



> 3.5

Services Booklet

Made By



www.padovafiery.it

Please note

This substitutes and modifies all previous editions

Services Booklet



Dear Exhibitor,

in order to better organize your participation, we offer you through this "**Services Booklet**" a means for booking some useful services.

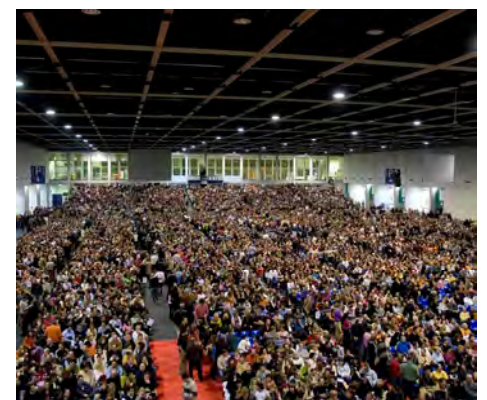
It's easy: fill the form, make a copy and fax it back to the number indicated on the form itself.

The "**Services Booklet**", can be found (PDF format) on PadovaFiere's website: www.paduaexhibitions.com/wp-content/uploads/FS-UK.pdf

Sincerely,

Technical Management of PadovaFiere

The Fairgrounds






Banking codes

	Bank: Cassa di Risparmio del Veneto - Intesa San Paolo Agency 15 - Address: Piazza L. Da Porto – Padua (Italy)					
COUNTRY	CIN E.	CIN	ABI	CAB	ACCOUNT NUMBER	SWIFT CODE
IT	94	L	06225	12195	100000001293	IBSPIT2P
IBAN CODES						

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Authorized Suppliers

STAND-FITTERS

GIPLANET

Via Tolomeo 14/16 - 35028 PIOVE DI SACCO (PADUA) - Ph. +39 049 9720579 - Fax +39 049 9720580 - www.giplanet.com - info@giplanet.com

INSURANCE MEDIATION

MARSH

Via San Crispino 114 - 35129 PADUA - Ph. +39 049 8285411 - Fax +39 049 8285426

BANK - MONEY EXCHANGE



ANTONVENETA

Piazzetta Turati 2 - 35131 PADUA - Ph. +39 049 6991111



CASSA DI RISPARMIO DEL VENETO - INTESA SAN PAOLO

Agenzia 15 - Piazza L. Da Porto - PADUA - Ph. +39 049.8765801

ELECTRICIAN

L.P. ELECTRA

Via Meucci 10/a - 35010 CADONEGHE (PADUA) - Ph. +39 335 6592255 - Fax +39 049 8872628

PLUMBER

DUSSICH SERVICES

Via Piccà Grolli 2ter - 35030 RUBANO (PADUA) - Ph. +39 049 8056071 - Fax +39 049 635613

TRANSLATIONS, HOSTESS SERVICE

LADY DI

Viale Certosa 15 - 20149 MILAN - Ph. +39 02 89767161 - www.ladydi.it - info@ladydi.it

HOTEL BOOKING

PADUA TOURISM PROMOTION BOARD - Riviera dei Mugnai 8 - 35137 PADUA

Ph. +39 049 8033069 - Fax +39 049 8033069 - www.padovaincoming.it - www.welcomepadova.it - info@welcomepadova.it

STAND & FAIRGROUND CLEANING SERVICE

MERANESE SERVIZI SpA

Via Albertina Brogliati Str. 56 - 39012 Merano (BZ) - Tel. 0473.220238 - Fax 0473.206935
www.meraneseservizi.com - info@meraneseservizi.com

PLANTS & FLOWER RENTAL

FIORERIA PONTECORVO DI VAROTTO PIERPAOLO

Via M. Sanmicheli 3 - PADUA - Ph. +39 049.8751200 - Mobile: +39 349 7923460 - www.fioreriapontecorvo.it - info@fioreriapontecorvo.it

RESTAURANT/CATERING SERVICE

LA MANDOLINA

Vicolo Raffaello Sanzio 12 - 35125 PADUA - Ph. +39 049 880 9318

RISTORA EVENTI SRL

Via Natta 55 - 36040 BRENDOLA (VI) - Tel. 0444.601015 Fax: 0444.601091 - www.ristoraeventi.it - info@ristoraeventi.it

FUNCTIONAL, CONFERENCE AND SURVEILLANCE SERVICES

VERONA 83 - COOPGRESS

Via N. Tommaseo 59 - 35131 PADUA - Ph. +39 049 840500 - Fax +39 049 8755983

AUDIO-VISUAL EQUIPMENT AND ASSISTANCE

EUROTECNICA SALMASO

Viale Regione Veneto 21 - 35127 PADUA - Ph. +39 049 760348 - Fax +39 049 760356 - info@eurotecnicasalmaso.com

RC SISTEMI AUDIOVISIVI di Bassi & C.

Via G. Rossa 11 - 35020 RONCAGLIA di P.S. NICOLÒ (PADUA) - Ph. +39 049 8960840 - Fax +39 049 8961861 - info@rcsistemi.it

TARGET DUE

Via Montà 44/2 - 35137 PADUA - Ph. +39 049 8900378 - Fax +39 049.8900376 - www.targetdue.it - info@targetdue.it

SHIPPING AND CUSTOMS

INTERPORTO - Corso Stati Uniti 18/B - 35127 PADUA

Ph. +39 049 2950209 - Fax +39 049 2950229 - federicopaluan@logsystem.it

TEMPORARY SHELTER RENTAL SERVICE

ROSSANTE CDO

Via S. Agostino 1700 - 37043 CASTAGNARO (VERONA) - Ph. +39 044296403 - Fax +39 0442.678210 - www.rossante.it - cdo@rossante.it

Furniture rental service

A1

Event	Order No.	Send to: PadovaFiere Via N. Tommaseo 59 - 35131 PADUA (Italy) Fax +39 049 840570
Company		
Stand	Client code	

We request the supplying of:

DESCRIPTION	FAIR CODE	UNIT PRICE €	UNIT PRICE € PREPARATION	Q.TY	EURO
-------------	-----------	--------------	--------------------------	------	------

SEATS

	"SELENA" SEAT, PEARL GREY COLOR, 54X53XH81 CM SIZE	C.1.1	9,00	10,80		
	"NICE" PADDED SEAT, GREY COLOR, 54X58XH80 CM SIZE	C.1.2	16,00	19,20		
	"SHELL" WHITE POLYPROPYLENE SEAT, CHROME PLATED FRAME	C.1.3	32,00	38,40		
	"FEMME" CLEAR POLYCARBONATE SEAT, 52x54XH81 CM SIZE	C.1.6	28,00	33,60		
	"SYNTHESIS" METAL STOOL, BLACK PLASTIC SEAT, 43X52XH98 CM SIZE	C.1.9	20,00	24,00		
	"EGG" METAL STOOL, WHITE RESIN MONOCOQUE SEAT, 44X39XH82 CM SIZE	C.1.10	36,00	43,20		
	"BETTY" SINGLE CHAIR, WHITE/BLACK FAUX LEATHER, 65X60XH73 CM SIZE	C.1.12	63,00	75,60		
	"POLYCUBE" OTTOMAN, WHITE FAUX LEATHER, INNER POLYURETHANE FOAM, 50x50XH50 CM SIZE	C.1.13	54,00	64,80		
	"BETTY" COUCH, WHITE/BLACK FAUX LEATHER, 125X60XH73 CM SIZE	C.1.14	170,00	204,00		

DESKS

	"W140" DESK, ABS LAMINATED BRIM, WHITE TOP, GREY COLOR LEGS, 140X70XH70 CM SIZE	C.2.1	50,40	60,48		
	"MASTER" TABLE, WHITE LAMINATED TOP, GREY COLOR LEGS, 70X50XH70 CM SIZE	C.2.3	12,00	14,40		
	SNACK ROUND TABLE, WHITE DOUBLE SIDE TOP, 60 CM DIAMETER X 72 CM HIGH	C.2.4	54,00	64,80		

(continua a pag. 6)

Furniture rental service



A1

Event	Order No.	Send to: PadovaFiere Via N. Tommaseo 59 - 35131 PADUA (Italy) Fax +39 049 840570
Company		
Stand	Client code	









We request the supplying of:

DESCRIPTION	FAIR CODE	UNIT PRICE €	UNIT PRICE € PREPARATION	Q.TY	EURO
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DESKS

	"ZEN" SIDE TABLE, MDF TOP, WHITE LACQUER, 60X60XH20 CM SIZE	C.2.5	36,90	44,28		
	"CONVENTION" TABLE, GREY LAMINATE TOP, ALUMINUM FRAME, 208X92XH80 CM SIZE	C.2.6	180,00	216,00		

COUNTERS

	"TECHNO" COUNTER 108x54 H104 CM SIZE	C.1.11	103,50	124,20		
	"TECHNO" COUNTER BLACK FABRIC, METAL FRAME, 108x54 H104 CM SIZE	C.3.1	72,00	86,40		
	"TECHNO" COUNTER BURGUNDY FABRIC, METAL FRAME, 108x54 H104 CM SIZE	C.3.4	72,00	86,40		
	"TECHNO" COUNTER, GREY FABRIC, METAL FRAME 108x54 H104 CM SIZE	C.3.5	103,50	124,20		
	"IN-LINE" WHITE LACQUERED WOOD COUNTER WITHOUT DOORS, 98X49XH98 CM SIZE	C.3.2	189,00	226,80		
	"FABRIC" WHITE MELAMINE WOOD FLEXIBLE COUNTER 100X46XH103 CM SIZE	C.3.3	103,50	124,20		
	CURVED COUNTER DESK AT "ZERO" 211x115xH100 CM SIZE	C.3.6	400,00	480,00		
	CURVED WOODEN DESK COUNTER H100x200L CM SIZE	C.3.7	400,00	480,00		

SHELVES

	"ZERO" MODULAR METAL SHELF 120X40XH197 CM SIZE	C.4.1	50,40	60,48		
	SMALL GLASS-DOOR CABINET, LOCK, CASTERS AND LIGHTING INCLUDED, SILVER COLOR, 100X42XH100 CM SIZE	C.4.2	180,00	216,00		

(see next page)

Furniture rental service




A1

Event	Order No.	Send to: PadovaFiere Via N. Tommaseo 59 - 35131 PADUA (Italy) Fax +39 049 840570
Company		
Stand	Client code	










We request the supplying of:

DESCRIPTION	FAIR CODE	UNIT PRICE €	UNIT PRICE € PREPARATION	Q.TY	EURO
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SHELVES

	MEDIUM GLASS-DOOR CABINET, LOCK, CASTERS AND LIGHTING INCLUDED, SILVER COLOR, 52X42XH185 CM SIZE	C.4.3	190,00	228,00		
	DISPLAY CABINET WITH SHELVES UNLIGHTED 50x50xH107 CM SIZE	C.4.4	162,00	194,40		
	DISPLAY CABINET WITH SHELVES UNLIGHTED 100x42xH185 CM SIZE	C.4.5	180,00	216,00		

COMPLEMENTARY FURNISHINGS

	SET OF DRAWERS, WHITE LAMINATE LOCKING DOORS, 45X35XH50 CM SIZE	C.5.1	37,80	45,36		
	CABINET WHITE LAMINATE LOCKING DOORS, 75X35XH85 CM SIZE	C.5.2	52,20	62,64		
	WALL BRACKETS	C.5.3	9,00	10,80		
	TILTABLE METAL WALL SHELF	C.5.4	9,00	10,80		
	WHITE DISPLAY WOODEN CUBE 50X50XH50 CM SIZE	C.5.5	34,20	41,04		
	WHITE DISPLAY WOODEN CUBE 50X50XH75 CM SIZE	C.5.6	43,20	51,84		
	WHITE DISPLAY WOODEN CUBE 50X50XH100 CM SIZE	C.5.7	54,00	64,80		
	"ORFEO" HAT AND COAT METAL STAND, PAINTED BLACK, 177 CM HIGH	C.5.9	17,10	20,52		
	"FLY" PAPER BASKET	C.5.10	4,50	5,40		

(see next page)

Furniture rental service







A1

Event	Order No.	Send to: PadovaFiere Via N. Tommaseo 59 - 35131 PADUA (Italy) Fax +39 049 840570
Company		
Stand	Client code	

We request the supplying of:

DESCRIPTION	FAIR CODE	UNIT PRICE €	UNIT PRICE € PREPARATION	Q.TY	EURO
-------------	-----------	--------------	--------------------------	------	------

VARIOUS

	CLOTHES RACK WITH 35 HANGERS, 140/200XH155 CM SIZE	c.6.1	60,00	72,00	
	METAL RETRACTABLE BARRIERS GREY COLOR, 2 MT BLACK STRING, 35 CM DIAMETER X 110 CM HIGH	c.6.2	44,00	52,80	
ON DESIGN	HONEYCOMB PLATFORM H50	c.6.3	50,00	60,00	
	FRONT DESK, GREY METAL FRAME, FABRIC FRONT PANEL, 70 X H110 CM SIZE	c.6.4	220,00	264,00	
	140 LITRE WHITE FRIDGE, 50X56XH85 CM SIZE	c.6.5	140,00	168,00	
	POD-BASED COFFEE MACHINE, SUGAR, PLASTIC CUPS AND STIRRERS INCLUDED	c.6.6	140,00	168,00	
	S-HOOKS AND CHAIN KIT (4 CHAINS + 4 HOOKS S)	c.6.7	24,00	28,80	

For stand fitting during the event, PadovaFiere offers all exhibitors numerous furniture options for rent. All interested companies may use the present form for booking. Rented furniture will be collected at the closing of the event. For this purpose, exhibitors are asked to empty drawers of all their personal items in due time. PadovaFiere assumes no responsibility for any object left at the time of furniture collection.

Important:
Requests will be executed according to the order of arrival and until furniture runs out.

Taxable Total

VAT 22%

TOTAL

DATE

COMPANY LEGAL REPRESENTATIVE (Stamp and Signature)

We enclose copy of Bank draft or check no.

Name of Bank

for a total of

Posters and graphics









A1B

Event	Order No.	Send to: PadovaFiere Via N. Tommaseo 59 - 35131 PADUA (Italy) Fax +39 049 840570
Company		
Stand	Client code	

We request the supplying of:

DESCRIPTION	FAIR CODE	UNIT PRICE €	UNIT PRICE € PREPARATION	Q.TY	EURO
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POSTERS

	"PLUTONE" OUTDOOR SINGLE-SIDED POSTER, ALUMINUM FRAME, 106X259H CM SIZE	B.7.1	180,00	216,00		
	"PLUTONE" OUTDOOR DOUBLE-SIDED POSTER, ALUMINUM FRAME, 106X259H CM SIZE	B.7.5	255,00	306,00		
	"COVER UP" INDOOR/OUTDOOR SINGLE-SIDED POSTER, ALUMINUM FRAME, 100X300H CM SIZE	B.7.2	240,00	288,00		
	"COVER UP" INDOOR/OUTDOOR DOUBLE-SIDED POSTER, ALUMINUM FRAME, 100X300H CM SIZE	B.7.6	285,00	342,00		
	"URANO" OUTDOOR SINGLE-SIDED POSTER, ALUMINUM FRAME, 115X300H CM SIZE	B.7.3	780,00	936,00		
	"URANO" OUTDOOR DOUBLE-SIDED POSTER, ALUMINUM FRAME, 115X300H CM SIZE	B.7.7	1.050,00	1.260,00		
	"SATURNO" OUTDOOR SINGLE-SIDED POSTER, ALUMINUM FRAME, 140X558H CM SIZE	B.7.4	1.050,00	1.260,00		
	"SATURNO" OUTDOOR DOUBLE-SIDED POSTER, ALUMINUM FRAME, 140X558H CM SIZE	B.7.8	1.275,00	1.530,00		

SINGLE-SIDED GRAPHICS

GRAPHICS ON FOREX, 150X20 CM SIZE	B.5.1	15,00	18,00		
GRAPHIC ON FOREX, 150X20 CM SIZE, REPLACEMENT FACEPLATE	B.5.1.1	18,00	21,60		
GRAPHICS ON FOREX, 150X20 CM SIZE, LOGO PRINTING INCLUDED	B.5.2	16,50	19,80		
PRINTS ON FOREX 4 MM	B.5.3	66,00	79,20		
PRINTS ON FOREX FRONT 3 MM - MONOCHROME	B.5.4	40,50	48,60		
PRINTS ON FOREX FRONT 3 MM - 4 COLORS	B.5.5	40,50	48,60		
BANNER TNT + DIGITAL GRAPHICS	B.5.6	28,50	34,20		
DIGITAL PRINT ON PVC RESTLESSLY	B.5.7	28,50	34,20		
DIGITAL PRINT ON PVC WITH LAYING UP TO 300 CM	B.5.7.1	39,00	46,80		
DIGITAL PRINT ON PVC WITH LAYING WITH EYELETS UP TO 300 CM	B.5.8	39,00	46,80		
DIGITAL PRINT ON PVC WITH POSE AND EYELETS OVER 300 CM	B.5.9	46,50	55,80		
DIGITAL PRINT ON PVC WITH POSING WITH QUALIFIED PERSONNEL - 7 AND 8 PAVILIONS	B.5.9.1	900,00	1.080,00		
DIGITAL PRINT ON PVC WITH POSING WITH BRACES UP A 300 CM FROM THE GROUND	B.5.10	43,50	52,20		

(see next page)

