



C O N S O R Z I O P A G A N I N I

AUDITORIUM PAGANINI SALA IPOGEA CPM TOSCANINI

DRAFT REGULATION FOR EXHIBITORS / FITTINGS - ANNEX TO

CONFERENCE VENUE:

“PAGANINI CONGRESSI”

Via Toscana, 5/a – 43122 Parma – Italy

Technical - logistic manager: Fabrizio Gandolfi - cell. +39 335 5933051

fabrizio.gandolfi@consorziopaganini.it

1) SETTING UP / DISMANTLING:

The venue shall be made available to fitters to load and arrange materials at the following hours:

day xxxxx

Set up from 8 a.m. to 1 p.m. and from 2 to 6 p.m.

Areas involved:

Day xxxxx

from.....

At the end of the event, dismantling of all materials shall be finished by 8 p.m.

The allocated areas shall be returned free from people and things in the same conditions as they were at the beginning of the period of use.

Consorzio Paganini shall proceed with the necessary removal - at the exhibitor's charge and risk - of the booths that have not been dismantled and the materials that have not been collected according to the instructions given.

2) SHIPMENT VIA COURIERS and COLLECTION OF MATERIAL AT THE END OF THE CONFERENCE:

The material may be delivered on xxxxx from 08:30 a.m. to 12:30 noon and from 2:30 to 5:00 pm in the designated area inside Paganini Congressi according to the final destination of the material and after contacting our reference person in charge of logistics.

Items shall be collected by and no later than xxxx by xxx.

We would like to inform you that the Conference venue receives materials, but is not liable for any losses, damage or discrepancy between the expected number of items and the one actually delivered. **We would like to remind you that carriers must be independent in the unloading operations therefore they must be equipped with trolleys, forklift or other mechanical devices that may be necessary since the venue has no such equipment.**

The venue may accept material if it is delivered carriage paid in compliance with the provisions of the regulation.

Paganini Congressi will not take in materials without delivery notes and will not accept materials delivered before the given date, nor will it accept materials without the consignment note duly filled out by the contact person.



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The following information must be present on every item shipped:

<p>- Address: Paganini Congressi - Via Toscana, 5/a – 43122 Parma, Italy - Name of event: xxxxxx - Company Name: Name of sponsor, etc. - Destination: e.g. STAND NO.- AREA “CPM” OR “AREA IPOGEA”/ “AREA SEGRETERIA” ETC. Contents, e.g.: MATERIAL FOR STAND / MATERIAL FOR SECRETARY’S OFFICE ETC.</p>

We kindly ask you to send us all the contact details of your logistic contact person.

The venue is not liable towards fitters or third parties, including carriers, for any damage that may occur to the goods or deriving from the same towards third parties. The material loaded in an area that is not the intended one shall be carried to the booth by the organisers/exhibitors.

3) ACCESSES TO VENUE AND PARKING LOT ON FITTING DAY:

Via Toscana, 5/a – 43122 Parma – Italy
Viale Barilla 27/a – 43121 Parma - Italy
Via Madre Teresa di Calcutta – 43121

Before sending or unloading the goods, delivery should be agreed upon with our logistic contact person who will indicate the best access depending on the area of destination of the goods.

4) LOADING AND UNLOADING MATERIALS:

Only during the fitting and dismantling days and times, access to the loading and unloading areas shall be authorised. Vehicles shall wait in the specified parking area **only for the time that is strictly necessary for unloading.**

To favour and speed up unloading operations at the various access points, it is recommendable to give one’s staff trolleys, since Paganini Congressi has no such equipment available. The venue needs to receive a schedule of unloading and loading operations at least one week in advance to coordinate activities.

For the unloading area at Via Madre Teresa di Calcutta (for fittings of the underground spaces and/or CPM):

the gate at the end of the access ramp to the garage has the following dimensions:

- width 4 m
- height 4 m

Inside the unloading area, the maximum height is 3.8 m. Therefore access is possible only to vehicles having the following maximum dimensions: 11 m length and 3.70 m height, because the ramp is very steep.

The unloading/loading area is small, therefore only two vehicles at a time can access; once the unloading/loading operations are over, they must be moved and parked outdoors. No vehicle can remain in the above mentioned area.



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5) GENERAL PROVISIONS

In case of assembly of a temporary supporting structure (including beams supporting light fixtures), a qualified expert shall draw up and submit specific calculation reports and **certifications of the correct assembly** and installation proving the stability of the item.

During the installation, management or dismantling period, everybody is obliged to comply with the legal provisions in force on the prevention of accidents and fires, as well as on safety on the workplace. The venue therefore declines all responsibility for consequences deriving from failure to comply with such provisions by exhibitors and their fitters, including cases of damage to things and/or people, and it reserves all rights of recourse towards offenders.

