



## GENERAL TECHNICAL REGULATIONS OF THE EVENT

### 1. PREFACE

The access and the presence of people at any title/ function/ task oblige them to accept and comply with the present Regulations. Therefore, this regulations is addressed to the Organizers, Exhibitors, persons in charge of the setup and their sub providers. Working activities, the availability and use of PPE have to comply with the safety plans drawn up by each company for the specific makings, with the general coordination plans and the interference judgement ones.

### 2. RULES FOR THE SETUP AND THE DISMANTLEMENT

The Organizer is responsible for the setup and the Mostra d'Oltremare Fairground plc is exempt from the eventual damage caused to himself and to third, due to a wrong estimate or to a bad construction. In the making of the exhibition stand the organizations for the setup will have to consider the presence of the public, so they will have to conceive solutions that ensure the safety of the public and exhibitors. The Mostra d'Oltremare Fairground plc reserves the right to modify or take off the setup made without approval or not conforming to the lay out of the approved/agreed project.

- 2.1 The availability of the spaces inside the pavilions for the setup is agreed with the Organization.
- 2.2 Unloading, handling and assembly of the materials for the setup will take place only according to the hours fixed by the contract.
- 2.3 The admission to the Mostra d'Oltremare and the setup of the stand are subject to the authorization issued by the Land Office to personnel only and to vehicles indicated in the Form A ( Setup and Technical Services), that has to be sent to the Mostra d'Oltremare; copies of the certificates of materials used to make and fit the stand have to be attached.
- 2.4 Inside pavilions 1-2-3-4-10 (excluding the entrance) -9 (excluding the 1st floor room ) -PAL the maximum permissible loads are of 3.000 kilogram/square metre relative to static loads. Inside pavilions 5-6-9 (1st floor room ) and 10 (entrance) the maximum permissible load is of 600 kilogram/square metre always relative to static loads. This capacity can be raised up to 1.500 kilogram/square metre if appropriate expansion planking are used, whereas in the handling the maximum permissible load is of 3.500 kilogram/square metre. All the above loads have to be homogeneously distributed on the support surface.
- 2.5 The maximum permissible height for the setup of the stand is of 2,50 metres. Inside pavilions where is technically possible ( upon preliminary control on the premises or online on the graphics available in the section " exhibitors area" of website [www.mostradoltramare.it](http://www.mostradoltramare.it)), this limit can be changed on condition that:
- 2.6 The Mostra d'Oltremare considers it necessary for considerable extent stands;
  - 2.6.1 A distance of at least 1.50 metres must be kept from the equipments ( armoured bars, fan-coils, etc) that have to be easily accessible;
  - 2.6.2 They don't contrast with the suspended signposts arranged by the Mostra d'Oltremare, letting them always visible;
  - 2.6.3 Projects must be preventively approved by the Mostra d'Oltremare and their compatibility with the existing structures must be checked.
- 2.7 Materials for the setup must be placed inside their own area so that they don't cause trouble or setup obstacles to the other exhibitors; in addition, they must not block the escape hatches and the fire exits. All debris properly separate, must be disposed of in the special rubbish containers placed outside the pavilions, except for paint pots and remaining fitted carpet that, as special waste, must be disposed of by the Exhibitor/Organizer. In case of failure to comply with this regulation, the Mostra d'Oltremare will intervene ex-officio by charging to the Organizer the incurred costs for the waste disposal.
- 2.8 For security reasons, the use of any naked flame tool inside the pavilions and in the pull-in is forbidden. Inside the pavilions the access of any internal combustion engine cars or machinery is not permitted. It is strictly forbidden to exhibit machinery and motor vehicles the tanks of which are empty of whatever liquid and/or gas fuel. All the setup and their parts must be carried inside the pavilion made up of prearranged and finished off elements, so that on the premises they have to be only assembled and retouched. Inside the pavilions and in the pull-in it is strictly forbidden to work raw materials, make repairs or total paintings, to use machines for the working in wood, soldering irons, machineries for oxyacetylene welding, any naked flame tool and any combustion engine cars or machineries. The use of electric hand-held tools, as long as they comply with C.E.I. regulations is allowed. They have to be connected up to the network prearranged inside each pavilion with 220 Volt security plugs and they have to be regularly earthed to the security network depending on the above security plugs. It is strictly forbidden to drill anchor holes inside Mostra d'Oltremare pavilions and to lay stay rods linked with permanent structural elements ( including cable trays, armoured bars and casings).
- 2.9 For security reasons, inside the pavilions it is forbidden to raise the covering plates of manholes without preventive authorization. It is strictly forbidden to open or damage the electric panels. The use of electrical equipment as long as they comply with C.E.I. regulations is allowed.
- 2.10 Inside the pavilions, personnel has to wear accident-prevention shoes. Personnel assigned to the setup must wear accident prevention equipment owing to the risks due to the particular activity carried out and, depending on the tools used ( safety helmets, protection gloves, glasses/ eyeshades, etc), they must provide all services and provisions that are essential to ensure the setup "security".
- 2.11 For the assembly of the stand is strictly forbidden to drill walls and floors, to make chases and grooves for the passage of cables or other. All the structures for the setup must be self-bearing ( any anchors of whatever kind and size requiring holes, grouting or damaging permanent structures belonging to the Mostra d'Oltremare plc are strictly forbidden). The possible damage will be charged to the Organizer.

