



## EXHIBITION TECHNICAL REGULATIONS

### 1 - PRELIMINARY NOTE

"BolognaFiere" and "Organizer" means Bologna Fiere S.p.A.

"Organizing Secretary" means Senaf Srl, with registered office in Via Eritrea, 21/A, Milan, Italy

### 2 - GENERAL REGULATIONS

#### 2.A - Dates, hours and venue of the Exhibition

The Exhibition will take place from 10<sup>th</sup> to 12<sup>th</sup> of June 2025 in Bologna Exhibition Centre with the following times:

**VISITORS:** from 09:00 am to 06:00 pm

**EXHIBITORS:**

**Tuesday 10<sup>th</sup> June 2025** - from 8:00 am to 6:30 pm

**Wednesday 11<sup>th</sup> June 2025** - from 8:30 am to 6:30 pm

**Thursday 12<sup>th</sup> June 2025** - from 8:30 am to 6:30 pm

**To access the Exhibition Centre, it is necessary to have the Exhibitor's pass.** In case of access by car, in addition to the Parking Pass, **both the driver and any others passengers must be in possession of the Exhibitor's pass.**

The control of the access documents will be carried out by those in charge of BolognaFiere at all entrances, both pedestrian and vehicular.

#### 2.B - Booth availability - delivery

**"Space only" booth** will be available to Exhibitors/Stand Fitters as follow:

- **Friday 6<sup>th</sup> June 2025** - from 08:00 am to 6:00 pm
- **Saturday 7<sup>th</sup> June 2025** - from 8:00 am to 06:00 pm

Stand fitters inside the Exhibition Centre at 06:00 pm will be able to continue working for one hour beyond the time above.

**The set-up work must be completed by 7:00 pm on Saturday 7<sup>th</sup> June.**

The Exhibitor must ensure that the chosen fitter commits to the above deadline by including the completion time clause in the contract.

**On June 9<sup>th</sup> 2025, the day before the opening of the event, from 8:00 am to 6:00 pm** (those who are present inside the halls at 6:00 pm may continue work until 7:00 pm), **no booth set-up work will be allowed, but only operations involving the arrangement of samples, graphics, or other activities involving the use of hand tools only.**

**Pre-furnished booths** will be available to Exhibitors starting at **8:00 am on Monday 9<sup>th</sup> June 2025.**

#### 2.C - Access to the Exhibition Centre during the booth set-up period

In order to gain access to the Exhibition Centre, Exhibitors, during the set-up and dismantling period, will have to accredit themselves on <https://ambientelavoro.befair.eu/> following the instructions provided by BolognaFiere.

From the PASS page, the Exhibitor can authorise entry to the Exhibition Centre of any appointed companies



(fitters, suppliers, couriers, etc.) by assigning them the relative documentation. The Appointees will receive an automatic email from the system with the credentials to access the pass portal. Please remember that on the pass page, both the Exhibitor (with their own account) and the Appointee (with their own account) can enter the names of their staff and the license plate numbers of their vehicles to print the passes necessary to access the Exhibition Centre during the set-up and dismantling phases.

For more information, see chapter 2 of the Bologna Exhibition Centre Regulations.

**Access to the Exhibition Centre will never be granted to people/vehicles without passes/entrance tickets.**

**During the set-up period, access to the Exhibition Centre will be possible using the North West Calzoni driveway entrance.**

As already reported at point 2.B above, during the booth set-up period, the access of people and vehicles to the Exhibition Centre must take place with the following timetable:

- **Friday 6<sup>th</sup> June 2025** - from 08:00 am to 6:00 pm
- **Saturday 7<sup>th</sup> June 2025** - from 8:00 am to 06:00 pm

Stand fitters who are already inside the Exhibition Centre at 6:00 pm may continue to work until 7:00 pm

**On June 9<sup>th</sup>, 2025, the day before the opening of the event, from 8:00 am to 6:00 pm (those who are present inside the halls at 6:00 pm may continue work until 7:00 pm), no booth set-up work will be allowed, but only operations involving the arrangement of samples, graphics, or other activities involving the use of hand tools only.**

