

### EXHIBITOR INFORMATION

Company Name .....

Street address ..... No. ....

Zip/Postal Code ..... City ..... Country .....

Phone ..... Mobile ..... Fax .....

Official E-mail ..... Website: www. ....

Legal Representative .....

Contact Person for Show information ..... E-mail .....

V.A.T number / Tax identification code ..... Fiscal Code .....

### SPACE RESERVED FOR BILLING AND INVOICE INFORMATION (if different from above)

Address / Company Name .....

Street address ..... No. ....

Zip/Postal Code ..... City ..... Country .....

Direct Exhibitor

Co-Exhibitor / Representated Company

Represented by: ..... (Name of direct exhibitor)

### THE COMPANY BELONGS TO THE FOLLOWING CATEGORY

Producer  Sole Representative  Services

PLEASE INDICATE YOUR PRODUCTION – (We remind you to fill in the “Catalogue Form” if you wish your data and products to be listed in the Official Catalogue)

<input type="checkbox"/> Earthmoving (earthmoving machinery)	<input type="checkbox"/> Used Machinery
<input type="checkbox"/> Concrete (plant and machines for concrete and prefabrication)	<input type="checkbox"/> Vehicles (construction, quarry and building site vehicles, special vehicles)
<input type="checkbox"/> Road (machines and plant for road works)	<input type="checkbox"/> Drilling (drilling, tunneling and consolidation)
<input type="checkbox"/> Quarrying (crushing, recycling)	<input type="checkbox"/> Lifting (cranes, site hoisting)
<input type="checkbox"/> Components (components, spare parts and engines)	<input type="checkbox"/> Rental Area (services per hire)
<input type="checkbox"/> Services (authorities, associations, press)	<input type="checkbox"/> Other (please specify) .....

### PARTICIPATION RATES

Registration fee for Direct Exhibitor	€ 150 + V.A.T.
Registration fee for each Represented Company/ Co-Exhibitor	€ 300 + V.A.T.
<b>Early Booking - by 6 June 2016</b>	
Indoor Space Only	€ 135 + V.A.T. per sq.m
Indoor Package Stand	€ 160 + V.A.T. per sq.m
Outdoor Space Only (if available)	€ 75 + V.A.T. per sq.m
<b>Standard Rates - after 6 June 2016</b>	
Indoor Space Only	€ 180 + V.A.T. per sq.m
Indoor Package Stand	€ 205 + V.A.T. per sq.m
Outdoor Space Only (if available)	€ 75 + V.A.T. per sq.m
<b>No surcharge for double decker stands V.A.T. if due</b>	
<b>General Notes</b>	<b>Minimum Space</b>
i. Minimum indoor exhibit space (Space Only): <b>16 sqm</b> (4x4 meters with one open side); Package Stand option available also for smaller spaces	
ii. Minimum space for a stand with two open sides (if available): <b>24 sqm</b> (6x4 meters)	
iii. Minimum outdoor exhibit space: <b>25 sqm</b> (5x5 meters)	

Organizers



## EXHIBITION SPACE REQUESTED

### Indoor Area

Hall No. \_\_\_\_\_

Stand No. \_\_\_\_\_

**Space Only :** Total sqm. \_\_\_\_\_ (m. \_\_\_\_\_ x m. \_\_\_\_\_) × € \_\_\_\_\_ per sqm = € \_\_\_\_\_ + V.A.T. if due

**Package Stand:** Total sqm. \_\_\_\_\_ (m. \_\_\_\_\_ x m. \_\_\_\_\_) × € \_\_\_\_\_ per sqm = € \_\_\_\_\_ + V.A.T. if due

### Outdoor Area: (if available)

Stand No. \_\_\_\_\_

**Space Only:** Total sqm. \_\_\_\_\_ (m. \_\_\_\_\_ x m. \_\_\_\_\_) × € 75 per sqm = € \_\_\_\_\_ + V.A.T. if due

## HOW TO CALCULATE THE DEPOSIT

Further to the participation request and as stated in the General Regulation, the undersigned Company pays:

- Registration fee for Direct Exhibitor € 150 +

and/or

- Registration fee for each Represented Company/Co-Exhibitor (if any) € 300,00 x \_\_\_\_\_ = € \_\_\_\_\_ +

- Deposit equal to a) 25% of amount due for the exhibit area if applied by 6<sup>th</sup> June 2016

b) 50% of amount due for the exhibit area if applied after 6<sup>th</sup> June 2016 and before 8<sup>th</sup> November 2016

c) 100% of amount due for the exhibit area if applied on 8<sup>th</sup> November 2016

€ \_\_\_\_\_

Total € \_\_\_\_\_ +

22% V.A.T. (if due) € \_\_\_\_\_ =

TOTAL € \_\_\_\_\_

## TERMS OF PAYMENT

- On application:  
Registration fee for Direct Exhibitor + 25% of the amount due for the exhibit area  
and/or Registration fee for Co-Exhibitor / Represented Company
- 50% of the amount due for the exhibit area by 6<sup>th</sup> June 2016
- Balance due by 8<sup>th</sup> November 2016

Please enclose the receipt of payment € \_\_\_\_\_ for the required exhibition area; payment is made to Ente Autonomo per le Fiere di Verona by:

Bank transfer to BANCO POPOLARE SOC. COOP. Ag. Cassa Mercato

IBAN: IT90K 05034 11751 0000 0003 1508

SWIFT/BIC: BAPPIT21011

Please indicate as reason of payment: **MS Marmomacc + Samoter Africa 2016 and your company name**

Where the application is after 6<sup>th</sup> June 2016, the 50% of the amount due for the exhibit area shall be paid on application.

