

An event by:



20<sup>th</sup> INTERNATIONAL EXHIBITION  
OF PRODUCTS AND  
ACCESSORIES FOR PETS

www.bolognafiere.it



**ZOOMARK**  
INTERNATIONAL

15.5 → 17.5 · 2023 | BOLOGNAFIERE

Managing and Operating Secretariat:



VIALE REGINA GIOVANNA 17 - 20121 MILANO  
T. +39 3331412279 - 3428490033  
info@zoomark.it - exhibitor@zoomark.it

www.zoomark.it

## EXHIBITION TECHNICAL REGULATIONS

### 1) PRELIMINARY NOTE

In this text the term “Organiser” or “BolognaFiere” is used to indicate Fiere Internazionali di Bologna S.p.A. The term “Commercial and Operating Office” is used to indicate Events Factory Italy srl.

### 2) GENERAL REGULATIONS

#### 2.A - Dates, time and venue of the Show

The Show will be held from 15<sup>th</sup> to 17<sup>th</sup> May 2023 in the Bologna Exhibition Centre and have the following times: on 15<sup>th</sup> and 16<sup>th</sup> May, from 9:00 a.m. till 6:00 p.m.; on 17<sup>th</sup> May, from 9:00 a.m. to 5:00 p.m.

Exhibitors may enter the exhibition halls from 8.00 a.m.

#### 2.B – Space availability: hand-over

Spaces will be made available to Exhibitors from 8:00 a.m on 10<sup>th</sup> May and build-up will have to be completed by 7:00 p.m. on 14<sup>th</sup> May.

Exhibitors shall ensure that their stand builders undertake to respect the abovementioned deadline by including a special clause in the contract.

#### 2.C - Access to the Exhibition Centre to set up stands

**To access the Bologna Exhibition Centre, exhibitors and their fitters/suppliers must register on the website [zoomark.befair.eu](http://zoomark.befair.eu).** To do this the companies must use the credentials chosen by the user the first time they accessed the system, following the instructions provided. These will remain valid for future editions. The exhibitors will then authorize the appointed fitters and hauliers, who will receive an email for their first access to the system to choose their credentials.

Both the exhibitors and fitters/hauliers can, with their respective credentials, register their own team and the plates of the vehicles that will access the fairgrounds, exclusively in the set up and dismantling days.

Any fitters who do not register on this site and do not view the documentation published, including the DUVRI, will not be able to print their passes/permits to enter the Exhibition Centre.

**Access to the exhibition fairgrounds is never permitted to people/vehicles not in possession of the required badge or pass.**

Transporters not in possession of the required badge or pass who must deliver goods (couriers included) can unload the goods in the CFP warehouse – Via Maserati 20/C, Bologna, from 8 a.m. to 12 p.m. and from 1 p.m. to 5 p.m. The storage service must be booked and paid through the BolognaFiere sales platform at [www.befair.eu](http://www.befair.eu) or, for special requests, by sending an email to [vendite@bolognafiere.it](mailto:vendite@bolognafiere.it).

Distributed on 4<sup>th</sup> October 2022

As required by current laws regarding health and safety at the workplace, in relation to the work to be assigned, the Exhibitor (client) is responsible for verifying that all subcontractors and tradespeople working for them in the Exhibition Centre are in possession of the required technical/professional credentials.

During the set-up period, people and vehicles may enter the Exhibition Centre at the following times:

**from Wednesday 10<sup>th</sup> to Saturday 13<sup>th</sup> May, from 8:00 a.m. to 8:00 p.m.**

**Sunday 14<sup>th</sup> May, the day before the beginning of the Exhibition, from 8:00 a.m. to 7:00 p.m. no setting up operations can be carried out. The only operations permitted are samples display, decorations and other similar activities using hand tools alone.**

Access to the exhibition halls and other indoor areas is forbidden to all NON-ELECTRIC vehicles and vehicles with internal combustion engines.

Parking in the proximity of the exhibition halls must be limited to the time strictly required to load and unload goods and equipment. Vehicles that are not used for these operations must be parked in the designated areas.

In particular it is not permitted to unload or temporarily park containers or detachable parts of non self-propelled vehicles.

In compliance with work safety legislation, BolognaFiere and the organizers may establish specific criteria for admission to the exhibition centre during the set up period and may restrict vehicle access and/or establish charges in the event that vehicles are parked outside the designated spaces or for longer than the period established by organizers.

