

To all Exhibitors

GENERAL ARRANGEMENTS FAMAART 2018

EXHIBITION OFFICES

The Show Office is located at the Service Centre – Wing C – 1st floor with the following opening times: from **8.30 a.m. to 6.30 p.m.** (**27th and 28th, February**); from **9.30 a.m. to 6.30 p.m.** (**1st and 2nd March**) and from **9.30 a.m. to 7.00 p.m.** (**March 3rd**)

Technical and Exhibition Services Offices (Sales Office, BF Servizi, Electricians, Bank) are located at the Service Centre – Wing D – 1st floor.

FREE ENTRANCE FOR PROFESSIONALS ONLY

Vehicular access for Exhibitors : PRE-FAIR PERIOD, FAIR and POST FAIR

Access to the Exhibition Centre for stand fitters and Exhibitors can be gained from:

Nord Ovest Entrance: Calzoni - V. Alfredo Calzoni 16

**Access from: Tangenziale (ring road) - Exit 7, or
A14 “Bologna Arcoveggio” exit** if you are coming from the motorway

STAND SET-UP

ACCESS TIMES TO THE EXHIBITION AREA FOR SETTING UP

Tuesday February 27	from 08.00 a.m. to 6.00 p.m.
Wednesday February 28	from 08.00 a.m. to 6.00 p.m.

Stand furnishers already inside the exhibition centre may continue to work for one hour after the times given above, thus until **7.00 p.m.**

Admission to the Bologna Exhibition Centre during set-up and dismantling periods is possible exclusively by advance accreditation of data on the website www.gate.bolognafiere.it, and upon presentation of the badges which can be printed out from this website at the end of the registration procedure. You can directly access from Famaart website www.famaart.it/ Exhibitors/Reserved area/ “Staff and vehicles registration on GATE portal”

Each exhibitor has received by our Show Office a password to enter the reserved area and proceed with accreditation of stand fitters companies, personnel and vehicles that will enter the exhibition centre during set up and dismantle stages. Therefore, during set up and dismantling periods **Exhibitors showing the Exhibitors badges, valid only during the Fair Period (1-3 March) will not be allowed access to the Trade Fair Centre.**

Exhibitors and their suppliers who shall not register on the GATE website and shall not print the related entry documents will not be allowed access to the Trade Fair Centre during set up and dismantling periods.

Stand-fitters and suppliers that will enter the Trade Fair Centre to deliver materials commissioned by the Exhibitor, will also be in possession of a specific Transport waybill showing following Exhibitors' Data: Company name, hall, booth number, name and delivery of the referent for delivery. Stand fitters and suppliers devoid of such data will not have access to the Trade Fair Centre.

The Exhibitor, in relation to the works to be assigned, is responsible for verifying possession of the technical-professional requisites of all main contractors, of all subcontractors, and of all self-employed individuals that will work for the Exhibitor in the Exhibition Centre. All necessary information provided by the Italian Law (Text for security, Law 81/08) for the access to the fairground are available at the main website www.famaart.it - Gate section).

For assistance about GATE you can contact gate@bolognafiere.it /+39 051 282403.

OPENING HOURS FOR VISITORS:

Thursday 1 st and Friday 2 nd	from 10.00 a.m. to 6.00 p.m.
Saturday 3 rd	from 10.00 a.m. to 4.00 p.m.

Entrance: **West Costituzione**

On **March 1st** only, Exhibitors may access their own stands from 9.00 a.m., while on **2 and 3 March** they will be allowed access from 9.30 a.m.

Exhibitors can remain on their stand until half an hour after closing time, until 6.30 p.m. on **1st** and **2nd** March.

Exhibitor's Car Park: area 42 from 1 to 3 March. during the Fair, between halls 19/22.

