

# TECHNICAL FORM SIA GUEST 2012

ATTACHED 2 – GENERAL INFORMATIONS AND DEADLINES



<b>BOOKING AREA</b>	<b>BOOKING PROCEDURE:</b>	<b>A) Fill and send by post in original the "Application Form". (please send also a copy via fax )</b> <i>For further details see General Rules and Regulations art. 5</i>
		<b>B) enclose the receipt of payment of the deposit + VAT (compulsory)</b> <i>for bank account see inside art 5 of Gen. Rules &amp; Regulations or form A in the box "DEPOSIT"</i>
	<b>APRIL 16<sup>th</sup> 2012</b>	<b>DEADLINE FOR SIA GUEST 2012 PROMOTION.</b> A deposit must be paid within this date in order to take advantage of reduced fees. <b>N.B.:</b> Original stamped and signed application form is needed by post, too.
	<b>MARCH 16<sup>th</sup> 2012</b>	Starting exhibiting areas allocation. The "exhibiting proposal" is considered to be confirmed by the exhibitor at the payment of deposit as indicated in the Application Form.
	<b>AUGUST 24<sup>th</sup> 2012</b>	<b>Deadline of the clause regarding reimbursement of the down payments as stand confirmation.</b> <i>(art 8 of Gen. Rules &amp; Regulations).</i>
	<b>OCTOBER 15<sup>th</sup> 2012</b>	<b>DEADLINE FOR TOTAL BALANCE PAYMENT (Art. 5 of General Rules &amp; Regulations).</b>

<b>TECHNICAL DATES</b>	<b>SEPTEMBER 25<sup>th</sup> 2012</b>	Cut-off date for the presentation of stand fitting & layout design to be send by fax at +39 0541 744484, att. Mr Walter Fabbri e-mail: <a href="mailto:w.fabbri@riminifiera.it">w.fabbri@riminifiera.it</a> .
	<b>OCTOBER 15<sup>th</sup> 2012</b>	Cut-off date for the presentation of the forms ordering services in the "Guide to Exhibitor Services" folder.
	<b>NOV. 19<sup>th</sup>-22<sup>th</sup> 2012</b>	<b>8.00 a.m.- 9.00p.m.:</b> stand fitting of exhibit areas
	<b>NOVEMBER 23<sup>th</sup> 2012</b>	<b>8.00a.m.- 5.00p.m.:</b> Cut-off date for finishing stand fitting of exhibit areas
	<b>NOVEMBER 24<sup>th</sup> 2012</b>	<b>09.30 a.m.:</b> Official inauguration of the SIA GUEST 62° edition
	<b>NOVEMBER 27<sup>th</sup> 2012</b>	<b>5.30 p.m.:</b> Closure of the exhibition <b>work for removal of samples from exhibit areas/stands begins 'till 8 p.m.</b>
	<b>NOV. 28<sup>th</sup>-30<sup>th</sup> 2012</b>	<b>8.00 a.m. – 8.00 p.m.:</b> setting up stand dismantling

RIMINI FIERA CONTACTS	OFFICE	TASK	E-MAIL	PHONE	FAX
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	SALES DEP. BUREAU	Administrative assistance, assistance with Application Forms for catalogue entry	<a href="mailto:a.ciavatti@riminifiera.it">a.ciavatti@riminifiera.it</a>	+39(0)541 744 639 208 259	0541 744 740
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Barbara Gobbi Debora Galletti Andrea Silvagni	TECHNICAL OFFICE	Booking additional services Booking additional services stand fitting & layout project	<a href="mailto:b.gobbi@riminifiera.it">b.gobbi@riminifiera.it</a> <a href="mailto:d.galletti@riminifiera.it">d.galletti@riminifiera.it</a> <a href="mailto:a.silvagni@riminifiera.it">a.silvagni@riminifiera.it</a>	+39(0)541 744 216 640 887	0541 744 484

## WARNING! Important information for exhibitors

### FAIRGUIDE.COM – Construct Data Verlag GmbH/ COMMERCIAL ONLINE MANUALS S de RL de CV

It has come to our knowledge that the Austrian Company **Construct Data Verlag GmbH**, is sending letters to fairs' exhibitors offering advertising for three years on a virtual catalogue published on the web site [www.fairguide.com](http://www.fairguide.com). In their offer, Construct Data uses the name of Italian Fairs and also the name of the exhibitions and which the exhibitor has taken part. The same procedure is used with many Italian and foreign Fairs.

We intend to clarify that **Construct Data has never been authorized to use Fair's trade marks and data**, so they act without any authorisation, approval or knowledge of Fairs. Should you receive **letters or contracts from Construct Data Verlag GmbH, please read very carefully all the clauses before signing anything**. For further information about Construct Data Verlag GmbH visit the independent no commercial web site [www.stopecq.org](http://www.stopecq.org) and, for Italy, the web site [www.osservatorioaziende.it](http://www.osservatorioaziende.it)

For some time now, **Commercial Online Manuals S de RL de CV**, a company registered in Mexico and with branches in other countries, has been sending forms to exhibitor firms asking for any modifications to their company data for publication of advertisements in the Expo-Guide magazine.

On completing and signing the forms, containing the names of Italian exhibition grounds and event trademarks, the firm is then obliged to pay a sum per year. **The above-mentioned company has NOT and has NEVER BEEN AUTHORISED to use the name Rimini Fiera or our event trademarks.** If you should receive forms or proposals from Commercial Online Manuals S de RL de CV or from Expo-Guide, we strongly recommend that you read the terms very carefully before signing.

## GENERAL RULES & REGULATIONS OF PARTICIPATION

**Art. 1.** - Rimini Fiera Spa, Via Emilia 155, 47921 Rimini. Stock Capital: € 42.294.067 fully paid up, VAT Code 00139440408, Rimini Companies Register no. 00139440408, organises **SIA GUEST, 62<sup>th</sup> International Hospitality Exhibition**, hereinafter "the Exhibition", scheduled for 24<sup>th</sup>-27<sup>th</sup> November 2012.