Where the application is on the final payment date (8<sup>th</sup> November 2016) the total amount (100%) due for the exhibit area shall be paid on application.

All the payments shall be delivered to Ente Autonomo per le Fiere di Verona – Viale del Lavoro,8 – 37135 Verona, Italy

We remind the exhibitors that the Organizers accept only Application & Participation Contracts duly filled in, signed, stamped and accompanied by copy of the payment receipt and by the required documentation sent by and not beyond 8<sup>th</sup> November 2016 (final enrolment).

The Exhibitor hereby agrees to fully abide by the Rules & Regulations of MS Marmomacc + Samoter Africa 2016, which are attached to this contract and stated in the General Regulations.

The Exhibitor also hereby undertakes to agree to any amendments or notification advised to them by the Show Organizers.

The Exhibitor hereby acknowledges having read and understood the full terms of this contract as well as the Rules & Regulations governing it.

## THE LEGAL REPRESENTATIVE OF THE COMPANY

\_\_\_\_\_

Date

\_\_\_\_\_

Company Stamp and Legible Signature

Organizers



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Please return back to

Tel.: +39 0458298800 / +2 02 2273 2237 / +2 02 2527 1010

Fax: +39 0458297800 / +2 02 2273 2055 / +2 02 2527 1015

Email: exhibit@msafrica.net / vfi@veronafiere.it

www.msafrica.net

## GENERAL REGULATIONS

### DEFINITIONS

“**Event**” shall mean MS Marmomacc + Samoter Africa, *Stone+Design+Technology & Construction Equipment Trade Fair*, organized by Veronafi and Art Line/ExpoLink.

“**Regulations**” shall mean the general contract conditions enclosed herein.

“**Organizers**” shall mean the owners of the organization of the Event and their brands that are Veronafi and Art Line/ExpoLink.

“**Direct Exhibitor**” shall mean company taking part in the Event as user of exhibition areas with its own stand, personnel and products through the direct signing of contract with the Organizers (direct owner of the area and/or stand).

“**Co-Exhibitors**” shall mean companies taking part in the Event with personalised spaces, products and personnel effectively present in the area of a Direct Exhibitor.

“**Represented Company**” shall mean a company present only with “guest products”, brand or trademark on the stand of a Direct Exhibitor.

Direct Exhibitors are responsible for the trade sector compatibility of Co-exhibitors and Represented Companies.

**As per Article 11.2, it is forbidden, unless expressly authorized by the Organizers, to display trademarks/image/product/brand as well as posters, brochures and/or objects, even for merely indicative purposes, on behalf of companies not listed in the Official Catalogue and not enrolled as Co-Exhibitors and/or Represented Companies.**

### 1) SITE - DATE - TIMES - ENTRANCES

The event will take place from 10<sup>th</sup> to 13<sup>th</sup> Decemver 2016 at Cairo International Convention & Exhibition Centre – CICC.

**Access Timetable: 11.00 a.m. – 7.00 p.m.** every day of the event.

Exhibitors holding Passes may enter the Exhibition Centre one hour prior to the access timetable and leave the halls no later than half an hour after closing time.

**Visitors Admission: Entrance to the Event is free of charge (registration required) and exclusively for professional trade visitors.**

The Organizers reserve the right at their complete discretion to modify the timetable indicated above and eventually the date of the Event itself, as well as to suspend entrance by trade visitors for unexpected organizational requirements without this constituting reason for liability or any claim whatsoever against the Organizers themselves.

### 2) QUALIFIED EXHIBITORS

In order to safeguard the specialist contents of the Event, the Organizers reserve the right at their complete discretion to accept or refuse applications to take part in the Event and will motivate their decisions in the event of refusal.

*Only Exhibitors whose activities are included in the relative trade categories for which the event is authorised will be accepted* (for further details, please see the list of exhibits and product categories indicated in the Catalogue Entry Form).

The Exhibition is also open – directly or through sole representatives – to all producers, authorities, institutions or consortia operating in the trade sectors as detailed in the list of exhibits.

Sole Representatives may only attend the Exhibition in this specific role using their own company name.

Applications shall be considered as accepted when the Organizers receive the Application & Participation Contract duly filled in and signed together with the receipt of the payment of advance confirmation deposit, as per Article 4, and when the Organizers issue confirmation of the show area and the relative “Stand Assignment Notification”.