## 2.D - Products' Removal and dismantling. Handing - back of booths

Admittance times for the removal of samples and booth furnishing are as follows:

### Space-only booths:

- **Thursday 12<sup>th</sup> June 2025** - from 06:30 pm to 10:00 pm (no materials will be allowed to leave the Exhibition Centre until 7:00 pm on 12<sup>th</sup> June)
- **Friday 13<sup>th</sup> June 2025** - from 8:00 am to 06:00 pm

On Friday 13<sup>th</sup> stand fitters who are already inside the Exhibition Centre at 6:00 pm may continue to work until 7:00 pm.

### Pre-furnished booth:

- **Thursday 12<sup>th</sup> June 2025** - from 06:30 pm to 10:00 pm (no materials will be allowed to leave the Exhibition Centre until 7:00 pm on 12<sup>th</sup> June)

Motor vehicle access to the Exhibition Centre will be regulated in the same way as for set-up work (see Art. 2.C).

**Booths, wherever located, must be completely cleared by 07:00 pm on Friday 13<sup>th</sup> June 2025.**

In the event of non-compliance with the dismantling times and/or that the Exhibitor fails to clear the area, the Exhibitor gives its irrevocable consent to BolognaFiere to consider anything left on the stand as waste material to be sent to public waste disposal sites, for which the Exhibitor will be required to reimburse all the related direct and indirect costs, with a minimum of €700.00 per 16.00m<sup>2</sup>, and without prejudice to any reimbursement for further damages.

The Exhibitor assumes sole responsibility for any damage or theft that may occur during the course of the Exhibition, both during and after the set-up phase.



## 2.E - Terms of payment

The fee to take part in the Exhibition must be paid in accordance with the deadlines and in the manner provided for in the application form.

## 2.F - Insurance - Exemptions, Assumptions, and Limits of liability

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

The Exhibitor shall also be responsible to BolognaFiere for all damage, be it direct or indirect, which for whatever reason is attributable to him or to the staff working for him (including damage caused by furnishings or by the systems set up either by the Exhibitor or by third parties tasked to do so, even if they have been inspected by BolognaFiere).

Compensation for damages deriving from such theft or damage as may be sustained by the Exhibitor, even when the halls are closed (including all the days set aside for booth furnishing and removal) shall be secured solely by means of appropriate insurance cover and within the limits/conditions provided therein.

**The Exhibitor shall benefit from the following insurance policies taken out by BolognaFiere and as agreed with the Organizing Secretary:**

- a) All Risks guarantee (including fire and theft) for material and direct damage to furniture, set-up, equipment and merchandise at the booth, excluding cash, items of value, precious goods, etc., excluding software installed on computers and excluding damage from failure to use furniture, set-up, equipment and merchandise during the Exhibition period - coverage € 40,000.00 absolute first risk (including fire and theft), with fixed exclusion of € 300.00 for each damage, raised to € 600.00 for damage occurring after the end of the Exhibition;
- b) Third Party Liability cover: including damage by fire single limit € 50,000,000.00;
- c) Employees Liability cover: maximum sum insurable per claim € 3,000,000.00, with limit of € 2,000,000.00 per person;
- d) The Insurance Company's waiver of any recourse against all the Exhibitors, the Organiser and BolognaFiere.

The insurance coverage described above is governed by specific conditions and limitations that the Exhibitor can request from the Organizing Secretariat of the Exhibition and are listed in the documentation for the Exhibition. Such coverage does not exclude the Exhibitor's liability for all the risks which, according to the Exhibitor's independent evaluation, are not guaranteed or exceed the aforementioned coverage limits. The Exhibitor shall provide to the necessary additional coverage.

**Specifically, based on the presence of a video-surveillance system, the Exhibitor acknowledges that, in the event of theft, the relevant complaint to the Public Authority must be sent to the Insurance Company within seven days after the end of the Exhibition, and that failure to do so will result in loss of the right to compensation.**

The Insurance Company shall also manage claims and liquidation procedures at the end of the Exhibition. The Exhibitor undertakes to include in the additional coverage the Insurance Company's waiver of any recourse against the Exhibitors, the Organiser and BolognaFiere and, in default, must protect same against any action that might be taken against them.