Inside the Paganini Congressi venue, the following requirements shall be met:

- All the fitting materials used must be fire resistant.
- Every fitting must be self-supporting
- All the certificates proving the above must be kept in the booth inside the venue of the conference/event according to the legal provisions in force.
- All the signs, in particular prohibitions on such signs and warnings given via visual and/or acoustic signals, must be strictly respected;
- People should not remain inside work environments outside the set hours;
- Personal protective equipment must be used;
- Machines, equipment and tools complying with the legal standards in force must be used;
- Any lack of safety devices or the presence of dangerous conditions must be reported immediately (in case of emergency and within one's responsibilities and possibilities, people shall make any effort to eliminate such lacks or dangers);
- Any machinery, debris and packaging must be removed (and disposed of) as soon as fitting and dismantling operations have been completed;

Inside the venue, the following is strictly forbidden:

- Introducing flammable and non fire resistant substances, and hazardous materials and/or equipment (e.g. gas cylinders, flammable fluids, etc.),
- painting or treating materials;
- **Fixing or applying panels, signs, advertising boards and other similar items using adhesives or other fastening devices (nails, screws, glues, adhesive materials, tape, etc.) on the venue internal and/or external glass windows, walls, columns and doors, and any other surface or furniture of the venue; all fittings or set structures must be self-supporting.**
- Smoking,
- Installing anchoring points
- Drilling walls, floors, chases and/or wireways for cables or other (i.e. Existing structures may be changed in any way and for any reason).
- Accessing without a specific authorisation to areas differing from the ones affected by your activities;
- Using portable electric appliances supplied by voltages higher than the ones specified by the appliance itself according to the place where works are performed;
- Using equipment or temporary works belonging to the conference centre. Any exceptional uses must be authorised from time to time;



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- carrying out manoeuvres and operations that are out of one's responsibility and that may thus jeopardize other people's safety;
- obstructing in any way the emergency exits that must always and anyway be easily accessible;
- hiding or moving fire-prevention fixed and mobile equipment in any way;
- moving furniture and mobile seats located in common areas;
- removing, changing or tampering safety devices and/or guards on systems, machines or equipment in any way;
- having devices that emit harmful radiation if not duly protected, and using incandescent resistance equipment or naked flames;
- starting machinery that is not in perfect operating conditions;
- using set up compartments to deposit materials, especially those that are easily combustible;
- staying in the exhibiting area after closing time.

Finally, the serving of food and drinks by Exhibitors in their booths shall be agreed upon in advance with the venue.

6) BOOTH DESIGN:

For installing booths, the booth designs shall be approved by the Conference Venue in advance. Changes to facilities or colours in the premise made available (floors, pillars, false ceilings, walls, etc.) are in no way permitted. Therefore, the facilities cannot be painted, varnished or coated with materials that are glued, fastened with nails, screws, plugs or other materials.

It is allowed to overlap one's own fitting elements to the above facilities upon condition that they are self-supporting and not anchored to the facilities in any way.

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The Organiser is obliged to submit the design of the fitting of the allocated space, including light installations, at least 10 days before the event. We would like to remind you that the systems of booths, including electrical systems, can be installed exclusively by companies complying with the legal requirements in force and the highest applicable standards.

7) BOOTH CLEANING SERVICE:

For exhibiting areas, the basic cleaning service of the exhibiting space is included; such service shall be carried out at the end of the work day or anyway before the opening time of each event day, and it includes emptying the waste bins and cleaning common areas, corridors, but not furnishings.

Tidying up does not include the removal of any packaging and the cleaning of exhibited materials.

The Paganini Congressi Management reserves the right to charge any costs for disposing of packaging and waste in the exhibition spaces that may be specified by the venue.

8) PORTERAGE SERVICE

Not included.

9) INSURANCE

Paganini Congressi requires the Client to take out an insurance policy covering all risks, including theft, fire, breakdowns or failures as well as third-party civil liability.

The venue commits to implementing every possible measure to prevent fires and accidents, but does not undertake the liability for theft, damage or loss regarding the property of an Exhibitor, its employees or guests.



The care and surveillance of the booth during the opening times of the event lie with the individual Exhibitors, who are therefore obliged to be present on the booth with their staff from the opening time of the exhibiting venue and to control the booth until the evening closing time. The venue is not liable for the items or goods left unattended on the booth during the closing times of the event.

The exhibitor shall comply with the provisions in force on work safety.

The Conference Venue is strictly obliged to comply with the provisions and prohibitions. The Exhibitor is responsible for forwarding the regulation to its fitters.

Any expenses for damage to the premises, both externally and internally, and/or to third parties (including employees), caused by the Exhibitor and/or its staff shall be invoiced to the Exhibitor.

The projections of films or music performances carried out using suitable devices shall be subject to the payment of copyright. Detailed information on the procedures and copyright fees to be paid shall be provided by S.I.A.E. (Società Italiana Autori ed Editori - VIA MONTE ALTISSIMO, 4 – 43121 PARMA - Tel. 39 0521 238923), with which the Exhibitor shall make a prior agreement. The Exhibitor shall have the prior authorisation issued by S.I.A.E..

Exhibitors shall comply with the provisions of the Regulation, as well as with all the provisions issued by the police authorities.

For acknowledgement and acceptance of the above:

5 _____

DATE: _____
CHARGE: _____

SIGNATURE OF A PERSON IN