

Technical Regulations

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FOREWORD

FIRENZE FIERA is committed to implementing precautions and enforcing the current regulations in order to ensure the safety of people and property.

Therefore the End User, besides taking every precaution and care to avoid the risk of fire and of danger in general, must scrupulously abide by the regulations and prohibitions listed below. The End User is therefore requested to accurately fill in all forms and declarations attached at the end of this document.

During the inspection phases, Firenze Fiera calls upon the services of qualified technicians to carry out all necessary operations to ensure compliance of electrical systems and set-up materials with these Technical Regulations.

Firenze Fiera reserves the right to remove any inflammable materials or in any case materials held to be dangerous, and to disconnect any electrical systems deemed unsuitable.

For the entire duration of the event, the End User undertakes not to alter the set-up conditions of its exhibition/congress space compared to those found at the time of delivery.

For any clarification of a technical or procedural nature concerning these regulations, the End User should directly contact

FIRENZE FIERA – S.p.a.
Piazza Adua, 1
50123 Firenze Tel. (055)49721
verifiche@firenzefiera.it

In the email subject, indicate Event Name/Exhibitor Name/Booth number

A. Name of the Centre

The “Firenze Fiera” congress and exhibition centre is hereinafter referred to as the “Centre” for the sake of brevity.

B. Responsibility of the End User

These Technical Regulations are a document of a contractual nature, binding on the Organisers, the Fitters and in general the contractors and subcontractors (whether natural or legal persons) appointed by them.

Access to the Centre by the aforementioned parties implies acceptance of these Technical Regulations.

For the purposes of safety and third parties, the Exhibitor, in the person of the firm's Employer, assumes towards the Organiser all responsibility related to the activities carried out on its behalf inside the Centre, during the Set-up, Running and Dismantling phases of the Exhibition.

C. Amendments to the Technical Regulations

Firenze Fiera reserves the right to make changes and/or exceptions, at its sole discretion, to these Technical Regulations at any time, even without prior notice, with the aim of improving working conditions, reducing health and safety risks at the workplace, protecting the environment and improving fire prevention measures.

These provisions, being an integral part of these Regulations, will be mandatory for all Participants.

In the event of non-compliance with the provisions of these Technical Regulations by the Exhibitors and/or their collaborators, the Organiser reserves the right to take appropriate legal action in order to claim compensation for damages incurred.

D. Opposing irregular and clandestine labour

Everybody operating in any capacity within the Centre must be in possession of an identity document and comply with current labour legislation, with particular reference to contract relations between the parties.

All parties operating within the Exhibition Centre under a contract or subcontract must provide their workers with an **identification card** as per Legislative Decree No. 81/08 and an access pass to the Centre.

The badge, as required by law, shall contain:

- photo of the worker;
- details of the worker (first name and family name, date of birth, date of employment);
- name of the employer;
- in the case of subcontracting, the relevant authorisation (i.e. the date of the request for authorisation to subcontract with respect to which silent approval was granted).

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

- their personal details;
- their photograph;
- name of the principal.

Non-EU personnel must also be in possession of:

- a valid and legible residence permit or a valid Italian identity card.

E. Workplace safety

Everyone present within the centre is obliged to comply with the current provisions on safety at work and in particular with the provisions of Legislative Decree 81/2008, of Law Decree 19 of 2 March 2024 Chapter XIII art. 29/30/31, of the resolution of 9 July 2020 no. 66 of the National Workplace Accident Insurance Institute (Inail), which approved the document "Exhibition Events. Guidelines for workplace safety and health management", to comply with the Organiser's/Exhibitor's Single Interference Risk Assessment Document (DUVRI). The Principal/Exhibitor, in assigning set-up and dismantling work, or any other work within the Centre, shall comply with the following:

- A. Verify the technical/professional suitability of its suppliers by acquiring the certificate of registration with the Chamber of Commerce, Industry and Crafts, the Single Document of Contribution Regularity and anything else required by the regulations in force;
- B. Verify compliance with the current provisions on safety at work also by its own suppliers;
- C. Give the suppliers a copy of the Single Interference Risk Assessment Document (DUVRI) drawn up by the Organiser/Exhibitor, collecting any observations or integrations proposed by the suppliers themselves and promptly informing the Centre's Operations Office of the same;
- D. Proceed with the assessment of interference risks and the drafting of the DUVRI for the area within its competence

Please note that for outfitting activities that fall under **Title IV** of Legislative Decree 81/2008 *Temporary or mobile construction sites* (see in this regard the Interministerial Decree 22 July 2014), or for stand structures that have at least one of the following features:

- Stand structures higher than 6.50 m;
- Two-floor structures (mezzanines) with a surface area greater than 100 m²;
- Marquees and temporary works with a height of more than 8.50 m above a stable floor;

Please note also that for outfitting activities that fall under Title IV of Legislative Decree 81/2008 there is an obligation on the part of the Principal to apply for the points-based driving licence introduced by Decree Law 19/2024.

The Principal/Exhibitor must activate the procedure for the worksite as per Title IV and draw up the Preliminary Notification to be sent to the ASL (Local Health Authority) and to the DPL (Provincial Labour Department) with territorial jurisdiction and at the same time must send a copy to Firenze Fiera.

In addition, the Customer/Exhibitor must implement the measures for cooperation and coordination of activities through the appointment of a Safety Coordinator during the Design Phase (CSP) and/or Execution Phase (CSE) who must prepare the Safety and Coordination Plan (PSC) for the stand.

Personal Protective Equipment (PPE)

Anyone working in any capacity within the Centre must be equipped with **appropriate PPE (Personal Protective Equipment)** in compliance with EU Regulation 2016/425 of 9 March 2016, in relation to the specific risks of their activity in Firenze Fiera and in relation to interference with the risks present in the Centre itself.

The Organiser reserves the right to deny access to the Centre to personnel without the aforementioned equipment.

Si Furthermore, we would like to remind you that access to the set-up or dismantling areas is forbidden to unauthorised and/or non-expert persons. If the Exhibitor, as Employer/Principal, wishes to access its stand during the above-mentioned phases, it must comply, under its sole responsibility, with all the safety prescriptions contained in Legislative Decree no. 81/2008 and other safety provisions applicable in the specific context.

Any consequences for the failure to use PPE, or any incorrect use of PPE, as mentioned above, and/or for access to areas during the set-up or dismantling stages by persons who are not adequately trained and/or unauthorised and/or not assigned to the work, will be borne by those who fail to comply, in accordance with the provisions of the regulations in force. The organiser may decide whether to use the day before the opening of the event (buffer day) to perform setup work or only dedicate it to finishing preparation of the stand and setting up the samples, in such case PPE is not necessary.

F. Audits and checks

The Organiser reserves the right to verify at any time and/or to request the following from persons operating in various capacities within the Centre:

- to show their access badge;
- to show the company badge;
- the possession of PPE and their correct use

Failure to accept these Technical Regulations by the Organisers/Exhibitors and/or third parties appointed by them, as well as failure to observe the regulations contained herein, will be grounds for exclusion from working in the Centre.

G. Video surveillance

In the Centre, for security reasons, there is a video surveillance system consisting of cameras. The system is set up and operated in accordance with current regulations.

H. Official language for documentation

All documentation must be in Italian or English; otherwise it cannot be taken into consideration.

I. Technical Regulations

1. The Technical Regulations, drawn up by Firenze Fiera, will be brought to the Organiser's attention by the most appropriate means.
2. All those present in the Centre are required to comply with the Technical Regulations.
3. The conditions set forth in the Technical Regulations will be notified to all service providers in a uniform, fair and non-discriminatory manner.

J. Rules of Conduct

Content and scope

1. These Rules of Conduct comply with Article 19(2), of Law No. 214 of 30 December 2023, and contain indications regarding the procedures observed by Firenze Fiera in order to guarantee fair and non-discriminatory conditions of access and participation, protection of competition, and correct and complete information to all economic operators, including third-party companies operating in the exhibition market.
2. They apply to all exhibitions open to the public of visitors or operators, organised in specially equipped exhibition spaces.

1.0 REGULATORY REFERENCES

The guidelines are adopted in compliance with the principles and guiding criteria established in the field of health and safety at work and in the environment:

- Law no. 7 of 11 January 2001 (definitions)
- Regional laws and regulations regulating the exhibition centre sector (replacing Law no. 7 of 11 January 2001 - Framework law regulating the exhibition centre sector)
- Legislative Decree no. 81 of 9 April 2008 and later amendments and additions thereto
- Law Decree 19/24, Updating of workplace safety regulations, Chapter XIII, Urgent Labour Provisions, Art. 29-30-31
- Decree on Stands and Exhibition Centres (Interministerial Decree 22 July 2014)
- Circular Letter No. 35/2014 of 24 December 2014 of the Ministry of Labour and Social Policies- Technical/organisational operating instructions for the setting up and management

of temporary works and equipment to be used in the production and realisation of musical, cinematographic, theatrical performances and exhibition events, in the light of the Interministerial Decree of 22 July 2014.