Having acknowledged the above, the Exhibitor (on his own behalf and on behalf of his collaborators or appointees) expressly exempts the Organiser and BolognaFiere from any liability for losses or failures that for any reason might occur in his assigned exhibition space during the Exhibition and during booth set-up and knockdown, and that may involve the property contained therein, and assumes sole liability for any damage caused to third parties deriving from management of the exhibition space or the property contained therein and not covered according to the terms and conditions described above or activated by the Exhibitor himself. The Organiser and BolognaFiere decline all liability for consequential damage, damage to image, loss of income, etc. With regard to direct damage, the Exhibitor agrees that the Organiser and BolognaFiere limit their



liability to the limits and maximum sums payable of the above-mentioned insurance policies. The Exhibitor accepts such limits of liability.

## 3 - SET UP AND PROHIBITIONS

### FORM 0 (zero)

Form 0 allows you to declare the type of exhibit you intend to set up or submit any request for authorization to set up a Non-Standard exhibit.

Form 0 can be downloaded from the Forms reserved area of the [www.ambientelavoro.befair.eu](http://www.ambientelavoro.befair.eu) platform.

Each exhibitor is required to submit **Form 0 by the 26<sup>th</sup> of June 2025** to the email [tecnico1@bolognafiere.it](mailto:tecnico1@bolognafiere.it)

### 3.A - Definition of the setting-up types and approval procedures

Booth fittings, regardless of their area, are classified into:

- **PRE-FURNISHED** set-up (set-up booth by Bologna Fiere)
- **STANDARD** set-up
- **NON STANDARD** set-up

The details of these categories are set out in Chapter 3.1 of the Bologna Exhibition Centre Regulations.

The following documents must be sent for approval to the Ufficio tecnico - Direzione Venue di BolognaFiere, to the email address indicated in the exhibition regulations in chapter 3 ([tecnico1@bolognafiere.it](mailto:tecnico1@bolognafiere.it)) and to the Organiser ([caterina.poli@senaf.it](mailto:caterina.poli@senaf.it)) by the 26th of May 2025:

1. Form 0
2. Stand design plan (in the case of a non-standard set-up, the plan must be stamped and signed by a qualified technician)
3. Other documentation required (see Form 0)
4. Statement of correct assembly (to be provided upon completion of the works, prior to the start of the event)

For Non-Standard set-ups, static testing is mandatory and will be carried out exclusively by BolognaFiere. For this, the Exhibitor will be charged an amount corresponding to the type of set-up indicated in Form 0, which can be downloaded from the reserved area of the platform <https://ambientelavoro.befair.eu/>.

**If the aforementioned documents are not sent by the established date, or are sent late, the exhibitor will be charged the amounts indicated in Form 0.**

### 3.B - Booth set-up

The build specifications of the stand set-ups are set out in Chapters 3.4 and 3.5 of the Bologna Exhibition Centre Regulations. Specifically for AMBIENTE LAVORO 2025:

### EXHIBITION SPACE

The Exhibitor shall contain his or her exhibit within the area allotted to him or her, identifiable either by partition walls, or paint lines, or adhesive tapes, where no other reference elements exist.

### HEIGHTS AND WALLS

**Booths shall not exceed the maximum standard height of 3.50 m** taking into account thicknesses due to raised floors, lighting fixtures, lighting fixture supports including lattice, signs, graphics, etc.. Beyond this height the set-up will be Non-Standard and, compatibly with the assigned area and technical regulations, BolognaFiere's approval will be required (as per art. 3A). **Out-of-Standard set-ups are not permitted without the prior approval of BolognaFiere.** If the set-up also includes glass walls placed in direct contact with the public, said walls must comply with EU Construction Products Regulation 305/2011, implemented by Legislative Decree No. 16 of 16.06.2017, as well as subsequent amendments and additions.



