FIERA MILANO

fieramilano

Regolamento Tecnico

Estratto del Piano di emergenza
e informativa sui rischi nel quartiere fieristico
ai fini della sicurezza

Parte integrante del Regolamento Generale di Manifestazione

Technical Regulations

Extract from the Emergency Plan
and information on the risks present in the exhibition centre for the purposes of safety

Integrant part of the General Regulation of the Event

SI RACCOMANDA AI SIGNORI ESPOSITORI DI PRENDERE ATTENTA VISIONE DEL CONTENUTO DEL PRESENTE REGOLAMENTO TECNICO E DI RACCOMANDARNE IL RISPETTO ANCHE ALLE IMPRESE (E LAVORATORI AUTONOMI) DA LORO INCARICATE DI OPERARE NEL QUARTIERE FIERISTICO.

EXHIBITOR ARE ASKED TO CAREFULLY READ THE CONTENT OF THIS TECHNICAL REGULATION AND URGE THE COMPANIES (AND INDIPENDENT WORKERS) DOING WORK ON THEIR BEHALF IN THE EXHIBITION CENTRE TO OBSERVE THEM, TOO.

ATTENZIONE!
Leggere attentamente quanto riportato in premessa e nel Capitolo 3 “Norme di sicurezza, prevenzione incendi e infortuni”

WARNING!
Read carefully all the details contained in the premise and in the Chapter 3 “Safety regulations, fire and accident prevention”

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METROPOLITANA
STAZIONE METROPOLITANA
FERROVIA
FERROVIA ALTA VELOCITA'
STAZIONE FERROVIARIA RHO-FIERA
LINEA MILANO - TORINO
PASSANTE FERROVIARIO / TRENORD
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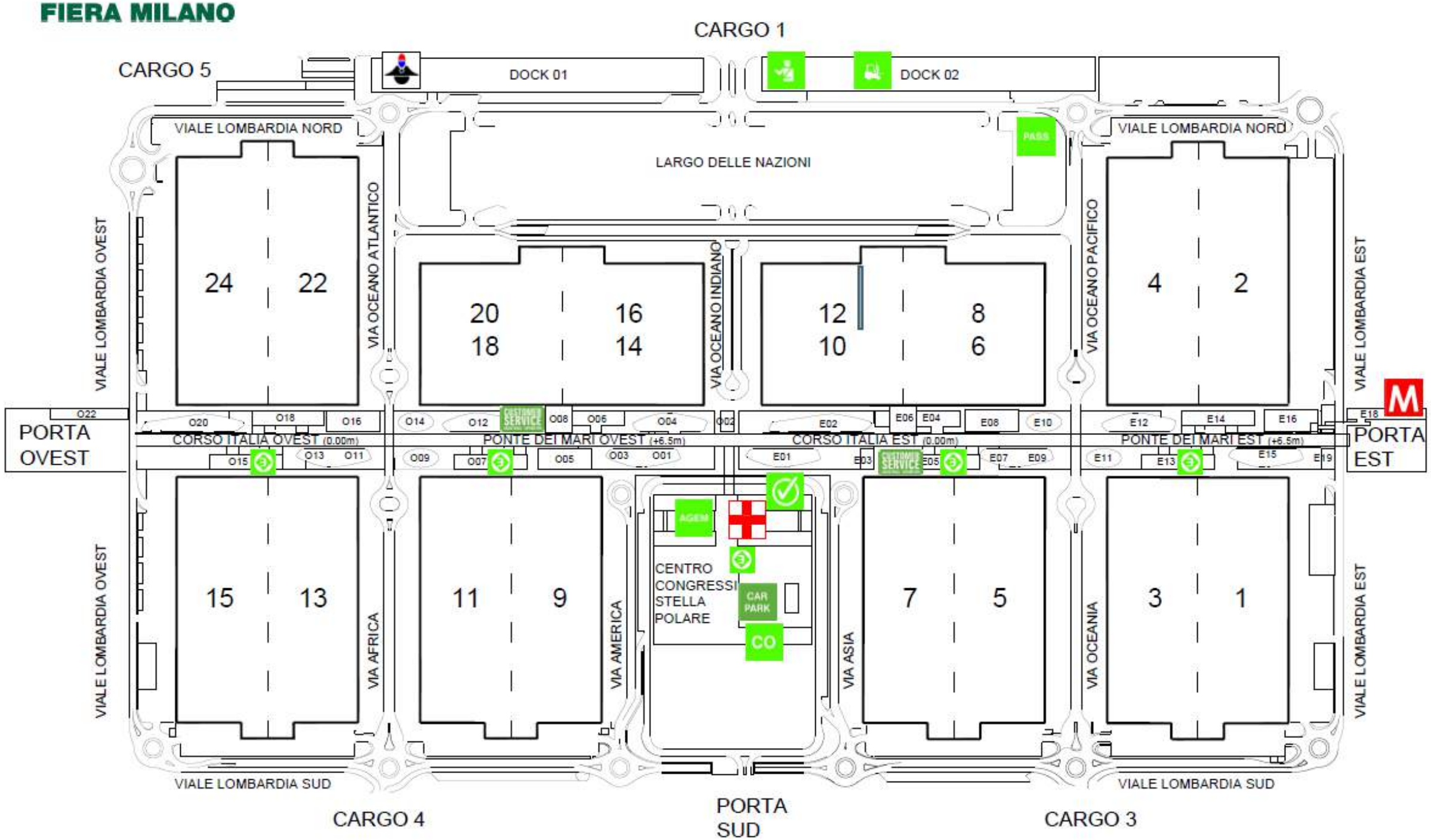



Assistenza Espositori
Exhibitors Assistance Service



Centrale Operativa Emergenze
Emergency Operation Centre



Controllo Allestimenti
Fitting Up Control Office



Amministrazione Espositori
Exhibitors Accounting Office



Primo Soccorso
First Aid



Bancomat
Cash Dispenser



Metropolitana
Metro



Carabinieri



Uffici Doganali
Customs Office



Spedizioniere Ufficiale
Official Forwarder



Ufficio Logistica – Rilascio pass aggiuntivi per allestimento e smontaggio
Logistic Office - Additional entry passes for fitting-up and dismantling



Ufficio Logistica Quartiere – Rilascio pass parcheggio Espositore
Exhibition Centre Logistic Office – Issue of Exhibitor parking passes

Numeri telefonici dei Servizi di Fiera Milano

Telephone numbers – Fiera Milano Services

- **Centrale operativa emergenze / Primo soccorso -** *Emergency Operational Centre / First Aid*
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- **Customer Service – Assistenza Espositori -** *Customer Service – Exhibitor Assistance*
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  - **Customer Service** – Assistenza Espositori OVEST: Corso Italia Ovest - Tel. 02.4997.7125 - 7306
- **Servizio Appendimenti (sospensioni a soffitto e strutture americane) -** *Rigging Service*
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- **Vendita Servizi Espositori -** *Customized stand services sales office*
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- **Servizio Safety Mostre -** *Exhibition Safety Service*
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- **Ufficio Controllo Allestimenti -** *Fitting up control*
  - Tel. 02.4997.6495 e-mail: sicurezza.mostra@fieramilano.it
- **Servizio Logistica -** *Logistic Service*
  - e-mail: logistica@fieramilano.it
- **Security**
  - Tel. 02.4997.6086 – 6833 – 7564 – 7475 - 6550 e-mail: security@fieramilano.it
- **Servizio Logistica – Rilascio Pass -** *Logistic Service - Passes*
  - Tel. 02.4997.6304 e-mail: logisticafiera@fieramilano.it
- **Field Operation**
  - Tel. 02.4997.7951-6347-6427 e-mail: servizi.mostra@fieramilano.it
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- **Ufficio Accessi – Rilascio pass catering -** *Access Office – Catering permits access*
  - Tel. 02.4997.6892 e-mail: accessi@fieramilano.it
- **Delegazione Assicurazioni -** *Insurance Delegation*
  - Tel. 02.4853.8909 e-mail: fiera.milano@marsh.com
- **Spedizioniere Ufficiale -** *Official Forwarders*
  - Expotrans S.p.A. - Cargo 1
  - Tel. 02.92956098 e-mail: ops.fieramilano@expotrans.net
- **Noleggio piattaforme aeree -** *Rental of mobile elevating work platforms*
  - Venpa S.p.A.
  - Tel. 02.36762063 e-mail: fiera.milano@gv3.it
- **Centro Servizi -** *Service Centre*
  - Tel. 02.4997.1

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ANNEX 1

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INFORMATION, NON-COMPREHENSIVE, REGARDING THE POSSIBLE RISKS AND MEASURES TO BE ADOPTED TO ELIMINATE INTERFERENCES IN THE STAND ASSEMBLY (SET-UP/TAKE-DOWN) PHASES, FOR ORGANIZERS, EXHIBITORS AND THEIR CONTRACTORS, TO BE TAKEN INTO ACCOUNT WHEN PREPARING THE INTERFERENCE RISK ASSESSMENT DOCUMENT (DUVRI)

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REQUEST OF AUTHORISATION FOR HOT WORK

1. INTRODUCTION

1.1. Exhibition Center

The exhibition center located at the S.S. del Sempione 33, 28 is private property. All concession and management rights are carried out by Fiera Milano S.p.A. (hereinafter "Fiera Milano").

In the exhibition center there is a video surveillance system made up of video cameras controlled 24 hours a day by the Operations Centre. The plant is built and managed as required by current legislation.

During the setting-up and dismantling phases, the pavilions are not air-conditioned.

1.2. Technical Regulations

These Technical Regulations are a document of a contractual nature which obliges the organizers of trade fair events held within the fairgrounds, their Exhibitors, Fitters and contractors and subcontractors in general (whether natural persons or legal entities) by the same appointees.

Access to the exhibition center by the subjects mentioned implies full acceptance of these Technical Regulations.

The exhibitor is jointly and severally responsible with his fitters for the activities, governed below, which are carried out on his behalf in the exhibition center directly or indirectly through third parties (fitters) during the setting up, running and dismantling of the event.

Fiera Milano reserves the right to make changes to these Technical Regulations at any time, even without notice, aimed at including any regulatory adjustments or in any case aimed at improving working conditions, reducing health and safety risks, environmental protection and the improvement of fire prevention measures.

1.3. Exhibition safety representative on behalf of the exhibitor (RSE)

With the registration documents for the event, the Exhibitor indicates to Fiera Milano the name of the Exhibition Safety Representative (RSE), a figure who assumes towards Fiera Milano and third parties in general all responsibility connected to the activities, to the same as the Exhibitor himself.

Each Exhibitor, through his own RSE, has the obligation to coordinate with the other RSEs of the adjacent stands, so that through the exchange of information, any preventive measures to be applied can be identified to eliminate or, where this is not possible, minimize the risk of interference, when present. In the absence of communication of the name, this function will remain the responsibility of the Exhibitor's legal representative.

1.4. Fiera Milano contact person for the Exhibitor/Fitter

The Fiera Milano contact person for the Exhibitor/Fitter, unless otherwise indicated, is the Customer Service - Exhibitor Assistance.

All documentation to be sent to Fiera Milano must be written in Italian or English; otherwise, it will not be taken into consideration.

1.5. Measures against illegal and clandestine employment

All subjects who operate within the exhibition center for any reason must have an identity document and comply with current legislation on labor law, with reference to existing employment relationships between the parties.

All subjects who operate on behalf of the Exhibitor under contract and subcontract arrangements (and more generally all companies which operate within the exhibition center for any reason) must be in possession of a regular access permit and provide their workers of the identification card referred to in Art. 18, 21 and 26 of Legislative Decree 81/08.

The Fiera Exhibition Centre pass will be issued following:

- “One off” registration by the Fitting Company on the Logistics System of Fiera Milano;
- authorization activated by the Exhibitor.

The pass, as provided for by regulations, must contain:

- a photograph of the worker.
- details of the worker (name and surname, date of birth, date of employment).
- employer’s name.
- in the case of subcontract, the relative authorization (namely the date of the subcontract authorization request to which tacit consent was granted).

Self-employed workers must provide their own identity card which must contain:

- personal details;
- photograph;
- client name.

Non-EU personnel must also be in possession of an entry visa and in any case all the documents required by current legislation.

1.6. Equipment for staff working inside the Exhibition Centre

During the stand set-up and dismantling phases and during the assortment phases of the exhibited merchandise, all subjects who operate within the exhibition center for any reason must be equipped with suitable PPE (Personal Protective Equipment) compliant with the EU Regulation 2016/425 of 09/03/16, consisting of a helmet, safety shoes and reflective jacket, as well as any additional PPE whose choice and use remains the exclusive responsibility of the Employer and the stand owner.

During the event, the use of any PPE, linked to the performance of processes, remains the exclusive responsibility of the stand owner.

It should also be remembered that access to unauthorized persons and/or persons not involved in the works is prohibited in the areas subject to work. If the Exhibitor, as employer-customer, wishes to access his stand in the phases, he must comply, under his sole responsibility, with all the safety provisions contained in Legislative Decree 81/08 and the other safety provisions applicable in the specific context.

Any consequence for the non-use of the PPE as mentioned above, and/or for access to areas undergoing set-up or dismantling by inadequately trained and/or unauthorized persons, remains the sole responsibility of the defaulters, in accordance with the provisions of the current legislation.

1.7. Controls

Fiera Milano, directly or through third parties appointed for the purpose, reserves the right to carry out appropriate checks on all subjects who operate within the exhibition center for various reasons, requesting and verifying:

- the access title;
- identity document;
- the contractual documentation (procurement contracts with Exhibitors or employment contracts with Fitters or in general with contractors and subcontractors) and social security documents suitable for justifying the performance of the work by the subject operating within the exhibition centre;
- the provision and correct use of the equipment required in the previous paragraph.

1.8. Measures and Penalties

The finding of non-compliance with respect to the above can be contested by registered letter or by e-mail, even if not certified. The dispute will be sent to the company responsible for the non-compliance, taking care to inform the Customer of the work at the same time.

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

- remove personnel without the necessary documentation and/or provided with counterfeit documentation and/or without the equipment established in letter F above;
- enter the name of the Fitter/Contractor responsible for the personnel in a list of companies which will be prevented from accessing any other event held within the exhibition centre; in the latter case, access will be allowed only on condition that the subject in question is able to show Fiera Milano the contractual and social security documentation relating to the personnel employed by it to perform the work and that this documentation is truthful.

1.9. Measures for the safety of persons present in the Exhibition Centre

Fiera Milano, in compliance with the requirements imposed by the Public Safety Authority, adopts the infrastructural, organizational and operational measures deemed most appropriate for the protection of the health and safety of the people present in the exhibition centre.

The Organizers of trade fairs, congresses and events in general undertake without fail to implement the provisions referred to in this paragraph in their Regulations so that all visitors/participants and the general public, where permitted, are also obliged to do so.

By way of simplification and not exhaustive and at the discretion of Fiera Milano, the following may be provided:

- particular ways of accessing and exiting the exhibition center (destination of specific gates or reserved lanes, timetables, access and flow regulation and control systems) - even possibly differentiated - for the different categories of users;
- security checks, also carried out using fixed or portable technical equipment and instruments, on people, luggage and personal effects and on means of transport and work, both upon entering the exhibition center and inside the same and, where necessary, at the exit from the same. The checks will be carried out by Fiera Milano personnel or by third parties appointed for the purpose. Without prejudice to any communication to the Police, users who do not agree to submit to the check will be denied access and, if they are already inside, they will be removed. Users subjected to checks are required to provide maximum cooperation, so that operations can be carried out with maximum efficiency and speed. Any suspicious objects found during the checks must be immediately removed from the exhibition center at the care and expense of their holders;
- restrictions on the viability and pedestrian and vehicular circulation inside the exhibition centre, possibly also with the installation of barriers, new jerseys, bollards and the like.
- forced removal, at the risk and expense of the owner, of means of transport or work, of objects or personal effects deemed suspicious or which in any case hinder the exercise of security checks and/or the normal performance of activities.

1.10. Removal of people and entry ban

Apart from the cases specifically provided for in these Technical Regulations, Fiera Milano reserves the right to expel any person from the exhibition center at any time who, with their behavior, represents a risk to their own safety or that of others or in any case disturbs the regular performance of the activity or is responsible for serious violations of the law or of these Technical Regulations. In this regard, any violent, threatening or otherwise harassing behavior directed towards personnel, even if third parties appointed by Fiera Milano, assigned to supervisory, control or functioning duties of the exhibition center will be assessed with rigor, as well as any non-compliance with the provisions this legitimately imparted for reasons of service. The access ticket may be withdrawn and invalidated.

Fiera Milano also reserves the right to report on the name to prevent subjects who have already been removed from subsequently entering the exhibition center for a period congruous with respect to the seriousness of the disputed facts.

The reporting of the name may also be ordered against persons who have not been removed by authority, but who in any case have behaved like those that legitimize the removal, including those in violation of the provisions of these Technical Regulations.

In cases where the expulsion and/or possible reporting of the name concerns a worker admitted carrying out his/her work activities in the exhibition centre, Fiera Milano reserves the right to communicate the measures also to the employer.

2. STAND SET-UP/TAKE DOWN

2.1. General standard

Fiera Milano regulates the use of the exhibition spaces and participation in shows/events, in compliance with the rules set out in these Technical Regulations, as an integral part of the General Exhibition Regulations drawn up by the Organizer. The fittings, furnishings, any ancillary stocks, the material used and the products displayed, as well as the setting up and subsequent use of the stands must comply with current legislation on health and safety, fire protection, prevention against accidents and environmental protection.

Fiera Milano has the right to modify, at any time, installations and fittings that conflict with the regulations: the same will be carried out at the expense and care of the owner of the exhibition space.

2.2. Stand design and set up

For the design and construction of the stand, reference must be made to all the legislation on the subject, where applicable, for any type of structure and/or material used to build the stand, with reference to compliance with the rules relating to the elimination of architectural barriers.

All stand fitting elements must strictly fit within the allocated area.

2.3. Procurement contracts

The Exhibitor, owner of the legal availability of the area assigned to him, in case of assignment of the work of setting up his stand, services and supplies to contractors and/or self-employed workers, as client employer must:

- verify the technical and professional suitability of the contractors and/or self-employed workers:
  - acquiring the certificate of registration at the Chamber of Commerce, Industry and Crafts;
  - acquiring the self-certification of possession of the technical-professional suitability requirements (See Fiera Milano website, Section "Exhibitors - Technical Documents", Attachments to the Duvri facsimile).
- provide 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 activity. The information on the specific risks presents 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 these Technical Regulations;
- promote cooperation and coordination between contractors, including self-employed workers and subcontractors, by developing a risk assessment document indicating the measures taken to eliminate, and where this is not possible, minimize the risks from interference. This document, called DUVRI (Single Document on the Evaluation of Interference Risks), is available in facsimile form on the Fiera Milano website in section Exhibitors -> Technical documents -> Link to the reference exhibition, together with a guide for filling it out.

It should be remembered that the exhibition activities, pursuant to art. 88 of Legislative Decree 81/08, fall under Title IV - Temporary or mobile construction sites, except for the following types:

- the exhibition structures that have a height of less than 6.50 m with respect to a stable floor;
- bi-level exhibition structures that have a plan projection surface of the upper floor (mezzanine) of up to 100 m^2;
- structurally independent marquees and temporary works, made with elements produced by a single manufacturer, assembled according to the indications, configurations and maximum loads foreseen by the same, whose overall height, including the roofing elements directly connected to the support structure, does not exceed 8.50 m in height with respect to a stable surface.

Therefore, the Exhibitor, in his capacity as client, must, depending on the case:

- prepare the DUVRI, if it falls within the three cases highlighted above and has entered into contracts with contractors and/or self-employed workers who work on its behalf;
- apply Title IV of Legislative Decree 81/08, in cases where it will have:
  - exhibition structures with a height greater than or equal to 6.50 m;
  - biplanar structures (mezzanines) with a surface area greater than 100 m^2;
  - marquees and temporary works not falling within the typology and/or higher than 8.50 m with respect to a stable floor.

Clarifications in this regard can be requested from Fiera Milano (sicurezza.mostra@fieramilano.it)

2.4. Plan of the allocated exhibition space

In accordance with what is indicated in the General Exhibition Regulations, the planimetric survey of the assigned exhibition area can be sent by Fiera Milano, by the Organizer itself or downloaded from the Fiera Milano Exhibitor Portal.

In the planimetric survey, on which the Exhibitor must draw up his stand design, the following are highlighted:

- areas with flooring having a capacity or characteristics different from the general ones of the pavilion;
- any encumbrances of existing structures in the assigned exhibition space (pillars, pilasters, electrical boxes, fire hydrants, other technical systems etc.);
- floor position of technical wells;
- position of the derivation sockets for the available technical systems.

It is the Exhibitor's responsibility to verify on site, before the start of the set-up activities, both the measurements of the assigned exhibition space and the exact position of the technical services and, in the event of discrepancies, contact the Customer Service - Exhibitor Assistance.