**In particular, if cars or other vehicles remain in the exhibition centre for more than two hours, the exhibitor whose password has been used to register the vehicle will be charged a sum of €500.00 plus VAT.**

**In addition, for safety reasons, it is strictly prohibited to leave any kind of vehicle inside the Exhibiton Centre when closed.** Should this occur, Bolognafiere will take action to move the vehicle outside the Exhibiton Centre, at the owner’s risk and expense. For information, the transgressor can go to Ufficio Vendite located in the Service Centre, Block D, first floor.

**For safety reasons, Exhibitors and stand fitters working on their behalf are not allowed to use their own forklifts, mobile cranes, aerial platforms etc. inside the Exhibition Centre;** should they need to use such equipment, they must contact BolognaFiere, to ensure strict compliance with safety regulations. The above mentioned rules do not apply to vehicles equipped with an on-board crane arm, which may only be used inside the halls if equipped with pipes to discharge exhaust fumes outside the venue.

If any lifting equipment (belonging to Exhibitors or their suppliers) is brought in and used, BolognaFiere will intervene immediately to have it removed from the Exhibition Centre at the owner’s risk and his/her own expense.

Revised on 30<sup>th</sup> September 2022

## **2.D - Removal of product samples and fittings at the end of the exhibition. Hand-over of stands**

Access to the Exhibition Centre to remove product samples and fittings will be possible at the following times:

**Wednesday 17<sup>th</sup> May from 5:30 p.m. to 7:00 p.m. (product samples only)**

**Thursday 18<sup>th</sup> May from 8:00 a.m. to 7:00 p.m.**

**Friday 19<sup>th</sup> May from 8:00 a.m. to 7:00 p.m.**

**No goods are allowed to leave the halls from 8:00 a.m. to 5:30 p.m. on 17<sup>th</sup> May,**

Vehicle access to the outdoor areas and halls will be governed by the provisions covering setting up operations (see art. 2.C).

**All stands, regardless of their location, must be cleared by 7:00 p.m. on 19<sup>th</sup> May.**

If this operation is not carried out, it will be performed by BolognaFiere and any material remaining on the stand will be considered refuse and sent to the public tip. The Exhibitor will be required to reimburse all direct and indirect costs incurred for removal, currently a minimum of € 300.00 per 16 m<sup>2</sup>, and the Exhibitor will also be liable to compensate any further damages.

The Exhibitor shall be solely liable for any damage or theft that may occur during the exhibition as well as during setting up operations and subsequently.

## **2.E - Terms of payment**

Payment of the fees due for participation in the Exhibition shall be made within the times and in the manner set down on the application form.

## **2.F - Insurance - Exemption, assumption and limitations of liability**

During the hall opening times the Exhibitor shall watch over his/her own stand either directly or by means of his/her personnel. Although BolognaFiere provides a general day and night security service inside the Exhibition Centre when the Centre is closed to the public and exhibitors for the entire duration of the Exhibition and during the stand installation and dismantling periods, it is hereby released from any and all responsibility with regard to theft and/or damage that may be sustained by the Exhibitor.

The Exhibitor shall also be responsible to BolognaFiere for all direct and consequential damage which for any reason is attributable to him/her or to the personnel working for him/her (including damage caused by the furnishings or by the systems set up either by the Exhibitor or by third parties hired to do so, even if they have been inspected by BolognaFiere).

Compensation for damages deriving from such theft or damage as may be sustained by the Exhibitor, even outside the hall opening hours (including all the days allocated for stand installation and removal) shall be made solely by means of adequate insurance policies, and within the limits/conditions set out therein.

The Exhibitor shall benefit from the following insurance policies taken out by BolognaFiere and agreed on with the Organizer:

- a) All Risks cover (including fire and theft) against direct and material damage to stand fittings, furnishings, equipment and goods in the stand, excluding cash, items of value, other valuables and similar and

excluding software installed on computers and excluding damages from non-use of stand fittings, furnishings, equipment and goods during the exhibition – € 40,000 full first loss (including fire and theft) cover with full excess of € 300 for each item of damage, increased to € 600 for damages occurring after the end of the exhibition.

- b) Third Party Liability cover, comprising damage from fire: single limit € 50,000,000;
- c) Third Party Liability cover for workers: limit of € 3,000,000 per claim and € 2,000,000 per person.
- d) the Insurance Company shall waive all claims towards Exhibitors and BolognaFiere and Events Factory Italy.