- Determination no. 3 of 5 March 2008 of the Supervisory Authority on public works, services and supply contracts.
- Resolution No. 66 of 9 July 2020 of the National Workplace Accident Insurance Institute, which approved the document "Exhibition events. Guidelines for workplace safety and health management" and the rules established for operators in the trade fair sector and the activities of design, realisation and assembly, of trade fair set-ups, referred to in the Interministerial Decree of 22 July 2014, regarding the provisions that apply to musical, cinematographic and theatrical performances and exhibition events, taking into account the special requirements connected to the performance of the relative activities.
- "Stand Design Guidelines" of the Association of Italian Exhibitions and Fairs (AEFI) and ASAL Assoallestimenti
- Exhibition Centre and Event Space Technical Regulations prepared by Exhibition Space Managers.
- Guidelines art. 19 Law 214 of 30 December 2023
- Consolidated Environmental Law Legislative Decree 152/2006

2.0 STAND DESIGNS

2.1 General prescriptions

The set-up, furnishing, ancillary supplies, materials and products displayed, as well as the installation and use of stands must comply with current Italian and European standards on safety, fire protection, accident prevention and environmental protection.

All those present within the Centre must comply with current workplace health and safety regulations, and in particular with the provisions of Legislative Decree 81/2008 and later amendments and additions thereto.

The Organiser has the right at any time to have installations and set-ups removed or modified which are in conflict with the regulations set out below and/or with those set out in the notices sent by the Organiser after the exhibition space has been assigned.

2.2 Layout plan of the exhibition space

The Organiser must draw up its own event plan based on the official layout provided by the Centre .

The Organiser must verify on site and before the start of set-up work, the exact position of the technical services and the measurements of the allocated stand space and in case of discrepancies must contact Firenze Fiera.

The Organiser must check the conditions of the site at the time of entry and notify Firenze Fiera concerning any identified non compliance.

2.3 Standard Design Standards

Stands must have technical and aesthetic features compatible with the overall image of the event.

Exhibitors must set up and maintain their stands in such a way as not to harm the aesthetics and visibility of neighbouring stands and not to cause damage to other participants.

The stand must be contained within the allocated area, which can be identified by markings on the floor.

A. Stand heights

For each event, the height must be assessed based on the location of the exhibition area, in agreement with the Technical Office of Firenze Fiera. As a general reference value, the maximum height for stands is 3.00 meters for events held at Fortezza da Basso, and 2.50 meters for events held at the Palazzo degli Affari and Villa Vittoria. It is recommended to always check with your contacts at Firenze Fiera for any exceptions or specific cases. The maximum height refers to the highest point reachable by any element of the stand (perimeter walls, lighting elements, graphic elements, or others).

B. Floor coverings

Stands may be fitted with carpeting, platforms or other suitable floor material. To fix coverings such as carpeting, linoleum, parquet or similar to the floor, only easily

removable double-sided adhesive tape may be used, which leaves no residue on the floor;

C. Platforms

Platforms accessible to the public must guarantee a load capacity of 5 kN/m² in addition to the loads induced by any machines or equipment installed. Platforms taller than 2.5 cm must be connected to the pavilion floor, in the passages intended for the public, with at least one slide with a slope of no more than 8% in compliance with the regulations on the elimination of architectural barriers. Each stand with a platform must be accessible with at least one slide. Steps or slides must not obstruct the paths of the public in the aisles; the corners of the platform must be protected against impacts from the public.

D. Walls

In the case of stands set up by the End User through its own fitter, each company is obliged, at its own expense, to build perimeter walls separating it from neighbouring Exhibitors.

In particular, in the case of perimeter walls surmounting the walls of the neighbouring stand, a professionally made, continuous and flat finish in a neutral colour must be provided.

Stand walls must always be self-supporting.

An adequate system of escape routes must be provided on each stand, so as to allow easy escape to the common aisles in the event of an emergency;

It is forbidden to place fittings and/or furnishings in the spaces designated as common aisles, even if they are incorporated into large exhibition areas.

Regardless of the stand's surface area, any type of continuous delimitation (showcases, flower pots, machinery and equipment, chains, etc.) must be constructed in such a way as to guarantee an adequate system of escape routes from the stand.

In the case of island stands (4 open sides) and peninsula stands (3 open sides), set-ups must limit the use of perimeter walls.

E. False ceilings

There must be no rooms in the stand that are closed off by walls and have no openings at the top for smoke evacuation. Gridded false ceilings that allow proper air circulation and the upward evacuation of fumes are permitted. In the case of completely closed rooms, a forced ventilation system must be installed.

F. Safety systems, fire prevention and utilities

The stand must in no way hinder access to and visibility of the fire prevention equipment and devices in the pavilions (e.g. alarm buttons, fire extinguishers, hydrants, etc.).

Firenze Fiera will install an adequate number of fire extinguishers according to the features of the exhibition space.

The equipment utility boxes must be kept accessible at all times.

G. Glass and mirrors

Any furnishing elements or walls made of full-height glass or mirrors must be adequately marked and protected from impact. The glass walls used must comply with current standards in terms of characteristics, resistance and installation system.

H. Guardrails

Stair railings and balustrades must be at least 1.0 m high. Stair railings and balustrades must be impossible to pass through at any point for a sphere with a diameter of 10 cm, and must always be fitted with a toe-hold band at least 10 cm high. The various elements of railings/balustrades must be arranged in such a way as to discourage climbing.

If glazed surfaces are set up, these must be tested for horizontal thrust, accident- and fall-prevention type in accordance with current product and legal standards.

2.4 Non-Standard Fittings

All fittings that have at least one of the following characteristics are considered Non-Standard:

- Mezzanines
- Platforms accessible to the public with a height $h > 80\text{cm}$
- Self-supporting set-ups
 - Wooden structures: height $h > 4\text{ m}$ and/or free span (distance between two supports) $s > 4\text{ m}$
 - Metal trusses: height $h > 4\text{ m}$ and/or free span (distance between two supports) $s > 4\text{ m}$
 - Structural glass
- Stages and grandstands
- External structures
- Mixed or special structures deemed as such at the sole discretion of the Centre's Technical Office

In the case of self-supporting metal trusses, all vertical elements must necessarily be connected to each other in order to generate a single body structure.

For non-standard set-ups, the specific technical documentation must be provided .

2.4.1 Platforms taller than 80 cm

In the case of non-standard platforms accessible to the public, installation of protective railings with a minimum height of 1.00 m is required.

Platforms accessible to the public must guarantee a load capacity of 5 kN/m² in addition to the loads induced by any machines or equipment installed. The platforms must be connected to the floor of the pavilion, in the passages intended for the public, with steps of adequate rise and tread and with at least one slide with a slope of no more than 8% in compliance with the regulations on the elimination of architectural barriers.

For the necessary technical documentation, see paragraph 2.6.2 - Compulsory Technical and Structural Documentation - Customised Non-Standard Outfitting.

2.4.2 Stages and Grandstands

Stages accessible to the public must guarantee a load capacity of 5 kN/m² in addition to the loads induced by any machines or equipment installed. The stages must be connected to the floor of the pavilion, in the passages intended for the public, with steps of adequate rise and tread and with at least one slide with a slope of no more than 8% in compliance with the regulations on the elimination of architectural barriers.

2.5 Standard and non-standard customised stand designs

Exhibitors who have purchased a bare space must - in the timing notified by the Organiser, and in any case at least 30 days before the starting date of the Set-up - send the project to the Organiser who must immediately further it to Firenze Fiera.

The file, in PDF format, must at least contain:

- Dimensional plan of the stand;
- Dimensioned elevations of all sides of the stand;
- Rendering or perspective view of the stand.

And for all stand materials:

- Approval certificates for materials fireproofed at origin;
- Manufacturer's declaration of conformity;
- Declaration of retrofit fireproofing of materials and technical data sheets of fireproofing products;
- Ad-hoc fire reaction certificate;
- Invoice and/or transport documents for the set-up materials.

The Exhibitor's company name, the name of the pavilion, the stand number, the orientation of the floor plan within the pavilion and the materials used for the stand construction must be stated on each chart.

