

## 1) DEFINITIONS

"Event" means OIL&NONOIL - S&TC organized by Veronafiere Spa (Veronafiere). "Regulations" shall mean these General Contractual Conditions. "Organiser" shall mean the owner of the organisation of the Event and its brand, that is the Verona Exhibition Authority (and/or Veronafiere), stipulating this contract as the owner lessor of the exhibition areas and correlated services.

"Direct Exhibitor" shall mean whosoever takes part in the Event as a user of exhibition areas with its own stand, personnel and products through direct signing of a contract with the Organiser (director

owner of the area and/or stand). "Co-exhibitor" shall mean whosoever takes part in the Event with a personalised space, products and personnel physically present inside the area of a Direct Exhibitor. "Represented Company" shall mean a company present only with the product and/or brand "hosted" on the stand of a Direct Exhibitor. The Direct Exhibitor is responsible for the trade compatibility of Co-exhibitors and Represented Companies

## 2) SITE - DATE - TIMES - ENTRANCES

The event is scheduled 9-11 October 2018 at the Veronafiere Exhibition Centre. The show timetable is 9:00-18:00 on 9 and 11 October 2018 and 9:00-17:00 on 10 October 2018. Holders of Exhibitor Passes may enter the Exhibition Centre half an hour prior to the access timetable; they must leave the halls within half an hour after normal closing time. Entrance to the exhibition is free of

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

## 3) REGISTRATION AND TRADE 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: Oil: petrol station construction, signs and billboards, technical installations, plant safety-security, automation and management systems, alternative fuels. S&TC - fuel storage and transport: storage, transport, non-oil: car accessories, car washes, bars and mini-markets, water depuration, detergents, vending machines, services, car care. Miscellaneous: associations, publishers, consortia, playgrounds, theme parks, camper services,

institutions and associations. **The event is open to all producers, official importers of foreign producers, exclusive representatives and associations, as well as Italian and international research institutes, organizations, institutions or consortia operating in the sectors listed in this clause. Representatives may take part in the Event only in this specific role, using their own company name. Participation by dealers and retailers is excluded, except in exceptional cases that Veronafiere reserves the right to assess directly and at its complete discretion.** Applications shall be considered as accepted only when Veronafiere issues confirmation of the show area and the relative "Stand Assignment Notification".

## 4) APPLICATIONS

To register for the event exhibitors shall fill in every part the specific forms provided inside the Exclusive Exhibitor Area on line, following the enrolment instructions. This request will be examined by the Organizing Secretariat which will send to the exhibitor a pdf summary of their subscription request. The request for admission will be considered confirmed and completed exclusively after the receipt of payment of advance deposit made according to the instructions given within the pdf "Summary of the Application Form". Enrolment Application will not be considered valid if not compliant with above mentioned instructions. Therefore enrolment in the exhibition requires (even on line):

- the "Application Form" duly and fully filled out in every part and signed, together with acceptance of the General Regulations;
- the bank receipt as proof of payment of the advance confirmation deposit - equal to the Registration Fee plus 30% of the value of the exhibition space requested + VAT - in accordance with the terms and modes of payment indicated in the "Application Form" and these Regulations;
- 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;  
d) any enrolment applications for Co-exhibitors (if the Direct Exhibitor represents other subjects/companies in its exhibition area or promotes their relative image/product/brand).

**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 the Organiser 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 regular "Application Form", complete with documents and relative payment of the advance deposit as per Article 4, the Organiser will send an invoice for the amount paid by the Exhibitor; however, this does not entail the acceptance of the application request. If the application is not accepted, these amounts will be returned without any additional sum by way of interest. Exhibitors who send the "Application Form" after the term envisaged for paying the balance of sums for show areas and essential services shall pay to Veronafiere the full sums due on forwarding said "Application Form". **Balance of sums due for show areas: the exhibitor is required to settle the balance of the full amount by and no later than 20 September 2018.** 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 other than essential 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.