Posters and graphics

A1B

DESCRIPTION	FAIR CODE	UNIT PRICE €	UNIT PRICE € PREPARATION	Q.TY	EURO
SINGLE-SIDED GRAPHICS					
DIGITAL PRINT ON PVC-POSE WITH BRACES OVER 300 CM	B.5.11	43,50	52,20		
DIGITAL PRINT ON FABRIC TERVIRA 110 GR - RESTLESSLY	B.5.12	52,50	63,00		
DIGITAL PRINT ON MESH NETWORKING SUPPORT	B.5.13	42,00	50,40		
DIGITAL PRINT ON STICKER	B.5.14	57,00	68,40		
DIGITAL PRINTING ON ADHESIVE - WITH LAYING UP TO 300 CM	B.5.14.1	67,50	81,00		
PASTE TEXT H UP TO 500 MM	B.5.15	70,50	84,60		
MELAMINE PANEL 16 MM 1,00X2,00 + ADHESIVE DIGITAL PRINT + WEIGHTED SUPPORT	B.5.16	165,00	198,00		
MELAMINE PANEL 16 MM 1,00X2,50 + ADHESIVE DIGITAL PRINT + WEIGHTED SUPPORT	B.5.17	210,00	252,00		
MELAMINE PANEL 7 MM OR FOREX 3 MM + DIGITAL PRINTING < 1,00 MQ	B.5.18	54,00	64,80		
MELAMINE PANEL 7 MM OR FOREX 3 MM + DIGITAL PRINTING > 1,00 MQ	B.5.19	54,00	64,80		
MELAMINE PANEL 7 MM 1.50 X H 0,75 M + DIGITAL PRINT ON STICKER	B.5.20	94,50	113,40		
DOUBLE-SIDED GRAPHICS					
CANTILEVER DOUBLE-SIDED GRAPHIC SIZE MIN. A3	B.6.1	12,00	14,40		
BANNER TNT + DIGITAL GRAPHICS	B.6.2	36,00	43,20		
BANNER STAND IN CARDBOARD IN DIGITAL PRINTING 45x45CM + FLAG	B.6.3	21,00	25,20		
MELAMINE PANEL 16 MM 1,00X H2,00 + ADHESIVE DIGITAL PRINT + WEIGHTED SUPPORT	B.6.4	327,00	392,40		
MELAMINE PANEL 16 MM 1,00X H2,50 + ADHESIVE DIGITAL PRINT + WEIGHTED SUPPORT	B.6.5	409,50	491,40		
TNT + HALL ID DIGITAL PRINTING 1.00 x H2.50 M	B.6.6	90,00	108,00		
TNT + HALL ID DIGITAL PRINTING 1.50 x H2.50 M	B.6.7	135,00	162,00		
TNT + HALL ID DIGITAL PRINTING 1.00 x H3.00 M	B.6.8	112,50	135,00		

Taxable Total

VAT 22%

TOTAL

DATE

COMPANY LEGAL REPRESENTATIVE (Stamp and Signature)

We enclose copy of Bank draft or check no.

Name of Bank

























for a total of

Electric equipment

A1C

Event	Order No.	Send to: PadovaFiere Via N. Tommaseo 59 - 35131 PADUA (Italy) Fax +39 049 840570
Company		
Stand	Client code	

We request the supplying of:

	DESCRIPTION	FAIR CODE	UNIT PRICE €	UNIT PRICE € PREPARATION	Q.TY	EURO
	SINGLE-PHASE TRACK WITH 2 SPOTLIGHTS 100 W	B.4.1	35,00	42,00		
	SINGLE-PHASE TRACK WITH 3 SPOTLIGHTS 100 W	B.4.2	46,20	55,40		
	SINGLE-PHASE TRACK WITH 4 SPOTLIGHTS 100 W	B.4.3	61,60	73,92		
	ELECTRIC PLUG	B.4.7	16,80	20,16		
	3 OUTLETS POWER STRIP	B.4.8	25,20	30,24		
	COUNTERTOP LIGHT Ø 90 50 W	B.4.9	28,00	33,60		
	SPOT 30/50 CM ARM FOR SPOT 100 W	B.4.11	29,40	35,28		
	WALL LIGHT 60W	B.4.12	22,40	26,88		
	HALOGEN SPOTLIGHT 150 W	B.4.13	23,80	28,56		
	HALOGEN SPOTLIGHT 300 W	B.4.14	32,20	38,64		
	SCENIC PAR PROJECTOR OR PC 1000 W (AMERICAN)	B.4.17	39,20	47,04		
	SHOT LAMP 400 W	B.4.18	45,50	54,60		
	SPOTLIGHT HQI 70 W (AMERICAN)	B.4.19	54,60	65,52		
	ELECTRIC PANEL 3 KW - SUPPLY	B.4.22	39,20	47,04		
	ELECTRIC PANEL 1>3 KW - INSTALLATION	B.4.23	30,80	36,96		
	ELECTRIC PANEL 9 KW - SUPPLY	B.4.24	78,40	94,08		
	ELECTRIC PANEL 4>9 KW - INSTALLATION	B.4.25	36,40	43,68		
	ELECTRIC PANEL 15 KW - SUPPLY	B.4.26	95,20	114,24		
	ELECTRIC PANEL 9>14 KW - INSTALLATION	B.4.27	44,80	53,76		
	ADDITIONAL SPOTLIGHT FROM 100 W	B.4.28	21,00	25,20		
	METAL HALIDE 150 W LUMINAIRE.	B.4.32	63,00	75,60		
	METAL HALIDE 400 W LUMINAIRE.	B.4.33	70,00	84,00		
	FLOOR CABLE DUCT PASSES	B.4.34	10,50	12,60		
	TIMED ELECTRICAL OUTLET	B.4.35	105,00	126,00		

Taxable Total

VAT 22%

TOTAL

DATE

COMPANY LEGAL REPRESENTATIVE (Stamp and Signature)

We enclose copy of Bank draft or check no.

Name of Bank

for a total of

Power supply

A2

Exhibition	Order No.	Send to: PadovaFiere Via N. Tommaseo 59 - 35131 PADUA (Italy) Fax +39 049 840489
Company		
Hall/ Stand no.	Code	

1- to 5-day Exhibitions

 First request
 Addition

Please provide us with electrical connection and power supply, at the rates below and under the following terms:

CONNECTIONS 220V	UNIT PRICE € connections included		UNIT PRICE € During setting up (*)		EURO	CONNECTIONS 380V	UNIT PRICE € connections included		UNIT PRICE € During setting up (*)		EURO
	Standard connection	Air connection (**)	Standard connection	Air connection (**)			Standard connection	Air connection (**)	Standard connection	Air connection (**)	
No. 1 KW	70.00	85.00	84.00	102.00		No. 6 KW	245.00	260.00	294.00	312.00	
No. 2 KW	105.00	120.00	126.00	144.00		No. 9 KW	350.00	365.00	420.00	438.00	
No. 3 KW	140.00	155.00	168.00	186.00		No. 11 KW	420.00	435.00	504.00	522.00	
No. 4 KW	175.00	190.00	200.00	215.00		No. 14 KW	450.00	470.00	540.00	564.00	
No. 5 KW	210.00	225.00	245.00	255.00		No. 18 KW	550.00	570.00	660.00	684.00	
No. 6 KW	245.00	260.00	294.00	312.00		No. 22 KW	650.00		780.00		
Total A											

(*) only if technically possible - (**) only halls 7, 8 and Gallery 78

OTHER REQUESTS		UNIT PRICE €	UNIT PRICE € During setting up (*)	EURO
No.	Electrical connection and "SPECIAL" power supply over 22 KW			
No.	Change of electric panel already installed (for power adjustment during setting up)		42.00	
No.	Amount due to the increase in power	35.00	42.00	
No.	Change of electric panel previously installed	35.00	42.00	
No.	Rental of power bar , tension 220 volt - approximately 50 Hz (±15%) connected to our electric panel 3 kW maximum	20.00	24.00	
H24	Request additional connection for H24 continuous delivery of electricity to power equipment (refrigerators, etc...)	+ 20%	+ 20%	
Total B				

(*) only if technically possible

All applications must be signed by the owner/senior manager of the exhibiting company, especially applications made on site at PadovaFiere. **Late applications submitted to the Technical front office will require the immediate payment of the invoice, otherwise the services will not be provided.** Applications omitting details identifying the company and the power required will not be accepted. The above charges are subject to variations as a result of any decisions 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 magneto-thermal circuit-breaker (breaking power 10,000 A, sensitivity 0.03 A) set to the kW requested, fitted with 6 mt of flame-retardant cable and a watertight IP 55 box containing a 16 sq. mm sectional terminal board. Please note that for over-requested electrical supplies, the cancellation of the invoice will not be made if the framework has already been installed.

In the presence of electrical connections H24 electricity is switched off again at the end of the day. In this regard please note that the power lines must be different from those of enlightenment.

IMPORTANT, the manhole for power supply must be left accessible for inspection.

Taxable Total (A+B)

VAT 22%

TOTAL

By signing this document the Exhibitor declares to have carefully read and understood the terms, conditions and technical specifications contained therein (page 15)

DATE

LEGAL REPRESENTATIVE OF THE COMPANY (Stamp and Signature)

We enclose copy of Bank draft or check no.

Name of Bank

for a total of

Power supply

A2B

Exhibition	Order No.	Send to: PadovaFiere Via N. Tommaseo 59 - 35131 PADUA (Italy) Fax +39 049 840489
Company		
Hall/ Stand no.	Code	

 **Events exceeding 5 days** **First request** **Addition**

Please provide us with electrical connection and power supply, at the rates below and under the following terms:

CONNECTIONS 220V	UNIT PRICE € connections included		UNIT PRICE € During setting up (*)		EURO	CONNECTIONS 380V	UNIT PRICE € connections included		UNIT PRICE € During setting up (*)		EURO	
	Standard connection	Air connection (**)	Standard connection	Air connection (**)			Standard connection	Air connection (**)	Standard connection	Air connection (**)		
No. 1 KW	100.00	120.00	120.00	144.00		No. 6 KW	360.00	380.00	432.00	456.00		
No. 2 KW	150.00	170.00	180.00	204.00		No. 9 KW	520.00	540.00	624.00	648.00		
No. 3 KW	210.00	230.00	252.00	276.00		No. 11 KW	630.00	650.00	756.00	780.00		
No. 4 KW	260.00	280.00	312.00	336.00		No. 14 KW	705.00	725.00	846.00	870.00		
No. 5 KW	310.00	330.00	372.00	405.00		No. 18 KW	875.00	895.00	1.050.00	1.074.00		
No. 6 KW	360.00	380.00	432.00	456.00		No. 22 KW	1.045.00		1.254.00			
(*) only if technically possible - (**) only halls 7, 8 and Gallery 78											Total A	

OTHER REQUESTS		UNIT PRICE €	UNIT PRICE € in the set up period (*)	EURO	
No.	Electrical connection and " SPECIAL " power supply over 22 KW				
No.	Change of electric panel already installed (for power adjustment during setting up)		42.00		
No.	Amount due to the increase in power	35.00	63.00		
No.	Change of electric panel previously installed	35.00	42.00		
No.	Rental of power bar , tension 220 volt - approximately 50 Hz (±15%) connected to our electric panel 3 kW maximum	20.00	24.00		
H24	Request additional connection for H24 continuous delivery of electricity to power equipment (refrigerators, etc...)	+ 20%	+ 20%		
(*) only if technically possible				Total B	

All applications must be signed by the owner/senior manager of the exhibiting company, especially applications made on site at PadovaFiere. **Late applications submitted to the Technical front office will require the immediate payment of the invoice, otherwise the services will not be provided.** Applications omitting details identifying the company and the power required will not be accepted. The above charges are subject to variations as a result of any decisions 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 magneto-thermal circuit-breaker (breaking power 10,000 A, sensitivity 0.03 A) set to the kW requested, fitted with 6 mt of flame-retardant cable and a watertight IP 55 box containing a 16 sq. mm sectional terminal board. Please note that for over-requested electrical supplies, the cancellation of the invoice will not be made if the framework has already been installed.

In the presence of electrical connections H24 electricity is switched off again at the end of the day. In this regard please note that the power lines must be different from those of enlightenment.

IMPORTANT, the manhole for power supply must be left accessible for inspection.

Taxable Total (A+B)	
VAT 22%	
TOTAL	

By signing this document the Exhibitor declares to have carefully read and understood the terms, conditions and technical specifications contained therein (page 15)

DATE _____ LEGAL REPRESENTATIVE OF THE COMPANY (Stamp and Signature) _____

We enclose copy of Bank draft or check no.

Name of Bank _____ for a total of _____

Water supply

A3

Exhibition	Order No.	Send to: PadovaFiere Via N. Tommaseo 59 - 35131 PADUA (Italy) Fax +39 049 840489
Company		
Hall./ Stand no.	Code	

We request the following supply of:

WATER CONNECTIONS	Q.ty	1- to 5-day Exhibitions		Exhibitions exceeding 5 days		EURO
		UNIT PRICE €	UNIT PRICE € for requests during setting up (*)	UNIT PRICE €	UNIT PRICE € for requests during setting up (*)	
Connection by a 1.5-meter-long high-pressure pipe with a 3/8" fitting and drinking water consumption. 1.5-meter drain pipe (attachment to appliances excluded).	No.	110.00	130.00	160.00	190.00	
Moving of a 1.5-meter-long high-pressure pipe with a 3/8" fitting and drinking water consumption, with 1.5-meter drain pipe.	No.	110.00	130.00	110.00	130.00	
Extension of said connection (up to 5 meters)	No.	80.00	90.00	80.00	90.00	
Water/Drainage connection pipes to exhibitor's basin	No.	75.00	85.00	75.00	85.00	
Basin hire with water/drainage connections included	No.	100.00	110.00	100.00	110.00	

(*) only if technically possible

Taxable Total

VAT 22%

TOTAL

Basic Water supply:

Connection by a 1.5-meter pipe with a 3/8" fitting and drinking water consumption. 1.5-meter drain pipe (attachment to appliances excluded). PadovaFiere reserves the right to accept requests according to the availability and capacity of its installations. Exhibitors must turn off the stop-cock of each system every evening. Exhibitors must not draw water directly from the water supply.

No guarantee is made concerning variations in water pressure or damage to the system. Failure to comply with these conditions and any damage caused will be charged to exhibitors.

Exhibitors may cancel connections to the water supply without being liable to PadovaFiere for any costs, providing the cancellation is made in writing to the Technical Office at **least 5 days before the beginning of stand construction.**

Cancellations of requests for water connection received from exhibitors outside the above period or during build-up days will result in a surcharge to exhibitors by PadovaFiere for connections made.

The exhibition center is equipped with an internal water mains connected to the Padua Municipal Water Supply.

If the technical services requested by the exhibitor are lacking in the area assigned to him, junctions to the normal lines may be made, unless this is prevented for technical reasons, by the Fair's own personnel, the respective costs being charged to the Exhibitor. Anything removed from the connections or damage done to the same will be charged to the Exhibitor.

Exhibitors are responsible for any damage caused to the water system.

The maintenance covers to the underground water conduit must be left in full view and be fully accessible for inspections.

By signing this document the Exhibitor declares to have carefully read and understood the terms, conditions and technical specifications contained therein

DATE

LEGAL REPRESENTATIVE OF THE COMPANY (Stamp and Signature)

We enclose copy of Bank draft or check no.

Name of Bank

for a total of

A2 - A2B - A3



Technical conditions

Special connections installed at exhibitors' expense for systems with power exceeding 22kW may be permitted in individual cases, if requested in advance to the " Technical Office"

The electricity network offers two power supplies:

- alternating current for lighting: 220 Volts - 50Hz (±15%). Requests for lighting **up to 6 kW** will be supplied at 380 Volts - 50Hz (±15%).
- three-phase alternating current **for power- 380**, Volts - 50Hz (±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 PadovaFiere, 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 of PadovaFiere 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 prior to leaving the premises following breakdown of their stand.

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 self-extinguishing 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.

PadovaFiere 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 inspection.

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

ALL ELECTRICAL CONNECTIONS MUST BE CARRIED OUT EXCLUSIVELY BY AN AUTHORIZED SUPPLIER OR PADOVAFIERE PERSONNEL. REMOVAL OF CONNECTIONS OR ANY DAMAGE TO THEM WILL BE CHARGED TO EXHIBITORS.



Technical conditions

**Basic Water supply:
Connection by a 1.5 m-long pipe with a 3/8" fitting and drinking water consumption. 1.5m drain pipe (attachment to appliances excluded).**

PadovaFiere reserves the right to accept requests according to the availability and capacity of its installations.

Exhibitors must turn off the stop-cock of each system every evening. Exhibitors must not draw water directly from the water supply. No guarantee is made concerning variations in water pressure or damage to the system.

Failure to comply with these conditions and any damage caused will be charged to exhibitors. Exhibitors may cancel connections to the water supply without being liable to PadovaFiere for any costs, providing the cancellation is made in writing to the Technical Office at **least 5 days before the beginning of stand construction.**

Cancellations of requests for water connection received from exhibitors outside the above period or during build-up days will result in a surcharge to exhibitors by PadovaFiere for connections made.

The exhibition center is equipped with an internal water mains connected to the Padua Municipal Water Supply.

If the technical services requested by the exhibitor are lacking in the assigned area, junctions to the normal lines may be made, unless this is prevented for technical reasons, by the Fair's own personnel, the respective costs being charged to the Exhibitor. Anything removed from the connections or damage done to the same will be charged to the Exhibitor.

