

## PROGETTO FUOCO - GENERAL REGULATIONS VERONA 21<sup>st</sup> / 25<sup>th</sup> February 2018

### Art. 1) ORGANISATION

Piemmeti - Promozione Manifestazioni Tecniche - Spa with operative offices in Via San Marco 11/c - I 35129 Padua - registered offices in Viale del Lavoro 8 - I 37135 Verona - Verona Business Register- Tax Code and VAT no.: 03609910231 - company subject to coordination and controls by VeronaFiere Spa – organises “PROGETTO FUOCO International exhibition of plants and materials for wood-fired heating” which is held and whose brand is owned by VeronaFiere Spa. This specialist event will be held in the grounds of the Verona Trade Fair on 21st - 25th February 2018.

### Art. 2) ADMISSION

All Italian and foreign producers, together with all exclusive agents working in Italy are welcome to take part in “PROGETTO FUOCO” if they have applied to do so. All the products of the wood industry and energy (see trade sectors on the catalogue sheet) can be exposed.

### Art. 3) APPLICATION

To take part in “PROGETTO FUOCO” please send in an application using the relative form. The form - together with the Security Deposit - must be received within the terms provided.

please return the application form **by 31 August 2017** complete with the catalogue sheet and list of firms represented, if any. To apply for one or more connections to the fume extraction system, please complete the relative section provided on the "application form". Only those applications carefully completed, signed and accompanied by payment of the advance will be taken into consideration. Verbal requests or requests without advance payment will not be considered valid.

Exhibitors that are found to be already in debt with Piemmeti Spa for payments relative to the previous editions cannot register for a new edition without first paying all back fees due. Should the Exhibitor present a down payment for the Event, the same will be held as balance/down payment for the previous debt.

Upon signing the application form, the Applicant undertakes to participate in “PROGETTO FUOCO” in the stand assigned to, even should its size be different from that requested. The Applicant furthermore undertakes to accept these General Regulations, the Technical Regulations and all other integrative instructions which may be issued by the Organisation at any time in the interests of the Event itself. Applications cannot contain provisions or conditions of any type. The Exhibitor must only promote/exhibit the products/services identified in the Application Form in accordance with the Fair's product sector.

### Art. 4) CONFIRMATION OF ADMISSION

Upon acceptance of an application, the Organisation shall send the Applicant written acceptance of the application within and no later than the thirtieth day prior to the inauguration of “PROGETTO FUOCO”. This confirmation shall only be valid for the company in question. Sub-rentals, the total or partial transfer of stand areas, even free of charge, are strictly prohibited. The Organisation shall have time up to two days before the beginning of the Fair for all applications received less than 30 (thirty) days prior to the date of inauguration of the Fair.

### Art. 5) PARTICIPATION COSTS - REGISTRATION FEE - FIXED-PRICE SERVICES – SECURITY DEPOSIT

**Stand fees: € 108.00 per sq. m.** with 1 free side (area only, without any type of installation or divider) for occupied surface area.

An 10% increase is applicable for stands with 2 open sides, a 15% increase for stands with 3 open sides and a 20% increase for stands with 4 open sides.

Furthermore, fees include free invitations valid for admission to the fair. Invitations are assigned based on the amount of surface area occupied.

#### Registration Fees € 475.00 include:

- ALL RISK insurance (see Article 11 of the General Regulations).
- CIVIL LIABILITY insurance (see Article 11 of the General Regulations).
- link to the exhibitor's website;
- Adv – Materials to promote the fair;
- inclusion in the Official Fair Catalogue;
- inclusion on the Exhibitors' page of the Official Website of the Fair, in alphabetical order;
- Exhibitor's pass (according to the surface area occupied);
- parking pass for the covered, "unattended" parking area reserved for Exhibitors (based on surface area occupied);

- a valid Wi-Fi internet account for the duration of the event;
- copy of the Official Catalogue;

**Lump-sum fees for technical services are of € 6,00 per sq. m.**

In order to facilitate participation at the event, the following services are provided for a fixed-price:

- electrical connection;
- electricity consumption of up to 5 kw;
- the provision of fire extinguishers in accordance with the Law;
- general daily cleaning services for the exhibition area throughout the duration of the event (does not include cleaning for goods or machinery)
- waste removal and residual material disposal during the course of the event;
- municipal advertising tax;

The Organization will also send Exhibitors who are up-to-date with their payments some complimentary invitation cards for their clients. Each card allows one person to enter the exhibition (see art. 5) and the following amounts will be sent out:

- 100 cards for pitches of up to 32 sq.m..
- 150 cards for pitches of over 32 sq. m. (up to 96 sq.m.)
- 200 cards for pitches of over 96 sq.m.

