

1) DEFINITIONS

"Event" shall mean COSMOBIKE SHOW, organised by Veronafiere S.p.A.

"Regulations" shall mean the general contract conditions enclosed herein.

"Direct Exhibitors" shall mean companies taking part in the Event as users of exhibition areas with their own stands, personnel and products through the direct signing of contracts with the Organiser (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.

2) SITE - DATE - TIMES - ENTRANCES

The event will take place from 15 to 16 February 2020 at the Veronafiere Exhibition Centre. Access Timetable: 9:30 a.m. - 6:30 p.m.

Holders of Exhibitor Passes may enter the Exhibition Centre one hour prior to the access timetable; exhibitors must leave the halls no later than half an hour after closing time.

The Organiser reserves the right at its complete discretion to modify the timetable indicated above and eventually the date of the Event itself, as well as to suspend entrance by trade professionals for unexpected organisational requirements without this constituting reason for liability or any claim whatsoever against the Organiser itself.

3) ENTRANCE AND TRADE SECTOR REQUIREMENTS

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

Only Exhibitors whose activities are included in the relative trade categories for which the event it is authorised will be accepted, i.e. the following products and/or services: bicycles, clothing and equipment for cyclist, parts and accessories, machines, tools, workshop and shop equipment, tourism with bicycles, others.

The Exhibition is also open - directly or through representatives - to all producers, dealers, authorities, institutions or consortia operating in the trade sectors as per this Article. Representatives may only attend the Exhibition in this specific role using their own company name.

Applications shall be considered as accepted only when Veronafiere issues confirmation of the show area and the relative "Stand Assignment Notification".

4) APPLICATIONS

Enrolment in the Event requires filling the on line application form, accept the General Regulations and confirm the on line form or the estimate within the deadlines and in the manner envisaged therein and in the Application. Enrolment also requires:

- sending the bank receipt as proof of payment of the **advance confirmation deposit** (equal to the **Registration Fee + 30% of the amount due for the exhibit area + V.A.T.**, if due) in accordance with the terms and modes of payment indicated in the "Application Form" and in the General Regulations;
- filling the Catalogue and Trade Repertory form indicating data, company profile and the products and/or services that the Exhibitor intends to promote and/or exhibit;
- filling eventual registration applications for Represented Companies

Registration applications which are incomplete, unaccompanied by the advance payment receipt and/or non-conforming to the foregoing cannot be accepted.

Exhibitors owing sums to the Organiser in the case of non-payment of sums concerning other previous events will not be enrolled in the new edition of the Event until the outstanding sums in question are settled. Whenever such Exhibitors make advance payments for the new Event, such payments will be retained by Veronafiere as balance/advance on existing sums due: participants expressly waive the faculty of different attribution of payments as per Article 1193, item 1, of the Civil Code.

The Organiser will issue the Exhibitor with a receipt for payment attributed as balance/advance for existing debts, as per and to the effect of Article 1195 of the Civil Code.

5) PAYMENTS

On receipt of a correct Application Form complete with documents and relative payment of the advance as per Article 4, the Organiser will issue an initial invoice for the amount paid by the Exhibitor, although this does not bind Veronafiere to accept the application. Whenever applications are not accepted, these amounts will be returned without any surcharge for interest.

Exhibitors who send Application Forms after the term envisaged for paying the balance of sums for exhibit areas and essential services shall pay to Veronafiere the full sums due on forwarding said Registration Applications.

Balance of sums due for exhibit areas: Exhibitors must settle the full balance no more than 15 days after the issue of the "Stand Assignment Notification" and in any case **by and no later than 13 December 2019**. In order to take possession of assigned stands, Exhibitors must present the receipt of balance 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. Following such definition of administrative positions and in order to take goods out of the Exhibition Centre, Exhibitors and/or fitters must present the "Exit Permit" issued by Veronafiere to surveillance staff.

