



## APPLICATION FORM OENOLOGY

Company Name	
Address (legal head office)	
Zip Code / City / Country	
Company Owner / Representative	
Telephone	Fax
Email	
Correspondence to send to	

OPTIONAL	Operating office (if different)
	Address
	Zip Code / City / Country
VAT number	
Tax Code	
Website	

<b>PRODUCTS EXHIBITED</b>				
<b>MAIN BRANDS</b>				
PARTECIPATION FEES		Nr.	UNIT PRICE (€)	TOTAL (€)
<input checked="" type="checkbox"/> REGISTRATION FEE (compulsory)		1	500,00 EUR	500,00 EUR
<input type="checkbox"/> REGISTRATION FEE FOR CO - EXHIBITORS			250,00 EUR	
<input type="checkbox"/> REGISTRATION FEE FOR REPRESENTED COMPANIES			150,00 EUR	
AREA RESERVATION		SQM	UNIT PRICE (€)	TOTAL (€)
<input type="checkbox"/> FREE AREA	m _____ x m _____		90,00 EUR/SMQ	
<input type="checkbox"/> EXTERNAL AREA	m _____ x m _____		25,00 EUR/SMQ	
RESERVATION FOR SHELL SCHEME STAND		SQM	UNIT PRICE (€)	
<input type="checkbox"/> SHELL SCHEME [including carpet, partition walls, basic lighting with adequate electrical panel phase – inclusive of 220v and 1,5kw – , display indicating Exhibitor (only name without logo), furniture: 1 table, 3 chairs, coat rack and waste basket].			30,00 EUR/SQM	
DISCOUNTS (the calculation will be made only on the total exhibition area ordered, excluding fees)				TOTAL (€)
<input type="checkbox"/> Advanced membership by May 31, 2018			10%	
<input type="checkbox"/> Quantity <input type="checkbox"/> from 30 to 60 sqm 5% <input type="checkbox"/> from 61 to 100 sqm 10% <input type="checkbox"/> from 101 to 150 smq 15% <input type="checkbox"/> from 150 and more smq 20%				
<b>TOTAL AMOUNT €</b> Participations Fees + (Area – Discounts) + Schell Scheme Stand Fee (if required)				
(all prices above are VAT excluded)			<b>ADD VAT 22%</b>	
<b>TOTAL AMOUNT TO PAY</b> (Total amount + VAT)				
<b>30% TO BE PAID IN ADVANCE AS ADMISSION (PRICE + VAT)</b>				

This Application Form is binding and it is accepted only if completed in each part and signed.  
Pordenone Fiere Spa will grant the company the requested area subject to the availability of the exhibition areas, being understood the Exhibitor's preferences.

Place, Date \_\_\_\_\_ Signature:   X  

**I declare that I have examined the Regulations stated on the back and that, pursuant to articles 1341 and 1342 of the Italian Civil Code, I specifically approve the clauses indicated under points: 2, 3.1, 4.1, 4.2, 4.3, 5, 6, 7, 8, 9, 10, 11, 12, 12.1, 12.2, 13, 13.1,13.2, 14, 15, 19, 20, 22, 23, 24, 24.1, 24.2, 24.3, 24.4, 24.5, 25, 26**

Place, Date \_\_\_\_\_ Signature:   X  

**Privacy Form: please complete and return the attached privacy form, an integral part of this application**

# RIVE 2018 Exhibition Regulations

## Organizer

**Art.1** The event RIVE is organized by Pordenone Fiere Spa.

In this document we refer to the following words as specified below:

For "Exhibition" we refer to RIVE 2018, organized by Pordenone Fiere Spa;

For "Exhibition Regulations" we refer to the present general conditions of the contract;

For "Organizer" we refer to the owner and responsible of the organization of the Exhibition and its brand, which means Pordenone Fiere Spa, which agrees upon the present contract as lessor of the exhibiting areas and related services;

For "(direct) Exhibitors" or "Exhibiting Company" we refer to those who participate to the Exhibition as users of the exhibiting areas with own booth, personnel and products/services, subscribing directly a contract with the Organizer (direct and actual owner of the area and booth);

For "Co-Exhibitor" we refer to those who participate to the Exhibition occupying part of an exhibiting space of a direct Exhibitor with products/services and personnel physically present within the area, whose presence must be approved by the Organizer;

For "Represented Company", we refer to those companies whose products/services are exhibited within the Exhibitor's booth, without physical presence of its own personnel.

**The (direct) Exhibitor is responsible for the correspondence of the category of product exhibited by its Co-Exhibitors and Represented Companies.**

## Place – Dates – Opening hours – Admission

**Art.2 RIVE** will take place on the Pordenone Fiere Spa fairground from Tuesday 27<sup>th</sup> November to Thursday 29<sup>th</sup> November 2018. Daily opening hours for visitors: from 9.00 am to 6.00 pm. Exhibitors must follow the regulations written on the Exhibitor's Guide.

