

1.PRELIMINARY NOTICE

“Organizer” stands for FederUnacoma S.u.r.l.
 “BolognaFiere” stands for BolognaFiere S.p.A.

2. SPECIAL REGULATION

2.A - DATES, TIMES AND VENUE OF THE EXHIBITION

The Exhibition will take place from 10 to 14 of November 2026 in the Bologna Exhibition Center and will be open at the following times: from 9.00 a.m. to 6.30 p.m. Exhibitors and employees may reach their stands from 7.30 a.m.

2.B- AVAILABILITY OF STANDS

Access to Halls on setting up and dismantling days will be allowed non-stop from 7.00 a.m. to 7.00 p.m. All set-up operations must be completed by 8:00 p.m. on 9 November. On November 8 the access will be allowed only through the pedestrian gates and with only hand-held packages. Any set-up and/or handling of the machines that may cause damage or disturbance to nearby stands will be strictly prohibited.

The Exhibitor must ensure that the chosen fitter undertakes to respect this deadline by including a time clause in the contract. The stands will be made available to Exhibitors according to the following calendar:

HALL	DATE							
	Monday 02-nov	Tuesday 03-nov	Wednesday 04-nov	thursday 05-nov	Friday 06-nov	Saturday 07-nov	Sunday 08-nov	Monday 09-nov
14								
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36								
37								
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Halls open
 Halls closed
 Halls available only for finishing operations

Please note that November 9 will not be considered a set-up day, therefore stand assembly operations (including painting, carpet laying, finishing, etc.) and arrangement of machines to be exhibited that require the use of vehicles will be strictly forbidden.

2.C- ACCESS TO THE EXHIBITION CENTRE IN THE PERIOD OF SETTING UP AND DISMANTLING

In order to access the Bologna Exhibition Centre on set-up and dismantling days, Exhibitors and their fitters/suppliers must register themselves to **PASS** and **TERMINAL** services.

PASS: This is the section in which to register your staffs, company vehicles and fitters who will be entering the exhibition centre on the days of set-up and dismantling.

TERMINAL: is the system activated in order to regulate the flow and permanence of vehicles (not staff) that must enter the Exhibition Centre to unload and load goods. The system requires a cautionary deposit on a credit card, the amount of which will only be charged if the vehicle fails to observe the indicated dwell time. In order to enter the exhibition centre with vehicles during the set-up and dismantling phases, it is therefore necessary to activate both the PASS and the TERMINAL.

2.C.1- PASS BolognaFiere

In the PASS BolognaFiere system, you will need to enter the names of the Exhibitors' staff and vehicles that will access the Exhibition Centre. The Exhibitor must also carry out the procedure of Assignment to its companies in charge (fitters, suppliers, couriers etc...). These companies will be able to access at the BolognaFiere PASS system for register their staff and vehicles registration plates and print the related entry document to the Exhibition Center, exclusively for the set-up and dismantling days. We remind you that it is mandatory to consult the documents published there, including the D.U.V.R.I. (Combined Interference Risk Assessment Report) in order to print the entry documents.

Access to the Exhibition Centre will not be allowed for Exhibitors and their fitters/suppliers who have not registered on this site and have not printed the entry documents. Vehicles without badges/entry tickets that have to deliver goods (including couriers) may deposit them at the CFP warehouse - Via Maserati n. 20/c - Bologna, from 8.00 a.m.-12.00p.m./1.00 p.m.-5 p.m. The storage service is subject to a charge and must be booked through the BolognaFiere sales platform at www.befair.eu or, for special requests, by sending an e-mail to vendite@bolognafiere.it. In accordance with current legislation on health and safety at work, it is the responsibility of the Exhibitor (client) to verify, as it relates to the work to be assigned, the fulfilment of the technical and professional requirements of the contractors, of all the contractors and self-employed workers who will operate in the Exhibition Centre on behalf of the Exhibitor.

2.C.2 - TERMINAL

For vehicles of any type to access the Exhibition Centre, in addition to the accreditation through BolognaFiere PASS, it is also required to register through the TERMINAL, which will regulate their entry and stay. The procedures and details for the use of the terminal will be forwarded to the Exhibitors with a special notice and published on the event's website www.eima.it. For the purposes of the occupational safety regulations, BolognaFiere and the Organizer reserve the right to define additional criteria for accessing the Exhibition Centre during setting up and dismantling.

2.C.3 - PRESENCE INSIDE THE EXHIBITION CENTRE

During the setting up and dismantling periods, access to the Exhibition Centre by people and vehicles must take place according to the indicated times. The installers present in the Exhibition Centre will be able to continue their work for one hour after the aforementioned times. Access to the Halls will be permitted only to BolognaFiere's handling equipment. BolognaFiere and/or the Organizer may grant exceptions in case of objective lack of alternatives for the handling of bulky and oversized exhibits. Stopping in the vicinity of the pavilions will have to be limited to the time strictly necessary for unloading and loading goods and equipment: vehicles not used for these operations must be left in the areas reserved for parking outside the Exhibition Center.

BolognaFiere and the organizer will be able to define, also for the purposes of occupational safety regulations, particular criteria for access to the Exhibition Centre during the setting up, as well as limiting access to vehicles and/or providing for charges in case the vehicles are present outside the spaces and/or times defined by the Organizer. In case of entry and use of lifting equipment without prior authorization, BolognaFiere will immediately block or remove the vehicle at the risk and expense of the exhibitor or the owner of the vehicle. The above provisions do not apply to transport vehicles equipped with an on-board crane arm, which can operate inside the halls only if equipped with pipes for disposing of the engine exhaust fumes outside the halls.

Furthermore, for safety reasons it is strictly forbidden to leave vehicles inside the Exhibition Centre during closing hours. In case of unauthorized presence, BolognaFiere will provide for the forced removal of vehicles outside the Exhibition Centre, at the risk and expense of the owner of the vehicle.

For more information the offender may contact the Sales Office - Service Centre Block D 1st Floor.

2.D- REMOVAL OF EXHIBITION MATERIAL AND STAND EQUIPMENT

Access to Halls for stand dismantling and exhibition material removal will be allowed according to the following calendar.

HALL	DATE			
	Saturday 14-nov	Sunday 15-nov	Monday 16-nov	Tuesday 17-nov
14	Orange	Green	Green	Green
15	Orange	Green	Green	Green
16	Orange	Green	Green	Green
18	Orange	Green	Green	Green
19	Orange	Green	Green	Green
20	Orange	Green	Green	White
21	Orange	Green	Green	Green
22	Orange	Green	Green	Green
23	Orange	Green	Green	Green
25	Orange	Green	Green	Green
26	Orange	Green	Green	Green
28	Orange	Green	Green	Green
29	Orange	Green	Green	Green
30	Orange	Green	Green	Green
31	Orange	Green	Green	Green
32	Orange	Green	Green	Green
33	Orange	Green	Green	Green
34	Orange	Green	Green	Green
35	Orange	Green	Green	White
36	Orange	Green	Green	Green
37	Orange	Green	Green	Green
38	Orange	Green	Green	Green

Halls available only for finishing operations
 Halls open
 Halls closed

The planning of dismantling dates is based on the need to make the halls available for the preparation of other events, planned at the Bologna exhibition center.

Access to Halls will be allowed non-stop from 7.00 a.m. to 7.00 p.m. On Saturday 14 November, the last day of the event, it will be possible to remove from the stands only hand-carried parcels in accordance with the instructions that will be provided in a dedicated communication.

All Stands must be cleared by 8:00 p.m. on the last day indicated in the above calendar. Failing this, the Exhibitor will be obliged to consider any material left on the stand as waste material to be sent to public dumps, and the Exhibitor will be obliged to refund all direct and indirect expenses incurred in clearing the stand, currently with a minimum of € 300.00 per 16 m2 of surface area, without prejudice to any reimbursement for greater damages. All goods remaining in the exhibition area 60 days after the end of the exhibition will be sold without the possibility of redraft by the exhibitor. All Exhibitors will be held personally liable for any damage done or theft which might take place both during the exhibition period as well as during furnishing and the removal of exhibition materials.

