



RIMINI EXPO CENTRE TECHNICAL RULES & REGULATIONS





Index

CHAPTER 1 **ACCESS TO THE EXPO CENTRE** **Page 3**

- Access to the Expo Centre during move-in, set-up, exhibition and dismantling
- Obligations – Instructions – Particular prohibitions

CHAPTER 2 **SET-UP** **Page 4**

- Setting up exhibit space and stands
- Surveillance

CHAPTER 3 **DISMANTLING** **Page 8**

- Vacating exhibit space/stands

CHAPTER 4 **FIRE PREVENTION** **Page 8**

- Fire prevention
- Fire prevention regulations
- Instructions in the event of fire or dangerous situations

CHAPTER 5 **ELECTRICAL SYSTEMS** **Page 9**

- Technical and safety regulations on the design and installation of electrical systems
- Special instructions
- Electricity supply

CHAPTER 6 **PLUMBING SYSTEMS** **Page 13**

- Technical and safety regulations for the design and installation of plumbing systems

TELEPHONE SYSTEMS **Page 13**

- Telephone systems

CHAPTER 8 **INSURANCE** **Page 14**

- Insurance

CHAPTER 9 **MISCELLANEOUS** **Page 14**

CHAPTER 1 ACCESS TO THE EXPO CENTRE

ACCESS TO THE EXPO CENTRE DURING MOVE-IN, SET-UP, EXHIBITION AND DISMANTLING

People and vehicles involved in goods transport will be admitted to the Expo Centre on the days and at the times established by Rimini Fiera SpA. Vehicular access is allowed through the appropriate gateways, and exclusively to vehicles with appropriate authorization.

Goods vehicles can only be parked in the expo centre grounds and premises during move-in, set-up and dismantling work for the time required for loading and unloading, and only in the spaces alongside the halls. It is forbidden to leave vehicles parked in the Expo Centre when it is closed.

Access is severely prohibited to the aforementioned areas by cars, vans or other passenger vehicles, which must be parked in the appropriate external car parks.

Should the unloading of bulky material require vehicles to enter the expo halls, to limit emission of toxic fumes, said vehicles must be parked with their engines switched off, or be fitted with special tubes for discharging fumes outdoors.

Vehicles must not be parked or stopped in such a way as to obstruct traffic in the Expo Centre grounds or in the areas allocated to exhibiting. **In the event of failure to comply with the aforementioned instructions, Rimini Fiera can have the vehicle(s) in question removed from the Centre, at the risk and expense of the owner(s) and holder(s) of the permit(s) for access to the Centre.** Current Italian highway code regulations are valid for the entire Expo Centre. Vehicles circulate in the Expo Centre without any responsibility whatsoever of Rimini Fiera, but this is absolutely prohibited during the hours in which the venue is open to the public.

OBLIGATIONS – INSTRUCTIONS – PARTICULAR PROHIBITIONS

For exhibitions organized directly by Rimini Fiera, exhibitors must consult the appropriate DUVRI (Interference Risk Assessment Document) on the exhibition's Web site.

For all other exhibitions, Organizers undertakes to read the general Rimini Fiera DUVRI (ex art. 26, Legislative Decree 81/2008 and later amendments and integrations) and to register the Exhibition's DUVRI. They also undertake to inform their employees, suppliers, clients and any other third parties working on behalf of the Organizers, of the so-called "interference risks" (those

involved in workplaces with multiple contractors), providing them the Exhibition's DUVRI. In any case, exhibitors and standfitters must produce their own DUVRI or POS (safety and health plan) in relation to the work carried out and it must be kept at the workplace.

In the Expo Centre, staff must be able to be identified and must wear 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).

All those entering the Expo Centre are obliged to behave in a civil manner, respecting the property and equipment of Rimini Fiera and third parties in the Expo Centre and to promptly and scrupulously observe the rules and instructions given by Rimini Fiera at the entrance to the Expo Centre with appropriate notices, written notification, PA announcements, and by the service staff or with any other means, with the specification that PA announcements and instructions given by service staff override all other notifications.

In the Expo Centre, it is forbidden to request offerings, alms or donations for any type of institution, carry out religious, political or trade union activity, or any activity unrelated to the aims of the Expo/Trade Fair being held, unless expressly authorized in writing by Rimini Fiera.