Exhibitors are responsible for any damage caused to the water system.

The maintenance covers to the underground water conduit must be left in full view and be fully accessible for inspection.



Infoline +39 049 840599


Phone - Internet connection POS debit card payment

A4


Event	Send to: PadovaFiere Via N. Tommaseo 59 - 35131 PADUA (Italy)		
Company	Fax +39 049 840489		
Stand	Client Code		

We request the following supply of:

TELEPHONE	No.	UNIT PRICE €	UNIT PRICE € for requests during setting up only if technically possible	EURO
Installment of analog telephone line with national (within Italy) traffic included in flat-rate service		200.00	240.00	
Installment of analog telephone line with international traffic included in flat-rate service		300.00	360.00	
			Taxable total	
			VAT 22%	
			TOTAL	

INTERNET CONNECTION		No.	UNIT PRICE €	UNIT PRICE € for requests during setting up only if technically possible	EURO
	Normal Wi-Fi Up to 2 connections (256 Kbs password flat rate)		50.00	60.00	
	High Wi-Fi Up to 4 connections (512 Kbs password flat rate)		100.00	120.00	
	Very High Wi-Fi Up to 8 connections (1 Mbs password flat rate)		150.00	180.00	
Normal cable	Supplement for installment of ethernet RJ45 cable (flat rate)		50.00	60.00	
Very High cable	Supplement for RJ45 ethernet cable connection (high-speed downloads and uploads of 2 Mbps , with no authentication, by providing IP addresses, Mask, Gateway and DNS settings for the PC, no restrictions on TCP ports and destination addresses, flat rate)		250.00	300.00	
Public IP	Provision of temporary public IP for the duration of the event		50.00	60.00	
Very High cable 4 Mbs	Internet connectivity wired high-speed (greater than 2 Mbps , flat rate)		Request an estimate, call +39 049 840473		
Examples bandwidth usage for download 1-2 Mbps: email, web, audio, chat 1-5 Mbps: Youtube, video chat 5-10 Mbps: streaming video 10-20 Mbps: large file transfer 20-50 Mbps: corporations, small countries	Examples bandwidth usage for uploading 256 Kbps: email, web 512 Kbps: video chat, remote desktop 1 Mbps: skype multiuser, screen sharing 2 Mbps: vpn, web server, multicast video 3-5 Mbps: P2P hub				Taxable total
					VAT 22%
					TOTAL

INSTALLATION OF ACCESS POINTS WITHOUT PRIOR AUTHORIZATION FROM PADOVAFIERE IS STRICTLY FORBIDDEN.

 POS (*)	No.	UNIT PRICE €	UNIT PRICE € for requests during setting up only if technically possible	EURO
POS debit card payment Installation/s		200.00	240.00	
			Taxable Total	
			VAT 22%	
			TOTAL	

***) The POS line is connected to a central operator line. The POS is not provided but only the phone line.**

By signing the present form, the Exhibitor declares to have read the contents of the technical regulations reported on page 17.

DATE

COMPANY LEGAL REPRESENTATIVE (Stamp and Signature)



Telephone Technical regulations

The Delegatee Company will see to the installation of telephones enabled for telephone service in the Exhibitors stands using the present form.

Requests received by PadovaFiere 48 hours before the event will be satisfied if they are technically still possible.

All the telephone materials delivered to the user are the property of the Delegatee Company of PadovaFiere thus the Exhibitor is responsible for their proper conservation and care. The Exhibitor is committed to not taking it apart, tampering with it, or modifying it, and to returning it to the PadovaFiere Technical Office in perfect condition at the end of the event.

Failure to return the telephone device will lead to the Exhibitor being charged Euro 105.00 per device (VAT excluded).

The Exhibitor Company will see to the advance payment of the required amount, which includes installation, rental of the telephone device and flat-rate telephone service.



Internet Connection Technical regulations

THE INTERNET CONNECTION IS CARRIED OUT IN ACCORDANCE WITH PROVISION OF THE LEGISLATIVE DECREE DL 27/7/2005 no. 144. Every connection must be carried out exclusively by the authorized Supplier or by Personnel of PadovaFiere. A PC with an Ethernet network card and RJ45 connector are necessary.

Please note: Only requests signed by the Owner of the Company or responsible Official will be accepted; this is for the reservations made at the Exhibition, which will be carried out only if technically possible at the date of reception.

- Requests will not be accepted if they are missing the details identifying the Company or not accompanied by the amount due or the details of the payment made on the amount due.

- The request may be annulled up to 5 days before the start of stand fitting. After that date, a surcharge of 50 Euro will be applied.

Internet access will be set up through connection to a private LAN of PadovaFiere. It will be possible to use one's own internal network only with a **firewall/router, if necessary supplied and configured by us (paid service)**. This request will have to be made to us at least 10 days before the start of the event. Private IP addresses will be assigned in a dynamic mode (DHCP). **In halls 1-2-3-4-6-11-14-15 Internet connection is exclusively wireless.**

The Internet connection is completed through authentication with a username and password. The authentication code will have to be collected by the Exhibitor at the **Technical Office** during the stand fitting period of the event.

Requests for special connections and configurations (VPN - Site to Site, public IP's or static IP's with connection without authentication, etc.) will have to be agreed upon and be received by PadovaFiere at least 15 days before the beginning of the event.

Mandatory requirements:

- in the case of sharing of personal direct resources, use the necessary safety precautions (i.e. password, domain name, authentication, etc.);

- be equipped with a personal firewall and updated antivirus software for surfing the Internet and receiving e-mail via Internet.

PadovaFiere may ask compensation for damages in the case of Exhibitors failing to apply the above-mentioned security requirements. Connection speed: the speed depends on the capacity of the server to which one is connected and on the Internet network managed by the provider, the performance of which varies greatly depending on the number of users connected and the network capabilities available in the country in which the visited site is located. **The signal level is not guaranteed and may differ from one area to the next, according to the layout of the stands.**



Ethernet cable Technical regulations

For connection with an ethernet cable **in halls 5-7 and 8** PC's must be equipped with an **Ethernet 10/100/1000 card** with an **RJ45** connector and relative network cable or wi-fi cards.

PC settings must be the following:

- network configuration: automatic assignment of addresses (DHCP) activated;
- NO PROXY configuration for the browser.

The Exhibitor must check if the ethernet cable has been installed before carrying out the outfitting of the stand. Otherwise, notify the Technical Office immediately.

PadovaFiere is not responsible for any reductions in connection speed or service interruptions attributable to the external provider network.

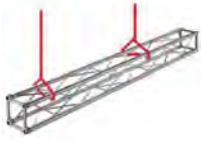


Tel. +39 049 840599

Please find attached copy of the bank transfer or check no.

From the Bank

in the amount of



Technical regulations

With particular reference to the sending of the documents within the time limits, PadovaFiere will not provide the hanging cables required, in case of noncompliance with these regulations.

Hanging system service is available only in Halls 7 - 8 and Gallery 78.

The service consists of supplying special cables hooked to the ceiling, to be used for hanging box truss and lighting belonging to the Exhibitor, or to a company on his/her behalf, or rented from PadovaFiere itself.

The supply of cables is the sole responsibility of PadovaFiere, while the fixing of structures not supplied by PadovaFiere must be done by the Exhibitor, or by a company on his/her behalf.

The position and number of cables supplied by PadovaFiere will be determined according to the technical plan sent by the Exhibitor and in accordance with the position of structures from which the cables can be hanged, quantifying the necessary additional security cables.

The height of hanging structures must comply with the terms of the General Regulations, unless otherwise authorized by the Organizer / Operational Secretariat.

The maximum weight capacity of each anchor point supplied by PadovaFiere is **150 kg spread every 4 meters length**. Cables supplied by PadovaFiere will be hooked to special structures. For fastening the structures, the Exhibitor or the company on his/her behalf must use appropriate systems for ensuring a perfect anchoring.

Steel cables must have a minimum diameter of 5 mm and any chains must have a rod diameter of not less than 6 mm.

Hangings must be vertically projected, therefore cables supplied by PadovaFiere cannot be stretched diagonally by the Exhibitor or by the company on his/her behalf.

In special cases, minimal tolerances may be permitted in accordance with PadovaFiere, however not exceeding 10 degrees.

Any hangings of handling equipment (chain hoists, pull-ups, etc.) must be integrated with an adequate number of stiff hooks.

In case of yielding of fastening systems, all equipment (lighting bodies, loudspeakers, etc.) placed on box truss must be tightly fastened by other hooking elements (metal cables, link chains) in order to ensure maximum safety.

Ceiling hangings must not interfere with lighting system of the hall in question.

In the case of electrical devices installed on hanging structures, they must be powered by using electric plugs located inside the assigned space. Cables descending from overhead fixtures must be sustained by specific casings (e.g. steel cables or ground mounted pillars).

IMPORTANT

For security reasons, mixed hanging systems (ceiling hangings + ground mounted pillars) will only be allowed provided that ground mounted structures are adequately protected from accidental bumps.

Safety hooks for ensuring stability to ground mounted structures will only be permitted if made in accordance with such regulations, and upon presentation of the required documents.

In any case, after installation of both mixed hanging systems and ground mounted structures, the stand-fitter must send the Technical Office the **CERTIFICATE OF STATIC COMPLIANCE** issued by a qualified technician.

For the required certifications, the stand-fitter may revert to **Studio Tecnico Ing. Nori**, Via Fiume 9, Abano Terme (Padua), mobile phone +39 339 6334569 - Email: nori.marco@libero.it, for the filling out of required certificates. **Please note that this service is upon payment and must be agreed with the Professional.**



Tel. +39 049 840599

We enclose copy of Bank draft or check no.

Name of Bank

for a total of

“STANDARD” equipment

B1

Event	Send to: PadovaFiere Via N. Tommaseo 59 - 35131 PADUA (Italy) Fax +39 049 840489 Email: sicurezza@padovafiere.it
Company	
Stand Client Code	

To ensure the structural protection of special equipment, the company: _____

in compliance with the regulations established by PadovaFiere (see technical regulations), **DECLARES** that the setting-up of the stand is the following (tick appropriate box):

<input type="checkbox"/>	1	The expected setting-up is a “STANDARD” ⁽¹⁾ type and therefore a Statics Report is NOT required	STANDARD
--------------------------	----------	--	----------

This category includes the following:

- Stand with only carpeting
- Aluminum truss stand (e.g. box truss): beam distance less than **8.00 M** wide and/or bars shorter than **2.00 M**
- Partition walls height lower than **4.00 M**
- Raised platforms height lower than **0.80 M**

For this type of structure the exhibitor must keep on hand at the stand the **Assembly Instructions booklet** provided by the manufacturer of the structure (if available) and the **Conformity Statement** of proper assembly, prepared according to the **Self-Certification Document** signed by the legal representative of the stand fitting company (**must be turned in to PadovaFiere prior to the start of the event**).

Self-certification Document for “STANDARD” type

(art.2 law 4 January 1968, no.15 as modified by art.3, comma 10, Law 15.05.1997, no.127 by the D.P.R. 20.10.1998, no.403 and s.m.i.)

The undersigned		Tax code:	
Place of birth	State	Date of birth	
Resident of	Address	Post Code	
As the (role)			
For the stand-fitter			
With legal headquarters in		State	
Address			
Tax code and/or VAT number			
Tel.		Fax	
E-mail			
<p>aware that all those making false declarations are punishable under the Italian Penal Code and special laws on the matter, according to article 46 DPR (Decree of the Presidency of the Italian Republic) no. 445/2000, DECLARES</p>			
on behalf of the exhibiting company:			
with reference to the stand: (hall, aisle, stand) _____		set up for the event: _____	
<input type="checkbox"/> that the stand has been assembled according to the state-of-the-art (if the Assembly handbook is missing)			
<input type="checkbox"/> that the stand has been assembled according to indications in the Assembly handbook provided by the manufacturer			
_____		_____	
Date		Signature of the declaring party (in full and legible)	

Attach a photocopy of a valid identity card to this form

To be filled out and sent back, manditorily before the beginning of the event

FAX +39 049 840489

email: sicurezza@padovafiere.it



Tel. +39 049 840599

“NOT STANDARD” equipment

B2

Event	Send to: PadovaFiere Via N. Tommaseo 59 - 35131 PADUA (Italy)
Company	
Stand	Client Code
Fax +39 049 840489 Email: sicurezza@padovafiere.it	

To ensure the structural protection of special equipment, the company:

in compliance with the regulations established by PadovaFiere (see technical regulations), **DECLARES** that the setting-up of the stand is the following (tick appropriate box):

<input type="checkbox"/> 2	The expected setting-up is an “NOT STANDARD” type and therefore a Statics Report IS required	NOT STANDARD
<input type="checkbox"/>	Raised platforms higher than 0.80 M	
<input type="checkbox"/>	Outdoor structures	
<input type="checkbox"/>	Walkable mezzanine floors	
<input type="checkbox"/>	Indoor ground mounted structures: beam distance wider than or equal to 8.00 M and/or bars longer than 2.00 M	
<input type="checkbox"/>	Partition walls higher than 4.00 M	
<input type="checkbox"/>	Hangings	
<input type="checkbox"/>	The expected setting-up requires the use of cranes e.g. a crane truck or an ORMIG 20/22-type crane	

- A.** For this type of structure, exhibitors **must provide PadovaFiere, mandatorily prior to the stand setting up**, with a **STATICS REPORT**, in Italian language and issued by a qualified technician, containing the following:
- Dimensional drawings showing structures and sections of fittings
 - Indications regarding materials to be used
 - Type of junctions to connect various structures
 - Quantity and position of loads.

The only way permitted for anchoring outdoor structures is the use of sandbags. Utilization of anchor bolts, stakes or similar ironware is forbidden. Therefore, installation of such systems must be described in the Statics Report.

- B.** At the end of the preparation and before the beginning of the event, the stand-fitter must deliver PadovaFiere the **CERTIFICATE OF STATIC COMPLIANCE**, in Italian language, issued and signed by a qualified technician, containing photos of the structural part of the completed set-up. In cases of outdoor structures, a photographic documentation of sandbags, cables and wires must also be included.

For the required certifications, the stand-fitter may revert to **Studio Tecnico Ing. Nori**, Via Fiume 9, Abano Terme (Padua), mobile phone +39 339 6334569 - Email: nori.marco@libero.it, for the filling out of required certificates (**Please note that this service is by payment and must be agreed with the Professional**). If the requested documentation is not received by PadovaFiere within the time limit and in a due manner, PadovaFiere will immediately commission an external technician with the preparation of documents required, charging the Exhibitor the execution expenses (for an amount ranging from 500 € to 1,000 €). **Should the statics check give negative results, the stand will not be permitted to open during the event.**

- C.** For electrical systems with installed capacity of more than **6 kW**, the exhibitor, **before the event**, to be delivered to the PadovaFiere **DECLARATION OF CONFORMITY 'SYSTEM** (form B5) complete with all required attachments provided (Project signed by a qualified engineer, Report, system layout and copy of the Certificate of Recognition).

DATE

COMPANY LEGAL REPRESENTATIVE (Stamp and Signature)



Tel.
+39 049 840599

Statics Report and Certificate of Static Compliance to be completed and compulsory delivery before the event

Fax +39 049 840489

email: sicurezza@padovafiere.it

“CANTIERE” equipment

B3

Event	Send to: PadovaFiere Via N. Tommaseo 59 - 35131 PADUA (Italy)
Company	Fax +39 049 840489
Stand	Email: sicurezza@padovafiere.it
Client Code	

To ensure the structural protection of special equipment, the Company:

in compliance with the regulations established by PadovaFiere (see technical regulations), **DECLARES** that the setting-up of the stand is the following (tick appropriate box):

<input type="checkbox"/>	3 The expected setting-up is a “CANTIERE” type because FALLS into the characteristics listed below:	CANTIERE
<input type="checkbox"/>	allestitive structures with a height equal to or higher than 6.50 m compared to a stable plane;	
<input type="checkbox"/>	allestitive biplane structures with a surface of the floor plan projection of top floor superior than 100 square meters ;	
<input type="checkbox"/>	tents and temporary works structurally independent, NOT made with components produced by a single manufacturer, NOT built as indicated or configurated, whose overall height, including roof elements directly related to the support structure, exceeds 8.50 m in height compared to a stable plane.	

For this type of structure, the exhibitor (or organizer), on whose behalf are carried out preparatory activities and disassembly of structures, tents or temporary works for exhibitions, must comply their obligations under the **DI 07.22.2014**, including:

- Designation of the **Safety Coordinator during** the design and the execution phase (art. 90 c. 3 and c. 4 Legislative Decree no. 81/2008);
- drafting of the **Safety and Coordination plan** by the CSP (Art. 100 D. Lgs.81 / 2008);
- Verification of the **technical and professional qualifications of the firms** operating inside the Exhibition Centre for the preparation of the stand (art. 90 c. 9 letter. A) Legislative Decree no. 81/2008);
- prior notification (art. 99 of Legislative Decree no. 81/2008).

