

# EXHIBITION TECHNICAL REGULATIONS

## 1) PRELIMINARY NOTE

In this text the term “BolognaFiere” will be used to signify BolognaFiere S.p.A. and SEI Srl “Organizer”

## 2) SPECIAL REGULATIONS

### 2.A - Dates, time and venue of the Exhibition

The Exhibition will be held from 21<sup>st</sup> to 23<sup>rd</sup> February 2025 in the Bologna Exhibition centre with the following opening time for visitors:

21<sup>st</sup> Friday from 10am till 6pm  
22<sup>nd</sup> Saturday from 9.30am till 8pm  
23<sup>rd</sup> Sunday from 9.30am till 6pm

Exhibitors may enter the exhibition halls:

21<sup>st</sup> Friday from 8am to 7pm  
22<sup>nd</sup> Saturday from 9am till 8.30pm  
23<sup>rd</sup> Sunday from 9am till 7pm

### 2.B - Availability of stands: hand-over

Unfurnished areas will be available to Exhibitors from 17<sup>th</sup> February 2025 at 8am and will have to be completed within 7pm of 20<sup>th</sup> February 2025.

Exhibitors shall ensure that the chosen stand furnisher undertakes to respect the above mentioned deadline by including a completion clause in the contract.

Prefitted booths will be available from 20<sup>st</sup> February 2025 from 8am to 6pm.

### 2.C - Access to the Exhibition Centre during the stand furnishing period

**Exhibitors may enter the Bologna Exhibition Centre only if their personal data has been registered on the website [befair.eu](http://befair.eu), and followe instructcons.**

In order to access the Exhibition Centre during the set-up and dismantling phases, the Exhibitor must register on the website [www.befair.eu](http://www.befair.eu) (*link with name of the event, to be agreed*) following the instructions provided by BolognaFiere.

From the PASS page, the Exhibitor can authorise entry to the Exhibition Centre of any appointed companies (fitters, suppliers, couriers, etc.) by assigning them the relative documentation. The Appointees will receive an automatic email from the system with the credentials to access the pass portal. Please remember that on the pass page, both the

Exhibitor (with their own account) and the Appointee (with their own account) can enter the names of their staff and the license plate numbers of their vehicles to print the passes necessary to access the Exhibition Centre during the set-up and dismantling phases.

For more information, see chapter 2 of the Bologna Exhibition Centre Regulations.

**Access to the Exhibition Centre will never be granted to people/vehicles without passes/entrance tickets.**

During the stand furnishing period persons and vehicles may enter the Exhibition Centre at the following times:

from 17<sup>th</sup> to 20<sup>th</sup> February from 8 am to 6pm

Stand fitters already inside the Exhibition Centre may continue to work until 7.00 p.m, only on 17<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup> February.

**On 20<sup>th</sup> February 2025, the day before the beginning of the Exhibition, from 8.00 a.m. to 6.00 p.m. the setting up of the booths will have to be already carried out; therefore only sampling operations, graphics arrangements, or other similar activities exclusively using manual tools, will be allowed.**

#### [2.D – Removal of exhibition samples](#)

Exhibition samples may be removed from the Exhibition Centre at the following times:

Sunday 23<sup>rd</sup> February from 7 till 8pm only for removal of exhibited products by trolleys  
From 8pm till 11pm will be possible to dismantle the exhibition area.

The pre-arranged areas must be cleared of the samples by 8.00 pm. Any exceptions must be agreed with the pre-equipped bodybuilder.

Monday 24<sup>th</sup> February from 8am till 7pm

with the possibility for the fitters and exhibitors in the Exhibition Centre to continue the work for another hour, till 8pm

Any advances with respect to the set-up days or any extensions to the scheduled times must be authorised by Venue/Ufficio Vendite and purchased through Ufficio Vendite - Centro Servizi Blocco D. No extensions are permitted on sample set-up days.

Vehicle access to the outdoor areas and halls will be governed by the provisions covering stand furnishing (see art. 2.C).