EXHIBITORS' PERSONAL and VEHICLE PASSES AND USER CREDENTIALS TO ACCESS WIFI CONNECTION

Personal and vehicle passes for Exhibitors and WIFI connection will be available at the **Show Office – Services Centre – Wing C – first floor from 9.00 a.m. on February 28th**, **only when the full settlement invoice for the Exhibition space has been paid**, by **showing the receipt for payment made** as indicated in the General Terms and Conditions for Exhibiting at the Fair (art. 3 – and in the Exhibition Technical Regulations).

TIMETABLE FOR DISMANTLING AND RETURN OF STANDS

For the removal of product samples and fittings from the stands, the Exhibition centre may be accessed during the following hours:

Saturday 03 March **4.30 p.m. – 00.00 p.m.**

All stands must be completely cleared by 00.00 p.m. on 03/03/2018.

Access to halls of transport and lifting vehicles is prohibited: the only exceptions are electrically powered or catalytic exhaust forklifts trucks and expressly authorized vehicles by BolognaFiere and \ or by controlling personnel operating in the halls. It is moreover forbidden to access to lifts serving the Halls: 15, 18, 20 and 34; access to any NON ELECTRIC forklift and any other means of internal combustion including means expressly authorized by the personnel operating in the halls.

The Exhibitor must keep inside the stand, in sight and ready to use, approved fire extinguishers properly marked and in adequate quantity to the surface of the stand , as provided by BolognaFiere

EXIT PASSES

At the end of the Fair, products and stand-fitting materials used in the Exhibition may only be removed on issue of an **exit pass** which can be obtained from the Bank - Services Centre Wing C – from **2.00 p.m.** on Friday **2 March**. When collecting your exit pass, **we recommend you show all the receipts for payments made, in case notice of payment has not yet arrived at the BolognaFiere offices.**

Exit passes will be issued only when the **entire bill has been paid** to BolognaFiere, including charges for any technical supplies and services. While an exit pass may not be issued to Exhibitors who have not paid any money owing, for charges either directly or indirectly incurred, this pass is not to be considered an official receipt for payment of sums due for participation in the trade fair, and it is only valid for the vehicle referred to in the pass. **No vehicles will be allowed to leave the Exhibition centre unless the pass is displayed.**

WASTE MANAGEMENT

Please note that during all stages of the event, it is forbidden to leave waste materials and/or wastes, in the exhibition areas and at the Exhibition Center. The remaining materials for workmanship and dismantling must be disposed of exhibitors or by their agents and the hallway must be kept free of any kind of rubbish or bulky material.

IMPORTANT: As required by environmental law, it is important to note that exhibitors should declare in what manner they intend to handle the equipment residues (SR2 Form www.befair.eu).

Verification of the correct application for what is required in waste management and residual materials will be

carried out by BolognaFiere specialists, present in each pavilion, during the opening hours of the show. The individual abnormalities detected will be recorded and transmitted to the administration. If the Exhibitor and/or its agents leave the space abandoned, BolognaFiere will arrange for all the necessary work to be done and the Exhibitor will be required to pay all the expenses in addition to the estimated Euro 300 + VAT surcharge.

Exhibition

Waste produced during the Exhibition must be delivered to the waste separation and recycling areas in the Exhibition Centre and separated by type (paper, glass, metal, plastic and undifferentiated). The Exhibitor and/or its employees may assign BolognaFiere the task of collecting and disposing the waste produced.

TRANSPORTATION AND LOGISTICS INSIDE THE EXHIBITION CENTRE

For any operations involving transport, handling, goods loading and unloading, Exhibitors can purchase online, through the website <http://befair.eu/en/>, the following materials and services such as: Furniture, Multimedia, Stand Management, Logistics and Implants.

The official service provider - BolognaFiere Sales Office- is available inside the Exhibition Fair District - Services Centre - Wing D - 1° floor - Phone +39 051.282816 Fax +39 051.6374036 email vendite@bolognafiere.it.

For freight forwarding services in consignment stock at the Fair the address is as follows:

Magazzino C.F.P. – North West Calzoni – Via Calzoni – 40128 Bologna - Italy.

