

FACILITY RULES & REGULATIONS

PALACONGRESSI DI RIMINI



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ITALIAN EXHIBITION GROUP
Providing the future

Italian Exhibition Group SpA

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INTRODUCTION

ITALIAN EXHIBITION GROUP S.p.A. - Event & Conference Business Unit, hereafter **IEG**, is the company which, in its capacity as Grantor, oversees all the facilities of the Rimini Palacongressi.

The regulations herein apply to:

- **the Grantee:** company, body, institution or other Organisers of exhibitions, performances and/or events held within the Palacongressi di Rimini; this is the party with whom IEG has signed the concession agreement for use of the premises where the Event will take place;
- **Exhibitor:** companies, firms, institutions, bodies, which will be involved to any extent in the exhibition, performance and/or event held within the Palacongressi di Rimini and which have an exclusive contract with the Grantee regarding certain locations;
- **Contractors:** companies responsible for the setting up of temporary structures and relative plants to service the exhibition, performance and/or event to be held within the Palacongressi di Rimini; such companies with have direct dealings with the Grantee and/or the Exhibitor and/or IEG.

Any future legislation or regulation that modifies these regulations is to be considered automatically and immediately valid even if these Rules & Regulations have not yet been amended or modified. Any exceptions to these Rules and Regulations must be officially authorised in writing by IEG.

Failure to comply with the rules stipulated herein may lead to immediate removal from the Palacongressi.

It is the Grantee's duty to inform the Exhibitors and the Contractors of these Rules and Regulations.

CHAPTER 1: ACCIDENT PREVENTION REGULATIONS – WORK HEALTH & SAFETY

WORKPLACE HEALTH AND SAFETY REGULATIONS

For Events organised directly by IEG, Grantee, Exhibitors and Contractors must consult the appropriate DUVRI (Interference Risk Assessment Document) of the Event. For all other events, Grantee undertakes to read the general IEG DUVRI (ex art. 26, Legislative Decree 81/2008 and later amendments and integrations) and to adhere to said document for the entire duration of the Event. The Grantee, Exhibitors and Contractors shall also undertake to inform their employees, in addition to their suppliers, clients and any third party acting on their behalf, of the "interference risks", providing them with a copy of the DUVRI document for the Event. In any case, all Exhibitors and stand builders must produce their own DUVRI or POS (safety and health plan) in relation to the work carried out and this document must be kept at the workplace.

Before accessing the premises, the Grantee, Exhibitors and Contractors undertake to consult the emergency plans posted inside the Palacongressi di Rimini, in order to check the exact location of evacuation routes, emergency operations and fire prevention measures.

Inside the Palacongressi, staff shall at all times carry an ID badge complete with photograph, personal identification details and the company he or she works for (Art. 26, Para. 8 of Legislative Decree 81/2008).



CHAPTER 2: ACCESS TO THE PALACONGRESSI

Access of persons and vehicles to the Palacongressi during set up/ take down days is authorised only with the appropriate accreditation from the access management portal of the Palacongressi di Rimini.

Persons and vehicles may access the Palacongressi only during the hours stipulated by IEG.

Absolutely no vehicles of any type are permitted within the internal structure of the Palacongressi facilities.

Access for vehicles transporting goods or exhibit materials is restricted to the external loading/unloading dock on Via Monte Titano, subject to agreement with IEG; only loading and unloading is permitted in this area; no parking is allowed. Vehicle engines may be kept running only for technical reasons and for limited amounts of time and may not obstruct traffic or other operators.

Leaving vehicles within the Palacongressi area outside of the hours designated for set-up, take-down, and during the event is prohibited.

Throughout the Palacongressi, only goods transport vehicles with white rubber wheels or non-marking tyres may be used. Forklift trucks and electric pallet trucks may be used only in Sala della Piazza. In all other areas of the Palacongressi, only hand pallet trucks or carts with white rubber wheels or non-marking tyres may be used.

At their discretion, IEG's personnel may forbid the use of any vehicle they consider a potential hazard to persons or the facilities.

In the event of infringement of above regulations, IEG will have the vehicle removed from the Palacongressi, at the risk and cost of the owner and the party authorised to access the Facility.

The Italian Highway Code is valid throughout the entire Palacongressi grounds and parking areas. IEG may in no way be held responsible for traffic circulation in the Palacongressi.

OBLIGATIONS – REGULATIONS – PROHIBITIONS

The Grantee, the Exhibitor and the Contractors are obliged to observe and to ensure that individuals directly or indirectly appointed by them comply with the laws and regulations of public safety and the entire regulatory system in force concerning safety, hygiene, accident prevention at work and fire prevention.

The following are but some examples of the relevant regulations in force:

- - safety, health and the environment contained in the Legislative Decree 81/2008;
- - fire prevention contained in the Ministerial Decree dated March 10, 1998;
- - technical standards for buildings contained in the D.M. January 14, 2008

Furthermore, all the regulations in force for the prevention of accidents at work during construction must be observed, in addition to regulations pertinent to temporary or mobile building sites contained in Legislative Decree 81/2008, should the nature and/or entity of the set up require as much. Failure to comply with the rules may result in the interruption of services made available by IEG. IEG assumes no responsibility for any consequences that may arise from such non-compliance. Pursuant to art. 2049 of the Civil Code, such responsibility shall be borne by the Grantee, the Exhibitor and the Contractors, who as of now undertake to indemnify and hold harmless IEG from claims and requests for compensation from third parties.

From the moment in which the Grantee and the Exhibitor enter into an agreement for the temporary acquisition of the congress or exhibition space, the same become, according to the prevailing law provisions, solely responsible for the security obligations relative to all activities carried out within these spaces, both towards the individuals that carry out these activities, and towards third parties who, for whatever reason, are inside the space to be set up.