6) TARIFFS, ENROLMENT DEADLINES & ASSIGNMENT OF EXHIBITION AREAS

Registration fees, tariffs and registration deadlines are indicated in the General Regulations. **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.**

The sale is to multiples of 16 mq; for the CosmoBike Tourism the sale is to multiples of 9 mq.

6.1) **The "Direct Exhibitor" registration fee of € 300,00 + VAT includes the following services:**

- registration and insertion in the Official Catalogue;
- one copy of the Official Catalogue;
- registration and insertion in the List of Exhibitors published on the event site;
- insurance cover for civil liability risks for third-parties and insurance for other Exhibitor risks in accordance with the • maximum sums and conditions envisaged at Article 13.2 of these General Regulations;
- advertising tax for stands as per the limits defined in Article 12.3 below;
- the advertising fee for promotion using visual, sound-visual and similar equipment
- Internet Wireless connectivity: no. 1 free WIFI account during the exhibition days.

The "Co-exhibitor" registration fee of € 300,00 + VAT includes the following services:

- registration and insertion in the Official Catalogue;
- one copy of the Official Catalogue;
- registration and insertion in the Official Catalogue with the wording "Presented by ..." followed by the name of the Direct Exhibitor to whom the stand is assigned
- insurance cover for civil liability risks for third-parties and insurance for other Exhibitor risks in accordance with the maximum sums and conditions envisaged at Article 13.2 of these General Regulations;
- advertising tax for stands as per the limits defined in Article 12.3 below;
- the advertising fee for promotion using visual, sound-visual and similar equipment;
- n. 1 Exhibitor pass for entrance to the Event;
- n. 1 car parking pass;
- n. 25 invitation cards.

The "Represented Company registration fee of € 30,00 + VAT includes the following services:

- registration and insertion 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
- registration and insertion in the List of Exhibitors published on the event site;

6.2) **Exhibit Space Rates**

	by 15/11/2019	after 15/11/2019
Indoor area up to 32 mq	€ 75,00	€ 87,00
Indoor area over 32 mq and up to 64 mq	€ 73,00	€ 85,00
Indoor area over 64 mq and up to 128 mq	€ 65,00	€ 75,00
Indoor area above 128 mq	€ 59,00	€ 67,00
Outdoor area up to 100 mq	€ 50,00	€ 50,00
Outdoor area over 100 mq	€ 45,00	€ 45,00

No surcharge for double decker stands.

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

- general cleaning of the stand: cleaning of floors and eventual finishings (e.g.: carpet) -excluding materials/ machinery on show- dusting of furnishings and emptying of wastepaper baskets from the day before the event and every evening of event days;
- general promotion, heating, ventilation, general surveillance (excluding stands), general lighting of halls, information, sanitary facilities, first aid, supervision by fire fighting authority.

Exhibitor and parking passes, and invitation cards for entrance to the event in the following quantities:

- Indoor area up to 32 m²: n. 4 Exhibitor passes for entrance to the Event; n. 1 car parking pass; n. 25 electronic invitation cards e n. 25 invitation cards;
- Indoor area over 32 m² and up to 64 m²: n. 6 Exhibitor passes for entrance to the Event; n. 2 car parking

- passes; n. 25 electronic invitation cards e n. 50 invitation cards;
- Indoor area over 64 m² and up to 128 m²: n. 8 Exhibitor passes for entrance to the Event; n. 4 car parking passes; n. 50 electronic invitation cards e n. 100 invitation cards;
- Indoor area above 128 m²: n. 10 Exhibitor passes for entrance to the Event; n. 6 car parking passes; n. 100 electronic invitation cards e n. 100 invitation cards;
- Outdoor area up to 100 m²: n. 4 Exhibitor passes for entrance to the Event; n. 2 car parking passes; n. 25 electronic invitation cards e n. 25 invitation cards;
- Outdoor area over 100 m²: n. 6 Exhibitor passes for entrance to the Event; n. 4 car parking passes; n. 25 electronic invitation cards e n. 50 invitation cards.

