

Regolamento Tecnico

ed Estratto del Piano di Emergenza
ed Informativa sui rischi nel Quartiere espositivo
ai fini della sicurezza

Parte integrante del regolamento Generale della Manifestazione

Technical Regulations

and Extract from the Emergency Plan
and information on the risks present in the Exhibition
Centre for the purposes of safety

Integral part of the General Regulation

**SI RACCOMANDA AI SIGNORI ESPOSITORI DI PRENDERE ATTENTA VISIONE
DEL CONTENUTO DEL PRESENTE DOCUMENTO E DI RACCOMANDARNE IL RISPETTO ANCHE ALLE IMPRESE DA
LORO INCARICATE DI OPERARE NEL QUARTIERE FIERA.**

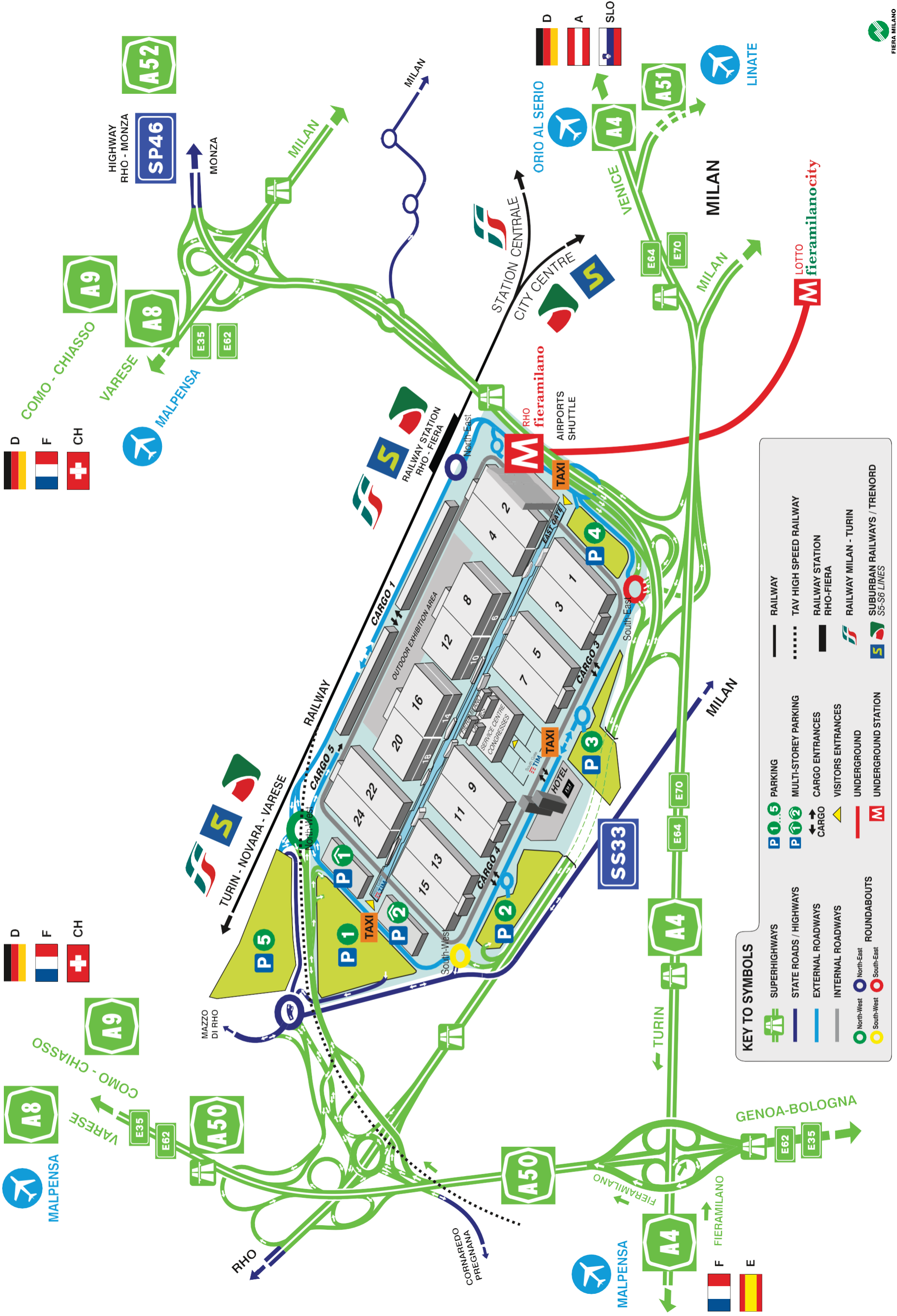
**EXHIBITOR ARE ASKED TO CAREFULLY READ THE CONTENTS OF THIS DOCUMENT AND URGE THE COMPANIES
DOING WORK ON THEIR BEHALF
IN THE EXHIBITION CENTRE TO OBSERVE THEM, TOO.**



ATTENZIONE!!

**Leggere attentamente quanto riportato
nella Premessa del documento e nel
Capitolo 2 "Norme di sicurezza –
prevenzione incendi ed infortuni"**

**WARNING!! Read carefully all the
details contained in the Document
Premise and in Chapter 2 "Safety
regulations – fire and accident
prevention"**



Telephone numbers – Fiera Milano Services
fieramilano exhibition centre

- **Emergency operational centre / First Aid**
tel. +39 02 4997.7210
- **CUSTOMER SERVICE** - Exhibitor Assistance
e-mail: customerservice@customerservice.fieramilano.it
Customer Service – Exhibitor Assistance (EAST): located in Building E15, corso Italia Est
tel. +39 02 4997-7348-7266
Customer Service – Exhibitor Assistance STELLA POLARE: located in Service Centre
tel. +39 02 4997.7528-7882
Customer Service – Exhibitor Assistance WEST: located in Corso Italia Ovest
tel. +39 02 4997.7125-7306
- **Rigging Service**
(ceiling suspensions and truss systems) located in Service Centre
tel. +39 02.4997.6393-6395-6844 fax +39 02 4997.6843
e-mail: ufficioappendimenti@fieramilano.it
- **Customized stand services sales office**
tel. +39 02 4997.7731/7072/7625/6874/6324/7214
e-mail: allestimenti.personalizzati@fieramilano.it
- **Exhibition Safety Services**
tel. +39 02 4997.7865-7983-7624-7384-7587 fax +39 02 4997 7823
e-mail: sicurezza.mostra@fieramilano.it
Fitting up Control
tel. +39 02.4997.6495 fax +39 02 4997.6496
- **Logistics, Exhibition Centre**
Tel. +39 02 4997.7254-7862 fax +39 02 4997.7378
e-mail: logistica@fieramilano.it
- **Security**
Tel. 02.4997.6086-6833-7564-7475-6550
e-mail security@fieramilano.it
- **Logistics, Passes Service**
Tel. +39 02 4997.6304 fax +39 02 3662.8604.
e-mail: logisticafiera@fieramilano.it
- **Field Operation**
tel. +39 02 4997.6347-6427-7951.
e-mail: servizi.mostra@fieramilano.it
- **Restaurant & Catering Services**
tel. +39 02 4997.6775 – 6140 fax 02 4997.6026
e-mail: ristorazione@fieramilano.it
- **Access Office – Catering permits access**
tel. +39 02.4997.6892 fax +39 02 4997.6168
e-mail: accessi@fieramilano.it.
- **Insurance Delegation**
tel. +39 02 4540.2032-2033-2034 fax +39 02 4540.2035
e-mail: fiera.milano@marsh.com
- **Official forwarders**
Expotrans srl - Cargo I
tel. +39 02 36669600. fax +39 02 45402024.
e-mail: info.fieramilano@expotrans.net
- **Rental of mobile elevating work platforms**
Novital srl
tel. +39 039 881121 mob. 393.9203163
e-mail: n.gaifami@novitalrent.com - g.gattulli@novitalrent.com - fiera@novitalrent.com
- **Expopage – Division of Fiera Milano Media**
tel. +39 02 4997.6822-6144 fax +39 02 4997.7427
e-mail: info@fieramilanomedia.it
- **Service Centre** tel. +39 02 4997.1

CONTENTS

INTRODUCTION

- A Exhibition centre name
- B Person in charge of the stand
- C Exhibitor's Contact
- D Technical Regulation Modifications
- E Measures against illegal and clandestine employment
- F Equipment for staff working inside the Fiera Exhibition Centre
- G Checks and Controls
- H Measures and Penalties
- I Measures for the protection of the safety of persons present in the Exhibition Centre
- J Video surveillance
- K Documentation language

1 STAND SET-UP/TAKE-DOWN

- 1.1 General standards
- 1.2 Stand design and construction
 - 1.2.1 Plan of the allocated exhibition space
 - 1.2.2 Forwarding stand plans
- 1.3 Construction standards
 - a) Stand design and construction
 - b) Agreements for contract work – Art. 26 of the Italian Legislative Decree 81/2008 "Obligations in connection with contract works or supply contracts."
 - c) Reaction-to-fire classification of stand material
 - d) Maximum fittings height
 - e) Ban on modifying pavilion permanent structures
 - f) Anchoring stands
 - g) Setting up stands and occupying aisles
 - h) Floor coverings
 - i) False ceilings
 - j) Light signage
 - k) Escape route systems
 - l) Glass walls and mirrors
 - m) Continuous perimeter walls, escape routes
 - n) Platforms
 - o) Utilities present in the exhibition areas
 - p) Stand perimeter finishes
 - q) Pools
 - r) Climbing walls
 - s) Fixing holes
 - t) Cookers
- 1.3.1 Standards for special fittings
- 1.3.2 Fittings height exceptions
- 1.3.3 Offices and meeting rooms
- 1.3.4 Video and audio rooms
- 1.4 Raised platforms
- 1.5 Ceiling suspension systems
 - 1.5.1 Provisions for making ceiling suspension systems
 - 1.5.1.1 Documentation to be submitted
 - 1.5.1.2 General provisions
- 1.6 Self supporting fittings
- 1.7 Structures/fittings/systems certifications
- 1.8 Stand construction file
- 1.9 Calendar and times for stand set-up and take-down
- 1.10 Time extensions
- 1.11 Stand surveillance
- 1.12 Pavilion climate control
- 1.13 Management of waste and scrap materials from activities related to the exhibition
 - 1.13.1 Introduction
 - 1.13.2 Prohibition of dumping of waste
 - 1.13.3 Prohibition of disposal of waste substances on the ground and/or in sewerage lines
 - 1.13.4 Prohibition of accumulation of waste and scrap materials in common areas
 - 1.13.5 Washing of equipment used for varnishing/painting
 - 1.13.6 Stand cleaning during the event
 - 1.13.7 Private cleaning permits
 - 1.13.8 Packaging
- 1.14 Stand take-down and area return

2 SAFETY STANDARDS – FIRE AND ACCIDENT PREVENTION

- 2.1 Observance of laws and regulations
- 2.2 Equipment for staff working inside the Exhibition Centre
- 2.3 Responsibilities of the Exhibitor, the Stand fitter and clients and contractors in general
- 2.4 Failure to observe obligations regarding health and safety at the workplace and in constructions, and fire prevention

- 2.5 Safety standards and restrictions
 - a) Extinguishers
 - b) Personal Protective Equipment (PPE)
 - c) Smoking ban
 - d) Alcohol beverage consumption ban
 - e) Working machinery or installations on display
 - f) Flammable liquids
 - g) Hazardous substances
 - h) Hot working operations
 - i) Radiogenic machines and radioactive materials
 - j) Lasers
 - k) Ozone
 - l) Advertising material in the stand
 - m) Stoves, electric heaters and similar
 - n) Clearing away packaging
 - o) Gaps
 - p) Dust and chips emission
 - q) Portable ladders and mobile scaffolding
 - r) Stand control at end of day
 - s) Work operations in the aisles
 - t) Bicycles – segways – electric vehicles for personal mobility in general
 - u) Drones
 - v) Hydrants
 - w) Utilities present in the exhibition areas
 - x) Radio equipment
 - y) Access points
 - z) Bringing animals into the Fiera exhibition Centre
 - aa) Waste substances – washing paintbrushes
- 2.6 Checks and Controls
- 2.7 Measures and Penalties

3 PROVISIONS FOR ELECTRICAL ENERGY, WI-FI, WATER AND COMPRESSED AIR SYSTEMS

- 3.1 Electrical energy
 - 3.1.1 Supply conditions
 - 3.1.1.1 Energy supply times
 - 3.1.1.2 Connection request
 - 3.1.2 Electrical energy supply network characteristics
 - 3.1.2.1 Supply characteristics
 - 3.1.2.2 Stand electrical power supply network
 - 3.1.2.3 Power plugs
- 3.2 Pavilion lighting
- 3.3 Electrical systems in the stands
 - 3.3.1 General provisions
 - 3.3.2 Energy supply point accessibility
 - 3.3.3 Stand general electrical panel
 - 3.3.4 Connection of the general panel to the energy supply network
 - 3.3.5 Sectioning
 - 3.3.6 Wiring systems
 - 3.3.7 Pin sockets
 - 3.3.8 Stand lighting
 - 3.3.9 Low voltage electronic transformers and converters
 - 3.3.10 Electric engines
 - 3.3.11 Connecting earths to the earthing system
- 3.4 Technical and safety standards
- 3.5 Use of power exceeding the kilowatts indicated in the General Fair Regulations
- 3.6 Requirements for electrical energy supply
- 3.7 Wi-Fi systems
- 3.8 Water
- 3.9 Compressed air
- 3.10 General note about utilities

4 REGULATIONS FOR ACCESS TO AND CIRCULATION IN THE FIERA EXHIBITION CENTRE

- 4.1 Regulations for pedestrian access and circulation
- 4.2 Regulations for vehicle access and circulation

5 HANDLING OF MATERIALS, GOODS AND PACKAGING – CUSTOMS

- 5.1 General provisions and fees
 - 5.1.1 Handling of machinery and large installations
 - 5.1.2 Ban on using personal hoisting equipment
- 5.2 Empty packaging deposit
- 5.3 Customs Service

6 *[Repealed]*

7 INSURANCE

- 7.1 “ALL RISKS” Insurance
- 7.2 Exhibitor third party insurance
- 7.3 Liability – Limitations
- 7.4 Reporting damages

8 STAND MANAGEMENT DURING THE EVENT

- 8.1 Availability of the exhibition spaces
 - 8.1.1 Time extensions
 - 8.1.2 Signage
 - 8.1.3 Stand restocking
 - 8.1.4 Supply of food and beverages in stands
 - 8.1.5 Pass issue for catering business entrance and parking
- 8.2 Standards for advertising and promotional initiatives
 - 8.2.1 Product presentation and special events
 - 8.2.2 PA systems and projections

9 MEASURES AND PENALTIES

- 9.1 Countering illegal and clandestine work
- 9.2 Failure to send the fitting project
- 9.3 Non-compliant equipment
- 9.4 Unauthorised stay on the stand beyond the permitted time
- 9.5 Presence of prohibited products and/or materials
- 9.6 Disposal not in accordance with the provisions of the Technical Regulations of waste of any kind
- 9.7 Waste dumped
- 9.8 Washing brushes and other tools used for painting and varnishing
- 9.9 Presence of fitting materials without reaction to fire certification
- 9.10 Failure to turn off switches at the end of the day and presence of material in ignition
- 9.11 Smoking prohibition and non-compliance with safety rules
- 9.12 Non-usability of hydrants for unsuitable fittings
- 9.13 Non-usability of or damage to users in exhibition areas
- 9.14 Parking over two hours and unauthorised overnight parking
- 9.15 Non-compliance with speed limits
- 9.16 Failure to comply with the instructions of internal road traffic controllers
- 9.17 Stopping of vehicles in prohibited areas
- 9.18 Unauthorized use of own lifting equipment
- 9.19 Abusive execution of anchor holes

ANNEX 1
INFORMATION ON Fiera Milano EXHIBITION CENTRE EMERGENCY PLAN

ANNEX 2
INFORMATION ON RISKS PRESENT IN THE FIERA EXHIBITION CENTRE FOR SAFETY PURPOSES (Italian Legislative Decree no. 81/2008)

ANNEX 3
SPECIFIC RISKS EXISTING IN THE ENVIRONMENT WHERE BUSINESSES AND INDEPENDENT WORKERS ARE OPERATING AND ADOPTED PREVENTION AND EMERGENCY MEASURES (Italian Legislative Decree no. 81/2008)

ANNEX 4
RISK ASSESSMENT AND INDICATION OF THE MEASURES ADOPTED TO ELIMINATE INTERFERENCES BETWEEN THE BUSINESSES CONTRACTED BY FIERA MILANO (Italian Legislative Decree no. 81/2008).

ANNEX 5
RISK ASSESSMENT AND INDICATIONS OF THE MEASURES ADOPTED TO ELIMINATE INTERFERENCES DURING THE SET-UP AND TAKE-DOWN WORK PHASES IN CORRELATION WITH STAND ASSEMBLY.

ANNEX 6
INFORMATION, NON COMPREHENSIVE, REGARDING THE POSSIBLE RISKS AND MEASURES TO BE ADOPTED TO ELIMINATE INTERFERENCES IN THE STAND ASSEMBLY (SET-UP/TAKE-DOWN) PHASES, FOR ORGANISERS, EXHIBITORS AND THEIR CONTRACTORS, TO BE TAKEN INTO ACCOUNT WHEN PREPARING THE INTERFERENCE RISK ASSESSMENT DOCUMENT (DUVRI)

ANNEX 7
DECLARATION OF CORRECT INSTALLATION OF FITTINGS

ANNEX 8
DECLARATION OF CORRECT INSTALLATION OF FITTING MATERIALS FOR FIREFIGHTING PURPOSES

ANNEX 9
PROVISIONS ABOUT THE REALISATION OF FALSE CEILINGS AND CEILINGS FOR STANDS

ANNEX 10
REQUEST OF AUTHORISATION FOR HOT WORK

INTRODUCTION

A Exhibition centre name

The exhibition centre situated on the Strada Statale del Sempione 33, no. 28 (hereinafter the “Fiera Exhibition Centre” or “Fiera Milano centre”) is private property. All concession and management rights are exercised by Fiera Milano Spa (hereinafter “Fiera Milano”).

B Person in charge of the stand

The Technical Regulations herewith is a contractual document that binds the Organisers of trade fair events held inside the Fiera Exhibition Centre, the Exhibitors of the same, the Stand fitters and generally the contractors and subcontractors (be they individuals or legal entities) appointed by the same.

Access to the Fiera Exhibition Centre by the abovementioned subjects implies acceptance of the Technical Regulations herewith.

The Exhibitor is responsible for the activities, disciplined hereafter, which are carried out on his behalf in the Fiera Exhibition Centre either directly or indirectly by third parties (stand fitters) in the set-up, execution and take-down phases of the Event jointly with his own stand fitters. With the event participation documents, the Exhibitor indicates to Fiera Milano the **Person in charge of the stand**, a figure who (for safety purposes) assumes with regard to Fiera Milano and third parties all liability in connection to the aforementioned activities, on the same basis of the Exhibitor himself.

At the Exhibitor’s discretion, and under his complete responsibility, the **Person in charge of the stand** can also be a different individual in each of the three aforementioned phases (set-up/event/take-down).

C Exhibitor's Contact

The Exhibitor’s contact for Fiera Milano, unless otherwise indicated, is Customer Service.

D Technical Regulation Modifications

Fiera Milano reserves the right to make changes, at any time and even without prior notice, to the Technical Regulations herewith, in order to improve working conditions, reduce health and safety risks, protect the environment and improve fire prevention measures.

E Measures against illegal and clandestine employment

All those working for whatever reason inside the Fiera Centre must be in possession of identification and in compliance with current employment legislation, with particular reference to employment contracts between the parties.

All those who work on behalf of the exhibitor as a contractor or subcontractor must provide their personnel with an identity card pursuant to art.18, section 1, letter u), to art. 21, section 1, letter c), to art. 26, section 8 of the Italian Legislative Decree 81/08 and with a Fiera Exhibition Centre pass.

The Fiera Exhibition Centre pass will be issued following:

- “one off” registration by the Fitting Company on the Fiera Milano website at the address <https://logistica.fieramilano.it/allestitori/formRegistrazione.do>
- authorisation activated by the Exhibitor on the logistics system of Fiera Milano.

The personnel working for the Fitters/Contractors must be in possession of the pass pursuant to the Italian Legislative Decree no. 81/2008

The pass, as provided for by regulations, must contain:

- a photograph of the worker;
- details of the worker (name and surname, date of birth, date of employment);
- employer’s name;
- in the case of subcontract, the relative authorisation (namely the date of the subcontract authorisation request to which tacit consent was granted).

Self-employed workers must provide their own identity card which must contain:

- personal details;
- photograph;
- client name.

Non-EU personnel must also possess:

- valid and legible permit to stay or valid Italian identity card

F Equipment for staff working inside the Exhibition Centre

All those working for whatever reason inside the Fiera Exhibition Centre must be in possession, during the stand set-up and take-down phases and positioning of goods on display, of proper PPE (Personal Protection Equipment) in compliance with EU Regulation 2016/425 of 9 March 2016, including hard hat and accident prevention footwear, as well as any other PPE whose selection and use remains the responsibility of the Employer and the stand owner. Fiera Milano reserves the right to deny access to the Exhibition Centre to staff lacking the aforementioned equipment.

During the Exhibition, the use of PPE, with regard to any special works, remains the sole responsibility of the stand owner.

Please remember that access to set-up and take-down areas is forbidden to non-authorized personnel. Should the Exhibitor, as employer-client, wish to access his own stand during the aforementioned phases, he must comply, under his own sole responsibility, with all of the safety provisions contained in the Italian Legislative Decree no. 81/2008 and other safety provisions applicable in the specific context.

All consequences due to failure to use the abovementioned PPE, and/or due to access to the areas during set-up and take-down operations by staff not properly trained and/or not authorised, are the responsibility of the non-compliant party, in accordance with that set forth by current regulations.

G Checks and Controls

Fiera Milano reserves the right to check at any time, directly and/or through third parties (individuals or legal entities) appointed by the same, and to ask those working for whatever reason inside the Fiera Centre:

- presentation of the pass;
- authenticity of the pass;
- presentation of identity document;
- presentation of contracts (tender contracts with the Exhibitor or employment contracts with fitters or in general with contractors and subcontractors) and social security documentation to justify the rendering of services by the subject working inside the Fiera Centre;
- presentation of permit to stay (in the case of non-EU personnel);
- possession of the aforementioned equipment set forth in the previous letter F.

H Measures and Penalties

The discovery of non-compliance with that set forth in letter G, shall be communicated by way of a registered letter with return receipt or by email. The charge shall be sent to the Firm responsible for the non-compliance. The Exhibitor shall be informed, as the Client, of the non-compliance found.