Should the Surveillance staff discover any infringements of the above provisions that might endanger or jeopardise the safety and/or health of persons and/or the integrity of goods in exhibition spaces that are the responsibility of the Grantee, the Exhibitor or of the Executing Companies, or in places of common use within the areas pertaining to the Palacongressi, said staff may intervene and enforce the laws or the provisions of IEG. The Grantee, the Exhibitors and the Contractors are responsible for compliance with the rules and regulations in force of all that has been carried out in relation to displays, structures, systems and products on show.



Below are the rules and regulations to be adhered to:

1. All individuals entering the Palacongressi must behave in a civil manner, respect Palacongressi property and equipment as well as that of all third parties, and comply with IEG rules and instructions, which are provided at the entrances and throughout the Palacongressi in the form of signs, written notices, and Public Address system announcements, etc., as well as by IEG personnel. IEG personnel and PA system instructions override all others.
2. The following activities are expressly prohibited in the Palacongressi: requesting donations for institutions of any kind and carrying out religious, political or trade union activities or any other activity not related to the exhibition/event being held, unless authorisation is expressly granted in writing by IEG.
3. Minors under 14 years of age may access the Palacongressi only if accompanied; exceptions may be made for each exhibition or event and the public will be notified appropriately.
4. Access to the Venue is allowed to small on-leash dogs only. Guide dogs and Assistance dogs are always allowed.
5. Photographing or recording the interior of the Palacongressi, stands, exhibits or materials on display, with any equipment, is prohibited without prior consent from IEG or the event Organiser.
6. IEG may refuse to admit handbags, suitcases or other large bags to the Palacongressi; non-admitted items must be left in the cloakroom. Individuals who violate this rule will be escorted out of the Palacongressi by IEG personnel.

CHAPTER 3: SET-UP AND TAKE-DOWN

SET-UP

Each and every custom-made stand project must be approved by Palacongressi Technical Department, to whom designs must be submitted for this purpose at least 30 (thirty) days before the opening date of the event.

Stand height must be between a minimum of 2.50 metres and a maximum of 6 metres. Designs of exhibits/stand fittings which exceed the height of 6 metres must be submitted for unquestionable assessment by Palacongressi's Technical Department.

In all booths with a surface area greater than or equal to 18 Sqm and having a platform with a height greater than 2.5 cm, one slide must be inserted in the public passages, with a slope of no more than 8% in compliance with the rules on the architectural barriers eliminations; the slide must not clutter the free lanes between the stands.

All trussing must be self-supporting and, if it is four metres high (or over), all vertical elements must be connected, in order to form one single structure. The maximum height for double-decker stands is set at 6.50 metres. Double-decker stands are permitted up to a maximum area of 100 square metres. Palacongressi's Technical Department has the faculty to authorise upper levels of more than 100 square metres.

It is compulsory to send Palacongressi's Technical Department certificates of correct assembly, calculation reports and structural adequacy certificates relative to the construction of stand structures as per current laws and regulations, as indicated in detail in the following paragraph "definition of the type of stand/fittings and approval procedure".

The Grantee and/or Exhibitor and/or Contractors are solely and entirely responsible for stand/exhibit fittings and exonerate IEG for any damage caused to themselves and/or third parties due to fitting defects caused by incorrect calculations or faulty construction. IEG reserves the right to have any fittings mounted without approval, or not in compliance with the approved design, changed or removed. Any and all liability regarding stand fittings static aspects is assumed exclusively by Exhibitors, who exonerate IEG for any damage that may occur due to design and/or construction faults, also including the measurements deduced from the detailed designs of the areas occupied.

The Grantee and/or Exhibitor and/or Contractors must keep their exhibit fittings within the areas allocated, identifiable by means of adhesive tape or signs on the floor on the stand fronts; moreover, the short time available for carrying out the work on the area/stand and the need to avoid obstructing passageway/corridors in any way means that the various parts of the fittings must arrive in Palacongressi made up of ready-to-assemble finished components, so that they only require assembly and finishing touches on site.

Since exhibit areas do not have partition walls, every exhibiting firm must (at its own expense) design its stand/exhibit in such a way as to include these partitions to separate its stand from neighbouring exhibitors.

All two-sided graphics/signs must be positioned at least two meters from the perimeter of adjacent stands.



The Grantee and/or Exhibitor and/or Contractors must fit out and maintain their stands/exhibits in such a way as to avoid spoiling the appearance of nearby stands/exhibits or causing any damage to other participants and they must install complete and aesthetically pleasing exhibits on all walls, including those shared with other stands so that both sides of these walls are refinished.

Graphic elements and suspended structures must be assembled on the floor and raised to the appropriate height with motorised or manual lifting devices.

The Grantee and/or Exhibitor and/or Contractors are obliged to avoid damaging plasterwork and/or flooring, and to use trestles or frames to hang or fix objects. In the event of exhibitors and/or fitters causing any damage to the Palacongressi or property during move-in, set-up or take-down activities, IEG reserves the right to suspend them until the damage is repaired at the expense of whoever caused it. Any damage must be compensated: the items exhibited will remain as warranty, to which the Management will have the right to lay claim, without of course excluding other forms of compensation. Stands/exhibits must not be dismantled (even partially) before the end of the event.

The Grantee and/or Exhibitor and/or Contractors must protect the flooring beneath their stands using the material provided by IEG, on which they may then install carpeting, tables, platforms, furnishings, etc. This requirement applies to other structures, including stages, platforms, etc., that IEG determines hazardous for the flooring. The protective material must be returned after take-down in the same condition in which it was received.

