



TIMELINE

After sending the application form:

- issue by BolognaFiere SPA of the **caution money invoice**, this payment will allow access to the reserved **area of the exhibitor portal** (link and credentials received via email from noreply@ambientelavoro.it when registering the application form) to insert information relating to your participation in the event.

After confirming the booth location:

- sending by BolognaFiere (staff@befair.eu) of the email containing links and instructions for accessing the **BEFAIR** portal, within which to order any additional services and fill in the mandatory technical forms (the forms section will also have direct access from the exhibitor portal).

Mid-May:

- **sending of the balance invoice** by BolognaFiere SPA;
- sending by ambientelavoro@vivaticket.com of the email containing links and instructions for accessing the **VIVATICKET** platform which will allow you to send 300 free invitations to your customers. On the same platform, starting from the **3rd of June**, **exhibitor cards and car passes will be available only for exhibitors in good standing with the payment of the balance invoice**, to access the event on the days it is open to the public.

16th May (only for pre - furnished booths) - deadline for notifying the fitter:

- possible purchase of additional furnishings;
- any customizations relating to the booth;
- any graphics to be printed on the walls/front of the booth (if there is no logo, the company name will be printed in standard characters).

20th May (for all exhibitors)

- compilation of catalog data and registration of represented houses (on the exhibitor portal) for publication in the printed Guide Map distributed at the event.

26th May:

- deadline for sending **Form 0** to tecnico1@bolognafiere.it (mandatory for both PRE-FURNISHED booths, for STANDARD set-up and for NON-STANDARD set-up) and additional forms, if any, as provided for in Article 3.A of the Technical Event Regulations.

29th May:

- activation of the **PASS** section within the **BEFAIR** portal, where it will be possible to register people and vehicles that will access the Exhibition Centre during set-up and dismantling.



FAQ EXHIBITORS

EXHIBITION TIMETABLE

| | EXHIBITORS | VISITORS |
|--------------------------------------|-------------------|-------------------|
| Tuesday 10 th June 2025 | 8:00 am - 6:30 pm | 9:00 am - 6:00 pm |
| Wednesday 11 st June 2025 | 8:30 am - 6:30 pm | 9:00 am - 6:00 pm |
| Thursday 12 nd June 2025 | 8:30 am - 6:30 pm | 9:00 am - 6:00 pm |

ACCESS TO THE EXHIBITION CENTRE DURING THE EVENT

Printing of entry documents for the set-up and dismantling period

In order to **access the Exhibition Centre during the set-up and dismantling period**, Exhibitors must register on the website <https://ambientelavoro.befair.eu/> and access the **PASS** section (see art. 2.C of the Exhibition Technical Regulations).

PASS OFFICE CONTACTS: +39 051 282403 pass@bolognafiere.it

Access to the event on the days of setting up and dismantling can take place from the **Nord Ovest Calzoni – Bologna Fiere - driveway entrance** ([road directions link](#)) and vehicles (provided with a regular badge) can be parked in the dedicated areas near the pavilions.

Entry documents for the days the event is open to the public

The personal and car passes will be **available online from 3rd of June, only for exhibitors in good standing with the payment of the balance invoice**, as following:

4 car passes, 3 exhibitor badges for the first 20 sqm booked plus 1 badge for every additional 10 sqm or fraction

and must be downloaded using the same reserved area through which it is possible to manage the sending of invitations for customers. The link to access this reserved area will be sent by: ambientelavoro@vivaticket.com

To access the Exhibition Centre you need to have a **personal pass**. Even in the case of access by car, in addition to the parking pass, **both the driver and any passengers must be in possession of the aforementioned pass**. Access documents will be checked by BolognaFiere officials at all entrances, both pedestrian and vehicular.

Access to the event can take place from the following entrances:

- **OVEST Costituzione Entrance** - pedestrian
- **Nord Ovest Calzoni** – driveway entrance ([road directions link](#))

DIFFERENCE BETWEEN SPACE-ONLY AND PRE-FURNISHED BOOTH

Companies that have booked a stand in the **free area** will only have the area on which to build their stand, the perimeter of which will be marked on the ground with adhesive tape. Exhibitors with stands in free area will have to make their own arrangements (through their own fitter) for the construction of the partition walls bordering other stands as well as the back walls.

Companies that have booked a **pre-equipped booth** will be provided with a booth complete with the equipment provided in the application.



SPACE-ONLY SET-UP

Booth set-up – timetables

- **Friday 6th June** - from 8.00 am to 6:00 pm
- **Saturday 7th June** - from 8.00 am to 6:00 pm
- **Monday 9th June** - from 8.00 am to 6:00 pm

Stand fitters who are already inside the Exhibition Centre at 6.00 pm may continue to work until 7.00 pm

On June 9th, the day before the opening of the event, from 8.00 a.m. to 6.00 p.m. (those present in the pavilions may continue to work until 7.00 pm) work on setting up the booths **will not be permitted, but only operations of arranging samples, graphics or other activities that involve the use of only hand tools.**

Products' removal and dismantling – timetables

- **Thursday 12th June** - from 6:30 pm to 10:00 pm - until 7:00 pm no materials will be allowed to leave the Exhibition Centre.
- **Friday 13th June** - from 8:00 am to 6:00 pm with the possibility for the stand fitters inside the Exhibition Centre to continue work for one more hour beyond the indicated entrance time, that is, until 7:00 pm
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Clearance of stands, wherever located, **must be completed by 7:00 pm on June 13, 2025.**

Extra days of set-up (upon request)

To request extra set-up days, **it is essential to send a prior request via email to vendite@bolognafiere.it - for information: ph. +39 051 282816/18**

Maximum height of space-only booths and non-standard set-ups

The booths must not exceed the **maximum standard height of 3.50 m** taking into account the thicknesses due to raised floors, lighting fixtures, lighting fixture supports including trellises, signs, graphics, etc..