### VISITORS

**Art. 2** – The event is open to trade members who can enter the exhibition if they have a reduced rate ticket (2 €). For those without such tickets, entrance ticket cost is € 22. Two day entrance tickets cost € 37.00 + VAT..

Access for student groups requires prior authorisation from Rimini Fiera Spa management (contact the hospitality office: [infovisitatori@riminifiera.it](mailto:infovisitatori@riminifiera.it))

Exhibitors who intend to invite student groups must request prior authorisation from Rimini Fiera (contact the hospitality office: [infovisitatori@riminifiera.it](mailto:infovisitatori@riminifiera.it))

Failure to produce authorisation will result in the group being refused admission.

### EXHIBITORS

**Art. 3** – Participants must be:

a) enterprises exhibiting products they have manufactured themselves or by their agents; exclusive Italian agents, retailers for foreign companies. Agents must declare in their catalogue entry form the list of enterprises they represent and products they intend exhibiting;

b) trade associations, financial organisations and bodies whose institutional role is promotion, research and raising awareness for this specific sector and its services.

Estimate request forms will be accepted as long as exhibit space is available, including space offered at the discretion of Rimini Fiera in other exhibition areas (e.g. South Hall, the Rotonda, outdoor areas, etc.).

Rimini Fiera reserves the right to place forms which are incomplete or not in original format on the waiting list. Application forms will not be accepted if applicants have outstanding payments.

Exhibitors will receive notification that their application has been accepted along with a letter called the "exhibiting proposal", also indicating the space they have been assigned.

Unless explicitly specified, the articles herein are applicable to participants purchasing an exhibition space, to sponsors and to participants given space in lieu of payment.

**Art. 4** – On submission of the application form and subsequent, duly signed "participation proposal", participants:

a) accept participation in the exhibition at the economic conditions indicated in the abovementioned quote;

b) unconditionally accept the provisions of these Rules and Regulations;

c) elect Rimini Fiera Spa as their legal domicile, acknowledging the competence of the Rimini Courts for any controversy.

### APPLICATION FORM

#### RULES FOR PARTICIPANTS EXHIBITORS

**Art. 5** - When submitted, the application form will only be accepted if sent complete with:

A) proof of deposit payment + VAT (as indicated in the application form); deposits are returned if the application is rejected;

B) these General Rules and Regulations and attached application form, completely filled in, signed by the legal representative and bearing the company stamp;

C) a copy of the company's registration with its local Chamber of Commerce or a Chamber of Commerce title search. The deposit shall be made by bank transfer, made out to: Rimini Fiera Spa, Cassa di Risparmio di Rimini - Piazza Ferrari, 15 - 47921 Rimini - IBAN IT53T0628524201CC0012793500 - BIC (SWIFT) CRRN IT 2R, indicating the reason for payment as "ACCONTO SIA GUEST 2012" along with the exhibitor's trading name.

When this deposit is received, an invoice will be issued for the amount paid. Applications will be accepted as long as exhibit space is available, including space that at the final discretion of management may be arranged in other areas of the exhibition centre (e.g. *hall sud*, the *rotonda*, any outdoor areas, etc). Rimini Fiera reserves the right to relegate incomplete or non-original forms on a waiting list.

Application forms will not be accepted if applicants have outstanding administration issues. Special requests for stand allocation are not accepted as a proviso for participation. Competitors have equal right to participation.

Applicants will be informed they have been accepted to participate and will be notified of the allocated exhibition space via the document entitled "participation proposal."

The participation proposal must be filled in, signed and returned by the date indicated therein.

Rimini Fiera reserves the right to refuse the proposal if:

a- it fails to arrive by the indicated due date;

b- the enterprise has not paid the deposit by the due date indicated in the application form and in art. 5 herein;

c- if there are other outstanding administration issues.

The balance must be settled, also by bank transfer, no later than 17 October 2011.

Should this payment not be received, Rimini Fiera reserves the right to deny the exhibitor or its appointed fitters the right to install the stand.

Rimini Fiera will notify applicants as soon as possible if their application form or participation proposal is not accepted, and explain the reason for the rejection.

#### - RULES FOR PARTICIPANTS RECEIVING SPACE IN LIEU OF PAYMENT:

Participants receiving space in lieu of payment are required to present the following documents:

a) these General Rules and Regulations and attached application form, completely filled in, signed by the legal representative and bearing the company stamp;

b) a copy of the company's registration with its local Chamber of Commerce or a Chamber of Commerce title search;

c) invoice for receipt of space in lieu of payment, pursuant to the agreements with the Event Manager, made out to Rimini Fiera Spa, registered offices Via Emilia 155, 47921 Rimini, Tax No./VAT code 00139440408.

Rimini Fiera reserves the right to reject applications if there are outstanding administration issues.

### STAND ALLOCATION

**Art. 6** – Exhibition space allocation is decided by Management, taking into consideration the overall interests of the Exhibition, the order in which application forms are received, area requested and, wherever possible, preferences expressed by the applicant.

It should also be noted that the plan attached to the participation proposal is to be considered provisional since the neighbouring areas and stands are subject to change.

Stands or parts thereof may not be sublet or assigned, even at no cost, without prior authorisation from Exhibition Management. The exhibitor may not display their own samples, products and/or brands, or those of other companies unless they are indicated in the catalogue entry form.

Failure to comply with this clause will terminate the contract and the stand to be closed immediately, without any reimbursement of amounts paid or expenses incurred.

### MODIFICATION, REDUCTION, REPLACEMENT OF SPACE

**Art. 7** – Even in case of proposal acceptance by the participant, Rimini Fiera nevertheless reserves the right to move, vary or modify the area allocated, in the interest of and for the success of the show.

