

# SERVICES BOOKLET

**SB** 6.2

## Emergency Evacuation Plan

### SAFETY GUIDELINES

In order to access the exhibition Center, the **Safety regulations**, as required by Legislative Decree No. 81/2008 and subsequent amendments and additions, and the **General Regulations** and the **Company and Exhibition DUVRI**, must be respected. **Exhibitors and builders are invited to consult the DUVRI the day before arrival at the Exhibition Center for setting up.**

**Information to workers:** the exhibitor is obliged to provide to each contractor company and to its own staff, who will intervene in the preparation / construction and disassembly activities stand, the **DUVRI - Interference Risk Assessment Document**.

### INSTRUCTIONS FOR EXHIBITORS

#### Behavior under normal conditions

- do not create free accumulations of waste, paper or other combustible material that can be ignited accidentally or deliberately;
- keep the exhibition areas clean;
- do not use faulty or inadequately protected electrical systems;
- do not carry out repairs or modifications to electrical systems by unqualified persons;
- disconnect live electrical equipment when not in use;
- no smoking.

#### Behavior 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 **+39.049.840521/+39.049.840548** (Padova Hall Spa personnel), providing the following useful information:

- nature of the emergency and 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:

- disconnect live electrical equipment when not in use;
- 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.

#### 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;
- mustn'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.

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\* Compulsory forms for free area stand

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## General information

### The Fairgrounds



### Contact Details

#### TECHNICAL SUPPORT OFFICE

Technical services, set-up planning, stand set-up, loading and unloading, restocking, security, removal of materials.

Telephone: (+39) 049.840599  
E-mail: [tecnico@fieradipadova.it](mailto:tecnico@fieradipadova.it)

#### “CENTRO SERVIZI” TECHNICAL SUPPORT OFFICE

During the set-up, exhibition and removal phases.

Telephone: (+39) 049.840568  
E-mail: [logistica@fieradipadova.it](mailto:logistica@fieradipadova.it)

#### SAFETY

Self-certification, set-up, fire prevention, electrical system conformity declarations.

Telephone: (+39) 049.840568  
E-mail: [sicurezza@fieradipadova.it](mailto:sicurezza@fieradipadova.it)

### Banking codes

Centroveneto Bassano Banca Credito Cooperativo Soc. Coop.  
Agenzia di Campo San Martino (PD)

COUNTRY	CIN E.	CIN	ABI	CAB	ACCOUNT NUMBER	SWIFT CODE
IT	17	E	08590	62440	000900008728	CCRTIT2TBCV
IBAN CODES						

Services will be provided upon payment.








**Furniture rental**

**A1**

Event		reserved to Fiera di Padova	Send to: <b>tecnico@fieradipadova.it</b> Info: <b>(+39) 049.840599</b>
Company		Client code	
Hall	Stand	Order No.	

DESCRIPTION	FAIR CODE	UNIT PRICE €	UNIT PRICE € PREPARATION	Q.TY	EURO
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**SEATS**

	METAL CHAIR WITH MONOCOQUE PLASTIC SEAT	<b>c.2.1</b>	<b>10,00</b>	12,00		
	METAL CHAIR WITH PADDED SEAT	<b>c.2.2</b>	<b>16,00</b>	19,20		
	WHITE POLYPROPYLENE CHAIR	<b>c.2.3</b>	<b>35,00</b>	42,00		
	TRANSPARENT PLEXIGLASS CHAIR	<b>c.2.5</b>	<b>28,00</b>	33,60		
	STOOL SEAT UPHOLSTERED	<b>c.2.8</b>	<b>40,00</b>	48,00		
	ADJUSTABLE STOLL EGG METAL STRUCTURE	<b>c.2.9</b>	<b>40,00</b>	48,00		
	WHITE FAUX LEATHER ARMCHAIR	<b>c.2.10</b>	<b>75,00</b>	90,00		
	FAUX LEATHER POUF SIZE 50x50 H50	<b>c.2.11</b>	<b>60,00</b>	72,00		
	FAUX LEATHER SOFA - WHITE SIZE 100X67 H68 CM	<b>c.2.12</b>	<b>120,00</b>	144,00		

(see next page)




## Furniture rental

A1




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Company	Client code		
Hall	Stand	Order No.	

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





## DESKS

	LAMINATED DESK SIZE 140X70 H70 CM	C.3.1	<b>55,00</b>	66,00		
	TABLE, SIZE 70X70 H70 CM	C.3.3	<b>45,00</b>	54,00		
	ROUND WHITE TABLE SIZE H72 CM	C.3.4	<b>70,00</b>	85,40		
	LOW TABLE SIZE 60X60 H20 CM	C.3.5	<b>38,00</b>	45,00		

## RECEPTION

	COUNTER MODULAR STRUCTURE - GREY COVERING SIZE 108x54 H104 CM	C.4.1	<b>103,50</b>	124,20		
	WHITE MELAMINE WOOD COUNTER SIZE 100X46 H103 CM	C.4.5	<b>110,00</b>	134,20		
	SEMI CIRCULAR COUNTER SIZE H100x200L CM	C.4.4	<b>400,00</b>	480,00		

## SHELVES AND DISPLAY CABINET

	FOUR SHEVELS METAL SHELF SIZE 90X40 H200 CM	C.5.1	<b>70,00</b>	84,00		
	"SMALL" DISPLAY CABINET, TWO SHELVES SIZE 100X40 H100 CM	C.5.2	<b>180,00</b>	216,80		
	"MIDI" DISPLAY CABINET, FOUR SHELVES SIZE 52X42 H185 CM	C.5.5	<b>134,00</b>	160,80		
	"BIG" DISPLAY CABINET WITH SHELVES SIZE 100X42 H185 CM	C.5.3	<b>216,00</b>	260,20		

(see next page)







## Furniture rental

A1

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Company		Client code	
Hall	Stand	Order No.	

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

## COMPLEMENTARY FURNISHINGS

	CABINET WHITE LAMINATE LOCKING DOORS, SIZE 75X35 H85 CM	<b>C.5.6</b>	<b>64,20</b>	76,80		
	WHITE DISPLAY WOODEN CUBE SIZE 50X50 H50 CM	<b>C.6.4</b>	<b>55,00</b>	60,00		
	WHITE DISPLAY WOODEN CUBE SIZE 50X50 H75 CM	<b>C.6.5</b>	<b>65,00</b>	78,00		
	WHITE DISPLAY WOODEN CUBE SIZE 50X50 H100 CM	<b>C.6.6</b>	<b>75,00</b>	90,00		
	HAT AND COAT METAL STAND, BLACK PAINTED, SIZE H177 CM	<b>C.6.7</b>	<b>20,00</b>	24,00		
	PAPER BASKET	<b>C.6.8</b>	<b>8,00</b>	9,60		
	CLOTHES RACK WITH 35 HANGERS, SIZE 140/200 H155 CM	<b>C.7.1</b>	<b>65,00</b>	78,00		
	METAL RETRACTABLE BARRIERS GREY COLOR, 2 MT BLACK STRING, SIZE 35 DIAMETER H110 CM	<b>C.7.2</b>	<b>44,00</b>	52,80		

(see next page)



# Furniture rental

**A1**

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Company		Client code	
Hall	Stand	Order No.	

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

## COMPLEMENTARY FURNISHINGS

	S-HOOKS AND CHAIN KIT (4 CHAINS + 4 HOOKS S) FOR HARD WALLS	<b>c.7.9</b>	<b>24,00</b>	28,80	
	S-HOOKS AND CHAIN KIT (4 CHAINS + 4 HOOKS S) FOR FABRIC WALLS	<b>c.7.8</b>	<b>24,00</b>	28,80	

Furniture will be delivered to the stand the day before the beginning of the event and will be collected from the closing time; therefore, furniture must be freed from any material owned; Padua Hall Spa assumes no responsibility for what will be found at the time of collection of the furniture.

**N.B. Requests will be processed according to reservation order of arrival and until the furniture is sold out.**

**Taxable Total**

**VAT 22%**

**TOTAL**


DATE

COMPANY LEGAL REPRESENTATIVE (Stamp and Signature)










Please attach copy of the payment to this form.