Minors under 18 years of age are only admitted to the Expo Centre if accompanied by an adult: exceptions can be made for each expo/fair, and communicated to the public in the most appropriate manner.

It is forbidden to bring dogs or any other kind of animal into the Centre, apart from guide dogs for people with impaired sight.

It is forbidden to enter the expo centre with cameras, video cameras, video recorders or any other type of recording equipment without prior authorization by Rimini Fiera, and it is forbidden to photograph or film with any means the interior of the Centre, stands and goods exhibited without prior consent by Rimini Fiera and the owner of the stand. Rimini Fiera can forbid admittance to the Expo Centre or individual halls with bags, cases or other containers, obliging them to be left in the Centre's cloakroom.

Transgressors may be turned away from the Centre by the service staff.

Exhibitors, standfitters and others involved are also expressly forbidden to leave motor vehicles in the Expo Centre at any time (other than that allowed for move-in, set-up and dismantling of exhibits and stands) and during the entire duration of the expo/fair.

Any exceptions to the aforementioned bans must be authorized in writing by Rimini Fiera.

Rimini Fiera has the faculty to integrate and/or cancel the previous provisions and to make

exceptions to them, informing of the fact in the most appropriate manner.

Failure to observe the obligations laid down in these rules and regulations can result in the withdrawal of admission documents and the immediate removal from the Expo Centre of the responsible parties, as well as – in the event of Exhibitors and/or their collaborators – temporary or definitive closure of the stand(s).

CHAPTER 2 SET-UP

STANDFITTING

Exhibitors, and all other companies they call in to carry out work at the Expo Centre, must respect current regulations regarding health and work safety, in particular the provisions of Legislative Decree 81/2008 and later amendments and integrations. Exhibitors 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 mean that the various parts of the fittings must arrive in the halls made up of ready-to-assemble finished components, in order that they only require assembly and finishing touches on site. Each and every design regarding stand fitting must be approved by Rimini Fiera technical department, to whom designs must be submitted for this purpose at least 60 (sixty) days before the opening date of the expo/fair. In any case, participants must fit out and maintain their stands/exhibits in such a way as to avoid harming the appearance of nearby stands/exhibits or causing any damage to other participants. Stand height must be between a minimum of 2.50 metres and a maximum of 6. **Designs of exhibits/stand fittings which exceed the height of 6 metres must be submitted for unquestionable assessment by Rimini Fiera's Technical Department.**

Advertising signs on exhibit spaces/stands, positioned at a height of over 3 (three) metres above ground level will be subject to payment of an expo publicity fee. All two-sided graphics/signs must be positioned at least two metres from the perimeter of adjacent stands. It is compulsory to send Rimini Fiera'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".

It must be remembered that all trussing must be self-supporting and, if it is four metres high (or more), all vertical elements must be connected, in order to form one single structure. The standard height for double-decker stands is set at approximately 6.50 metres. The realization of the upper levels of double-decker stands is permitted up to a maximum area of 100 square metres. Rimini Fiera Technical Department has the faculty to authorize upper levels of more than 100 square metres.

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

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'. Exhibitors are solely and entirely responsible for stand/exhibit fittings and exonerate Rimini Fiera for any damage caused to themselves and/or third parties due to fitting defects caused by incorrect calculations or faulty construction. Rimini Fiera 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 standfittings' static aspects is assumed exclusively by Exhibitors, who exonerate Rimini Fiera 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. Exhibitors 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 expo centre's structure or property during move-in, set-up or dismantling work, Rimini Fiera 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 expo/fair. Exhibitors infringing this rule must pay a fine of half the cost of the rental of their stand/exhibit space.