The Organizer reserves the unquestionable right to change the above-mentioned opening hours and to suspend admissions for visitors or any mercantile activity, for some periods or for organizational reasons.

## Participation Requirements and Limitation of Liability

**Art.3** The following types of products can be exhibited: rooted vine producers, machinery for viticulture, products for the vine treatment, machinery equipment and products for wine-making, services and technologies for trading the product to market, services and techniques for vine growing and oenology, systems and materials for cultivation for the vine nurseries, raw materials and biological products, machinery and equipment for the grapes harvesting, filtering and washing systems, fermentation and ageing containers such as barrels, casks, barriques and vats (bottles, PET, Bag in Box), labels, corks, foils, packaging, bottling and inspection systems, measuring machineries for taking wine to market, products for washing machines, capping products, labeling and printing systems, packaging and transport indoor business, products and transverse services, software for viticulture and wineries, industry technical publications and services.

Operators of products that do not comply with, or that the Organizer does not consider appropriate to the level and the purpose of this event will not be allowed to participate in the Exhibition.

**Art.3.1** The Organizer declines any responsibility for damages occurred to any subject and due to facts caused by participants, also in relation to the respect of the Exhibition Regulations, and for any other type of damage occurred to the exhibited objects even if due to accidental facts or occurrences.

**Art.3.2** Any kind of event related to this Exhibition, promoted by Exhibitors and held during the period of this Exhibition, even if outside the fairground, shall be duly communicated to the Organizer within 15 days before the Exhibition starts.

## Participation Procedures – Irrevocable Contract Proposal

**Art.4** In order to participate in this Exhibition, the Exhibitor Company shall fill in this Application Form completely, carefully writing which materials they want to exhibit and who the producer is. Then, the owner and/or the Legal Representative of the Company shall put their stamp and sign this form, and send it to Pordenone Fiere Spa, along with the receipt of advanced payment of the expected amount.

**Art.4.1** The Application Form along with the receipt of payment shall be sent to Pordenone Fiere Spa by fax [+39 0434 570415](tel:+390434570415) or email at [amministrazione@pec.fierapordenone.it](mailto:amministrazione@pec.fierapordenone.it) at Pordenone Fiere Spa  
Pordenone Fiere Spa will accept the Application Form subject to:

- the company possessing all requested requirements (see Art. 3 above)
- payment of all due fees and amounts.

Pordenone Fiere Spa reserves the right to accept or not, at its own unquestionable discretion, the Application Form in this Exhibition.

If the Application Form is rejected, Pordenone Fiere Spa shall not be obligated to give reasons of its decision, or to pay any compensation.

By signing the Application Form the Exhibiting Company fully accepts to comply with these Exhibition Regulations and with the Exhibition Center General Regulations, which both belong to this agreement form and which are given to the Company along with the Participation Confirmation, and can be found on the website [www.exporive.com](http://www.exporive.com); further, the Company shall comply with all Regulations and provisions issued, also afterwards, for purposes of organization and good development of the Exhibition.

**The Application Form is an irrevocable agreement of participation for the Company, and it shall be considered accepted only when Pordenone Fiere Spa sends its confirmation of acceptance.**

**Art.4.2** The deadline for the reservation is 27<sup>th</sup> October 2018.

## Participation Conditions

**Art.5** In order to preserve the image of this Exhibition and the quality level of the products exhibited/promoted, the Organizer reserves the right to suspend the participation in the

Exhibition of those Companies which are under legal or administrative action in relation to violation to the provisions on products manufacturing, trading and competition, until judgment.

Exhibitors shall exhibit/promote only the products/services they have written on the Application Form, which are consistent with the commodities sectors of this Exhibition, and only in the exhibition area reserved to them.

**Exhibitors cannot exhibit/promote products/services of companies for which they have not paid the admission fee for "Represented Companies" and/or for "Co – Exhibitors" to Pordenone Fiere Spa.**

Further, the exhibition of second-hand or used products, restored or remanufactured, is prohibited, unless authorized in written by Pordenone Fiere Spa.

**If Exhibitors do not comply with the above-mentioned regulations, Pordenone Fiere Spa reserves the right to suspend their participation in the Exhibition, also by closing their stand, and/or to terminate the contract with them, without paying back the already paid amount, and with the right for Pordenone Fiere Spa to ask for compensation for the damage.**

**Further, Exhibitors shall pay the expected total amount for their participation in the Exhibition as well as the costs for the requested services even if not used.**

## Personal Data Treatment

**Art.6** All personal data written by Exhibitors on the Application Form and on the Participation Confirmation shall be registered by Pordenone Fiere Spa by means of a computerized system in compliance with the law 196/03 related to personal data treatment.