2.E- TERMS OF PAYMENT

As foreseen in art. 4, of the "General Regulations", all accounts must be settled 45 days before the opening of the Show.

2.F- SURVEILLANCE AGAINST THEFT, LIABILITY FOR THEFT AND DAMAGES, RELIEF OF RESPONSIBILITY OF BOLOGNA- FIERE, INDEMNITY CLAUSE, INSURANCE

Each Exhibitor must arrange, either personally or through its staff, to keep watch over its own stand during opening hours of the Exhibition. Exhibitors are obliged to keep their exhibition area under surveillance with their own staff during

the entire duration of the fair. Exhibitors are the sole responsible for the surveillance, during the entire fair (including assembling and disassembling operations), of all materials, goods and objects contained in the exhibition area. As such, Exhibitors are obliged to relieve BolognaFiere from any losses, damages, liabilities, costs or expenses, including legal fees, derived from the use of the designated stand and exhibition area. Even though BolognaFiere provides a general 24-hour surveillance service inside the Fair Center for the entire period of the Exhibition including those days set aside for the setting up and clearance of stands, it is not liable in any way whatsoever for eventual theft or damages suffered by the Exhibitor.

The Exhibitor will be responsible also to BolognaFiere for all damages, direct or indirect, which for any reason are attributable to him or any staff working for him (including damages caused by the equipment, exhibition material or installation systems executed by him or third party hired by him, even if they been inspected by BolognaFiere). The Exhibitor will benefit from the following insurance coverage stipulated by the Organizer:

- a) all Risk guarantee, (including transport, fire and theft) for material damage to furniture, installations, equipment and goods on the stand, excluding money, valuables and the like and excluding software installed on computers and excluding damages from non-use of the furniture, installations, equipment and goods during the Exhibition coverage € 26,000.00 first absolute risk;
- b) cover for the Exhibitor's civil responsibility towards third parties - combined single limit, € 1.500.000,00;
- c) cover for civil responsibility towards workers employed by Exhibitor - combined single limit, € 500.000,00.

The forms of insurance cover listed are regulated by the conditions and limitations available on request from the event's organizational secretariat, and they will be included in the relevant form, that can be downloaded from the Exhibition website. The insurance cover listed above does not rule out the Exhibitor's responsibility for all the risks which in the Exhibitor's autonomous assessment are not guaranteed or may exceed the limits of insurance coverage under the previous point.

The Exhibitor will be responsible for any opportune complementary cover. In particular, as a function of the presence of a video-surveillance system, the Exhibitor takes note of the fact that, in case of theft, the relative statement filed with the Public Authorities must reach the insurance company no later than seven days after the end of the event and that failure to respect this deadline may involve loss of any right to compensation. To request eventual complementary cover, at his own expense, the Exhibitor can use the aforementioned form folder. The Exhibitor renounces any claim against all Exhibitors, the Organizer and BolognaFiere. In any case, the Exhibitor accepts the obligation to insert in any complementary insurance cover agreement, the insurer's renunciation of any claim against the Exhibitors, the Organizer and BolognaFiere and, in the absence of any such provision, will maintain their immunity from any action that might be advanced against them.

In view of the above, the Exhibitor, in any case, on his own behalf and on behalf of his collaborators or representatives, exonerates the Organizer and BolognaFiere of all responsibility for losses or damage that occur, for whatever reason, in the assigned exhibition space, during installation or disinstallation, and whatever is present there, and assumes responsibility in his own behalf for eventual damage also caused to third parties in managing the exhibition space, or by whatever may be introduced into it, that is not covered in the terms and ways indicated above or those activated by the Exhibitor himself.

3. STAND SET UP

3.A- DEFINITION OF THE TYPE OF STANDS

Regardless of their surface area, stands are classified into:

- **STANDARD** stands
- **NON-STANDARD** stands 1
- **NON-STANDARD** stands 2

Note: Whatever type of set-up you plan to create, exhibitors are required to place the carpet within their assigned area.

3.A.1 - Standard Stands

Standard stands are considered those that simultaneously satisfy all the following conditions:

- a. Stand height **not exceeding** 1.50 m for all product sectors, with the exception of stands located in sectors VI - Irrigation Machinery (Halls 21-22-23), XII - Components, Accessories and Spare Parts (Halls 15-18- 20 and EIMA Digital at 37) and XIII - Machinery for Gardening, Public Green Areas and Small Motorised and Hand Tools (Halls 33 and 34), for which the maximum stand height is 3.00 m;
- b. Possible use, in the construction of the stand, of metal truss structure ("American" type) with an overall length of no more than 32.00 m or with a free structural span of no more than 8.00 m;
- c. Possible use of horizontal metal or other material structures with a free span of no more than 4.50 m in the construction of the stand;
- d. Absence of anchoring systems to BolognaFiere facilities;

- e. Absence on the stand of platforms higher than 0.80 m.

3.A.2- Non-Standard Type 1 stands

Non-standard type 1 stands are those that simultaneously fulfil all of the following conditions:

- a. stand height **greater than** 1.50 m for all product sectors, and 3.00 m for stands located in sectors VI - Irrigation Machinery (Halls 21-22-23), XII - Components, Accessories and Spare Parts (Halls 15-18- 20 and EIMA Digital at 37) and XIII - Gardening Machinery, Public Green Areas and Small Motorised and Hand Tools (Halls 33 and 34), **and in both cases less than or equal to 3.50 m**;
- b. Possible use, in the construction of the stand, of metal truss structure ("American" type) with an overall length of no more than 32.00 m or with a free structural span of no more than 8.00 m;
- c. Possible use of horizontal metal or other material structures with a free span of no more than 4.50 m in the construction of the stand;
- d. Absence of anchoring systems to BolognaFiere facilities;
- e. Absence on the stand of platforms higher than 0.80 m.

3.A.3- Non-Standard Type 2 Stands

- a. Non-standard type 2 stands are considered to be those with even one of the following characteristics:
- b. height of the stand greater than 3.50 m;
- c. Possible use, in the construction of the stand, of metal truss structure ("American" type) with an overall length of no more than 32.00 m or with a free structural span of no more than 8.00 m;
- d. Possible use of horizontal metal or other material structures with a free span of no more than 4.50 m in the construction of the stand;
- e. Absence of anchoring systems to BolognaFiere facilities;
- f. Absence on the stand of platforms higher than 0.80 m.

3.B – PROJECT REVIEW AND AUTHORISATION PROCEDURES

3.B.1- Form 0

All Exhibitors ARE REQUIRED to send Form 0 by 16 July 2026 by email to BolognaFiere (tecnico3@bolognafiere.it) and to the Organiser (Ufficio Eventi FederUnacoma S.u.r.l., - allestimenti@unacoma.it). Form 0 enables you to declare the set-up type you intend to realize or not, and to send any request for authorisation for a non-standard set-up (attached to Form 0). Form 0 can be downloaded from the forms section of the reserved area of the www.eima.it website and/or from the www.befair.eu

3.B.2- Standard Stands

If a stand can be classified as standard (cf.3. A.1), the Exhibitor must send to the Organiser (Event Office FederUnacoma S.u.r.l., - allestimenti@unacoma.it) and to BolognaFiere (tecnico3@bolognafiere.it) Form 0 and optionally the stand design.

For such stands, there is no provision for the projects to be examined, but the declaration made via Form 0 is received and filed. The Organiser and BolognaFiere, also jointly and severally, reserve the right to check the compliance of the stand with the criteria for the standard stand definition during the set-up phase.

For the construction of storage rooms on the boundary walls within one's own stand, it will be sufficient to obtain and transmit to the Organiser the written authorisation of the neighbouring companies, without the obligation to transmit the entire project.

3.B.3 - Non-Standard Stands Type 1

If a stand is classifiable as non-standard type 1 (see 3.A.2), the Exhibitor must submit the complete project, including 3D views, to the Organiser (Ufficio Eventi FederUnacoma S.u.r.l., - allestimenti@unacoma.it), and to BolognaFiere (tecnico3@bolognafiere.it) for approval no later than **16 July 2026**.