Management reserves the right to change or reduce any area already allocated or to replace it with another, even in a different area. This right can be exercised at its unquestionable judgement and at any moment, therefore even during the Exhibition, in the event of the program being subject to changes and in any other case.

It's specified that the number of exhibiting fronts could be modified if necessary.

In the event of any of these cases occurring, participants are only entitled to any balance of the amount due.

### ASSIGNMENT – CANCELLATION – WITHDRAWAL RULES FOR PARTICIPANTS EXHIBITORS

**Art. 8** – Total or partial transfer of exhibition areas, even if free of charge, is strictly prohibited.

Exhibitors who, after submitting the application form and the participation proposal in accordance with article 5, are unable to participate in the exhibition or request a reduction in the space assigned, shall promptly inform Management of Rimini Fiera by registered letter, stating the reasons for said changes.

Cancellation of the participation entails the payment of specific penalties as follows:

If the written cancellation is made by and no later than 24 August 2012, the Exhibitor will be entitled to reimbursement of the down payment after the Organisers have deducted an amount equal to the registration fee of € 550,00+ VAT as compensation for administrative expenses and paperwork. If no down payment had been made by 24 August 2012, the Exhibitor will be required to pay an amount of € 550,00 + VAT, equal to the registration fee, as a fine for administrative expenses and paperwork. Said amount is due within 30 days from the date of written communication of cancellation of participation. If the down payment is smaller than the registration fee, the down payment will be retained in its entirety.

If the written cancellation is made after 24 August 2012, the entire down payment will be retained as a fine to compensate the damage caused by the Exhibitors' failure to participate in the exhibition. If no down payment had been made by 24 August 2012, the Exhibitor will be required to pay it within 30 days from the date of written communication of cancellation of participation as a fine to compensate the damage caused by the Exhibitors' failure to participate in the exhibition.

If cancellation is made after the deadline for payment of the balance (17 October 2011), the Exhibitor will be required to pay the entire amount due for the exhibition area.

#### - RULES FOR PARTICIPANTS RECEIVING SPACE IN LIEU OF PAYMENT:

In the event of cancellation, participants receiving space in lieu of payment will be subject to provisions agreed with the Event Manager on a case-by-case basis.

### STAND OCCUPATION - OUTFITTING

**Art. 9** – Management reserves the right to contract one or more "authorised supplier/s" for stand installation, including hiring material necessary for the purpose. Supplier names and rates will be promptly notified to exhibitors.

Management declines any responsibility for work carried out by authorised suppliers and for any other service subcontracted to third parties.

Service conditions considered valid are those set out in the "EXHIBITOR GUIDE" specific booklet.

**Art. 10** – Rimini Fiera informs that neither exhibitors nor their stand outfitters will be allowed to proceed with installation if any balance is still outstanding.

Failure to remit prompt payment of the balance will result in forfeiture of the defaulting exhibitor's right to participation and Management will be entitled to retain the deposit, claim the balance due and cancel the exhibition space booking, which may be offered to other exhibitors, pursuant to the provisions in the penultimate paragraph of art. 8.

Stand occupation and outfitting may begin 5 days before opening of the event, from 8am to 9pm daily, and must finish no later than 5pm on the eve of the inauguration. From that time, any remaining work or modification may only be carried out after evening closing and before morning opening, following Management authorisation and with a special security service charged to the exhibitor.

Requests for this service must be received by SATE (Exhibitor Technical Assistance) not later than 12.00 noon on the day the authorisation is required. Extensions of working hours on the last

installation day must be approved by the Technical Office and will only be granted in exceptional cases. The costs of these services are specified in the *Exhibitor Guide*. Modifications to or change of exhibition areas must be authorised by Management and carried out at applicant expense.

Exhibitors who have not occupied their area or started outfitting by 12.00 noon on the eve of the inauguration will be considered to have withdrawn to all intents and purposes, and sanctions set out in the penultimate paragraph of art. 8 herein will be applied.

### STAND FITTING

**Art. 11** – All stand fitting designs must be approved by the Management and submitted at least 60 days prior to the opening day of the Exhibition (25<sup>th</sup> SEPTEMBER 2012).

Participants must always set up and keep their stands in such a way as to avoid jeopardising the appearance or visibility of nearby stands or causing any damage whatsoever to other participants.

Stands fittings must remain within the area allocated, indicated by paint or chalk lines. Maximum permitted height - with the exception of cases explicitly authorised, upon written request, by the Technical Department of Rimini Fiera is:

1- First-row booths (pool front or, in case of twin pavilions, facing the central hall): maximum height 4,5 meters.

2- Second-row booths (between the second and the third safety exits): maximum height 6 meters.

3- Third-row booths (beyond the third safety exit): maximum height 8 meters.

Departing from what clearly stated in paragraphs 1, 2 and 3 the machineries exhibited are not subject to such restrictions on heights.

Rimini Fiera Technical Management reserves the right, at his own discretion, to authorize the setting up of vertical constructions (like panels) higher than limits as per items 1, 2, 3 of this article, provided that they don't restrict contiguous booths' visibility. Moreover:

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'.

The fitting does not damage the estetic and visibility of nearby stands, in particular, in the case of island stands (with four open sides) and peninsula stands (three open sides), stand fittings must contain the use of perimeter walls. Stand fitting must be approved by the Rimini Fiera's Technical Department which reserves the unquestionable right to assess the advisability of granting authorization.

In large exhibit areas that include zones indicated as passageways on the expo halls' floor plan, it is forbidden to occupy these zones with stand fittings.

Construction of two-floor stands is only possible in rows 2 and 3. The maximum height for stands in either row must be compliant with items 2 and 3 of this article. The construction will be submitted at the Technical Department's approval.