2.5. Forwarding stand plans

Unless otherwise indicated in the General Exhibition Regulations, for stands with the same surface or sup. at 100 m^2 or equal or higher in height at 3.00 m, the Exhibitor must enter the following documents in the Fiera Milano Exhibitor Portal:

- the project, complete with plans and quoted sections, in .pdf (Acrobat) or .dwg (Autocad) format;
- the floor plans and construction drawings (scale 1:100) and for particular installations such as mezzanines (where permitted by the General Exhibition Regulations), platforms, complex structures such as "g2" (See paragraph 2.9) and special structures, the technical-static calculation report, drawn up and signed by a professional qualified in accordance with the legislation in force and registered with the Italian professional associations;
- the plan with the positioning of the equipment, machinery and/or systems to be exhibited;
- the description of the materials used for the construction of the stand;
- the layout of the systems (electricity, water, compressed air, etc.);
- specifications for machinery and/or special systems (furnaces, boilers, etc.).

The calculation reports will be sent at the same time as the project. If this is not possible, the deadline for delivery must still be before the start of the assembly operations: otherwise, the start of the stand set-up work will not be allowed.

Each floor plan must bear the Exhibitor's company name, the indication of the reference event, the pavilion number and the stand identifier. Fiera Milano has the right to ask Exhibitors for designs for all stands, regardless of their surface area and height.

2.6. Construction standards

When drawing up the stand design, the Exhibitor is required to observe the rules and provisions set out below:

2.6.1. Reaction-to-fire classification of stand material

All material used for the stand (partitions, bases, various structures, platforms, coverings, fabrics, drapes, false ceilings, ceiling panels etc.), if combustible, must be fire-proof or fire-proofed and classified according to that set forth by the Italian Interior Ministerial Decree of 26/6/84 and subsequent modifications and integrations.

That is, for materials classified also as construction products, of European classification equivalent to that of the Decree of the Italian Interior Ministerial Decree of 15 March 2005, as highlighted in the tables below.

Table 1 – Use on floor

Italian class	European class
Class 1	($A2_{FL}$-s1), ($A2_{FL}$-s2), (B_{FL}-s1), (B_{FL}-s2), (C_{FL}-s1)
Class 2	(C_{FL}-s2), (D_{FL}-s1)
Class 3	(D_{FL}-s2)

Table 2 – Use on walls

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

Table 3 – Use on ceilings

Italian class	European class
Class 1	(A2-s1, d0), (A2-s2, d0), (A2-s3, d0), (A2-s1, d1), (A2-s2, d1), (A2-s3, d1), (B-s1, d0), (B-s2, d0), (B-s3, d0)

Class 2	(B-s1, d1), (B-s2, d1), (B-s3, d1), (C-s1, d0), (C-s2, d0), (C-s3, d0)
Class 3	(C-s1, d1), (C-s2, d1), (C-s3, d1), (D-s1, d0), (D-s2, d0)

Therefore, the materials, in relation to their use, must comply with the following reaction-to-fire classes:

Class 1	materials susceptible to catching fire on both sides, drapes, ceiling panels;
Class 2	floors, walls, platforms, raised floors, panels for partitions walls, including any coverings.

All set-up materials must be installed in a manner strictly compliant with the requirements of their approval certificate issued by the Ministry of the Interior. It is forbidden to use, as they are not fireproof, plastic materials that are not originally fireproof, reeds, mats, straw and hay even in bales, trellises, articles made with cardboard and derivatives, curtains made up of thin wooden strips (such as venetian blinds) or similar.

It is mandatory to proceed with a specific treatment with fire-retardant products on products that are not originally fire-retardant, which must be carried out before introducing the materials into the exhibition centre. The introduction and use of set-up materials is permitted only on condition that they are accompanied by regular documentation certifying their reaction to fire class.

The declaration of "Fire safety of stand materials for the purposes of reaction to fire" is a mandatory document that must be filled out in its entirety and delivered, in original and only at the end of the assembly work, to the Fiera Milano Stand Control office located at the Service Center.

The document is available on the Exhibitor Portal and on the official Fiera Milano website, as well as in Annex 8 of these Technical Regulations. In the event of failure to deliver the documentation, the exhibition space will be considered unusable and closed to visitors, under the exclusive responsibility of the Exhibitor who owns the stand.

The previous provisions relating to the classification of materials do not apply to the materials on display and to the furniture in general used to furnish the stands.

2.6.2. Maximum fitting height

The maximum heights defined and indicated in the General Exhibition Regulations must be observed.

2.6.3. Ban on modifying pavilion permanent structures

It is expressly forbidden to make any modifications to the fixed structures of the exhibition halls. Specifically, it is forbidden to cut, groove, drill, or otherwise make any similar changes to floors, walls, ceilings, or other structures, nor to create recesses or openings for the passage of cables, conduits, pipes, or systems of any kind.

Likewise, it is forbidden to independently remove, alter, tamper with, and/or reposition closures of passageways, technical rooms, and any other structural or system elements, without prior written authorization from Fiera Milano.

It is also strictly forbidden to paint, varnish, treat, or in any way alter, with any type of paint or coating, the floors, walls, ceilings, and any other structure or surface owned or pertaining to Fiera Milano.

2.6.4. Setting up stands and occupying aisles

The material used for the stand must be made of prefabricated and finished elements, so as to allow for simple "on- site" set-up and final touch operations; any stand elements or products on display may not even partially occupy the aisles. In case of non-compliance, Fiera Milano reserves the right to remove the materials left in the aisles/common areas, with the costs being charged to the non-compliant exhibitor.

If protruding headlights are installed in the lane, they must not create dangers or obstructions for the movement of people or vehicles.

2.6.5. Anchoring stands

Pavilions' walls, ceilings, structures and technical installations may not be used to anchor stand elements, which should be in any case self-supporting.

2.6.6. Floor coverings

For laying floor coverings such as carpet, linoleum, parquet or similar, only double-sided adhesive tape may be used, which is easily removed and does not leave residues on the floor.

2.6.7. False ceilings

Continuous blind false ceilings are prohibited; false ceiling types allowed are:

- mesh fabrics with a minimum mesh size of 2x2 mm and well-stretched.
- wood, metal and similar by creating specific openings for fumes extraction in the event of fire, for a total of 1/100 of the covered area on the stand. These openings will have to be between 0.25 m² and 0.30 m² in size and may be evenly distributed over the entire covered area. Different configurations of the openings, always uniformly distributed, must guarantee 1/100 coverage of the surface as already mentioned.

It is possible to make openings for the evacuation of fumes by superimposing the elements of the false ceiling at different heights, always guaranteeing a 1/100 coverage of the surface.

The stand must not contain any rooms closed by walls and false ceilings, without suitable ceiling openings dedicated to the evacuation of smoke. If there are different needs for exhibition/set-up , the Exhibitor is required to preliminarily verify with the Customer Service - Exhibitor Assistance, the type of set-up he intends to create. It is anticipated that any closed rooms, if authorized, must be protected by a stand-alone smoke detection system adequately certified and built with costs borne by the applicant.

2.6.8. Light signage

The installation of light signage, unless forbidden by the General Regulations, must be carried out in compliance with the provisions of current regulations regarding electrical installations.

2.6.9. Glass and mirrors

Any furnishing elements or walls made with full-height glass or mirrors must be adequately marked and protected from impact. The glass walls must comply, in terms of characteristics, resistance and installation system, with the regulations in force. If the glass walls are installed along the paths used by the public, they must be of the accident prevention type.

These walls are like mobile partitions which are excluded from the application of the D.M. of 17/01/18. An indicative evaluation leads us to consider adequate, in the exhibition context, a horizontal overload per linear meter of wall, equal to 100 kg applied at 1.20 m from the floor. However, a report must be produced that certifies the sufficient stability of the building in operation.

In the presence of prefabricated elements, the project report must be produced certifying the resistance of the product under the expected operating conditions and a declaration of correct assembly referring to the specific event, the area in which the product was set up and compliance with the operating conditions provided for in the project report.

2.6.10. Continuous perimeter walls and escape routes

If the General Exhibition Regulations permit the construction of continuous delimitation walls, it should be remembered that an adequate system of escape routes must be provided and implemented in each stand, such as allowing, in the event of an emergency, a safe escape towards the common aisles . For correct sizing, the rules set out in current legislation must be applied, bearing in mind that the exhibition business is at high fire risk.

The minimum dimensions of each emergency exit must not be less than 1.20 m wide and 2.10 m high. Any doors installed must open towards the aisle without encroaching on it. The internal escape routes and the exits from the stand must be indicated by means of luminous signs operating on autonomous energy and visible in the event of the general lighting electric system being switched off. Regardless of the surface area of the stand, any type of continuous delimitation (windows, planters, machinery and systems, small chains, etc.) must be made in such a way as to guarantee an adequate system of escape routes.

2.6.11. Platforms

Platforms accessible to the public must guarantee an overload capacity of 5 kN/m^2, in addition to the loads induced by any machines or equipment installed.

The construction of platforms accessible to the public with a height greater than 0.30 m must be accompanied by a static test, drawn up and signed by a professional qualified in accordance with current legislation and registered with Italian professional associations, which the Exhibitor must deliver to the Fiera Milano Stand Control Office within 24 hours before the start of the event and keep a copy at the stand, available to the bodies responsible for control.

In passageways intended for the public, in compliance with the provisions of the Ministerial Decree. 236/89 regarding the technical requirements for overcoming architectural barriers, the platforms must be connected to the floor of the pavilion with steps of adequate rise and tread and with at least one ramp with a slope of no more than 8%. Steps or slides must not block the traffic lanes for visitors.

The corners of the platform, especially those near the intersections of the lanes, must be rounded or protected to prevent stumbling by visitors; the perimeter must be closed with the possibility of inspection on each side.

It is mandatory to make every change in height visible, signaling it with a color differentiation for a depth of at least 5 cm (e.g. closing corner profile in a different color).

When setting up and filling the under platforms, the use of materials that do not correspond to those indicated in chapter 2.6.1 is prohibited.

2.6.12. Utilities present in the exhibition areas

The utility boxes of the systems present in the exhibition areas (electrical systems, telephone systems, sockets and service telephones, wi-fi antennas, etc.) must be kept constantly accessible and cannot, under any circumstances, be tampered with or removed. In the event of default, Fiera Milano intervenes as indicated in the following art. 9.

2.6.13. Stand perimeter finishes

Any perimeter panels situated next to another stand and stand ceilings that are visible from above must be perfectly finished; electrical cables and similar must be hidden in special cable trays. Otherwise, the exhibition space will be considered unusable and closed to visitors under the exclusive responsibility of the Exhibitor who owns the stand.

2.6.14. Pools

The installation of swimming pools of any kind must be authorized in the General Exhibition Regulations and the feasibility verified by Fiera Milano. If admitted, the conditions for construction and operation must comply with the specific reference legislation of the Lombardy Region and comply with the indications of Fiera Milano related to the specific location and context. If not accessible to people, they are classified as exhibition products.

2.6.15. Climbing walls

The installation of climbing walls of any kind must be authorized in the General Exhibition Regulations and the feasibility verified by Fiera Milano. If permitted, the conditions for construction and operation must comply with the UNI 12572 standard and comply with the indications of Fiera Milano related to the specific location and context. If not accessible to people, they are classified as exhibition products.

2.6.16. Fixing holes

The creation and relative restoration of the anchoring holes (cutting bars/plugs flush with the floor) is the exclusive responsibility of Fiera Milano.

The request for the service must be sent by the Exhibitor at least 15 days before the start of the official set-up, with the relative plan attached showing the exact positions of the holes to be made and the date on which the service is to be provided. The plan, to be drawn up at the expense and care of the Exhibitor himself, must take into account the following:

- the anchoring holes can be made only in pavilions 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 13, 14, 15, 18, 22 and 24;
- they can have a maximum diameter of 22 mm and a maximum depth of 150 mm;
- anchoring holes cannot be made at less than cm. 50 from the manhole covers for technical utilities and at less than cm. 30 from the expansion joints on the floor (survey and check by the Exhibitor).

The service will be provided in the presence of an Exhibitor contact person. Please note that the supply and installation of the dowels is not included.

2.6.17. Cookers.

Inside the exhibition pavilions, the installation and operation of kitchens/hobs (electric only) must be previously authorized in the General Exhibition Regulations. If permitted, the possible feasibility and conditions for their construction and operation must comply with the indications of Fiera Milano, linked to the specific location and context.

Each functioning hob must be equipped with a hood to expel fumes outside the pavilion. Cases, with the presence of low-powered hobs, very low production of steam/cooking smoke and occasional use, recirculation hoods that treat the fumes adequately can be installed.

Outside the exhibition pavilions, any request for the installation and operation of a kitchen powered by gas cylinders must be previously authorized by Fiera Milano. The supply, connection and possible restoration of the cylinders remain the exclusive responsibility of Fiera Milano itself, with costs borne by the applicant.

Again, each hob must be equipped with a suitable hood to convey the fumes produced.

2.6.18. Fittings high exceptions

Any exceptions to the heights of the stands may be granted in compliance with the General Exhibition Regulations and subject to a feasibility check by Fiera Milano. The Exhibitor must develop the project considering the following requirements:

- A minimum distance from the present systems (busbars, fan coils, etc.) of at least m must be guaranteed. 1.50: the lifts must always be accessible.
- The correct functionality of the pavilion's smoke detection system must be guaranteed. In this regard, in the design of the stand produced by the Exhibitor, the areas of intervention and any encumbrance of the smoke detectors present in correspondence with the assigned exhibition area must be highlighted.
- There must be no interference with the hanging signs, prepared by Fiera Milano.
- Compliance with the times established for the assembly and disassembly of the stand must be guaranteed.

The exceptions mentioned above can never concern the obligations set out in the D.I. of 22/7/14.

2.6.19. Office spaces, meeting/conference rooms

The Exhibitor is required to scrupulously observe both any limitations set out in the General Exhibition Regulations and the indications of Fiera Milano regarding the maximum area that can be used for office/meeting room use with respect to the total area of the stand.

The following provisions must be observed in the planning and construction of conference rooms:

- *seats*: must be included in sectors of maximum n. 10 rows with no more than n. 10 chairs per row. The chairs in each row must be firmly connected to each other. It is allowed that files with a maximum of n. 4 seats are juxtaposed against the side walls of the room. Only people who find a seat must be admitted to the rooms;
- *exit routes*: the premises must be equipped with an adequate system of exit routes, sized based on the maximum expected crowding and the outflow capacity. The width of each exit route must be a multiple of the 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 deducting the size of any protruding elements, except for fire extinguishers. The height of the paths must not be less than 2.10 m. The exit routes must be kept clear of materials that could impede the regular outflow of people. The doors located on the exit routes must open in the direction of the exodus, with a simple push and can be provided with one or two leaves;
- *lighting and safety signs*: the safety lighting system must ensure an illuminance level of no less than 5 lux per m. 1 from the walking surface along the exit routes and not less than 2 lux in other areas accessible to the public;
- *The exit doors* must be equipped with luminous safety signs powered by a dual system, normal and emergency. Individual lamps with independent power supplies are permitted provided that their operation is ensured for at least one hour.

2.7. Raised platform

If the construction of raised platform is permitted in the General Exhibition Regulations, these may be created in compliance with the indications given in the booklet "Regulations for the construction of raised platform in exhibition areas" available from the Customer Service - Exhibitor Assistance.

2.8. Ceiling suspension system

In some areas inside the pavilions, fitting structures may be suspended from the ceiling, provided that such constructions do not conflict with the provisions set out in the General Exhibition Regulations.

The laying of cables on the fixed structures of the pavilions is the exclusive responsibility of Fiera Milano.

The request must be sent via the Fiera Milano Exhibitor Portal, specifying whether it is:

- only the supply and laying of the cables to which their own structures can then be suspended by the Exhibitor;
- complete construction of suspended structures, including supply of cables, "American" type pylons, electrical/audio system, etc., all duly certified.

In the first case, the Exhibitor must comply with the provisions in the following paragraphs, especially as regards the sending of the required documentation.

2.8.1. General provisions

a) the “rigging service” can be provided in all the pavilions of the exhibition center and consists of the supply of special cables hooked to the ceiling, which can be used to suspend set-up and lighting structures owned by the Exhibitor, by a trusted company or rented from Fiera Milano itself;

b) the supply of cables hooked to the ceiling (hanging point) as well as the movement of the motor control units supplied by Fiera Milano are the exclusive responsibility of the latter. The Exhibitor is required to hook all the suspension cables made and booked through Fiera Milano to their suspended structures. Otherwise, Fiera Milano reserves the right to arrange for the construction directly, charging the relative costs;

c) Fiera Milano will establish the position and number of cables to be supplied, based on what is indicated in the technical project sent by the Exhibitor and on the positioning of the structures;

d) the terminal part of the cable will be equipped with a special certified fixed thimble connection;

e) the cables will be positioned at a height of approximately 1.00 m above the maximum height permitted by the General Exhibition Regulations without prejudice to the technical characteristics of the pavilion concerned;

f) the height of the suspended structures from the ground, unless otherwise authorized by the Organizing Secretariat, must comply with the provisions of the General Exhibition Regulations;

g) the maximum load-bearing capacity of each suspension point is equal to 1.5 kN every 4.00 m of purlin;

h) the cables will be hooked exclusively to the appropriate structures made up of the purlins present, except for some areas, in adherence to the ceiling of the pavilion. The holes are made at 1 m from each other. Each purlin is on average 4 m from the adjacent one.

i) if the structures described in the previous points are not present in the area above the assigned area, particular additional anchoring systems such as bridles or sling bars may be supplied for hire, a solution that must be agreed in advance with the Hanging Department of Fiera Milano .

j) To fix the structures, the Exhibitor or the company appointed by the latter must use suitable systems that guarantee perfect anchoring. Any steel cables used must have a diameter of no less than 5 mm and any ring chains have a rod diameter of no less than 6 mm;

k) The suspensions must have a vertical projection, so the cables cannot be pulled diagonally. For cases, to be agreed with the Appendimenti Office of Fiera Milano, minimum tolerances may be admitted, in any case not exceeding 10°;

l) suspensions with lifting equipment (hoists, pulleys, etc.) must be equipped with safety cables, which must not, for any reason, be removed;

m) the installations on the trusses (lighting fixtures, loudspeakers, etc.) must be secured to them, not only with suitable elements provided for the purpose but also with other anchoring devices (wire ropes, ring chains, etc.) such as systems redundant security;

n) any mixed suspension systems (ceiling suspension + floor support) will be permitted only on condition that the elements resting on the ground on solid foundations are adequately protected from accidental impacts;

o) safety hooks to ensure the stability of stand structures resting on the ground will be authorized only if made in compliance with these provisions;

p) the ceiling suspensions must not interfere with the smoke detection system present in the pavilions. This system consists of a network of sensors, installed in the upper part of the pavilion and located on two levels, connected to each other by infrared rays: any interruption of the beam causes the activation of the fire prevention system;

q) the ceiling suspensions must not interfere with the lighting system of the pavilion;

r) if electrical equipment is installed on the suspended structures, the same must be powered using only the sockets existing within the assigned area. The lowered cables must be supported by special supports (steel cables, columns resting on the ground, etc.).

N.B. Please note that, effective July 1, 2026, the use of manual hoists within the exhibition center is expressly and strictly prohibited.

This provision is adopted for reasons of safety, operational reliability, and compliance with current technical standards. It aims to ensure a higher level of protection for the safety of people, as well as greater redundancy of lifting and control systems for suspended loads, in compliance with industry best practices and relevant technical regulations. From that date, all lifting operations must therefore be performed exclusively using lifting motors compliant with the "8 Plus" standard. Their use is mandatory and cannot be replaced with alternative systems lacking the same safety features.

Failure to comply with this provision will result in the immediate suspension of lifting activities and the adoption of the resulting measures by Fiera Milano, without prejudice to any further action provided for by the regulations and applicable legislation.

2.8.2. Documentation to be submitted

Within 30 days of the start of the event, the project of what is intended to be suspended from the ceiling must be delivered.
It is important that the above deadlines are respected, to allow Fiera Milano to carry out the appropriate technical checks on the compatibility between what is intended to be created and the fixed structures of the pavilion. The project must contain the following mandatory documents:

a) Quoted graphic designs consisting of a planimetric elevation and lateral and axonometric views. The drawings must show the positioning and value of the expected loads on the structures to be suspended which may be made up of "American" beams, wooden beams, mixed wood/steel or wood/aluminum structures, etc. The points in which the load-bearing structures will be connected to the hanging cables of Fiera Milano must also be indicated.
b) Technical report drawn up by a qualified professional, registered with Italian professional orders, containing:
   - description of suspended structures;
   - characteristics of the materials to be used (eyebolts, steel cables or ring chains, "American" beams, wooden beams and wood derivatives, mixed structures, etc.);
   - indication of the weights of the materials to be used ("American" beams, wooden beams and wood derivatives, mixed structures, lights, electric cables, lifting mechanisms, etc.);
   - static calculation report drawn up and signed by a professional qualified in accordance with current legislation and registered with Italian professional associations with load hypotheses on the structures and verification of the stresses induced on them;
   - indication of the suspension points of the building and of the loads relating to each point, bearing in mind that the load of 1.5 kN must not be exceeded every 4 m for each suspension point.

For the stability of suspended structures, it must in any case be guaranteed that, in the event of failure of any anchorage to the hanging cables (connection of structures, failure of any lifting mechanism, etc.) the structure does not collapse with the risk of yielding and/or not overloading, beyond the admissible, the individual anchor points.

c) At the end of the works, the Exhibitor is obliged to deliver to Fiera Milano:
   - the declaration of correct assembly produced by the installer (facsimile downloadable from the Fiera Milano Exhibitor Portal);
   - a testing certification, drawn up and signed by a professional qualified in accordance with the current legislation and registered with the Italian professional associations, who has not intervened in any way in the design, management and execution of the works. The document is an essential part of obtaining the usability of the area.