This data shall be treated manually and/or electronically for statistics and marketing purpose of updating the events promoted by Pordenone Fiere Spa, by sending informative also through third parties. Further, this data shall be used to issue the official catalogue of the Exhibition.

Therefore, I hereby authorize the treatment and the communication of my personal data as above described.

Pordenone Fiere Spa shall not be responsible for untrue information given by Exhibitors.

**Art.6.1** The Company's name and fiscal data written herein shall be treated in compliance with art. 28, Presidential Decree 633/72 and following amendments, unless otherwise noticed.

## Stand Allocation and Reservation

**Art.7** Stands shall be assigned according to commodities criteria and to the general organization of the Exhibition. Pordenone Fiere Spa will try, as much as possible, to meet Exhibitors' requests regarding type and dimensions of the stand, as written by Exhibitors on the Application Form. Anyway, these requests are not binding, and they shall be accepted or not by Pordenone Fiere Spa according to the Exhibition organization needs.

## Fees and Penalty Clause

**Art.8** In order to be registered, Exhibitors shall pay a compulsory fee.

This fee includes:

1. registration on the official Catalogue or visitors' guide both in paper and digital version;
2. one copy of the official Catalogue or visitors' guide;
3. third parties liability insurance;
4. waste disposal fee;

Further, Exhibitors and/or co-Exhibitors shall pay an Admission Fee for each company they represent or they exhibit/promote the products of. This fee includes the registration on the official Catalogue.

Exhibitors shall not host and/or transfer their stand to other companies, or to companies of which they do not trade the products directly.

If any product/service of such non-registered companies is found out in exhibition/promotion, Exhibitors shall pay a fee of € 1,000.00 for each non-registered company.

For the reservation of the stand, Exhibitors shall pay a fee, as above mentioned.

Fees include the costs for the collateral events organized by Pordenone Fiere Spa, such as meetings, conferences and celebrations or public relations events listed on the program of the Exhibition, including hospitality for delegations of professional operators and state authorities, both Italian and foreign, of speakers and lecturers.

Fees also include:

- Exhibitor badges for permanent free entrance, depending on the area reserved. It is prohibited to give or lend free entrance badges to third parties. Pordenone Fiere Staff is authorized, if necessary, to check personal identity documents and to seize badges from people who are not entitled to possess them.
- Car parks. Car parks are located on the non security-monitored parking lot reserved to Exhibitors. As it is a non security-monitored place, the Organizer declines any responsibility for any theft or damage caused to vehicles.
- general promotion.
- general heating-ventilation and lighting in the halls, information, toilets, first aid service.

**Art.8.1** In the calculation of the rent for the stand, each smq of exhibition area shall be rounded to the higher unit, without considering columns, wall offsets, installation connectors, etc..

**Art.8.2** The minimum dimension of the stands is 9 smq. Exhibitors can agree from time to time with Pordenone Fiere Spa about the inferior surfaces. All prices are VAT excluded.

## Conditions of Payment

**Art. 9** All due payments shall be done as follows:

- **30% advanced payment** when you receive from Pordenone Fiere Spa the Participation Confirmation;
- **70% to be paid within 27<sup>th</sup> October 2018.**

In case the Application Form is accepted after this deadline, the payment shall be done fully when you sign the Application Form, with no discounts. Only if you comply with these terms of payment you will be granted the right to use the stand and to receive the free admission badges and the exit for this Exhibition.

All invoices related to services, such as telephone, internet connection, additional area requests, additional power, etc., MUST be paid by the end of the Exhibition, following the instructions described on the exhibitor's guide.

## Terms of Payment - Bank Details – Penalty Clause – Termination Clause

**Art.10** All payments can be done as follows:

- a) by **non-transferable check** issued to **Pordenone Fiere Spa**
- b) by **bank transfer** to the following **Pordenone Fiere Spa** bank account

**BANCA POPOLARE DI CIVIDALE S.C.p.A.** Pordenone

IBAN	IT 86 B 05484 12500 CC0560423151
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Please, refer to this Exhibition as reason of payment and write the name of your company.

- c) by **credit card** (Visa, MasterCard) at the designated office of Pordenone Fiere.
- d) by **payment on the postal account "Posta Imprese" of Pordenone issued to Pordenone Fiere Spa.**

Conto postale Numero	5865628
IBAN postale	IT 88 W 07601 12500 00 000 5865628

Please, refer to this Exhibition as reason of payment and write the name of Your Company, and/or the invoice number.