- 2.12 During the dismantlement the person in charge of the setup has to clear pavilions by all the materials dismantled. Debris must be disposed of in the rubbish containers placed outside the pavilions. Stands must be given back cleared by machines, products and exhibition or setup materials at the end of the exhibition, within the time agreed by contract with the Organizer. As for special waste, such as plasterboard, timber, fitted carpet, paint pots, it must be disposed of charged to the Organizer or the Exhibitor. In case of failure to comply with this regulation, the Mostra d'Oltremare will charge to the Organizer all the costs for the waste disposal.
- 2.13 During the traffic and the handling of machineries and goods in the outer areas open to vehicles, all people must wear high visibility safety vests.
- 2.14 It is not allowed to change colour to the prearranged structures of pavilions and stands provided ( floors, pillars, false ceilings, walls, dividing elements). Therefore, the above structures cannot be painted, varnish or covered with material glued or fixed with nails, screws, plugs.
- 2.15 The exhibitor can superimpose his elements ( panels, platforms) to the above structures, as long as they are self-bearing elements not anchored to the structures themselves. Pillars can be covered also on the outside faces of the stand - to the edge of the groove as long as the thickness of the covering is no more than 5 cm from the space occupied by the wall.
- 2.16 The laying of fitted carpets, runners and carpets is allowed as long as they are only leant. A limited use of double-sided tapes is allowed, as long as their removal ( charged to the organizer responsible from time to time) doesn't damage the floors below or leave traces of glue.
- 2.17 Plugs, the electric and telephone junction boxes, air vents, devices for the opening of windows and any other technical service, must be always and easily accessible.

### **3. PROVISION OF SERVICES**

- 3.1 WATER- Pavilions (except some areas) are fitted with a distribution system for water supply and drain. In order to ensure the possibility to use this service (upon a previous written communication to the Mostra D'Oltremare plc), it is necessary to inspect thoroughly the plan-relief of the stand 1/100 scale. The exact location of the water supply and drain inlets is indicated by a special symbol on the plan-relief.
- 3.2 COMPRESSED AIR- Pavilions 5, 6 and 10 are fitted with a central distribution ( but not production) system of compressed air. Any request for filtering and special capacities must be submitted in advance. Pavilions 1, 2, 3, 4 and 9 are not fitted with compressed air systems.
- 3.3 TELEPHONE LINES. The Mostra d'Oltremare, on the basis of the number of available systems, can supply and activate cordless telephone sets or it can install phone sockets in the applicant Exhibitor's stand. Charges for telephone calls will be calculated on ticks; possible complaints can be raised when the phone is returned. The Organizer will be the sole responsible for the good preservation and custody of the telephone set received. The Exhibitor/Organizer is forbidden to open, dismantle or tamper the system or the telephone set, as well as to address to a third party for repair services or transfers. In that case, the system must be restored at the Organizer's expense.