The Grantee and/or Exhibitor and/or Contractors must keep fire extinguishers and all other fire prevention equipment, electrical panels, telephone junction boxes, drain holes, air-conditioning vents, and any other utilities visible and readily accessible; all elevators, escalators, freight lifts, entrances, and vehicle access points must be left unobstructed for use; ensure that emergency exits, transit areas, and evacuation routes are completely unobstructed and accessible, eliminating any obstacles or protrusions liable to block access.

During installation, the Grantee and/or Exhibitor and/or Contractors may not occupy areas outside of their stands. In the event this is not possible for technical reasons, the Grantee and/or Exhibitor and/or Contractors must keep all emergency exits accessible and must verify that the work in progress does not constitute a hazard for the employees of other companies;

The Grantee and/or Exhibitor and/or Contractors must ensure that all enclosed areas with an area greater than 100 m² and/or with a capacity of over 99 persons must have, in addition to the entrance, at least once emergency exit to a "safe zone" and must have signs showing the way out in the various units or rooms. These signs must be connected to an independent power supply and be visible even when the main lighting system is switched off, or in the event of a power failure.

It is also forbidden to:

- **Paint stands or exhibits within the Palacongressi, whether with paints, enamels, or washable tempera or to apply fireproofing treatment to any item inside the halls. Only minor adjustments are permitted to correct flaws or defects caused when assembling the stands.**
- Make direct hook-ups to utilities (water, electricity, telephone, etc.) whether personally or via third parties not authorised by IEG;
- Make or drill holes, or drive nails and/or screws in any of the Palacongressi's interior or exterior surfaces;
- Hang any loads, including light-weight posters, cables, panels, or banners, to structures in the halls and on any of the Palacongressi's interior or exterior surfaces;
- Perform any type of welding and cutting works, or use naked flames;
- Spread or spill diesel oil, petrol, chemical products, or solvents which could ruin or alter the flooring;
- Apply adhesives, paint, glue or other substances to any furnishing, equipment, or surface on the interior or exterior of the Palacongressi;
- Drag heavy loads, strike the floor or walls with blunt instruments, or drive vehicles without white rubber wheels or non-marking tyres that could damage hall flooring inside the Palacongressi facilities;
- Modify the layout of the exhibition areas;
- Bring dangerous (i.e. explosive, detonating, asphyxiating, or inflammable) materials, to the Facilities without full authorisation from the appropriate authorities and from IEG;
- Bring or use methane or LPG gas tanks in the Facilities;
- Operate machinery on display, unless authorised to do so by IEG. IEG will evaluate, on a case by case basis, whether or not to concede said authorisation. IEG's decisions are final and may not be appealed. Should IEG authorise the use of



displayed machinery, it shall not be held responsible, nor is the Grantee and/or Exhibitor and/or Contractors released from full responsibility for the operation of said machinery.

- The Grantee and/or Exhibitor and/or Contractors must perform all verifications and precautions to prevent injury and fires, reduce noise, eliminate foul-smelling vapours, and limit emissions. It is expressly forbidden to operate machinery or equipment that require flames. Machinery shall in no way be an irritation or a hazard for individuals. IEG Management, whose decision is final, reserves the right to revoke the authorisation granted should problems of any nature arise. If the machinery or systems are required to comply with legal standards or regulations, the Grantee and/or Exhibitor and/or Contractors must, at his expense, have them examined and obtain the appropriate approval certificate from the Authorities;
- Remove products or materials from the Palacongressi during the event without written instructions from IEG;
- Distribute advertising material (magazines, catalogues, brochures, flyers, etc.) not regarding the Grantee, which in turn may only distribute material from his/her stands, or by seeking permission from IEG;
- Use the IEG and/or Palacongressi logo;
- Cause disturbances or disrupt the event in any way, the penalty for which is immediate expulsion from the Palacongressi;
- Perform political solicitation inside the Palacongressi;
- Dispose of wastewater in the storm drains or in any other area not for that use;
- Dispose of corrosive liquids, solidifying substances, foul-smelling liquids, paints or dyes;
- Leave machinery or vehicles in exhibition areas with fuel in the tanks;
- Run or hang utility pipes or wires along the ground or in the air in Facility aisles.

Any violation of the regulations, other than “No Painting Permitted” (which implicates an ad hoc fine), will result in a financial penalty of 500€, in addition to any further damages.

The stand shall not be authorised to open until such fine has been paid.

IEG shall not be responsible for any damage caused by failure to comply with these rules.

Individuals who do not comply with the policies stipulated in these Rules & Regulations shall be expelled from the Palacongressi and shall be required to compensate any material or moral damage or harm to public image.

DEFINITION OF TYPE OF STAND FITTINGS AND APPROVAL PROCEDURE

Regardless of their surface area, stand fittings are classified as:

- **STANDARD fittings;**
- **NON-STANDARD fittings;**

Fittings are considered STANDARD when they do not fall within any stand-fitting conditions denominated as NON-STANDARD.

For STANDARD type stand-fitting, Palacongressi Technical Department must be sent the **statement of correct assembly, fireproof certificates of the material used and a statement of conformity of the electrical system.**

Stand-fittings are considered NON-STANDARD if they have *even only one* of the following characteristics:

- **A second floor** with rooms, even if not open to the public. The standard height for *double-decker* stands is set at approximately 5.50 metres. For second floors, at least 5 days before set-up work begins, Palacongressi Technical Department must be sent the *structure's calculation report* according to current law/regulations, signed by an authorised qualified technician registered with an Italian professional association. Moreover, a *structural adequacy certificate*, signed by an authorised technician who is a member of an Italian professional association and was not involved in the design and preparation of the aforementioned calculation report must be consigned at least 24 hours before the beginning of the exhibition, with the *statement of correct assembly, fireproof certificates of the material used and a statement of conformity of the electrical system*;
- ***Fixing systems attached to, and items suspended from Palacongressi.*** Installation of cables for suspending stand elements from the permanent structures of the Exhibition Halls must be carried out exclusively by IEG. To avail of this opportunity, the appropriate service must be requested from: appendimenti@riminiconvention.it.
The following services may also be requested:



- the sole supply of cables from which Exhibitors can suspend their structures. In this case, Exhibitors must comply with the indications in the specific examples of the rigging service, which must be carefully read, as far as the submission of the necessary documentation is concerned;
- the complete realisation of suspended structures, including the supply of cables, trussing, graphics, electrical system, lighting, etc. All must be appropriately certified.