Failing the conditions and the payment terms, Pordenone Fiere Spa can exclude Exhibitors from the event, and send them the invoice related to the expenses met and charge the usual delayed interest, as provided for by the legislative decree 231/2002.

## Transfer and Cancellation

**Art.11** It is strictly prohibited to transfer to third parties, totally or partially, the exhibition area reserved, even if for free.

If the Company, after sending the Application Form, cannot participate in the Exhibition anymore, for any reason, they shall pay the admission fee fully, as well as the costs of the requested equipment and installations, even if not used, all taxes already paid for them, and any kind of damage that should occur to Pordenone Fiere Spa due to their cancellation.

If the Company decides to cancel their participation in the Exhibition, or if they cannot participate any more, for any reason, they shall communicate this to Pordenone Fiere Spa in writing by registered mail within 30 working days before the Exhibition starts. In this case, the payment will be considered as down payment and will be not paid back.

If Pordenone Fiere Spa receives the registered mail by the Company after the deadline above mentioned, the Company shall pay to Pordenone Fiere Spa the total amount, including the stand and the services reserved but not used, and shall accept that Pordenone Fiere Spa could use the exhibition areas already reserved at its own discretion.

## Installation and Dismantling – Compensation of Damage and Penalty Clause

**Art.12** During installation and dismantling operations Exhibitors and their workers shall duly observe all provisions related to safety at work.

Installation operations shall comply with the regulations written on the Exhibition Centre General Regulations.

Exhibitors shall take care of the installation and furniture of their empty stands, and they shall duly performed operations in order not to damage the image of the stands nearby, nor to cause damage or annoyance to other Exhibitors.

**Pordenone Fiere Spa does not provide any kind of partitioning wall nor electrical systems for the free empty areas, unless expressly requested.**

The furniture materials and setting-up materials of the exhibition areas must comply with all the existing rules of fire prevention and security. The electrical installations will be realized as provided for under D.M. 37/08 and a declaration of conformity shall be drawn up by qualified entities. In the case that the furniture and the setting up do not comply with the existing rules, the Organization will close the exhibition area with no rights of compensation to the Exhibitor.

Pordenone Fiere Spa can provide installation solutions, as described on the specific Form.

**Art.12.1** Exhibition areas are available to Exhibitors under the rules written on the exhibitor's guide. Stands are given exclusively according to the area and position that result from the plan provided by Exhibitors, who shall occupy the exhibition area reserved to them by Pordenone Fiere Spa, with the dimensions indicated on the Participation Confirmation. Should Exhibitors occupy an area bigger than the one indicated in the Participation Confirmation, they will be forced to go back to the reserved area.

Pordenone Fiere Spa reserves the right to grant a bigger area to Exhibitors in case they pay for the additional square metres.

Stands assigned and not occupied within the scheduled time indicated on the Exhibitor Guide will be assigned to third parties. Pordenone Fiere Spa is not obliged to assign another Exhibition area to the latecomer Exhibitor. In this case Pordenone Fiere Spa will retain all the payments made by the Exhibitor Company by way of compensation for the non-material damage.

**Art.12.2** Exhibitors shall dismantle their stand and remove all equipment and things belonging to them from the fairground, as described in the "exhibitor's guide". The Exhibitor cannot leave his stand before the Exhibition is over.

**Exhibitors MUST leave the stand by the deadline established for the dismantling, in the same conditions they found it when they occupied it.**

In case of non-compliance with the time of dismantling and / or inertia of the Exhibiting Company in clearing the area, the Exhibiting Company expresses its irrevocable consent to Pordenone Fiere Spa provide, considering what was on stand as waste, to start as found the landfill public. The Exhibiting Company will be required to refund all expenses incurred clearing over a penalty of € 200, subject to damages further.

## Services

**Art.13** Pordenone Fiere Spa provides the general lighting.

Power and water supply in the stands, if none, are at Exhibitors expenses. Fees for power and water shall be calculated according to the requests made by Exhibitors and shall be checked by Pordenone Fiere Spa, at its own discretion.

**Art.13.1** Subject to the availability of the systems on the fairground for water and power supply, Exhibitors can have it by making request (by means of the specific forms) to Pordenone Fiere Spa by the deadline established on the form itself.

Exhibitors shall make request for additional power supply (fees are written on the request form) by the deadline established on the form itself.

These requests are binding for Exhibitors.

All risks and technical duties related to these supplies and services belong to the Suppliers and not to Pordenone Fiere Spa.

If in the stands there is no connection for the supply of power and water, Pordenone Fiere Spa can provide these connections, if requested by Exhibitors and at their expenses, only if there is no technical or safety obstacle. Further, Pordenone Fiere Spa can increase the power of already existing systems, under the same conditions. In any case, the authorization in writing by Pordenone Fiere Spa will always be necessary to obtain the above mentioned systems and services.