When building stands/exhibits, it is compulsory to:

- Realize complete installations/setup that are "decorous" as far as the walls adjoining other stands are concerned and have the same finish on both side of the walls;
- Strictly respect the accident

prevention norms foreseen by Italian law and in particular the provisions of Legislative Decree 81/2008; • Leave all hydrants and all forms of fire prevention facilities fully visible and accessible, as well as electricity supply points, telephone junction boxes, plumbing wells and all other technical services; • Leave lifts, goods hoists, passages and vehicle accesses completely free and useable; • Ensure complete accessibility to emergency exits, transit areas and evacuation routes, avoiding any obstructions or protruding items that risk preventing access to them; work carried out must not occupy areas outside the stands in question, and if this is unavoidable for proven technical reasons, evacuation routes must be kept free at all times and companies using areas outside their stands must make certain that this does not cause any risk to other companies' staff. On stands or exhibits with closed rooms with an area of over 100 square metres, provide at least one emergency exit to a "place of safety" (as well as the entrances) and indicate the stand exit in the various rooms and/or environments; these signs must run on an independent power supply and be visible in the event of a blackout of the hall's main lighting system;

It is also forbidden to:

- Drill, bore holes, fix nails and/or screws in the walls, ceilings, walls, columns or any other interior or exterior surface of the halls;
- Apply loads to the halls' structures, walls, lighting supports or cable ducts, even if the items in question are light-weight posters, cables, panels or banners;
- Spray paint on stand structures in the halls whether the paint in question is varnish, enamel or washable water-based paint or to submit material to fireproof treatment in the halls;
- Carry out any kind of welding and use of naked flames;
- Pour or spill on the halls' flooring: diesel, petrol, chemical products or solvents that can cause destruction or damage of the flooring;
- Soil the flooring and walls owned by Rimini Fiera with paint, glue or other substances or apply adhesives to them;
- Drag heavy loads, hit the flooring with blunt instruments, drive in the halls with vehicles without rubber covered or tyred wheels, or those that could in any way damage the flooring;
- Dig or excavate or modify the structure of exhibit areas;
- Introduce explosive, detonating, asphyxiating, inflammable or otherwise dangerous materials to the expo centre premises or grounds without the necessary authorizations from the appropriate authorities and any necessary prior authorization on behalf of Rimini Fiera
- Run exhibited machinery, unless previously authorized by Rimini Fiera, who will assess each case and, according to its unquestionable judgement, decide whether or not to grant authorization. Any authorization granted does not mean assumption of any

responsibility whatsoever on behalf of the Management, nor does it exonerate exhibitors from any responsibility resulting from or due to the running of the aforementioned machinery. Exhibitors must therefore take all steps and implement all devices intended to prevent accidents and fire, attenuate noise, eliminate bad smells and avoid gas or fume emission; it is absolutely forbidden to run or operate machines or equipment that involves the use of flames or fire. In any case, machinery must not cause risks to anybody or cause trouble/disturbance of any kind. The Management reserves the right to revoke, according to its undisputable judgement, any authorization granted as above, should it envisage the possibility of any kind of inconvenience occurring. In the event of machinery or systems having to comply with current legal provisions or regulations, exhibitors must arrange to have them examined at their own expense, in order to obtain the relative permits from the appropriate authorities.

- Accumulate waste material: as it is produced, the company in question must have it removed.
- Remove products and/or materials from the Expo Centre during expos/fairs, unless indicated otherwise in writing by Rimini Fiera;
- Distribute advertising material (magazines, catalogues, brochures, leaflets, etc.) not regarding exhibitors, who can only carry out this distribution on their own stands/exhibits;
- Use the Rimini Fiera brand or logo;
- Cause trouble or disturbance of any form, to the normal course of the expo/fair, for which the penalty is immediate exclusion from the Expo Centre;
- Carry out any political propaganda in the Centre;
- Introduce and use canisters of LPG or methane gas;
- Discharge wastewater in the secondary ducts of the halls without the aid of appropriate drainage tubes, which must be connected to the drains;
- Carry out personally or via third parties not authorized by Rimini Fiera direct connection to services (water, electricity, telephones, etc.);
- Abandon on show machinery or vehicles with full fuel tanks;
- Abandon in the halls any part of stand fittings, such as carpeting or remains/scrap of any kind;
- Lay or hang facilities for the supply of technical services on the floor or in the air along the corridors/passageways between stands. Rimini Fiera is not responsible for any accidents due to failure to comply with the aforementioned prohibitions.