In any case, together with the notification, Fiera Milano reserves the right to:

- remove the staff member lacking the necessary documentation or in possession of counterfeit documentation or lacking the equipment set forth in the previous letter F;
- enter the name of the Fitter/Contractor responsible for the aforementioned staff member on a list of businesses which shall be prevented from accessing all other events taking place inside the Fiera Centre; in this case, access shall be permitted solely if the subject in question is able to show Fiera Milano employment and social security documentation regarding the staff member used by the same and if such documentation is genuine and real.

I Measures for the protection of the safety of persons present in the Exhibition Centre

Fiera Milano, in compliance with the requirements imposed by the Public Safety Authority, adopts the infrastructural, organisational and operational measures it deems appropriate for the protection of the safety of persons present in the Exhibition Centre for any reason.

As a simplification and not an exhaustive list, at the sole discretion of Fiera Milano provisions should be made for the following:

- a) particular ways of accessing and exiting the Exhibition Centre (destination of specific reserved gates or aisles, timetables, access control systems and flows) - even differentiated - for the different categories of users of the Centre;
- b) security checks, also carried out with the aid of fixed or portable technical equipment and instruments, on persons, luggage and personal effects, and on means of transport and work, both at the time of entering the Exhibition Centre and inside it and, where necessary, at the time of leaving it. Checks are carried out by Fiera Milano personnel or by third parties appointed by Fiera Milano. Without prejudice to any communication to the Police and the consequent measures taken by them, users who do not agree to submit to the control are denied access to the Exhibition Centre and, if they are already inside the Centre, they are immediately driven away. Controlled users are required to cooperate as closely as possible, so that the operations can be carried out as effectively and as quickly as the nature of the activity allows. Upon completion of these checks, without prejudice to any communication to the Police and the consequent measures taken by them, Fiera Milano reserves the unquestionable right to block access to the Exhibition Centre for suspect persons or objects and, if suspect persons are already inside the Exhibition Centre, to drive them away immediately from the Centre, while suspect objects must be removed immediately from the Exhibition Centre by and under the responsibility of their holders. Fiera Milano is not obliged to set up deposit and custody services for suspect objects;
- c) variations or limitations to the road network and to the pedestrian and vehicular circulation inside the Exhibition Centre, also with the installation of barriers, new jersey elements, bollards and the like;
- d) forcible removal, at the risk and expense of the owner, of means of transport or work, objects or personal belongings considered suspect or otherwise hindering the exercise of security controls.

The organisers of trade fairs, congresses and events irrevocably undertake to incorporate the provisions of this paragraph into their Regulations in such a way that all visitors/participants and the general public, where admitted, are also obliged to do so.

J Video surveillance

The exhibition centre is equipped with a video surveillance system made up of cameras controlled by the Operations Centre for emergencies.

The system is made and managed as provided for by current standards.

K Documentation language

All documentation to be forwarded to Fiera Milano must be drawn up in Italian or in English. Otherwise it cannot be taken into consideration.

1 STAND SET-UP/TAKE-DOWN

1.1 General standards

For the use of exhibitions spaces and participation in Events, and as an integral part of the General Regulations, Fiera Milano provides the standards indicated hereafter and those contained in the memorandums/communications regarding each specific Event. The stand fittings, furnishings, additional stock, material and products on display, as well as the installation and use of the stands must be in compliance with current Italian and European standards on safety, fire protection, accident prevention and environmental protection.

Fiera Milano has the authority to have removed or modified, at any time, installations and fittings that are non compliant with the standards that follow and/or those contained in the memorandums/communications sent by the Organiser or by Fiera Milano following allocation of the exhibition space.

The costs and risks of removal or of the modifications are borne by the Exhibitor.

1.2 Stand design and construction

1.2.1 Plan of the allocated exhibition space

According to that indicated in the General Fair Regulations, the plan of the allocated exhibition space can be sent by Fiera Milano, by the Organiser or downloaded from the MAP TOOL section of the Fiera Milano E-SERVICE online store <https://eservice.fieramilano.it>.

The plan, on whose basis the Exhibitor must develop his stand plan, indicates:

- areas with floor which has a load capacity or characteristics different from those of the pavilion;
- dimensions of existing structures in the allocated exhibition space: pillars, pilasters, electrical boxes, fire hydrants, other technical systems, etc.;
- position of the technical floor drains and pits (water, telephone, etc.);
- position of the outlets for the available technical systems (electrical, water, compressed air, etc.).

The Exhibitor must check the exact position of the utilities and the measurements of the allocated exhibition space on site before commencing set-up operations, and contact Customer Service in the case of differences.

1.2.2 Forwarding stand plans

Unless otherwise indicated in the General Regulations, for stands of surface area equal to or over 100 m² or of height equal to or over 3 m, the Exhibitor must upload the following documents to the Stand Plans section of the Fiera Milano E-SERVICE online store <https://eservice.fieramilano.it> :

- the design, complete with floor plan and dimensioned drawings, in the format .PDF (ACROBAT) or .DWG (AUTOCAD);
- the plans and structural drawings (scale 1:100) for special building works, raised platforms (where permitted by the General Regulations), and special structures accompanied by a technical-static report drawn up and signed by qualified technicians pursuant to Italian Law;
- the plan with position of equipment, machinery and/or systems to be displayed;
- the description of the materials used to make the stand;
- the diagram of the systems (electrical, water, compressed air etc.);
- specifications for machinery and/or special installations (ovens, boilers, etc.);

All plans must show the Exhibitor's name, the name of the event and the pavilion and stand number.

Fiera Milano is authorised to ask Exhibitors for the plans for all stands, irrespective of their area and height.

1.3 Construction standards

In designing the stand, the Exhibitor must observe the following standards and provisions:

a) Stand design and construction

For stand design and construction, reference must be made to all of the standards regarding design and construction, where applicable, referring to any kind of structure and/or material used to make the stand.

Regulations regarding the elimination of architectural barriers must be observed.

All stand elements must be contained within the allocated area.

b) Agreements for contract work – Art. 26 Legislative Decree 81/2008 "Obligations in connection with contract works or supply contracts".

The Exhibitor, as employer and client, in the event of assignment of stand outfit work and/or services and/or supplies to contractors and/or self-employed workers for the construction of its own stand, provided that it has the legal availability of the places,

- Verifies the technical and professional suitability of contractors and/or self-employed workers
 - acquiring the certificate of registration with the Chamber of Commerce, Industry and Handicraft
 - acquiring self-certification of possession of the requirements of technical and professional competence, pursuant to art. 47 of the Consolidated Law on Administrative Documentation (Testo Unico delle disposizioni legislative e regolamentazione in materia di documentazione amministrativa) of the Italian Presidential Decree no. 445 of 2000 (see annexes to the DUVRI form at the link to the specific Exhibition in the "Exhibitors - Technical Information" section on Fiera Milano's website).
- Provides the same subjects with detailed information on the specific risks existing in the environment in which they must operate and on the prevention and emergency measures adopted in relation to their activities. Information on the specific risks present in the common areas in which the stand is located is given indicatively and not exhaustively in Annexes 2, 3, 4, 5 and 6 of the Technical Regulations.
- The Exhibitor, as the client of the works that are carried out for the construction of its stand, promotes cooperation and coordination between contractors, including self-employed workers and sub-contractors, by drawing up a single risk assessment document indicating the measures taken to eliminate, and where this is

not possible, minimise the risks of interference. This document, called the Unified document for the assessment of interference risks (**DUVRI**), to be drawn up by the Client of the works, is available as a facsimile on the Fiera Milano website, in the link to the specific Exhibition in the "Exhibitors - Technical Information" section.

Please note that, pursuant to art. 88 of the Italian Legislative Decree no. 81/2008, fitting activities fall under Title IV - Temporary or mobile construction sites, with the exception of the following types (see **Interministerial Decree 22.7.2014 available in Italian/English on Fiera Milano's website in the section "Exhibitors - Technical information" in the link to each exhibition**):

- Fitting structures with a height of less than 6.50 m in relation to a stable floor;
- Two-storey fitting structures that have a floor plan projection surface of the upper floor (mezzanine) up to 100 m²;
- Tensile structures and temporary works structurally independent, made with elements produced by a single manufacturer, installed according to the indications, configurations and maximum loads, provided by the same, whose overall height, including the roof elements directly connected to the supporting structure, does not exceed 8.50 m in height with respect to a stable floor.

Therefore, the Exhibitor, in its capacity as principal, must activate, as the case may be:

b1) The preparation of the DUVRI (Unified document for the assessment of interference risks), if it falls into the three cases mentioned above and has contractors and/or self-employed workers working on its behalf;

b2) Activate the procedure for the site referred to in Title IV in cases where it will have:

- Exhibition structures with a height of 6.50 m or more
- Two-storey structures (mezzanines) with a surface area of more than 100 m²
- Tensile structures and temporary works not falling under the above mentioned types and/or higher than 8.50 m with respect to a stable floor.

For further explanation, please contact Fiera Milano: E-mail sicurezza.mostra@fieramilano.it

c) Reaction-to-fire classification of stand material

All material used for the stand (partitions, bases, various structures, platforms, coverings, fabrics, drapes, false ceilings, ceiling panels etc.), if combustible, must be fire-proof or fire-proofed and classified according to that set forth by the Italian Interior Ministerial Decree of 26/6/84 and subsequent modifications and integrations.

That is, for materials classified also as construction products, of European classification equivalent to that of the Decree of the Italian Interior Ministerial Decree of 15 March 2005, as highlighted in the tables below.

Table 1 – Use on Floor

.	Italian class	European class
I	Class 1	(A2FL-s1), (A2FL-s2), (BFL-s1), (BFL-s2), (CFL-s1)
II	Class 2	(CFL-s2), (DFL-s1)
II	Class 3	(DFL-s2)

Table 2 – Use on Walls

.	Italian class	European class
I	Class 1	(A2-s1,d0), (A2-s2,d0), (A2-s3,d0), (A2-s1,d1), (A2-s2,d1), (A2-s3,d1), (B-s1,d0), (B-s2,d0), (B-s1,d1), (B-s2,d1)
II	Class 2	(A2-s1,d2), (A2-s2,d2), (A2-s3,d2), (B-s3,d0), (B-s3,d1), (B-s1,d2), (B-s2,d2), (B-s3,d2), (C-s1,d0), (C-s2,d0), (C-s1,d1), (C-s2,d1)
III	Class 3	(C-s3,d0), (C-s3,d1), (C-s1,d2), (C-s2,d2), (C-s3,d2), (D-s1,d0), (D-s2,d0), (D-s1,d1), (D-s2,d1)

Table 3 – Use on Ceilings

.	Italian class	European class
I	Class 1	(A2-s1,d0), (A2-s2,d0), (A2-s3,d0), (A2-s1,d1), (A2-s2,d1), (A2-s3,d1), (B-s1,d0), (B-s2,d0), (B-s3,d0)
II	Class 2	(B-s1,d1), (B-s2,d1), (B-s3,d1), (C-s1,d0), (C-s2,d0), (C-s3,d0)
III	Class 3	(C-s1,d1), (C-s2,d1), (C-s3,d1), (D-s1,d0), (D-s2,d0)

Therefore, the materials, in relation to their use, must comply with the following reaction-to-fire classes:

Class 1 – materials susceptible to catching fire on both sides, drapes, ceiling panels;

Class 2 – floors, walls, platforms, raised floors, panels for partitions walls, including any coverings.

All stand materials must be installed strictly in compliance with that set forth by their compliance certificate issued by the Interior Ministry. Since they cannot be fire proofed, it is forbidden to use non fireproof plastic materials, canes, rush matting, hay and straw also in bales, trellises, products made in board and derivatives, blinds made from thin wooden slats (venetian style) or similar.

Non fireproof materials must be treated with fire proofing products.

The treatment must be carried out before the stand materials enter the Fiera Exhibition Centre.

The introduction and use of stand materials in the Fiera Exhibition Centre is permitted only if the same are accompanied by proper documentation certifying their reaction-to-fire class.

From the specific section "Mandatory documents" on the E-SERVICE website of Fiera Milano, the Exhibitor must download the form "Fire safety of stand fitting materials". The form, which is also attached as Annex 8 to this document, must be completed in its entirety and delivered in its original form, at the end of the assembly work, to the Fiera Milano Fitting Control Office located at the Service Centre.

For information regarding the aforementioned form, reaction-to-fire characteristics and certifications to be produced, the Exhibitor may contact the Fiera Milano Safety Service (Fittings Control) whose references are included in the list of telephone numbers for Fiera Milano services.

The previous provisions regarding material classification are not applied to padded furniture or furniture in general used to furnish stands nor to materials on display.

d) Maximum fittings height

The maximum heights defined and indicated in the General Regulations or in other communications regarding each specific event must be observed;

e) Ban on modifying pavilion permanent structures

It is forbidden to modify the permanent structures of the pavilions, make channels or grooves in floors or walls to house cables or piping; it is also forbidden to paint floor, walls, ceilings and any other Fiera Milano installation, using any type of paint;

f) Anchoring stands

Pavilions' walls, ceilings, structures and technical installations may not be used to anchor stand elements, which should be in any case self supporting;

g) Setting up stands and occupying aisles

The material used for the stand must be made of pre-fabricated and finished elements, so as to allow for simple "on-site" set-up and final touch operations; any stand elements or products on display may not even partially occupy the aisles;

h) Floor coverings

For laying floor coverings such as carpet, linoleum, parquet or similar, only double sided adhesive tape may be used, which is easily removed and does not leave residues on the floor;

i) False ceilings

continuous blind false ceilings are prohibited; false ceilings types allowed are:

i1) mesh fabrics with a minimum mesh size of 2x2 mm and well-stretched;

i2) wood, metal, plaster, etc., with openings for fumes extraction in the event of fire, for a total of 1/100 of the covered area on the stand. These openings may be between 0.25 m² and 0.30 m² in size and may be evenly distributed over the entire covered area. Different configurations of the openings, always uniformly distributed, must guarantee 1/100 coverage of the surface as already mentioned.

It is possible to make openings for the evacuation of fumes by superimposing the elements of the false ceiling at different heights, always guaranteeing a 1/100 coverage of the surface (see examples in Annex 9)

There must be no rooms on the stand that are closed by walls or false ceilings, with no openings at the top for the evacuation of fumes. In any case, the Exhibitor is required to agree in advance with the Customer Service - Exhibitor Assistance on the type of fitting it intends to create;

j) Light signage

The installation of light signage, unless forbidden by the General Regulations, must be carried out in compliance with the provisions of current regulations regarding electrical installations;

k) Escape route systems

All stands must be provided with a proper escape route system, so as to allow for easy outflow towards the communal aisles in case of emergency;

l) Glass and mirrors

Any furniture or walls made of full-height glass or mirrors must be properly marked and protected from impact. The glass walls used must comply with the standards in force in terms of their characteristics, resistance and installation system. If the glazed walls are installed along the routes used by the public, they must be of the accident prevention type. These walls are similar to mobile partitions that are excluded from the application of the Ministerial Decree of 17 January 2018 (see in this regard what is indicated in point 3.1.4.3 of the aforementioned Ministerial Decree). An indicative evaluation leads to consider a horizontal overload per linear metre of wall, equal to 100 kg applied at 1.20 m from the floor, as appropriate in the exhibition area. In any case, a report must be produced that asserts sufficient stability of the product in use. The fulfilment of this requirement can also be documented on an experimental basis, and in any case taking into account the constraints of the product and all the resources that the type of construction allows. In the presence of prefabricated elements, the project report must be produced, certifying the resistance of the structure in the expected operating conditions and a declaration of correct assembly referring to the exhibition, the area in which the structure has been assembled and compliance with the operating conditions set out in the project report.

l) Glass walls and mirrors

Any furnishing or wall elements made with full length glass or mirrors must be properly marked and protected from impact. Glass walls used must comply with current standards with regard to their characteristics and installation system. If glass walls are installed along the routes used by the public, they must be shatterproof.

These walls are similar to mobile partitions that are excluded from the application of the Ministerial Decree of 17 January 2018 (see in this regard what is indicated in point 3.1.4.3 of the aforementioned Ministerial Decree). An indicative evaluation leads to consider a horizontal overload per linear metre of wall, equal to 100 kg applied at 1.20 m from the floor, as appropriate in the exhibition area. In any case, a report must be produced that asserts sufficient stability of the product in use. The fulfilment of this requirement can also be documented on an experimental basis, and in any case taking into account the constraints of the product and all the resources that the type of construction allows. In the presence of prefabricated elements, the project report must be produced, certifying the resistance of the structure in the expected operating conditions and a declaration of correct assembly referring to the exhibition, the area in which the structure has been assembled and compliance with the operating conditions set out in the project report.

m) Continuous perimeter walls, escape routes

Should the Organiser permit continuous perimeter walls to be built, the rules indicated in the Italian Ministerial Decree of 10 March 1998 must be applied with regard to the number of escape routes, taking into account that trade fair activity is considered a high fire risk.

The minimum size of each emergency exit must be no smaller than 1.2 m in width and 2.1 m in height. Any doors installed must open towards the aisle without blocking it. The stand's internal escape routes and exits must be marked with functioning and energy-autonomous light signs, visible in the case of a general blackout in the pavilion. Irrespective of the area of the stand, all types of continuous partitions (showcases, flowerpots, machines and systems, chains, etc.) must guarantee a proper escape route system;

n) Platforms

Platforms accessible to the public must guarantee an overload capacity of 5 kN/m², in addition to loads induced by any machinery or equipment installed. The Exhibitor must keep the static stability test document, signed by professionals authorised in Italy, at the stand and available for inspection, for platforms of over 0.3 m in height, if accessible to the public. Platforms must be connected to the pavilion floor, in areas for public passage, with steps of appropriate height and tread, and with at least one ramp of no more than 8% gradient in compliance with standards regarding the elimination of architectural barriers. All stands with a platform must be accessible by way of at least one ramp. Steps or ramps must not obstruct the passage of the public in the aisle; the corners of the platform must be rounded or protected and the perimeter must be closed with the option of inspection on each side. The corners of the platforms present at the intersections of the aisles must be protected to prevent visitors from tripping.

o) Utilities present in the exhibition areas

Installation utility boxes (electrical, telephone, supply points etc.) must be accessible at all times; service and emergency telephones must always be accessible; Wi-Fi antennas present on walls and pillars must not be touched or removed for any reason. In the case of breach Fiera Milano will intervene as indicated in art. 9.11.

p) Stand perimeter finishes

Any perimeter panels situated next to another stand and stand ceilings that are visible from above must be perfectly finished; electrical cables and similar must be hidden in special cable trays. Otherwise, Fiera Milano may intervene directly with costs borne by the non-compliant Exhibitor.

q) Pools

The installation of pools of any kind must be authorised by the Organiser and their feasibility verified by Fiera Milano. When feasible, the conditions for realisation and use must comply with the reference regulation of the Lombardy Regional Authority and with Fiera Milano provisions regarding the specific location and context. If not accessible to people, they fall under products on display, subject to the provisions of the General Fair Regulations and the Technical Regulations.

r) Climbing Walls

The installation of climbing walls of any kind, if accessible to people, must be authorised by the Organiser and their

feasibility verified by Fiera Milano. When feasible, the conditions for their construction and use must comply with the UNI EN 12572 standard and with Fiera Milano provisions regarding the specific location and context.

s) Fixing holes

Fiera Milano looks after the realisation and relative refurbishment of fixing holes.

The cost borne by the Exhibitor for each fixing hole made is contained in the price list in the Technical Services section of the Fiera Milano online E-SERVICE store <https://eservice.fieramilano.it> :

Rawlplug supply is not included in the service.

Boring fixing holes is permitted only if the conditions specified below are observed:

- Fixing holes may be bored only in pavilions 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 13, 14, 15, 18, 22 and 24.
- Holes in the floor may have a maximum diameter of 22 mm, and a maximum depth of 150 mm.
- Fixing holes may not be made at a distance of less than 50 cm from covers of technical utilities (cable trays) present on the floor.
- fixing holes may not be made at a distance of less than 30 cm from expansion joints present on the floor.
- The request for hole boring service must be sent within 7 days of the commencement of the official set-up, attaching the relative plan with the exact positions of the hole to be made and the date in which the service is to be rendered.
- Fixing holes will be made in the presence of the Exhibitor's representative.

In the case of non-authorized fixing holes, a penalty of €150 will be charged for each hole made, notwithstanding compensation for greater damage.

t) Cookers.

The installation of working cookers (electrical only) must be authorised by the Organiser and their feasibility verified by Fiera Milano. When feasible, the conditions for their realisation and use must comply with Fiera Milano provisions regarding the specific location and context. Each working cook top must be equipped with a hood to extract fumes from the pavilion. In special cases, for low power cook tops, very low production of cooking steam/fumes and occasional use, recirculation hoods of suitable voltage which adequately filter fumes may be installed as long as they do not in any way bother people in the nearby stands or people passing in the communal aisles.

1.3.1 Standards for special fittings

For special fittings, the Exhibitor must comply also with the following standards:

1.3.2 Fittings height exceptions

Any exceptions to fittings heights may be granted on condition that the General Fair Regulations does not state otherwise.

The request for an exception must be sent for approval to Fiera Milano and, where applicable, to the Organiser, which shall together with Fiera Milano assess the compatibility of the installation with existing structures.

The Exhibitor must draw up the design, taking the following requirements into account:

- a distance must be guaranteed from installations (busbars, fan convectors, etc.) of at least 1.5 m and accessibility must be permitted;
- the functionality of pavilion smoke detectors must be guaranteed. In this regard, on the stand plans (floor plan and cross-sections) produced by the Exhibitor, present passageways and space occupied by pavilion smoke detectors must be highlighted in correspondence with the allocated exhibition space and marked the minimum distances, left free to ensure their correct function; Customer Service is available for any necessary clarifications.

Otherwise Fiera Milano shall proceed as indicated in art. 9.

- no interference should be created with suspended signage, provided by Fiera Milano;
- observance must be guaranteed of the times set forth for stand set-up and take-down.

N.B.: the abovementioned exceptions do not regard the obligations set forth by the previously mentioned Italian Inter-ministerial Decree 22.7.2014.

1.3.3 Offices and meeting rooms

The Exhibitor must observe the limitations defined by the Organiser and/or by Fiera Milano for the specific event regarding the area allowed for offices and meeting rooms out of the total stand area, besides that set forth by art. 1.3.

1.3.4 Video and audio rooms

in creating video and audio rooms, in addition to that set forth by the previous articles, the following provisions must be observed:

seating capacity: seating must be arranged in sections of maximum 10 rows and no more than 10 seats per row.

The seats in each row must be securely fixed to one another. A row with maximum 4 seats can be set against the side walls of the room. Only people who can find seating may be admitted to the rooms;

exits: the room must have an adequate system of exits, sized on the basis of the maximum crowding envisaged and the outflow capacity. The width of each exit must be a multiple of one module (0.6 m) and no less than two modules (1.2 m).

