



**Allianz**  **MiCo**

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# **TECHNICAL REGULATIONS**

Allianz MiCo - 2022

MiCo is private property, every right to concession and management is exercised by Fiera Milano Congressi S.p.A. ....	4
<b>GENERAL INFORMATION</b> .....	<b>5</b>
a. <b>USEFUL CONTACTS</b> .....	5
b. <b>PREMISE</b> .....	5
<b>1. SERVICES OFFERED BY MICO</b> .....	<b>5</b>
<b>1.1 GENERAL SERVICES</b> .....	5
1.2.1 <b>ATM Service</b> .....	5
1.2.2 <b>Cleaning Service</b> .....	5
1.2.3 <b>First Aid Service</b> .....	6
1.2.4 <b>Services for persons with disabilities</b> .....	6
1.2.5 <b>Permanent catering services</b> .....	6
<b>1.2 EXCLUSIVE MICO SERVICES</b> .....	6
<b>1.3 FORMS FOR THE BOOKING OF SERVICES AND SUPPLIES</b> .....	6
<b>2. NORMS FOR ACCESS AND MOVEMENT IN THE CONGRESS CENTRE</b> .....	<b>6</b>
<b>2.1 NORMS FOR ACCESS AND MOVEMENT OF PEDESTRIANS</b> .....	6
<b>2.2 NORMS FOR ACCESS AND MOVEMENT OF VEHICLES</b> .....	6
<b>3. PROVISIONS FOR SET-UP AND BREAKDOWN OPERATIONS</b> .....	<b>7</b>
<b>3.1 GENERAL NORMS</b> .....	7
<b>3.2 DESIGN AND CONSTRUCTION OF THE EXHIBITION SPACE</b> .....	7
3.2.1 <b>Planimetric relief of the exhibition space</b> .....	7
3.2.2 <b>Sending of documents and stand project designs</b> .....	7
3.2.3 <b>Construction Norms</b> .....	8
3.2.4 <b>Agreements for contract work – Art. 26 Legislative Decree 81/2008 "Obligations in connection with contract works or supply contracts"</b> .....	9
3.2.5 <b>Norms for particular stand set-ups</b> .....	10
<b>3.3 BREAKDOWN OF EXHIBITION SPACES AND RECONSIGNMENT OF THE AREA</b> .....	13
<b>3.4 EXTENSIONS OF HOURS</b> .....	13
<b>3.5 SURVEILLANCE OF EXHIBITION SPACES</b> .....	13
<b>3.6 AIR CONDITIONING OF THE AREAS</b> .....	13
<b>3.7 SIGNS</b> .....	13
<b>3.8 WASTE/PACKAGING DISPOSAL DURING THE SET-UP AND BREAKDOWN</b> .....	14
<b>4. CONFERENCE HALLS</b> .....	<b>14</b>
<b>4.1 USE OF CONFERENCE HALLS</b> .....	14
<b>4.2 CREATION OF CONFERENCE HALLS</b> .....	14
<b>5. SAFETY NORMS - FIRE PREVENTION AND ACCIDENTS</b> .....	<b>15</b>

<b>5.1 COMPLIANCE WITH LAWS AND REGULATIONS</b> .....	<b>15</b>
<b>5.2 LIABILITY OF THE ORGANIZER / EXHIBITOR</b> .....	<b>15</b>
<b>5.3 NON-COMPLIANCE WITH THE OBLIGATIONS OF OCCUPATIONAL HEALTH AND SAFETY AND IN CONSTRUCTIONS, OCCUPATIONAL HYGIENE, FIRE PREVENTION</b> .....	<b>15</b>
<b>5.4 PROHIBITIONS AND REGULATIONS FOR SAFETY PURPOSES</b> .....	<b>16</b>
<b>6. PROVISIONS FOR ELECTRICITY, WATER AND COMPRESSED AIR</b> .....	<b>17</b>
6.1.1 Network of power supply feed in exhibition spaces .....	17
6.1.2 Service outlets .....	18
6.1.3 Hours of energy distribution .....	18
6.1.4 Requests for connection .....	18
6.1.5 Electrical installations in the exhibition spaces .....	18
6.1.6 Technical and safety norms for electrical installations .....	21
6.1.7 Lighting in the pavilions .....	21
<b>6.3 COMPRESSED AIR SYSTEM</b> .....	<b>21</b>
<b>7. MANAGEMENT OF THE EXHIBITION SPACES IN THE COURSE OF THE EVENT</b> .....	<b>21</b>
<b>7.1 PROVISION OF THE EXHIBITION SPACES</b> .....	<b>21</b>
7.1.1 Resupply of the exhibition spaces .....	21
Catering service for Organisers/Exhibitors .....	22
7.1.3 Administration of food and drink .....	22
<b>7.2 NORMS FOR ADVERTISING AND PROMOTIONAL INITIATIVES</b> .....	<b>22</b>
7.2.1 Presentation of products and special events .....	22
7.2.2 Tax on advertising .....	22
7.2.3 Sound diffusions and projections .....	22
7.2.4 Permits S.I.A.E. - SCF Rights .....	22
7.2.5 Ministerial Authorisation for Competitions with Prizes .....	23
<b>7.3 CLEANING OF THE EXHIBITION SPACES DURING THE EVENT</b> .....	<b>23</b>
<b>7.4 TICKET OFFICE</b> .....	<b>23</b>
<b>7.5 WI-FI WITHIN MiCo</b> .....	<b>23</b>
<b>8. MOVING OF MATERIALS, MERCHANDISE AND PACKAGING - CUSTOMS</b> .....	<b>23</b>
8.1 GENERAL PROVISIONS .....	23
8.2 BAN ON THE USE OF THEIR OWN LIFTING MEANS .....	24
8.3 RENTAL OF HAND TRUCKS AND PORTERAGE SERVICES .....	24
8.4 SERVICE FOR SURVEILLANCE OF EMPTY PACKAGING .....	24
8.5 CUSTOMS SERVICE .....	24
<b>9. INSURANCE</b> .....	<b>24</b>

9.1 "ALL RISKS" INSURANCE - GOODS OF EXHIBITORS.....	24
9.2 EXHIBITOR THIRD PARTY INSURANCE.....	24
9.3 NOTIFICATION OF DAMAGE .....	24
9.4 LIABILITY LIMITATIONS.....	24
10. PENALTIES AND FINES .....	25
10.1 FAILURE TO SEND THE PROJECT PLAN .....	25
10.2 STAND DOES NOT CONFORM TO THE PROJECT .....	25
10.3 PRESENCE OF PROHIBITED PRODUCTS AND/OR MATERIALS .....	25
10.4 PRESENCE OF STAND MATERIALS WITHOUT CERTIFICATION OF REACTION TO FIRE .....	25
10.5 FAILURE TO TURN OFF CIRCUIT BREAKERS AT THE END OF THE DAY AND PRESENCE OF IGNITING MATERIAL.....	25
10.6 UNFITNESS OF THE HYDRANTS FOR STANDS NOT IN COMPLIANCE .....	25
10.7 UNFITNESS OF USER BOXES .....	25
10.8 UNAUTHORISED USE OF ONE'S OWN MEANS OF LIFTING.....	26
11. INFORMATION ON THE EMERGENCY PLAN OF THE CONGRESS CENTRE .....	26
11.1 INTRODUCTION .....	26
11.2 EVENTS CLASSIFIED AS "EMERGENCY SITUATIONS" .....	26
11.3 SCOPE OF THE PLAN .....	26
11.4 INFORMATION.....	27
11.5 COLLABORATION WITH SECURITY GUARDS AND EMERGENCY STAFF IN THE EVENT OF AN EMERGENCY .....	27
11.6 GENERAL CONDUCT TO ADOPT IN THE EVENT OF AN EMERGENCY .....	27
11.7 EMERGENCY CALL.....	27
11.8 EVACUATION PROCEDURE.....	28
12. INFORMATION ON THE RISKS PRESENT IN THE CONGRESS CENTRE, FOR THE PURPOSES OF SAFETY (LGS. D. n. 81/2008) .....	28
it is advised that the Organiser / Exhibitor: .....	28
12.1 CHARACTERISTICS OF THE SPACES .....	29
ANALYSIS OF THE RISKS AND INDICATION OF THE MEASURES TAKEN TO ELIMINATE INTERFERENCE.....	30

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# GENERAL INFORMATION

## a. USEFUL CONTACTS

MiCo - Milano Congressi

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## b. PREMISE

This document collects information and useful details about the services offered by MiCo and the policy/rules for the management and security of Fiera Milano Congressi, which will help you organise your event.

The Organiser / Exhibitor, is responsible for the activities, with rules given in the following, that are made under his/her account within MiCo, directly or through third parties (fitters) in the phases of set-up, carrying out and breakdown at the Congresses-Conventions and Events. The Organizer / Exhibitor is fully responsible for the procedures in the phases of set-up/exhibition/breakdown, even for other physical persons in the relative operational phases. The referent of the Organiser / Exhibitor, for Fiera Milano Congressi - MiCo, where not otherwise indicated, is the Project Manager (P.M.) of Fiera Milano Congressi.

Fiera Milano Congressi reserves the right to make at any time, without notice, changes to this Technical Regulation, aiming at the improvement of working conditions, reducing the risks to health, workplace safety, the protection of the environment, and the improvement of the measures of fire prevention.

All the subjects who under any title within MiCo must be equipped with an identity document and comply with the legislation in force regarding work with particular reference to the working relationship between the parties.

Fiera Milano Congressi reserves the right to check at any time, directly and/or by third parties (physical or legal persons) appointed by the same, and request the subject under various title operating within the MiCo:

- exhibition of the badge;
- the authenticity of the badge;
- the exhibition of the identity document;
- the exhibition of contractual documentation and insurance suitable to justify the provision of work by the subject operating within MiCo;
- the exhibition of a residence permit (in the case of staff that are not EU citizens);

In case the checks described above have a negative outcome, the contractor will be contested regarding the irregularities. The Organiser/Exhibitor that as principal has authorised the company to operate in MiCo on its behalf in the execution of work, will be informed of the notification.

In any case, together with the notification, Fiera Milano Congressi reserves the right to:

- stop the work upon awaiting for regularisation with costs charged to the transgressors;
- remove the personnel that lacks the necessary documentation or who carry counterfeit documentation;
- impose a penalty to the Firm.

## 1. SERVICES OFFERED BY MICO

### 1.1 GENERAL SERVICES

The provision of the following services depends on the type of Event/Exhibition and the contractual agreements. For more details and specifications please contact the Project Manager of your Event.

#### 1.2.1 ATM Service

Within MiCo there are two ATM machines that can be used and both are located on Level +1 respectively of MiCo South and MiCo North.

#### 1.2.2 Cleaning Service

The cleaning service is one of those exclusive services of the official partner of Fiera Milano Congressi. It is its task to always keep the common areas neat and clean including the toilets, congress halls, offices, etc.... At the discretion of the Client, also included is basic cleaning in the exhibition spaces.

On request and according to a tariff, it is possible to purchase specific or "particular" cleaning service in conference halls and in the exhibition spaces.

#### **1.2.3 First Aid Service**

The First Aid room is located on the first floor of the South Wing of MiCo. On request and subject to a fee it is possible to have a physician on duty as well as an ambulance service.

#### **1.2.4 Services for persons with disabilities**

MiCo and its buildings comply with all the standards in terms of elimination of architectural barriers and have ways of access and its paths are able to accommodate all visitors.

#### **1.2.5 Permanent catering services**

Within MiCo there are 4 permanent snack bars and 1 restaurant, which can be activated and can be used at the discretion of and according to the needs of the Congress and/or the Client.

### **1.2 EXCLUSIVE MICO SERVICES**

Services related to the supply of electricity, plumbing, compressed air systems, including rigging (where allowed), internet, audio-video, cleaning, security services, freight forwarding and catering are exclusive of the official partners of Fiera Milano Congressi, therefore, other Suppliers are not allowed.

### **1.3 FORMS FOR THE BOOKING OF SERVICES AND SUPPLIES**

Fiera Milano Congressi makes available at established tariffs the optional services and supplies described above, which can be booked by means of the Exhibitor Services Website and on the condition that the services are paid in full in advance.

## **2. NORMS FOR ACCESS AND MOVEMENT IN THE CONGRESS CENTRE**

### **2.1 NORMS FOR ACCESS AND MOVEMENT OF PEDESTRIANS**

To access and move within the area of MiCo, the Organiser / Exhibitor and/or the Personnel of the companies that operate on its behalf must be in possession of the authorised badge/access pass, compiled by the Exhibitor or the head of construction of the stand using the forms transmitted by Fiera Milano Congressi together with the document "Provisions for assembly and breakdown operations".

**IMPORTANT!** In the areas of the Congress Centre in which there is maintenance work and/or set-up/breakdown of events underway, the access of unauthorised non-professionals and minors under the age of 15 is severely prohibited.

For minors between the ages of 15 and 18, the access for reasons of work is only permitted under the condition that they comply with the applicable laws regarding the use of minors for work activities, with particular reference to Italian Law no. 977 of 17/10/1967 on the Protection of the Labour of children and adolescents.

Any other age limits, during the event, are the responsibility of the Organiser.

### **2.2 NORMS FOR ACCESS AND MOVEMENT OF VEHICLES**

The Congress Centre sends to each exhibiting company an e-mail containing a link through which to record data of the vehicles that must access and circulate within the area of MiCo. After the inclusion of the data, the exhibitor will receive the Pass for the vehicle that gives it the right to the entrance, movement, parking and strictly the loading and unloading operations, and it must always be attached and visible on the vehicle.

Bear in mind that the movement of vehicles in the area of MiCo is governed by the Italian Rules of the Road.

In particular, it draws attention to the strict observance of the horizontal and vertical signs and to the speed limit prescribed by the Congress Centre of 30 km/hour. A penalty will be applied as set out in Art. 10 for each offence, in addition to the withdrawal of the access pass.

It is absolutely forbidden to park vehicles in correspondence to vehicle passageways, hydrants, safety exits, in the vicinity of the crossings, as well as in areas in front of the public utility services (First Aid, Fire service, etc.).

The Congress Centre reserves the right to remove the vehicle without notice, charging the relative costs to it.

Due to the intensity of the traffic of cars and lorries in the roads of MiCo, during the period of set-up and breakdown, drivers are required:

- to strictly observe the paths and parking areas indicated by MiCo by means of Personnel for the supervision of traffic; failure to comply with the provisions of the Personnel for supervision of internal traffic will bring about the withdrawal of the access pass.
- to restrict the stop for the loading and unloading of goods operations (max 2 h). A penalty of € 50,00 will be applied for each additional hour as per Art. 10.;
- to not leave parked lorries (even in case of failure) within the areas of MiCo from the hours of 8:00 pm to 7:00 am. In the event of extended opening hours, no later than the closing time of MiCo. Overnight parking is prohibited. There will be a penalty as set out in Art. 10 in case of non-compliance.