In the common interest of exhibitors, in order to **avoid erecting walls or other structures that may impair the visibility of neighbouring stands**, the approval of a "non-standard type 1" stand construction will be subject to the transmission of the written authorisations of neighbouring exhibitors, which can only be produced using the special form "Stand Construction Authorisation Request". Stands falling into the "Non-standard type 1" category shall under no circumstances exceed a maximum height of 3.50 m, taking into account the thicknesses due to raised floors, lighting fixtures, lighting fixture supports, including truss ones, signs, graphics, etc.. Above this height the stand will be "Non-Standard Type 2".

For "Non-standard Type 1" structures installed without prior approval, Bologna Fiere and the Organiser may request the Exhibitor to change the stand so that it falls into the standard category.

3.B.4 - Non-Standard Stands Type 2

Should a stand be classified as non-standard (cf. 3.A.3), the Exhibitor is required to submit the following documents to the Organiser (Ufficio Eventi FederUnacoma S.u.r.l., - allestimenti@unacoma.it), and to BolognaFiere (tecnico3@bolognafiere.it), no later than **16 July 2026**, for approval:

- Form 0;
- complete project, including 3D visualisations, stamped and signed by qualified technician;
- Any other documentation required by form 0;
- Any written authorisations of neighbouring exhibitors, which can only be produced using the special form "Stand Authorisation Request" (attached to Form 0).

In the absence of such authorisation, a standard stand will be mandatory.

The construction of metal truss structures ("American" type) of particular complexity (overall size exceeding 32.00 m, counting both vertical and horizontal structures, and/or free structural span exceeding 8.00 m), or of horizontal metal or other material structures with free span exceeding 4.50 m, as well as mezzanines is in any case subject to the transmission (by email) to BolognaFiere of the **structure project, signed by a qualified technician, accompanied by a calculation report** including the load conditions that will be encountered during assembly and disassembly, based on the envisaged construction method, as well as a certificate of correct assembly, upon completion of the work.

3.B.5- Requirements for non-standard stands

If the above-mentioned documents are not sent by 16 July 2026 the exhibitor will be charged the amount specified in the Form 0.

For projects submitted after this date, the verification and possible approval of the technical documentation cannot be guaranteed. For non-standard type 2 stands a static test is compulsory, to be carried out exclusively by BolognaFiere. For this task, the Exhibitor will be charged the amount corresponding to the type of stand, as indicated on Form 0.

If the non-standard stand type 2 project, stamped and signed by an authorised technician, is not sent to BolognaFiere, Bologna Fiere will proceed on its own initiative with the verification and validation, and the Exhibitor will be charged the costs due plus any relevant penalties. BolognaFiere reserves the right, in any case, not to allow the assembly of non-standard stands that have not been approved in advance. BolognaFiere reserves the right to send further communications or prescriptions for project modifications, even after approval and even during the stand set-up phase. For non-standard structures installed without prior authorisation and found directly at the Exhibition - **without prejudice to the Organiser's and BolognaFiere's right to impose their modification or removal** - the Organiser and BolognaFiere will proceed ex officio with the verification and validation of each individual project, charging the Exhibitor an amount ranging from € 1,000.00+ VAT to € 4,000.00 + VAT.

In any case, BolognaFiere shall always have the right to examine stand designs that in terms of importance, size and danger fall outside the standards of traditional stands; the Exhibitor shall be obliged to provide the technical drawings and the names of the technicians responsible for the structural part, for the set-up part, for health and safety at work aspects, and for the systems.

3.C STAND DESIGN AND CONSTRUCTION

3.C.1 - Exhibition Space

The Exhibitor shall contain his stand within the area allocated to him, identified by partition walls or paint or adhesive tape lines, where no other reference elements exist

3.C.2 - Raising of fittings and walls

In the common interest of exhibitors, in order to prevent walls or other structures from impairing the visibility of neighbouring stands, stands must not exceed 1.50 m for all product sectors, with the exception of stands located in sectors VI - Irrigation Machinery (Halls 21- 22), XII - Components, accessories and spare parts (Halls 15-18- 20 and EIMA Digital at 37) and XIII - Gardening, public green, small powered and hand tools (Halls 33 and 34), for which the maximum stand height is 3.00 m.

The above also applies to walls and fittings inside the stand, so it will not be possible to distance the structure from the boundary in order to freely build the desired heights.

Subject to the written authorisation of neighbouring exhibitors, produced solely by means of the special form "Stand Authorisation Request" and to the approval of the Organiser and BolognaFiere, stands and walls may be raised beyond the specified heights up to a maximum of 30% of the length of the individual sides of the stand. If stand fittings and walls are to be raised by more than 30%, subject to the prior written authorisation of neighbouring exhibitors, the specific written approval of the Organiser and BolognaFiere will be required.

For stands located in Sectors VI - Irrigation Machinery (Halls 21-22), XII - Components, Accessories and Spare Parts (Halls 15-18- 20 and EIMA Digital at 37) and XIII - Gardening Machinery, Public Green Areas, Small Motorised and Hand Tools (Halls 33 and 34), where the standard height to be considered for walls and stands is 3.00 m, it is permitted, subject to written authorisation from neighbouring exhibitors, produced solely by means of the special form "Stand Authorisation Request" and to the approval of the Organiser and BolognaFiere, to raise stands and walls along the entire length of the sides.

For stand sides longer than 16 m, continuous walls will not be permitted. The wall must be -compulsorily divided into segments no less than 5.00 m apart, according to the following criteria:

- 16.00 to 30.00 m, two segments of equal size;
- over 30.00 m, three segments of equal size.

Stand walls and fittings bordering the walls of the halls, on the other hand, will be exempt, so they may be raised to the desired length.

For stands larger than 1,000 m², for the construction of the above-mentioned elevations, authorisation will also have to be obtained from Exhibitors located across the aisle (opposite) who have a minimum surface area of 1,000 m²; to obtain this authorisation, the Exhibitor must send the complete stand design and 3D views to FederUnacoma S.u.r.l., which will forward the documentation and request to the facing Exhibitors.

In the absence of the aforementioned authorisations, the project will automatically be deemed not to have been approved, with the obligation to create a standard layout. The Organiser and BolognaFiere reserve the right to send further communications or prescriptions for project changes, even after approval and even during the set-up phase.

3.C.3 - Back walls

In the interest of all exhibitors as well as the general image of the event, **the back of the walls bordering other stands or facing the corridor must be finished and white in colour.** It is the responsibility of exhibitors to make any agreements with neighbouring companies on the basis of the type of stand construction they intend to carry out by filling out the "Stand Authorisation Request" form (attached to Form 0).

If, during the setting-up operations, there should be any disputes between exhibitors or it is judged necessary to intervene, in accordance with the above principle, the Organising Secretariat - directly or through its appointed staff - reserves the right to take all measures necessary to guarantee the standards of the exhibition, including direct action with a charge of no less than € 1,000.00 + VAT to the negligent exhibitor.

3.C.4 - Glass walls

If the stand also includes glass walls placed in direct contact with the public, these walls must comply with EU Construction Products Regulation 305/2011, implemented by Italian Legislative Decree No. 16 of 16.06.2017, as well as subsequent amendments and additions. Large glass walls with a load-bearing function must be integrated with the appropriate support structure (e.g. metal frame).

3.C.5 - Signs

Signs with the company logo may be displayed on the stand at a height of more than 2.50 metres positioned both horizontally and vertically. Signs placed on the border between two adjacent stands may only display graphics on the side facing the inside of the stand.

3.C.6 - Emergency exits and escape routes

It is forbidden to obstruct or impair with fittings the accessibility of the emergency exits and escape routes of the halls, including the signs referring to them. The configuration of the exhibition spaces must always ensure their functionality and visibility. In front of the emergency exits and on the perimeter of their perimeter area, walls with a height that prevents the visibility of these exits may not be built, and at least one passageway must be provided to make the exits accessible. Should it be necessary, the exhibitor must ensure that safety signs are integrated into his exhibition area. The arrangement of machinery within the stand must also be such that it does not obstruct or impair accessibility to emergency exits.

