



EVENT: _____

DATE: _____ VENUE: _____

TECHNICAL REGULATIONS FOR EXHIBITORS

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PORTO ANTICO DI GENOVA S.P.A.

Calata Molo Vecchio 15 - Magazzini del Cotone, Modulo 5 - 16128 Genova
T. +39 010 2485611 - F. +39 010 2758929
www.centrocongressigenova.it - centrocongressi@portoantico.it
Posta certificata: portoantico@pec.it
Reg. Imp. Genova n. 61300 - R.E.A. Genova n. 349992
Cap. Soc. € 5.616.000 i.v. - C.F. e P.I. 03502260106





1. BOOTH SET-UP

Set-up will take place on:

day/s _____ from _____ to _____

Dismantling will take place on:

day/s _____ from _____ to _____

Please notify the Congress Management Office of Porto Antico di Genova Spa (hereafter C.C.) of possible date or time changes required. Please note that modifications in the schedule may entail possible surcharges.

1.1. GENERAL RULES

- a) Exhibition structures and their installation must comply with current Italian safety, accident prevention and environmental protection legislation. Failing this, C.C. may provide for removal or modification of installations or booths infringing upon current regulations.
- b) It is forbidden to impede safety exits and doors in general in any circumstances whatever.

The cost of and any losses arising from removal or modification shall be charged to the Exhibitor.

1.2. BOOTH DESIGN AND SET-UP

1.2.1. Booth floor plans

Booth projects must be designed on the basis of the floor plan agreed with the organizer of the event.

1.2.2. Booth construction characteristics

In designing and evaluating booth projects, Exhibitors must keep to the rules set forth below:

- a) All booth set-up materials which are not incombustible must have the following characteristics:
 - Curtains and ceilings (if discontinuous and if they do not interfere with the correct operation of the fire alarm system installed on the on the ceiling) will be allowed only if the type of material used is approved or certified as class 1 fire-resistant and tested for such use;
 - overlaying combustible materials is not allowed even if they are type approved singly unless they have been tested as a “package” or unless an inflammable material is laid between them;
 - platforms made of combustible material are not allowed unless filled underneath with incombustible material such as expanded clay or built in such a way as not to create confined spaces;
 - **laying carpeting or similar floor covering over floors in the exhibition halls on the 1st, 2nd and 3rd floors is not allowed unless metal sheeting (e.g. aluminium) is laid between the flooring and the covering.**
- b) Maximum booth height is 2.50 m.



- c) The distance between booth walls and ventilation outlets and grids must be at least 20 cm.
- d) The following must never be obstructed by goods on display or items of furnishing and must always be kept clear:
 - Corridors, aisles and safety exits;
 - cable connections of any kind whatsoever (including floor outlets). If carpeting is planned, cut-outs must be made to allow access to such points;
 - all other technical systems in the exhibition space;
 - fire hydrants and extinguishers.
- e) All spaces, including those used for temporary storage, must be easily accessible.
- f) Maximum load on the floors in the exhibition areas is as follows:
 - Ground floor: 1,300 Kg/m²
 - 1st, 2nd, 3rd floor: 1000 Kg/m²
- g) Lifting and Handling vehicles and equipment used indoors must comply with the following regulations:
 - Flatbed trolleys used indoors must have rubber wheels. Use of trolleys with wheels made of metal, Teflon or other similar materials is therefore forbidden;
 - use of fork-lift trucks, trans pallets or other handling equipment within the congress facility must be cleared in advance by the Congress Management Office of Porto Antico di Genova Spa, which may give authorization having verified the suitability of said equipment.
- h) Material used in booth set-up must consist of finished elements requiring only assembly and final retouching.
- i) Painting and other treatment of materials is forbidden without prior authorization.**
- j) Items incorporating mirrors may be installed provided they are adequately protected or signalled.
- k) It is obligatory for booths bigger than 100 m² to have signs throughout the booth indicating where the exit is. Such signage must operate with an independent power supply and be visible if the lighting system in the exhibition module fails.
- l) No mobile elements of the booth or products on display must occupy, even partially, the aisle area.
- m) On completion of set-up, a declaration of conformity must be submitted to the organizer of the event. Said document certifies that the materials installed are those indicated in the documentation already filed (see 1.2.3 below) and that they have been assembled in the manner specified in the declaration.
- n) A test certificate signed by a qualified technician must also be produced for all overhead or suspended structures.

1.2.3. Documentation and certificates

Exhibitors must send the Organizer at least **45 days** before the start of the exhibition the following documentation bearing the name and date of the event, the name of the exhibitor company, the number and floor of the exhibition module:

- a) Complete design, with floor plans drawn to scale 1:200 and vertical sections indicating heights.
- b) Equipment lay-out.
- c) Description of materials used to build the booth.



