

# DOMANDA DI PARTECIPAZIONE

PARTICIPATION REQUEST FORM

**CASE AUTOMOBILISTICHE /  
CAR MANUFACTURERS**



**25|26|27|28  
Ottobre/October 2018**

**LA PRESENTE DOMANDA DI PARTECIPAZIONE E' DA SPEDIRE A/  
THE PARTICIPATION REQUEST FORM SHOULD BE SENT TO:**

**INTERMEETING Srl**

Segreteria organizzativa/Commercial office

**AUTO E MOTO D'EPOCA**

Via Fornace Morandi 24

35133 PADOVA (ITALY)

Tel. +39.049.7386856 - Fax +39.049.9819826

www.autoemotodepoca.com

info@autoemotodepoca.com

**entro il/by 29 giugno/june 2018****PER ESSERE ACCETTATA LA DOMANDA DI  
PARTECIPAZIONE RICHIEDE:**

- 1) Domanda e dichiarazione sottoscritta.
- 2) Accettazione specifica del Regolamento Generale di GEO Spa.
- 3) Il timbro per accettazione e il **saldo della quota entro il termine indicato.**

**REQUESTS FOR PARTICIPATION WILL BE  
EVALUATED ONLY WHEN:**

- 1) *The request form is fully completed and signed;*
- 2) *Acceptance of the General Regulations of GEO Spa is signed;*
- 3) *The stamp of approval and **the payment within the deadline***

Ricordiamo agli espositori che i pagamenti vanno effettuati tramite assegno o bonifico bancario intestato a: GEO SpA, Cassa di Risparmio del Veneto, Via Garibaldi 45 - 35028 PIOVE DI SACCO (PD).

**IBAN: IT97U0622562740100000009926****BIC/SWIFT: IBSPIT2P**

- **Versamento acconto 30% in allegato alla domanda di partecipazione**
- Saldo entro 15 gg dal ricevimento della fattura e comunque **entro e non oltre il 07.09.18**
- Le fatture emesse dopo tale data dovranno essere pagate a vista

*We remind exhibitors that all payments should be made out by bank cheque or bank draft with the following coordinates: GEO SpA, Cassa di Risparmio del Veneto, Via Garibaldi 45 - 35028 PIOVE DI SACCO (PD).*

**IBAN: IT97U0622562740100000009926****BIC/SWIFT: IBSPIT2P**

- **Copy of 30% on account payment in attachment with the participation form**
- *Full and final payments must be made within 15 days after receiving the invoice. **However the deadline for all payments is 07.09.18***
- *The invoices done after the 7<sup>th</sup> September must be paid direct remittance*

**Infoline:  
+39.049.7386856**

<b>Riservato a GEO Spa/ Reserved for GEO Spa</b>		<b>N° ordine:</b>	<b>Padiglione/ corsia/stand:</b>	
<b>Ragione Sociale/ Company name</b>				
<b>Indirizzo/ Address</b>		<b>CAP/ Postcode</b>	<b>Città/ City</b>	
<b>Prov./ Country</b>	<b>Stato/ State</b>	<b>Referente/ Contact</b>		<b>Cell./ Mobile</b>
<b>Tel./ Tel.</b>	<b>Fax/ Fax</b>	<b>E-mail/ E-mail</b>		
<b>Partita IVA/ VAT no.</b>		<b>Internet/ Web site</b>		

<b>Intestazione fattura se diversa/Invoice address if different from above</b>		
<b>Ragione Sociale/ Company name</b>		
<b>Indirizzo/ Address</b>		
<b>CAP/ Postcode</b>	<b>Città/ City</b>	<b>Prov/ Country</b>
<b>Partita IVA/ VAT no.</b>		

<b>Invio corrispondenza se diverso/Mailing address (if different)</b>		
<b>Ragione Sociale/ Company name</b>		
<b>Indirizzo/ Address</b>		
<b>CAP/ Postcode</b>	<b>Città/ City</b>	<b>Prov/ Country</b>
<b>Tel./ Tel.</b>	<b>Fax/ Fax</b>	

<b>Descrizione libera attività prodotti esposti/Description of business activity and products on display</b>

<b>Quota di ammissione/Admission fee</b>	<b>Q.ta/ No.</b>	<b>Importo un./ Unit price €</b>	<b>EURO</b>
<b>Quota di ammissione + 1 pass parcheggio auto + assicurazione /Admission fee + 1 car park pass + insurance</b>	<b>1</b>	<b>500,00</b>	<b>500,00</b>
<b>Totale/Total A</b>			

<b>Prospetto area espositiva/Exhibition area request</b>	<b>Mq/ m2</b>	<b>Importo un./ Unit price €</b>	<b>EURO</b>
<b>Area libera (*)/Indoor area (*)</b>		<b>55,00</b>	
<b>Totale/Total B</b>			

**(\*) per area libera si intende la superficie senza moquette, pareti, arredi e impianto luci**  
Indoor area is to be meant without carpeting, dividing walls, fittings and lighting

<b>Pagamento: anticipo del 30% da versare contestualmente all'invio della domanda. Saldo da versare entro il 07.09.18/Payment: 30% on account payment should be made out in attachment with the participation form. The deadline for full and final payments is 07.09.18</b>	<b>Totale/Total (A+B)</b>	
	<b>IVA/VAT 22%</b>	
	<b>TOTALE/Grand total</b>	

<b>Per l'esposizione di veicoli a motore (scrivere in stampatello)/For motor vehicles on display (PLEASE PRINT)</b>	
<b>Il Signor/Mr.:</b>	<b>in qualità di responsabile/acting as responsible party</b>

**DICHIARA/HEREBY DECLARES**

**che i veicoli esposti all'interno della mostra avranno i serbatoi pressoché vuoti e le batterie scollegate, come richiesto dalle normative antincendio e dall'art. 25 lett. m) del Regolamento Generale di GEO Spa allegato/that the vehicles on display inside the show will have nearly empty fuel tanks and their batteries disconnected, as required by the fire-prevention regulations and by article 25, letter m) of the GEO Spa General Regulations, attached.**

**Sottoscrizione domanda e dichiarazione/Request form and declaration signatures**

**Accettazione specifica del Regolamento Generale di GEO Spa/Acceptance of General Regulations**

**Dichiaro di conoscere ed accettare le tariffe, tasse e accessori inerenti alle prestazioni richieste con la presente domanda, nonché, ai sensi e per gli effetti degli artt. 1341 e 1342 c.c., di conoscere e approvare specificamente i seguenti articoli del Regolamento Generale di GEO Spa allegato alla presente: art. 2 (Date, orari e durata); art. 3 (Ammissione); artt. da 9 a 12 (Pagamenti); artt. 13 e ss. (Rinuncia alla partecipazione e abbandono area); art. 19 (Tolleranze); art. 20 (Trasferimenti di posteggio); artt. 21-22-23-24 (Allestimenti - Ignifugazione - Sicurezza - Antincendio (D. Lgs. 626/94)); art. 25 (Divieti da lettera "a" a "z"); artt. 29 e ss. (Servizi tecnici); art. 44 (Catalogo); artt. 45 e ss. (Danni); art. 46 (Assicurazioni obbligatorie) artt. 48 e ss. (Sgombero, diritti di ritenzione); art. 54 (Disposizioni di carattere generale); art. 55 (Norme e disposizioni supplementari); art. 57 (Foro competente). The undersigned hereby declares to know and accepts the General Regulations set by GEO Spa, as well as the internal Regulations which are noted, and all the other dispositions which the General Secretariat, within the limits of the Regulations, will enact on occasion of the organization of the trade fair. In particular, the undersigned declares to accept the fees, taxes, and additional expenses inherent to the requested services listed on the present application, and to be aware of and accept the prescriptions of the following articles of the General Regulations: art. 2 (dates, hours and duration); art. 3 (admission); from arts. 9 to 12 (payment); art. 13 and following (renunciation of participation and abandonment of space); art. 19 (tolerance); art. 20 (transfer of space); arts. 21-22-23-24 (set-up - fire proofing - security (Executive orders 626/94); art. 25 (prohibitions from letter "a" to "z"); art. 29 and following (technical service); art. 44 (catalogue); art. 45 and following (damages); art. 46 and following (Obligatory insurance coverage); (art. 48 and following (break down, retention rights); art. 54 (general settlements); art. 55 (supplementary norms and agreements); art. 57 (Court having jurisdiction). The undersigned hereby declares being informed of, and confirms acceptance of, all the conditions and regulations of GEO Spa.**