### **4. ELECTRICAL SYSTEMS**

Electricity is supplied in every pavilion and it has the following features: single-phase lightings and uses, AC, voltage 220 and a ground protection cable. Motive power: three-phase AC lighting, voltage 380, star connected system with neutral and ground protection cable. In particular, inside the pavilions 5 and 6 electricity is supplied through small shafts covered with cast-iron manholes that, if used, must be removed and replaced exclusively at the Organizer's expense; he must also provide the same perforated wooden covers ( for cable passage) that guarantee the pedestrian crossing at the rate of a minimum load of 150 kg/sq. Inside the manhole there is an interlocked socket whose calibration values referred to the differential magnetothermic switch is 0,03 ampere (that is 30 mA).

ANY REQUEST FOR THE CALIBRATION OF THE DIFFERENTIAL CURRENT SWITCHES THAT IS DIFFERENT FROM THAT PREVIOUSLY INDICATED MUST BE NOTIFIED IN ADVANCE AS TO THE DATE OF SETUP (ALMOST 30 DAYS BEFORE). IN THIS CASE, THE MOSTRA D'OLTREMARE WILL UNDERTAKE, FROM THEN ON, TO CHECK AND/OR TO CONFIRM SUCH REQUESTS FOR VARIATION.

- 4.1 Since all the pavilions are fitted with an adequate quantity of electric sockets, the electrical equipments located downstream the fuses of the nearest main switches are at the Organizer/Exhibitor's expense. The electrical power deliverable by the single boxes is usually between 3 and 6 kW; if the total electrical power required exceeds that supply, a direct dedicated line will be installed, upon a special request, at the Organizer/ Exhibitor's expense and under Mostra's direction. In order to avoid inefficiencies in the power supply, the Exhibitors and the Mostra d'Oltremare technical office must agree upon the single connections in order to distribute homogeneously the electric loads on the phases.
- 4.2 All the electrical equipment inside the stands are completely at the Organizer's expense, who is responsible for the realization of the system on demand of the Exhibitor in conformity with the current regulations (MD 37/2008). After the installation of the systems inside the stands, each Exhibitor must guard and make available the "Electrical System Declaration of Conformity" for Mostra d'Oltremare.
- 4.3 It is forbidden to connect autonomously to the systems. During the assembly and disassembly of the electrical systems, only secondary sockets can be used, within the power limits indicated there. While using them, it is important to take great care over the positioning of possible extension leads because they must not hamper the practicability of the areas; moreover, sockets must be adequately protected, in full obedience of the industrial injury legislation. During the disassembly of the system, it is important to check carefully if the voltage has been cut off.
- 4.4 The Exhibitor and his staff are strictly forbidden, on no account and in no way, to work on the main switches installed in the stands.

4.5 Electrical systems must be produced in compliance with current CEI regulations. In particular:

- 4.5.1 electrical systems must be fitted upstream with a differential magnetothermic switch having a 6 kA power cut; this must be proportionate to the maximum quantity of power available and installed between 30 cm and 1m50cm above the ground;
- 4.5.2 lamp holders for incandescent lamps must be produced such in a way that it is possible to assemble and disassemble the lamps without touching the energized components ;
- 4.5.3 fluorescent and luminescent lighting systems must be fitted with all-pole switches;
- 4.5.4 plug shunts must ensure the inaccessibility to the energized components: sockets must have the special provided box connected to the ground protected cable;
- 4.5.5 all the metal frames and masses of the device, as well as the metal components of the illuminating device must be connected to the ground through the yellow and green protection cable that, in turn, must be connected to the ground terminal provided by Mostra d'Oltremare;
- 4.5.6 it is forbidden to work on or near energized components;
- 4.5.7 the Exhibitor must supply the electrical connections that must be as short as possible: they must contain all the components, from the power point to the switch installed in the initial point of the electrical system;
- 4.5.8 the exhibiting firms are obliged to look over previously the location and the distribution of the connection points of the systems in the pavilions in order to assemble them in the stands in good time without damaging or hampering the other Exhibitors' adjacent equipment.