The deadline for delivery of the declaration of correct assembly and testing is 24 hours before the start of the exhibition.

Attention! If this deadline is not respected, since it is a peremptory deadline and cannot be extended due to the imminent start of the exhibition, the exhibition space will be considered unusable and forbidden to visitors under the exclusive responsibility of the Exhibitor who owns the stand.

In the event that, due to lack of the necessary technical data, it is not possible to produce such documentation or obstacles or difficulties of any kind are placed in the way of carrying out the verification ordered by Fiera Milano for any reason, the exhibition space will be considered unusable and forbidden to visitors under the exclusive responsibility of the Exhibitor who owns the stand.

2.9. Self supporting fittings

Self-supporting installations are all installations resting on the floor, both inside the pavilions and in the external areas, which can support themselves independently, unloading weight to the ground. They can be made up of walls, platforms, vertical/horizontal load-bearing structures, etc. which are supported by their own vertical elements.

Self-supporting structures have been divided into two types:

- g1) simple structures: this category includes installations made up of horizontal structures, vertical structures, false ceilings, with a clear span of up to 4.00 m for wooden structures and up to 8.00 m for approved metal lattice structures and/or with a clear height at the intrados for both up to 4.00 m.
- g2) complex structures: this category includes installations made up of structures that do not fall into the previous category.

The “Correct assembly” declaration is a mandatory document that must be filled out in its entirety and delivered, in original and only at the end of the assembly work, to the Fiera Milano Stand Control office located at the Service Center.

The document is available on the Exhibitor Portal and on the official Fiera Milano website, as well as in Annex 7 of these Technical Regulations. In the event of failure to deliver the documentation, the exhibition space will be considered unusable and closed to visitors, under the exclusive responsibility of the Exhibitor who owns the stand.

For stands consisting of complex structures (g2), a technical report drawn up by a qualified professional, registered with the Italian professional associations, containing:

- description of the structures;
- characteristics of the materials to be used;
- reference regulations applied;
- indication of the weights of the materials to be used (structures, lights, electric cables, lifting motors);
- load hypothesis of the structures and verification of the stresses induced on the structures and anchors.

If it is not possible to produce the static calculations together with the stand design, please remember that this documentation must in any case be uploaded/presented before the start of the assembly operations. Otherwise, the start of the stand assembly works will not be permitted.

At the end of the works, the installer must produce the declaration of correct assembly using the specific form downloadable from the Fiera Milano website and the testing certification produced by a qualified professional registered with Italian professional associations for at least 10 years and who has not intervened in any way in the design, management and execution of the works (L. 1086/1971). The certification must be delivered personally by the tester at the end of the testing visit to the Fiera Milano Stand Control Office.

In case of failure to deliver the documentation, the exhibition space will be considered unusable and closed to visitors, under the exclusive responsibility of the Exhibitor who owns the stand.

2.9.1. Materials

The materials constituting the above-mentioned fittings are generally attributable to:

- wood and its derivatives;
- metal profiles assembled with welding and/or bolts;
- metal lattice structures (American);
- glass, used both as part of windows and as a wall, even continuous, of variable height;
- mixed fittings when more than one component of those mentioned is used and/or other materials such as, for example, composite walls made up of honeycomb panels, plastics and derivatives.

Please note that the use of plasterboard or similar materials for the installations is prohibited, whether they are used for walls, false walls, external infills and false ceilings in general. If for design and/or architectural reasons your choice falls on the materials specified above, Fiera Milano will evaluate the possibility of granting an exemption, only under the conditions set out below:

- communication from the installer/exhibitor with evidence of the parts of the installation where plasterboard or similar materials would be used;
- transmission of the technical data sheets of the proposed material with evidence that the same has been made with natural and recycled plaster and with a fire reaction class compatible with that reported in par. 2.6.1.
- transmission of a commercial agreement, commitment or declaration by a waste management company for the recycling/recovery of the decaying plasterboard from the assembly and disassembly phases.

Any use detected on site and not authorized in the manner indicated above will result in the application of the sanctions set out in paragraph 9.18

The materials must be of excellent quality, complying with the technical and product standards in force and accompanied, where required, by the certifications, declarations of conformity and assembly instructions provided by the manufacturer. This documentation must be kept available on the stand for any checks by the competent authorities and Fiera Milano.

The materials which are expected to be reused frequently for the preparation of several events must be subjected to periodic maintenance, according to the manufacturer's instructions, the criteria of good technique, the correct rule of the art and all those criteria dictated by principles of prudence and diligence, taking into consideration the characteristics of the environment in which they are installed and used.

All combustible materials must be accompanied by the fire reaction certification pursuant to art. 2.6.1 of these Technical Regulations.

The walls of the stands, of whatever material they are made of, are similar to mobile partitions which are excluded from the application of the Ministerial Decree of 17/01/18. An indicative evaluation leads us to consider adequate, in the exhibition context, a horizontal overload per linear meter of wall, equal to 100 kg applied at 1.20 m from the floor. In any case, sufficient stability of the product in operation must always be guaranteed by the installer.

The fulfillment of this requirement can also be argued experimentally, considering the constraints that the building has and all the resources that the construction type allows. In the presence of prefabricated elements, both a project report must be produced certifying the resistance of the product under the expected operating conditions and a declaration of correct assembly referring to the specific event, with the coordinates of the area in which it was installed clearly highlighted.

2.9.2. Assembly and installation of materials: static suitability

The assembly of the materials must be carried out in accordance with the technical standards in force, the product standards and the assembly instructions provided by the manufacturers and designers.

During the assembly phases of the various parts making up a product, all the necessary precautionary measures must be taken to avoid the occurrence of collapses and/or sagging which could cause damage to things or people. In particular, the assembly of glass walls must be carried out using the specific tools foreseen for the handling and assembly of this material.

The use of all work equipment (forklifts, cranes, etc.) must take place in compliance with current health and safety regulations.

The person who sets up the exhibition space must guarantee the statics of the building even during the set-up and dismantling phases, to eliminate the risk of collapse, even partial, or sagging that could create harmful consequences for third parties. We remind you that the Exhibitor, as holder of the legal responsibility of the assigned area, is responsible for the correct application of the entire preventive system on health and safety, with particular regard to verifying the technical-professional suitability of the selected companies (Art. 26, c. 1, letter a of Legislative Decree 81/08).

2.9.3. Certification of structures/fittings/systems: stand construction file

For all structures/set-ups/systems built in the exhibition center, both in the pavilions and in the external areas, certification must be produced to attest to their correct construction according to the regulatory provisions. All documentation must be kept available for any checks by the relevant Authorities and Fiera Milano. In fact, this documentation constitutes the "Stand Construction File" and includes:

a) As regards the stand set-up, a declaration of "Correct assembly" must be produced for all types of set-ups regarding the set-up, using the specific model attached to these Technical Regulations (Annex 7) or downloadable from the Fiera Milano Exhibitor Portal;
b) as regards fire prevention, the declaration of "Fire safety of stand materials for the purposes of reaction to fire" must be produced, certifying the conformity and correct installation of the materials for all types of stands, using the specific form attached to these Technical Regulations (Annex 8) or downloadable from the Fiera Milano Exhibitor Portal;
c) As regards electrical systems, the declaration of conformity referred to in Ministerial Decree 37/08 must be produced. A copy of the Chamber of Commerce registration certificate must always be attached to this declaration;
d) As regards suspensions and structures connected to them, the project, technical report with static calculations and static testing must be produced, in addition to what is provided for in points a), b), c);
e) for platforms accessible to the public with a height greater than 0.30 m, project, technical report with static calculations and testing certification, in addition to what is provided for in points a), b), c);
f) for mezzanines, project, technical report with static calculations and testing certification, in addition to what is provided for in points a), b), c);
g) for simple structures g 1) (see par. 2.9), the project must be submitted in addition to what is provided for in points a), b), c);
h) for complex structures g 2) (see par. 2.9), the project, the calculation report and the testing certification must be submitted, in addition to what is provided for in points a), b), c).

The declarations of correct assembly and the testing certifications must be delivered to the Fiera Milano Stand Control Office located at the Service Centre of the exhibition centre (tel. 02.4997.6495).

The deadline for delivery of the testing certification and the declaration of correct assembly is 24 hours before the start of the event.

Attention! If this deadline is not respected, as it is a peremptory deadline and cannot be extended due to the imminence of the start of the exhibition, the exhibition space will be considered unusable and closed to visitors under the sole responsibility of the Exhibitor.

All documentation relating to the works for the construction of the stand such as Duvri, PSC, POS (when foreseen) can also be considered an integral part of the construction file of the stand.

Below is a summary table with the documentation to be presented:

STAND CONSTRUCTION BOOKLET

SIMPLE STRUCTURES – g 1)	
By the start of assembly	24 hours before the start of the event
▪ Project;	▪ Declaration of correct assembly; ▪ Declaration of correct installation of materials classified for fire reaction purposes; ▪ Declaration of conformity of electrical systems D.M. 37/08 + CCIAA.

COMPLEX STRUCTURES – g 2)	
By the start of assembly	24 hours before the start of the event

▪ Project; ▪ Static calculation report.	▪ Declaration of correct assembly; ▪ Declaration of correct installation of materials classified for fire reaction purposes; ▪ Declaration of conformity of electrical systems D.M. 37/08 + CCIAA; ▪ Static testing certification.

PLATFORMS accessible to the public with h > 0.30 m	
By the start of assembly	24 hours before the start of the event
▪ Project; ▪ Static calculation report.	▪ Declaration of correct assembly; ▪ Declaration of correct installation of materials classified for fire reaction purposes; ▪ Declaration of conformity of electrical systems D.M. 37/08 + CCIAA; ▪ Static testing certification.

MEZZANINES	
By the start of assembly	24 hours before the start of the event
▪ Project; ▪ Static calculation report.	▪ Declaration of correct assembly; ▪ Declaration of correct installation of materials classified for fire reaction purposes; ▪ Declaration of conformity of electrical systems D.M. 37/08 + CCIAA; ▪ Static testing certification.

SUSPENDED STRUCTURES	
By the start of assembly	24 hours before the start of the event
▪ Project; ▪ Static calculation report.	▪ Declaration of correct assembly; ▪ Declaration of correct installation of materials classified for fire reaction purposes; ▪ Declaration of conformity of electrical systems D.M. 37/08 + CCIAA; ▪ Static testing certification.

2.9.4. Management of waste and scraps from set-up materials

The Exhibitor must ensure proper management of waste and scraps from the materials used to set up their exhibition space and must also consider the associated waste generation during the design phase. To this end, the Exhibitor must use an authorized operator for collection and disposal/recovery, with whom they must stipulate an appropriate service contract.

2.10. Calendar and times for setting up/event/dismantling: time extension.

The times for setting up and dismantling are communicated by means of the circular prepared by Fiera Milano (Provisions for assembly and dismantling operations) which can be consulted on the website in section Exhibitors -> Technical Documents -> Link to the reference exhibition. On the days of the event, the times are those indicated in the General Regulations of the same.

Any extensions beyond the scheduled time for the set-up/event/dismantling phases must be requested from the Customer Service - Exhibitor Assistance, by completing the appropriate form.

Requests must be made by 4.00 pm on the day to which the extension refers and the Customer Service - Exhibitor Assistance will confirm authorization by 5.45 pm on the same day.

On the day before the Event:

- It is forbidden to carry out set-up operations not previously authorized by the Organizer in agreement with Fiera Milano;

- Extensions beyond the scheduled closing time are not taken.

In the event of unauthorized permanence after closing time, Fiera Milano adopts from time to time all the initiatives it deems necessary and the defaulting Exhibitor will be charged the penalty provided for in the following art. 9, without prejudice to compensation for greater damages.

2.11. Stand surveillance

Fiera Milano carries out a general surveillance service in the exhibition centre. The Exhibitor is responsible for the custody and surveillance of the stand and its contents, both during the event and during the set-up and dismantling phases.

Exhibitors must pay the utmost attention to the materials, goods and objects belonging to them and maintain a constant presence of their personnel on the stand, especially on the eve of the event, until the closing time of the pavilions. Precious or valuable objects must be stored in wardrobes, bulletin boards fixed to the walls or in locked drawers. During closing hours, it is forbidden to stay inside the pavilions.

Fiera Milano provides specific surveillance services: the Exhibitor can request them from the Vigilance Service through the Fiera Milano Exhibitor Portal, within the established terms and conditions. It is advisable to confirm the service well in advance, at least 20 days before the event: after this date the rates will change. During the closing hours of the pavilions, services performed by Supervisory Institutes other than those authorized by Fiera Milano are not permitted.

2.12. Ecological services, waste management, packaging and stand cleaning

Even inside the fair district, the collection, possession, transport, storage and recovery/disposal of all waste produced must be carried out in compliance with Legislative Decree 152/06. The Exhibitors/Fitters are jointly and severally responsible for the correct application of the above provisions. The uncontrolled deposit or abandonment of waste is prohibited by law and constitutes a crime punishable by law. Where appropriate, Fiera Milano reports to the competent Authorities of waste abandonment detected in the exhibition centre. Any clarifications can be requested from the Fiera Milano Environment Office (mail: gestionerifiuti@fieramilano.it).

2.12.1. Prohibition fo dumping of waste

Inside the exhibition center and the assigned stand, it is forbidden to dump waste, and the Exhibitors/Fitters are required to correctly manage and start up the system. The prohibition of dumping must be understood as referring to all waste materials and resulting from the works related to the event (packaging, materials used such as walls, false ceilings, floor coverings, etc.). In the event of waste being dumped, Fiera Milano will apply the penalties set out in the following art. 9.

2.12.2. Prohibition of discharge of waste substances on the ground and/or in the sewer line

Pursuant to Legislative Decree 152/06, the discharge of liquid or solid waste into sewer pipes constitutes a criminal offence punishable by law. Therefore, it is forbidden to discharge any type of waste (including dirty water deriving from machinery processing, liquid waste and waste substances) into the collection wells of the sewage lines of the exhibition center, including the service drains present inside the toilets and wells collection of rainwater, both inside and outside the pavilions. The same must be collected and removed from the fairgrounds by the Exhibitors/Fitters. In the event of failure to comply with these provisions, Fiera Milano will apply the penalties set out in the following art. 9.

2.12.3. Prohibition of the accumulation of waste and scrap materials in common areas

To ensure proper pedestrian and vehicular traffic, it is forbidden to accumulate waste, scraps and waste materials in the aisles of the pavilions, outside the pavilions themselves and in the areas of relevance and in general throughout the exhibition centre. Any daily accumulation and storage of these materials is permitted exclusively within the exhibition area. For safety reasons, Fiera Milano reserves the right to remove or send to recovery/disposal facilities any materials found in the spaces indicated above, charging the related costs to the defaulting Exhibitor.

2.12.4. Washing equipment used for painting/varnishing

The washing of tools used for painting (brushes and the like) is permitted only and exclusively in the dedicated and duly equipped rooms, present in all pavilions. Washing in different areas and/or rooms involves the application of the penalties provided for in the following art. 9.

2.12.5. Stand cleaning operations during the event

Internal cleaning of the stand, if not included in the participation fee, can be requested through the Fiera Milano Exhibitor Portal. It is advisable to confirm the service well in advance, at least 20 days before the event: after this date the rates will change. The service will be carried out by the personnel in charge during the closing hours of the pavilion, starting from the evening before the event.

To facilitate cleaning operations, the Exhibitor is required to leave the spaces concerned usable. The service includes the following services:

- cleaning of the floor and any coverings: carpet washing and the elimination of stains or traces from it are excluded;
- dusting of desks and chairs placed in the stand (except for those on display);
- emptying of waste bins.

The furnishings, materials, equipment and products on display are excluded from the service.

Any reports relating to the service provided can be submitted by email to gestione.quartiere@fieramilano.it or by contacting Customer Service – Exhibitor Assistance.

It is also possible to request an extra-hour stay in the evening to carry out private cleaning at your stand.

2.12.6. Packaging: clearing and custody

Packing material cannot be stored inside the stand. During the set-up and dismantling periods, it is mandatory to immediately clear the packaging from the stand and from the aisles, which can only be used temporarily and only for loading/unloading the set-up materials or products on display. This occupation must in any case be carried out in an orderly manner, avoiding making the lanes completely unusable.

If the Exhibitor is unable to guarantee this activity, he has the option of requesting this service directly to the Official Forwarder of Fiera Milano who is available for the collection, custody and delivery of empty packaging, according to the rates in force. The return takes place based on a schedule agreed with the service requester. Packaging not delivered to the Official Forwarder of Fiera Milano and left unattended and cluttered in the common areas will be removed by the Field Operation Office of Fiera Milano and sent to the recovery/disposal plants. Fiera Milano will apply the penalties provided for in the following art. 9.

2.12.7. Stand take-down and area return.

At the conclusion of the event, the exhibition area must be returned within the peremptory deadline indicated in the "Provisions for assembly and disassembly operations":

- the removal and removal from the exhibition center of the materials used for the set-up (walls, false ceilings, floor coverings, etc.) and of all the waste produced during the dismantling activity is mandatory;
- the dismantling of machines and fittings must be carried out according to the calendar and times indicated by Fiera Milano;
- any traces of glue on the floor must be removed;
- any equipment supplied on hire must be returned.

Upon expiry of the established terms, the products still lying on the stand will be removed by Fiera Milano and stored at the risk and expense of the Exhibitor, who hereby accepts their use.

3. SAFETY STANDARDS, FIRE AND ACCIDENT PREVENTION

3.1. Observance of laws and regulations

The Organizer, the Exhibitor and the Fitter are required to observe and ensure that the companies appointed by them observe the laws and regulations of public safety as well as the entire legal and regulatory system in force regarding the protection of health, safety in workplaces, fire prevention and environmental protection.

By way of non-exhaustive example, the main reference standards are indicated below:

- safety, health and workplace contained in Legislative Decree 81/08;
- environmental regulations contained in Legislative Decree 152/06;
- fire prevention contained in the Ministerial Decree of 03/09/21;
- technical standards for construction contained in the Ministerial Decree of 17/01/18.

Failure to comply with the rules may lead to the interruption of the services made available to the exhibition space. Fiera Milano assumes no responsibility for any consequences that may arise from such non-compliance, responsibility which must be borne by the Exhibitor and the companies appointed by him.

3.2. Responsibility of the Exhibitor and the Fitter

Pursuant to art. 2049 of the civil code the Organizer and the Exhibitor assume responsibility for all detrimental facts caused to things and/or people, within the fairgrounds, by anyone and in any way caused, in relation to the activities carried out on their behalf and/or or in its interest during the set-up, carrying out and dismantling of the event and expressly undertakes to pay compensation for all direct and indirect damages that may derive therefrom, holding Fiera Milano harmless from any liability.

Furthermore, pursuant to art. 2050 of the civil code, the Exhibitor, the Fitter/Contractor are exclusively responsible for all detrimental facts caused to things and/or people, within the exhibition center in the exercise of their activities and for detrimental facts caused to their employees because of non-compliance with safety regulations.

3.3. Obligations of health and safety in the workplace and in construction, fire prevention

Given that:

- when the Exhibitor enters into the contract for the temporary acquisition of the exhibition space, according to current legislation, he becomes the sole holder of the safety obligations for all the activities that are carried out inside the exhibition space, both towards the subjects who carry out these activities, both towards third parties who, for whatever reason, are inside the exhibition space itself;
- failure by the Exhibitor and/or persons inside the exhibition space to comply with the rules and/or prohibitions imposed by Fiera Milano may endanger or jeopardize the safety and/or health of people and/or the integrity of goods located in exhibition spaces under the responsibility of other fitters or in aisles or places of common use inside the pavilions;
- Fiera Milano maintains a permanently active surveillance service in the aisles and places of common use by Exhibitors, visitors and third parties transiting for any reason, aimed at ensuring compliance with legal obligations and prohibitions imposed by Milan fair.

All of the above being stated, without this in any way constituting interference by Fiera Milano in the activity carried out inside the stands, nor causing the safety obligations envisaged by the regulatory system in force for persons operating inside the stands to be fulfilled exhibition spaces, if the Supervisory Service personnel should find violations of the provisions or situations that endanger or compromise the safety and/or health of people and/or the integrity of goods located in the exhibition spaces of competence by other fitters or in aisles or places of common use inside the pavilions, can inhibit behavior contrary to the law or the provisions of Fiera Milano by applying the provisions of the following art. 9.

The Exhibitor is responsible for compliance with the rules and regulations in force for all that is done on his stand in relation to the fittings, structures, systems and products on display.

3.4. Safety standards and restrictions

Fiera Milano reserves the right to verify at any time, directly and/or through third parties appointed by it, compliance with the rules indicated below. If non-conformities are found, the company responsible will be notified of the charge by registered letter or e-mail, even if not certified. Fiera Milano reserves the right to remove non-compliant personnel from the exhibition centre, simultaneously notifying the Exhibitor as the customer of the works.

