

## EXHIBITION TECHNICAL REGULATIONS

### 1 - PRELIMINARY NOTE

“BolognaFiere” means Fiere Internazionali di Bologna S.p.A.

“Organiser” means Bos Srl, with registered office in Via Alfieri Maserati 16, Bologna.

### 2 – GENERAL REGULATIONS

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

The exhibition will be held in Bologna Exhibition Centre from the 15<sup>th</sup> to the 17<sup>th</sup> of April with opening hours for visitors from 9:00 a.m. to 6:00 p.m. and for exhibitors from 8:30 a.m. to 6:30 p.m. On April 15<sup>th</sup>, exhibitors will be able to access the stands starting at 8:00 a.m.

#### 2.B - Availability of stands: handing-over

Stands will be available for exhibitors from 10<sup>th</sup> of April 2020 and must be completed by **7:00 p.m. on 13<sup>th</sup> of April 2020**.

Exhibitors shall ensure that the chosen stand furnisher undertakes to respect the above-mentioned deadline by including a completion clause in the contract.

**On Sunday 12<sup>th</sup> of April 2020 the Exhibition Center will be closed.**

Pre-furnished stands will be available for exhibitors **from the 14<sup>th</sup> of April 2020 at 8:00 a.m.**

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

**Exhibitors may enter Bologna Exhibition Centre only if their personal data have been registered in the section gate on the website. Exhibitors and their fitters/suppliers who do not register on this site and do not print the entrance pass will not be authorized to enter the Exhibition Centre during the exhibition set-up and dismantling periods.**

Each Exhibitor will be sent (to the email address specified in the application form) link and password to access his reserved area on the website, in which he must enter the information regarding his company's personnel and vehicles in order to print his entrance passes.

The process also requires the Exhibitor to perform the **Work Assignment procedure** with regard to his fitters and suppliers. The Work Assignment procedure will allow these companies to receive a password, so that they may register their employees and vehicles in their reserved area, and print their entrance passes.

During the stand set-up, from 10<sup>th</sup> to 11<sup>th</sup> and from 13<sup>th</sup> to 14<sup>th</sup> of April (on the 14<sup>th</sup> only the samples set-up is allowed), before entering the Exhibition Center using the East Michelino entrance, all vehicles must pass through terminal P5 in the following ways:

- **Cars:** if unloaded they have to stay inside terminal P5. If loaded with materials for the preparation of the stand, they will be able to access the Exhibition Center only for the time needed to unload the material.
- **Heavy vehicles:** they will have access to the Exhibition Center for the unloading of materials only. At the end of the unloading they have to leave the Center, and if necessary they can stop for free, just for the day, inside the terminal.

Suppliers/carriers entering the Exhibition Centre to deliver materials on behalf of Exhibitors must also be in possession of the **Packing List** bearing the identifying data of the Exhibitor receiving such materials (Exhibitor's name, hall, stand).

Suppliers who present a Packing List without such data will be denied entrance to the Exhibition Centre.

As required by current laws regarding health and safety at the workplace, the Exhibitor (customer), in relation



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to the works to be assigned, is responsible for verifying possession of the technical professional qualifications of all main contractors, subcontractors, and self-employed individuals who will work for the Exhibitor in the Exhibition Centre.

During the stand set-up period persons and vehicles may enter the Exhibition Centre at the following times:

- Friday 10<sup>th</sup> April - from 7:00 a.m. to 6:00 p.m.
- Saturday 11<sup>th</sup> April - from 8:00 a.m. to 6:00 p.m.
- Sunday 12<sup>th</sup> April: the Exhibition Center will be closed
- Monday 13<sup>th</sup> April - from 8:00 a.m. to 6:00 p.m.

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

On April 14<sup>th</sup>, the day before the opening of the event, from 7:00 a.m. to 7:00 p.m. no stand set-ups will be allowed but only products and graphics settings or other activities that involve the use of manual tools.

**The access of NON-ELECTRICALLY POWERED OR INTERNAL COMBUSTION ENGINE transport and lifting vehicles is forbidden inside the halls.**

Waiting in the proximity of the Exhibition halls must be limited to the times strictly required to load and unload goods and equipment. Non-commercial vehicles must be parked in the special parking lots. Specifically, it is forbidden to unload and park containers or detachable parts of non self-propelled vehicles.