The extra area occupied by the second floor will be invoiced according to the rates provided for by art. 18 of these General Rules and Regulation.

Advertising signage on stands, positioned at a height of over 3 metres from floor level is subject to payment of an expo publicity charge of € 27.00 + VAT per square metre (where sq.m. is intended as being the surface area of the advertising signage).

All 2-sided graphics must be positioned at a minimum distance of 2 metres from the boundaries with adjacent stands.

All liability regarding setting up and fitting is the responsibility of Exhibitors, who expressly exonerate Rimini Fiera S.p.A. from liability for any damage caused to themselves or others by exhibit/fitting defects due to wrong calculations or imperfect construction.

Rimini Fiera S.p.A. reserves the right to have fittings mounted whose designs have not been approved changed or removed.

**Art. 12** – Exhibitors undertake to avoid damaging plaster and flooring and to use trestles or frames to hang or hold objects. During stand installation, exhibitors and their contractors undertake to use only water-based paint.

Any damage must be compensated and exhibited products will be held as security. Management has the right to claim against this material without prejudice to other forms of compensation.

### SAFETY STANDARDS – FIRE PREVENTION – ELECTRICAL SYSTEMS

**Art. 13** – All materials used for stands (partitions, backdrops, various structures, platforms, coatings, fabrics, ceiling panels, carpets, etc.) must be UNINFLAMMABLE, FIREPROOF AT ORIGIN or FIREROOFED in accordance with prevailing legislation and subsequent integrations and amendments. Consequently, prior to the event, exhibitors shall send Rimini Fiera Spa the Fireproofing Certificate and test report for the materials they wish to use, as indicated in greater detail in the specific "Fire Prevention Form."

Each stand must be equipped with fire extinguishers having a capacity of at least 34° 233BC, with a ratio of one (1) per 100 sqm of exhibition space. Moreover, the fire extinguishers must be placed in a central positions on the stand.

Failure to comply with safety and prevention standards entitles Rimini Fiera Spa to:

- prevent the defaulting outfitter from working in the Exhibition Centre.

- exclude the exhibitor from participating in the event and in any others held at Rimini Exhibition Centre.

All electrical installations on stands are the responsibility of the exhibitor, who will ensure they are realized with best working standards in compliance with current standards. In particular, electrical systems must be installed meticulously, pursuant to applicable legislation. After installation of stand electrical plant exhibitors and outfitters shall provide Rimini Fiera Spa with a "Declaration of conformity of electrical plant installed to best working standards", declaring that the systems in question

comply with best working standards by filling in the relative form in the *Exhibitor Guide* and keeping a copy of this declaration on the stand.

Connection of stand electrics to Rimini Fiera Spa's electricity supply shall be carried out by Rimini Fiera Spa official electricians, after they have collected the form of the "Declaration of conformity of electrical plant installed to best working standards" (as per Ministerial Decree 37/2008). The declaration must be duly filled in and signed by a qualified professional. All electrics components must comply with the C.E.I. standards and have the ISQM mark or equivalent for foreign countries.

#### WORK SAFETY

**Art. 14** - Participants are obliged to comply with current laws and norms regarding work safety and in particular the provisions of Italian Decree Law 81/2008 and its subsequent modifications and integration and to comply with the Rimini Fiera DUVRI to be downloaded on the exhibition website, under the heading "Exhibitors".

When ordering setting-up or dismantling work or any other type of work to be carried out within the Expo Centre's premises or grounds, Exhibitors are obliged to:

- 1) check the technical and professional suitability of all companies requested to carry out similar works, via their chamber of commerce registration or similar records, according to the type of work to be contracted;
- 2) supply the aforesaid companies with detailed information regarding the specific risks to be found in the environment they will be required to work in and the precautionary and emergency measures regarding their work;
- 3) coordinate protective and precautionary measures regarding the risks workers are exposed to, making certain that all parties are informed, to avoid the risk of work carried out by any company involved in the overall project interfering with that being done by others.

4) The participant or the Exhibitor, in any case, shall produce its own DUVRI (document for the evaluation of interference risks) or SOP (document detailing its standard operating procedures) regarding the activity carried out which shall be made available in the workplace. The Participant should promote a coordinated action, delivering a copy of the DUVRI (interference risk assessment form, prepared by Rimini Fiera S.p.A.) to its suppliers/fitters/contractors with a view to gathering any supplier/fitters/contractors comments or integrations and reporting these immediately to Rimini Fiera's Technical Office.

With the signing of these provisions on the form of participation, the Participant declares to have read carefully the contents of Rimini Fiera DUVRI, agrees to comply with requirements and to return a DUVRI copy to the suppliers/fitters/contractors.

#### STAND CLEANING – WASTE DISPOSAL

**Art. 15** – All exhibitors shall provide for cleaning of their stands during the hours indicated by Management. In particular, exhibitors must leave the stand area in the condition in which they found it, namely free from any adhesive tape, discarded materials and waste.

Rimini Exhibition Centre applies selective waste collection for recycling. During the event exhibitors must take recyclables (paper, glass, PVC, tins) to the recycling stations provided for this purpose in each hall. General waste can be taken to the bins located in the aisles or placed outside of the stand when the fair closes for the day.

The snack bars and catering areas in the Exhibition Centre are equipped for biodegradable material recycling and use biodegradable tableware (plates, glasses, cutlery, etc.). All biodegradable waste (left-overs, plates, glasses, cutlery, etc) produced in the catering areas should therefore be placed in the biodegradable waste bins provided in such areas.

#### STAND DISMANTLING

**Art. 16** – Stands shall not be dismantled totally or in part before the end of the event and exhibited materials may not be removed before the event closes.

Exhibitors who infringe this rule will be fined an amount equivalent to half the gross rental of their stand. Dismantling of stands and removal of samples, products and goods can be carried out between 5.30pm and 8.00pm on 27 November 2012. In any case, it is advisable to remove all valuable, fragile or easy to carry objects from the stands.