Articulated lorries and articulated buses do not have access to the area of MiCo during the last day of set-up and the first day of breakdown, any request for extension can be taken into consideration only in exceptional cases and the authorisation must be requested to MiCo.

### **3. PROVISIONS FOR SET-UP AND BREAKDOWN OPERATIONS**

#### **3.1 GENERAL NORMS**

Fiera Milano Congressi prescribes for the use of the spaces and the participation in the events, the norms indicated below. The stands, the decor, the accessory stocks, the material and the objects on display, as well as the installation and use of the exhibition spaces must comply with the Italian and European norms in force with regard to safety, protection against fire, prevention against accidents, protection of the environment.

Fiera Milano Congressi has the right to remove or change, at any time, installations and fittings that are in contrast with the norms set forth below and/or with those reported in the documents/communications sent after the assignment of exhibit space.

Costs and risks of removal or changes are to be borne by the Organiser/Exhibitor.

#### **3.2 DESIGN AND CONSTRUCTION OF THE EXHIBITION SPACE**

##### **3.2.1 Planimetric relief of the exhibition space**

Fiera Milano Congressi define the exhibition plan with the Organiser, which is then sent to the Exhibitor with the planimetric relief (scale 1:100) of its exhibition space highlighted, on the basis of which the Exhibitor can develop the project of the stand. On the relief are indicated:

- areas with floor having capacity or characteristics that deviate from the general ones of the pavilion;
- dimensions of existing structures in the exhibition space/stand: pillars, electric boxes, fire hydrants, other technical installations, etc.;
- position of the technical wells on the ground (water, telephone, etc.);
- position of the outlets for the available technical plants;
- position of the movable walls to protect the installations of the pavilion, which must be left free from obstructions and open to inspection.

The Exhibitor is required to verify directly on the spot, before the start of the work of set-up, the exact location of the technical services and the size of the assigned space. In case of discrepancy, he or she should contact the Organiser or directly contact Fiera Milano Congressi.

##### **3.2.2 Sending of documents and stand project designs**

The Exhibitor, in the case in which it constructs its own custom staging of the exhibition space, is invited to send to Fiera Milano Congressi the following for approval:

- SICU form;
- project, complete with floor plans, elevations and sections listed, preferably on computer-readable form or via e-mail in .pdf or .dwg format;
- layout and construction drawings (scale 1:100) for lofts (where allowed in the General Regulation and Technical Regulation), special structures accompanied by a technical report-static report drafted and signed by qualified technicians in accordance with the law in force on the national territory;
- quoted layout, with positioning of the equipment, machinery and/or installations in exposition;
- statement and description of the materials to be used for the preparation of the exhibition space (SICU Form, AnnexA);
- diagram of the plants (electric, water, etc.);

- specifications for special machinery and/or equipment (furnaces, boilers, etc.);

Each technical plan and its related reports, must carry the name of the participating Company and indicate the Congress, Event or the Exhibition with reference of the area of expertise.

In the event of failure to comply with the above, Fiera Milano Congressi shall proceed as indicated in Art. 10. The Exhibitor shall also provide the name of its own stand fitter.

### 3.2.3 Construction Norms

In the stand's project design, the Exhibitor is obliged to comply with the following provisions:

- all the norms relative to the design and construction, where applicable, referring to any type of structure and/or material used for the construction of the stand.
- all the rules relevant to the elimination of architectural barriers.
- all the material to be used for the exhibition (dividers, backgrounds, various structures, platforms, trims, fabrics, curtains, suspended ceilings, etc. ), if not fireproof, must be flame retardant at the origin or materials which have been fire-proofed and classified according to the provisions of the Decree of the Ministry of the Interior on 26/6/84 and subsequent amendments and supplements.

That is, for the materials classified as construction products of European class equivalent to the terms of the decree of the Ministry of the Interior on 15 March 2005 integrated with the changes introduced by the Ministerial Decree 16/02/2009.

Therefore, the materials, in relation to their use, should respond to the following classes of reaction to fire:

Class 1 - materials which are likely to catch fire on both sides, curtains, ceiling covering;

Class 2 - floors, walls, platforms, raised floors, panels for partition walls, inclusive of any coatings. All the materials of construction should be installed in strict compliance with the requirements in their certificate of conformance to standards issued by the Ministry of the Interior. It is prohibited to use, since they are not fireproof, plastic materials that are not fire retardant at their origin including, laths, mats, grates, articles made of cardboard and derivatives, curtains consisting of thin wood strips (blinds type) or similar.

On the articles that are not fire retardant at the origin it is mandatory to proceed with specific treatments with flame retardant products. Such treatment must be performed before the introduction of materials in the stands at MiCo.

The introduction and use in MiCo of staging materials is permitted only on the condition that they are accompanied by regular documentation certifying their class of reaction to fire.

The Exhibitor that has received the SICU Form complete with its annexes, must fill it out and send the required ones in advance prior to the start of the event, and upon completion of the installation, the rest of the annexes of the SICU Form must be given in their original to the Exhibitor Service Desk of Fiera Milano Congressi SpA.

For information regarding the above form, the characteristics of the reaction to fire of the materials and the certification to produce, the Exhibitor may call upon the Security Service of Fiera Milano Congressi SpA.

- The maximum measures of height defined and laid down in the General Regulation or in other communications related to the specific event must be observed.
- It is not allowed to make channels or grooves in the floor or walls to flush cables or pipes; the walls, ceilings, the structures and technical installations of the pavilions may not be used in the anchoring of staging elements that must, in any case, be self-supporting; moreover, it is not allowed to paint, with any type of paint, floors, walls, ceilings and any other installation of MiCo;
- the material used for the exhibition must be composed of elements that are pre-arranged and finished, in such a way as to allow "in loco" operations of simple assembly and final touch-up; any elements of the staging or the exhibited products may not occupy, even partially, the area intended as an aisle, evacuation or access route;
- fixing to the floors coverings such as carpeting, linoleum, parquet or the like, is allowed only by using double-sided adhesive tape for easy removal, and only a type that does not leave residue on the floor;
- ceilings and continuous blind suspended ceilings are prohibited; the creation of false ceilings is allowed if it consists of:
  - mesh fabrics with minimum mesh size equal to mm 2x2 properly tensioned.
  - wood, metal, plaster, etc., making openings for the evacuation of smoke in the event of a fire, for a total of 1/100 of the surface of the stand. These openings may be of a size ranging between 0.25 sq. m and 0.30 sq. m and be evenly distributed over the whole area of the stand. Different configurations of the openings, always evenly distributed, must ensure the ratio of 1/100 of the surface of the stand already mentioned.

It is possible to make openings for the discharge of the smoke by superimposing several levels of the elements of the false



ceiling, always ensuring the ratio of 1/100 of the surface of the stand.

- in the configuration of the stand, there must not exist rooms closed by walls and ceilings that do not have openings for the evacuation of smoke. In any event, the Exhibitor is required as a preliminary step, to agree with MiCo on the type of structure that it intends upon making;
- the installation of illuminated signs, except where prohibited in the General Regulation, must be carried out in accordance with the norms in force regarding electrical installations;
- in each exhibition space there must be allowance for an adequate system of evacuation routes, such as to allow easy evacuation to the common aisles in case of emergency;
- if there are any furnishing or wall elements made of glass or mirrors that are full height, they have to be marked properly and protected against impact. The glass walls used must comply, for characteristics and installation system, to the norms in force.
- If the Organizer allows the implementation of continuous walls of delimitation, calculating the evacuation routes the rules as outlined in DM 10 March 1998 must be applied, taking into account that the trade fair activity is considered as an elevated fire risk.

The minimum size of each security exit must not be less than 1.20 m width and 2.10 m in height. Any doors that may be installed should open toward the aisle without invading it. The internal and external exits from the stand must be signaled by light box signs that are operated by independent power, visible in case of shut-down of the electrical installation of general lighting of the pavilion. Apart from the surface of the stand, any type of continuous boundary (showcases, flowerpots, machines and installations, chains, etc.) must be made in such a way as to guarantee an adequate system of evacuation routes from the same;

- the raised platforms of exhibition spaces that are accessible to the public, must ensure a flow of  $5 \text{ kN/m}^2$   $510 \text{ kg/m}^2$  of overload, in addition to the loads induced by any machines or equipment installed. The Exhibitor must keep in the exhibition space at the disposal of the control bodies, the document for approval of the statics of the stand, signed by a qualified professional in Italy, of the platforms with a height greater than 0.30 m, if accessible to the public. The raised platforms must be connected to the floor of the pavilion, in the passages for the public, with steps of adequate rise and tread and with at least a ramp with a slope no greater than 8% in compliance with the norms on the elimination of architectural barriers. Each stand equipped with a raised platform must be accessible with at least one ramp. Steps or ramps should not encumber the paths of the public in the aisle; the corners of the platform should be rounded or protected; the height change must be clearly visible and marked by a color change with respect to the floor. The perimeter should also be closed with the possibility of inspection for each side. The corners of the raised platforms present at the intersections of aisles must be protected to prevent that visitors might stumble.
- Any elements of the staging or the products exhibited, may not occupy, even partially, the area intended as an aisle;
- the boxes for user installations (electrical, telephone and service sockets, etc.) must be kept constantly accessible; such as phone and emergency services;
- the panels that border with another stand and the ceilings that can be observed from the top must be finished according to best practices, with electrical cables and the like embedded in specific canals.

### **3.2.4 Agreements for contract work – Art. 26 Legislative Decree 81/2008 "Obligations in connection with contract works or supply contracts"**

The Exhibitor, as employer and client, in the event of assignment of stand outfit work and/or services and/or supplies to contractors and/or self-employed workers for the construction of its own stand, provided that it has the legal availability of the places,

- Verifies the technical and professional suitability of contractors and/or self-employed workers
  - acquiring the certificate of registration with the Chamber of Commerce, Industry and Handicraft
  - acquiring self-certification of possession of the requirements of technical and professional competence, pursuant to art. 47 of the Consolidated Law on Administrative Documentation (Testo Unico delle disposizioni legislative e regolamentazione in materia di documentazione amministrativa) of the Italian Presidential Decree no. 445 of 2000.
- Provides the same subjects with detailed information on the specific risks existing in the environment in which they must operate and on the prevention and emergency measures adopted in relation to their activities. Information on the specific risks present in the common areas in which the stand is located is given indicatively and not exhaustively in Annexes 2, 3, 4, 5 and 6 of the Technical Regulations.
- The Exhibitor, as the client of the works that are carried out for the construction of its stand, promotes cooperation and

coordination between contractors, including self-employed workers and sub-contractors, by drawing up a single risk assessment document indicating the measures taken to eliminate, and where this is not possible minimise the risks of interference.

Please note that, pursuant to art. 88 of the Italian Legislative Decree no. 81/2008, fitting activities fall under Title IV -Temporary or mobile construction sites, with the exception of the following types (see Interministerial Decree 22.7.2014 available in Italian/English on Fiera Milano's website in the section "Exhibitors - Technical information" in the link to each exhibition):

- Fitting structures with a height of less than 6.50 m in relation to a stable floor;
- Two-storey fitting structures that have a floor plan projection surface of the upper floor (mezzanine) up to 100 m<sup>2</sup>;
- Tensile structures and temporary works structurally independent, made with elements produced by a single manufacturer, installed according to the indications, configurations and maximum loads, provided by the same, whose overall height, including the roof elements directly connected to the supporting structure, does not exceed 8.50 m in height with respect to a stable floor.

Therefore, the Exhibitor, in its capacity as principal, must activate, as the case may be:

b1) The preparation of the DUVRI (Unified document for the assessment of interference risks), if it falls into the three cases mentioned above and has contractors and/or self-employed workers working on its behalf;

b2) Activate the procedure for the site referred to in Title IV in cases where it will have:

- Exhibition structures with a height of 6.50 m or more
- Two-storey structures (mezzanines) with a surface area of more than 100 m<sup>2</sup>
- Tensile structures and temporary works not falling under the above mentioned types and/or higher than 8.50 m with respect to a stable floor.

### **3.2.5 Norms for particular stand set-ups**

For the special arrangements the Organiser / Exhibitor shall also observe the rules and regulations that follow.

#### **3.2.5.1 Extension to the heights of the stands**

Any exceptions to the heights of the stand set-ups, with respect to the limits allowed, may be granted on request to the Organiser together with Fiera Milano Congressi. The request for extensions must be sent for approval to Fiera Milano Congressi that assesses the compatibility with the existing structures.

The Exhibitor must design the project taking into account the following requirements:

- distance between the installations must be guaranteed (electrical cables, pipes, air conditioning air conditioning, etc.) of at least 0.50 m and it needs to be allow accessibility and/or the inspection;
- the operability for the openings of doors and windows must be guaranteed;
- there should be no disruption or interference with the suspended signs, arranged within MiCo;
- respect of the timetable for the set-up and breakdown must be respected.

#### **3.2.5.2 Lofts**

Whenever the Organiser authorises the lofts, the Exhibitor will be required to make a specific request to Fiera Milano Congressi.

#### **3.2.5.3 Norms for the construction of raised platforms**

The construction of platforms of any type for fashion shows, conference rooms or other types of events, and permitted only with the prior authorisation of Fiera Milano Congressi, authorised only via the inclusion of a comprehensive project of all the elements required by the specific rules and a report specifying the need, the characteristics and the use of the component to be manufactured.

#### **3.2.5.4 Suspensions to ceiling / Rigging**

On some of the areas within MiCo, staging structures may be suspended from the ceiling, on condition that these constructions are not in conflict with the provisions set forth in the General Regulation of the Event.

**IMPORTANT!** The laying of the cables on fixed structures of MiCo is the exclusive jurisdiction of MiCo that will provide relative estimate of expenditure on specific project set-up and declaration of excess load.

In order to be able to take advantage of this service, you must fill out and transmit to MiCo the Form (APP) specially for the purpose which can be downloaded from the Exhibitor Services Website within the dates indicated on the same.