3.4.1. Fire extinguishers and hydrants

It is compulsory for each Exhibitor to install in his stand, in a visible, accessible and adequately signposted position, fire extinguishers in accordance with the law, in the ratio of one for every 50 m^2 of surface area or fraction thereof. Please note that the exhibition business is at high fire risk. In the event of default, Fiera Milano will deliver the necessary fire extinguishers to the stand, with costs to be borne by the defaulting Exhibitor. If the supply is included in the participation fee, Fiera Milano will arrange for delivery directly to the stand: it should be noted that Fiera Milano only has powder fire extinguishers. We also remind you that the fire extinguishers delivered to the stand must always remain within the exhibition area of each exhibitor.

Each Exhibitor is required to ensure that the personnel present in the exhibition area know how to use fire extinguishers, while distributing and signaling them in a visible and accessible position remains their responsibility.

The hydrants, like the fire extinguishers, must be completely accessible, immediately usable and correctly signaled: any intervention to set up and not to be carried out in respect for the hydrants must be agreed upon and authorized in advance by Fiera Milano.

If there is equipment/machinery present in the stand or activities are planned with specific fire risks (e.g. display of electric vehicles, presence and operation of hobs, etc.), the Exhibitor himself, following his own risk assessment, must provide additional fire extinguishers to protect against the specific risks identified (e.g. Co2, class F, etc.).

When taking possession of the exhibition space, the Exhibitor is required to take and let his employees and collaborators examine the location of the escape routes, emergency exits and fire extinguishers present in the pavilion.

It should be remembered that rendering a vehicle intended for extinguishing a fire unusable is a crime punishable pursuant to art. 451 of the Penal Code.

3.4.2. Smoking ban

Smoking is strictly forbidden inside the exhibition halls and in the service areas (restaurants, bars, offices, conference rooms, etc.). This prohibition also applies to outdoor areas where combustible materials are present and, more generally, to places where this prohibition is indicated with special warning signs. The prohibition also extends to the use of electronic cigarettes and the like, for which the same provisions apply.

3.4.3. Ban on alcoholic beverages, narcotic and/or psychotropic substances

All the workers involved in the set-up and maintenance activities are reminded that, within the exhibition centre, in accordance with current legislation, there is an absolute ban on the consumption of alcoholic beverages, spirits, narcotic and/or psychotropic substances.

3.4.4. Machinery or systems on display and in operation

During the event, without prejudice to the provisions contained in the General Regulations of the same, the machinery and equipment on display must be uncovered and can be freely operated if this does not constitute danger or nuisance and provided that the provisions and rules for health protection, accident prevention, fire regulations and environmental protection.

The assigned exhibition space is to be considered a work environment and therefore is subject to the provisions of Legislative Decree 81/08, while the machines must also comply with the contents of Legislative Decree 17/10. If the presence of machines that do not comply with the above directive is recorded, the art. 3 c. 7, explained below:

"On the occasion of fairs, exhibitions, demonstrations and the like, the presentation of machines or partly completed machines that do not comply with the provisions of this legislative decree is permitted, provided that a visible sign clearly indicates the non-compliance of said machines or partly completed machines - machines and the impossibility of having them available before they are made compliant. Furthermore, at the time of demonstrations of these non-compliant machines or partly completed machines, adequate safety measures are taken to ensure the protection of people".

For machines in operation, the Exhibitor must produce a risk assessment which must also include the analysis of any noise, heat and atmospheric emissions, indicating the quality and quantity of emissions, operating time of the machines and verifying compliance of the parameters imposed by the reference legislation in relation to the environment in which one is operating.

Any emissions that are not compatible with the presence of the public in the pavilions, subject to compliance with the reference standards and after a feasibility check by Fiera Milano, may be conveyed outside through special pipes which will be carried out at the Exhibitor's expense .

In the case of exposure of thermal, laser or welding machines, whose operation could produce incandescent processing waste, these must not under any circumstances have a fallout in common areas and/or in the lanes of travel or cause danger. Furthermore, for fire prevention purposes, it is forbidden to lay carpets or similar products under the machines, at the points where the waste falls.

In relation to noise pollution, the machinery in operation must comply with Legislative Decree 81/08 and subsequent amendments - Title VIII and may have a maximum noise level equal to:

- Lex,8 ≤ 80 dB(A) over 8 hours

and a peak acoustic pressure equal to:

- ppeak = 135 dB(c)

measured according to UNI EN ISO 9612:2011 and UNI 9432:2008 standards.

If the limits are exceeded, the Exhibitors must provide and install suitable devices, such as soundproofing booths, designed to contain the noise level: failing this, their operation will be inhibited.

If the requests are particularly numerous, the Organizer has the right to draw up a program to regulate the demonstration moments, planning, for each piece of equipment, the time and duration of the demonstration. Exhibitors are required to scrupulously comply with this program.

For machines not included in the provisions of the article, the Exhibitor must keep all the manuals and declarations of conformity at the stand.

The exhibited machines must absolutely be at least 70 cm away from the edge of the aisle. Exceptions are:

- those with the control panel located on the opposite side of the aisle inside the stand;
- those that do not present any kind of danger for those in the common lanes;
- those equipped with a continuous protection in height of min. 2.00 m or in any case adequate in relation to the type of machine on display.

The operation of machines and/or equipment powered by internal combustion engines is strictly prohibited inside the pavilions: the tanks must be kept constantly empty and the batteries disconnected.

3.4.5. Dangerous substances and flammable liquids

It is forbidden to introduce into the pavilions, and store in the stand, flammable substances, compressed or liquefied gases, caustic or corrosive substances, toxic, poisonous or irritating substances. The containers of these substances can be exposed without their contents.

Inks, solvents and all flammable liquids in general must be placed in the special external deposits foreseen by Fiera Milano. For their transport to the exhibition area, suitable closed metal containers must be used. Only a minimum storage equivalent to the quantity strictly necessary for the daily functioning of the machinery is permitted on the stand. In the immediate vicinity of the storage area, suitable fire extinguishers and appropriate safety signs must be placed.

In special cases, where the use of inert gases is indispensable for practical demonstrations, Fiera Milano examines the possibility of allowing minimum storage and very limited use.

The presence of compressed and/or liquefied gases in cylinders within the exhibition centre, for event requirements, is subject to prior notification to Fiera Milano and subsequent authorisations by the latter. Transport, any storage and use for system requirements must comply with current safety regulations.

3.4.6. Hot works

Any type of hot working and the presence of open flames is prohibited inside the pavilions. Exceptions are the machines and plants on display for which specific safety provisions must be adopted in accordance with current legislation and with the provisions of Fiera Milano. Any costs to be incurred for the activation of a dedicated fire-fighting service are the responsibility of the Exhibitor.

The bio-alcohol fireplaces on display are considered and/or assimilated to "hot processing", whether they are functional or not, or if they contain bio-alcohol, even if not functional, it is necessary to follow the specific procedure available from the Customer Service - Exhibitor Assistance. The following are also considered hot workings:

- welding activities of any kind;
- brazing;
- grinding and cutting with the grinder/flex;
- hot laying of covering sheets (Barrisol type);
- other processes carried out in the presence of an open flame or the emission of strong heat.

The request for authorization to carry out hot working must be sent to the Customer Service – Exhibitor Assistance using the appropriate form that you find attached to these Technical Regulations (See Annex 10). Fiera Milano, after having verified their feasibility, may authorize them by indicating the operating procedures to be followed. Any costs for the activation of a dedicated fire-fighting service will be charged to the Exhibitor.

3.4.7. Radiogenic machines and radioactive materials

It is forbidden to introduce into the exhibition center and/or use in the exhibition areas, generators of ionizing radiation (X-ray machines) or radioactive materials, even if contained in equipment or devices in general. Equipment for which the activity, concentration of radionuclides and radiation emission are negligible are reserved. The Exhibitor or in any case the holder of said substances and/or machines must comply with Legislative Decree 101/20 to which we refer for compliance with the necessary obligations.

In particular, a specific prior notification must be submitted to the competent authorities (Health Authorities, Fire Brigade, Labor Inspectorate, ARPA) at least 30 days before introducing the material into the exhibition centre. A copy of the notification and of the risk assessment report must be sent to Customer Service – Exhibitor Assistance.

3.4.8. Laser machines

Laser devices and lasers forming part of machinery or equipment must be accompanied by the documentation required by the applicable directives on CE marking and, if put into operation, comply with the provisions of Legislative Decree 81/08 and subsequent amendments Each laser product (or laser system) must fully comply with the classifications, principles and rules expressed in the international reference standard (CEI EN 60825-1:2015). Their operation is permitted only on condition that the operator is prevented from accessing the radiation and that suitable protection systems are used that comply with the above reference standard. Class 1 lasers are an exception, provided they are adequately marked with warnings to prevent possible direct radiation.

The use of laser equipment for shows, without prejudice to compliance with regulations, must meet the following conditions:

- appointment of a technician responsible for the installation and safe operation of the system. This operator must ensure his constant presence during the show, to ensure timely intervention in emergency situations;
- presentation of the installation project, taking care to report:
  - type and characteristics of the laser system;
  - graphic representation of the projection space of the laser beam(s), check that this space is at least 3.00 m from any walking surface and that there are no mirrors, glass or any reflective surface inside;
  - verification of the correct efficiency of the unauthorized start-up lock button and of the shutdown systems;
  - simulated measurement, in the event of a malfunction, of any effects on the people present: the resulting parameters must be lower than the reference MPE (maximum permitted exposure).

The project must be drawn up by the installer indicating the name of the Technical Operator, signed by the Exhibitor, and presented to Fiera Milano within 15 days of the date of the show/event.

As regards the possible use of a manual laser welder, we remind you that these devices (with class 3 or 4 lasers) produce dangerous visible and invisible radiation in the infrared and ultraviolet spectrum capable of causing diffuse reflections that can cause very serious injuries. In compliance with current legislation (Legislative Decree 81/2008; IEC 60825-1), in the case of demonstrations, it is therefore necessary to provide:

- the mandatory use of specific safety devices (glasses and/or protective masks specific for the laser wavelength) capable of inhibiting the potential harmful effects caused by the process;
- identify a confined area with controlled access and equipped with safety interlocks that stop the emission of the beam in the event of unauthorized entry;
- obligation to designate your own LSO (Laser Safety Officer).

3.4.9. Ozone emission

The hourly emissions of ozone (O3) during the operation of machines and/or equipment must comply with the following limits (see Legislative Decree 155/10):

- continuous emission for 8 hours = 120 µg/m3 per hour;
- maximum emission = 180 µg/m3 per hour.

3.4.10. Advertising material in the stand

It is forbidden to keep printed any advertising material in the stands, more than the normal daily requirement.

3.4.11. Stoves, electric heaters and similar

It is forbidden to use stoves, electric bar heaters or other similar electric equipment.

3.4.12. Gaps

It is forbidden to use the cavities between the internal and external walls of the stand and the areas under the platform (if any) as a deposit, even temporarily, of material.

3.4.13. Dust and chips emission

Machines (circular saws, planers, drills, sanders, etc.) which during their operation can produce dust, shavings, dangerous or annoying emissions of any kind, must be equipped with a continuous suction system and equipped with special filters to prevent them from dispersion in the environment. Otherwise, the machine cannot be used.

3.4.14. Work at height: portable ladders and mobile scaffolding

It should be remembered that for work to be carried out at height, the suitable equipment is mobile scaffolding and aerial platforms, compliant with the reference standards UNI EN 1004:2005 and UNI EN 1298:1998.

Portable ladders can be used as a workplace at height only for short inspections or in any case for activities characterized by a short duration of use. Only portable ladders compliant with the UNI EN 131:2019 standard can be used, and they must be built with material suitable for the conditions of use: they can therefore be made of iron, aluminum or wood, but in any case, sufficiently resistant and of appropriate dimensions for use. In all cases they must be provided with non-slip devices at the lower ends of the two uprights and with retaining elements or non-slip supports at the upper ends.

3.4.15. Stand control at end of day

At the end of each day of activity (both setting up and dismantling and the event), before leaving the stand, the Exhibitor, or anyone working on his behalf, must always:

- to turn off the switches of your electrical system;
- to make sure that no burning materials remain in the stand;
- to leave all the rooms accessible for any emergency interventions;
- to clear the aisles adjacent to your exhibition space of any property material.

3.4.16. Work in the aisles

To avoid undue interference with the work of the neighboring stands and to always guarantee the usability of the aisles, it is forbidden to carry out operations outside one's own stand and/or to abandon waste materials and debris outside the perimeter of the assigned area . In case of default, please refer to the following art. 9, without prejudice to compensation for greater damages.

3.4.17. Electric vehicles for personal mobility

In all areas within the perimeter of the exhibition center, the circulation and use of electric personal mobility devices, regardless of their name (such as, but not limited to, electric scooters, hoverboards, Segways, and similar devices), is strictly prohibited, with the sole exception of devices intended to assist the mobility of persons with reduced or impaired mobility.

It should also be noted that similar restrictions also apply to traditional bicycles, whose use is permitted exclusively along the ordinary roads of the exhibition center. Access to and circulation within the pavilions, exhibition spaces, pedestrian areas, and any other internal or similar areas is therefore prohibited.

3.4.18. Drones

The use of remotely piloted aircraft (RPA), commonly known as “drones”, is regulated by the reference legislation issued by the competent body (ENAC).

Anyone intending to use a drone within the exhibition centre must be authorized by Fiera Milano by submitting a written request and specifying not only the area of interest for filming but also attaching the following documentation:

- indemnity letter;
- specific insurance policy with adequate coverage;
- licence to fly a drone weighing 250 grams or more (licence means the A1-A3 Open Category Certificate);
- pilot’s identity card;
- drone registration certificate and technical data sheet.

Fiera Milano, after having assessed the request and the documentation provided, may grant or deny authorisations to fly. We remind you that in any case, flying over crowds of people is prohibited.

As for outdoor filming, this will only be permitted if it takes place in flight tethered to the ground or inside an aviary.

The processing of personal data must be carried out in compliance with Regulation (EU) 2016/679 and Legislative Decree no. 196 of 30-06-2003 and subsequent amendments, about compliance with the principle of data minimization.

3.4.19. Utilities present in the exhibition area.

The utility boxes of the systems (electrical, telephone, etc.), the service and emergency sockets and telephones and the wi-fi antennas on the walls and on the pillars must be kept constantly accessible and cannot be removed for any reason.

3.4.20. Audio devices.

During the set-up and dismantling phases of the exhibitions, it is possible to keep the radios running on condition that the volume is moderate and in any case such as not to disturb the neighboring stands and allow any service and emergency announcements to be listened to.

3.4.21. Bringing animals into the fairgrounds

It is forbidden to bring any type of animal into the exhibition centre: cases in which they have to participate in sector events and/or perform socially useful tasks are excluded, the assessment of which is left to Fiera Milano.

In the exercise of their functions and in compliance with the rules concerning their keeping, guide dogs for blind people and the canine units of the police forces have free access.

3.4.22. Exhibition of vehicles

The display of vehicles inside the exhibition pavilions is permitted upon specific request which will be examined by the relevant offices of Fiera Milano; for sector events this request is not necessary.

Vehicles must be positioned so that no part of the vehicle, doors or other moving components protrude into the lane.

The ignition system of the vehicles must be inaccessible to unauthorized persons and there cannot be any keys or ignition cards inside the vehicle: it will be the Exhibitor's responsibility to prevent unintentional movement by third parties and to ensure that the vehicles on display do not have losses of any kind.

The use and maintenance manuals of the vehicles (and the emergency sheets, if available) must be kept available inside the stand. It is forbidden to recharge and/or refuel the vehicles on display inside the pavilions.

To be able to intervene promptly in the event of a fire starting from vehicles, it is necessary for the Exhibitor to have suitable fire extinguishers and/or extinguishing means available, of adequate capacity and type of extinguishing material, determined based on the appropriate evaluation of the risks. The Exhibitor's staff present in the exhibition space must be adequately trained and informed on the applicable procedures for an effective first intervention.

With reference to the type of vehicle power supply, the following is reported below:

Internal combustion fuel

The vehicles must have their batteries disconnected and if it is necessary to use any auxiliary systems for demonstration purposes, they must be connected to external units connected to the fixed systems of the pavilion. Inside the pavilions, the level of the vehicles' tanks or cylinders must be at a minimum. Fiera Milano reserves the right to carry out random checks. The tank cap and/or valves must be kept constantly closed. Please remember that there cannot be any fuel storage inside the stand.

Hydrogen vehicles can be positioned inside the pavilions no earlier than two days before the start of the event.

Power supply

The vehicles must have their batteries disconnected and if it is necessary to use any auxiliary systems for demonstration purposes, they must be connected to external units connected to the fixed pavilion systems.

Inside the pavilions, vehicles must have the battery charge at the minimum level: Fiera Milano reserves the right to carry out random checks.

If there are multiple electrical devices in the same exhibition space, these must be positioned at an adequate distance from each other to avoid spread in the event of fire.

Exhibitors whose vehicles require recharging at the end of the event must submit an appropriate request to the relevant offices of Fiera Milano.

Hybrid power supply

Hybrid powered vehicles must comply with both the provisions relating to electrically powered vehicles and those powered by internal combustion.

Fiera Milano reserves the right to carry out checks to ensure compliance with the above provisions and to request any additional safety measures where necessary. In the presence of dangerous conditions with risk to people and/or things, Fiera Milano will intervene in the ways deemed most appropriate to restore safety conditions, with costs borne by the defaulting exhibitor.

3.4.23. Display and/or demonstration of products with sharp or pointed elements

Exhibitors wishing to present, display, or perform practical demonstrations of products with blades, points, or sharp parts, such as, but not limited to, knives, cutting tools, bladed weapons, or similar instruments, are required to adopt all necessary technical, organizational, and preventive measures to prevent any direct contact between such products and the public.

To this end, the use of suitable protection and safety systems, such as cases, display cases, transparent shields, fastening devices, or other equivalent measures, is mandatory to ensure full protection of the public. Therefore, the display of blades or sharp instruments that are freely accessible, accessible to the public, or without adequate protection is expressly prohibited.

The Exhibitor remains solely responsible for adopting and maintaining all the safety measures indicated above, as well as for preventing accidents or dangerous situations, including during the setup, handling, demonstration, and removal of products from the stand.

In the event of non-compliance with these provisions, Fiera Milano reserves the right to intervene at any time, ordering the immediate suspension or prohibition of the exhibition and/or demonstration of the affected products, without this entailing any right to any compensation or reimbursement.

4. PROVISIONS FOR ELECTRICAL ENERGY, WI-FI, WATER AND COMPRESSED AIR SYSTEMS

If there are no system utilities in the allocated exhibition space, the Exhibitor must contact Customer Service - Exhibitor Assistance, who will verify the possibility of connection to the utilities of the nearest stand. The Exhibitor who owns the latter must allow the passage of the connecting lines.

4.1. Energy delivery schedule

During the set-up phase, the electricity supply will be activated from 08.00 until the closing time of the pavilions indicated in the "Provisions for assembly and dismantling operations". On the days of the event, the activation times will follow those of entry/exit of the Exhibitors as reported in the General Exhibition Regulations; while during the demobilization phase the driving force is not supplied.

In the case of equipment that requires 24/7 uninterrupted power supply, the Exhibitor must make a request, at his own expense and based on the price list in force, to the Customer Service - Exhibitor Assistance at least ten days before the start of the set-up operations. The night-time power service (24 hours) will be provided on the socket for which the customer has requested activation; it will therefore be necessary for the electrical panel in the stand to be equipped with a dedicated switch. The stand lighting system, not connected to the 24-hour clock, must be turned off at the end of the day by the Exhibitor; otherwise, Fiera Milano may apply the penalty provided for in the art. 9.9. The period of provision of the night-time feeding service is from the day before until the last day of the event; any requests for exemptions must be submitted to the Customer Service - Exhibitor Assistance.

Fiera Milano considers itself indemnified from any direct and/or indirect damage to things and/or people that may arise if:

- the Exhibitor has not made an express request for "uninterrupted power supply h 24" when his equipment/units require such power supply;

- the Exhibitor complains of damage deriving from the supply of energy which has the characteristics indicated in paragraph 4.3;
- exceptional cases occur and in particular: exceptional climatic conditions or other natural disasters, interference by third parties, acts of the public authority, legally called strikes, causes of force majeure, loss of power due to external events, impromptu or accidental disconnections of the power line to the pavilion and/or stand;
- maintenance and/or restoration work is required with temporary disconnection of the power supply line, or in interventions to contain the extent and duration of power outages from the network.

4.2. Connection request

The connection of the systems of the stands to the electricity supply network, to be carried out in the presence of the Exhibitor and by Fiera Milano, is performed only upon conclusion of the operations for preparing the systems and following presentation of the request form to the Customer Service – Exhibitor assistance and documentation required by current regulations and more precisely:

- copy of the "Declaration of conformity of the electrical syste", pursuant to the Ministerial Decree 37/08 signed in the original by the authorized technician of the executing firm;
- copy of registration in the Italian Chamber of Commerce, Industry and Craftsmanship or in the Provincial Register of Italian artisan enterprises certifying the authorization of the contractor to install electrical systems;
- self-certification attesting the presence of the mandatory annexes to the "Declaration of conformity" delivered by the Exhibitor responsible for the stand where the system was built. The self-certification form must be completed at the Customer Service – Exhibitor Assistance.

The "Declaration of conformity of the system with the rule of art" can only be issued by installer companies authorized in Italy to install electrical systems in accordance with the provisions of the Ministerial Decree 37/08. Foreign Exhibitors must therefore compulsorily make use of companies having the above requisites. Fiera Milano reserves the right to randomly check the presence of the Declaration of Conformity and the obligatory attachments.