DATE

COMPANY LEGAL REPRESENTATIVE (Stamp and Signature)



Tel.
+39 049 840599

**To be completed and compulsorily delivered
before the event**

Fax +39 049 840489

email: sicurezza@padovafiere.it

Safety measures to be adopted by Exhibitors during the event

B3B


The Employer, or his/her delegate, must ensure safety conditions during the Exhibition, and in particular:

- The passageways and emergency exits of the halls must be kept free at all times of materials that may block the exit of persons or be the cause of a fire;
- Fire extinguishers must be kept efficient by checking that periodic testing has been carried out every 6 months;
- Electrical systems must be kept efficient in conformity with current regulations;
- No smoking regulations must be enforced;
- "NO SMOKING" signs (where posted), mustn't by any means be tampered with or taken off walls;
- Directional sign systems and for emergency exits out of the hall mustn't be hidden and their visibility must be guaranteed in case of emergency;
- The emergency exit doors mustn't be blocked, nor simply tied with a string;
- Storage of materials that block the closure of fire-proof main doors and fire doors is prohibited;
- Passageways, doors, walkways and access areas for reaching exits must be kept free of goods, materials and packaging. Storage of same, even temporarily, around the exits is forbidden;
- Goods mustn't be stored in front of or close to electrical outlets, switches and light sources;
- Creation of temporary mobile electrical lines is forbidden;
- At the end of daily activities, after the public has exited, electrical energy must be switched off;
- Fire-fighting aids found in the halls, such as fire hydrants, fire extinguishers and fire alarms, must always be visible and not covered by material;
- Inflammables mustn't be kept inside the stand;
- Introduction of vehicles with a connected battery and a filled fuel tank is prohibited;
- Remnants of combustibles, packaging, wood pallets, plastic and wood crates, etc. must be frequently removed and placed outside in the appropriate bins;
- Temporary decorations are to be installed keeping in mind safety requirements;
- Stand fitting materials of an uncontrolled class of reaction to fire mustn't be used;
- The use of open flames, cookers or stoves fueled by gas, diesel or wood, electric resistance coil area heaters, kerosene lamps, etc. is prohibited;
- Attempting to use water to extinguish flames caused by electrical systems or equipment connected to electrical lines is prohibited;
- Parking of vehicles in front of emergency exits and along the exit routes outside the halls is forbidden;
- Tampering with, deactivating or removing the fire-prevention systems of the Fair is prohibited;
- Accumulating combustible materials along the perimeter of the halls is prohibited;
- Exhibitors must read the PadovaFiere fire-prevention emergency plan made up of signs- specific to each hall, and posted on the walls of each hall;
- Exhibitors must read the Emergency Plan booklet regarding the instructions to be followed in case of emergency, supplied by PadovaFiere.



Behaviour in case of emergency

Each exhibitor, in the case of a dangerous situation in the area occupied by him/her, must:

- immediately inform the Emergency Team at the numbers **049.840521/049.840548** (PadovaFiere personnel), providing the following useful information:
 - nature of the emergency;
 - the location of the accident;
 - if there are any injured people;
- await the arrival of the Emergency Team, who will be wearing recognizable clothing;
- not intervene to try to control the dangerous situation unless he/she has specific knowledge about how to handle it;

In case of fire:

- do not use lifts;
- do not use water to put out the cause of fire on electrical devices and systems.

In case of a person having an accident or sudden indisposition:

- remain by the person's side and if he/she is conscious, try to provide psychological support;

- do not move the accident victim and do not perform first aid unless specifically trained in it.
- call the PadovaFiere telephone number **049.840546** and/or **the emergency number 118**.

In case of an alarm for evacuation:

- each exhibitor, as well as possible, must put in safety mode the devices present in the exhibition area and unplug them, and unplug/switch off the entire electrical system of his/her stand;
- musn't carry out any bulky or heavy objects;
- all the people in the exhibition centre must evacuate in an orderly fashion along the exit routes marked in the direction of the emergency exits;
- mustn't run! If someone is found in a state of panic, he/she must be calmed down and reassured, taken by the hand and guided towards the exits;

In case of presence of smoke or flames, evacuate by crawling or bending over as close to the floor as possible (gases and harmful fumes expand gradually from up high to down low, so it is more possible to find unpolluted air close to the ground), breathe through a wet handkerchief, and wrap wool clothing (coats, scarves, shawls, etc.) around your head in order to protect your hair from flames.

Fire prevention service

B4

Event	Send to: PadovaFiere Via N. Tommaseo 59 - 35131 PADUA (Italy) Fax +39 049 840489 Email: sicurezzza@padovafiere.it
Company	
Stand Client Code	

For purposes of safety and to prevent from fire regarding materials used for fitting the stand, the Company:

FOR PRE-FITTED STANDS PROVIDED BY PADOVAFIERE, IT IS NOT NECESSARY TO FILL OUT AND SEND THIS FORM BACK

in compliance with current regulations (see Technical Regulations) **DECLARES to exclusively use the materials listed below for the preparation of the stand (see characteristics listed in the present form)**. Materials listed below are intended solely for the building of the stand; all materials on display are excluded from the description.

Components	Type of material	Italian Class Ministerial Decree 26/06/1984			European Class Ministerial Decree 15/03/2005 ⁽¹⁾			Fireproofed	Approval Number	Declaration of conformity of manufacturer or seller attached		Quantity m ²
		0	1	2	I	II	III			YES	NO	
<input type="checkbox"/> RAISED PLATFORM					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		YES	NO	
<input type="checkbox"/> FITTING STRUCTURE					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		YES	NO	
<input type="checkbox"/> WALL COVERINGS					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		YES	NO	
<input type="checkbox"/> OVERHEAD SHADING SAIL					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		YES	NO	
<input type="checkbox"/> FLOOR COVERINGS		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		YES	NO	
<input type="checkbox"/> WALL COVERINGS		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		YES	NO	
<input type="checkbox"/> DRAPERY		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		YES	NO	
<input type="checkbox"/>										YES	NO	
<input type="checkbox"/>										YES	NO	
<input type="checkbox"/>										YES	NO	
<input type="checkbox"/>										YES	NO	
<input type="checkbox"/>										YES	NO	
<input type="checkbox"/>	RAISED PLATFORMS AND WALL INTERSPACES FILLED WITH FIREPROOFED MATERIAL									YES	NO	
<input type="checkbox"/>	TYPE OF FIRE EXTINGUISHERS									no.		

By signing the present form, the Exhibitor declares to have read the contents of the Technical Regulations on page 25.

DATE

COMPANY LEGAL REPRESENTATIVE (Stamp and Signature)



Tel. + 39 049 840599

(To be filled out and sent back, necessarily before the beginning of the event)



Technical Regulations



Please note

Characteristics of the materials to be used for the fitting of stands.

In order to ensure the greatest efficiency possible for the overall safety conditions of Fairgrounds, Exhibitors must observe and require stand-fitters to observe the fire prevention regulations.

In any cases, materials used for stand fitting must meet the following requirements:

- walls, ceilings, floors, structures and related coverings: non-flammable or in class 1 of reaction to fire;
- hangings in class 1 of reaction to fire.

The use of the following materials is prohibited: plastics including panels, expanded sheets (i.e. styrofoam) that are not class 1 or in any case used in small quantities for decorative elements; fabric in not flame-proofed synthetic fibres, paints, glues not in class 1, reed mats, rush matting, curtains made of thin wooden strips or similar.

- 1) Wherever non-flammable materials are used, the Exhibitor must provide:
 - written declaration that attests to the said material's use for the fitting of the stand.
- 2) Where materials of class 1, IM or inflammable panels protected with class 1 paint are used, the Exhibitor must provide:
 - declaration of proper fitting by the builder with the attached **act of validation and related test report** on the material issued by the Ministry of the Interior – Management of Civil Protection – Fire-prevention Experiences and Study Centre (Rome - Capannelle) or by legally recognized Bodies or Laboratories, or specially-made certifications (**article 10 Ministerial Decree 26/6/84**) issued by authorized laboratories. **For this statement, please use the model B4.**
- 3) Certified materials must bare a mark of conformity to a certified prototype. Should stamping the said mark on material not be possible, the producer must certify the conformity data with the relevant certificate. Every seller must, under his/her own tort liability and penal responsibility, declare that the material sold is provided with a conformity declaration specifying the details of the certification.
- 4) The empty air spaces of platforms and walls must be filled with non-flammable materials (fibreglass or similar materials).

For flame-proofed material: the "Flame-proof Certificate" must be written by the technician who physically applied the protective treatment, and must include:

- a) **the company name of the Exhibitor**, the hall and stand numbers;
- b) **the list** of materials subjected to flame-proofing treatment;
- c) **the date** of the flame-proofing treatment (not prior to 6 months before the start of the event);
- d) **the surfaces treated**;
- e) **the main technical properties** of the product used: **the act of certification of the applied substances issued by the Ministry of the Interior or the special certification (art. 10 Ministerial Decree 26/6/84)**;
- f) the act guaranteeing that the flame-proofing treatment has been carried out according to regulations by the technician who physically applied it and the consequent commitment relieving PadovaFiere of any and all responsibilities,

the exhibitor and third parties in any way interested in the Event, relinquishing compensation and/or requests of PadovaFiere and of the third parties themselves, for any damage that might be caused to people or property of third parties to directly request any damage they were subjected to directly by PadovaFiere.

Flame-proofing products must be certified by the Ministry of the Interior – General Management of the Civil Protection and Fire Prevention Services or by legally recognized Bodies and Laboratories.

We advise you that the flame-proofing treatment of fabrics, if carried out according to standards, can conserve its protective properties indicated by the product supplier Company for a maximum of six months; on the condition that:

- after break down the treated fabric is stored in a dry place;
- during the previous six months the treated fabric has not been washed, ironed or undergone action of carpet cleaners or beaters or similar.

Originally fire retardant fabrics are available for purchase on the market.

Originally fire retardant fabrics must have passed tests of reaction to fire according to the regulations in the Ministry of the Interior Memorandum no. 12 dated 17/5/1980, Ministerial Decree 26/6/1984 and Ministerial Decree 19/8/1993. PadovaFiere, in its unquestionable right, even by way of the appropriate organ or its Officials, may take samples of the product and the materials used for protective treatment and fitting of the stands.

Failure to observe the present regulations and those listed in the participation regulations gives PadovaFiere the right to take preventive measures against companies with irregular fire prevention status, which may lead to, in the case of integrative measures being adopted for the global safety conditions, the charge of the corresponding expenses which are assessed at no less than Euro 258.50/form or the order to partially or completely dismantle the stand and the declaration that the stand itself is unsafe.

- 1) Reported below are comparative tables between Italian and European Classes as per Ministerial Decree 15/03/2005 and successive modifications and integrations which must be respected for the construction products installed:

Table 1 – used on Floors

	Italian class	European class
I	Class 1	(A2FL-s1), (A2FL-s2), (BFL-s1), (BFL-s2), (CFL-s1) (3)
II	Class 2	(CFL-s2), (DFL-s1) (4)
III	Class 3	(DFL-s2) (5)

Table 2 – used on Walls

	Italian class	European class
I	Class 1	(A2-s1,d0), (A2-s2,d0), (A2-s3,d0), (A2-s1,d1), (A2-s2,d1), (A2-s3,d1), (B-s1,d0), (B-s2,d0), (B-s1,d1), (B-s2,d1)
II	Class 2	(A2-s1,d2), (A2-s2,d2), (A2-s3,d2), (B-s3,d0), (B-s3,d1), (B-s1,d2), (B-s2,d2), (B-s3,d2), (C-s1,d0), (C-s2,d0), (C-s1,d1), (C-s2,d1)
III	Class 3	(C-s3,d0), (C-s3,d1), (C-s1,d2), (C-s2,d2), (C-s3,d2), (D-s1,d0), (D-s2,d0), (D-s1,d1), (D-s2,d1)

Table 3 – used on Ceiling

	Italian class	European class
I	Class 1	(A2-s1,d0), (A2-s2,d0), (A2-s3,d0), (A2-s1,d1), (A2-s2,d1), (A2-s3,d1), (B-s1,d0), (B-s2,d0), (B-s3,d0) (6)
II	Class 2	(B-s1,d1), (B-s2,d1), (B-s3,d1), (C-s1,d0), (C-s2,d0), (C-s3,d0) (7)
III	Class 3	(C-s1,d1), (C-s2,d1), (C-s3,d1), (D-s1,d0), (D-s2,d0) (8)

PLEASE NOTE: More specifically, Ministerial Decree 15/03/2005, is applied solely to building products, or those products made to be permanently incorporated in building works. As per the provision 89/106/CEE. Therefore materials and products excluded from this set of rules are those that are not categorized as "building products" (curtains, plush furniture, pillows, mattresses, etc.) even though they must respond to certain requisites of reaction to fire. for which the valid Italian provisions continue to be applied (Ministerial Decree 20/06/1984 and successive modifications and integrations).

Conformity of electric equipment

B5

Exhibition	Send to: PadovaFiere Via N. Tommaseo 59 - 35131 PADUA (Italy) Fax +39 049 840489 Email: sicurezza@padovafiere.it
Company	
Hall./Area/Stand no. Code	

CONFORMITY OF INSTALLATION

NOT COMPULSORY FOR SHELL SCHEME STANDS

The undersigned

owner or legal representative of the company (company name)

operating in the sector headquarters address

City State Tel.

VAT number

enrolled in the company registry (d.P.R. 7/12/1995, n. 581) of the Chamber of Commerce of: n.

enrolled in the Provincial register of craftsmen companies (l. 8/8/1995, n. 443) of: n.

Executor of the installation (schematic description):

<p>Inteded as: <input type="checkbox"/> new installation <input type="checkbox"/> Transformation <input checked="" type="checkbox"/> enlargement</p> <p><input type="checkbox"/> other (1) <input type="checkbox"/> special maintenance</p> <p><i>Note: for gas systems, specify the type of gas distributed: canalized of 1st 2nd 3rd family; LPG from mobile containers; LPG from permanent tank. For electrical equipment, specify the maximum power utilizable.</i></p>	<p>INSTALLED POWER</p> <p>kW: _____</p>
---	---

Commissioned by: installed in the city of:

Address

Floor Office number owned by (name, surname, firm, address):

In building allocated for use: industrial civilian commercial other uses

DECLARES

under his/her personal responsibility, that the installation has been created in conformity with professional standards, according to that provided in art. 6, taking into account the conditions of the activity and the use to be made of the building, having in particular:

- respected **the project** drawn up according to article 5 by (2)
- followed **the technical regulation** applicable to its use (3)
- installed **components and materials appropriate** to the installation site (articles 5 and 6)
- checked the installation** in terms of safety and functionality with positive results, having performed the tests required by regulations and legal provisions.

Compulsory attachments:

- project according to articles 5 and 7 (compulsory project for installed capacity of more than **6 kW**) (4)
- report with types of materials used** (5)
- scheme of plant installed** (6)
- reference to previous or partial, pre-existing declarations of conformity (7)
- copy of the certificate of recognition of the technical-professional requirements**

Optional attachments (8):

NOTE: PadovaFiere Spa reserves the right to remove all electrical power to the stand that does not deliver the required documents complete and filled out in their entirety.

DECLINES

any and all responsibility for accidents and damage to persons or objects deriving from third-parties tampering with the system, or lack of maintenance or repair.

NOTICE FOR CUSTOMER:
responsibility of customer or owner, article 8 (9)

Technician

Declarant

date

(stamp and signature)

(stamp and signature)



Technical regulations

1) For example, in the case of gas systems, "other" may be intended as the substitution of a device installed in a permanent way.

2) Indicate: name, surname, qualification and, where required according to article 5, comma 2, personal enrolment data in the relative professional registry, of the technician who drew up the project.

Require project plants with installed power exceeding 3 kW; in this transitional phase can be offset by the issuance **of the project to stand with power between 3 and 6 kW** as protection against indirect contact is still insured by protection equipment posed by Padova Fiere, remains mandatory delivery of the declaration of conformity to guarantee the protection against overloads the utilities of the stand.

3) Cite the technical and legal regulation(s), distinguishing among those referring to design, execution and inspection.

4) Should the system created following the project be varied during its construction, the final project presented at the termination of work must include the relative variations made. The citation of the fire prevention paperwork (where required) is part of the project.

5) The report must contain, for products subject to regulations, the completed declaration of correspondence to the same, when existing, with reference to brands, test certificates, etc. issued by the authorized institutes. For other products (to be listed), the signer must declare that they are materials, products and components in conformity with that provided in articles 5 and 6. The report must declare the suitability with regard to the installation site. Where relevant to proper functioning of the system, indications must be given regarding the number and characteristics of the devices installed or installable (for example for gas: 1) number, type and power of the devices; 2) characteristics of the components, the ventilation system of the rooms; 3) characteristics of the combustion products exhaust system; 4) indications on the electrical connection of devices, where necessary).

6) "Diagram of system created" means the description of the work as performed (simple reference is made to the project when this has been drawn up by a qualified professional and when no variations to the project have been made during its construction).

In the case of transformation, enlargement, or extraordinary maintenance, the intervention must be inserted, if possible, in the diagram of the pre-existing system. The diagram must cite the fire prevention paperwork (where required).

7) References are made up of the name of the executing company and the date of the declaration. For systems or parts of systems built prior to the present decree becoming effective, reference to declarations of conformity can be substituted by reference to declarations of agreement (article 7, comma 6). In the case that part of the system has been preset by another firm, (for example, ventilation and vapour exhaust system in gas systems), the declaration must report the analogous references for the said parts.

8) Example: any certificates of the results of the tests carried out on the system prior to its activation, or cleaning/disinfection treatments, etc.

9) Upon completion of work, the installing company is required to provide the commissioner with the declaration of conformity of the systems with respect to regulations found in article 7. The commissioner or the owner is required to entrust work on systems installation, transformation, enlargement, or maintenance (as in article 1) to qualified firms in accordance with article 3.

NOTE:

PadovaFiere Spa reserves the right to remove all electrical power to the stand that does not deliver the required documents complete and filled out in their entirety.