#### 3.2.5.5 Creation of projection and audition halls within the exhibition space

In the creation of projection and audition halls, the following norms must be respected:

- Seating: the seating must be arranged in areas of max nr. 10 rows, and not more than nr. 10 chairs per row. The chairs of each row must be firmly connected between one another. It is allowed that rows with a maximum of nr. 4 chairs are adjacent to the lateral walls of the room. Only the number of people who have found a place to sit should be admitted in the halls.
- Exits: the room must have an adequate system of exit routes, dimensioned based on the maximum expected crowding and the outflow capacity. The width of each exit route must be multiple of a module (0.60 m) and in any case not less than two modules (1.20 m) - the useful width of the paths must be measured by subtracting the size of any protruding elements, with the exclusion of fire extinguishers. The height of the paths must not be lower than 2.10 m. The exit routes must be kept free from materials that may constitute impediment to the smooth flow of people. Doors located on exit routes must open in the direction of evacuation with and by means of a simple push, and may be with one or two leaves.
- Lighting and safety signs: the lighting system of security must ensure a level of illumination not inferior to 5 lux at 1 m from the floor along the walking paths along the exit routes and not inferior to 2 lux in other environments accessible to the public. The exit doors must be equipped with lighted safety signs fed by double plants, normal and emergency. Admitted are individual lamps with an independent power supply provided their operation is assured for at least an hour. In the rooms there must be adequate signs indicating the ban on smoking.

#### 3.2.5.6 Platforms

Platforms accessible to the public must guarantee an overload capacity of 5 kN/m<sup>2</sup>, in addition to loads induced by any machinery or equipment installed. The Exhibitor must keep the static stability test document, signed by professionals authorised in Italy, at the stand and available for inspection, for platforms of over 0.3 m in height, if accessible to the public. Platforms must be connected to the pavilion floor, in areas for public passage, with steps of appropriate height and tread, and with at least one ramp of no more than 8% gradient in compliance with standards regarding the elimination of architectural barriers. All stands with a platform must be accessible by way of at least one ramp. Steps or ramps must not obstruct the passage of the public in the aisle; the corners of the platform must be rounded or protected and the perimeter must be closed with the option of inspection on each side. The corners of the platforms present at the intersections of the aisles must be protected to prevent visitors from tripping.

#### 3.2.5.7 Cookers

The installation of working cookers (electrical only) must be authorised by the Organiser and their feasibility verified by Fiera Milano Congressi. When feasible, the conditions for their realisation and use must comply with Fiera Milano Congressi provisions regarding the specific location and context. Each working cook top must be equipped with a hood to extract fumes from the pavilion. In special cases, for low power cook tops, very low production of cooking steam/fumes and occasional use, recirculation hoods of suitable voltage which adequately filter fumes may be installed as long as they do not in any way bother people in the nearby stands or people passing in the communal aisles.

#### 3.2.5.8 Structures/fittings/systems certifications

All of the structures/fittings/systems assembled in the Fiera Milano exhibition centre, both inside the pavilions as well as outdoor areas, must have certifications to prove they were assembled in accordance with the provisions of the law. All of the documentation must be kept at the stand, available for any checks by the competent authorities and in fact represents the "Stand construction file".

- a) : As regards the rigging and structures connected to the same, **the plan, declaration of correct assembly and static stability test** must be submitted.
- b) : For platforms accessible to the public, please refer to the specific document.
- c) : For raised platforms, please refer to the specific document.
- d) : As regards fire prevention, the declaration of compliance and correct installation of the stand materials must be submitted,

Attachment A SICU Form

e) : As regards electrical systems, the declaration of compliance pursuant to the Italian Ministerial Decree 37 of 2008 must be submitted, Attachment C SICU Form.

f) : With regard to the fitting of each stand, a declaration of correct assembly must be produced, covering the fitting as a whole, using Attachment B SICU Form. A copy of the Chamber of Commerce registration certificate must always be attached to this declaration.

g) : In relation to the documentation to be submitted to certify the correct assembly of self-supporting structures, the latter are divided into 2 types:

**g1): simple structures:** this category comprises stands made up of horizontal structures, vertical structures, false ceilings, with free clearance of up to 4 m for wooden structures and up to 8 m for approved metal truss structures and/or with free height to ceiling up to 4 m.

**g2): complex structures:** this category covers stands made up of structures not included in the previous category.

For stands made up of **simple structures (g1)**, only the declaration of correct assembly described in the previous point f) must be submitted.

For stands made up of **complex type structures (g2)**, a technical report drawn up by a qualified professional, listed in an Italian professional Registry must be produced and delivered to Fiera Milano Congressi, **before the beginning of set-up operations**, containing: - a description of the structures;

- characteristics of the materials to be used;

- applied standards of reference;

- indication of the weights of the materials used (structures, spotlights, electrical cables, hoisting motors);

- Estimated load of the structures and check of the stress on structures and anchoring.

At the end of works, the installer must submit the **declaration of correct assembly** and the **inspection certificate** produced by a qualified professional.

#### **The documentation must be delivered personally by the Inspector after the inspection.**

The abovementioned inspection document is essential to obtain approval for the area. Remember that the inspection report must be drawn up by a Professional listed in an Italian professional Registry for at least 10 years and who has not been in any way involved in the design, management and execution of the works (Law no. 1086/1971).

Declarations of correct assembly and inspection certificates they must be handed over to the Customer Service office of Fiera Milano Congressi.

**Static stability certification must be delivered no later than 24 hours before the beginning of the exhibition. Warning!** In the case where the timeframe is not observed, and since the timeframe is set and cannot be extended due to the imminent start of the exhibition, Fiera Milano Congressi S.p.A. shall appoint its own professional to produce the inspection certificate, charging the relative fee to the exhibitor. In the case where, due to the lack of the necessary technical data, it is not possible to produce such documentation or for whatever reason obstacles and difficulties arise regarding the execution of the aforementioned check provided by Fiera Milano Congressi S.p.A., the exhibition space shall be devoid of electricity and shall be considered unfit for use and off limits to visitors under the exclusive responsibility of the Exhibitor stand owner.

#### **3.2.5.9 Stand construction file**

The set of documentation mentioned in point 1.7 is the "STAND CONSTRUCTION FILE". For easy reference, the list of the documentation of which it is made is summarised as follows:

- a) Declaration of correct assembly of the stand structures that make up the stand (Attachment B SICU Form).
- b) Technical report with static calculations and inspection certificate for complex structures (type g2) supported by the floor or elements suspended from pavilion structure (if present in the stand).
- c) Technical report with static calculations and inspection certificate for platforms accessible to the public and of height exceeding 30 cm (if present in the stand).

- d) Technical report with static calculations and inspection certificate for the raised platform (if present in the stand).
- e) Declaration of compliance and correct installation of stand materials for fire prevention purposes (Attachment A SICU Form).
- f) Declaration of compliance pursuant to the Italian Ministerial Decree no. 37 of 2008 regarding electrical installations in the stand (Attachment C SICU Form).

### **3.3 BREAKDOWN OF EXHIBITION SPACES AND RECONSIGNMENT OF THE AREA**

At the conclusion of the Event, the exhibition space must be returned in the same condition as originally found within the time frames specified in the "Provisions for the set-up and breakdown operations of the Event".

It is mandatory to remove and take away from MiCo the materials used for the stand (walls, ceilings, wall coverings on the floor, etc). Any possible traces of glue on the floor must be removed any traces of glue on the floor, caused by adhesive tapes used for laying carpet or other coatings.

Any damages, unequivocally attributable to the Exhibitor, are charged to the same.

It should also be remembered that it is mandatory to return the equipment supplied to hire (Fax, Modem, Router, Switch, Digital phones, etc.).

The operations for the removal of the display equipment and fittings must be carried out according to the calendar and the times indicated by Fiera Milano Congressi.

For any requests for extension of hours please refer to the following article.

At the expiry of the terms laid down, the material still present in the exhibition space will be automatically removed by MiCo and stored at risk and charge of the Exhibitor, who accepts as of now this condition.

### **3.4 EXTENSIONS OF HOURS**

Any proven need for limited extensions of the schedules provided in the set-up and breakdown phases must be requested directly from Fiera Milano Congressi through the Exhibitor Services Website.

The request must be made within 4:00 pm of the day to which the extension refers to Fiera Milano Congressi, that gives confirmation of the authorisation within an hour of the request.

The Organiser / Exhibitor cannot carry out operations of preparation that do not have advance authorisation from Fiera Milano Congressi. In the case of unauthorised permanence within the exhibition space after closing time, Fiera Milano Congressi will adopt in each instance all the initiatives that it considers appropriate or necessary, even for the purposes of security, and to the defaulting Organiser / Exhibitor will be applied the penalties set out in Article 9 maintaining the right to compensation for any possible damage.

### **3.5 SURVEILLANCE OF EXHIBITION SPACES**

Fiera Milano Congressi performs a service of general surveillance within the Congress Centre. The responsibility for the custody and supervision of exhibition spaces and whatever is contained or exhibited in them belongs to the respective Exhibitors, both during the carrying out of the event and during periods of both set-up and breakdown until the time of final closure of MiCo. In this regard, it is recommended to close the objects of value in specific cabinets before leaving the exhibition space allocated.

Fiera Milano Congressi provides payment services specific to daytime and night-time surveillance, the Exhibitor may make direct request using the Exhibitor Services Website. Services performed by Surveillance institutions other than those authorised by Fiera Milano Congressi are not allowed during hours of closure of the pavilions.

The staff of the MiCo Surveillance Service, with the cooperation of the competent authorities of Public Safety, may possibly perform checks on a sample in the lorries and on goods carried, both inbound and outbound from MiCo.

### **3.6 AIR CONDITIONING OF THE AREAS**

During the phases of set-up and breakdown, MiCo is not air conditioned.

### **3.7 SIGNS**

MiCo is equipped with adequate signage serving to indicate the areas, levels, the entrances and the exits of the same, as well

as the various services available to Exhibitors and Visitors.

### **3.8 WASTE/PACKAGING DISPOSAL DURING THE SET-UP AND BREAKDOWN**

The exhibitor / Organizer and his appointees are jointly and severally liable for the proper disposal of waste products within the exhibition area assigned, ensuring that all of the provisions and the directives on the protection of the environment, the production and waste disposal are also complied with from companies that operate on its behalf. It is forbidden to leave any type of waste material in common spaces (aisles, loading bays, etc.).

Waste must be removed daily, providing for the disposal in compliance with the laws in force.

The collection, possession, transportation, storage and disposal of waste must be carried out in compliance with Legislative Decree n. 152 of 2006 and subsequent amendments and supplements.

Uncontrolled storage and/or dumping of waste is prohibited by law and constitutes a criminal offence. If necessary, Fiera Milano Congressi will notify the competent authorities.

## **4. CONFERENCE HALLS**

### **4.1 USE OF CONFERENCE HALLS**

In the case of use of Conference Halls of MiCo or construction of works/custom fittings within the same, the following requirements shall be satisfied:

- Any type of construction work and/or customised outfitting, must first be approved by Fiera Milano Congressi by sending the respective project and/or descriptive documentation;
- All staging and/or furniture must not impair the width of the evacuation routes and emergency exits.
- The display of posters, graphic or illustrative material, playbills or the like on the walls of the rooms is prohibited. In the event of non-compliance, the cost for the restoration will be charged to the offending party;
- It is prohibited to attach material with one's own structures to structural elements of the halls without first having asked for permission and obtaining authorisation to proceed from Fiera Milano Congressi;
- In the case of ad hoc and/or custom flooring or structures, protection of the existing floor must be provided. In the event of non-compliance with damage caused, the cost for the restoration will be charged to the offending party;
- Within the Halls, the audio-video services and lights are a exclusive of the official partner of Fiera Milano Congressi; the intervention and/or modifications of the technical equipment of the room, which is the sole responsibility of the official Service, is strictly prohibited. Any implementations/additions must be carried out in collaboration with and under the supervision of the technicians of MiCo;
- As for the technical equipment, also the movement of furniture is the sole competence of Fiera Milano Congressi;
- In the case of use of cabling, these must be protected with canal grommets or similar materials and however be in compliance with the regulations in force in the field of health and safety;
- All halls are assigned with a capacity as defined by the competent authorities. Only the number of people who have found a place to sit should be admitted in the halls.

### **4.2 CREATION OF CONFERENCE HALLS**

In the case where, on the basis of the needs/characteristics of the Event, there is the request on the part of the Organiser to have additional spaces in addition to the existing ones, the rules/procedures to be followed for the creation of halls/offices are as follows:

- If the staging has been assigned to external fitters, they must comply with all directions given from the Fiera Milano Congressi relating the Level/reference area, the existing legislation on health and safety of workers as well as the norms given in Article 3.2.4.5 of this regulation.
- All materials must be in conformance with what is set out in the Decree of the Ministry of the interior of 26/6/84 and subsequent amendments and supplements (as indicated in Article 3.2.3 of this regulation), presenting all the relevant documentation/certifications.
- The Organiser / Fitter must send to Fiera Milano Congressi the design project with all the specifications; he or she can proceed to work only after the approval of the project.
- In the case of damage caused to structures of MiCo due to the construction of the stand's staging, proven and

- documented, the relative costs of repair and recovery will be charged to the Organiser / Fitter.
- Also applicable are the requirements set out in paragraphs 6.1, 6.2, and 6.3

## **5. SAFETY NORMS - FIRE PREVENTION AND ACCIDENTS**

### **5.1 COMPLIANCE WITH LAWS AND REGULATIONS**

The Organiser / Exhibitor and the Fitter are obliged to observe and enforce that the companies hired by them observe the laws and regulations of public security and the entire normative system and regulatory framework in the fields of safety, hygiene, prevention, workplace accidents and fire prevention.

By way of example, indicative and not all-inclusive, are some of the relative norms:

- safety, health and the environment contained in Legislative Decree n. 81/2008;
- fire prevention contained in Ministerial Decree 10 March 1998;
- technical norms for construction contained in Ministerial Decree 14 January 2008

Moreover, it is necessary to observe, in the phase of construction and breakdown, all current norms for the prevention of accidents at work in the construction industry (mandatory use of safety shoes, helmet and high visibility jacket) and, if the conditions are met for the nature and/or the entity of the staging, the rules concerning temporary or mobile construction sites contained, essentially in Legislative Decree 81/2008. Failure to comply with the norms may result in the interruption of services made available to the space to be set up.

**The use of safety shoes, helmet and high visibility jacket is mandatory in the working areas.**

MiCo assumes no responsibility for any consequences that arise as a result of such non-compliance, responsibility that shall be assumed by the Organiser / Exhibitor and the companies employed by the same.

### **5.2 LIABILITY OF THE ORGANIZER / EXHIBITOR**

Without prejudice to the provisions of Art. 2049 of the Italian Civil Code, the Organiser / Exhibitor assumes responsibility for all the injurious facts caused to things or persons within MiCo, from anyone whatsoever and howsoever arising in relation to the activities carried out on his or her behalf and/or in his or her interest in the phases of set-up, carrying out and breakdown of the Event. It also expressly undertakes to provide compensation for all the direct and indirect damage which may arise, releasing Fiera Milano Congressi from any liability.