**Energia Elettrica/Electricity supply**

**A2**

Azienda/ Company		Spedire a: <b>GEO Spa</b> Via N. Tommaseo 59 - 35131 PADOVA PD	
Stand/ Stand	N. Ordine/ No. Order	<b>Fax 049.840489</b>	

**Vi chiediamo di poter ottenere, alle tariffe sotto riportate, l'allacciamento elettrico e l'alimentazione allo stand, con le seguenti modalità/We ask you to get, at the rates below, the electrical connections and the power supply for the stand, with the following procedures:**

ALLACCIAMENTI/ CONNECTIONS <b>220V</b>	IMPORTO UNIT. € comprensivo di allacciamento/UNITE PRICE € including connection		EURO
	standard/ standard	importo per richieste fatte durante il periodo di allestimento (*)/ for requests made during setting up	
N. 1 KW	<b>70,00</b>	84,00	
N. 2 KW	<b>105,00</b>	126,00	
N. 3 KW	<b>140,00</b>	168,00	
N. 4 KW	<b>175,00</b>	200,00	
N. 5 KW	<b>210,00</b>	245,00	
N. 6 KW	<b>245,00</b>	294,00	

ALLACCIAMENTI/ CONNECTIONS <b>380V</b>	IMPORTO UNIT. € comprensivo di allacciamento/UNITE PRICE € including connection		EURO
	standard/ standard	importo per richieste fatte durante il periodo di allestimento (*)/ for requests made during setting up	
N. 6 KW	<b>245,00</b>	294,00	
N. 9 KW	<b>350,00</b>	420,00	
N. 11 KW	<b>420,00</b>	504,00	
N. 14 KW	<b>450,00</b>	540,00	
N. 18 KW	<b>550,00</b>	660,00	
N. 22 KW	<b>650,00</b>	780,00	

(\*) solo se tecnicamente possibili/only if technically possible

**Totale/Tot. A**

**Per potenze superiori ai 22 KW l'espositore dovrà richiedere con congruo anticipo all'Ufficio Tecnico, la valutazione della fattibilità di un allacciamento speciale e dei relativi costi. Le richieste effettuate nel periodo di allestimento, solo se tecnicamente possibili, avranno l'importo unitario maggiorato/For power above 22 kW, the exhibitor must apply well in advance to the Technical Office, the assessment of the feasibility of a special connection and related costs. Requests during the period of construction, if technically possible, will have the unit value increased.**

ALTRE RICHIESTE/Other requests		Q.TA'/ No.	IMPORTO UNIT./ UNIT PRICE €	importo per richieste fatte durante il periodo di allestimento (*)/ for requests made during setting up	EURO
Allacciamento elettrico e alimentazione "SPECIALE" oltre i 22 KW (come da preventivo)/Electrical connection and "SPECIAL" power over 22 KW (as per quote)					
Noleggio multi presa elettrica tensione 220v.-50 Hz circa (± 15%) collegata a nostro quadro elettrico per un max. di 3 kW/ Hire multiple-socket voltage 220v 50Hz (+ 15%) connected to our electrical panel for a max. of 3 kW			<b>20,00</b>	24,00	
Aumento potenza (importo al kW dovuto solo in caso di integrazione dei kW)/Amount due to the increase in power (only in case of integration kW)			<b>35,00</b>	42,00	
<b>H24</b>	(**) Supplemento del 20% dell'importo unitario per l'erogazione continua dell'energia elettrica/Surcharge of 20% of unit price for continuous supply of electricity		<b>+20%</b>	+20%	

(\*) solo se tecnicamente possibili/only if technically possible

**Totale/Tot. B**

Si ricorda che il Quadro Generale dello stand dev'essere disattivato al termine della giornata. GEO Spa, per motivi di sicurezza, si riserva la facoltà di entrare nello stand per interrompere la fornitura dell'energia elettrica ed effettuare eventuali controlli/Please note that the General Switchboard of the stand must be turned off at the end of the day. GEO Spa, for security reasons, reserves the right to enter the stand to stop the supply of electricity and carry out any inspection.

Att.ne, il pozzetto per la fornitura di energia elettrica dovrà essere lasciato ispezionabile. Si avvisa che a quadro installato, con forniture elettriche chieste in eccesso, non sarà effettuato lo storno dalla relativa fattura di consumo/Att.ne, the manhole for the electricity supply must be left inspectionable. Please note that for over-requested electrical supplies, the cancellation of the invoice will not be made if the framework has been already installed.

(\*\*) H24-Si richiede che l'energia elettrica non venga disattivata al termine della giornata (alimentazione di attrezzature per alimenti). A tal fine dovranno essere richiesti DUE ALLACCIAMENTI ELETTRICI: uno per l'illuminazione e uno per le attrezzature, ognuno con i quantitativi di Kw necessari al funzionamento/We ask you not to turn the electricity off at the end of the day (power supply of equipment for food). For this purpose, two electrical connections must be requested: one for lighting and one for equipment each with the quantity of Kw necessary for the operation.

**Totale Imponibile/  
Total of (A+B)**

**IVA/  
VAT 22%**

**TOTALE/  
TOTAL PAYABLE**

Con la sottoscrizione del presente modulo, l'espositore dichiara inoltre di aver preso visione del contenuto delle norme tecniche (pag.5)/  
By signing this form, the exhibitor declares to have taken note of the contents of the technical rules (page 5)

## Energia Elettrica/Electricity supply

**A2**

### Norme tecniche

Saranno accettate solamente le richieste sottoscritte dal Titolare della Ditta o Funzionario responsabile. **A fronte delle richieste di servizi effettuate direttamente allo sportello dell'Ufficio Tecnico, verrà richiesto contestualmente il pagamento della relativa fattura, pena la mancata erogazione del servizio stesso.** Non saranno accolte le richieste mancanti degli estremi di individuazione della Ditta e della quantità di potenza impegnata. Le tariffe sono suscettibili di aumento in relazione ad eventuali decisioni dell'Ente erogatore. Condutture, quadri di distribuzione, contatori ecc. che sono messi a disposizione a nolo, rimangono di proprietà del Fornitore.

Ogni allacciamento comprende: quadro stagno IP 55 contenente un interruttore automatico magnetotermico differenziale (potere di rottura 10 KA sensibilità 0,03 A) tarato per i Kw richiesti corredato da ml. 6 di cavo anti fiamma e da una scatola stagna IP 55 contenente all'interno una morsetteria del tipo componibile da 16 mq., o da presa CEE. GEO Spa non assume alcuna responsabilità per interruzioni del flusso dell'energia elettrica. Si consiglia agli espositori, nel caso le loro macchine o attrezzature lo richiedessero, di dotarsi di un gruppo di continuità.

L'alimentazione della rete elettrica è effettuata con:

- corrente alternata per illuminazione: tensione 220/380 Volt - 50 Hz circa ( $\pm 15\%$ ) fino a Kw 5, con richieste superiori l'allacciamento verrà eseguito a 380 Volt - 50 Hz circa ( $\pm 15\%$ );
- corrente alternata trifase per forza motrice: tensione 220/380 Volt - 50 Hz circa ( $\pm 15\%$ ).

Qualora nell'area assegnata all'Espositore non esistessero i servizi tecnici dallo stesso richiesti, potranno essere eseguite, sempre che non lo vietino particolari ragioni di carattere tecnico, delle derivazioni delle linee normali da parte del Personale incaricato da GEO Spa, restando a carico degli Espositori le relative spese. Dovrà essere lasciato ispezionabile il pozzetto per la fornitura di energia elettrica. L'espositore può disdire l'allacciamento elettrico senza pagare a GEO Spa nessun costo, purché ne sia data comunicazione scritta all'Ufficio Tecnico di GEO Spa, almeno **5 giorni prima dell'inizio degli allestimenti della manifestazione**. Per le disdette dell'allacciamento elettrico pervenute dagli espositori dopo il termine indicato, o comunque durante i giorni di allestimento, l'Ufficio Tecnico di GEO Spa si riserva comunque di addebitare all'espositore l'intero costo dell'allacciamento stesso.