Further complimentary invitation cards are available on request at a cost of € 2.80 each.

Any visitors without a complimentary invitation card will have to pay to enter "PROGETTO FUOCO".

Together with the application form, Applicants must pay a security deposit of € 54.00 for each sq. m. (50% of the space cost). The sum received shall be invoiced and shall constitute confirmation of participation. If the application is not accepted, the amount will be returned in full to the Applicant in accordance with this article. In case of acceptance, the Applicant hereby consents and authorises it to credit the security deposit to its account.

**Art. 6) TERMS AND CONDITIONS OF PAYMENT**

Applicants that have received written confirmation from the Organisation of the acceptance of their application as well as the relative invoice must pay all sums due by 12 February 2018. All invoices delivered to the Applicant after such date must be paid upon receipt. To take possession of the exhibition space assigned, the Participant must present proof of payment to the Secretary's Office at the Verona Trade Fair. No other forms of payment are valid. Access to the grounds of the Fair will be denied to all companies and/or their employees that cannot provide proof of payment.

**Art. 7) WITHDRAWAL- TERMINATION - NON-FULFILMENT**

All Applicants who - due to a proven impossibility - cannot take part in "PROGETTO FUOCO" can withdraw their application and/or terminate the contract, providing written communication of the same by registered post with return receipt by 11 December 2017. The security deposit will not be refunded in this case, without prejudice to other greater rights. Should a communication of withdrawal and/or termination of the contract be received after the date above, or should the stand area not be occupied by 12.00 noon on the day before the start of the Event, Participants must pay the difference between what they have already paid in accordance to Art. 5 and their entire participation fee, which, given their non-fulfilment, will not be reimbursed in accordance with the Law. Provided the above, in case of termination, withdrawal or non-fulfilment, the Organiser may liberally dispose of the relative stand and assign it to other participants if necessary.

**Art. 8) ASSIGNING SPACES AND INSTALLATION**

The Secretary's Office shall have sole say over assigning spaces, and shall carry out this task in accordance with its organisational needs while taking the following specifically into account:

- a) the regularity and completeness of the Application and documentation provided;
- a) the date of presentation for the Application and documentation provided;
- c) the spaces available;
- d) the presence of the Exhibitor and their attendance at previous editions of the Event;
- e) the administrative situation of the Exhibitor with the Secretary's Office during previous editions;
- f) the Layout of the Halls and exhibition areas.

Any specific requests made by the Applicant when presenting their Application are indented to be purely indicative and are in no way binding for Organisation, nor can they in any way influence their application. The stands are available to participants at the fair from 15<sup>th</sup> February 2018, and should be ready by 4:00 pm of the previous day the beginning of the fair. Due to specific technical and organisational needs, the Organisation reserves the right to move or reduce - where necessary - stand areas which have already been assigned, even transferring the same to other areas without endowing the participant with a right to claim compensation or reimbursements of any type. The Organisation shall provide written communication of any reductions or transfers in terms of the spaces assigned in writing by registered mail with return receipt at least 8 days prior to the start of the Event.

**Art. 9) RETURNING STAND AREAS**

Following the end of the Event, Participants must clear the area assigned to the before delivering them within the terms and times provided in the "Technical Regulations" no later than 8:30 pm of 28<sup>th</sup> February 2018. Following this, the Organisation may clear the area by force, charging the Participant all direct and indirect costs relative to this. The Participant must collect an exit pass in order to remove its products and installations from the grounds. The Organisation will only issue this pass to Participants who have paid all fees due.

The Organisation shall in no way be liable for products or installations which are left unattended inside the grounds.

**Art. 10) ENTRANCE- PASSES**

The Fair will be open from 9.00 am to 6.00 pm. Participants and service staff may access and leave the grounds respectively half an hour before and after it is closed to the public. The Organisation reserves the unchallengeable right

to change these times as well as to suspend all commercial activities for certain periods of time or when faced with specific needs.

The Organisation will issue Exhibitors with passes free of charge as follows:

- 4 Exhibitor badges for stands up to 32 sq. m. + 2 reserved parking spaces
- 6 Exhibitor badges for stands of between 32 sq.m. and 96 sq. m. + 3 reserved parking spaces
- 8 Exhibitor badges for stands greater than 96 sq.m. + 4 reserved parking spaces.