### 5.1) Financial traceability - Law 136/2010

If the registration application is presented by an operator subject to the application of law 136/2010 concerning financial traceability, the operator in question as the contracting party and Veronafiere hereby accept all financial traceability obligations as per Article 3 of Law n. 136 dated 13/8/2010 as amended. In order to guarantee the traceability of financial flows as required by articles 3-6 of Law n° 136 dated 13/08/2010, contractual payments herein shall be made exclusively by bank transfer to the current account c/o Banco Popolare Soc. Coop. Ag. Cassa Mercato Verona IBAN: IT90K 05034 11751 0000 0003 1508.

## 6) TARIFFS, ENROLMENT DEADLINES & ASSIGNMENT OF SHOW AREAS

Participation in the event involves a registration fee (as an Exhibitor or Co-Exhibitor) and the payment of a fee per square metre for the inside or outside area occupied. Registration fees, tariffs and registration deadlines are indicated in these Regulations. Exhibition area tariffs per square meter apply to the entire area occupied with a continuous perimeter. In order to protect the rights of companies as direct exhibitors or co-exhibitors, the possibility of directly organising or taking an active part in workshops, conferences or seminars is reserved exclusively to duly registered companies.

### 6.1) The "direct exhibitor" registration fee is € 550.00 + VAT and includes

- enrolment and insertion in the Official Catalogue of the event
- one copy of the Official Catalogue;
- enrolment and insertion in the Standard Catalogue 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. 13.3 of these General Regulations;
- advertising tax for stands as per the limits defined in Article 12.3 below;
- n. 2 Exhibitor passes for entrance to the Event (additional Exhibitor passes are supplied in relation to the purchase of exhibition area and any payment of fees for Co-Exhibitor - see paragraphs 6.2 and 6.3 below);
- n° 2 car parking passes (the parking area is not supervised. Inasmuch, the Organiser declines any and all responsibility for any thefts or damage to vehicles);

- n° 500 invitation cards with compulsory registration, 100 printed and 400 available in the Exhibitor Confidential Area.
- access to the Veronafiere confidential area for exhibitors at <https://business.veronafiere.it>. (the request for User Code and Password should be sent to event staff. Access to the confidential area for exhibitors provides various services);
- wireless internet connectivity inside the exhibition centre: activation of n° 2 free wifi accounts, valid for the entire duration of the event;

### 6.2) The "co-exhibitor" registration fee is € 400.00 + VAT and includes:

- enrolment and insertion in the Official Catalogue;
  - enrolment and insertion in the Standard Catalogue of Exhibitors published on the event site;
  - wireless internet connectivity inside the exhibition centre: activation of n° 1 free wifi account, valid for the entire duration of the event;
  - Exhibitor Pass for entrance to the Event:
    - n° 2 Exhibitor passes per Co-Exhibitor Fee;
    - n° 1 car parking pass (the parking area is not supervised. Inasmuch, the Organiser declines any and all responsibility for any thefts or damage to vehicles);
- The badges due to Co-Exhibitors will be calculated in relation to effective enrolments received by 20 September 2018.

### 6.3) Exhibition area, services included, surcharge for open sides

Exhibition area tariffs per square meter apply to the entire area occupied with a continuous perimeter.

#### RATES FOR BARE INSIDE AREAS

For registrations received before 15 May 2018 - Bare exhibition areas Rate/ sq.m.:

Exhibition area - 16-48 sq.m.	150.00 €/ sq.m.
Exhibition area over 48 sq.m.	135.00 €/sq.m.

For registrations received after 15 May 2018 - Bare exhibition areas Rate/sq.m.:

Exhibition area - 16-48 sq.m.	160.00 €/sq.m.
Exhibition area over 48 sq.m.	145.00 €/sq.m.