For purposes of work safety regulations, BolognaFiere and the Organiser may define special criteria for access to the fair district during set-up operations as well as limit the access of vehicles and/or charge fees if vehicles are parked outside the spaces and/or beyond the times specified by the Organiser.

Specifically, if cars and vehicles in general remain in the fair district for more than two hours, the exhibitor whose password was used to register the vehicle will be charged € 500.00.

For safety issues, parking in the Exhibition Centre is forbidden during the Exhibition Centre closing time. By violating the above-mentioned prescription, BolognaFiere will provide for the removal of the vehicle outside the parking area, at risk and expense of the vehicle's owner.

For security reasons, **inside the Exhibition Centre it is forbidden to the exhibitors and to the stand fitters operating on their behalf to use their own pallet trucks, self-propelled cranes, suspended platforms, etc.;** for those needs they will have to contact BolognaFiere, to grant the maximum compliance of the security regulations.

The above regulations do not apply to tow cars, which can operate inside the pavilions only if they are provided of exhaust pipes outside the halls.

In the event of the introduction and use of lifting vehicles owned by Exhibitors or their suppliers, BolognaFiere will stop or immediately remove the vehicle at the risk and expense of the exhibitor or the owner of the vehicle itself.

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

During the dismantling period, access to the exhibition center will take place in the same way as for the set up, (see art. 2.C, transit from the terminal and stop in the Exhibition Center for the unloading of material only).

**On April 18<sup>th</sup> the only access will be the Calzoni entrance (via Alfieri Maserati corner).**

Admittance times of dismantling are as follows:

- **Friday 17<sup>th</sup> April** - from 6:30 p.m. to 11:00 p.m. Until 7:00 p.m. on April 17<sup>th</sup>, materials can't leave the Exhibition Center.
- **Saturday 18<sup>th</sup> April** - from 8:00 a.m. to 6:00 p.m.
- **Monday 20<sup>th</sup> April** - from 8:00 a.m. to 6:00 p.m.

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Stand fitters who are already inside the Exhibition Centre have the possibility to continue to work a further hour over the above-mentioned time schedule.

Pre-furnished stands must be cleared from the material owned by the exhibitor by 12:00 p.m. of the 17<sup>th</sup> April 2020.

Stands, wherever situated, must be completely cleared by 7:00 p.m. on April 21<sup>st</sup> 2020.

In case of failure, it will be provided by office, considering what was on the stand as a waste material for disposal to a public dump.

Exhibitor will be required to reimburse all the direct and indirect expenses incurred for the removal, currently with a minimum of € 300.00 for every 16 sq.m of surface, and s/he will be subject to any reimbursement for damages.

The Exhibitor assumes all responsibility, and entirely at his own expense, with respect to any damage or theft that occurs during or after the Fair and during the furnishing period.

## **2.E - Terms of payment**

All sums required for the participation in the Exhibition must be paid by the deadlines and methods specified in the application form.

The "exit voucher" do not constitute a receipt of payment of any amounts due for the participation in the Exhibition, even though it cannot be issued to Exhibitors who have not paid all amounts, directly or indirectly due. The "exit voucher" is valid only for the vehicle specified on the voucher itself.

## **2.F - Insurance - exemptions, assumptions and limits of liability**

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

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

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

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

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

The insurance coverage described above is governed by specific conditions and limitations that the Exhibitor can request from the Organizing Secretariat of the Exhibition and are listed in the documentation for the Exhibition. Such coverage does not exclude the Exhibitor's liability for all the risks which, according to the

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Exhibitor's independent evaluation, are not guaranteed or exceed the aforementioned coverage limits. The Exhibitor shall provide to the necessary additional coverage.

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

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

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

### 3 - SET UP AND PROHIBITIONS

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

Stand-setting up of any size is classified as follows:

- STANDARD setting up
- NON STANDARD setting up
- All exhibitors / fitters must fill in Form 0, regardless of whether the stand design is standard or non-standard. The fitter of the event will take care of it for exhibitors who have purchased the pre-furnished stands.