3.C.7 - Mezzanines

The construction of raised offices or reception areas (mezzanines) is permitted from 2.50 m in height and up to 60% of the surface area of the lower floor, to be built in non-perimeter areas, at least 50 cm away from the stand, it being understood that these structures will be subject to the provisions set forth in point 3. Please note that setting up a second floor must have received written approval of the project from the Technical Operational Management of BolognaFiere after the necessary technical documentation has been obtained.

3.C.8 - Platforms

Platforms are also permitted, and the Exhibitor must build them in compliance with the regulations regarding the removal of architectural barriers. Each platform must be connected to the floor of the hall in the passages intended for the public with steps of adequate rise and tread and with at least one ramp with a gradient of no more than 8%. Each stand with a platform must be accessible with at least one ramp. Steps or ramps must not obstruct the paths of the public in the aisles.

The possibility of setting up platforms higher than 0.80 m is subject, in addition to the authorisation of the Organiser and BolognaFiere, to the written authorisation of neighbouring Exhibitors. For stands larger than 1,000 m², for the construction of the above-mentioned platforms, authorisation must also be obtained from the Exhibitors located across the aisle (facing neighbours) with a minimum surface area of 1,000 m².

Nei padiglioni 14, 15, 16, 18, 21, 22, 25, 26, 28, 33, 34 e parzialmente nei padiglioni 29, 30 e 37 sono ammesse coperture degli stand solo se realizzate con controsoffitti o cielini a maglia larga che consentano il corretto uso degli impianti antincendio e di condizionamento dell'aria.

3.C.9 - Ceilings

In Halls 14, 15, 16, 18, 21, 22, 25, 26, 28, 33, 34 and partially in Halls 29, 30 and 37, stand roofs are only permitted if they are made with false ceilings or wide mesh ceilings that allow the proper use of fire protection and air conditioning systems.

3.C.10 - Hanging and anchor points

Hanging points are only possible in Halls 14-15-16-18-19-20 and partially in Halls 28-29-30-35-36-37. Hanging points on the structures of the halls may only be set up by BolognaFiere, which will also carry out their testing. Send feasibility request by email to tecnico3@bolognafiere.it and appendimenti@henoto.com.

Anchoring to floors and/or structures is strictly forbidden throughout the exhibition grounds

3.C.11 - Suspended loads and their suspension systems

Suspended loads and their suspension systems must be made in accordance with the provisions of the Circular of the Ministry of the Interior - Fire Brigade Department, Circ. no. 1689 April 2011, Circ. Prot. n. 15985 of 30 October 2023, 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 fall protection systems, etc.).

"Suspended loads" are to be understood as truss structures (simple or "ring" type) or other types of beams/structures and all related loads (by way of non-exhaustive but illustrative example: screens, projectors, loudspeakers, spotlights, motors for lifting other substructures, etc.) that are bound to an upper or lower structure or by means of a lifting device. The aforementioned items must have all the documentation referred to in the aforementioned Circular Letter

3.C.12- Accessibility of electricity and water supply points

Electricity and water supply points (manholes, tunnels, electrical panels) must be accessible and inspectable and in any case free to allow connection, disconnection and subsequent checks by BolognaFiere service personnel. The point identified for the connection must be highlighted in the stand plan. Enquiries can be sent to tecnico3@bolognafiere.it.

3.C.13 - Fire Extinguishers

Exhibitors are obliged to keep fire extinguishers of the type required by law and in quantities not less than those listed in the following table on their stands, in full view and ready for use:

Stand surface area	Minimum number
Up to 50 m ²	1 fire extinguisher
From 51 m ² to 150 m ²	2 fire extinguishers
From 151 m ² to 300 m ²	3 fire extinguishers
More than 300 m ²	4 fire extinguishers

At its sole discretion, BolognaFiere's Safety Department may request an increase in the number of fire extinguishers at the stand.

Fire extinguishers may be rented, while stocks last, from the Sales Office in the Service Centre (tel. + 39 051.28.16 - email: vendite@bolognafiere.it).

In the event of non-compliance, BolognaFiere may arrange for the necessary fire extinguishers to be delivered to the stand ex officio, charging the related additional cost.

3.C.14 - Access to upper floors

For access to the upper floors of the halls, lifts with the following technical characteristics may be used during the set-up and dismantling phases:

Hall	Height	Width	Length	Load
15	4,00 m	2,90 m	8,50 m	12.000 kg
18	4,00 m	2,90 m	8,50 m	12.000 kg
20 north side	4,00 m	2,90 m	8,50 m	12.000 kg
20 east side	4,00 m	2,50 m	4,20 m	12.000 kg
34	4,00 m	3,00 m	7,50 m	12.000 kg

3.C.15 - Displaying cutaways or sections of moving machinery

It is permitted, under the sole responsibility of the Exhibitor and within the framework of current safety regulations, subject to the approval of the project by the Organising Committee, to display cutaways or sections of moving machinery, using electrical equipment, aimed at illustrating its mechanical technology.

3.D - STAND CONSTRUCTION ARRANGEMENTS

BolognaFiere reserves the right to have stands and installations that do not fall within the above-mentioned provisions modified or renewed, checking in advance that they comply with the above-mentioned characteristics. In the event that BolognaFiere finds even one deficiency, it may request its prompt rectification and the Exhibitor shall be obliged to comply.

Any work that entails changes to the state of BolognaFiere's property and movable material (reinforcements, modifications, excavations, perforations to fixtures, walls, structures, columns, floors) may be carried out only with the prior written authorisation of BolognaFiere, at the Exhibitor's expense and responsibility. This responsibility shall remain with the Exhibitor for the entire period of the Exhibition and until the exhibition space is returned to BolognaFiere. Before the start of the work, the participant shall pay the Organiser the amount of the expenses necessary to restore the exhibition space to its original state.

The Exhibitor must fill in and deliver to the appointed recipients, whose contacts are given at the bottom of each form, all the documents and declarations envisaged in these Regulations and in the compulsory forms available on the website www.eima.it. Failure to deliver the compulsory forms by the deadline and in the manner specified therein will give BolognaFiere and the Organiser, acting jointly or severally, the right to take the most appropriate measures - including closing down the stand - to ensure safety conditions, without prejudice to any civil and criminal liability borne by the Exhibitor.

The Exhibitor acknowledges that the Exhibition Centre is considered a public entertainment venue and undertakes to comply with the relevant regulations and to ensure that his employees and co-workers comply with them, and to abide by all the prescriptions and formalities laid down for such venues. BolognaFiere shall have the right to request the intervention of the Provincial Commission for the Supervision of Public Entertainment Venues for authorisation to hold the Exhibition.

The Exhibitor shall in any case comply with any instructions given by the BolognaFiere Safety Department to allow the use of the stand. The Organiser and BolognaFiere, also jointly and severally, reserve the right to have fittings and installations altered or removed if they do not comply with the provisions and prescriptions set out in these Regulations. All liability with regard to the static and conformity of the stand materials, to the fire prevention regulations currently in force, to the fittings, to the execution and operation of the systems and to any damage that may be suffered by persons or property belonging to BolognaFiere, the Organiser or third parties shall be the sole responsibility of the Exhibitor, who expressly exonerates the Organiser and BolognaFiere for any damage that may be caused by design and construction defects. By virtue of the signed participation contract, the Exhibitor is the sole party responsible to the Organiser and consequently also to BolognaFiere, as owner of the premises. Failure to comply with these rules and those on this subject set out in the "General Conditions of Participation" at the Exhibition shall entitle BolognaFiere to take precautionary measures against the Exhibitor, which may entail, if supplementary measures are taken to improve the overall safety conditions, the charging of the corresponding expenses, which shall be estimated in advance at not less than € 300.00/form, or an order to dismantle the stand in part or in full and the declaration that the stand is unfit for use. Failure to comply with safety regulations may result in the Exhibitor being reported to the judicial authorities.