#### SURCHARGES FOR OPEN SIDES

Surcharge for 2 open sides (flat rate)	150.00 €
Surcharge for 3 open sides (flat rate)	400.00 €
Surcharge for 4 open sides (flat rate)	800.00 €

Rates for the exhibition area, regardless of open sides or otherwise, include the following services:

- Additional Exhibitor Service Passes free for access to the event calculated as n° 1 for every 8 sq.m. up to a maximum of 50 passes;
- general promotion and communication of the event;
- heating, ventilation, general surveillance (excluding stands), general lighting of halls, information, sanitary facilities, first aid, supervision by fire-fighting authority.

### 6.4) Flat rate fee for essential services

The fee for Flat Rate Essential Services is € 5.00 / sq.m. + VAT and includes the following services:

- electrical connection: n° 1 electrical connection up to a maximum of 9 kW; (32 ampere three-phase), excluding consumption;

- electricity consumption: 2 kW every 16 sq.m. for inside and outside areas;
- general cleaning of the stand: cleaning of floors and eventual finishings (carpet tiles) - 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.

### 6.4) Enrolment timing

The deadline for registration for the event is 10 September 2018. "Registration applications" received after the expiry of enrolment (10 September 2018) will be accepted with reserve and included in the waiting list. The "Registration Application" on the part of the Exhibitor is an irrevocable contractual proposal for attendance at the event 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 area and open sides is purely indicative and subject to availability. The minimum surface area that can be booked and assigned inside the halls is 16 sq.m. (4mx4m module). Prices per sq.m. for exhibition area apply to the entire area occupied with a continuous perimeter and are listed in the "Summary of Exhibition Tariffs". The areas provided have no dividing walls, carpet tiles and/or furnishings. Any special requests as regards participation must be specified in the "Registration Application". Requests concerning the exhibition area desired by the Exhibitor on presentation of attendance documents are merely indicative and may not be considered as conditions governing the effectiveness of the "Application Form" since acceptance of the "Application Form" and the allocation of exhibition spaces is the exclusive competence of the Organiser, who will assign areas in keeping with its organisational and layout requirements as well as availability. The organiser will notify the Exhibitor in writing of acceptance of the "Application Form" presented by sending confirmation of the exhibition area and the related "Stand Assignment Notification". The Organiser reserves the right at its complete discretion to modify the locations and features of exhibition areas requested and/or already assigned. Any modification will not entitle the Exhibitor to make any objection or claim any compensation for any kind of actual or possible damages.

## 7) TRANSFER AND WAIVER

Total or partial transfer of stands, even without charge, is absolutely forbidden. If the exhibitor requests a reduction of exhibition space already assigned, Veronafiere will in any case charge the amount for the entire exhibition space. If the Exhibitor is unable to attend the event for any reason, notification must be provided by registered letter at Veronafiere and has the following consequences:

- Veronafiere retains, by way of reimbursement of its costs, and/or claims all sums paid or to be paid by way of confirmation deposit (30% of the exhibition area plus registration fee);
- If cancellation is communicated after 20/09/2018, the Exhibitor shall pay the total amount for the exhibition area assigned.