**Al termine del disallestimento e prima di lasciare lo spazio espositivo, l'espositore o chi per esso effettua lo sgombero dovrà avvisare l'elettricista o il guardiano del padiglione per il recupero del quadro elettrico ed eventuali accessori.** Non si risponde in caso di mancanza di corrente, oscillazioni della tensione e danni all'impianto.

**Gli impianti eseguiti dall'Espositore devono essere realizzati con l'osservanza di tutte le norme vigenti: cavo antifiamma tipo N1VV-Ko, N1-VVF o FROR 450/750V scatole stagne di derivazione autoestinguenti con morsetti.**

Tutte le apparecchiature elettriche soggette a surriscaldamento devono essere adeguatamente isolate dalla struttura di fissaggio se questa è combustibile. Tutte le apparecchiature elettriche e le strutture metalliche in esposizione devono essere collegate alla presa di terra. Le norme predette valgono anche per gli allacciamenti di impianti elettrici installati in posteggi esterni ai padiglioni. Mancando il punto di presa nel posteggio, la derivazione dal punto più vicino della rete di alimentazione fino al posteggio dovrà essere eseguita a spese dell'Espositore, che lo eseguirà con protezioni adeguate.

Le Ditte espositrici sono obbligate a prendere visione per tempo dell'ubicazione dei punti di allacciamento degli impianti di padiglione, al fine di poter indicare in planimetrie allegate alla richiesta gli allacciamenti da eseguirsi da parte di ditte incaricate da GEO Spa.

GEO Spa si riserva il diritto di controllare il modo di esecuzione della posa in opera degli impianti elettrici con facoltà di staccare quelli non eseguiti a norma. Gli Espositori sono responsabili di eventuali danni provocati dagli impianti da essi installati.

**Gli interruttori di corrente dovranno essere collocati bene in vista ed accessibili, per l'eventuale controllo di ns. tecnici incaricati.**

### Technical conditions

*All applications must be signed by the owner/senior manager of the exhibiting company. **In the face of demands for services performed directly at the counter of the Technical Office, will be required together with the payment of the invoice, otherwise the failure to provide the service itself.** Applications omitting details identifying the company and the power required shall not be accepted. The above charges are subject to variations as a result of any decision made by the electricity board. Conductors, distribution panels, meters, etc. rented to exhibitors remain the property of the supplier.*

*Each connection includes: watertight IP 55 board, containing an automatic differential magnetothermal circuit-breaker (breaking power 10,000 A, sensitivity 0.03 A) set to the kW requested, fitted with 6 mts. of fl ame-retardant cable and a watertight IP 55 box containing a 16 sq. mm sectional terminal board.*

*GEO Spa does not assume any responsibility for interruptions in electricity. Exhibitors are advised to use a generator if their machinery or equipment requires it.*

*The electricity network offers two power supplies:*

- *alternating current for lighting: 220 Volts - 50Hz ( $\pm 15\%$ ). Requests for lighting up to 6 kW will be supplied at 380 Volts - 50Hz ( $\pm 15\%$ ).*
- *three-phase alternating current for power- 380, Volts - 50Hz ( $\pm 15\%$ ) up to 10 kW for each connection.*

*If the technical facilities requested are not present in the area allocated to the exhibitors, off-takes can be made from the normal lines by the staff of GEO Spa, providing there are no technical problems making this impossible. Relative expenses will be charged to exhibitors. The maintenance covers to the underground wiring conduit must be left in full view and be fully accessible for inspections. Exhibitors may revoke the request for electricity supply without incurring further costs by written communication of intention to the Technical office at least **5 days before the opening date of stand construction**. All revocations arriving after the above mentioned date, or during build-up days will incur a surcharge of 50% of the connection fees.*

***In order to recover all electrical switches exhibitors are obliged to notify the electrician or the guard on-duty of their intention to leaving the premises after breakdown of their stand.***

*Makeshift connections to existing conductors are prohibited, and any such connections will be cut off immediately. GEO Spa reserves the right to accept applications according to the availability and capacity of its installations. No responsibility can be accepted for power failures, voltage fluctuations and damage to electrical systems.*

***Systems installed by exhibitors must comply with all relevant standards in force: fire-retardant N1-W-K or N1-WE or FROR type cables and watertight selfextinguishing junction boxes with terminals.***

*All electric units subject to overheating must be properly insulated from the structures on which they are mounted, if the latter are combustible.*

*All electric units and metal structures on display must be properly earthed. The above conditions also apply to power connections for systems installed in stands outside the halls. If there is no power take-off point in the stand area, a take-off from the power point nearest to the stand will be installed and fitted with proper protection devices, at exhibitors' expense.*

*Exhibitors are obliged to take prior note of the location and layout of connection points in the halls, in order to be able to order electricity for their stands as far in advance as possible, without causing damage or disturbance to the stands of exhibitors near them.*

*GEO Spa reserves the right to inspect all electrical systems installed and to cut off any which fail to comply with all relevant standards. Exhibitors are responsible for any damage caused by systems installed by them.*

***Current switches must be left in full view and be fully accessible for inspections.***

## **INFORMAZIONI PER LA PARTECIPAZIONE SEZIONE CASE AUTOMOBILISTICHE**

### **DURATA E ORARIO DELLA MANIFESTAZIONE**

- PRE-APERTURA giovedì 25 ottobre 2018 con orario 09.00-18.00: anteprema con ingresso esclusivo per i visitatori su invito o con acquisto del preview ticket. Orario di ingresso per gli espositori dalle ore 08.00 alle ore 18.30.
- La manifestazione aprirà invece al pubblico nei giorni 26-27-28 ottobre 2018 con orario dalle 09.00 alle 19.00.
- L'orario d'ingresso per gli espositori nei giorni 26-27-28 ottobre sarà dalle ore 08.00 alle ore 19.30.

### **SCADENZE:**

- **29 giugno 2018**, termine ultimo per l'invio della domanda di partecipazione, con anticipo del 30% da versare contestualmente all'invio della domanda. La domanda verrà vista e rispedita con il timbro di accettazione. Il saldo della quota dovuta dovrà avvenire entro 15 giorni dal ricevimento della fattura e comunque entro il **07.09.18**; in caso contrario non sarà concessa l'occupazione dell'area assegnata. In qualunque caso i veicoli introdotti potranno essere trattenuti a scopo cautelativo, anche dopo il termine della Manifestazione.

### **CARATTERISTICHE DELLE AREE:**

- Il modulo base è di mt 3,5x4/4x4 a seconda del padiglione. Le superfici assegnate variano secondo multipli di mq. 14/16. Stand minimo a muro 28/32 mq. Area centrale minimo 56-64 mq.
- È fatto obbligo a tutti gli espositori, di allestire ed arredare i propri spazi con cura, dando così migliore immagine a sé e al salone. I costi per l'allestimento sono a carico dell'espositore.

### **PASS e BIGLIETTI**

- Per la consegna di pass e coupon omaggio è fatto obbligo ai richiedenti di indicare nella domanda di partecipazione il nome delle persone incaricate.
- Il numero sarà stabilito dalla segreteria organizzativa in base ai mq espositivi.

### **ALLESTIMENTO AREE:**

- Le date di allestimento degli spazi assegnati verranno comunicate in seguito tramite circolare informativa.