All liability for the set-ups will be borne by the Organiser/Exhibitor, who expressly holds Firenze Fiera harmless for any damage caused to himself or to third parties as a result of faulty set-ups caused by miscalculation or imperfect construction.

For all non-standard set-ups it is compulsory to provide the specific documentation required for each individual case of interest, as detailed in the following paragraph.

2.6 Compulsory Technical and Structural Documentation

All structures/fittings set up in the Centre must be provided with the documentation certifying their construction in accordance with the law. Listed below are the mandatory documents for all Exhibitors setting up **customised stands**, i.e. for all Exhibitors who have **purchased a bare area**. **Copies of all documents must also be kept on the stand** available for inspection.

2.6.1 For all Customised Standard Outfitting

- 1. Declaration of Correct Assembly** by the fitter, sent to the Exhibition Authority strictly before the end of the works and no later than 24 hours before the start of the Event. To be kept at the stand available for possible checks.

2.6.2 For all Customised Non-Standard Outfitting

- 1. Technical Project Report** signed and stamped by the authorised technician who must be a member of Italian professional body, by and no later than 5 days before the start of the set-up - to be kept at the stand available for possible checks - containing:
 - Executive drawings
 - Description of the structures
 - Detailed description of materials
 - Calculation report (including thrust verification for any railings, compulsory only for stands with mezzanines, platforms with $h > 80\text{cm}$, stages, grandstands, external and/or mixed structures).
- 2. Declaration of Correct Assembly** by the Fitter, sent to the Organiser no later than 24 hours before the start of the event and kept in original at the stand for possible checks.
- 3. Certificate of Acceptance**, drawn up following the on-site inspection at the end of the work, stamped and signed by a qualified technician who has been registered with Italian professional bodies for at least 10 years, different from the person who signed the project and the technical report and who has not intervened in any way in the direction and execution of the work (Law no. 1086/1971); sent to the Organiser no later than 24

hours before the start of the event and kept in original at the stand available for inspection.

These are in addition to the certification of conformity of materials and electrical systems as described below.

2.7 Hangings

Any hanging systems must be set up in compliance with the "Hanging and Treadability" document and, from design to testing, must comply with current sector regulations on fire prevention, structures, systems and the Circular Letter of the Ministry of the Interior - Fire Brigade Department, 1 April 2011, No. 1689 - regarding temporary or permanent public entertainment venues.

The architecture of the hanging system will be sent to the Organiser together with the stand design documentation.

The structure of the hanging system must be created and kept on-site, available for any checks.

3.0 ACCESS TO THE CENTRE

All those entering the Centre are obliged to maintain a civilised demeanour in respect of the property and equipment belonging to both Firenze Fiera and third parties present inside the Centre and to promptly and scrupulously comply with the prescriptions and instructions given at the entrance and/or inside the Centre by means of appropriate signs, with written notices, with loudspeaker announcements, as well as through the service personnel and by any other means, it being specified that loudspeaker announcements and instructions given by the service personnel take precedence over other notices.

It is forbidden for anyone to promote within the Centre offerings, collections and oblations for institutions of any kind, to carry out religious, political or trade union activities, and any activity not related to the purpose of the event.

In addition to the provisions of the Consolidated Text on Public Security (TULPS) for greater protection, access to the Centre is forbidden not only to persons in possession of their own weapons (art. 30 TULPS), but also to persons in possession of toy weapons, stun devices, explosive and incendiary substances and devices.

3.1 Access to the event

The Organiser will communicate the provisions relating to the Set-up, Running and Dismantling phases specific to the individual event.

All parties working inside the Centre must have a specific **named entrance document**.

Please refer to the specific Access Control Regulations of Firenze Fiera.

3.2 Packaging custody

The Official Handling Supplier will be available for the collection, safekeeping and return at the end of the Event of empty packaging, in accordance with the applicable rates. The return takes place on the basis of a logistics schedule drawn up on a case-by-case basis.

Empty packaging that is not handed over to the official supplier will be handled and disposed of, and the Organiser will be charged for the relevant costs.

4.0 SETTING UP AND DISMANTLING

4.1 Obligations and Prohibitions during Set-up and Dismantling Obligations

- Adhere to the limits of the allocated stand area;
- Use mainly material consisting of prepared and finished elements, such that simple assembly and final touch-up operations can be carried out on site. Cutting, sanding and painting operations must be limited to finishing work on the stand.
- Preserve and not deteriorate or modify the fixed structures of the pavilions;
- Only use hooks and chains hanging from the upper edge of the wall for fixings of posters, placards or other on pre-fitted stands. Fastenings with holes, pins, nails to the structures of the pre-furnished stand itself are prohibited; the use of removable double-sided tape, which is easy to remove, is permitted;
- Only use easily removable double-sided adhesive tape, which leaves no residue on the floor, for gluing floor coverings such as carpet, linoleum, parquet or similar to the floor;
- Organise the work in such a way as to limit interference with neighbouring work;
- Use suitable means for working at height, in particular all portable ladders used must comply with UNI EN 131;
- Paint with a roller or brush;
- Wash the tools used for painting (rollers and/or brushes) only and exclusively in duly marked and equipped brush washing areas;
- Use protective nylon with a minimum width of 1 m whenever painting, grouting or other activities are planned that could soil the floor;
- Make each can of paint that will be used recognisable by means of a label indicating the name of the company setting up the stand. Only the use of water-based paint is permitted for painting activities;
- Take all necessary precautionary measures during the assembly of the various parts making up an artefact, in order to avoid collapse and/or detachment of parts that could cause injury to the personnel present in the pavilion;
- Free the passage aisles from all waste products for the duration of the set-up in order to allow the free movement of people and vehicles;
- Organise the work so as not to take up the aisles;

- Keep emergency exits, entrances and driveways accessible at all times, avoiding any obstruction preventing their use, even temporarily. Firenze Fiera reserves the right to authorise its Official Supplier to move the obstructing material and to clear the passageway.

4.1.2 Prohibitions

- Smoking inside the pavilions and closed areas of the Centre. Pursuant to Law no. 3 of 16 January 2003 and the Prime Ministerial Decree of 23 December 2003, it is absolutely forbidden to smoke inside the entire Centre. Smoking is only permitted in outdoor areas;
- Consuming alcoholic beverages, pursuant to Article 15 of Law 125 of 2001;
- Charging forklifts, pallet trucks and other battery-powered machinery inside the pavilions;
- Using electric tools and machinery when setting up exhibition spaces for on-site realization of furnishing details (planing machines, circular saws, milling machines, welding machines, etc.);
- Drilling, hammering nails and/or screws into walls, ceilings, floors, columns and any other internal and external surfaces of the pavilions;
- Making tracks or grooves in the floor or walls to embed cables or pipes;
- Painting, with any kind of paint, smearing with glue or otherwise, and affixing stickers to floors, walls, ceilings and any other installation in the Centre;
- Introducing flammable objects, which cannot be treated with fireproof paints, of any kind (paper, cardboard, tyres, textiles and plastic sheeting, tulle, etc.);
- Using equipment with incandescent electrical resistance;
- Bringing in coolers and refrigerators without prior agreement with Firenze Fiera;
- Discharging any type of unauthorised waste into the sumps of the District's sewer lines, including the service drains inside the toilets and rainwater collection sumps, both inside and outside the pavilions. The same must be collected and removed from the Centre;
- Using paints with solvents;
- Spray painting;
- Fireproofing material inside the pavilions;
- Anchoring fittings and/or applying loads to walls, ceilings, pavilion structures;
- Carrying out any activity that generates airborne dust, such as the cutting and sanding of wooden and/or ferrous material, without special equipment equipped with a suction system and appropriate filters to prevent its dispersion into the environment. Equipment that does not comply with the aforementioned prescriptions may be used outdoors in the yards. In the event of non-compliance with this prescription, a penalty

of € 1,000.00 + V.A.T. plus cleaning and restoration costs of the area will be applied to the Organiser;