6.3) Fee for Technical and Essential Services

- The fee for the Technical and Essential Services of 5,00 €/sq.m. + VAT includes the following services:
- a) electrical connection: n° 1 electrical connection up to a maximum of 18 kW, consumption not included;
 - b) consumption of electricity: 2 kW every 16 sq.m. for inside and outside areas;
 - c) general cleaning of the stand: cleaning of floors and eventual finishings (e.g.: carpet) -excluding materials/machinery on show- dusting of furnishings and emptying of wastepaper baskets from the day before the event and every evening of event days.
 - d) the certificate of static suitability

6.4) Area start@cosmobikeshow

Start@CosmoBike Show area: when registering, companies that can demonstrate (by means of a certificate of incorporation) the commencement of operations after 1 January 2016 will be able to access the start@CosmoBike Show area exclusively for young companies and benefit from a special attendance package. These companies will be included in the dedicated exhibition area called Start@CosmoBike Show at special rates for the start@up area (but not other exhibition locations) for a maximum three editions.

7) 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 Veronafiere by means of registered letter with confirmation of receipt.

- In the event of cancellation and waiver formalised **by 13 December 2019**, the Organiser will withhold all sums paid by way of advance confirmation deposit by the Exhibitor at the time of enrolment (registration fees + 30% of show area + VAT).

8) STAND SET-UPS

Installation of stand set-ups must conform with the dispositions envisaged in the Technical Regulations included in the "Exhibitor Services Manual". The show area assigned is not furnished. The Organizer does not provide partition walls between the stands, if not expressly requested. Exhibitors interested in the set-ups/shell scheme stands offered by the Organizer (i.e.: partition walls, carpet, furnishings) will find relative descriptions and costs in the specific order forms enclosed 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 Technical Regulations. The installation and set-up of stands may be implemented on prior presentation to the Organizer of a "Stand set-up project" and its approval issued by the competent offices of Veronafiere.

To this end, within 60 days prior to the start of the event, Exhibitors shall choose what kind of stand fitting they will set up and shall inform the Organizer using the "Veronafiere's exclusive online area". Exhibitors who intend to set up and install their own exhibition areas with their own staff must upload in the web area also the complete documentation of the stand fitting. Exhibitors must write in the web area the name of the stand contractor that they engage. In this last case the stand constructor will be in charge to upload all the documentation of the stand fitting and of its company.

Veronafiere's competent technical offices, after carrying out appropriate verifications, will then give the go ahead for the company/ies to access the Exhibition Centre.

Exhibitors and/or stand contractors are not authorised to anchor billboards, trusses, American structure. Anchorage to the structures of the halls is the exclusive competence of Veronafiere. If the set-ups belong to the "Special Set-up" category the "Set-up Project" must be accompanied by the structural design calculation report stamped and signed by an accredited Professional Technician and it is compulsory to fill out the form 5/C. The construction of two-level stands is allowed for this Event and the design of the stands must observe the dispositions included in the Technical Regulations. Non-observance of these procedures will mean that authorisation to access the exhibition centre and set up the exhibition area will not be given. In order to highlight products displayed in relation to set-ups and for safety reasons, it is not allowed to install continuous walls enclosing the stand, even using different elements, having lengths more than 50% of the individual free open sides or the main side.

For all items not expressly specified in this document, please refer to the dispositions indicated in the Technical Regulations of Veronafiere which are an integral part of these General Regulations and herein understood as formally and integrally accepted.

Authorisations and actions by the Organizer do not in any way incur any responsibility, which in any case remains exclusively with the Exhibitor. Whenever during Set-up stages, the stand is positioned incorrectly or in any case not in the area assigned, as indicated in the ground plan sent to the Exhibitor together with the "Stand Assignment Notification", the Organizer may, using its own system and without accepting any responsibility whatsoever, move all materials and charge the Exhibitor for eventual expenses and damage sustained.