DEFINITION OF TYPE OF STAND FITTINGS AND APPROVAL PROCEDURE

No matter what their area, stand fittings are classified as:

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



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

For STANDARD type standfitting, Rimini Fiera Technical Department must be sent the **standfitters' statement of correct assembly, fireproof certificates of the material used and a statement of conformity of the electrical system.**

Standfittings are considered as 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, Rimini Fiera Technical Department must be sent the *structure's calculation report* according to current law/regulations, signed by an authorized qualified technician registered with an Italian professional association. Moreover, a *structural adequacy certificate*, signed by an authorized 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 standfitters' *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 Rimini Fiera structures.** Installation of cables for suspending stand elements from the permanent structures of the exhibition Halls must be carried out exclusively by Rimini Fiera. To take advantage of this opportunity, the appropriate service must be requested from: appendimenti@riminifiera.it.

More in detail, the following services can be requested:

- the sole supply of cables from which Exhibiting companies can suspend their structures. In this case, Exhibiting companies 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 realization of suspended structures, including the supply of cables, trussing, graphics, electrical system, lighting, etc. All appropriately certified.

- **Platforms open to the public** over 80 cm. high – Rimini Fiera Technical Department must be sent a *structural adequacy certificate* signed by an authorized technician who is a member of an Italian professional association at least 24 hours before the beginning of the exhibition, with the *standfitters' statement of correct assembly* and the *fireproof certificates of the materials used*;
- **Free-standing fittings** (i.e. all standfittings standing on the Hall 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 $h > 4m$* ;
 - *wooden structure with open span $> 4m$* ;
 - *approved trussing structures with $h > 4m$* ;
 - *approved truss structures with $h > 8m$* ;



o *structural glazing.*

Platforms higher than 80 cm. open to the public. Rimini Fiera Technical Department must be sent a **structural adequacy certificate** signed by an authorized technician who is a member of an Italian professional association at least 24 hours before the beginning of the exhibition, with the **standfitters' 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, Rimini Fiera 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 authorized qualified technician registered with an Italian professional association, Moreover, a *structural adequacy certificate* signed by an authorized 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 hr before the beginning of the exhibition, with the *standfitters' statement of correct assembly and fireproof certificates of the materials used;*
- **Structures outside** Rimini Fiera Halls with a roofed area of >75 square metres. For these structures, at least 5 days before set-up work begins, Rimini Fiera 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 authorized qualified technician registered with an Italian professional association, Moreover, a *structural adequacy certificate* signed by an authorized 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 hr before the beginning of the exhibition, with the *standfitters' 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 Rimini Fiera technicians may decide to intervene, requesting all the necessary certificates.

N.B. As far as the *calculation report* for *non-standard standfittings* is concerned, this document **must be consigned at least 5 days before beginning set-up work.** In the event of Standfitters or Exhibitors not having a *calculation report* for *non-standard standfittings* signed by an authorized technician, **this service can be requested from Fiera with the appropriate form.**

As far as the *structural adequacy certificate* signed by an authorized technician is concerned, **as already indicated, the deadline for consignment is 24 hr 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), Rimini Fiera will instruct an appointed professional to produce the necessary documentation, charging the relative cost to the Exhibitor (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 in which, for any reason, any sort of obstacle or difficulty occurs which prevents the aforementioned check arranged by Rimini Fiera being carried out, the exhibit space will be considered unfit for use and declared off-limits to visitors.

SURVEILLANCE

Although not assuming any undertaking or responsibility whatsoever, Rimini Fiera provides a round-the-clock surveillance service, from 9.00 pm on the third day before the opening of the expo to 8.00 am on the day after it closes.

In spite of this, during the hours in which the expo is open to the public and during set-up and dismantling periods, exhibitors must personally keep watch on their stands and the products exhibited on them. This is also the case for the Organizer, in the event of exhibitions not organized by Rimini Fiera.

CHAPTER 3 DISMANTLING

VACATING EXHIBIT SPACE/STANDS

Unless there are other provisions, exhibit space/stands must be vacated within the dates and times established by Rimini Fiera.

Exhibitors are obliged to leave exhibit spaces/stands in the same conditions as they were in when occupied (scrap or waste of any kind left in the halls will be disposed of at Exhibitors' expense) within the deadline set for dismantling.