- **Platforms open to the public** over 80 cm. high – Palacongressi Technical Department must be sent a *structural adequacy certificate* signed by an authorised technician who is a member of an Italian professional association at least 16 hours before the beginning of the exhibition, with the *statement of correct assembly* and *the fireproof certificates of the materials used*;

- **Free-standing fittings** (i.e. all stand-fittings standing on the Palacongressi floor and made up of walls, platforms and loading-bearing vertical structures and horizontal load-bearing structures supported by the vertical ones, featuring the following materials:

- wood and/or wood by-products;
- standard metal profiles assembled with welding or bolts;
- metal trellis-type structures, normally called trussing;
- glass, used as part of windows or walls (including curtain walls, and of variable (even considerable) height;
- mixed fittings - when more than one of the previously mentioned components and/or other materials are used together, such as, for example, composite walls made with honeycomb core panels, plastic and by-products, etc.) which have even *only one of the following characteristics*:

- *wooden structures with $h > 3,6m$;*
- *wooden structure with open span $> 4m$;*
- *approved trussing structures with $h > 3,6m$;*
- *approved truss structures with $h > 8m$;*
- *structural glazing.*

Palacongressi Technical Department must be sent a ***structural adequacy certificate*** for the above fitting, signed by an authorised technician who is a member of an Italian professional association at least 16 hours before the beginning of the exhibition, with the ***statement of correct assembly and fireproof certificates of the materials used***;

- **Stages and tiered seating.** For these structures, at least 5 days before set-up work begins, Palacongressi Technical Department must be sent the *structure's calculation report* according to current law/regulations (usually produced by the manufacturer for modular stages and/or tiered seating that can be assembled), signed by an authorised qualified technician registered with an Italian professional association, Moreover, a *structural adequacy certificate* signed by an authorised technician who is a member of an Italian professional association and was not involved in the design and preparation of the aforementioned calculation report, must be consigned at least 16 hrs before the beginning of the exhibition, with the *statement of correct assembly and fireproof certificates of the materials used*;

- **Structures outside** Palacongressi with a roofed area of > 75 square metres. For these structures, at least 5 days before set-up work begins, Palacongressi Technical Department must be sent the *structure's calculation report* according to current law/regulations (usually produced by the manufacturer for modular structures that can be assembled), signed by an authorised qualified technician registered with an Italian professional association, Moreover, a *structural adequacy certificate* signed by an authorised technician who is a member of an Italian professional association and was not involved in the design and preparation of the aforementioned calculation report, must be consigned at least 16 hrs before the beginning of the exhibition, with the *statement of correct assembly, and fireproof certificates of the materials used*;

- **Special Structures** Structures/standfitting not falling within the aforementioned examples, but having characteristics that create peculiar situations from the structural adequacy point of view for which Palacongressi technicians may decide to intervene, requesting all the necessary certificates.

N.B. As far as the *calculation report for non-standard stand-fittings* is concerned, this document **must be consigned at least 5 days before beginning set-up work**. In the event of the Grantee and/or Exhibitor and/or Contractors not having a *calculation report for non-standard stand-fittings* signed by an authorised technician, **this service can be requested from IEG with the appropriate form**.

As far as the *structural adequacy certificate* signed by an authorised technician is concerned, **as already indicated, the deadline for consignment is 16 hrs before the exhibition begins**. In the event of this deadline not being respected,



since it is final and not deferrable (due to the beginning of the exhibition), IEG will instruct an appointed professional to produce the necessary documentation, charging the relative cost to the Grantee and/or Exhibitor and/or Contractors (including any charges for safety implementation for the fittings/stand, in the event of them differing from the design, calculation report and/or current laws/regulations). Lastly, in the event that, for any reason, any sort of obstacle or difficulty occurs which prevents the aforementioned inspection arranged by IEG from being carried out, the exhibit space will be considered unfit for use and declared off-limits to visitors.

TAKE-DOWN

Stands and exhibit space must be dismantled and cleared without fail during the take-down period established by IEG. By the move-out deadline, the Grantee and/or Exhibitor and/or Contractors must leave the space in the same condition as it was found. After the deadline, IEG will take over move-out operations and the Grantee and/or Exhibitor and/or Contractors will be required to reimburse expenses for dismantling, removal, and storage of any remaining items. Take-down operations must not cause damage to any temporarily installed electrical appliances and devices (telephone sockets, fax machines, and telephones), and maintain all electrical systems and equipment, and interior and exterior surfaces of the Palacongressi in pristine condition.

CLEANING AND WASTE MANAGEMENT DURING SET-UP AND TAKE-DOWN

The Grantee and/or the Exhibitor and/or Contractor, or more precisely the personnel appointed by them, are obliged to frequently clear the area of any waste and surplus material both during preparation and dismantling, providing for disposal of the same outside the areas of the Palacongressi.

It is forbidden to accumulate and/or abandon any waste material in the Palacongressi areas, with the exception of paper and plastic that can be placed in the appropriate containers distributed in the Palacongressi areas.

