less than or equal to 32,00 m or clearance with lenght less than or equal to 8,00 m - Metal (or wooden) structures with lenght less than or equal to 4,5 m. - If with stone covering: clearance with lenght less than or equal to 2,50 m. - No anchoring systems to BolognaFiere buildings - Platform not higher than 0,80 m	You have to send to Allestimenti@unacoma.it and tecnico3@bolognafiere.it • FORM 0
<input type="checkbox"/>	NoStandard SetUp 1 (without Tecnical inspection) definition : - with height more than 1,50 m (HALLS : 14 –16 –19 –25 –26 –28 –29 –30 –31 –32 –35 –36 –37) or 3,00m (HALLS 15 –18 –20 –21 –22 –23 –33 –34 – EIMA Digital showcase at hall 37) but with height less than or equal to 3,50m - Use of Trussing system with lenght less than or equal to 32,00 m or clearance with lenght less than or equal to 8,00 m - Metal (or wooden) structures with lenght less than or equal to 4,5 m. - If with stone covering: clearance with lenght more than or equal to 2,50 m. - No anchoring systems to BolognaFiere buildings - Platform not higher than 0,80 m	You have to send to : Allestimenti@unacoma.it and tecnico3@bolognafiere.it • FORM 0 • Neighbours' authorisation (see attachment 1) • Drawings about the project of the booth (dimensional plan and front views, 3D rendered drawings)
<input type="checkbox"/>	NoStandard SetUp 2 (with mandatory technical Inspection) You have to fill Form 0 in all its parts when You have at least one of the following cases: - Height more than 3,50 m - Use of Trussing system with lenght more than 32,00 m or clearance with lenght more than 8,00 m - Metal (or wooden) structures with lenght more than 4,5 m. or, If with stone covering: clearance with lenght more than 2,50 m. - Anchoring systems to BolognaFiere buildings - Platform higher than 0,80 m - Double storey stand	You have to send to Allestimenti@unacoma.it and tecnico3@bolognafiere.it • FORM 0- Filling page 3 about Technical Inspection • Neighbours' authorisation (see attachment 1) • Drawings about the project of the booth (dimensional plan and front views, 3D rendered drawings) • Technical report (see page 3 on Form 0) • Payment receipt about the Technical inspections' costs

THE EXHIBITOR HERE DECLARES THAT THE SET UP WILL BE CARRIED OUT BY (cross with an X your choice):

NB: Do not fill in in case of READY MADE stand (Regular or truss structure type) already requested to Event Secretariat

- Company staff
 The following Stand Builder:

Company Name:
Address
Contact person
Phone Cell. E-mail

SECURITY/PROJECT MANAGER on site during assembling and dismantling of the area (Mandatory):

Name and Surname
Mobile phone E-mail

ATTENTION:

Non-receipt or late sending (deadline July 16th 2026) of the Form 0 will result in an extra charge of € 310,00 VAT excluded.

In order to comply to the technical regulations, art.3, and not compromise adjacent stand visibility with walls or other structures, you will be asked to provide written authorizations by adjacent exhibitors (if any) with the specific "Exhibition set-up authorization form" Attachment n.1.

If, during the set-up phase, BolognaFiere will assess that the structure does not meet the requirements or identifies precarious situations, it may request a timely adjustment. This adjustment is a responsibility of the exhibitor and must be carried out within the timeline and with the methods indicated in the regulations. **May the stand set-up be detected as non suitable BolognaFiere will not authorize its opening to the public. All responsibilities deriving from an unauthorized use of it, will be borne by the exhibitor.**

BolognaFiere reserves the right to send further communications or request changes to the projects even after approval.

Might the exhibitor send multiple projects or ask to re-evaluate a project consequently to changes on an already approved one, the costs of the Conformity Verification will be additionally charged for each new project or each new change to the existing ones.

Non Standard 2 type of set-up will mandatorily require a Conformity Verification alongside with a Structural Calculation Report which will be carried out exclusively by a Technician commissioned by BolognaFiere. All charges will be borne by the Exhibitor and can be found in the table at page 3.

For all **NON STANDARD set up installed without previous authorization**, BolognaFiere and EIMA Event Office may request adjustments to the

exhibitor or to entirely remove non approved structures, in order to comply to a standard set up.

For all **non-standard structures installed without previous authorization** BolognaFiere will proceed, based on current state of affairs, to the Verification of Conformity, and the exhibitor will be charged an amount ranging from a minimum of € 1.000,00 € to a maximum of € 4.000,00, VAT excluded.