Posters and graphics

A.2

Event		reserved to Fiera di Padova		Send to: <b>tecnico@fieradipadova.it</b> Info: <b>(+39) 049.840599</b>
Company		Client code		
Hall	Stand	Order No.		

	DESCRIPTION	FAIR CODE	UNIT PRICE €	UNIT PRICE € PREPARATION	Q.TY	EURO
	"MARTE" INDOOR SINGLE-SIDED POSTER, ALUMINUM FRAME, SIZE 100XH300 CM	B.7.2	<b>260,00</b>	312,00		
	"MARTE" INDOOR DOUBLE-SIDED POSTER, ALUMINUM FRAME, SIZE 100XH300 CM	B.7.6	<b>340,00</b>	408,00		
	"URANO" INDOOR/OUTDOOR SINGLE-SIDED POSTER, ALUMINUM FRAME, DIM 100XH400 CM SIZE	B.7.3	<b>780,00</b>	936,00		
	"URANO" INDOOR/OUTDOOR DOUBLE-SIDED POSTER, ALUMINUM FRAME, DIM 100XH400 CM SIZE	B.7.7	<b>1.050,00</b>	1.260,00		
	ROLL UP SINGLE-SIDED DIM. 80x200 CM SIZE	B.7.13	<b>120,00</b>	144,00		
	ROLL UP DOUBLE-SIDED DIM. 80x200 CM SIZE	B.7.14	<b>180,00</b>	216,00		
	CUSTOMIZED FASCIABOARD WITH LOGO DIM. 200x30 CMSIZE	B.5.3	<b>35,00</b>	42,00		
	TRUSS PVC FASCIABOARD	B.5.7	<b>quote on request</b>	quote on request		
	PRINTED FOREX 5 MM - SINGLE-SIDED COST FOR MQ	B.5.1	<b>55,00 for sqm</b>	66,00 for sqm		

**Taxable Total**

**VAT 22%**

**TOTAL**


DATE

COMPANY LEGAL REPRESENTATIVE (Stamp and Signature)

Please attach copy of the payment to this form.

## Other structures - rental

A.3

Event	reserved to Fiera di Padova		Send to: <b>tecnico@fieradipadova.it</b> Info: <b>(+39) 049.840599</b>
Company	Client code		
Hall	Stand	Order No.	

GAZEBO	Hire from 1 to 4 days €/each	Hire from 5 to 9 days €/each	Q.ty	TOTAL €
<b>GAZEBO 4 x 4</b> with aluminum exterior, painted white h 2.40, white PVC cover cl approved. 2 € /each	598.00	845.00		
<b>GAZEBO 5 x 5</b> with aluminum exterior, painted white h 2.40, white PVC cover cl approved. 2 € /each	715.00	936.00		
<b>FLOORING</b> resting on the ground, treated wood natural color modules (boards) mt 0.60 x4.00 <b>non self-leveling</b> € / m <sup>2</sup>	15.00 €/m <sup>2</sup>	19.00 €/m <sup>2</sup>		
<b>FLOORING</b> (as above) <b>self-leveling</b> € /m <sup>2</sup>	20.00 €/m <sup>2</sup>	25.00 €/m <sup>2</sup>		
<b>LIGHT</b> ceiling with wired neon, not connected 120 € / each	104.00	136.00		
<b>PAGODA</b> 10x10 H 3 heavy duty white PVC sheet to a level class 2	2,640.00	3,770.00		

TRUSS	Hire €/ml	Q.ty	TOTAL €
Suspended QX30 truss structure with led spotlight (1 spotlight every 3 m, hangings are charged to customer)	40.00		
Electrified QX30 truss structure - (1 spotlight every 3 m)	35.00		

FOOTBOARDS	Hire from 1 to 4 days €/each	Hire from 5 to 9 days €/each	Q.ty	TOTAL €
Wooden footboard, carpet coated h 12,00/24,00 cm	32.00	44.00		

**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. Info: Technical Office e-mail: tecnico@fieradipadova.it

Taxable Total

VAT 22%

TOTAL


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)

Please attach copy of the payment to this form.

**Power supply**

1- to 5-day Exhibitions

**A.4**

Event	reserved to Fiera di Padova		Send to: <b>tecnico@fieradipadova.it</b> Info: <b>(+39) 049.840599</b>
Company	Client code		
Hall	Stand	Order No.	

**First request**

**Addition**

CONNECTIONS <b>220V</b>		UNIT PRICE € connections included		UNIT PRICE € During setting up (*)		EURO	CONNECTIONS <b>380V</b>		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.	<b>1 KW</b>	<b>85.00</b>	100.00	<b>102.00</b>	120.00		No.	<b>6 KW</b>	<b>335.00</b>	350.00	<b>402.00</b>	420.00	
No.	<b>2 KW</b>	<b>135.00</b>	150.00	<b>162.00</b>	180.00		No.	<b>9 KW</b>	<b>485.00</b>	500.00	<b>582.00</b>	600.00	
No.	<b>3 KW</b>	<b>185.00</b>	200.00	<b>222.00</b>	240.00		No.	<b>11 KW</b>	<b>585.00</b>	600.00	<b>702.00</b>	720.00	
No.	<b>4 KW</b>	<b>235.00</b>	250.00	<b>282.00</b>	300.00		No.	<b>14 KW</b>	<b>735.00</b>	755.00	<b>882.00</b>	906.00	
No.	<b>5 KW</b>	<b>285.00</b>	300.00	<b>342.00</b>	360.00		No.	<b>18 KW</b>	<b>935.00</b>	955.00	<b>1.122.00</b>	1.146.00	
No.	<b>6 KW</b>	<b>335.00</b>	350.00	<b>402.00</b>	420.00		No.	<b>22 KW</b>	<b>1.135.00</b>		<b>1.362.00</b>		

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

Total A

<b>OTHER REQUESTS</b>		UNIT PRICE €	UNIT PRICE € During setting up (*)	EURO
No.	Electrical connection and "SPECIAL" power supply over <b>22 KW</b> (quote on request)			
No.	<b>Change of electric panel for power increase</b>	<b>35.00</b>	42.00	
No.	<b>Amount due to the increase in power</b> (amount for additional kw)	<b>50.00</b>	60.00	
No.	<b>Change of electric panel</b> previously installed	<b>35.00</b>	42.00	
No.	<b>Rental of power bar</b> , tension 220 volt - approximately 50 Hz (±15%) connected to our electric panel 3 kW maximum	<b>25.00</b>	30.00	
<b>H24</b>	Request additional connection for <b>H24 continuous</b> delivery of electricity to power equipment (refrigerators, etc...)	<b>+20%</b>	+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 Padova Hall Spa. **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 13)

DATE

LEGAL REPRESENTATIVE OF THE COMPANY (Stamp and Signature)

Please attach copy of the payment to this form.

**Power supply**

Events exceeding  
5 days

**A.4B**

Event	reserved to Fiera di Padova		Send to: <b>tecnico@fieradipadova.it</b> Info: <b>(+39) 049.840599</b>
Company	Client code		
Hall	Stand	Order No.	

