

## TECHNICAL EXHIBITION REGULATIONS

*Due to organizational requirements the vehicle entrance gates may be opened earlier than the times written below.  
All vehicles are strictly prohibited from access to or driving on all interior spaces of the exhibition pavilions.*

### 1. REFERENCES

- 1.1. "Fairs of Parma" shall mean Fiere di Parma S.p.A. with their headquarters in Parma, in Viale delle Esposizioni, no. 393/A.
- 1.2. "Organizer" shall mean Messe Frankfurt Italia Srl – Corso Sempione 68 - 20154 Milano
- 1.3. "Exhibition" shall mean the **SPS IPC Drives Italia 2022**.
- 1.4. "Parking lot" or "booth" shall mean the space allotted to the Exhibitor for presenting their own products or services.
- 1.5. "Area" shall mean the Exhibition Area of Parma.
- 1.6. "Pre-exhibition" and "Post-exhibition" shall mean the periods of booth outfitting/assembly and dismantling respectively.

### 2. GENERAL PROVISIONS

#### 2.1. Date, place and opening hours of the exhibition

The exhibition will be open during the following hours:

DAY		EXHIBITORS		VISITORS	
		from	to	from	to
May 24	TUESDAY	8:30	18:30	9:30	18:00
May 25	WEDNESDAY	8:30	18:30	9:30	18:00
May 26	THURSDAY	8:30	20:00*	9:30	18:00

**\*THURSDAY 26 May 2022 from 18:30 to 20:00 exhibitors shall be allowed to take away exclusively products and samples that can be carried by hand using the dedicated internal parking area made available during the event. It is NOT POSSIBLE to give the pass to others, IN CASE OF TRASGRESSION, the pass WILL BE RETIRED. Access to stand builders is not permitted.**

**IN CASE OF NEED DURING THE SET-UP, PLEASE CONTACT THE COMPETENCE STATE OFFICE**

#### 2.2. Availability of reserved areas

Reserved areas will be made available to the Exhibitors as of **19 May 2022 for those who have booked the free areas and as of 23 May 2022 for those who have required the pre-fitted areas**. Exhibitors shall ensure that outfitters undertake to meet the above mentioned deadline by adding a specific clause for lead time in the assignment contract.

#### 2.3. Access to the Fair Area during the stands outfitting period

Outfitting and introduction of goods to be exhibited shall be carried out in the days and at the times indicated below:

DAY		EXHIBITORS		COST OF EXHIBITION BOOTH EXTENSION OF TIME
		from	to	
May 19	THURSDAY	08:00	19:00	200,00 €/ HOUR OR FRACTION
May 20	FRIDAY	08:00	19:00	200,00 €/ HOUR OR FRACTION
May 21	SATURDAY	08:00	19:00	200,00 €/ HOUR OR FRACTION
May 22	SUNDAY	08:00	19:00	200,00 €/ HOUR OR FRACTION
May 23	MONDAY	08:00	19:00	500,00 €/ HOUR OR FRACTION

**When it comes time to leave the exhibition booths daily, all exhibitors and their booth coordinators shall peremptorily leave the exhibition area except for those who had signed the request for time extension to S.A.T.E. as per prices written in the table above.**

The Exhibition center will cease to be accessible to persons and vehicles one hour before the evening closure time. Vehicles shall limit any waiting periods to the time necessary for loading and unloading of goods and equipment. Any vehicles not used for this purpose shall be parked in the parking area outside the exhibition area. The unload and stop-over of containers or detachable parts from non-self-propelled vehicles are prohibited.

**No motor vehicles shall be allowed into the exhibition halls.**

**IT IS STRICTLY FORBIDDEN FOR EXHIBITORS OR FITTERS TO USE FORK LIFTS, MOBILE CRANES, AERIAL PLATFORMS, ETC. INSIDE THE EXHIBITION CENTRE. IN CASE OF BREACH, FIERE DI PARMA SHALL IMMEDIATELY STOP THE EQUIPMENT AND ORDER ITS REMOVAL; THE EXHIBITOR SHALL BE SUBJECT TO A FINE OF € 1000.00**

#### 2.4. Removal of exhibited samples and of fittings. Return of stand areas

Dismantling of stands and removal of fittings and exhibited goods shall be carried out in the days and at the times indicated below:

DAY		EXHIBITORS	
		from	to
May 27	FRIDAY	08:00	19:00
May 28	SATURDAY	08:00	19:00
May 29	SUNDAY	08:00	19:00

**THURSDAY 26 MAY FITTERS SHALL NOT BE ALLOWED IN.**

**STAND DISMANTLING AND DISASSEMBLING OPERATIONS SHALL START EXCLUSIVELY FROM 8:00 ON FRIDAY 27 MAY.**

**EXHIBITORS SHALL LEAVE PRE-FITTED STANDS BY 20:00 OF 26 MAY 2022, using the dedicated internal parking area made available during the event. ANY EXTENSIONS SHALL BE AGREED WITH THE OFFICIAL FITTER.**

**Exhibitors not removing their products immediately are invited to attend to their stands during the opening hours of the Exhibition Centre.** The clearance of stands, irrespective of their location, shall be completed by 19:00 of 29 May 2022. Should this not be done, clearance shall be carried out according to the General Conditions for Participation in the Show. Exhibitors shall be liable for any damage or thefts that may occur during the Show or during fitting out and dismantling. Should the stands not be cleared by the term specified above, Fiere di Parma shall automatically consider the material remained in the parking area as waste to be disposed of at public dumping grounds and the Exhibitor shall bear all direct and indirect expenses paid for clearance, in addition to a fine of € 1000.00 + VAT and without prejudice to the right to request compensation for additional damages.

**During the stages of production, installation and disassembly, paint containers, carpet residues, tapes on the ground, any residues from installations and waste of any nature must absolutely be removed and disposed of at the expense of the Exhibitor/Installer. Failure to comply with this provision will result in Fiere di Parma charging Exhibitors with the costs incurred for the removal and disposal of waste, in addition to a € 1000,00 fine.**

**For extensions of the access time to the exhibition centre, the authorisation shall be granted at Fiere di Parma's sole discretion against the money consideration notified by the SATE Office.**

#### **2.5. EXHIBITOR PASSES**

Exhibitors' entrance cards will be in .pdf format and available online, in website [spsitalia.it](http://spsitalia.it), starting from April 2022 in "Exhibitors area". It's necessary to download and print them before your arrive at the Fair. We remind you that those cards won't be available in paper format at the Fair. The number of available passes will vary depending on the sqm requested (please refer to the table):

From sq.m	To sq.m	Passes
0	16	04
17	48	8
49	100	16
Over 101		32

#### **2.6. PARKING PASSES**

##### **EXTERNAL PARKING**

Exhibitors will receive a number of parking passes which may vary depending on the sqm confirmed (please refer to the table):

From sq.m	To sq.m	Parking Passes
0	48	2
49	96	4
97	150	8
151	200	16
Over	201	20

Each vehicle pass will give right to occupy one of the parking spaces provided outside the Exhibition Centre as long as spaces are available.

##### **INTERNAL PARKING**

Each exhibitor is entitled to **1 parking pass** allowing to park in the spaces inside the exhibition center next to Pav 3-5-6. It is possible to ask for additional internal parking passes at cost price of 120,00 € + vat each. by forwarding the G1 form to the SATE. The G1 form may be downloaded from the website exhibitors area.

Exhibitors are liable for the proper use of these documents as well as for the behavior of those who will use them.