In the event of failure to deliver the copy of the "Declaration of conformity" and the attachments to the Customer Service - Exhibitor Assistance, the electrical connection will not be made.

Requests for connection sent on the day before the opening of the event are usually carried out within the following eight hours. During the set-up and dismantling periods, temporary connections to the motive power network for supplying the stands are not permitted.

4.3. Electrical energy supply network characteristics

Fiera Milano makes electricity available with the same characteristics with which it is supplied by the suppliers. Electricity is supplied by TN-S system with three-phase distribution at 400 V nominal voltage (tolerance +/- 10%), 3F+N+PE, or single-phase distribution at 230 V nominal voltage (tolerance +/- 10%) 1F+N+PE, frequency 50 Hz (tolerance +/- 2%).

The guaranteed minimum illuminance value inside the pavilions is 40 lux: Exhibitors who need higher illuminance must provide for integration with their own system.

Each pavilion is also equipped with an adequate emergency lighting system. In the presence of set-ups that may impact on the minimum values required by law, the Exhibitor has the obligation to check and, if necessary, integrate the system in accordance with the CEI 64-8 standard.

4.3.1. Stand power supply and service sockets.

The power supply network for the stands consists of CEE sockets (CEI EN 60309, IEC 60309) of 32 A - 400 V 3P+N+PE-IP55 or of 125 A – 400 V 3P+N+PE-IP55, inserted in the floor traps or installed on the wall and energy distribution boxes equipped with 250 A switchgears and fuses, inserted in the floor traps.

The type and quantity of energy withdrawal points available for the stand is shown in the planimetric excerpts sent to the Exhibitor by the Organizer.

Each Exhibitor may request, in accordance with the provisions of point 4.2, the activation of a 32 A socket which can supply up to a maximum of 18 kW at 400 V three-phase.

For powers between 18 kW and 70 kW, compatibly with the type and quantity of user socket points available on the stand, the following solutions may be proposed:

- subdivision of the total power required over several 32 A user sockets;
- use, if present in the stand area, of a 125 A socket.

The connection of the 32 A socket outlets or the 125 A socket outlets will be carried out by Fiera Milano, upon request to the Customer Service – Exhibitor Assistance, according to the procedures set out in point 4.2.

For powers exceeding 70 kW, following a specific request to be sent to Fiera Milano at least 60 days. before the start of set-up or early entry, additional power lines may be set up or a 250 A switch may be activated, if already present in the stand area. The additional power lines will be installed by Fiera Milano after confirmation of the estimate by the Exhibitor and their activation, after presentation of the documentation according to the provisions of point 4.2, as well as activation of the 250 A switchgear.

For machinery with motors of power exceeding 15 kW, starting is mandatory using a device that limits the intensity of the starting current.

The service sockets for electricity are 16 A 230 V 2P+PE CEE type sockets, located in several points, installed on the walls and/or inserted in the floor traps. The same can be used by the Exhibitor and by the Fitters only during the set-up and dismantling periods and only for activities that require the use of small electric tools: this use must not be considered exclusive or extended over time (max 30 minutes).

4.4. Electrical systems in the stands

The construction of the electrical system must be carried out at the expense and care of the Exhibitor (who will be solely responsible) and without causing damage, disturbance or impediment to neighboring Exhibitors. In the implementation, it is mandatory to observe the provisions of the D.M. 37/08, the requirements of these Technical Regulations and use equipment, cables and materials that comply with the reference standards. The Exhibitor is then required to personally check the voltage of the power supply network when connecting his system, exempting Fiera Milano from all responsibility for damages that may occur to people and/or things following the omission such control.

4.4.1. Energy supply point accessibility

The energy supply points must be easily accessible, accessible, inspectable and in any case free from any encumbrance, to allow for constant verification and to facilitate electricity connection operations. Fiera Milano will not be held responsible for any damage caused to the stand and/or to the exhibited goods, due to the difficulty of carrying out these operations.

4.4.2. Stand general electrical panel

Downstream from the power point made available by Fiera Milano, the Exhibitor must install a general electrical panel for powering the circuits of his stand. The same:

- it must have a casing in insulating material or in metal carpentry;
- must comply with the specific technical standards of the product and have a degree of protection not lower than IP4X;
- it must be equipped with a single omnipolar main switch of adequate capacity for the maximum power used, of the magnetothermal or differential magnetothermic type Idn = 30 mA (0.03 A). Downstream there will be many partial circuit breakers of the same type, omnipolar with adequate capacity, placed to protect each single distribution circuit of the stand. The differential protection must be omitted for circuit breakers placed to protect any safety lighting circuits of the stand.

Differential current protection is required alternatively on the general cut-out or on the partial circuit-breakers. Each circuit breaker shall protect the weakest piece of equipment and/or the smallest conductor.

The distribution in the stand must be subdivided into several circuits, differentiating the "socket circuits" from the "lighting" circuits and in particular:

- the single-phase socket circuits must be protected upstream by 10 A bipolar switches, if they will power 10 A sockets, or up to 16 A, if they will power 16 A sockets;
- the lighting circuits must be distributed in single-phase and protected upstream by bipolar switches of a maximum of 16 A;

- the distribution circuits for three-phase users must be protected upstream by omnipolar switches of adequate capacity.

Circuit breakers with differential setting Idn=300 mA (0.3 A) will be allowed only for supplying machines. All switches, and in particular the main switch, must be clearly identified in the panel with appropriate labelling. Switches with variable regulation of the differential current are not permitted, nor are four-pole switches or other switching devices for single-phase distribution.

The general switchboard, if not of the column type with load-bearing base, must be firmly anchored to the wall or in any case to the load-bearing structures of the stand, at a height of no less than 1.5 m from the lower edge of the switchboard to the finished floor of the stand, positioned so as not to be easily accessible by the public and left free of impediments to allow easy maneuverability and accessibility without the use of special equipment. The position of the panel must be clearly and easily identifiable even from outside the stand.

If the power supply to the stand is derived from multiple power outlet points, as many switchboards must be installed as the number of outlet points used. Each general switchboard must have characteristics in accordance with what has been previously described and must supply well-defined portions of the stand, dividing it into electrically independent islands, to avoid mixing or overlapping of circuits powered by different switchboards.

4.4.3. Connection of the general panel to the energy supply network

The connection between the energy supply point and the general switchboard of the stand, in the case of drawing energy from the mains with CEE sockets, must be carried out by means of a 32A-3P+N+PE or 125A-3P+N+PE plug supplied and wired by the Exhibitor. The interconnection cable between the plug and the panel must be long enough to easily reach the energy withdrawal point, without being subjected to harmful mechanical stresses, and have the following minimum sections:

- 6 mm2 for 32A-400 V 3P+N+PE plug;
- 50 mm2 for 125A-400 V 3P+N+PE plug.

In the case of drawing energy from the mains from distribution boxes equipped with 250 A switchgear, the connection must be made using a cable and lug terminals supplied by the Exhibitor. The cable must have a section proportionate to the maximum power which can be drawn from the energy distribution box and a sufficient length to easily reach the drawing point without being subjected to harmful mechanical stress.

4.4.4. Sectioning

Each distribution or user circuit, forming part of branches external to the stand but powered by the same general switchboard, must be equipped with an easily accessible and identifiable local disconnecting device. The following can be used for this purpose: contactors, circuit breakers, differential switches, etc., considered suitable for isolation by the relative technical product standards.

4.4.5. Wiring systems

Copper cables with a minimum section of 2.5 mm^2 must be used, insulated with elastomeric or thermoplastic material, with insulation voltage not lower than 450/750 V, in accordance with the Standards CEI 20-20, CEI 20-19, CEI 20-13, with characteristics of non-propagation of fire, in accordance with the Standards CEI EN 50266 (series CEI 20-22) and with low emission of fumes, toxic and corrosive gases, in accordance with the Standards CEI EN 50267 (series CEI 20-37/2) and CEI EN 50268 (series CEI 20-37/3). The use of flat conductors of any kind is prohibited.

All pipes must be mechanically protected with pipes and/or ducts, having a degree of protection no lower than IP4X and complying with the respective product technical standards, up to a height of 2.5 m from the finished floor of the stand.

Conduits laid and/or transiting on the floor must be protected with walkable and/or vehicular cable ducts, suitable for electrical systems or laid under raised floors.

The connections between cables, if necessary and limited to areas not accessible to the public, must be made using connectors made in accordance with the relevant standards and having a degree of protection at least IP4X or IPXXD, or made in casings having a degree of protection at least IP4X .

If SELV and PELV systems are used, the protection of the conductors must be ensured by means of insulation capable of withstanding a test voltage of 500 V in alternating current for 1 minute, or by barriers or enclosures presenting a degree of protection at least IP4X. The following protective measures are not permitted:

- against direct contacts through obstacles and through distancing;
- against indirect contacts through non-conductive places and local equipotential bonding not connected to earth.

4.4.6. Pin sockets

The stand must be equipped with an adequate number of pin sockets, distributed over several circuits, to guarantee the safety requirements of the users. All sockets shall be securely fixed at a height of not less than 0.2 m above the floor. They must be of the type "with protected sockets" to guarantee the inaccessibility of live parts and have the protective conductor connected to earth.

4.4.7. Stand lighting

The lighting of the stand must be made with circuits separate from those used for the distribution of the sockets. All lighting fixtures must be firmly anchored to the stand structures and placed in a position that is not accessible to the public, at a minimum height of 2.5 m from the underside of the lighting fixture to the finished stand floor, including those powered by very low voltage and kept at a suitable distance from illuminated objects. In particular, for spotlights and small projectors, this distance must not be less than:

- 0.5m: up to 100W;
- 0.8m: 100 to 300W;
- 1m: 300 to 500W.

unless otherwise indicated by the manufacturer.

Lighting fixtures with halogen or halide lamps (or which can project incandescent material in the event of breakage) must be of the type protected with safety screens and installed according to the manufacturer's instructions. The use of clamps for anchoring the lighting fixtures is not permitted.

Lighting systems with very low voltage incandescent lamps must comply with the respective product standards.

Illuminated signs and their components, having an operating voltage higher than 230/400 V, as well as responding to the respective product standards and indications issued by the manufacturer, must also comply with Standard CEI EN 50107-1:2003+A1: 2005 (CEI 34-86), installed out of reach or be adequately protected to reduce the risk of injury to people. These signs will be powered by separate circuits and controlled by easily accessible and visible emergency switches.

The control and protection switches of these systems must be installed in incombustible casings and physically separated from the lower voltage circuits. The materials that will be used for the cladding of the stand, placed behind the illuminated signs, must be of the non-combustible type.

4.4.8. Low voltage electronic transformers and converters

The very low voltage electronic transformers and/or converters must:

- comply with the relative technical standards of the product;
- be installed in a position not accessible to the public and in an adequately ventilated area;
- provide a manual reset device, able to protect the secondary of each transformer or electronic converter.

4.4.9. Electric engines

If electric engines are present on the stand which, during operation, could give rise to possible dangerous situations, omnipolar isolating devices must be provided to be installed in their immediate vicinity, in compliance with the provisions of the standard CEI EN 60204-1: 2018.

4.4.10. Connecting earths to the earthing systems

All fixed users constituting the stand furnishings, all sockets, all metal structures, the switchboard (if metal) etc. must be grounded, by means of the use of special yellow/green protective conductors and section not less than 6 mm^2. It is not permitted to twist the conductors around the structures: special cable lugs or equivalent means suitable for the purpose must therefore be used.

The connection of the masses to the general earth system must be made using the PE conductor of the stand power cable, tested before energizing the electrical system. The metal masses of: vehicles, wagons, caravans,

containers, etc., if they are used as stands, must be connected to the PE conductor (even in several points if the type of construction does not ensure continuity).

4.5. Technical and safety standards

The electrical systems of the stands must be carried out scrupulously observing:

- the Legislative Decree 81/08 regarding occupational safety and hygiene;
- the Legislative Decree 86/16 (implementing Directive 2014/35/EU) concerning the harmonization of the laws of the Member States relating to the making available on the market of electrical equipment intended for use within certain voltage limits;
- the Ministerial Decree 08/37;
- compliance with the legislative framework corresponds to compliance with the CENELEC European and CEI national standards with reference to the CEI 64-8 standard for electrical systems.

4.6. Use of excess powers

The kW output will be provided by activating the first 32 A socket and must be requested from Customer Service – Exhibitor Assistance.

Subsequently, during the event, the Fiera Milano technicians will carry out a check of this first activation and, unless otherwise indicated in the General Regulations or in the Exhibition Provisions, in the case of electrical power exceeding 50% use, a flat-rate amount will be calculated and charged. The activation of additional user sockets must always be requested from the Customer Service – Exhibitor Assistance.

Any notifications must be forwarded to the Customer Service - Exhibitor Assistance, under penalty of forfeiture of all rights, within the day following the delivery of the final invoice.

4.7. Requirements for electrical energy supply

The Exhibitor is liable for any damage caused to third parties deriving from a withdrawal exceeding the maximum power made available, even if attributable to the quality of the service (in terms of continuity of supply and voltage quality).

The use of the systems of each stand, which must be made in compliance with current legislation, must not cause disturbances to the Fiera Milano distribution network. In particular:

- the systems and equipment present in the stand must not generate disturbances (voltage fluctuations, harmonic distortions, voltage dips, high frequencies, etc.) to the general distribution network to which they are connected, which exceed the limits established by the compatibility regulations electromagnetic. These disturbances must be contained in compliance with the same prescriptions and limitations adopted by the National Transmission Grid Operator in relation to the distribution networks connected to it of equal voltage: for this purpose, all precautions must be taken to limit and/or neutralize such disturbances. phenomena;
- the power factor of the equipment must not be less than cos ϕ 0.9;
- the protections against faults inside the stand must be suitable for promptly and selectively isolating only the part involved of the Exhibitor's system, compatibly with the connection scheme adopted, without involving the main distribution network of the pavilion to which the systems of the other Exhibitors;
- to optimize the electricity transport service on three-phase networks, the Exhibitor must keep the active and reactive power withdrawals balanced;
- certain circuits of the Exhibitor powered by other sources of electrical energy must be arranged so that they are completely distinct and separate from those powered by energy transported by Fiera Milano, so that in no case is there the possibility of a parallel (electrical or mechanical) nor switching of the circuits themselves in the different power supplies.

4.8. WI-FI systems

The use of private wireless access points inside the exhibition center is prohibited.

The wireless services provided by Fiera Milano comply with the legal regulations issued by the European body E.T.S.I. (European Telecommunications Standards Institute), provided for by the technical regulation ETS 300-328 which requires devices operating in the 2.4 GHz and 5 GHz frequencies not to radiate with an E.I.R.P. (Effectively Isotropic Radiated Power) greater than 100 mW (equivalent to 20 dBm).

For assistance and more information, you can write to the email address: tlc@fieramilano.it.

4.9. Water

The pavilions are served by a drinking water network and a wastewater network, which are accessible from floor wells or, near the bathroom blocks, on the wall. Distribution takes place through 3/4" threaded filler taps (gas pitch) dispensing water at a pressure of 3.5 atm, while the connection to the sewer (drain) has a variable diameter of Ø 50-110 mm, where the smaller diameter refers to the drains on the wall (bathroom block area). The water intakes in the aisle cannot be used as the connection pipes cannot create an obstacle to the pavilion's practicability.

The connections to the water systems of the stands (delivery line supplied by Fiera Milano) are made:

- for loading, with rubber tubing measuring 18 mm externally and 13 mm internally, completed with a 1/2" gas shut-off valve;
- for the drain, with 42 mm external and 32 mm internal mesh rubber tubing.

The wells for accessing the water intakes must always remain accessible: for this purpose, suitable hatches or inspection hatches must be created.

To prevent any technical problems, such as the obstruction of the opening of the pipes themselves, and to avoid situations that render the pipes and/or drains, sinks and related drains for discharging wastewater unusable they must be equipped with an immovable grate and a hydraulic gooseneck siphon. Should restoration work be necessary by Fiera Milano, the related costs will be charged to the responsible party.

If there are no water outlets inside neighboring stands, neighboring exhibitors must be allowed to use the water outlets present in their stand, including the laying of pipes. In such cases it is recommended to create raised floors with at least 6 cm of usable space under the platform, to avoid making holes in the perimeter walls of the stand.

The necessary services can be requested through the Fiera Milano Exhibitor Portal.

If Fiera Milano is requested to rent a water system and an equipment connection service, the same will be provided during the set-up days. Any complaints must be forwarded to the Customer Service – Exhibitor Assistance, under penalty of forfeiture of all rights, by the penultimate day of the event.

To avoid delays in completing the work and allow Fiera Milano companies to prepare what is necessary, it is advisable to confirm the service, attaching the list and technical diagram of the equipment to be connected and installing it on the stand, at least 20 days before the start of the event. After this date, the provision of the service is not guaranteed, and the rates will vary.

4.10. Compressed air

The pavilions (except for some limited areas) are equipped with a compressed air distribution network with centralized production. Where present, the distribution networks at the stands have the following characteristics:

- working pressure: approx. 8 bars with a maximum limit of 12 bars;
- 1/2" gas shut-off valves (plugs).

User access shafts must always remain accessible: for this purpose, suitable trapdoors or inspection hatches must be created.

The service provided is included among those available in the General Exhibition Regulations, can be requested on the Fiera Milano Exhibitor Portal. Otherwise, the Exhibitor can provide for it directly by installing its own compressor, the operation of which must in any case not disturb the adjacent stands.

If Fiera Milano is requested to rent a compressed air system and an equipment connection service, the same will be provided during the set-up days. Any reports must be forwarded to the Customer Service – Exhibitor Assistance, under penalty of forfeiture of all rights, by the penultimate day of the Exhibition.

To avoid delays in completing the work and allow Fiera Milano companies to prepare what is necessary, it is advisable to confirm the service, attaching the list and technical diagram of the equipment to be connected and installing it on the stand, at least 20 days before the start of the event. After this date, the provision of the service is not guaranteed, and the rates will vary.

5. REGULATIONS FOR ACCESS TO AND CIRCULATION IN THE EXHIBITION CENTRE

5.1. Regulations for pedestrian access and circulation

To access and circulate within the exhibition centre, the Exhibitor and/or individuals who operate on behalf of the latter, must be in possession of a specific personal access pass, strictly personal and non-transferable to third parties.

To request it for their employees/collaborators, for the assembly and dismantling phases, the Exhibitor must access the Fiera Milano Exhibitor Portal, read the "Provisions for assembly and dismantling operations", enter the data and information requested and at the end you will be able to download the passes equipped with a unique QR code that will be read at the entrances.

For access by its fitters/contractors, the Exhibitor will select them from the list of companies accredited on the Logistics at the Fair system, after which they will receive by e-mail the link for accessing the system and registering their personnel and generation of strictly personal named access tickets which cannot be transferred to third parties similarly to what is indicated above for the Exhibitor's personnel.

Please note that personnel not in compliance with access permits and/or without documents will be removed from the exhibition centre. We remind you that pedestrian traffic is governed by the rules of the Highway Code: attention is drawn to strict compliance with horizontal and vertical signs.

Access to non-experts and children under the age of 16 is prohibited in the areas of the exhibition center where maintenance and/or set-up/demobilization work is underway.

Access by minors between the ages of 16 and 18, exclusively for work-related reasons, is permitted provided that the provisions regarding the protection of minors at work, fulfillment of compulsory education, and health and safety at work are complied with, pursuant to Law 977/1967, as amended by Legislative Decree 345/1999 and Legislative Decree 262/2000.

During the event, at the unquestionable judgment of Fiera Milano, the access of accompanied minors may be allowed, subject to the issue of a declaration for the discharge of the responsibilities of Fiera Milano and the Organizer.

5.2. Regulations for vehicle access and circulation

To request the pre-accreditation of vehicles during the assembly and dismantling phases, each Exhibitor can, via the Fiera Milano Exhibitor Portal, enter the necessary data and information. The "Provisions for assembly and disassembly operations" and the plan with the access doors indicated can be consulted in the same area. After entering the data, the Exhibitor will be able to download a unique QR code which must be shown to the personnel present at the entrance to the exhibition center for reading.

For access by its fitters/contractors, the Exhibitor will select them from the list of companies accredited on the Logistica in Fiera system after which they will receive the link via e-mail for accessing the system and registering their vehicles similarly to the above for the Exhibitor's vehicles. For circulation and parking, permitted only for loading/unloading operations, the vehicle pass must be visibly displayed on the dashboard of the vehicle.

Articulated and articulated trucks are not allowed to enter the exhibition centre during the last two days of assembly and the first day of dismantling of the Event. Any requests for exemption must be sent to Fiera Milano.

Vehicle traffic in the exhibition center is governed by the rules of the Highway Code. Attention is drawn to compliance with horizontal and vertical signs and the speed limit prescribed in the exhibition center at 30 km/hour. Conditions it may be required to proceed at walking pace and in any case the speed of the vehicles must always be adequate to the state of the places and the present conditions.

It is absolutely forbidden to park vehicles at driveways, accesses to freight elevators, fire hydrants, emergency exits, near crossroads, as well as in areas in front of public utility services (First Aid, Fire Service, etc.).