### 3) TARIFFS & CONDITIONS

Participation fees and registration deadlines are indicated here below.

#### 3.1) Registration fees

Registration fee for Direct Exhibitor € 150,00 + V.A.T.

Registration fee for each Represented Company/Co-Exhibitor € 300,00 + V.A.T.

**The “Direct Exhibitor” registration fee of € 150,00 + V.A.T. includes the following services:**

- Registration in the Official Catalogue;
- One copy of the Official Catalogue;
- Registration in the List of Exhibitors published on the event website;
- Insurance cover for fire and theft risks in accordance with the maximum sums and conditions envisaged at Article no. 13 of these General Regulations;
- Free WIFI internet connection inside the hall;

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- Exhibitor badges for access to the event and car parking passes;
- Electronic invitation cards for clients.

**The “Represented Company/Co-exhibitor” registration fee of € 300,00 + V.A.T. includes the following services:**

- Registration in the Official Catalogue with the wording “Represented by: .../Presented by ...” followed by the name of the Direct Exhibitor to whom the stand is assigned;
- One copy of the Official Catalogue;
- Registration in the List of Exhibitors published on the event website;
- Exhibitor badges for access to the event and car parking passes;
- Insurance cover for fire and theft risks in accordance with the maximum sums and conditions envisaged at Article no. 13 of these General Regulations;
- Free WIFI internet connection inside the hall;
- Electronic invitation cards for clients.

### 3.2) Exhibit Space Rates

**Tariffs per sq.m. of show space are applied to the entire occupied area with continuous perimeters and do not include any type of set-up or partition wall between the stands (except for the Package Stand).**

<b>Early Booking - by 6 June 2016</b>	Indoor Space Only	€ 135 + V.A.T. per sq.m
	Indoor Package Stand	€ 160 + V.A.T. per sq.m
	Outdoor Space Only (if available)	€ 75 + V.A.T. per sq.m
<b>Standard Rates - after 6 June 2016</b>	Indoor Space Only	€ 180 + V.A.T. per sq.m
	Indoor Package Stand	€ 205 + V.A.T. per sq.m
	Outdoor Space Only (if available)	€ 75 + V.A.T. per sq.m

**No surcharge for double decker stands.**

The above-mentioned exhibit space rates include the following services:

- Electrical connection and consumption of electricity (220 volts/50 Hz); any other high power connection will be paid based on the extra fittings price list in the Exhibitor Services Manual.
- General cleaning of the stand – excluding materials/machinery on show – from the day before the event and every evening of event days.

Indoor Package Stand includes the fitting of the stand as follows: partition walls (Octanorm system); 1 Table and 2 Chairs; Wall to wall carpet; 1 Socket (220 volts / 50 Hz); 3 Spotlights (100 W each); 1 Ashtray and 1 Wastebasket; 1 Fascia panel in English.

### 3.3) Conditions

#### Minimum spaces

Minimum indoor exhibit space (space only): **16 sqm** (4x4 metres with one open side); Package Stand option available also for smaller spaces

Minimum space for a stand with 2 open sides (if available): **24 sqm** (6x4 meters)

Minimum outdoor exhibit space: **25 sqm** (5x5 meters)

## 4) ENROLMENT, PAYMENT AND ASSIGNMENT OF EXHIBITION AREAS

### 4.1) Applications

Enrolment in the Event requires that the Exhibitor sends to the Organizers (Veronafiery/Art Line/ExpoLink), within the deadlines and in the manner envisaged therein:

- The Application & Participation Contract duly and fully filled in, signed and stamped, together with acceptance of the General Regulations;
- The bank receipt as proof of payment of **advance confirmation deposit**, equal to the **Registration fee for Direct Exhibitor + 25%** (if applied by 6 June 2016)/ **50%** (if applied after 6 June 2016) **of the amount due for the exhibit area + V.A.T. if due;**
- The Catalogue Entry form indicating data, company profile and the products and/or services that the Exhibitor intends to promote and/or exhibit;
- The Registration Form for Business Meetings, if the Exhibitor request B2B meetings;
- Eventual registrations (Application & Participation Contract and Catalogue Entry form) for **Co-exhibitors and/or Represented Companies** (if the Direct Exhibitor represents other subjects/companies in its exhibition area or promotes their relative image/product/brand/trademark) together with the copy of the bank receipt as proof of **payment of 100% total amount of the Registration fee for each Co-Exhibitor/Represented Company.**

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The Application & Participation Contract is an irrevocable and binding agreement for the Exhibitor and involves full acceptance of the General Regulations, as well as the obligation on the part of the Exhibitor to uphold all the standards and dispositions issued by the Organizers, even subsequently, for the organization and successful operation of the Event.

**Application & Participation Contracts which are incomplete, unaccompanied by the payment receipt of the advance confirmation deposit and/or non-conforming to the foregoing cannot be accepted.**

#### 4.2) Payments

- On application Exhibitors must settle the advanced confirmation deposit, equal to the **Registration fee + 25% of the amount due for the exhibit area + V.A.T. if due;**
- Exhibitors must settle **50% of the amount due for the exhibit space booked** by and no later than **6 June 2016;**
- Exhibitors must settle **100% total amount due for the exhibit space booked** by and no later than **8 November 2016** (final enrolment date).