**First request**

**Addition**

CONNECTIONS <b>220V</b>		UNIT PRICE € connections included		UNIT PRICE € During setting up (*)		EURO	CONNECTIONS <b>380V</b>		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.	<b>1 KW</b>	<b>110.00</b>	130.00	<b>132.00</b>	156.00		No.	<b>6 KW</b>	<b>485.00</b>	505.00	<b>582.00</b>	606.00	
No.	<b>2 KW</b>	<b>185.00</b>	205.00	<b>222.00</b>	246.00		No.	<b>9 KW</b>	<b>710.00</b>	730.00	<b>852.00</b>	876.00	
No.	<b>3 KW</b>	<b>260.00</b>	280.00	<b>312.00</b>	336.00		No.	<b>11 KW</b>	<b>860.00</b>	880.00	<b>1.032.00</b>	1.056.00	
No.	<b>4 KW</b>	<b>335.00</b>	355.00	<b>402.00</b>	426.00		No.	<b>14 KW</b>	<b>1.085.00</b>	1.105.00	<b>1.302.00</b>	1.326.00	
No.	<b>5 KW</b>	<b>410.00</b>	430.00	<b>492.00</b>	516.00		No.	<b>18 KW</b>	<b>1.385.00</b>	1.405.00	<b>1.662.00</b>	1.686.00	
No.	<b>6 KW</b>	<b>485.00</b>	505.00	<b>582.00</b>	606.00		No.	<b>22 KW</b>	<b>1.685.00</b>		<b>2.022.00</b>		

(\*) 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 <b>22 kW</b> (quote on request)			
No.	<b>Change of electric panel for power increase</b>	<b>35.00</b>	42.00	
No.	<b>Amount due to the increase in power</b> (amount for additional kw)	<b>75.00</b>	90.00	
No.	<b>Change of electric panel</b> previously installed	<b>35.00</b>	42.00	
No.	<b>Rental of power bar</b> , tension 220 volt - approximately 50 Hz (±15%) connected to our electric panel 3 kW maximum	<b>25.00</b>	30.00	
<b>H24</b>	Request additional connection for <b>H24 continuous</b> delivery of electricity to power equipment (refrigerators, etc...)	<b>+20%</b>	+20%	

(\*) only if technically possible

Total B

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**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 13)

DATE

LEGAL REPRESENTATIVE OF THE COMPANY (Stamp and Signature)

Please attach copy of the payment to this form.

## A.4 - A.4B

## Power supply

### Technical conditions

Installations carried out by the Exhibitor must comply with all applicable standards (Ministerial Decree 37/2008), in particular **CEI 64-8**:

- section 711 (Trade Fairs, Exhibitions and Stands);
- section 751 (Fire prevention);
- chapter 42 (Protection against the effects of heat);
- electrical installations must be inspected as indicated in chapter 61 (Preliminary Inspections).

In the event that an electrical installation is fitted at a Stand, following the fitting, the Exhibitor is required to present Padova Hall Spa with a copy of the "**Electrical System Conformity Declaration**" (generated by completing sheet **B5** in the Services Booklet), which confirms that said equipment is fit for purpose and properly installed.

**In the event that an exhibitor requires a power supply in excess of 22 kW, it must contact the Technical Support Office with sufficient advance notice to request a viability and cost assessment for a special power connection.**

The electricity network offers two power supplies:

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

If the technical facilities requested are not present in the area allocated to the exhibitors, off-takes can be made from the normal lines by the staff of Padova Hall Spa, providing there are no technical problems making this impossible. Relative expenses will be charged to exhibitors. **The maintenance covers to the underground wiring conduit must be left in full view and be fully accessible for inspections.**

Exhibitors may revoke the request for electricity supply without incurring further costs by written communication of intention to the Technical office of Padova Hall Spa 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. **The current switches must be placed clearly visible and accessible, for the possible control of our technicians in charge. Please note that at the end of the daily exhibition time, the Exhibitor will have to disconnect the main switch unless it is an H24 electricity supply.**

Padova Hall Spa reserves the right to inspect all electrical systems installed and to cut off any which fail to comply with all relevant standards. Exhibitors are responsible for any damage caused by systems installed by them. **Current switches must be left in full view and be fully accessible for inspection.**

Padova Hall Spa 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 PADOVA HALL SPA PERSONNEL.**










**REMOVAL OF CONNECTIONS OR ANY DAMAGE TO THEM WILL BE CHARGED TO EXHIBITORS.**

**Padova Hall Spa, for safety reasons, reserves the right to enter the stand to interrupt the supply of electricity and carry out any checks.**

# Electric equipment

**A.5**

Event		reserved to Fiera di Padova		Send to: <b>tecnico@fieradipadova.it</b> Info: <b>(+39) 049.840599</b>
Company		Client code		
Hall	Stand	Order No.		

	DESCRIPTION	FAIR CODE	UNIT PRICE €	UNIT PRICE € PREPARATION	Q.TY	EURO
	3 OUTLETS POWER STRIP - ONLY FOR EQUIPPED AREA	B.4.5	<b>25,00</b>	30,00		
	SPOT 60/100 CM ARM FOR SPOT 300 W	B.4.8	<b>50,00</b>	60,00		
	SCENIC PAR PROJECTOR OR PC 1000 W (TRUSS)	B.4.10	<b>95,00</b>	117,00		
	ELECTRIC PANEL 3 KW – SUPPLY AND INSTALLATION ELECTRIC PANEL 1>3 KW	B.4.12	<b>80,00</b>	96,00		
	ELECTRIC PANEL 9 KW – SUPPLY AND INSTALLATION ELECTRIC PANEL 4>9 KW	B.4.13	<b>110,00</b>	132,00		
	ELECTRIC PANEL 14 KW – SUPPLY AND INSTALLATION ELECTRIC PANEL 9>14 KW	B.4.14	<b>150,00</b>	180,00		
	FLOOR CABLE DUCT PASSES (FOR ML)	B.4.15	<b>17,00</b>	20,40		
	LED LIGHT 30 W GRAY 4000K	B.4.6	<b>45,00</b>	54,00		
	LED LIGHT 50 W GRAY 4000K	B.4.7	<b>65,00</b>	78,00		

**Taxable Total**

**VAT 22%**

**TOTAL**


DATE

COMPANY LEGAL REPRESENTATIVE (Stamp and Signature)

**Please attach copy of the payment to this form.**

## Water supply

A.6

Event		reserved to Fiera di Padova		Send to: <b>tecnico@fieradipadova.it</b> Info: <b>(+39) 049.840599</b>
Company		Client code		
Hall	Stand	Order No.		

WATER SUPPLY	Q.tà	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.	<b>120.00</b>	144.00	<b>170.00</b>	204.00	
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.	<b>110.00</b>	132.00	<b>110.00</b>	132.00	
Extension of said connection (up to 5 meters)	No.	<b>80.00</b>	96.00	<b>80.00</b>	96.00	
Water/Drainage connection pipes to exhibitor's basin	No.	<b>75.00</b>	90.00	<b>75.00</b>	90.00	
Basin hire with water/drainage connections included (excluding connection)	No.	<b>150.00</b>	180.00	<b>150.00</b>	180.00	

(\*) 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).** Padova Hall Spa 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. The exhibition center is equipped with an internal water mains connected to the Padua Municipal Water Supply. Exhibitors may cancel connections to the water supply without being liable to Padova Hall Spa 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 Padova Hall Spa for connections made. **Any required services or adjustments that are not included in the above list must be requested and agreed with Padova Hall Spa's authorised supplier no later than 48 hours prior to the start of the event. The authorised supplier will produce a quote for the requested service(s) in line with the price list provided to Padova Hall Spa. The cost of any such service or adjustment will be invoiced directly by the supplier.** 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 page 16.

DATE

LEGAL REPRESENTATIVE OF THE COMPANY (Stamp and Signature)

Please attach copy of the payment to this form.

## Water supply

### 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).**

Padova Hall Spa 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 Padova Hall Spa 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 Padova Hall Spa for connections made.

The exhibition center is equipped with an internal water main 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.



## Internet connection

A.7

Event	reserved to Fiera di Padova		Send to: <b>tecnico@fieradipadova.it</b> Info: <b>(+39) 049.840599</b>
Company	Client code		
Hall	Stand	Order No.	

<b>INTERNET CONNECTION</b>		No.	UNIT PRICE €	UNIT PRICE € for requests during setting up (*)	EURO
<b>Normal Wi-Fi</b>	<b>10 MB</b> With password and flat rate		<b>70.00</b>	84.00	
<b>High Wi-Fi</b>	<b>20 MB</b> With password and flat rate		<b>130.00</b>	156.00	
<b>Ethernet cable</b>	Supplement for installment of ethernet RJ45 cable (flat rate)		<b>50.00</b>	60.00	
<b>Public IP</b>	Provision of temporary public IP for the duration of the event		<b>50.00</b>	60.00	
For different information, please contact our IT department			e-mail: <b>assistenza.it@fieradipadova.it</b>		

(\*) only if technically possible

Taxable total

VAT 22%

TOTAL

**INSTALLATION OF ACCESS POINTS WITHOUT PRIOR AUTHORIZATION FROM PADOVA HALL SPA IS STRICTLY FORBIDDEN.**

By signing this document, the Exhibitor declares to have carefully read and understood the terms, conditions and technical specifications contained therein page 18.