**Art.13.2** Pordenone Fiere Spa disclaims any liability arising from interruption or suspension of services by the Companies Supplying, or dependent on an abnormal use of the service by the Exhibiting Companies.

## Surveillance – Exclusion of Responsibilities

**Art.14** Pordenone Fiere Spa can provide an internal general surveillance service overnight for the areas used for this Exhibition, without any responsibility for any theft or damage occurred, also accidentally, to objects exhibited in the stands, or that are on the fairground also when the Exhibition is not open to visitors.

Exhibitors shall take care of the safekeeping and surveillance of their stands over the period of the Exhibition, both during installation operations and dismantling. Therefore, Exhibitors are invited to stay in their stands all the time, during opening hours, because only they are responsible for the stand surveillance.

## Insurance

**Art.15** Pordenone Fiere Spa, as stated in the previous Art. 8, will provide Exhibitors who have duly followed the registration procedures (articles 4-5) with insurance covering the period from the beginning of installation operations to the end of dismantling, with insurance agreements and coverage related to Third Party Liability only.

For all other risks, and for a higher protection, Exhibitors are free to take out insurance with a company they trust (by giving to Pordenone Fiere Spa policy and receipt), or they can make a request to Pordenone Fiere Spa at least 4 days before the Exhibition starts.

All details related to each policy can be found on the information papers and on the policy itself.

Exhibitors are subject to criminal and civil liability for any damage incurred to people or properties caused by equipment, structures or any other object that stay in the area assigned to them, or caused by themselves or by their colleagues and/or representatives.

## Injury Prevention and Moving Machinery

**Art.16** It is strictly forbidden to take into the fairground and to exhibit any kind of machinery, part of machinery, equipment, tool and device in general, and to install any system which does not comply with the Presidential Decree n. 547 of 27/4/1955 and with the Legislative Decree n. 81/08 Title IV- Paragraph II° (Provisions on injury prevention at work).

**Art.16.1** The machines, accessories, tools and components for demonstrations must be designed or marketed by firms Exhibiting Companies at RIVE.

The products that do not meet the above conditions will be ousted at the expense and risk of the Exhibitor.

Machinery, whether displayed or used in the service of the displayed products can be put into operation, this concession does not imply the assumption of any responsibility by the Pordenone Fiere Spa, and in any case, does not release the Exhibitor from any liability resulting from the operation of the aforementioned machines.

The Exhibitor must scrupulously observe, in addition to those dictated by the particular, the legal requirements and regulations; shall in particular:

- A) take any action and use any device with the purpose of preventing injuries and fire, diminishing noises and vibrations, eliminating bad smells, and avoiding gas and liquid emission;
- B) test and check all pressure machinery and lifting devices as provided for by the specific provisions, avoiding using them before receiving the relevant certificate issued by the Authority in charge.
- C) assure that machinery with hydraulic lifting system is equipped with appropriate hydraulic lock devices and mechanical devices.

In any case, all machinery, accessories and any other above mentioned object shall not be a risk nor caused damage to anyone. Pordenone Fiere Spa can revoke the above mentioned granted authorization, at its own unquestionable discretion, if it suspects any possible inconvenient. Any suspended load is strictly forbidden.

Pordenone Fiere Staff can prevent Participants from using any machinery which could compromise the safety of Exhibitors or Visitors or cause them any excessive annoyance.

## Supplying

**Art.17** Exhibitors (or other subjects appointed by them) can take into the fairground goods for material supplying to the stands only if authorized by Pordenone Fiere Spa, and they shall do this operation only during the hours established by Pordenone Fiere Spa.

## Transportation, Shipment and Movement

**Art.18** Exhibitors will be free to choose any courier for their transport and shipment needs, also related to customs.

Anyway, it would be better for Exhibitors to choose the official courier of Pordenone Fiere Spa in order to simplify procedures and make operations faster.

For the movement of materials inside the fairground it is strictly forbidden to Exhibitors to use their own lift trucks. It is compulsory for them to use the logistics service provided by Pordenone Fiere Spa.

## Photography and Copyright

**Art.19** It is strictly forbidden to take pictures or videos of the stands and the exhibited products, or to copy them, without authorization by the Exhibitors owners and Pordenone Fiere Spa.

Pordenone Fiere Spa has the right to copy or to authorize the copy of general or detailed views, both external and internal.

Pordenone Fiere Spa will not be responsible for any non-authorized copy of stands or exhibited products.

## Sells

**Art.20** Exhibitors who want to sell their products during the Exhibition must ask Pordenone Fiere Spa for permission, being understood the provisions stated in art. 22.