The width of exit routes must be measured by deducing the space occupied by any protruding elements, excluding extinguishers. The height of exit routes must be no less than 2.1 m. Exits must be kept clear of materials that may

obstruct the regular outflow of people. Doors situated at exits must open in the direction of the outflow, with a simple push, and can have one or two doors;
emergency lighting and signage: the emergency lighting system must ensure a level of lighting of no lower than 5 lux at 1m from the floor along the exits and no lower than 2 lux in the other areas accessible to the public.
Exit doors must be fitted with emergency light signage powered with a double installation, normal and emergency. Single lamps with autonomous power are permitted as long as they function for at least one hour.
In the case of failure to observe the aforementioned provisions, Fiera Milano shall proceed as indicated in article 9.

1.4 Raised platforms

Should the Organiser authorise the building of raised platforms, as set forth in the General Regulations, they can be built according to the conditions specifically indicated in the special document "Standards for building raised platforms in stands in the Fiera Exhibition Centre" available from Customer Service.

1.5 Ceiling suspension systems

In some areas inside the pavilions, stand structures can be suspended from the ceiling, on condition that such structures are in compliance with the provisions set forth in the General Fair Regulations.

ATTENTION: The installation of cables on the pavilion permanent structures is the exclusive competence of Fiera Milano.

To avail of this service, complete and forward the special request form on the E-SERVICE website to Fiera Milano within the timeframe indicated. The following services can be requested on the Fiera Milano online E-SERVICE store:

a) Supply and installation of cables from which the Exhibitor's own structures can be suspended by the same.

N.B. In this case, the Exhibitor company must observe that set forth by the relative "Provisions for making ceiling suspension systems", particularly with regard to forwarding the necessary documentation.

b) Complete realisation of the suspension systems, including supply of cables, truss structures, electric/audio system etc.. All duly certified.

Any clarifications in this regard can be requested from the Rigging service.

1.5.1 Provisions for making ceiling suspension systems

1.5.1.1 Documentation to be submitted

The ceiling suspension plan must be submitted within 30 days of the start of the exhibition.

N.B. - It is important that the timeframe above is observed, insofar as the documentation must be subjected by Fiera Milano to technical verification to check compatibility between the plan and the permanent structures of the pavilion. Fiera Milano reserves the right to confirm whether or not the structure is compatible with the area allocated to the Exhibitor, notwithstanding Fair regulations.

The plan must contain the following obligatory drawings:

a) Dimensioned drawings comprising plan view, side views and axonometric drawings of the product to be suspended. The drawings must show the position and the load values on the suspended structures which may be trusses, wooden beams, mixed wood/steel or wood/aluminium structures etc. The points where the supporting structures will be connected to the Fiera Milano suspension cables must also be indicated.

b) Technical report drawn up by a qualified professional, listed in the Italian professional Registry, containing:

- **b1:** description of the suspended structures;
- **b2:** characteristics of the materials to be used (eye bolts, steel cables or chains, trusses, wooden or wood derivative beam structures, mixed structures, etc.)
- **b3:** indications of the weight of the materials to be used (trusses, wooden or wood derivative beam structures, mixed structures, spotlights, electrical cables, hoisting mechanisms, etc.)
- **b4:** static calculation report drawn up by a qualified professional with load estimates on the structures and check of the stress induced on the same;
- **b5:** indication of the product suspension points and relative loads at each point, taking into account that a load of 1.5 kN every 4 m for each suspension point must not be exceeded;

N.B. for the stability of the suspended structures, it must be in any case guaranteed that, in the case of collapse of any anchorage to the suspension cables supplied by Fiera Milano (structural connections, collapse of any hoisting mechanism, etc.) the overall structure will not be undermined, with the risk of collapse and/or overloading, beyond that admissible, of each fixing point;

c) when works are completed, the exhibitor must submit to Fiera Milano S.p.A.:

- **c1:** declaration of correct installation made by the installer, (fac-simile downloadable from the Fiera Milano online E-SERVICE store);
- **c2: inspection** certificate drawn up by a qualified professional. The documentation must be delivered personally by the Inspector after the inspection. The abovementioned document is essential to obtain approval for the area. Remember that the inspection report must be drawn up by a Professional listed in an Italian professional Registry for at least 10 years and who has not been in any way involved in the design, management and execution of the

works (Law no. 1086/1971)

The timeframe for the submission of the declaration of correct installation and inspection is 24 hours before the beginning of the exhibition.

Warning! In the case where the timeframe is not observed, and since the timeframe is set and cannot be extended due to the imminent start of the exhibition, Fiera Milano S.p.A. shall appoint its own professional to produce the required documentation, charging the relative fee to the exhibitor. In the case where, due to the lack of the necessary technical data, it is not possible to produce such documentation or for whatever reason obstacles and difficulties arise regarding the execution of the aforementioned check provided by Fiera Milano S.p.A., the exhibition space shall be devoid of electricity and shall be considered unfit for use and off limits to visitors under the exclusive responsibility of the Exhibitor stand owner.

1.5.1.2 General provisions

- a) The “Rigging” service can be provided in all pavilions of the Fiera Milano exhibition centre;
- b) The “Rigging” service consists of the supply of special cables attached to the ceiling, used to suspend stand and lighting structures belonging to the Exhibitor, to his appointed company, or hired from Fiera Milano itself;
- c) The supply of cables attached to the ceiling is the exclusive competence of Fiera Milano, while fixing operations for structures not supplied by Fiera Milano must be carried out by the Exhibitor or a company appointed by the same. The exhibitor is obliged to hook his own suspended structures to all the suspension cables realised and booked through Fiera Milano. Otherwise Fiera Milano reserves the right to do this itself and charge for the relative costs;
- d) The position and quantity of the cables supplied by Fiera Milano shall be established by Fiera Milano itself, on the basis of that indicated in the technical plan sent by the Exhibitor and on the basis of the location of the structures from which the cables may be suspended, quantifying the additional cables required;
- e) The end of the cable supplied by Fiera Milano will have a special certified fixed thimble;
- f) the cables shall be positioned at a height of about 1 m over the maximum permitted by the Fair Regulations, notwithstanding the technical characteristics of the pavilion;
- g) the height of suspended structures from the ground, unless otherwise authorised by the Organiser, the Operations Office, must comply with that set forth in the General Fair Regulations;
- h) The maximum load bearing capacity of each hooking point **to the ceiling**, which will be provided by Fiera Milano, is **equal to** 1.5 kN concentrated each 4 m;
- i) The cables supplied by Fiera Milano shall be hooked solely to the proper structures **constituted by** existing purlins, excluding some areas, flush with the pavilion ceiling. Holes are made at a distance of 1 m apart. Each purlin is on average 4 m from the next one.
- j) Should there be no proper structures as described in the previous points in the area above that allocated to the Exhibitor, special supplementary hooking systems (bridles and beams) may be supplied on hire, which must be agreed upon on each occasion with the Fiera Milano technical office;
- k) To fix the structures, the Exhibitor or his appointed company must use suitable systems that ensure perfect anchorage. Any steel cables used must have a diameter of no less than 5 mm, and any chains must have a link diameter of no less than 6 mm;
- l) The suspension cables supplied by Fiera Milano may not be pulled diagonally;
- m) The suspensions with lifting devices (hoists, pulleys, etc.) must have safety cables;
- n) Loads applied to the trusses (lights, speakers etc) must be fixed to the same, not just with their own ad hoc elements, but also with other hooking elements (metal cables, chains) to ensure safety in the case of the collapse of their fixing systems;
- o) For obvious safety reasons, mixed suspension systems (ceiling suspension + floor supported) shall be permitted on condition that the elements supported by the floor on solid bases are suitably protected from accidental impact;
- p) Safety hooks to guarantee the stability of floor supported stand structures shall be authorised only if made in compliance with the provisions herewith, including presentation of the required documentation;

q) Ceiling suspension systems must not interfere with the smoke detection system in the Fiera exhibition centre pavilions. The system is made up of a network of sensors, positioned on two levels in the upper part of the pavilion and interconnected by infrared rays;

ATTENTION: the pavilion fire prevention system is triggered in the case of a ray being interrupted;

r) Ceiling suspension systems must not interfere with the pavilion lighting system;

s) If electrical apparatus are installed on the suspension structures, they must be powered using existing power points inside the allocated area. Cables that descend from the suspended structures must be supported by special supports (for example steel cables or floor supported columns).

1.6 Self supporting fittings

a) General notes

Self supporting fittings mean all fittings resting on the floor of the pavilion and made up of walls, platforms and vertical and horizontal load bearing structures supported by vertical supports.

b) Materials

The materials making up the abovementioned fittings are generally as follows:

- wood and wood derivatives
- metal profiles assembled using welding and/or nuts and bolts
- metal trussing
- glass, used as parts of doors and windows or as also continuous walls, and of varying and even considerable height
- mixed fittings when more than one of the aforementioned components are used together and/or other materials such as, for example, composite walls made of hollow core wood panels, plastics and derivatives, etc.

c) Characteristics of the materials.

The materials used for the realisation of the fittings must be of excellent quality and comply with the technical and product standards in force. Where required by the standards, these materials must be accompanied by the manufacturer's certifications, declarations of conformity and assembly instructions. These documents must be kept available at the stand for possible inspections by the relevant authorities and Fiera Milano.

The materials for which repetitive use is foreseen over time with assembly and disassembly linked to the holding of several exhibitions must undergo periodic maintenance, according to the manufacturer's instructions and according to the criteria of correct technique, engineering practice and based on the criteria dictated by prudence and diligence, also taking into account the environment in which they are installed and used.

All combustible materials must be accompanied by the fire reaction certification as per art. 1.3-lett. b) of these Technical Regulations.

The walls of the stands, of whatever material they are built, are similar to mobile partitions that are excluded from the application of the Ministerial Decree of 17 January 2018 (see in this regard what is indicated in point 3.1.4.3 of the aforementioned Ministerial Decree). An indicative evaluation leads to consider a horizontal overload per linear metre of wall, equal to 100 kg applied at 1.20 m from the floor, as appropriate in the exhibition area. In any case, the fitter must guarantee sufficient stability of the structure in use. The fulfilment of this requirement can also be documented on an experimental basis, and in any case taking into account the constraints of the product and all the resources that the type of construction allows. In the presence of prefabricated elements, the project report must be produced, certifying the resistance of the structure in the expected operating conditions and a declaration of correct assembly referring to the exhibition, the area in which the structure has been assembled and compliance with the operating conditions set out in the project report.

The glass walls used must comply with the standards in force in terms of their type, resistance and installation system.

If installed along the routes used by the public, they must be of the accident prevention type and withstand horizontal thrust as prescribed by the Decree of the Italian Ministry of Infrastructure and Transport of 17 January 2018, point 3.1.4.3 - Horizontal linear overloads.

d) Assembly and installation of materials

The assembly of materials must be carried out in accordance with current technical standards, taking into account the product standards and the assembly instructions supplied by manufacturers and **by designers**.

During the assembly of the various parts of the product, all of the precautionary measures necessary to avoid collapse and/or detachment of parts that may injure personnel in the pavilion must be adopted. Work equipment (forklift trucks, cranes etc.) must be used in compliance with current safety standards.

The installation of glass walls must be carried out with special attention, using specific instruments provided for handling and installation of this kind of product.

e) Static fitness of self-supporting fittings

The entity, Stand fitter or Exhibitor, which builds the stand in the exhibition space, must guarantee the static fitness of the product, **even in set-up and take-down phases**, in order to eliminate the risk of collapse, even partial, or the detachment of parts that may injure third parties. Remember that the Exhibitor, also in accordance with the terms of the contract, as exclusive holder of the exhibition space, is responsible for the correct application of the prevention

system (also pursuant to the Italian Legislative Decree no. 81/08) with particular regard to checking the technical-professional suitability of companies as pursuant to art. 26, section 1, lett. a) of the Italian Legislative Decree no. 81/08.

1.7 Structures/fittings/systems certifications

All of the structures/fittings/systems assembled in the Fiera Milano exhibition centre, both inside the pavilions as well as outdoor areas, must have certifications to prove they were assembled in accordance with the provisions of the law. All of the documentation must be kept at the stand, available for any checks by the competent authorities and in fact represents the "Stand construction file".

a): As regards the rigging and structures connected to the same, the **plan, declaration of correct assembly and static stability test** must be submitted. Please refer to art. 1.5.

b): For platforms accessible to the public, see art.1.3 – lett. m)

c): For raised platforms, please refer to the specific document.

d): As regards fire prevention, the declaration of compliance and correct installation of the stand materials must be submitted. Please refer to art. 1.3 – lett. b).

e): As regards electrical systems, the declaration of compliance pursuant to the Italian Ministerial Decree 37 of 2008 must be submitted. Please refer to art. 3.

f): With regard to the fitting of each stand, a declaration of correct assembly must be produced, covering the fitting as a whole, using the special form attached to this document (Annex 7) or that can be downloaded from the web site or from the E-SERVICE online shop of Fiera Milano. A copy of the Chamber of Commerce registration certificate must always be attached to this declaration.

g): In relation to the documentation to be submitted to certify the correct assembly of self-supporting structures, the latter are divided into 2 types:

g1): simple structures: this category comprises stands made up of horizontal structures, vertical structures, false ceilings, with free clearance of up to 4 m for wooden structures and up to 8 m for approved metal truss structures and/or with free height to soffit for both up to 4 m.

g2): complex structures: this category covers stands made up of structures not included in the previous category.

For stands made up of **simple structures** (g1), only the declaration of **correct assembly** described in the previous point f) must be submitted.

For stands made up of complex **type** structures (g2), a technical report drawn up by a qualified professional, listed in an Italian professional Registry must be produced and delivered to Fiera Milano, **before the beginning of set-up operations**, containing: - a description of the structures; - characteristics of the materials to be used;

- applied standards of reference;- indication of the weights of the materials used (structures, spotlights, electrical cables, hoisting motors);

- Estimated load of the structures and check of the stress on structures and anchoring.

At the end of works, the installer must submit the **declaration of correct assembly** using the special form downloadable from the Fiera Milano website and the **inspection** certificate produced by a qualified professional.

The documentation must be delivered personally by the Inspector after the inspection.

The abovementioned inspection document is essential to obtain approval for the area. Remember that the inspection report must be drawn up by a Professional listed in an Italian professional Registry for at least 10 years and who has not been in any way involved in the design, management and execution of the works (Law no. 1086/1971)

Declarations of correct assembly and inspection certificates must be delivered to the FITTINGS CONTROL office situated in the Fiera Services Centre (tel. 0039 02.4997.6495 – fax 0039 02.4997.6496).

Static stability certification must be delivered no later than 24 hours before the beginning of the exhibition.

Warning! In the case where the timeframe is not observed, and since the timeframe is set and cannot be extended due to the imminent start of the exhibition, Fiera Milano S.p.A. shall appoint its own professional to produce the **inspection certificate**, charging the relative fee to the exhibitor. In the case where, due to the lack of the necessary technical data, it is not possible to produce such documentation or for whatever reason obstacles and difficulties arise regarding the execution of the aforementioned check provided by Fiera Milano S.p.A., the exhibition space shall be devoid of electricity and shall be considered unfit for use and off limits to visitors under the exclusive responsibility of the Exhibitor stand owner.

1.8 Stand construction file

The set of documentation mentioned in point 1.7 is the "STAND CONSTRUCTION FILE".

For easy reference, the list of the documentation of which it is made is summarised as follows:

a) Declaration of correct assembly of the stand structures that make up the stand (see form downloadable from the Fiera Milano website)

- b) Technical report with static calculations and inspection certificate for complex structures (type g2) supported by the floor or elements suspended from pavilion structure (if present in the stand).
- c) Technical report with static calculations and inspection certificate for platforms accessible to the public and of height exceeding 30 cm (if present in the stand).
- d) Technical report with static calculations and inspection certificate for the raised platform (if present in the stand).
- e) Declaration of compliance and correct installation of stand materials for fire prevention purposes (see form downloadable from the Fiera Milano website).
- f) Declaration of compliance pursuant to the Italian Ministerial Decree no. 37 of 2008 regarding electrical installations in the stand.

The file can also include other documentation regarding works carried out to make the stand, such as the Interference Risk Assessment Document (DUVRI), Safety and Coordination Plan (PSC), and Operational Safety Plan (POS) where applicable.

1.9 Calendar and times for stand set-up and take-down

Set-up and take-down times are communicated by way of a memorandum drawn up by Fiera Milano "Provisions for fair set-up and take-down operations" consultable under FAIR CALENDAR on the Fiera website www.fieramilano.it and selecting the fair of interest followed by "EXHIBITOR-TECHNICAL INFORMATION".

1.10 Time extensions

Any legitimate need for a limited extension of the times scheduled for set-up (excluding the day before the event) and take-down must be requested from Customer Service by filling out a special form.

The request must be made by 4 pm on the day the extension refers to and Customer Service will give confirmation of authorisation no later than 5.45 pm on the same day. Upon the request, Customer Service will communicate the hourly flat rate fee to be paid to Fiera Milano to cover expenses.

On the day before the event:

- it is forbidden to carry out stand fitting operations not previously authorised by the Organiser in accordance with Fiera Milano;
- extensions for set-up operations cannot be authorised beyond the scheduled closing time (generally 6 pm).

In the case of non authorised presence at the stand beyond closing time, Fiera Milano adopts on each occasion all of the steps it deems appropriate or necessary, also for the purposes of safety, and the non-compliant Exhibitor is charged with the penalty set forth in the subsequent article 9, notwithstanding compensation for greater damage.

1.11 Stand surveillance

Fiera Milano carries out a general surveillance service in the Exhibition centre. Responsibility for safekeeping and surveillance of stands and what they contain and display is that of the respective Exhibitors, for all opening times of the pavilions, both during the event as well as during set-up and take-down phases. In this regard, it is recommended that valuables be locked in special cabinets before leaving the allocated stand.

Fiera Milano provides specific surveillance services for a fee. The Exhibitor may request them at the Fiera Milano online E-SERVICE store, within the set time limits, from the Fiera Milano Logistics Service. The terms and conditions of the service are published on the same website. During pavilion closing times, services carried out by Security Companies other than those authorised by Fiera Milano are not permitted. The Fiera Milano Security Service personnel, possibly with the collaboration of the competent Public Safety Authorities, may carry out random checks of vehicles and goods in transit, leaving the Fiera exhibition centre.

1.12 Pavilion climate control

There is no temperature control in pavilions during the set-up and take-down phases.

1.13 Ecological services, waste disposal, packaging and stand cleaning

1.13.1 Introduction

The collection, holding, transport, storage and disposal of waste must be carried out in compliance with the Italian Legislative Decree no. 152 of 2016 and Ministerial Decree no. 78 of 2016.

Exhibitors/Fitters are jointly and severally responsible for the correct application of the contents of the above provisions. Uncontrolled storage and/or dumping of waste is prohibited by law and constitutes a criminal offence. If necessary, Fiera Milano will notify the competent authorities.

Any explanation can be requested from the Field Operation Office of Fiera Milano.

1.13.2 Prohibition of dumping of waste

In the Exhibition Centre and inside the Stand dumping of waste is prohibited; the related obligation of the Exhibitors/Fitters to properly manage/dispose of the same should be understood as referring to all waste materials and scraps resulting from the exhibition (packaging, materials used such as walls, false ceilings, floor coverings, etc.).

In case of dumping of waste, Fiera Milano will apply the sanctions provided for in art. 9.7.

1.13.3 Prohibition of disposal of waste substances on the ground and/or in sewerage lines

It is absolutely forbidden to discharge any type of waste not authorised in writing by Fiera Milano into the collection pits of the district's sewer lines, including service drains of the toilets and rainwater collection pits, both inside and outside the pavilions. These must be collected and removed from the exhibition centre. If waste is not correctly disposed of, Fiera Milano will apply the sanctions provided for in art. 9.6.

1.13.4 Prohibition of the accumulation of waste and scrap materials in common areas

For obvious safety reasons related to pedestrian and vehicle traffic, it is forbidden to accumulate waste and scrap materials in the aisles of the pavilions and in the external driveways and pedestrian paths.

The daily accumulation and storage of these materials is permitted only within one's exhibition area.

1.13.5 Washing equipment used for varnishing/painting

Washing of painting equipment (brushes and the like) is permitted only and exclusively in the dedicated and duly equipped rooms in all the pavilions. The washing of brushes in different areas and premises involves the application of the penalties provided for in article 9.6.

1.13.6 Stand cleaning operations during the event

The stand cleaning service, if not included in the participation fee, must be requested through the Fiera Milano online E-SERVICE store.

Stand cleaning operations are carried out by the pertinent staff during pavilion closing times, starting from the evening before the opening of the exhibition.

To allow for stand cleaning operations to take place, the Exhibitor must leave the spaces subject to the service fit for use.

The service includes the following operations:

- Cleaning of floors and any coverings such as carpet (this does not include shampooing of carpet or removal of stains/traces of stains)
- Dusting of furniture (excluding those on display) installed in the stand
- Emptying of rubbish bins

This service does not include cleaning of fixtures and fittings, equipment or products on display.

A control slip is left every evening at the stand to certify the cleaning service rendered by the company appointed by Fiera Milano.

Any complaints must be submitted by 10 am the following day to Customer Service.

1.13.7 Permission for private cleaning operations

It is possible to request presence at one's stand for special evening cleaning operations after the event. The permit is subject to a fee and must be requested from Customer Service. The personnel must have an exhibitor's pass and, if contracted, must have the pass pursuant to the Italian Legislative Decree no. 81/2008.

1.13.8 Packaging

Packaging must be removed quickly from the aisles of the pavilions and removed from the exhibition centre. If the Exhibitor does not intend to proceed with the above, a specific service is available, to be requested through the E-SERVICE online shop of Fiera Milano or on site at the Customer Service - Exhibitor Assistance. Through the Official Freight Forwarder, Fiera Milano provides a service for collection, custody and redelivery at the rates in force.

1.14 Stand take-down and area return

At the end of the event, the stand area must be returned in pristine condition to Customer Service, within the term indicated in the memorandum "Provisions for fair set-up and take-down operations".

Stand materials (walls, false ceilings, floor coverings etc.) must be removed and cleared from the exhibition centre. Any traces of adhesive on the floor caused by double-sided tape used for laying carpets or other coverings must also be removed.

Any damage, attributable to the Exhibitor or his operators, is charged to the same.

Please remember that hired equipment (Fax, Modems, Routers; Switches, digital telephones etc.) must be returned.

Take-down operations for machines and stands must be carried out in accordance with the days and times indicated by Fiera Milano. For any requests for extensions, please refer to art. 1.10.

At the expiry of the established deadlines, the products still in stock in the warehouse are automatically removed by Fiera Milano and stored at risk and at the expense of the Exhibitor, who already accepts responsibility.