- Carrying out any type of hot work such as welding, brazing, grinding and cutting with a grinder, etc.;
- Using any kind of open flames;
- Spilling naphtha, petrol, chemicals, solvents on the pavilion floor;
- Making changes to the layout of the exhibition areas;
- Using glass surfaces without prior agreement with Firenze Fiera;
- Making direct connections to services (water, electricity, data, etc.) on one's own or through unauthorised third parties;
- Using forklifts, self-propelled cranes, aerial platforms, etc. owned or rented from suppliers other than Official Suppliers;
- Introducing explosive, detonating, asphyxiating, pressurised, inflammable and in any case dangerous materials into the Centre without the necessary authorisations from the competent authorities and prior authorisation from Firenze Fiera; use may be authorised outdoors, in agreement with Firenze Fiera, with a limit of 75 kg and certification of conformity of the system supplied by a qualified installer with the Chamber of Commerce certificate attached; however, the possibility of setting up a depot on site is excluded;
- Introducing and using LPG, methane or other gas cylinders inside the pavilions;
- Installing heating systems with an electrical output of more than 35kw;
- Using radiant heaters inside the pavilions; outdoors, they must be agreed on with Firenze Fiera and each element must be accompanied by a certificate of conformity of the system on board;
- The use of canopies even if they partially cover the exhibition and congress spaces. It may be permitted, subject to authorisation by Firenze Fiera, once the set-ups envisaged in the pavilion in which the stand is located have been assessed as a whole, generally for a maximum of 1/3 of the stand area in a continuous manner or with strips spaced at intervals of at least 1 m, with the following features:
 - a) grid ceilings or similar, provided they are made of solid, non-combustible or fireproofed material, adequately fixed to the ceiling, with a mesh size of no less than 10cm x 10cm and with a joist thickness of no more than 5cm (aluminium, steel, metal wire, fireproof or fireproofed wood, etc.)
 - b) mesh ceilings made of fabric or synthetic materials with a fire reaction class of no more than 1 (one) provided that the mesh spacing is no less than 5mm x 5mm;

- Introducing inflatable structures or balloons using flammable gas; only those inflated with inert gas that are suitably fixed and of limited dimensions are permitted, in all cases subject to authorisation by Firenze Fiera;
- Using manual or electric hoists except during the setting up and dismantling of exhibition and congress spaces;
- Covering in any way, even partially, the fixed and mobile fire-fighting equipment of the exhibition structures and the existing signs indicating escape routes, prohibitions and limitations;
- Covering in any way, even partially, the air vents inside the pavilions, where present;
- Fireproofing material inside the pavilions;
- Keeping cardboard boxes or other packaging material on the stands or using them as supports;
- Leaving the electrical systems of one's own stand and/or congress-exhibition space live in the absence of personnel and, in any case, beyond the opening hours of the event, unless otherwise agreed with Firenze Fiera;
- Using loudspeakers or other sources of sound that cause disturbance unless expressly authorised in writing by Firenze Fiera;
- Cluttering the aisles and internal and/or external emergency exits with set-up materials, products, packaging and the like during assembly, dismantling and the entire period of the event;
- Dragging heavy loads, hitting the floor with blunt objects;
- Entering the Exhibition Centre pavilions with any motor vehicle, except with prior authorisation for vehicles on display, provided they have an empty fuel tank and the battery disconnected;
- Depositing and stacking waste material from stand set-up inside the pavilion, creating unauthorised storage areas;
- Using work equipment and facilities that do not comply with the legal provisions and safety regulations in force;
- Tampering with or damaging in any way movable and immovable property in the congress-exhibition areas;
- Introducing heavy concentrated weights which do not comply with the specifications indicated in the Firenze Fiera "Hanging and Treadability" document.

In addition to the above, relating to all structures managed by Firenze Fiera, it should be noted that due to the dimensional and structural characteristics of Palazzo degli Affari, the short time available for work to be carried out in the exhibition space, and the need not to occupy the aisles in any way, it is required that the various parts of the set-up arrive in the assigned spaces, consisting of elements prepared and finished, so that they only involve on-site operations of simple assembly and final touch-up.

Painting and/or colouring, cutting, sawing and welding operations are therefore prohibited inside the premises of Palazzo degli Affari.

When constructing and setting up stands on the premises of the Palazzo degli Affari the following is also forbidden:

- Drilling, hammering nails and/or screws into walls, ceilings, floors, columns and any other internal and external surfaces of the premises;
- Applying loads to the structures of the premises, walls, lighting poles, reinforced bars, even if they are light posters, cables, panels, banners;
- Using high-density tape underneath the strictly removable double-sided tape used for laying carpets on the floor;
- Using non-removable double-sided tape;
- Using carpet-laying tapes that leave deposits when removed;
- Painting, either by hand or by spraying, the stand structures inside the Premises, whether using varnishes and/or enamels or washable water-based paints, and also fireproofing the material itself inside the Premises;
- Spilling on the floor: naphtha, petrol, chemicals, solvents that may cause the floor itself to disintegrate or deteriorate;
- Soiling the floors, walls or equipment belonging to Firenze Fiera with paint, glue or anything else, as well as affixing stickers to the same;
- Dragging heavy loads, striking the floor with blunt objects, driving around with vehicles without rubberised wheels and which in any case may affect the floor;

- Disposing of water corrosive to metals and cement, solidifying substances, smelly water, paint and/or paint residues, washing tools;

The Exhibitor/Fitter undertakes not to damage the plaster, any wall or glass surface and the internal and external floor, to use trestles or frames to hang or fix objects, to use pallet trucks or trolleys of any kind exclusively with rubberised wheels and wooden platforms in the goods handling areas to protect the internal and external flooring during the set-up and dismantling phases.

Any damage shall be compensated.

4.1.3 Requirements

- 1) Any floor coverings must be positioned in such a way that they do not constitute an obstacle (e.g. presence of steps, surface bulges, etc.).
- 2) The LED strips must be positioned placing them inside a metal support rail with a suitable protective shield. The power supply must be safe, bear the relevant CE marking and be suitably placed in a perforated protection box, so as to allow heat to be dissipated, and must be marked with the following symbols:

CLASS II POWER SUPPLY



Class II appliances, also known as double-insulated appliances, are designed in such a way that they do not require (and therefore do not need) a ground connection. They are built in such a way that a single fault cannot put the user in contact with dangerous voltages. Generally, this is obtained by using insulating materials to make the casing of the housing.

SAFETY POWER SUPPLY



Short-circuit resistant safety power supply (built-in protection).

or alternatively, if it is placed on a combustible substrate, it must be additionally marked with the following symbols:

INDEPENDENT POWER SUPPLY



A power supply unit consisting of one or more separate elements designed to be mounted separately outside an appliance, protected as per marking and without additional housing.

POWER SUPPLY UNIT SUITABLE FOR FLAMMABLE SURFACES



Power supply unit suitable for installation on flammable surfaces.

The connecting cables must be sheathed if not single-core or multi-core cables constructed in accordance with CEI (Italian Electrotechnical Committee) 20-22 II or CEI 20-22 III and CEI 20-27 with 450V/750V insulation for cables complying with CPR regulations. This also applies to reduced-voltage circuits; all cables must have the relevant markings on the sheath.

3) Before starting set-up operations, it is the Organiser's obligation to request from Firenze Fiera the technical data relating to the load-bearing capacities of the floors and hangings with which to define and draw up a special installation project, in compliance with the document "Hanging and Treadability", so as to minimise the risk of possible critical situations.

4.2 Stand dismantling

Before the end of the Exhibition, it is not permitted to dismantle the stand in whole or in part or to remove exhibits.

4.2.1 Waste management during the set-up and dismantling phases

It is compulsory to hand back the allocated stand space in the state it was in at the time it was taken, i.e. free of any adhesive tape, stand pieces, waste materials/residues, rubbish, etc. The management of all waste produced by stand assembly and dismantling activities is the responsibility of the Exhibitors/Fitters who produced it. Such "management" applied to the exhibition sphere briefly concerns the grouping of the waste produced in packaging suitable to contain it, classification and activities of collection, transport and sending for recovery and/or disposal of the waste, which must be carried out in compliance with the regulations in force: Legislative Decree no. 152 of 2006 as amended and supplemented, also local regulations and specific applicable guidelines. Exhibitors/Fitters are jointly and severally responsible for the correct application of the contents of the aforementioned provisions. The uncontrolled deposit and abandonment of waste of any kind is forbidden by current legislation and constitutes an offence punishable under criminal law.

In the case of abandonment of waste, Firenze Fiera applies the penalties envisaged for non-compliance with the Technical Regulations of the Centre to the Organiser, without prejudice to compensation for greater damages, and reserves the right to remove those responsible from

the centre and report them to the competent Authorities. Any abandonment of waste material in the Centre entitles Firenze Fiera to impose a fine of € 500.00 + V.A.T. on the Organiser and to handle as holder, pursuant to Legislative Decree No. 152/2006 and later amendments and additions thereto, the residues/waste left behind, charging the Organiser with the costs of internal logistics and waste management in compliance with current legislation with particular reference to Legislative Decree 152/2006.

Waste substances - brush washing

It is forbidden to discharge into the sewage system dirty water derived from the processing of machinery and waste substances. It is forbidden to wash brushes and the like, used for painting work in the exhibition areas, in areas other than those dedicated for this purpose, present in the exhibition centre.