Whenever during Set-up stages, the stand is positioned incorrectly or in any case not in the area assigned, as indicated in the ground plan sent to the Exhibitor together with the "Stand Assignment Notification", the Organizer may, using its own system and without accepting any responsibility whatsoever, move all materials and charge the Exhibitor for eventual expenses and damage sustained. It is understood that if the competent offices, at their sole discretion will identify any situation that do not safeguard image and security of neighbouring exhibitors, visitors, service personnel and infrastructures, Veronafiere reserves the right to request to modify the project, the technical reports signed by an accredited professional and/or the certificate of static fitness.

9) SHIPMENTS

Exhibitors are free to use their own shipping agents to perform railway and customs procedures. The Official Shipping Agent of Veronafiere is also able to perform railway and customs procedures and effect loading/unloading of goods provided that Exhibitors request and book this service in advance directly through the Official Shipping Agent, using the specific form. Shipment and/or goods handling services by the Official Shipping Agent are subject to the tariffs - already approved by the Organizer - indicated in the foregoing order form. It is agreed that every legal relationship shall exclusively be entered upon between the Exhibitor and the Official Shipping Agent. These services are inasmuch subject to direct confirmation by the Official Shipping Agent. The Organizer provides only to Exhibitors requesting the services of the Official Shipping

For registrations submitted by 15/11/2019 along with the advance payment receipt, exhibitors will be applied **discounted rates** as indicated above and in the "Exhibit Rates Prospectus" available in the Exhibitors Exclusive Area. To benefit from these special tariffs, Exhibitors should send documentation as per previous Article 4 by and no later than 15/11/2019.

The Application Form is an irrevocable contractual proposal of participation for the Exhibitor and involves full acceptance of the General Regulations and the Technical Regulations, as well as the obligation on the part of the Exhibitor to uphold all the standards and dispositions issued by Veronafiere, even subsequently, for the organisation and successful operation of the Event.

The request of exhibition areas and open sides is merely indicative and subordinated to availability. The show area assigned is not furnished/equipped: it has no partition walls, carpet and/or furnishings.

Eventual requests for confirmation, larger or smaller stands, different positions or sharing of the show area should be sent with a specific letter enclosed with the Application Form. Any requests for the exhibit area sent by the Exhibitor together with participation documents and in relation to the show space **are merely indicative and may not be considered as effective conditions for the Application Form**, since acceptance of the Application Form and the assignment of exhibition spaces is the exclusive competence of the Organizer who will assign areas in compatibility with its own organisational and layout requirements in relation to available space. The Organizer will inform the Exhibitor in writing of acceptance of the Application Form presented by means of issuing confirmation of the show area and the relative "Stand Assignment Notification".

The Organizer reserves the right at its 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 damages.

- In the event of a cancellation and waiver notified **after 13 December 2019**, the Organizer will withhold and/or demand full payment of the financial consideration due for the registration fees and show area assigned to the Exhibitor by way of penalty for compensation against damages arising from non-attendance by the Exhibitor at the Event.

May we remind you that the safety management during the set-up and dismantling stages is now regulated by the DM 22-07-2014 ("Decreto Palchi e Fiere"). In particular, high set-ups (i.e. set-ups higher than 6,5m) must follow dispositions similar to those defined by current law and regulations for construction sites. Information regarding the installation area and the exhibition centre listed in the attachments I and IV of DM 22-07-2014 are available in the Technical Regulations of Veronafiere. Stand contractors and exhibitors are required to examine the above-said Decree and evaluate its application according to their own specific case.

8.1) Set-up stage

Unless otherwise defined, indoor areas are made available for stand set-up operations as of **7:00 a.m. to 8:30 p.m. from 11 to 13 February 2020**; exhibition area set-ups and presentations must be completed by and no **later than 2:00 p.m. on February 14 2020**. Access to the exhibition Centre will only be allowed to Exhibitors and/or stand contractors duly authorized 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"), as required by the Technical Regulations. Stands that are not occupied by 10.00 a.m. on the day prior to the opening of the Event will be considered as abandoned and consequently at the full disposition of Veronafiere, that may utilize them at its complete discretion: the dispositions of Article 7 "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".