**DELIVERY OF PARKING PASSES:** THE VEHICLE PASSES, OUTSIDE PARKING and INSIDE PARKING (only direct Exhibitor) will have to be collected at the SATE offices from 19 May 2022:

**Tech. Assistance Pav. 3:** Exhibitors pav. 3-4

**Tech. Assistance Pav. 5:** Exhibitors pav. 5-7-8

**Tech. Assistance Pav. 6:** Exhibitors pav. 6

## 2.7. Terms of admission to the exhibition area in the periods of booth assembly and dismantling

Admission to the Exhibition Area of Parma is granted only if the suitable outfitting *Pass for Exhibitors* is produced at the gates. Such pass is released by Fairs of Parma or by Organizer upon request of participating in the event. The Exhibitor shall be responsible for the technical-professional requirements of the companies that will work in the Exhibition Area on the Exhibitor's behalf. Both Fiere di Parma and the Organizer can define special criteria of admittance to the Exhibition Halls during the assembly operations also for the work safety regulations purposes, as well as restrict the use of vehicles and/or provide for charges in case of permanence of vehicles outside the spaces and/or over the established times. **Exhibitors and booth assemblers working on their behalf shall be prohibited from using lift trucks, self-propelled cranes, suspended platforms, etc...that they own inside the Exhibition Area. Should lifting vehicles be introduced and used, Fiere di Parma immediately stops the lifting vehicle and requests that it be moved away from the Exhibition Halls.** Parking near pavilions shall be limited to the time strictly necessary to unload and load goods and equipment. The vehicles not used for such operations shall be parked in the suitable parking areas. In particular the unload and parking of containers or detachable parts of non self-propelled vehicles shall not be permitted.

**Guidelines for the management of the SPS 2021 fair in every phase, starting from the setting up to the dismantling (The present guideline(s) may be subject to future change due to Ministry Act (decreto della Presidenza del Consiglio dei Ministri – DPCM or equal provisions)**

In particular, please note that:

- The access methods to the exhibition center impose the **possession of the Digital Green Certificate CV19, or similar international title**, to be exhibited on your smartphone or in paper format whether in Italian or English.
- It is necessary that all staff (exhibitors and fitters) wear protective masks to access the Fair neighborhood.
- The Fiere di Parma staff will be able to monitor the staff's body temperature both during access and during all phases. If the temperature recorded is > 37,5°C, the person will be isolated and taken to the "anticovid - 19" medical center for medical checks.
- It is due of the exhibitor to ensure adequate protection measures for all personnel employed for the construction and management of the exhibition area, such as the use of the Dpi (masks, gloves, etc. ..), the use of disinfectant gel alcohol-based, etc.
- The setting up activities, where possible, must begin with the assembly of the walls bordering the other stands, which creates a physical barrier from the outside capable of reducing interference and ensuring social distancing.
- During fair days, the exhibitor is responsible of the crowding capacity inside the stand and are forbidden overcrowding

## 3. FITTINGS AND PROHIBITED ACTIONS

### 3.1. Standard fittings

The Exhibitor shall limit their booth to the space assigned, identifiable by separating walls, painted lines or adhesive tape.

**Booths within the pavilions shall not be higher than 2.50 meters.**

So as to take into account the different requirements of Exhibitors, 50 cm variance shall be allowed - giving a maximum height of 3 meters. Any Exhibitor taking advantage of this allowance shall not be required to inform the Fiera but shall be required to ensure the aesthetically acceptable appearance of the booth, with uniform white-painted surfaces facing other booths. Ceilings exceeding the 50% of the area of the booth are not allowed. Eventually the covering could be made by ceiling grate panels or by micro-pierced "textile" (mesh mm 3x3) in order to allow the correct operation of the sprinkler fire system (Sprinkler).

**The Exhibitor is compelled to submit the project of the booth only in the following cases:**

- The booth exceeds 3.00 m in height (the maximum height is 5.50 mt from the ground for a self-supporting booth and 6.00 mt for a overhanged structure)

In the above mentioned cases the Exhibitor shall have to send the executive project of the booth to Fiere di Parma, at least 60 days before the beginning of the exhibition (see the details included in the Technical Booklet of the Exhibition). Fiere di Parma shall have the right, at its sole discretion, to allow the construction of structures higher than 3.00 meters or of booths with unusual construction characteristics or lay-out under the technical and economic conditions stipulated in the "Exhibition General Attendance Regulations". **The Exhibitor is solely responsible for the stability of the assembled booths**, and he/she expressly exempts Fiere di Parma and the Organizers from any damages that may arise due to flaws in design and construction, including the dimensions taken from the detailed drawings of the areas in question.

- In the case of trellis structures ("American" type) with a total length over 32m; of truss system structures with a span over 8m, and of "mixed" type structures, once the assembly is completed and in any case before the start of the exhibition, exhibitors must hand in the stability testing certificate issued by a qualified technician who is a member of Italian professional bodies and its proper installation by the assembler.

#### 3.1.1. Rules to observe for safety on work

Pursuant to the regulations in force on safety matter at workplace, Exhibitors, when entrusting setting up and disassembling operations or all other works inside the exhibition centre, shall have to comply with:

1. acquiring the information contained in the Technical Regulations of Exhibition Area and Technical Regulations of Exhibition (DUVRI - Single Interference Risk Assessment Document for exhibition events) relating to the spaces where the booth is to be assembled/dismantled;
2. check the technical - professional aptitude of the contractors or of the independent workers by:
  - acquiring the certificate of registration to the Chamber of Commerce, Industry and Handicrafts;
  - acquiring the self-certification of the contract company or self-employed people on the technical and professional requirements they must possess pursuant to article 47 of the Consolidation Act of legislative and statutory provisions on administrative documents as per Decree of the President of the Republic of 28 December 2000, no. 445;
3. check that the contractors or/and the independent workers are provided with means and equipment to carry out the contracted work in conformity with the provisions of law in force, being agreed that in no case shall Fiere di Parma be responsible for damages or accidents deriving from the activities carried out by the independent worker or contractor;

4. providing detailed information to those subjects on the specific risks existing in the environment where they will operate, contained in the Technical Regulations of the Exhibition Area and Exhibition and the specific risks connected with their own activity;
5. notifying Fiere di Parma or the Organizer of the fact that the technical and professional suitability of organizing companies has been checked as well as that the information mentioned in paragraph 3 has been successfully transmitted by filling out Z3 form;
6. coordinate protection and prevention interventions against risks run by the workers, giving reciprocal information to eliminate the risks due to the interferences among the works of different contractors who are involved in the execution of the entire work, and in particular inform the Head of Technical Assistance of Fiere di Parma whenever situations of risk may occur, whether or not manifest, in connection with the Exhibitor's activity, in case of interference between activities carried out directly by the Exhibitor or by other independent workers or contractors entrusted by the Exhibitor, or the activities executed by third parties;
7. observe and make others observe the provisions of law in force concerning safety and hygiene at work.

### **3.2. Assembled booths similar to temporary mobile construction sites**

In the light of the latest law provisions on safety in relation to the different phases of assembly and dismantling of booths on the occasion of fair events and shows (henceforth defined "Exhibition Decree"), those booths having at least one of the following characteristics are to be considered as temporary mobile construction sites:

- taller than 6 m with reference to a stable surface;
- two-plane assembly structure with a surface of aerial projection of upper floor higher than or equaling 50 sq m;
- Tensile structures on their own, built with elements produced by a single manufacturer, assembled according to the instructions, configurations and maximum loads provided for by the manufacturer, whose total height exceeds 8.50 m with reference to a stable surface, including the covering elements directly connected to the supporting structure.
- It presupposes the organization and the management of a temporary or movable construction site (art. 89 (1), letter A and related attached X of DLGS n.81 of April 28<sup>th</sup> 2008 and S.M.I.)

