

SIGEP 2024 - APPLICATION FORM

email back to expo@iegexpo.it
as PDF

1/4 MANDATORY

EXHIBITING AREA REQUEST FORM



20 - 24 JANUARY 2024

EXHIBITING AREA * INDICATE THE COMPANY INTERESTED IN EVALUATING A PROPOSAL FOR PARTICIPATION IN CAPITAL LETTERS **AREA / SECTOR OF INTEREST**

The Company _____ also said contracting party, interested in participate in SIGEP 2024, asks to value an exhibiting proposal as follows:

Sq.m. requested _____

Shell scheme area ¹⁾ _____

Red Area surcharge + 15% _____

Digital platform packages _____

Open sides

yes	no
yes	no
STANDARD compulsory	

Type

1	2	3	4
Basic	Smart	Luxury ²⁾	

¹⁾ Compulsory for stand smaller or equal to 26 sq.m

²⁾ Available only from 16 sq.m

Optional digital packages upgrade:

PLUS	PRO	EVENT
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- Gelato
- Pastry
- Chocolate
- Bakery
- Coffee

* for information about participation costs, area rates, surcharges etc. see "Exhibiting rate form"; for supplies included in the stand set-up see "Shell scheme type form" on the website www.sigep.it.

For more information on how to join see General Rules and Regulations available on the website www.sigep.it

BENEFIT

The payment of the deposit in conjunction with the submission of the application for participation gives entitlement to the following benefits:

If the payment is made by 31st March 2023

- application of **FAST REBOOKING** rates
- priority in the allocation of areas

**** PLEASE NOTE THAT YOU MUST SUBMIT YOUR APPLICATION FOR PARTICIPATION AND PAY THE DEPOSIT IN THE TERMS LISTED ABOVE TO ACCESS THE EXPECTED BENEFITS**

DEPOSIT TO TAKE ADVANTAGE FROM THE BENEFITS **

With reference to this application form and the provisions in General Rules & Regulations, the above mentioned company requests to value an exhibiting proposal in SIGEP 2024. To get the expected benefits the company pays a deposit of:

requested sq. m _____ **x € 90.00 = €** _____
(+ VAT only if due)

PAYMENT PROCEDURE

Via bank transfer to: ITALIAN EXHIBITION GROUP SPA

Indicating: DEPOSIT SIGEP 2024

Bank account: BPER

Address: Via Caduti di Marzabotto, 47 - 47922 RIMINI (RN)

IBAN Code: IT 28 N 05387 24202 000002218121

BIC/SWIFT Code: BPOM IT 22

Please clearly indicate company name

Acceptance of applications also depends on the fact that there are no outstanding payments due to the ITALIAN EXHIBITION GROUP SPA group.

WE REMIND YOU THAT THE TOTAL BALANCE MUST BE PAID WITHIN 31st OCTOBER 2023.

APPLICANT'S REQUESTS / NOTES

APPLICATION FORM SIGNATURE

The company _____, application form holder, having read the General Rules & Regulations (ref. code RGE_SIG23) and the Technical Rules and Regulations, always available on www.sigep.it, as well as having read the Addendum COVID-19 (at the Regulation link) which it accepts in their entirety by undersigning this form, requests to value an exhibiting proposal in the next edition of SIGEP 2024.

MANDATORY
Date _____ Stamp and signature of legal representative _____

As specific approval of the GENERAL RULES AND REGULATIONS clauses and TECHNICAL RULES AND REGULATIONS indicated below:

According to and by effect of art. 1341 of Italian Civil Code, the undersigned approves the General Rules and Regulations of Participation and the Technical Rules and Regulations printed overleaf at numbers:

GENERAL RULES & REGULATIONS OF PARTICIPATION

Chapter I art. 2 (participation methods), art. 3 (exclusion from the exhibition or non-provision of services services - requisites of application requests – organizer's withdrawal – annulment of the proposal of participation – payment of balance – outstanding administrative matters), art. 4 point 4.2 (stand allocation), point 4.3 (modification - reduction - replacement of space), art. 5 (transfer- revocation - reduction - withdrawal - non participation);
Chapter II art.1 points 1.3.3 and 1.3.4 (mandatory declarations), art. 2 (Rates and compulsory exhibiting formulas), art. 3 (terms and method of payment), art. 4 (Official Catalogue and Pocket guide map), art. 5 (exhibition cancellation - suspension), art.8 (rescheduling of the event: course, duration and times), art. 10 (advertising, flyers, leafleting), art. 11 (retailing), art. 12 point 12.2 (business meetings), art. 13 (food and beverage distribution).