## 8) STAND SET-UPS

Installation of 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. Exhibitors interested in the set-ups offered by the Organiser (partition walls, carpet tiles, furnishings) will find relative descriptions and costs in the specific order forms enclosed in the "Exhibitor Services Folder". Exhibitors who, on the other hand, intend to set up their own exhibition areas and/or engage fitters are required first and foremost scrupulously to observe the contents of the Technical Regulations. Exhibitors and/or fitters are not authorised to anchor billboards, American structure and/or other structures to the ceilings of the halls. **Anchorage to the structures of the halls is the exclusive competence of Veronafiere. The set-up of stands may be implemented on prior presentation to the Organiser of a "Set-up project" and its approval issued by the competent offices of Veronafiere.** To this end, at least 60 days prior to the start of the event, Exhibitors must send the Organiser a Set-up Project - original on IT media (.DOC, XLS, PDF, JPG, DWG file) - with floor plans, prospects and cross-sections quoted in appropriate scale (1:50 or 1:100) and all documentation concerning safety as envisaged by Article 2.1. "Stand Set-up" of the Technical Regulations. **The maximum permitted height for set-ups is 3 metres from ground level.** Whenever the set-up is more than 3 metres high, particularly complex, comprising metal structures in outside and/or inside areas, the "Set-up Project" must necessarily be accompanied by the structural calculation report stamped and signed by an accredited Professional Technician, registered with the Order of Engineers or Architects and in possession of a specialist degree and, on completion of assembly work, by the presentation of a certificate of static suitability for the structure stamped and signed by an accredited Professional Technician - other than the person who prepared the static calculation report - registered with the Order of Engineers or Architects and in possession of a specialist degree. Permits and actions by the Organiser do not in any way imply any liability, which in all cases remains exclusively with the Exhibitor. If Exhibitors intend to set up their exhibition areas through third-parties, they must notify Veronafiere by means of compilation of the specific form included in the "Exhibitor Services Folder", indicating all necessary details of the Company engaged to implement the set-up within the terms and in the manner envisaged in the foregoing form. The construction of two-level stands is allowed for this Event: this type of set-up requires authorisation from the Organisers against presentation of the "Set-up project" at least 90 days prior to the start of the Event. The design of mezzanine 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. **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.**

### 8.1) Set-up stage

Unless otherwise specified, the areas are made available for set-up operations 07.00-20.30 from 5 to 7 October 2018 and from 7.00 to 16.00 on 8 October 2018. For more information about set-up logistics and the goods handling service, please refer to the information and form contained in the Exhibitor Services Folder. Access to the exhibition centre will only be allowed to Exhibitors and/or fitters duly authorised following presentation of "Set-up projects" and required accompanying documentation (e.g.: stand floor plans, technical forms (obligatory) in the "Exhibitor Services Folder", fire prevention certificates, final testing certificates of materials, list of personnel involved in set-up operations, etc.) 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 utilise them at its complete discretion: the dispositions in Article 7) "Transfer 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

Unless otherwise specified, areas are made available for dismantling operations 12-13 October 2018 from 07.00 to 20.30. For more information about dismantling logistics and the goods handling service, please refer to the information and form contained in the Exhibitor Services Folder. 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 organisational requirements and in any case at 30 days after the closing date for the show area dismantling stage, the Organiser 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; each risk and expense for transfer and storage c/o the General Stores - regulated by Articles 1787 and thereafter of the Civil Code - will be the sole responsibility of 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 tiles, 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 authorised 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 metre left in situ in the show area as partial recompense for the costs sustained for cleaning, removal and disposal.

## 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 Organiser - indicated in the foregoing order form. It is implicitly agreed that any legal relationship exclusively involves the Exhibitor and the Official Shipping Agent. These services are inasmuch subject to direct confirmation by the Official Shipping Agent. The Organiser provides only to Exhibitors requesting the

services of the Official Shipping Agent a reserved entrance for goods loading/unloading operations performed in accordance with the scheduling of the Organiser'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 Folder". Unloading and positioning of goods must be completed by and no later than 16:00 on the day before the event.

## 10) MACHINES IN MOVEMENT - ACCIDENT PREVENTION

Only in exceptional circumstances and upon prior authorisation of the Organiser 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 Organiser may require additional documentation to ensure the safety of Exhibitors and Visitors. The Organiser 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 any illegal reproductions of stands or exhibits. 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 and "Industrial Copyright" service. Acceptance of these regulations by the undersigned Exhibitor involves acceptance and implementation of the Regulations of the Industrial Copyright 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 of publication 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 advertise the event at any time and in any context. The Official Catalogue will include information about Exhibitors whose "Catalogue Data" (provided with the "Registration Application" have been duly accepted) are received **by and no later than 20 September 2018**. On payment, if so required Exhibitors may add - using the specific order form and against prior authorisation of the Organiser - further technical indications and advertising inserts, even on line. **The Organiser and its consultants are not responsible whatsoever for any errors or omissions that may arise in the Catalogue or other promotional publications prepared for the event.** The Organiser is equally not responsible for any 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.