2 SAFETY STANDARDS – FIRE AND ACCIDENT PREVENTION

2.1 Observance of laws and regulations

The Organiser, the Exhibitor and the Fitter are required to observe and ensure that the companies appointed by them comply with the laws and regulations of public safety and with the entire legislative and regulatory system in force regarding the protection of health, safety in the workplace, fire prevention and environmental protection.

By way of example, the main reference standards are given below:

- safety, health and environment contained in the Italian Legislative Decree no. 81/2008;
- fire prevention contained in the Italian Ministerial Decree of 10.03.1998;
- technical standards for construction contained in the Italian Ministerial Decree of 17.01.2018.

In particular, please remember the obligation for all entities contracted or subcontracted by the exhibitor to provide their workers with the identity pass pursuant to articles 18, section 1, lett. u), 21, section 1, lett. c), 26, section 8 of the Italian Legislative Decree no. 81/08 as indicated in the introduction of this document at letter E.

Failure to observe the standards cited above may involve the interruption of services made available to the exhibition space. Fiera Milano does not assume any responsibility for any consequences that should derive from such failure to observe, a responsibility that is borne by the Exhibitor and his appointed Companies.

2.2 Equipment for staff working inside the Exhibition Centre

All personnel who for whatever reason are working inside the Fiera exhibition centre must be equipped with a hard hat and safety footwear. Fiera Milano reserves the right to deny access to staff lacking the aforementioned equipment. In this regard see also letter F of the INTRODUCTION of this document.

2.3 Responsibilities of the Exhibitor, the Stand fitter and clients and contractors in general.

Pursuant to art. 2049 of the Italian Civil code the Organiser and exhibitor assume the responsibility for all detriment caused to property and/or persons inside the Fiera exhibition centre by whoever and in whatever way, in relation to the activities carried out on their behalf and/or in their interest in the set-up, take-down and duration of the event and expressly undertake to compensate for all direct and indirect damages that may derive from the same, releasing Fiera Milano from all liability.

Furthermore, pursuant to art. 2050 of the Italian civil code, the Exhibitor, Stand fitter/Contractor are responsible exclusively for all detriment caused to property and/or persons, inside the Fiera exhibition centre in performing their activities and for injury caused to their employees resulting from the failure to observe safety standards.

2.4 Failure to observe obligations regarding health and safety at the workplace and in constructions, and fire prevention

Introduction:

- that when the Exhibitor stipulates the contract for the temporary purchase of the exhibition space he becomes, according to current regulations, the sole responsible entity for safety obligations regarding all activities carried out in the exhibition space, both for the entities that perform the said activities, as well as for third parties which, for whatever reason, are in the exhibition space itself;
- that, nonetheless, failure to observe the standards and/or restrictions set forth by Fiera Milano, indicated in point 2.5 Safety standards and restrictions – by the exhibitor and/or entities present in an exhibition space, can put at risk or compromise the safety and/or health of people and/or integrity of property present in the exhibition spaces of other fitters or in aisles or in communal areas inside the pavilions;
- that Fiera Milano, in aisles and areas used by exhibitors, visitors and third parties who are passing through for whatever reason, keeps a security service permanently active and entrusted to qualified technicians with the task of ensuring legal obligations and restrictions set by Fiera Milano Spa are observed.

so, therefore, without that in any way representing interference by Fiera Spa in the activity performed in the stands, or nullifying in any way or degree the safety obligations provided for by current regulations enforceable against the entities operating in the exhibition spaces, if the abovementioned Security Service personnel should find breaches to the said provisions or situations which put at risk or compromise the safety and/or health of persons and/or integrity of property present in the exhibition spaces of other fitters or in aisles or communal areas in the pavilions, they may inhibit the conduct that is contrary to the law or to the provisions of Fiera Milano Spa by applying that provided for in articles 9 of the Technical Regulations.

The exhibitor is responsible for compliance with current standards and regulations with regard to everything carried out in exhibition space in terms of fittings, structures, systems and products on display.

2.5 Safety standards and restrictions

Standards and restrictions to be observed are as follows;

a) Extinguishers

It is compulsory for all Exhibitors to install in their stand, in an easily identifiable and accessible position, properly marked and compliant extinguishers, in a ratio of one for every 50 m² or part thereof. Please remember that trade fair activities are considered high risk of fire pursuant to the Ministerial Decree of 10 March 1998.

In the case of non compliance, Fiera Milano automatically sees to the delivery of the necessary extinguishers to the stand, charging the relative fee to the final account.

If the supply of the above is included in the participation fee, Fiera Milano shall have the extinguishers delivered directly to the stand.

It is specified that Fiera Milano only offers dry powder extinguishers.

Each Exhibitor must guarantee that his staff present in the stand can use the extinguishers correctly, and the distribution of the same at the stand in a visible and accessible position, with appropriate signage pursuant to the Italian Legislative Decree no. 81/2008 is his responsibility.

The Fiera Milano Fair Safety Service is available for information in this regard (e-mail: sicurezza.mostra@fieramilano.it).

When taking possession of the exhibition space, the Exhibitor must check and have his employees check the location of escape and safety routes in the pavilion;

b) Personal Protective Equipment (PPE)

Access to the Fiera Exhibition Centre is forbidden to personnel without the equipment indicated in paragraph 2.2;

c) Smoking ban

Smoking is forbidden inside the exhibition pavilions and in the adjoining service areas (restaurants, bars, offices, conference rooms etc).

In the outdoor areas, smoking is forbidden in the vicinity of combustible materials and in places where special signage indicates a smoking ban.

d) Prohibition of the consumption of alcoholic drinks and spirits, narcotic drugs and/or psychotropic substances

Please note that, pursuant to the Italian Law no. 131 of 5 June 2003 and the subsequent Conference of State and Regions of 16 March 2006, as amended by note of 7 July 2017, the consumption of alcoholic drinks, spirits, narcotic drugs and/or psychotropic substances for certain work activities defined as being at risk is prohibited.

e) Machinery or systems on display and in operation

During the opening of the Exhibition, unless otherwise decided by the Organiser and different provisions of the General Regulations of the Exhibition, machinery and equipment on display must be uncovered and may be freely operated as long as this does not constitute danger or nuisance and as long as the provisions and rules for health protection, accident prevention, fire prevention and environmental protection are observed. In this regard, it should be noted that the exhibition space assigned is to be considered as a workplace and therefore subject to the provisions of the Italian Legislative Decree 81/2008, while the machines are also subject to the Italian Legislative Decree 17/2010. "Implementation of Machinery Directive 2006/42/EC and amending Directive 95/16/EC on lifts". In this regard, it should be noted that in the presence of machinery that does not comply with the Directive, paragraph 7 of article 3, the text of which is given below, must be observed:

"At trade fairs, exhibitions, demonstrations, etc., the showing of machinery or partly-completed machinery not in conformity with the provisions of this legislative decree is permitted, provided that a visible sign clearly indicates that the machinery or partly completed machinery does not conform and that it cannot be operated until it has been brought into conformity. Furthermore, when such non-conforming machinery or partly-completed machinery are the subject of demos, adequate safety measures shall be taken to ensure the protection of persons".

For machinery in operation, the Exhibitor must produce a risk analysis which must also include an analysis of any noise, heat and atmospheric emissions, indicating the quality and quantity of the emissions, the operating time of the machinery during the day and ascertaining compliance with the parameters imposed by law in relation to the environment in which it is being operated.

Any emissions into the atmosphere that are not compatible with the presence of the public in the pavilions, subject to compliance with the laws in force and after a feasibility check by Fiera Milano, may be conveyed outside the pavilion with special pipes to be constructed at the Exhibitor's charge.

In relation to noise pollution, the machinery in operation must comply with the Italian Legislative Decree no. 81/2008 and subsequent amendments and integrations - Title VIII - Chapter II and may have a maximum noise level of:

- $L_{ex,8} \leq 80$ dB(A) over 8 hours

and a peak sound pressure level of:

- $p_{peak} = 135$ dB(c)

measured according to UNI EN ISO 9612:2011 and UNI 9432:2008 standards. If the limits are exceeded, exhibitors must use appropriate means, such as soundproof booths, to reduce noise. Otherwise the operation of the machinery will be inhibited.

In order to improve the performance of the event, the Organiser may draw up a programme for the switching on of noisy machinery, establishing the times and duration of its operation in relation to its distribution in the pavilions. Exhibitors shall adhere to this programme.

The Exhibitor must keep the manuals and declarations of conformity of each machinery on the stand for as long as it is present there.

As an additional safety measure for the public and to ensure that the aisles can be used, it should be noted that the machinery on display must be at least 70 cm from the aisle line. Exceptions to this rule are machinery with the control panel located on the opposite side or in any case inside the stand, and machinery without any danger of any kind to the public in the common aisles: such machinery can be displayed flush with the aisles. Machinery with a protection height of at least 2.00 m consisting of a continuous wall, including a transparent one, ensuring adequate protection of the public in relation to the type of machinery exhibited may also be displayed flush with the aisles.

N.B.: Inside the pavilions, the operation of machinery and/or equipment powered by internal combustion engines is strictly prohibited. The tanks of such machinery and/or equipment on display shall be kept constantly empty and the batteries disconnected.

f) Flammable liquids

Inks, solvents and other flammable liquids must be kept in the special external storage areas provided by Fiera Milano. Suitable sealed metal containers must be used to transport them to the stand, . In the stand, their storage is permitted

in the quantities strictly necessary for the daily function of the machinery. Extinguishers and "No Smoking" signs must be situated next to containers and machinery;

g) Hazardous substances

Any flammable substances, compressed or liquefied gases, caustic or corrosive substances, toxic, poisonous or irritant substances may not enter the pavilions or be kept in the stands. The containers for the abovementioned substances can be displayed empty;

In special cases, where the use of inert gases is indispensable for practical demonstrations, the Fiera Milano Fair Safety Service can examine the option of allowing the use of a cylinder of the said gases, at the request of the Exhibitor.

h) Hot works

Inside the pavilions, any type of hot work and the presence of open flames is forbidden. Exceptions to this are machinery and systems on display, for which specific safety provisions must be adopted in agreement with the regulations in force and with the relevant Fiera Milano offices. Any costs to be incurred for the activation of a specific fire-fighting service shall be borne by the Exhibitor.

Bio-alcohol fireplaces on display, whether in operation or not, are considered and/or assimilated to "hot work" if they contain bio-alcohol for which there is a specific procedure to be requested from the dedicated Customer Service.

The following are also considered as hot work:

- welding activities of any kind;
- brazing;
- grinding and cutting with the grinder/grinding cutter;
- Hot installation of stretched ceiling sheet (Barrisol type)
- Other works carried out in the presence of an open flame or strong heat emission.

Hot work operations must be requested to Fiera Milano, which may authorise them, after checking their feasibility, indicating the operating procedures to be followed. The fire-fighting service is activated by Fiera Milano. The costs incurred shall be borne by the Exhibitor who made the request.

The request for authorisation must be made using the form "Annex 10" of this document and forwarded to the Customer Service responsible for the pavilion in which the exhibition area concerned is located.

i) Radiogenic machines and radioactive materials

It is forbidden to bring into the Exhibition Centre and/or use in the exhibition areas equipment that generate ionising radiation (radiogenic machines) or radioactive material, even if contained in equipment or devices in general. This does not apply to equipment for which the activity, concentration of radionuclides or emission of radiation is negligible.

The Exhibitor, and in any case the holder of said substances and/or machinery, must comply with the Italian Legislative Decree no. 230/95, Legislative Decree no. 241/2000 and Legislative Decree no. 257/2001 in the times and in the manner provided for.

In this case, it must submit a specific notification to the competent authorities (Health Authorities, Fire Brigade, Labour Inspectorate, ARPA - Regional Environmental Protection Agency) at least 30 days before the introduction of the material in the Exhibition Centre.

A copy of the notification and any other documentation must be promptly sent to the Fiera Milano Security Department;

j) Lasers

Laser equipment and lasers as part of a machine or equipment must be accompanied by the documentation provided for by the applicable Directives on the matter of CE marking and, where activated, in compliance with the provisions of the Italian Legislative Decree no. 81/2008 as amended. All laser products or laser systems must completely comply with the classifications, principles and rules expressed in the international standard CEI EN 60825-1:2015 (equipment, classification and requirements). Their function is permitted on condition that access to radiation is inhibited and protection systems in compliance with the standard CEI EN 60825-4 are used.

This does not include class 1 lasers, provided they are properly marked with warnings to avoid direct radiation.

The use of laser equipment for shows, notwithstanding obligatory compliance with the appropriate product directive according to the harmonised standard CEI EN 60825-1, must observe the following conditions:

- Appointment by the exhibitor of a Technical Operator responsible for the safe installation and function of the system
- Submission of the installation plan, highlighting:
 - Type and characteristics of the laser system;
 - Identification with drawings of the working space of the laser ray(s);
 - Verification that the space is at least 3 m from all floors;
 - Verification that there are no mirrors, glass or any kind of reflective surface in the working space of the laser ray(s);

- Effectiveness check of the shut down systems;
- Effectiveness check of the non authorised start up locks;
- Constant monitoring during the show by the operator, ready to intervene in the case of emergency;
- The measurement of possible effects on the public in the case of malfunction must be less than MPE;
- the plan must be made by the installer, indicating the operator, countersigned by the Exhibitor and submitted to Fiera Milano at least 15 days before the event.

k) Ozone

The hourly emissions of Ozone (O₃) during the function of machines and/or equipment must comply with the following limits expressed in the Italian Legislative Decree no. 155/2010 in implementation of the directive 2008/50/CE.

- continuous for 8 hours = 120 µg/m³ per hour
- maximum: per hour 180 µg/m³

l) Advertising material in the stand

It is forbidden to keep printed any advertising material in the stands, in excess of the normal daily requirement, which is defined at the sole discretion of Customer Service in accordance with the Fiera Milano Safety Service;

m) Stoves, electric heaters and similar

It is forbidden to use stoves, electric bar heaters or other similar electric equipment;

n) Clearing away packaging

Empty packaging cannot be kept in the allocated stand. During set-up and take-down phases packaging must be immediately cleared from the stands and the aisles (see also article 1.13), which may only be temporarily used to load/unload stand materials or displayed products. However, this temporary occupation must always be carried out in an orderly fashion, without making the same aisles completely unfit for use. Fiera Milano reserves the right to intervene in the case of non compliance, with costs borne by the Exhibitor;

o) Gaps

it is forbidden to use gaps between inner and outer walls of the stand and areas beneath the platform as storage for any kind of material;

p) Dust and chips emission

machines (circular saws, planers, drills, sanding machines etc.) capable of producing dust, chips, hazardous or bothersome emissions of any nature during their function must be fitted with an extraction system and special filters to prevent their dispersion into the environment. Non-compliant machines must be kept off. They can be switched on again after they have been adjusted in line with the provisions of the law.

q) Portable ladders and mobile scaffolding

Portable ladders are to be used as an overground work station only when the use of other work equipment (for example mobile scaffolding, aerial work platforms) considered safer is not justified due to the limited level of risk and the short duration of use. Only ladders compliant with and marked in accordance with the Italian legislative Decree no. 81/2008 as amended or according to the UNI EN 131 standard can be used.

Mobile scaffolding must be in compliance with that set forth by the Italian Legislative Decree no. 81/2008 as amended - Chapter IV - Section VI and annex XXIII according the standards UNI EN 1004:2005 and UNI EN 1298:1998.

r) Stand control at end of day

At the end of each day of the set-up – event – take-down phases, and nonetheless before leaving the stand, the Exhibitor must always:

- turn off the switches of his electrical system;
- make sure no ignited materials are left in the stand;
- leave all areas accessible, including those used as offices, meeting rooms and as storage, for any inspections by Safety Service staff

s) Work operations in the aisles

No operations may be carried out outside the stand, also in order to avoid interference with the activities of other stands, and undue occupations of the aisle, and the abandonment in the aisles of any waste material and results of the fitting work is prohibited. In the event of non-compliance, Fiera Milano may apply the provisions of Art. 9.7.

t) Bicycles – segways – electric vehicles for personal mobility in general

During exhibition opening times, it is forbidden to circulate in the communal areas inside the pavilions using any mechanical means of transport, with or without an engine, and even if electrical (bicycles, quadricycles with and without engines, segways etc.), with the exception of electrical means of transport, however named, for the mobility of people with reduced motor abilities and formally authorised by Fiera Milano. During exhibition opening times, the circulation of mechanical motor transport, of whatever kind, in outdoor communal areas must still be formally authorised by Fiera Milano;

u) Drones

The use of Drones is governed by the document "Use of drones in the Fiera Milano exhibition centres" available from Customer Service.

v) Hydrants

Hydrants must be accessible and immediately usable at all times.

It is forbidden to cover the boxes containing the hydrants with doors or drapes.

Notwithstanding the above, any operation to be carried out next to or at fire hydrants must be previously agreed upon and authorised by Fiera Milano.

Please remember that rendering fire extinction equipment unworkable is a criminal offense pursuant to art. 451 of the Italian Civil code

Any irregularities found shall be communicated to the pertinent authorities (Fire Services).

w) Utilities present in the exhibition areas

Installation utility boxes (electrical, telephone, supply points etc.) must be accessible at all times; service and emergency telephones must always be accessible; Wi-Fi antennas present on walls and pillars must not be touched or removed for any reason. In the case of breach Fiera Milano will intervene as indicated in art. 9.

x) Radio equipment

It is forbidden to keep radio equipment on during event set-up and take-down operations; this is also to enable service and safety announcements made using the pavilion public address system to be heard.

y) Access points

It is forbidden to use private Wireless Access Points inside the exhibition centre.

z) Bringing animals into the Fiera Exhibition Centre

It is forbidden to bring any kind of animal into the Fiera exhibition centre. This excludes cases in which they must participate in specialist or dedicated exhibitions or perform socially useful tasks, whose evaluation is at the sole discretion of Fiera Milano.

Guide dogs for the blind, Police, military and Civil Protection etc dog units have free access to carry out their functions and in compliance with the standards regarding their care.

aa) Waste substances – washing paintbrushes

It is forbidden to dispose of dirty water deriving from machinery processes and waste substances into the drains. It is forbidden to wash paintbrushes and the like, used for painting in the stands, in places other than those reserved for that specific purpose, present in each pavilion. In this regard see also art. 1.13.1.

2.6 Checks and Controls

Fiera Milano reserves the right to check at any time, directly and/or through third parties (individuals or legal entities) appointed by the same, and to ask those working for whatever reason inside the Fiera Centre, with regard to compliance with the standards indicated in the previous paragraph 2.5.

2.7 Measures and Penalties

If the checks referred to in the previous paragraph 2.6 find any non compliance, the Company responsible for the non compliance shall be notified of the charges by way of registered letter with return receipt or by message forwarded by e-mail.

The Exhibitor who as a client authorised the company to operate in his exhibition space, shall be informed of the breach, when the same, at the sole discretion of Fiera Milano, is sent only to the Stand fitter or only to the contractor.

In any case, together with the notice, Fiera Milano reserves the right to:

- remove the personnel who did not comply with the standards referred to in paragraph 2.5;
- enter the name of the Fitter/Contractor that did not comply with the standards referred to in paragraph 2.5 on a list of businesses which shall be prevented from accessing all other events taking place inside the Fiera Exhibition Centre; in this case, access shall be permitted solely if the company in question is able to show Fiera Milano employment and social security documentation regarding all staff member used by the same and if such documentation is genuine and real.

3 PROVISIONS FOR ELECTRICAL ENERGY, WI-FI, WATER AND COMPRESSED AIR SYSTEMS

3.1 Electrical energy

3.1.1 Supply conditions

3.1.1.1 Energy supply times

- Set-up phase: from 8.00 am until closing of the pavilions indicated on the set-up and take-down memorandum;
- Exhibition: According to exhibitor entrance/exit times as indicated in the General Fair Regulations;
- Take-down phase: electrical energy is not supplied.

N.B. For safety purposes, installations must be always considered powered.

For requirements in the evening, for urgent and special needs, the Exhibitor must forward the request to Customer

Service by 4.00 pm on the same day. Authorisation is granted according to the terms and conditions in the subsequent article 8.1.1.

In the case of equipment that requires uninterrupted 24 hour power, the Exhibitor must make a request for the same from Customer Service at least 10 days before the beginning of set-up operations, so that Fiera Milano can create a special electrical line, at the expense of the Exhibitor.

The activation period of the line shall be agreed upon with Customer Service.

3.1.1.2 Connection request

Connection of stand installations to the electrical energy supply network, to be carried out in the presence of the Exhibitor, by and at the expense of Fiera Milano, is carried out only when installation preparation operations have finished and following the presentation of the special request form and the technical installation documentation as provided for by current standards, to Customer Service, specifically:

- "Declaration of conformity of the installation to the highest standards", pursuant to the Ministerial Decree no. 37 of 22.1.2008 signed in original by the qualified technician from the pertinent firm;
- copy of registration at Italian Chambers of Commerce or Provincial Register of Italian tradesmen certifying that the pertinent firm is qualified to install electrical systems.
- Self-certification attesting to the presence of the obligatory attachments to the "Declaration of Conformity" delivered to the Exhibitor responsible for the stand where the system was built. The form for self-certification must be completed at the Customer Service.

Fiera Milano reserves the right to check, on a sample basis, the presence of the Declaration of Conformity and the compulsory attachments at the stands.

NOTE: The "DECLARATION OF CONFORMITY OF THE INSTALLATION WITH THE HIGHEST STANDARDS" can be issued only by installer firms qualified in Italy to install electrical systems according that set forth by the Ministerial Decree no. 37 of 22.1.2008 Art. 3.

Foreign exhibitors must avail of companies qualified to install electric systems, having the requisites referred to in the abovementioned law.

In case of non-delivery to the Customer Service - Exhibitor Assistance of the copy of the "Declaration of Conformity" and the attachments indicated above, the electrical connection is not made.

Requests for connection made on the day before the opening of the Exhibition are usually made within the next 8 hours.

For obvious safety reasons, temporary connection to the electrical power network for stand supply during set-up and take-down phases is not permitted.

3.1.2 Electrical energy supply network characteristics

3.1.2.1 Supply characteristics

Fiera Milano offers electrical energy with the same characteristics with which it is supplied by providers.

The supply of electrical energy occurs by way of the TN-S system with three-phase distribution at a nominal voltage of 400 V (tolerance +/- 10%), 3F+N+PE, or mono phase at a nominal voltage of 230 V. (tolerance +/- 10%) 1F+N+PE, frequency 50 Hz (tolerance +/- 2%).

3.1.2.2 Stand electrical power supply network

The electrical power network for the stands is made up of CEE type power plugs (CEI EN 60309, IEC 60309) of 32 A - 400 V 3P+N+PE-IP55 or 125 A - 400 V 3P+N+PE-IP55, wall mounted or set in floor pits and by energy distribution boxes equipped with disconnectors of 250 A and fuses, set in floor pits.

The type and quantity of the energy supply points available for the stand can be seen on the plan of the allocated exhibition space made available to the Exhibitor.