There are no security guards in the car park. Piemmeti Spa and VeronaFiere will therefore accept no responsibility for any theft or damage to vehicles in the exhibitor areas.

#### **Art. 11) INSURANCE - SECURITY**

Within the scope of its own interest and needs, the Organisation provides a regular security service both during the day and at night, without however accepting any liability for thefts or damages to the goods on show in the stands or nevertheless for property left inside the grounds.

Participants are responsible for the safety and security at their own stands during opening hours, both while the " PROGETTO FUOCO" exhibition is being held and when preparing and dismantling the stands. As such, Participants are advised to remain at their own stands throughout the duration of the Fair's opening hours if they are exhibiting objects deemed easy to remove. The Organisation insures all Exhibitors who meet the necessary requirements in their application and who have paid their fees with insurance contracts to cover the following risks, which are applicable from the beginning of the assembly phase to the end of the dismantling phase:

- Civil Liability Insurance towards Third Parties, for a liability limit of **€ 2,500,000.00**;
- All Risks Global Insurance (excluding transport) for € 25,825.00 for furnishing and setting up the stand, machinery, equipment and goods;
- € 775.00 for electronic equipment in general, audio-visual equipment, photographic equipment and office equipment;
- € 5,165.00 for burglary and theft, valid from when entering to when exiting the " PROGETTO FUOCO 2018 " Halls, 10% uncovered with a minimum of € 25.00;
- € 1,550.00 for fragile objects, with an absolute excess clause of € 258.00.

If Exhibitors want to supplement their coverage by taking out insurance for larger amounts or different risks, they can either do so by directly contacting a company of their choice or by going through VeronaFiere.

For any further information and requests for additional coverage, contact the Purchasing Service by calling +39 045 829 81 05.

Greater values may be integrated with one of the event's official Insurance Companies. Participants are responsible for damages caused either directly or indirectly to the Organisation.

**Exhibitors are nevertheless both Civilly and Criminally liable for injuries to people or damages to property caused by equipment, structures or anything else present within the area assigned to them, as well as due to their own behaviour and that of its Employees and/or contractors.**

Reporting damage and theft: the insured party must immediately inform the Exhibition Centre Operations Service. In the event of theft, it is also necessary to report the matter to the local police or legal authorities immediately.

For claims, please contact the VeronaFiere Purchasing Service (Tel. +39 0458 298105, Fax +39 0458 298197) and provide a detailed account of what has occurred.

Failure to comply with one of these requirements may lead to the total or partial loss of the right to damages, in accordance with art. 1915 of the Italian Civil Code.

##### ➤ **Video-surveillance**

Video surveillance systems are installed throughout VeronaFiere.

They are used for the following purposes:

1. security
2. safeguarding property
3. control of unauthorised access.

Processing of video surveillance data will have the exclusive purposes defined at the previous paragraph. Processing will be performed in terms of total correctness for specific (security, protection of property, control of unauthorised access) and legitimate (as per article 13 of Italian Legislative Decree 196/03 and P.G.P. 8.04.2010) purposes. These concepts are explicitly notified to all interested parties by means of suitable informative posters. Article 4 of Law 300/70 (Workers Statute) is also expressly observed.

VeronaFiere undertakes to uphold the principle of necessity in such processing. Superfluous use and excessive redundancy are therefore excluded.

The video surveillance system is required for the following reasons:

- Safety of persons during exhibition events
- Protection of VeronaFiere property in view of the large exhibition area and halls that remain partially unsupervised overnight in periods between one exhibition and the next
- Protection of exhibitors' property overnight during exhibitions
- Physical security during assembly and disassembly operations involving stands and equipment in general before and after exhibition events
- General prevention of unauthorised access to the exhibition perimeter and exhibition areas

Recorded images are not directly visible to third-parties

Conservation of recordings over time is considered useful for attaining the intended result, except in cases of extension envisaged by disposition of the Privacy Ombudsman dated 8 April 2010, and will be retained after such period only if offences occur or in relation to investigations by legal authorities or the police. The system is accessible only to authorised persons and is fitted with the minimum safety measures envisaged by Italian Legislative Decree 196/03.

As envisaged at item 3.1 of the disposition of the Privacy Ombudsman dated 8 April 2010, appropriate notices have been installed in areas covered by surveillance.

These notices:

- are located in places subject to such surveillance or in the immediate vicinity of the cameras
- have a format and a position that ensure total visibility

Data collected will be used for purposes of security and access control. Data will not be used for any other purpose.