All booths presenting any of the following features shall be considered as a NON-STANDARD setting up:

- Latticed metal ("American") structures with clear structural span exceeding 8.00 metres or with total length exceeding 32.00 metres
- Horizontal metal or non-metal structures with above clear span exceeding 4.50 metres
- Double-deck with spaces on the upper floor, even if not accessible to the public
- Platforms higher than 0.80 metres

In addition, all structures with surface area exceeding 75 sq.m built in outdoor areas will be considered non-standard set-ups.

Whereas the Exhibition Centre has obtained authorization for use of the exhibition spaces based on a traditional set-up scheme, i.e., with parameters defined as STANDARD, an Exhibitor who proposes a set-up with even one of the above-mentioned characteristics must transmit (by fax or certified email) the design for the non-standard set-up, with signature and seal of a qualified engineer/architect, to the Organiser and to BolognaFiere (email: [tecnico2@bolognafiere.it](mailto:tecnico2@bolognafiere.it)) for approval by 11<sup>th</sup> of March 2020.

If the Exhibitor is not in possession of the design for the non-standard set-up signed by a qualified engineer/architect, the Exhibitor may request BolognaFiere to conduct an advance check of the design using the appropriate form set present in the **BeFair section** on the Exhibitor's online portal.



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If the signed and sealed design for the non-standard structure(s) is not transmitted to BolognaFiere, an inspection and validation will automatically be conducted and the Exhibitor will be charged twice the regular cost for such service specified on the above-mentioned forms.

Under all circumstances, BolognaFiere reserves the right to prohibit the assembly of non-standard set-ups that have not been approved in advance.

For non-standard set-ups is mandatory a static inspection that will be performed only by BolognaFiere. The Exhibitor will be charged the amount corresponding to the type of set-up, as indicated in the form set present in the **BeFair section** on the Exhibitor's online portal.

In all cases, the construction of complex latticed metal ("American") structures (total length exceeding 32 metres, calculating both vertical and horizontal structures, and/or with clear structural span exceeding 8 metres) or horizontal metal or non-metal structures with clear span exceeding 4.50 metres, as well as intermediate floors, is subject to the transmission (by fax or certified email) to BolognaFiere of the structure's design, inclusive of a calculation report specifying load conditions during assembly and disassembly based on the construction method involved, as well as a valid certificate of correct assembly (at the end of work).

In all cases, BolognaFiere has always the right to examine stand designs which, on account of their importance, size and dangerous characteristics, do not conform to traditional set-up standards. The Exhibitor is required to submit the technical documentation and the names of the engineers responsible for the structural part and for the set-ups, for aspects regarding health and safety at the work place as well as for the systems. The same obligation applies to outdoor stands. BolognaFiere has the right to request the intervention of the Inspection Committee for places of public performance.

### **3.B - Stand set-up**

The Exhibitor must limit his stand to the assigned area, marked out or by party walls, or painted stripe, or adhesive tape where there are no other references.

Inside the halls, the stands may not exceed the standard height of 3.00 m. To take account of thicknesses due to raised floors, lighting units, and lighting support structures including lattice supports, an additional margin of 0.50 m will be permitted, taking the above specified limit to a maximum of 3.50 m. **Structures whose sides face adjoining stands must be perfectly finished and painted in a neutral, solid colour.**

**The walls also have NOT to deprive other adjacent or nearby Exhibitor of visibility and light, as well as harm. Therefore, it is forbidden to build perimeter walls closed in length greater than 4 meters. Over 4 m of closed wall there must be an open area (or constructed of transparent material) length not less than 2 m. Otherwise the Organiser reserves the right to demand the adaptation.**

Exhibitors with space only stands must provide (through their own stand fitter) to the construction of partitions bordering other stands as well as of the back walls; if the exhibitor should not comply with the above, the organizer will arrange for the partition walls to be installed charging the expenses to the exhibitor himself. We also recall that the energy fee as in the application form includes: the electrical connection, testing, power commitment up to 2 kW and the fire extinguisher but does not provide for the construction of the internal stand electrical system to which the exhibitor with a stand in a free area must provide through an authorized electrical installation company.