If you intend to exceed this limit, and for all booths that have characteristics such as to be defined as non-standard (see art. 3.1 of Exhibition Centre regulations), you must send the quoted project, signed by a qualified technician, via e- email to the following address: tecnico1@bolognafiere.it and in cc caterina.poli@senaf.it

The back of walls bordering other booths should be finished and painted solid with neutral color.

PRE-FURNISHED BOOTHS

Availability of pre-furnished booths:

Pre-furnished booths will be available for exhibitors from **Monday 9th June 2025 from 8.00 am.**

Removal of material from pre-furnished booths

- **Thursday 12th June 2025** from 6:30 pm to 10:00 pm

Starting from 8:00 am on Monday 13th June 2025 the stand fitters will start the dismantling work, all material and printed material found in the booths will be sent to disposal.



Stand fitter contact

HENOTO - Ambiente Lavoro set-up office

Via Tolomeo 14/16 – 35028 Piove di Sacco (PD)

ambientelavoro.setup@henoto.com

FORMS TO PARTICIPATE IN THE EXHIBITION

The contact person indicated in the application form will receive, after confirmation of the position on the plan, an email from staff@befair.eu containing a link to register and access the **BEFAIR** platform for completing the technical forms (the forms section will be direct access also from the exhibitor portal) and the booking of any additional services.

We remind you that **for pre-furnished booths it will only be necessary to fill in Form 0**, indicating: **Set-up booth By Bologna Fiere.**

Fire extinguisher legal obligation:

The supply of fire extinguishers to the extent required by law is already included in the **application form**. Fire extinguishers will be delivered to the booth by the start of the event.

VISITORS ENTRANCE

- **To visit the exhibition area:** free admission after registering online at www.ambientelavoro.it or directly at the ticket offices
- **To attend the conferences:** paid ticket purchased directly at the ticket office: **€ 70,00** - through the website you can purchase the **reduced-price ticket at € 50,00**. The ticket is **valid for 3 days** and also allows a visit to the exhibition area

INVITATIONS FOR CUSTOMERS

Exhibitors are entitled to **300 digital invitations**, free of charge, which can be used to invite their clientele. In this regard, you will receive an email from ambientelavoro@vivaticket.com with instructions on how to use them.

The invitations will have to be validated online by the customers who receive them, in the dedicated section of www.ambientelavoro.it. The invitations are valid for visiting the exhibition area and attending the conferences.

PAYMENTS

Sending balance invoice and payment:

The balance invoices will be issued starting from October 2024. The payment of the balance will be made upon receipt of the invoice, by bank transfer to:

BOLOGNAFIERE SPA

Unicredit Spa - Largo Francesco Anzani 13, 00153 Roma

IBAN: IT 16 G 02008 05364 000500071889 - BIC SWIFT: UNCRITMMORR

Exhibitors who have not paid the balance will not be allowed to enter for set-up.

OTHER INFORMATION

Hotel reservations

On the event website, at the link <https://fiera.ambientelavoro.it/en/hotels/> the contact details of the partnered **travel agency** are available, which you can contact to receive dedicated offers.

Furthermore, discounts are active with Italo and Trenitalia. All information at the following link: <https://fiera.ambientelavoro.it/en/how-to-reach/>



Sending material to the booth by courier

Generic couriers are never allowed access to the Exhibition Centre, in the event that you have material to be sent by couriers such as Bartolini, TNT, DHL, SDA, etc., storage and possible delivery to the booth can be booked as paid services on the portal <https://ambientelavoro.befair.eu/>, in the logistics - storage section.

Once you have booked the service, you can proceed as follows:

1. Prepare the material, clearly indicating on the package:
Company name of the exhibitor
c/o Pav. (indicate)
booth no. (indicate)
Participation in AMBIENTE LAVORO
2. Carry out the delivery to the MAGAZZINO C.F.P. - Via Alfieri Maserati 20/C - 40128 Bologna from 8:00 am - 12:00 pm and 01:00 pm - 5:00 pm
3. Collect the packages independently, or, if you prefer them to be delivered to the booth, request the handling/delivery service available in the logistics - storage section of the portal <https://ambientelavoro.befair.eu/>

For special requests/needs, you can send an email to vendite@bolognafiere.it.

Request for additional kW

The connection, testing and electrical power up to 3 kW are included in the application form.

Any requests for additional kW must be made through the portal <https://ambientelavoro.befair.eu/>

Insurance

The "All Risks" insurance coverage is also included in the registration fee for the exhibition.

The ceilings are indicated in the Exhibition Technical Regulations, available online and on the portal.

If the standard coverage is deemed insufficient, supplements can be requested using the **Supplementary Insurance Policy Form**, present in the Technical Section of the exhibitor's portal.

INSURANCE CONTACTS:

AON S.p.A., Via De' Toschi, 4 - 40122 Bologna, Italy info.fiera@aon.it

During the event it will be possible to contact the office present at the fair in the Service Centre, Block C, ground floor, tel. +39 051 282 530.

Distribution of material outside your own booth:

To carry out the distribution of advertising material outside your own booth, you must make a request using the appropriate page of the "Application for Participation," or by e-mail to caterina.poli@senaf.it and has a cost of Euro 500.00 + VAT for all three days of the event.

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