#### **Art. 12) INDUSTRIAL PROPERTY**

The products and goods exhibited, in addition to the stand area housing them, cannot be photographed, videotaped or reproduced without written authorisation from the participant in question. The Organisation reserves the right to reproduce or authorise the reproduction of overviews or internal and external details.

#### **Art. 13) OFFICIAL PUBLICATIONS AND DOCUMENTS PROVIDING INFORMATION**

The Organisation is responsible for printing the official catalogues as well as for all other information (pre-catalogue, provisional lists, layouts) which it believes - at its own unchallengeable discretion - to be useful to advertise of the event, without any liability for any omission or errors.

The official catalogue will be delivered to Exhibitors directly at their stands during the fair.

#### **Art. 14) ADVERTISING**

Participants may carry out their own advertising activities solely inside the stand areas assigned to them and limited to their own goods, provided this takes place within the scope of the Law and without disturbing other participants or guests. Any form of advertising which may appear to or effectively provide for a comparison between its goods and goods belonging to other exhibitors is strictly prohibited. The Organisation reserves the right to authorise forms of paid advertising outside assigned stand areas.

Handing out leaflets inside the grounds of the Fair or near its entrances is strictly prohibited.

#### **Art. 15) PROHIBITIONS - SANCTIONS**

Participants are specifically barred from:

- exhibiting products not included in their repertoires of goods or not indicated on their applications;
- exhibit prices;
- remain inside the grounds when the Event is closed;
- circulate or park vehicles of any type inside the exhibition area;
- arrange for goods or materials to leave the grounds during the course of the event without authorisation from the Organisation;
- distribute advertising materials (magazines, catalogues, leaflets, brochures) not belonging to the participant, who must furthermore only distribute this type of material inside their own stands;
- use the Organisation's brand without specific authorisation;
- carry out political advertising of any type inside the grounds;
- introduce pets into the grounds;
- provide any type of catering service inside the stand area and the grounds of the Fair, unless specifically authorised to do so by the Secretary's Office;
- use kitchen / stove or other gas appliance inside the grounds, without authorisation from the Organisation;
- begin dismantling the stand before the Fair is closed.

Any failure to comply with the commitments undertaken with the application and, in particular with respect to the prohibitions listed in this article, endow the Organisation with the right to exclude the Participant from the Fair.

#### **Art. 16) NOTIFICATION AND CONSENT PURSUANT TO ITALIAN LEGISLATIVE DECREE 196/2003**

Pursuant to Italian Legislative Decree 196/2003 (the "Personal Data Protection Act"), as the "data handlers", Piemmeti SpA and VeronaFiere must provide certain information about the use of personal data.

- Purposes of the processing: The personal data are processed during the corporate and trade fair-related activities of Piemmeti SpA and VeronaFiere for purposes related to the security and surveillance of the Verona Exhibition Centre.
- Processing methods: The personal data are processed using manual, computer-based and ICT tools, in procedures that are based solely on the abovementioned purposes and carried out in such a way as to guarantee the security of the data, thanks to the use of appropriate preventive security measures in accordance with article 31 and the following articles of Italian Legislative Decree 196/2003.

#### **Art. 17) TECHNICAL REGULATIONS / ORGANISATIONAL INSTRUCTIONS**

The participant hereby acknowledges that all the provisions as well as the general information, Technical Regulations and all organisational instructions published are an integral part and constitute a single, undividable context of the General Regulations.

#### **Art. 18) POSTPONEMENT - REDUCTION OR CANCELLATION OF THE FAIR "PROGETTO FUOCO"**

At its own unchallengeable discretion, the Organisation may change the dates of the Fair without endowing participants with the right to withdraw from the contract or from any of the commitments undertaken. The Organisation may reduce or cancel "PROGETTO FUOCO" in whole or in part up until 30 days before its start date, providing written communication of the same to participants by registered post with return receipt, without – as such – being held responsible for paying fines or damages of any type.

#### **Art. 19) GENERAL MEASURES**

The Exhibitor is accountable for compliance with the provisions that the Authorities responsible for overseeing areas open to the public have issued for the safety of guests and participants. All complaints relative to the organisation of the event must be presented in writing and in a timely manner. The regulations of the Civil Code shall be applicable for all that which has not been expressly provided for in these Regulations.

#### **Art. 20) JURISDICTION**

The Courts of Verona shall have exclusive jurisdiction over any controversies relative to the interpretation, execution or termination of this contract.