Large glazed walls with a load-bearing function must be integrated with the appropriate support structure (e.g. metal frame).

The border walls visible from the adjacent booths will have to be perfectly finished and white painted in the section exceeding the partition walls. Any totem poles and any other ornamental elements inside the booth will have to be positioned in the centre of the booth: any elements higher than 3.50 m will be subject to the approval of the project from the organiser and should be compatible with the technical specifications of the hall.

**The structures constituting the booth set-up must comply with the height allowed by these Regulations and must also not deprive visibility and light, as well as harm other adjacent Exhibitors in the vicinity. It is therefore forbidden to build closed perimeter walls longer than 4.00 m. Beyond that, walls must be interspersed with open spaces, or built with transparent material, of at least 2.00 m. Otherwise, the Organizing Secretary reserves the right to demand adjustment.**

Exhibitors with “space only” booth will have to carry out independently (through their fitter) for the construction of the partition walls near the other booths as well as the back walls; if the exhibitor does not follow this rule, the Organizing Secretary will install the walls, charging the relative expenses to the exhibitor. The electricity share provided in the application for participation includes the electrical connection, testing, power up to 2 kw and the extinguisher but does not provide for the construction of the internal electrical system, to which the exhibitor with booth in free area must provide through authorized company.

### PLATFORMS AND MEZZANINES

Platforms over 0.80 meters are considered Non-Standard.

Projects for mezzanines or second floors must compulsorily have received written approval from the Operations Division of BolognaFiere, after acquiring the necessary technical documentation.

Mezzanines (with a maximum height of 5.50 m) may be built by companies with an exhibition area of more than 64 sq.m. and, compatibly with the technical characteristics of the assigned area, to the maximum extent of 60% of the area of the assigned booth.

The area related to the mezzanine, even if it is interdicted to the public, will result in a charge to the Exhibitor, for each sq.m. of the raised area, equal to 50% of the amount provided for the exhibition area.

### 3.C - Mandatory forms

FORM	DESCRIPTION	DEADLINE
FORM B1	Statement of correct installation of the electrical system and set-up ( <b>Mandatory only for free areas</b> )	before the beginning of the set-up
FORM B2	Declaration of conformity of the electrical system ( <b>Mandatory only for free areas</b> : if the company performing the electrical installation is not Italian, it is not necessary to fill in this form; fill in Form B5 and purchase verification of the electrical installation from <a href="http://www.befair.eu">www.befair.eu</a> )	before requesting electrical connection
FORM B3	Statement of correct assembly ( <b>Required only for free areas</b> )	09/06/25
FORM B4	Statement of correct installation of the stand materials ( <b>Mandatory only for free areas</b> )	09/06/25
FORM B5	Statement of correct installation of the electrical system, only for companies not registered with the Italian Chamber of Commerce ( <b>Mandatory only for free areas</b> : if the company performing the electrical installation is Italian, it is not necessary to fill in this form; fill in Form B2 instead)	before requesting electrical connection





FORM H	Mandatory Import Notice form for non-EU countries <b>(Mandatory only for free areas)</b>	before the beginning of the set-up
FORM M	Information on the prevention of occupational accidents <b>(Mandatory only for free areas)</b>	before the beginning of the set-up
FORM SR	Waste management declaration (Mandatory for <b>waste management during set-up and dismantling</b> . BolognaFiere will carry out checks at the stand)	before the beginning of the set-up
FORM 0 (Zero)	Set-Up Statement <b>(Mandatory for pre-assembled stands and open areas)</b>	26/05/25
Form D (Demonstration)	Vehicle Demonstration and Exhibition Indemnity <b>(Mandatory for those who demonstrate or exhibit combustion, electric or hybrid vehicles)</b>	before the beginning of the event

## PENALTIES FOR DELAYED OR NON-SUBMISSION

The deadlines listed above cannot be extended and in the event of late submission or failure to submit the forms, the exhibitor will be charged as indicated in the following table:

FORM	DELAY < 24 hours	DELAY > 24 hours	NON-DELIVERY
Forms B1 and B3	€ 100	€ 300	€ 500
Form B4	€ 100	€ 500	€ 1000
Form D Demonstration	€ 100	€ 500	€ 1000
Forms B2 and B5	<b>The stand will not be connected to the electrical system</b>		
Forms H and SR	Penalties provided for in the form itself		

In the event of serious non-compliance, BolognaFiere reserves the right to completely or partially close the stand.