3.E- WASTE MANAGEMENT AND STAND CLEANING

3.E.1 - Setting up and dismantling

During all phases of the event, it is forbidden for Stand Builders/Exhibitors to leave waste materials and/or special waste in the exhibition areas and in the perimeter areas of the Exhibition Centre. Waste and residual materials from set up and dismantling work shall be disposed of by the Exhibitor and/or its representatives, and the aisles of the halls shall be kept free of any kind of waste or encumbrances. The disposal of waste and stand set-up residues is the responsibility of the Exhibitor and/or its representatives.

Verification of the correct application of the provisions, for the management of waste and residual materials, will be carried out by personnel appointed by BolognaFiere, present in each hall, during the opening hours of the Exhibition Centre. The individual anomalies detected will be recorded and forwarded to the competent internal bodies. Any non-compliance will result in the Exhibitor being charged a penalty by way of reimbursement of the expenses necessary for BolognaFiere to manage the abandoned waste, for a minimum amount of € 300.00 + VAT for every 16 m² of surface area occupied by the Exhibitor.

3.E.2 - Exhibition

Waste produced during the event must be delivered to the waste stations present and signposted in the Exhibition Centre and sorted according to specific types (paper, glass, metal, plastic and undifferentiated waste).

3.E.3 - Stand Cleaning

Stand cleaning in accordance with Article 4 of the General Conditions for Participation only includes pre-opening cleaning and the emptying of dustbins. This does not include delivery cleaning, i.e. cleaning to be carried out on conclusion of set-up work and placement of exhibits, which is the duty of the stand fitters. For services not mentioned, a customised cleaning service can be booked through the BeFair platform www.befair.eu.

3.F – PROHIBITIONS

3.F.1 - Exhibition

Exhibitors are specifically forbidden from:

- 1) The Exhibitors are strictly forbidden from presenting combined machines and/or equipment, defined as systems consisting of machines and/or equipment of their own manufacture integrated with machines and/or equipment from other companies. Any objections will be notified in writing by the Event Secretariat, which reserves the right to determine the actions to be taken and to charge the non-compliant Exhibitor for any costs arising from such non-compliance;
- 2) placing platforms to support the machines on display. This prohibition does not apply to engines, detached parts, accessories, spare parts and in general to machines that cannot simply be placed on the ground due to their particular structure; in such cases, it is permitted to set up platforms as long as the total combined height of platform and exhibited object does not exceed 120 cm. In any case, any platforms and supports must be of a shape and material such that they do not obstruct the view of the machines on display in the adjacent stands;
- 3) presenting machines without adequate protective devices for parts that may pose a danger to visitors;
- 4) accessing the Exhibition Centre, during the period when it is open to the public, with vehicles other than cars;
- 5) carrying out any spectacular or entertainment initiative, of any type, nature and characteristics, even if limited to the stand or aimed at presenting products without the prior authorisation of the Organiser; it is the sole responsibility of the exhibitor to obtain any authorisations from the health and public safety authorities, and in general from the relevant bodies, for the above-mentioned initiatives, if and insofar as requested.

3.F.2- Setting-up and dismantling

Exhibitors are specifically forbidden from:

- 1) flooring the stands on cast-in-place concrete screed;
- 2) applying loads or placing material on hall structures, walls, lighting poles, etc;
- 3) attaching to or hanging on the above components: posters, cables, panels, banners, stickers;
- 4) when fixing carpets or similar materials to the floor, using double-sided adhesive tapes with strong adhesion and with paper or weak internal backing;
- 5) damaging BolognaFiere-owned equipment and hall structures;
- 6) overloading the floor of the exhibition halls with a distributed load exceeding 1,000kg/m². In the case of concentrated loads, the Exhibitor is obliged to implement (at his own care and expense) all suitable measures

to distribute the load on the floor in such a way as not to exceed the aforementioned limit at any point and not to cause damage to the halls;

- 7) entering the halls with vehicles with a maximum total laden weight exceeding 12,000 kg;
- 8) accessing Halls 15 - 18 - 20 - 33 - 34 with forklifts with a total laden weight exceeding 8,000 kg;
- 9) transiting with vehicles in the tree-lined avenues for pedestrian use only, in the entire marshalling yard including the related perimeter canopies, and in general on all paving in grit cement and stoneware slabs;
- 10) discharging waste water into the secondary tunnels of the halls without the aid of special drainage pipes to be connected to the drains; in any case, the disposal of water corrosive to metals and cement, of solidifying substances, of foul-smelling water is forbidden;
- 11) abandoning waste materials and/or waste of any kind.

3.F.3 - Prohibitions for safety purpose

Exhibitors are specifically forbidden from:

- 1) occupying the areas outside their own stand with their own work, crates, pallets and set-up material, and if this is impossible due to proven technical/logistical requirements, the necessary escape routes in the aisles must always be guaranteed. In this case, the company using the areas outside its own stand must verify that this does not constitute a danger to the workers of other companies and/or impede the performance of set-up operations;
- 2) using electric or gas cookers and stoves of any kind;
- 3) smoking inside the exhibition halls and in the service areas (restaurants, bars, offices, conference rooms, etc.) and, outside, in the vicinity of combustible materials; the ban is also extended to the set-up and dismantling periods and the Exhibitor is obliged to enforce the ban inside his stand;
- 4) lifting the cover plates of the manholes;
- 5) leaving tools unattended, unless their operation has been disabled beforehand, or dangerous means, to prevent anyone from coming into contact with them;
- 6) making direct connections to services (water, electricity, compressed air, telephone) on their own or through third parties not authorised by BolognaFiere. As far as electrical systems are concerned, during the set-up and dismantling stages, only the service sockets may be used within the power limits indicated therein. When using them, special care must be taken when positioning any extension cords, which must not obstruct traffic in the Exhibition Centre and must be adequately protected. When using multiple sockets, it must be ensured, in compliance with the specific accident prevention regulations, that it is impossible, without the use of special means, to come into contact with live parts. During the dismantling phases, care must be taken to ensure that the electrical system is disconnected beforehand;
- 7) tampering with seals or locks on power supply boxes;
- 8) introducing explosive, detonating, asphyxiating or otherwise dangerous materials into the Exhibition Centre and to light fires without the prescribed precautions and the necessary authorisations from the competent authorities, as well as to introduce or use compressed or liquefied gas cylinders and to raise balloons;
- 9) leaving machinery or motor vehicles with fuel in the tank on display;
- 10) leaving the power supply of the system serving the stand switched on during the closing hours of the Exhibition Centre, including during set-up and dismantling. Otherwise, BolognaFiere, for safety reasons and at its sole discretion, will disconnect the power supply through its Safety service, acting directly on the stand's electrical panel. The intervention will be notified to the Exhibitor by means of an information label;
- 11) storing empty packaging or advertising material inside the stands in quantities exceeding what may be considered, in the un-questionable opinion of the Bologna-Fiere Safety Service, to be an adequate quantity for daily requirements;
- 12) emergency circulation routes, escape routes or hall entrances must not be obstructed, even temporarily, by vehicles or materials of any kind;
- 13) during the stand set-up and dismantling periods, Exhibitors are forbidden from organising meetings within the Exhibition Grounds with their staff or third parties.
- 14) using, within the exhibition grounds, forklifts and other towing vehicles belonging to them.
- 15) in accordance with the policy adopted by BolognaFiere to reduce the use of plastic, the use of cutlery, crockery, straws, glasses and in general of disposable and non-recyclable plastic material is forbidden inside the Exhibition Centre. The Exhibitor is responsible for ensuring that its suppliers also comply with this prohibition and will be held liable in the event of non-compliance.

3.G - INFRINGEMENTS AND PENALTIES

During the stand set-up phase, the Organiser and BolognaFiere, even severally, reserve the right to intervene at the stands to enforce compliance with the rules contained in these Regulations, pointing out any infringement and

interrupting, where necessary, the stand set-up work until the necessary changes have been made so that the stand complies with the above-mentioned rules. Should the Exhibitor and/or the Supplier appointed by him for any reason be unable to carry out the modifications requested with his own means, the Organiser and BolognaFiere may intervene with their own personnel or those appointed by them, charging the cost of the intervention to the Exhibitor. The Exhibitor waives any right of recourse against the Organiser, BolognaFiere and their appointed staff for any damage of any kind that may occur to its structures or products as a result of such intervention.