Tel. +39.049.840599

(to fill in and send before the event)

Vehicles and personnel access within the Fairgrounds during setting-up and dismantling

B6

ONLINE SERVICE

These procedures and their observance aim at simplifying the entry process of vehicles and personnel to get access to the Fairgrounds.

During **setting-up and dismantling** periods, access to the Fairgrounds will be solely permitted to holders of a regular **"entrance permit"** for vehicles and personnel, obtainable, upon registration, as per instructions listed below.



Permesso d'ingresso per carico e scarico merci
Motor vehicle permits for set-up and breakdown

(Attenzione: il permesso dovrà essere esposto sul cruscotto del mezzo e ben visibile)
(Warning: permit must be visibly displayed on the vehicle's dashboard.)

ENTRATA / ENTRANCE:



12EBCE35223A004E

USCITA / EXIT:



12EBCE35223A004U

DY807AV

Targa Automezzo
Vehicle reg. plate

- you will be sent by **e-mail** a private link, through which you can access PadovaFiere's online registration system **"Controllo Accessi Quartiere"** (Exhibition Ground Access Check), for registering with all relative information, the individuals and vehicles to be used for set up and break down of the stand;

- should external workers (stand builders or others) be employed, in order to allow their entrance to the grounds, their personal information must be communicated as well; the system will then automatically send the private link to these users so that they might carry out registration on their own;

- at the end of registration operations, the system will send an **e-mail with a PDF file** containing **the cards and permits to be printed and shown at entrances** in order to access the grounds during set-up and break-down days of the event.

In case of a lack of an e-mail address, the forms will be sent to you at the fax number you have indicated on the participation documents. The forms must be completed and faxed back to PadovaFiere (Fax: +39 049.8787124).

NOTICE:

Personal passes must be shown to the entrance gate personnel. Permits for motor vehicles must be visibly displayed on the dashboard. Should the Exhibitor not have passes or permits, it will nevertheless be possible to register at the entrance gate of the exhibition grounds.



e-mail: logistica@padovafierte.it

Tel. +39.049.840568 - Fax +39.049.840570

Please note: in the case of a cumulative bank transfer (including various services requested), specify in the payment description the amount relative to the supplementary insurance premium or make a bank transfer only for the amount of the premium due.

Payment is to be made by:

Bank transfer no.	
Bank name	
In the amount of €	
	In the name of: PadovaFiere Spa - via N. Tommaseo n. 59 - 35131 Padova IT - Cassa di Risparmio del Veneto S.p.A. - IBAN: IT 94 L 06225 12195 100000001293 - BIC: IBSPIT2P

For amounts exceeding € 500,00 payment of the premium MUST be made WITHOUT EXCEPTION to Marsh S.p.A. by bank transfer.

Bank transfer no.	
Bank name	
In the amount of €	
	In the name of: Marsh S.p.A. - Milano - BANCA POPOLARE DI SONDRIO IBAN: IT 04 L05696 01604 000007300X49

For further clarification, contact Marsh S.p.A., which is at Exhibitors' disposal at the Padua office in via S. Crispino no. 114 (tel. +39 049.8285411 - fax +39.049.8070776), or at the PadovaFiere Spa.

INSURANCE INFORMATION

On the premise that, PadovaFiere Spa does not assume any responsibility for damage or detriment to persons or things by anyone and however caused (art. 45 Gen. Reg.) and that it is mandatory on the part of Exhibitors to provide insurance coverage against "all risks" of goods, machinery and materials exposed (art. 46 General Regulations), PadovaFiere has stipulated, as the Contracting Party on behalf of Exhibitors participating in fair events, with the company **CNA Insurance**, the following insurance policies, the coverage of which is automatically activated by PadovaFiere at the moment of stipulation of the exhibit space contract to the individual exhibitor:

EXTRACT OF POLICY CONDITIONS

1. Property and direct damage – All Risk: insurance coverage is provided against all property and direct damage occurring in the ALL RISKS 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 **€ 10.000,00**, first absolute risk (f.r.). The Exhibitor must complete the appropriate form (**B7**) in order to make the required guarantees operative on valuables exceeding the said amount.

b) Exemption: 10% uncovered with a minimum of € 250,00 per damage, limited only to damages deriving from partial or full theft, robbery, loss, and tampering. 20% uncovered with a minimum of € 500,00 per damage, for all incidents reported following closure of the event.

c) For risks and goods included please read the chapter "exhibitors" of the insurance policy abstract published in the web site www.padovafiery.it

d) 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: PadovaFiere automatically provides for all Exhibitors third-party tort liability insurance, having them come under their own general policy, with the suitable extension.

INCIDENT REPORTING

In order to obtain compensation, the Exhibitor must report the incident in writing to the Internal Logistics Office of PadovaFiere 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:

- the descriptive report to the Public Safety Authorities containing the list of goods carried off and/or damaged and their worth;
- 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.

Renunciation of insurance and declaration of self-indemnification

B8

Exhibition	Send to: PadovaFiere Spa Via N. Tommaseo 59 - 35131 PADOVA PD Fax +39.049.840499
Company	
Hall./Area/Stand no. Code	

1) DECLARATION OF SELF-INDEMNIFICATION AND RENUNCIATION OF INTEGRATIVE INSURANCE TO BE FILLED IN AND SIGNED BY THE EXHIBITOR COMPANY WHEN IT ALREADY HAS INSURANCE COVERAGE SPECIFICALLY FOR "ALL RISKS" OR WITH OTHER COMPANIES.

DUAL-DECLARATION FORM TO BE FILLED IN AND SENT BY MAIL AT LEAST 10 DAYS PRIOR TO THE SET-UP DAY OF THE EVENT.

Company name		
VAT no.		
Address		
Postcode	City	Country
Tel.	Fax	Mobile
In accordance with that stated in art. 46 of the General Regulations of PadovaFiere which requires each Exhibitor to insure against all risks all property in their possession and positioned throughout the buildings and the areas managed by PadovaFiere Spa		
In the name of Mr.		
title		

DECLARES

- TO ALREADY HAVE "ALL RISK" INSURANCE POLICIES, IN THE COMPANY NAME;
- THAT THE VALUE OF THE IMPORTED GOODS AND/OR USED DURING THE EXHIBITION, ALSO OF THIRD PARTIES' PROPERTY, DOES NOT EXCEED THE MAXIMUM INSURED RATE

INDEMNIFYING

- PadovaFiere Spa from any and every responsibility and prejudice in this regard, renouncing in advance any and all compensation and/or requests to PadovaFiere for any damage sustained, assuming complete responsibility for all damage that could be caused to people or things owned by the exhibitor;

RENOUNCING COMPLETELY

- the All-risks insurance which PadovaFiere Spa has activated on behalf of each Exhibitor, with the Insurance Company, at the time of the signing of the participation request, which covers up to **€ 10.000,00**, all material and direct damage on property in their possession and positioned throughout the buildings and the areas managed by PadovaFiere.

DATE

LEGAL REPRESENTATIVE OF THE COMPANY (Stamp and Signature)

2) DECLARATION, TO BE COMPLETED AND SIGNED BY THE INSURANCE COMPANY.

Dear PadovaFiere S.p.A.

With reference to the above declaration, made by our Client, the undersigned Company _____ Certifies that the Client has stipulated/has underway, insurance contracts covering the aforementioned risks, as prescribed in art. 46 of your General Regulations.

It declares, likewise, that the relative contracts are numbered as follows _____ **and that, on each of these, the specific clause has been written in, renouncing recourse actions according to art. 1916 of the Civil Code with regard to PadovaFiere Spa.**

DATE

LEGAL REPRESENTATIVE OF THE COMPANY (Stamp and Signature)

Copyright (SIAE) payment request

B9

Exhibition	Send to: SIAE - FILIALE DI PADOVA Riviera Ponti Romani 4 35121 PADOVA PD Fax +39.049.8710709
Company	
Hall./Area/Stand no. Code	

MUSIC PLAYED INSIDE STANDS, SIAE FULFILMENT. Exhibitors are hereby reminded that according to Law 633/1941 and subsequent modifications and additions (copyright protection law), the playing of protected songs or parts of songs in the stands as music played over stereo systems and/or video music, CD's, "background music", **is subject to a preventive permit issued by SIAE and the contextual payment of the copyright fees due**, to be made at the SIAE Padua Branch, - Riviera Ponti Romani 4 - 35121 Padova - Tel: +39.049.8725681-682 - Fax: +39.049.8710709 - e-mail: padova@siae.it

The Exhibitor can fulfil this obligation by turning in this completed form no. B9, which contains the updated rates, to which must be attached the exact amount to be paid to SIAE, to the Administrative Services of PadovaFiere.

Company name
VAT no.
Address
Postcode City Country
Tel. Fax Mobile
Manager/contact

The following electronic equipment will be installed in our stand:

Type	Quantity	UNIT AMOUNT €	EURO
Radio - Television		58,70	
Administrative fee		1,00	1,00
		Taxable Total	
		VAT 22%	
		TOTAL	

Type	Quantity	UNIT AMOUNT €	EURO
CD Player - Multimedia equipment - PC - internet		111,90	
Administrative fee		1,00	1,00
		Taxable Total	
		VAT 22%	
		TOTAL	

Type	Quantity	UNIT AMOUNT €	EURO
VCR (TV with VCR) - DVD player		152,80	
Administrative fee		1,00	1,00
		Taxable Total	
		VAT 22%	
		TOTAL	

For periods longer than 7 days, an additional daily fee equal to 1/7 of the above-listed fees is applied

IMPORTANT: THE PRESENT FORM MUST BE ACCOMPANIED BY A NON-NEGOTIABLE BANK CHECK OR DRAFT MADE OUT TO SIAE PADOVA

DATE

LEGAL REPRESENTATIVE OF THE COMPANY (Stamp and Signature)

Application form for administration tasks and/or sale of food and beverages - HEALTH S.C.I.A.

B10

Exhibition	Send to: PadovaFiere Spa Via N. Tommaseo 59 - 35131 PADOVA PD Fax +39.049.840499
Company	
Hall./Area/Stand no. Code	

PLEASE NOTE: The exhibitor, who carries out sales and / or administration of foods and drinks that involves processing and product handling (even distributed free of charge), **10 days before the event**, must fill in and submit the form "SCIA FOR HEALTH HANDLING FOOD AND DRINKS / FORM B1" through the OSS website of the City of Padua, entering the section "Autorizzazione Sanitaria L.R. 22/2002 registrazione, idoneità sanitaria" on the following website (suap.comune.padova.it/info/registrazione-sanitaria). **With this form, to be sent to Padova Fiere, the Exhibitor declares to have fulfilled the obligations required by law and by the organization in charge, for the activities it intends to carry out.**

The undersigned		Tax Code no.	
Birthplace		Date	
Nationality	Gender	<input type="checkbox"/> M <input type="checkbox"/> F	e-mail
Resident in address no.		Country	Postcode
Tel.	Fax	Mobile	
Title			

Owner of the individual company:	VAT no.
Registered Office address:	Country
Address	Postcode
Business registration enrollment number	CCIAA of

Legal representative of the Company:	Tax Code no.
Registered Office address:	Country
Address	Postcode
Business registration enrollment number	CCIAA of

Production site headquarters/Retail business address/Warehouse or laboratory headquarters for fresh food vending machines		
Company title	Municipality	
Country	Address	Postcode
Tel.	Fax	

DECLARES

for the fair event: _____
hall/area lane stand

at the Padua fairgrounds, intends to carry out the activity of:

serving fish/seafood catering

from (start date) _____ to (end date) _____

Retail sale, with mobile stands, of:

fresh meats fish/seafood other food products fresh food vending machines

equipped with storage/processing of products sold yes no

**DECLARES pursuant to art. 6 of Reg. 852/2004 and Regional Decree n. 140 of March 5, 2008
of obtaining authorisation 22/2002 and former health L.R. fulfilled obligations consequent.**



Tel. +39.049.840588
(Info page 34-35-36)

DATE

(FULL LEGIBLE SIGNATURE OF LEGAL REPRESENTATIVE)

USEFUL INFORMATION FOR THE RELEASE OF THE SCIA HEALTHCARE ONLINE

To carry out the online procedure, **DIGITAL** signature is required

Required documentation attached to the **model B1**:

<p>A</p>	<p>TECHNICAL REPORT, fill in the following: Type of water supply; (1) List of equipment; (2) Type of foodstuffs served/prepared and forecast of the number of meals and turnout; (3) Number of workers employed (4);</p> <p>LEGEND: (1) = water supply is derived from the Padua municipal waterworks network, the discharging of water is insured by internal systems of PadovaFiere, and no other source of water supply for production, preparation and cooking of food will be used. (2) = sample list: work table, metal counters, oven, coffee machine, cooker, scale, refrigerator, cooking burners, basin, frier, hot plate, plate warmer, refrigerators capable of maintaining a temperature between 0 and 4°, and temperatures lower than - 18°, electric or gas kitchen, rubbish bins... (3) = sample list: sandwiches, pizzas, pastries, coffee, ice cream, soft drinks, beer, wine, grappa, drinks, first dishes, desserts, chocolate, biscuits, cheese, cold cuts etc., and the quantities forecast for each type of food. (4) = indicate the number of workers employed in preparation, production, packaging, distribution and sales of food and drinks.</p>
<p>B</p>	<p>THE LAYOUT OF THE SITE that will host the event, with indication of the stand.</p> <p>Should the request be applied to a mobile unit (fresh food vending machines and removable booths), the following documentation must be attached to the present paperwork: 1) a copy of the ATP certificate (where necessary); 2) the technical report which will have to explain, according to the cases:</p> <ul style="list-style-type: none"> • brand, model and license of the vehicle(s); • brand, model and license of the fresh food vending machine(s); • summary description of the removable booth; • for all mobile units indications relative to the site of storage/washing of the motor vehicles; • type of foods transported and means of production, manipulation, serving; • means of conservation of perishable foods, in the phases in which these are not sold, with indication of cold store or refrigerators used, if any; • quantity of foods intended to be put up for sale; <p>3) a photocopy of an identity card; 4) Receipt of payment to in the name of AZIENDA U.L.S.S. 16 PADOVA ITALY (where due).</p>
<p>C</p>	<p>RECEIPT OF PAYMENT OF THE TARIFF, (where applicable), as follows:</p> <p>This form with its annexes must be sent by registered mail or hand-delivered at least 20 days before the event to:</p> <p>DIPARTIMENTO DI PREVENZIONE - Servizio Igiene degli Alimenti e Nutrizione AZIENDA U.L.S.S. 16 - Via E. degli Scrovegni 14 - 35131 PADOVA (PD) ITALY</p> <p>enclosing the receipt for payment of the amount due, amounting to € 50.00 if before enrollment, € 25.00 in case of updating and / or modifications of the existing record <u>and are excluded from the payment notices for temporary events subsequent to the first.</u></p> <p>The above conditions apply to both the exhibitor that makes the preparation and distribution of food and perishable food and beverage administration, both for the Exhibitor operator engaged in production and catering (restaurant, pizzeria, restaurant, bar, deli, etc.).</p> <p>The payment must be made by bank transfer in favor of: COMPANY U.L.S.S. 16 OF PADUA (Health Management) - Banca Monte dei Paschi di Siena IBAN: IT63W01030 12134 000001100261 or by postal c/c n. 13029350 payable to Company U.L.S.S. 16 of Padua, Reason: S.I.A.N.</p> <p>About: www.ulss16.padova.it - area Service Food Hygiene and Nutrition.</p>

U.L.S.S. 16 PADOVA REQUIREMENTS

Sanitary requisites for performing preparation and serving of food products and beverages, at temporary stands, on occasion of trade fairs:

Stands with food and delicatessen products, temporary coffee bars

In case of manipulation and/or serving of food products and beverages at the stand, in line with the sanitary regulations, the following requirements must be followed:

- 1) the floor and preparation and manipulation areas must be smooth, washable and impermeable; the refrigerator windows and bulk food and delicatessen containers must protect the foods from the air and contact with the public;
- 2) there must be a sink with drinking water in the working area;
- 3) refrigerators used must have a thermometer legible externally;
- 4) avoid mixing of food and non-food products, making rational use of the space used as a laboratory;
- 5) apply a control plan according to the H.A.C.C.P. system, to be kept available to the authorities in charge of controlling;
- 6) personnel responsible for manipulation and serving of foods and drinks must wear hats, gloves, use tongs and other materials and clothing for the best execution of the service.

In all cases in which food and drinks are served, disposable plates and cups must be used, with the exception of stands equipped with appropriate washing equipment.

Exhibitors are required to respect that stated above, to not incur administrative sanctions or be denied issue of the prescribed authorization.

The control will be carried out by an official of the U.L.S.S. 16 PADOVA, S/he will check, on the first day of the event, the regular execution of the requisites for food production activities and beverage service, issuing a sanitation rating, as requested by the interested party.

Should the competent Services not carry out the inspection, the business can start 10 days after the communication of the Reporting of New Business (S.C.I.A.).

The registration is permanent.