### **SGOMBERO AREE:**

- Lo smontaggio degli stand si potrà effettuare: il giorno 28 ottobre 2018 con orario 19.30/24.00. I giorni 29 e 30 ottobre 2018 con orario 08.00/18.00. Prima di tali termini è proibito l'inizio delle opere di smontaggio.
- È fatto obbligo agli espositori o alle ditte allestitrici, prima dell'inizio della Manifestazione, di produrre all'Ufficio Tecnico le dichiarazioni di ignifugazione dello stand e conformità degli impianti elettrici se allestiti. Per maggiori informazioni: Ufficio Tecnico GEO Spa tel. 049.840.514.
- **È vietato lasciare incustodite o in stato di abbandono le aree durante gli orari di manifestazione, allestimento e disallestimento.**

### **SERVIZI TECNICI**

- Per le forniture dei servizi quali ELETTRICITÀ, ALLACCIAMENTO IDRICO, INTERNET ecc. e le relative specifiche tecniche vedere la domanda di partecipazione e il sito [www.padovafiere.it](http://www.padovafiere.it), nella parte dedicata ai Servizi.
- Si ricorda, che per poter diffondere negli stand musica, video o altre opere protette dalla Legge d'Autore (L. 633/41 e ss. modifiche e integrazioni), è necessario farsi rilasciare preventivamente la necessaria autorizzazione e a corrispondere il relativo compenso presso la SIAE, Filiale di Padova - Via Riviera dei Ponti Romani, 4 - 35121 Padova - Tel. 049/8725681-682 - email: [padova@siae.it](mailto:padova@siae.it). L'Espositore può adempiere a tale obbligo, consegnando ai Servizi Amministrativi di GEO Spa, l'apposito modulo C3 scaricabile dal sito: [www.paduaexhibitions.com/wp-content/uploads/FS-IT-18AUT.pdf](http://www.paduaexhibitions.com/wp-content/uploads/FS-IT-18AUT.pdf) che riporta le tariffe aggiornate, debitamente compilato al quale dovrà essere allegato l'importo esatto da versare alla SIAE. Durante la Manifestazione, saranno effettuati controlli da parte di funzionari SIAE per la verifica dei permessi.

### **IMPORTANTE**

La domanda di partecipazione (allegata) per essere ritenuta valida dovrà essere timbrata e sottoscritta insieme al Regolamento Generale di GEO Spa, vista con il timbro della segreteria organizzativa e inviata con allegata copia versamento acconto 30%.

## **INFORMATION FOR PARTICIPANTS CAR MANUFACTURERS**

### **DURATION AND HOURS OF THE EVENT**

- *PRE-VIEW DAY on Thursday, October 25, 2018: 09:00am to 06:00pm. Preview exclusively reserved for invited visitors or upon purchasing of the preview ticket. Exhibitor entry hours: 08:00am to 06:30pm.*
- *The event will be open to the public on the days 26-27-28 October 2018 from 9.00am to 7.00pm.*
- *Exhibitor entrance hours are 8.00am to 7.30pm the 26-27-28 October.*

### **DEADLINES:**

- **29 June 2018**, deadline for the submission of your application form with 30% on account payment. The application will be processed and sent back to you with a stamp of approval.
- The participation quota must be paid within 15 days after receiving the invoice, However the deadline for all payments is **07.09.18**. If payment is not made within 07.09.18, occupation of the assigned area will be denied. In any case, vehicles introduced can be held for precautionary measures, even after the event is over.

### **CHARACTERISTICS OF THE AREA:**

- *The basic module is mt 3,5x4 / 4x4 depending on the pavilion. The areas allocated vary according to multiple of approx. 14/16. Stand minimum wall 28/32 sqm. Area Central least 56-64 square meters.*
- *Exhibitors are required to set up and furnish their stands with care, thus giving the best image of themselves and the exhibition.*

### **PASSES AND TICKETS**

- *For the assignment of passes and free tickets, applicants must indicate on the participation form the name of the person who is our contact. The number of passes and free tickets will be set at the organizer's discretion.*

### **SET-UP OF STANDS:**

- *The set-up days will be communicated in the next months through the Exhibitor's Handbook.*

### **BREAKDOWN OF STANDS:**

- *Breakdown of stands may commence: on 28 October 2018 with the following schedule 7.30pm - 12.00pm. And the 29-30 October 2018 from 8.00am - 6.00pm. Breakdown operations may not start prior to these hours.*
- *Exhibitors or set-up companies are required to present to the Technical Office, prior to the start of the Event, the declarations of fire prevention fittings of the stand and conformity of the electrical installations, if set-up. For further information: GEO Spa Technical Office tel: +39.049 840.514.*
- **It is forbidden to leave stands unattended or in a state of abandonment during the exhibition opening hours, set-up and breakdown days.**

### **TECHNICAL SERVICES**

- *If you need to request the supply of ELECTRICITY, WATER, INTERNET etc. and consult the technical guidelines, please refer to the general regulations enclosed with this form or visit our website at [www.padovafiore.it](http://www.padovafiore.it), and click on the menu for Services, technical service's booking.*
- *Please remember, Italian copyright laws for music and video projection (Italian law no. 633/41) are enforced by the institution called SIAE. If you desire to have music or video projection on your stand you are required to obtain authorization from the local branch of SIAE at Padua - Via Riviera dei Ponti Romani, 4 - 35121 Padua - Tel. +39.049.8725681-682 - email: [padova@siae.it](mailto:padova@siae.it). Exhibitors will have to see to directly requesting their SIAE permit for music, video, etc., and will have to make such requests at the SIAE offices of Padua. During the Event, SIAE personnel could be onsite checking for permits.*

### **IMPORTANT**

*In order to be considered valid, the participation request form must be stamped and signed by you where requested, this includes your signature in observance of the general regulations GEO Spa, the stamp of approval from our commercial office and includes the copy of 30% on account payment.*









**DENOMINATION - CLASSIFICATION - GOALS - DATES**

1. "GEO Spa" which hereinafter will be referred to as "Fair", "GEO Spa", organizes on a yearly basis Fairs, Shows, Exhibitions and events in categories of national and international economic interest, with the goal of increasing production, developing exchange and increasing consumption.

All of the events organized by GEO Spa are subject to the following regulations.

2. The opening and closing dates of the events, their duration and access hours are established by GEO Spa, which reserves, at any given time, the right to make variations to them without acknowledgment for any request of compensation for damage.

**PARTICIPATION AND ADMISSION**

3. Eligible participants in exhibitions organized by GEO Spa include:

- a) Italian and foreign producers;
- b) Italian and foreign sales representatives, concessionaires or agents of national and foreign producer companies, as long as these are not already directly present;
- c) Companies, bodies, etc. already recognized as promoters, supporters, and executors of activities connected to production and trade.

The participation of more than one sales representative or concessionaire or agent from the same company at the same event with the same products is not allowed.

GEO Spa is authorized to ask sales representatives, concessionaires, or agents for documentation confirming their position within the producer company and to proceed directly with all necessary verification checks.

Sales representatives or concessionaires or agents participating at events without the authorization of their given company must understand that they are at the will of GEO Spa which reserves the right to make a final decision regarding acceptance of the participation request or permanence at the Fair.

4. Applicants, in order to be admitted, must present a request, without any reservations, on the appropriate form which must be signed by the company owner or legal representative or by the person delegated to do so.

It is necessary to: fill in the form completely, including enclosures;

indicate the various products to be exhibited, listing them explicitly in detail without addition of expressions or locations that lead to broad interpretations; list, if the application is presented by sales representatives, concessionaires or agents, the companies represented along with their relative address and respective products.

5. The participation request, from the moment in which it is presented to GEO Spa, becomes irrevocable.

At the act of signing and presenting the participation request, the applicant agrees to:

- a) unconditionally accept and recognize as effective for him/herself and all delegates and employees all of the rules of the current regulations as well as the complementary ones subsequently enacted by GEO Spa, as referred to in art. 55, along with all regulations and laws established by the competent body on the matter;
- b) elect legal domicile in Padua, at GEO Spa,
- c) recognize the exclusive competence of the Court of Padua in the case of controversies of any nature.

GEO Spa reserves the right to accept long-term participation requests.

6. Participation requests must be presented by the deadline previously established for each show.

7. Acceptance of the participation request is left to the final judgment of GEO Spa, which, in the affirmative case, will communicate so to the applicant in a timely manner by means of the "Invoice-Participation Confirmation", a document that sanctions enrollment and authorizes the applicant to consider him/herself a participant. Should the participation request not be accepted, the applicant will be so informed in writing, without any obligation on GEO Spa's part to disclose the reasons why.