The Exhibitor who intends to create an outfitting in their own booth even with only one of those characteristics must **send** the executive booth project **to the Technical Office of Fiere di Parma at least 60 days before the beginning of the exhibition.**

#### **3.2.1. Rules to observe for safety on work**

Pursuant to the regulations in force on safety at work, they shall:

1. acquire the information contained in the Technical Regulations of Exhibition Area and Technical Regulations of Exhibition in relation to the spaces where the stand/booth will be assembled/dismantled;
2. appoint the **Planning Coordinator** (liable for the obligations set forth in art. 91, paragraph 1, letter a and paragraph 2 of the Legislative Decree no. 81/08) upon assigning the planning job. The Planning Coordinator shall draw up the **Safety and Coordination Plan** according to the minimum contents indicated in Annex VI of the Exhibition Decree, and taking into account all the information written in the Technical Regulations of Exhibition Area and Technical Regulations of Exhibition;
3. find the company that or self-employed workers who will be entrusted with assembling and outfitting the stands/booths, applying for the relevant authorization to Fiere di Parma or the Organizer by filling out the Z3 form;
4. transfer the safety and coordination plan (PSC) to all the companies and self-employed workers in charge of assembling the stands/booths;
5. check the technical-professional suitability of the company holder of the contract, as well as of any contractor and self-employed worker subcontracted by acquiring the registration certificate to the Chamber of Commerce, Industry and Handicrafts and the tax compliance certificate provided with the self-certificate attesting to the possession of the other requirements set forth in the annex XVII of the Legislative Decree no. 81/08. The foreign contractors can prove their technical-professional suitability by means of the model set forth in the annex II of the Exhibition Decree or other models published in the following Website (if any): [www.lavoro.gov.it](http://www.lavoro.gov.it);
6. appoint the **Works Execution Coordinator** (liable for obligations set forth in art. 92 of the Legislative Decree no. 81/08) before assigning the jobs. The Coordinator will check that all the provisions contained in the PSC are implemented by the contractors and self-employed workers, as well as that the Safety and Health Plans (POS) are consistent with the PSC;
7. provide a fence or – after a specific risk assessment – replace the fence with suitable surveillance;
8. inform Fiere di Parma or the Organizer that the technical-professional suitability of the organizing companies has been checked, as well as that all the information listed in paragraph 4 has been transmitted by filling out the Z3 form;
9. coordinate the risk protection and prevention workers are exposed to in order to remove all risks deriving from the interference between activities carried out by the different companies involved in the execution of the whole work, and in particular inform the Head of Technical Assistance of Fiere di Parma whenever situations of risk may occur, whether or not manifest, in connection with the Exhibitor's activity, in case of interference between activities carried out directly by the Exhibitor or by other independent workers or contractors entrusted by the Exhibitor, or the activities executed by third parties;
10. observe and make others observe the provisions of law in force concerning safety and hygiene at work.
11. to transmit, before the beginning of the works, the preliminary notification, written in conformity with the attachment XII, to the Local Health Unit and to the Provincial Job Leadership with territorial jurisdiction.

### 3.3. *Overhead rigging/hanging*

We remind the Exhibitors that they cannot install overhead rigging/hanging on their own. If need be, they must promptly submit a project with technical features to the outfitting office which will assess its feasibility and issue the relevant quotation. In case of acceptance, rigging/hanging will be assembled and installed by technicians appointed by Fiere di Parma.

### 3.4. *Prohibited actions*

**In particular the Exhibitors and their stand assemblers/booth coordinators shall not:**

- carry out work of any kind that might change the material state of the buildings or of furnishings belonging to Fiere di Parma and/or modifications in the exhibition areas;
- damage the equipment belonging to Fiere di Parma or any structures in the exhibition halls themselves; in particular it is forbidden to hammer nails, fix staples, apply paint, splash paint or glue, stick with adhesive tape, drag heavy loads, open or damage manholes or trench ducts and traps covering plates;
- spread on the floor of the exhibition hall fuel, petrol, chemical products or solvents that could damage the flooring;
- apply loads to the structure of the exhibition hall, to the walls, to Exhibition plant in general; where possible, in derogation to this prohibition and upon request, the Technical Office may issue specific authorizations for the anchoring to the structures;
- attach or hang on the above mentioned parts posters, cables, panels, banners, stickers;
- attach carpeting or similar materials using highly adhesive double sided tape or other tapes with paper or easily detached backings;
- drill into the floor;
- Overload the showroom floors with a UDL exceeding 3000 kg/sqm or alternatively with a concentrated load of 2000 kg applied to a 10cm square area;
- In the case of loads higher than those mentioned above, the Exhibitor is obliged to carry out (at his own expense) all necessary arrangements for ensuring that the load on the floor is distributed in such a way as not to exceed in any point the above-mentioned limits and as not to cause any damage to the pavilions;
- enter the pavilions with motor vehicles of any kind;
- enter the pavilions with lift trucks, self-propelled cranes, suspended platforms, etc..
- bring and leave machinery or vehicles in the exhibition with their fuel tanks full or battery connected;
- introduce into the exhibition halls explosive, flammable, asphyxiating or in any case dangerous materials or light fires, bring or use flammable compressed or liquefied gas bottles into the exhibition halls;
- make direct connections to the utilities (electricity main, water, compressed air supply, telephone lines), either by themselves or through third parties not authorized by Fiere di Parma);
- open or tamper with panelboards, electric supply or phone boxes;
- discharge waste water into the pavilions sewage system without the use of special waste discharge piping to be fitted into specific traps;
- No water containing either corrosive waste, substances liable to solidify or unpleasant smelling wastes, paints or varnishes may be discharged;
- **leave any part of the stand fittings, such as carpeting or waste of any kind, in the Exhibition area;**
- **leave any kind of packaging in the Exhibition Area the day before the official opening. Materials will be collected as a matter of course, charging the costs of collection, retrieval and return to the Exhibitor according to the rates written in F2 and F3 forms;**
- operate any kind of machinery that may cause disturbing noise, including radios, video players, recorders, musical instruments and any sort of sound broadcasting equipment, without having received prior written authorization from Fiere di Parma. Such authorization in no way exonerates the exhibitor in question from fulfilling, at his own expense, the necessary formalities required by current law relating to copyright. The equipment used may in no way produce more noise than allowed by current legislation, nor cause disturbance.
- photograph and shoot with any device the interiors of the exhibition area, the stands as well as the exhibited goods without prior authorization of the Fairs Organization, of possible Organizers other than the Fair, and of the owners of the stands.