Chapter III art. 1 (damage-insurance), art. 2 (industrial and intellectual property rights), art. 5 (supplementary rules, modifications and compliance to General Rules and Regulations), art. 6 (photographic and video reproductions), art. 7 (acceptance of General Rules and Regulations, official language and competent Court) art. 8 (legislative decree 231/2001, code of ethics and termination)

Chapter IV art. 4 (guarantees, liability, force majeure, third party websites), art. 5 (link to third party websites), art. 6 (responsibility of the participant), art. 8 (multimedia materials disclaimer in accordance with law).

TECHNICAL RULES AND REGULATIONS

Letter E (workplace safety), **Number 1** (stand plan and stand design approval), **Number 2** (access to the expo centre), **Number 3** (stand set-up e dismantling) point 3.1 (official dates and hours), point 3.2 (obligations and prohibitions during set-up or removal operations), point 3.2.2 (smoking regulations), point 3.3 (stand dismantling), **Number 4** (contractors and provision of services), **Number 5** (safety standards - fire prevention), **Number 6** point 6.1 (safety standards - electrical systems), point 6.2 (plumbing systems), point 6.3 (telephone systems) point 6.4 (internet lines), **Number 7** (exhibition safety - security service - responsibility exemption), **Number 8** point 8.6 ((machinery and its use), point 8.7 (regulation of noise levels), point 8.8 (stand cleaning), point 8.9 (waste and food disposal).

MANDATORY
Date _____ Stamp and signature of legal representative _____

COMPANY DETAILS - INDICATE THE COMPANY INTERESTED IN EVALUATING A PROPOSAL FOR PARTICIPATION IN CAPITAL LETTERS

Company Name			Legal Representative
Address			General phone no.
Town	ZIP code	Country	Fax no.
Email		Website	

CONTACT DETAILS * Mandatory

Contact Name	
Mobile no.	Direct phone no.
Direct email	

* Contact person's details will be processed exclusively for purposes related to contractual obligations, such as sending the access credentials to the reserved area.

INVOICING DETAILS ** INDICATE THE COMPANY INTERESTED IN EVALUATING A PROPOSAL FOR PARTICIPATION IN CAPITAL LETTERS

Company Name			V.A.T. no. / T.I.N. (mandatory for invoicing)
Address			Phone no.
Town	ZIP code	Country	Email

INVOICING DETAILS ** Please fill in ONLY IF the PAYING COMPANY is DIFFERENT FROM the PARTICIPANT

Company Name			V.A.T. no. / T.I.N. (mandatory for invoicing)	
Address			Phone no.	
Town	ZIP code	Country	Email	Website

** In case of VAT exemption, advance the documentation to customers@iegexpo.it

We remind you that with the indication of a different billing name on the invoices/fiscal documents, the contracting party/participant declares to Italian Exhibition Group Spa that he/she will assess the proposal of participation that will be sent to him/her and, after signing the proposal of participation, will participate in the expo, in the interest of the person in whose name the invoice/fiscal document is issued, and by whom he/she has been commissioned.

In the event of any dispute on behalf of the person in whose name the invoice is issued, the contracting party/participant undertakes to settle any outstanding matters with Italian Exhibition Group SpA directly and personally.

MANDATORY	
Date	Stamp and signature of legal representative

INFORMATION FOR THE PROCESSING OF PERSONAL DATA

Having read the privacy information at the following link <https://www.iegexpo.it/en/privacyinformation-ibrid>, I declare the following regarding the processing of data for autonomous purposes of direct marketing by third party partners of IEG. (purpose 5 of the personal data processing information)

I give my consent I deny my consent

The company _____ holder of the application for participation declares that he wants to host inside its stand, once signed the participation proposal, the following co-exhibitors and therefore undertakes to pay the sum of **€ 1,400.00 plus registration fee (€ 800.00** including 20 digital customer invitation cards) and **€ 400.00 for digital platform STANDARD package** (compulsory) for each of them.

Notes: email back this form ONLY IF FILLED IN

Co-exhibitor firms participate directly in the exhibition.

The sums due for co-exhibitors will be automatically charged to the hosting company.

For more information see General Rules and Regulations here attached and available on the website www.sigep.it

If due, VAT must be added to these figures

1 - CO-EXHIBITOR DATA

Company _____	Contact name*
V.A.T. no. / T.I.N. _____	
Address _____	Mobile no.
Town _____	
ZIP code _____ Country _____	Direct phone no.
Phone no. _____ Fax no. _____	
Email _____	Direct email
Website _____	

2 - CO-EXHIBITOR DATA

Company _____	Contact name*
V.A.T. no. / T.I.N. _____	
Address _____	Mobile no.
Town _____	
ZIP code _____ Country _____	Direct phone no.
Phone no. _____ Fax no. _____	
Email _____	Direct email
Website _____	


3 - CO-EXHIBITOR DATA

Company _____	Contact name*
V.A.T. no. / T.I.N. _____	
Address _____	Mobile no.
Town _____	
ZIP code _____ Country _____	Direct phone no.
Phone no. _____ Fax no. _____	
Email _____	Direct email
Website _____	

NOTES:

* Contact person's data will be processed exclusively for purposes related to contractual obligations, such as sending the access credentials to the reserved area.