CHAPTER 4: FIRE PREVENTION

FIRE PREVENTION REGULATIONS

All material to be used for setting up and fitting out exhibit spaces/stands (partitions, backdrops, various structures, platforms, covering, fabrics, false ceilings, curtains, carpeting, etc.) must be **NON-FLAMMABLE, ORIGINALLY FIREPROOF AT ORIGIN** or **FIREPROOFED** (according to the norms shown below and later amendments and integrations):

- Ministry of the Interior circular no. 12 of 17/05/1980
- M.D. of 06/07/1983
- M.D. of 26/06/1984
- M.D. of 06/03/1992 and later amendments/modifications.

For this purpose, the Grantee and/or Exhibitor and/or Contractors must complete and return the Fire Prevention form and keep at the stand both the Fireproofing Certificate and report(s) of the tests carried out on the materials they intend to use.

If (for special exhibiting requirements), machinery or vehicles must to be kept in the Palacongressi, special authorisation may be given by IEG, However, in this case, the machinery or vehicles must have their fuel tanks emptied and their batteries must be disconnected.

All stand/fittings material (flooring, walls, ceilings, etc.) must meet the following requisites:

1. Must be tested according to the classes of fire reaction on the basis of the tests as per M.D. of 26/06/84 by the Study and Experience Centre, Ministry of the Interior, Rome Capannelle, or by legally recognised Organisations and Laboratories, on a date not more than 1 year before the event;
2. Walls, curtains/drapes and ceilings must not be higher than Class 1;
3. Material used to make any ceilings or suspended ceilings must be type-tested and approved to Class 1 and tested as ceilings or as non-drip drapes;



4. Flooring must be of a Class no higher than 2; if it is necessary to cross stands to reach emergency exits, material along evacuation routes must be Class 0;
5. All exhibit/stand fitting materials must be installed and mounted in strict compliance with the provisions of their approval certificates;
6. Fireproofing products must only be used on the materials indicated in the ministerial test certificates or those issued by legally recognised laboratories;
7. Materials that must be treated with fireproofing products must undergo the treatment before being taken into the expo/fair halls;
8. Fireproofing treatment cannot be carried out on the Palacongressi premises/grounds and must be accompanied by a regular certificate indicating:
 - a) The name of the Grantee and/or Exhibitor and/or Contractor, the hall and stand number;
 - b) The list of materials that have undergone fireproofing treatment;
 - c) The date on which fireproofing was carried out;
 - d) The surfaces treated;
 - e) The main characteristics of the product used;
 - f) The personal details and signature of the person who carried out the work.
9. All the materials must be accompanied by the test certificates proving testing and approval as per points 1, 2, 3, 4 and 5, as well as the official documentation proving their purchase;
10. It is forbidden to use non-approved plastic materials, synthetic fabrics that cannot be fireproofed, nitrocellulose or oil-based paints and varnishes, reed mats, rush matting, lattices, blinds made up of thin wooden slats or suchlike, wallpaper and/or all materials not accompanied by a regular test/approval certificate as already indicated.

The access doors to the rooms in the Palacongressi are fire doors and as such cannot be blocked in an open position. If necessary, authorization to unblock the doors in the event of an emergency may be requested from the Palacongressi Technical Office, providing the name of the person responsible for such action.

Every installation, structure, stand, and sound/light/video control room must be equipped with the appropriate fire extinguisher, with a capacity of at least 6 kg (at least one extinguisher per 50 m² of occupied space). Extinguishers must be positioned in a central easily accessible position on stands. It must be remembered that extinguishers must be classified and tested/approved as per M.D. 07/01/2005.

In the event of Exhibitors failing to comply, Palacongressi Technical Department will officially take the measures it considers necessary in order to ensure the safety of all participants at the Event.

The Grantee and/or Exhibitor and/or Contractors must also comply with any instructions the Provincial Inspection Committee believes necessary and in this case, appropriate notification will be given. The use of naked flames is forbidden in the halls.

The Grantee and/or Exhibitor and/or Contractors must return the "Fire Prevention" form with the necessary enclosures/attachments correctly completed and within the foreseen deadline.

IN THE EVENT OF FIRE OR OTHER HAZARDS

IEG has an in-house fire-prevention team and equipment (extinguishers, hydrants, etc.), in compliance with current regulations. In the event of a fire or other hazardous situation, the Emergency Action Plan procedures must be activated and the Technical Department, the switchboard operator, fire-prevention team, or the Fire Department, if present, must be notified immediately by telephone or radio. In an emergency, all individuals present must remain calm and follow Palacongressi staff instructions.

If orders are given to evacuate the premises, individuals must proceed in an orderly and quiet manner to the nearest emergency exit; the use of lifts is prohibited.

CHAPTER 5: REQUIRED DOCUMENTATION



TESTING AND CERTIFICATES

On completing installation, the Grantee and/or Exhibitor and/or Contractors is obliged to consign all documentation regarding the equipment used and works performed: stability, electrical, and mechanical tests of any installed structures signed by a certified technician who has been licensed for over one year, and a statement of proper installation, all of which must be in compliance with current legislation.

LICENSES AND AUTHORISATIONS

The Grantee and/or Exhibitor and/or Contractors must observe all **Public Safety** regulations and ordinances and, where necessary, request an inspection by the **Municipal or Provincial Public Entertainment Facility Inspection Committee**, in compliance with sanitary regulations and general and specific policies regarding event organisation and all event-related activities.

The Grantee and/or Exhibitor and/or Contractors must obtain at personal expense all required licenses and authorisations (including permission for music or audio broadcasting from the SIAE, the Italian Authors and Publishers Association); IEG assumes no responsibility whatsoever for any omissions or failure to comply with said regulations.

CHAPTER 6: TECHNICAL SYSTEMS

SAFETY REGULATIONS FOR ELECTRICAL SYSTEMS DESIGN AND INSTALLATION

Only IEG personnel or contractors that IEG has trained and authorised may use the systems that belong to the Palacongressi.

All of the Grantee and/or Exhibitor and/or Contractor's electrical systems must be made to the workmanlike standards in accordance with current regulations.