8.2) Dismantling Stage

February 16 2020 from 7:00 p.m. to 10:00 p.m. areas are made available to exhibitors for dismantling operations of the exhibited products. Areas are made available to exhibitors and stand constructors for the stands dismantling operations **February 17 from 7:00 a.m. to 8:30 p.m. and February 18 2020 from 7:00 to 8:30 p.m.** Stands must absolutely be dismantled by **8:30 p.m. February 18 2020**. 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 a sum of € 1,000.00 + VAT by way of penalty, as well as other compensation in the event of damages in excess of this sum. In relation to organizational requirements and in any case at 30 days after the closing date for the show area dismantling stage, the Organizer may transfer assets and/or structures that have not been claimed or in any case left in the Exhibition Centre to the General Stores, where the goods will remain at the disposition of the legitimate owners; every risk and expense for such transfer to and storage at the General Stores, as per Articles 1787 and following of the Civil Code, will be borne by the Exhibitor. 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.), Veronafiere 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 authorized disposal for each type of waste. If the adhesives used to secure stand flooring to the ground is not removed, Veronafiere will debit the Exhibitor a sum of € 30.00 + VAT for every linear meter left in situ in the show area as partial recompense for the costs sustained for cleaning, removal and disposal.

Agent a reserved entrance for goods loading/unloading operations performed in accordance with the scheduling of the Organizer's Official Shipping Agent.

9.1) Handling in the exhibition centre

Goods loading/unloading operations inside the exhibition centre are performed exclusively by the Official Shipping Agent at tariffs indicated in the order form in the "Exhibitor Services Manual". Goods unloading and positioning operations must be completed by and no later than 8:00 p.m. on the eve of the Event.

10) MACHINES IN MOVEMENT - ACCIDENT PREVENTION

Only in exceptional circumstances and upon prior authorisation of the Organizer may the machinery on show be operated, under the exclusive responsibility of the Exhibitor and in accordance with the Technical Regulations.

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 60 days prior to the start of the Event, Exhibitors must request the

Organiser in writing for authorisation to operate machinery on show. In the event of demonstrations involving the participation of Visitors, the Organizer may require additional documentation to ensure the safety of Exhibitors and Visitors.

The Organizer reserves 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.

11) 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 Veronafiere. Veronafiere reserves 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 Organiser. The Organiser is not responsible for eventual unauthorised reproductions of stands or goods on display. Veronafiere is 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.

The Organiser has decided to implement the "Intellectual and Industrial Property" service. Acceptance of these general regulations by the undersigned Exhibitor involves acceptance and implementation of the Regulations of the Intellectual and Industrial Property Service and an undertaking not to obstruct their operation.

12) OFFICIAL ADVERTISING AND PUBLICATIONS

12.1) Official Catalogue and Other Publications

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

The Official Catalogue will include information about Exhibitors whose "Catalogue Entries" - and whose Registration Applications have been duly accepted - are received **by and no later than 13 December 2019**. **The Organiser and its 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 Organiser is equally not responsible for eventual printing errors of advertising announcements reproduced from material not meeting the necessary requisites for correct reproduction nor for the contents of such advertising announcements.

Veronafiere reserves the right to modify - at its complete discretion - advertising positions already agreed with advertising Exhibitors whenever technical requirements make this necessary.

The Organiser cannot guarantee inclusion of Exhibitors' data/entries and/or advertising in the printed Official Catalogue after December 2019.

12.2) Direct and Indirect Advertising

Exhibitors may only carry out promotional action on their own stands for their own and represented companies, provided that such action conforms with dispositions of law, public security standards, the General Regulations and the Technical Regulations of Veronafiere. 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 Organiser or the correct holding of the Event. The Organiser reserves 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 also forbidden, unless expressly authorised by Veronafiere, to display posters and/or objects, even for merely indicative purposes, on behalf of companies not listed in the Registration Application and not enrolled as Co-exhibitors and/or Represented Companies.