- d) List and certification of materials approved by the Italian Ministry of Internal Affairs for fire resisting properties, specifying type-approval code, class, conditions of use and weight of said materials.
- e) List and certification of materials with fire resistance test certification only, specifying the laboratory where the test was done, the number of the test certificate, class, conditions of use and weight of said materials.
- f) List and certification of wooden materials treated with paints approved by the Italian Ministry of Internal Affairs, specifying the type of paint and its type-approval code, class, conditions of use and weight of said materials.
- g) List and certification of non-classified, non type-approved materials, specifying conditions of use and weight of said materials.
- h) Regarding additional electrical systems, a declaration of conformity must be submitted as required in DPR 6/12/1991 no. 4476 to the organizer of the event on completion of set-up.

1.3. ELECTRICITY AND MOTIVE FORCE: SERVICE, SUPPLY AND REGULATIONS

1.3.1 Guaranteed supply and output

C.C. guarantees power supply in the form in which it is delivered by the relevant Electric Utility.

1.3.2. Power supply timings

Electricity shall only be available in booths during the event as indicated in 1) of these Technical Regulations; to have electricity outside such times, an application must be made to the Congress Management Office of Porto Antico di Genova Spa.

During booth set-up and dismantling Exhibitors and/or Booth Fitters wishing to use small power tools may only use the service outlets located along the perimeter walls. For safety reasons, electricity will only be made available in booths when system installation is completed.

1.3.3 Electrical systems

Each exhibition point has an EEC boothard 16A, single phase 1.5 KW power outlet. Upstream of electrical systems there must be a differential magneto-thermal protection as per CEI 64-8 sec. 752.

Requests for supplementary power lines must be made to the Organizer.

Installation of electrical systems in booths is at the expense and under the responsibility of Exhibitors and/or Installers. A duly filled out and signed declaration of conformity must be delivered to the Organizer on completion of the system.

Only C.C. personnel may have access to the power supply distribution room.

1.3.4 Electrical system connection

Electrical systems are connected to supply by C.C. Said operation takes place after the **Congress Management Office of Porto Antico di Genova Spa has received a copy of the “declaration of conformity of the system to workmanlike boothards” bearing an original signature of the installer company or its representative.**

1.4. FIRE AND ACCIDENT PREVENTION – SAFETY REGULATIONS - LIABILITY

1.4.1 Compliance with law and regulations – accident prevention

Exhibitors and Installers are under obligation to comply with accident prevention (DPR 27 April 1957 no.



547), work hygiene (DPR 19 March 1956 no. 303) and work safety (D. LGS. no. 626/1994) legislation, give access to inspectors and provide any relevant information and documentation (fire-proofing certificates, electrical system diagrams and characteristics, etc.).

1.4.2 Duties

- a) It is the duty of every Exhibitor to install suitable fire extinguishers in clearly visible and accessible positions around the booth, one per 50m2 of booth or fraction thereof and to ensure that personnel in the booth know how to use them properly. On taking possession of the booth the Exhibitor must personally see and get his collaborators to see where all the *safety exits and escape routes* are.
- b) It is forbidden to bring into or store in the exhibition area any inflammable substances, compressed or liquefied gases, caustic or corrosive substances, toxic, poisonous or irritant substances. In special cases requiring the use of inert gases for demo purposes, a request must be made to the Congress Management Office of Porto Antico di Genova Spa.
- c) It is forbidden to keep amounts of empty packaging, printed matter or other material in booths in excess of the daily requirement. It is forbidden to use electric cookers, coil heaters or any other similar electrical equipment.
- d) Everyday on closing, Exhibitors must see that:
 - all switches in the booth’s electrical system are off;
 - there is access to all the spaces created within the booth.
- e) It is forbidden to use space between walls to store material.
- f) Hydrants and extinguishers must be constantly visible and accessible.

2. EXHIBITION SPACE MANAGEMENT

2.1. EXHIBITION SPACE AVAILABILITY

Exhibition space is available during the event as follows:

day _____ from _____ to _____
 day _____ from _____ to _____
 day _____ from _____ to _____
 day _____ from _____ to _____

This does not affect the timings provided for set-up and dismantling in section 1) above.

2.2. SHIPMENT OF GOODS

- a) Material to be exhibited in booths must be delivered **no earlier** than _____ on _____ to the following address:

CONGRESS.....
 C/O CENTRO CONGRESSI MAGAZZINI DEL COTONE
 MODULO 9 – 1° PIANO AREA PORTO ANTICO
 16128 GENOVA - ITALY

EXHIBITING COMPANY:



CONTACT PERSON & TELEPHONE:.....

All shipment paperwork and customs procedures and/or duty fees are exclusively under the responsibility and at the expense of Exhibitors.