All projects and technical documentation that will be sent after July 16th 2026, are not guaranteed to be checked and authorized by Bologna Fiere.

Finally, the exhibitor acknowledges that:

- the approval for the Set Up of the project is exclusive competence of Bologna Fiere and declares, as of now, that it complies with any requirements that subordinate said authorization;
- the Authorization for the Set Up of the project issued by BolognaFiere does not imply approval of the project itself from the safety aspect; the compliance of the project with the safety standards in force is the sole responsibility of the designer;
- the authorization for the execution of the project issued by BolognaFiere does not exempt the designer or his / her representative from carrying out an inspection in the area where the stand will be located, in order to gain direct knowledge of any impediments existing on site, aimed at condition the design of the stand (technological systems and relative spaces of respect, height of the fixed structures above the stand, etc. ..); the designer must take into account these impediments in the design phase of the set-up;
- If the Exhibitor presents more than one project for the same stand or requests to re-evaluate the changes made to an already approved project, the compatibility check costs (referred to in the table on page 2) will be re-charged for each of the presented projects or for each modification of the – already- approved project.

For everything not listed here, please refer to the Technical Regulations of the Exhibition

EXHIBITOR COMPANY
(Signature and stamp of legal representative)

Fill in only in case of NON STANDARD set-up 2

Expecting to create a non-standard set-up in the assigned space and having acknowledged that it is not allowed to install non-standard set-ups without the prior authorization of BolognaFiere

Exhibitor's Company asks for authorization

To build a SetUp - indicated in the project – and enclosing the following mandatory documentations in a single email:

- **Completed project in the drawings** – dimensioned plan, elevations and sections- 3D views / Axonometry , **signed and stamped by a qualified technician** in accordance with Italian law.
- **in the case of non-standard structures as per points 2) 3) 4) 5)**, in addition to the complete project signed and stamped by a qualified technician, it is also necessary to submit the **Structural Calculation Report** about these items. This report too must be signed and stamped by a qualified technician, including the load conditions that will occur during the assembly and disassembly phases based on the construction methodology envisaged and a detailed description of all the materials making up the work
- For structures and trussing systems, rented from BolognaFiere, the documents listed here will be prepared by BolognaFiere itself and therefore not at the expense of the exhibitor;
- in the case of **covered structures in outdoor areas** referred to in point 6), in addition to the complete project signed and stamped by a qualified technician, it is also necessary to submit the **Structural Calculation Report**. This report must be too signed and stamped by a qualified technician, including the load conditions that will occur during the assembly and disassembly phases based on the construction, methodology envisaged and a detailed description of all the materials making up the work, description and quantification of the relative ballasting for stability purposes and their compatibility with existing structures.

- Additionally, for double storey stand, it is necessary a declaration about the use of the space for private use and that the turnout of the public is regulated by personnel in charge
- Copy of the bank transfer receipt of the payment for the Compliance Verification of the structure, as per the following table.

In case of **NON Standard Set Up**, it is mandatory to send **project/drawings with stamp and signature of an authorized technician** and – if requested – technical report.

If the Exhibitor is unable to produce these documents, BolognaFiere will proceed straightly to evaluate the compatibility of the design and to inspect the stand during its setup, with a charge of 300,00€

In the case of Double-Storey Stand referred to in point 5) _or Outdoor covered structures _point 6), without the required documentation, Inspection and Verification service by BolognaFiere cannot be used to obtain assembly approval so any Set Up operations will not be allowed

If you have a NON standard Set Up, it is compulsory to perform the Structure Compatibility Inspection, that will be executed by authorized technicians appointed by BolognaFiere, at the Exhibitor's expenses as shown on the table on page 2.

Structure conformity verification certificates issued by technicians other than those appointed by Bologna Fiere will not be accepted. The inspection report, for the purpose of non-standard set-ups, will be sent exclusively in PDF format by e-mail to the contact person indicated in the exhibitor's personal data.

The Exhibitor, or the Stand fitter on his behalf, undertakes to deliver to BolognaFiere, at the end of the works, the – FORM B4 - Declaration of correct assembly in which he certifies that the works have been carried out in a workmanlike manner in accordance with the executive project and the calculation delivered and approved.