## **5. DELIVERING, TRANSPORTS, PACKAGES, CRANE SERVICE, GOODS HANDLING**

Operations relative to unloading, layout in the stand, reloading and return of the machinery and of the exhibition and setup materials are at the Organizer/ Exhibitor's expense.

## **6. SECURITY SERVICE AND CUSTODY OF GOODS AND FACILITIES**

- 6.1 However much the Mostra supplies a constant and general security service inside the fairground from the opening to the closing time, the custody and supervision of the materials and/or facilities installed in the pavilions and outside lie completely with the Organizer and the single Exhibitors/ Persons in charge of the setup.
- 6.2 The Organizer/Exhibitor/Person in charge of the setup can assign some Special Security Guards to the supervision and the custody of his goods (art. 133 TULPS) upon a previous communication to the Mostra d'Oltremare Security Service that, in any case, is responsible for the coordination of the general security service inside the fairground.

## **7. PREVENTION OF FIRES AND ACCIDENTS**

The Mostra takes any precautions and instructions in order to prevent or to intervene promptly on any possible fire. However, it is necessary that all the Exhibitors/ Persons in charge of the setup cooperate by taking all the possible precautions and by following some necessary rules in order to prevent any fire:

- 7.1 All equipment employed in the setup of the stands (dividing heads, backcloths, footboards, covering materials, fabrics, ceilings, drapes, fitted carpets and every other facility ) must be originally fireproof or fireproofed afterwards according to the current law. To that end, the Organizer must show the form A relative to each stand and complete with the fireproofing certificate to Mostra d'Oltremare before the setup. In some cases, if it is necessary to use fuel materials, it is obligatory to fireproof them. In order to offer the general safety guarantee, fireproofing on the setup materials (fabrics and fuel facilities) must be executed before putting the setups inside the pavilions and laying them in the stands; moreover, these treatments must be executed by a qualified firm enabled to issue a fireproofing certificate. Fuel materials used for the setup may be kept in the stand only if it is complete with an official fireproofing certificate according to the current law. The use of plastic self-extinguishing materials such as panels, plates, expanded polystyrene, no fireproof synthetic fabrics, nitrocellulose and oil paints, reed mats, mattings, rush mattings, blinds made of thin wooden strips. The Exhibitor as the sole responsible must keep in the stand the original documents or copies of them proving the features of the materials used for the setup and the fireproofing certificate and the packing lists. It is forbidden to bring into pavilions and keep in the stand: inflammable substances, pressurized or liquefied gas, caustic, harsh, toxic, poisonous or irritant substances, empty packages, printed matters and advertising material that is much higher than the daily requirements. It is also forbidden to use electric cookers or heaters; during the setup and the dismantlement, the empty packages must be taken off from the pavilions.
- 7.2 Electrical systems must be done and used in full compliance of the current regulations.
- 7.3 During the exhibition time the Exhibitor must:
  - 7.3.1 Unplug the switches of his own electrical system at the end of the exhibition day;
  - 7.3.2 Check, before leaving the stand, that, inside it, there are not ignition materials,
  - 7.3.3 Leave the premises inside the stand fully accessible.

- 7.4 It is necessary to leave always free and visible the fire hoses, hydrants and extinguishers. It is forbidden to take water from fire devices to be used for not provided reasons ( it is necessary to use only toilets or the water plugs indicated by the technical staff of Mostra d'Oltremare). The fire kit must be always visible and accessible; their relevant signs must not be removed, shifted or covered by materials for the setup or other objects.
- 7.5 The exhibitor and his staff must see and remember where is the nearest movable extinguisher and, in case of a rapid evacuation, the nearest and easily reachable exit.
- 7.6 The exhibitor must observe all regulations concerning the accident prevention and the basic laws of the occupation hygiene. The exhibitor relieves Mostra d'Oltremare from any damage to the staff of the Exhibitor himself or to visitors because of the safety violations.
- 7.7 Smoking is forbidden within the pavilions during all the stages of the exhibition: setup, carrying out, dismantlement.
- 7.8 Even if the Organizer and the Exhibitor are responsible for the surveillance and control of the safety regulations, the staff of Mostra d'Oltremare who notice serious violations of the fire and safety regulations has the right to summon the Organizer and the Exhibitor to stop their activities and to inform the Public right Authority.