ITALIAN EXHIBITION GROUP SpA declines all responsibility for any errors or omissions in the digital platform. No responsibility is taken for the entry of companies who have not update the data in the section "Company profile" of the Exhibitors Restricted Area within the foreseen deadline, or have not paid the entire or partial sums due for the registration of hosted firms. The General Rules & Regulations are valid and applicable in their entirety for hosted firms.

	_____ Date	_____ Stamp and signature of legal representative
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EXHIBITING RATES PER SQ.M - BARE AREA ⁽¹⁾

	1 open front	2 open fronts	3 open fronts	4 open fronts
FAST REBOOKING RATES only if deposit paid within 31 st MARCH 2023*	€ 226.00	€ 248.00	€ 258.00	€ 265.00
STANDARD RATES from 1 st APRIL 2023	€ 249.00	€ 269.00	€ 279.00	€ 289.00

EXHIBITING RATES PER SQ.M - SHELL SCHEME AREA ⁽¹⁾ COMPULSORY for STAND SMALLER or EQUAL to 26 sq.m

BASIC type	16 sq.m			32 sq.m		
	1 open front	2 open front	3 open front	1 open front	2 open front	3 open front
FAST REBOOKING RATES only if deposit paid within 31 st MARCH 2023*	€ 6,208.00	€ 6,560.00	€ 6,720.00	€ 11,216.00	€ 11,920.00	€ 12,240.00
STANDARD RATES from 1 st APRIL 2023	€ 6,576.00	€ 6,896.00	€ 7,056.00	€ 11,952.00	€ 12,592.00	€ 12,912.00

SMART type	16 sq.m			32 sq.m		
	1 open front	2 open front	3 open front	1 open front	2 open front	3 open front
FAST REBOOKING RATES only if deposit paid within 31 st MARCH 2023*	€ 8,192.00	€ 8,544.00	€ 8,704.00	€ 15,184.00	€ 15,888.00	€ 16,208.00
STANDARD RATES from 1 st APRIL 2023	€ 8,560.00	€ 8,880.00	€ 9,040.00	€ 15,920.00	€ 16,560.00	€ 16,880.00

LUXURY type	16 sq.m			32 sq.m		
	1 open front	2 open front	3 open front	1 open front	2 open front	3 open front
FAST REBOOKING RATES only if deposit paid within 31 st MARCH 2023*	€ 9,008.00	€ 9,360.00	€ 9,520.00	€ 16,816.00	€ 17,520.00	€ 17,840.00
STANDARD RATES from 1 st APRIL 2023	€ 9,376.00	€ 9,696.00	€ 9,856.00	€ 17,552.00	€ 18,192.00	€ 18,512.00

*** NB! TO BENEFIT FROM THE FAST-REBOOKING RATES THE DEPOSIT MUST BE PAID WITHIN DEADLINES, BEYOND WHICH ANY PAYMENT WILL HAVE STANDARD RATES**

Other items ⁽²⁾:

Registration fee (compulsory for each exhibitor) together with the sale of exhibitor invitation tickets covers insurance, exhibitors' badges according to exhibit area, inclusion in the official list of Participants, local publicity taxes, 1 parking permit, Wi-Fi connection)	€ 800.00
Digital Platform - Standard Profile + business card scan (compulsory)	€ 400.00
Red Area Surcharge ⁽³⁾	+ 15% on total bare area rate
Official list of Participants entry represented company each	€ 200.00
Hosted companies fee (in case of more companies inside one booth)	€ 1,400.00

VAT must be added to these figures, if due.

ELECTRONIC TRADE VISITOR TICKETS SOLD TOGETHER WITH REGISTRATION FEE

Each exhibitor have right to receive trade visitor ticket according to paid sq.m as follows:

Square meters	Up to 32	33 - 64	65 - 96	97 - 128	129 - 200	More than 201
Trade Visitor Ticket (€ 2)	20 (€ 40)	30 (€ 60)	40 (€ 80)	50 (€ 100)	60 (€ 120)	70 (€ 140)
Registration Fee	€ 760	€ 740	€ 720	€ 700	€ 680	€ 660

(1) Bare area rate includes area only, shell scheme rate includes fitting, furnishing, carpet, power supply (1 Kw every 16 sq.m until maximum 4 Kw). For 16 sq.m stands daily cleaning is included.

(2) Further details and costs of participation are indicated in the General Rules and Regulations of Exhibition.

(3) Red Area Surcharge: Supplementary rate on the total area amount for those stands having at least one front or entirely placed between the two main passages (Chap. II Art. 2 General Rules and Regulations). It is calculated only on total bare area cost even if the booth is a shell scheme formula.