DATE

COMPANY LEGAL REPRESENTATIVE (Stamp and Signature)

Please attach copy of the payment to this form.

## Internet connection Technical regulations

**Wi-fi connection is available in all halls. In halls 1-2-3-4 the connection is exclusively wireless.**

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 Padova Hall Spa. 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 Padova Hall Spa. 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). 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 Padova Hall Spa 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.

Padova Hall Spa 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

**The ethernet cable connection in halls 7 and 8 is available in all stands. In halls 5, 11, 14 and 15, the connection with an ethernet cable is available only in some points and after technical verification.**

For connection with an ethernet cable **in halls 7 and 8** PC's must be equipped with an **Ethernet 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.

**Padova Hall Spa is not responsible for any reductions in connection speed or service interruptions attributable to the external provider network.**

## Audio/Video

A.8

Event	reserved to Fiera di Padova		Send to: <b>tecnico@fieradipadova.it</b> Info: <b>(+39) 049.840599</b>
Company	Client code		
Hall	Stand	Order No.	

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.	Screen with rigid frame, cloth front or rear projection 16:9 format dim 300x169 cm	250,00	
No.	Screen with rigid frame, cloth front or rear projection 16:9 format dim 600x385 cm	400,00	
No.	Standard audio system (mixer/amplifier 2 speakers 1 corded microphone)	408,00	
No.	Hand-held corded microphone	120,00	
No.	Corded microphone levelier (needle)	120,00	
No.	Desktop microphone, wire	80,00	
No.	40"/42" Monitor LCD	350,00	
No.	55" Monitor LCD	450,00	
No.	Monitor floor stand	70,00	
No.	Monitor wall mount	70,00	

ASSISTANCE AND VIDEO		UNIT PRICE €	EURO
No.	Technical assistance (hourly rates)	24,00	
No.	Service training video with 1 camera operator and fixed for half day (4 hours, postproduction excluded)	420,00	
No.	Service training video with 1 camera and operator for a fixed day (8 hours, postproduction excluded)	600,00	

**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.

Taxable Total

VAT 22%

TOTAL

Responsible party at the Exhibition:

Mobile:

DATE

COMPANY LEGAL REPRESENTATIVE (Stamp and Signature)

Please attach copy of the payment to this form.

# Hangings

**A.9**

Event	reserved to Fiera di Padova		Send to: <b>tecnico@fieradipadova.it</b> Info: <b>(+39) 049.840599</b>
Company	Client code		
Hall	Stand	Order No.	

**THIS SERVICE IS AVAILABLE TO EXHIBITORS  
IN HALL 7 - 8 AND GALLERY 78**

<b>HANGINGS</b>	No.	<b>UNIT PRICE €</b>	<b>UNIT PRICE €</b> for requests during setting up (*)	<b>EURO</b>
<b>Hanging positions capacity 150 kg (maximum weight per anchor point).</b> Pursuant to the Circular of the Ministry of the Interior n. 1689 SG 205/4 of 1 April 2011, for each point, a double chain is required. The load must be applied to both chains.		<b>120.00</b>	135.00	

(\*) only if technically possible

**Taxable Total**

**VAT 22%**

**TOTAL**

Padova Hall Spa reserves the right to confirm whether or not the structure is compatible with the area assigned to the Exhibitor, within fair regulations. The figures listed above include only the supply of the requested fastenings and do not include the fixing operations of the structures owned by the exhibitor. The service includes the supply of cables, and hangings will be hooked only along the vertical of the anchor points indicated in the plan provided by the Technical Office.

Along with this form duly filled in, the Exhibitor will have to provide the Technical Office with the plan of his/her stand, indicating the position where the hanging should be placed. Anchor points different from the default grid may be allowed only on presentation of a detailed plan to be sent at **least thirty (30) days before the beginning of the event**, and with a cost increase that will be calculated each time according to the difficulty of the service.

Upon request of hangings, the stand-fitter must provide:

1. the **CALCULATION REPORT**, indicating the weight on the anchor points;
2. After installation, the company must send the Technical Office the **CERTIFICATE OF STATIC COMPLIANCE** issued by a qualified technician.

The **Calculation Report** must also indicate the **installation methods** in order to guarantee safety in the assembly and disassembly phases.

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.

With the signing of this form, the exhibitor declares likewise to have read the contents of the regulations and/or technical warnings on page 21.

DATE

LEGAL REPRESENTATIVE OF THE COMPANY (Stamp and Signature)

**Please attach copy of the payment to this form.**

## Hangings

### Technical regulations

**Reference: Circular of the Ministry of the Interior n. 1689 SG 205/4 of 1 April 2011**

With particular reference to the sending of the documents within the time limits, Padova Hall Spa 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 Padova Hall Spa itself.

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

The position and number of cables supplied by Padova Hall Spa 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 Padova Hall Spa is **150 kg spread every 4 meters length**. Cables supplied by Padova Hall Spa 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 Padova Hall Spa 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 Padova Hall Spa, 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).

### ATTENTION

**Mixed suspensions (ceiling suspension and floor support) are not allowed.**

## Hostess and Surveillance

# A.10

Event	reserved to Fiera di Padova		Send to: <b>tecnico@fieradipadova.it</b> Info: <b>(+39) 049.840599</b>
Company	Client code		
Hall	Stand	Order No.	

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

Company		
VAT Code		
Address		
Postcode	City	Country
Tel.	Fax	Mobile
<b>Manager/Reference contact:</b>		

HOSTESS		RATE €	No. DAYS	No. HOURS	TOTAL €
No.	Hostess and Steward	<b>17,50/hr.</b>	No.	No.	
No.	Hostess with knowledge of two foreign language	<b>19,50/hr.</b>	No.	No.	
No.	Hostess/bartender	<b>21,50/hr.</b>	No.	No.	
No.	Interpreter for workshop and simultaneous translation	Quotation upon request			

Subtotal

VAT 22%

TOTAL

SURVEILLANCE		RATE €	No. DAYS	No. HOURS	TOTAL €
No.	Daytime Guard (6am - 10pm)	<b>17,50/hr.</b>	No.	No.	
No.	Night Guard (10pm - 6am) or holiday	<b>21,50/hr.</b>	No.	No.	
No.	Armed guard	Quote upon request			

Subtotal

VAT 22%

TOTAL

N.B. **4 hours of minimum required service**. Cancellations of service subsequent to two days before the event will result still be charged the entire first day. **For requests to be made on public holidays of January 1st, May 1st, December 25th and December 26th the rate is increased by 30%.**

Should deadlines not be respected, Padova Hall Spa will not be able to guarantee regular providing of the service.

DATE

LEGAL REPRESENTATIVE OF THE COMPANY (Stamp and Signature)

Please attach copy of the payment to this form.

## Cleaning

A.11

Event	reserved to Fiera di Padova		Send to: <b>tecnico@fieradipadova.it</b> Info: <b>(+39) 049.840599</b>
Company	Client code		
Hall	Stand	Order No.	

CLEANING OF STAND	No. Days	Stand surface area m <sup>2</sup>	UNIT PRICE €/m <sup>2</sup>	EURO
<b>Stand cleaning before the opening of the event</b> (elimination of nylon, vacuuming of floor, cleaning of stand furniture, waste disposal).	1		<b>1.20</b>	
<b>From the second day of the event until the end of the show.</b> (vacuuming of floor, cleaning of stand furniture, emptying bins, waste disposal).			<b>1.00</b>	

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, Padova Hall Spa 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, Padova Hall Spa will ask anyone who is not employed by the cleaning company or directly by exhibitors to leave the Fairgrounds immediately.