In case an exhibitor wants to use his own lifting equipment (forklifts, crane trucks, platforms) inside the exhibition centre, permission must be requested as specified at the following link <http://befair.eu/en/>. Moreover, all exhibitors must observe security regulations according to Safety rules on www.famaart.it.

ON-SITE BANK OPENING HOURS (Services Centre – Block C, ground floor access)

Pre-fair: - 27 February	9.00 a.m.– 1.00 p.m.	2.00 p.m. – 5.30 p.m.
- 28 February	9.00 a.m.– 1.00 p.m.	2.00 p.m. – 6.00 p.m.
Fair - 1 - 2 March	9.00 a.m.– 1.00 p.m.	2.00 p.m. – 6.00 p.m.
- 3 March	9.00 a.m.– 1.00 p.m.	2.00 p.m. – 6.00 p.m.

STAND SECURITY

During the stand set-up and dismantling period and for the entire time the Exhibition is open to the public, Exhibitors are responsible for safeguarding and supervising their own stands, either in person or using their own personnel (Article. 11 of the General Terms and Conditions for Exhibiting at the Fair).

RESPONSIBILITY FOR THEFT AND DAMAGE - INSURANCE

The insurance office, located on the ground floor of the Services Centre, will be in operation, staffed by people with knowledge of foreign languages, to offer assistance to Exhibitors, either with regard to the insurance policies required by BolognaFiere covering Exhibitors, or for any additional cover required by individual exhibitors for liabilities and valuables not covered by the general policy provided by BolognaFiere. This can be arranged using the form in the website www.famaart.it.

We would like to remind you that the insurance policy taken out by BolognaFiere covers:

- a) All Risks cover (including fire and theft) for direct physical damage to furniture, fittings, equipment and goods on the stand, excluding cash, valuables, jewellery and the like and excluding the software installed in computers and excluding any cover for loss of use of the furniture, fittings, equipment and goods during the period when the Exhibition is being held: cover €40,000,00 full first loss cover (Including fire and theft), with absolute excess of € 300,00 per claim, increased to €600,00 for damages sustained after the end of the exhibition;
- b) Third party Liability cover, including fire damages: single limit €50,000,000,00;
- c) Exhibitor's Employees Liability cover: single limit per claim of €3,000,000,00 with limit of €2,000,000,00 per person;
- d) Exhibitors and BolognaFiere waive the right to any claims made against the event's insurer.

The Exhibition insurance office can be contacted at the following numbers: Ph. +39 051/282530 –

fax +39 051/282531, and the opening hours are as follows:

Pre-fair period:

- From 27 to 28 February 8.30 a.m. – 1.00 p.m. 2.00 p.m. – 6.30 p.m.

Fair:

- From 1 to 3 March 8.30 a.m. – 1.00 p.m. 2.00 p.m. – 6.30 p.m.

In the event of thefts, the Exhibitor has to make s report to the official authorities and the claim must arrive at the Broker managing **no later than 7 days from the end of the Exhibition.** **Failure to meet this deadline may result in loss of the right to claim compensation.**

ENTRANCE WITH BAGS AND LUGGAGE

It is forbidden to enter the Exhibition Hall with luggage or parcels which must be left in the cloakroom.

SOUND BROADCASTING – Copyright charges

Exhibitors are reminded that broadcast to the public of any music, even if via radio, audio-visual, tape recorder, gramophone or other means, requires permission from the Italian copyright office, S.I.A.E., and payment of the appropriate fees. The S.I.A.E. Bologna offices in Via Orfeo 33/a – Ph. +39.051.4290311 Fax +39.051.307280 are open to the public from 9 a.m. to 11.45 a.m. from Monday through Friday (Saturday closed).

The arrangements and regulations listed above are an integral part of the Trade Fair Regulations available on the website www.famaart.it

FAMAART Show Office

Bologna, February 2018