In order to take possession of assigned stands, Exhibitors must present the receipt of payment on arrival at the exhibition centre. **Entrance to the exhibition centre will be denied to companies and/or their staff who are unable to prove effective payment of outstanding balances for the show area in question.**

**Balance for other services:** payments for services must be settled before the start of the Event and in any case in conformity with the dispositions of the individual order forms included in the "Exhibitor Services Manual".

Authorisation through the issue of relative permits to exit the Exhibition Centre with products displayed and/or set-up materials at the end of the Event will only be given to exhibitors who have settled the balance of all sums due for areas and services.

#### 4.3) Assignment of exhibition areas

On receipt of a correct Application & Participation Contract complete with documents and relative payment of the advance as per Article 4.1. and 4.2., the Organizer will send to the Exhibitor a space proposal. Once the Exhibitor accepts the space proposal, the Organizers will send him the "Stand Assignment Notification".

Any requests for the exhibit area sent by the Exhibitor together with the Application & Participation Contract and in relation to the show space desired are merely indicative and subject to availability and may not be considered as effective conditions for the participation at **MS Marmomacc + Samoter Africa** since acceptance of the applications and participation requests, as well as the assignment of the exhibition spaces is exclusive competence of the Organizers who will allocate areas in compatibility with its own organizational and layout requirements in relation to available spaces.

**The Organizers reserve the right at their complete discretion to modify the locations and features of exhibition areas requested and/or already assigned. Any such modification shall not entitle the Exhibitor to raise any exception nor to claim any compensation for presumed current or future damage.**

### 5) TRANSFER, CANCELLATION AND WAIVER

Total or partial transfer of stands, even without charge, is absolutely forbidden.

If the Exhibitor is unable to attend the Event, the cancellation and waiver must be notified in timely fashion and in writing to the Organizers by means of registered letter with confirmation of receipt.

- In the event of a cancellation and waiver notified by 8<sup>th</sup> October 2016, the Organizers will withhold and/or demand payment of 50% of the total amount due for the show area to the Exhibitor by way of penalty for compensation against damages arising from non-attendance by the Exhibitor at the Event.
- In the event of a cancellation and waiver notified after 8<sup>th</sup> October 2016, the Organizers will withhold and/or demand full payment (100%) of the total amount due for the show area to the Exhibitor by way of penalty for compensation against damages arising from non-attendance by the Exhibitor at the Event.

### 6) FORCE MAJEURE, CANCELLATION OF THE EVENT

In the event of force majeure and in any case for reasons beyond the control of Veronafiore and Art Line/ExpoLink, the date of the Exhibition may be changed and the exhibition itself may even be cancelled without any liability on the part of the Organizers.

If Veronafiore and Art Line/ExpoLink are compelled -as a result of force majeure or other circumstances beyond their control- to cancel the event because they cannot hold the exhibition, or because it has become unreasonable for the Organizers to hold the event, Art Line/ExpoLink and Veronafiore are not liable for damage and disadvantages to exhibitors arising from the cancellation of the event.

In case the Organizers cancel the exhibition as result of force majeure or other circumstances beyond their control by 30<sup>th</sup> September 2016, 30% of the participation fees received will be retained by the Organizers by way of reimbursement for administrative expenses.

If the Organizers cancel the exhibition as result of force majeure or other circumstances after 30<sup>th</sup> September 2016, 50% of the participation fees received will be retained by the Organizers by way of reimbursement for administrative expenses.

### 7) MOVE-IN AND MOVE-OUT

Installation of stand set-ups must conform with the dispositions envisaged included in the "Exhibitor Services Manual". **The show area assigned is not**

## furnished (except for the Package Stand).

Exhibitors interested in the set-ups/Package Stands offered by the organizers (partition walls, carpet, furnishings) will find relative descriptions in the "Exhibitor Services Manual".

Exhibitors who, on the other hand, intend to set up and install their own exhibition areas or engage and appoint fitters/stand contractors are required first and foremost scrupulously to observe the contents of the General Regulations and then officially notify Art Line/ExpoLink, **within 15 days from the sending of the Application & Participation Contract and the bank receipt**, indicating all necessary details of the Stand Contractor Company.

**The installation and set-up of stands may be implemented on prior presentation to Art Line/ExpoLink of a "Stand set-up project" and its approval issued by the competent offices of Art Line/ExpoLink.**

To this end, **by and not beyond 8<sup>th</sup> November 2016**, Exhibitors shall provide Art Line/ExpoLink a stand design and project – original on IT media (.DOC, .XLS, .PDF, .JPG, .DWG file) – with full stand dimensions, perspective drawing, elevations drawing (front, back and side,) floor plans, prospects and cross-sections quoted in suitable scale (1:50 or 1:100) along with safety documentation. The Exhibitors stand design and project require authorisation from the Art Line/ExpoLink that can give its approval or express a technical opinion within 15 days from the receiving of these documents.