Before delivering material, the staff of the Technical Assistance Office must be alerted **by using the entry phone provided for the purpose at Module 9 of the Spina Servizi building, as shown in the attached map.**

- b) Any departures from such procedure must be agreed and authorized beforehand with the Congress Management Office of Porto Antico di Genova Spa and shall be at the Exhibitor's expense.
- c) Each single item must bear clearly legible the attached label (see enclosed file: **INBOUND LABEL**) and the following data: **name and date of event, name of exhibitor, number or position of booth (if known)**. C.C. will not be able to accept goods without such identification data.
- d) C.C. is not liable for damage or goods lost before or after their arrival at the conference centre.
- e) In cases of proven need, it may be possible to transfer delayed deliveries of materials and machines to exhibition modules during the event with prior authorization from C.C. and payment of any expenses.
- f) Carriers/couriers must be duly informed that unloading and delivery of Exhibitors' goods must be done exclusively by their own people and equipment. If this isn't possible, material handling service may be requested beforehand and paid to the Congress Management Office of Porto Antico di Genova Spa.

2.3. GOODS COLLECTION AFTER EVENT

- a) Goods must be collected from the address indicated above (see paragraph 2.2a) by the next morning after the event. Any departures from this procedure must be arranged with and authorized by the Congress Management Office of Porto Antico di Genova Spa beforehand. Any costs for this shall be charged to the Exhibitor and C.C. declines all responsibility for the goods in store. After 3 days, during which charges shall accrue, goods shall be sent to the public disposal facility at the Exhibitor's expense.
- b) Goods collection operations must be overseen by the Organizer. Failing this and subject to prior arrangement with C.C., goods must carry clearly legible the attached label (see enclosed file: **OUTBOUND LABEL**) indicating the **name and date of event, name of exhibitor** and the addressee. The goods must also be provided with a duly compiled "carrier/recipient note" to exit the Congress Centre.
- c) Carriers/couriers must be duly informed that collection of Exhibitors' goods must be done exclusively by their own people and equipment. If this isn't possible, material handling service may be arranged with the Congress Management Office of Porto Antico di Genova Spa for a fee.

2.4. RESTITUTION OF EXHIBITION SPACE

At the end of the event exhibition space must be handed back as per the timings indicated in 1) above and in the condition in which it was made available.

2.5. REMOVAL OF MATERIAL AND CLEANING



2.5.1. Disposal of packaging

On completion of exhibition set up and break down, the Exhibitor and/or Stand builder must directly handle immediate storage of packaging materials in the designated area.

2.5.2. Disposal of waste

On completion of set up and break down operations, the Exhibitor and/or Stand builder must directly handle disposal of garbage and waste and in particular:

- Wood and wood derivatives (walls, flooring, packaging, pallets,...).
- Carpet
- Products, semi-finished products and scrap generated by equipment on display
- Promotional materials, papers
- Hazardous and/or dangerous waste

In the event of non-compliance, the Exhibitor is responsible for payment of all expenses concerning the removal and disposal of abandoned or remaining material and/or waste starting from minimum fee of €500 + VAT. Any expenses paid by the Conference Centre for removal and disposal of hazardous and/or dangerous waste will be charged to the Exhibitor.

2.5.2. Cleaning during Exhibition

Any cleaning of exhibition space/booth not included in the standard booth fee shall be at Exhibitors' request and expense.

2.6. SECURITY

In the Porto Antico area there is a round the clock general surveillance service covering buildings and outdoor space.

During set-up, events and dismantling, custody and surveillance of booths is the responsibility of Exhibitors. Extra security services are available through C.C. at the expense of the applicant.

3. TRAFFIC IN THE PORTO ANTICO AND EXHIBITION AREAS

3.1. GENERAL RULES

Drivers of vehicles must:

- a) observe the 20 Km/h speed limit and keep to the routes and parking areas indicated by C.C.;
- b) limit parking for unloading operations to a maximum of 2 hours;
- c) not leave vehicles in the Porto Antico area at night.

3.2. PARKING FACILITIES

There are automatic pay-parking spaces throughout the Porto Antico area and in the immediate vicinity of the Congress Centre (Autosilo, Calata Gadda).

Vehicles entering parking areas must take an entrance ticket from the machines at the access gate. On leaving the car park this ticket must either be inserted in the automatic pay machine or handed in at the pay desk for payment. It must then be inserted in the column by the gate to allow exit.



PORTO ANTICO DI GENOVA
CENTRO CONGRESSI

3.2.1. Booth Fitters and Suppliers

Booth fitters and suppliers who have to access the congress area during set-up and dismantling days may use 50% discounted parking tickets distributed by the event organizer. In order to get the discount you must present both tickets (the entrance ticket and the discounted one) to the pay desk or the automatic pay register.