The rejection of the participation request does not give cause for the payment of any compensation-for-damages indemnities, besides the reimbursement of the sum already paid to GEO Spa.

8. The denied applicant cannot avail him/herself of the fact of having participated in any previous event, nor can s/he argue that his/her participation was solicited by GEO Spa, nor can s/he invoke, as proof of admission, any correspondence between him/her and GEO Spa, the payment of the participation fee, or even the publication of his/her name on any list.

**PAYMENT**

9. For enrollment in any event and for concession of spaces, the following payments must be made:

- a) the participation fee to be calculated in relation to requested surface area, according to the fee schedule and indications reported on the Fair planimetric maps, with rounding up to the higher square meter;
- b) the enrollment fee;
- c) the fee for the obligatory services and equipment provided in standardized form by GEO Spa;
- d) the fee established by GEO Spa for each Company represented;

In the case of neglect of declaration of Companies represented, GEO Spa will apply a penalty charge for each Company omitted. At the act of signing the participation request a deposit proportional to the whole sum due must be paid.

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Foreign exhibitors must make payments at the offices designated by GEO Spa and in the currency established by the competent authorities within ten days of the receipt of the "Invoice-Participation Confirmation".

GEO Spa reserves the right to modify the fees communicated to the exhibitor in the case of economically significant events.

10. All invoices emitted by GEO Spa in the 30 days prior to the opening of the event or in the course of the event, just as with the participation requests presented less than 30 days before the opening of the show, must be immediately paid in full.

Any participant not up-to-date with payments will not be given the "Space Occupation Authorization" by GEO Spa, referred to in articles: 18-19.

11. If ten days after the sending of the "Invoice-Participation Confirmation" the payment is not made, GEO Spa considers itself authorized to draw a bill on the participant with charges on the amount due.

12. Payments made by applicants whose request was not accepted will be refunded, without interest, after the closure of the event.

Likewise without interest and after closure of the event, security deposits required for whatever reason, will be refunded upon detraction of any expenses incurred.

**RENOUANCEMENT - ABANDONMENT**

13. Renouancement of participation does not exempt one from the obligation of paying amounts due.

14. In the case of failure to communicate the renouancement in writing, or should the renouancement be communicated less than 30 days prior to the opening of the show, GEO Spa will apply a penalty equaling not less than double the amounts due for participation.

Only in the case of proven uncontrollable events, to be communicated to and documented with GEO Spa at least 10 days prior to opening of the event, GEO Spa reserves the right to accept the renouancement, with payment, to GEO Spa, of 50% of the amounts due for participation.

15. In the case of anticipated rescission of long-term participation, with integration of articles 13 and 14, GEO Spa reserves the right to request the reimbursement of any payment reductions granted and to withhold payments already made, for compensation of organizational expenses.

16. GEO Spa considers as abandoned the areas:

- a) not occupied with products destined for display at least twelve hours prior to the hour established for the inauguration, even if areas appear set-up and furnished with signs;
- b) left without surveillance or in careless condition during the event.

17. In the case of death, renouancement or abandonment, GEO Spa reserves the right to give the space to a third party, without being held to any reimbursements or compensation, while the right to demand the entire payment due, based on the participation request and penalties referred to in articles 14 and 15 and for any other motive including moral damages suffered by GEO Spa for the failure to participate, remains constant.

**PARTICIPANT CLASSIFICATION - ASSIGNING OF AREAS - SPACE OCCUPATION AUTHORIZATION**

18. The participants are grouped by Product Group and/or in special Shows, according to criteria set by GEO Spa, which nevertheless takes into account both the type of product indicated and area requested on the participation request.

Areas are assigned based on surface area and position as found, with the relative dimensions and characteristics, on the planimetric map given to each participant with the "Space Occupation Authorization" form, upon which are also indicated the products that the participant can put on display.

With respect to the measurements indicated on the map, up to 15 cm. tolerance per side is acceptable.

19. Spaces are made available to participants before the opening day of the event according to the terms communicated to them in a timely fashion. In order to take possession of the spaces, participants must have the previously mentioned "Authorization".

20. GEO Spa reserves the right to vary or eliminate certain product Groups, to change or reduce in any given moment, and therefore even after the sending of the "Invoice - Participation Confirmation" or of the "Space Occupation Authorization", including during the course of the event, the areas already assigned, making any necessary modifications, or even assignment to another hall, without this giving the right to the participant to renounce or request compensation of any sort.

In the case of variations in location or reduction of space, decided by GEO Spa, the participant will only be provided with an eventual adjustment of the amount due, rounding up to the higher meter.

**EXHIBITION OF SAMPLES - SET-UP OF AREAS - CLEANING - FIRE-PROOFING - SECURITY (Executive Order 626/94)**

21. The participant is required to display, for the entire duration of the show, only those products specifically indicated on the "Space Occupation Authorization".

The set-up of the space and the display of samples must be completed twelve hours prior to opening, except in the case of authorization by GEO Spa.

Spaces must be freed of all packaging and other materials not meant for exhibition twelve hours before opening, by the participant's own means or by the Transport Delegation, by transporting them completely outside the trade fair ground enclosure, or by depositing them in the warehouses of the Delegation itself.

22. The maximum height of stands and signs must not exceed 3 meters from the ground, except in the case of authorization from GEO Spa.

At its own will GEO Spa can likewise reduce the maximum height in certain exhibit areas.

In open areas, both in halls and outdoor canopies, the use of any divider walls is prohibited.

GEO Spa reserves the right to adopt, for certain product Groups, obligatory uniform signs, supplied on a rental basis.

Participants must, in any case, make certain that the exterior sides of their stand do not harm the aesthetics of neighboring stands and do not cause harm to the other participants.

Fittings and signs not in-line with the above-mentioned regulations must be removed, by orders of GEO Spa, by the participant and at the participant's cost. Should this not occur within the established time period and set manner, GEO Spa is authorized to proceed directly by laying the relative expense and every responsibility on the participant.

GEO Spa reserves the right to check the presentation of samples, the display of signs, in short, all work done, and to carry out necessary modifications.

23. Participants are strictly held to the observance of all security and fire-prevention norms and all arrangements on the matter that can be enacted by GEO Spa even separately from the present regulations.

24. According to Executive Order no. 626/94 and subsequent modifications and integrations, the employer of the exhibitor companies or service suppliers commits to:

- supplying proper instructions with regard to risks present, to both his/her own employees and those of companies called upon to do work on their stand, as for example, set-up companies;
- verifying technical-professional qualifications of the businesses or self-employed workers to be called upon to operate inside his/her own stand;
- coordinating of, in particular in the case of contracting out to set-up companies working inside his/her own stand, protective measures and risk prevention for the workers, keeping each other informed so as to eliminate risks due to interference between workers of different companies with regard to work going on in neighboring stands;
- being informed on specific risks connected to the work going on in the Padua fair grounds, in particular the employer declares knowledge of issues and/or prescriptions regarding the systems aspects, specific technical aspects, on the access,

viability and logistics within the fair grounds, measures to take in the case of fire or other dangerous situations, as indicated in the services pamphlet and news-sheet given to the exhibitors themselves.

Padua Fair is equipped with a security service and a fire prevention system. Therefore, at the outbreak of a dangerous situation the fire-prevention service must be immediately notified by dialing 548 on the phones present in every hall of the fair grounds. In the case of a fire, besides advising personnel as described above, every owner or supervisor must see that all workers maintain their calm and follow the eventual instructions of the personnel in charge. Should evacuation orders be given, all workers must avoid running or screaming, must avoid using elevators and/or goods lifts, and must direct themselves to the nearest marked emergency exit.