Suspended loads and the related suspension systems must be made in accordance with the Circular Letter of the Ministry of the Interior dated 01/04/2011, providing, in addition to the main connection system (eg, tie, belt, rope, chain, rod), **also a safety connection** (e.g. tie, belt, rope, chain, retractable fall arrest systems, etc.). As "suspended load" means American structures (simple type or "ring"), or other types of beams / structures and all related loads (by way of example but not limited to: monitors, projectors, speakers, lights, motors for lifting of other sub-structures, etc.) that are bound to a structure top or bottom or via a lifting member.

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The above items must be in possession of all the documents indicated in the mentioned Circular Letter.

The Exhibitor shall keep within the stand in a clearly visible and accessible position, and properly reported, fire extinguishers in accordance with regulation, in adequate quantity to the stand area, as provided by BolognaFiere.

Glass walls in direct contact with the public must be built according to current regulations and to the UNI regulations.

In halls 16, 21, 22, 28 and partially 29 double ceilings are permitted only if they are grill-type or perforated panels to allow proper use of the sprinkler fire-fighting system.

The Exhibitor shall bear sole liability for the stability of the stand and the compliance of stand materials with the fire prevention rules currently in force; the Exhibitor expressly relieves BolognaFiere in respect of any damage that might ensue as a result of design and construction defects, including measurements inferred from the detailed drawings of the areas occupied.

Any job that involves modifications to the fixed and movable property of BolognaFiere (reinforcements, adaptations, excavations, holes made in frames, walls, structures, pillars, floors) may only be carried out with the prior written authorization of BolognaFiere, and at the sole expense and responsibility of the participant. The Exhibitor shall be held liable in this respect for the duration of the exhibition, up until the return of the stand to BolognaFiere. Prior to the start of works, the participant shall pay to the Organiser the cost of restoring the modified structures to their original state, a task which will be performed by the Organiser.

### 3.C - Waste management

#### **Set-up and dismantling**

It is forbidden to Stand fitters / Exhibitors during any stages of the event, to abandon waste materials and / or hazardous waste in the exhibition areas and in the perimeter areas of the Exhibition Centre.

The waste and residual materials from set up and dismantling work must be disposed by the Exhibitor and / or his appointees, and the hall aisles must be kept free from any kind of waste or clutter material.

**Exhibitor and / or his representatives must take care and support the cost of the elimination of waste and construction debris.**

During set up and dismantling period, each hall will be provided with bins for the collection and the disposal of materials and the above mentioned waste. The verification of the correct application of the provisions, for the management of waste materials, will be carried out by specialists of BolognaFiere, present in every hall, during the opening hours of the Exhibition Centre. The individual anomalies will be recorded and transmitted to the relevant internal authorities.

Any deviation from what mentioned above will result to the Exhibitor in the application of a penalty by way of reimbursement of expenditure required to BolognaFiere for the management of abandoned waste, for a minimum amount of € 300,00 + VAT each 16 sqm of floor space occupied by the Exhibitor.

#### **Exhibition**

Waste produced during the exhibition must be delivered to the waste separation and recycling areas in the Exhibition Centre and separated by type (paper, glass, metal, plastic, and undifferentiated).

### 3.D - Prohibitions

It is **specifically forbidden** for Exhibitors to:

- Apply loads or place materials to the hall structures, walls, lighting pillars, etc.;
- Attach or hang from the above structures posters, cables, panels, banners, stickers;

- When securing carpets or similar materials to the floor, it is strictly forbidden to use strong double-sided adhesive tape, tape with internal paper backing or tape of weak consistency;
- Damage equipment belonging to BolognaFiere and the structures of the halls;
- To use own lifting vehicles;
- Leave any kind of waste materials;
- Put on performances or entertainment, of whatever kind, nature or characteristic, even if they are confined to the stand or are intended to present or promote products, without the prior written authorization of BolognaFiere; it is exclusively up to the Exhibitor to obtain possible authorizations from health, public security or, in general, the appointed authorities for the above-mentioned activities, if requested;
- Enter the Exhibition Centre with other kinds of vehicles but automobiles, during the public opening period.
- According to BolognaFiere's policy about plastic waste, within the exhibition center is prohibited the use of cutlery, crockery, straws, glasses and in general of disposable plastic material and non-recyclable. The Exhibitor is also responsible for its suppliers and will be called to respond in the event of defaults.