12.3) Billboards and Signs

Advertising tax for posters and signs less than 3 metres above ground level is included in the "Registration Fee". The Organiser will undertake required procedures in this regard.

Advertising posters and signs installed at more than 3 metres above ground level, must uphold the standards envisaged by the Technical Regulations and are subject to the written approval of the Organiser and the payment of the relative advertising fees as well as payment of the Local Council Tax. The "Exhibitor Services Manual" includes the relative order forms to fill out and send to Veronafiere with indications concerning bill-

boards and advertising fees. The Organiser declines any and all responsibility concerning eventual sanctions that may be issued as per law for advertising space not declared by Exhibitors in these forms.

12.4) Audio-Visual and Broadcasting Equipment

Exhibitors holding live performances at their stand during the exhibition must receive prior approval by Veronafiere and by S.I.A.E. A copy of S.I.A.E.'s authorization must be made available at the Exhibitor's booth in case of inspections carried out by S.I.A.E. personnel. 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 Organiser and the payment to it of the advertising fee indicated in the specific form in the "Exhibitor Services Manual".

For more information about music license registration and copyright collecting please contact local SIAE offices or check the website www.siae.it. For license registration - according to the current regulation (L.d.A. 633/41) - please send your request to DRMcentralizzato.mfv@siae.it. All the related documents can be downloaded from the website www.siae.it > per chi utilizza le opere > contrassegni > bolli.

The use of audio communications must NOT disturb neighbouring Exhibitors and the sound level shall ensure a suitable climate for full performance of commercial activities and, in any case, may not exceed 80 db. The Organiser, moreover, may require the exhibitor (by means of written notification or report by its appointed persons) to reduce sound levels below 80 db whenever, at the complete and exclusive discretion of the Organiser itself, the sound level generated by the equipment of the exhibitor in question is harmful and/or in any case a disturbance to the activities of other operators in the vicinity. Sound levels will be controlled using a sound meter around the perimeter of the stand by personnel authorised by the Organiser.

In the event of non-observance of the foregoing dispositions, including nonobservance of any invitation to reduce sound levels below 80 db, the following sanctions are envisaged:

- First infringement - verbal warning;
- Second infringement - written notification;
- The third infringement and thereafter - interruption of the electricity supply (without any right on the part of the exhibiting company to reimbursements or compensation of any kind). The interruption of the electricity supply will take place with advance notice of 15 minutes and may last for a maximum duration of 3 hours, at the complete discretion of the Organiser.

The Organiser may not be held liable in any way whatsoever for any damage, of any nature and kind, caused to the exhibiting company and/or material on display by the application of the sanctions envisaged in the event of non-fulfilment of the dispositions as per this article. Over and above the foregoing dispositions and over and above the efforts of the Organiser to ensure their observance by exhibitors, Veronafiere may not be held liable in any way whatsoever if any different and illegitimate conduct by an exhibitor should cause damage to other operators.

Any controversies must be resolved directly between the exhibitors themselves, whereby the Organiser is exempt from any liability and/or responsibility.

13) VIGILANCE AND INSURANCE

13.1) General Vigilance

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 set-up and dismantling stages. Inasmuch, companies exhibiting easily removed objects are advised to be present on their stands at all times throughout the day.

The Organiser, in its own interests and for its own requirements, organises 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.

As far as prevention of crimes against property and individuals is concerned, reference is made to art. 134 of TULPS (Consolidated act of public safety laws) and to the Italian Decree n. 269/10, which are both regulating the activities related to surveillance and transport of money and valuables. In order to prevent crimes against exhibitors and shopkeepers, which during trade shows display valuables or need to handle big amounts of money, we kindly remind the exhibitors to pay serious attention to this issue and check the related regulations. The above-mentioned regulations envisage appointing private surveillance agencies to handle big amount of money or safekeeping of valuables. Those companies, according to the current regulations, have to take care of money handling and/or safekeeping of exhibiting valuables with their own personnel and assets.