Every stand power point can supply up to a maximum of three phase 18 kW at 400 V.

For power between 18 kW and 70 kW, compatible with the type and quantity of the utility power points available in the area occupied by the stand and following notice made to the Organiser for a technical check by Fiera Milano, the following solutions can be proposed:

- division of the total power requested into a number of 32 A power points;
- the use, if present in the stand area, of a 125 A power point.

For power between 70 kW and 150 kW, the use of a 250 A energy supply point may be offered if present in the area occupied by the stand.

For power needs of over 150 kW or between 70 kW and 150 kW, if there are no 125 A power plugs or 250 A disconnectors present in the stand area, Fiera Milano can install supplementary independent lines, following a specific request made at least 60 days before event set-up operations begin.

Installation shall be carried out by Fiera Milano after the Exhibitor has approved the quote. For machinery with motors of over 15 kW, a device that limits the intensity of the inrush current must be used for start-up.

3.1.2.3 Power plugs

The electrical power point network is made up of CEE type plugs of 16 A 230 V 2P+PE, located in different areas of each pavilion, on walls and/or set in floor pits.

The electrical power plugs can be used by the Exhibitor and by stand fitters only during set-up and take-down phases, for works that require the use of small electrical tools.

The use of such power plugs must not be considered either exclusive or ongoing (maximum 30 minutes) by each Exhibitor.

3.2 Pavilion lighting

The minimum guaranteed lighting value is 40 lux. Exhibitors who require a higher level of lighting than the one existing in the pavilions must provide their own system in order to achieve the values deemed necessary.

Each pavilion is equipped with emergency lighting. In the presence of special fittings that may alter the values of fixed emergency lighting in the pavilion, the Exhibitor must check and, if necessary, supplement the system to guarantee the minimum legal lighting values.

The standard of reference is CEI 64-8.

3.3 Electrical systems in the stands

3.3.1 General provisions

The installation of electrical systems in the stands is carried out by the Exhibitor, who shall be responsible for all aspects of the same. Installations must be carried out without causing damage, disturbance or impediment to nearby exhibitors. The Exhibitor must personally verify the voltage of the supply network when connecting his own system, exonerating Fiera Milano and the pertinent authorised personnel from all liability for any damage that may be caused to people and/or property due to failure to carry out the said check. For the installation of electrical systems the Exhibitor must observe the provisions of the Italian Ministerial Decree no. 37 of 22.1.2008 and the provisions of these technical regulations, using only equipment, cables and materials compliant with CEI standards, with CE marking and quality marking (e.g. IMQ).

3.3.2 Energy supply point accessibility

The energy supply points must be easy to reach, access and inspect and nonetheless free from all obstruction, to allow for checks and connection of the stand by the pertinent staff and any operations by safety personnel. Fiera Milano shall not be held responsible for any damage caused to the stand and/or goods on display, due to any difficulties in carrying out such operations.

3.3.3 Stand general electrical panel

Downstream of the energy power point provided by Fiera Milano, the Exhibitor must install a general electrical panel to supply the stand circuits.

The panel casing must be in insulating material or in structural metal, in keeping with the relative product standards and with a protection value of no less than IP4X.

It shall be equipped with a single general omnipolar breaker, $I_{dn} = 30 \text{ mA}$ (0.03 A) magnetothermic or differential magnetothermic, with a capacity in line with the maximum power used in the stand.

Downstream of the breaker there shall be numerous partial omnipolar breakers of suitable capacity, $I_{dn} = 30 \text{ mA}$ (0.03 A) magnetothermic or differential magnetothermic switches, to protect each single distribution circuit of the stand. Differential protection must be omitted for breakers installed to protect any safety lighting circuits in the stand.

NOTE: Differential current protection is required alternatively on the general breaker or the partial breakers.

Each breaker shall protect the weakest equipment and/or the smallest section conductor.

Distribution in the stand must be divided into a number of circuits, differentiating the power circuits from lighting circuits, and specifically:

- a) single phase power circuits must be protected upstream by 10 A bipolar breakers, if they power 10 A or maximum 16 A power points, if they power 16 A power points;
- b) lighting circuits must be distributed in mono phase and protected upstream by bipolar breakers of maximum 16 A;
- c) distribution circuits for three-phase points must be protected upstream by omnipolar breakers of suitable capacity.

Breakers with differential calibration $I_{dn}=300 \text{ mA}$ (0.3 A) shall be permitted only for machine power supply. All breakers and particularly the general breaker must be clearly marked in the panel by suitable labelling.

Breakers with variable control of the differential current are not permitted.

Quadripolar breakers or other breaker devices for mono-phase distribution are not permitted. The general panel, if not a column with supporting base, must be firmly fixed to the wall or to the supporting structures of the stand, at a height of no less than 1.5 m between the lower edge of the panel and the finished floor of the stand, positioned in such a way as to be out of easy reach of the public and left free from obstruction to allow for easy manoeuvre and accessibility without the use of special equipment, for example ladders. The position of the panel must be clearly and easily identifiable also from outside the stand.

Note: if power supply to the stand derives from a number of energy power points, as many panels must be installed as there are power points used.

Each general panel must have characteristics in line with that previously described and must power well-defined portions of the stand, dividing it into electrically independent islands, in order to avoid mixing or overlapping circuits powered by different panels.

3.3.4 Connection of the general panel to the energy supply network

The connection between the energy supply point and the general panel of the stand, in the case of energy supply from the network using CEE plugs, must be carried out using 32A-3P+N+PE or 125A-3P+N+PE plugs, supplied and wired by the Exhibitor. The interconnection cable between the plug and the panel must be long enough to easily reach the energy supply point, without being subject to damaging mechanical stress and having the following minimum sections:

- a) 6 mm² for 32A-400 V 3P+N+PE plugs
- a) 50 mm² for 125A-400 V 3P+N+PE plugs

In the case of energy supply from the network by distribution boxes equipped with 250 A disconnectors, the connection must be carried out using a cable provided by the Exhibitor.

The cable must have a section in proportion to the maximum power that can be drawn from the energy distribution box and be long enough to easily reach the supply point, without being subject to damaging mechanical stress.

3.3.5 Sectioning

All distribution or utility circuits, being part of branches outside the stand but powered by the same general panel, must be equipped with an easily accessible and identifiable local sectioning device. To this end, the following may be used: contactors, automatic breakers, differential breakers, etc., considered suitable for sectioning by the relative product standards.

3.3.6 Wiring systems

Copper wires with minimum section of 2.5 mm², insulated with elastomeric or thermoplastic material, with insulation resistance of no less than 450/750 V, in accordance with the series of standards CEI 20-20, CEI 20-19, CEI 20-13, with flame spread characteristics in accordance with the series of Standards CEI EN 50266 (CEI 20-22) and low emission of fumes, toxic and corrosive gases in accordance with the series of standards CEI EN 50267 (CEI 20-37/2) and CEI EN 50268 (CEI 20-37/3).

The use of any type of flat cable is forbidden.

All wiring must be protected mechanically with piping and/or channelling, with a protection value of no less than IP4X and in keeping with the relative product standards, at a height of up to 2.5 m from the finished floor of the stand.

Cables laid and/or passed over on the floor must be protected with treadable and/or paved cable shaft channelling, suitable for electrical systems, or laid under raised floors.

Connections between cables, if necessary and limited to areas not accessible to the public, must be made using connectors made in accordance with the relative standards and with a protection value of at least IP4X or IPXXD, or made in casing with protection of at least IP4X.

If SELV and PELV systems are used, the protection of cables must be ensured by way of insulation capable of resisting a test voltage of 500 V in alternating current for 1 minute, or by way of barriers or casings with a protection level of at least IP4X.

Protection measures against direct contact using obstacles or distancing are not permitted.

Protection measures against indirect contact using non-conducting locations and using local non-earthed equipotential connection, are not permitted.

3.3.7 Pin sockets

The stand must be equipped with a number of pin sockets, distributed on a number of circuits, to enable users to reach the required safety provisions.

All of the sockets must be securely fixed at a height of no less than 0.2 m from the floor.

They must be safety sockets to guarantee inaccessibility of the live parts and to have the protective conductor earthed.

3.3.8 Stand lighting

Stand lighting must be realised using separate circuits from those used for power point distribution.

All lights must be securely fixed to the stand structures, and in a position not accessible to the public, at a minimum height of 2.5 m between the lower side of the light and the finished floor of the stand, including those powered by low voltage systems and kept at a suitable distance from illuminated objects.

Specifically, for spotlights and small floodlights, this distance must not be less than:

- 0.5 m: up to 100 W
- 0.8 m: from 100 to 300 W
- 1 m: from 300 to 500 W

unless otherwise indicated in the manufacturer's instructions.

Lights with halogen or metal halide bulbs, or those which in the case of breakage may release incandescent material, must be protected with safety screens and installed according to the manufacturer's instructions.

The use of clamps to fix lights to the structures is not permitted.

Lighting systems using low voltage incandescent bulbs must be in line with the relative product standards.

Light signage and its components, having a voltage of over 230/400 V, besides complying with product standards and the manufacturer's installation instructions, must be in compliance with the Standard CEI EN 50107-1:2003+A1:2005 (CEI 34-86), installed out of reach or suitably protected to reduce risk of injury.

They shall be powered by separate circuits and controlled by easily accessible and visible emergency switches.

Control switches and protection of such systems must be installed in non combustible casing, physically separate from lower voltage circuits.

The materials used for stand coverings, placed behind the light signage, must be non combustible.

3.3.9 Low voltage electronic transformers and converters

A manual reset device must be provided, to protect the secondary output of each transformer and electronic converter. Low voltage transformers must be installed out of reach of the public and should have suitable ventilation. Electronic converters must be compliant with the relative product standards.

3.3.10 Electric engines

In the case of electric engines present in the stand, which during function may create hazardous situations, there must be omnipolar sectioning devices installed in the immediate vicinity of the same, in accordance with CEI EN 60204-1:2006+A1:2010+EC:2010.

3.3.11 Connecting earths to the earthing system

All fixed stand utility points, all power plugs, all metal structures, the panel (if metal), etc., must be earthed using special yellow/green protective conductors and with a section of no less than 6 mm².

Twisting conductors around structures is not permitted, special terminals must be used or similar means suitable for the purpose.

Connecting earths to the general earthing system must be carried out using the PE conductor of the stand supply cable and tested before powering up the electrical system.

The earths of: vehicles, cabins, caravans, containers, etc., if used as a stand, must be connected to the PE conductor (also in a number of points if the type of construction does not ensure continuity).

3.4 Technical and safety standards

Electrical systems in stands must be realised in strict compliance with:

- the Italian Legislative Decree no. 81/2008 on safety and hygiene in the workplace;
- the Italian Legislative Decree no. 86/2016 implementing the Directive 2014/35/EU with regard to the harmonisation of the legislations of member states regarding the sale of electrical material to be used within such voltage limits;
- the Italian Ministerial Decree no. 37 of 22.1.2008.

Compliance with the legislative framework corresponds with observance of the CENELEC European and national CEI standard with special reference with the CEI 64-8 standard for electrical systems.

3.5 Use of power exceeding the kilowatts indicated in the General Fair Regulations

The minimum electrical power supply is indicated in the General Fair Regulations, sent with the application for admission.

Supplies exceeding such limits are regulated by “distribution costs”.

This charge is based on the difference between the maximum installed power and the maximum suppliable permitted by the Regulations.

Notice of the maximum power installed is carried out on the basis of the sum of the power of each single device connected to the “utility supply point”. If one single power point in turn supplies a number of devices, the evaluation of any “distribution costs” is made on the basis of the device with the highest power.

Any complaints must be forwarded to Fiera Milano Customer Service, under penalty of cancellation of all rights, before the second last day of the event.

3.6 Requirements for electrical energy supply

The Exhibitor responds for any damage caused to third parties due to a use exceeding the maximum available power, even if regarding the quality of the service (in terms of continuous supply and voltage quality) supplied by Fiera Milano to Exhibitors.

The use of the systems of each stand, which must be in compliance with current legislation, must not cause disturbance to the distribution network of Fiera Milano.

Specifically:

a) disturbances (voltage fluctuations, harmonic distortions, undervoltage, high frequencies etc.) must not be fed with the installations and equipment in the stand to the general distribution network, which exceed the limits provided for current standards (EN – IEC – CEI) on electromagnetic compatibility; such disturbances must be reduced, in compliance with the same provisions and limits adopted by the National Transmission Provider with regard to the distribution networks connected to the same at the same voltage; for this purpose, all of the precautions to limit and/or neutralise such phenomena must be adopted;

b) the power factor for equipment must not be lower than ϕ 0.9;

c) protections against malfunction inside the stand must be adapted to promptly and selectively isolate only the relevant part of the Exhibitor’s system, compatible with the connection system adopted, without involving the main distribution network of the pavilion, to which the systems of other exhibitors are connected;

d) in order to optimise the electrical energy transport system, the Exhibitor must keep supplies of active and reactive power balanced on the phases of the three-phases network;

e) certain circuits of the Exhibitor, supplied by other available electrical energy, must be set (unless otherwise and specifically agreed) so that the same are completely distinct and separate from those supplied using energy transported by Fiera Milano, to ensure there is no chance of parallel (electrical or mechanical) or communication between the same circuits in their different supplies.

3.7 Wi-Fi systems

It is forbidden to use private Wireless Access Points inside the exhibition centre.

The wireless services supplied by Fiera Milano fulfil the legal provisions issued by the European Body E.T.S.I. (European

Telecommunications Standards Institute), provided for by the technical standard ETS 300-328 which sets forth that devices operating in frequencies between 2.4 GHz and 5 GHz must not irradiate with an E.I.R.P. (Effectively Isotropic Radiated Power) of over 100 mW (equivalent to 20 dBm)

For assistance and more information please contact our Call Center at +39 02.4997.6822 or write to the e-mail address: tlc@fieramilano.it.

3.8 Water

The pavilions are equipped with a potable water supply network and a waste water network, accessible from floor or wall pits (near to bathrooms) with covers available for inspection.

Distribution occurs by way of 3/4" threaded supply outlets (gas line) supplying water at a pressure of 3.5 atm, while the sewer connection (drain) has a diameter of between Ø 50-110 mm, where the smallest diameter regards drains present in walls (bathroom area). The water supply points in aisles may not be used.

Temporary connections (supply line provided by Fiera) are made using wired rubber piping of ½ " for supply and 32-40 mm for drainage. The access pits for the water supply points must always be accessible.

For this purpose, suitable covers or trap doors must be made in the stand floor.

If water supply points are not present in the adjoining stands, nearby exhibitors must be allowed to use the water supply points in the stand, including the installation of supply and drainage piping. In such cases the realisation of floors raised at least 6 cm is recommended, so as to cover the piping and avoid boring holes in the walls.

Hire service for water supply points, installations and connections can be requested from the Fiera Milano online E-SERVICE store, which also indicates the relative fees.

In the case where Fiera Milano is asked to provide water systems, connections and equipment on hire, the service shall be provided during the set-up phase and the costs of the materials and labour provided shall be automatically charged to the Exhibitor. Any claims must be forwarded to Fiera Milano Customer Service, under penalty of cancellation of all rights, before the second last day of the event.

To avoid delays in completing works and to allow the Fiera Milano businesses to prepare what is necessary, it is recommended to confirm well in advance with E-service, attaching also the list and the technical sheet for the equipment to be connected and installing the same at the stand, at least 3 days before the start of the event.

3.9 Compressed air

The pavilions, (apart from certain limited areas) are equipped with a centralised compressed air distribution network.

Where present, the distribution networks for stands have the following characteristics:

- user pressure of approximately 8 bar, with maximum limit of 12 bar;
- threaded outlets diameter of 1/2";

The service, since indicated among those available on the admission application (see General Fair Regulations), it can be requested from the Fiera Milano online E-SERVICE store, which also indicates the relative fees.

Otherwise, the Exhibitor must provide his own compressor, whose function must not however cause disturbance to nearby stands.

In the case where Fiera Milano is asked to provide compressed air systems, connections and equipment on hire, the service shall be provided during the set-up phase and the costs of the materials and labour provided shall be automatically charged to the Exhibitor. Any claims must be forwarded to Fiera Milano Customer Service, under penalty of cancellation of all rights, before the second last day of the event.

3.10 General note about utilities

If installation utilities are not present in the allocated exhibition space, the Exhibitor must contact Customer Service, which will check the option of connecting utilities to the nearest stand. The Exhibitor and holder of the latter must allow for the passage of lines to connect of the said utilities.

4 REGULATIONS FOR ACCESS TO AND CIRCULATION IN THE FIERA EXHIBITION CENTRE

4.1 Regulations for pedestrian access and circulation

To access and circulate in the Fiera Exhibition centre, the Exhibitor and/or staff of the entities that operate on his behalf must have the proper personal pass.

To request the pass during set-up and take-down phases, each Exhibitor can, through the Fiera Milano online E-SERVICE store ("pedestrian access pre-registration tool"), enter the necessary data in the Personal access pre-registration tool area. The "Set-up and take-down provisions" can be consulted in the same area.

After entering the data, the exhibitor will receive, again by e-mail, barcodes which the special scanners at the fair will read and issue the passes to be displayed at all times.

For the access of its fitters/contractors, the exhibitor will proceed to the authorization through the pre-accreditation system of the Exhibition Logistics.

All staff from the businesses operating on behalf of the exhibitor must also display the identification pass provided for by art. 18, section 1, lett. u, by art. 21, section 1, lett. c), by art. 26, section 8, of the Italian Legislative Decree no. 81/08 as indicated in the introduction of this document at letter E.

Please remember that staff not compliant with the pass and without the documents pursuant to the previous point E

shall be immediately removed from the exhibition centre.

WARNING! In the exhibition centre areas where maintenance and/or event set-up/take-down operations are in progress, access to unauthorised persons and under 15s is forbidden.

For minors between age 15 and 18, access to the Fiera exhibition centre for work reasons is permitted exclusively and on condition that current laws regarding the employment of minors, with particular reference to Italian Law no. 977/1967 on the protection of child and adolescent labour. During the exhibition, at the sole discretion of Fiera Milano, access to accompanied minors may be permitted, upon prior issue of a declaration releasing Fiera Milano and the Organiser from all liability.

4.2 Regulations for vehicle access and circulation

To request pre-registration of vehicles during set-up and take-down phases, each Exhibitor can enter the necessary data through the Fiera Milano online E-SERVICE store ("vehicle pre-registration" tool). The "Set-up and take-down provisions" can be consulted in the same area, as well as the plan of the Exhibition centre indicating the access gates.

Once the data has been entered, the exhibitor will receive, again by e-mail, a barcode which must be displayed to the staff at the entrance.

For the access of its fitters/contractors, the exhibitor will proceed to the authorization through the pre-accreditation system of the Exhibition Logistics.

For circulation and parking, only permitted for loading/unloading operations, the barcode must be displayed clearly on the vehicle windscreen.

The barcodes are not transferrable, and in the case of breach the Fiera Milano Logistics Service shall see to their withdrawal.

Vehicles without barcodes can be registered by contacting the Logistics Office.

Remember that **vehicle and pedestrian** circulation in the Fiera Exhibition centre is governed by Italian Rules of the Road. In particular, attention must be paid to strict observance of horizontal and vertical signage as well as the set speed limit of 30 km/hour in the Fiera exhibition centre.

In special conditions, walking speed may be requested.

In observance of the aforementioned, however, the speed of vehicles must always be in line with the state of the locations and current situations.

Inside pavilions, when permitted by the security staff, walking speed must be observed.

It is absolutely forbidden to park vehicles at vehicle entrances, goods lifts, hydrants, emergency exits, near intersections, as well as in areas next to public utility services (First Aid, Fire Prevention Service, etc.).

Due to heavy traffic in the avenues of the Exhibition Centre during set-up and take-down phases, drivers must:

- strictly observe the routes and parking areas indicated by Fiera Milano through the security and road personnel;
- limit parking for goods loading and unloading operations to a maximum of 2 hours;
- not leave vehicles parked overnight (even in the case of breakdown) inside the Fiera exhibition centre, from 8.00 pm to 7.00 am, and, in the case of extended opening hours, not after pavilion closing time.

Articulated lorries and buses may not access the Fiera exhibition centre during the last 2 days of event set-up and on the first day of event take-down.

Any requests for exceptions may be taken into consideration only in exceptional cases and authorisation must be requested from the Fiera Milano Logistics Service.

Non authorised entrance of vehicles of any kind to the Fiera exhibition centre is forbidden.

In the case of failure to observe the aforementioned provisions, Fiera Milano shall proceed as indicated in article 9.

5 HANDLING OF MATERIALS, GOODS AND PACKAGING – CUSTOMS

5.1 General provisions and fees

For handling operations inside the Fiera exhibition centre of materials for set-up and products for the event, Exhibitors must contact only the Official Fiera Carriers, which are available to provide all information, clarification and assistance regarding shipments, transport of materials and any other customs operations.

The services requested from the Official Carriers are charged to the Exhibitor and carried out according to the times, methods and procedures indicated below.

For the use of one's own hoisting equipment refer to the subsequent article 5.1.2.

The general fees for the said services provided by the Official Carriers are those of Fiera Milano in force for the current year. Information on the said fees is available from Customer Service.

5.1.1 Handling of large machinery and systems

In order to guarantee easy access to the pavilions, large and/or heavy machinery and systems must be introduced by the second day of mobilisation and removed from the second day of demobilisation, unless otherwise indicated in the E-SERVICE online shop of Fiera Milano in the Mandatory Documents section.

5.1.2 Prohibition of use of own lifting means

For safety reasons, Exhibitors and fitters working on their behalf are prohibited from using their own forklifts, self-

propelled cranes, aerial platforms, hydraulic cranes, transport vehicles equipped with jibs, cranes, etc. within the Exhibition Centre; for these requirements, they must contact the official Fiera Milano supplier to guarantee strict compliance with safety regulations.

In special cases, derogations may be requested, with adequate reasons, from the Fiera Milano Exhibition Centre Logistics Service, subject to delivery of the certificate of suitability of the vehicles to be used and of the operating personnel.

In the event of authorisation, applicants will be charged an amount as a reimbursement of administrative and control costs for the management of such authorisations (for further information please contact the Exhibition Centre Logistics Service). For the conditions, please refer to the "Request for authorisation to use lifting equipment" form to be signed when the authorisation is issued.

In addition, authorised transport vehicles equipped with on-board crane jibs must be equipped with pipes for the disposal of engine exhaust fumes outside the pavilions in order to operate inside the pavilions.

In the event of the introduction and use of lifting equipment without prior authorisation, Fiera Milano proceeds as described in article 9.

5.2 Empty packaging deposit

The Official Carriers are available to collect, store and return empty packaging at the end of the event, in accordance with current fees. The return occurs on the basis of a schedule drawn up on each occasion.

Empty packaging not delivered to the Official Carriers is removed by the Fiera Milano Field Operation office and sent to the Public waste disposal sites, charging the Exhibitor the relative expenses (see previous art. 1.13).