Taxable total

VAT 22%

TOTAL

**We intend to remove all rubbish from our stand at the end of the show by:**

- Using the company delegated by Padova Hall Spa** 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.
- 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 m<sup>2</sup>.

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)

Please attach copy of the payment to this form.

Transport - Freight forwarder

A.12

Event	reserved to Fiera di Padova		Send to: <b>tecnico@fieradipadova.it</b>
Company	Client code		Info: <b>(+39) 049.840599</b>
Hall	Stand	Order No.	<b>Invoice issued by LOGES SRL</b>

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 25), request the following services for:



**LOGES SRL**  
Tel. +39 049.2950231  
e-mail: fiere@logessrl.eu

day	time
day	time
day	time

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

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

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 LOGES SRL 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: LOGES SRL 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 LOGES SRL 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 LOGES SRL 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 LOGES SRL to which the exhibitor must add an insurance premium of 0,15% of the value insured.

The exhibitor requests LOGES SRL to insure its services for euro \_\_\_\_\_

(\*) mark the requested capacity with a X

(\*\*) specify shift A or B

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:**

LOGES SRL - Corso Stati Uniti, 18/B - 35127 Padova  
Tel. 049 2950231 - Fax 049 2950229  
e-mail: fiere@logesrsl.eu

**SERVICES OFFERED**

Description of Service	Taxable Applied Rate (VAT excluded)	Notes
Fixed free	€ 10,00	EXCLUDING SERVICES OF LESS THAN 10 MINUTES
Storage of Goods €/cubic metre for 15 days CAMIN warehouse - Minimum charge € 30,00	€ 20,00	
Fire Insurance for 15 days* Minimum charge € 5.00	0,10% of the value of goods	ONLY FOR TEMPORARY STORAGE GOODS
Transport from LOGES SRL to Fiera di Padova and from Fiera di Padova to LOGES SRL €/cubic metre Minimum charge per trip	€ 15,50 € 70,50	
Lift Truck/Forklift up to 40 quintals €/half hour minimum charge	€ 55,50	
Lift Truck/Forklift 41 to 70 quintals €/half hour minimum charge	Quote on request	
Pushcart hire provided €/hour	€ 10,00	
Stationary crane up to 15 Tons*** €/hour Minimum charge € 315,00	amount subject to separate offer	
Manpower for harness hook/Coordination activities €/hour and for person	€ 25,00	
Porterage €/4 hour minimum per each additional hr. up to total max 8 hrs.	€ 80,00 € 22,50	
Packing material storage at fair grounds €/cubic metre* Minimum charge	€ 30,00 € 60,50	
Pre-holiday services with 24 hours' notice and 48 hours for holidays Staff for harness hook/Coordination activities €/hour and for person	25% surcharge on the hourly tariff	
Services exceeding 8 hours Staff for harness hook/Coordination activities €/hour and for person	25% 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 LOGES SRL at least 8 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 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 LOGES SRL 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 Padova Hall Spa.

## Unloading of heavy goods with truck crane

A.13

Event	reserved to Fiera di Padova	Send to: <b>tecnico@fieradipadova.it</b>
Company	Client code	Send to: <b>fiere@logessrl.eu</b>
Hall	Stand	Order No.
		Info: <b>(+39) 049.2950231</b>
		<b>Invoice issued by LOGES SRL</b>

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:

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

To the **Technical Office of Padova Hall Spa** e-mail: **tecnico@fieradipadova.it**, for a prior verification of feasibility.

The service must be reserved at least 15 working days before to the handling date, by sending a written request to Official Shipper of Padova Hall Spa: **LOGES SRL** - Corso Stati Uniti, 18/B - 35127 Padova - Dott. Federico Paluan - Tel. **049.2950231** - e-mail: **fiere@logessrl.eu.com**

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.**

## Receiving of Shipped packages

A.14

Event	reserved to Fiera di Padova	Send to: <b>tecnico@fieradipadova.it</b>
Company	Client code	Send to: <b>fiere@logessrl.eu</b>
Hall	Stand	Order No.
		Info: <b>(+39) 049.2950231</b>
		<b>Invoice issued by LOGES SRL</b>

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 Padova Hall Spa** (Service performed and managed by LOGES SRL), located in the Services Hall of the fairgrounds, must reserve it:

- by tel: **+39.049.2950231**
- by e-mail: **fiere@logessrl.eu**

**at least 5 working days before the expected delivery date**, by contacting the Official Shipper of Padova Hall Spa 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:** € 15.00/cubic meter of goods + VAT

**Minimum charge:** € 60.00 + VAT

## Customs services

A.15

Event	Reserved to Fiera di Padova		Info: <b>(+39) 049.2950231</b>
Company	Client code		Send to: <b>tecnico@fieradipadova.it</b>
Hall	Stand	Order No.	Send to: <b>fiere@logessrl.eu</b> <b>Invoice issued by LOGES SRL</b>

Having read the conditions at pages 29,

<b>The exhibiting/importing company</b>			
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

**LOGES SRL** - Dott. Federico Paluan - Corso Stati Uniti, 18/B - 35127 Padova - **Tel. +39.049.2950231** - e-mail: **fiere@logessrl.eu**  
is appointed 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 **LOGES SRL** in the service hall of Padova Hall Spa 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 Padova Hall Spa 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 LOGES SRL **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: Padova Hall Spa cannot carry out customs operations directly. Its official shipping agent, LOGES SRL 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	to be agreed	for customs entry, minimum € 24.50 TI guarantee
from € 516,00	to	€ 5.165,00	to be agreed	per customs entry
from € 5.165,00	to	€ 25.820,00	to be agreed	per customs entry
from € 25.820,00	to	€ 51.645,00	to be agreed	per customs entry
from € 51.645,00	to	€ 103.290,00	to be agreed	per customs entry
above € 103.290,00			to be agreed	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 minimum to be agreed. 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: € to be agreed 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: € 30.00 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.

## Set-up and Break-Down Outside Normal Hours

A.16

Event	reserved to Fiera di Padova		Send to: <b>tecnico@fieradipadova.it</b> Info: <b>(+39) 049.840599</b>
Company	Client code		
Hall	Stand	Order No.	

**Stands can be assembled only on the official days and times.** Work can be extended beyond the official hours laid down in the **Exhibitor's Handbook**, 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			<b>80,00</b>	
Last day of construction, total hours			<b>160,00</b>	
			<b>Taxable total</b>	
			<b>VAT 22%</b>	
			<b>TOTAL</b>	

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)

Please attach copy of the payment to this form.

# “STANDARD” equipment

Compulsory form  
for stands in a free area

**B.1**

Event	reserved to Fiera di Padova		Send to: <b>sicurezza@fieradipadova.it</b> Info: <b>(+39) 049.840599</b>
Company	Client code		
Hall	Stand	Order No.	

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

Attach a photocopy of a  
valid identity card to this form.

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

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

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

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 Padova Hall Spa 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.)

<b>The undersigned</b>		<b>Tax code:</b>	
Place of birth	State	Date of birth	
Resident of	Address	Post Code	
<b>As the (role)</b>			
<b>For the stand-fitter</b>			
With legal headquarters in		State	
Address			
Tax code and/or VAT number			
Tel.		Fax	
E-mail			

**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**

**on behalf of the exhibiting company:**

with reference to the stand: (hall, aisle, stand) \_\_\_\_\_ set up for the event: \_\_\_\_\_

- that the stand has been assembled according to the state-of-the-art** (if the Assembly handbook is missing)
- 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)

# “NOT STANDARD” equipment

Compulsory form  
for stands in a free area

**B.2**

Event	reserved to Fiera di Padova		Send to: <b>sicurezza@fieradipadova.it</b> Info: <b>(+39) 049.840599</b>
Company	Client code		
Hall	Stand	Order No.	