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.

13.2) Insurance

The Organiser will include in its insurance convention agreements all Exhibitors which have duly completed the Registration Procedure and finalised payments due from the start of the set-up stage through to the end of the dismantling stage, with insurance contracts covering the following risks

- Civil liability for Third-parties - max € 2,500,000.00
- Global damage insurance:
- *furnishing and set-ups of halls, machinery, equipment and goods* € 25,825.00
- *electronic equipment in general, audio-visual, photographic and office equipment* € 775.00
- *theft and robbery* € 5,165.00
- *flat-rate 10% - min. € 500.00*
- *breakage of fragile objects* € 1,550.00
- *Absolute flat-rate* € 258.00

As regards Direct Exhibitors in charge for collective areas (for example: National Organisations, Public Authorities, consortia, etc.), the foregoing maximums sums shall apply to the overall group and not to each single co-exhibitor participating in the collective area.

The Direct Exhibitor may require for its co-exhibitors an **Expansion of the basic insurance policy** through the specific form included in the "Exhibitor Services Manual".

Whenever the Direct Exhibitors also require more precise coverage, insurance for higher capital values or different risks, they may stipulate agreements with their own Insurance Companies or through Veronafiere - Purchases Service (Tel.: +390458298105; fax: +390458298197) at their complete disposition for any and all further information and integration. For more details, refer to the information and forms included in the "Exhibitor Services Manual".

Exhibitors in any case 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.

Validity: insurance coverage begins 6 days prior to the start of the event and ends 6 days after the end of the event.

Notification of theft: the Insured Party shall immediately notify the Operative Services of the Exhibition Centre and, in the event of theft, also present immediate notification to the local Judicial Authority or to the Police. For compensations exhibitors should contact: Veronafiere - Purchases Service (Tel.: +390458298105; fax: +390458298197), enclosing a detailed report of the occurred event. Non-fulfilment of one of these obligations may involve the total or partial loss of right of indemnity, as per Article 1915 of the Italian Civil Code.

14) BANS AND MISCELLANEOUS

14.1) Bans

In addition to the bans and prohibitions already defined in specific articles of these General Regulations and of the Technical Regulations, it is explicitly forbidden to:

- a) make holes, insert nails and/or screws in the walls, ceilings and flooring; apply loads to the structures of the halls;
- b) exhibit products not included in the "Enrolment Application" and in any case not conforming to the trade

- sectors of the Event, unless specifically authorised by VeronaFiere;
 - c) circulate with or park vehicles of any kind inside the areas dedicated to the Event;
 - d) park motor vehicles overnight (even in the event of breakdown) inside the Exhibition Centre;
 - e) 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;
 - f) distribute advertising material (magazines, catalogues, brochures, leaflets, etc.) not related to the Exhibitor who, in any case, may only distribute such material in the relative stand area;
 - g) use the VeronaFiere brand/trademark without written authorisation;
 - h) cause harm or disturbance of any kind to the proper holding of the Event, on pain of immediate exclusion from the Exhibition Centre;
 - i) conduct any kind of political propaganda in the Exhibition Centre;
 - j) abandon in the Exhibition Centre parts of set-ups, carpet tiles, adhesive/canvas tapes or residues of any nature;
 - k) exhibitors, their staff and clients are not allowed to remain on their stands or inside the show area after closing hours or at times other than those authorised without a special permit;
 - l) perform any kind of catering activity on stands and in the Exhibition Centre, unless express written authorisation is issued by VeronaFiere;
 - m) begin dismantling operations before the closing of the Event.
- In the event of infringements of the prohibitions defined in these General Regulations, as well as the Technical Regulations or any dispositions issued by VeronaFiere, VeronaFiere may declare the legal relationship with the

Exhibitor to be terminated and exclude the Exhibitor from the event without the latter being entitled to any reimbursement and/or compensation, whereas VeronaFiere may request compensation for any additional damage sustained.