Failure to submit the Demonstration Form D, in addition to the penalty, will result in the immediate suspension of the demonstration or exhibition.

## 3.D - Warnings

BolognaFiere reserves the right to have the fittings and systems that do not comply with the above provisions modified or refitted, having previously checked compliance with the aforementioned requirements. In the event that BolognaFiere finds even just one defect, it may request prompt resolution of the same and the Exhibitor will be required to comply.

Responsibility for the structural resistance and compliance of the set-up materials with the fire regulations currently in force is borne solely by the Exhibitor, who expressly releases BolognaFiere from liability for any damages arising from design and construction defects, including the dimensioning as inferred from the detailed drawings of the areas occupied.

Any work that entails changes in the actual state of BolognaFiere's fixed and movable property (reinforcements, modifications, excavations, holes in fixtures, walls, structures, columns, floors), may only be carried out with the prior written authorisation of BolognaFiere and at the expense and under the responsibility of the participants. The Exhibitor maintains this responsibility for the entire period of the Exhibition and until the stand is returned to BolognaFiere. Before the works begin, the participant shall pay the Organiser the amount necessary to restore the stand to its original state, which will be taken care of by the Organiser.



## 4 - GENERAL AND TECHNICAL SERVICES

If available, BolognaFiere may provide on request the individual booths with electricity, water, and compressed air, as well as connection to the telephone lines.

### 4.A - Supporting Exhibitor Services

BolognaFiere, through its Exhibition Office, will provide Exhibitors with comprehensive technical information on the general services available throughout the Exhibition Centre.

For the services listed below, the BolognaFiere e-commerce channel is available to purchase the services directly online, quickly and easily on the site: [www.ambientelavoro.befair.eu](http://www.ambientelavoro.befair.eu)

- VIDEO RENTAL
- AUDIO MONITORING SYSTEM RENTAL
- FLORAL DECORATION RENTAL
- ELECTRICAL INSTALLATIONS
- WATER INSTALLATIONS
- COMPRESSED AIR
- BOOTH CLEANING
- CATERING
- MATERIAL HANDLING/PORTERAGE
- FORWARDING AGENT
- WI-FI AND TELEPHONE LINE

Please note that transportation, loading and unloading of goods and portorage services within the Exhibition Grounds are organized exclusively by BolognaFiere's official logistics service provider.

Goods of non-EU origin may be exhibited as samples upon mandatory notification, with description of the goods, to the e-mail address [customs@marconiffm.it](mailto:customs@marconiffm.it).

The following services are also available in the Exhibition Centre:

- a la carte restaurants, self-service, bars
- upon request customized services of coffee breaks cocktails, bars and/or supply of products directly to the booths
- travel agency
- insurance company

### 4.B - Responsibility for services

BolognaFiere regulates but does not organize the services listed in section 4 and therefore disclaims any responsibility in respect of the performance thereof. Claims should be made in writing direct to the Service company and communicated to BolognaFiere at the following email address: [vendite@bolognafiere.it](mailto:vendite@bolognafiere.it).

## 5 - SPECIAL SERVICES

### 5.A - Exhibitor entry passes and car passes

The Exhibitor will be issued, free of charge, personal entry passes in the quantities indicated below:

- No. 3 personal entry passes for stands up to 20 sqm
- No. 1 additional pass for every 10 m<sup>2</sup> or fraction beyond the first 20 sqm

The Exhibitor will also be issued 4 car passes regardless of the surface area of the stand. The car pass entitles the exhibitor to park in the parking lots provided by BolognaFiere until all available spaces are used up. The Exhibitor is responsible for the proper use of these documents and the behavior of those who use them.