At the end of painting operations, all cans containing paint must be removed.

Penalty: € 500 + cost of disposal of abandoned hazardous waste.

For further specifications, please refer to the Environmental Regulations of Firenze Fiera.

5.0 FIRE PREVENTION

5.1 General prescriptions

All material to be used for setting up the exhibition areas (partitions, backdrops, various structures, platforms, coverings, fabrics, ceilings, curtains, carpeting, etc.) must be incombustible, fireproofed at origin, or alternatively fireproofed in accordance with the following standards:

- Ministry of the Interior Circular Letter No. 12 of 17 May 1980
- Ministerial Decree of 06 July 1983
- Ministerial Decree of 26 June 1984
- Ministerial Decree of 06 March 1992
- Ministerial Decree of 15 March 2005
- Ministerial Decree 16 February 2009 and later amendments and additions thereto
- Ministerial Decree 03 August 2015 and later amendments and additions thereto.

Of all the above-mentioned standards, the latest edition (including any amendments or variations) in force is to be considered valid.

5.2 Fire prevention regulations

All stand materials (floors, walls, ceilings) must meet the following requirements:

1. The introduction and use of stand materials in the Exhibition Centre is only permitted on condition that they are accompanied by regular documentation certifying their fire reaction class;

2. All set-up materials must be installed in strict accordance with the requirements of their approval certificate;
3. It is forbidden to use plastic materials including panels, expanded sheets (e.g. polystyrene foam) that are not class 1 and in any case these may be used in small quantities for decorative elements;
4. It is also forbidden to use non-fireproof synthetic fibre fabric, varnish, paints, adhesives that do not comply with class 1, reed grids, mats, trellises, curtains made of thin wooden slats (such as Venetian blinds) or similar. On items that are not originally fireproofed, it is mandatory to proceed with specific treatments with fireproofing products. This treatment must be carried out prior to the introduction of the stand materials into the Centre;
5. Fireproofing products must only be used on materials referred to in ministerial test certificates or those of legally recognised laboratories;
6. All materials must be accompanied by test certificates attesting to their approval, as well as official documentation proving their purchase;
7. Stand fittings and display materials are excluded from the application of requirements regarding the fire reaction classes of materials.

All materials used to furnish the exhibition space must comply in their entirety with the reaction to fire characteristics and in particular:

Floor use:

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

Wall use:

	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)

Ceiling use:

	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)

To ascertain compliance with the classification requirements, the documents listed in the following articles must be attached for each of the materials used.

5.3 Materials fireproofed at origin

Fireproof materials are all those materials whose fire resistance characteristic is established at the time of production.

In order to be able to verify this feature, the following documents must be submitted:

Fireproof materials are all those materials whose fire resistance characteristic is established at the time of production.

In order to be able to verify this feature, the following documents must be submitted:

- a) Copy of the Certificate of Approval of the material, issued by the Ministry of the Interior to the manufacturer of the material;
- b) Declaration of conformity of the material to the approved prototype signed by the seller of the material;
- c) Declaration by the End User that the material was used in the construction of its stand and/or congress-exhibition space (Form B).

5.4 Materials with ad hoc certification

The Fire Reaction Certificate may take the form of ad hoc certification issued to the user by a laboratory authorised by the Ministry of the Interior.

Ad hoc certification means a test certification not for the purpose of placing on the market, pursuant to Art. 10 of the Ministry Decree 26/06/1984.

In this case, the following are required:

- a) Copy of the ad hoc Certificate for the material, issued by the authorised laboratory;
- b) Declaration of conformity to the prototype of the material used signed by the End User;
- c) Declaration by the End User that the material was used in the construction of its stand and/or congress-exhibition space (Form B).

5.5 Retrofit fireproofing of materials

1) Materials with retrofit fireproofing are those materials whose fire resistance characteristics are modified by the application of fireproofing paint products. The following documents must therefore be submitted to the Organiser:

- a) Declaration by the person who carried out the fireproofing treatment, stating the date on which the fireproofing took place and compliance with the application conditions imposed by the manufacturer of the fireproofing product, as set out in the technical data sheet of the paint. Form C must be used for this purpose. It is specified, however, that the treatment is considered valid for a maximum of 6 (six) months;
- b) Copy of the Manufacturer's Declaration of the fireproofing product (Pilot Certificate), stating the conditions of use and application;

- c) Copy of the Transport Document or invoice documenting the purchase of the fireproofing product by the person who carried out the fireproofing treatment;
- d) Declaration by the End User that the material was used in the construction of its stand and/or congress-exhibition space (Form B).

For treatments with products envisaged by Ministry Decree 6 March 1992, the validity of the treatment, if carried out in a workmanlike manner, is five years from the date of the treatment itself; such paints may only be used on compact wood materials, therefore excluding:

- materials veneered with veneers or wood panelling using thermoplastic resin-based adhesives;
- assemblies with a cellular or blockboard structure, including air cavities or filled with materials of a heterogeneous nature.

2) Fireproofing declarations compiled in any other manner than as described above have no validity.

Without prejudice to the provisions of these Regulations, the mandatory observance of all current fire prevention regulations and laws is prescribed.

6.0 INSTALLATIONS

6.1 Wiring Systems

All wiring systems within the stands or exhibition areas not set up by Firenze Fiera are the full responsibility of the End User, who shall have to carry them out in a workmanlike manner in compliance with current regulations.

In particular, wiring system must be installed in strict compliance with:

- Legislative Decree 81/2008 and later amendments and additions thereto;
- Ministerial Decree 22/01/2008 No. 37 and later amendments and additions thereto.

CEI standards (law no. 186 of 01 March 1968) with particular regard to:

- CEI 64-8 Standards for user electrical systems at nominal voltage not exceeding 1000 V;
- CEI 64-8/7-711 Particular environments and applications. Fairs, Exhibitions and Stands;
- CEI 34-86 Installations of signs and discharge light tubes operating with open-circuit voltage higher than 1kV, but not exceeding 10 kV;
- CEI 34-90 Lamp supply units. General and safety prescriptions.

Of all the above-mentioned standards, the latest edition (including any amendments or variations) in force is to be considered valid.

After installation of the systems on the stands, each Exhibitor is required to submit to the Organiser the "Declaration of Conformity of the Electrical System in a workmanlike manner",

filled in and signed by qualified professionals, certifying that the systems themselves operate in a workmanlike manner (pursuant to Ministry Decree 37/2008), together with a copy of the valid Chamber of Commerce, Industry, Agriculture and Crafts registration certificate. A copy of the above declarations and their compulsory attachments must be available at the stand at all times.

The connection of the stand's electrical systems to the Centre's mains may be carried out exclusively by Firenze Fiera's official electricians. In the event of missing or incomplete documentation, Firenze Fiera will not authorise connection to the power mains.

All wiring system components must comply with the relevant CEI standards and have the IMQ quality mark or equivalent for foreign countries.

6.1.1 Special instructions

A. Switches

The upstream main switch must be equipped with a protection device with a rated current adequate for the power committed by the stand, to be located downstream of the utility switch provided by Firenze Fiera.

Downstream of the main switch, as many differential magneto-thermal circuit breakers with a sensitivity of 30 mA (0.03 Ampere) - 300 mA (0.3 Ampere) for machinery - must be installed as there are distribution lines to be supplied.

Power supply lines for lighting use and FM socket lines must belong to separate circuits. The minimum permissible cross-section for distribution lines is 2.5 mm².

The above-mentioned switches must be wall-mounted and fixed at a distance of no less than 0.3 m from the floor level.

All circuits supplying plug sockets up to 32A and all terminal circuits, other than those for emergency lighting, must be protected with a residual current circuit breaker with $I_{dn} \leq 30\text{mA}$. When SELV and PELV circuits are used, the protection of conductors must be ensured by means of insulation capable of withstanding a test voltage of 500Vac for 1 minute, or by means of barriers or enclosures with at least IPXXD degree of protection. Control and protection switches must be placed in closed rooms or panels which can only be opened by the use of a key or tool, except for those parts designed and intended to be operated by ordinary persons.

B. Power

The maximum power of each lighting circuit may not exceed 2500W.

C. Wiring connections

Connections must have a degree of protection of at least IPXXD.

Where voltages may be transmitted to the terminals, the connection must incorporate cable glands.