## Catalogue

**Art.21** Pordenone Fiere Spa reserves the right to deal with the issue of an official catalogue of the Exhibition - directly or through qualified companies - containing details of the Exhibitors registered and accepted by the date 05/11/2018, under the provisions of the law 196/03.

Pordenone Fiere Spa declines any responsibility for the way the catalogue will be distributed and for any mistakes, it could contain, due to wrong data entry by Exhibitors or to printing mistakes. Pordenone Fiere Spa has the right to copy, fully or in part, the list of Exhibitors in other publications of any type or on soft copy or web.

## Prohibitions and Restrictions

**Art.22** Being understood all provisions and regulations also special about meetings in public places, and in addition to the prohibitions described in the specific articles of this Exhibition Regulations and the Exhibition Centre General Regulations, it is strictly prohibited to:

- pierce, insert nails and/or screws on the walls, on the ceilings, on the floor and put any load on the halls structures;
- exhibit products which are not listed in the Application Form and that do not belong to the commodities of this Exhibition, unless specifically authorized by Pordenone Fiere Spa;
- move or park any kind of vehicle inside the area reserved for the Exhibition;
- leave cars parked overnight (even in case of breakdown) inside the fairground;
- light or cause fire, or bring explosive materials, or detonating, dangerous and bad-smelling products or any product which could cause damage or annoyance;
- take outside the fairground products and materials during the Exhibition, unless Pordenone Fiere Spa authorizes otherwise in writing;
- distribute advertising material (magazines, catalogue, brochures, flyers etc.) which is not related to Exhibitors, who, on the other hand, can distribute such material inside their own stands only;
- use Pordenone Fiere Spa brand without any written authorization;
- bring dogs on the fairground, except dogs for blind persons;
- bother or obstacle, in any way, the regular development of the Exhibition, with the consequent penalty of being taken away from the fairground;
- make political propaganda in any way inside the fairground;
- dispose of part of the outfitting, carpet, adhesive tape or any type of tape or waste inside the fairground;
- show prices, except during events where sell is allowed; in this case the show of prices is granted to authorized Exhibitors only;
- for Exhibitors or their representatives or customers to stay inside the stands and the fairground after the closing hours of the Exhibition or in hours different from those authorized, without special authorization;
- do any kind of food activity inside the stands and the fairground, unless expressly authorized in writing by Pordenone Fiere Spa;
- abandon and/or start dismantling and/or clearing the stands before the closing time of the Exhibition, strictly following the timing instructions in articles 12-12.1-12.2.
- leave the stands and/or start dismantling before the closing time of the Exhibition. In this case the Exhibitors who will abandon and/or will start dismantling their own booth prior to 6.00 p.m. on Thursday 29<sup>th</sup> November 2018, will be charged with a 1500€ fine.

**IT IS NOT ALLOWED TO USE FIRE WITH THE PURPOSE OF PREPARING FOOD AND DRINK ON WHATEVER BASIS.**

In case of any violation to the prohibitions provided for by this Exhibition Regulations, the Exhibition Centre General Regulations or the provisions issued by Pordenone Fiere Spa, the Organizer itself shall terminate the agreement with Exhibitors and exclude them from the Exhibition, without paying them any reimbursement, and keeping the right to ask Exhibitors for reimbursement for further damage.

## Advertising – Audio and Video Playing

**Art.23** All Exhibitors are allowed to advertise their own company and companies they represent, inside their stands only, as long as they do it in compliance with the current laws, the safety regulations and the provisions written in this Regulation and the Exhibition Centre General Regulations.

Exhibitors can distribute catalogues, price lists and other material, inside their stands only. The Exhibition space of the stand is up to 4 meters of height, and no more.

Flyering is strictly forbidden.

Any kind of advertising which in any way could cause any dispute with other Exhibitors is prohibited. Even direct or indirect promotional activities finalized to promote and/or advertise initiatives of other Exhibition Center are prohibited, unless approved by Pordenone Fiere Spa.

**Advertising or giving information by means of audio or video amplifiers or with soundtrack is subject to authorization issued by S.I.A.E. (Italian Authors and Publishers' Society) and to the payment of taxes, at Exhibitors' expense, and shall be done without bothering anyone.**

## Miscellaneous

**Art.24** Exhibitors are charged of civil and criminal liability for any damage to people or properties due to equipment, structures or other things lying on the area assigned to them, or caused by themselves or by their colleagues and/or representatives.

• The Exhibition Centre General Regulations, as well as the regulations for technical supplying written in the forms, are integral part of, and are not separable from, this Exhibition Regulations.

• Once Exhibitors apply for participation and sign this Exhibition Regulations, it is compulsory for them to duly observe the Exhibition Centre General Regulations as well.