## 4. GENERAL TECHNICAL SERVICES

### 4.1. *Technical assistance to exhibitors*

Fiere di Parma shall place their **In-fair Technical Services (S.A.T.E.)** at the Exhibitors' disposal for information about the general services available within the Exhibition area and described in the reservation forms. The Exhibitor shall allow the passage of power cables, water supply or outlet pipes, pipes for compressed air, besides aerial and floor structural installations or structural installations along vertical elements. Exhibitors shall build their own stand ensuring both the practicability and accessibility of the plant supply points and fire-fighting devices and fire control points which are permanently installed in the Exhibition Area. **The Exhibitor shall leave the supply points of water, compressed air, electrical panels (traps and columns) accessible to be inspected, cleared of any hindrance at any time in order to allow the connection, inspection and intervention by the personnel in charge.**

### 4.2. *Fire prevention*

The Exhibitor shall be expected to comply with the fire prevention regulations relating to places of public entertainment and use the materials whose characteristics are listed in the form "Fire-fighting compliance" for the fittings of their booth. **Each Exhibitor shall also be required to present a form specifying the compliance of materials to the fire prevention regulations, properly filled in and signed, to the Fiera before the opening of the exhibition.**

Exhibitors shall also be required to comply with the following conditions:

#### 4.2.1. Rules and prohibitions

The Exhibitor shall use materials for fittings that comply with current fire prevention regulations and shall be held entirely responsible in relation to both the civil and the penal codes of law for any damages caused by non-compliance or violation of the above mentioned legislation.

In order to ensure the greatest possible efficiency of the total safety systems in the Exhibition Area, Exhibitors shall be required to comply with all regulations relating to fire prevention and to ensure that their fitters comply with these regulations.

In any case, materials used in the fittings shall have the following characteristics:

- a) only fire resistant materials or materials rendered fire resistant shall be used;
- b) only "class 1" plastic materials shall be used, also for panels (for example polystyrene foam is prohibited);
- c) only class 1 or 2 non-fire resistant synthetic fiber fabrics, paints, or glues shall be used; neither shall mats, grates, curtains made of wooden slats or similar materials be used;
- d) the Exhibitor shall be specifically required to treat all combustible materials used in objects brought to the booth in order to outfit the same, in order to render them fire resistant.

Fire-proofing treatment of protected materials shall be carried out before fitting them in the booths;

- e) no nitrocellulose paints or varnishes shall be used nor shall empty packing cases or more printed materials than required for daily use be stored in the booth; neither shall compressed or liquid gas rings or stoves of any kind be used;
- f) no smoking shall be allowed either inside or outside the exhibition halls near combustible materials during the assembly and dismantling periods as well as during the exhibition;
- g) each Exhibitor shall be required to present Fiere di Parma with a copy of the certificates of classification and proof that utilized materials are fire resistant, along with the "Fire-fighting compliance" form, duly filled in and signed. Fiere di Parma shall be entitled to examine all booth designs that are beyond standard sizes or that feature unusual sources of hazard and only those that have already received a certificate of fitness as exhibition booths shall be allowed. The Exhibitor shall also be required to supply plan views and lay-outs, plus the names of the technicians responsible for the structures and fittings as well as for the plant used therein. The same requirement exists for booths, constructions and fittings built outside the exhibition halls. Fiere di Parma shall be entitled to have the booths inspected by the Commission for safety in places of public entertainment.

#### 4.2.2. Liability

The Exhibitor shall be solely liable for any possible fires, for any damages deriving from failure to comply with the above mentioned rules and prohibitions and with the regulations governing this matter and relieves Fiere di Parma from any request for compensation made by third parties.

#### 4.2.3. Emergency plan of the exhibition area

The Emergency Plan of the Exhibition Area is enclosed to these Regulations.

A surveillance service shall be provided to the Fiere di Parma as set forth in the requirements of the Watchdog of Places of Public Shows, while the structure is equipped with a suitable fire-fighting system. The Emergency Plan indicates how to deal with emergency situations and intervention procedures during the stand assembly/dismantling and throughout the event, as well as the systems to be used to give alarm. In case of danger, the fire-fighting team shall hence have to be immediately informed through telephones that are located in various areas of the Exhibition Pavilions. In case of fire, further to informing the team in charge according to above mentioned instructions, every contractor must assure that its workers are quiet and that they will follow the instructions of the fire - fighting team. Should it be impossible to immediately contact the fire-fighting team and should the situation be so dangerous as to require an immediate intervention, contractors can operate with the fire-fighting extinguishers they find in exhibition pavilions near the exits. The telephone numbers activated in case of emergency by the SOS telephones are the following:

Switchboard Operator	101	
Fire Brigade on Exhibition	515	Permanent Fire Service
Red Cross on Exhibition	518-519	Permanent Health Assistance

The following institutional numbers can be contacted through the switchboard operator:

- Fire Brigade	115
- Parma Rescue Service	118
- General Emergency	113
- Police Station	112

In case an emergency escape order is given, the Exhibitor/Fitter shall:

- set the equipment or machines in safe conditions,
- place the work tools in areas which do not hinder the escape lanes,
- listen to the instructions given,
- do not use lifts,
- go to the nearest emergency exits without running or screaming,
- do not walk in a direction opposite to the escape flow,
- do not carry heavy and/or bulky items,
- reach the gathering point indicated in the instructions.

#### **4.2.4. Operating requirements of fire prevention and event safety**

- All escape routes must be kept cleared of any fixed or movable hindrances during the assembly/dismantling period and during the period of opening to the public.
- In no way are pluggings and/or closures near the stable fire-fighting devices supplied to the pavilions and/or the open areas of the Exhibition Area allowed. Should such works be required for assembly purposes, suitable access openings to those devices shall be made with the relevant warning signals complying with the regulations in force.
- The booth organizer/assembler shall signal the fire-fighting devices (fire extinguishers) supplied to the stand by means of suitable signs in compliance with the regulations in force (point c of this chapter).
- The correct positioning of safety signals concerning the fire-fighting devices (fire-hydrants, hoses and fire extinguishers) and public circulation shall be checked daily.
- Both the fixed and movable extinguishing means, as well as fire-fighting devices shall be kept in perfect working order, shall be easily detectable, accessible and usable.
- Any motor vehicles are prohibited from circulating and parking inside the exhibition halls, except for emergency vehicles which shall be assigned special parking areas.
- Confined spaces shall be easily inspected.
- The areas below the raised parts shall not constitute a material
- Waste materials resulting from assembly operations shall be disposed of by the Exhibition Area and/or exhibition Pavilions before opening to the public.
- Any perimeter awnings of evening closing of booths/stands shall be always kept open during the opening times.
- Booth structures and furnishings shall be arranged in such a way as not to hamper the access to electrical cabinets, fire hydrants, hoses, fire extinguishers, technical rooms also featuring safety systems, etc...
- All lighting equipment shall be installed at a safe distance from any combustible material.
- The ground anchoring systems of covering temporary structures that may hamper the passage to the public shall be duly signaled.
- The Exhibitor shall comply with any other specific event requirements that the Authorities in charge of controlling shall deem necessary to give.



### INFORMATION SHEET ART.26 D.L. GVO 81/08

To all the subjects (Companies or Autonomous Workers) operating inside the  
FIERE DI PARMA S.P.A.

#### INTRODUCTION AND AIM

This information sheet was drawn by FIERE DI PARMA S.P.A. in compliance with informative law obligations and to correctly fulfil the obligations concerning the co-ordination of works according of Legislative Decree 81/08 and following modifications and supplements, as well as all the rules being either directly or indirectly related to it.

This information sheet hence addresses to both Companies and/or autonomous workers operating inside the Fair area without a direct contractual relationship with the FIERE DI PARMA S.P.A. because the exhibitors directly entrusted them.

This information sheet about risks does not extend to the specific risks of contractors' activities, to the risks of individual autonomous workers (Legislative Decree 81/08), or to the specific risks involved by or being directly related to the peculiar features of every exhibition taking place in the pavilions and in the exhibiting areas belonging to the FIERE DI PARMA S.P.A..