D. Sockets and plugs

Sockets and plugs must be of a type or installation such that they are not subject to mechanical damage, have a protective earth conductor, guarantee the inaccessibility of live parts, be fitted with a restraint device. Plug sockets with a capacity of more than 16A must be of the locked type, with a switch that prevents the plug from being inserted and withdrawn when live. In places open to public access, fixed plug sockets within reach must have individual overcurrent protection. In places not open to public access, sockets may be grouped under the same overcurrent protection in a number not exceeding 5.

E. Utility points

For obvious reasons of functionality and safety of the wiring systems, all equipment located at user points must be accessible and in any case free of any encumbrances which could hinder verification and connection operations by Firenze Fiera's trusted technicians.

F. Cables

Since this is a medium-risk environment, the electrical distribution (conduits) must comply with Cca - s1b, d1, a classification and therefore the permitted cable codes are as follows:

- FG16OM16 – 0.6/1 kV;
- FG17 - 450/750 V;
- H07Z1-K type 2 - 450/750 V;
- FROR CPR.

Where the risk of fire is higher, in particular under platforms and carpets, in cavities and on false ceilings, or where the risk of mechanical damage is greater, all power lines must be installed inside protective tubes or metallic and non-metallic ducts with a protection rating of at least IP4X.

On request, a document from the manufacturer must be presented, certifying that the cables are of the above-mentioned types or, in the case of foreign origin, of a type having equivalent electrical/mechanical and non-propagation of fire features.

The cables must have cross-sections proportional to the load; in any case, those used for the connection to the utility network must have cross-sections of no less than 2.5 mm². When setting up electrical connections, stacked cable surpluses are not permitted under any circumstances.

It is forbidden to use power cables for the suspension of luminaires. Furthermore, the cables must be protected against the possibility of mechanical damage up to a height of 2.5 m above the floor.

G. Earthing connections

All the non-energised parts of the installation (metal frames), the metal masses of the user devices and the metal parts of the luminaires, must be connected to the protective earth system by means of a yellow/green insulated conductor and in any case in accordance with the CEI standards in force.

In particular, earth conductor connections must be:

- made with cable lugs;
- guarantees against loosening;
- proportioned so that overtemperature due to the passage of the earth current is not greater than that of the relevant conductor;
- corrosion-proof.

H. Controls and protections

The general and partial controls of electrical installations and their protections must be placed and shaped in such a way that the public cannot affect them.

Insulation-piercing lampholders must not be used unless the cables and lampholders can be removed once attached to the cable.

I. Luminaires, spotlights

Luminaires installed below 2.5 m above floor level or otherwise accessible by accidental contact must be securely and adequately fastened, positioned and protected so as to prevent risk of injury to persons or ignition of combustible material.

Lighting systems with low-voltage incandescent lamps must comply with CEI 34-77.

Luminaires with halogen lamps are not permitted, and in any case all luminaires subject to overheating must be kept at an adequate distance from illuminated objects, if the latter are combustible.

Unless otherwise stated by the manufacturer, for spotlights and small projectors this distance must be at least

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

Luminaires with lamps that can project incandescent material in the event of breakage must be of the type with a lamp safety shield and installed in accordance with the manufacturer's instructions.

Lamps and other component parts of luminaires must be protected against foreseeable mechanical stress.

Such means of protection must not be attached to lampholders unless they are an integral part of the luminaire.

Temperature limiting devices must be provided with manual reset only.

Enclosures of electro-thermal devices, such as heaters, resistors, etc., must not reach higher temperatures than those of the luminaires.

These luminaires must, by construction or installation, be made in such a way as to prevent any accumulation of material that could adversely affect heat dissipation.

All luminaires composed of LED strips must be housed in a special metal profile, complete with appropriate shield, suitable for heat dissipation and mechanical protection of electrical parts. The power supply must be made using ballasts described in point 4.1.3 requirements above and connected by means of cables described in point 6.1.1 F Cables above.

In addition to the above, in order to limit the probability of "PHASE-PHASE" faults, with consequent probability of fire ignition, THE USE OF CABLE H03 VH-H (AUDIO RED/ BLACK) IS NOT ALLOWED.

J. Overvoltage and overcurrent protection

Overcurrent Protection

Overcurrent protection is carried out in accordance with the requirements of IEC 64-8, using thermal-magnetic circuit breakers and fuses. For the purpose of overload protection, the conductors are dimensioned in such a way that their thermal capacity (I_z) is greater than or at least equal to the utilisation current (I_b) (current value calculated according to the maximum power to be transmitted in permanent operation).

Thermal-magnetic circuit breakers and fuses are dimensioned in such a way that their rated current (I_n) is between the conductor's utilisation current (I_b) and its thermal load capacity (I_z), while their actual operating current (I_f) is less than or equal to 1.45 times the cable's thermal load capacity (I_z). In all cases, the following relationships must be satisfied:

- $I_b \leq I_n \leq I_z$;
- $I_f < 1.45 I_z$.

Protection against short circuits

Protection is achieved by means of thermal-magnetic circuit breakers selected in such a way as to interrupt the short-circuit currents (I_{cc}) which may occur in the installation in order to ensure that dangerous temperatures are not reached in the protected conductors according to the following ratio:

- $I^2t \leq K S^2$;

where:

- (I^2t) = Joule integral or specific energy let through, for the duration of the short circuit by the protective device [A^2s];
- I = effective value of the short-circuit current [kA];

- S = cross section of the conductors to be protected [mm^2];
- t = duration of the short circuit [s];
- K = factor depending on the type of conductor (Cu o Al) and insulation, which for a short-circuit duration $\leq 5\text{s}$ is:
 - o 115 for PVC/Thermoplastic insulated copper conductors;
 - o 143 for copper conductors insulated with ethylene propylene rubber and cross-linked propylene;
 - o 74 for PVC insulated aluminium conductors;
 - o 87 for aluminium conductors insulated with ordinary rubber, butyl rubber, ethylene propylene rubber or cross-linked propylene;
 - o 115 corresponding to a temperature of 160°C for soldered joints between copper conductors.

These circuit-breakers must have a rated breaking capacity in accordance with IEC 23-3 not less than the presumed short-circuit current at the point of installation. However, the use of protective devices with a lower breaking capacity may be envisaged in coordination with upstream devices placed serially and having the necessary breaking capacity (articles 434.3, 434.3.1, 434.3.2 CEI 64-8), so that the specific energy I^2t let through by the upstream device is not greater than that which can be borne without damage by the downstream device and the protected conductors (back-up protection).

Protection against Indirect Contacts

All electrical components must be protected against the danger of contact with accessible metal parts which are not normally live, but which could assume a dangerous potential as a result of a fault or failure of the insulation. Since this is a TN-S distribution system, the characteristics of the protection devices chosen and the impedances of the circuits satisfy the following condition:

- $Z_s I_a \leq U_0$
where:
 - Z_s is the impedance of the fault loop;
 - I_a is the current which causes the tripping of the protection device within the time limits specified in CEI 64/8;
 - U_0 the nominal phase-to-ground voltage.

K. Illuminated signs

For illuminated signs (which in any case may not be moving or flashing), in addition to the above standards, the prescriptions of standard CEI EN 50107-1 (CEI 34-86) apply. In particular, they must be protected by suitable means (shields or other) in order to avoid possible direct contact with parts that could be live or that could cause personal injury if they break.

L. Special equipment

High-frequency equipment or equipment that may cause disturbances in the utility network must be suitably shielded. Should the lack or inadequacy of these protections cause disturbance to the exhibited equipment and consequently to the other exhibiting companies, Firenze Fiera reserves the right to suspend the supply of electricity and to charge the company responsible for the disturbance with any resulting costs. Moreover, End Users who use equipment for which constant voltage values are required, are advised to use "voltage stabilisers".

A manual reset device must protect the secondary of each transformer or electronic converter. Particular care must be taken when installing an extra-low voltage transformer: it must be installed out of reach of the public and be properly ventilated. Access to trained and instructed persons for testing and maintenance must be guaranteed. The electronic converters must comply with the CEI EN 61347-1 (CEI 34-90) and CEI EN 61347-2 series.

M. Electrical loads

All electrical loads must be appropriately phase-shifted to ensure a power factor $\cos(\varphi)$ of not less than 0.9.

N. Inspections

Temporary electrical installations at trade fairs, exhibitions and stands must be checked after each on-site installation.

6.1.2 Electricity Supply

Firenze Fiera provides electrical power with the same characteristics with which it is supplied by the Generating Bodies. Each registered company is a potential user and may not transfer electricity to third parties.

The electrical service sockets may only be used by Exhibitors and Fitters during the Set-up and Dismantling periods, for work requiring the use of small tools; during these periods, temporary connections of the systems in the exhibition areas to the grid are not permitted. In particular, during the Set-up and Dismantling phases, only sockets within the power limits indicated there may be used.