The aforementioned insurance coverage is governed by the conditions and limitations which the Exhibitor may request from the exhibition Organising Office and which are printed in the documentation for the exhibition. These insurance policies do not release the Exhibitor from liability in respect of all risks which, according to the independent assessment of the Exhibitor, are not covered or exceed the limits of cover as set out above. The Exhibitor shall take out such supplementary cover as he deems appropriate.

In particular, given the existence of a video surveillance system, in case of theft, a report must be presented to the Public Authorities and forwarded to the Insurance Company within seven days after the end of the exhibition. Failure to meet this deadline may result in losing the right to be indemnified.

The Insurance Company will also handle claims and settlements at the end of the exhibition.

In any case, the Exhibitor undertakes to include in the supplementary insurance coverage a clause in which the Insurance Company waives all recourse to action against the Exhibitors, BolognaFiere and Events Factory Italy, and in default he/she shall indemnify them from any action that may be brought against them.

Having taken note of the above, the Exhibitor (on his/her own account and that of his/her agents, employees or assistants) in any case expressly relieves BolognaFiere and Events Factory Italy from any liability for loss or damage which for any reason should occur in the exhibition area assigned to him/her, during the show or during installation or dismantling, and in respect of anything located therein, and accepts liability for any damage caused to third parties by the management of the exhibition space or by anything introduced therein and which is not covered in the terms or manner indicated above or by additional insurance cover taken out by the Exhibitor him/herself. BolognaFiere and Events Factory Italy accept no liability for consequential damages, damage to image, loss of revenues, etc. As regards direct damages, the Exhibitor accepts that the liability of BolognaFiere and Events Factory Italy shall be limited to the insurance coverage limits as stated above. The Exhibitor accepts these limits of liability.

## **3) STAND EQUIPMENT AND PROHIBITIONS**

### **Form 0**

Form 0 must be completed to communicate the stand type the Exhibitor will build and ask for approval of non-standard set-up projects.

Form 0 is to be found in the Forms page of [www.befair.eu](http://www.befair.eu).

**All Exhibitors must complete form 0 and send it to [tecnico2@bolognafiere.it](mailto:tecnico2@bolognafiere.it) by 14<sup>th</sup> April.**

### 3.A - Definition of types of stand and approval procedure

Stand set-up, regardless of the size, is classified as follows:

- STANDARD set-up
- NON-STANDARD set-up.

#### STANDARD SET-UP

STANDARD stands have NO Non-Standard features.

The Exhibitor should fill in and submit Form 0.

Standard set-ups do not require any official inspection or approval other than the declaration contained in Form 0 submitted by the Exhibitor.

NON-STANDARD set-ups include even just one of the following features:

1. stand height exceeding 3.50 m.;
2. use of metal trussing system with overall length (horizontal beams + vertical posts) exceeding 32.00 m or beam with free clear span longer than 8.00 m. Stand trussing structure with height exceeding 3.50 m;
3. horizontal metal or non-metal structures with free clear span longer than 4.50 m. In case of stone coating on the structure with the clearance greater than 2.50 m;
4. platforms with height exceeding 0.80 m.;
5. double storey stands –any size;
6. outdoor covered structure exceeding 75 m<sup>2</sup>.

The following documents need to be transmitted for approval to BolognaFiere ([tecnico2@bolognafiere.it](mailto:tecnico2@bolognafiere.it)) with copy to Events Factory Italy ([technical.assistance@zoomark.it](mailto:technical.assistance@zoomark.it)) by 14<sup>th</sup> April:

1. Form 0
2. Non-standard set-up project signed and stamped by a certified technical expert
3. Any further document listed in Form 0.

#### PROVISIONS

**Should the above-mentioned documents not be delivered by the deadline the Exhibitor would be subject to an extra charge of 310.00€ + VAT (if due).**

**Static testing of non-standard stand set-ups is compulsory and shall be carried out exclusively by BolognaFiere.** The Exhibitor will be charged the amount corresponding to the type of set-up, as indicated in Form 0.

For non-standard structures, if a signed, stamped design is not submitted to BolognaFiere, an inspection and validation will be carried out automatically and the Exhibitor will be charged twice the regular cost for such service specified on the above-mentioned web portal.