**To be filled out and sent back, mandatorily before the beginning of the event.**

**To ensure the structural protection of special equipment, the company:** \_\_\_\_\_

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

<input type="checkbox"/>	<b>2</b>	The expected setting-up is an “ <b>NOT STANDARD</b> ” type and therefore a Statics Report IS required	<b>NOT STANDARD</b>
<input type="checkbox"/> Raised platforms higher than <b>0.80 M</b> <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 <b>8.00 M</b> and/or bars longer than <b>2.00 M</b> <input type="checkbox"/> Partition walls higher than <b>4.00 M</b> <input type="checkbox"/> Hangings <input type="checkbox"/> The expected setting-up requires the use of cranes e.g. a <b>crane truck or an ORMIG 20/22-type crane</b> <input type="checkbox"/> Other equipment <b>not included</b> in the “ <b>standard</b> ” category			

**A.** For this type of structure, exhibitors must provide Padova Hall Spa, 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 Padova Hall Spa 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 e-mail: 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 Padova Hall Spa within the time limit and in a due manner, Padova Hall Spa 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 **3 kW**, the exhibitor, **before the event**, to be delivered to the Padova Hall Spa **DECLARATION OF CONFORMITY 'SYSTEM** (form B.5) 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)



**“CANTIERE” equipment****Compulsory form  
for stands in a free area****B.3**

Event	reserved to Fiera di Padova		Send to: <b>sicurezza@fieradipadova.it</b> Info: <b>(+39) 049.840599</b>
Company	Client code		
Hall	Stand	Order No.	

**To be filled out and sent back, mandatorily before the beginning of the event.****To ensure the structural protection of special equipment, the Company:** \_\_\_\_\_

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

<input type="checkbox"/> <b>3</b>	The expected setting-up is a “CANTIERE” type because FALLS into the characteristics listed below:	<b>CANTIERE</b>
<input type="checkbox"/>	allegittive structures with a height equal to or higher than <b>6.50 m</b> compared to a stable plane;	
<input type="checkbox"/>	allegittive biplane structures with a surface of the floor plan projection of top floor superior than <b>100 square meters</b> ;	
<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, <b>exceeds 8.50 m</b> 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 **D.LGS. 81/2008 “Testo unico sulla Sicurezza”** as integrated by the **DI 07.22.2014 “Decreto Palchi”**, 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)

## Fire prevention service

Compulsory form  
for stands in a free area

B.4

Event		reserved to Fiera di Padova		Send to: <b>sicurezza@fieradipadova.it</b> Info: <b>(+39) 049.840599</b>
Company		Client code		
Hall	Stand	Order No.		

**To be filled out and sent back, mandatorily before the beginning of the event.**

The company 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 <sup>(1)</sup>			Fireproofed	Approval Number	Declaration of conformity of manufacturer or seller attached		Quantity m <sup>2</sup>
		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"/>	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 35.

DATE

COMPANY LEGAL REPRESENTATIVE (Stamp and Signature)

## Fire prevention Technical Regulations

**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 B.4.
- 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 Padova Hall Spa of any and all responsibilities, the exhibitor and third parties in any way interested in the Event, relinquishing compensation and/or requests of Padova Hall Spa 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 Padova Hall Spa.

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. Padova Hall Spa, 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 Padova Hall Spa 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).

**Electrical System Conformity Declaration****Compulsory form  
for stands in a free area****B.5**

Event	reserved to Fiera di Padova		Send to: <b>sicurezza@fieradipadova.it</b> Info: <b>(+39) 049.840599</b> <b>To be filled out and sent back, mandatorily before the beginning of the event.</b>
Company	Client code		
Hall	Stand	Order No.	

**CONFORMITY OF INSTALLATION****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.
**Executor of the installation** (schematic description):

Stand number

Hall

**INSTALLED POWER****kW:** \_\_\_\_\_

- for powers up to 3 kW, the exhibitor is only required to complete this form B.5
- for power connections from 4 kW to 9 kW, the exhibitor must also have a Declaration of Conformity according to Ministerial Decree 37/08
- for power connections over 9 kW, the exhibitor must also have a Project and Declaration of Conformity according to Ministerial Decree 37/08

The above-mentioned documents must be kept by the exhibitor, who must show them on request to Padova Hall technicians.

**DECLARES**

under his own personal responsibility that the system has been built in accordance with "the rule of the art", as provided in art. 6 of Law no. 37/08, taking into account the operating conditions and uses for which the system is intended by installing suitable components and materials.

He also declares that he has successfully checked the system for safety and functionality purposes, having carried out the checks required by the rules and provisions of the law.

He declares that the documents related the electrical system certification such as the Declaration of Conformity and Project, are kept at the stand if required.

**Necessary documentation to be attached to this declaration:**

- copy of the Certificate of recognition of the technical-professional requirements.**

**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.

---

**the legal representative of the company (Exhibitor)**

date

(stamp and signature)

NOTE: Padova Hall 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.  
NOTICE FOR CUSTOMER: responsibility of customer or owner (Article 1-2).

## Legend

**For systems up to 3 kW, Padova Hall ensures protection from overload, short circuit, and indirect contacts even after the supply of electricity.**

**For systems from 4 to 9 kW, Padova Hall ensures protection against indirect contacts even after the supply of electricity. Protection from overload and short circuit must be guaranteed by the exhibitor.**

**For systems over 9 kW, the protection against overload, short circuit, and indirect contacts after the supply of electricity must be guaranteed by the exhibitor.**

**CONFORMITY DECLARATION SIGNED BY A QUALIFIED TECHNICIAN: systems with over 3 kW power supply need a conformity declaration.**

**PROJECT SIGNED BY A QUALIFIED TECHNICIAN: systems with over 9 kW power supply need a project.**

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

**2)** 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:**

**Padova Hall 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.**

## USE OF LPG CYLINDERS

**B.6**

### Exhibitors and Installers are reminded that:

- liquid Petroleum Gas (LPG) must only be used outside the pavilions;
- the use of any form of open flame inside the pavilions is strictly prohibited;
- if open flame is used outside the pavilions for the preparation of food, combustible materials must be kept at a safe distance and suitable barriers or similar equipment must be in place to keep members of the public at a safe distance;
- LPG cylinders must be located away from emergency exits;
- LPG cylinders may not be situated in the area under the porticoes;
- the exhibitor must retain, and be able to produce on request, all technical documents required pursuant to **Circular no. 3794 from the Italian Ministry of the Interior**;
- equipment may be powered by either a single or a number of connected LPG cylinders **for a total of LPG quantity not exceeding 75 kg**.
- in order to ensure an adequate and constant supply of gas, the total capacity of the cylinders connected must be commensurate with the actual level of use, in terms of both rate of flow and duration of supply.

### FIRE PREVENTION - TECHNICAL INSTRUCTIONS

In the interests of the safe running of the Event, and the avoidance of any situation in which persons or property may be placed in danger, Exhibitors who wish to use equipment supplied by LPG (cylinders) are required to abide by the technical instructions included in **Circular no. 3794 of the Italian Ministry of the Interior of 12 March 2014**, which are drawn from UNI TR 11426.

#### Detail from the technical instructions included in the aforementioned Circular of the Ministry of the Interior:

- flexible hoses must be subject to frequent inspection and, in all cases, must be replaced within the date printed on the the hose itself (**five years** from the date of production);
- All hoses and tubes must be of a sufficient length for them to be connected comfortably. However, hoses may be no longer than **1 m**, and the use of intermediary connections is prohibited.
- all hoses must be inspected regularly in accordance with the manufacturer's instructions; if any form of anomaly or defect is detected, a new hose must be installed. In any event, hoses should be replaced at least every **5 years**.
- the possession of a total of more than **75 kg** of LPG at any one time, inclusive of cylinders currently in use and any in storage, is prohibited;
- Pursuant to current regulations, LPG cylinders must only be refilled by a refill centre authorised by the owner of the cylinders.

