



FAQ EXHIBITORS

EXHIBITION TIMETABLE

Opening days and hours:

	EXHIBITORS	VISITORS
Wednesday 15 th April 2020	8.00 a.m. - 6.30 p.m.	9.00 a.m. - 6.00 p.m.
Thursday 16 th April 2020	8.30 a.m. - 6.30 p.m.	9.00 a.m. - 6.00 p.m.
Friday 17 th April 2020	8.30 a.m. - 6.30 p.m.	9.00 a.m. - 6.00 p.m.

The access of vehicles, equipped with the appropriate pass, must take place exclusively from the North West Calzoni Entrance.

DIFFERENCE BETWEEN SPACE-ONLY AND PRE-FURNISHED STAND

Companies that have booked a **space-only** stand will have exclusively the given surface area available for building their stand, the perimeter of which is marked out on the floor with adhesive tape. There are no partition walls between stands.

Companies that have booked a **pre-furnished** stand will have available an already set up area, including the equipment specified in the application form.

SPACE-ONLY SET-UP

Set-up and preparation - **NEW**

During the stand set-up, from 10th to 11th and from 13th to 14th of April (on the 14th 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.



22nd International Health Care Exhibition

15 | 16 | 17 April **2020**

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Timetables

- Friday 10th April - from 7:00 a.m. to 6:00 p.m.
- Saturday 11th April - from 8:00 a.m. to 6:00 p.m.
- Sunday 12th April: the Exhibition Center will be closed
- Monday 13th 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 14th, 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.

Products' Removal and dismantling - **NEW**

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 18th the only access will be the Calzoni entrance (via Alfieri Maserati corner).

Admittance times of dismantling are as follows:

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

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.

On Sunday 19th April 2020 the Exhibition Center will remain closed.

Pre-furnished stands **must be cleared** from the material owned by the exhibitor by 12:00 p.m. of the 20th April 2020.

Extra days of set-up - Dates and prices

- Thursday 9th April 2020 - price per hall: € 485.00 per stand fitters (first stand) + € 330.00 (possible second stand). Upper limit € 948.00 (starting from the third stand).
- Sunday 12th April 2020 - the fairground will be closed.

Evening overtime hours / hall / stand:

- Saturday 11th April 2020: € 170.00 per hour (the same rate is applied to possible extra days)
- Monday 13th April 2020: € 201.00 per hour.
- Tuesday 14th April 2020: € 670.00 per hour + € 1,107.00 penalty.

Overtime hours for evening events during the exhibition (authorized by the Exhibition Organizing Office): €422.00 per hour.

Please send all request to: vendite@bolognafiere.it - for further information: tel. +39 051 282816

In collaboration with



BOS srl

Via di Corticella, 181/3
40128 Bologna (Italy)

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Maximum height of space-only stands and non-standard set-ups - **NEW**

Stands may not exceed the standard height of 3.00 m. An additional margin of 0.50 m will be permitted to support the walls' thickness, due to raised floors, lighting units and lighting support structures including lattice supports.

This additional margin will be allowed to those structures whose sides facing the adjoining stands are perfectly finished and painted in a neutral, solid colour.

In case of either exceeding this limit or presenting one of the above listed characteristics which define a set-up as non-standard (See Point 3.A in "Exhibition Technical Regulations"), it is requested to send the project, signed and sealed by a qualified engineer/architect for approval, by e-mail to the following address: tecnico2@bolognafiere.it copying alessandra.bergonzoni@senaf.it.

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

Through the **GATE section** of the event portal, it is possible to accredit companies, people and vehicles and to print the entry documents. The section will be active from **01 April 2020**.

PRE-FURNISHED STANDS

Availability of pre-furnished stands:

Pre-furnished stands will be available for exhibitors from **Tuesday 14th April 2020 at 8.00 a.m.** To access the Exhibition Center, refer to the previous point concerning the set-up and art. 2.C of the Exhibition Technical Regulations.

Removal of material from pre-furnished stands:

- Friday 17th April 2018: from 6.30 p.m. to 12.00 p.m.

Starting from 8.00 a.m. on April 18th the stand fitters will start the dismantling work, all material and printed material found in the stands will be sent to disposal.