In any circumstances, BolognaFiere reserves the right to prohibit the assembly of non-standard set-ups that have not been approved in advance. BolognaFiere reserves the right to send further communications or request changes to the project even after approval.

The plans for construction of complex latticed metal structures (total length exceeding 32.00 metres, calculating both vertical and horizontal structures, and/or with clear structural span exceeding 8.00 metres) or horizontal metal or non-metal structures with clear span exceeding 4.50 metres, as well as mezzanine floors, must be submitted to BolognaFiere ([tecnico2@bolognafiere.it](mailto:tecnico2@bolognafiere.it)), including the

design, signed by a certified technical expert, a report specifying load conditions during assembly and disassembly based on the construction method involved, as well as a certificate of correct assembly (at the end of work) carried out by a qualified technician.

In any case, BolognaFiere always has the right to examine stand designs outwith the traditional formats in terms of size and potential hazards. The Exhibitor must provide technical drawings and the names of the technicians responsible for the structure and fittings, the aspects regarding health and safety in the workplace and for the equipment. The same obligation is also valid for stands built in external areas. BolognaFiere may request the intervention of the Supervisory Committee for places of public entertainment.

### 3.B – Stand set-up

The Exhibitor shall limit his/her display to the area allocated to him/her, as marked off by partition walls, painted lines or adhesive tape, where no other references are present.

#### HEIGHTS AND WALLS

**Stands may not exceed a standard height of 3.00 m.** In order to consider any thickness due to raised floors, lighting elements and light supports, including lattice structures, a maximum tolerance of a further 0.50 m will be allowed, taking the above-specified limit to 3.50 m, on condition that the structures whose sides overlook adjacent stands are perfectly finished and painted in a neutral, solid colour.

**Non-standard stands may not be installed without prior authorization by BolognaFiere.**

**The back of the perimeter walls adjoining other booths must be finished and painted in a neutral, solid colour.**

**In terms of side walls, the stand can only be enclosed using elements (panels or the like) which cover up to 50% of each side, to respect the visibility of facing or adjoining stands. The side walls can be enclosed by over 50% only if transparent panels are used.**

Should the booth installation include glazed walls coming into direct contact with the public, said walls must comply with Regulation EU 305/2011 on Construction Products, transposed into Italian law with Legislative Decree no. 16 of 16.06.2017, and with subsequent amendments and integrations.

Large glazed load-bearing walls must be included in a suitable supporting structure, e.g., a metal frame.

#### FALSE CEILINGS

Stand coverings are allowed in Halls 14 - 15 - 16 - 18 – 21 – 22 – 25 – 26 – 28 – 33 – 34 and in some areas of Halls 29 – 30 and 37 only if these are large mesh false ceilings such as to permit the correct working of the sprinkler and air-conditioning systems.

#### RAISED FLOORING, DOUBLE-DECK OR MEZZANINE FLOORS

Raised flooring of more than 0.80 m shall be considered Non-standard installation. The plans, including the technical documents, for any double-deck or mezzanine floors must be approved in writing by BolognaFiere's Operations Division. Double-decks or mezzanine floors may not exceed 60% of the overall surface area of the assigned booth.

Stands with these installations shall be considered special tariff exhibition positions, and shall be charged the maximum tariff for the Hall or external area assigned.

## SUSPENDED LOADS

Suspended loads and the related suspension systems, must be realised in accordance with the indications from the Ministry of the Interior (letter dated 01/04/2011) providing, in addition to the main connection system (e.g. band, belt, rope, chain, rod...), also a safety connection (i.e. band, belt, rope, chain, extensible fall arrest systems). By "suspended loads" we mean truss structures (simple or "ring" type) or other types of beams or facilities and all related loads (monitors, projectors, lights, speakers, lifting motors and other sub-structures...) that are bound to a top or bottom structure or via a lifting element.

All of the aforementioned elements must be furnished with all the documentation detailed in the aforementioned Ministry of the Interior communication.

**Suspended elements are only permitted in Halls 29 and 30.** The suspension points must be created by BolognaFiere which will also test them. Any request must be sent to BolognaFiere's Technical Office. **The Exhibitor must send a specific request to BolognaFiere technical office ([vendite@bolognafiere.it](mailto:vendite@bolognafiere.it)) with copy to Events Factory Italy srl ([technical.assistance@zoomark.it](mailto:technical.assistance@zoomark.it)) by 14<sup>th</sup> April.**

**Anchoring elements to the floor and/or structures is prohibited throughout the Exhibition Centre.**

## ENSURING THE SAFETY OF ALL SUSPENDED STRUCTURES

All hoisting equipment (including D8+ motors) and luminaires must always be secured by suitable fail-safe cables fastened with suitable materials (i.e., NOT straps or tape).