### 12.2) 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.

## 13) SUPERVISION AND INSURANCE

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.

### 13.2) VIDEO SURVEILLANCE

- Video surveillance systems are installed throughout Veronafiere.
- They are used for the following purposes:
  1. Safety;
  2. Safeguarding Veronafiere's 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 exhibition periods
- general prevention of unauthorised access within the perimeter of the Exhibition Centre 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 containing the images is accessible only to authorised persons and is equipped with the minimum security measures provided for by Legislative Decree n° 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:

## 14) PROHIBITIONS AND VARIOUS

### 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:

- exhibit products not included in the "Registration Application" and in any case not conforming with the trade sectors of the Event (Article 3), unless specifically authorized by Veronafiere;
- begin dismantling of exhibition space before closing time (17:00) on the last day of the event.** Companies that begin dismantling prior to the term defined in these Regulations are subject to a penalty of € 1,000.00 + VAT;
- use the brand/trademark of the Organiser without written authorisation;
- 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;
- conduct any kind of political propaganda in the exhibition centre;
- effect direct sales of materials on display excluding products that may be authorized by Veronafiere;**
- unless specifically authorised in writing by the Veronafiere Market Directorate, to display third-party products or brands on company stands or within the scope of demo areas (except for machinery/ systems required for demos in the dynamic areas) that are not already exhibited in their own show areas at the event, unless expressly declared as represented companies or co-exhibitors;
- use or display posters, flags and banners outside the company show area which express political or trade union opinions, unless specific written authorisation is given by the Veronafiere Market Directorate;
- exhibit used or second hand products, unless express written authorisation is given by the Organiser;
- allow products and materials to leave the Exhibition Centre during the Event, unless permitted otherwise in writing by the Organiser, except for small samples, that in any case must be accompanied by the relative forms available for Exhibitors through the offices of Veronafiere;
- perform any kind of catering activity on stands and in the Exhibition Centre, unless expressly authorised by the Organiser;
- it is absolutely forbidden ovens/stoves or gas-fired food equipment inside the Exhibition Centre;
- 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;
- bring dogs into the Exhibition Centre, except for guide-dogs accompanying blind persons;
- circulate with or park vehicles of any kind inside the areas dedicated to the Event;
- park motor vehicles overnight (even in the event of breakdown) inside the exhibition centre;
- cause harm or disturbance of any kind to the proper holding of the Event, on pain of immediate

### 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 make arrangements for this procedure. 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 Folder" includes the relative order forms with indications concerning billboards 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

Promotion/advertising by means of vision devices, sound-vision devices, audio and similar with or without soundtracks (TV, PC, CD and DVD players, radio, maxi-screens and others) is subject to the approval of the Organiser and envisages an advertising fee, the cost of which is already included in the registration fee. The use of audio communications must NOT disturb neighbouring Exhibitors: in this regard, the Organiser reserves the right to intervene and suspend such communication in the event of complaints or notifications by other exhibitors which are considered to be valid. Please note that public video and multimedia broadcasting also requires the S.I.A.E. endorsement (S.I.A.E. sticker) exclusively the responsibility and expense of the Exhibitor (Law 633 dated 22/04/1941 as amended; Law n° 248 dated 18/08/2000 and DPCM n° 338 dated 11/04/2001). For information about the regularisation and endorsement (S.I.A.E. sticker) kindly refer to the website [www.siae.it](http://www.siae.it), or contact the regional offices. Any live music performed during the event must be duly regularised in advance and directly with SIAE; a copy of the authorisation must be kept on the stand, in the event of verifications by Inspectors.