This information document does not replace but supplements provisions and contractual obligations of both suppliers and users of services being let out on contract and/or co-ordinated by FIERA DI PARMA S.P.A. and contained in documents such as:

- General conditions for participation
- Exhibition technical regulations
- General rules applicable to all events
- Fair Area regulations
- Various forms booklet
- Contracts and/or specifications for the supply of materials and services.

#### INFORMATION ABOUT RISKS

The following sheets give detailed information about the specific risks existing in the environment where companies or autonomous workers can operate inside the fair area as well as about prevention measures to be adopted with respect to listed risks.

Sheet No.	Area/Department	
A02	ENCLOSED EXTERNAL AREAS: courtyard pertaining to fair pavilions, parking areas, circulation paths, goods handling areas	
INFORMATION ABOUT RISKS PRESENT IN THE AREA		
Situation	Risks	Remarks
Circulation of vehicles in the operative areas	Running down by vehicles.	<i>Only during exhibitions and relative outfitting and dismantling operations</i>
Circulation of pedestrians in the operative areas	Pedestrians running down by vehicles and lifting systems during use	<i>Only during exhibitions and relative outfitting and dismantling operations</i>
Fall of materials from above in areas open to vehicles, pedestrians, and visitors	Materials falling from the top	<i>Only during exhibitions and relative outfitting and dismantling operations, and during operations carried out high above the floor or involving the lifting of materials in areas open to the circulation of pedestrian and vehicles.</i>
Outdoor work	Exposure to air currents and to cold temperatures.	<i>In case of windy, cold, and not temperate weather</i>
Outdoor work	Exposure to unfavourable weather	<i>In case of rain</i>
Slippery surfaces	Falls, sprains	<i>In case of rain, frost, or due to possible pavement disconnectedness</i>
Driving of vehicles in the roads for vehicles circulation	Running down, collisions against structural parts	<i>In any circumstance</i>
Parking areas, materials temporary storehouse: risk of interference with free circulation and emergency situation	Impossibility of immediate evacuation and of immediate first aid	<i>In any circumstance, but in particular during the exhibitions</i>
Emergencies	Due to diatribes with violent people, in case of fire, due to the high number of parked vehicles.	<i>Only during exhibitions</i>

BEHAVIOURAL RULES		
Driving vehicles	<ul style="list-style-type: none"> <li>Scrupulously abide by the signs specifying the speed limits in the areas that are destined to the circulation of vehicles, drive cautiously by paying the maximum attention and in particular when changing direction among the buildings, keep in the signalled paths; in any case maximum speed must never exceed 10 Km/h</li> </ul>	
Parking vehicles	<ul style="list-style-type: none"> <li>Park the vehicles in the parking areas and within the allowed spaces: in any case it is absolutely forbidden to park vehicles or place materials where they can hamper the free circulation and in particular emergency exits and paths reserved to the access of first aid and intervention vehicles for emergencies</li> </ul>	
Safety signs	<ul style="list-style-type: none"> <li>Comply with and have people complying with prohibitions, prescriptions, and warnings given by safety signs, in particular signs concerning circulation ways and paths reserved to the emergency services, which are to be kept free both for vehicles and pedestrians</li> </ul>	
Sheet No.	Area/Department	
A04	FAIR PAVILIONS during Exhibitions outfitting and dismantling phases	
INFORMATION ABOUT RISKS PRESENT IN THE AREA		
Situation	Risks	Remarks
Access of vehicles into the pavilions.	Running down and collisions between people and vehicles, overloads on pavement, structural damages.	<i>No entry except for derogations for particular events and/or following a specific authorisation</i>
Access of internal combustion vehicles to the pavilions.	Exhaust gas inhaling (combustion products)	<i>No entry except for derogations for particular events and/or following a specific authorisation</i>
Access of vehicles without tyres	Structural damages	<i>No entry</i>
Driving of vehicles inside the pavilions	Running down of people during manoeuvres, collisions with structural parts during manoeuvres	<i>Vehicles shall be driven by suitably trained personnel, great caution in manoeuvres, help in signalling.</i>
Maximum allowed overload on flooring 3000 Kg/sqm or alternatively with a concentrated load of 2000 kg applied to a 10cm square area	Subsiding and structural damage, instability of means and of loads.	<i>Overloads and concentrated loads shall be forbidden</i>
Application of loads to the building structure	Collapses, structural damages, damages to the systems	<i>Loads application shall be forbidden</i>
Guaranteeing a safe circulation of pedestrians during the outfitting and dismantling phases: interference between the different working subjects	People running down by materials, falls due to obstacles hampering the circulation paths	<i>Circulation paths must be safely run along even while the various activities are in progress.</i>
Solid waste originated by working	Obstacles, dangerous collisions, fire	<i>Immediate removal</i>
Ensuring a safe evacuation of places in case of emergency	Impossibility to immediately leave the pavilion to reach a safer place	<i>Make sure access to emergency exits and paths is easy</i>
Use of machinery and equipment for necessary works: features relating to the possible interference among the different working subjects	General accidents risks; sanitary risks	<i>Compliance with sanitary and accident prevention rules in force</i>
Use of hoisting systems: possible interference between the different working subjects	Fall of hoisted and transported materials	<i>No entry of unsuitable machines and prohibition to expose anybody to suspended loads.</i>
Unfavourable microclimate: for work in non heated places	Exposure to air currents and to cold temperatures.	<i>In case of cold and not temperate seasons and in case the heating system is not enabled</i>

Use of compressed or liquefied gases, fuels, burning materials, or inert materials	Burst, explosion, fire	<i>Either their bringing in or their use are forbidden; specific authorisations shall be required</i>
Use of flames, ignition of fires, use of compressed or liquefied gas rings, use of stoves in general	Fire, explosion	<i>Absolute prohibition</i>
Cigarettes or cigars smoke near combustible materials	Fire	<i>Absolute prohibition</i>
Spreading of dangerous products on the floor: naphtha, gasoline, solvents, corrosive substances in general, oils.	Fire, inhaling of noxious and irritating vapours, damages to the flooring, falls	<i>Absolute prohibition.</i>
Use of paints and solvents, production of dusts or fumes, fibres release, exhalation of bad smells	Inhaling of toxic or noxious or irritating substances, fire	<i>Prohibitions and obligations</i>
Connection to utilities: water, electric power, compressed air, and telephone	Electrocution, obstacles to circulation and in general obstacles concerning the unsuitable execution of the plants and of their connection to the supply points.	<i>Obligations</i>
Introduction of dangerous materials in the pavilions	Fire	<i>Obligations</i>