5.3 Customs Service

For all temporary importation, definitive importation, re-exportation of temporary importations and whatever else required by current customs regulations for goods from non-EU countries, please contact the Official Carrier. To carry out the aforementioned operations, security deposits or bank guarantees for VAT and customs duties are required.

6 DECLARATIONS OF VALUE

[Repealed]

7 INSURANCE

7.1 "ALL RISKS" Insurance

The Exhibitor must have an All Risks policy on the whole value of goods, machinery, equipment and fittings taken into and/or used into Fiera Milano exhibition centre with a waiver of subrogation clause towards Fondazione Fiera Milano, Fiera Milano, their subsidiary and associated companies, the Organiser and any third party involved in the organisation of the event.

In case of subrogation from its own insurer, the Exhibitor guarantees to hold the aforementioned Subjects harmless.

Exhibitor, with no charge for him, has a Property "All Risks" policy, for all goods, machinery, equipment and fittings taken into and/or used into Fiera Milano exhibition centre, provided by Fiera Milano for a minimum insured capital (indicated in the General Regulations forwarded with the admission form).

Coverage also includes transport risks to and from the exhibition centre.

7.2 Exhibitor third party insurance

This insurance is automatically taken out by Fiera Milano for all Exhibitors, including them without any charge, in its own general policy which involves limit of no less than € 100,000,000.00 (one hundred million).

7.3 Liability – Limitations

With regard to that set forth by the previous articles, the Exhibitor and the Organiser accept that Fiera Milano is relieved from all liabilities, waiving the right to claim for all damages, direct and/or indirect, consequential damage or damage to image, loss of turnover etc.

The Exhibitor and the Organiser acknowledge that Fiera Milano shall not provide insurance service/policy, or provide any benefit to the extent that the provision of such services or benefit would violate applicable law or expose Fondazione Fiera Milano, Fiera Milano, their subsidiary and associated companies, to any sanction, prohibition or restriction under ONU Security Council Resolutions or under other trade or economic sanctions, laws or regulations. Therefore the Exhibitor and the Organiser under those restrictions, will not be covered by any insurance policy and release hereby Fondazione Fiera Milano, Fiera Milano, the Companies connected to them against all liabilities for any harmful event that may be suffered within the Exhibition Centers available / owned / managed by the aforementioned subjects, nor will have any action, claim or request against such Subjects, for the aforementioned events.

7.4 Reporting damages

The Exhibitor who suffers damages must go to Customer Service to fill in a special form. In the case of theft, the Exhibitor must also report the same to the Public Safety authorities or to the Carabinieri. The report must be submitted to the broker indicated by Fiera Milano in the exhibition centre, attaching a copy of the report of theft made to the authorities

8 STAND MANAGEMENT DURING THE EVENT

8.1 Availability of the exhibition spaces

The exhibition spaces are available on the days and times indicated in the general Fair Regulations and/or in the specific Fiera Milano communications.

Exhibitors must pay maximum attention to their materials, goods and objects and have staff present at the stand at all times, particularly on the day before the event, until pavilion closing time. Precious or valuable objects must be kept in showcases locked and properly fixed to walls, surfaces, tables or the like.

During the night, valuables must be kept in locked cabinets, showcases or boxes.

Please see that set forth in the previous art. 1.11 as regards the surveillance service provided on request by Fiera Milano.

Presence inside the pavilions during their closing times is forbidden.

It is forbidden to search for persons using speakers.

8.1.1 Time extensions

In the case of requests for limited extensions to set times during the progress of the event, the Exhibitor must forward the request to Customer Service, having filled out the special form, by 4.00 pm on the day of the requested extension.

Customer Service shall give confirmation of authorisation before 5:45 pm on the same day and shall communicate the flat rate fee to be paid to Fiera Milano for expenses.

Furthermore, the Exhibitor, if so requested by Fiera Milano, must provide a specific security staff member for his stand, and the fee for the time extension is increased by the relative cost. In the case of non authorised presence at the stand beyond closing time, Fiera Milano adopts on each occasion all of the steps it deems appropriate or necessary, also for the purposes of safety, and the non compliant Exhibitor is charged the penalty set out in the subsequent article 9, notwithstanding compensation for greater damage.

8.1.2 Signage

Appropriate signage is placed in the pavilions to indicate the pavilion number and the product sector it is hosting.

The signage also indicates the pavilion entrances and exits, as well as the various services available to Exhibitors and Visitors.

Stands and aisles are numbered to facilitate Exhibitor and Visitor orientation and to search for stands.

8.1.3 Stand restocking

Restocking of stands during the event occurs according to the following conditions:

- observance of the times set forth by Fiera Milano and communicated by CUSTOMER SERVICE;
- possession of a permit necessary to access the exhibition centre, which can be requested from Fiera Milano Customer Service for a fee.

In the case of failure to observe the provisions and the times for vehicle circulation, Fiera Milano can withdraw the permit.

All staff from the businesses operating on behalf of the exhibitor must also display the identification pass provided for by art. 18, section 1, lett. u), by art. 21, section 1, lett. u), by art. 26, section 8, of the Italian Legislative Decree no. 81/08 as indicated in the introduction of this document at letter E.

Any exceptions regarding the set times may be granted only against adequate justification and the request must be submitted in writing to Fiera Milano Customer Service, which will request the payment of a sum for each permit issued.

To allow Exhibitors to restock their stand at times other than normal restocking times (particularly on busy days), Fiera Milano allows access to pavilions only to hand delivered packages (excluding the use of trolleys).

8.1.4 Supply of food and beverages in stands

All exhibitors who wish to organise a refreshment area in which food or beverages are supplied, including also the production, must submit the certified notice of business commencement (SCIA) pursuant to Regional Laws no. 1/2007 and no. 33/2009, of the Deliberations of the Regional Council no. 4502/2007, no. 6919/2008 and no. 8547/2008 and the Italian Legislative Decree no. 78/2010.

If the Exhibitor entrusts the service to a catering company, it is held directly responsible for the authorisations/certifications that the catering company is required to have in accordance with the law for the provision of the service.

In order to guarantee its customers who purchase a catering service directly from the Fiera Milano division a good level of quality and, above all, guarantees from the point of view of health and hygiene, Fiera Milano will appoint professionals to check that the procedures required by current regional regulations for the supply of food and drink have been carried out correctly; Fiera Milano reserves the right, in the event of negative findings, to contact the ATS Città Metropolitana Milano and/or the competent services in the area for further investigation. In this regard, the exhibitor gives its approval to the entrance of this staff at its stand, ensuring the necessary cooperation.

8.1.5 Pass issue for catering business entrance and parking

The exhibitor shall see, by way of written communication, to accredit his catering company with Fiera Milano.

In order to obtain the pass, the catering company must submit to the Access Office the protocol relating to the presentation of the SCIA to the Municipality of reference and the authorisations required by law for the provision of the service.

The cost of an access pass for each individual service to be paid for by the Exhibitor is indicated on the e-service platform (mandatory documents section).

Payment can be made by the catering company by credit card or cheque or bank transfer at the same time as withdrawal of the pass.

In the event that the above procedure is not complied with and checks carried out by Fiera Milano show that the catering company is present on a stand performing a catering service without this having been declared, the Exhibitor will be charged a penalty equal to three times the unit cost of each service performed without this declaration and also, should the company not produce the documentation required by law and the SCIA corresponding to all the services in place during the event in question, the company itself will be warned and asked to leave the exhibition centre.

Each pavilion is equipped with toilets reserved for food handlers of additional positions.

As regards pav. 1-2-3-4-5-6- 7-9-10-11-13-14-15-18-22-24 the bathrooms are situated at the pavilion receptions; for pav. 8-12-16-20 the special bathrooms are at the doorway marked by the letter H.

8.2 Standards for advertising and promotional initiatives

The Exhibitor may carry out commercial activities at his own stand only for his own company and its representatives.

Promo-advertising initiatives must be relevant to the products for which the Exhibitor has been admitted to the event on the basis of the General regulations.

8.2.1 Product presentation and special events

Any kind of presentation not directly connected to the Exhibitor's product, even if carried upon completion of the stand set-up, must be previously authorised by the Organiser.

The presence of any product ambassadors or the organisation of other events which may cause concentrations of people that exceed normal exhibition centre conditions of use must be previously reported to the Organiser and to Customer Service for the required authorisations.

In such cases, the Exhibitor must submit a detailed programme of the event to Customer Service, indicating, in particular, the safety measures he intends to adopt.

The costs for the additional services which Fiera Milano must provide are borne by the Exhibitor.

The display of motor vehicles, if sponsored by the exhibitor companies, may take place in compliance with safety standards and safeguarding other Exhibitors' rights in terms of advertising that may be inconsistent with the purpose of the event.

To carry out itinerant advertising in aisles and roads, or distribute objects that are a means for advertising, prior authorisation from the event organiser is necessary. In any case, the use of skates to circulate inside and outside the pavilions is forbidden, pursuant to the Italian Legislative Decree no. 285/92.

Advertising initiatives – excluding those at one's own stand – may be carried out only with the Organiser's authorisation.

The provisions contained in this article are applied to all entities which for whatever reason intend to advertise or carry out promotional activities in the "exhibition centre".

8.2.2 PA systems and projections

Sound transmissions and all kinds of audio address, as well as the use of audio-visual, radio and/or television equipment, including that built into furnishings are permitted unless expressly forbidden or specified in the General Regulations, as long as the volume of the equipment is kept low and does not disturb nearby stands.

If the exhibitor intends to use an electroacoustic system equipped with special speakers, suitable for producing a sound level over the aforementioned limits, a special device should be first installed to keep such a level within the limits of acceptability set forth by this article.

The device, compliant with the relevant technical standards, must be applied so as to make any tampering or function alteration impossible (also using a seal).

The differential noise level, that is, the difference between the environmental noise level "La" and that of residual noise "Lr" (obtained by measuring the noise level excluding specific sources), measured at 1 metre from the edge of the stand and 1.5 m from the floor, must not exceed 5 dB(A) as a continuous equivalent sound pressure level "Leq". In any case, the maximum environmental value must not exceed 85 dB(A) as Leq.

The measurements are increased by 3 dB(A) for each pulse, tonal or low frequency (between 20 Hz and 200 Hz) component found during the measurement.

In the case of declared persistence of noise (during the event day) for no more than one hour, the environmental noise value is reduced by 3 dB(A); and by 5 dB(A) if it is for less than 15 minutes.

The Exhibitor is nonetheless obliged to comply with any other instructions, provisions or specific evaluations carried out by Customer Service.

Film or slide projections are permitted inside offices and meeting rooms as long as non flammable film is used, the projections are technical in nature, do not disturb nearby exhibitors, do not have background music and are not part of the repertoire protected by the S.I.A.E. (Italian Authors' and Publishers' Association)

If the film is part of the repertoire protected by the S.I.A.E., the Exhibitor must first request a "show permit" from the S.I.A.E. and pay in advance the royalties due (if not already included in the participation fee).

9 MEASURES AND PENALTIES

The Exhibitor and Stand fitter appointed to work on his behalf are responsible for non-compliance with the provisions contained in the Technical Regulations herewith and are jointly and severally liable for all consequent charges. Failure to comply with the provisions of the Technical Regulations herewith involves:

9.1 Measures against illegal and clandestine employment.

Failure to apply that indicated in letter E and F in the introduction of this document shall result in the imposition of the measures and penalties provided for in letter H of the same introduction.

9.2 Failure to send the stand plan

Fiera Milano (Customer Service, with the assistance of Logistics Service) does not permit the commencement of stand set-up operations in the case of the Exhibitor's failure to send the plan.

Fiera Milano (Customer Service) may apply a penalty of € 500 to Exhibitors who have started stand set-up operations without first sending the plan (see art. 1.2.2).

9.3 Stand non-compliant or creating hazardous situations

Fiera Milano (Customer Service with the assistance of the Safety Service) sees to the removal or modification of the non compliant stand parts, charging the Exhibitor the relative costs. Before adjustment works begin, Customer Service may disconnect the electricity supply to the stand.

9.4 Non authorised presence at the stand outside of permitted times.

Fiera Milano (Customer Service also with the support of Security Service) applies a penalty of € 250 for each hour's presence at the stand or fraction thereof outside of the permitted times, notwithstanding compensation for greater damages.

9.5 Presence of forbidden products and/or materials

Fiera Milano (Customer Service, with the assistance of the Safety Service) in the case of failure to observe the relevant provisions, shall see to the immediate removal of forbidden products and materials, charging the Exhibitor the relative costs. Prior to the said operations, Customer Service may disconnect the electricity supply to the stand.

9.6 Disposal of waste of any kind not in accordance with the provisions of the Technical Regulations

In the event of non-compliance with the provisions, Fiera Milano shall from time to time adopt the measures it deems appropriate and/or necessary to eliminate and/or limit the damage, charging those responsible for all the costs generated by the irregularity performed. In the event of failure to comply with the provisions of art. 1.13, Fiera Milano will apply a fixed penalty of € 5,000, without prejudice to the payment of further damages. Fiera Milano may remove the staff responsible for the irregularity from the Exhibition Centre and take legal action against them.

9.7 Dumped waste

For waste left in the pavilions or inside the Exhibition Centre, Fiera Milano will apply a fixed penalty of € 5,000 - without prejudice to compensation for further damages - and reserves the right to remove the staff responsible for the irregularity from the Centre and take legal action against them.

9.8 Washing paintbrushes and other equipment used for painting

Washing paintbrushes and other equipment used for painting the stands is only permitted in the specially designated and equipped areas, present in all the pavilions. Failure to comply shall result in the application of a set penalty of €5,000, notwithstanding compensation for greater damage.

Fiera Milano may remove the staff responsible for the irregularity from the Exhibition Centre and take legal action against them.

9.9 Presence of stand materials lacking reaction-to-fire certification

Fiera Milano (Customer Service) also with the support of the Safety Service, may, at its own sole discretion, see to the removal of materials and/or the surveillance of the stand using qualified personnel, charging the relative costs.

9.10 Failure to turn off switches at end of day and presence of ignited material

Fiera Milano (Customer Service, with the assistance of Safety Service and Security Service) adopts the measures deemed appropriate and/or necessary on each occasion and in more serious cases charges the Exhibitor a penalty of € 50 for each breach, notwithstanding compensation for greater damage suffered by Fiera Milano.

9.11 Smoking ban and non-compliance with safety standards

Fiera Milano (Customer Service, with the assistance of Logistics Service) may withdraw the personal pass for access to the Exhibition centre.

Failure to apply that indicated in art. 2.5 shall involve the imposition of the measures and penalties provided for by art. 2.7.

9.12 Hydrants unfit for use due to non-compliant stands

Fiera Milano (Customer Service with the assistance of the Safety Service) sees to the removal or modification of the fittings rendering hydrants unusable, charging the Exhibitor the relative costs. Prior to the said adjustment operations, Customer Service may disconnect the electricity supply to the stand.

9.13 Unfitness or damage to utilities in the exhibition areas

Fiera Milano (Customer Service, with the assistance of Security Service) may directly see to the removal and/or modification of the stand parts that prevent access to the utilities present at the stand, charging the Exhibitor the relative costs.

Fiera Milano shall also charge the costs regarding the reactivation of the damaged utilities.

Prior to the said adjustment operations, Customer Service may disconnect the electricity supply to the stand.

9.14 Parking for more than two hours and unauthorised overnight parking

Fiera Milano (Logistics Service) applies for parking over the permitted 2 hours a penalty of € 50 for each extra hour and for unauthorised overnight parking a penalty of € 250 for each night or part thereof. In both cases, in addition to the abovementioned charge, Fiera Milano reserves the right to remove the vehicle without prior notice.

9.15 Failure to observe speed limits

Fiera Milano (Logistics Service) applies a penalty of € 50 to the Exhibitor for each breach and withdraws the Exhibition centre access permit.

9.16 Failure to observe the provisions of road personnel

Fiera Milano (Logistics Service) withdraws the Exhibition centre access permit.

9.17 Vehicles parked in no parking areas

Fiera Milano may see to the removal of the vehicle parked in no parking areas, at the risk and cost of the non compliant entity.

9.18 Ban on using personal hoisting equipment

Fiera Milano (Logistics Service) shall immediately clamp the equipment and ask for it to be removed from the Exhibition centre.

9.19 Non-authorised fixing holes

In the case of non-authorised fixing holes, a penalty of 150 € will be charged for each hole made, notwithstanding compensation for greater damage.

Annex I of the Technical Regulation

INFORMATION ON THE **fieramilano** EXHIBITION CENTRE EMERGENCY PLAN

(Please call the following numbers if you require further information: +39 02/4997.7865-7983-7624-7384-7587

e-mail: sicurezza.mostra@fieramilano.it

I Introduction

Legislative Decree 81/2008 (D. L. 81/08) implements European Community directives concerning measures for safeguarding the health and safety of workers in public and private workplaces. In particular D.L. sets out to evaluate, reduce and control risks to the health and safety of workers in the workplace by co-ordinating the actions of several individuals, each of whom is subject to obligations and sanctions.

More specifically, D.L. 81/08 provides for the adoption of all measures required to prevent fire from breaking out and to limit the consequences if this should occur, partly by selecting and training certain workers to implement fire prevention, fire fighting, evacuation, rescue and first aid procedures and, more generally, to deal with emergencies.

Fiera Milano has drawn up its Emergency Plan on the basis of the many different and complex activities that are performed in the Exhibition Centre.

. Being well aware that the efficiency of an Emergency Plan lies in the immediate and co-ordinated reaction of the various people concerned, and equally mindful of the fact that visitors cannot be trained for this eventuality due to the very nature of exhibitions, Fiera Milano has established a special service for dealing with emergency situations.

In case of emergency, therefore, all those present must follow the instructions given by the Surveillance and Safety Staff; if so requested, they must abandon the work or exhibition areas in an orderly manner after switching off their systems and/or equipment.

This document has been written to inform exhibitors and organisers about how to behave in case an event defined as an "Emergency Situation" should arise. They must pass this information on to anyone working on their behalf in the exhibition centre.

"Emergency situations" are considered as events that may bring about serious consequences to persons and objects, and that require an effective emergency plan, in order to deal with them under previously tried and tested conditions.

During the preparation of this Emergency Plan, the factors that may affect the plan itself at the moment the event occurs have been taken into consideration.

2 Events classified as "Emergency Situations"

Events considered as "Emergency Situations" are:

1. Evacuation,
 2. Serious fire (or advanced fire) (*),
 3. Health emergency,
 4. Structural collapse or failure (*),
 5. Threats or acts of sabotage (*),
 6. Explosion (*),
 7. Gas leaks (*),
 8. Small fire (or outbreak of fire) (*),
 9. Natural disaster (*),
 10. Accident in the power station,
 11. Accident in areas managed by third parties,
 12. Black-out in the electricity transformer room (*),
- Emergencies marked with "*" may involve partial or general evacuations.

3 Purpose of Plan

The emergency plan tells you how to behave and what to do in an emergency in order to achieve the following objectives in as short a time as possible:

1. Safety of persons,
2. Making service systems safe,
3. Containment and restriction of fires,
4. Protection of property and equipment,
5. Total elimination of the emergency.

To achieve these objectives:

- all who find themselves in a real or potential emergency situation must act and behave according to set procedures, first of all informing the **OPERATIONS CENTRE** by dialling **+39 02/4997.7210** or **7210** from the internal service phones, which will then call in the emergency services required for the type of event;
- the emergency must be addressed with synergic activities and orderly behaviour so that those who act know what they have to do in advance and are able to integrate and co-operate with other rescue workers;
- everyone must know who to ask for instructions, who to receive orders from, who to inform as regards developments of the situation, who to communicate with and how;
- the Operations Centre must always be aware of the situation in order to deploy the necessary internal and external emergency resources.

4 Information

In order to bring an “emergency” event under control, everyone must carry out a limited number of basic operations in the right sequence and, most importantly, co-ordinate with the operations being carried out by other people.

For this purpose, during normal exhibition activity, (pre-assembly, stand assembly, the exhibition period, dismantling) exhibitors must scrupulously observe the safety measures contained in the Technical Regulations, get to know their way around the pavilion by consulting the relative Evacuation Plan diagrams and locate the nearest emergency exits and fire-fighting facilities. Similarly, they must also know how to reach the assembly point in case of emergency.

5 Collaboration with safety and rescue workers in case of emergency

The best way of co-operating with the safety staff is not to interfere but, only if asked, to put your skill and experience, together with your knowledge of the area and the machinery and equipment on display, at their disposal.

6 General behaviour in event of emergency

1. Keep calm.
2. Don't get other people into a panic.
3. Inform the **Operations Centre**
4. Do not move in a disorderly way, do not run, follow the exit routes calmly.
5. Only assist people in difficulty if you are sure you can do so.
4. Scrupulously follow the contents of this plan and the instructions given by rescue operators.
5. Do not re-enter the building until it has been declared safe.

7 Emergency call

Anyone in the Exhibition Centre can call the rescue services by dialling the emergency number:

- **from internal phones 7210**
- **from other phones +39 02.4997.7210**

In case of need, the emergency call procedure is:

1. Say where the event has occurred: Pavilion, hall or floor...
2. Describe the type of emergency (fire, flooding, collapse...)
3. Indicate the extent of the incident (damage to buildings, harm to people)
4. Indicate if there are injured people and their number, if known
5. Give your name, surname and phone number (if available).

While you are communicating the event, the Operations Centre is contacting the emergency teams.

8 Evacuation procedure

WHO:

Everyone in the building except for the emergency service teams.

WHEN

The evacuation order is given by the Exhibition Centre Director of Fiera Milano. Visitors and staff may abandon the building, even without being specifically told to do so, when they consider they are in danger. They must follow the procedures contained in this plan.

HOW?

- a. Keep calm
- b. Follow the special evacuation routes that are marked and indicated in the exhibition centre diagrams;
- c. Never use lifts and routes other than those indicated;
- d. Go to the external assembly points marked on the diagrams on display. Staff must on no account leave the assembly points.

Annex 2 of the Technical Regulation

INFORMATION ON THE SAFETY/SECURITY RISKS PRESENT IN THE EXHIBITION CENTRE (Legislative Decree No. 81/2008)

1 Considering that:

The Exhibition Centre is equipped with the required facilities, duly certified by the competent authority, for hosting trade fairs.

- The official suppliers of Fiera Milano SpA and those acting both on behalf of Fiera Milano SpA and of the Organiser are in possession of the requirements laid down in current legislation in respect of supply contracts.

- A plan of co-ordination is under way for all actions concerning persons involved in the various stages of preparation, assembly, operation and dismantling of the exhibition with a view to ensuring the best possible working conditions and protection of workers' health.

2 It is important to note:

In acquiring a stand space, the exhibitor activates a work environment that is subject to the obligations contained in the Legislative Decree 81/08 and subsequent amendments.