INFORMATION FOR SENDING THE FORM B1

Connect to the web page: suap.comune.padova.it

- a) **Selezionare: Autorizzazione sanitaria L.R. 22/2002, Registrazione, Idoneità sanitaria**
- b) **Selezionare: SCIA sanitaria mod B1**

SUAP Comune di Padova

SportelloUnicoAttivitàProduttive

Home	Link
	Fare Impresa
	Sagre
	Attività edilizia
	Autorizzazione sanitaria L.R. 22/2002, registrazione, idoneità sanitaria
	Autorizzazione all'esercizio L.R. 22/2002
	SCIA sanitaria per manipolazione o trasporto alimenti e bevande - mod B1 - B2
	SCIA sanitaria per idoneità dei locali

Autorizzazione sanitaria L.R. 22/2002, registrazione, idoneità sanitaria
[Autorizzazione all'esercizio L.R. 22/2002](#)
[Leggi il resto](#)

SCIA sanitaria per manipolazione o trasporto alimenti e bevande - mod B1 - B2 ←

[Leggi il resto](#)

SCIA sanitaria per idoneità dei locali
[Leggi il resto](#)

1

INFORMATION FOR SENDING THE FORM B1

Select **Istanze Online**

SUAP Comune di Padova Sportello Unico Attività Produttive

Home Link

- Fare Impresa
- Sagre
- Attività edilizia
- Autorizzazione sanitaria L.R. 22/2002, registrazione, idoneità sanitaria
- Autorizzazione all'esercizio L.R. 22/2002
- SCIA sanitaria per manipolazione o trasporto alimenti e bevande - mod B1 - B2**
- Presenta la tua pratica
- Descrizione

SCIA sanitaria per manipolazione o trasporto alimenti e bevande - mod B1 - B2

Presenta la tua pratica

- Procura
- Istanze Online** ←

Descrizione

A seguito della abrogazione dell'art. 2 della legge 283/62 per effetto di Decr. Leg. 193/07 è stato abolito l'obbligo dell'autorizzazione sanitaria per esercenti di tutto il reparto food. Al suo posto per tutte le imprese alimentari è prevista la **registrazione dell'attività** che viene effettuata tramite la Segnalazione Certificata di Inizio Attività (SCIA).

2

To proceed with **Istanze Online** you must first **register** the company.

Select **Register!**, you will receive an email with your **credentials** (username and Password) with which you can access to online services of **SUAP** for the confirmation and the trasmission of **form B1**.

Autenticazione

Si prega di inserire le proprie credenziali



Nome utente

Password

Accedi

Reset

→ E' la prima volta? Registrati!
Aiuto! Non ricordo la mia password.

Comune di Padova - SSO Service - Powered by Federa

Assistenza | Cookies

3

Istanze OnLine
Comune di Padova

Home | ZTL | SUAP

SUAP - Sportello Unico per le Attività Produttive

Attività di vendita

- Esercizio di vicinato
- Forme speciali di vendita
- Vendita al dettaglio su aree pubbliche
- Vendita di cose usate o cose antiche
- Vendite straordinarie
- Scia sanitaria per manipolazione o trasporto alimenti e bevande

Attività artigianali

- Acconciatori
- Estetisti
- Rimesse di veicoli
- Panificatori

Ristorazione e Spettacolo

- Somministrazione
- Strutture ricettive
- Giochi leciti
- Manifestazioni temporanee
- Manifestazioni di sorte locale
- Spettacoli viaggiatori
- [Altro ...]

A copy of the sending receipt of Form B1 has to be sent to PadovaFiere - Fax +39.049.840499

Motor vehicles on display

B11

Exhibition	Send to: PadovaFiere Spa Via N. Tommaseo 59 - 35131 PADOVA PD Fax +39.049.840570
Company	
Hall./Area/Stand no. Code	

Company name			
VAT no.		Address	
Postcode	City	Country	
Tel.	Fax	Mobile	
exhibiting at hall no.		stand no.	
Manager/contact			



For motor vehicles on display

Mr./Mrs: _____ **acting as responsible party**

DECLARES

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 PadovaFiere General Regulations, attached.

To be filled-out by the exhibitor

(enclose a list of other vehicles on display with description and number plate)

Type of vehicle	Number plate
Type of vehicle	Number plate
Type of vehicle	Number plate
Type of vehicle	Number plate
Type of vehicle	Number plate
Type of vehicle	Number plate

date

LEGAL REPRESENTATIVE OF THE COMPANY (Stamp and Signature)

Traceability of financial flows

B13

Event	Send to: PadovaFiere Spa Via N. Tommaseo 59 - 35131 PADOVA PD Italy Fax +39.049.840570
Company	
Stand Client Code	

LAW 136 DATED 13 AUGUST 2010 "TRACEABILITY OF FINANCIAL FLOWS"

The Company
VAT code
Headquarter address
Zip code City State/Prov.
Tel. Fax Mobile
Reference Person
Direct e-mail Direct Tel.
Manager In Charge

With regard to the request to participate at the event

of which the present attachment constitutes an integral part, the above-mentioned subject declares under his/her own responsibility that:

HE/SHE ISN'T SUBJECT TO THE OBLIGATIONS OF TRACEABILITY OF FINANCIAL FLOWS BY LAW 136/2010



Tel. +39.049.840510

HE/SHE IS SUBJECT TO THE OBLIGATIONS OF TRACEABILITY OF FINANCIAL FLOWS BY LAW 136/2010 and hereby communicates that the code given by the Supervisory Authority is the following:

Tender ID
Code
Project
Code

(if required in accordance with art. 11 L. 3/2003)

In case Code C.I.G. and C.U.P. (when required) are not provided before the start of work or services, PadovaFiere will be considered exempt from all responsibilities with regard to the obligations in Law 136 dated 2010.

date

Stamp and signature of Manager in Charge

In the event of subjection to obligations of traceability, PadovaFiere Spa, in order to respect the obligations of article 3 of Law no. 136/2010

DECLARES

- to be aware of the obligations it is charged with according to law 136/2010 and to take note that failure to respect the obligations of traceability of financial flows, besides specific sanctions, leads to the nullity of the contract of supplying of service(s), and also determines the resolution of the right of the contract in the case of failure to use a bank or postal transfer, or other appropriate tools allowing complete traceability of operations;
- that in the contracts underwritten with sub-contractors it will include, under penalty of complete nullity, a special clause with which each of these assumes the obligations of traceability of financial flows as per the above-mentioned law;
- that it will give immediate communication to the Contracting Office and the Prefecture- Territorial Office of the Provincial Government where the Contracting Office has its headquarter, should it have news of failure by its counterpart regarding the obligations of financial traceability as per article 3 law 136/2010;

that the identification codes of the account "dedicated" to payments of the contract underwritten with the contracting party are:

IBAN:	BANK:
IT 94 L 06225 12195 100000001293	Cassa di Risparmio del Veneto - Agency 15 of PADOVA Piazza L. Da Porto PD ITALY

that the subjects delegated to make operations on said account are:

Surname and Name	Charge	Tax Code
DANIELE VILLA	DIRETTORE GENERALE	VLLDNL69T10F205S
DAVIDE NICOLETTI	ADMINISTRATIVE HEAD	NCLDVD67H15G224N

T.I.N. - Tax Identification Number

B14

Exhibition	Send to: PadovaFiere Spa Via N. Tommaseo 59 - 35131 PADOVA PD Fax +39.049.840570
Company	
Hall./Area/Stand no. Code	

From reserved exclusively for exhibitors of countries outside the EEC

In order to be able to process your application form and to invoice the amount due, we need to receive the form "**Taxable entity's declaration for business purpose**", reported below, duly filled in and signed, showing:

- Your exact company's name for billing
- Your V.A.T. Code or/and tax identification number
- Your declaration for business purpose

"TAXABLE ENTITY'S DECLARATION FOR BUSINESS PURPOSE" FORM

Our company or professional individual name (for billing purpose)

With V.A.T. Code and/or **TAX IDENTIFICATION NUMBER** (subject to verification)

Declares to participate in the exhibition

Company stamp and authorized signature

PLEASE BE AWARE THAT WE WILL BE ABLE TO INVOICE YOU WITHOUT V.A.T. CHARGE ONLY IF WE RECEIVE THIS FORM DULY FILLED IN AND SIGNED.



Tel. +39.049.840510

Exhibition of animals

B15

Event	Send to: PadovaFiere Spa Via N. Tommaseo 59 35131 PADOVA PD Italy Fax: +39.049.840499
Company	
Stand	

WARNING! To be completed by the Exhibitor and sent in with the pertinent documentation described as follows to PadovaFiere Spa - Via N. Tommaseo 59 - 35131 Padua Italy - Fax: +39 049.840499. PadovaFiere will pass on the documentation received from the Exhibitor to the Public Veterinary Health Departmental Area of the **ULSS 16 (Public Health Department) of Padua** and, upon approval by the ULSS of competence, will issue the Exhibitor with a **permit** for access to the fair grounds.

Company Name		
Tax code/VAT Number		
Address of headquarters:		
Zip code	City	State/Prov.
Tel.	Fax	Mobile
Exhibitor in hall	space no.	Responsible party/reference person:
type of animal on display:		

DOCUMENTATION NECESSARY FOR THE EXHIBITION OF ANIMALS AT THE EXHIBITION GROUNDS

DISPLAY FOR COMMERCIAL PURPOSES

The exhibitor must send by fax to the Internal Logistic Office of PadovaFiere (fax: +39 049.840499) at least **20 days prior to the start date of the event** the following documentation:

- copy of the permit for possession of animals and the permit to sell animals issued by the competent authority (Mayor) subject to approval of competent Veterinary Services;
 - copy of the permit to transport animals, based on Reg. CE 1/2005, or in exception, as prescribed in DGR 2773/2009;
 - good practice in raising and management of animals, including a description of the structures for holding the animals (cages/boxes/tanks), the number of animals to be kept in each individual structure and the means of storage and disposal of animal waste.
- The presentation of the aforementioned documents on behalf of the exhibitor and their (prior) evaluation by the Veterinary Services is a binding condition for access of animals to the exhibition grounds.

While the animals are on display during the Exhibition, the exhibitors will have to produce, for inspections by the competent authorities:

- declaration of place of origin of the animals (Form 4);
- identification certificates, whenever expected (dogs, bovines, ovines, caprines, equids, animals in the CITES lists, etc.);
- health certificates signed by the veterinarian, specifying the veterinarian's phone number;
- the stock book, with numbered pages, authenticated by the competent veterinary service.

Failure to show said documents will lead to the immediate removal from the exhibition quarters.

DISPLAY WITH NO COMMERCIAL PURPOSES

The Exhibitors must send by fax at least **20 days prior to the start date of the event** the following documentation:

- registration number of the breed (with the exception of owners of animals belonging to the category of pets);
 - good practice in raising and management of animals, including a description of the structures for holding the animals (cages/boxes/tanks), the number of animals to be kept in each individual structure and the means of storage and disposal of animal waste, with the exception of owners of animals belonging to the category of pets during shows of species or breeds.
- The presentation of the aforementioned documents by the exhibitor is a binding condition for access of the animals to the exhibition grounds.

While the animals are on display during the Exhibition, the exhibitors will have to produce, for inspections by the competent authorities:

- declaration of place of origin of the animals (Form 4); with the exception of: dogs, cats, and ferrets accompanied by the owner, given that they are not more than 5 (five) in number;
- identification certificates, whenever expected (dogs, bovines, ovines, caprines, equids, animals in the CITES lists, etc.);
- health certificates signed by the veterinarian, specifying the veterinarian's phone number.

Failure to show said documents will lead to the immediate removal from the exhibition quarters.

Hostess - Interpreters - Guards

C2

Exhibition	Send to: PadovaFiere Spa Via N. Tommaseo 59 - 35131 PADOVA PD	
Company	Fax +39.049.840489	
Hall./Area/Stand no.	Code	Email: gabriele.canton@padovafiere.it

REQUESTS MUST ARRIVE AT THE PADOVAFIERE OFFICES AT LEAST **FIFTEEN DAYS PRIOR TO THE START OF THE EVENT.** SHOULD THE DEADLINES NOT BE RESPECTED, PADOVAFIERE WILL NOT BE ABLE TO GUARANTEE THE REGULAR PROVIDING OF THE SERVICE.

Company		
VAT Code		
Address		
Postcode	City	Country
Tel.	Fax	Mobile
Hall./Area/Stand no.		
Manager/reference contact		

REQUESTS

HOSTESS - INTERPRETERS		RATE €	RATE € in the set up period	No. DAYS	No. HOURS	TOTAL €
No.	Hostess and Steward	13,50/hr.	16,20/hr.	No.	No.	
No.	Image girl	18,00/hr.	21,60/hr.	No.	No.	
No.	Bartender hostess	15,00/hr.	18,00/hr.	No.	No.	
No.	Hostess with knowledge of two foreign language	15,50/hr.	18,60/hr.	No.	No.	
No.	Performer "negotiation"	20,00/hr.	24,00/hr.	No.	No.	
No.	Performer "simultaneous translation"	Quote upon request (tel. +39.02.89767161)				
					Subtotal	
					VAT 22%	
					TOTAL	

N.B. cancellations of service subsequent to two days before the event will result still be charged the entire first day.

GUARDS - ARMED GUARD		RATE €	RATE € in the set up period	No. DAYS	No. HOURS	TOTAL
No.	Daytime Guard (6am - 10pm)	14,00/hr.	16,80/hr.	No.	No.	
No.	Night Guard (10pm - 6am) or holiday	18,00/hr.	21,60/hr.	No.	No.	
No.	Armed guard	Quote upon request (tel. +39.049.840599)				
					Subtotal	
					VAT 22%	
					TOTAL	

N.B. 4 HOURS OF MINIMUM REQUIRED SERVICE.

Request must be received by PadovaFiere at least **fifteen days prior to the start of the event.** Should deadlines not be respected, PadovaFiere will not be able to guarantee regular providing of the service.

DATE

LEGAL REPRESENTATIVE OF THE COMPANY (Stamp and Signature)

We enclose the copy of Bank draft or cheque no.	
Name of Bank	for a total of

Stand Cleaning

C3

Exhibition	Send to: PadovaFiere Spa Via N. Tommaseo 59 - 35131 PADOVA PD	
Company	Fax +39.049.840570	
Hall./Area/Stand no.	Code	

Cleaning of the stand by the delegatee company of PadovaFiere is requested, as follows:

CLEANING OF STAND	No. Days (*)	Stand surface area m ²	UNIT PRICE €/m ²	EURO
Stand cleaning before the opening of the event (elimination of nylon, vacuuming of floor, cleaning of stand furniture, waste disposal)	1		1.20	
From the second day of the event until the end of the show (*) days of duration of the event -1 (vacuuming of floor, cleaning of stand furniture, emptying bins, waste disposal)			1.00	
Taxable total				
VAT 22%				
TOTAL				

The charge shown above, which has been specially arranged with the company concerned is for the daily cleaning of stands for the duration of the exhibition. It is calculated on a stand area basis and includes cleaning of the floor, dusting and emptying of waste paper baskets, bins and ashtrays. The cleaning company is not obliged to dust the products displayed. For proper stand cleaning, the cleaning company requests exhibitors to provide an electric socket inside their stands and, if possible, access to the electricity control panel.

The service must be paid for in advance. Exhibitors may enter into additional agreements with the cleaning company for special services. Exhibitors who are able to do so are allowed to use their own employees to clean their stands. In this case, exhibitors must ensure that stands are cleaned immediately before the exhibition closes each evening, as the general cleaning of halls is carried out at night. If stands are not cleaned thoroughly by the end of each day, PadovaFiere will arrange for its own personnel to clean them and will charge exhibitors for the work involved. In order to ensure that cleaning services proceed smoothly and can be fully monitored, PadovaFiere will ask anyone who is not employed by the cleaning company or directly by exhibitors to leave the Fairgrounds immediately.

We intend to remove all rubbish from our stand at the end of the show by:	
<input type="checkbox"/>	Using the company delegated by PadovaFiere , and will contact their employees for removal at the end of the exhibition, undertaking to pay the amount agreed in the estimate that will be prepared before the end of the exhibition by the Technical Office of the Fair.
<input type="checkbox"/>	Using our own staff. We hereby undertake to leave the exhibition area free of all rubbish at the end of break-down, and to leave the floor space without traces of adhesive tape or glue (*). Warning: in the case of the resulting material being left in the stand, the exhibitor will be charged for the cost of disposal, and a penalty of € 100.00 (excluding VAT) .

(*): companies who do not remove adhesive tape from the floor will be sanctioned the sum of € 50.00 each stand of 14-16 m².

By signing this document the Exhibitor declares to have carefully read and understood the terms, conditions and technical specifications contained therein.

DATE

LEGAL REPRESENTATIVE OF THE COMPANY (Stamp and Signature)

We enclose the copy of Bank draft or cheque no.	
Name of Bank	for a total of

Set-up and Break-Down Outside Normal Hours

C4

Exhibition	Send to: PadovaFiere Spa Via N. Tommaseo 59 - 35131 PADOVA PD Fax +39.049.840570
Company	
Hall./Area/Stand no. Code	



Stands can be assembled only on the official days and times.

Work can be extended beyond the official hours laid down in the Exhibition circular, if you book the security service for stand building un/breaking down using this form.

Company			
VAT no.		Address	
Postcode	City	Country	
Tel.	Fax	Mobile	
Hall./Area		Stand no.	