In particular, electrical systems must be in complete compliance with the following:

- Legislative Decree 81/2008;
- M.D. 22/01/2008 no. 37.

CEI standards (law no. 186 of 01/03/1968) with particular reference to:

- CEI 64-8 standards for electrical systems with a rated voltage of no more than 1000V;
- CEI 64-8/7-711 Particular environments and applications. Fairs, Exhibitions and Stands;
- CEI 34-86 Installation of luminous signs and tubes operating with a no-load voltage of over 1 kV, but not over 10 kV;
- CEI 34-90 Lamp power supply units. General and safety instructions.

Of all the aforementioned norms/standards, the most recent edition (including any amendments or variations) in force shall be considered as valid.

After all stand electrical installation work has been completed, every Grantee/Exhibitor/Contractor must submit the "Declaration of the Electrical System's conformity to Workmanlike Standards" to IEG, attesting the compliance of the system with a professional-standard installation.

When installing an appliance, the Grantee/Exhibitor/Contractor must do the following:

- verify the compatibility of the appliance to be installed with the Palacongressi's electrical systems and facilities (contact the Technical Department with any questions);
- test all systems;
- resolve any problems that arise by informing the Technical Department of the necessary interventions.

Special instructions

Switches

General switches must be fitted "upstream" with a main thermal/magnetic circuit breaker with a capacity proportionate to the power used, to be fitted "downstream" of the main switch supplied by Palacongressi, except in case of pop-up stands and/or just tables and chairs.



“Downstream” of the main multi-pole thermal/magnetic circuit breaker, a thermal/magnetic circuit breakers with a tripping current of 30 mA (0.03 amps) must be installed, one for each outgoing power distribution line.

Power lines for lighting and lighting and “motive power” socket lines must be on separate circuits. Minimum cross-section area allowed for distribution lines is 2.5 mm²

The aforementioned switches must be wall-mounted at a height of no less than 0.3 metres from floor level.

All circuits powering power sockets of up to 32A and all terminal circuits, other than those for emergency/safety lighting, must be protected by a circuit breaker with $I_{dn} \leq 30\text{mA}$. When SELV e PELV circuits are used, the conductors’ protection must be ensured by insulation able to stand up to a test voltage of 500 Vac for 1 min, or by means of barriers or covering that ensure protection rating of at least IPXXD. Control and protection switches must be located in closed rooms or cabinets that can only be opened with a key or special tool, except those parts designed and intended for use by regular people.

Power

Maximum power on each lighting circuit must not exceed 2,500 W.

Electrical connections

Connections must have a protection rating of at least IPXXD.

When voltage can be transmitted to the terminals, connections must have built-in cable glands.

Sockets and Plugs

Sockets and plugs must be of a type (or installed in such a way as to ensure they are) not subject to mechanical damage, must have an earth wire, must ensure that live parts are inaccessible and be fitted with retention devices.

Sockets with a capacity of over 16A must be of the type blocked with a switch which avoids the plug being connected and disconnected when power is switched on. In locations accessible to the public, power plug sockets within reach must have individual overcurrent protection. In locations not accessible to the public, sockets can be grouped together in groups of no more than five under the same overcurrent protection

Mains connection points

For obvious electrical, practical and safety reasons, all equipment located at connection points must be accessible and in any case free from any obstacles that might hinder the work of checking or connection by IEG's appointed technicians.

Cables

The electricity distribution system (wires) must be composed of:

If laid singly, flame-retardant cables (series CEI 20-35) of the following types:

- H05V-K;
- N07V-K;
- FROR;
- H07RN-F.

If laid bundled, fire-retardant cables (series CEI 20-22) of the following types:

- FG7(O)R;
- UG7(O)R;
- RG7(O)R.

Wherever there is a high fire risk, particularly under platforms, in cavity walls or suchlike and false/suspended ceilings, electricity lines must be realised using:

cables with low toxic and corrosive fume and gas emission (series CEI 20-37/2/3) of the following types:

- FG7(O)M1 (for multicore cables);
- N07G9-K (for single core cables);

or single core or multicore cables enclosed in protective tubes or metal/non-metal ducts with a protection rating of at least IP4X.



If requested, a document from the Manufacturing firm must be shown, declaring that the cables are of the aforementioned types or, in the case of foreign products, of a type with equivalent electrical, mechanical and fire retardant characteristics (see above).

Cables' cross-section area must be proportionate to the load: however those used for connection to the mains power supply must have a cross-section area of no less than 2.5 mm². When making electrical connections, under no circumstances is it possible to have coils of excess cable. It is forbidden to use power cables to hang lighting fixtures. Cables must also be protected against the possibility of mechanical damage to a height of 2.5 metres from floor level.

Controls and protections

General and partial controls of electrical systems and the relative protective devices must be positioned and fitted in such a way that the public cannot reach or operate them

IDC (insulation displacement connection) lamp holders must not be used, unless the cables and lamp holders are not removable once fitted to the cable.

Lighting fixtures, spotlights

Lighting fixtures at a height of less than 2.5 metres (within reach) above floor level or otherwise risking accidental contact, must be adequately and firmly fixed and positioned and protected in such a way as to prevent any risk of injuring persons or igniting combustible material.

Lighting systems with very low voltage incandescent lamps must be in compliance with CEI 34-77 standards.

Lighting fixtures, particularly those fitted with halogen lamps, must be kept sufficiently far from the items they illuminate if the latter are combustible.

Unless otherwise indicated by the manufacturer, for small spotlights and lighting fixtures, 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.

Lighting fixtures with lamps that, in the event of breakage, can release incandescent material, such as for example halogen and metal halide lamps, must be models fitted with a safety screen for the lamp and be installed according to manufacturers' instructions.