• Exhibitors shall take care of the cleaning of their stands.

• Exhibitors shall assure that their staff appointed to food distribution and handling is in compliance with the current sanitary provisions.

• Exhibitors shall duly take care of safety while using plants and equipment for food storage, preparing and cooking, as well as for washing dishes and any other related operation.

• Exhibitors shall duly observe all regulations on injury prevention, hygiene and safety at work, which is binding to perform the agreement herein and to assure the correct compliance with the duties it contains.

• Exhibitors are subject to civil liability related to their activity, and they are in charge of any risk related to distribution of food that could be spoiled, for any reason.

• Exhibitors shall respect all current health and hygiene regulations, and shall make sure to have all necessary authorizations.

• The dates of the Exhibition could be changed with no responsibility by the organization, which could cancel the Exhibition, paying back to all participants the down payments already done. Participants shall not demand any kind of reimbursement, for any reason, for any damage due to the cancellation of the Exhibition.

For all matters not provided for herein, the provisions of the Italian Civil Code will be implemented.

**Art.24.1** Pordenone Fiere Spa does not have any responsibility on business relationships between Exhibitors and their suppliers, also about keeping of goods, products, outfitting and other.

**Art.24.2** Failing compliance with even one of the above-mentioned regulations, the agreement herein will be terminated due to Exhibitors fault and the payment already done will be not paid back; further, Exhibitors will pay the total amount due for the participation in the Exhibition, as well as the costs of the services provided by the organization.

**Art.24.3** Pordenone Fiere Spa reserve the right, at its own discretion and unquestionable judgment, to issue regulations and provisions deemed appropriate for a better development of the Exhibition, and to implement all regulations, which could be suggested, necessary, or related to exhibition needs. These regulations will have the same value of the Regulations herein, and will be compulsory for all Exhibitors.

**Art.24.4** The date of the event can be modified with no responsibility to Pordenone Fiere Spa, which may also cancel or suspend the execution of the event participants repaying the sum relating to the advance payments without the Exhibitors can expect anything by way of compensation for damage.

**Art.24.5** All verbal agreements which do not belong to the Application Form herein will be valid as long as they are confirmed in writing.

## Complaints

**Art.25** Any kind of complaint related to the organization and the development of the Exhibition shall be sent in writing to Pordenone Fiere Spa, under penalty of cancellation, by and no later than the last day of the Exhibition.

## Competent Court

**Art.26** The Court of Pordenone shall have exclusively jurisdiction and venue over any controversy.

Address	Exhibitor
<b>Pordenone Fiere Spa</b> V.le Treviso, 1 - 33170 PORDENONE - Italy Tel. 0434/232111 Fax 0434/570415 – 0434/232322 amministrazione@pec.fierapordenone.it P.I. e C.F. e nr. Iscrizione 00076940931	Company
	Address
	City / Postal Code
	Hall / uncovered area

## Consent Form For Exhibitors And The Companies They Represent (Art. 13, Legislative Decree 196/2003)

Read the information provided pursuant to Legislative Decree 196/2003 (below) and tick the appropriate box:

agree

do not agree

to the processing of data necessary for the performance of contractual, accounting and tax obligations, including communication of data to external subjects that are responsible for the delivery of technical and logistical services useful to the exhibition;

agree

do not agree

to the communication of data to external subjects acting as agents offering trade fair services for events organized by Pordenone Fiere Spa, and/or any external subjects with whom Pordenone Fiere Spa has signed specific agreements to that effect;

agree

do not agree

to the dispatch of correspondence, information, advertising material, questionnaires about the Exhibitions organized by Pordenone Fiere Spa, and/or external subjects with whom Pordenone Fiere Spa has signed specific agreements to that effect.

**\* Please note that in the event of failure to grant consent to the first and the second point, Pordenone Fiere Spa may be unable to provide the services necessary for the participation in this and other events organized by Pordenone Fiere.\***

### INFORMATION FOR EXHIBITORS ART. 13 of Legislative Decree 196/2003

Pordenone Fiere Spa, in compliance with the requirements established by Legislative Decree No. 196/2003 concerning "Protection of persons and other subjects in regard to the processing of personal data", as "data controller" is required to provide the following information concerning the processing of personal data of Exhibitors and of the companies represented by them.