REQUESTS

For authorisation to remain in the hall to build up/break down the stand during the evening of:

Day:	from:	to:
-------------	--------------	------------

Build up and break down outside normal hours	No. HOURS	UNIT PRICE €	EURO
Total hours		80,00	
last day of construction, total hours		160,00	
Taxable total			
VAT 22%			
TOTAL			

We declare accepting the charge of euro per hour, which will be invoiced directly to the firm and is inclusive of security service, electricity supply, lighting.

date

LEGAL REPRESENTATIVE OF THE COMPANY (Stamp and Signature)

We enclose the copy of Bank draft or cheque no.	
Name of Bank	for a total of

Lifting - Goods Handling - Shippers

C5

Exhibition	Send to: PadovaFiere Spa Via N. Tommaseo 59 - 35131 PADOVA PD Fax +39.049.840570
Company	
Hall./Area/Stand no. Code	

Company	
VAT no.	Address
Postcode City	Country
Tel. Fax	Mobile
Hall./Area	Stand no.
Manager/contact	

Having read conditions overleaf and noted the charges (page 45), request the following services for:



day (a)	time (b)
day (a)	time (b)
day (a)	time (b)

Use of lifting equipment with operator					
<input type="checkbox"/> forklift with capacity (c)	<input type="checkbox"/> 20 quintals	<input type="checkbox"/> 30 quintals	<input type="checkbox"/> 40 quintals	<input type="checkbox"/> 70 quintals	max height mts. _____

Other services					
<input type="checkbox"/> Manpower no. _____ persons for portorage and sundry labour for shift (d)	<input type="checkbox"/> A (h. 8.00-12.00 am)	<input type="checkbox"/> B (h. 02.00-06.00 pm)			
<input type="checkbox"/> Removal - storage - return of packaging cubic meters _____	persons for portorage and sundry labour _____	for shift (d) _____			
<input type="checkbox"/> storage of goods cubic meters _____ quintals _____ euro _____	persons for portorage and sundry labour _____	for shift (d) _____			
<input type="checkbox"/> Other requests _____	persons for portorage and sundry labour _____	for shift (d) _____			

For insurance coverage for the above works, we declare the value of all goods to be for the sum of Euro (if undeclared, the maximum value shall be considered as € 2.500,00) and hereby undertakes to pay the staff of INTERPORTO S.P.A. for the service requested when it has been completed. This request will be accepted and complied with depending on the work commitments of the personnel and equipment available. It is understood that this request, sent within the deadline and duly filled in and signed, will be accepted and complied with on a first-come, first-served basis, according to the work commitments of available personnel and equipment.

NOTE: INTERPORTO S.P.A. is not responsible for damage caused to goods or materials not correctly sealed or packaged. The exhibitor is responsible for providing equipment necessary for lifting (roping and chains) etc.

The INTERPORTO S.P.A. is relieved of all responsibility for damage caused to goods that have not be safely packed or correctly prepared for being lifted and moved from one point to another. The maximum limit on the liability of INTERPORTO S.P.A. for each operation is € 200.000,00 with a fixed excess of € 200.00 for each accident. The exhibitor may request a higher limit of liability by formal request in writing to INTERPORTO S.P.A. to which the exhibitor must add an insurance premium of 0,15% of the value insured.

The exhibitor requests INTERPORTO S.P.A. to insure its services for euro _____

(a) enter date	(c) mark the requested capacity with a X
(b) approximate time	(d) specify shift A or B (see overleaf)

By signing this document the Exhibitor declares to have carefully read and understood the terms, conditions and technical specifications contained therein.

date

LEGAL REPRESENTATIVE OF THE COMPANY (Stamp and Signature)



OFFICIAL SHIPPING AGENTS - DELEGATION OF CARRIERS OF THE FAIR:

INTERPORTO S.P.A. - Corso Stati Uniti, 18/B - 35127 Padova
Tel. 049 2950209 - Fax 049 2950229 - mail: federicopaluan@logsystem.it

INTERNAL SERVICES RATES. For the services listed below offered by the INTERPORTO S.P.A. as part of the shows organized at the Padua fair grounds, the following rates and conditions have been established.

SERVICES OFFERED - PadovaFiere Spa Official Shipping Agent

Description of Service	Taxable Applied Rate (VAT excluded)	Notes
Storage of Goods €/cubic metre for 15 days CAMIN warehouse - Minimum charge € 26,50	€ 18,50	
Fire Insurance for 15 days* Minimum charge € 5.00	0,10% of the value of goods	ONLY FOR TEMPORARY STORAGE OF GOODS
Transport from INTERPORTO S.P.A. to PadovaFiere and from PadovaFiere to INTERPORTO S.P.A. € / cubic metre Minimum charge per trip	€ 15,50 € 70,50	
Lift Truck/Forklift up to 39 quintals € / half hour minimum charge	€ 48,00	
Lift Truck/Forklift 40 to 70 quintals € / half hour minimum charge	€ 51,50	
Pushcart hire provided by INTERPORTO S.P.A. € / hour	€ 10,50	
Stationary crane up to 15 Tons*** € / hour Minimum charge € 315,00	€ 78,00	
Stationary crane up to 25 Tons*** € / hour Minimum charge € 355,00	€ 90,50	
Porterage € / 4 hour minimum per each additional hr. up to total max 8 hrs.	€ 76,50 € 22,50	
Packing material storage at fair grounds € / cubic metre* Minimum charge	€ 30,00 € 50,50	
Fixed free	€ 5,00 to 200 € € 10,00 after 200 €	EXCEPT SERVICES UNDER 10 MINUTES APPLIED ONCE TO CLIENT
Porterage with 24 hours notice, Sundays service end over 8 hours € per hour and per man	40% surcharge on the hourly tariff	

(*) On a space-available basis. No insurance coverage is provided for packaging.

(*) For all needs and for every event, the type of truck crane, the hours and rates are to be agreed upon with INTERPORTO S.P.A. at least 6 days prior to the service.**

Service hours on business days: 8am - 12pm; 2:00pm - 6:00pm

Services on Saturdays: 40% mark-up (prior notice of 24 hours);

Services on Sundays: 40% mark-up (prior notice of 48 hours);

For services to be performed at Exhibitors' and Outfitters' request in overtime, the above-listed rates will undergo the following mark-ups:

From 6:00pm - 10:00pm: 50% mark-up (prior notice of 4 hours);

After 10:00pm: 80% mark-up (prior notice of 8 hours).

Please note: Truck crane, porterage and warehousing of goods and/or packaging must be strictly requested with at least 8 working days of prior notice. The hour of service starts from the moment in which the requested means is made available.

For lifting services of longer than 60 minutes, the Official Shipper reserves the right to interrupt the work underway and to resume service with the lifting machinery after 30 minutes, not computable in the duration of the service.

Exhibitors are free to use their own private means (with the exception however of lift trucks) and workers hired directly by them to perform handling of their goods and materials inside the fair grounds.

Lifting devices other than those used or authorized by the Official Shipper INTERPORTO S.P.A. are not allowed in the fair grounds.

The other rates of the Official Shipper can be requested of them directly or at the Technical Organization Office of PadovaFiere.

Receiving of Shipped packages - Unloading of heavy goods with truck crane in halls 7 and 8

C6

Exhibition	Send to: PadovaFiere Spa Via N. Tommaseo 59 - 35131 PADOVA PD Fax +39.049.840570
Company	
Hall./Area/Stand no. Code	

Company			
VAT no.		Address	
Postcode	City	Country	
Tel.	Fax	Mobile	
Hall./Area		Stand no.	
Manager/contact			

Requests the following services according to the conditions below:



RECEIVING OF SHIPPED PACKAGES

Exhibitors who intend to use this service which includes: receipt and storage of packages sent by exhibitors by means of carriers to the **Official Shipping Office of PadovaFiere** (Service performed and managed by INTERPORTO S.P.A.), located in the Services Hall of the fair grounds, must reserve it by Fax: +39.049.2950229 or by e-mail: federicopaluan@logsystem.it, **at least 5 working days before the expected delivery date, by contacting the Official Shipper of PadovaFiere at the contacts listed above. Packages will be delivered to the exhibitor's stand, subject to agreement with the exhibitor.**

Service rates

Receiving and storage rates: € 12.50/cubic meter of goods + VAT;

Minimum charge: € 60.00 + VAT;

Rate for delivery to stand: € 40.00 + VAT



UNLOADING OF HEAVY GOODS WITH TRUCK CRANE SERVICE IN HALLS 7 AND 8

The service must be reserved at least 15 working days before to the handling date, by sending a written request to **Official Shipper of PadovaFiere** (INTERPORTO S.P.A., Corso Stati Uniti, 18/B - 35127 Padova - Dott. Federico Paluan - Tel. 049.2950209 - Fax 049.2950229 - mail: federicopaluan@logsystem.it) and to the **Technical Office of PadovaFiere** - Via N. Tommaseo, 59 - 35131 Padova, Italy - Fax: +39.049.840489; Tel: +39.049.840514, for a prior verification of feasibility.

The request must include the expected date of arrival, the means of transport and the truck crane(s) necessary for performing the operation. Said request must also be accompanied by a technical drawing of the piece(s) to be positioned complete with all data necessary to better define the operation (measurements, weight, total volume, positioning points, any other critical information, etc.). **Rates: To be agreed upon based on the complexity and timing of the operation.**



date

LEGAL REPRESENTATIVE OF THE COMPANY (Stamp and Signature)

Customs services - Importation of Goods

C7

Exhibition	Send to: PadovaFiere Spa Via N. Tommaseo 59 - 35131 PADOVA PD Fax +39.049.840570
Company	
Hall./Area/Stand no. Code	



Having read the conditions at pages 48,

The exhibiting/importing company			
VAT no.		Address	
Postcode	City	Country	
Tel.	Fax	Mobile	
Contact			
Manager			
will import goods from abroad by(a)		<input type="checkbox"/> temporarily	<input type="checkbox"/> indefinitely
subject to customs regulations (b)		originating from (c)	
destined to be exhibited during the above mentioned show.			
Goods shall arrive by (a)		<input type="checkbox"/> car	<input type="checkbox"/> train <input type="checkbox"/> other

- (a) tick the corresponding box
- (b) indicate country from which goods arrive
- (c) indicate country of origin of goods

Description and value of goods	EURO

We commission **INTERPORTO S.P.A.** - Dott. Federico Paluan - Corso Stati Uniti, 18/B - 35127 Padova - **Tel. +39.049.2950209 - Fax +39.049.2950229** to carry out all customs procedures required for the above mentioned goods.

We undertake to supply the official Shippers with foreign invoices, original copies of certification of origin, illustrative brochures of machinery and equipment, customs exit documentation, e.s.: A.T.A. - T1 - T2 - T.I.R. CARNET, and to pay customs duties in advance in the case of goods permanently imported.

date

LEGAL REPRESENTATIVE OF THE COMPANY (Stamp and Signature)



Exhibition of foreign goods

The exhibitors and forwarding agents of foreign goods subject to customs regulations and accompanied by the relevant documents (A.T.A. - T1 - T2 - T.I.R. CARNET) must contact **INTERPORTO S.P.A.** in the service hall of PadovaFiere to complete Italian Customs procedures as soon as the goods arrive at the fair and under all circumstances before they are unloaded.

Temporary importation

Foreign goods for display in international trade fairs authorized by PadovaFiere enjoy ministerial concession of temporary import status.

Foreign goods: direct retail sales

If foreign goods exhibited are destined for direct retail sales in Italy, exhibitors must, before the beginning of the exhibition, pay all customs duties due on the entire batch of goods, in advance. At the end of the exhibition, exhibitors will be reimbursed for customs duties paid on goods not sold, once they have been returned to their country of origin.

Since certain types of goods require special authorizations, licenses or certificates for their importation into Italy, foreign exhibitors must contact the Padova branch of INTERPORTO S.P.A. **at least one month before the arrival of the goods in Padova**, so that any necessary customs and/or health regulations which may prevent such products being exhibited or sold can be ascertained in advance.

Important: PadovaFiere cannot carry out customs operations directly. Its official shipping agent, INTERPORTO S.P.A., is delegated to deal with the competent customs authorities.

Charges for customs operations

Customs operations carried out by the official shippers at Padova Customs shall be charged at the professional rates shown below:

Customs operations for temporary or permanent importation, by goods value:

service		tariff	unit
from	to € 516,00	€ 42,50	per customs entry;
from € 516,00	to € 5.165,00	€ 54,50	per customs entry;
from € 5.165,00	to € 25.820,00	€ 70,50	per customs entry;
from € 25.820,00	to € 51.645,00	€ 86,50	per customs entry;
from € 51.645,00	to € 103.290,00	€ 106,50	per customs entry;
above		€ 102,50	per customs entry;

For customs operations on goods with A.T.A. CARNET, for exhibition only, 20% discount on above tariffs. T.I. Guarantee: 2% of duties guaranteed € 24,50 minimum.

Customs operations for re-exporting goods or converting temporary importation to permanent importation are chargeable at the rates shown above, separate from temporary importation operations.

Request for intervention and assistance of phytopathologist, public health inspector and inspector of Fine Arts: € 101.00. V.A.T. and customs duties on permanent importation: to be paid in advance. Customs and charges for phytopathologist, public health inspector and inspector of Fine Arts for any overtime and out of area: at cost. Storage and portorage in bonded warehouse: at cost. Fixed charge, registration and forms: € 20.00 each operation. Taxes and revenue stamps in compliance with Italian law.

Customs clearance for re-export or temporary import of final transformation, apply rates above, charged separately from the operation of the temporary import. Payment of invoice.

Hotel Reservations at Padua

C8

Exhibition	Send to: CONSORZIO DI PROMOZIONE TURISTICA DI PADOVA Riviera dei Mugnai 8 - 35137 PADOVA PD Fax +39.049.8033069
Company	
Hall./Area/Stand no. Code	

Consorzio di Promozione Turistica di Padova

Riviera dei Mugnai, 8 - 35137 PADOVA - ITALY
Tel. +39.049.8033069 Fax +39.049.8033069

E-mail: info@welcomepadova.it

www.padovaincoming.com
www.welcomepadova.it

Reserved for office use only

book arrived the day

assigned hotel

arrival

departure

Hotel reservations and other services can be made in real time on the website **www.welcomepadova.it**. The site gives detailed information on the hotel, allows you to reserve and pay on line with a credit card and immediately receive the hotel vouchers for your stay.

OR SEND THIS FORM BY FAX TO +39.049.8033069

Company			
VAT no.		Address	
Postcode	City	Country	
Tel.	Fax	Mobile	
Manager/contact			

WE REQUEST THE FOLLOWING RESERVATION/S

HOTEL NAME	TYPE OF ROOM	NO. OF ROOMS	DATE IN	DATE OUT
	<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Double single use			
	<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Double single use			
	<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Double single use			
	<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Double single use			
	<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Double single use			
	<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Double single use			
	<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Double single use			
	<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Double single use			

Note:

By signing this document the Exhibitor declares to have carefully read and understood the terms, conditions and technical specifications contained therein.

date

LEGAL REPRESENTATIVE OF THE COMPANY (Stamp and Signature)



Conditions:

Requests for hotel bookings are subject to the following conditions, which are considered as accepted by signing this form.

Bookings

Booking of rooms will take place according to the availability of hotels and the number of requests from exhibitors. Bookings are considered confirmed upon receipt of this form. Keeping in mind the limited number of single rooms available, we invite clients to make their requests as early as possible. Information concerning the payment of services for hotel bookings will be provided after receiving this form. The hotel will provide you with the invoice at the end of your stay.

Booking requests

Requests for the booking of hotels should be sent by fax to **+39.049.8033069**. The form should be filled-out in every part and sent to the above number at least 30 working days prior to the start of your stay at the hotel. If details are missing from the form which prevent the booking from taking place, the request will be viewed as invalid.

Guarantee and validity of booking

Arrival and registration at the hotel for the first day of your stay must take place before 6.00pm.

Arrivals after this time limit must be directly communicated to the hotel in order to maintain your booking. Please indicate the new time of arrival to the hotel staff and make sure to obtain confirmation of eventual changes.

Unless this procedure is followed, Hotels have the right to view your booking as null.



For further information:

Consorzio di Promozione Turistica di Padova

Riviera dei Mugnai 8 - 35137 Padova - Italy

Tel. +39.049.8033069

Fax +39.049.8033069

info@welcomepadova.it

www.padovaincoming.it

Temporary structures - rental

C9

Event	Send to: PadovaFiere Spa Via N. Tommaseo 59 - 35131 PADOVA PD Italy Fax +39.049.840489
Company	
Stand Client code	

We request the supplying of:

DESCRIPTION STRUCTURES	Hire from 1 to 4 days €/each	Hire from 5 to 9 days €/each	Q.ty	TOTAL €
GAZEBO 4 x 4 with aluminum exterior, painted white h 2.40, white PVC cover cl approved. 2 € /each	350.00	500.00		
GAZEBO 5 x 5 with aluminum exterior, painted white h 2.40, white PVC cover cl approved. 2 € /each	400.00	550.00		
FLOORING resting on the ground, treated wood natural color modules (boards) mt 0.60 x4.00 non self-leveling € / m ²	6.00 €/m²	10.00 €/m ²		
FLOORING (as above) self-leveling € /m ²	10.00 €/m²	16.00 €/m ²		
LIGHT ceiling with wired neon, not connected 120 € / each	60.00	80.00		
PAGODA 10x10 h 3 heavy duty white PVC sheet to a level class 2	1,500.00	2,200.00		
SHED gabled 20x5 mt modular white sliding perimeter 3.00 h. This is a temporary structure subject to authorization.	10.00 €/m²	15.00 €/m ²		
SHED gabled 30x5 mt modular white sliding perimeter 4.00 h. This is a temporary structure subject to authorization.	14.00 €/m²	20,00 €/m ²		

Taxable Total

VAT 22%

TOTAL

Responsible party at the Exhibition:

Mobile:

Warnings and technical standards: unit costs are exclusive of VAT, and include accommodation on site and the pick-up at the end of the show. For special or not listed requirements, specific price quotes will be made.