#### Cylinders, gas regulators and flexible hoses must be installed:

- at a distance of at least **1 m** from inflammable materials or electrical equipment, from air intakes, doorways and windows opening into lower level spaces, or from air intakes, doorways or windows level with surfaces used to store gas cylinders;
- at a distance of at least **2 m** from drains not fitted with a gas trap;
- at a distance of at least **3 m** from any other gas installation (required distance may be reduced by half if a screen made of a non-combustible materials is placed between the installations);
- in a location that offers protection from possible interference and accidental collisions that might knock the equipment over or out of position;
- cylinders should be located in such a manner as to **prevent contact with the public**. For example, they may be separated from the public by barriers and/or supported against a solid structure;
- cylinders must only be installed **in a vertical position**, with the valve upwards. Under no circumstances may they be installed at an angle, or upside down;
- the surface on which the cylinders are situated must be of a **solid, non-combustible material**;
- cylinders, gas regulators and flexible hoses must be installed in such a manner as to ensure they will not reach a temperature **in excess of 50°C**, either due to radiation or proximity to heat source(s).

**In all circumstances, the exhibitor must abide by all instructions included in Circular no. 3794 of the Italian Ministry of the Interior, which remains the reference for all related issues and considerations.**

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

**B.7**

## EXHIBITION GROUND ACCESS CHECK

### ONLINE SERVICE



In the exhibitor's own web area, under the menu "**SAFETY AREA**", the following important and useful documents for participating in the event can be downloaded:

- Exhibitor's Handbook
- Services Manual
- General Rules and Regulations
- Exhibition grounds map
- Combined Interference Risk Assessment Report
- Exhibition fire prevention policy
- Stage safety decree.

**SAFETY RULES:** please note that for access to the exhibition center, the safety rules provided for by Legislative Decree No. 81/2008 and subsequent amendments and additions, and the provisions of the General Regulations and the DUVRI, must be respected.

**DUVRI - ACCIDENT PREVENTION AT WORK:** the exhibitor is obliged, with regard to the personnel present on the set-up and dismantling days and information on risks, to provide for inspection to each contractor company and to its own staff, who will intervene in any capacity in stand preparation / construction and dismantling activities, the DUVRI - Interference Risk Assessment Document (Legislative Decree 81/2008) available in PDF format in the exhibitor's personal web area.

**ACCESS CONTROL:** access to the exhibition grounds during set up and break down is exclusively authorized to holders of "**Setup Pass**", which can be obtained by registering online.

#### **EXHIBITOR'S WEB AREA**

Before starting to set up, the Access Control system of Padova Hall SpA will send the exhibitor an email with the credentials and a reserved Internet link, which the exhibitor can access on their "Portal to manage and distribute access pass to the event".

After clicking on "CONTINUE" on the home page, the exhibitor will find the PASS assigned by the organization office:

- **TICKETS** (for event)
- **EXHIBITOR PASS** (for event)
- **EXHIBITOR PARKING** (for event)
- **SETUP PASS FOR PEDESTRIANS** to access the exhibition grounds during the stand setup and breakdown period
- **SETUP PASS FOR VEHICLES** to access the exhibition grounds during the stand setup and breakdown period.

To download the PASS the exhibitor must click on the green "**PRINT**" icon, enter the requested information (person's name, email address and mobile number) and download the pass to their device (in PDF format).

The exhibitor can print the assigned PASS and give them and/or send them to the designated persons before they arrive at the exhibition grounds.

**Attention:** the SETUP PASS FOR PEDESTRIANS must be shown to personnel at the entrances. The SETUP PASS for VEHICLES must be visible on vehicle dashboards.

**In the absence of PASS for setup and breakdown at the exhibition entrance gate, it will in any case be possible to get credentials for the PASS.**

#### **INSTALLERS-COLLABORATORS-GUESTS**

If **installers, external collaborators** and/or guests are present, the exhibitor must enter each person's data (name and e-mail address) so they can enter the exhibition grounds.

The exhibitor must click on the menu item "**UPLOAD GUESTS**" and enter each name. Subsequently, the exhibitor must assign the PASS/TICKET to the guest by clicking on the red "**ASSIGN**" icon.

Finally, by clicking on the menu item "**SEND CREDENTIALS**", the exhibitor can send the guests their PASS/TICKETS.

## Motor vehicles on display

**B.8**

Event		reserved to Fiera di Padova	Send to: <b>tecnico@fieradipadova.it</b> Info: <b>(+39) 049.840599</b>
Company		Client code	
Hall	Stand	Order No.	

<b>Company name:</b>			
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 following vehicles on display during 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 Padova Hall Spa General Regulations, attached:

<b>To be filled-out by the exhibitor</b> (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
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)



## Heavy vehicle display liquefied natural gas (LNG)

**B.9**

Event	reserved to Fiera di Padova		Send to: <b>tecnico@fieradipadova.it</b> Info: <b>(+39) 049.840599</b>
Company	Client code		
Hall	Stand	Order No.	

**The undersigned:** \_\_\_\_\_

legal representative of the Company: \_\_\_\_\_

intends to exhibit heavy liquefied natural gas (LNG) vehicles at its stand in the Padua exhibition center

### DECLARES

under his own responsibility:

- to keep the vehicles exposed inside the exhibition halls without fuel (LNG) and with the battery disconnected;
- to have carried out the reclamation of the tanks containing LNG as declaration kept at the stand and available for checks by the competent Authorities;
- to assume any responsibility for damages that may occur as a result of failure to comply with the declared conditions.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of the declaring party (in full and legible)

**Please note:** the Exhibitor will have to move his vehicle with suitable towing vehicles.

**The above-mentioned operations must be planned in advance with Padova Hall Technical Office (tel. +39 049 840599).**

It is possible to ask for the service by sending a written request to the Official Forwarder of Padova Hall: **LOGES S.R.L.** Corso Stati Uniti 18/B - 35127 Padua - Dr. Federico Paluan - Tel. 049.2950231 - E-mail: fiere@logessrl.eu - **Rate: to be agreed with LOGES S.R.L. based on the service complexity and timing.**

## Supplementary "all risk"

C.1

Event	reserved to Fiera di Padova		Send to: <b>franca.ingrassi@fieradipadova.it</b> Info: <b>(+39) 049.840588</b>
Company	Client code		
Hall	Stand	Order No.	

In accordance with that stated in article 46 of the General Regulations of Padova Hall Spa, which requires each Exhibitor to insure against all risks all property in their possession and positioned throughout the buildings and the areas managed by Padova Hall Spa,

<b>Company name:</b>			
VAT no.			
Address			
Postcode	City	Country	
Tel.	Fax	Mobile	
Exhibiting at hall no.	Stand no.		
Manager/contact			

**REQUESTS THE ACTIVATION OF THE FOLLOWING INSURANCE COVERAGE ACCORDING TO THE CONDITIONS AGREED UPON BETWEEN PADOVAFIERE ITSELF AND THE INSURANCE COMPANY, FOR VALUES EXCEEDING THE SUM OF € 10,000.00, ALREADY INSURED DIRECTLY BY PADOVA HALL SPA ON BEHALF OF EACH EXHIBITOR.**

## Required "all risk" guarantee

THE PRESENT INSURANCE BECOMES OPERATIVE FOR COVERAGE OF MATERIAL AND DIRECT DAMAGE TO EXHIBITORS' PROPERTY AND/OR THE EXHIBITORS THEMSELVES AND IS SALED **FOR AMOUNTS GREATER THAN € 10.000,00** ALREADY INSURED BY PADOVA HALL SPA.

**WARNING**

**So as to not incur application of the proportional rule as found in article 1907 of the c.c. it is mandatory to declare the real value of the exposed property exceeding the overall amount of € 10.000,00 already insured by Padova Hall Spa.** Indicate the value of the goods and the materials to be insured and calculate the relative premium (the indicated tax is intended finished, therefore, already before accessories and taxes, the same must be multiplied by one thousand insured capital).

**Qualifications**

Valuables in general and personal property (bags, wallets, mobile phones, clothing...) are excluded from the warranty. "All risk" coverage includes even risks during transport. The coverage goes into effect, in excess of basic warranty, not prior to 24:00 on the day in which the present order is sent to Padova Hall Spa by fax n. **+39.049.840499**. In case of delivery by post at 24:00 of the day of posting, as shown by the relative postmark date.