Should any non-compliant structures or materials be found on the last set-up day, BolognaFiere will proceed to rectify and ensure the safety of installations such as to allow them to pass performance testing. All costs incurred by BolognaFiere in this regard shall be charged to the Exhibitor in question.

## FIRE EXTINGUISHERS

Every Exhibitor is required to install fire extinguishers at his/her stand, in a position that is clearly marked, visible and accessible. The extinguishers, supplied by BolognaFiere, must be an adequate number for the surface of the stand.

## 3.C - Further provisions

BolognaFiere shall be entitled to modify or change any installations or plant found on inspection to be non-compliant with the above-mentioned regulations. Even in the event of failure to comply with just one of the provisions shall entitle BolognaFiere to demand the Exhibitor to rectify the non-compliant feature and meet all the booth set-up requirements.

The Exhibitor shall be exclusively liable for the static performance of all booth fixtures and fittings and their full compliance with current fire regulations. The Exhibitor shall hold BolognaFiere harmless against any and all damage resulting from design and construction defects, including damage resulting from measurements taken from the detailed drawings of the areas occupied.

Any work that entails changes to BolognaFiere's fixed and movable property (reinforcements, modifications, excavations, holes in fixtures, walls, structures, columns and floors) may only be carried out with the prior written authorisation of BolognaFiere, and shall be done at the expense and under the responsibility of the participant. This responsibility shall remain under the Exhibitor for the entire duration of the Exhibition until the stand is handed over to BolognaFiere. Before beginning works the participant is required to pay the

Organizers the sum equal to the cost required to restore the structures to their original state, which will be undertaken by BolognaFiere S.p.A.

## 3.D - Waste management

### Set-up and dismantling

Throughout the trade show, all stand fitters/Exhibitors are strictly forbidden to leave waste materials and/or special waste in the exhibiting areas and in the boundary areas of the Exhibition Centre.

Waste materials resulting from setting up and dismantling stands are the responsibility of the Exhibitor or their suppliers, and the aisles of the halls have to be kept clear from any kind of waste or obstruction.

**The disposal of all waste materials and debris is the responsibility of the Exhibitor and/or their workers.**

The correct implementation of the above-mentioned provisions will be checked by BolognaFiere staff (present in every hall) during opening times. Any breaches will be noted and transmitted to the relevant internal bodies.

Breaches will result in a penalty for the Exhibitor, to cover the costs incurred by BolognaFiere to dispose of the waste in question, amounting to a minimum of € 300.00 plus VAT per 16 m<sup>2</sup> of the exhibiting area occupied by the Exhibitor.

### During the event

Waste produced during the show must be conveyed to the recycling areas marked in the Exhibition Centre and separated by type (paper, glass, metal, plastic, and non-recyclable).

## 3.E - Prohibitions

It is specifically prohibited for Exhibitors to:

- apply loads to or prop materials against the structures of the halls, the walls, the lighting pillars, etc.;
- attach to or suspend from the above-mentioned elements posters, cables, panels, banners, stickers;
- when fixing carpeting or similar material to the floor, it is strictly prohibited to use highly adhesive double-sided tape, with internal support in paper or another weak material;
- damage equipment belonging to BolognaFiere and the structures of the halls;
- use their own lifting equipment;
- leave waste materials and/or waste of any kind;
- stage shows or entertainment, of whatever kind, nature or characteristics, even if said show or entertainment is limited to the interior of the stand or designed for the presentation of products, without the prior authorization of BolognaFiere and Events Factory Italy. It is the sole responsibility of the Exhibitor to obtain any authorization from the public health and safety authorities, and, in general, from the authorities concerned with the above initiatives, if and when required;
- for any vehicles apart from cars to enter the Exhibition Centre when it is open to the public;
- in compliance with the policy adopted by BolognaFiere to reduce the use of plastic in the Exhibition Centre, it is prohibited to use cutlery, flatware, straws, cups and in general any kind of single use, non-recyclable plastic. The Exhibitor is responsible for ensuring that this rule is observed by its suppliers and will be held accountable in the event of breaches.