By signing this document, the Exhibitor declares to have carefully read and understood the terms, conditions and technical specifications contained therein.

DATE

LEGAL REPRESENTATIVE OF THE COMPANY (Stamp and Signature)

We enclose the copy of Bank draft or cheque no.

Name of Bank **for a total of**

Innovations and news to the press


C10

Events	Send to: PadovaFiere Spa Via N. Tommaseo 59 - 35131 PADOVA PD Italy Fax +39.049.840570
Company	
Stand Client Code	

Firm			
Address			
Zip code	City	State/Prov.	
Tel.	Fax	Mobile	
Responsible party/ reference person			

The exhibitor hereby informs that it will be presenting the below-mentioned products at the upcoming show. It authorizes PadovaFiere Spa to communicate so to the press. For that purpose, the exhibitor has attached a thorough technical documentation and the description of the same in 10 typewritten lines.

Please note: Exhibitors are hereby informed that incomplete and/or handwritten news will not be passed on to the press. The Press Office declines any responsibility for the incomplete use of the informational material passed on.

	<h3>NOTICEBOARD IN THE PRESS ROOM</h3>
<p>We hereby inform you that it is also possible to present specific news about your company to the journalists at the our Press Room. The "noticeboard" space reserved to Exhibitors is an effective and simple tool for making information available to the media during the event. The typewritten material must be delivered one day prior to the start of the event to the Presso Office.</p>	



Tel. +39.049.840556

Audio/Video Products

C11

Event	Send to: PadovaFiere Spa Via N. Tommaseo 59 - 35131 PADOVA PD Fax +39.049.840489
Company	
Stand Client Code	

We request the supplying of:

PRODUCT (for the duration of the event, including providing transportation and collection)		UNIT PRICE €	EURO
No.	Video projector 4500/5000 Ansi Lumen	348,00	
No.	Video projector 6000/7000 Ansi Lumen	768,00	
No.	PC and monitor LCD 19" white network card	192,00	
No.	Printer laser A4	168,00	
No.	Printer laser A3	204,00	
No.	DVD player	36,00	
No.	Screen with rigid frame, cloth front or rear projection cm 320x245	288,00	
No.	Screen with rigid frame, cloth front or rear projection cm 447x340	348,00	
No.	Screen with rigid frame, cloth front or rear projection cm 600x450	468,00	
No.	Standard audio system (mixer/amplifier 2 speakers 1 corded microphone)	408,00	
No.	Hand-held corded microphone	168,00	
No.	Corded microphone levelier (needle)	168,00	
No.	Desktop microphone, wire	30,00	
No.	32" Monitor LCD	192,00	
No.	40"/42" Monitor LCD	228,00	
No.	46" Monitor LCD	264,00	
No.	50"/52" Monitor LCD	288,00	
No.	55" Monitor LCD	348,00	
No.	70" Monitor LCD	648,00	
No.	Floor stand for use when you can hang the monitor on a wall	120,00	
ASSISTANCE AND VIDEO (hourly rates)		UNIT PRICE €	EURO
No.	Technical assistance (hourly)	24,00	
No.	Service training video with 1 camera operator and fixed for half day (4 hours)	420,00	
No.	Service training video with 1 camera and operator for a fixed day (8 hours)	600,00	
<p>For information or a quotation tailor tel. +39.049.8900378 TARGET DUE SRL - Via Montà 44/2 - 35137 PADOVA</p> <p>Technical notices and regulations: the materials are provided for hire with no insurance for theft and damage and are under the complete responsibility of the exhibitor. The order refers to standard conditions and uses. For special needs or others not listed specific estimates will be made. Unit costs excluding VAT. Delivery procedure: for the delivery of the goods, we require the mandatory presence of a responsible party of the company at the exhibition and that his/her mobile phone number be indicated on the order form itself.</p>		Taxable Total	
		VAT 22%	
		TOTAL	

Responsible party at the Exhibition:

Mobile:

By signing this form, the exhibitor declares to have read the contents of the technical regulations and/or technical notices.

DATE

COMPANY LEGAL REPRESENTATIVE (Stamp and Signature)










Attached is a copy of the bank transfer or check no.	
of the Bank	in the amount of

Plants and flowers - hire and sale

C12

Event	Send to: PadovaFiere Spa Via N. Tommaseo 59 - 35131 PADOVA PD Italy Fax: +39.049.840489
Company	
Stand Client Code	

We request the supplying of:

	PLANT DESCRIPTION (including, only if hired, simple packaging with basket and decorative pot included)	SALE (decorative pot not included) Unit price €	Rental up to 4 days (*) Unit price €	Quantity	TOTAL €
	Benjamin Ficus H200 with pot	65,00	22,00		
	Kentia H180 with pot	35,00	16,50		
	Areca H180 with pot	55,00	22,00		
	Dracaena Marginata H150 with pot	45,00	22,00		
	Anthurium D17	12,00	8,00		
	Guzmania D12	9,00	4,50		
	Palaenopsis Orchid 2 stems	16,00	12,50		
	Azalea	7,00	7,00		

(*) Attention: for supplies "rental" lasting more than 4 days PadovaFiere contact (tel. 049.840568)






(continued on page 55)

Plants and flowers - hire and sale

C12

Event	Send to: PadovaFiere Spa Via N. Tommaseo 59 - 35131 PADOVA PD Fax: +39.049.840489
Company	
Stand Client Code	

We request the supplying of:

PLANT DESCRIPTION (including, only if hired, simple packaging with basket and decorative pot included)		SALE (decorative pot not included) Unit price €	Rental up to 4 days (*) Unit price €	Quantity	TOTAL €
	Seasonal flower bouquet	4,00	3,50		
	Cissus	8,00	5,50		
	Syngonium	8,00	5,50		
	Ferns	6,00	4,50		
	Ivy	6,00	4,50		

Taxable total

VAT 22%

TOTAL

(*) Attention: for supplies rental lasting more than 4 days PadovaFiere contact phone number 049.840599.

Delivery procedure: for the delivery of the goods, we require the mandatory presence of a responsible party of the company at the exhibition and that his/her mobile phone number be indicated on the order form itself.

Responsible party at the Exhibition:

Mobile:

Technical notices and regulations: the unit prices do not include VAT, and only in the case of hiring, the placement of the plants at the exhibition, their maintenance during the event, and their retrieval at the end of the exhibition are included. The current order refers to standard conditions of use: for particular needs, or those not included in the list, specific prices quotes will be written up.

By signing this form, the exhibitor declares to have read the contents of the technical regulations and/or technical notices.

DATE

COMPANY LEGAL REPRESENTATIVE (Stamp and Signature)

Attached is a copy of the bank transfer or check no.

of the Bank










in the amount of

Technical equipment - Rental

C13

Events	Order No.	Send to: PadovaFiere Spa Via N. Tommaseo 59 - 35131 PADOVA PD Italy Fax +39.049.840489
Company		
Stand	Client Code	

We request the supplying of:

	Products	Hire from 1 to 4 days	Hire from 5 to 9 days	Q.ty	TOTAL €
	Vertical refrigerator with glass front 650 liters 230v 1kW	260,00	300,00		
	Glass Basket from 35 cm 230v 16A	195,00	225,00		
	Kitchen sink	195,00	225,00		
	Sink without laces with loading and unloading tanks	65,00	75,00		
	Ice machine 48 kg/12:00 am 230v 1.5 kW	260,00	300,00		
	Cooling Showcase 0-15° 150x70 cm 230v 16A	520,00	600,00		
	Cooling Showcase 0-15° PVC cm 230v 16A	650,00	750,00		
	Steel barrier, w. 250x1110h	7,80	9,00		
	Metal fence panels larg. 340x200h	13,00	15,00		

Taxable Total

VAT 22%

TOTAL

Responsible party at the Exhibition:

Mobile:

Warnings and technical standards: the unit costs are exclusive of VAT, and include accommodation on site and the withdrawal at the end of the fair. For special requirements or others not listed, will be drawn up specific quotes (**Info: Technical Office tel. 049.840599**)

By signing this form, the Exhibitor declares having read the contents of the technical rules above.

DATE

LEGAL REPRESENTATIVE OF THE COMPANY (Stamp and Signature)

We enclose the copy of Bank draft or cheque no.

Name of Bank

for a total of

General Regulations (v.3.5)

C13

DENOMINATION-CLASSIFICATION-GOALS-DATES

1. "PadovaFiere SpA" which hereinafter will be referred to as "Fair", "PadovaFiere", 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 PadovaFiere are subject to the following regulations.

2. The opening and closing dates of the events, their duration and access hours are established by PadovaFiere, 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 PadovaFiere include:

- Italian and foreign producers;
- Italian and foreign sales representatives, concessionaires or agents of national and foreign producer companies, as long as these are not already directly present;
- 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.

PadovaFiere 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 PadovaFiere 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 PadovaFiere, becomes irrevocable.

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

- 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 PadovaFiere, as referred to in art. 55, along with all regulations and laws established by the competent body on the matter;
- elect legal domicile in Padua, at PadovaFiere;
- recognize the exclusive competence of the Court of Padua in the case of controversies of any nature.

PadovaFiere 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 PadovaFiere, 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 PadovaFiere'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 PadovaFiere.

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 PadovaFiere, nor can s/he invoke, as proof of admission, any correspondence between him/her and PadovaFiere, 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:

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

In the case of neglect of declaration of Companies represented, PadovaFiere 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.

In the case of neglect of declaration of Companies represented, PadovaFiere 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.

Payments are to be made directly to "PadovaFiere". Foreign exhibitors must make payments at the offices designated by PadovaFiere and in the currency established by the competent authorities within ten days of the receipt of the "Invoice-Participation Confirmation".

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

10. All invoices emitted by PadovaFiere 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 PadovaFiere, referred to in articles: 18-19.

11. If ten days after the sending of the "Invoice-Participation Confirmation" the payment is not made, PadovaFiere 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, PadovaFiere 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 PadovaFiere at least 10 days prior to opening of the event, PadovaFiere reserves the right to accept the renouancement, with payment, to PadovaFiere, 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, PadovaFiere reserves the right to request the reimbursement of any payment reductions granted and to withhold payments already made, for compensation of organizational expenses.

16. PadovaFiere considers as abandoned the areas:

- 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;
- left without surveillance or in careless condition during the event.

17. In the case of death, renouancement or abandonment, PadovaFiere 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 PadovaFiere 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 PadovaFiere, 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 planimetrical 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. PadovaFiere 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 PadovaFiere, 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 PadovaFiere.

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 PadovaFiere. At its own will PadovaFiere 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. PadovaFiere 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 PadovaFiere, by the participant and at the participant's cost. Should this not occur within the established time period and set manner, PadovaFiere is authorized to proceed directly by laying the relative expense and every responsibility on the participant.

PadovaFiere 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 PadovaFiere PadovaFiere 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 fireprevention 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.

PROHIBITIONS

25. It is prohibited for the participant to:

- give up, exchange - even at no charge - the space assigned to him/her;
- occupy a surface area greater than that assigned or exceed the height measurements established by PadovaFiere (see art. 22);
- store packaging or other materials not destined for display in the assigned space, or in the surrounding area, or even in the Fair enclosure;
- display products not indicated on the "Space Occupation Authorization" form provided by PadovaFiere;
- display second-hand, recognizable products, except by written authorization of PadovaFiere;
- display posters or signs outside the assigned areas or in places or positions different from those established by PadovaFiere;
- display or mark the prices of products on display;
- 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;
- sell by retail with immediate delivery, unless expressly authorized to do so by PadovaFiere;
- 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 PadovaFiere, which reserves the right to apply a special tax and to discipline such activities;
- carry out any trial or form of advertising outside his/her own area;
- 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;

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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 PadovaFiere;

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

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 PadovaFiere, 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 PadovaFiere; planting nails or other devices on walls and materials; display paper posters not mounted on appropriate framed panels;

y) make direct connections to PadovaFiere technical systems (lighting, electrical energy, water, waste, telephones) without having made advance written request for it, and/or with personnel not authorized by PadovaFiere, 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 PadovaFiere reserves the right to:

a) request compensation for damages caused directly or indirectly to persons and objects of PadovaFiere 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 PadovaFiere.

28. PadovaFiere 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. PadovaFiere reserves the right to report eventual frauds to the competent authorities.

TECHNICAL SERVICES

29. PadovaFiere, 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 PadovaFiere; 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, PadovaFiere 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 PadovaFiere, 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 PadovaFiere;

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 PadovaFiere do not prohibit it; the relative costs being at the expense of the participant.

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

PadovaFiere 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 PadovaFiere 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 PadovaFiere 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 PadovaFiere has occurred, through written authorization of PadovaFiere 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 or of danger or accidents, PadovaFiere 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 PadovaFiere 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. PadovaFiere 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 PadovaFiere, is the only one authorized to operate in name of and for PadovaFiere with regard to the Administrations of the railways, customs, and postal service, in relation to the traffic of goods addressed to PadovaFiere, 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.

PadovaFiere 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 PadovaFiere, 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 PadovaFiere or third parties, while PadovaFiere remains exempt of any responsibility in that regard.

For materials and samples in general which are deposited in the fair ground, PadovaFiere 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/m² 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 PadovaFiere.

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, PadovaFiere 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. PadovaFiere 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 PadovaFiere, 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 PadovaFiere.

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

For every photograph taken by participants' photographers, a free copy must be given to PadovaFiere by the photographers. PadovaFiere 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 PadovaFiere.

PUBLICITY

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

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 PadovaFiere, 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 PadovaFiere'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. PadovaFiere 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 PadovaFiere by the scheduled deadline.

PadovaFiere 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 PadovaFiere and by previous agreement, regarding the fee, participants can add other indications of technical-publicity character.

DAMAGES

45. PadovaFiere SpA assumes no responsibility for damages (direct or indirect) or harm caused to persons or things, however or by whomsoever caused. Consequently, PadovaFiere 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.

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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 PadovaFiere with the company **CNA Insurance**, on behalf of each visitor. With the sign-up and the payment of the relative fee, PadovaFiere 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 no. B7**. 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 PadovaFiere 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**. The Exhibitor must complete the appropriate **form no. B7** in order to make the required guarantees operative on valuables exceeding the said amount.

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

20% uncovered with a minimum of euro **500** 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

PadovaFiere 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 Internal Logistics Office of PadovaFiere 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 PadovaFiere Internal Logistics Office (Tel +39.049.840586 - Fax +39.049.840499).

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, PadovaFiere 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 PadovaFiere, and must be completed by the date set by PadovaFiere, after which PadovaFiere may proceed without hesitation to move elsewhere anything belonging to the participant, naturally at the expense of the participant, with the right of PadovaFiere 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 PadovaFiere prefers by private treaty in relation to the price and conditions most advantageous for PadovaFiere. 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 PadovaFiere. If no attempt is

made to collect the amount within six months, it will be absorbed by PadovaFiere. For materials nevertheless left on the fair grounds, PadovaFiere 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 PadovaFiere. 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 PadovaFiere. Material on display constitutes a title of guarantee in favor of PadovaFiere 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 PadovaFiere to exert a right of lien on the contents and fittings of the area, to whomever 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 PadovaFiere 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, PadovaFiere 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 PadovaFiere.

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

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

53. PadovaFiere reserves the right to contract out any service to a third party, issuing the relative norms on the matter.

PadovaFiere 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, PadovaFiere 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 PadovaFiere for any motive or cause.

55. PadovaFiere 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.

PadovaFiere 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 PadovaFiere, by the closing day of the show. The decisions made by PadovaFiere will be definitive and not up for appeal.

56. Validity is given only to undertakings assumed by the legal representatives of PadovaFiere, or General Manager or officials of PadovaFiere with the condition that they have been delegated to do so by PadovaFiere 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. PadovaFiere Spa, with headquarters in Padua, on via N. Tommaseo 59, tax code and VAT number 04030830287, 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 PadovaFiere and its business activity, as well as data processing firms. In particular, by concluding the present participation contract, the exhibitor gives consent to PadovaFiere 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 PadovaFiere 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 1st paragraph and of letters 5), b), c), d), e) of the 2nd paragraph by contacting PadovaFiere Spa, Via N. Tommaseo 59 - 35131 Padua Italy, or by sending an e-mail to the following address: privacy@padovafiery.it.

Having read the information, the exhibitor gives his/her consent (tick the boxes that apply):

to the communication of company/personal information to external firms/businesses/companies that provide services inherent to participation at the exhibition (technical services, insurance, etc.); to the printing of said information in the official catalogue of the show in question in the present request; to the printing, sending and delivery of said information to clients; to their communication to the surveillance and security services of the Padua fair grounds;

to the communication of the company/personal information to external firms/businesses/companies and to companies controlled by PadovaFiere, which work on its behalf in the promotion of services inherent to the commercial activities regarding visitors and exhibitors; to carry out market research;

to the publication of said company/personal information in the Official Catalogue of the show, as well as their inclusion in multimedia and electronic medium;

to the mailing of notices, information and publicity materials regarding exhibitions organized by PadovaFiere or third parties with which PadovaFiere has created such accords.

COMPANY LEGAL REPRESENTATIVE
(date - stamp and signature)



PadovaFiere S.p.A. group companie GL EVENTS S.A.

Registered Office: Via N. Tommaseo, 59 - 35131 Padova PD - Italy

CF / P.Iva 04030830287 - Registered in the companies of Padova: REA 356,149 - Share capital: € 5,092,194.00 iv

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