### **5.3 NON-COMPLIANCE WITH THE OBLIGATIONS OF OCCUPATIONAL HEALTH AND SAFETY AND IN CONSTRUCTIONS, OCCUPATIONAL HYGIENE, FIRE PREVENTION**

Whereas:

- in the moment in which the Organiser / Exhibitor enters into a contract for the temporary acquisition of the congressional or exhibition space becomes, according to the forecast norms in force, the sole owner of the obligations of security for all activities that occur within these spaces, both vis-à-vis individuals who perform these activities, and vis-à-vis third parties that are under any title, inside the space to set-up itself;
- Fiera Milano Congressi, in the aisles and places of common use by the exhibitors, visitors and third parties, who under any title are present, is the guarantor for the supervision and control in respect of the obligations of law;
- the failure to observe norms and/or prohibitions established by Fiera Milano Congressi by the exhibitor and/or subjects that are located within MiCo, can endanger or prejudice the security and/or the health of people and/or the integrity of goods that are located in exhibition spaces under the authority of other fitters in aisles or places of common use within the pavilions;

Having said all this, without in any way constituting interference of Fiera Milano Congressi in the activity within the stands, nor can it expunge in any way or extent the safety requirements laid down by regulatory system in force on the part of those operating within the exhibition spaces, whenever the staff of the Surveillance Service may encounter violations to the aforementioned provisions that endanger or compromise the safety and/or the health of people and/or the integrity of goods that are located in exhibition spaces under the authority of other fitters in aisles or places of common use within the areas, may inhibit behaviour contrary to law or the provisions of Fiera Milano Congressi by applying the provisions of Article 10 of this Technical Regulations.

The Exhibitor is responsible for compliance with the rules and regulations of everything built in his own stand concerning staging, structures, installations and products on display.

## 5.4 PROHIBITIONS AND REGULATIONS FOR SAFETY PURPOSES

Listed below are the rules and prohibitions to observe and to make others under its charge observe:

- a) it is mandatory for every Exhibitor to install in the area of their own competence (exhibition space), in a clearly visible and accessible position and adequately indicating the position of fire extinguishers distributed according to regulations, i.e., about one for every 50 square metres of surface area or fraction thereof. Remember that the exposition activity is considered at high risk of fire pursuant to Ministerial Decree 10 March 1998. In the event of a default, Fiera Milano Congressi automatically provides to the exhibition space the necessary fire extinguishers, charging the relative amount in the final bill. Whenever the above provision is included in the contract, Fiera Milano Congressi will directly fulfil the provision at no additional cost. It should be noted that MiCo has only powder extinguishers;
- b) the side where control of the exhibited machinery (operator side) is located, if positioned along the aisle, is required to be placed at a distance of at least 0.70 m from the aisle itself. Otherwise, the machinery, if properly protected or free from dangerous parts for the public, can be exhibited along the aisle. Within the pavilions the operation of machines and/or power driven equipment with internal combustion engines is strictly prohibited. All the exhibited machinery must be in line with the existing Italian and Community safety and accident prevention norms. In particular, pursuant to Legislative Decree n. 17 of 27 January 2010 "Implementation of the directive 2006/42/EC", relating to machinery, paragraph 7, Art. 3 will be strictly observed.
- c) Inks, solvents, and other flammable liquids must be placed in the special external deposits available each time at Fiera Milano Congressi. For their transport to the stand, appropriate containers must be used. In the exhibition space, the amount necessary for daily requirements is allowed to be deposited.
- d) It is prohibited to introduce within MiCo, and to keep in the exhibition spaces, flammable substances, compressed or liquefied gas, caustic, corrosive or toxic substances, poisonous or irritant substances;

Within the conference areas any type of work with heating and the presence of flames is prohibited. Exceptions are exhibited machines and plants for which there must be taken specific safety provisions in accordance with the applicable rules and with the specific offices of Fiera Milano Congressi. In special cases, where it is essential to use inert gases for practical demonstrations, at the request of the Exhibitor, Fiera Milano Congressi will examine the possibility of granting the use of said gas. The containers of these substances if products in exposition, may be exhibited empty;

- e) It is forbidden to introduce within MiCo and/or use in the exhibition areas, ionising radiation generating apparatuses (generators) or radioactive material, even if contained in equipment or devices in general. Exception is made for that equipment for which there is negligible activity, the concentration of radionuclides or the emission of radiation. The Exhibitor, and however the holder of such substances, must comply with the Legislative Decree 230/95, Legislative Decree 241/2000 and Legislative Decree 257/2001 in the times and in the manner set out. In this case, notification must be submitted to the competent authorities (Health Authorities, fire Brigade, the Labour Inspectorate, - ARPA Regional Environmental Protection Agency) at least 30 days prior to the introduction of the material in MiCo. Copy of the notification and of any other documentation must be promptly transmitted to Fiera Milano Congressi;
- f) it is prohibited to retain, within the exhibition spaces, empty packaging, printed and promotional material to an extent exceeding the normal daily needs;
- g) it is prohibited to use within the exhibition spaces ovens, electrical heaters or other similar electrical appliances;
- h) in the periods of set-up and breakdown, it is obligatory to carry out the immediate removal of packaging from the stands and the aisles, which can be used only temporarily for the loading/unloading of the material in the staging or for the products on display. Such temporary occupation should always be carried out in an orderly manner, so as not to make the aisles completely unusable. Fiera Milano Congressi reserves the right to intervene in the event of non-compliance with costs to be borne by the Exhibitor;
- i) it is forbidden to use the gaps between inner and outer walls of the stand and the areas below the raised platforms as a deposit of any type of material;
- j) the machines (circular saws, planers, drills, sanders, etc.) that are able to produce during the operation powders, chips, hazardous or annoying emissions of any nature must be equipped with a vacuum system and filters to prevent dispersion in the environment; the non-compliant machines must be kept off until their adaptation to the legal norms.
- k) at the end of each day of each of the phases of set-up - Event - breakdown, and in any case before leaving the exhibition space, the Exhibitor must always:



- switch off the circuit breakers that are part of his or her own electrical installation;
- make sure that materials in ignition do not remain in the stand;
- leave accessible all the premises, including those used for offices and meeting rooms, storage deposits or closets, for inspection of the staff of the Security Service; alternatively a key to said premises must be given to Fiera Milano Congressi, to allow possible intervention in case of need;
- l) operations may not be carried out outside one's own exhibition space, also in order to avoid interference with the activities of other exhibition spaces, and undue occupations of the aisle is prohibited as well as the abandonment in MiCo of any waste material and or material from the set-up works is prohibited;
- m) smoking is prohibited within the exhibition halls and connected service areas (restaurants, bars, offices, conference rooms, etc.). In the external areas, no smoking is allowed in the vicinity of combustible materials and in places where the ban is indicated with specific signs;
- n) in the common areas inside the pavilions, during the hours of exposure, it is forbidden to circulate with any mechanical vehicles, even electric with or without motor (bicycles, quadricycles, Segway, etc.). In the external common areas, during the hours of the Event, the circulation of motorised mechanical vehicles of any kind, must always be authorised by Fiera Milano Congressi;
- o) it is possible to introduce in MiCo vehicles (cars/motorcycles) for exhibition purposes exclusively if the battery is detached and the fuel tank is empty;
- p) hydrants must be constantly visible and able to be used immediately. It should be noted that rendering unusable instruments for the extinction of a fire is a criminal offence pursuant to Art. 451 of the Italian Criminal Code. Any irregularities will be indicated to the competent authorities (Fire Brigade);
- q) the utilities boxes and installation derivations of any kind, present within the exhibition space, must be constantly accessible;
- r) the openable windows must remain manoeuvrable and the functionality of ventilation grilles and ventilation systems must be maintained;
- s) it is prohibited to have running radios during set-up and breakdown operations, in order to enable the listening of the service and safety announcements, by implantation of sound diffusion present in MiCo;
- t) it is forbidden to introduce dogs or other animals except cases in which these must participate in Events which concern them or carry out tasks that are socially useful;
- u) it is prohibited to use the private Wireless access points of individuals within the district;
- v) discharge in sewerage lines of waters derived from processing machinery and waste substances is prohibited.

In the event of failure to comply with the above, Fiera Milano Congressi shall proceed as indicated in Art. 10.

## **6. PROVISIONS FOR ELECTRICITY, WATER AND COMPRESSED AIR**

### **6.1 NETWORK CHARACTERISTICS AND CONDITIONS OF DISTRIBUTION OF ELECTRICAL POWER**

MiCo provides electrical energy with the same characteristics with which it is supplied by distributors. Electricity supply is through TN-S installation with three-phase distribution at nominal voltage of 400 V (tolerance of +/- 10 % ), 3F+N+PE, or single-phase nominal voltage of 230 V (tolerance +/- 10%) 1F+N+PE, frequency 50 Hz (tolerance +/- 1%).

#### **6.1.1 Network of power supply feed in exhibition spaces**

The network of power for the supply of exhibition spaces is constituted, depending on the area or the level used by the energy distribution boxes equipped with valved switches installed on pillars/walls or CEE Sockets (IEC EN 60309-1-2, IEC 60309-1-2) at:

- 32 A - 400 V 3P+N+PE
- 63 A - 400 V 3P+N+PE
- 63 A - 400 V 3P+N+PE + pilot contact (only for well sockets)

The type and amount of the energy retrieval points available for the exhibition space, can be deduced by planimetric extracts sent to the Organiser / Exhibitor by MiCo.

Each outlet for power supply of the exhibition space can deliver up to a maximum of 18 Kw at 400 V three-phase.

For great amounts of power, consistent with the type and quantity of the outlet points available to users in the area of interest and upon technical verification performed by Fiera Milano Congressi, the following solutions may also be proposed:

- Distribution of the total power required on more than one energy outlet.
- Execution of additional autonomous lines, following a request to be carried out at least 10 days before the start of the set-up.

The installation will be performed by Fiera Milano Congressi after the acceptance of the estimate by the applicant through the Exhibitor Services Website. For machines with motors having power greater than 15 Kw, ignition is mandatory by means of a device that limits the intensity of the current at the start.

### **6.1.2 Service outlets**

The network service outlets for electrical energy are composed of outlets located in various points of each area or exhibition level, to be installed on pillars or walls, with the characteristics indicated below:

- MiCo North Wing

Panels with wall/pillar outlets equipped with:

n. 2 divalent outlets 2P+PE 230 V of 10/16 A (IEC 23-50, IEC 60884-1) n. 1 outlet 2P+PE of 10/16 A (IEC 23-50, IEC 884-1)

- MiCo South Wing

Panels with wall/pillar outlets equipped with:

n. 2 divalent outlets 2P+PE 220 V 16 A (IEC 23-50, IEC 60884-1) n. 1 outlet EEC of 16 A - 400 V 3P+N+PE

Panels with wall/pillar outlets equipped with: n. 1 outlet EEC of 32 A - 400 V 3P+N+PE

n. 1 outlet EEC of 16 A - 400 V 3P+N+PE

n. 1 outlet EEC of 16 A - 230 V 3P+N+PE

The service electrical outlets can be used by the Exhibitor and fitters only during the periods of set-up and breakdown, for work requiring the use of small power tools.

The use of these outlets must not be considered exclusive nor continuous, and is prohibited during the Event.

### **6.1.3 Hours of energy distribution**

- Set-up phase: from the opening until the closing of the pavilions as indicated on the document of set-up and breakdown;
- Event: According to the time of entrance/exit of exhibitors as indicated in the General Regulation of the Event.
- Breakdown phase: motive power is not supplied.

N.B. For the purposes of security, installations must always be regarded as fed.

### **6.1.4 Requests for connection**

The connection of the installations of the stands to the network of supply of electricity, to be carried out in the presence of the Exhibitor by Fiera Milano Congressi, is carried out only at the conclusion of the set-up operation of the installations and following the presentation of the technical documentation of the installations provided for by the norms in force, and specifically: "Declaration of conformity of the installation to best practices", referred to in Ministerial Decree n. 37 of 22/1/2008 signed original by the technician enabled the executor Firm;

copy of registration to the Italian Chamber of Commerce or the Provincial Registry of Italian Artisan Enterprises attesting to the enabling of the Executor Company to the installation of electrical installations.

NOTE: The "DECLARATION OF CONFORMITY OF THE INSTALLATION TO BEST PRACTICES" can be issued only by installing Firms enabled in Italy with the installation of electrical installations in accordance with Ministerial Decree n. 37 of 22/1/2008 Art. 3. The foreign Organisers / Exhibitors will need to necessarily use enabled companies for the creation of electrical installations, equipped with the requirements of the above-mentioned law.

In the event of non-delivery of the above-mentioned declaration, together with the respective annexes, the electrical connection will not be carried out.

In the case of equipment requiring uninterrupted supply during 24 hours, the Organiser / Exhibitor must make specific request.

### **6.1.5 Electrical installations in the exhibition spaces**

#### **6.1.5.1 General provisions**

Electrical installations in the exhibition spaces will be made on behalf of the Exhibitor (with his or her own fitter) who will be the guarantor under every aspect. Installations must be performed without bringing about any damage, disturbance or impediments to the bordering exhibition areas. The Exhibitor, through his or her fitter, is required to personally verify the

voltage of the power supply network at the time of the connection of its own installation, by exempting however Fiera Milano Congressi and the authorised personnel for the operation of any and all liability for damage that could occur to people and/or things as a result of the omission of that control. For the implementation of the electrical installations, the Exhibitor is required to observe the provisions Ministerial Decree n. 37 of 22/1/2008, the requirements of this technical regulation and to use only equipment, cables and materials that comply with the IEC regulations, bearing the CE marking and conformity marking (e.g. IMQ).

#### **6.1.5.2 Accessibility of the points of power distribution**

The energy distribution points must be readily accessible and available for inspection and be free of any obstruction, to allow the verification and the connection of the exhibition space by the responsible person by MiCo and possible actions by the security personnel.

Fiera Milano Congressi will not be held responsible for any damage to the display space and/or goods exposed, due to the difficulty of performing these operations.

#### **6.1.5.3 Main electric panel in the exhibition space**

At the outlet point where the energy is made available by MiCo, the Exhibitor will be required to install a main electrical panel for the supply of power to the circuits of his or her exhibition space.

The casing of the panel has to be made of an insulating material or in metalwork, meeting the respective product standards and will have a degree of protection not inferior to IP4X.

They will be equipped with a general all-pole single circuit breakers of adequate flow for the maximum power used in the stand of the magnetothermal or differential magnetothermal types  $I_{dn} = 30 \text{ mA}$  (0.03 A).