Dismantling of stands must be completed within 3 days of the end of the event i.e. 28-30 November 2012, 8.00am-8.00pm daily. If Exhibitors do not complete stand removal operations by the above deadline, Management may remove any material on the Exhibitor's behalf, without any other formality, and at the Exhibitor's expense and risk. 30 days from the end of the exhibition, Rimini Fiera Spa has the automatic right to arrange for the sale of any materials and samples that exhibitors have not removed without any other formality. Management will subtract from sale revenue any amount still owed by exhibitors and will keep the remaining amount at the latter's disposal for a maximum of 6 days, after which the amount will be confiscated by the event organisers who accept no liability whatsoever for materials and products left in the Exhibition Centre. Events organisers may arrange for such materials and products to be taken elsewhere acting on the Exhibitor's behalf and at the Exhibitor's expense and risk.

**Art. 17** – Management has the right to modify the event's duration, opening and closing date, and daily opening hours. This right does not oblige Management to offer participants total refunds or compensation of any kind. Exhibitors and their staff can enter the Exhibition half an hour before opening time and must leave the venue at closing time. Management may authorise extensions of these times on request.

#### RATES

**Art. 18** – Exhibition areas are all easy to see and access. The participation fee for floor space for the entire event is as follows:

BARE AREA RATES	1 open side	2 open sides	3 open sides	4 open sides
	€138	€150	€158	€165

Red Area surcharge: 13% surcharge on the total cost of the area for stands with at least one front open on main aisles, placed across two main aisles or located between two main aisles.

Aisle space occupied (subject to authorisation by Rimini Fiera Spa) by carpeting or overhead linking structures areas will be invoiced at 100% of the official fee, at the discretion of Rimini Fiera. The percentage will depend on the stand location in the hall.

The second level of two-storey stands (subject to authorisation by Rimini Fiera Management) will be invoiced at 50% of the area fee.

Each exhibitor will also pay a registration fee of € 600,00 which includes compulsory insurance (see art. 23), exhibitor passes in proportion to the size of the exhibition space, listing in the printed and online catalogues, local advertising tax and one parking permit.

Guests of other exhibitors authorised by Management will pay € 750,00 in addition to the registration fee. Exhibitors granting hospitality are not entitled to any discounts.

Likewise, the Hospitality fee and the Registration fee will be invoice to the exhibitors who, without authorization from Rimini Fiera's Management, will host in their own stand companies not declared in the Catalogue Entry Form – Form 2.

Advertising signage on stands, positioned at a height of over 3 metres from floor level is subject to payment of an exhibition publicity charge of € 27,00 euros per square metre (where sqm is intended as the surface area of the advertising signage).

The invitation tickets are available on exhibitors' request at the cost of € 1 (min. 100 tickets).

Aforesaid costs do not include VAT.

#### PAYMENT ADVERTISING AND TECHNICAL SERVICES

**Art. 19** – The balance of charges for services must be settled by bank transfer (see details in art. 5) no later than the last day of the Exhibition. Any technical services included in the participation proposal, however, shall be paid in the same way as the stand (deposit followed by balance settlement) as per art. 5.

Rimini Fiera holds only promoting organisations responsible for settling any outstanding balance for services requested by exhibitors represented and/or hosted on the promoting organisation's stands. The relevant payments are to be made in the same way and by the same deadline as specified above.

Outstanding amounts for ADDITIONAL SERVICES, including any advertising previously agreed with Rimini Fiera Spa, requested after confirmation of participation, and any other expenses that may have been anticipated by Rimini Fiera Spa on behalf of exhibitors, must be settled at the bank counter in the Exhibition Centre during exhibition hours.

If an exhibitor cancels advertising services in writing after 25 September 2012, Rimini Fiera will withhold the entire deposit paid for advertising services as a penalty for failure to complete the agreement.

Upon settlement of outstanding amounts, exhibitors will receive an exit permit, required for dismantling their stand and removing exhibited products.

Failure to settle invoices authorises Management to refuse to issue the exit permit and withhold the goods and fittings on the exhibitor's stand as compensation.

#### ENTRY PASSES

**Art. 20** – Rimini Fiera Spa Management provides each participating company with a number of free entry passes in proportion to the square metres of exhibition space purchased, from a minimum of 4 to a maximum of 50 passes.

Entry passes, parking passes and a catalogue voucher will be sent to exhibitors by courier approximately 3 weeks before the event.

Exhibitors are responsible for all material they receive. In the event of loss or misplacement, Rimini Fiera is not bound to issue replacements and may invoice exhibitors for any replacements requested.

If supplementary passes are required, the exhibitor may purchase extras at € 18 + VAT each.

Entry passes are strictly personal and at no time and for no reason may they be used by others, even temporarily.

#### PARKING

**Art. 21** – The Exhibition Centre has various parking areas, some of which are reserved for exhibitors. Access to and parking in these areas are possible after purchasing parking permits, until available. Parking permits are valid for the entire period of the event and are sold at a price of € 52 + 21% VAT each.

One parking permit is provided free of charge, included in the participation fee.

These permits are only valid for CARS.

#### EXHIBITION SAFETY – SECURITY SERVICE

**Art. 22** – Although not assuming any sort of obligation or responsibility, the Management provides a permanent 24-hour security service from 9 p.m. on the third day before the inauguration of the Exhibition until 8 a.m. on the day after its closure.

In spite of this, participants must look after their stands and the products exhibited on them during Exhibition hours.

#### DAMAGE – INSURANCE

**Art. 23** – Rimini Fiera Spa assumes no responsibility or liability for damage to persons and things, no matter by what or by whom this might be caused.