On the date of 23 february between the hours of 8am and 7pm, materials will not be permitted to leave the Exhibition Centre. Between the hours of 7pm and 8pm only the removal of samples with hand trolleys is allowed.

The stands, wherever located, must be cleared by the time of 8pm on the date of 24 february 2025.

In the event of non-compliance with the dismantling times and/or that the Exhibitor fails to clear the area, the Exhibitor gives its irrevocable consent to BolognaFiere to consider anything left on the stand as waste material to be sent to public waste disposal sites, for which the Exhibitor will be required to reimburse all the related direct and indirect costs, with a minimum of €700.00 per 16.00m<sup>2</sup>, and without prejudice to any reimbursement for further damages.

The Exhibitor assumes sole responsibility for any damage or theft that may occur during the course of the Exhibition, both during and after the set-up phase.

## 2.E - Terms of payment

Payment of the fees due for participation in the Exhibition shall be made within the times and in the manner set down on the application form.

Although the “exit voucher” may not be issued to Exhibitors who have not settled all their dues either directly or indirectly, it does not constitute a receipt of payment of the sums due for participation in the Exhibition and shall be valid only for the vehicle specified there on.

## 2.F - Insurance, Exemption and Assumption of Responsibility

During the hall opening times the Exhibitor shall watch over his own stand either directly or by means of his personnel. Although BolognaFiere S.p.A. provides a general day and night security service inside the Exhibition Centre when the Centre is closed to the public and exhibitors for the entire duration of the Exhibition and during the stand installation and dismantling periods, it is hereby released from any and all responsibility in respect of theft and/or damage that may be sustained by the Exhibitor.

The Exhibitor shall also be responsible to BolognaFiere S.p.A. for all direct and consequential damage which for any reason is attributable to him or to the personnel working for him (including damage caused by the furnishings or by the systems set up either by the Exhibitor or by third parties hired to do so, even if they have been inspected by BolognaFiere S.p.A.).

Compensation for damages deriving from such theft or damage as may be sustained by the Exhibitor, even outside the hall opening hours (including all the days set aside for stand installation and removal) shall be made solely by means of adequate insurance policies.

The Exhibitor shall benefit from the following insurance policies taken out by BolognaFiere S.p.A.:

- a. All Risks cover (including fire and theft) against direct and material damage to stand fittings, furnishings, equipment and goods in the stand, excluding cash, items of value, other valuables and similar and excluding software installed on computers and excluding damages from non-use of stand fittings, furnishings, equipment and goods during the exhibition – € 40,000.00 full first loss (including fire and theft) cover with full excess of € 300.00 for each item of damage, increased to € 600.00 for damages occurring after the end of the exhibition.
- b. Third Party Liability cover, comprising the damages from fire: single limit € 50,000,000.00;
- c. Third Party Liability cover for employees:

limit € 3,000,000.00 per claim with limit of  
€ 2,000,000.00 per person.

d. the Insurance Company shall waive all claims towards Exhibitors and BolognaFiere S.p.A.

The aforesaid insurance covers are governed by the conditions and limitations which the Exhibitor may request from the exhibition Organising Office and which are printed in the various forms booklet for the exhibition.

These insurance policies do not release the Exhibitor from liability in respect of all risks which, according to the independent assessment of the Exhibitor, are not covered or exceed the limits of cover as set out above. The Exhibitor shall take out such supplementary cover as he deems appropriate.

In particular, given the existence of a video surveillance system, in case of theft, a report must be presented to the Public Authorities and forwarded to the Insurance Company within seven days of the end of the exhibition. Failure to meet this deadline may result in forfeiture of the right to compensation.

The Insurance Company will also handle claims and settlements at the end of the exhibition.

In any case, the Exhibitor undertakes to include in the supplementary insurance cover a clause in which the Insurance Company waives all recourse to action against the Exhibitors and BolognaFiere S.p.A. and Organizer, and in default he shall indemnify them from any action that may be brought against them. Having taken note of the above, the Exhibitor (on his own account and that of his agents, employees or assistants) in any case expressly relieves BolognaFiere S.p.A. and Organizer. from any liability for loss or damage which for any reason should occur in the exhibition area assigned to him, during the exhibition or during installation or dismantling, and in respect of anything located therein, and accepts liability for any damage caused to third parties by the management of the exhibition space or by anything introduced therein and which is not covered in the terms or manner indicated above or by additional insurance cover taken out by the Exhibitor himself.