#### BEHAVIOURAL RULES

<b>Access to pavilions with vehicles</b>	<ul style="list-style-type: none"> <li>It is forbidden to have access to the Fair pavilions with vehicles without the specific authorisation by the Fiere di Parma.</li> <li>It is forbidden to enter the Fair pavilions with internal combustion vehicles; transport and hoisting means shall be let in provided that they are of the electric type (electric lift trucks) or that they are equipped with catalytic muffler and that the engine is immediately turned off during loading and unloading of materials.</li> </ul>
<b>Driving of vehicles inside the pavilions</b>	<ul style="list-style-type: none"> <li>The driving of transport and hoisting vehicles inside the pavilions shall be subject to specific authorisation and must be compulsorily carried out by skilled and suitably trained personnel: such skilled personnel shall perform the manoeuvres with the maximum caution and if necessary ask for help in order to avoid running down people on circulation paths as well as dangerous collisions with materials and structures on the tracks and during the manoeuvres; maximum speed must in any case never exceed 5 Km/h (at walking pace)</li> </ul>
<b>Maximum admissible loads</b>	<ul style="list-style-type: none"> <li>It is forbidden to overload the showroom floors with a UDL exceeding 3000 kg/sqm or alternatively with a concentrated load of 2000 kg applied to a 10cm square area; - In the case of loads higher than those mentioned above, the Exhibitor is obliged to carry out (at his own expense) all necessary arrangements for ensuring that the load on the floor is distributed in such a way as not to exceed in any point the above-mentioned limits and as not to cause any damage to the pavilions; <b>it is forbidden to enter the pavilions with tired vehicles having a maximum total weight exceeding 3000 kg at full load.</b></li> </ul>
<b>Use of hoisting systems</b>	<ul style="list-style-type: none"> <li>Hoisting systems used inside (and outside) the pavilions must not be manual and they must have an hoisting capacity exceeding 200 kg. They must be equipped with regular type approval and relevant booklet, they must have been checked by the control bodies during the last year and possible ropes and chains must have been checked during the last 3 months. They must be provided with use and maintenance manual including EC marking, which proves their compliance with European standards (Machines Directive). Their use must be confined to the allowed working area; if this turned out to be impossible, it is necessary to temporarily delimit the area concerned by the hoisting operations in order to prevent non authorised people from entering it. Interrupt the hoisting operations in case any non authorised person enters the dangerous area and do not resume them until the danger has been eliminated</li> </ul>
<b>Connections for the supply of services</b>	<ul style="list-style-type: none"> <li>For the realisation of connections to the services supplied by the FIERE DI PARMA S.p.a. comply with the following main operative and technical prescriptions:</li> <li>Electric system: supply points (cubicles and trapdoors) shall be easily accessible for inspection and free from obstructions; at the moment of connection the mains voltage (power at 50 Hz, three-phase voltage 400 volt- single-phase 230 volt) must be checked together with ground protection wire and neutral: only materials, cables, and equipment complying with the law 46/90, conforming with CEI standards and having construction features complying with the CEI 64-10 standards for places of public entertainment shall be used; a copy of the conformity declaration of the realised system, duly</li> </ul>

	<p>filled in and signed by an authorised person, shall be previously delivered to the Fiere di Parma together with the relevant obligatory enclosures; connection to FIERE DI PARMA S.P.A. mains shall only be carried out by the personnel of the Ente official electrical contractor.</p> <ul style="list-style-type: none"> <li>• Water systems: systems must be designed and built using the best construction practices in compliance with the mains water pressure of 4-5 Bar; connections shall only be carried out by the personnel of FIERE DI PARMA S.P.A. official contractor for plumbing services; It is forbidden to drain waste waters into the pavilion sewerage without suitable drain pipes that are to be inserted in the suitable traps; it is forbidden to dispose metal and cement corrosive waters, solidifying substances, and stinking waters.</li> <li>• Compressed air system: connections shall only be carried out by the specialized company authorised by the Fiere di Parma from a specific point set by the Ente itself inside the exhibition pavilion by means of 1/2" diameter quick bayonet plugs; pressure shall range between 7 and 8 atmospheres; top quality materials and equipment shall be used and all systems shall be designed and built using the best construction practices in compliance with the mains air pressure.</li> <li>• Telephone connection: the connection shall only be carried out by the official supplier of the FIERE DI PARMA S.p.a..</li> <li>• All the supplies of services for the realisation of the above mentioned systems shall be previously requested by filling in the suitable form</li> </ul>
<p>Outfitting and dismantling of structures</p> <p>(continues)</p>	<ul style="list-style-type: none"> <li>• It is forbidden to apply loads to the structures, the walls, and the systems present in the pavilions; it is forbidden to stick or hang to the above mentioned structures, without specific authorisation, posters, cables, panels, banners, and stickers that could originate damages and hamper the correct sight of safety signs present in the pavilions</li> <li>• During outfitting and dismantling of structures inside the pavilions circulation paths shall have to be kept clear and safe. Furthermore exhibitors shall have to keep the maximum order within their operative area since many different subjects will be working simultaneously by thus causing possible dangers due to interference;</li> <li>• in particular exhibitors shall compulsorily have to perform (continues)</li> <li>• their own activities by keeping within the set working areas that can be determined through partitions or stripes made with paint or adhesive tape for outfitting</li> <li>• Do not hamper with materials pedestrian and vehicle paths destined to the safe circulation of all subjects operating inside the pavilion</li> <li>• Make immediately stable and safe those materials or structures that by falling could endanger people on circulation paths</li> <li>• Never abandon materials high above the floor since their fall could be dangerous for circulation paths; while working high above the floor or hoisting materials by mechanical means temporarily circumscribe the area through barrages or with the help of personnel working nearby to prevent people from entering it</li> <li>• During outfitting and dismantling operations inside the pavilions emergency exits and paths shall be kept clear and safe; in particular it is forbidden to hamper, even temporarily, emergency exits and paths with materials or means of transport</li> <li>• Do not accumulate waste materials resulting from processing: waste materials must be immediately removed from pavilions; in particular, waste material must not hamper spaces outside the operative areas and any combustible material must be removed as soon as it is produced (packages, paper, cartons, plastic materials, etc.)</li> <li>• During dismantling operations never leave inside the pavilions and in the whole fair area part of the used fittings.</li> </ul>
<p>Use of machinery and equipment</p>	<ul style="list-style-type: none"> <li>• Machinery and equipment that are to be used by any subject working inside the pavilions during outfitting and mounting operations and during dismantling operations must comply with current sanitary and safety at work regulations, in particular they must fulfil the obligations provided for by the Legislative Decree 81/08 since they have to be used in an environment where there are different subjects that could suffer indirect damages due to their use; used equipment must be conforming in particular from an electric point of view and as to the giving out of possible pollutants of chemical or physical nature (low noise emissions, low gas, fumes, vapours, and smell emissions); as to the use of machines involving the throwing of materials or the emission of noxious radiation (e.g.: Flexible blades for grinding operations, welding machines emitting luminous radiation) further to limiting their use to unbreakable and contingent needs, it is compulsory to provide suitable shielding to avoid damages to the personnel being not in charge of this specific activities</li> </ul>
<p>Use of gas</p>	<ul style="list-style-type: none"> <li>• In the pavilions there are no systems or vessels that could originate risks of burst, explosion, or fire; during the outfitting and dismantling operations it is forbidden to introduce and use compressed or liquefied gas bottles.</li> </ul>