With the exhibitor's acceptance to participate in the event, Rimini Fiera Spa automatically insures individual exhibiting companies with coverage as follows:

- 1) EXHIBITOR MULTIRISK COVER

What is insured: Goods, equipment, furnishings, inclusive of the value of the stand, for € 26,000.

Duration of coverage: The period for which the insured items are on the Expo Centre premises, including set-up and dismantling periods.

Risks insured: SUMMARY OF COVERAGE (\*)

Fire due to any cause whatsoever - Effects of lightning - Explosion of gas - Explosion of steam devices or hot-water radiator systems - Explosion of fumes produced by inflammable substances - Spontaneous combustion - Damage by road vehicles - Theft - Robbery - Bad weather - Leaks of rainwater or water from pipes - Breakage (with the exception of fragile objects) – the fall of aeroplanes, their parts or things transported by them.

Damage caused to insured items by actions carried out on the order of public authorities with the aim of limiting damage are considered as being equivalent to the damage listed above. Therefore, risks not covered include: skilled theft and pilferage.

Exemption: a general exemption of € 155 will be applied for each incident, to be borne by the participant.

In the case of goods outdoors, the above exemption is increased to € 516 for each incident.

Reporting incidents: The insured parties (individual exhibitors):

A) must inform the insurance company (Zurich International Italia Spa) and Rimini Fiera SPA within forty-eight hours subsequent to the incident;

B) in the event of theft, must also immediately report the event to the public authorities.

2) COVERAGE OF CIVIL LIABILITY TOWARDS THIRD PARTIES:

What is insured: civil liability of Exhibitors and Exhibitors' staff during the period of the exhibition, including stand setting up (excluding the loading and unloading of goods/materials) and dismantling operations and any demonstrations or trials.

Other Participants are considered third parties.

The policy does not cover damage to Participants' property and property being kept in custody for any reason whatsoever.

Maximum insurable values: € 2,500,000 for each incident, with a limit of € 2,500,000 for each person being bodily injured and € 500,000 for damage to things.

NB:(\*) In the event of controversy, the ONLY DOCUMENTS ACCEPTED are the EXHIBITOR MULTIRISK policy and the THIRD PARTY CIVIL LIABILITY policy deposited with Rimini Fiera S.p.A.. The sum due from Participants for the above insurance is already included in the registration fee (Art. 18). Insurance cover is also included in the event of an agreement to receive space in lieu.

Participants can however make direct arrangements for the insurance coverage they think most appropriate, independent of the insurance arrangements previously provided by Rimini Fiera S.p.A.. In fact, Participants duly exonerate Rimini Fiera S.p.A. from all liability deriving from the presence of goods, equipment, furnishings, stands, etc. on the latter's premises.

#### ALCOHOLIC BEVERAGE AND GADGET DISTRIBUTION

**Art. 24** -

A) The quantity of alcoholic beverages served to visitors exclusively for tasting purposes must be controlled.

B) It is forbidden to remove glasses, bottles or other glass objects from stands: these items must be positioned in such a way as to be accessible only to exhibiting firms' staff.

C) Gifts, product samples or gadgets given to visitors must be packed in boxes or wrapping and accompanied by consignment notes printed by Rimini Fiera and supplied to exhibiting firms. Any goods without this document will be confiscated at the exits by security staff.

Exhibitors and their staff are bound to observe and have observed the abovementioned safety conditions, excluding all liability of Rimini Fiera.

#### SMOKING REGULATIONS

**Art. 25** – Pursuant to Law 3 of 16 January 2003 and Prime Minister's Decree of 23 December 2003, smoking is strictly prohibited throughout the Exhibition Centre. The smoking ban is notified by appropriate "VIETATO FUMARE" ("NO SMOKING") signs that include indications of applicable legal provisions, fines applied to offenders and the names of officials appointed to make sure the ban is complied with and infringements are fined. These signs are located at Exhibition Centre access points and are clearly visible. Other signs are used inside the building to indicate that smoking is not allowed and state simply "VIETATO FUMARE."

Offenders are subject to fines €25-€250. The amount of the fine is doubled in the event of infringements in the presence of a visibly pregnant woman, babies or children up to 12 years of age. The Municipal Police, State Police and Rimini Fiera officials are responsible for making sure the ban is complied with and fining any infringements.

Smoking is only allowed outside of the Exhibition Centre and under outdoor porticos, indicated by notices to this end.

#### REGULATIONS REGARDING SOUND LEVELS ON THE EXHIBITION PREMISES

**Art. 26** – All exhibiting companies authorised by Rimini Fiera S.p.A. Management as per Art. 27 to use sound reinforcement equipment must use said equipment in such a way as to ensure a sound level which enables business activity to be carried out normally, in any case no higher than 80 decibels (Decree Law N° 277 of 15.08.91 "Work safety and CEE Directives", Chapter IV). In any case, the sound level must remain below the limit set by current laws and/or regulations.

Rimini Fiera can also order each Participant (via written or verbal notification by its staff) to reduce sound pressure levels to below 80 db if, in Rimini Fiera's exclusive indisputable judgement, the volume produced by the

equipment of the Participant in question is damaging and/or disturbs the activity being carried out by other neighbouring trade members/Participants.

Measurement of sound levels, by means of phonometers, will be carried out at the nearest possible point outside the stand area.

The following action will be taken against Participants not complying:

for the first infringement notified, a verbal warning; for the second infringement notified, a written warning; from the third infringement onwards, the electricity supply will be turned off (without exhibiting firms having any right whatsoever to reimbursement or compensation). 15 minutes' warning will be given before the electricity supply is turned off, and can last up to a maximum of three hours, according to Rimini Fiera's undisputable discretion.

In none of the aforementioned cases Rimini Fiera S.p.A. will be responsible for any damage caused to the equipment/material exhibited.