The Exhibitor accepts sole civil and criminal liability for damage caused by the non-observance or breach of the rules in force and of all the requirements set out in these Regulations and in the Safety File, and also undertakes to hold BolognaFiere and Events Factory Italy harmless from any claims for compensation made by third parties.

The Exhibitor shall notify its personnel and the firms operating on its behalf in the Exhibition Centre of the requirements and prohibitions as set out in these Regulations and in the Safety File, and also of the general rules of participation in the trade show.

In the event of non-observance of these rules and the relevant provisions set out in the Regulations regarding participation, BolognaFiere may take action against any firm defaulting (for example on the fire-prevention rules). Said actions may entail, in the event that supplementary measures to the general safety rules are adopted, the charging of the relative costs, estimated at not less than € 300/exhibition module, or an order requiring the partial or total disassembly of the stand and a declaration that the stand is unfit for use.

#### 4) GENERAL SERVICES AND TECHNICAL SERVICES

Within the limits of the facilities at its disposal, BolognaFiere can supply individual stands with electricity, water and compressed air, as well as connect the stands to the telephone and data networks.

##### 4.A - Services for Exhibitors

The Organizer, through its Operating Office, is at the disposal of the Exhibitors to provide them with all technical information on the general services provided within the Exhibition Centre.

For the services listed below, BolognaFiere's new e-commerce channel is available for quick and easy online purchases at [www.befair.eu](http://www.befair.eu).

- VIDEO EQUIPMENT RENTAL
- AUDIO EQUIPMENT RENTAL
- PLANTS AND FLOWER RENTAL
- ELECTRICAL SYSTEMS
- WATER SYSTEMS
- COMPRESSED AIR
- STAND CLEANING
- CATERING
- HANDLING OF GOODS / PORTERAGE
- HAULAGE
- TELEPHONE LINES and WI-FI

Please note the following:

The transport, loading and unloading of goods and portering services inside the Exhibition Centre is organized solely by the BolognaFiere Haulier.

**Exhibitors wishing to bring goods from outside the EU into the Exhibition Centre to display as product samples are required to notify BolognaFiere by writing to: [customs@marconiffm.it](mailto:customs@marconiffm.it)**

The following facilities are also available inside the Exhibition Centre:

- self service restaurants, bars
- on request, coffee and cocktail breaks, bar services and delivery of refreshments to the stand
- travel agency
- insurance company

##### 4.B - Responsibility for services

BolognaFiere regulates but does not directly supply such services and therefore declines any and all personal responsibility for their provision.

Any complaints should be sent directly to: [vendite@bolognafiere.it](mailto:vendite@bolognafiere.it)

#### 5) SPECIAL SERVICES

##### 5.A - Entrance passes for exhibitors and parking permits for cars

Exhibitors will be provided free of charge with entrance passes in the following quantities:

- 6 passes for stands up to 16.00 m<sup>2</sup>
- 10 passes for stands from 16.00 m<sup>2</sup> to 32.00 m<sup>2</sup>
- 15 passes for stands from 33.00 m<sup>2</sup> to 50.00 m<sup>2</sup>
- 20 passes for stands from 51.00 m<sup>2</sup> to 100.00 m<sup>2</sup>
- 30 passes for stands over 100.00 m<sup>2</sup>

The Exhibitor will also be issued with one car parking permit, regardless of the stand area. This permit will entitle the Exhibitor to park a car in the designated areas indicated by BolognaFiere, on a first-come, first-served basis.

The Exhibitor shall be responsible for the correct use of these documents and the behaviour of those who use them.

##### 5.B - VIP cards and client invitations

The following material will be sent to the Exhibitor free of charge:

- 5 electronic VIP cards for Italian clients
- 5 electronic VIP cards for foreign clients
- 200 electronic free entrance invitations

Exhibitors may purchase more of these as required using the dedicated form on the portal.

##### 5.C - Catalogue

The catalogue will include the content provided by the Exhibitors up to 45 days prior to the start of the Trade Show and - with regard to the name and product category - the data supplied on the relevant forms on the web portal will be considered valid.

##### 5.D - Hotel reservations service

A hotel reservation service is provided by the official supplier of BolognaFiere, which Exhibitors may contact directly using the relevant form which sets out the conditions and rates.

This service is also regulated but not organized by BolognaFiere which hereby declines all liability in respect thereof.