BolognaFiere S.p.A. and Organizer will accept no liability for consequential damages, damage to image, loss of revenues, etc. As regards direct damages, the Exhibitor accepts that the liability of BolognaFiere S.p.A. and Organizer shall be limited to the insurance cover limits as stated above. The Exhibitor accepts these limits of liability.

### 3. STAND SET-UP AND PROHIBITIONS

#### FORM 0 (Zero)

Form 0 allows you to state the type of set-up required or to request authorisation for a Non-Standard set-up.

Form 0 can be downloaded from the reserved area of the platform [www.befair.eu](http://www.befair.eu)

Each exhibitor is required to send Form 0 by 3 february 2025 to the email address [tecnico2@bolognafiere.it](mailto:tecnico2@bolognafiere.it)

and to the Organiser to the email address [marco.ziliani@eudishow.eu](mailto:marco.ziliani@eudishow.eu)

#### 3.A - Type of set-up and approval procedures

The stand set-ups, regardless of their square footage, are classified as:

- PRE-ASSEMBLED

- STANDARD
- NON-STANDARD

The details of these categories are set out in Chapter 3.1 of the Bologna Exhibition Centre Regulations.

The following documents must be sent for approval to the Ufficio tecnico - Direzione Venue di BolognaFiere, to the email address indicated in the exhibition regulations in chapter 3 ([tecnico2@bolognafiere.it](mailto:tecnico2@bolognafiere.it)) and to the Organiser ([marco.zilianti@eudishow.eu](mailto:marco.zilianti@eudishow.eu)) by 3 february 2025

1. Form 0
2. Stand design plan (in the case of a non-standard set-up, the plan must be stamped and signed by a qualified technician)
3. Other documentation required (see Form 0)
4. Statement of correct assembly (to be provided upon completion of the works, prior to the start of the event)

For Non-Standard set-ups, static testing is mandatory and will be carried out exclusively by BolognaFiere. For this, the Exhibitor will be charged an amount corresponding to the type of set-up indicated in Form 0, which can be downloaded from the reserved area of the platform [www.befair.eu](http://www.befair.eu).

**If the aforementioned documents are not sent by the established date, or are sent late, the exhibitor will be charged the amounts indicated in Form 0.**

### 3.B - Stand set-up

The build specifications of the stand set-ups are set out in Chapters 3.4 and 3.5 of the Bologna Exhibition Centre Regulations. Specifically for Eudi Show

#### **Maximum height**

Standard 3,5mt

Any exceptions can be presented with form 0 and authorized by the event secretariat.

---

#### **Rigging and suspended loads**

Rigging is possible only in halls 14-15-16-18-19 and partially in halls 28-29-30-36-37.

The rigging suspension points on the hall structures must be installed only by BolognaFiere, which will also carry out the testing of the same.

Therefore, to set up rigging, a feasibility request must be sent by email to the technical offices of BolognaFiere in the manner indicated in form A and in copy to the Organiser ([marco.zilianti@eudishow.eu](mailto:marco.zilianti@eudishow.eu)) by 3 february 2025.

### 3.C – Mandatory forms

Below is the list of BolognaFiere's forms concerning mandatory stand requirements and the relative deadlines.