Due to the intensity of vehicle traffic on the road system of the exhibition centre, during the set-up and dismantling period, drivers are required to:

- to strictly observe the routes and parking areas indicated by Fiera Milano by means of the personnel in charge of security and traffic;
- to limit stops for loading and unloading of goods to a maximum of 2 hours;

- not to leave vehicles parked overnight (even in the event of a breakdown) inside the exhibition centre, from 20.00 to 7.00, and in the event of extended opening hours, no later than the closing time of the pavilions.

The parking lots inside the district are not supervised. Fiera Milano is not liable for any damage to parked vehicles.

The Fiera Milano security service personnel, possibly with the collaboration of the Public Security Authorities, can carry out random checks on vehicles and goods entering and leaving the exhibition centre.

6. HANDLING OF MATERIALS, GOODS AND PACKAGING - CUSTOMS

Inside the fairgrounds, for handling operations of stand materials and/or products for the event, Exhibitors must contact exclusively the Official Freight Forwarder of Fiera Milano, who is available to provide any information, clarification and assistance in regarding shipments, transport and any customs operations. The general rates for the services are available at the Customer Service - Exhibitor Assistance. The services are the responsibility of the Exhibitor and will be carried out according to the times, methods and indications set out below.

6.1. Handling of large machinery and systems

To ensure easy access to the pavilions, large and/or heavy machines and systems must be introduced within the second day of official set-up and removed starting from the second day of dismantling, unless otherwise indicated.

6.2. Ban on the use of own lifting equipment

Exhibitors and fitters working on their behalf are prohibited from using, within the exhibition centre, lifting equipment (electric forklifts and pallet trucks) that they own or have at their disposal. The movement of goods and materials within the exhibition centre may be carried out exclusively through the Official Forwarder of Fiera Milano, to guarantee strict compliance with safety regulations. Only trucks with crane arms on board will be permitted to use.

The Official Forwarder, in addition to the usual services provided with an operator, as set out in the Official Price List approved by Fiera Milano, may rent electric forklifts and pallet trucks, without an operator (cold), to meet the needs of Fitters and Exhibitors with a particularly high workload; the request for rental of such equipment must be made with at least thirty days' notice and must include continuous use of at least five days for the assembly phase and at least three days for the dismantling phase.

Up to a maximum of two servo-vehicles may be rented for each individual event, which will be used exclusively by the personnel of the requesting company (maximum two users for each vehicle).

The following documents must be submitted with the rental request:

- list of personnel assigned to use the vehicles and a self-certification statement from the employer certifying that specific training and instruction has been carried out in accordance with the provisions of Title III of Legislative Decree 81/08 of the individuals identified for use, as well as a valid legal certificate enabling them to drive the vehicles;
- third party liability insurance policy with a maximum coverage of at least €2,500,000;
- declaration of assignment issued by each individual Client/Exhibitor (for fitters only).

Each vehicle will be equipped with a regular pass on which both the coordinates of the stands involved in the work and the names of the persons authorized to drive them will be reported.

Any request to cancel the service must be communicated within three working days of the scheduled start date, under penalty of payment of the entire quoted rental fee.

N.B. Please note that it is strictly forbidden to provide services to external companies or third parties. Any failure to comply with the above provisions will be sanctioned with withdrawal of the vehicle and the related pass.

6.3. Customs Service

For all temporary importation, definitive importation, re-exportation of temporary importation operations and anything else required by the customs regulations in force for goods from countries not belonging to the European Union, it is necessary to refer to the Official Freight Forwarder of Fiera Milano. To carry out the operations, security deposits or bank guarantees are required to guarantee VAT and duties.

7. INSURANCE

7.1. "ALL RISKS" Insurance – Goods used by Exhibitors

The Exhibitor must necessarily have an "All Risks" policy on the total value of all goods, machinery, equipment and fittings brought and/or used in the exhibition center with a clause waiving any recourse against Fondazione Fiera Milano , Fiera Milano, its subsidiaries and associated companies, the Organizer and third parties in any case interested in organizing the event.

In the event of recourse by its Insurer, the Exhibitor guarantees to indemnify all the subjects indicated above.

The Exhibitor, at no cost to him, has an "All Risks" policy on goods, machinery, equipment and fittings brought and/or used in the exhibition centre, made available by Fiera Milano, for minimum capital agreed.

The coverage also includes the risk of transport to and from the exhibition centre.

7.2. Third party liability insurance for exhibitors

Fiera Milano will automatically take care of this insurance for all the Exhibitors, including them at no charge under its general policy which provides for a limit of no less than € 100,000,000.00 (one hundred million).
Please note that this coverage acts as a second risk to the one activated by the Exhibitors; therefore, it is recommended to take out the relevant insurance coverage yourself, for all activities carried out into the Exhibition Centre, including setting and dismantling operations (in any case, not included in Fiera Milano's insurance coverage), in addition to participation in a trade fair event.

7.3. Liability - Limitations

Pursuant to the provisions of the preceding articles, the Exhibitor and the Organizer, as well as their suppliers, agree to relieve Fiera Milano of all liability, renouncing the claim, for all damages both direct and indirect, consequential damages, damage to image, loss of turnover, etc.

The Exhibitor and the Organizer, as well as their suppliers, acknowledge and accept that Fiera Milano will not provide insurance services/policies, nor will they take any steps to procure any advantage that is in violation of laws, regulations, acts of the competent authorities or that could expose Fondazione Fiera Milano, Fiera Milano, its subsidiaries and associated companies, to sanctions, violation of prohibitions or restrictions established by resolutions of the UN Security Council or by other applicable regulations on economic and commercial sanctions.

Therefore, the Exhibitor/Organizer, as well as their suppliers, subject to these restrictions will not have any insurance coverage and will indemnify Fondazione Fiera Milano, Fiera Milano, its subsidiaries and companies associated with them from any liability for any harmful event they may suffer within the exhibition districts available/owned/managed by the parties, nor will it have any action, claim or request against the latter for the events.

7.4. Reporting damages

Exhibitors who suffer damage must go to the Customer Service - Exhibitor Assistance to fill out a special form. In the event of theft, the Exhibitor must also report it to the Public Security Authorities.

8. STAND MANAGEMENT DURING THE EVENT

8.1. Signage

Appropriate signage is placed in the pavilions to indicate the reference number of the pavilion and the product sector. The entrances and exits are also indicated, as well as the various services available. The signage plan is completed by the numbering of stands and aisles to facilitate visits to the event.

8.2. Stand restocking

The replenishment of the stands during the event can only take place if in possession of the access ticket necessary for entry to the exhibition center and in compliance with the times established and communicated by Customer Service - Exhibitor Assistance. In the event of non-compliance with the above provisions, Fiera Milano may order the withdrawal of the permit.

Any exceptions can only be granted for adequate reasons and upon presentation of a written request to be forwarded to Customer Service – Exhibitor Assistance.

To allow Exhibitors to be able to replenish their stand stocks even at times other than normal replenishment times, Fiera Milano allows access to the pavilion with hand-held items only (excluding the use of trolleys).

8.3. Supply of food and beverages in stands

All Exhibitors who wish to organize a refreshment point where food or drink is served, possibly including production, must submit the Certified Start of Activity Report (SCIA) pursuant to Regional Law no. 1/07 and no. 33/09, of the DGR 4502/07, 6919/08 and 8547/08 and of the Legislative Decree 78/10.

If the Exhibitor entrusts the service to a catering company, he is held directly responsible for the authorizations/certifications that the company is required to possess for the performance of the service. In order to provide its customers with the correct guarantees from a health and hygiene point of view, Fiera Milano will carry out, directly or through third parties appointed for the purpose, checks relating to the correct completion of the procedures envisaged, reserving the right, in the event of negative findings, to contact the territorial ATS competent to carry out the necessary investigations.

The Exhibitor immediately gives his approval to these inspection visits, ensuring due collaboration.

8.4. Pass issue for catering business entrance and parking

The Exhibitor will provide, by written communication, to accredit his catering company in the Fiera Milano Exhibitor Portal. To obtain the access pass, the company must submit to the Access Office of Fiera Milano, the protocol relating to the presentation of the SCIA to the Municipality of reference and the authorizations required by law for the performance of the service.

In the event that the above procedure is not respected and from the checks carried out it emerges that the catering company is present inside a stand carrying out an undeclared and therefore unauthorized service, the Exhibitor will be charged a penalty equal to triple of the unit cost for each individual service performed without this declaration and furthermore, if the company fails to exhibit the documentation required by law, the company itself will be warned and asked to leave the exhibition centre.

8.5. Rules for advertising and promotional initiatives

The Exhibitor has the right to carry out commercial action within his stand but limited to his own company and its representatives. The promotional-advertising initiatives must also be related to the product category for which the Exhibitor has been admitted to the event in compliance with the General Regulations.

8.6. Product presentation and special events

The provisions contained in this article apply to all subjects who, for whatever reason, intend to carry out advertising or promotional activities within the exhibition centre.

The organization of events, inside the stand, which could lead to high concentrations of the public exceeding the normal conditions of use of the exhibition centre, must be notified in advance to the Organizer and to the Customer Service - Exhibitor Assistance of Fiera Milano for required permissions. In such cases, the Exhibitor is obliged to present a detailed program of the event, indicating, among other things, the security measures he intends to adopt: any additional services that must be activated by Fiera Milano to protect people's safety will be load of the Exhibitor.

The exhibition of motor vehicles, if sponsored by the exhibiting companies, can take place in compliance with the safety regulations and safeguarding the rights of the other exhibitors in relation to advertising references that may be against the aims of the event.

To carry out advertising (or distribute objects constituting a vehicle for advertising) in the aisles of the pavilions or in the external areas, prior authorization from the Organizer is required. In any case, the use of skates for circulation inside and outside the pavilions is prohibited, pursuant to Legislative Decree 285/92.

8.7. Sound diffusions and projections.

Audio broadcasts, where not expressly prohibited by the General Exhibition Regulations, are permitted, provided the volume is kept at a level that does not disturb those in the vicinity.

If the Exhibitor intends to install a system equipped with loudspeakers and suitable for propagating a sound level beyond the above limits, he must also provide for the installation of a special device capable of limiting the level within the acceptable limits set forth in this article. The device, which complies with the technical standards of the sector, must be applied in such a way as to make any tampering impossible.

The differential noise level, i.e. the difference between the environmental noise level "La" and the residual noise level "Lr" (obtained by measuring the noise level excluding the specific disturbing sources), measured at 1 m from the edge of the stand and 1.5 m from the floor, must not exceed 5 dB(A) as equivalent continuous level of sound

pressure "Leq". In any case, the maximum environmental value must not exceed 85 dB(A) as Leq. An increase of 3 dB(A) is applied to the measurements for each impulsive, tonal or low-frequency component (between 20 Hz and 200 Hz), possibly recognized during the survey. In the case of declared persistence of noise (during the exhibition day) for a duration not exceeding one hour, the measured environmental noise value is decreased by 3 dB(A); if the duration is less than 15 minutes, it is decreased by 5 dB(A).

Projections of films or slides are allowed inside the stand, provided they are of a technical nature. If they fall within the repertoire protected by SIAE, the Exhibitor must obtain prior authorization from the latter.

9. MEASURES AND PENALTIES

The Exhibitor and all personnel possibly assigned to work on his behalf are responsible for non-compliance with the provisions contained in these Technical Regulations and are jointly and severally liable for any consequent charges. Failure to comply will result.

9.1. Measures against illegal and clandestine employment

Failure to apply what is indicated in the introduction in relation to the object will result in the application of the provisions and penalties provided.

9.2. Failure to send the stand plan.

Fiera Milano (Customer Service - Exhibitor Assistance with the assistance of the Logistics Service) does not allow the start of stand construction work if the Exhibitor fails to send the project. An unauthorized start of the set-up work may result in the application of a penalty of 500,00 €.

9.3. Non-compliant set-up

Fiera Milano (Customer Service - Exhibitor Assistance, with the assistance of the Safety Service) will remove or modify the non-compliant parts of the set-up, charging the Exhibitor the related costs.

9.4. Failure to deliver mandatory documents

Failure to deliver the mandatory declarations of "Correct assembly" (referred to in point 2.9.3.) and "Fire safety for the purposes of reaction to fire" (referred to in point 2.6.1.), in addition to the testing of the structures referred to in points 2.6.11 for platforms, 2.7 for mezzanines, 2.9.3 for g2 complex type structures, will mean that the exhibition space will be considered unusable and prohibited to visitors under the exclusive responsibility of the exhibitor who owns the stand.

9.5. Unauthorized presence on the stand after permitted time.

Fiera Milano will apply a penalty of 500.00 € for each hour or fraction thereof spent on the stand beyond the times set forth in the circular "Provisions for Assembly and Dismantling Operations" or according to any extensions authorized by Customer Service by 4:00 PM on the relevant day. On the days preceding the event, the same penalty will apply for each hour, or fraction thereof spent beyond the permitted time. In both cases, Fiera Milano reserves the right to request compensation for any further damages.

9.6. Presence of forbidden products and/or materials

Fiera Milano (Customer Service - Exhibitor Assistance, with the assistance of the Safety Service) will immediately remove the products and/or materials that are not permitted, charging the Exhibitor the relative costs.

9.7. Non-compliant management of waste and/or abandoned waste.

In the event of failure to comply with the provisions indicated in these Technical Regulations, Fiera Milano adopts from time to time the measures deemed most appropriate and/or necessary to eliminate and/or limit the damage, charging those responsible for all the costs generated by the irregularity committed. In the event of non-compliant management of waste of any kind and/or waste abandoned in the pavilions or within the exhibition centre, Fiera Milano will apply a penalty of up to 5.000,00 €, without prejudice to compensation for greater damages, also reserving the remove the personnel responsible for the detected irregularity from the exhibition center and proceed legally against them.

9.8. Washing brushes and other tools used for painting and varnishing.

The washing of brushes and other equipment used for the painting/painting of the stands is permitted only in the duly equipped rooms present in all the pavilions and dedicated to this activity. Failure to comply with this provision will result in the application of a penalty of up to 5.000,00 €, without prejudice to compensation for greater damage.

Fiera Milano can proceed with the expulsion from the exhibition center of the personnel responsible for the detected irregularity and proceed legally against them.

9.9. Presence of stand materials lacking reaction-to-fire certification

Fiera Milano (Customer Service - Exhibitor Assistance with the assistance of the Safety Service) may order the removal of materials used for the set-up without fire reaction certificates or activate a dedicated stand surveillance service with qualified personnel, charging the Exhibitor the related costs.

9.10. Failure to turn off switches at end of day and presence of ignited material.

Fiera Milano (Customer Service - Exhibitor Assistance with the assistance of the Safety Service and the Security Service) adopts from time to time all the measures deemed appropriate and/or necessary and may charge the Exhibitor a penalty of € 50 for each infraction committed, without prejudice to compensation for greater damages.

9.11. Smoking ban and non-compliance with safety standards

Fiera Milano (Customer Service - Exhibitor Assistance with the assistance of the Logistics Service) will be able to collect the access ticket to the fairgrounds. Failure to apply the provisions of art. 3.4.2 will result in the imposition of the measures and penalties envisaged.

9.12. Unfitness or damage to utilities in the exhibition areas

Fiera Milano (Customer Service - Exhibitor Assistance, with the assistance of the Security Service) can directly remove and/or modify the parts of the set-up that prevent access to the utilities present on the stand (with particular reference to fire-fighting vehicles/devices) with the charge to the Exhibitor of both the related restoration costs and those relating to the reactivation of the damaged utilities.

9.13. Unauthorized parking of vehicles

Fiera Milano (Logistics Service) applies a penalty of 50,00 € for each hour exceeding the two hours of permitted parking and a penalty of € 263 for unauthorized overnight parking. In both cases, in addition to the charge indicated above, Fiera Milano reserves the right to remove the vehicle without notice. More generally, Fiera Milano may proceed with the removal of vehicles parked in prohibited areas, at the risk and expense of the defaulting party.

9.14. Non-compliance with the Traffic Laws: speed limit

Fiera Milano (Logistics Service) applies a penalty of 50,00 € to the Exhibitor for each infraction detected and withdraws the right to access the fair district.

9.15. Failure to comply with the provisions of the internal road operators.

Fiera Milano (Logistics Service) withdraws the access pass to the fair district.

9.16. Ban on using personal hoisting equipment.

Fiera Milano (Logistics Service) immediately blocks the vehicle and requests that it be removed from the exhibition centre.

9.17. Non-Authorezed fixing holes.

In the case of non-authorized fixing holes, a penalty of 300,00 € will be charged for each hole made, notwithstanding compensation for greater dam.

9.18. Undeclared use of plasterboard

Fiera Milano reserves the right to apply a penalty to the Exhibitor/Fitter of up to 10.000,00 € in the event of use of plasterboard (or similar) in violation of the provisions of the previous paragraph 2.9.1.

FIERA MILANO

ANNEX 1

Exhibition Site

fieramilano

(RHO)

Information on the exhibition center's emergency plan

Dir. Operation /HSE Department
Rev. 02 del 02-01-2026

FIERA MILANO

Information on the Exhibition Center's Emergency Plan

The Emergency Plan is drawn up to ensure the timely dissemination to all persons present within the exhibition center of the operating procedures and behavioral rules to be adopted in the event of a critical event or dangerous situation.

It defines in a structured manner the responsibilities, the methods for activating response measures, the information flows, and the coordination actions necessary to ensure effective intervention consistent with the nature of the emergency.

Contractors and self-employed workers authorized to operate within the exhibition center were formally informed of this plan upon signing the contract, by providing the relevant documentation and verifying that they had read it.

TO ACTIVATE THE EMERGENCY MANAGEMENT OPERATIONS CENTRE, DIAL:

02 4997 7210

An excerpt is given below.

1. Introduction

Legislative Decree 81/08 comprehensively regulates measures aimed at protecting the health and safety of workers in both public and private workplaces through the transposition and implementation of relevant European directives. The regulation establishes an integrated prevention and protection system based on risk assessment, reduction, and control, assigning specific responsibilities, obligations, and sanctions to the various parties who, in various capacities, participate in the safety management process.

Specifically, it requires the adoption of all technical, organizational, and procedural measures necessary to prevent the outbreak of fires and to limit their effects should they occur. These measures include, among other things, the preventive designation of workers responsible for implementing fire prevention procedures, firefighting, evacuation in the event of serious and immediate danger, rescue operations, first aid, and, more generally, coordinated emergency management. The identified personnel must be adequately trained, instructed, and periodically updated for their assigned tasks.

In compliance with these provisions, Fiera Milano has developed an Emergency Plan tailored to the operational and logistical complexity of the events hosted at the Exhibition Centre, which are characterized by high variability in terms of attendance, type of installations, work cycles, and the presence of external operators.

Considering that the effectiveness of an Emergency Plan depends on the speed, coordination, and consistency of the actions undertaken by the parties involved, and considering that, due to the very nature of trade fair events, neither exhibitors nor visitors can be trained in advance to deal with emergencies, Fiera Milano has established a dedicated service, staffed by qualified personnel, for the operational management of emergencies.

In the event of an emergency, all persons present in the exhibition centre are required to strictly follow the instructions given by security and surveillance personnel. Upon request, they must leave work or exhibition areas in an orderly manner, after turning off or securing their systems and equipment.

This document is intended to provide Exhibitors and Organizers with the behavioral requirements to be adopted in the event of events classified as "Emergency Situations" and to require them to disseminate this information to all parties operating on their behalf within the exhibition center.

"Emergency Situations" are defined as all anomalous events that, due to their nature and potential severity, require a pre-planned, verified, and tested emergency response plan to enable effective management under controlled conditions.

In designing the Emergency Plan, all factors that, due to their presence, variability, or state at the time of the event, could influence the implementation of the planned procedures were analyzed and considered, including those of a structural, organizational, plant, and environmental nature.

2. Events classified as "Emergency Situations"

Events considered "Emergency Situations" are:

Evacuation	Sheet no. 01
Extensive fire	Sheet no. 02
Health emergency	Sheet no. 03
Structural collapse or failure	Sheet no. 04
Threats or acts of sabotage	Sheet no. 05
Explosion	Sheet no. 06
Flammable gas leak	Sheet no. 07
Minor fire	Sheet no. 08
Natural disaster	Sheet no. 09
Boiler power plant failure	Sheet no. 10
Accident in areas managed by third parties	Sheet no. 11
Blackout	Sheet no. 12
Helipad accident	Sheet no. 13
Photovoltaic system fire	Sheet no. 14
Company at risk of major accident	Sheet no. 15
Extensive health emergency	Sheet no. 16
Accidental spill of substances	Sheet no. 17
Snow emergency	Sheet no. 18

3. Purpose of the Plan

The Emergency Plan is designed to systematically define operational procedures and the first actions to be taken in the event of an emergency, ensuring the following priority objectives are achieved as quickly as possible:

- Ensuring the safety and security of personnel;
- Securing process plants and operating facilities;
- Containment and containment of any fires or other emergencies;
- Protection and safeguarding of property, equipment, and infrastructure;
- Complete resolution of the emergency and return to controlled operating conditions.

To achieve these objectives, it is essential that the following operational principles be observed:

- Immediate activation of emergency procedures: anyone who detects an emergency or potential emergency must act promptly, following established procedures and immediately contacting the Operations Center. Upon receiving the report, the Operations Center will activate the necessary rescue and resources depending on the type of event.