Downstream of the main circuit breaker, there will be derived many partial all-pole circuit breakers with adequate capacity, installed as protection of each individual distribution circuit of the exhibition space of the magnetothermal or differential magnetothermal types  $I_{dn} = 30 \text{ mA}$  (0.03 A). Differential protection should be omitted for circuit breakers that protect any safety lighting circuits within the exhibition area.

N.B. : the protection for differential current is requested alternatively on the general circuit breakers or on partial circuit breakers. Each circuit breaker has to protect the weaker equipment and/or the conductor of the smaller section.

The distribution in the exhibition space will be divided into several circuits, by differentiating the circuits taken by those of lighting and in particular:

- The single phase circuits must be protected upstream by bipolar circuit breakers of 10 A, if they feed outlets of 10 A or up to 16 A, if they feed outlets of 16 A;
- The lighting circuits must be distributed in single phase and protected upstream by bipolar circuit breakers with up to 16 A;
- Distribution circuits for three-phase users will need to be protected upstream by all-pole circuit breakers with adequate capacity.

Circuit breakers will be allowed with differential calibration  $I_{dn} = 300\text{mA}$  (0.3 A) only for feeding of machines. All the circuit breakers and in particular the general one, must be clearly identified in the panel with appropriate labelling.

Circuit breakers with variable adjustment of the current differential are not allowed.

Quadrupole circuit breakers or other similar devices for the distribution in single phase are not allowed.

N.B.: in case the power of the exhibition space is derived from multiple points of energy outlets, there should be installed as many panels as are the outlet points used. Each general panel must have characteristics in accordance with what has been previously described and should feed portions that are well defined in the exhibition space, subdividing them in electrically independent islands, in order to avoid commingling or overlap of circuits fed by different panels.

#### **6.1.5.4 Connection to the general panel of the power distribution network**

The connection between the energy dispensing point and the general panel of the exhibition space, in the case of wall/pillar boxes equipped with valved circuit breaker, will be performed by means of cable supplied by the Exhibitor. In the case of taking of power from the network with CEE sockets, the connection between the point of delivery and the general panel of the exhibition space will be performed by means of a plug of 32A-3P+N+PE or of 63A-3P+N+PE, provided and wired by the Exhibitor.

In addition to the recommendations against the mechanical stresses of cables for wiring of the plugs cables with the following characteristics should be used:

- 6 mm<sup>2</sup> for plug EEC of 32 A - 400V 3P+N+PE
- 16 mm<sup>2</sup> for plug EEC of 63 A - 400V 3P+N+PE

Each distribution circuit or user, which is part of dependencies external to the exhibition space but powered by the same general panel, should be provided with a device for local sectioning easily accessible and identifiable.

#### Conductor Systems

Copper cables with minimum cross-section of 2.5 mm<sup>2</sup>, insulated with elastomer or thermoplastic material must be used, having insulation voltage not less than 450/750 V, in compliance with the series of IEC 20-20, IEC 20-19, IEC 20-13 Norms, with characteristics of non-propagation of fire, in compliance with the series of IEC EN 50266 (series IEC 20-22) Norm and low emission of smoke, toxic and corrosive gases, in agreement with the series of IEC EN 50267 (series IEC 20-37/2) and IEC EN 50268 (series IEC 20-37/3) Norms.

The use of any kind of flat conductors is prohibited. All conductors should be mechanically protected with tubing and/or pipes, having degrees of protection not inferior to IP4X and satisfying the respective product standards, up to a height of 2.5 m from the finished floor of the stand.

Conductors laid and/or transiting on the floor should be protected with pipes grommets that can be tread upon or driven over, suitable for electrical installations, or laid under raised floors.

The connections between the cables, if necessary and limited to those areas not accessible to the public, will be performed using connectors made in accordance with the relative rules and having a degree of protection of at least IP4X or IPXXD, or produced in enclosures having a degree of protection of at least IP4X.

If SELV or PELV systems will be employed, the protection of the conductors has to be ensured by means of insulation capable of withstanding a test voltage of 500 V in alternating current for 1 min or through barriers or casings that have a degree of protection of at least IP4X.

#### Plug Sockets

The exhibition space will be provided with an adequate number of plug sockets, distributed over several circuits, to allow the achievement of the safety requirements of the users.

All sockets should be securely fastened to a height of no less than 0.2 m from the floor.

They must be of the type with protected honeycombs to ensure the inaccessibility of the live parts and have the protective conductor connected to the ground.

The leads plug for the power of machines and appliances to power greater than 1000 W should be provided, upstream from the socket, with circuit breaker, as well as all-pole valves (or similar devices), excluding the neutral, to allow the insertion and removal of the plug to open circuit.

#### Fixed lighting in the exhibition space

The lighting of the exhibition space will be made with separate circuits compared to those used for the distribution outlets.

All the lighting fixtures must be firmly anchored to the structures of the exhibition space, and placed in a position which is not accessible to the public - at a minimum height of 2.5 m from the bottom of the lighting body to the finished floor of the stand, including those supplied by extra low voltage systems - and kept at an adequate distance from the objects being illuminated.

The lighting fixtures with halogen lamps, or metal halide should be protected with safety screens and installed in accordance with the manufacturer's instructions, so that in case of breakage it will not be able to project incandescent material. The use of bands for the anchoring of the lighting fixtures to the structures is not admitted.

The illuminated signs and their components, having an operating voltage greater than 230/400V, in addition to responding to the respective product standards, and to mounting recommendations of the manufacturer, will have to comply with the IEC EN 50107-1 (IEC 34-86) Norm.

#### Transformers and electronic converters at very low voltage

A device must be provided for manual restoring, able to protect the secondary of each transformer or electronic converter.

Transformers with very low voltage should be installed out of the reach of the public and must have adequate ventilation.

Electronic converters must conform to the relevant product standards.

#### Electrical engines

In the case of the presence in the exhibition space of electric engines, that during the operation can give rise to dangerous situations, there should be all-polar sectioning devices provided to install in the immediate vicinity of same, in accordance with CEI EN 60204-1.

Connection of the ground wires to the ground system

All the fixed users constituting the furnishing of exhibit space, all the plug sockets, all metal structures, the panel (if metal), etc., by the use of appropriate protective conductors of yellow/green and section not inferior to 6 mm<sup>2</sup> should be grounded. It is not admitted to twist the wires to the structures, one must use special tags or equivalent means suitable for the purpose. The connection of the installation to the ground should be made via the PE conductor of the power cord of the exhibition space, and tested before the energizing of the electrical installation.

The metallic masses of vehicles, trucks, caravans, containers, etc., in the case of being used as exhibition space, should be connected to the PE conductor (also in several points if the type of construction does not ensure continuity).

#### **6.1.5.5 Requirements for the distribution of electrical power**

The Exhibitor responds to any and all damage caused to third parties arising from the excessive taking of the maximum power available, even if relative to the quality of the service (in terms of continuity of supply and quality of the voltage) supplied by MiCo to exhibitors.

The use of the installations of each exhibition area, which must be in accordance with the norms in force, must not cause interference in the distribution network of MiCo.

#### **6.1.6 Technical and safety norms for electrical installations**

The electrical installations of stands must be made by observing carefully:

- Legislative Decree 81/2008 regarding occupational health and safety;
- Law 791 of 18/10/1977 of implementation of Directive 73/23/EEC;
- Ministerial Decree n. 37 of 22/1/2008.

Compliance with the legislative framework corresponds to the respect of the European legislation CENELEC and national IEC with particular reference to IEC 64-8 for electrical installations.

#### **6.1.7 Lighting in the pavilions**

The minimum guaranteed illuminance is 40 lux. Each pavilion is equipped with an appropriate emergency lighting system.

### **6.2 WATER SYSTEM**

The pavilions (except for a few limited areas) are provided with a centralised network of water distribution of supply and discharge.

The service can be requested by means of a special form on the Exhibitor Services Website on which are indicated rates and related provisions.

### **6.3 COMPRESSED AIR SYSTEM**

The pavilions (except for a few limited areas) are provided with a centralised network of compressed air with centralised production.

The service and requests for supply should be sent to MiCo to assess the feasibility/hire the necessary equipment.

## **7. MANAGEMENT OF THE EXHIBITION SPACES IN THE COURSE OF THE EVENT**

### **7.1 PROVISION OF THE EXHIBITION SPACES**

The exhibition spaces are available on the days and at the times indicated in the document "Provisions for set-up and breakdown operations" or in specific communications of Fiera Milano Congressi.

Presence within MiCo during hours of closure is prohibited.

#### **7.1.1 Resupply of the exhibition spaces**

Resupply of the exhibition spaces, during the course of the event, can occur under the following conditions:

- observance of the hours established by MiCo;
- possession of the specific Pass, granted upon request to Fiera Milano Congressi, necessary for entrance.

In the event of failure to comply with the requirements and schedules on the movement of vehicles, Fiera Milano Congressi can arrange for the withdrawal of the permits.

To enable exhibitors to be able to integrate the stocks of its stand in hours other than the normal resupply times, Fiera Milano Congressi allows access to the exhibition area with only packs carried by hand (excluding the use of hand trucks) or through the official freight forwarder.

## **Catering service for Organisers/Exhibitors**

Compass Group Italia Spa is the company that exclusively handles the catering service within MiCo, offering a wide and versatile range of products, services and menus.

Through the Exhibitor Services Website, you can organise personal and private catering services (breakfast, coffee breaks, lunches) within the meeting halls or in the exhibition spaces themselves or the simple supply of food and drink, and the assistance of coffee machines or water dispensers.

During the steps of set-up and breakdown no type of permanent catering service is provided, which can be activated under different operating modes, based on the needs of the client.

The introduction of alcoholic beverages is not allowed within MiCO.

### **7.1.3 Administration of food and drink**

The Organisers / Exhibitors who wish to organise a refreshment point in which there is the service of administration of food or drink, including possibly its production, must submit the Certified Indication of Start of Activity (CCIA ex DIAP) for the purposes of Regional Laws 1/2007 and 33/2009, of the DGR 4502/2007, 6919/2008 and 8547/2008 and the Legislative Decree 78/2010.

If the Organiser / Exhibitor entrusts the service to a catering company, he or she is considered as directly responsible regarding authorisations/certifications that the catering company is required to have pursuant to law for the execution of the service.

## **7.2 NORMS FOR ADVERTISING AND PROMOTIONAL INITIATIVES**

The Exhibitor is entitled to carry out commercial activities within its own exhibition space just for his or her company and those it represents. The promotional-advertising initiatives must be relevant to the products for which the Exhibitor has been admitted to the Event.

### **7.2.1 Presentation of products and special events**

Any type of presentation that is not related directly to the product object of submission of the Exhibitor, even if carried out as part of the stand, must be previously authorised by the Organiser.

To carry out advertising while moving in the aisles, in the external areas of MiCo, or distributing objects that constitute advertising vehicles, it is necessary to have prior permission from the Organiser and Fiera Milano Congressi. Advertising initiatives - excluding those within its own exhibition space - can only be made with permission of the Organiser. The provisions contained in this Article shall apply to all the subjects who in any way intend upon carrying out advertising or promotional actions within MiCo.

### **7.2.2 Tax on advertising**

The Organiser / Exhibitor is obliged to fulfil the payment of municipal tax on advertising in cases where it is due.

In any case, the Client shall indemnify and release Fiera Milano Congressi, Fondazione Fiera Milano and Fiera Milano from any payment request that should reach the same by the competent institution imposer.

### **7.2.3 Sound diffusions and projections**

Sound transmissions and all kinds of audio calls, as well as the use of audio-visual, radio and/or television equipment, are permitted, provided that the volume of the devices is kept low (the maximum environmental value must not exceed 85 dB(A) as equivalent continuous sound level "Leq").

The Organiser / Exhibitor is obliged to comply with any different indications, requirements or specific assessments carried out by Fiera Milano Congressi. Projections of films or slides within the local office and the meeting rooms is allowed, as long as the films are of a technical nature, do not disturb the neighbouring Exhibitors or those in the vicinity, do not have musical backgrounds and are not in the repertoire protected by the S.I.A.E.

If the films are in the directory protected by S.I.A.E., the Exhibitor must make prior request for the "show permit" to S.I.A.E. and make advance payment of the fees due.

### **7.2.4 Permits S.I.A.E. - SCF Rights**

The Organizer / Exhibitor is obliged to request, if this proves necessary, the "show permit" from the S.I.A.E. for any film or slides or sound transmissions or background music during the Event, as well as to make at his or her own expense and care the relative advance payment of the fees due.

If the Organiser / Exhibitor intends upon playing and disseminating musical recordings on any media (CD, DVD, audio and video cassettes, hard disk, servers, etc.) he or she will also be required to fulfil the rights of, pursuant to Art. 72 and 73 Law n. 633/1941, to the artists, performers and producers and to the phonographic rights holders on the recordings, directly to the phonographic producers or SCF - Società Consortile Fonografici S.p.A., via Leo XIII, 14, Milan.

In any case the Organizer / Exhibitor indemnifies and releases Fiera Milano Congressi, Fondazione Fiera Milano and Fiera Milano, from any payment request should the same come from S.I.A.E. or by SCF - Società Consortile Fonografici S.p.A.

For your convenience here are some excerpts of the SIAE contacts:

S.I.A.E. - Via Arco, n. 3 - 20100 Milan - Tel. +39 02 / 86.49.61 - mail: milano@siae.it

### **7.2.5 Ministerial Authorisation for Competitions with Prizes**

The eventual execution of contests with prizes, according to legal provisions, must be duly authorised by the competent Ministry. The Organiser / Exhibitor must first obtain, at its sole cost and care, this authorisation.

## **7.3 CLEANING OF THE EXHIBITION SPACES DURING THE EVENT**

The internal cleaning of the exhibition space, where it is not included in the participation fee, must be requested to Fiera Milano Congressi in the online form.

The cleaning of the exhibition space is carried out by staff during the closing hours of the pavilions, starting from the night of the eve of the opening of the event.

The service includes the following services:

- Cleaning/washing of the pavement and of any coatings or, in the case of flooring covered with carpet, vacuum cleaning (excluded is the washing of the carpet and the elimination of stains or traces from the same);
- Dusting of the furniture (excluding those in exhibition);
- Removal of the waste found in the stand or from the cleaning;
- Emptying the waste bins.

Excluded from service are the materials, equipment and products that are exhibited.

Any additional or specific cleaning may be requested from Fiera Milano Congressi through the Exhibitor Services Website. Cleaning of the stand by the staff of the Exhibitor is allowed at the end of each day, for a period of half an hour after the closing time of the Event for the visitors.

At the evening closing of MiCo, for obvious reasons of hygiene and safety, containers containing waste must be placed in the aisles at the edges of the exhibition space in order to empty them.