Any complaints should be addressed in writing directly to the official supplier and a copy should be sent to BolognaFiere for information.

##### 5.E - Sound broadcasts, payment of royalties

Exhibitors are not generally permitted to use music and sound reproduction equipment. Any exceptions may be authorized in writing.

Such authorization may be withdrawn at any time with immediate effect by means of written notice.

Authorization does not release the Exhibitor from the obligation to use the equipment in such a way as not to disturb the other exhibitors and visitors, with particular attention to noise pollution laws (maximum limited permitted by law). The Exhibitor also has from the obligation to comply, on its own initiative and expense, with the terms of current laws on copyright.

To complete all the necessary paperwork Exhibitors may apply directly to S.I.A.E., Via Orfeo n. 33/a, 40124 Bologna, Tel. +39/051/4290311 – e-mail [bologna@siae.it](mailto:bologna@siae.it).

#### **5.F - Press distribution service for news and images**

The Press Office will distribute news and photographs concerning the market, the trade show, the products on display and the Exhibitors to the journalists attending the show.

Anyone wishing to make use of this service is requested to send the material to the Commercial and Operating Office by the deadline that will be indicated in a specific communication.

### **6) SPECIAL PROVISIONS**

#### **6.A - Entry with bags or suitcases**

BolognaFiere has the right to deny entry to the Exhibition Centre or single halls people carrying bags, suitcases or other containers, which will need to be placed in the cloakroom.

#### **6.B - Entry with dogs or other animals**

Only dogs on a leash and wearing a muzzle or in a dog carrier, complete with vaccination certificate, can be admitted to the Exhibition Centre, except for service dogs specifically trained to assist people with disabilities, which are not subject to limitations.

It is forbidden to bring any other kind of animal into the Exhibition Centre. Exceptions to this rule must be requested from the Organizer or Commercial or Operating Office, specifying the number and species of animals. Entry will only be permitted if authorization is granted.

#### **6.C - Ban on photography and filming, and entry to the exhibition centre with photographic and filming equipment**

It is forbidden to enter the Exhibition Centre with cameras, film cameras, video recorders or any other type of filming equipment without the prior authorisation of BolognaFiere. It is forbidden to photograph and film the interior of the Exhibition Centre, the stands and the products on display without the prior authorisation of BolognaFiere and the stand owner.

#### **6.D - Radio equipment**

Anyone who intends to use radio equipment (such as two way radios, radio microphones, radio cameras etc.) is obliged to use equipment that complies with EU standards ( EU directive 99/05 – CE trademark) and get proper authorization (Electronic Communication Code, Article 107, paragraph 10 of the legislative decree 259/2003), where required, and operate on permitted radio frequencies. To complete the necessary paperwork, interested parties may refer to the website of the Ministry for Economic Development <http://www.ispettoratoemiliromagna.altervista.org/index.php/aree-tematiche/apparati-di-debole-potenza>

### **7) RIGHT OF CONTROL AND FACULTY OF INTERVENTION BY BOLOGNAFIERE S.P.A.**

BolognaFiere S.p.A. takes steps to ensure that the regulations and the general conditions for participation are observed, and all those entering the Exhibition Centre are obliged to abide by the provisions and instructions that BolognaFiere will communicate at the entrance and inside the venue; these instructions may take the form of signs, written notices and loudspeaker announcements and may also be issued by the service personnel or by any other means; it should be noted that loudspeaker announcements and instructions given by service staff will prevail over any other form of communication.

Exhibitors are reminded that failure to observe the rules, or breach of prohibitions may result in the immediate closure of their stand by officials or agents of BolognaFiere, with the withdrawal of the entry passes and parking permit. In this case the Exhibitor is not entitled to any refund whatsoever.

### **8) MODIFICATIONS TO THESE REGULATIONS**

Any possible provisions of law or norms that should modify the terms of these Exhibition Regulations will be entered into effect immediately and automatically, even if the printed Exhibition Regulations document has not been modified or changed to reflect said amendments.

Moreover, BolognaFiere has the right to adopt any measures deemed appropriate at any time, which the exhibitor shall immediately observe and apply, with regard to fire prevention, work safety and security, accident and damage prevention, and the safety of exhibitors and visitors.

These provisions may be brought to the attention of Exhibitors by any means and they shall prevail over the general provisions in force up to that time.