In the event of any disputes arising between exhibitors during set-up, the Organiser and BolognaFiere, even separately, shall decide at their own discretion how to settle these, even in derogation of the rules contained in these regulations. No claims for any kind of damage may be made against the Organiser and/or BolognaFiere as a result of the decisions taken by them on the settlement of disputes.

4. SAFETY

4.A - COMPLIANCE WITH LAWS AND REGULATIONS

Exhibitors are required to scrupulously observe and ensure that all companies operating on their behalf observe all laws and regulations pertaining to worker health and safety and social security contributions for the entire duration of exhibition activities. Further information and requirements pursuant to applicable legislation in Italy are given in the Safety File.

Exhibitors shall accept all civil and criminal liability for damage deriving from failure to comply with or violation of workplace safety legislation and all the requirements set out in the General Conditions of Participation, in these Exhibition Technical Regulations, in the Safety File and in the relevant Forms and shall release BolognaFiere and the Organiser from all claims for compensation made by third parties. These documents can be viewed on the website www.eima.it.

Exhibitors shall inform their personnel and the companies operating in the exhibition centre on their behalf of the obligations and prohibitions set out in these Regulations, in the General Conditions of Participation in the exhibition and in the Safety File. In the event of failure to observe these regulations and those stated in the General Conditions of Participation, the Safety File and the relevant Forms (for example if the company has an irregular fire safety position), BolognaFiere will be entitled to take action against the company. If this results in the adoption of measures additional to the general safety conditions, corresponding expenses may be charged (to be evaluated at not less than € 20.00/m²) or an injunction may be given for the stand to be partially or totally dismantled and declared unfit for use.

In the event of failure to observe the safety rules, the company may be reported to the judicial authorities

4.B - SAFETY REQUIREMENTS AND PROHIBITIONS

For the purposes of safety of everyone working in the Exhibition Centre, Exhibitors must observe the following requirements and prohibitions and ensure that they are observed by parties acting on their behalf:

- each Exhibitor is obliged to install in a clearly visible and accessible position in the stand a suitable extinguisher with characteristics as described in point 3.C.13 of these Regulations and to train personnel present in the stand in the use of the extinguisher;
- hydrants and related signages must be always kept visible and easily accessible;
- compliance with the limits established by legislation regarding emission of dust or noise and worker exposure must be ensured. If exposure is limited by providing personal protection equipment to employees, it must be verified that the emissions deriving from the activities do not pose a risk to workers from other companies;
- given the presence of more than one company in the same workplace at the same time, each company shall ensure that operations that may be dangerous to its own workers and/or those of other companies working on the same or adjacent stands are not performed;
- the speed limit within the Exhibition Centre is 15 km/h; speed must be reduced down to snail pace in the presence of pedestrians or in danger situations;
- In case of prolonged stay, engines must be switched off.

4.C - PROVISIONS FOR STAND SETTING-UP REGARDING WORKPLACE SAFETY

The Exhibitor must observe workplace safety requirements, in particular the provisions of Legislative Decree 81/2008 and subsequent amendments and supplements.

When assigning the stand set-up and dismantling work or any other work inside the exhibition centre, the Exhibitor must:

1. verify, if necessary, through registration with the Chamber of Commerce, Industry and Artisanry, the technical and professional suitability of contractor companies or self-employed workers in relation to the work to be assigned through a service or works contract;
2. provide these parties with detailed information on the specific risks that exist in the place in which they are called on to work and, on the prevention, and emergency measures adopted in relation to their activities;

3. coordinate the worker risk protection and prevention actions by sharing information for purposes that include eliminating risks due to interference between the work of the various companies involved in the work as a whole. Should the setting-up and/or dismantling activities and/or any other activity carried on within the Exhibition Center fall under the scope of Title IV of the Legislative Decree 81/08 (Construction sites), the Exhibitor must appoint a "Safety Coordinator during Planning phases", who will be in charge of compiling the Safety and Coordination Plan of the stand, as defined in Attachment VI of the Interministerial Decree 22 July 2014 "Stages and Fairs Decree".

Three types of stand set-ups fall under this category:

- Stands higher than 6.5 m;
- Stands having an upper floor, where the area of the same upper floor is more than 100 sqm;
- Hangars (or other independent structures) higher than 8.5 m

If the activities do not fall within the field of application of Title IV, the Principal undertakes to:

- Draw up an Operational Safety Plan (POS) with at least the contents of annex VI by Italian Decree Law July 22, 2014 if the stand set-up work is performed directly using the Principal's own staff;
- If third parties are engaged to perform the assembly work, the exhibitor in his capacity as principal must promote cooperation and coordination by preparing a unified risk assessment document that specifies the measures adopted to eliminate or, if this is not possible, to minimise the risks and verify that the Operational Safety Plans (POS) of contractors and all sub-contractors comply with the DUVRI. The aforesaid documentation must be kept ready for inspection on the stand for the entire duration of the stand set-up and dismantling work. Even in the absence of a stand structure, the Exhibitor must fill in the M form: "Information on Workplace Accident Prevention" and submit it by the date and to the address indicated at the bottom of the form.

4.D - PROVISIONS FOR STAND SETTING-UP REGARDING FIRE PREVENTION

To assure maximum effectiveness of the overall safety conditions in the exhibition centre, Exhibitors must observe and ensure that the stand fitters observe the legally-prescribed fire regulations. In any case the materials used for stand building must meet the following requirements:

- a) only incombustible, inherently fireproof or fireproof treated materials may be used; the use of plastic materials that do not comply with European reaction to fire standards pursuant to Ministerial Decree 15/03/05 (corresponding to former "class 1") may not be used, even on panels (e.g. expanded polystyrene);
- b) it is forbidden to use synthetic fiber fabric that cannot be rendered fireproof, paint, coatings or adhesives that do not comply with European reaction to fire standards pursuant to Ministerial Decree 15/03/05 (corresponding to former "class 1" or former "class 2"), wickerwork, mats, latticework or trellises formed from laths of wood or similar materials;
- c) the Exhibitor is obliged to carry out specific fireproofing treatments on the combustible materials that are introduced into the stand for stand construction purposes. The fireproofing treatments on the above-mentioned materials must be performed before they are installed in the stands;
- d) nitrocellulose or oil-based paints or coatings may not be used;
- e) each Exhibitor must submit Form M "Declaration of correct execution of electric plant and fittings" at least 20 days before the start of stand set-up work; "Declaration of correct fitting of stand materials" must be submitted no later than the day before the Exhibition begins. Before setting up the assigned stand, the Exhibitor must request advance authorisation from BolognaFiere, as described in point 3.C.

4.E - MEDICAL ASSISTANCE - FIRST AID

The Exhibition Centre is equipped with rooms equipped for first aid, located at the Service Centre, block D, ground floor, manned by medical personnel, with an ambulance; the service is operational during the event, including the installation and dismantling period. Special signage indicating the location of the emergency telephones is displayed in the exhibition areas.

4.F - PROVISIONS IN THE CASE OF FIRE OR HAZARD SITUATIONS

As BolognaFiere has a fire-fighting system (extinguishers, hydrants, etc.) and its own fire-fighting team which is present during exhibitions, in the event a hazard situation arises the fire team must be informed immediately by means of the telephones and fire warning devices present in the exhibition centre.

In case of fire, besides notifying the fire service personnel as described above, each company must ensure that its workers remain calm and follow the instructions of the appointed personnel. The Exhibitor may use the fire extinguisher, which must be present in every stand as stated in the Exhibition General Regulations.