Lamps and the other lighting fixture components must be protected against foreseeable mechanical stress.

These means of protection must not be fitted to the lamp holder, unless they are an integral part of the lighting fixture.

Temperature limiting devices must only be fitted with manual reset facilities.

The covers/casings of electro-thermal units, such as heaters, resistors, etc, must not reach higher temperatures than those regarding lighting fixtures.

These units must be constructed or installed in such a way as to avoid any build-up of material that can have a negative effect on heat dissipation.

Protection against over-voltage and power overloads

Protection against overloads

Protection against overloads is carried out to comply with the provisions of CEI 64-8 standards, using automatic thermal/magnetic circuit breakers and fuses. In order to protect against overloading, wires will be sized so that current carrying capacity (I_z) is higher or at least equal to the design current (I_b) (value of current calculated according to the maximum power to transmit when running permanently).

Automatic thermal/magnetic circuit breakers and fuses will be sized so that their rated current (I_n) is between the design current of the wire (I_b) and its current carrying capacity (I_z), while their effective operating current (I_f) is less than or equal to 1.45 times the current carrying capacity of the cable (I_z). In all case the following relations must be met:

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

Short-circuit protection



Protection is ensured with automatic thermal magnetic circuit breakers, in order to switch off the short-circuit current (I_{cc}) that can occur in the system, in order to ensure that the protected wires do not reach hazardous temperatures according to the following relationship:

- $I^2t \leq KS^2$;

since:

- (I^2t) = Joule integral or specific thermal energy let through by the fuse during short circuit interruption [A^2s];
- I = effective value of the short-circuit current [kA];
- S = cross-section area of the wire to protect [mm^2];
- t = duration of short-circuit [s];
- K = factor depending on the type of wire (Cu or Al) and insulation that for a short-circuit time of $\leq 5s$ is:
 - 115 for copper wire with PVC/Thermoplastic insulation;
 - 143 for copper wire with EPDM rubber and cross-linked propylene insulation;
 - 74 for aluminium wire with PVC insulation;
 - 87 for aluminium wire insulated with ordinary rubber, butyl rubber, EPDM rubber or cross-linked propylene;
 - 115 corresponding to a temperature of $160^\circ C$ for a soldered joint between copper wires.

These circuit breakers must have a nominal breaking capacity, according to CEI 23-3 standard, of no less than the presumed short-circuit current at the point of installation. Nevertheless, it may be possible to use protection devices with a lower breaking power coordinated with the upstream devices installed in series and having the necessary breaking capacity (art. 434.3, 434.3.1, 434.3.2 CEI 64-8), so that the specific passing energy I^2t allowed to pass by the upstream device is no higher than that which can be handled without damage by the downstream device and the protected wires (back-up protection).

Protection against indirect contact

All electrical components must be protected against the danger of coming into contact with accessible and metal parts that are not normally "live", but could become potentially dangerous following a fault or damage in/to the insulation. Since this is a TN-S distribution system, the characteristics of the protection devices chosen and the impedances of the circuits meet 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 that causes the protection device to trip within the times foreseen by CEI 64/8 standard;
- U_0 is the rated phase-ground voltage.

Luminous signs

As well as the abovementioned norms, if using luminous signs (which in any case must not be moving or intermittent) exhibitors must apply the provisions of CEI EN 50107-1 (CEI 34-86); in particular, protecting them with appropriate means (screens or suchlike) in order to avoid any direct contact with parts that could be "live" or in any case could injure people should they break.

Special equipment

High frequency equipment or other such devices that could cause interference to the mains supply network must be appropriately screened. Should the lack of (or insufficient) protection cause interference to equipment exhibited, and consequently to other exhibiting firms, IEG reserves the right to switch off the power supply and charge the company responsible any costs for the inconvenience caused by this. Exhibitors who use equipment that requires constant voltage values are also advised to use "voltage stabilisers".

A manually reset device must protect the secondary winding of each electronic transformer or converter. Particular attention must be paid when installing a very low voltage transformer, which must be installed out of visitors' reach and have sufficient ventilation. Access must be ensured for trained personnel for testing and maintenance work. Electronic converters must be in compliance with CEI EN 61347-1 (CEI 34-90) and series CEI EN 61347-2 standards.



Electrical appliances

All electrical appliances must be suitably rephased, in order to ensure a power factor $\cos(\varphi)$ no lower than 0.9.

Tests

The temporary electrical systems must be tested, after each installation on site.

ELECTRICITY SUPPLY

IEG makes electricity available with the same characteristics with which public utility companies supply it. Every Grantee/Exhibitor/Contractor is a potential user and may not supply electricity to third parties.

Electrical service sockets can only be used during set-up and take-down periods for work requiring the use of small tools; during these periods, temporary connection of stands' systems to the main power supply is forbidden. In particular during set-up, fitting and take-down work, only power sockets can be used, and within the limits shown on them.

When using them, particular care must be taken when positioning any extension cables, which must not hinder or obstruct circulation in the Palacongressi and must be adequately protected; and, when using mains adaptors or distributors, in compliance with specific safety norms, these must ensure the impossibility of coming into contact with any "live" parts without using special tools.

During take-down activities, care must be taken to make certain that the mains power supply has been switched off.

Only IEG's official electricians or authorised technicians may connect the electrical systems in each stand to the Palacongressi mains power supply. This connection will be performed after IEG electricians have verified that the Grantee and/or Exhibitor and/or Contractor's electrical systems effectively comply with the requisites indicated in Chapter 6 and that the Grantee and/or Exhibitor and/or Contractor has submitted the "Statement of Conformity". However, this procedure does not exonerate the Grantee/Exhibitor/Contractor from liability as sole responsible party, to all effects, for his/her systems (all electrical system components must comply with CEI standards and have the IMQ mark or the equivalent for foreign countries).