**The maximum permitted height for stand set-ups is 5 metres from ground level.**

The construction of two-level stands is allowed for this Event and does not involve any kind of surcharge: this type of set-up requires authorisation from Art Line/ExpoLink against presentation of the "Set-up project" **by and no later than 8<sup>th</sup> November 2016**.

**Non-observance of these procedures will mean that authorisation to access the exhibition centre and set up the exhibition area will not be given.**

### 7.1) MOVE-IN

Unless otherwise defined, **indoor and outdoor areas are made available for stand set-up operations from 8<sup>th</sup> to 9<sup>th</sup> December 2016, from 10.00 a.m. to 10.00 p.m.**

Exhibition area set-ups and presentations must be completed by and no later than 10.00 p.m. on **9<sup>th</sup> December 2016**.

Access to the exhibition centre will only be allowed to Exhibitors and/or stand contractors duly authorised following presentation of "Set-up projects" and required accompanying documentation (e.g.: *stand floor plans, full structural and dimensional drawings, compulsory technical forms of the "Exhibitor Services Manual", structural material details, testing certificates of materials, list of personnel involved in stand set-up operations, etc.*).

Stands that are not occupied by 4.00 p.m. on the day prior to the opening of the Event will be considered as abandoned and consequently at the full disposition of the Organizers, that may utilise them at its complete discretion: the dispositions of Article 5 "Transfer, Cancellation and Waiver" shall apply.

Stands are granted exclusively for the area and position indicated in the ground plan/ floor plan sent to the Exhibitor together with the "Stand Assignment Notification".

### 7.2) MOVE-OUT

**Areas are available for dismantling operations on 13<sup>th</sup> December from 10.00 p.m. to 14<sup>th</sup> December 10.00 a.m.**

Stands must absolutely be dismantled - except for other agreements - by 10.00 a.m. on 14<sup>th</sup> December 2016. Otherwise, Art Line/ExpoLink reserves the right to disassemble the structures and store goods, if possible, or dispose them without any responsibility/liability and at the expense, risk and hazard of the infringing party.

For every day that assets, goods or structures remain in the Exhibition Centre beyond the term defined for disassembly and clearance of stands, the Exhibitor will be charged the cost of daily storing, if available, in addition to a sum of € 1.000,00 by way of penalty, as well as other compensation in the event of damages in excess of this sum.

**Within the term set for disassembly, Exhibitors must re-consign show areas in the same status in which they were originally provided.** In the event that waste material is left behind (wood, carpet, paper, etc.), Art Line/ExpoLink will carry out cleaning of the area and disposal of waste and will debit the Exhibitor with the costs sustained on the basis of the current tariffs for authorised disposal for each type of waste.

## 8) SHIPMENTS

Exhibitors are free to use their own shipping agents to perform maritime, air and custom procedures. The **Official Freight Forwarder** of Art Line/ExpoLink is also able to perform customs procedures, effect inland transportation of exhibit materials to the Exhibition Centre and loading/unloading of goods provided that Exhibitors request and book this service in advance directly through the Official Freight Forwarder. Shipment and/or goods handling services by the Official Freight Forwarder are subject to the tariffs – already approved by the Organizers – indicated in the foregoing order form. **It is agreed that every legal relationship shall exclusively be entered upon between the Exhibitor and the Official Freight Forwarder. These services are inasmuch subject to direct confirmation by the Official Freight Forwarder.**

### 8.1) Handling in the exhibition centre

Goods unloading and positioning operations must be completed **by and no later than 1.00 p.m. on the day prior to the eve of the Event.**

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## 9) MACHINES IN MOVEMENT - DEMO AREA - CRANES - ACCIDENT PREVENTION

Only in exceptional circumstances and upon prior authorisation of the Organizers may the machinery on show be operated, under the exclusive responsibility of the Exhibitor. Exhibitors must take all necessary precautions to safeguard its own personnel and operators and also apply the verifications and dispositions defined by current law and regulations in order to obtain necessary permits from competent authorities. **At least 2 months prior to the start of the Event**, Exhibitors must request the Organizers in writing for authorisation to operate machinery on show. In the event of demonstrations involving the participation of Visitors, the Organizers may require additional documentation to ensure the safety of the Exhibitors and Visitors.

The Organizers reserve the right to limit and/or prevent the operation of machines that may compromise the safety of Exhibitors and/or Visitors or cause excessive disturbance, even if prior authorisation has been granted.

## 10) PHOTOGRAPHY AND REPRODUCTION OF COPYRIGHT MATERIALS

Stands and products displayed may not be photographed/filmed or in any case reproduced without the authorisation of the Exhibitors in question and the Organizers. Veronafiery and Art Line/ExpoLink reserve the right to reproduce or to authorise the reproduction of general or detailed exteriors and interiors.

Cameras of all kinds may only be taken into the Event with written permits issued by the Organizers. Veronafiery and Art Line/ExpoLink are not responsible for eventual unauthorised reproductions of stands or goods on display.