Without prejudice to the abovementioned regulations and without prejudice to Rimini Fiera's commitment to having Participants respect these regulations, Rimini Fiera S.p.A. cannot be held in any way responsible in the event of any type of illicit behaviour on behalf of a Participant causing damage to other trade members or Participants. Any such controversies must be solved directly by the Participants in question, and Rimini Fiera S.p.A. is exempt from any such and/or responsibility.

#### MACHINERY AND ITS USE

**Art. 27** – All exhibited vehicles must be new, approved or to be approved for licensing, with the exception of prototypes, which must be provided with a notice clearly stating "prototype."

Machines exhibited cannot be operated unless authorisation has been previously obtained from the Management, which will assess each case: the decision whether or not to grant this authorisation is final.

Any given authorisation does not imply the assumption of any responsibility by the Management or exonerate participants from any responsibility regarding operation of the abovementioned machines.

Participants must therefore take all precautions necessary to prevent accidents and fires, reduce noise, eliminate bad smells and avoid gas emissions: it is absolutely prohibited to operate machines or equipment which involve the use of fire; machinery must in no way constitute a risk or disturbance to others. On the basis of its unquestionable judgement, the Management reserves the right to revoke the above-mentioned authorisation if it considers that inconvenience of any type could occur. If machines must comply with current laws and regulations, exhibitors must have them examined previously at their own expense to obtain the relative permit from the competent authorities.

On such respect, the Firms that exhibit said machinery and equipment declare, by signing the participation quote, compliance thereof with the above-mentioned Directives, excluding all liability of Rimini Fiera on such respect.

During the event and inside the facilities of Rimini Fiera, the product may be exhibited on condition that the demonstration thereof does not cause any damage to the adjacent stands, including emission of fumes and unpleasant smells and/or which in any case exceed tolerability with reference to consideration for the activities performed by the other stand-holders. The assessment of tolerability, defined according to the above criterion, will be performed by Rimini Fiera which can, in the event of ascertainment of intolerability of the emissions, prevent continuation of the activity, without undertaking any burden and/or liability in respect of compensation.

#### FEATURES OF EXTRACTION HOODS

For extraction of the fumes produced by cooking of food inside the stand, the exhibitor must use a special hood with suction block positioned above, complete with 4-stage filters with activated carbon for elimination of the cooking smells produced.

If machines must comply with current laws and regulations, Exhibitors must have them examined previously at their own expense to obtain the relative permit from the competent authorities.

#### ADVERTISING

**Art. 28** – While exhibitors enjoy complete freedom of advertising within their stands, they may not use any form of publicity that causes disturbance or involves direct comparison with other exhibitors, or which has a negative effect in any way on the event's spirit of trade hospitality.

Under no circumstances may vehicles affixed with trademarks or advertising park in Rimini Fiera Exhibition Centre parking areas, unless expressly authorised by Rimini Fiera and subject to payment.

More specifically, exhibitors are forbidden to:

- carry out any form of publicity/advertising in indoor and outdoor areas of the Exhibition Centre, except on their stands;
- distribute promotional material outside their exhibition areas;
- display billboards and/or samples, even if merely indicative, on behalf of companies not listed in the application form and not officially represented;
- perform entertainment or shows of any kind with the aim of presenting products, even only on their own stand, without prior authorisation by Rimini Fiera Spa.

Without prejudice to the above clauses, all forms of publicity and/or advertising are only allowed outside allocated exhibition areas if previously authorised by Rimini Fiera Spa publicity office, and are subject to payment of the fees indicated in the advertising price lists.

Exhibitors are totally and solely responsible for the content publicised.

Flyer or leaflet distribution of any form is prohibited both inside and outside the Exhibition Centre.

Moreover, no company (whether an exhibitor, guest, or represented at the event) may publish any logos or trademarks on official Rimini Fiera promotional materials except for those agreed in advance with Rimini Fiera publicity office.

Whilst the aforementioned limits are to be respected, exhibitors are totally and solely responsible for any civil, administrative or criminal liability deriving from their publicity activities. The exhibitor is also liable towards other exhibitors and/or third parties for the content of its publicity or infringement of any laws, including those regarding competition. As a rule, exhibitors are not allowed to use audio equipment to broadcast music and sound. Any exceptions must be authorised by Rimini Fiera Spa, but this does not release participants from complying with current copyright laws at their own care and expense and to accept any and all liability on this respect.

Failure to comply with the aforementioned restrictions will result in the exhibitor being fined €2,000 (two thousand) for each infringement of the aforementioned regulations ascertained by Rimini Fiera. Rimini Fiera also reserves the right to put forward further claims for compensation of greater damage sustained.

#### SALES FOR IMMEDIATE DELIVERY

**Art. 29** – Sales for immediate consignment are strictly prohibited, as are services requiring payment. The Participant assumes all responsibility for violations of this ban, releasing Rimini Fiera from any consequent responsibility and/or charge. Disputes concerning relations with other operators, arising from this ban, must also be resolved directly by the Participants involved, with relief of Rimini Fiera from any burden and/or responsibility in this regard.

It is also understood that any disputes that may arise between Participants (due to unfair competition, sale of similar products, etc.) must be directly settled by the Participants themselves, with complete relief of Rimini Fiera.

#### OFFICIAL CATALOGUE

**Art. 30** – Without accepting any liability or commitment, Rimini Fiera Spa prints and distributes one free copy of official catalogue per participant using the information provided in the catalogue entry form, which must be received no later than 25 September 2012.

This form is sent after the participation proposal is duly signed. Please note that if the catalogue entry form is not received, it can be downloaded from event website. The information provided in the catalogue entry form will also be used to indicate exhibitors on the event map.

If Rimini Fiera does not receive the catalogue entry form from the exhibitor by the indicated date, it will publish the information already in its possession, including the names of represented businesses indicated by the exhibitor on forms sent in previous years. In this case the exhibitor accepts all liability for any damages, also regarding businesses no longer represented in the current event if these have changed and Rimini Fiera has not been notified by the time limit specified above.