## **7.4 TICKET OFFICE**

The possible activation of a ticket service should be requested from Fiera Milano Congressi. If the Client intends upon directly performing this activity, he or she should carry out all the mandatory requirements for law for the purposes of implementing the service.

## **7.5 WI-FI WITHIN MiCo**

- 1) Each Exhibitor must declare to which electromagnetic legislation he or she responds to (ETSI EN xxxx) the equipment that will be turned on and used in his or her booth, in order not to generate destructive interferences for the Wi-Fi signal and internal radio communications.
- 2) The Wi-Fi system of Fiera Milano Congressi responds to DFS standard (normative references ETSI EN 301 893 V 1.3.1 (2005-08) Broadband Radio Access Networks (BRAN); 5 GHz high performance RLAN; Harmonised EN covering essential requirements of article 3.2 of the R&TTE Directive) in terms of response to any radar signals, therefore the exhibitors must pay attention to radiation in the 5 Ghz band generated by equipment in their possession.
- 3) Exhibitors are not allowed to use personal Hot-Spot Wi-Fi (Access Points, ad hoc networks, Tablet or Smartphone used as 3G/4G hot-spots) if not after having obtained specific authorisation. The massive use of these wireless hot-spots affects the use of the channels in the 2.4 Ghz and 5 Ghz radio bands, to the detriment of all congress users.
- 4) Fiera Milano Congressi is authorised to use the IDS/IPS (Intrusion Detection/Intrusion Protection System) function on its own Wi-Fi system in order to limit and isolate "rogue" or unauthorised Access Points, in order to ensure the safety of the Wi-Fi network and connections of congress users.

# **8. MOVING OF MATERIALS, MERCHANDISE AND PACKAGING - CUSTOMS**

## **8.1 GENERAL PROVISIONS**

For handling operations within MiCo of the materials for the staging and the products for the event, the organisers and exhibitors should only contact the Official Freight Forwarder of Fiera Milano Congressi, which is available to provide any

information, clarification and assistance with regard to shipments, the transport of materials and any possible customs operations.

The services requested from official shipping agent shall be borne by the Organiser / Exhibitor and are carried out according to times, modes, procedures and fees set by the Official Freight Forwarder.

## **8.2 BAN ON THE USE OF THEIR OWN LIFTING MEANS**

For reasons related to safety, to the Organisers / Exhibitors and their fitters, it is prohibited to use within MiCo, forklift trucks, truck cranes, etc., belonging to them; for these needs they will have to resort to the Official Freight Forwarder of Fiera Milano Congressi, to guarantee the strictest compliance with safety norms

Otherwise an immediate halt to the lifting means will be carried out and Fiera Milano Congressi can proceed as indicated in Article 10.

## **8.3 RENTAL OF HAND TRUCKS AND PORTERAGE SERVICES**

During the period of set-up and breakdown and during the Event, within the limits of availability and at pre-set rates, it is possible to take advantage of a rental service of hand trucks and portage.

This service can be booked at the Official Freight Forwarder of Fiera Milano Congressi.

## **8.4 SERVICE FOR SURVEILLANCE OF EMPTY PACKAGING**

The Official Freight Forwarder is available for withdrawal, holding and the redelivery at the end of the Event of empty containers, according to the rates in force. The redelivery takes place on the basis of a programme that is prepared each individual time. Empty packaging not delivered to the Official Freight Forwarder will be removed and sent to Public Landfills, with charge the Exhibitor of the related costs.

## **8.5 CUSTOMS SERVICE**

Any necessary customs services can be booked at the Official Freight Forwarder of Fiera Milano Congressi.

It should be noted that the operations of temporary import, definitive import, re-exports of temporary imports and whatever else is required by customs regulations in force for goods from countries not belonging to the European Union are subject to customs duties. To carry out the above operations, security deposits are requested by the Customs Offices. In the case that these transactions have been entrusted to the Official Freight Forwarder it is the obligation of the Exhibitor to constitute primary guarantee in respect of the same agent, of the amount equivalent to the rights that are due.

# **9. INSURANCE**

## **9.1 "ALL RISKS" INSURANCE - GOODS OF EXHIBITORS**

The Exhibitor must have an All Risks policy on the whole value of goods, machinery, equipment and fittings taken into and/or used within MiCo, with a waiver of subrogation clause Fiera Milano Congressi, Fondazione Fiera Milano, Fiera Milano, their subsidiary and associated companies, the Organiser and any third party involved in the organisation of the event.

In case of subrogation from its own insurer, the Exhibitor guarantees to hold the aforementioned Subjects harmless.

Exhibitor, has a Property "All Risks" policy provided by Fiera Milano Congressi, free of charge for Exhibitor, for all goods, machinery, equipment and fittings taken into and/or used within MiCo, with a limit of € 25.000,00.

Coverage also includes transport risks to and from the exhibition centre.

## **9.2 EXHIBITOR THIRD PARTY INSURANCE**

This insurance is automatically taken out by Fiera Milano Congressi for all Exhibitors, including them without any charge, in its own general policy which involves limit of no less than € 100,000,000.00 (one hundred million).

## **9.3 NOTIFICATION OF DAMAGE**

The Exhibitor that suffers damage must go to the "Exhibitors Assistance" Desk to fill in a special form. In the event of damage caused by theft the Exhibitor must also make the complaint to the police authorities or the Carabinieri / State Police. Such documentation must be presented to the Broker indicated by Fiera Milano Congressi.

## **9.4 LIABILITY LIMITATIONS**

With regard to that set forth by the previous articles, the Exhibitor and the Organiser accept that Fiera Milano Congressi is



relieved from all liabilities, waiving the right to claim for all damages, direct and/or indirect, consequential damage or damage to image, loss of turnover etc.

The Exhibitor and the Organiser acknowledge that Fiera Milano Congressi shall not provide insurance service/policy, or provide any benefit to the extent that the provision of such services or benefit would violate applicable law or expose Fiera Milano Congressi, Fondazione Fiera Milano, Fiera Milano, their subsidiary and associated companies, to any sanction, prohibition or restriction under ONU Security Council Resolutions or under other trade or economic sanctions, laws or regulations. Therefore the Exhibitor and the Organiser under those restrictions, will not be covered by any insurance policy and release hereby Fiera Milano Congressi Fondazione Fiera Milano, Fiera Milano, their subsidiary and associated companies, against all liabilities for any harmful event that may be suffered within the Exhibition Centers available / owned / managed by the aforementioned subjects, nor will have any action, claim or request against such Subjects, for the aforementioned events.

## **10. PENALTIES AND FINES**

The Organizer/Exhibitor and any possible Fitter are responsible for the non-compliance with the provisions contained in this Technical Regulation and shall be jointly and severally liable for any resultant burden.

The failure to comply with the provisions of this Technical Regulation involves what is described below.

### **10.1 FAILURE TO SEND THE PROJECT PLAN**

Fiera Milano Congressi does not allow the initiation of the work of setting up of the spaces or exhibition area in the event of failure to send in the project by the Exhibitor / Organiser.

Fiera Milano Congressi can apply a penalty of € 500 (VAT excluded) for exhibitors who have begun staging without the sending plan of the project.

### **10.2 STAND DOES NOT CONFORM TO THE PROJECT**

Fiera Milano Congressi prescribes the removal or modification of the parts of staging that do not conform to the approved design, with charge to the Organiser / Exhibitor of related costs. Pending the execution of the work of adaptation, Fiera Milano Congressi can order the shut-off of the power supply of the exhibition space.

### **10.3 PRESENCE OF PROHIBITED PRODUCTS AND/OR MATERIALS**

Fiera Milano Congressi, with the assistance of the Security Service, in the event of non-compliance with the provisions prescribes the immediate removal of the products and materials that are not allowed, with charge to the Organiser / Exhibitor of related costs. Pending the removal, Fiera Milano Congressi can order the shut-off of the power supply of the exhibition space.

### **10.4 PRESENCE OF STAND MATERIALS WITHOUT CERTIFICATION OF REACTION TO FIRE**

Fiera Milano Congressi, also with the support of the Security Service can order at its own discretion, the removal of materials and/or the surveillance of the exhibition space with qualified personnel with the charge of the relative costs.

### **10.5 FAILURE TO TURN OFF CIRCUIT BREAKERS AT THE END OF THE DAY AND PRESENCE OF IGNITING MATERIAL**

Fiera Milano Congressi, with the assistance of the Security Service, adopts from time to time all of the measures as it deems appropriate and/or necessary and in more serious cases charges to the organiser/Exhibitor a penalty for each violation committed.

### **10.6 UNFITNESS OF THE HYDRANTS FOR STANDS NOT IN COMPLIANCE**

Fiera Milano Congressi, with the assistance of the Security Service, is responsible for the immediate removal or modification of the staging that impedes hydrants, with charge of the relative costs. Pending the execution of the work of adaptation, Fiera Milano Congressi can order the shut-off of the power supply of the exhibition space.

### **10.7 UNFITNESS OF USER BOXES**

Fiera Milano Congressi, with the assistance of the Security Service, can directly see to the removal and/or modification of parts

of staging that prevent the accessibility to the box/user outlets present in the exhibition space with charge to the Organizer / Exhibitor of the relative costs. Pending the execution of the work of adaptation, Fiera Milano Congressi can order the shut-off of the power supply of the exhibition space.

## **10.8 UNAUTHORISED USE OF ONE'S OWN MEANS OF LIFTING**

Fiera Milano Congressi carries out the immediate shutdown of the equipment, and requires it to be taken away from the District.

# **11. INFORMATION ON THE EMERGENCY PLAN OF THE CONGRESS CENTRE**

## **11.1 INTRODUCTION**

Legislative Decree 81/2008 (Lgs. D. 81/08 as follows) prescribes the measures aimed at protecting the health and safety of workers in private and public work environments through the implementation of European Community directives. In particular, Lgs. D. 81/08 is aimed at the assessment, the reduction and control of risks to health and safety of workers in working environments, by means of a combined action of various subjects for each of which sets out obligations and penalties.

In particular, Lgs. D. 81/08 requires the adoption of all the necessary measures to prevent the onset of a fire and limit their consequences if it happens, also by means of a preventive designation of workers responsible for the implementation of the measures of fire prevention and fire-fighting, evacuation of workers in the event of serious and immediate danger, rescue, first aid and, in any case, emergency management, which must be adequately trained. Fiera Milano SpA has prepared the Emergency Plan, also responding to the multiple, complex entities that characterise the various Events hosted in MiCo.

Taking into account that the efficiency of an "Emergency Plan" depends on the immediate responses and coordinates of the subjects involved in operations and which, by the very nature of the Events, the Organisers / Exhibitors and visitors may not be trained for such an event, Fiera Milano and Fiera Milano Congressi have designed an adequate service to handle emergencies. In the event of an emergency the people must strictly follow the instructions given by surveillance and security personnel and, if required, they must leave in an orderly manner the workspaces or exhibition after they have turned off the equipment of their own competence.

This file has the purpose of bringing to the knowledge of Event Organisers and Exhibitors, the behavioural rules to follow in the case there are events predefined as "Emergency situations", with the obligation to disseminate this information to all subjects who under their charge will operate within MiCo.

Considered as "Emergency situations" are the special events that require, for the gravity that may result for people and things, an effective rapid-response plan, prepared in advance, so that they can be handled in conditions that have been previously controlled and tested. In the preparation of the Emergency Plan, account was taken of those factors that influence with their presence or their state at the time of the event, the implementation of the plan itself.

## **11.2 EVENTS CLASSIFIED AS "EMERGENCY SITUATIONS"**

The events which are considered "Emergency Situations" are:

1. Evacuation;
2. Serious Fire (or advanced fire) (\*);
3. Health Emergency;
4. Collapse or structural collapse (\*);
5. Threats or acts of sabotage (\*);
6. Explosion (\*);
7. Gas Leak (\*);
8. Minor Fire (or start of fire) (\*);
9. Natural disasters (\*);
10. Accident in thermal power station;
11. Accident in areas managed by a third party;
12. Black-out in electric cabin (\*).

Emergencies marked with (\*) can evolve in partial or general evacuations.

## **11.3 SCOPE OF THE PLAN**

The Emergency Plan intends upon regulating the behaviour and the first operations to undertake during an emergency, allowing one to obtain in the shortest time possible the following main objectives:

- 1) Protection of persons,
- 2) Securing process plants,
- 3) Containment and confinement of the fire,
- 4) Protection of goods and equipment,
- 5) Complete resolution of the emergency.

To achieve these objectives it is necessary that:

- anyone who is in an emergency situation or potentially such, is active and behaves according to the established procedures of reference, alerting first of all the OPERATIONAL CENTRE by dialing the number 7210 from the internal service phones and +39 02 4342 7210 from telephones outside that which in turn will activate the emergency services needed according to the type of event.
- the emergency has to be dealt with synergistic actions and orderly behaviours, in situations where those who intervene know a priori the task and know how to integrate and cooperate with the other helpers;
- everyone knows who the persons are to whom they shall reference to ask for instructions, from whom to receive orders, who to inform on developments of the situation, with whom and how to communicate;
- the Operations Centre is always aware of the situation to activate each time the necessary reinforcements, also external ones.

#### **11.4 INFORMATION**

For a favourable evolution of the "Emergency" event should be that each performs those few fundamental operations, in the correct sequence and especially coordinates them with the operations that the others are carrying out.

For this purpose, during the normal course of activities, whatever they may be (set-up, period of the Event, breakdown) the Organisers / Exhibitors must comply strictly with the safety precautions listed in the Technical Regulations and orient themselves within the area in which they work by identifying, through the signs and the exhibited floor plans of the Evacuation Plan, the safety exits and fire-fighting means of the room in which they operate.

In the same way, they are obliged to learn about how to reach, in case of necessity, the external points of meeting.

#### **11.5 COLLABORATION WITH SECURITY GUARDS AND EMERGENCY STAFF IN THE EVENT OF AN EMERGENCY**

The best way to collaborate with staff of Security is to not interfere with their work and, only at their eventual request, to make one's own skills and work experience available, as well as the knowledge of the places, machines and other equipment on display.

#### **11.6 GENERAL CONDUCT TO ADOPT IN THE EVENT OF AN EMERGENCY**

1. Keep calm.
2. Avoid transmitting panic to other people.
3. Inform the Operations Centre
4. Do not move in a disorderly manner, do not run, follow in an orderly manner the paths of the evacuation.
5. Provide assistance to those who find themselves in difficulties if there is a guarantee to succeed in this effort.
6. Carefully follow all that is set out in this plan and the orders given to you by security staff.
7. Do not return to the building until security conditions are restored.