If any exhibitors have not finished this work by the expiry of the aforementioned period, the Management can officially proceed at exhibitors' expense and risk and on their behalf.

30 (thirty) days from the end of the show/expo, Rimini Fiera has the right to arrange for the sale, without any type of formality, of exhibited materials and samples that exhibitors have not removed.

From the sum obtained from the sale, the Management will retain what is due from the exhibitors and keep the remainder at exhibitors' disposal for a maximum of 6 (six) days. After this period, the sum will be confiscated by the organizer of the show/expo, who assumes no responsibility whatsoever for materials and products left in the expo centre and can have them moved elsewhere, again at exhibitors' expense and risk and on their behalf.

Work for vacating exhibit space/stands must be carried out in complete respect of the conditions of the temporary technical facilities (telephone sockets, fax machines and telephone apparatus) and electrical systems and equipment.

CHAPTER 4 FIRE PREVENTION

FIRE PREVENTION

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 **INCOMBUSTIBLE, FIREPROOF AT ORIGIN or FIREPROOFED** (according to the norms shown below and later amendments and integrations):

- Ministry of the Interior circular N° 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, Exhibitors must complete and send form A (Fire Prevention) and keep on the

stand the Fireproofing Certificate and report(s) of the tests carried out on the materials they intend using.

If (for special exhibiting necessities), machinery or vehicles must to be kept in the expo centre premises, this can be authorized by Rimini Fiera, However, in this case, the machinery or vehicles must have their fuel tanks emptied and their batteries must be disconnected.

FIRE PREVENTION REGULATIONS

All stand 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 recognized Organizations and Laboratories, on a date not more than 1 year before the expo;
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 drapes without dripping;
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 recognized 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 in the Expo Centre premises/grounds and must be accompanied by a regular certificate indicating:
 - a) The exhibiting company's name, 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.

Each stand must be equipped with powder fire extinguishers with an extinguishing capacity of no less than 34A 233BC, with a ratio of 1(one) per 100 square metres of exhibit 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, Rimini Fiera's Technical Department will officially take the measures it considers necessary in order to ensure the safety of Exhibitors and expo/fair participants.

Exhibitors (or their standfitters) 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.

Each Exhibitor/Standfitter must return the "Fire Prevention" form with the necessary enclosures/attachments correctly completed and within the foreseen deadline.

INSTRUCTIONS IN THE EVENT OF FIRE OR DANGEROUS SITUATIONS

Rimini Fiera has its own fire fighting team, there is also a Fire Brigade team (during exhibitions) and adequate fire fighting systems/equipment (extinguishers, hydrants, etc.). Therefore, in the event of a hazardous situation occurring, the fire-fighting team must be informed immediately via the S.A.T.E. information office in the south foyer or by calling the switchboard directly (tel. 05417441), describing the situation in detail, or by pressing one of the fire alarm buttons distributed in all the halls. In the event of a fire, as well as warning staff as explained above, each company must make certain that all staff members remain calm and follow the instructions of the staff responsible. If necessary, company staff may then use a fire extinguisher, which every exhibitor must keep on their stand as foreseen by the regulations for participation in exhibitions. In the event of evacuation orders being given, workers must not run, shout or use lifts and must go to the safety exit nearest to them.

CHAPTER 5 ELECTRICAL SYSTEM

TECHNICAL SAFETY REGULATIONS FOR THE DESIGN AND INSTALLATION OF ELECTRICAL SYSTEMS

All electrical installations on stands/exhibit areas are to be charged to the Exhibitor who will see to it that they have been carried out in a "Professional manner", as prescribed by current laws/regulations. In particular, electrical systems must be realised by carefully following:

- Legislative Decree 81/2008;
- M.D. 22/01/2008 n° 37.

CEI standards (law N° 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 must be considered as valid.

After all stand electrical installation work is completed, every Exhibitors and stand fitters must submit the "Declaration of the Electrical System's conformity to Workmanlike Standards" to Rimini Fiera, attesting the compliance of the system with a professional-standard installation, by filling in the appropriate form in the service form booklet (Exhibitor Guide). A copy of said declaration must be kept on the stand.