## 5.B - Free invitations for Customers

The Exhibitor will be sent automatically and free of charge nr. 300 digital gift codes, which must be validated online by the customers to whom they will be sent.

This invitation will entitle the free entry for the entire duration of the event, both to the exhibition area and to the conference session.

Requests for any additional digital invitations must be sent to the email: [stefania.macchia@boseventi.it](mailto:stefania.macchia@boseventi.it)

## 5.C - Exhibition Guide Catalogue

The Guide Catalogue will contain the indications of the Exhibitors whose application for participation will be received and accepted within 45 days before the opening date of the Exhibition. As for the insertion of the name and the identification of the product sector - the data entered directly by the Exhibitor in the Catalogue Section of the portal, which can be accessed via the link sent to him by the Organizing Secretary, will be considered valid.

## 5.D - Notification of new products

Should Exhibitors introduce new products, services, solutions or organizational and management procedures, they may give notice of them through the **dedicated sections of the exhibitor's portal**, so that the Organizing Secretary can inform the press in the forms it deems most appropriate.

## 5.E - Hotel Reservation Service

The hotel reservation service is carried out by the Official Supplier of BolognaFiere appointed for this purpose to whom the Exhibitor may contact using the contacts on the page <https://fiera.ambientelavoro.it/en/hotels/> or directly on the website [www.bolognawelcome.com](http://www.bolognawelcome.com).

This service is also regulated, but not organized, by BolognaFiere and the Organizing Secretary, who therefore disclaim any responsibility for its execution.

Any complaints should be made in writing directly to the Official Supplier and should be communicated, for information only, to BolognaFiere and the Organizing Secretary.

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

Exhibitors are not normally permitted to use devices for the reproduction of music and sounds. Any exceptions may be authorised in writing. This authorisation may be revoked with immediate effect at any time, by simple written notice.

Any authorisation does not exempt the Exhibitor from using the equipment in such a way so as to not disturb the other Exhibitors and visitors, particularly with regard to noise pollution regulations (maximum limit permitted by Law). Likewise, the Exhibitor is not exempted from the requirement to comply, at its own expense, with the applicable laws on copyright (authors and publishers) and related rights (producers and artists) and must therefore complete the relative formalities with the companies in question. The same applies to the distribution of audio-video or multimedia supports containing intellectual property protected under the law, for which the costs to approve the use of said supports are added, with respect to the above.

## 5.G - Press office

The Press Office carries out the work of disseminating news relating to exhibitors free of charge. It is therefore advisable to access, through the link sent by the Operations Secretariat, the Information Section of the exhibitors' portal where it is possible to report news on display, insert press releases and photos. The information will remain available online for several months after the closing of the event.

For further information, Exhibitors can contact the Organizing Secretary.





## 6 - OVERSIGHT AND INTERVENTION BY BOLOGNAFIERE

BolognaFiere takes steps to ensure that the regulations and the general conditions for participation are observed, and all those entering the Exhibition Centre are obliged to abide by the provisions and instructions that BolognaFiere Spa issues on entry to and inside the Centre; these may take the form of specific signs, written notices, and loudspeaker announcements and may also be issued by service personnel or by any other means, it being understood that the loudspeaker announcements and the instructions given by the service personnel prevail over any other form of notification.

Exhibitors are reminded that any infringement of the rules or prohibitions may result in the immediate closure of the stand by BolognaFiere officials or agents and the collection of entry passes and car parking badges, all without any right of the Exhibitor to refunds of any kind.

## 8 - AMENDMENTS TO THIS REGULATION

Any provisions of the law or regulations that alter the terms of this regulation will immediately and automatically take effect, even if the Exhibition Regulations have not been amended to reflect said changes.

Additionally, BolognaFiere has the right to adopt at any time such measures as are deemed appropriate, which the exhibitor shall immediately apply, with regard to fire prevention, occupational health, accident and injury prevention and the safety of exhibitors and visitors.

These measures may be notified to Exhibitors using any means and shall prevail over any general measures previously adopted.

*This text is a free translation of the original Italian text. In case of litigation, only the Italian text will be considered as valid.*