The Exhibitor accepts sole civil and criminal liability for damage caused by the non-observance or breach of the rules in force and of all the requirements set out in these Regulations and Safety File; the Exhibitor shall also hold harmless BolognaFiere in respect any claims for compensation filed by third parties.

The Exhibitor shall notify his personnel and the firms operating on his behalf in the Exhibition Centre of the requirements and prohibitions as set out in these Regulations and Safety File, and also of the general rules of participation in the Exhibition.

In the event of non-observance of these rules and the relevant provisions set out in the Regulations regarding participation, BolognaFiere SpA may take action against any defaulting company.

Said action may entail, in the event that supplementary measures to the general safety rules are adopted, the charging of the relative costs, estimated at not less than € 300.00/exhibition module, or an order requiring the partial or total disassembly of the stand and a declaration that the stand is unfit for use.

#### 4 – GENERAL AND TECHNICAL SERVICES

Subject to availability, BolognaFiere may provide on request the individual stands with electricity, water, and compressed air, as well as connection to the telephone lines.

##### 4.A - Technical assistance available to Exhibitors

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

The services listed below may be requested from the Official Suppliers, whose names are given in the Various Forms Booklet, should Exhibitors not have their own equipment or if they do not intend to use their own personnel:

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



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**Please note the following:**

Good transport, loading and handling services inside the Exhibition Centre, are organized exclusively by the Forwarding Agent of BolognaFiere.

Exhibitors wishing to bring goods of foreign origin into the Exhibition Centre to be displayed as samples shall inform BolognaFiere to this effect by completing the relevant form and sending it at the following email address: [costums@marconiffm.it](mailto:costums@marconiffm.it)

The following refreshment facilities are in operation in the Exhibition Centre:

- à-la-carte restaurants; self-service outlets and bar;
- on request, break cocktails, snacks, and/or refreshments delivered directly to the stand;
- travel agency;
- hardware store
- insurance agency.

**4.B - Responsibility for services**

BolognaFiere regulates but does not organize the services listed in section 4 and therefore disclaims any responsibility in respect of the performance thereof.

Claims should be made in writing direct to the Service company and communicated to BolognaFiere at the following email address: [vendite@bolognafiere.it](mailto:vendite@bolognafiere.it)

**5 - SPECIAL SERVICES**

**5.A - Exhibitor entry pass and car pass**

Exhibitors will be provided, free of charge, with entry passes in the following quantities:

- N. 4 passes for stands up to 16 sq.m
- N. 1 pass extra for each additional 10 sq.m over the first 16 sq.m

Exhibitor will also receive:

- N. 2 car pass for stands up to 64 sq.m (one inside and one outside in an area adjacent to the exhibition center)
- N. 4 car passes for stands over 64 sq.m (one inside and three outside in an area adjacent to the exhibition center)

These passes entitle the Exhibitor to park in the space designated by BolognaFiere, subject to availability. The Exhibitor shall be responsible for the correct use of these documents and the behaviour of those who use them.

**5.B - Free invitation for customers**

If not disposed differently in the application form, Exhibitors will receive for free:

N. 400 free e-tickets to be validated online, they will entitle the owner of free admission to the Exhibiting Centre for the whole duration of the Exhibition.

Requests for any additional amounts should be addressed to [elena.viotto@senaf.it](mailto:elena.viotto@senaf.it)

**5.C - Guide Catalogue**

The catalogue will contain the information provided by the Exhibitors up to 45 days prior to the start of the Exhibition. The name and good sector that will be published are those written by the Exhibitor on the online form indicated on the link sent by the Organiser.

**5.D - News and invention service**

If Exhibitors present new products, services, solutions or organizational and management procedures, they

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can communicate it immediately filling out the specific form on the web site of the Exhibition. In this way, the Organiser will be able to inform the press and media operators.