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25. It is prohibited for the participant to:

- a) give up, exchange - even at no charge - the space assigned to him/her;
- b) occupy a surface area greater than that assigned or exceed the height measurements established by GEO Spa (see art. 22);
- c) store packaging or other materials not destined for display in the assigned space, or in the surrounding area, or even in the Fair enclosure;
- d) display products not indicated on the "Space Occupation Authorization" form provided by GEO Spa;
- e) display second-hand, recognizable products, except by written authorization of GEO Spa;
- f) display posters or signs outside the assigned areas or in places or positions different from those established by GEO Spa;
- g) display or mark the prices of products on display;
- h) display posters or samples, even simply indicative of products not included in the product Group to which the participant has been assigned, even if they are products from the same company, or on behalf of a company not listed on the participation request, or not represented by the participant;
- i) sell by retail with immediate delivery, unless expressly authorized to do so by GEO Spa;
- j) distribute or give tastes, in a propagandistic manner, of paid samples, or by drawings, lotteries or games, unless authorized in writing to do so by GEO Spa, which reserves the right to apply a special tax and to discipline such activities;
- k) carry out any trial or form of advertising outside his/her own area;
- l) use loud calls or other forms of publicity which for their substance or outward appearance can be against the law or regulations, or which can constitute conclusion of direct comparison with other participants, or which can, however, disturb them or cause them harm, and even less to gather signatures, declarations or judgments;

propaganda or judgments which can sound critical of or offensive to political and social institutions of our and other countries;

m) possess or make use of cylinders or other containers filled with gas of any type, or to keep tanks, heaters or other recipients filled with gas or combustibles for the functioning of machines, except in the case of particular authorization by GEO Spa;

n) put into function the machines on display without the written authorization of GEO Spa;

o) carry out trials, demonstrations or operations that can compromise the safety of persons or objects, or that might disturb, irritate, cause damage or danger or which however at the judgment of the Authority in charge of security and accident prevention, are deemed dangerous;

p) light fires, introduce explosive, detonating, dangerous or foul-smelling materials, or that in any case can cause damage or can be bothersome;

q) cover or mask objects on display during the hours set for visiting by the public;

r) leave the area unwatched or in a state of abandon;

s) remain in the halls or the fair grounds during the closing hours;

t) circulate or stop with vehicles of any sort in the enclosure of the fair grounds;

u) assign work of transport, sending, loading and unloading of goods, as well as work on set-up, installation and derivation of technical services and cleaning to people or companies not authorized by GEO Spa, unless they are employees of the participant;

v) resell or lend to third parties entrance cards or reduced-price tickets;

w) break down fittings or allow materials or samples to be taken away before the day after the closure of the event;

x) paint the walls and flooring of the space; paint writing or signs directly on the walls and materials belonging to GEO Spa; planting nails or other devices on walls and materials; display paper posters not mounted on appropriate framed panels;

y) make direct connections to GEO Spa technical systems (lighting, electrical energy, water, waste, telephones) without having made advance written request for it, and/or with personnel not authorized by GEO Spa, and/or failing to observe security regulations;

z) use in the fittings of combustible materials, or materials that are not fire-retardant in origin, or not fire-proofed according to the norms in effect.

**26.** To violators GEO Spa reserves the right to:

a) request compensation for damages caused directly or indirectly to persons and objects of GEO Spa or third parties;

b) take back the free entrance pass;

c) apply a penalty not less than the total amount paid for the spaces;

d) require the temporary closure of the area without any expectation on the part of the participant for compensation of any sort;

e) have the area broken down and given to a third party, without recognizing any reimbursement of amounts paid and without any right on the part of the participant to make claims for damages.

#### **ENTRANCE - TICKETS, CARDS**

**27.** Access to the fair grounds is given upon presentation to personnel in charge of the personal card, temporary permit, or entrance ticket provided by GEO Spa.

**28.** GEO Spa provides every single participant up-to-date with payments a number of free entrance cards on the basis of norms that will be enacted in a timely manner for each event.

Cards and permits are delivered with the heading of the participating companies, authorized suppliers and to personnel in the line of work.

Everyone must write the last name and first name immediately on the cards of the people that will make use of them during the course of the event.

Cards presented at the Fair entrance that are not in the name of the presenter or in possession of a person other than the registered holder, will be revoked and neither returned nor substituted.

Participants are personally responsible for the attempted and committed frauds even by employees furnished with the above-mentioned Fair entrance titles. GEO Spa reserves the right to report eventual frauds to the competent authorities.

#### **TECHNICAL SERVICES**

**29.** GEO Spa, within the limits of the systems at its disposal, will provide, upon payment and according to rates and norms for reservation, for the use and functioning which will be made in a timely manner, of electrical energy, water, and telephone services on the basis of advance requests made by the participant at least ten days prior to the opening and on the appropriate forms provided by GEO Spa; the request is fully binding for the participant.

Requests presented after the said date will be satisfied "if possible in terms of time".

For such provisions, GEO Spa limits itself to the lending; the guarantee and associated risks are the responsibility of the respective supplier Institutions.

**30.** As far as electrical systems to be set up in the assigned area (putting to use of normal lamps, reflectors, signs that light-up, tubes of inert gases, relative conductors, transformers, voltage boosters, phase shifters, phase advancers, watt reducers, riveters, motors, electrical sockets, etc.) the participant is required to:

a) either have them done by one of the suppliers authorized by GEO Spa, to whom a request must be made;

b) or - should they be done directly - to have them undergo, before being put into function, a control test by GEO Spa;

c) install at own responsibility and expense, all of the equipment prescribed by law and other devices for the safety protection of persons and objects.

**31.** Should the participant's assigned area not be equipped with the requested technical services, they may be installed, as long as particular reasons of technical nature and derivations from the normal lines by personnel employed by GEO Spa do not prohibit it; the relative costs being at the expense of the participant.

**32.** Payment of services provided by GEO Spa must be made by the participant at the act of request and in any case before the exiting of material from the fair grounds.

GEO Spa reserves the right to demand payment at the Fair by means of its own employee holding formal written authorization.

**33.** Any abuse of or lack of observance in the use of technical services with regard to the conditions referred to in articles 29, 30, 31:

a) authorize GEO Spa to suspend supply of the services themselves, except the right of collection of the amount due for the said service;

b) imply the total responsibility - both civil and penal - of the participant for eventual damages to persons or things of GEO Spa or third parties.

#### **MACHINES IN ACTION**

**34.** Machines cannot be put into function unless execution of all formalities prescribed by law and all norms dictated by GEO Spa has occurred, through written authorization of GEO Spa itself, as long as said machines are not dangerous or bothersome.

Participants must insure themselves for accidents and thirdparty liability, and put into practice all strategies and systems used for accident and fire prevention, reduction of loud noises, elimination of foul odors, and avoidance of emissions of gas or liquids.

Participants displaying pressure devices in action, in conformity to the law for surveillance of the said devices, cannot have them running without having gone through, with positive results, the verifications and tests established as necessary, which must result through a regular certificate of the competent office. The participants themselves are required to directly request the test and the document.

In the case of disturbance or mishaps of the technical nature of or danger or accidents, GEO Spa has the right to annul the authorization already given.

Should, in exception to the provision of article 25 (letter m), the participant obtain a special permit from GEO Spa and competent Authorities, the cylinders or other replenishment containers must be deposited in the appropriate space, unless it is preferred to substitute them one at a time from a source outside the fair ground perimeters.

GEO Spa assumes no responsibility regarding direct or indirect damage to persons or things.

#### **SAMPLE TRANSPORT - LOADING AND UNLOADING OF MATERIAL - CIRCULATION OF VEHICLES**

**35.** The Company contracted as the Transport Delegation and nominated Official Forwarder of GEO Spa, is the only one authorized to operate in name of and for GEO Spa with regard to the Administrations of the railways, customs, and postal service, in relation to the traffic of goods addressed to GEO Spa, and as such takes over all obligations, duties and consequent responsibilities, direct and indirect, from the Railway Administration for the transport, and from the Customs Office for the customs duties on imported goods with the provisional importation regime.

For said operations the Transport Delegation is authorized to protect itself against participants by requiring the payment, besides of the customs taxes, etc., even of a security deposit amounting to not less than 10% of the total of the previously mentioned taxes.

The Transport Delegation puts at disposition all services necessary to the carrying out of its duties, including means of transport and hoisting for the participants, and is therefore responsible for the regularity of the service as well as for any material or moral damages due to any negligence towards participants.