Stand fitter contact:

GIPLANET SPA

Exposanita set-up office exposanita@giplanetgroup.com

Tel. +39 049 5801268

Starting from 17th February 2020, GIPLANET SPA will send an email to the contact person indicated on the application form, with a link to access an interactive area where the booked stand features and furnishings, the price list for the request of furniture, additional graphic, and assistance, are displayed.

FORMS TO PARTICIPATE IN THE EXHIBITION

Equipment rental and stand service forms:

In the **Section BEFAIR** in the exhibitor's on-line page.

Fire extinguisher legal obligation:

Fire extinguisher distribution is already included in the registration fee to the extent permitted by law. Fire extinguishers will be delivered within the beginning of the exhibition.

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EXHIBITOR ENTRY PASS AND CAR PASS

Exhibitor entry passes and car passes

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

- N. 4 passes for stands up to 20 sq.m
- N. 1 extra pass for every additional 10 sq.m over the first 20 sq.m
- N° 2 car pass for stands up to 64 sq.m (one inside the exhibition center, one in adjacent area)
- N° 4 car passes for stands over 64 sq.m (one inside the exhibition center, three in adjacent area)

Cards and car badges will be available online, upon payment of the balance invoice, and must be downloaded using the same reserved area through which it is possible to manage the sending of free invitations to customers.

The link to access this reserved area will be sent by exposanita@vivaticket.com

VISITORS ENTRANCE

Entrance ticket price:

Entrance is free for foreign visitors, on the website <https://www.exposanita.it/en/registration/> it's possible to request the ticket.

The ticket is valid for 4 days and allows the visitor to enter directly the Exhibition Center, without going through the ticket office. Limited-mobility-person carers (maximum two for each disabled visitor) will access the Exhibition Center for free.

Free and reduced tickets available for exhibitors:

Each exhibitor will receive **400 free tickets**. The link to access the reserved area for sending these invitations will be sent by exposanita@vivaticket.com

PAYMENT

Final invoice:

The final invoice and bank statement will be sent at the beginning of March 2020.

Final invoice payment:

The payment is to be made **by 27th March 2020**, with a bank transfer to:

BOS Srl - c/o Banca Popolare di Sondrio - Ag. 8 Milano

IBAN IT 96 I 05696 01607 00007999X82 - Codice BIC/SWIFT POSOIT22XXX

Entrance for the set-up will not be allowed to Exhibitors who have not paid the final invoice.

OTHER

Hotel reservations:

On the event website, at the following link:

- <https://www.exposanita.it/en/hotels/>

you can book for the entire week (from 13 to 20 April), or for the period you want, choosing from a wide selection of hotel facilities.

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In addition, there are concessions with Italo and Trenitalia and a 15% discount with the airlines AIR FRANCE and KLM. All information at the following link:

• <https://www.exposanita.it/en/how-to-reach/>

Goods shipment to the stand with courier:

It is possible to ship goods to the stand by writing clearly on the box the following information:

Exhibitor Company Name
c/o HALL (.....) stand nr. (.....)
Bologna Exhibition Centre
Entrance North West Calzoni
40128 BOLOGNA – ITALY

It is essential to explicitly define with the courier dates and times for the delivery, in order to be sure to find people waiting at the stand. The Exhibiting Organizing Office is not allowed to receive goods on behalf of exhibitors. We recommend to insert clause “delivery to the stand” to prevent that the courier could insist on leaving goods at the gate.

Services included in Mandatory technical supplies fee:

- Connection, test and electric power up to 3 kw
- Stand standard cleaning
- Fire extinguishers
- Internet WI FI Connection

Insurance

The Registration fee includes “All Risks” insurance. Maximum coverages are written on the Exhibition Technical Regulations (available online).

If Standard coverages are considered insufficient, it is possible to request integrations, by accessing the Technical Section of the exhibitor’s online profile and filling the “**Supplementary Insurance Policy**” Form.

Out-of-the-stand Material Distribution:

Exhibitors can request to distribute promotional material outside their stands by using the appropriate page of the "Application Form", or by e-mail to alessandra.bergonzoni@senaf.it . The price is € 600.00, which includes all four days of the event.

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