- are affixed in the recording locations or very close to the cameras;
  - have clearly visible dimensions and positions.
- Data collected will be used for purposes of security and access control. Data will not be used for any other purpose.

### 13.3) 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

**In the event of Direct Exhibitor responsible for a group show area (public authority, consortium, etc.), the foregoing maximums shall apply to the group as a whole and not to single co-exhibitors taking part.**

The Direct exhibitor/organiser of the group show may request **expansion** of the basic insurance policy for its co-exhibitors through the specific form included in the "Exhibitor Services Folder". Exhibitors requiring more precise coverage, insurance for higher capital values or different risks may stipulate agreements with their own Insurance Companies or through Veronafiere - Purchasing Service (tel.: +39 045 8298155; fax: +39 045 8298197) at the complete disposition of exhibitors for any and all further information and integration. For more details, refer to the information and forms included in the "Exhibitor Services Folder". The exhibitor is liable under civil and criminal law for all damages to persons and property caused by equipment, structures or any other item present in the area provided, as well as its own activities or those of employees 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 Police. For compensation, kindly contact: Veronafiere Purchasing Service (tel.: +39 045 8298155; fax: +39 045 8298197) enclosing a detailed report of the incident.

Non-fulfilment of one of these obligations may involve the loss or partial total of right to indemnity as per article 1915 of the Italian Civil Code.

- exclusion from the Exhibition Centre;
- r) 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 Organiser;
- s) apply loads to the set-up structures provided by Veronafiere and the halls (walls, lighting pillars, door and window frames) without the specific authorisation of the Organiser;
- t) make holes, insert nails and/or screws into the ready-to-use structures provided by Veronafiere or any other internal and external surface of the halls and exhibition centre facilities;
- u) modify/tamper with the electrical plant provided by Veronafiere and/or move individual components as well as make direct connections to these circuits. Every modification that may be necessary must be implemented by the personnel of Veronafiere against prior request;
- v) **exhibit aerostatic balloons and/or similar inflatable structures in inside and outside areas** with the express written authorisation of Veronafiere;
- z) leave loads suspended from the arms of cranes, hoisting devices, etc. during the Event or outside its timetable.

**Infringements of the bans in these General Regulations, the Technical Regulations or the dispositions issued by the Organiser 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 Organiser reserves the right to claim compensation for any further damage sustained. Veronafiere may also exclude from future events Exhibitors notified of such infringements of the bans indicated above.**

### 14.2) Miscellaneous

- 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.
- The Technical Regulations, Industrial Copyright Service Regulations and the standards for technical supplies included in the relative forms in the "Exhibitor Services Manual" form an essential, integral and comprehensive part of these General Regulations.
- The presentation and signing of the "Application Form" with acceptance of these General Regulations requires the Exhibitor to uphold the Technical Regulations in full (which are always available from the offices of the Organiser and included in the "Exhibitor Services Manual"), of which the Exhibitor signing this contractual proposal declares awareness.
- On signing these regulations, Veronafiere and the Exhibitor agree that any subsequent communication by the Exhibitor to Veronafiere may be made by means of electronic correspondence (e-mail). If the on-line contact between the Exhibitor and Veronafiere**

**concerns purchases or requests for the supply of services, such on-line contacts, in the manner indicated by Veronafi's computer system, will constitute a formal order for said services or purchases with debit and issue of relative invoice.**

5. "Veronafi promotes the importance of safeguarding industrial and intellectual property rights as essential rules for fair competition on the industrial market and, in particular, during its exhibitions. Veronafi 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. To this end, Veronafi has decided to promote every useful initiative to strengthen respect of industrial and intellectual copyright, in particular through the implementation of the "Industrial and Intellectual Copyright Service". On accepting and signing these Regulations, the undersigned company declares its adherence to the Regulations of the Industrial and Intellectual Copyright Service, to which integral reference is made; these dispositions are binding and compulsory for participating exhibitors, who thereby undertake to uphold its implementation and not to obstruct its operation. The fact that the Organiser or third-parties may provide Exhibitors during the exhibition with free-of-charge or on-payment services, including those of a legal nature, which Exhibitors may utilise to safeguard their interests in respect of behaviour by

other Exhibitors does not involve any responsibility by Veronafi in relation to such behaviour or to the performance of such services".