GEO Spa is therefore relieved of any consequences and eventual judicial actions caused by the imperfect functioning or deficient organization of the service carried out by the Transport Delegation.

The rates for services provided by the Transport Delegation, upon approval by GEO Spa, are made known to all those interested prior to the opening of the event.

**36.** For such operations as lifting and transport inside the Fair, the Exhibitors can also make use of means belonging to them and of personnel directly employed by them. In such cases the participants are responsible for operations carried out on their own and must respond for any damages caused to GEO Spa or third parties, while GEO Spa remains exempt of any responsibility in that regard.

For materials and samples in general which are deposited in the fair ground, GEO Spa assumes no responsibility, nor issues any receipt.

Participants in upper floors are required to report the weight of machines or merchandise exceeding the maximum unitary weight of 300 kg/m<sup>2</sup> so as to avoid damage or accidents due to overload.

Participants are likewise required to declare, at least 30 days prior to the opening of the event, the weight of the machines or

goods exceeding the unitary weight of 5,000 kg., or cumbersome or delicate in nature so as to allow the Transport Delegation to provide for appropriate unloading devices upon arrival and loading devices at departure.

**37.** The entrance of means of transport at the opening, during the course of, and at the closure of the event, is regulated by suitable provisions deemed necessary by GEO Spa.

#### **IMPORTATION OF GOODS FROM ABROAD**

**38.** Goods originating from abroad can be rendered to the Fair with the benefit of temporary importation.

For participants who intend to make use of this facilitation as well as for those wishing to obtain importation licences following the sale of samples of foreign goods on display during the event, GEO Spa issues appropriate and timely provisions both before and during the course of the event, on the basis of instructions given by the competent Authorities.

**39.** GEO Spa reserves the application of a tax on every licence request at the moment it is presented, the amount of which will be made known prior to the opening of the show.

#### **INDUSTRIAL PROPERTY**

**40.** The brand names of businesses on display at the events and not protected by a patent or legally deposited request, can enjoy the temporary protection established by the provisions in effect, as long as it is requested of the General Secretariat of GEO Spa, prior to the opening of the show.

Execution of photographs, drawings of products and goods on display as well as the taking of measurements is not allowed by anyone, without the written authorization of the interested party.

#### **TAKING OF PHOTOGRAPHS**

**41.** For filming, photography and relative reproductions, authorized photographers are at the disposition of participants for a fee approved by GEO Spa.

Should participants like to make use of their own photographers, they must request so of GEO Spa, prior to the opening of the event.

For every photograph taken by participants' photographers, a free copy must be given to GEO Spa by the photographers. GEO Spa reserves the right to take or have taken whole views or detailed views - internal and external - and also to carry out or allow for their sale.

The introduction to the Fair of photographic and cinematographic equipment is subordinate to appropriate permission from GEO Spa.

#### **PUBLICITY**

**42.** Every form of propaganda and publicity in GEO Spa publications, both within and outside of the enclosures of the Fair, on the streets and in adjacent areas, is regulated exclusively by GEO Spa.

Publicity, both for one's own company and for those reported on the participation request, can be carried out by the participant only in the area of his/her own stand, save the prohibitions foreseen by art. 25.

The participant can carry out, upon approval by and under the supervision of GEO Spa, mounting of advertising and other forms of publicity at particular rates.

Particular technical necessities, service needs or other, might lead to repositioning or removal of mounted advertisements or other forms of publicity: in any case no right of compensation is recognized for the participant.

**43.** In the distribution of booklets, brochures, flyers, etc. it is prohibited to use drawings, titles, writing or graphics in any way in antagonism with GEO Spa's rights, which claims as exclusive property - besides its emblems - even denominations of events organized by it, with all the relative modifications, abbreviations, simplifications, acronyms and trademarks.

#### **OFFICIAL CATALOGUE**

**44.** GEO Spa provides, without it constituting any kind of commitment or responsibility towards the participant, the printing and distribution of Official Catalogues, which include all the indications relative to the sign-ups occurring and accepted within 45 days of the beginning of every show.

To sign up for advertising, the participant must fill in the appropriate form and send it to GEO Spa by the scheduled deadline.

GEO Spa declines any and every responsibility regarding data published in the Catalogue, as well as errors in completion of the form by the participant or typographical or pageformatting errors.

By authorization of GEO Spa and by previous agreement, regarding the fee, participants can add other indications of technical-publicity character.

#### **DAMAGES**

**45.** GEO Spa assumes no responsibility for damages (direct or indirect) or harm caused to persons or things, however or by whomever caused. Consequently, GEO Spa does not provide compensation for any damages deriving from, solely as examples and not exhaustive, theft, fires, explosions, malicious events in general, breakage, water infiltrations, natural events in general. The participant is responsible for all damages caused to persons or things by products on display, stand fittings, water and electrical system installations, constructions, mounted publicity, by means and objects for hire, means of transport used, machines put into function, and personnel employed by him/her.

**REQUIRED INSURANCE**

**46.** Exhibitors must insure themselves against all material and direct damages for all property in their possession and positioned throughout the halls, buildings and open areas of the fair grounds.

These obligations are met through the policy stipulated by GEO Spa with the company **CNA Insurance**, on behalf of each visitor. With the sign-up and the payment of the relative fee, GEO Spa provides the automatic activation for the Exhibitor of the insurance coverage against direct and material damage on all property brought to the Fair, up to an overall maximum value of **Euro 10,000.00**.

The Exhibitor must insure all property with values exceeding the said amount, undersigning the integrative policy, **Form C1** the Services Booklet. The Exhibitor accepts the guarantees provided by the General and Specific Conditions of Insurance, as well as the value of the capital insured indicated in the policies, available at the GEO Spa offices and of which the following extract is reported.

**1) Property and direct damage - All Risk**

Insurance coverage is provided against all property and direct damage occurring in the ALL RISK form even following fire, explosion, rioting, vandalism, arson, theft and robbery, damage occurring during transport, and is operative on all of the institutions (merchandise, furnishings, outfitting...) brought to the Fair by each individual Exhibitor.

**a)** Insured capital: automatically **Euro 10,000.00**, a primo rischio assoluto. The Exhibitor must complete the appropriate **Form C1** the Services Booklet in order to make the required guarantees operative on valuables exceeding the said amount.

**b)** Exemption: **10%** uncovered with a minimum of **Euro 250,00** per damage, limited only to damages deriving from partial or full theft, robbery, loss, and tampering if the damage is reported during storage within the exhibition.

**20%** uncovered with a minimum of **Euro 500,00** per damage, for all incidents reported following closure of the event.

**c)** Effect and duration: the guarantee becomes effective from the time the insured goods leave the departure warehouse for transport to the exhibition site, continuously and without interruption during the trip until the insured property arrives at the exhibition site, as well as throughout the exhibition period, during operations of removal from the site where the insured goods remain until they are packed up again for the return trip, and during the trip until the place of origin, ending at the moment of reconsignment of the same.

**2) Third-party Tort Liability Insurance**

GEO Spa automatically provides third party tort liability insurance for all Exhibitors, having taken out an appropriate insurance policy covering them all.

**INCIDENT REPORTING**

In order to obtain compensation, the Exhibitor must report the incident in writing to the Affari Legali Office of GEO Spa, without fail within 24 hours of its discovery and in any case no later than 24 hours from the last day of breakdown, and providing the following documentation:

- a copy of the packing list/delivery note attesting the presence of the goods on the Fair premises;
- in case of partial damage, a copy of the repair quote and/or invoice of the damaged goods;
- in case of total damage (including theft), a copy of the original invoice of the goods carried off or damaged.
- the descriptive report to the Public Safety Authorities containing the list of goods carried off and/or damaged. For further clarification, contact the GEO Spa Affari Legali Office (Tel +39.049.840588 - Fax +39.049.840495).

**47.** So as to help the Exhibitor in the surveillance and safekeeping of their areas and products in their display areas, without however assuming responsibility for them, GEO Spa provides a general surveillance service of the exposition areas during set up, throughout the fair and during breakdown. The Exhibitor can ask to have, at his/her own expense, a personal night surveillance service at their own stand as long as the service is performed by one of the institutes authorized by the city of Padova and that written notice of such is given to the Technical Office.