Stands' electrical systems must only be connected to the Rimini Fiera electricity supply by official Rimini Fiera electricians, upon withdrawal of the relative form of the "Declaration of the Electrical System's conformity to Workmanlike Standards" (as per M.D. 37/2008), appropriately filled in and signed by a qualified professional. All electrical system components must comply with CEI standards and have the IMQ mark or the equivalent for foreign countries.

SPECIAL INSTRUCTIONS

A. 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 Rimini Fiera.

“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 for the machines – 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 normal people.

B. Power

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

C. 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.

D. 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

E. 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 Rimini Fiera's appointed technicians.

F. Cables

The electricity distribution system (wires) must be made with:

- 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 realized 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 realizing 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.

G. Earth/ground connections

All the parts of the system that are not “live” (metal scaffolding, framework, etc.), metal parts of equipment used and lighting fixtures must be connected to the ground system (terminal block provided by Rimini Fiera) using (yellow/green) insulated wire in compliance with current CEI standards

In particular the ground/earth wire connections must be:

- realized with terminations;
- guaranteed against loosening;

- proportionate, in order that heating due to the effect of the ground current passing is not higher than that of the relative wire;
- corrosion-resistant.

H. 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) lampholders must not be used, unless the cables and lampholders are not removable once fitted to the cable.

I. Lighting fixtures, mini spots

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 lampholder, 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.

L. 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 in order 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 in such a way 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 cases 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:

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

since:

- ($I^2 t$) = Joule integral or specific thermal energy let through by the fuse during short circuit interruption [$A^2 s$];
- 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 ≤ 5 s 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.

M. 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 if they broke.

N. 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, Rimini Fiera 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.

O. Electrical appliances

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

P. Tests

The temporary electrical systems of expos, shows and stands must be tested, after each installation on site.

ELECTRICITY SUPPLY

Rimini Fiera puts the electricity supply at exhibitors' disposal with the same characteristics with which it is supplied by the public utilities. Every company registered at the exhibition is a potential user and cannot supply electricity to third parties.

Electrical service sockets can only be used by Exhibitors and stand fitters during setting up and dismantling 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 dismantling 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 expo centre 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 dismantling work, care must be taken to make certain that the mains power supply has been switched off.

a) Electrical services

The halls are provided with the following services:

HALL ILLUMINATION

Indoor exhibit areas have an average illumination level of approximately 150 lux, with metal halide lamps.

SERVICE SOCKETS

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

ELECTRICITY NETWORK

The electricity power points for exhibitors consist in numerous junction boxes containing terminal strips and/or CEE 16/32A industrial sockets, with switches, to which stands' electrical systems will be connected, according to the indications supplied by the staff appointed by Rimini Fiera.

These junction boxes are located in special ducts in the floor or in passageways under the floor, according to the hall or expo zone and the electricity consumption.

Electricity is provided via a three-phase 400 Vac, 3P + N + G system; or single-phase 230 Vac, P + N + G; industrial frequency 50 Hz.

Each terminal strip/junction box can supply on average a power of 15 kW three-phase or 6 kW single-phase. For particularly high power requirements, Rimini Fiera can install additional independent lines on Exhibitors' specific request and at their expense.

Machinery with motors with a power of over 15 kW must be started with a device that limits peak inrush current.

b) Connection of electrical systems

Systems will be connected following the withdrawal by the electricians of the relative form of the "Declaration of System's Conformity to Workmanlike Standards" (M.D. 37/2008) correctly filled in and signed by a qualified professional.

Each Exhibitor remains to all effects the only person responsible for his/her systems. The electricity supply is guaranteed for the expo days, two days before and one day after.

CHAPTER 6 PLUMBING SYSTEMS

TECHNICAL AND SAFETY REGULATIONS ON THE DESIGN AND INSTALLATION OF PLUMBING SYSTEMS

All halls have a water supply and drainage system. Equipment owned by Exhibitors/standfitters that has to be connected to the Expo Centre's water supply must be in perfect running order, to avoid causing any setbacks during exhibitions.

Requests for connection to the water supply must be made using the "Water Supply & Rental of Plumbing Material" form in the Exhibitor Guide and sent to Rimini Fiera, who reserves the right to accept or refuse the request, according to its system's supply possibilities and technical difficulties involved in the connection, as per the terms foreseen on the form.