	<p>The Fiere di Parma may, through a specific request and at their sole discretion, authorize the use of bottles containing inert gas within the exhibition pavilions. Besides complying with all the regulations governing the use of gases for welding, cutting and other similar technical purposes, the users, as a function of the risks for third parties not using these gases, shall also protect the bottles from sources of heat, anchor them to fixed structures, prevent them from being accessed by the public, locate them well away from electric panels and protect them from possible dangerous impacts</p>	
Dangerous treatments	<ul style="list-style-type: none"> <li>No brush or spray painting activities with paints with a base of solvents and in particular with nitrocellulose and oil paints and varnishes shall be carried out; no activities involving generalised pollution by smokes, dusts, fibres, and bad smells shall be carried out; activities that could possibly involve the giving out of noxious and polluting substances (welding, painting, fire-retardant treatments, etc.) shall have to be carried out before the mounting and setting up of structures outside exhibition pavilions</li> </ul>	
Fire prevention rules	<p>Only fire resistant materials or materials rendered fire resistant shall be used for fittings; only "class 1" plastic materials shall be used, for panels too (polystyrene foam); only non-fire resistant synthetic fibre fabrics, class 1 or 2 paints, or glues shall be used; partition structures made of wooden slats or similar materials shall not be used.</p> <ul style="list-style-type: none"> <li>The exhibitor shall use materials for fittings that comply with current fire prevention regulations and shall fill in and sign the suitable "fire prevention" form.</li> <li>No free flames can be brought into the pavilions; no fire can be lit, no compressed or liquefied gas rings or stoves of any kind can be used</li> <li>No smoking shall be allowed either inside or outside the exhibition areas near combustible materials</li> <li>Never spread naphtha, gasoline, oils, solvents, and other corrosive substances on the flooring of the exhibition pavilions. Should a spilling accidentally take place, spread substances shall have to be immediately removed by complying with the prescribed techniques and by using the necessary materials</li> </ul>	
Sheet No.	Area/Department	
A05	FAIR PAVILIONS during Exhibitions	
<b>WARNING</b>		
<p>During the considered phase in the pavilions there are fitted stands and the public; all behavioural and technical preventive measures must hence be aimed at safeguarding not only operators' but also visitors' safety: this sheet examines the possible situations of danger and the relative precautions and behaviour to be complied with mainly to guarantee visitors' safety.</p>		
<b>INFORMATION ABOUT RISKS PRESENT IN THE AREA</b>		
<b>Situation</b>	<b>Risks</b>	<b>Remarks</b>
Safety of fitted structures	Structural yielding	<i>Obligations and prohibitions for exhibitors' and visitors' safety</i>
Systems safety	Mechanical, electrical, thermal risks, explosion, burst. Fire	<i>Obligations and prohibitions for exhibitors' and visitors' safety</i>
Safety in case of emergency	Impossibility of immediate evacuation	<i>Obligations and prohibitions concerning the management of spaces and in particular of emergency exits and circulation paths</i>
Fire prevention safety	Fire, evacuation	<i>General behaviours</i>
Safety in case of works that need to be carried out even if the public is present	Interference with the public	<i>Provisional works apt to eliminate the danger of interference</i>
<b>BEHAVIOURAL RULES</b>		
Fittings	<ul style="list-style-type: none"> <li>No structural changes to authorised fittings shall be carried out; in particular no structures exceeding</li> </ul>	

<p>modifications</p>	<p>3 metres in height shall be set up without specific designs and relevant authorisations; ensure the stability of structures also through periodical controls in order to check the presence of possible damages during the exhibition; carefully check the presence of the necessary fasteners both for horizontal structures (counter-ceilings made with grating panels) and for vertical ones</p> <ul style="list-style-type: none"> <li>• No structural modifications shall be made on standard fittings and on particular fittings; the latter shall have to be accompanied by the project and the calculation report and comply with the regulations governing the places of public entertainment; in particular the improper use of structures (by overloading them), which could jeopardize their stability, shall be prohibited</li> <li>• No intervention entailing changes or variations to the status of buildings and of movable structures of the FIERE DI PARMA S.p.a. shall be allowed without previous specific authorisation.</li> </ul>
<p>Interventions during exhibiting activities</p>	<ul style="list-style-type: none"> <li>• In case urgent changes, repairs, maintenance interventions, and cleaning interventions are to be carried out during the exhibition the following will be necessary:</li> <li>• Check its actual urgency and need and, if possible, carry out the intervention during the closing time or during the hours of poor crowd in order to limit possible negative interference</li> <li>• Carry out the intervention by setting up provisional works apt to eliminate possible dangers to third parties and in particular to the visitors (e.g.: for works high above the floor delimit the concerned area with no entry signs; in case of dust raising use means apt to avoid its scattering; in case of interventions requiring the use of vehicles and their moving; prepare the necessary barrages or ask for the help of personnel to keep off curious people etc.)</li> </ul>
<p>Safety of electric systems</p>	<ul style="list-style-type: none"> <li>• No changes shall be made to the set up electric system, in particular to the features of circuit breakers, lines and cables, junctions, outlets, structures and system grounding, and lighting devices; multiple plug sockets shall not be allowed; no lighting device shall be accessible, in particular halogen lamps, and no combustible material shall be placed nearby.</li> <li>• The perfect functioning of the magnetothermic switch downstream the circuit breaker supplied by the Fiere di Parma shall be constantly checked during the whole duration of the exhibition.</li> <li>• The perfect functioning of pressure pipes and vessels shall be checked, in particular as to fastening systems and materials integrity.</li> </ul>
<p>Installation or operation of machines and equipment</p>	<ul style="list-style-type: none"> <li>• Machines and equipment being exhibited and/or operated for demonstration purposes shall be installed (and kept in the same position) by making sure that they originate no danger and in compliance with safety and inaccessibility rules according to their ordinary workshop operation; in case moving mechanical members, excessively hot surfaces, and other dangers turned out to be accessible according to ordinary workshop operation, additional guards or an impassable safety enclosure shall be set up</li> <li>• Machines of any nature shall not be operated without previous specific written authorisation by the Technical Management; no explosion engine-actuated machines involving the use of fuel or of gas bottles shall be operated inside the pavilions</li> <li>• When operating machines and appliances inside the pavilions any noxious and hazardous emission shall have to be avoided (noise, bad smells, gas, and liquids emission)</li> </ul>
<p>Hazardous materials or substances</p>	<ul style="list-style-type: none"> <li>• No explosive, detonating, asphyxiating, or in any case hazardous material shall be brought into the pavilions; no compressed or liquefied gas bottles shall be used and no fires shall be lit</li> <li>• No machines or vehicles having tanks containing fuel shall be exhibited</li> </ul>
<p>Management of emergencies</p>	<ul style="list-style-type: none"> <li>• The FIERE DI PARMA S.p.a. during the exhibitions has a fire-fighting team, a plan for the management of emergencies, and fire-fighting systems of both automatic and manual type. In case of danger, the fire-fighting team shall hence have to be immediately informed through telephones that are located in various areas of the Exhibition Pavilions; in case of fire every contractor must guarantee that its workers keep quiet and that they will follow the instructions of the fire-fighting team, the emergency plan, and the signs. In case the evacuation order is given, every worker shall keep calm, avoid running and screaming, avoid using the lifts, go without hesitating towards the nearest signalled emergency exit and try to reach the nearest safe place.</li> </ul>

## **5. PROBLEMS CONNECTED TO WORKS IN THE EXHIBITION CENTER**

### **5.1. Specific tecnica aspects**

As far as prescriptions or prohibitions in Parma's Exhibition centre is concerned, see all what already explained in these GENERAL RULES.

### **5.2. Aspects connected with simultaneous presence of more than a worker**

Given the probable simultaneous presence of more operators within the same work environment, each contractor must take appropriate measures to avoid causing danger to others. In particular:

- You must not occupy with your work areas located out of the stand, and if this is impossible for technical requirements, you must always grant necessary escape paths and in case the company using external areas shall have to check that there will not be danger for workers employed by other contractors.
- It is forbidden to accumulate processing waste material and combustible: while it is produced the company shall have to see to its disposal.
- The processing by the exhibiting companies shall not represent a danger for the other workers.
- As far as use of motor vehicles or lift trucks in the Exhibition centre is concerned, the contractor must strictly follow present prescription and prohibitions.
- Speed must always be less than 10 Km/h in external squares.
- You must stop the engine if the stop is very long.
- You must park only in parking places and you must not obstruct paths or transit lanes.
- You cannot obstruct with your vehicle emergency circulation's lanes.
- You cannot leave dangerous equipment or instruments unattended unless previously disabled because someone could enter in contact with them.