**INTEGRATED COVERAGE IS ALLOWED ONLY UPON UNDERWRITING OF BASIC COVERAGE.**

Amounts exceeding the said capital for which activation of the present insurance is requested:

INSURED CAPITAL	for a sum insured of €	rate %	PREMIUM
from € 10.000,01 to € 100.000,00		0,325	€
from € 100.000,01 to € 1.000.000,00		0,500	€
<b>Total capital and premium</b>			€

**Description of insured property:**

With the underwriting of the present form, the exhibitor declares as well to have read the contents of the rules and/or technical warnings on page 43.

DATE

LEGAL REPRESENTATIVE OF THE COMPANY (Stamp and Signature)

**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:

<b>Bank transfer no.</b>	
<b>Bank name</b>	
<b>In the amount of €</b>	

**In the name of: Padova Hall Spa - Via N. Tommaseo n. 59 - 35131 Padova**  
**Centroveneto Bassano Banca Credito Cooperativo Soc. Coop. - Agenzia di Campo San Martino (PD)**  
**IBAN: IT 17 E 08590 62440 000900008728 - BIC: CCRTIT2TBCV**

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

<b>Bank transfer no.</b>	
<b>Bank name</b>	
<b>In the amount of €</b>	

**In the name of: Marsh S.p.A.**  
**Barclays Bank Plc - Via Arconati 1 - 20135 Milano**  
**IBAN: IT 94 K 03051 01699 000000000133 cod. SWIFT: BARCITMMBKO**

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 Padova Hall Spa.

#### **INSURANCE INFORMATION**

On the premise that, Padova Hall 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), Padova Hall Spa 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 Padova Hall Spa 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 (**C1**) 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](http://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:** Padova Hall Spa 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 Padova Hall 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

C.2

Event	reserved to Fiera di Padova	Send to: <b>franca.ingrassi@fieradipadova.it</b>
Company	Client code	Info: <b>(+39) 049.840588</b>
Hall	Stand	<b>SENT AT LEAST 20 DAYS PRIOR TO THE SET-UP DAY OF THE EVENT.</b>
	Order No.	

**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.**

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

- Padova Hall Spa from any and every responsibility and prejudice in this regard, renouncing in advance any and all compensation and/or requests to Padova Hall Spa 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 Padova Hall 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 Padova Hall Spa.

DATE

LEGAL REPRESENTATIVE OF THE COMPANY (Stamp and Signature)

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

Dear Padova Hall Spa

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 Padova Hall Spa.**

DATE

LEGAL REPRESENTATIVE OF THE COMPANY (Stamp and Signature)

## Copyright (SIAE)

C.3

Event	reserved to Fiera di Padova		Send to: <b>SIAE - FILIALE DI PADOVA</b> Riviera Ponti Romani 4 35121 PADOVA PD Tel. +39.049.8725681 – Fax +39.049.8710709 E-mail: padova@siae.it
Company	Client code		
Hall	Stand	Order No.	

**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. **The Exhibitor can fulfil this obligation by turning in this completed form no. C.3, which contains the updated rates, to which must be attached the exact amount to be paid to SIAE, to the Administrative Services of Padova Hall Spa.**

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
Traditional radios that receive and transmit over the air		58,70	
Administrative fee		1,00	<b>1,00</b>
		<b>Taxable Total</b>	
		<b>VAT 22%</b>	
		<b>TOTAL</b>	

Type	Quantity	UNIT AMOUNT €	EURO
Audio reproducing apparatus		111,90	
Administrative fee		1,00	<b>1,00</b>
		<b>Taxable Total</b>	
		<b>VAT 22%</b>	
		<b>TOTAL</b>	

Type	Quantity	UNIT AMOUNT €	EURO
TV + audio video playback devices		152,80	
Administrative fee		1,00	<b>1,00</b>
		<b>Taxable Total</b>	
		<b>VAT 22%</b>	
		<b>TOTAL</b>	

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

**IMPORTANT: THE FORM MUST BE COMPULSORY ACCOMPANIED  
BY A COPY OF THE BANK TRANSFER TO THE SIAE OF PADUA  
IBAN: IT 30 V 01030 03200 000010200174 - Monte Paschi Siena**

Reason of payment: Siae payment for the participation to: \_\_\_\_\_ (event name)

DATE

LEGAL REPRESENTATIVE OF THE COMPANY (Stamp and Signature)

# Application form for administration tasks and/or sale of food and beverages

C.4

Event	reserved to Fiera di Padova	Send to: <b>scia@fieradipadova.it</b>
Company	Client code	Info: <b>(+39) 049.840588</b>
Hall	Stand	<b>SENT AT LEAST 20 DAYS PRIOR TO THE SET-UP DAY OF THE EVENT.</b>
	Order No.	

**ATTENTION:** the exhibitor who carries out sales and / or administration of food and drinks, whether the same involves the processing and handling of the product, or that treats packaged products (even if distributed free of charge and even if not offered for tasting) must complete, sign and send this form, with attached receipt of payment, to Padova Hall Spa to the above mentioned email address. The payment is due both by the Exhibitor who prepares and distributes perishable food and/or drinks, both from the Exhibitor carrying out an activity of sale and/or production and/or restoration (restaurant, pizzeria, trattoria, bar, gastronomy, etc.). **With this form, the Exhibitor declares his data in order to allow Padova Hall Spa to carry out the procedures relating to the S.C.I.A. administrative as required by the law and local authorities responsible for the activity that it intends to perform at the fair.**

**The undersigned:****Tax Code no.**

Date and birthplace

Nationality

e-mail

Resident in address no.

Country

Postcode

Tel.

Mobile

as

**Owner of the individual company:**

VAT no.

Registered Office address:

Country

Address

Postcode

Tel.

Business registration enrollment number

CCIAA of

**Legal representative of the Company:**

Company title

Taxe Code no.

Registered Office address:

Country

**for the fair event:**

hall/area/stand no.

for occupied sqm:

**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

to specify

means:  fresh food vending machinesequipped with storage/processing of products sold:  yes no

**DECLARES pursuant to art. 6 of Reg. 852/2004 and Regional Decree 140/2008 to have the requisites required by the regulations in force, to have fulfilled the consequent obligations and having paid the fee**

Allegimento receipt of payment of the amount due, equal to € 50.00. While communications for temporary events subsequent to the first are excluded from payment. The payment must be made by bank transfer to: **Azienda U.L.S.S. 6 EUGANEA - Banca Intesa Sanpaolo.**

**IBAN CODES: IT25V0306912117100000300907 - Causal: S.I.A.N.**

Info on: [www.aulss6.veneto.it/Igiene-degli-alimenti-e-della-Nutrizione](http://www.aulss6.veneto.it/Igiene-degli-alimenti-e-della-Nutrizione)

DATE

(FULL LEGIBLE SIGNATURE OF LEGAL REPRESENTATIVE)



## T.I.N. - Tax Identification Number

C.6

Event		reserved to Fiera di Padova	Send to: <b>amministrazione@fieradipadova.it</b> Info: <b>(+39) 049.840510</b>
Company		Client code	
Hall	Stand	Order No.	

**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.**



## Exhibition of animals

C.7

Event	reserved to Fiera di Padova		Send to: <b>tecnico@fieradipadova.it</b> Info: <b>(+39) 049.840599</b>
Company	Client code		
Hall	Stand	Order No.	

**WARNING!** Padova Hall Spa will pass on the documentation received from the Exhibitor to the Public Veterinary Health Departmental Area of the **ULSS 6 EUGANEA (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.	Mobile	
Exhibitor in hall	space no.	Responsible party/reference person
<b>type of animal on display</b>		

#### 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 Padova Hall Spa (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.

**Notes**

Empty rectangular box for notes.

**Notes**



**PADOVA HALL S.p.A.**

Via N. Tommaseo 59, 35131 Padova Italy

Registro imprese di Padova - C.F./P. Iva 00205840283 - REA 54309

Capitale sociale € 105.130.415,00, di cui € 102.410.020,00 versato

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[www.padovahall.it](http://www.padovahall.it)