6. 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: stand set-up stages, the actual Event and dismantling, and every other related activity. The Exhibitor also undertakes to observe and ensure the observation of the Technical Regulations defined by the Organiser by all companies working on its behalf during set-up/dismantling stages and in relation to any other associated activity.
7. Veronafi 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 standards and dispositions are integrally equivalent to these General Regulations and are inasmuch compulsory.
8. **In the event of force majeure and in any case for reasons beyond the control of Veronafi, the date of the Exhibition may be changed and the exhibition itself may even be cancelled without any liability on the part of the Organiser.**

## 15) NOTIFICATION AND CONSENT AS PER ITALIAN LEGISLATIVE DECREE 196/2003

As per Legislative Decree 196/2003 "Personal Data Protection Code", Veronafi as the "owner" of processed data, is required to provide certain information concerning the use of personal data.

### 1. Purpose of personal data processing

Personal data are processed within the scope of Veronafi's institutional activities in accordance with the following purposes:

- a) purposes for which the interested party is not required to give consent:
  - purposes strictly and instrumentally linked with the management of relationships with clients and suppliers (e.g. acquisition of preliminary data prior to the conclusion of a contract; provision of operations and performance of services on the basis of the obligations arising from the signed contract; etc.) and credit warranty (engagement of credit recovery companies, factoring companies and/or banks);
  - purposes connected with obligations envisaged by laws and regulations, EU legislation and dispositions issued by legitimate authorities (e.g. fiscal regulations, statistical regulations, etc.);
- b) purposes connected with the development of Veronafi's activities, for which interested parties may or may not give their consent. This category includes the following activities:
  - processing of client profiles, verification of client satisfaction levels, involvement in research and market analysis;
  - send communications, information, newsletters, studies & research and advertising material, including personalised items, concerning the exhibition events organised by Veronafi by e-mail and surface mail, with calls by operators and faxes;
  - send communications, information, newsletters, studies & research and advertising material, including personalised items, concerning third-party products and services by e-mail and surface mail, with calls by operators and faxes.

### 2. Conferment of data

Conferment of data in order to achieve the purposes listed at point 1 a) of this Notification is compulsory. If consent is not provided, it will not be possible to conclude the contract and perform the services requested. Conferment of data in order to achieve the purposes listed at point 1 b) of this Notification is optional. If consent is not provided, there will be no consequences as regards fulfilling the contract or performing the services requested.

### 3. Processing modes

Processing of personal data involves manual, IT and telematic systems, with logics closely linked with the purposes indicated above.

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

In order to achieve the purposes listed at point 1 of this Notification, your personal information may be processed by employees of Veronafi as persons in charge of such processing.

**In order to carry out the activities listed at point 1 a), Veronafi also engages:**

- a) external companies/firms carrying out activities strictly connected with and instrumental to managing relationships between Veronafi and the customer acting as data managers. The data processing carried out by such entities has the following purposes:
  - performance of services relating to exhibition attendance (organizational, technical, logistics, insurance, etc.);
  - printing of official exhibition catalogues;
  - printing, packaging, mailing and delivery of customer communications;
  - promotion, on behalf of Veronafi, as agents, brokers or similar figures, of acquisition of visitors and exhibitors at Veronafi shows and events;
  - promotion, on behalf of the institution, of services related to the commercial activity of visitors and exhibitors. b) Firms/companies/external businesses performing activities strictly connected and instrumental to managing relations between Veronafi and its clients operating as independent processing owners:
    - entities providing vigilance and security services in the Verona Exhibition Centre;
    - Individuals and/or companies performing credit recovery, factoring companies, banks.