FORM	DESCRIPTION	DEADLINE
FORM A	Rigging points (To request a quote)	03/02/2025
FORM B1	Statement of correct installation of the electrical system and set-up (Mandatory only for free areas)	14 febbraio 2025 - prima dell'inizio dell'allestimento
FORM B2	Declaration of conformity of the electrical system (Mandatory only for free areas: if the company performing the electrical installation is not Italian, it is not necessary to fill in this form; fill in Form B5 and purchase verification of the electrical installation from <a href="http://www.befair.eu">www.befair.eu</a> )	prima della richiesta di allacciamento elettrico
FORM B3	Statement of correct assembly (Required only for free areas)	19 febbraio-entro ultimo giorno allestimento
FORM B4	Statement of correct installation of the stand materials (Mandatory only for free areas)	19 febbraio-entro ultimo giorno allestimento
FORM B5	Statement of correct installation of the electrical system, only for companies not registered with the Italian Chamber of Commerce (Mandatory only for free areas: if the company performing the electrical installation is Italian, it is not necessary to fill in this form; fill in Form B2 instead)	prima di richiedere l'allaccio elettrico
FORM H	Mandatory Import Notice form for non-EU countries (Mandatory only for free areas)	14 febbraio 2025 - prima dell'inizio dell'allestimento
FORM M	Information on the prevention of occupational accidents (Mandatory only for free areas)	14 febbraio 2025 - prima dell'inizio dell'allestimento
FORM SR	Waste management declaration (Mandatory for waste management during set-up and dismantling. BolognaFiere will carry out checks at the stand)	14 febbraio 2025 - prima dell'inizio dell'allestimento
FORM 0 (Zero)	Set-Up Statement (Mandatory for pre-assembled stands and open areas)	03/02/2025
Form D(Demonstration)	Vehicle Demonstration and Exhibition Indemnity (Mandatory for those who demonstrate or exhibit combustion, electric or hybrid vehicles)	19 febbraio 2025 - entro ultimo giorno allestimento

### **PENALTIES FOR DELAYED OR NON-SUBMISSION**

The deadlines listed above cannot be extended and in the event of late submission or failure to submit the forms, the exhibitor will be charged as indicated in the following table:

FORM	DELAY < 24 hours	DELAY > 24 hours	NON-DELIVERY
Forms B1 and B3	€ 100	€ 300	€ 500
Form B4	€ 100	€ 500	€ 1000
Form D Demonstration	€ 100	€ 500	€ 1000
Forms B2 and B5	<b>The stand will not be connected to the electrical system</b>		
Forms H and SR	Penalties provided for in the form itself		

In the event of serious non-compliance, BolognaFiere reserves the right to completely or partially close the stand.

Failure to submit the Demonstration Form D, in addition to the penalty, will result in the immediate suspension of the demonstration or exhibition.

### 3.D – Warnings

BolognaFiere reserves the right to have the fittings and systems that do not comply with the above provisions modified or refitted, having previously checked compliance with the aforementioned requirements. In the event that BolognaFiere finds even just one defect, it may request prompt resolution of the same and the Exhibitor will be required to comply.

Responsibility for the structural resistance and compliance of the set-up materials with the fire regulations currently in force is borne solely by the Exhibitor, who expressly releases BolognaFiere from liability for any damages arising from design and construction defects, including the dimensioning as inferred from the detailed drawings of the areas occupied.

Any work that entails changes in the actual state of BolognaFiere's fixed and movable property (reinforcements, modifications, excavations, holes in fixtures, walls, structures, columns, floors), may only be carried out with the prior written authorisation of BolognaFiere and at the expense and under the responsibility of the participants. The Exhibitor maintains this responsibility for the entire period of the Exhibition and until the stand is returned to BolognaFiere. Before the works begin, the participant shall pay the Organiser the amount necessary to restore the stand to its original state, which will be taken care of by the Organiser.

## 4) GENERAL TECHNICAL SERVICES

Subject to availability, BolognaFiere S.p.A. may provide, upon request, the individual stands with electricity, water, compressed air, as well as connection to the telephone network.

### 4.A – Assistance Services for Exhibitors

Through its Exhibition Administration Office, the Organiser can provide Exhibitors with technical information on the general services offered within the Exhibition Centre.

The services indicated below can be purchased directly through the BolognaFiere e-commerce channel available on the website: [www.befair.eu](http://www.befair.eu)

- video rental
- audio equipment rental
- green furniture rental
- electrical systems
- water systems
- compressed air

- stand cleaning
- catering
- goods handling / portorage
- telephone and wifi

It should be noted that goods transport, loading and unloading and portorage services within the Exhibition Centre are organised exclusively by BolognaFiere's official logistics service provider.