- The Technical Regulations contain an extract from the emergency plan regarding foreseeable hazardous situations in the pavilion where the stand is located.

- The full emergency plan relating to the whole Exhibition Centre is available to every exhibitor and any interested party at the offices of Fiera Milano SpA. This information is found in the extract from the emergency plan delivered to each exhibitor.

- If, during the setting-up or dismantling, and subject to the need to keep the gangways acting as escape routes free, it should be necessary to make use of areas other than the exhibitor's allotted area, thus interfering with other worksites, the individual exhibitor shall co-ordinate such action together with the persons in charge of nearby stands also involved and whose names can be obtained from the Organiser's office.

3 It is particularly important to note that:

- goods on display must comply with Safety Requirements of EU Directives, as per EC marking, and must be operated in accordance with the Instructions for Use supplied by the manufacturer.

- The exhibitor, in dealings with his suppliers (i.e. stand fitters and staff other than that of the exhibiting company) shall comply with the aforementioned legislative decree in respect of the provisions in Art. 26 concerning the supply of works and manpower.

In particular, the Exhibitor, as commissioner of the work being undertaken on his behalf at the Fairground, has the obligation to verify the technical and professional qualifications of his contractors and subcontractors.

Fiera Milano will perform, randomly, controls related to the possession by the workers of the documents mentioned in the PREMISES of this document, letter E. Any deviation will result in the dismissal of non complying workers, the sending of a complaint to the contractor with notification to contractor Exhibitor.

- To meet all organizational requirements, the exhibitor shall communicate via Fiera Milano's e-service website the name of the company (or companies) hired for set-up or take-down. The exhibitor is responsible for co-ordinating and checking compliance with legal stipulations.

- Stand fitters must ensure that set-up respects maximum safety conditions and complies with the Technical Regulations, which the exhibitor must download from www.fieramilano.it using the dedicated link. When drawing up the contract with the fitter, the exhibitor must adequately inform the latter of this obligation.

4 Finally, the exhibitor is obliged to:

- Inform his employees and contractors of the rules and provisions currently in force within the Exhibition Centre, of the contents of the Emergency Plan and of any other information relevant to workers' safety.

- Inform the Organiser and the Safety Office of Fiera Milano SpA of any specific risks to be found in his stand or due to materials and machinery that he intends to use.

5 Features of locations

Fiera Milano S.p.A. itself does not perform any kind of production activity and there are no work tools present on the fair premises.

Therefore employees of Fiera S.p.A. are not engaged in any work activities involving the use of work tools or any kind of special equipment.

The main activities performed by Fiera Milano S.p.A., in fact, are listed below:

- office activities with the standard risks connected with the use of equipment compatible with such activities, such as video terminals, photocopiers, printers, faxes, etc., use of the building, use of stairs, lifts, the road system, crossing exhibition areas, use of refreshment facilities, etc.;

- for some particular company functions, some staff, in addition to office activities, carry out inspections in the halls during installation and dismantling of every event.

Inside the Exhibition Centre, activities involving the use of working equipment are performed by the following:

- contractors/subcontractors appointed by Fiera Milano S.p.A. under a supply contract;

- exhibitors and contractors appointed by exhibitors to set up and take down exhibition stands;

- contractors appointed by organisers to set up and take down exhibition stands.

The activities governed by the contracting and subcontracting agreements stipulated between Fiera Milano S.p.A. and contractors, and involving the use of work equipment, include:

- cleaning;

- installing suspension equipment (trusses, etc.);

- erecting signs and billboards in general;

- laying fitted carpets;

- connecting exhibitors' technology systems to Fiera Milano outlets;

- marking out stand areas;

- maintenance;
- setting up/taking down exhibition areas directly subcontracted by Fiera Milano S.p.A.;
- distribution and inspection of fire extinguishers.

Given the possibility that two or more contractors appointed by Fiera Milano S.p.A. may find themselves working at the same time, thus creating the conditions for what are known as interferential risks, Fiera Milano S.p.A., by monitoring individual activities and, especially, on the basis of the indications provided by the individual contractors, has drawn up supply specifications indicating the hazards, connected risks and adopted measures for all the above activities, in order to allow each single contractor appointed by Fiera S.p.A. to become effectively aware of the hazards connected with the activities of other contractors and independently co-ordinate their work.

From the quantitative point of view, the most significant activities are the supply agreements stipulated by exhibitors and organisers for setting up and taking down stands before and after events.

The accessible areas in the Exhibition Centre are:

- transit routes;
- offices;
- exhibition areas;
- refreshment areas, bars, recreational areas.

Unauthorised access is forbidden to the following areas:

- exhibition areas during setting up/taking down stands;
- technical service rooms;
- mobile temporary worksites and the like;
- all areas marked with No Access signs.

6 Risk analysis and indication of measures adopted to eliminate interference

Many different and complex activities are performed at exhibition centres; we shall make a brief and non-exhaustive outline of the main activities performed in the three phases of an exhibition event: assembly, the event and disassembly.

6.1 Assembly

Before the stands can be assembled, the hall must be prepared and provided with the necessary facilities. This only involves the companies contracted for the purpose by Fiera Milano to conduct the following activities: cleaning, marking out the stands, putting up hoardings and signage in general, laying fitted carpets and installing the technological systems used on the stands.

During the first phase, the fair district being prepared hosts a number of activities, including:

- a logistics team who operate the numerous vehicles involved, from articulated lorries to fork-lift trucks, for unloading and stockpiling material;
- fitters sent by the many exhibitors who build, paint, and fit the stands where the goods will be exhibited;
- cleaners who remove the rubbish resulting from the various processes;
- maintenance technicians who connect the stands to electricity, water and other services;
- IT technicians who install computer stations;
- all the other activities required in preparation for the exhibition;

6.2 Event

During the event, control must be maintained of the exhibition areas with regard to:

- any working machinery;
- visitors and any flow management rendered necessary by emergencies that may arise as a result of crowding.

6.3 Disassembly

More or less the same people involved in the assembly stage can also be seen during the disassembly phase.

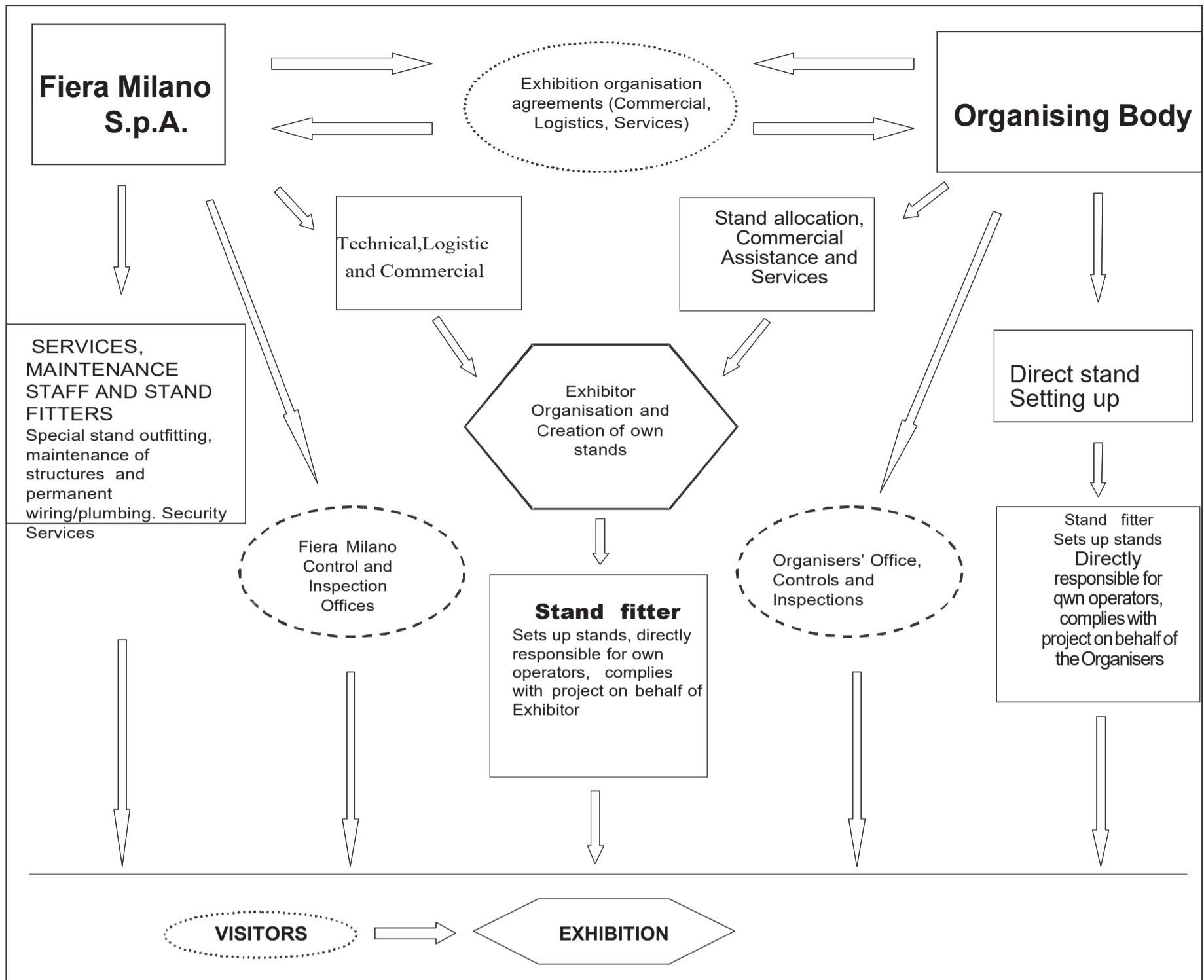
Likewise, disassembly is followed by a final phase during which the companies contracted by Fiera Milano SpA come in to: clean, remove suspension elements and signs in general, remove fitted carpets and remove stand utilities. The above must not lead us to think that the sequence of events in the exhibition schedule can be compared to an assembly chain.

Each event has its own special features. The problems of a gift fair, in fact, are very different from those of a heavy machinery exhibition. The problems are different depending if the events are B2B or are open to the public, if they include fashion shows or conventions with the participation of authorities, or public entertainment activities. Therefore, each Exhibition Project has its own exhibition safety document highlighting the particular features of the event and the consequent activities of prevention and co-ordination and defining individual tasks and responsibilities.

Fiera Milano S.p.A. contracts companies with qualified technical experts to supervise all exhibition-related work activities carried out in the exhibition centre.

These technicians make random checks, without interfering with the activities of firms working there, as to whether the Technical Regulations and current health, safety and environmental regulations are being observed.

The following chart, taken from the Exhibition Safety Document, shows the organisation of a generic event.



Annex 3 of the Technical Regulation

Specific risks in the areas where firms and self-employed workers operate and relative prevention and emergency measures.

The risk analysis reveals the following hazards for operators, divided by areas.

I - Areas for setting up/dismantling exhibitions		
Those at risk:THOSE WORKNG IN THE AREAS		
Zone	Type of Risk	Preventive measures
Internal and external areas	<ul style="list-style-type: none"> Falling objects and/or equipment, collisions, crushing, pierced soles of shoes 	<ul style="list-style-type: none"> Warning signs Close off work areas Head protection: helmets Foot protection: shoes with reinforced soles and uppers
	<ul style="list-style-type: none"> Impact / collision with handling and lifting equipment 	<ul style="list-style-type: none"> Follow instructions on the signs at the entrances to pavilions Behave with due care and attention Drive vehicles at walking speed Warning signs
	<ul style="list-style-type: none"> Structural failure 	<ul style="list-style-type: none"> Respect limits of use of pavilions, regarding load capacity of floors, size of doors and height limits Certification of structures
	<ul style="list-style-type: none"> Exhaust fumes from vehicles in halls 	<ul style="list-style-type: none"> Switch off engines when not in use Use tubes to convey the fumes outside
	<ul style="list-style-type: none"> Tripping, falling, uncovered holes 	<ul style="list-style-type: none"> Mark open holes and close off area Perform periodic maintenance of floors Clean the transit routes Behave with due care and attention Keep any floor coverings tidy Warning signs
	<ul style="list-style-type: none"> Fire 	<ul style="list-style-type: none"> Unless previously authorised, do not: <ul style="list-style-type: none"> introduce flammable liquids and gas perform hot processing or use naked flames introduce heating appliances Ban on smoking Remove waste material from the gangways Install electrical systems in compliance with regulations
	<ul style="list-style-type: none"> Electrical risk 	<ul style="list-style-type: none"> Observe the safety signs on the utility boxes and electrical panels Do not work on electrical systems without prior authorisation Perform periodic maintenance of the permanent systems Install electrical systems in compliance with regulations
<ul style="list-style-type: none"> General mechanical risk crushing, cutting, impact with industrial doors, doors 	<ul style="list-style-type: none"> Perform periodic maintenance on windows, doors and industrial doors Use closing elements correctly 	

2 - Areas for setting up/dismantling exhibitions

Those at risk:THOSE WORKNG IN THE AREAS

Zone	Type of Risk	Preventive measures
External transit routes	<ul style="list-style-type: none"> • Being knocked down by vehicles, means of transport, • collisions between vehicles • Possible contact between equipment/transport used by different companies. •Obstruction of passing areas. 	<ul style="list-style-type: none"> • Observe traffic signs and road markings • Observe the 30 km/h speed limit and drive at walking speed if necessary •Observe the limits and times for the entrance of vehicles into the Exhibition Centre (see Information Sheet) • Observe parking limits • Use PPE. • Observe and apply warning signs. • Observe the times indicated in the event work schedule (Gantt). • Self-propelled vehicles must move at walking speed. •Do not enter or halt in areas reserved for vehicle manoeuvres. • Drivers and pedestrians must observe the Highway Code and the Technical Regulations drawn up by Fiera Milano S.p.A.. • passing areas must be kept clear • Avoid untidy heaps of material and limit obstruction as much as possible in order to allow people and vehicles to pass by.

3 - During the exhibition

Those at risk: THOSE PRESENT IN THE VISITOR AREAS

Zone	Type of Risk	Preventive measures
Internal and external areas	<ul style="list-style-type: none"> • Tripping, falling, uncovered holes 	<ul style="list-style-type: none"> • Perform periodic maintenance of floors • Mark open holes and close off area • Clean the transit routes • Behave with due care and attention • Keep any floor coverings tidy • Warning signs
	<ul style="list-style-type: none"> • Structural failure 	<ul style="list-style-type: none"> • Respect limits of use of pavilions, regarding load capacity of floors, size of doors and height limits • Certification of structures
	<ul style="list-style-type: none"> • Fire 	<ul style="list-style-type: none"> • Unless previously authorised, do not: <ul style="list-style-type: none"> - introduce flammable liquids and gas - perform hot processing or use naked flames - introduce heating appliances • Ban on smoking • Remove waste material from the gangways • Install electrical systems in compliance with regulations
	<ul style="list-style-type: none"> • Electrical risk 	<ul style="list-style-type: none"> • Observe the safety signs on the utility boxes and electrical panels • Do not work on electrical systems without prior authorisation <p>Perform periodic maintenance of the permanent systems</p>
External transit routes	<ul style="list-style-type: none"> • Being knocked down by vehicles, means of transport, 	<ul style="list-style-type: none"> • Observe traffic signs and road markings • Observe the 30 km/h speed limit and drive at walking speed if necessary • Supervise the crossing of halls

4 - External areas non involved in exhibitions

Those at risk:THOSE EMPLOYED		
Zone	Type of Risk	Preventive measures
External transit routes	<ul style="list-style-type: none"> • Being knocked down by vehicles, means of transport, • collisions between vehicles • Possible contact between equipment/transport used by different companies. • Obstruction of passing areas. 	<ul style="list-style-type: none"> • Observe traffic signs and road markings • Observe the 30 km/h speed limit and drive at walking speed if necessary • Reduce vehicle access to the Exhibition Centre • No pedestrians allowed on roads • Use PPE. • Observe and apply warning signs. • Observe the times indicated in the event work schedule (Gantt). • Self-propelled vehicles must move at walking speed. • Do not enter or halt in areas reserved for vehicle manoeuvres. • Drivers and pedestrians must observe the Highway Code and the Technical Regulations drawn up by Fiera Milano S.p.A.. • Passing areas must be kept clear • Avoid untidy heaps of material and limit obstruction as much as possible in order to allow people and vehicles to pass by.

5 - Office Area		
Those at risk:THOSE EMPLOYED		
Zone	Type of Risk	Preventive measures
Office area	• Tripping, falling	<ul style="list-style-type: none"> • Perform periodic maintenance of floors • Clean the transit routes • Behave with due care and attention • Keep any floor coverings tidy
	• Fire	<ul style="list-style-type: none"> • Do not introduce heating appliances unless authorised • Install electrical systems in compliance with regulations • Perform periodic evacuation drills
	• Electrical risk	<ul style="list-style-type: none"> • Do not tamper with electrical systems • Perform periodic maintenance of the permanent systems • Use systems according to regulations

Annex 4 of the Technical Regulation

Risk assessment and indication of the measures taken to eliminate interference between companies contracted by Fiera Milano SpA.

Activity	Equipment /materials used	Description of activity	Risks	Preventive measures / Management of interference
Cleaning	Cleaning machines Trolleys Detergents Brooms Material handlers Goods vehicles	Vehicle entry /exit cleaning with machines waste collection supervision of toilet facilities waste storage vehicle loading/unloading	Cleaning and polishing floors with possible hazard of staff falling. Possible contact between equipment/vehicles used by different companies. Obstruction of passage areas. Risk of collision	Use PPE. Observe and apply warning signs. Observe the times indicated in the event work schedule (gantt). Fiera Milano SpA contractors must check before allowing their workers
Installation of suspension elements and signs in general.	Petrol-driven/electric forklift trucks Metal cables Eye-bolts Trusses	Vehicle entry /exit Positioning / moving machines Reaching working heights Installing cables Installing trusses Introducing, loading, unloading material in the pavilions.	Installation of suspension elements and signs in general risks connected with the use of means of transport, unloading and loading, lifting.The simultaneous presence of more than one firm can cause risks of collisions with vehicles, falls of elements or structures with risks for the employees of other companies .	to enter the exhibition areas that environmental conditions do not affect occupational safety. Pay great care and attention when moving around the assembly/ disassembly areas. Pedestrians must behave with due care and attention. Self-propelled vehicles must move at walking speed.
Laying of fitted carpets	Forklift trucks Cutters Rolls of two-sided sticky tape Rolls of carpet	Vehicle entry /exit Storage area Distribution of rolls of carpet Installation Removal Transport of removed material	Activity of laying and removing carpet use of vehicles for transporting materials, storage of materials, risks connected with the use of means of transport to install or remove materials, storage of materials, use of equipment to remove carpets.	Unauthorised people may not enter the area. Do not enter or stop in the areas reserved for vehicle manoeuvres. •Drivers and pedestrians must observe the Highway Code and the Technical Regulations

			<p>Risk of interference: danger of collision with vehicles or danger of contact with equipment used to remove materials, loss of load during transport, collapse of material during storage.</p> <p>--possibility of segregation of uncovered traps with risk of falling inside due to the fact that they cannot be seen when fitted carpets are removed, possibility that the structure can remove the trap covers with consequent danger of falling in.</p>	<p>drawn up by Fiera Milano S.p.A.. as must everyone in the exhibition centre.</p> <p>Keep the transit routes clear and, when this is not possible, avoid untidy heaps of material and limit the obstruction as much as possible in order to allow people and vehicles to pass by.</p> <p>Monitor and constantly clean the transit areas in order to limit the presence of elements /objects, etc. that could cause injury.</p>
Installing / removing exhibitors' technological systems	Trolley for pipes and cables Vehicle for transporting special equipment	Vehicle entry /exit Reaching working areas Opening traps Installing / Removing systems Closing traps	<p>-Preparation of systems connections: use of self-propelling vehicles for transporting the connection equipment; accessing underfloor chambers by opening traps; possible hazard of impact or collision with equipment, possible loss of load, falling inside the trap.</p>	<p>All people working at heights must prevent access to the underlying area and signal the hazard.</p> <p>Always keep away from hanging and/or moving loads.</p> <p>Anyone who, for any reason, removes the cover of a trap must suitably signal the hazard. Traps must be correctly closed after use.</p>
Marking out stand areas	Trolley Adhesive tape Marker pens	Vehicle entry /exit Reaching working areas Marking out stand areas		<p>Pay great care and attention when moving near to the traps.</p>

Annex 5 of the Technical Regulation

Risk assessment and indication of the measures taken to eliminate interference during the assembly/disassembly phases while stand-fitting is taking place

I Danger of objects falling from above

Risk of being hit by material and/or equipment and/or objects falling from heights.

Consequences personal injury, potentially serious.

Preventive measures

- Do not enter or stop in the vehicle manoeuvre areas and, in the event of hanging loads, in the stand assembly areas.
- Use PPE (for example, helmets, safety shoes, etc.)

Interference management

- Observe the times indicated in the event work schedule (Gantt).
- All people working at heights must prevent access to the underlying area and signal the hazard.
- Contractors appointed by exhibitors must ensure that all the structures are safe and that all the safety measures are observed before allowing third parties, including the service companies contracted by Fiera Milano, to access the exhibition areas.
- Fiera Milano SpA contractors must check that all current activities and environmental conditions are safe before allowing their workers to access the exhibition areas.
- Before accessing the stand, make sure that all work at heights has terminated and that all the equipment has been made safe.
- The stand safety manager must ensure safety measures are observed in the areas they are responsible for.
- The managers of the contracting companies must supervise and check that safety regulations contained in this document, in the technical regulations and in the DUVRI's (overall interferential risk assessment documents) drawn up by each customer are correctly applied.

2 Danger of stand assembly objects falling.

Risk of being hit by elements used to assemble stands.

Consequences personal injury, potentially serious.

Preventive measures

- Fitters must assemble stands in total observance of the rules of good practice and the safety regulations.
- Use PPE (for example, helmets, safety shoes, etc.)
- Behave with due care and attention.
- Do not walk under hanging loads.
- Do not cross the exhibition areas during assembly.

Interference management

- Observe the times indicated in the event work schedule (Gantt).
- Anyone wishing to enter the areas managed by individual exhibitors must first contact the stand safety managers.
- The stand safety managers must ensure that all the structures are safe.
- Fiera Milano SpA contractors must accept responsibility for stand safety before allowing their workers to access the exhibition areas, and they must ensure that all current activities and environmental conditions are safe.
- The managers of the contracting companies must supervise and check that safety regulations contained in this document, in the technical regulations and in the DUVRI's (overall interferential risk assessment documents) drawn up by each customer are correctly applied.

3 Danger possible presence of objects on transit routes capable of causing injuries, in particular to the lower limbs.

Risk of coming into contact with hazardous objects or materials.

Consequences personal injury, potentially serious.

Preventive measures

- Use PPE (for example, helmets, safety shoes, etc.)
- Unauthorised people may not enter the area.