Participants accept responsibility for the information declared in the application form and catalogue entry form, exempting Rimini Fiera from any liability for false declarations.

Any other technical or promotional indications may be included by exhibitors on request and will be invoiced.

In particular, official catalogue entries of the name and products of represented companies present at the Exhibition on the stand allocated to their representatives, will be included at a cost of € 30 + VAT per name included.

The exhibition catalogue is the organizer's only official publication.

Any other promotional publication, excepting official Rimini Fiera publications, are the initiative of unauthorised private individuals

#### INDUSTRIAL AND INTELLECTUAL PROPERTY RIGHTS

**ART. 31-** The exhibitor accepts all liability for holding rights on brands and logos, patents, industrial inventions and models, and copyrights on the products and/or machinery on display.

The exhibitor therefore holds Rimini Fiera harmless against all claims in the event of any such infringement or in case of breach of regulations governing competition with exhibitors and third parties in general.

Any such disputes that may arise among exhibitors or between exhibitors and third parties shall therefore be settled directly between the parties, holding Rimini Fiera free from any liability and/or obligation.

**Art. 32** - As well as its trademarks, Rimini Fiera Spa claims as its exclusive property the name SIA GUEST, 62<sup>nd</sup> International Hospitality Exhibition, and all its variations, abbreviations, simplifications and acronyms.

No one can use them without prior written authorisation by Management.

#### FINAL PROVISIONS

**Art. 33** - Management reserves the right to supplement the Exhibition's General Rules & Regulations at any time with provisions aimed at improving the event. These provisions, in particular those printed in the *Exhibitor Guide* are binding for all concerned as they are an integral part of these General Rules & Regulations.

As well as the immediate closure of the stand by Rimini Fiera staff, failure to comply with the General Rules & Regulations results in the exhibitor being withdrawn entry passes and banned from accessing the premises where their stand is located, with no right to reimbursement and subject to any other action Rimini Fiera may decide with regard to moral and material damage.

**Art. 34** - If for any reason, including force majeure, the Exhibition cannot be held, participation confirmations are considered automatically annulled and Management will reimburse participants the fees paid for exhibit area rental. If, on the other hand, the Exhibition is suspended after the opening;

a) for force majeure, no reimbursement is due to participants; b) for any other reason, Management will reimburse participants the proportion of the rental fee calculated against the remaining event time. In neither case is Management obliged to pay participants any compensation.

**Art. 35** - Communications and/or complaints of any kind will only be taken into consideration if made in writing. The decisions made by Management will be definitive and absolute.

**Art. 36** - Exhibitors and their staff are bound to comply and ensure compliance with conditions laid down by Management.

Failure to do so will lead to exclusion from the Exhibition without entitlement to reimbursement or compensation and with the obligation to pay any moral or material damage caused by their non-compliance.

**Art. 37** – Conferences, contests and events of various types may be held during the Exhibition.

#### PHOTO DISCLAIMER UNDER LAW 633 OF 22 April 1941, as amended

**Art. 38** - Management reserves exclusive rights to any photographs, films, videos, drawings, etc. of the Exhibition Centre and, in particular, of its stands. Only photographers authorised by Rimini Fiera Spa may work inside the Exhibition Centre.

The Exhibitor expressly authorizes Rimini Fiera to take photographs depicting them, their stand and the products displayed, through its appointed photographers. Rimini Fiera Spa may also use these photographs for journalistic/communication purposes and for trade promotion purposes. There will be no use in contexts prohibited by law or which damage decorum and dignity. Posing for and use of the images for the purposes stated above are understood to be completely free of charge. Photographs will be handled by Rimini Fiera in full respect of Decree Law 196/2003.

#### EXHIBITOR NOTIFICATION AS PER Art.13 Legislative Decree 196/2003

**Art. 39** - Rimini Fiera Spa, with registered offices in Via Emilia 155, 47921 Rimini, stock Capital: €42,294,067 fully paid up, Tax Code/VAT Code 00139440408, Rimini Companies Register no. 00139440408, the data processing controller, will handle personal data provided by exhibitors and the companies they represent, as well as the photographs indicated at art. 38, electronically and/or manually for all the aims pertaining to the provision of all services associated to the event for journalistic and communication purposes, and –subject to their consent– for promotional and commercial purposes or for updates on initiatives or offers launched by our company.

39.1 Authorisation for use of data is mandatory to enable the requested aforesaid services to be provided. As well as the data controller, other individuals with access to these personal data will be the staff working in the following company sectors: sales offices, technical offices, administration offices, press office.

39.2 Moreover, by signing the application form, exhibitors agree to promotional and publicity uses of the data they provide to Rimini Fiera, on the official event website and in other promotional communications sent to companies asking Rimini Fiera for information about the exhibition.

39.3 Data can also be communicated and/or transferred to companies controlled by and/or connected with Rimini Fiera and its business activity, as well as data processing companies. In particular, as already expressly indicated in Art. 30, by signing the participation proposal, exhibitors agree to Rimini Fiera entering their personal data in the event's official catalogue and exhibition map, which will be distributed nationally and internationally.

39.4 The person concerned may exercise all rights pursuant to Art. 7 of Legislative Decree 196 of 30.06.2003 (updating, correction, addition, deletion, conversion to an anonymous form or blocking of any unlawfully processed data, opposition, requests for information according to paragraph 1 and letters a), b), c), d) and e) of paragraph 2), by contacting Rimini Fiera Spa, Via Emilia 155, 47921 Rimini, or by sending an email to [privacy@riminifiera.it](mailto:privacy@riminifiera.it)

Having read this notification, by signing the application form, exhibitors specifically agree to the personal data they have sent being handled for the uses indicated above at items 39.2 and 39.3