Exhibitors are responsible for any damage caused by faulty operation of their equipment.

Connection to the water supply and installation of plumbing systems on stands must only be carried out by Rimini Fiera's appointed plumbers

The cost of installing temporary plumbing systems on stands must be paid by Exhibitors

Connection to the water supply is intended as being the supply and installation of the water feed and drainage pipes from the floor outlet to one piece of equipment or the stand's sink, and is inclusive of water consumption.

CHAPTER 7 TELEPHONE SYSTEMS

Rimini Fiera has a telephone switchboard connected to the public telephone network

The telephone installed can be used for local and long-distance calls.

Telephones supplied to Exhibitors, who are responsible for them to Rimini Fiera, must be returned to the Exhibitor Assistance department before leaving the stand/exhibit space at the end of the exhibition/event. Failure to do so will result in Exhibitors being charged with the sum foreseen in the "Telephone Order Form".

Connection to the telephone system can only be carried out by Rimini Fiera staff. The cost of connection to the telephone network includes 800 "call units". At the end of the exhibition/event, in the event of more than 800 call units being used, Rimini Fiera will issue an invoice for the difference.

Rimini Fiera assumes no responsibility for damage resulting from any service failure, no matter what its cause.

INTERNET LINES

Rimini Fiera has a 34 Mbps fibre optic Internet connection, shared by exhibitors requesting this service with the appropriate service request form. The connection is supplied to stands with an RJ45 Ethernet cable, so devices must have a network interface. The IP configuration of the devices used for Internet access is via DHCP protocol, which allocates private IP addresses: these access the Web via NAT (network address translation). Should exhibitors require to connect more than one device, a network hub or switch is required, but is not supplied with the service. The cost of the connection is shown in the relative form in the exhibitor guide.

CHAPTER 8 INSURANCE

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.

When exhibitors register to take part in its expos, Rimini Fiera automatically provides insurance for each exhibiting company, with the following coverage:

- 1) EXPO & TRADE FAIR INSURANCE**
- 2) THIRD-PARTY CIVIL LIABILITY INSURANCE**

Details of insurance coverage can be found in the Exhibitor Guide.

In the case of expos not organized by Rimini Fiera, the Organizer will arrange the stipulation of appropriate insurance coverage for itself and its exhibitors as established in the relative contract.

CHAPTER 9 MISCELLANEOUS

NON-SMOKING REGULATIONS

According to Law N°3 of 16th January 2003 and Prime Minister's Decree of 23rd December 2003, smoking is absolutely forbidden throughout the entire Expo Centre. The smoking ban is indicated by appropriate signs with the notice "VIETATO FUMARE", along with the relative provisions of law, the fines that can be applied to offenders and the people whose job it is to ensure that the ban is respected and are responsible for ascertaining any infringements. These signs are located at the Expo Centre access points and clearly visible. On the premises, other signs are also used to indicate that smoking is forbidden: these only bear the notice "VIETATO FUMARE".

Offenders are subject to a fine of between 25 and 250 euros; the amount of the fine is doubled in the event of the infringement being committed in the presence of a clearly expectant woman, babies or children up to twelve years of age. The Municipal Police, State Police and Rimini Fiera officials are responsible for supervising the observance of this ban and ascertaining any infringements.

Smoking is only allowed in the outdoor areas of the Expo Centre and under the open-air porticos, indicated by appropriate notices.

WASTE DISPOSAL RULES

Rimini Expo Centre has a source-segregated waste collection policy. During their stay, all people entering the Expo Centre must place their

segregated waste (paper, glass, PVC, cans) in the appropriate waste collection points located in every hall. Mixed (non-separated) waste on the other hand must be deposited in the baskets in the passageways or places outside stands at the end of exhibition hours.

Bars and food service points at the expo centre are equipped for the disposal of biodegradable products and use products for serving food (plates, glasses, cutlery, etc.) in biodegradable material. All biodegradable waste (food scraps, plates, glasses, cutlery, etc...) produced in food service zones must therefore be placed in the appropriate on-site containers for biodegradable waste.