The Organizers are in no manner responsible for any activities by exhibitors during the Event and in particular as regards the exhibition of products which infringe industrial copyright or any act by Exhibitors of unfair competition.

## 11) OFFICIAL ADVERTISING AND PUBLICATIONS

### 11.1) Official Catalogue and Other Publications

The Organizers reserve the exclusive right for the publication and sale of the Official Catalogue of the Event. The Organizers may also print and distribute other publications of various kinds for which it reserve the right to illustrate and promote the event at any time and in any context.

The Official Catalogue will include information about Exhibitors whose application have been duly accepted and whose "Catalogue Form" is received **by and no later than 8th November 2016**.

**The Organizers and their consultants are not responsible whatsoever for eventual errors or omissions that may arise in the Catalogue or other promotional publications prepared for the event.**

The Organizers cannot guarantee inclusion of Exhibitors' data/entries in the printed Official Catalogue after 8th November 2016.

### 11.2) Advertising

Exhibitors may only carry out promotional action on their own stands, provided that such action conforms with dispositions of law, public security standards and the General Regulations of Art Line/ExpoLink.

The distribution of catalogues, price lists or other promotional material may be carried out by the Exhibitor **exclusively in its assigned exhibition area**. It is also forbidden to distribute leaflets, propose subscriptions or other activities that may disturb or damage the image of the Organizers or the correct holding of the Event. The Organizers reserve the right, at its complete discretion, to prohibit or interrupt the display and/or distribution of promotional/ advertising material and/or messages that do not conform with current legislation or which in any case are not appropriate or in keeping with the event itself.

It is strictly forbidden for the Exhibitors to do any kind of promotional actions on behalf of companies not listed in the Official Catalogue and not registered as Co-Exhibitor and/or Represented Company. Any Exhibitor observed to display logos, company names, posters, brochures, and/or objects, even for merely indicative purposes, on behalf of companies not listed in the Official Catalogue and not registered as Co-Exhibitor and/or Represented Company will have to make a payment of € 300,00 (equal to the Registration fee for Co-Exhibitor/ Represented Company) for each promoted company.

### 11.3) Audio-Visual and Broadcasting Equipment

Promotion/advertising using visual, audio-visual, audio and similar equipment with or without sound (TV, personal computer, CD players, DVD players, radio, maxi-screens and others) is subject to the approval of the Organizers.

**The use of audio communications must not disturb neighbouring Exhibitors** otherwise the Organizers have the right to intervene and suspend such communication in the event.

## 12) SECURITY & SURVEILLANCE

Custody and surveillance of stands is the responsibility of respective Exhibitors, for the entire time the halls are open, during the Event itself and during move-in and move-out.

Art Line/ExpoLink, in its own interests and for its own requirements, organizes a routine day and night vigilance service in the areas used for the Event, without accepting any responsibility for eventual thefts or damage to the goods/assets on show on the stands or in any case present in the Exhibition Centre.

## 13) INSURANCE

Art Line/ExpoLink will include in its insurance convention agreements all Exhibitors which have duly completed the application procedures and finalised

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payments due, from the start of the move-in, during the show days (only during the exhibition official closing hours), through to the end of the move-out, with insurance contracts covering fire and theft risks.

The Direct Exhibitor may require an **Expansion of the basic insurance policy** directly to the Insurance Company whose contacts details will be available in the "Exhibitor Services Manual".

**Validity:** insurance coverage begins 2 days prior to the start of the event and ends 1 day after the end of the event.

**Notification of theft:** The Insured Party shall immediately notify Art Line/ExpoLink, enclosing a detailed report of the occurred event.

## 14) BANS AND MISCELLANEOUS

### 14.1) Bans

Over and above the bans already defined in the specific articles of these General Regulations, it is explicitly forbidden to:

- a) Exhibit products not included in the Application & Participation Contract and in any case not conforming with the trade sectors of the Event, unless specifically authorised by Veronafiery and Art Line/ExpoLink.
- b) Begin dismantling operations of exhibition spaces prior to the closing timetable (7:00 p.m.) on the last day of the Event. Companies that begin dismantling prior to the foregoing term may suffer a penalty of € 1.000,00.
- c) Use the brand/trademark of the Organizers without written authorisation.
- d) Distribute advertising material (magazines, catalogues, booklets, etc..) not related to the Exhibitor who, in any case, may only distribute such material in the assigned stand area.
- e) Conduct any kind of political propaganda in the exhibition centre.
- f) Make direct sales of materials on display.
- g) Display prices on goods and products.
- h) Allow products and materials to leave the Exhibition Centre during the course of the Event, unless permitted otherwise in writing by the Organizers.
- i) Start or cause fires or introduce explosive material, detonating, hazardous or unpleasant-smelling products, or any and all other items in any case likely to cause damage or disturbance.
- j) Bring dogs into the Exhibition Centre, except for guide-dogs accompanying blind persons.
- k) Circulate with or park vehicles of any kind inside the areas dedicated to the Event.
- l) Park motor vehicles overnight (even in the event of breakdown) inside the exhibition centre.
- m) Cause harm or disturbance of any kind to the proper holding of the Event, on pain of immediate exclusion from the Exhibition Centre;
- n) Remain on stands and in the exhibition centre later than the closing timetable of the Event or at times other than those authorised without special written permits issued by the Organizers.
- o) Exhibit marble blocks inside the halls.
- p) Suitcase (Suitcasing is the act of soliciting business in the aisles during the exhibition or in other public spaces, including another company's booth). It is strictly forbidden for non-exhibiting companies to approach buyers and exhibitors for the purpose of selling and/or promoting their products in the aisles and another company's booth. The suitcasing individuals will be asked by the Organizers to leave the show immediately.