Structure Compatibility Inspection

		Amount
Evaluation of Design Compatibility and Stand Inspection In case the Exhibitor is unable to produce documents /drawings signed and stamped by an authorized technician – or to deliver a requested Technical report		<input type="checkbox"/> € 300,00 +IVA
Stand height greater than 3,50 m - Point 1) page 1 and / or beam with clear span longer than 4.5 m - Point 3) page 1		<input type="checkbox"/> € 164,00 +IVA
Trussing System : - Point 2) page 1 and/ or Total Length greater than 32,00m . and/ or beam with clear span longer than 8,00 m . Structure height greater than 3,50 m - Point 1)page 1	Stand Area up to 250 m ²	<input type="checkbox"/> € 164,00 +IVA
	Stand Area from 251 to 500 m ²	<input type="checkbox"/> € 217,00+ IVA
	Stand Area over 500 m ²	<input type="checkbox"/> € 329,00+ IVA
	Rented from Bologna Fiere S.p.A.	<input type="checkbox"/> € 00,00+ IVA
Platform over 0,80 m - Point 4) page 1		<input type="checkbox"/> € 164,00 +IVA
Double-Storey set up - Point 5) page 1	Dimensions within 150 m ²	<input type="checkbox"/> € 329,00+ IVA
	Over 150 m ²	<input type="checkbox"/> € 547,00+ IVA

SECRETARIAL RIGHTS FOR LATE SENDING OF THE FORM 0 after 31/07/2024	<input type="checkbox"/> € 310,00 +IVA
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Total Amount

€

VAT (22%) if requested

€

TOTALE (Amount + VAT if requested)

€

Way of payment: The amount due is to be sent by bank transfer to a current account in the name of Bologna Fiere S.p.A

UNICREDIT SPA - CP OP-CUS CARE ITA ROMA C/C 000030012814 IBAN: IT 07 I 02008 05364 000030012814 - BIC - SWIFT UNCRITMORR

Reason: Form Zero_Exhibitor name_ Show name_Hall number_Stand number

(Please, attach a copy of the bank account (bank transfer receipt) of the payment)

EXHIBITOR COMPANY

(Signature and stamp of legal representative)

TECHNICAL NOTES

HANGING POINTS:

Suspension points and anchors are allowed only in Halls 14-15-16-18-19 and in some zones in Halls 28-29-30-35-36-37.

Suspension points for anchoring to the Hall-structures can be provided only by Bologna Fiere (as shown on Form "A", on the portal BeFair)

Please send this request to Francesco Schincaglia –

Email: appendimenti@henoto.com –

Phone number: +39 051/282871 - respecting the schedule.

Bologna Fiere will perform testing of these rented structures.

The suspended loads and the related suspension systems must be carried out in accordance with the provisions of the Circular Letter of the Ministry of the Interior n. 1689- 01/04/2011 -, or by providing, in addition to the main connection system (e.g. tie rod, band, rope, chain, rod), also a safety connection (e.g. tie rod, band, rope, chain, extensible anti-fall systems, etc.). By "suspended loads" we mean Trussing system (simple or "ring" type) or other types of beams / structures and all related loads (but not limited to: screens, projectors, loudspeakers, lights, motors for lifting of other sub-structures, etc.) that are attached to an upper or lower structure or by means of a lifting device. The above elements must be in possession of all the documents referred to in the aforementioned Circular Letter.

STRUCTURAL IMPEDIMENTS

Inside the halls, some perimeter stands may have fixed obstacles that do not allow to exceed the height of 3.00 meters. The height is measured also taking into account any platforms, pylons, signs, banners, flagpoles and the like.

CEILINGS

Ceilings are allowed on Halls 14 - 15 - 16 - 18 - 21 - 22 - 25 - 26 – 33 - 34 - and in some zones in Halls 28-29-30 and 37 are allowed if made with false ceilings or large mesh ceilings that allow the correct use of the sprinkler system and air conditioning in the pavilions. As the diffusion of air conditioning in the halls takes place from the top of the ceiling down, the execution of closed panels or narrow mesh false ceilings prevent the air diffusion inside the stand, limit the air rechange and prevent the maintenance of internal climatic conditions.

BORDERING WALLS

Walls facing neighbouring areas must be finished in white in a workmanlike manner. Please consult the Technical Regulations of the event for all details.

GLAZED WALLS

Glass walls placed in direct contact with the public, or on aisle, must comply with the Construction Products Regulation UE 305/2011, implemented with Legislative Decree no. 16 of 16.06.2017, as well as subsequent amendments and additions; At the end of the work, the Exhibitor /Stand Builder must deliver the state-of-the-art assembly declaration Form B4- to the Safety Office of Bologna Fiere, Antincendio Office -antincendioCS@bolognafiere.it

Large glass walls that have a load-bearing function must be integrated with a suitable metal frame.