## **8. ASPECTS LINKED TO THE CONCURRENT PRESENCE OF MANY EXHIBITORS – VEHICLES CIRCULATION AND PARKING**

Since it is possible a concurrent presence of many exhibitors in the same job environment, each exhibitor/organizer must not carry out activities that are a danger for the others. Companies providing their employees with individual safety means in order to comply with regulations about powders and noises emissions, have to know that their supply is not able to ensure the comply with the regulations owing to the concurrent presence of other companies exhibitors. In particular:

- 8.1 The activities of each company must not be a danger for the workers of the other companies; the areas outside one's own stand must not be occupied by one's own makings and, if this is not possible for proven technical reasons, workers of the next stand have to be preventively informed; the necessary emergency exits must be always guarantee, verifying at one's cost that this is not a danger for people present at any title in the stand.
- 8.2 It is forbidden to leave tools or dangerous means unattended, in order to avoid that someone come into contact with them. So, all the unattended tools left inside one's own stand must not be operational.
- 8.3 It is forbidden to deposit materials, especially the easily combustible ones, in the interspaces of the materials for the setup.
- 8.4 Mostra d'Oltremare plc is not responsible for the vehicles circulation inside the fairground; vehicles circulation is strictly forbidden during the Exhibition days and people must not break the speed limit of 10 kilometres per hour. Traffic signs, signposts and the Highway Code must be observed.
- 8.5 During the exhibition days parking spaces are indicated by the contract. Only vehicles provided with a special pass issued by the organizer could access to the parking reserved to the exhibitors. Parking is only in the special spaces and during the opening hours of the exhibition.
- 8.6 In the setup- dismantlement days it is strictly forbidden to occupy gardens and drives, to park on the pavements and on any other road surface except for the carriageable one. In the exhibition hours, it is prohibit to circulate and to park in the areas except for the contract agreements.
- 8.7 It is strictly forbidden to park vehicles in the porch because it is only for the circulation of the exhibitors vehicles and for the temporary charge and discharge operations of materials and equipments.
- 8.8 It is absolutely forbidden to park in front of the pedestrian crossing and driveways of the pavilions. Vehicles will be forcedly taken away and costs charged to the offenders.
- 8.9 Parking for charge and discharge operations must be for a little while. At the end of the operations, vehicles must be carried outside or parked in the spaces set by the contract. In case of extended parking, do not leave the engine running.
- 8.10 It is absolutely forbidden to park vehicles at night (even in the event of a breakdown) inside the fairground.
- 8.11 No vehicle is allowed inside the pavilions, except electric forklift trucks driven by qualified personnel.
- 8.12 It is forbidden to leave in the fairground part of the materials used for the setup of the stand such as fitted carpet and any kind of remainders.
- 8.13 It is strictly forbidden to bring in the fairground debris of any kind deriving from other productions; in case of failure to comply with the rules, Mostra d'Oltremare will file a complaint with the investigative police.

## **9. FAILURE TO COMPLY WITH THE REGULATIONS**

The Organizer/Exhibitor is aware that the Exhibition will take place in Mostra d'Oltremare fairground; he undertakes to observe and make his employees and collaborators observe the orderings of the present Regulations.

Every right of the Exhibitor will be charged only to the Organizer, whereas every and any obligation of behavior assumed by the Exhibitor will be extended also for Mostra d'Oltremare.

Rules set in the present Regulations aim at guaranteeing the best presentation, safety and the ordered carrying out of the exhibition. Failures to comply with these Rules bring about both the exclusion from the following editions of the exhibition and the application of penalties set by Mostra.

Signing the present Regulations and also under the articles 1341 and 1342 of the Civil Code and as a consequence of them, the Organizer/Exhibitor/Person in charge of the setup / sub provider declares to have read integrally all the articles of the present Regulations, to have accepted them and to carry out what is his expertise.

**Sponsor Information:**

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

**Stand Builder Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_

City: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Date ...../...../.....

Stamp and Signature