When using, special attention must be paid to the positioning of any extension cords, which must not obstruct the circulation in the Pavilions and must be adequately protected; or to the use of multiple sockets, which must guarantee, in compliance with the specific accident prevention regulations, the impossibility of coming into contact with live parts without the use of special means.

In the Dismantling phases, care must be taken to verify that the wiring system has been disconnected.

A. Electrical Services

The pavilions are equipped with the following services:

PAVILION LIGHTING

The roofed exhibition areas have an average illumination of at least 150 lux.

SERVICE SOCKETS

Service sockets are those electrical sockets provided to the Fitter/Exhibitor, located at several points in each pavilion, for the use of electricity during set-up and dismantling operations at each Exhibition.

POWER MAINS

Connections

Firenze Fiera guarantees a single connection for each exhibition area; supplies may be 16 A single-phase or 16A - 32 A 5-pole.

For larger loads, a direct connection will be made if necessary; cables and anything else necessary for the work to be carried out in a workmanlike manner are the responsibility of the End User.

Please note that connections and disconnections to the terminal boxes at the exhibition centre are carried out exclusively by official electricians, any abuse will be prosecuted in accordance with the law.

The points of use for exhibitors consist of a large number of boxes containing terminal strips and/or industrial sockets of **16A or 32A EEC type**, equipped with switches to which the wiring systems of the stands will be connected, according to the instructions provided by the staff appointed by the exhibition centre.

These boxes are located in the false ceiling or on the walls, depending on the pavilion or exhibition area and the electrical power supply.

Electricity is supplied by means of a three-phase 400Vac, 3P + N + E system; or single-phase 230Vac, P + N + E; industrial frequency 50Hz.

Each box can deliver an average power of 20 kW three-phase or 3 kW single-phase. For significant power, additional autonomous lines may be installed by Firenze Fiera, at the Organiser's specific request and at its own expense.

It is compulsory for machinery with motors over 15 kW to provide starting by means of a device limiting the inrush current intensity.

B. Connection of Electrical Installations

Electrical installations will be connected after Firenze Fiera has checked the "Declaration of Conformity of the Electrical System in a workmanlike manner" (Ministry Decree 37/2008) duly filled in and signed by an authorised professional and the valid Chamber of Commerce Certificate of the company carrying out the installation.

To all intents and purposes, the End User is the sole party responsible for its own systems.

6.2 Water installations

A water supply and drainage system may be installed in the halls at the request of the End User. Equipment owned by the Exhibitor/Fitter to be connected to the water mains in the Centre must be in perfect working order so as not to cause any inconvenience during the Exhibition. The owner End User is liable for any damage that may result from the malfunctioning of its equipment.

The connection to the water mains and the set-up of the stand water system may be carried out exclusively by the personnel of Firenze Fiera's Official Supplier for water systems.

Water connection means laying the water inlet and outlet pipe (where required and where possible) from the point of adduction to the first equipment or sink on the stand, including water consumption.

6.3 Telephone systems

Firenze Fiera has its own telephone exchange connected to the city network. Connection to the telephone network may only be made by Firenze Fiera technicians.

Firenze Fiera may not be held liable for damages resulting from any interruption in service for any reason whatsoever.

6.4 Internet & WIFI

Firenze Fiera has an internet connection consisting of four fibre optic links in FTTH technology, the maximum aggregate bandwidth made available is 1,000 Mbps or 1Gbps.

The band is shared in best effort mode.

The connection is distributed to the post via an Ethernet RJ45 network cable or via WiFi with wpa2-psk protection.

In both cases, the IP configuration of the devices that are to access the Internet takes place automatically via DHCP protocol and Network Address Translation (NAT).

Should it be necessary to connect more than one device via cable, a network concentrator (hub or switch) and additional Ethernet cables are required, and are not provided.

As far as WiFi is concerned, the End User is forbidden to propagate its own SSIDs, unless they specifically share their configurations and obtain authorisation from the operator.

7.0 SECURITY AND SURVEILLANCE

Firenze Fiera is held exempt from any responsibility for the security of products, materials, equipment, machinery, etc. present on the Exhibitors' stands. In the event of theft or damage to the same, either during the Set-up and Running of the Event or during the Dismantling phase, no responsibility may be attributed to Firenze Fiera.

The Centre is equipped with a video surveillance system.

8.0 PERFORMANCE OF THE EVENT

8.1 Administration, tasting or sale of food and beverages

In case of sale and/or administration or free tasting, the exhibitors or the organiser must provide the Certified Report of Beginning of Activity (Segnalazione Certificata Inizio Attività, SCIA) provided for by art. 52 Heading VI Regional Law of Tuscany 62/2018.

Concerning the sale and/or administration or free tasting, the exhibitors must adhere to the provisions of annex "E" signed before the exhibition/congress event.

Firenze Fiera cannot be held liable in the event that infringements of the aforementioned regulations are ascertained as a result of checks carried out by the competent Authorities; all charges, consequences and sanctions shall be borne in full by the Exhibitor who must also honour all contractual obligations relating to participation.

The Organiser/Exhibitor, therefore, personally assumes all burdens and responsibilities, also towards third parties in general, in the event of false statements, as well as any damage deriving from the sale and/or administration or tasting free of charge of products which do not comply with legal requirements, and Firenze Fiera will be held entirely harmless in this regard.

8.2 Machinery and their use

8.2.1 Cookers, Ovens and Equipment

The installation of operating electric cookers and/or electric ovens must be authorised by the Technical Office. The feasibility, implementation and operating conditions depend on the specific location and context. Each operating hob and/or oven must be equipped with a fume hood to expel fumes outside the hall. In special cases, recirculating hoods with fume treatment units may be installed for the abatement of outgoing odours, so as not to cause discomfort to people at nearby stands or to visitors in general. Firenze Fiera reserves the right to revoke, at its own unquestionable judgement, the authorisation as granted above, should it perceive the possibility of inconveniences of any kind occurring.

8.2.2 Machinery and vehicles on display

All machinery and/or vehicles exhibited at the Exhibition must be type-approved or in the process of being type-approved for registration. Prototypes are excluded from registration; for these the "prototype" sign must be explicitly shown.

The Organiser undertakes to ensure that vehicles exhibited inside the Centre have a fuel-free tank and disconnected batteries.

NOTE: ELECTRIC CARS must have their batteries disconnected.

The Organiser must therefore put in place all measures and devices to prevent accidents and fires, reduce noise, eliminate unpleasant odours and avoid gas emissions. It is

absolutely forbidden to operate machinery or equipment that involves the use of open flames. If mechanical cranes and/or machinery with mechanical booms are exhibited, technical solutions must be adopted to block them. In any case, the machinery must not constitute a danger to anyone or cause any nuisance to anyone.

8.3 Noise emissions

Should equipment be used to reproduce music and sound, the Organiser is obliged to comply, at its own care and expense, with the provisions of the laws in force regarding copyright, in respect of which it assumes all responsibility.

All participating companies that plan to use sound diffusion equipment must operate, also with regard to the use of sound diffusion instruments such as microphones, loudspeakers, etc., at a sound level such as to guarantee a suitable climate for the full performance of commercial activities and in any case lower than that envisaged by the regulations in force on the subject (Legislative Decree 81/2008, Title VIII, Chapter II).

8.4 Stand cleaning

Firenze Fiera ensures the cleaning and maintenance of the common areas (connecting paths, toilets).

Should the Organiser so request, Firenze Fiera can also offer a Cleaning Service on a fee basis for individual stands.

9.0 TIMES AND PENALTIES

- **Smoking:** there is a ban on smoking in all enclosed spaces in the Centre.

Penalty: € 250,00 + V.A.T.

- **Preserving the structures of the centre:** the Organiser is required to preserve the fixed structures of the centre and avoid any kind of soiling and/or permanent alteration to them.

Penalty for restoration costs: quantification according to damage.

- **Cutting/sanding work:** such work is permitted inside the halls only and exclusively with special equipment equipped with a suction system and appropriate filters.
- Penalty: € 1,000.00 + V.A.T. plus cleaning and restoration costs of the area.
- **Aisles:** the aisles of the pavilions must remain usable throughout the duration of the stand set-up in order to allow the free movement of vehicles and people.

- Should the Organiser fail to leave the stand areas granted completely cleared of their material by the time set as the end of the dismantling period, Firenze Fiera will apply a penalty of € 500.00; Firenze Fiera also has the right to move and/or store the packages and materials that have not yet been collected, charging the Organiser for the relevant storage and logistics costs; it is also understood that Firenze Fiera accepts no responsibility for any breakage/damage/theft that may occur to said material.