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 Technical Regulations as well as the standards for technical supplies included in the relative forms are an integral part of these General Regulations.
- 3 Presentation of the "Enrolment Application" and signing of these General Regulations oblige Exhibitors to uphold in full the Technical Regulations that are at immediate disposition through VeronaFiere Offices. The Organiser reserves 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 regulations and dispositions are equivalent to these General Regulations and are consequently also mandatory.
5. In the event of Force Majeur or in any case for causes beyond the control of the Organiser, the date of the Event may be modified without any liability/responsibility on the part of the Organiser itself.
- 6 Items not detailed in these Regulations shall refer to the standards of the Civil Code.

15) NOTIFICATION AND CONSENT AS PER D.LGS 13/196

Pursuant to Legislative Decree no. 196/2003 of the Personal Data Protection Code, VeronaFiere S.p.A., 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 Organises, 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 Organises, 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 VeronaFiere 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 VeronaFiere the employees and associates of the VeronaFiere as persons in charge of the processing and data processors. For carrying out the activities listed in paragraph 1 a) the VeronaFiere also addresses to:

- a) Companies/enterprises/external companies carrying out activities closely related to the management of the relationship between the VeronaFiere 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 catalogs of exhibitions;
 - printing, mailing, posting and delivery of customer communications;
 - on behalf of the VeronaFiere, acting as agents, brokers or similar roles, promotion of the acquisition of visitors and exhibitors to shows and events;
 - on behalf of the VeronaFiere, 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 VeronaFiere 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 VeronaFiere also addresses to:

- a) Companies/enterprises/external companies or subsidiary of VeronaFiere performing activities functional to those of the VeronaFiere 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 VeronaFiere;
- send to customers communications, information and advertising material regarding products or services of third parties;
- on behalf of the VeronaFiere, 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 VeronaFiere, 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@veronafiere.it.

7) Data Controller and Data Supervisor

The Data Controller is VeronaFiere with registered office in Viale del Lavoro no. 8 - 37135, Verona (VR) - Italy; Phone: 045 8298111 - Fax: 045 82 98 288 - E-mail: info@veronafiere.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 VeronaFiere 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).

Company Stamp and Signature of Legal Representative



16) COMPLAINTS AND FORUM

Any claims must be presented in writing to the following address: VeronaFiere - General Management - Viale del Lavoro 8 - 37135 VERONA.

Any and all controversies will be referred exclusively to the Courts of Verona.

Company Stamp and Signature of Legal Representative



As per and to the effect of Articles 1341 and 1342 of the Civil Code, the Exhibitor specifically approves the following clauses:

- 3) Enrolment Requisites;
- 4) Advance confirmation deposit and imputation of payments to settle prior debts;
- 5) Right to suspend access to the Exhibition Centre if proof of payments due is not presented;
- 6) Assignment of the show area and the faculty to change the assigned area;
- 7) Penalty for non-participation at the Event;
- 8) Waiver of responsibility for stand projects and set-ups;
- 8.1) Termination in the event of non-occupation of stands;

- 8.2) Clearance of stands, expenses and risks of transfer and storage of goods, even c/o Verona General Stores; penalty for non-clearance;
- 10) Waiver of responsibility for handling machines and accidents;
- 11) Exemption of responsibility for unauthorised production of images and unfair competition;
- 12) Exemption from responsibility for publications and advertising;
- 13.1) Exemption of responsibility for vigilance;
- 14.1) Right of resolution of the relationship following infringement of Exhibitor obligations;
- 14.2.4) Online purchases and/or online services orders;
- 14.2.8) Right to change the date of the Event;
- 16) Exclusive forum.

Company Stamp and Signature of Legal Representative