Infringements of the bans in these General Regulations, or the dispositions issued by the Organizers will entitle the latter to resolve contractual agreements with the Exhibitor, as well as to exclude the Exhibitor from the Event without the latter having any right to reimbursement and/or compensation; in any case, the Organizers reserve the right to claim compensation for any further damage sustained. Veronafiery and Art Line/ExpoLink may also exclude from future events Exhibitors notified of such infringements of the bans indicated above.

### 14.2) Miscellaneous

1. Exhibitors have both civil and penal liability for all damage to people and things caused by equipment, structures or anything else present in the areas made available to them, including personal responsibility equally extended to collaborators and/or appointed persons.
2. The presentation and signing of the Application & Participation Contract requires the acceptance of these General Regulations of which the Exhibitor signing this contractual proposal declares awareness.
3. Exhibitors are required to ensure strict observance of the entire current regulatory system as regards the protection of the health and physical integrity of workers, fire prevention, accident prevention and protection of electrical plant for the entire duration of exhibition activity, as follows: Move-in, the actual event and move-out, and every other related activity. The Exhibitor also undertakes to observe and ensure the observation of the General Regulation defined by Art Line/ExpoLink by all companies working on its behalf during move-in/move-out and in relation to any other associated activity.



4. The Organizers reserve the right to define, even in derogation of these General Regulations, appropriate standards and dispositions to ensure proper holding of the Event and performance of internal services. These standards and dispositions are integrally equivalent to these General Regulations and are inasmuch compulsory.
5. In the event of positive conclusion of the contract for participation in the exhibition, the Organizers will, on the basis of the express dispositions in the General Regulations, enter personal data in the Official Catalogue of the event that will then be distributed on a national/international scale. The data provided by Exhibitors may be divulged by the Organizers by means of input in IT Systems, including multimedia systems. This data will enable Visitors and Exhibitors at each event to identify the position of stands, as well as obtain information about the trade and/or exhibition features of Exhibitors taking part.

## 15) NOTIFICATION AND CONSENT AS PER D.LGS 196/2003

Pursuant to Legislative Decree no. 196/2003 of the Personal Data Protection Code, Ente Autonomo per le Fiere di Verona, as Data Controller, provides you some information regarding the use of personal data.

### 1. Purposes of processing

Personal data are processed within the institutional activity of the Entity, for the following purposes:

a) purposes for which the applicant is not required to give consent:

- purposes strictly related to the management of actual and/or potential customer relationships (e.g. acquisition of preliminary data at the conclusion of a contract; carrying out tasks and services on the basis of the obligations arising from the contract, etc.) and credit protection (assignments to debt collection companies, factoring companies and/or banks);
- purposes connected with the obligations under laws and regulations as well as regulations issued by authorities with these competences (e.g. Fiscal regulations, statistics regulations, etc.);

b) purposes connected to the development of the Entity, for which the data subject has the right to give or deny consent. This category includes the following activities:

- developing customer profiles;
- sending of communications, information, newsletters, research, and advertising materials, even customized, regarding the exhibitions organized by the Entity and performance of market surveys using automated contact means (e-mail, fax) as well as traditional contact means (paper mail, operator-assisted phone calls);
- sending of communications, information, newsletters, research, and advertising materials, even customized, regarding specific products and services of others using automated contact means (e-mail, fax) as well as traditional contact means (paper mail, operator-assisted phone calls).

### 2. Personal Data Provision

The provision of data to achieve the purposes of processing specified in paragraph 1 a) of the information is required. In the event of failure it will not be possible to conclude the contract and perform the services required by you.

The provision of data to achieve the purposes of processing specified in paragraph 1 b) of the information is optional. In the event of failure there will not be consequences in relation to the conclusion of the contract or to the services required.

### 3. Processing modalities

The processing of personal data is carried out through computer and manual tools, in a way strictly coherent with the purposes set out above.

### 4. Categories of subjects to whom the data may be communicated

To achieve the purposes of processing specified in paragraph 1 of this information, your personal data may be processed by the employees and associates of the Entity as persons in charge of the processing and data processors.

For carrying out the activities listed in paragraph 1 a) the Entity also addresses to:

a) Companies/enterprises/external companies carrying out activities closely related to the management of the relationship between the entity and the customer. These mentioned above act as data processors.