Interference management

- Fitters must keep the transit routes clear and, when this is not possible, avoid untidy heaps of material and limit the obstruction as much as possible in order to allow people to pass by.
- Make sure the transit areas are monitored and constantly cleaned in order to limit the presence of elements /objects, etc. that could cause injury.
- The managers of the contracting companies must supervise and check that safety regulations contained in this document, in the technical regulations and in the DUVRI's (overall interferential risk assessment documents) drawn up by each customer are correctly applied.
- Pay great care and attention when moving around the assembly/ disassembly areas.

4 Dangers connected with vehicle manoeuvres, including loading and unloading, and vehicle circulation in general.

Risk of collision.

Consequences personal injury, potentially serious.

Preventive measures

- Drivers and pedestrians must observe the Highway Code and the Technical Regulations drawn up by Fiera Milano S.p.A.
- Observe warning signs.

Interference management

- Pedestrians must behave with due care and attention.
- Self-propelled vehicles must move at walking speed.
- Do not enter or stop in the areas reserved for vehicle manoeuvres.
- Always keep away from hanging and/or moving loads.

5 Dangers connected with the presence of uncovered traps or slippery sections of floor.

Risk of tripping and/or falling.

Consequences personal injury, potentially serious.

Preventive measures

- Observe warning signs
- Unauthorised people may not enter the area.

Interference management

- It is forbidden for anyone, no matter for what reason, to access the system traps and leave them uncovered. Where this is not possible, due to technical requirements or for any other reason, the person must directly supervise the traps or signal the fact that they are uncovered in a totally visible and suitable way.
- Fiera Milano SpA contractors must check that all current activities and environmental conditions are safe before allowing their workers to access the exhibition areas.
- Pay great care and attention when moving near to the traps.
- The managers of the contracting companies must supervise and check that safety regulations contained in this document, in the technical regulations and in the DUVRI's (overall interferential risk assessment documents) drawn up by each customer are correctly applied.

Annex 6 of the Technical Regulation

Some information relative to possible risks and the measures to take in eliminating interference when fitting out stands (assembly and disassembly) used by organisers, exhibitors and their contractors, to consider when drawing up the DUVRI's (overall interferential risk assessment documents).

I Danger of objects falling from above

Risk of being hit by material and/or equipment and/or objects falling from heights.

Consequences personal injury, potentially serious.

Preventive measures

- Do not enter or stop in the vehicle manoeuvre areas and, in the event of hanging loads, in the stand assembly areas.
- Use PPE (for example, helmets, safety shoes, etc.)

Interference management

- All people working at heights must prevent access to the underlying area and signal the hazard.
- Contractors appointed by exhibitors must ensure that all the structures are safe and that all the safety measures are observed before allowing third parties, including the service companies contracted by Fiera Milano, to access the exhibition areas.
- The stand safety manager must ensure safety measures are observed in the areas they are responsible for.
- The managers of the contracting companies must supervise and check that safety regulations contained in this document, in the technical regulations and in the DUVRI's (overall interferential risk assessment documents) drawn up by each customer are correctly applied.

2 Danger of stand assembly objects falling.

Risk of being hit by elements used to assemble stands.

Consequences personal injury, potentially serious.

Preventive measures

- Fitters must assemble stands in total observance of the rules of good practice and the safety regulations.
- Use PPE (for example, helmets, safety shoes, etc.)
- Behave with due care and attention.
- Do not walk under hanging loads.
- Do not cross the exhibition areas during assembly.

Interference management

- The exhibitor must draw up the work schedule.
- Anyone wishing to enter a stand must first contact the stand safety manager.
- The stand safety managers, appointed by the exhibitors, must ensure that all the structures are safe.
- Fiera Milano SpA contractors must accept responsibility for stand safety before allowing their workers to access the exhibition areas, and they must ensure that all current activities and environmental conditions are safe.
- The managers of the contracting companies must supervise and check that safety regulations contained in this document, in the technical regulations and in the DUVRI's (overall interferential risk assessment documents) drawn up by each customer are correctly applied.

3 Danger possible presence of obstructions and objects on the transit routes.

Risk of coming into contact with hazardous objects or materials.

Consequences personal injury, potentially serious.

Preventive measures

- Use PPE (for example, helmets, safety shoes, etc.)
- Unauthorised people may not enter the area.

Interference management

- Fitters must keep the transit routes clear and, when this is not possible, avoid untidy heaps of material and limit the obstruction as much as possible in order to allow people to pass by.
- Make sure the transit areas are monitored and constantly cleaned in order to limit the presence of elements /objects, etc. that could cause injury.
- The managers of the contracting companies must supervise and check that safety regulations contained in this document, in the technical regulations and in the DUVRI's (overall interferential risk assessment documents) drawn up by each customer are correctly applied.
- Pay great care and attention when moving around the assembly/ disassembly areas.

4 Dangers connected with vehicle manoeuvres, including loading and unloading, of self-propelled vehicles and with vehicle circulation in general.

Risk of collision.

Consequences personal injury, potentially serious.

Preventive measures

- Drivers and pedestrians must observe the Highway Code and the Technical Regulations drawn up by Fiera Milano S.p.A.. drawn up by Fiera Milano S.p.A.
- Observe warning signs.

Interference management

- Pedestrians must behave with due care and attention.
- Self-propelled vehicles must move at walking speed.
- Do not enter or stop in the areas reserved for vehicle manoeuvres.
- Always keep away from hanging and/or moving loads.

5 Dangers connected with the presence of uncovered traps or slippery sections of the transit routes.

Risk of tripping and/or falling.

Consequences personal injury, potentially serious.

Preventive measures

- Observe warning signs
- Unauthorised people may not enter the area.

Interference management

- It is forbidden for anyone, no matter for what reason, to access the system traps and leave them uncovered. Where this is not possible, due to technical requirements or for any other reason, the person must directly supervise the traps or signal the fact that they are uncovered in a totally visible and suitable way.
- Fiera Milano SpA contractors must check that all current activities and environmental conditions are safe before allowing their workers to access the exhibition areas.
- Pay great care and attention when moving near to the traps.
- The managers of the contracting companies must supervise and check that safety regulations contained in this document, in the technical regulations and in the DUVRI's (overall interferential risk assessment documents) drawn up by each customer are correctly applied.

ANNEX 7 - DECLARATION OF CORRECT FIT UP – (point 1.7 of technical Regulations by Fiera Milano SpA)

DICHIARAZIONE DI CORRETTO MONTAGGIO – (punto 1.7. del Regolamento Tecnico di Fiera Milano SpA)

Exhibition/Manifestazione: _____

Exhibiting company/Ditta espositrice: _____
 (name of company, enterprise, institute, organisation/ ragione sociale ditta, impresa, ente, società)

Hall n°/Padiglione n°: _____ Stand n°/Stand n°: _____

The Undersign/Il Sottoscritto: _____
 (Surname and first name/Cognome e Nome)

in my capacity as/in qualità di: _____
 (Honwer, legal representative, director, etc/ Titolare, legale rappresentante, amministratore, ecc)

of the company/dell'impresa: _____
 (name of company, enterprise, institute, organisation/ ragione sociale ditta, impresa, ente, società)

adress/con sede in: _____
 (street, n°, postcode/ via-piazza, n.civico, c.a.p)

(Town, Region Country, phone/ Comune, Provincia, telefono)

Aware of the penalties, in the case of false statements, training or use of false documents, referred to in art. 76 of D.P.R. 445 of December 28, 2000
 Consapevole delle sanzioni penali, nel caso di dichiarazioni non veritiere, di formazione o uso di atti falsi, richiamate dall'art. 76 del D.P.R. 445 del 28 dicembre 2000

DECLARES/DICHIARA

(To the senses of the art. 47 of the D.P.R. 445/2000/ Ai sensi dell'art.47 del D.P.R. 445/2000)

To have performed the fitting out work commissioned by Exhibitor detailed above concering:
 di aver eseguito i lavori per l'allestimento commissionati dalla Ditta Espositrice sopra indicata e riguardanti:

- Complete fitting out of the stand including electrical system(the electrical system compliance certificate, including Company Registration Certificate, must be delivered to Customer Services)**
 Allestimento completo dello stand compreso di impianto elettrico (la dichiarazione di conformità dell'impianto elettrico, compresa la certificazione CCIAA, dovrà essere consegnata al Customer Service)
 - Complete fitting out of the stand excluding electrical system (Company Registration Certificate-attached)**
 Allestimento completo dello stand escluso impianto elettrico (Si allega Certificato CCIAA)
 - Partial fitting out of the stand involving the following parts (electrical system excluded)**
 Allestimento parziale dello stand relativo alle seguenti parti (escluso impianto elettrico)
1.
 2.
 3.

Comapny Registration Certificate-attached/Si allega Certificato CCIAA

AND MOREOVER DECLARE/DICHIARA INOLTRE:

- 1. To have built the stand using high-quality materials in line with current technical regulations and product standards;**
 Di aver utilizzato per la realizzazione dello stand materiali di ottima qualità e rispondenti alle norme tecniche e di prodotto vigenti;
- 2. To have assembled the stand materials and structures in compliance with current laws, technical regulations and product standards and have complied with the assembly instructions provided by the manufacturer (if any);**
 Di avere assemblato i materiali di allestimento e le strutture nel rispetto delle norme di legge, tecniche e di prodotto vigenti e di aver rispettato le istruzioni di montaggio fornite dalle ditte costruttrici (qualora esistenti) e riportate nel manuale di uso e manutenzione, e nel rispetto della regola dell'arte;
- 3. To have chosen the material and assembled them bearing in mind the expected use and the environment in which they are installed and hereby certify their perfect compatibility;**
 Di aver tenuto conto, nella scelta dei materiali e nel loro montaggio, dell'utilizzo previsto e dell'ambiente nel quale questi vengono installati dichiarandone la perfetta compatibilità;
- 4. To have fitted out the stand in compliance with current safety standards prescribed by the law, technical regulations and product standards as well as the dispositions provided by all regulations, good practice indications and due diligence.**
 Di aver applicato per la realizzazione dell'allestimento, le norme di sicurezza previste dalle leggi, disposizioni tecniche, norme di prodotto vigenti, nonché le disposizioni date da regolamenti, dalla buona tecnica e dalla prudenza e diligenza necessaria.

 Date/Data

 Signature of fitter/ Firma installatore

This form must be filled out and returned to: FIERA MILANO S.p.A. 's Stand Inspection Office

questo modulo deve essere compilato e consegnato a : UFFICIO CONTROLLO ALLESTIMENTI DI FIERA MILANO S.p.A

ANNEX 8 - FIRE SAFETY CONSTRUCTION MATERIALS - SICUREZZA ANTINCENDIO MATERIALI DI ALLESTIMENTO

DECLARATION OF CORRECT FITTING OF REACTION TO FIRE CLASSIFIED MATERIALS (including fireproof coatings as per ministerial decree dated 6.3.92, end point 2.0 of Annex II to Ministerial Decree dated 4th May 1998)

DICHIARAZIONE DI CORRETTA POSA IN OPERA DEI MATERIALI CLASSIFICATI AI FINI DELLA REAZIONE AL FUOCO (compresi i prodotti vernicianti ignifuchi di cui al d.m. 6.3.92, e punto 2.0 dell'Allegato II del D.M. 4 maggio 1998)

Exhibition/Manifestazione: _____

Exhibiting company/Ditta espositrice: _____
(name of company, enterprise, institute, organisation/ ragione sociale ditta, impresa, ente, società)

Hall n°/Padiglione n°: _____ Stand n°/Stand n°: _____

The Undersign/Il Sottoscritto: _____
(Surname and first name/Cognome e Nome)

in my capacity as/in qualità di: _____
(Honwer, legal representative, director, etc/ Titolare, legale rappresentante, amministratore, ecc)

of the company/dell'impresa: _____
(name of company, enterprise, institute, organisation/ ragione sociale ditta, impresa, ente, società)

adress/con sede in: _____
(street, n°, postcode/ via-piazza, n.civico, c.a.p)

(Town, Region Country, phone/ Comune, Provincia, telefono)

Aware of the penalties, in the case of false statements, training or use of false documents, referred to in art. 76 of D.P.R. 445 of December 28, 2000
Consapevole delle sanzioni penali, nel caso di dichiarazioni non veritiere, di formazione o uso di atti falsi, richiamate dall'art. 76 del D.P.R. 445 del 28 dicembre 2000

DECLARES THAT/DICHIARA CHE
(To the senses of the art. 47 of the D.P.R. 445/2000 Ai sensi dell'art.47 del D.P.R. 445/2000)

the stand materials that will be/have been fitted by the undersigned and listed elow are compliant with the standards and/or with the prescribed reaction-to-fire certifications,pusuant to art.10 of the Italian Ministerial Decrre of 26 June 1984 i materiali di allestimento che verranno/sono stati installati dal sottoscritto e riportati nell'elenco che segue, sono rispondenti ai codici di omologazione e/o alle prescritte certificazioni di reazione al fuoco, di cui all'art.10 del D.M. 26 Giugno 1984

translation in English/Tipo di impiego	translation in English/Descrizione materiale
- platform/pedane	
- floor/pavimento	
- walls/pareti	
- drapes/tendaggi	
- soffit/cielino	
- other/altro	

AND MOREOVER DECLARE THE MATERIALS HAVE BEEN FITTED CORRECTLY/
DICHIARA INOLTRE LA CORRETTA POSA IN OPERA DEI MATERIALI

As required by the supplier/manufacturer and according to the procedures provided by said supplier/manufacturer.

Secondo quanto previsto dal fornitore/produttore e secondo le procedure da questo fornite.

To allow the precise identification of the materials fitted by myself, the declarations of conformity, approvals and/or test reports will be kept at the stand and produced on request.

Per una puntuale individuazione dei singoli materiali posti in opera dal sottoscritto, si informa che le dichiarazioni di conformità, le omologazioni e/o i rapporti di prova saranno tenuti nello stand a disposizione per eventuali controlli.

Date/Data

Signature of fitter/Firma installatore

This form must be filled out and returned to: FIERA MILANO S.p.A. 's Stand Inspection Office

Questo modulo deve essere compilato e consegnato a : UFFICIO CONTROLLO ALLESTIMENTI DI FIERA MILANO S.p.A

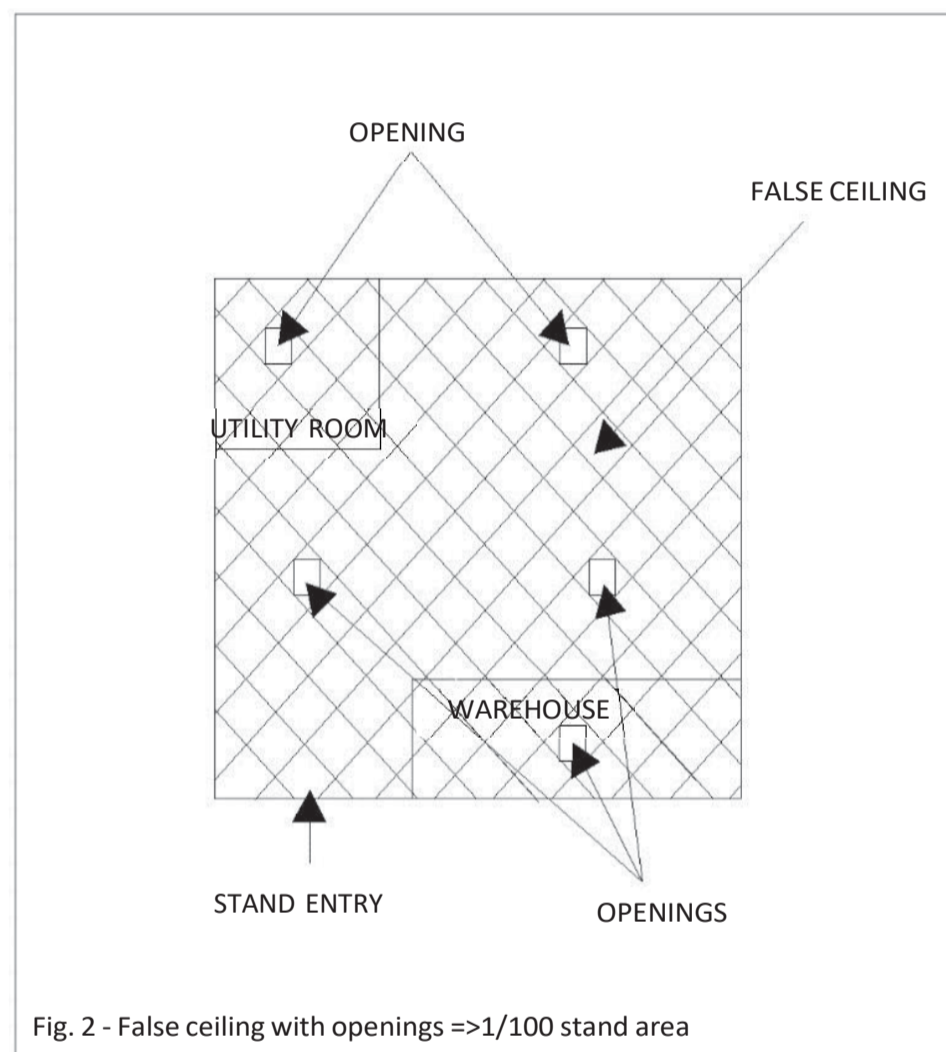
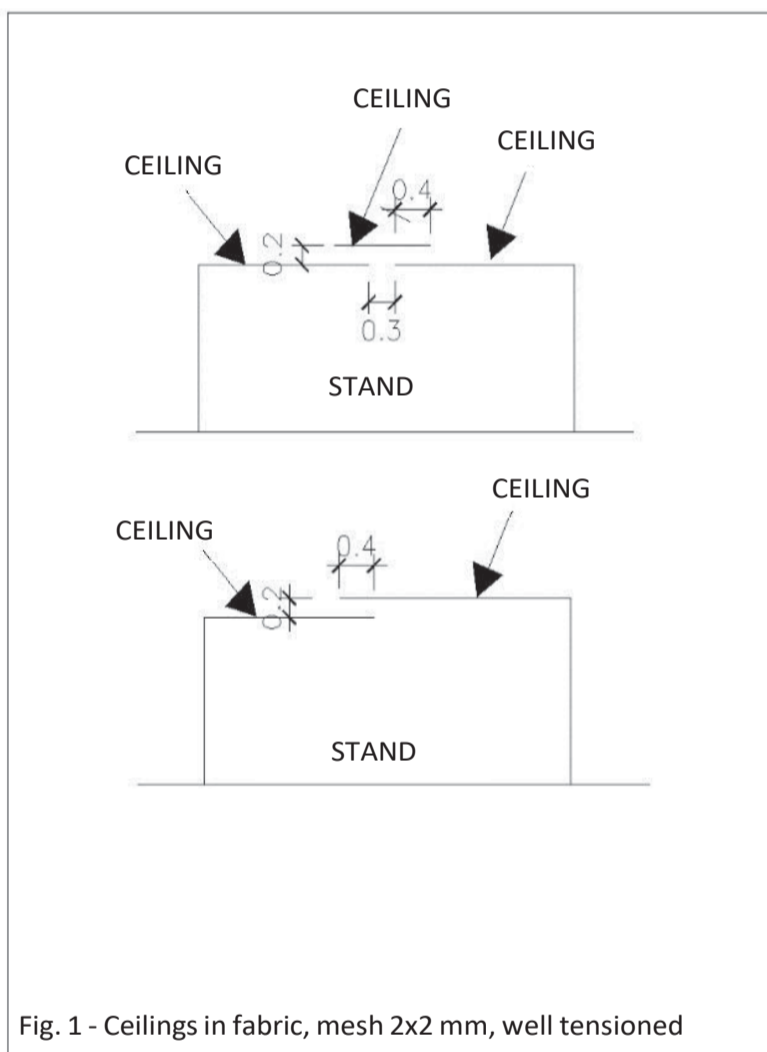
Provisions about the realisation of false ceilings and ceilings for stands
(Technical Regulations - art. 1.3 lett h).

Exhibitors who intend to build stands or areas of stands completely closed not only on the 4 sides but also by continuous false ceilings/ceilings, must be authorised by the relevant Customer Service.

1 - False ceilings and ceilings can be made of any type of material, provided that the following conditions are met, in addition to the characteristics of reaction to fire and structural stability:

2 - False ceilings in wood, metal, plaster, etc. must be made leaving openings for the evacuation of fumes for a total of 1/100 of the surface of the space concerned. These openings may be between 0.25 and 0.30 m² and may be evenly distributed over the entire stand area or the part of the stand with false ceiling (see fig. 2).

Different configurations of the openings, always uniformly distributed, must guarantee a 1/100 ratio of the surface as already mentioned. It is also possible to make openings for the evacuation of fumes with the overlapping, at different heights, of the parts making up the false ceilings (see fig. 1).



3 - False ceilings can be made of a wide mesh fabric (max. 2x2 mm), well tensioned. Thick mesh fabrics fall within the scope of point 2.

Attention:
Failure to comply with the above conditions may result in the deactivation of the power supply to the stand until the false ceiling is corrected.

REQUEST OF AUTHORISATION FOR HOT WORKS (Technical Regulations - article 2.5 lett. h)

EXHIBITION _____

Exhibitor _____

Pavilion _____ **Stand no.** _____

Authorization is required for hot works:

<u>to be carried out</u> <input type="checkbox"/> during stand installation <input type="checkbox"/> during stand dismantling		
<u>consisting in</u> <input type="checkbox"/> Welding - indicate the type of welding to be carried out _____ <small>(attach documentation if any)</small> <input type="checkbox"/> Brazing - indicate the type of brazing to be carried out _____ <small>(attach documentation if any)</small> <input type="checkbox"/> Grinding and/or cutting with grinding cutter <input type="checkbox"/> Heat installation of stretched ceiling sheet (Barrisol type) - <input type="checkbox"/> a) with hot air heater working with LPG (liquefied petroleum gas) - <input type="checkbox"/> b) with electric hot air heater		
<u>In the following days</u> day _____ <input type="checkbox"/> morning <input type="checkbox"/> afternoon day _____ <input type="checkbox"/> morning <input type="checkbox"/> afternoon	<u>In the following days</u> day _____ <input type="checkbox"/> morning <input type="checkbox"/> afternoon day _____ <input type="checkbox"/> morning <input type="checkbox"/> afternoon	<u>In the following days</u> day _____ <input type="checkbox"/> morning <input type="checkbox"/> afternoon day _____ <input type="checkbox"/> morning <input type="checkbox"/> afternoon

It is hereby declared that, in the event of authorisation, the works will be carried out by skilled personnel, provided with the certificates and/or authorisations specified by the regulations in force. A copy of the documents will be kept in the stand at the disposal of the Authorities in charge of the controls.

Date _____

Stamp and signature _____

To be subjected to a feasibility check by Fiera Milano.