#### **11.7 EMERGENCY CALL**

Anyone within the District can activate the emergency service, simply by calling the emergency number: from internal phones 7210 from other phones +39 02.4342.7210.

In case of need the call procedure is as follows:

1. Indicate the place of the emergency: Pavilion, hall, floor or level...
2. Describe the type of emergency (fire - flooding - collapse...)
3. Indicate the entity of the emergency (damage to buildings - people)
4. Indicate if there are injured persons and if their number is known
5. Information of the caller (last name - first name - any phone number).

As you communicate the emergency, the Operations Centre is now warning the teams of Emergency Interventions

## 11.8 EVACUATION PROCEDURE

WHO: All persons present in the building with the exception of employees in Emergency Service.

WHEN: The order to evacuate is imparted by the coordinator for Emergencies. The visitors and the staff can leave the building, even in the absence of specific order, when they consider that they are in danger.

HOW:

- a. Keep calm.
- b. Follow the pre-defined evacuation routes, indicated and highlighted in the exhibited plans.
- c. Avoid using the elevators and routes other than those indicated.
- d. Reaching the meeting points outside the building indicated in floor plans exhibited and identified by appropriate signs. Personnel must absolutely not move away from the areas of gathering.

## 12. INFORMATION ON THE RISKS PRESENT IN THE CONGRESS CENTRE, FOR THE PURPOSES OF SAFETY (LGS. D. n. 81/2008)

Whereas:

- MiCo is equipped with the necessary fitness certifications by the competent Authority in order to accommodate different types of Events.
- The official suppliers of MiCo and those who will intervene on behalf of both of MiCo and the Organiser are in possession of the requirements established by the legislation in force in the matter of contracts.
- A coordination action is activated to manage all the initiatives directed to the individuals involved in the preparation, set-up, execution, breakdown of the Events to reach the best safety and health conditions of workers.

It should be noted that:

- The Organiser / Exhibitor, with the acquisition of the exhibition spaces, activates a work environment subject to the obligations of Lgs. D. 81/2008 and subsequent amendments.
- In the Technical Regulations is inserted an excerpt of the emergency management plan for parts relative to dangerous situations that may be expected in the area where the exhibition space is located.
- The complete document of the Emergency Management Plan is at the disposal of each Organiser / Exhibitor and every interested party at the offices of MiCo.
- If, during the steps of set-up and breakdown of the exhibition space, and notwithstanding the need to maintain unobstructed the evacuation routes consisting of the aisles, if it is necessary to operate on different areas than one's own exhibition space, interfering with other places of work, it is the responsibility of the individual Exhibitor to coordinate their action with that of those responsible for the nearby exhibition spaces that are involved, the names of whom are available at the offices of the Organiser.

Remember, in particular, that:

- The exhibited products must comply with the Safety Requirements of EU directives represented by the CE mark and must and operate in compliance with the "Instructions for Use" as established by the manufacturer.
- The Exhibitor in the relationship with his or her suppliers (stand fitters and staff outside the exhibiting company) must comply with the above-mentioned Legislative Decree according to what is set out in Art. 26 Regarding the contract or service contract.
- For all the organisational aspects, the Exhibitor must provide the name of the company (or companies) who will take part in the set-up or breakdown.

Borne by the Exhibitor is the coordination and the verification of compliance with the requirements established by the laws in force.

- The fitters of the stands must treat the implementation of the staging in maximum safety conditions and in compliance with the Technical Regulation. The Exhibitor, in the contract with the fitter, must give appropriate evidence of such an obligation.

it is advised that the Organiser / Exhibitor:

- Inform their employees and contractors on the rules and the provisions in force within MiCo, on indications of the Emergency Plan and on any additional useful information for the safety of the workers.
- Inform the Organiser and MiCo of any specific risks existing in the exhibition space due to materials or machines that it intends upon operating.

## 12.1 CHARACTERISTICS OF THE SPACES

MiCo does not perform any productive activity, there are no work instruments not present within the environments.

There are, therefore, no subordinates of MiCo engaged in work activities that involve the use of work equipment or tools of any type.

The activities, in fact, under the responsibility of MiCo can be summarised in listing that follows:

- Office activities with traditional risks related to the use of equipment compatible with such activities as, for example, video terminals, photocopiers, printers, fax machines, etc.,
- use of the building, use the stairs, elevators, the road system, the crossing of the exhibition halls and facilities, use of catering rooms, etc.;
- in relation to the responsibilities of the individual business functions, part of the staff carries out, in addition to the office activities,

inspection activities in the different environments of MiCo also during the phases of set-up and breakdown of the Event. Within MiCo work activities are carried out involving the use of work equipment from the following subjects:

- Contractors/subcontractors responsible to MiCo with contract.
- Exhibitors and contractors responsible to the Exhibitors for the set-up and breakdown of the exhibition spaces.
- Contractors responsible to the Organisers of the Event for the set-up and breakdown of the spaces involved.

Indicated below are the activities covered by contracts and subcontracts stipulated by MiCo and contractors that involve the use of work equipment:

- Cleaning.
- Installation of additions (rigging, etc.).
- Installation of signage and signage in general.
- Laying of carpeting.
- Connection of the technological systems to sources of supply.
- Activities of plotting of the exhibition spaces.
- Maintenance activities.
- Activities of set-up/breakdown of exhibition spaces cared for in contract by MiCo.
- Distribution and control of fire extinguishers.

Due to the possibility that two or more contractors appointed MiCo can be found operating at the same time, creating the conditions of interference risks, the Congress Centre, through monitoring of individual activities, and on the basis of the information supplied by the various contractors, has structured a sort of "Specifications" containing the danger factors, the risks associated with measures taken, regarding all the activities as per above, in order to allow every single contractor appointed by Mico, to achieve an effective knowledge of the factors of risk related to the activities of the other contractors, autonomously managing the coordination.

The most significant activities, from a quantitative point of view, refer to the stipulation of contracts concluded by the Exhibitors and the Organisers for the setting up and dismantling of the exhibition spaces for Events.

The accessible areas present in MiCo consist of:

- Transit routes;
- Exhibition areas;
- Conference areas (halls);
- Catering areas, snack bars, recreational areas;
- Offices;

There are also the following areas where access is prohibited to unauthorised persons:

- Areas under construction, set-up/breakdown of the exhibition and/or conference spaces;
- Technical spaces;
- Temporary mobile work-yards or the like;
- All areas where there are specific signs of prohibition of access.

## ANNEX I

## ANALYSIS OF THE RISKS AND INDICATION OF THE MEASURES TAKEN TO ELIMINATE INTERFERENCE

The entities that characterise the activities of MiCo are numerous; we briefly identify some of them in a way that is not all-inclusive in regards to the three phases that characterise an Event: Set-up, Event and Breakdown.

### Set-up

The period dedicated to the exhibition by the fitters, and often anticipated by a phase of preparation of the area or of the pavilion, in which only companies contracted by Mico are operating with the following duties: cleaning, plotting of stands, the installation of rigging and signs in general, the laying of carpeting, laying the technological systems in the service of exhibition spaces.

In this phase, the companies contracted by MiCo carry out through the persons in charge of every firm, an action of cooperation and coordination to eliminate or manage the interference which may possibly come about.

During the phase of set-up the viability and the areas of MiCo are affected by a series of activities such as:

- movement of mechanical vehicles, from TIRs to the fork-lift trucks for unloading and storage of materials;
- presence of fitting firms of the Organisers / Exhibitors who prepare the exhibition spaces or areas affected by the event;
- removal of residues from the operations by the cleaning staff;
- electrical, water, etc. connections, by the maintenance staff.
- positioning computer stations and connections by computer technicians;
- all the other activities that contribute to the phase of preparation of the Event;

### Event

During the Event areas are kept under control areas and exhibition spaces in relation to:

- presence of machinery in operation;
- presence of the public for the management of any of the flows in the event of an emergency and in the event of overcrowding.

### Breakdown

In the breakdown phase the entities involved are practically the same as for the set-up.

Similarly, the breakdown is followed by a final phase in which operating are only the companies contracted by MiCo that are engaged in: cleaning, removing the rigging and the signs in general, removing the carpeting, the removal of technological systems in the service of the areas of the exhibition spaces.

Specific risks existing in the environment in which are intended to operate the companies and the self-employed workers and prevention and emergency measures adopted.

The risk analysis highlights the following dangers for the operators, divided according to areas.

1 - Areas in set-up/breakdown of the staging (Internal and external areas)		
Exposed subjects: personnel present in the areas		
Area	Type of Risk	Preventive measures
Internal Areas and external	•Falling objects and/or equipment, impacts, crushing, puncturing of soles	• Warning signs • Demarcation of the workspaces • Head protection: helmets • Foot Protection: shoes with anti-puncture soles - crush-proof

<ul style="list-style-type: none"> <li>Impacts / collision by vehicles</li> </ul>	<ul style="list-style-type: none"> <li>Movement and raising of materials</li> </ul>	<ul style="list-style-type: none"> <li>Please follow the signs installed on the accesses to the pavilions</li> <li>Behave according to the normal rules of caution and prudence</li> <li>Slow vehicle</li> <li>Warning signs</li> </ul>
<ul style="list-style-type: none"> <li>Structural collapse</li> </ul>		<ul style="list-style-type: none"> <li>Compliance with the restrictions on the use of pavilions, relatively to the capacity of the floors, to the size of the doors and the height limits</li> <li>Certifications of the structures</li> </ul>
<ul style="list-style-type: none"> <li>Exhaust gas from vehicles for cargo-handling, within the pavilions</li> </ul>		<ul style="list-style-type: none"> <li>Turning off of parked vehicles</li> <li>Use pipes for exhaust fumes to the outside</li> </ul>
<ul style="list-style-type: none"> <li>Stumbling, falling, presence of wells devoid of cover</li> </ul>		<ul style="list-style-type: none"> <li>Report open wells and demarcate the areas</li> <li>Periodic maintenance of the floorings</li> <li>Cleaning the routes of transit</li> <li>Behave according to the normal rules of caution and prudence</li> <li>Maintain in good order any floor coverings</li> <li>Warning signs</li> </ul>
<ul style="list-style-type: none"> <li>Fire</li> </ul>		<ul style="list-style-type: none"> <li>Prohibition without prior authorisation: <ul style="list-style-type: none"> <li>introduction of flammable liquids and gases</li> <li>operations with heat or open-flame</li> <li>introduction of heating appliances</li> </ul> </li> <li>Smoking ban</li> <li>Removal of materials from the aisles</li> <li>Electrical installations in compliance</li> </ul>
<ul style="list-style-type: none"> <li>Electrical risk</li> </ul>		<ul style="list-style-type: none"> <li>Obey safety signs affixed to the electrical panels and in user points</li> <li>Do not work on electrical installations without prior authorisation</li> <li>Periodic maintenance of fixed installations</li> <li>Creation of provisional electrical installations in compliance</li> </ul>
<ul style="list-style-type: none"> <li>Generic mechanical risk: crushing, cutting, impact due to doors, gates</li> </ul>		<ul style="list-style-type: none"> <li>Periodic maintenance of windows, doors and gates</li> <li>Proper use of the closure elements</li> </ul>

2 - Areas in set-up/breakdown of the staging (external transit areas)

Exposed subjects: STAFF PRESENT IN THE AREAS

Area	Type of Risk	Preventive measures
External transit routes	<ul style="list-style-type: none"> <li>Impact from vehicles, means of transport;</li> <li>Impact between vehicles</li> <li>Possible contacts between equipment/work equipment used by various firms</li> </ul>	<ul style="list-style-type: none"> <li>Respect of the horizontal and vertical signs</li> <li>Maintain the speed limit of 30 km/h, where necessary to move slowly</li> <li>Limitation and shifts for entrance of vehicles in the District (see communication Set-up/Breakdown)</li> <li>Limitation of parking areas</li> <li>Use of IPD</li> <li>Respect and application of the warning signs</li> </ul>

	<ul style="list-style-type: none"> <li>• Blocking of the areas of passage</li> </ul>	<ul style="list-style-type: none"> <li>• Respect of the times indicated in the Programme (gantt) of works relative to the concerned events</li> <li>• The self-propelled means must proceed absolutely at the lowest speed</li> <li>• Ban on stopping and transit in areas of manoeuvring of vehicles</li> <li>• Respect of the rules contained in the Rules of the Road and those laid down by Fiera Milano SpA contained in the Technical Regulations</li> <li>• Obligation to keep the surfaces of transit free of obstacles;</li> <li>• Obligation to avoid the presence of disordered material, trying to limit as much as possible the dimensions, in order to facilitate the passage of people and vehicles;</li> </ul>
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3 - Area during the event		
Exposed subjects: STAFF PRESENT IN THE AREAS, VISITORS		
Area	Type of Risk	Preventive measures
Internal and external areas	<ul style="list-style-type: none"> <li>• Stumbling, falling, presence of devoid of cover</li> </ul>	<ul style="list-style-type: none"> <li>• Periodic maintenance of the floorings</li> <li>• Report open wells and demarcate the areas</li> <li>• Cleaning the routes of transit</li> <li>• Behave according to the normal rules of caution and prudence</li> <li>• Maintain in good order any floor coverings</li> <li>• Warning signs</li> </ul>



4 - External Areas not affected by exhibitions		
Exposed subjects: OPERATORS, EMPLOYEES		
Area	Type of Risk	Preventive measures
External transit routes	<ul style="list-style-type: none"> <li>Structural collapse</li> </ul>	<ul style="list-style-type: none"> <li>Compliance with the restrictions on the use of pavilions, relatively to the capacity of the floors, to the size of the doors and the height limits</li> <li>Certifications of the structures</li> </ul>
	<ul style="list-style-type: none"> <li>Impact with vehicles, means of transport</li> <li>Impact with vehicles means of transport</li> <li>Possible contacts between equipment/work vehicles used by various firms</li> <li>Blocking of the areas of passage</li> </ul>	<ul style="list-style-type: none"> <li>Respect of the horizontal and vertical signs</li> <li>Maintain the speed limit of 30 km/h, where necessary to move slowly</li> <li>Limitation of access to vehicles in the District</li> <li>Ban of pedestrians to proceed on the road</li> <li>Use of IPD</li> <li>Respect and application of the warning signs</li> <li>Respect of the times indicated in the Programme (gant) of works relative to the concerning events</li> <li>The self-propelled means must proceed absolutely at the lowest speed</li> <li>Ban on stopping and transit in areas of manoeuvring of vehicles</li> <li>Respect of the rules contained in the Rules of the Road and those laid down by Fiera Milano SpA Contained in the Technical Regulations</li> <li>Obligation to keep the surfaces of transit free of obstacles;</li> <li>Obligation to avoid the presence of disorderly material, trying to limit as much as possible the dimensions, in order to facilitate the passage of people and vehicles;</li> </ul>

5 - Area MiCo Offices		
Exposed subjects: OPERATORS, EMPLOYEES		
Area	Type of Risk	Preventive measures
Office area	<ul style="list-style-type: none"> <li>Stumbling, falling</li> </ul>	<ul style="list-style-type: none"> <li>Periodic maintenance of the floorings</li> <li>Cleaning the routes of transit</li> <li>Behave according to the normal rules of caution and prudence</li> <li>Maintain in good order any floor coverings</li> </ul>
	<ul style="list-style-type: none"> <li>Fire</li> </ul>	<ul style="list-style-type: none"> <li>Ban on the introduction heating appliances without authorisation</li> <li>Electrical installations in compliance</li> <li>Periodic evacuation exercises</li> </ul>
	<ul style="list-style-type: none"> <li>Electrical risk</li> </ul>	<ul style="list-style-type: none"> <li>Ban on intervention on electrical systems</li> <li>Periodic maintenance of fixed installations</li> <li>Use of the installations according to the norms</li> </ul>

Assessment of the risks and the steps taken to eliminate interference of the companies contracted by Fiera Milano spa.