The data processed by these companies have the following purposes:

- provision of services relating to the exhibitions (organizational, technical, logistics, insurance, etc.);
- printing of the official catalogues of exhibitions;
- printing, mailing, posting and delivery of customer communications;
- on behalf of the Entity, acting as agents, brokers or similar roles, promotion of the acquisition of visitors and exhibitors to shows and events;
- on behalf of the Entity, promotion of services related to the trading activity of visitors and exhibitors.

b) Companies/enterprises/external companies carrying out activities closely related to the management of the relationship between the entity and the customer. These mentioned above act as data controllers:

- subjects providing for the supervision and safety of the exhibition centre of verona;
- individuals and/or companies performing debt collection, factoring companies, banks.

To achieve the purposes of processing specified in paragraph 1 b) the Entity also addresses to:

a) Companies/enterprises/external companies or subsidiary of Ente Autonomo per le Fiere di Verona performing activities functional to those of the Entity that operate as data processors. This latter is performed by these entities for the following purposes:

- send to customers communications, information and advertising material regarding the exhibitions annually organized by the Entity;
- send to customers communications, information and advertising material regarding products or services of third parties;
- on behalf of the Entity, carry out market surveys on representative samples of clients.

#### 5. Scope of dissemination

In the event of a successful conclusion of the contract for the participation in exhibitions, in accordance with what is expressly provided in the General Rules, the organization will include personal data in the Official Exhibition Catalogue, which will be nationally/internationally disseminated. The data provided by the exhibitors may be disseminated by Ente Autonomo per le Fiere di Verona, through IT media, including multimedia. These data will allow visitors and exhibitors to detect the position of the stands at each event and get to know the product and/or exhibition details related to the exhibitor.

#### 6. Rights under article 7 of Legislative Decree no. 196/2003

We inform that article 7 of the abovementioned Decree allows for specific rights. In particular, the data subject can get by the Data Controller the confirmation of the existence or not of personal data and that these data are communicated in an intelligible form. The data subject may also request to know the origin of the data as well as the logic and purposes upon which the processing is performed, to obtain the cancellation, transformation into anonymous form or blocking of data processed in violation of the law, and the updating, rectification or, if interested therein, integration of the data. The data subject may oppose, in whole or in part, on legitimate grounds, to the processing of personal data concerning him/her, even though they are relevant to the purpose of the collection, to oppose free of charge, in whole or in part, to the processing of personal data concerning him/her, where it is carried out for the purpose of sending advertising materials or direct selling or else for the performance of market surveys or commercial communication performed through automated contact means (e-mail, fax) as well as traditional contact means (paper mail, operator- assisted phone calls). If you should prefer the processing of your personal data carried out for the aforementioned purposes to be performed through traditional contact means only, you may oppose to the processing of your personal data performed through automated contact means. To exercise these rights please contact the Data Controller by sending a notice to the address below or at [privacy@veronafiery.it](mailto:privacy@veronafiery.it)

#### 7. Data Controller and Data Supervisor

The Data Controller is Ente Autonomo per le Fiere di Verona with registered office in Viale del Lavoro no. 8 – 37135, Verona (VR) - Italy; Phone: 045 8298111 – Fax: 045 82 98 288 - E-mail: [info@veronafiery.it](mailto:info@veronafiery.it). The Data Supervisor is the Manager pro tempore of Human Resources Organization and Systems. The complete list of data processors is available at the Data Controller.

Last update: October 2013

#### CONSENT

In relation to the information given in accordance with article 13 of Legislative Decree no. 196/2003, we express our consent to (tick/flag the appropriate box):

- develop customer profiles;
- send communications, information, newsletters, research, and advertising materials, even customized, regarding the exhibitions organized by the Entity and perform market surveys using automated contact means (e-mail, fax) as well as traditional contact means (paper mail, operator-assisted phone calls);
- send communications, information, newsletters, research, and advertising materials, even customized, regarding specific products and services of others using automated contact means (e-mail, fax) as well as traditional contact means (paper mail, operator-assisted phone calls).

#### 16) COMPLAINTS AND FORUM

Any claims must be presented in writing to the following addresses:

- Veronafiery - General Management - Viale del Lavoro 8 - 37135 Verona, Italy
- Art Line/ExpoLink - General Management - 57, Ibrahim Al Refaei St., 8<sup>th</sup> District, Nasr City - Cairo 11471, Egypt.

Any and all controversies will be referred exclusively to the Courts of Cairo, Egypt.

Company Stamp and Signature of Legal Representative

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Organizers



Please return back to

Tel.: +39 0458298800 / +2 02 2273 2237 / +2 02 2527 1010

Fax: +39 0458297800 / +2 02 2273 2055 / +2 02 2527 1015

Email: [exhibit@msafrica.net](mailto:exhibit@msafrica.net) / [vf@veronafiery.it](mailto:vf@veronafiery.it)

**SaMoTer**

[www.msafrica.net](http://www.msafrica.net)