Service sockets

Service sockets are the electricity sockets put at the disposal and located in several points in each hall for the use of electricity during exhibition set-up and take-down activities.

Electricity network

The electricity power points for exhibitors consist in numerous panels containing Schuko 16A sockets and/or CEE 32A industrial sockets, with switches, to which stands' electrical systems will be connected, according to the indications supplied by the staff appointed by IEG electricians. These panels and outlets are located on floors or walls, depending on the hall or exhibit area. Electricity is supplied via a system providing three-phase 400V, 3-phase + N + T; or single phase 230V, F + N + T, both with the frequency of 50Hz, differential protection $\Delta T = 30$ mA. Each terminal board/panel supplies an average output rate of 15kW 3-phase, depending on the hall. For greater power requirements, IEG can install additional independent electricity lines, on request and at the Grantee and/or Exhibitor and/or Contractor's expense. Machinery with engines requiring more than 15kW must be started using a device that limits starting current intensity. Machinery with motors with a power of over 15 kW must be started with a device that limits peak inrush current.

All floor outlets must be easily accessible for inspection. Should the floor of the stand be covered (carpeting, platform, etc), there should be a suitable opening for inspection. The outlets are not the exclusive use of the stand occupying the area on which the outlet is located. Electric current will be provided in correspondence to the floor outlet indicated on the plans.

Illumination

Except for the Anfiteatro Hall, all of the foyers and halls in the Palacongressi receive natural light; these halls have remote controlled window shades. All interior spaces have an average artificial illumination of at least 300 lux. The artificial lights in all spaces have dimmers.



SAFETY REGULATIONS FOR PLUMBING SYSTEMS DESIGN AND INSTALLATION

The Piazza Hall has a water supply and drainage system located around the perimeter. Equipment owned by the Grantee/Exhibitor/Contractor that is to be connected to the Palacongressi's water supply must be in perfect running order to avoid problems during the exhibition. Connection requests must be submitted to IEG, which reserves the right to accept or deny requests according to system capacity and the technical difficulties involved in making the connection. The Grantee/Exhibitor/Contractor is responsible for any damage caused by faulty operation of his/her equipment.

Only plumbers from the IEG designated plumbing company may install plumbing systems on stands and connect stands to the water supply. The Grantee/Exhibitor/Contractor who chooses to install temporary stand plumbing systems does so at his/her own expense.

Connection to the water supply is defined as the installation of water feed and drainage pipes to the first appliance requiring running water or to the stand's sink, and is inclusive of water consumption.

TELEPHONE LINES, INTERNET SERVICE, WI-FI AND RADIO MICROPHONES

- IEG's telephone switchboard is connected to the public telephone network. Installed telephones can be used to direct dial both local and international calls. Telephones supplied to the Grantee and/or Exhibitor and/or Contractor, whom IEG holds responsible for them, must be returned to the Technical Department at the close of the event. If the Grantee and/or Exhibitor and/or Contractor fails to do so, he/she will be charged for the cost of a new telephone. Only IEG technicians may activate connections to the telephone system. At the close of the Event, if telephone use exceeds the limits provided for in the contract, IEG will issue an invoice for the difference. Telephone line connection requests must be submitted to IEG, which reserves the right to accept or deny the request according to system capacity and the technical difficulties involved in making the connection.
- IEG has a fibre optic high-speed Internet connection. The end user receives the connection from an ethernet cable connected to an rj45 network jack in the electrical access points, therefore, the devices must be capable of interfacing with a network. IP configuration of the devices accessing the Internet takes place using DHCP. Only IEG staff is authorised to activate the connection to the Palacongressi network. Connection requests must be submitted to IEG, which reserves the right to accept or deny requests according to system capacity and the technical difficulties involved in making the connection.
- No WIFI network is authorised. Installation of such networks will be handled exclusively by the in-house technicians of the Palacongressi.
- Permission to use radio transmitters (radio microphones and walkie-talkies) inside the Palacongressi must be applied for by email at least 30 days prior to the set-up, indicating the frequencies of the devices

SOUND TRANSMISSIONS

As a rule, the use of devices for reproducing music or sounds is not permitted. Any exceptions to this rule must be authorised in writing by IEG; authorisation may be revoked at any time by written notification. The level of noise emission must in any case be lower than that established by the current regulations.

CHAPTER 7: SURVEILLANCE

SURVEILLANCE

IEG maintains a 24-hour video surveillance system for all areas inside and outside the Palacongressi; however, IEG does not assume any responsibility for the theft or damage to products exhibited in the stands or stored in the Storage Areas or other Spaces.

During the hours in which the premises is open to the public and during set-up and take-down periods, the Grantee and/or Exhibitor and/or Contractor shall safeguard the areas and the property it has been provided with.

CHAPTER 8: NO-SMOKING POLICY



In accordance with Law No. 3 of 16 January 2003 and Prime Ministerial Decree of 23 December 2003, smoking is prohibited throughout the entire Palacongressi. Clearly visible signs enforcing the smoking ban are located at the Palacongressi entrances. These signs state "VIETATO FUMARE" (NO SMOKING) as well as the following: pertinent regulations and policies, fines for offenders, and personnel authorised to enforce the ban and identify any infringements. Inside the facilities, the signs forbidding smoking merely state, "VIETATO FUMARE."

Offenders are subject to a fine of 25 to 250 Euro; the amount of the fine is doubled if the offender has smoked in the presence of a pregnant woman or of children under twelve years of age. The Municipal Police and State Police are responsible for supervising the observance of this ban and ascertaining any infringements. Smoking is only allowed outside of the Palacongressi.

Rimini,

Giorgio Palladino
Project & Design Manager
ITALIAN EXHIBITION GROUP S.P.A
Event & Conference Division



Signature for acceptance

Legal representative

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