- Synergistic coordination of interventions: the emergency must be managed through integrated actions, orderly behaviors, and shared procedures, so that each operator knows in advance their role, operational responsibilities, and methods of cooperation with other parties involved in the rescue.
- Clear lines of command and communication: All operators must be fully aware of who to contact for instructions, who to inform about the situation, and the communication channels and methods to use.
- Continuous monitoring by the Operations Center: The Operations Center must maintain constant, up-to-date knowledge of the emergency situation to effectively coordinate the necessary internal and external resources, ensuring timely and consistent interventions.

4. Information

To ensure a controlled and safe progression of an event classified as an "emergency," it is essential that everyone involved performs the essential operations according to the pre-established sequence, integrating them in a coordinated manner with the actions of other operators and adhering to the defined operating procedures.

To this end, during all operational phases of trade fair events, including pre-assembly, installation of stands, the exhibition opening period, and dismantling, Exhibitors are required to strictly comply with the safety provisions set out in the Technical Regulations and to familiarize themselves with the work environment. They must:

- orient themselves correctly within the assigned pavilion, identifying escape routes, emergency exits, and available fire prevention equipment by consulting the Evacuation Plan plans displayed on site;
- garner advance information on the access routes to designated emergency assembly and meeting points, so that they can reach them quickly and safely if necessary.

These measures are aimed at ensuring the effectiveness of the emergency plan, minimizing risks to people and reducing response times in the event of a critical event.

5. Collaboration with security personnel and emergency relief

The best way to collaborate with security personnel is to not interfere with their work and only at their request to offer your skills and experience, as well as your knowledge of the locations, machinery, and other equipment on display.

Effective collaboration with security personnel presupposes full respect for the operations they conduct, avoiding any interference in emergency management activities. The contribution of those present (exhibitors, workers, or operators) must occur exclusively at the express request of the designated personnel, limiting themselves to providing:

- their professional expertise and experience;
- their knowledge of the locations, systems, machinery, and equipment on display;
- any information useful for correctly assessing the situation and coordinating operations.

This principle ensures full operational coherence and the safety of all stakeholders, avoiding uncoordinated actions that could compromise the effectiveness of emergency interventions.

6. General Behavior in an Emergency

In an emergency, the following operational requirements must be strictly adhered to:

- Remain calm: Maintain mental clarity to correctly assess the situation and react consciously;
- Avoid generating panic: Refrain from behaviors or communications that could spread fear or confusion among those present;
- Immediately report the event to the Operations Center: Provide precise information on the type of emergency, its location, and its severity;
- Move in an orderly manner: Scrupulously follow the designated escape routes, avoiding rushing, disorderly movements, or any action that could hinder evacuation;
- Assist people in difficulty: Help only if you are certain, you can do so safely, without compromising your own safety or that of others.

- Comply with the procedures set forth in the Emergency Plan: strictly observe the provisions of this document and follow the instructions given by security personnel without exception;

Do not re-enter the building until the Operations Center or security personnel have communicated that safety conditions have been fully restored.

7. Emergency Call

Anyone present in the exhibition center is authorized to immediately activate emergency services by contacting the Operations Center at:

02.4997.7210

The emergency call procedure must be carried out clearly, quickly, and completely, providing the essential information to allow for a timely and accurate assessment of the event. In particular, the following must be communicated:

- Location of the event: indicate precisely the pavilion, hall, or floor involved;
- Type of incident: specify the nature of the event (e.g., fire, flooding, structural collapse, illness, etc.);
- Extent of the incident: describe the extent of damage to people, systems, equipment, or structures;
- Presence of injuries: indicate whether any people were involved and, if known, the number of injured;
- Caller information: provide name, surname, and, if available, a telephone number for any additional communications.

While communicating with the Operations Center, the latter simultaneously alerts the dedicated intervention teams, made up of emergency management personnel, coordinating their activity in real time to ensure an effective and timely response.

8. Evacuation Procedures

WHO:

All persons present inside the building, except for emergency personnel, who are responsible for the operational management of the event.

WHEN:

The evacuation order is issued by the Head of the Security Institute (Emergency Coordinator).

However, visitors and staff may leave the building even without a formal order if they believe they are in immediate danger. In any case, everyone is required to strictly follow the procedures described in this Emergency Plan.

HOW:

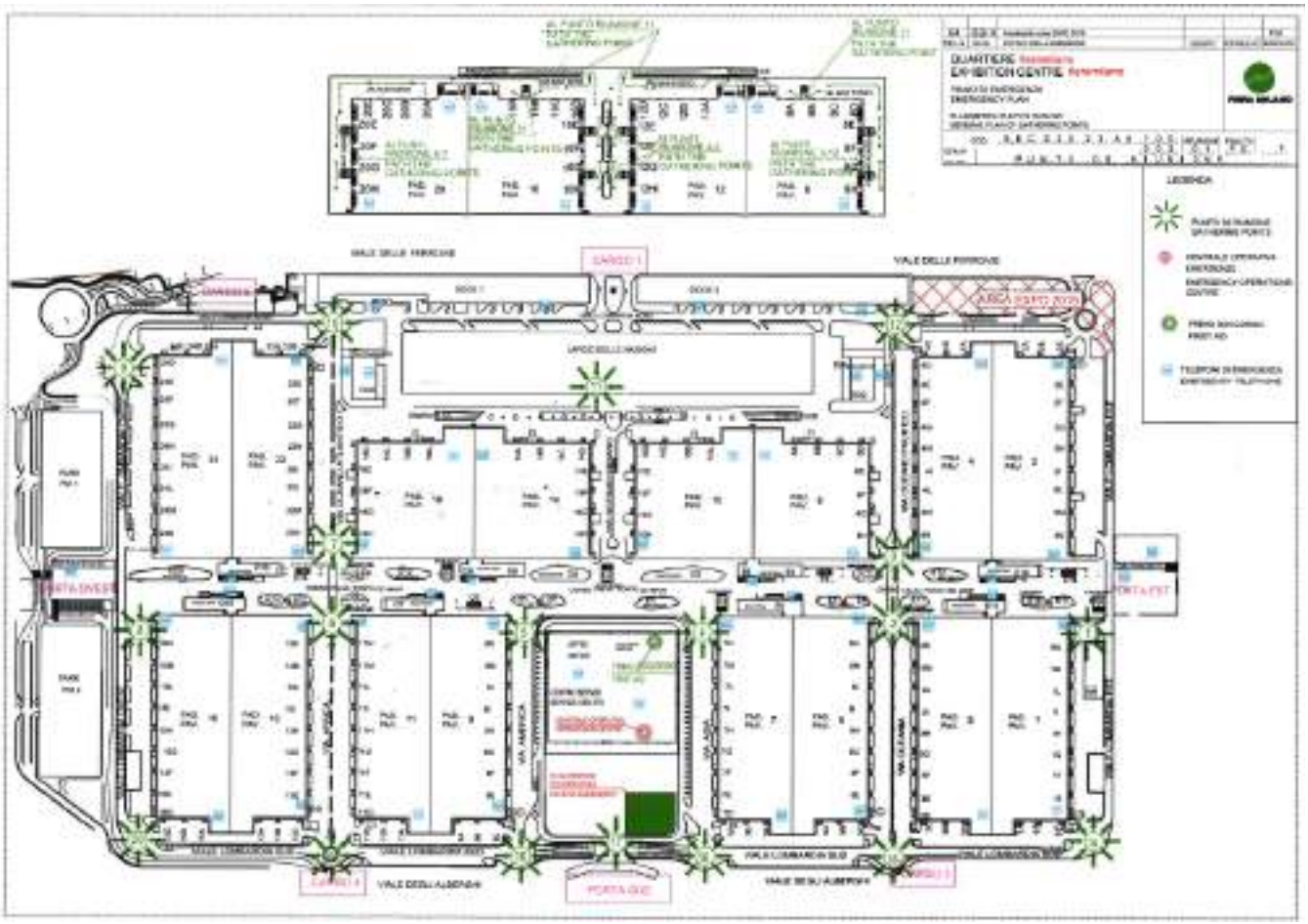
Evacuation operations must be carried out according to the following operating procedures:

- Remain calm, maintaining a clear head, and avoiding behavior that could cause confusion or panic;
- Use only the designated evacuation routes, marked and highlighted on the plans displayed inside the building;
- Do not use unauthorized elevators or alternative routes, as they may compromise safety and the proper flow of people;
- Reach the external assembly points (assembly zones) indicated in the attached plans. Personnel must not leave the assembly zones until they receive official instructions from the Operations Center or security personnel.

These provisions ensure an orderly and safe flow of people, allowing personnel to operate effectively in the containment and management of the emergency.

FIERA MILANO

9. Neighborhood meeting points foreseen by the emergency plan:



Annex 2 of the Technical Regulation INFORMATION ON THE SAFETY/SECURITY RISKS PRESENT IN THE EXBHITION CENTRE

Considering that:

- The Exhibition Centre is equipped with the required facilities, duly certified by the competent authority, for hosting trade fairs.
- The official suppliers of Fiera Milano S.p.A. and those acting both on behalf of Fiera Milano S.p.A. and of the Organiser are in possession of the requirements laid down in current legislation in respect of supply contracts.
- A plan of co-ordination is under way for all actions concerning persons involved in the various stages of preparation, assembly, operation and dismantling of the exhibition with a view to ensuring the best possible working conditions and protection of workers' health.

It is important to note:

- In acquiring a stand space, the exhibitor activates a work environment that is subject to the obligations contained in the Legislative Decree 81/08 and subsequent amendments.
- The Technical Regulations contain an extract from the emergency plan regarding foreseeable hazardous situations in the pavilion where the stand is located.
- The full emergency plan relating to the whole Exhibition Centre is available to every exhibitor and any interested party at the offices of Fiera Milano S.p.A. This information is found in the extract from the emergency plan delivered to each exhibitor.
- If, during the setting-up or dismantling, and subject to the need to keep the gangways acting as escape routes free, it should be necessary to make use of areas other than the exhibitor's allotted area, thus interfering with other worksites, the individual exhibitor shall co-ordinate such action together with the persons in charge of nearby stands also involved and whose names can be obtained from the Organiser's office.

It is particularly important to note that:

- goods on display must comply with Safety Requirements of EU Directives, as per EC marking and must be operated in accordance with the Instructions for Use supplied by the manufacturer.
- The exhibitor, in dealings with his suppliers (i.e., stand fitters and staff other than that of the exhibiting company) shall comply with the legislative decree in respect of the provisions in Art. 26 concerning the supply of works and manpower.
- In particular, the Exhibitor, as commissioner of the work being undertaken on his behalf at the Fairground, has the obligation to verify the technical and professional qualifications of his contractors and subcontractors.
- Fiera Milano will perform, randomly, controls related to the possession by the workers of the documents mentioned in the PREMISES of this document, letter E. Any deviation will result in the dismissal of non-complying workers, the sending of a complaint to the contractor with notification to contractor Exhibitor.
- To meet all organizational requirements, the exhibitor shall communicate via Fiera Milano's E-Service website the name of the company (or companies) hired for set-up or take-down. The exhibitor is responsible for coordinating and checking compliance with legal stipulations.
- Stand fitters must ensure that set-up respects maximum safety conditions and complies with the Technical Regulations, which the exhibitor must download from www.fieramilano.it using the dedicated link. When drawing up the contract with the fitter, the exhibitor must adequately inform the latter of this obligation.

Finally, the exhibitor is obliged to:

- Inform his employees and contractors of the rules and provisions currently in force within the Exhibition Centre, of the contents of the Emergency Plan and of any other information relevant to workers' safety.
- Inform the Organiser and the Safety Office of Fiera Milano S.p.A. of any specific risks to be found in his stand or due to materials and machinery that he intends to use.

Features of locations

Fiera Milano S.p.A. itself does not perform any kind of production activity and there are no work tools present on the fair premises. Therefore, employees of Fiera S.p.A. are not engaged in any work activities involving the use of work tools or any kind of special equipment.

The main activities performed by Fiera Milano S.p.A., in fact, are listed below:

- office activities with the standard risks connected with the use of equipment compatible with such activities, such as video terminals, photocopiers, printers, faxes, etc., use of the building, use of stairs, lifts, the road system, crossing exhibition areas, use of refreshment facilities, etc.
- for some company functions, some staff, in addition to office activities, carry out inspections in the halls during installation and dismantling of every event.

Inside the Exhibition Centre, activities involving the use of working equipment are performed by the following:

- contractors/subcontractors appointed by Fiera Milano S.p.A. under a supply contract.
- exhibitors and contractors appointed by exhibitors to set up and take down exhibition stands.
- contractors appointed by organizers to set up and take down exhibition stands.

The activities governed by the contracting and subcontracting agreements stipulated between Fiera Milano S.p.A. and contractors, and involving the use of work equipment, include:

- cleaning.
- installing suspension equipment (trusses, etc.).
- erecting signs and billboards in general.
- laying fitted carpets.
- connecting exhibitors' technology systems to Fiera Milano outlets.
- marking out stand areas.
- maintenance.
- setting up/taking down exhibition areas directly subcontracted by Fiera Milano S.p.A.
- distribution and inspection of fire extinguishers.

Given the possibility that two or more contractors appointed by Fiera Milano S.p.A. may find themselves working at the same time, thus creating the conditions for what are known as interferential risks, Fiera Milano S.p.A., by monitoring individual activities and, especially, on the basis of the indications provided by the individual contractors, has drawn up supply specifications indicating the hazards, connected risks and adopted measures for all the above activities, in order to allow each single contractor appointed by Fiera S.p.A. to become effectively aware of the hazards connected with the activities of other contractors and independently co-ordinate their work.

From the quantitative point of view, the most significant activities are the supply agreements stipulated by exhibitors and organizers for setting up and taking down stands before and after events.

The accessible areas in the Exhibition Centre are:

- transit routes.
- offices.
- exhibition areas.
- refreshment areas, bars, recreational areas.

Unauthorized access is forbidden to the following areas:

- exhibition areas during setting up/taking down stands.
- technical service rooms.
- mobile temporary worksites and the like.
- all areas marked with No Access signs.

Risk analysis and indication of measures adopted to eliminate interference

Many different and complex activities are performed at exhibition centers; we shall make a brief and non-exhaustive outline of the main activities performed in the three phases of an exhibition event: assembly, the event and disassembly.

Assembly

Many different and complex activities are performed at exhibition centers; we shall make a brief and non-exhaustive outline of the main activities performed in the three phases of an exhibition event: assembly, the event and disassembly.

During the first phase, the fair district being prepared hosts several activities, including:

- a logistics team who operates the numerous vehicles involved, from articulated lorries to fork-lift trucks, for unloading and stockpiling material.
- fitters sent by the many exhibitors who build, paint, and fit the stands where the goods will be exhibited.
- cleaners who remove the rubbish resulting from the various processes.
- maintenance technicians who connect the stands to electricity, water and other services.
- IT technicians who install computer stations.
- all the other activities required in preparation for the exhibition.

Event

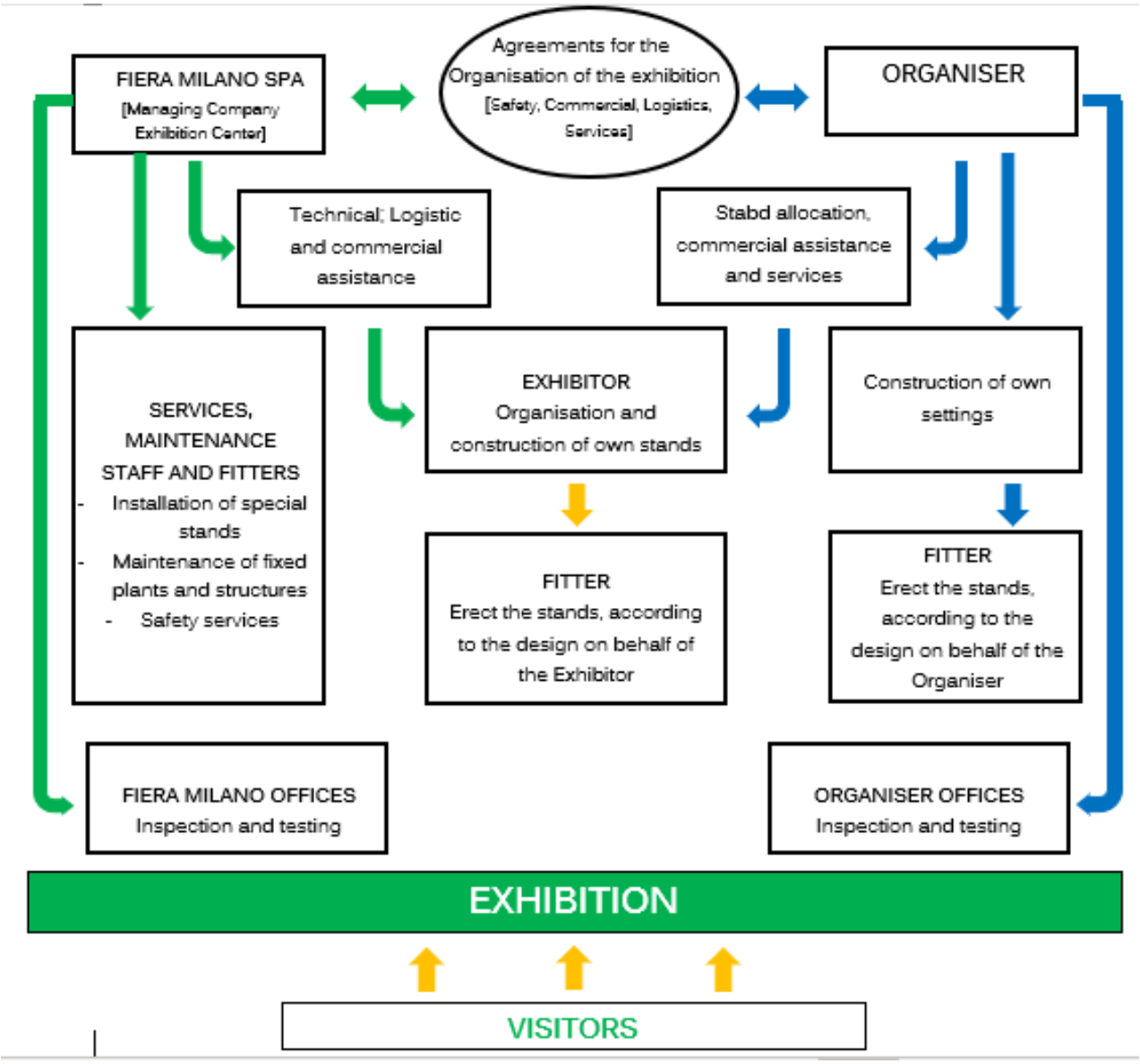
During the event, control must be maintained of the exhibition areas with regard to:

- any working machinery.
- visitors and any flow management rendered necessary by emergencies that may arise because of crowding.

Disassembly

The same people involved in the assembly stage can also be seen during the disassembly phase.

Likewise, disassembly is followed by a final phase during which the companies contracted by Fiera Milano S.p.A. come in to: clean, remove suspension elements and signs in general, remove fitted carpets and remove stand utilities. The above must not lead us to think that the sequence of events in the exhibition schedule can be compared to an assembly chain.
Each event has its own special features. The problems of a gift fair, in fact, are very different from those of a heavy machinery exhibition. The problems are different depending on if the events are B2B or are open to the public, if they include fashion shows or conventions with the participation of authorities, or public entertainment activities. Therefore, each Exhibition Project has its own exhibition safety document highlighting the features of the event and the consequent activities of prevention and co- ordination and defining individual tasks and responsibilities.
Fiera Milano S.p.A. contracts companies with qualified technical experts to supervise all exhibition-related work activities carried out in the exhibition center.
These technicians make random checks, without interfering with the activities of firms working there, as to whether the Technical Regulations and current health, safety and environmental regulations are being observed.
The following chart, taken from the Exhibition Safety Document, shows the organization of a generic event.



Annex 3: Specific risks in the areas where firms and self-employed workers operate and relative prevention and emergency measures.

The risk analysis reveals the following hazards for operators, divided by areas.