If the order to evacuate is given, workers must refrain from running or shouting and must make their way to the nearest marked safety exit without using the lifts. Emergency phone numbers are here below reported:

	By internal landline	By mobile
Firefighting	2265	+ 39 051 28 2265
Police	2263	+39 051 28 2263
First Aid	2275	+39 051 28 2275
Control Room	2461	+39 051 28 2461
	347.66.20.268	347.66.20.268

4.G - PRESCRIPTION FOR DISPLAYING WORKING MACHINERY

Exhibited machinery may not be operated unless an exception is granted in writing by the Operations Division of BolognaFiere in the event that this does not constitute any disturbance or danger. In this case, the machinery must be equipped with the necessary devices for preventing injuries, irritating noises, unpleasant smells and emissions of gases and liquids. Machinery may not be operated inside the halls by means of functioning interior-combustion engines and must not require the use of fuel or gas cylinders. In any case it must comply with legislation, regulations and standards of good practice, and must be backed by the required administrative documentation issued by the competent authorities. The Exhibitor shall assume sole criminal and civil liability for injury and/or damage that may be caused to third parties due to failure to observe or violation of the relevant regulations and/or instructions.

4.H - POSSIBILITY OF EXPOSURE OF MACHINES NOT COMPLIANT WITH DIR. 2006/42/EC

Any Exhibitor that needs to exhibit machines that do not comply with the Machinery Directive (for example, those marketed outside the EU or prototypes not yet ready for sale), must post a special sign advising its unavailability in the European market.

As provided for in Art. 6 paragraph 3 of the Machinery Directive: "Member States shall not prevent, in particular during exhibitions, demonstrations and the like, the presentation of machinery or quasi-machinery not complying with this Directive, provided that a visible sign clearly indicates the non-compliance of these machines and their unavailability before they are made compliant.

Furthermore, when demonstrating such non-compliant machines or quasi-machines, appropriate safety measures must be taken to ensure the protection of persons." In particular, a possible text for the information sign might be: "The displayed machine does not comply with the Machinery Directive 2006/42/EC. Visitors are advised that the machine will be available in the European Union after being made compliant."

It should also be noted that, in addition to the information notice, for a non-compliant machine it is necessary, if necessary, to take special measures to avoid risks to visitors.

4.I - REQUIREMENTS CONCERNING THE FIGHT AGAINST ILLEGAL WORK

According to Italian law no.248 of 4/8/2006, conversion of the Bersani decree (DL223/06) and D.Lgs. 81/2008, all workers must wear an identification card with personal details, photograph and indication of their employer.

This obligation is also borne by self-employed workers, who are required to arrange it for themselves. In cases where several employers or self-employed workers are present at the same time, the work's contracted is jointly and severally liable.

5. GENERAL SERVICES

5.A - TECHNICAL ASSISTANCE AVAILABLE TO EXHIBITORS

The Organizer, through its Exhibition Offices, will provide technical information to the Exhibitors on the general services available throughout the center.

For the services listed below, the new BolognaFiere e-commerce channel is available to purchase services for the stand directly online from the BeFair portal, it is possible access from the reserved area of the website www.eima.it.

- RENTAL OF AUDIOVISUAL EQUIPMENT
- PLANTS
- ELECTRICAL SUPPLY AND EQUIPMENT
- WATER SUPPLY AND EQUIPMENT
- STAND CLEANING
- CATERING
- MATERIAL HANDLING
- PHONE AND INTERNET CONNECTION

- COMPRESSED AIR

Please note the following:

good transport; loading, unloading and handling services inside the Exhibition Center may only be carried out by the Official Forwarding Agent of BolognaFiere. Goods of non-EU origin may be exhibited as samples, subject to compulsory notification, with description of the goods, to the e-mail address: customs@marconiffm.it;

Furthermore, the following on-site services are available:

- restaurants, self-service, snack bars;
- customized cocktail-break, snack bars and supplies directly to the stand;
- travel agency;
- insurance broker.

5.B- RESPONSIBILITY FOR SERVICES

BolognaFiere regulates but does not organize the above-mentioned services and therefore disclaims any and all responsibility in respect of the performance thereof. Claims should be made, in writing, directly to the service company and communicated to BolognaFiere for its information.

6. TECHNICAL SERVICES

The services listed below can be purchased through the online services platform accessible from the reserved area of the site www.eima.it.

6.A - ELECTRICAL SYSTEMS

6.A.1 - Provision of service

The supply service of the electrical systems must be requested online as described above, from the specific area, where the conditions of the service itself, the relative rates and operational specifications, are reported. The stands may be connected or disconnected to the power supply only by personnel from companies appointed by BolognaFiere, who will identify what they consider to be the most suitable connection point.

The exhibitor is responsible for installing at his own expense the connecting cable from the supply point described above to the electrical panel in his stand.

To request connection with the electrical system, the Exhibitor must submit the following forms to BolognaFiere:

- **Form B1**- Statement of correct execution of electric plants and fittings
- **Form B2**- Declaration of conformity (to be submitted only if the system is installed by an authorised Italian company)
- Verification of compliance of electrical system (to be submitted only if the system is installed by a foreign company); the inspection must be performed by a technician appointed by BolognaFiere, and a charge of EUR 160.00 will be billed to the Exhibitor.

The electrical energy service provided to each Exhibitor will be charged according to the power installed in the stand, determined by adding together all the individual powers of the installed appliances independently of whether the Exhibitor uses less energy.

If a power socket serves a number of user appliances (but never simultaneously), the installed power will be calculated considering the highest power appliance.

6.A.2 - Power supply specifications

The electricity supply system has a total of 4 live conductors, three-phase plus neutral: the power supply consists of alternating current at a mains frequency of 50 Hz (with a margin of tolerance of $\pm 2\%$) and with a voltage of 400 Volt three-phase and 230 Volt single-phase (with a margin of tolerance of $\pm 10\%$). BolognaFiere and the Organiser will not be held responsible for variations in the above-mentioned values attributable to the power grid of the power distribution company.

6.A.3 - Power system installation

The electrical systems must be implemented to the highest standards (law 186 dated 01/03/1968, as subsequently amended), taking account of the characteristics of the place of installation (CEI standard 64-8: 711 "Trade fairs, exhibitions and stands"; 751 "Places subject to greater risk in the event of fire"; 752 "Electrical systems in public show and entertainment venues").

The main normative references are:

- IEC-CENELEC-CEI (64-8) standards
- Ministerial Decree 37/2008 of 22/1/2008 and subsequent amendments and supplements

- Amalgamated Law 81 of 9/4/2008 and subsequent amendments and supplements

All components must bear CE markings. For installation of the electrical systems, in accordance with Art. 8 of Ministerial Decree (D.M.) 37/2008, the exhibitor must assign the work to authorised firms pursuant to Art. 3, D.M. 37/2008 and the indications of the Amalgamated Law on safety (D.Lgs. 81/2008 and subsequent amendments and supplements).

The Exhibitor undertakes to check the power supply voltage when connecting his system and releases BolognaFiere, the Organiser and the personnel and/or companies appointed by BolognaFiere from all responsibility for personal injury or damage that may be caused by failure to perform this check. In any case the electrical systems must be considered live at all times, even in the event of a temporary interruption of the electrical power supply.

The electrical system must be installed by an authorised Italian company or by a company registered with an Italian Chamber of Commerce and authorised to install electrical systems (Ministerial Decree 37/2008).

If the electrical system is installed by an external company, the Exhibitor must request verification that it meets Italian legislation as indicated in the related Form.

6.A.4 - Electrical power supply

Before leaving the stand at the end of each day's work in the exhibition centre, exhibitors/fitters must ensure that all the light circuits are turned off inside their own exhibition areas.

For safety purposes, all the BolognaFiere electrical systems, including those of the stands, must be considered permanently live even in the event of a temporary interruption in the electrical power supply, even at the end of the official exhibition period.

If the electrical power supply has to be maintained for certain appliances (e.g. a refrigerator), the stand must be equipped with a dedicated electrical circuit that is separate from the lighting circuits.

During the stand set-up and disassembly stages, the electrical power sockets are in operation.