In order to carry out the activities listed at point 1 b), Veronafi also engages:

- a) External firms/companies/businesses or subsidiaries of Veronafi which carry out activities supporting the activities of Veronafi itself as external processing managers. Data processing by these entities has the following purposes:

- send Veronafi's clients communications, information and advertising material concerning the exhibition events organised every year by Veronafi;
- send Veronafi's clients communications, information and advertising material regarding third party products or services;
- perform, on behalf of Veronafi, market research involving representative samples of clients.

### 5. Scope of dissemination

In the event of successful conclusion of a contract for exhibition attendance, Veronafi, in accordance with the specific participation details envisaged in the General Regulations, will include personal data in the Official Catalogue of the event, that is distributed in a national and international scale. Data provided by exhibitors may be divulged by Veronafi using computer media and multimedia devices. 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.

### 6. Rights envisaged by Article 7 of Italian Legislative Decree 196/2003

May we inform you, lastly, that Article 7 of the Decree in question allows the exercise of specific rights. In particular, interested parties may ask the Data Processing Owner to confirm the existence or otherwise of their personal data and that such data be communicated in an intelligible manner. Interested parties may also ask to be informed of the origin of data and the logic and purposes on which data processing is based; obtain cancellation, conversion into anonymous form or blockage of data processed in infringement of the law, as well as update, adjustment or, if and as necessary, integration of data; to oppose, for legitimate reasons, such processing; to oppose, without charge, the processing of personal data for commercial information purposes or mailing of advertising material, direct sales or the compilation of market research or even interactive commercial communication. To exercise your rights, you may contact the Owner of data processing by sending a communication to the address given below or to [privacy@veronafi.it](mailto:privacy@veronafi.it)

### 7. Owner and manager of data processing

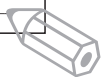
The owner of the data processing system is Veronafi Spa (Veronafi) with registered head offices in Viale del Lavoro n. 8 - 37135 Verona - Italy - Tel. +39 045 8298111 - Fax +39 045 82 98 288 - E-mail: [info@veronafi.it](mailto:info@veronafi.it). The Data Processor is the pro tempore Director of Human Resources Organisation and Systems. The complete list of processing managers is available c/o the Owner of the data processing system.

### CONSENT

In relation to the information provided to me as per Article 13 of Legislative Decree 196/2003, I express my consent (*tick the relevant boxes*):

- processing of customer profiles;
- sending communications, information, newsletters, studies, research and promotional material, which may all be personalised, concerning the exhibitions organised by Veronafi and market research using automated (e-mail, fax) and traditional (surface mail, operator-assisted calls) contact methods;
- sending communications, information, newsletters, studies, research and promotional material, which may all be personalised, concerning third-party products and services using automated (e-mail, fax) and traditional (surface mail, operator-assisted calls) contact methods.

Company Stamp and Signature of Legal Representative



## 16) COMPLAINTS AND PLACE OF JURISDICTION

Any complaints must be submitted in writing to the following address: Veronafi Spa - General Management - Viale del Lavoro 8 - 37100 VERONA. The Courts of Verona shall have exclusive jurisdiction for any dispute or controversy. As per and to the effect of Articles 1341 and 1342 of the Civil Code, the Exhibitor specifically approves the following clauses:

Company Stamp and Signature of Legal Representative



- 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 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) Exemption 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) Exemption of responsibility for vigilance;
- 14.1) Right of resolution of the relationship following infringement of Exhibitor obligations;
- 14.2.4) Purchases and/or requests for supplies through on-line services;
- 14.2.8) Right to change the date of the Event;
- 16) Place of Jurisdiction

Company Stamp and Signature of Legal Representative