For everything not listed here, please refer to the Technical Regulations of the Exhibition

OTHER FORMS

We remind you that for each of the standard and non-standard structures indicated above, the installer/Stand builder Company must deliver the following forms to Bologna Fiere - within the foreseen time frame:

- Form B4 " Declaration of correct installation of set-up materials "
- Form B1 "Declaration of correct execution of the electrical system and set-up "
- Form B2 Declaration of conformity of the electrical system "(to be submitted only if the system is installed by an authorized Italian company - registered with an Italian Chamber of Commerce and authorized to install electrical systems (Ministerial Decree 37/2008); If the system is installed by a foreign company, this service: "Verification of compliance of the electrical system" can be purchased online on www.befair.eu (Ufficio Vendite – vendite@bolognafiere.it)
- Form M " Information for the prevention of accidents at work "
- Form SR "Waste management declaration ")

These forms can be downloaded from the reserved area of the portal www.befair.eu, -Form section-and must be uploaded to the portal or sent to the email address antincendioCS@bolognafiere.it

BOLOGNA FIERE CONTACTS

Safety Office / Antincendio Office

✉ antincendioCS@bolognafiere.it

☎ +39 051.282342

Technical Office

✉ tecnico3@bolognafiere.it –

☎ +39 051.282488 (ore 9:30-12:30)

Ufficio vendite, Sales and services office_ www.befair.eu

✉ vendite@bolognafiere.it

☎ +39 051.282816-17-18

Electrical water and compressed air systems

✉ vendite@bolognafiere.it

☎ +39 051.282816-17-18

Hanging / Suspensions anchorage Office

✉ appendimenti@henoto.com

☎ +39 051/282871

Ufficio pass

✉ pass@bolognafiere.it

☎ +39 051 282403

Accounting administration :

✉ ammin.fatture@bolognafiere.it

EXHIBITOR COMPANY
(Signature and stamp of legal representative)

ADDITIONAL FORMS

HOW TO: Ask for adjacent stands authorizations
Attachment n.1 – EXHIBITION SET-UP AUTHORIZATION FORM

HOW TO ASK FOR EXHIBITION SET-UP AUTHORIZATION

In order to comply to the technical regulations, art.3, and **not compromise adjacent stand visibility with walls or other structures**, you will be asked to provide written authorizations by adjacent exhibitors (if any) with the specific "Exhibition set-up authorization form" Attachment n.1.

Any exhibitor that intends to build walls or structures higher than allowed by the regulations, will have to AUTONOMOUSLY get in contact with adjacent exhibitors to provide a copy of the EXHIBITION SET-UP AUTHORIZATION FORM, signed and stamped for acceptance.

WHERE TO FIND CONTACT INFORMATION OF ADJACENT BOOTHS

In the technical booth plan, page n.2, you can find listed the name of the adjacent exhibitors. Past editions exhibitors contact information (e-mail and phone number) can be found in the 2024 Exhibitor Catalogue at the following link: [h <https://www.eima.it/it/catalogo.php>](https://www.eima.it/it/catalogo.php) or on EIMA International website (<https://www.eima.it>)

In case Exhibitors are not listed in the catalogue, you can ask for contact information at the following email: allestimenti@unacoma.it

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NOVEMBER 10-14, 2026
International Agricultural and
Gardening Machinery Exhibition

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If the adjacent exhibitor refuses to give its authorizaion or does not reply to emails, the project cannot be approved and the stand will have to be build following the STANDARD regulations stated in the Technical Regulation.

CASES IN WHICH YOU DON'T NEED AUTHORIZATIONS

- There are no adjacent exhibitors
- Booth sides are adjoining to hall perimetral walls
- Non-standard Trussing structure **built without** coatings or graphic elements that can compromise adjacent stands visibility

ALLEGATO 1 – MODULO DI AUTORIZZAZIONE ALLESTIMENTI

ATTACHMENT N.1 – EXHIBITION SET-UP AUTHORIZATION FORM

La sottoscritta Azienda (*The Exhibitor company*):

Pad. (*Hall.*) Stand. (*Booth.*)

AUTORIZZA IL PROGETTO DI ALLESTIMENTO

HEREBY AUTHORIZES THE EXHIBITION SET-UP

dell'Azienda (*Of the following adjacent company*):

Pad. (*Hall.*) Stand. (*Booth.*)

Richiesta ricevuta in data (*Receiving date*)

da (*from*)

ESPOSITORE

ALLESTITORE

NOTE (*NOTES*):

Data (*Date*),

Timbro e Firma del legale rappresentante

Signature and stamp of legal representative