6.A.5 - Accessibility of energy supply points and positioning of electrical devices

In accordance with legislation, the supply points from which the energy is delivered (panels and traps) must be easily accessible and available for Inspection and must be free of any obstruction so that they can be checked and the connection made by the responsible person. In areas accessible to the public, the handling, monitoring and protective devices must be located in a position accessible exclusively to the authorised stand personnel and the authorised BolognaFiere personnel.

In the Safety file Exhibitors will find information that must be followed when designing and installing electrical systems.

6.B - WATER SYSTEMS

6.B.1 - Provision of service

The supply service of the water systems must be requested online as described above, from the specific area, where the conditions of the service itself, the relative rates and operational specifications, are reported.

6.B.2 - Installation and implementation of water system

The exhibitor must use top quality materials and equipment, and the systems must be designed and installed to the highest standards in relation to the mains pressure (6-8 atm.).

The Exhibitor releases BolognaFiere, the Organiser and the companies authorised by BolognaFiere for the water systems from all liability for personal injury or damage to property that may be caused by these systems.

Connections or disconnections to the water inlets and drains may be made exclusively by personnel from companies authorised by BolognaFiere for the water systems.

6.C - COMPRESSED AIR SYSTEM

6.C.1 - Provision of service

The compressed air system must be requested online as described above, from the specific area, where the conditions of the service itself, the relative rates and operational specifications are reported.

6.D - TELEPHONE SERVICE AND INTERNET CONNECTION

6.D.1- Conditions of service

The supply service of the telephone service and/or Internet connection must be requested online as described above, from the specific area in which they are indicate the conditions of the service itself, the relative rates and operational specifications.

BolognaFiere, the Organiser and the Supplier are not responsible for poor service that may be caused by malfunctions of the tele- phone exchange or by telephone traffic exceeding the average of trade fair events.

The Exhibitor is responsible for the way in which the internet connection and telephone lines provided by BolognaFiere are used. In particular, the Exhibitor may not transmit, process, disseminate, store or handle in any way contents of a

child pornographic, pornographic, obscene, blasphemous or defamatory nature or otherwise contrary to law, public order and public morality.

The Exhibitor maintains legal ownership of all Information transmitted over the Internet and assumes full responsibility in civil and criminal law for the content of this information. BolognaFiere and the Organiser are specifically released from all responsibility and from the obligation to perform checks in this regard.

The connection will be made by the Authorised Provider, who will deactivate the connection at the end of the Exhibition

7. SPECIAL FACILITIES

7.A- EXHIBITORS' BADGES AND CAR PARKING TAGS

Exhibitor will be provided, free of charge, with entry passes in the following quantities:

Stand size	Badge
Up to 16 m ²	6
From 17 m ² to 64 m ²	8
From 65 m ² to 80 m ²	10
From 81 m ² to 160 m ²	12
From 161 m ² to 500 m ²	16
Above 500 m ² and every 500 m ²	20

Further Exhibitor badges, other than the ones provided for free, will be charged at € 45.00 each.

Exhibitors will receive, irrespective of the stand size, one parking tag, which will allow for parking in the areas made available by BolognaFiere upon availability.

7.B – INVITATION TICKETS

In accordance with the General Terms and Conditions of Participation, the Exhibitor will have 100 invitation tickets for Italian operators in their reserved area. Additional invitation tickets may be requested to the event secretariat at eima@federunacoma.it. The use of each additional ticket will result in a charge to the Exhibitor of €8.00 + VAT, as a contribution toward the costs of entry registration and data processing.

For foreign operators, invitation tickets are free of charge.

7.C- CATALOGUE

The catalogue will report the details of the Companies, whose application has been accepted not later than 60 days before the start of the Exhibition. Insertion in the Catalogue is not guaranteed for Companies, whose application has been accepted after the time limit. Insertion in the catalogue and identification of the product sector will be based on the information reported in the application form, amended through the procedures indicated in the notification on acceptance of the application.

7.D - TECHNICAL INNOVATION CONTEST

The Technical Innovation Contest, organized by FederUnacoma, aims at awarding and adding value the manufactures' innovative products, that serve agricultural and gardening activities more and more up-to- date, in terms of quality, safety and environmental friendliness. The Contest is open for all Eima International Exhibitors that would like to present truly innovative machinery, equipment and accessories, capable of improving the processes and the overall quality of operations in the field.

For more information and enrolment, please visit the Exhibition website www.eima.it

7.E- SOUND TRANSMISSION, COPYRIGHT PAYMENTS

Exhibitors are not, as a rule, allowed to use music and sound reproduction devices. Any exceptions must be authorized in writing. The authorization may be revoked with immediate effect at any time, by simple written notice. Such authorizations do not exempt the Exhibitors from using the equipment in such a way as not to disturb other Exhibitors and visitors, with particular attention to noise pollution regulations (maximum limit allowed 75 dB - decibel) and also do not exempt them from the obligation to fulfil, under their own care and expense, the provisions of applicable copyright laws. For the fulfilment of the necessary procedures, the concerned parties can contact the SIAE directly, Via Orfeo no. 33/a, 40124 Bologna, Tel. +39 051/ 4290311 - e-mail: bologna@siae.it. The relationship will be exclusively between SIAE and the Exhibitor, who will be responsible for all payments, obligations and possible sanctions deriving from the noncompliance with laws and regulations.

8. SPECIAL PROVISIONS

8.A - ENTRY WITH BAGS OR SUITCASES

BolognaFiere has the right to deny entry to the Exhibition Center and to the individual halls to persons carrying bags, suitcases or other containers and may require these to be deposited in the cloakroom.

8.B - ENTRY WITH CHILDREN

Children up to 14 years old are allowed in the Exhibition Centre only if parents sign the Declaration on Liability at the ticket counters.

8.C - ENTRY WITH DOGS OR OTHER ANIMALS

It is forbidden to bring into the Exhibition Center dogs or animals of any kind, except for dogs for the disabled.

8.D - BAN ON PHOTOGRAPHY AND FILMING AND ENTRY TO THE EXHIBITION CENTER WITH PHOTOGRAPHIC AND VIDEO EQUIPMENT

It is forbidden to enter the Exhibition Center with cameras or any other type of filming equipment without the prior authorisation of the Organizer and BolognaFiere. It is forbidden to photograph and film the interior of the center, the stands and the goods on display without the prior authorisation of BolognaFiere, the Organizer and the stand owner.

8.E- RADIO-ELECTRICAL EQUIPMENT

Businessmen who intend to make use of radio-electrical equipment (two-way radios, radio microphones, radio cameras, etc.) are required to use equipment which conforms to the norms (European Union Directive 99/05 CE – CE trademark), obtain authorization if necessary (Electronic Communications Code art. 107) and operate in the radio frequency band widths allowed. For the fulfilment of the necessary procedures, the interested parties may refer to the Ministry website for Economic Development <http://www.ispet-toratoemiliaromagna.altervista.org/index.php/aree-tematiche/apparati-di-debole-potenza>.

9. RIGHT OF SURVEILLANCE AND INTERVENTION BY BOLOGNAFIERE

BolognaFiere and the Organizer take steps to ensure that the regulations and the general conditions for participation are observed, and all persons entering the Exhibition Center are obliged to abide by the provisions and instructions that the Organizer and BolognaFiere issue on entry to and inside the center; these instructions may take the form of signs, written notices and public address announcements and may also be issued by the service personnel or by any other means, it being understood that public address announcements and instructions given by the service staff shall take precedence over any other form of notification. Exhibitors are reminded that failure to observe the rules or the violation of prohibitions may result in the immediate closure of the stand by officers or agents of BolognaFiere and the Organizer, or in the withdrawal of the entry passes and parking stickers, nor shall this entitle the Exhibitor to any refund whatsoever.

10. MODIFICATIONS TO THESE REGULATIONS

Any provisions of law or regulations that alter the terms of these Exhibition Regulations will be immediately and automatically effective, even though the printed Exhibition Regulations have not been modified or changed to reflect said amendments. In addition, BolognaFiere and the Organizer have the right to adopt at any time such measures as are deemed appropriate, which the Exhibitor shall immediately apply, with regard to fire prevention, health and safety, accident and damage prevention, and the safety of Exhibitors and visitors.