3.2.2. Buses and trucks

Except in the case of special arrangements with and authorized by the Congress Management Office of Porto Antico di Genova Spa, buses and trucks are not allowed to park in the area. Stopping is allowed only for pick-up and drop-off of participants and loading/unloading of goods. We would recommend Piazzale Kennedy (near Fiera di Genova) for parking buses and trucks.

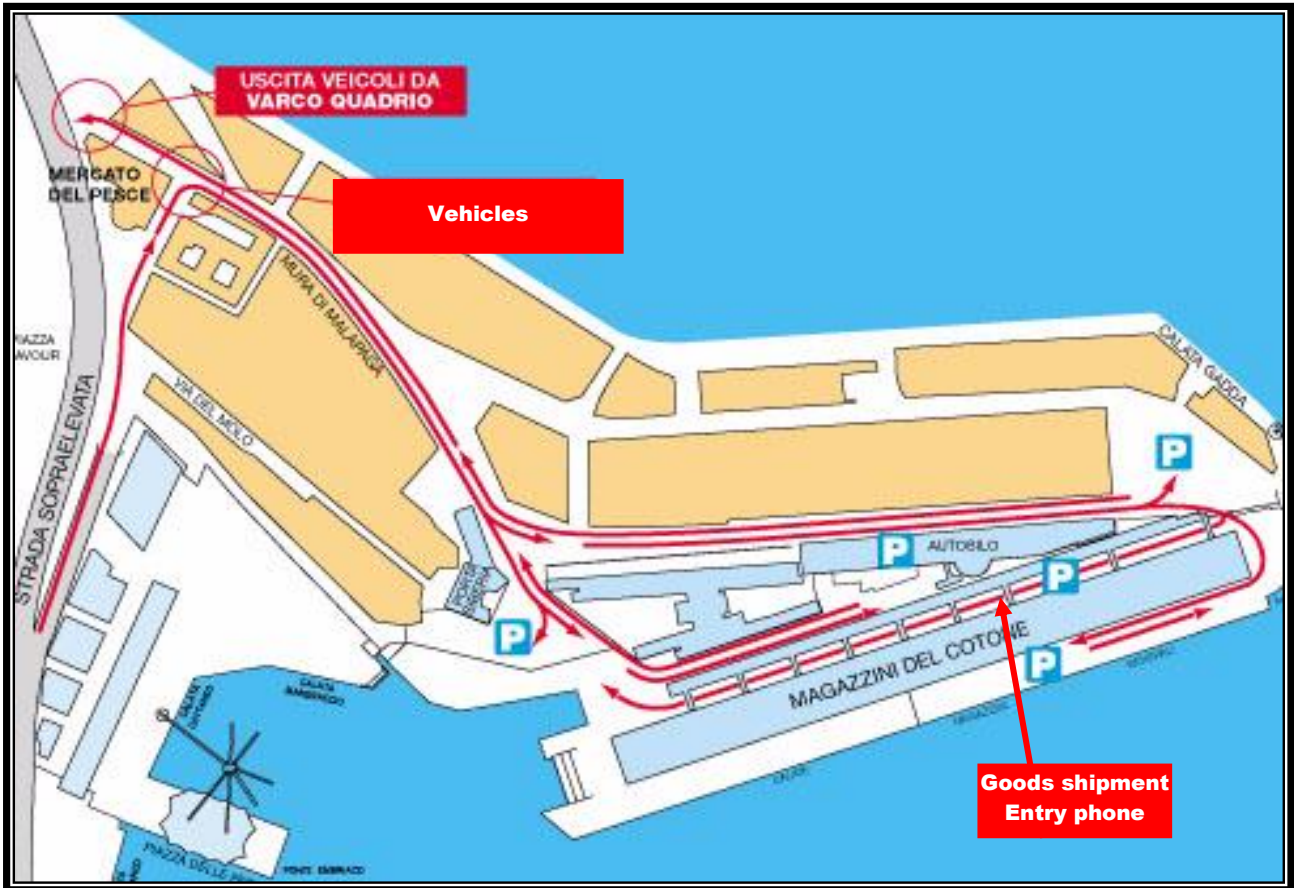
Further information on storage of goods and parking areas may be requested to the Congress Management Office of Porto Antico di Genova Spa.

4. INSURANCE

Exhibitors which don't have their own insurance or insurance taken out on their account by 3rd parties must take out an "All Risks" policy for the event at hand.



AREA PORTO ANTICO



Google Maps: <http://bit.ly/2qLhTJw>

USEFUL NUMBERS

For further information of any kind, feel free to contact:

The Organizer: _____ - tel. _____ - fax _____

Porto Antico di Genova-Centro Congressi:

tel. +39 010 2485620 - fax +39 010 2758929 – centrocongressi@portoantico.it