It is strictly forbidden for exhibitors to dismantle their stands and remove exhibited goods before the appointed day and time for stand dismantling.

Firenze Fiera, without any liability whatsoever, reserves the right to proceed at the risk and expense of the Organiser to clear away all materials which have not been collected within the prescribed deadlines, and if necessary to restore the condition of the occupied space.

COMPLIANCE FORMS

- **Form A:** Declaration of conformity to regulations
- **Form B:** Set-up material
- **Form C:** Declaration for use of retrofit fireproofed material
- **Form D:** Declaration of compliance for the electrical system pursuant to Ministerial Decree 37/08

In the case of electrical installations servicing the stand set up by your own stand / granted area constructor, these must be carried out by a specialist company in accordance with the applicable regulations. Upon completion of the installation, a certificate of conformity in accordance with Ministerial Decree 37/08 must be submitted to the Organiser in the manner laid down by it. In the absence of the aforementioned certification, Firenze Fiera will not proceed to power the stand.

For all End Users, filling in Form A is mandatory; for End Users setting up the exhibition and/or congress space, filling in Form B is also mandatory, while filling in Form C is only mandatory if retrofit fireproofed materials are used in the stand set-up.

The forms, duly made out by the End User/fitter as stated on the forms themselves, shall be received by Firenze Fiera from the Organiser by **e-mail: verifiche@firenzefiera.it** (In the email subject, indicate Event Name/Exhibitor Name/Booth number)

by the end of the set-up operations.

Furthermore, the aforesaid forms must be available in original at the stand so that they can be checked by the technicians in charge.

Please note that Exhibitors who do not set up the space they have at their disposal or who use pre-assembled set-ups provided by Firenze Fiera are exempt from presenting and sending such documents, with the exception of Form A.

FORM A

BY THE EXHIBITOR/ORGANISER

DECLARATION OF CONFORMITY TO REGULATIONS

The Legal Representative _____

of the Company _____
(exact company name)

With registered office in _____ Postal Code _____ Prov. _____

Street address _____

Tel. _____ Fax. _____ e-mail _____

PRESENT AT _____

STAND LOCATION _____ PAVILION _____

STAND _____ BRAND _____

DECLARES THAT

- he/she has received a copy of the Technical Regulations and has read all the items in it, and points out that, under his/her own personal responsibility, the exhibition space that he/she will set up will be built in compliance with the requirements of the aforementioned technical regulations issued by FIRENZE FIERA S.p.A. for exhibition spaces;
- he/she releases the organiser and third parties in any way involved in the event from any and all liability whatsoever, and waives any recourse and/or claims against the organiser and any third parties, for any damage that may be caused to persons and property of third parties in the event of failure to comply with the rules set out in the Regulations;
- he/she will indemnify any damage suffered directly by the organiser or by third parties.

Date

Stamp and signature

FORM C*BY THE COMPANY THAT CARRIED OUT THE FIREPROOFING*

DECLARATION FOR RETROFIT FIREPROOFING

The Company (**)
_____With _____ registered _____ office _____ in _____ Address

City _____ Prov. _____

has subjected the following material to regular fireproofing:

1) description of the material treated _____

2) extent (m²) _____

3) trade name of the product used for fireproofing _____

4) quantity of product used for fireproofing _____ (Kg.)

5) date of fireproofing _____

6) type of use of the fireproofed material _____

for the above material we attach a copy of the "Pilot Certificate" number

of _____ issued by _____ (***)

certifying the class of reaction to fire of the material to which the manufacturer of the fireproofed product refers in relation to the conditions of use and application.

We attach a copy of delivery note No _____ of _____

relating to the purchase of the fireproofing product. The Company that has carried out the above fireproofing assumes all civil and criminal liability regarding the workmanlike execution of the fireproofing treatment, expressly declaring:

- that they have complied with the application conditions imposed by the fireproofing product manufacturer;
- not to have subjected the material to washing, ironing or the action of cloth beaters, carpet beaters and the like after fireproofing;
- to have stored the material in a totally dry environment after fireproofing.

Date

Stamp and signature of legal representative

* number of forms in sequential order (one form must be filled in for each fireproofed material of type D complete with certifications);

** indicate the name of the company carrying out the fireproofing;

*** indicate the name of the authorised laboratory that carried out the reaction to fire test.

FORM D

Final term of delivery

*At the end of the works,**by and no later than 24h before the**beginning of the Event*Code:
-----Contact person:
-----Company name
-----Address:

Location:

Province:
-----Country:
-----Phone:
-----E-mail:
-----VAT No.:

Pavilion

Stand:

ATTENTION: The mandatory attachments pursuant to Min. Decree 37/08 must be kept at the stand for the entire duration of the Event at the disposal of the Supervisory Authority.

MANDATORY ONLY FOR CUSTOMISED STANDS

This document must be filled out by a company that meets the requirements of Ministerial Decree 37/08. Electricity will be supplied upon delivery of this declaration of conformity [together with a copy of the certificate of registration with the Chamber of Commerce.](#)

COMPANY MAKING THE ELECTRICAL SYSTEMMade by

(Owner or legal representative of the company making the electrical system)

with headquarters in

Street _____ City _____

Phone and fax _____

VAT No. _____

_____ Registered with the business registry (R.D. 20.09.1934 no. 2011) of the Chamber of Commerce of _____ no. _____

Registered with the Provincial Board of Crafts Enterprises (L. 8.8.1985, no. 443) of _____ no. _____

executor of the system (summary description) _____

Understood as: **X** new system

The company declares moreover under their own responsibility that:

- x** The system has been constructed in a workmanlike manner as required by art. M.D. 37/08
- x** The design and layout of the system have been respected (art. 5 M.D. 37/08)
- x** The components and materials have been installed in a workmanlike manner, suitable for the place of installation and perfectly maintained.
- x** The company has checked the system for safety and functionality with a positive result, having carried out the checks required by current regulations
- x** The company holds Firenze Fiera S.p.A. harmless for any damage to property and persons caused by failure to comply with current regulations.

Requirements for activating the system:

The total power of the system is _____ KW

Firenze Fiera S.p.A. supplies energy according to the following modes.

- Single-phase socket (2 poles + earth) 32 A up to 6 KW
- Three-phase socket (3 poles + neutral + earth) 32 A up to 20 KW

The supply of electrical energy does not include the electrical panel.

To request additional electrical energy, please order it from your

Reserved Area, Purchases section – Form D

THE FOLLOWING ATTACHMENTS, MANDATORY PURSUANT TO M.D. 37/08, MUST BE KEPT AT THE STAND AND SHOWN UPON REQUEST OF THE SUPERVISORY AUTHORITY:

1. TYPE REPORT OF THE INSTALLED MATERIALS
2. ONE-LINE DIAGRAM OF THE SYSTEM (only for systems with power up to 6 kW)

SYSTEM DESIGN (only for systems with power greater than 6 kW)

COMPANY SETTING UP THE STAND (THE FITTER)

DATE

THE EXHIBITOR

FORM E

STATEMENT IN LIEU OF CERTIFICATION (Art. 46 and 47 of Presidential Decree no. 445/2000)

MANDATORY IN THE EVENT OF THE SALE, ADMINISTRATION OR TASTING OF FOOD AND DRINKS

By the EXHIBITOR

The company _____,
as exhibitor at the event _____ (hereinafter referred to
as the 'Event')

hereby NOTIFIES

that during the course of the above-mentioned Event on the days _____, at the
_____ pavilion, stand _____, it will sell, serve or offer food and
drink for tasting

Directly

or

Through the catering company _____
contact person _____
contact person's email _____
contact person's phone number _____

DECLARES

- that it has a Self-monitoring Plan in accordance with EC REG. 852/2004 and subsequent amendments and additions;
- that its employees have received adequate training for the food-related activities that will be carried out at the stand (for example free tastings, serving drinks, various types of food preparations);
- that EU REG. 1169/2011 concerning the provision of written information to the consumer is respected;
- to have full knowledge of the areas and to consider them suitable for the services to be performed;
- to hold harmless and indemnify Firenze Fiera from any and all civil, criminal and/or administrative liability for any type of damage or injury that may be caused to property and/or persons in the course of the sales and/or administration activities as described above;
- to hold harmless and indemnify Firenze Fiera and its representatives (including managers and employees) from any and all civil and criminal liability for accidents that may be incurred by those performing the above-mentioned sales and/or service activities;
- that it has provided the supplier with a copy of the Technical Regulations of the Centre.

Date _____

Signature _____