In particular it is recommended to pay the utmost attention in the realization and use of the provisional electric plants for the assembly and dismantling phases; for the use of multiple sockets it will be necessary to guarantee the impossibility of entering in contact with live parts, it will be important to prevent cord extensions from hindering operations and to make sure they are properly protected; during the closing time of the exhibition centre and in the phases of assembly and dismantling phases the electric supply of the plants shall have to be disabled.

- The giving out of smokes, dusts and noises must be limited to the level allowed by law.

We remind the contractors that given the simultaneous presence of more workers in the exhibition centre the supply of personal protective equipment in respect of laws as far as the emission of dust or noise is concerned may not be a certainty of the compliance with the regulations because of the presence of workers hired by other contractors. When realizing the stands the contractors must consider that they are built for a public and for this reason - according to law's prescriptions - they shall have to work out proper solutions to assure safety for public and exhibitors while complying with the regulations.

### **5.3. Exhibition of prefabricated structures, cranes, scaffolding etc.; machinery exhibited in movement; exhibition of machinery**

The Exhibitor undertakes to comply with all safety regulations, legislation, proper constructional practice and to apply commonly recognized safety measures throughout his stay in the Exhibition Area. They also undertake to comply with the instructions of Exhibition personnel when exhibiting prefabricated structures, lifts, self propelled cranes and similar machinery, as well as scaffolding, provisional reinforcements and all scaffolding-type structures. No machinery shall be activated; any exceptions shall be authorized by the Technical Office so long as such activation causes no disturbance, risk or danger to third parties. No machinery powered by internal combustion engines, nor using fuels or gas bottles shall be activated within the exhibition halls. The Exhibitor shall be required to equip all machinery with accident prevention systems and to ensure that it produces no disturbing noises, bad smells, emissions of gas or liquids. The exhibited machinery, plant and equipment must comply with accident prevention legislation and with all other forms of regulation and good production practice and must be accompanied by the appropriate administrative documentation issued by the competent Authorities. The Exhibitor shall be solely liable, according to both civil and penal law, for any accident and/or damage caused to third parties by failure to comply with the above mentioned rules and/or verbal indications.

### **5.4. Regulations governing the use of inert gases**

Although introduction of compressed or liquid gas in bottles, combustible or inert gases into the Exhibition area by Exhibitors or their fitters is forbidden, Fiere di Parma may, at their sole discretion, authorize the use of bottles containing inert gas bottles within the exhibition halls. Besides complying with the regulations governing the use of gases for welding, cutting and other technical purposes, the Exhibitor also undertakes to:

- protect the bottles from sources of heat, anchor them to fixed structures, prevent them from being accessed by the public, locate them well away from electric panels;
- install all plant, machinery and equipment exhibited and activated for demonstrative reasons, in the correct way, in compliance with the best practices and as they would be installed in a workshop;
- protect the plant and locate it at a safe distance from the public and from workers.

The Exhibitor shall not hold Fiere di Parma liable for any damage to persons or property caused by the presence or use of bottles of inert gas.

### **5.5. Creation of booths or provisional structures outside the exhibition halls**

Should any booths or provisional structures be built outside the exhibition halls, the Exhibitor shall be required to submit two copies of the following technical documentation to the Technical Department of Fiere di Parma, attesting to the static specifications, compliance of materials and electric plant to current legislation:

- a) layout of the whole structure signed by an authorized professional person.
- b) Verification by calculation of the load bearing structures with detailed descriptions of all materials forming the structures, descriptions and quantification of the weights ensuring structural stability (NOTE: loads for floors, raised surfaces and accessible galleries should not be less than 600 Kg/sq. m.).
- c) Certificate attesting to the fire resistance of the utilized materials with a declaration that the certification produced refers to the materials used in the declared quantities and qualities (declaration of conformity).
- d) Declaration that the finished structure has been tested by an authorized technician (not employed by the construction company) in which certification is made of the workmanlike manner in which the structure is made, conformity of the structure to the produced layout drawings and of compliance to constructional requirements resulting from verification calculations.

This professional person must not be the Works Director.

- e) Technical report relating to the electrical wiring and plant issued by the company that installed the electrical plant and signed by an authorized technician in which the same certifies that the plant has been properly installed and that the utilized materials comply with CEI regulations 64/8 and 64/10.
- f) Wherever glass walls are used that come into direct contact with the public, without protection, the following certificates must be produced:
  - certificate guaranteeing that the glass is “layered safety glass”
  - declaration of correct installation.

**All the above mentioned documents shall clearly bear the date, legible signatures and the stamps of the professional associations in merit.**

#### **5.6. Liability**

Failure to comply with the above mentioned rules shall render the Exhibitor liable for any damage to persons or property belonging to Fiere di Parma or third parties. Under such circumstances, the Exhibitor shall be obliged to pay compensation and to relieve Fiere di Parma from all claims for indemnities.

#### **6. SECURITY AND FIERE DI PARMA’S RIGHT OF INTERVENTION**

Fiere di Parma shall ensure compliance with their instructions and the general conditions of the attendance contract. All persons entering the Exhibition Area shall be required to comply with the instructions of Fiere di Parma given at the entrance and within the Exhibition Area on signs, written warnings, loud speaker communications, by Exhibition personnel or by any other means - instructions given over the loud speaker or by personnel having priority over all other instructions. The Exhibitor should note that failure to comply with the regulations may result in the immediate closure of their booth by Fiere di Parma representatives plus the withdrawal of entry passes and vehicle passes, the Exhibitor not being entitled to compensation in such cases.

#### **7. MODIFICATIONS OF EXHIBITION REGULATIONS – FACULTY OF INTEGRATIONS AND DEROGATIONS**

Fiere di Parma shall be entitled to supplement, modify, and cancel the above mentioned provisions and to deviate from them by informing the Exhibitors in the ways they will deem to be the most suitable. Any changes in the law or in the relative provisions that become valid and thus modify the regulations set forth by these GENERAL PROVISIONS shall be automatically considered valid even if wording to such effect is not yet contained in these GENERAL PROVISIONS. Fiere di Parma is entitled to apply any regulations they may deem fit - and these shall be immediately binding for the Exhibitor in relation to fire prevention, work safety, accident or damage prevention and the safety of participants or visitors. The Exhibitor may be informed of the above regulations by any means and they shall have priority over any previously applicable GENERAL PROVISIONS.

### **USEFUL CONTACTS**

<b>Secretariat:</b>	Tel. . <b>+3902880778.1</b>	Fax <b>+ 390289096616</b>	e-mail <b>espositori@spsitalia.it</b>
<b>Fiera Parma Administrative Dept:</b>	Tel. <b>+390521996217/262</b>	Fax <b>+390521996334</b>	e-mail <b>e.torelli@fiereparma.it</b>
<b>Projects approval:</b>	Tel. <b>+390521996203</b>	Fax <b>+390521996318</b>	e-mail <b>f.pirotti@fiereparma.it</b>
<b>Exhibitors Tech.Assistance pav.3-4:</b>	Tel. <b>+390521996361/362</b>	Fax <b>+390521996360</b>	e-mail <b>sate3@fiereparma.it</b>
<b>Exhibitors Tech.Assistance pav.5-7-8:</b>	Tel. <b>+390521996371/372</b>	Fax <b>+390521996370</b>	e-mail <b>sate5@fiereparma.it</b>
<b>Exhibitors Tech.Assistance pav.6:</b>	Tel. <b>+390521996381/382</b>	Fax <b>+390521996380</b>	e-mail <b>sate6@fiereparma.it</b>