**BREAK DOWN OF AREAS - REMOVAL OF MATERIALS - RESTITUTION - CREDIT RECOVERY**

**48.** The break down of all products on display, including those in private halls, and of any other materials can begin only after the closure of the event, on the day and at the hour established by GEO Spa, and must be completed by the date set by GEO Spa, after which GEO Spa may proceed without hesitation to move elsewhere anything belonging to the participant, naturally at the expense of the participant, with the right of GEO Spa to close down doors and locks and exert the right of retention of existing materials as a guarantee of compensation for consequent damages and expenses, safekeeping included therein. Risks of theft, loss or damage deriving from them remain at the Exhibitor's expense. Perishable products will be immediately sold, with simple verbal notice given to the interested party or to whom GEO Spa prefers by private treaty in relation to the price and conditions most advantageous for GEO Spa.

After 60 days without provisions for pick-up of the material, the non-perishables and above-mentioned materials can be sold. Proceeds, after deduction of expenses, will be kept available to the interested party by GEO Spa. If no attempt is made to collect the amount within six months, it will be absorbed by GEO Spa.

For materials nevertheless left on the fair grounds, GEO Spa declines any responsibility for theft or damage caused to them.

**49.** In exception to that referred to in art. 25 (letter j), permission may be given in exceptional cases and on justified written request, for removal of samples on display or any other materials during the course of the show, upon issuing of special "Exit Pass" by GEO Spa.

The exiting at the end of the show of displayed products and all other goods is subject to the issuing of an "Exit Permit" and other norms that will need to be enacted.

Issuing of neither the "Exit Pass" nor the "Exit Permit" will be granted to those participants not up-to-date with every administrative matter or outstanding debt with GEO Spa.

Material on display constitutes a title of guarantee in favor of GEO Spa up until the total redemption of its entitlement, even in cases in which the said items have passed to the warehouse.

**50.** The participant is required to leave the area in the same conditions as s/he found it, all costs for execution of restoration and the verification of the state of restitution are at the expense of the participant. In particular, in the areas there mustn't be any traces of tape or glue on the floor. Should the Company not see to the removal of the same from the exhibit space, a penalty will be charged for each space of 14/16 sqm.

Any alteration or damage authorizes GEO Spa to exert a right of lien on the contents and fittings of the area, to whomsoever it belongs, with retention of items and pre-emption on the price, and always with the power to exert such rights to the extent indicated by a judiciary consultant according to art. 696 of the Civil Procedural Code.

The same right is recognized by GEO Spa for the recovery of every type of credit from the participant, by applying a lien from article 2764 of the Civil Code.

**AUTHORIZED SUPPLIERS - AUXILIARY SERVICES**

**51.** For set-up work of any kind, for supply of services and rental of materials, GEO Spa reserves the right to confer to a certain number of businesses the nomination of "Authorized Supplier", communicating in a timely manner the broad conditions set for their services to the participants.

For work inherent to the set-up of their areas, participants can hire companies they trust, on the condition that these companies and their employees are to the liking of GEO Spa.

**52.** Refreshment stands, cafes, bars, sales areas, etc. are required to sell products of participating companies or products agreed upon directly with GEO Spa, to observe the rules of the present Regulations, to apply those clauses and conditions resulting from particular norms, including public purchase price, which GEO Spa reserves to set.

The lack of observance of the norms set by GEO Spa and of the relative special legal and sanitary provisions leads to the immediate closing of the activity.

**53.** GEO Spa reserves the right to contract out any service to a third party, issuing the relative norms on the matter. GEO Spa declines any responsibility for services contracted out and all work done by the suppliers.

**GENERAL DISPOSITIONS**

**54.** Should an event for unforeseen reasons or reasons of any nature be cancelled, the participation requests are automatically annulled and payments made – deduction for the expenses and commitments assumed – will be divided up among participants proportionately.

In the case of variations of the date, length or opening hours, and in the case that an event, once opened has to be suspended due to unforeseen circumstances, GEO Spa is not held responsible for reimbursement of paid participation fees.

In the above-mentioned cases, it remains excluded that participants, by explicit convention, can appeal to GEO Spa for any motive or cause.

**55.** GEO Spa reserves to establish complementary norms and dispositions each time deemed necessary to do so for the better progress of the show, even in exception to the present General Regulations.

Such norms will be brought to the participants' attention through memorandums and newsletters; these will have equal value to the present Regulations, and their observance is obligatory. The lack of observance or violation of the clauses of these Regulations and of successively issued norms and dispositions leads to the forfeiture of the participation confirmation and to the immediate closure, temporary or definitive, of the areas, without any reimbursement of the fees paid and without any compensation, except penalties to be established at the participant's expense.

GEO Spa has the right to immediately expel from its fair grounds anyone violating the dispositions of the present Regulations and all of the successively issued norms and to pursue the same in legal proceedings for any type of material and moral damages brought about.

Claims of any sort regarding the organization of the show and the relative execution will be taken into consideration only if communicated in writing by registered letter addressed to GEO Spa, by the closing day of the show. The decisions made by GEO Spa will be definitive and not up for appeal.

**56.** Validity is given only to undertakings assumed by the legal representatives of GEO Spa, or General Manager or officials of GEO Spa with the condition that they have been delegated to do so by GEO Spa in writing.

**57.** The competent Court for any and all controversies is that of Padua.

**REPORT FOR EXHIBITORS EX ART. 13 L. 196/2003**

**58.** GEO Spa, with headquarters in Padova, on via N. Tommaseo 59, tax code and VAT number 05006140288, owner of the treatment, guarantees the treatment of personal data given by the exhibitor and the represented companies, with electronic materials, for the sole purposes inherent to the provision of services indicated, and upon Exhibitor consensus, to provide updates on initiatives and offers of the Company.

Provision of the data is required in order to allow for the execution of the requested services, thus failure to provide such data will make it impossible to provide the indicated services. Subjects with knowledge of such personal data will be, other than the owner, will be the employees in charge of the following company sectors: sales, technical, administrative and press offices.

Furthermore, the data can be communicated and/or transferred to companies controlled and/or controlling and/or connected to GEO Spa and its business activity, as well as data processing firms. In particular, by concluding the present participation contract, the exhibitor gives consent to GEO Spa to include the personal data in the official catalogue of the event, which will be distributed in Italy and abroad.

The exhibitor also gives consent to GEO Spa to include, for promotional-publicity purposes, the personal data in the event website and the list of exhibitors which is transmitted by e-mail to the companies interested in receiving information about the events. Interested parties may exert their rights on the basis of article 7 of Law 196/2003 (updating, correction, integration, cancellation, transformation, in anonymous or block form, the data treated in violation of the law, opposition, request of the information of the 1<sup>st</sup> paragraph and of letters 5), b), c), d), e) of the 2<sup>nd</sup> paragraph by contacting GEO Spa, Via N. Tommaseo 59 - 35131 Padova Italy, or by sending an e-mail to the following address: [privacy@padovafiere.it](mailto:privacy@padovafiere.it)

**Having read the information the exhibitor consents (tick the appropriate box):**

- communication of data to firms/companies/external providing services relating to the exhibitions (technical services, insurance, etc.); the printing of the official catalogue of the exhibition covered by this application; printing, shipping and delivery of communications to clients; the surveillance and security in the exhibition center of Padua;
- the communication of data to companies/firms/companies and subsidiary companies by the Management, which provide for the Company to promote services connected with the trade activity of visitors and exhibitors; to carry out market research;
- information dissemination through publication in the Official Catalogue of the exhibition, as well as the inclusion of the same formats and multimedia;
- sending correspondence, information and publicity material regarding the exhibitions organized by the Management or by third parties with which GEO Spa has made special agreements to that effect.

(Date and Signature)

## Note/Notes

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**PADOVA  
FIERE**

Powered by:

**GEO** SPA

## **GEO SpA**

Via N. Tommaseo 59 - 35131 Padova ITALY

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