Activity	Vehicles/materials used	Activity description	Risks	Preventive measures Management of the interference
Cleaning	Machines for cleaning Barrels Detergents Brooms Cranes Vehicles for transport	Entrance/exit from passages. cleaning with the help of machines waste collection surveillance of bathrooms accumulation of waste loading/unloading vehicles	Activity of cleaning and polishing of the passage surfaces with possible danger of falling for the staff. Possible contact with equipment/vehicles of work used by various firms. Obstacle of the surfaces of Passage. Collision Risk	Use of IPD Respect and application of the warning signs Compliance with scheduled hours indicated in the programme (Gantt) relative to the works to the events. The contractor of Fiera Milano SpA is required to check, before allowing access in the exhibition spaces to their workers, environmental conditions do not compromise the safety of workers. Use the maximum caution and prudence in the movement within the areas affected by set-up/breakdown. Pedestrians must use the common rules of caution and prudence The self-propelled vehicles must proceed absolutely at slowest speed. Ban of transit and crossing for persons who are not staff. Prohibition of stopping and transit in the areas of manoeuvre of the vehicles. Compliance with the norms Contained in the Rules of the Road and those established by Fiera Milano S.p.A. contained in the Technical Regulations, both for drivers who for the pedestrians as well as all the subjects present within of the District. Obligation of keeping the transit surfaces free of obstacles and, when this is not possible, obligation to avoid the disorderly presence of material that obstructs, trying to limit as much as possible the dimensions, for the purpose of facilitating the transit of people and vehicles. Monitoring and continuous cleaning in the areas of transit, for the purpose of
Laying rigging and signs in general	Lift trucks with combustion/ electrical engines Metal cables Ringbolts rigging	Entrance/exit from passages Positioning/movement of vehicles. Reaching the work heights Cable laying Installation of the rigging. Introduction, loading unloading in the pav. of the material.	Activity of laying and removal of signs and suspended elements: risks related to the use of vehicles of transport, activities of loading and unloading, raising to heights. The presence at the same time of multiple companies can cause risks of collision of vehicles, falling elements or constructive structures with risks for the employees of other companies.	
Laying carpeting	Mills Cutters Tape rolls double-sided tape Carpet rolls	Entrance/exit from passages Storage area Distribution of the rolls of carpeting Laying operation Removal Transport of material removed	Laying and removal of the carpeting: use of vehicles for the transport of material, storage material, risks related to the use of vehicles of transport of the materials to lay or remove, storage materials, use of equipment for the removal of the carpet.  Interferential Risks: danger of collision by self-propelled vehicles or danger of contact with the equipment for the removing of the materials, loss of the load in the phases of transport, the collapse of materials in the condition of storage. -possibility of segregation of the manholes lacking coverage with the risk of falling into them due to the impossibility of perception the condition of openness during the removal of the carpet, possibility that the structure used can remove the manhole covers with consequent danger of falling.	

Laying /removal installations technological Exhibitors	Mobile trucks tubes and cables Motor vehicle for transport of particular equipment	Entrance/exit from passages passages Reaching of the work areas Opening wells Installation / removal of installations Closing wells	- Activities of preparation for the connection of the installations: Use of self-propelled vehicles for the transport of equipment necessary for the execution of the connections; opening of the compartments below floor level by means of opening of the wells; possible dangers of impact with vehicles or collision, possible loss of the load, falling into the well.	limiting the presence of elements /objects etc., able to cause injury. Obligation to anyone working in height to prohibit the access to the underlying area and of indicating the danger.  Always keep distance from suspended loads and/or loads in movement.
Plotting stands	Movable trolley Adhesive tape Markers	Entrance/exit from passages passages Reaching of the work areas Plotting of stands		Obligation for the subjects, that in any way, remove the cover of the wells to indicate in an opportune manner the danger. Highlight the specific obligation of reclosing the wells completely after use. Use the maximum caution And prudence in moving In proximity to the wells.

Assessment of the risks and the steps taken to eliminate interference during the steps of setting up and dismantling in at the same time with the staging of the stands

- Danger: falling objects from above.

*Risk of impact with material(s) and/or equipment and/or objects that may have fallen from above.*

*Consequences: personal injury, even serious.*

Preventive measures

Prohibition of stopping and transit in the areas of manoeuvre of means and, in the case of the presence of suspended loads, in the areas of construction of the exhibition stands.

Use of IPD (only some examples: helmet, safety shoes, etc...).

Management of the interference

Compliance with the times indicated in the programme of the work relating to the events.

Obligation of anyone working at a height to prohibit access to the area below and indicate the danger.

The person responsible for the contractor appointed by the Organiser / Exhibitor ensures that all the structures are safe as well as the proper observance of all safety measures before allowing access in areas and in the exhibition spaces to third parties including the service companies contracted by MiCo.

The contractor of MiCo has an obligation to check, before allowing access in the areas and in the exhibition spaces to their workers that all the activities underway and the working and environmental conditions at that moment are safe.

Before you access areas and exhibition spaces, make sure that all the operations in heights are suspended and that the equipment is secured.

The person in charge of safety of each contractor ensures compliance with all the safety measures for the area of its competence.

Those in charge by the contractors must supervise and monitor the correct application of the safety rules contained in this document, in the technical regulations and the DUVRI drawn up by each subject employer.

- Danger: falling elements used for the staging of the area or exhibition space.

*Risk of impact by the elements used for the realisation of the staging.*

*Consequences: personal injury, even serious.*

Preventive measures

Obligation of the fitter to perform the implementation of the staging of the areas and exhibition spaces with the most absolute respect for the rules of best practices, and in compliance with all safety norms.

Use of IPD (only some examples: helmet, safety shoes, etc...).

Use the common rules of caution and prudence.

Transit ban under suspended loads.

Prohibition to pass through the exhibition spaces during construction.

#### Management of the interference

Compliance with the times indicated in the programme of the work relating to the event.

It is mandatory for anyone, before entering in the areas managed by the individual exhibitors, to contact the person in charge for the safety of the area or exhibition space.

□ Those responsible for the safety of each area or exhibition space must ensure that all facilities are safe.

The contractor of MiCo has an obligation to be guaranteed by the person in charge of safety as per above, before allowing access in the areas and in the exhibition spaces to their workers, that all the activities underway and the working and environmental conditions at that moment are safe.

Those in charge by the contractors must supervise and monitor the correct application of the safety rules contained in this document, in the technical regulations and the DUVRI drawn up by each subject employer.

- Danger: possible presence on transit routes of objects that may cause injury, especially to the lower limbs

*Risks of contact with dangerous objects or materials.*

*Consequences: personal injury, even serious.*

#### Preventive measures

Use of IPD (only some examples: helmet, safety shoes, etc...).

Prohibition of transit to non-workers.

#### Management of the interference

Obligation for the fitters to keep the surfaces of transit free of obstacles and, when this is not possible, obligation to avoid the presence of disorderly material, trying to limit as much as possible the dimensions, in order to facilitate the transit of people.

Impose monitoring and continuous cleaning in the areas of transit, in order to limit the presence of elements /objects etc. that may cause injury.

Those in charge by the contractors must supervise and monitor the correct application of the safety rules contained in this document, in the technical regulations and the DUVRI drawn up by each subject employer.

Use maximum caution and prudence in moving within the areas affected by set-up and breakdown

- Dangers: related to the manoeuvres, even of loading and unloading, of self-propelled vehicles and with the movement of vehicles in general.

*Collision Risk.*

*Consequences: personal injury, even serious.*

#### Preventive measures

Compliance with the standards contained in the Rules of the Road and those established by MiCo contained in the Technical Regulations, both for drivers and for pedestrians.

Respect of the warning signs.

#### Management of the interference

Pedestrians must use the common rules of caution and prudence.

The self-propelled vehicles must proceed absolutely at the slowest speed.

Prohibition on transit and parking in the area of manoeuvre of the self-propelled vehicles.

Always stay far away from suspended loads and/or loads in movement.

- Dangers: related to the presence on transit routes of wells lacking coverage or slippery portions of the floor.

*Risk of stumbling and/or fall.*

*Consequences: personal injury, even serious.*

#### Preventive measures

Warning signs

Prohibition on transit and crossing for people who are not working.

### Management of the interference

It is forbidden to anyone who has access the wells for the housing of the installations to leave the wells without the cover correctly positioned for any reason. Where this is not possible for technical reasons or for any other reason, they are required to guard the wells or indicate them in a way that is absolutely visible and suitable to conditions of their being open.

The contractor of MiCo has an obligation to check, before allowing access in the areas and in the exhibition spaces to their workers that all the activities underway and the working and environmental conditions at that moment are safe.

Use the utmost care and caution in moving in the vicinity of the wells.

Those in charge by the contractors must supervise and monitor the correct application of the safety rules contained in this document, in the technical regulations and the DUVRI drawn up by each subject employer.

Factsheet, not all-encompassing, on the hypothesis of risks and possible measures to be taken to eliminate interference in staging (set-up and breakdown) of the stands for the use of organisers, exhibitors and their contractors, which have to be taken into account in preparing the single document for the assessment of risks from interference (DUVRI)

Danger: falling objects from above.

Risk of impact with material(s) and/or equipment and/or objects that may have fallen from above.

Consequences: personal injury, even serious.

### Preventive measures

Prohibition of stopping and transit in the areas of manoeuvre of means and, in the case of the presence of suspended loads, in the areas of construction of the exhibition stands.

Use of IPD (only some examples: helmet, safety shoes, etc...).

### Management of the interference

Obligation of anyone working at a height to prohibit access to the area below and indicate the danger.

The person responsible for the contractor appointed by the Exhibitor ensures that all the structures are safe as well as the proper observance of all safety measures before allowing access in areas and in the exhibition spaces to third parties including the service companies contracted by MiCo.

The person responsible for the security of every exhibition space ensures compliance with all the safety measures for the area of its competence.

Those in charge by the contractors must supervise and monitor the correct application of the safety rules contained in this document, in the technical regulations and the DUVRI drawn up by each subject employer.

Danger: falling elements used for the construction of the stand.

Risk of impact by the elements used for the realisation of the staging.

Consequences: personal injury, even serious.

### Preventive measures

Obligation of the fitter to perform the implementation of the staging of the exhibition spaces with the most absolute respect for the rules of best practices, and in compliance with all safety norms.

Use of IPD (only some examples: helmet, safety shoes, etc...).

Use the common rules of caution and prudence.

Transit ban under suspended loads.

Prohibition to pass through the exhibition spaces during construction.

### Management of the interference

The exhibitor contractor prepares the schedule of the work programme.

It is mandatory for anyone to contact the person responsible for the safety of the exhibition space before accessing it.

Those responsible for the safety of each area or exhibition space, designated by the client exhibitors, must ensure that all the structures are safe.

The contractor of MiCo has an obligation to be guaranteed by the person in charge of safety of the exhibition space, before allowing access in the areas to their workers, that all the activities underway and the working and environmental conditions at that moment are safe.

Those in charge by the contractors must supervise and monitor the correct application of the safety rules contained in this document, in the technical regulations and the DUVRI drawn up by each subject employer.

Possible danger of presence on transit routes of obstacles and objects.  
Risks of contact with dangerous objects or materials.  
Consequences: personal injury, even serious.

#### Preventive measures

- Use of IPD (only some examples: helmet, safety shoes, etc...).
- Prohibition of transit to non-workers.

#### Management of the interference

Obligation for the fitters to keep the surfaces of transit free of obstacles and, when this is not possible, obligation to avoid the presence of disorderly material, trying to limit as much as possible the dimensions, in order to facilitate the transit of people.

Impose monitoring and continuous cleaning in the areas of transit, in order to limit the presence of elements /objects etc. that may cause injury.

Those in charge by the contractors must supervise and monitor the correct application of the safety rules contained in this document, in the technical regulations and the DUVRI drawn up by each subject employer.

Use maximum caution and prudence in moving within the areas affected by set-up and breakdown of the Exhibition.

Dangers: related to the manoeuvres, even of loading and unloading, of self-propelled vehicles and with the movement of vehicles in general.

Collision Risk.

Consequences: personal injury, even serious.

#### Preventive measures

- Compliance with the standards contained in the Rules of the Road and those established by MiCo contained in the Technical Regulations, both for drivers and for pedestrians.

- Respect of the warning signs.

#### Management of the interference

- Pedestrians must use the common rules of caution and prudence.

- The self-propelled vehicles must proceed absolutely at the slowest speed.

- Prohibition on transit and parking in the area of manoeuvre of the self-propelled vehicles.

- Always stay far away from suspended loads and/or loads in movement.

Dangers related to the presence on transit routes of wells lacking coverage or slippery portions of the floor.

Risk of stumbling and/or falling.

Consequences: personal injury, even serious.

#### Preventive measures

- Warning signs

- Prohibition on transit and crossing for people who are not working.

#### Management of the interference

It is forbidden to anyone who has access the wells for the housing of the installations to leave the wells without the cover correctly positioned for any reason. Where this is not possible for technical reasons or for any other reason, they are required to guard the wells or indicate them in a way that is absolutely visible and suitable to conditions of their being open.

The contractor of MiCo has an obligation to check, before allowing access in the exhibition spaces to their workers that all the activities underway and the working and environmental conditions at that moment are safe.

Use the utmost care and caution in moving in the vicinity of the wells.

Those in charge by the contractors must supervise and monitor the correct application of the safety rules contained in this document, in the technical regulations and the DUVRI drawn up by each subject employer.