#### **5.E - Hotel Reservation Service**

The hotel reservation service is offered directly by BolognaFiere Official Hotel Reservation Supplier, which Exhibitors must refer using the relevant page of the Exhibition website - [www.exposanita.it](http://www.exposanita.it) or directly on the website [www.bolognawelcome.com](http://www.bolognawelcome.com) - where conditions and prices are indicated. This service, too, is regulated but not organized by BolognaFiere, which therefore will not be responsible for it.

Any complaints shall be addressed, in writing, directly to the Official Supplier, notifying BolognaFiere.

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

Exhibitors are not generally allowed to broadcast music or to use music and sound reproduction equipment. Any exceptions may be authorized in writing.

Such authorization may be withdrawn at any time with immediate effect by means of written notice. Authorization does not release the Exhibitor from the obligation to use the equipment in such a way as not to disturb other exhibitors and visitors, nor does it relieve him of the obligation to abide (maximum limit allowed by law), at his own expense, by prevailing copyright law.

In order to fulfil the required formalities, parties interested may apply directly to S.I.A.E. Via Orfeo 33/a, 40124 Bologna, Tel. +39/051-429031 – Fax +39/051-307280

#### **5.G - Press office**

The Press Office diffuses information on exhibitors at no charge. It is therefore advisable to:

- Fill out the on-line services **information section** (accessed via the link sent to Exhibitors via e-mail), where you can indicate new products on exhibit, enter press releases and photos. The information will remain on the website for several months after the exhibition;
- Deliver 15 brochures regarding your business to Service Centre, Block C, 1<sup>st</sup> floor which will be made available to journalists in the Press Office.

In addition, our Press Office will contact you through the [exposanita.press@senaf.it](mailto:exposanita.press@senaf.it) account to receive insights and information on products and solutions that you will present during the exhibition.

For more information, please contact the Exhibition Organizing Office.

## **6 - SPECIAL PROVISIONS**

#### **6.A - Entry with bags or suitcases**

BolognaFiere has the right to deny entry to the Exhibition Centre and to the individual halls of persons carrying bags, suitcases or other containers and may require these to be deposited in the cloakroom.

#### **6.B - Entry with dogs or other animals**

Dogs are allowed in the Exhibition Centre only with lead and muzzle or specific carrier, except for dogs for the disabled persons that can enter the Exhibition Centre without restrictions.

#### **6.C - Ban on photography and filming and entry to the Exhibition Centre with photographic and filming equipment**

It is forbidden to enter the Exhibition Centre with cameras, film cameras, video recorders or any other type of filming equipment without the prior authorization of Organiser and Bologna Fiere. It is forbidden to photograph and film the interior of the Exhibition Centre, the stands and the goods on display without the prior authorization

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of BolognaFiere and the stand owner.

#### **6.D - Radioelectric Equipment**

The operators who intend to use radioelectric equipment (transceivers, radio microphones, radio cameras, etc.) must comply with technical standards (EC Directive 99/05 - EC marking) and get the relevant authorization (Electronic Communications Code, Art. 107), if necessary, using the permitted radio bands.

For the fulfilment of the required workpapers, the person concerned can make reference to the Economic Development Minister website: <http://www.ispettoratoemiliaromagna.altervista.org/index.php/aree-tematiche/apparati-di-debole-potenza>

### **7 - RIGHT OF SURVEILLANCE AND INTERVENTION BY BOLOGNAFIERE**

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

Exhibitors are reminded that failure to observe the rules or the violation of prohibitions may result in the immediate closure of the stand by officers or agents of BolognaFiere, or in the withdrawal of the entry passes and parking stickers, nor shall this entitle the Exhibitor to any refund whatsoever.

### **8 - MODIFICATIONS TO THESE REGULATIONS**

Any provisions of law or regulations that alter the terms of these Exhibition Regulations will be immediately and automatically effective, even though the printed Exhibition Regulations have not been modified or changed to reflect the said amendments.

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

These latter provisions may be brought to the attention of Exhibitors by any means and they shall prevail over the general provisions in force up to that time.

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

In collaboration with



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