Goods from outside the EU may be displayed as samples provided notification is sent, with a description of the goods, to the email address [customs@marconiffm.it](mailto:customs@marconiffm.it)

The following services are also available in the Exhibition Centre:

- à la carte restaurants, self-service, bars
- personalised coffee break, cocktail, bar and/or product supply services provided on request directly to the stands
- travel agency
- insurance company

Please note that for **food and drink services supplied directly or by a third-party caterer**, the flow set out in the Exhibition Centre Regulations in Chapter 4 must be adhered to. **Direct selling is prohibited**. Authorisation for this activity requires payment an administration fee in the amount of € 600 (to be paid by the Catering Company).

#### 4.B – Responsibility for services

BolognaFiere S.p.A regulates but does not organize the services and therefore disclaims any and all responsibilities in respect of the performance thereof.

Any complaints must be forwarded for registration directly to the address [vendite@bolognafiere.it](mailto:vendite@bolognafiere.it)

### 5) SPECIAL SERVICES

#### 5.A - Entrance passes for Exhibitors and parking stickers for cars

Exhibitors will be provided, free of charge, with entrance passes in the following quantities:

- N°1 exhibitor's pass each 8 m<sup>2</sup>
- N°1 exhibitor's car pass for each exhibitor

The Exhibitor shall be responsible for the correct use of these documents and the behaviour of those who use them.

#### 5.B – Activities in the exhibition stands

Exhibitors must refrain at all times from using the common areas outside their stand for the display of promotional material. BolognaFiere shall be entitled to remove such material from the common areas and/or to charge for the payment of the additional space used. Failure to comply with this rule may result in the Exhibitor's stand being closed.



### 5.C Catalogue

The catalogue will contain the information furnished by the Exhibitors up to 45 days prior to the start of the Exhibition and - with regard to the name - the data supplied on the application form will be considered valid.

### 5.D - Sound transmission, copyright payments

Exhibitors are not normally permitted to use devices for the reproduction of music and sounds. Any exceptions may be authorised in writing. This authorisation may be revoked with immediate effect at any time, by simple written notice.

Any authorisation does not exempt the Exhibitor from using the equipment in such a way so as to not disturb the other Exhibitors and visitors, particularly with regard to noise pollution regulations (maximum limit permitted by Law). Likewise, the Exhibitor is not exempted from the requirement to comply, at its own expense, with the applicable laws on copyright (authors and publishers) and related rights (producers and artists) and must therefore complete the relative formalities with the companies in question. The same applies to the distribution of audio-video or multimedia supports containing intellectual property protected under the law, for which the costs to approve the use of said supports are added, with respect to the above.

## 6. OVERSIGHT AND INTERVENTION BY BOLOGNAFIERE

BolognaFiere takes steps to ensure that the regulations and the general conditions for participation are observed, and all those entering the Exhibition Centre are obliged to abide by the provisions and instructions that BolognaFiere Spa issues on entry to and inside the Centre; these may take the form of specific signs, written notices, and loudspeaker announcements and may also be issued by service personnel or by any other means, it being understood that the loudspeaker announcements and the instructions given by the service personnel prevail over any other form of notification.

Exhibitors are reminded that any infringement of the rules or prohibitions may result in the immediate closure of the stand by BolognaFiere officials or agents and the collection of entry passes and car parking badges, all without any right of the Exhibitor to refunds of any kind.

## 7. AMENDMENTS TO THIS REGULATION

Any provisions of the law or regulations that alter the terms of this regulation will immediately and automatically take effect, even if the Exhibition Regulations have not been amended to reflect said changes.

Additionally, BolognaFiere has the right to adopt at any time such measures as are deemed appropriate, which the exhibitor shall immediately apply, with regard to fire prevention, occupational health, accident and injury prevention and the safety of exhibitors and visitors.

These measures may be notified to Exhibitors using any means and shall prevail over any general measures previously adopted.

**Last updated: 9 January 2025**

**Published: 10 January 2025**