#### Purposes of data processing

Personal data of Exhibitors in events promoted by Pordenone Fiere Spa is handled in connection to its institutional action, and in particular for the following purposes:

- For the implementation of contracts with Exhibitors, including purposes strictly related and instrumental to the management of the relationship;
- For purposes related to meeting obligations required by law, regulation and legislation, or provisions issued by authorities empowered by law, and by authorities of inspection and control;
- For functional purposes of Pordenone Fiere Spa, to which Exhibitors have the right to give or deny consent. The activities in question are as follows:

- Survey of customer satisfaction, made directly or through companies specializing in market research, and through statistical surveys;
- Dispatch of promotional material, information and advertising of Exhibition events organized by Pordenone Fiere Spa

#### Data processing methods

In accordance with the above-mentioned purposes, and in compliance with criteria for maximum guarantee of security, personal data collected will be treated manually and/or with the use of computer and telecommunication.

Like all businesses destined to operate in complex and varied economic industries, and as a subject to whom personal data can be communicated, PORDENONE FIERE SPA performs part of its business by engaging third parties, namely:

- Companies, firms and businesses which must conduct activities that are significant and instrumental to the management of the relationship between Pordenone Fiere Spa and its client. These activities are:

- The development, printing, enveloping and dispatch of communications and information to clients;
- The creation and printing of official catalogs of various Exhibitions;

The provision of services related to the exhibition, such as technical support, insurance etc.

With regard to this category, it should be noted that lack of consent by the Exhibitor/client to the communication of data and the afore-mentioned treatment of such data, will allow Pordenone Fiere Spa to perform only those services that do not require communication of data to third parties.

- Companies, firms and businesses that carry out activities functionally related to those of Pordenone Fiere Spa:

- Activities of procurement and acquisition of Exhibitors and visitors to trade fairs and events by Pordenone Fiere Spa, carried out on behalf of the latter by agents, brokers or similar;
- Dispatch to the client of information, communications, advertising and promotional material in general regarding Exhibitions and events organized by Pordenone Fiere Spa, or by third parties with whom it has agreements to this effect;
- Specific market research on representative samples of clients, carried out on behalf of Pordenone Fiere Spa.

As expressly set forth in the Exhibition Centre General Regulations of participation in the event, at the successful conclusion of the participation contract, Pordenone Fiere Spa will insert personal data in the official catalog of the Exhibition, which will be distributed nationally and internationally.

The data provided by the Exhibitors will be distributed by Pordenone Fiere Spa via multimedia and telematics computer support. This dissemination enables interested parties to know product details of participating Exhibitors and the location of Exhibitor stands.

#### Rights under Art. 7 of Legislative Decree 196/2003

Legislative Decree 196/2003 regarding the handling of personal data recognizes the exercise of certain rights by the interested party which are functional to the protection of confidentiality. These rights are listed in Art. 7 of Legislative Decree, and are:

- have knowledge, through free access to the register held by the Guarantor, of the existence of personal data that may concern his or her own personal information;
- be informed about: the name, the company name, the name and address of the owner and the person responsible for processing the data; the purposes and methods of treatment;
- obtain from the owner, without delay:

1) confirmation of the existence or non-existence of personal data concerning the subject, even if not yet recorded, and communication in an intelligible form of the same data and its origin, as well as the logic and purpose upon which the treatment is based; the request may be renewed, unless there are justified reasons, after not less than ninety days;

2) the cancellation, conversion into anonymous form or blocking of data processed unlawfully, including data whose retention is unnecessary for the purposes for which the data was collected or subsequently processed;

3) the updating, correction or, if interested therein, integration of the data;

4) certification that the operations mentioned in items 2) and 3) have been made known, as also regards their content, to those to whom the data has been communicated, except in the case where this proves impossible or involves the use of means clearly disproportionate to the protected right;

d) oppose, in whole or in part, for legitimate reasons the processing of personal data, even if pertinent to the purpose of collection;

e) object, in whole or in part, to the processing of the subject's personal data for purposes of commercial information, sending advertising materials, direct selling, carrying out market research or interactive commercial communication; and be informed by the owner, not later than the time the data is communicated or diffused, of the possibility of freely exercising this right.

When, as a result of the request in Art. 7, paragraphs 1 and 2, letters a), b) and c) the existence of data concerning the subject is not confirmed, a fee for the research carried out in the specific case may be charged, not to exceed the actual costs incurred.

The fee referred to in Art. 7 may not exceed the general amount determined by the Guarantor, who may also apply a flat rate in cases where the data is processed electronically and the response is provided verbally. By the same measure, the Guarantor may provide that the fee be applied if the personal data is kept on special media whose reproduction is specifically requested, or when, by one or more owners, it results in a considerable use of resources in relation to the complexity or extent of the requests and the existence of data concerning the subject is confirmed.

Exercise of the above rights may be given by the person, in writing, by delegation or by proxy to physical persons or associations.

**Head of processing data on behalf of Pordenone Fiere Spa is Mr. Attolico Vito (attolico@fierapordenone.it).**

Date

Stamp and signature of the legal representative of the company