SHEET n. 1	
Reference phase	Areas for setting up/dismantling exhibitions
Affected areas	Internal ans external areas
Who	Those working in the areas
TYPE OF RISK	**PREVENTION MEASURES**
Falling objects and/or equipment, collisions, crushing, pierced soles of shoes	▪ Warning signs ▪ Close off work areas ▪ Head protection: helmets ▪ Foot protection: shoes with reinforced soles and uppers
Impact / collision with handling and lifting equipment	▪ Follow instructions on the signs at the entrances to pavilions ▪ Behave with due care and attention ▪ Drive vehicles at walking speed ▪ Warning signs
Structural failure	▪ Respect limits of use of pavilions, regarding load capacity of floors, size of doors and height limits ▪ Certification of structures
Exhaust fumes from vehicles in halls	▪ Switch off engines when not in use ▪ Use tubes to convey the fumes outside
Tripping, falling, uncovered holes	▪ Mark open holes and close off area ▪ Perform periodic maintenance of floors ▪ Clean the transit routes ▪ Behave with due care and attention ▪ Keep any floor coverings tidy ▪ Warning signs
Fire	▪ Unless previously authorised, do not: ✓ introduce flammable liquids and gas ✓ perform hot processing or use naked flames ✓ introduce heating appliances ▪ Ban on smoking ▪ Remove waste material from the gangways ▪ Install electrical systems in compliance with regulations
Electrical risk	▪ Observe the safety signs on the utility boxes and electrical panels ▪ Do not work on electrical systems without prior authorisation ▪ Perform periodic maintenance of the permanent systems ▪ Install electrical systems in compliance with regulations
General mechanical risk crushing, cutting, impact with industrial doors, doors	▪ Perform periodic maintenance on windows, doors and industrial doors ▪ Use closing elements correctly

SHEET n. 2	
Reference phase	Areas for setting up/dismantling exhibitions
Affected areas	External traffic routes
Who	Those working in the areas
TYPE OF RISK	**PREVENTION MEASURES**
▪ Being knocked down by vehicles, means of transport, ▪ collisions between vehicles ▪ Possible contact between equipment/transport used by different companies. ▪ Obstruction of passing areas.	▪ Observe traffic signs and road markings ▪ Observe the 30 km/h speed limit and drive at walking speed if necessary ▪ Observe the limits and times for the entrance of vehicles into the Exhibition Centre (see Information Sheet) ▪ Observe parking limits ▪ Use PPE. ▪ Observe and apply warning signs. ▪ Observe the times indicated in the event work schedule (Gantt). ▪ Self-propelled vehicles must move at walking speed. ▪ Do not enter or halt in areas reserved for vehicle manoeuvres. ▪ Drivers and pedestrians must observe the Highway Code and the Technical Regulations drawn up by Fiera Milano S.p.A. ▪ passing areas must be kept clear ▪ Avoid untidy heaps of material and limit obstruction as much as possible in order to allow people and vehicles to pass by.

SHEET n. 3	
Reference phase	During the exhibition
Affected areas	Internal and external areas; external transit routes
Who	All personnel present in the areas; visitors
TYPE OF RISK	**PREVENTION MEASURES**
Tripping, falling, uncovered holes	▪ Perform periodic maintenance of floors ▪ Mark open holes and close off area ▪ Clean the transit routes ▪ Behave with due care and attention ▪ Keep any floor coverings tidy ▪ Warning signs
Structural failure	▪ Respect limits of use of pavilions, regarding load capacity of floors, size of doors and height limits ▪ Certification of structures
Fire	▪ Unless previously authorised, do not: ✓ introduce flammable liquids and gas ✓ perform hot processing or use naked flames ✓ introduce heating appliances ▪ Ban on smoking ▪ Remove waste material from the gangways ▪ Install electrical systems in compliance with regulations
Electrical risk	▪ Observe the safety signs on the utility boxes and electrical panels

	▪ Do not work on electrical systems without prior authorisation Perform periodic maintenance of the permanent systems
Being knocked down by vehicles, means of transport,	▪ Observe traffic signs and road markings ▪ Observe the 30 km/h speed limit and drive at walking speed if necessary ▪ Supervise the crossing of halls

SHEET n. 4	
Reference phase	*None*
Affected areas	External transit routes
Who	Those employed
TYPE OF RISK	**PREVENTION MEASURES**
▪ Being knocked down by vehicles, means of transport, ▪ collisions between vehicles ▪ Possible contact between equipment/transport used by different companies. ▪ Obstruction of passing areas.	▪ Observe traffic signs and road markings ▪ Observe the 30 km/h speed limit and drive at walking speed if necessary ▪ Reduce vehicle access to the Exhibition Centre ▪ No pedestrians allowed on roads ▪ Use PPE. ▪ Observe and apply warning signs. ▪ Observe the times indicated in the event work schedule (Gantt). ▪ Self-propelled vehicles must move at walking speed. ▪ Do not enter or halt in areas reserved for vehicle manoeuvres. ▪ Drivers and pedestrians must observe the Highway Code and the Technical Regulations drawn up by Fiera Milano S.p.A. ▪ Passing areas must be kept clear ▪ Avoid untidy heaps of material and limit obstruction as much as possible in order to allow people and vehicles to pass by.

SHEET n. 5	
Reference phase	*None*
Affected areas	Fiera Milano S.p.A. office area
Who	Those employed
TYPE OF RISK	**PREVENTION MEASURES**
Tripping, falling	▪ Perform periodic maintenance of floors ▪ Clean the transit routes ▪ Behave with due care and attention ▪ Keep any floor coverings tidy
Fire	▪ Do not introduce heating appliances unless authorised ▪ Install electrical systems in compliance with regulations ▪ Perform periodic evacuation drills
Electrical risk	▪ Do not tamper with electrical systems ▪ Perform periodic maintenance of the permanent systems ▪ Use systems according to regulations

Annex 4: Risk assessment and indication of the measures taken to eliminate interference between companies contracted by Fiera Milano S.p.A.

Activity	Equipment /materials used	Description of activity	Risks	Preventive measures / Management of interference
Cleaning	Cleaning machines Trolleys Detergents Brooms Material handlers Goods vehicles	Vehicle entry /exit cleaning with machines waste collection supervision of toilet facilities waste storage vehicle loading/unloading	Cleaning and polishing floors with possible hazard of staff falling. Possible contact between equipment/vehicles used by different companies. Obstruction of passage areas. Risk of collision	Use PPE. Observe and apply warning signs. Observe the times indicated in the event work schedule (gantt). Fiera Milano S.p.A. contractors must check before allowing their workers to enter the exhibition areas that environmental conditions do not affect occupational safety. Pay great care and attention when moving around the assembly/ disassembly areas. Pedestrians must behave with due care and attention. Self-propelled vehicles must move at walking speed. Unauthorized people may not enter the area. Do not enter or stop in the areas reserved for vehicle manoeuvres. Drivers and pedestrians must observe the Highway Code and the Technical Regulations drawn up by Fiera Milano S.p.A. as must everyone in the exhibition center. Keep the transit routes clear and, when this is not possible, avoid untidy heaps of material and limit the obstruction as much as possible to allow people and vehicles to pass by. Monitor and constantly clean the transit areas to limit the presence of elements / Objects, etc. that could cause injury. All people working at heights must prevent access to the underlying area and signal the hazard. Always keep away from hanging and/or moving loads. Anyone who, for any reason, removes the cover of a trap must suitably signal the hazard. Traps must be correctly closed after use. Pay great care and attention when moving near to the traps.
Installation of suspension elements and signs in general	Petrol-driven/electric forklift trucks Metal cables Eye-bolts Trusses	Vehicle entry /exit Positioning / moving machines Reaching working heights Installing cables Installing trusses Introducing, loading, unloading material in the pavilions.	Installation of suspension elements and signs in general risks connected with the use of means of transport, unloading and loading, lifting.The simultaneous presence of more than one firm can cause risks of collisions with vehicles, falls of elements or structures with risks for the employees of other Companies.	
Laying of fitted carpets	Forklift trucks Cutters Rolls of two-sided sticky tape Rolls of carpet	Vehicle entry /exit Storage area Distribution of rolls of carpet Installation Removal Transport of removed material	Activity of laying and removing carpet use of vehicles for transporting materials, storage of materials, risks connected with the use of means of transport to install or remove materials, storage of materials, use of equipment to remove carpets. Risk of interference: danger of collision with vehicles or danger of contact with equipment used to remove materials, loss of load during transport, collapse of material during storage. Possibility of segregation of uncovered traps with risk of falling inside due to the fact that they cannot be seen when fitted carpets are removed, possibility that the structure can remove the trap covers with consequent danger of falling in.	

Activity	Equipment /materials used	Description of activity	Risks	
Installing / removing exhibitors' technological systems	Trolley for pipes and cables Vehicle for transporting special equipment	Vehicle entry /exit Reaching working areas Opening traps Installing / Removing systems Closing traps	Preparation of systems connections: use of self-propelling vehicles for transporting the connection equipment; accessing underfloor chambers by opening traps; possible hazard of impact or collision with equipment, possible loss of load, falling inside the trap.	
Marking out stand areas	Trolley Adhesive tape Marker pens	Vehicle entry /exit Reaching working areas Marking out stand areas		

Annex 5: Risk assessment and indication of the measures taken to eliminate interference during the assembly/disassembly phases while stand-fitting is taking place

Danger	Risk	Consequences	Preventive measures
Danger of objects falling from above	Risk of being hit by material and/or equipment and/or objects falling from heights.	Personal injury, potentially serious.	➢ Do not enter or stop in the vehicle manoeuvre areas and, in the event of hanging loads, in the stand assembly areas. ➢ Use PPE (for example, helmets, safety shoes, etc.) ➢ Observe the times indicated in the event work schedule (Gantt). ➢ All people working at heights must prevent access to the underlying area and signal the hazard. ➢ Contractors appointed by exhibitors must ensure that all the structures are safe and that all the safety measures are observed before allowing third parties, including the service companies contracted by Fiera Milano, to access the exhibition areas. ➢ Fiera Milano S.p.A. contractors must check that all current activities and environmental conditions are safe before allowing their workers to access the exhibition areas. ➢ Before accessing the stand, make sure that all work at heights has terminated and that all the equipment has been made safe. ➢ The stand safety manager must ensure safety measures are observed in the areas they are responsible for. ➢ The managers of the contracting companies must supervise and check that safety regulations contained in this document, in the technical regulations and in the DUVRI's (overall interferential risk assessment documents) drawn up by each customer are correctly applied.

Danger	Risk	Consequences	Preventive measures
Danger of stand assembly objects falling.	Risk of being hit by elements used to assemble stands.	Personal injury, potentially serious.	➢ Fitters must assemble stands in total observance of the rules of good practice and the safety regulations. ➢ Use PPE (for example, helmets, safety shoes, etc.) ➢ Behave with due care and attention. ➢ Do not walk under hanging loads. ➢ Do not cross the exhibition areas during assembly. ➢ Observe the times indicated in the event work schedule (Gantt). ➢ Anyone wishing to enter the areas managed by individual exhibitors must first contact the stand safety managers. ➢ The stand safety managers must ensure that all the structures are safe. ➢ Fiera Milano SpA contractors must accept responsibility for stand safety before allowing their workers to access the exhibition areas, and they must ensure that all current activities and environmental conditions are safe. ➢ The managers of the contracting companies must supervise and check that safety regulations contained in this document, in the technical regulations and in the DUVRI's (overall interferential risk assessment documents) drawn up by each customer are correctly applied.

Danger	Risk	Consequences	Preventive measures
Possible presence of objects on transit routes capable of causing injuries, in particular to the lower limbs.	Risk of coming into contact with hazardous objects or materials.	Personal injury, potentially serious.	➢ Use PPE (for example, helmets, safety shoes, etc.) ➢ Unauthorized people may not enter the area. ➢ Fitters must keep the transit routes clear and, when this is not possible, avoid untidy heaps of material and limit the obstruction as much as possible to allow people to pass by. ➢ Make sure the transit areas are monitored and constantly cleaned in order to limit the presence of elements /objects, etc. that could cause injury. ➢ The managers of the contracting companies must supervise and check that safety regulations contained in this document, in the technical regulations and in the DUVRI's (overall interferential risk assessment documents) drawn up by each customer are correctly applied. ➢ Pay great care and attention when moving around the assembly/ disassembly areas.

Danger	Risk	Consequences	Preventive measures
Dangers connected with vehicle manoeuvres, including loading and unloading, and vehicle circulation in general.	Risk of collision.	Personal injury, potentially serious.	➢ Drivers and pedestrians must observe the Highway Code and the Technical Regulations drawn up by Fiera Milano S.p.A. ➢ Observe warning signs. ➢ Pedestrians must behave with due care and attention. ➢ Self-propelled vehicles must move at walking speed. ➢ Do not enter or stop in the areas reserved for vehicle manoeuvres. ➢ Always keep away from hanging and/or moving loads.

Danger	Risk	Consequences	Preventive measures
Dangers connected with the presence of uncovered traps or slippery sections of floor.	Risk of tripping and/or falling.	Personal injury, potentially serious.	➢ Observe warning signs ➢ Unauthorized people may not enter the area. ➢ It is forbidden for anyone, no matter for what reason, to access the system traps and leave them uncovered. Where this is not possible, due to technical requirements or for any other reason, the person must directly supervise the traps or signal the fact that they are uncovered in a totally visible and suitable way. ➢ Fiera Milano SpA contractors must check that all current activities and environmental conditions are safe before allowing their workers to access the exhibition areas. ➢ Pay great care and attention when moving near to the traps. ➢ The managers of the contracting companies must supervise and check that safety regulations contained in this document, in the technical regulations and in the DUVRI's (overall interferential risk assessment documents) drawn up by each customer are correctly applied.

Annex 6: Some information relative to possible risks and the measures to take in eliminating interference when fitting out stands (assembly and disassembly) used by organizers, exhibitors and their contractors, to consider when drawing up the DUVRI's (overall interferential risk assessment documents).

Danger	Risk	Consequences	Preventive measures
Danger of objects falling from above	Risk of being hit by material and/or equipment and/or objects falling from heights.	Personal injury, potentially serious.	➢ Do not enter or stop in the vehicle manoeuvre areas and, in the event of hanging loads, in the stand assembly areas. ➢ Use PPE (for example, helmets, safety shoes, etc.) ➢ All people working at heights must prevent access to the underlying area and signal the hazard. ➢ Contractors appointed by exhibitors must ensure that all the structures are safe and that all the safety measures are observed before allowing third parties, including the service companies contracted by Fiera Milano, to access the exhibition areas. ➢ The stand safety manager must ensure safety measures are observed in the areas they are responsible for. ➢ The managers of the contracting companies must supervise and check that safety regulations contained in this document, in the technical regulations and in the DUVRI's (overall interferential risk assessment documents) drawn up by each customer are correctly applied.

Danger	Risk	Consequences	Preventive measures
Danger of stand assembly objects falling.	Risk of being hit by elements used to assemble stands.	Personal injury, potentially serious.	➢ Fitters must assemble stands in total observance of the rules of good practice and the safety regulations. ➢ Use PPE (for example, helmets, safety shoes, etc.) ➢ Behave with due care and attention. ➢ Do not walk under hanging loads. ➢ Do not cross the exhibition areas during assembly. ➢ The exhibitor must draw up the work schedule. ➢ Anyone wishing to enter a stand must first contact the stand safety manager. ➢ The stand safety managers, appointed by the exhibitors, must ensure that all the structures are safe. ➢ Fiera Milano S.p.A. contractors must accept responsibility for stand safety before allowing their workers to access the exhibition areas, and they must ensure that all current activities and environmental conditions are safe. ➢ The managers of the contracting companies must supervise and check that safety regulations contained in this document, in the technical regulations and in the DUVRI's (overall interferential risk assessment documents) drawn up by each customer are correctly applied.

Danger	Risk	Consequences	Preventive measures
Danger possible presence of obstructions and objects on the transit routes.	Risk of coming into contact with hazardous objects or materials.	Personal injury, potentially serious.	➢ Use PPE (for example, helmets, safety shoes, etc.) ➢ Unauthorized people may not enter the area. ➢ Fitters must keep the transit routes clear and, when this is not possible, avoid untidy heaps of material and limit the obstruction as much as possible to allow people to pass by. ➢ Make sure the transit areas are monitored and constantly cleaned to limit the presence of elements /objects, etc. that could cause injury. ➢ The managers of the contracting companies must supervise and check that safety regulations contained in this document, in the technical regulations and in the DUVRI's (overall interferential risk assessment documents) drawn up by each customer are correctly applied. ➢ Pay great care and attention when moving around the assembly/ disassembly areas.

Danger	Risk	Consequences	Preventive measures
Dangers connected with vehicle manoeuvres, including loading and unloading, of self-propelled vehicles and with vehicle circulation in general.	Risk of collision.	Personal injury, potentially serious.	➢ Drivers and pedestrians must observe the Highway Code and the Technical Regulations drawn up by Fiera Milano S.p.A. drawn up by Fiera Milano S.p.A. ➢ Observe warning signs. ➢ Pedestrians must behave with due care and attention. ➢ Self-propelled vehicles must move at walking speed. ➢ Do not enter or stop in the areas reserved for vehicle manoeuvres. ➢ Always keep away from hanging and/or moving loads.

Danger	Risk	Consequences	Preventive measures
Dangers connected with the presence of uncovered traps or slippery sections of the transit routes.	Risk of tripping and/or falling.	Personal injury, potentially serious.	➢ Observe warning signs ➢ Unauthorized people may not enter the area. ➢ It is forbidden for anyone, no matter for what reason, to access the system traps and leave them uncovered. Where this is not possible, due to technical requirements or for any other reason, the person must directly supervise the traps or signal the fact that they are uncovered in a totally visible and suitable way. ➢ Fiera Milano S.p.A. contractors must check that all current activities and environmental conditions are safe before allowing their workers to access the exhibition areas. ➢ Pay great care and attention when moving near to the traps. ➢ The managers of the contracting companies must supervise and check that safety regulations contained in this document, in the technical regulations and in the DUVRI's (overall interferential risk assessment documents) drawn up by each customer are correctly applied.

COMPULSORY / OBBLIGATORIO

DECLARATION OF CORRECT FIT UP / DICHIARAZIONE DI CORRETTO MONTAGGIO

EXHIBITION / Manifestazione			
EXHIBITOR / Espositore			
HALL / Padiglione		**STAND /** Stand	

The Undersigned / il sottoscritto	
	*(**Surname and first name** / Cognome e Nome)*
in my capacity as / in qualità di	
	*(**Owner, legal representative, director, etc.** / Titolare, legale rappresentante, Amministratore, etc.)*
of the Company / dell'impresa	
	*(**Name of Company, Enterprise, Institute, Organisation** / Ragione Sociale ditta, Impresa, Ente, Società)*
address / con sede	
	*(**Street, n., Postcode** / via-piazza, n. civico, CAP)*
	*(**Town, Region Country** / Comune, Provincia)* — *(**Phone number** / telefono)*

Aware of the penalties, in the case of false statements, training or use of false documents, referred to in art. 76 of D.P.R. 445 of December 28, 2000
Consapevole delle sanzioni penali, nel caso di dichiarazioni non veritiere, di formazione o uso di atti falsi, richiamate dall'art.76 del D.P.R.445 del 28 dicembre 2000

DECLARES / DICHIARA

*(**To the senses of the art. 47 of the D.P.R. 445/2000 /** ai sensi dell'art.47 del D.P.R. 445/2000)*

To have performed the fitting-out work commissioned by Exhibitor detailed above concerning:
Di aver eseguito i lavori per l'allestimento commissionati dalla Ditta Espositrice sopra indicata e riguardanti:

- ☐ ***Complete fitting out of the stand including electrical system (the electrical system compliance certificate, including Company Registration Certificate, mustbe delivered to Customer Services)/*** *Allestimento completo dello stand compreso di impianto elettrico (la dichiarazione di conformità dell'impianto elettrico, compresa la certificazione CCIAA, dovrà essere consegnata al Customer Service);*
- ☐ ***Complete fitting out of the stand excluding electrical system/*** *Allestimento completo dello stand escluso impianto elettrico;*
- ☐ ***Partial fitting out of the stand involving the following parts (specify details) /*** *Allestimento parziale dello stand relativo alle seguenti parti (specificare dettagli) _____*

To have performed the fitting out work for the installation of the rigging systems commissioned by the abovementioned Exhibitor company concerning:
Di aver eseguito i lavori per la realizzazione dei sistemi di appendimento commissionati dalla ditta Espositrice indicata e riguardanti:

- ☐ ***Chain system or connecting rope to the Fiera Milano slope /*** *Sistema di catena o fune di aggancio alla pendinatura di Fiera Milano;*
- ☐ ***Lifting system with manual or electric hoist / S****istema di sollevamento con paranco manuale o a motore;*
- ☐ ***Installation of ring or single beam of truss /*** *Installazione di ring o trave singola di americana;*
- ☐ ***Lighting, audio system and/or other installed on the trusses /*** *Sistema di illuminotecnica, audio e/o altro installati sulle americane;*
- ☐ ***Installation of structure and covering in wood, metal, etc.. /*** *Installazione struttura e rivestimenti lignei, metallici, etc...*

MOREOVER DECLARES / DICHIARA INOLTRE

1. ***To have assembled the set-up materials, structures and the rigging system and connecting rope in compliance with the safety standards established by law, as well as the product standards in force, the technical provisions, provisions given by regulations, good technique, prudence and the necessary diligence, in compliance with the rule of art and the instructions of supplied by the manufacturing companies and reported in the use and maintenance manual;***
   Di avere assemblato i materiali di allestimento, le strutture, il sistema di appendimento e pendinatura nel rispetto delle norme di sicurezza previste dalle leggi, nonché delle norme di prodotto vigenti, delle disposizioni tecniche, disposizioni date da regolamenti, dalla buona tecnica, dalla prudenza e dalla diligenza necessaria, nel rispetto della regola dell'arte e delle istruzioni di montaggio fornite dalle ditte costruttrici (qualora esistenti) e riportate nel manuale di uso e manutenzione;
2. ***To have used excellent quality materials in compliance with the technical and product standards in force for the construction of the set-up, taking into account, in their choice and assembly, the intended use and the environment in which they are installed, declaring their perfect compatibility;***
   Di aver utilizzato per la realizzazione dell'allestimento materiali di ottima qualità rispondenti alle norme tecniche e di prodotto vigenti, tenendo conto, nella scelta e nel loro montaggio, dell'utilizzo previsto e dell'ambiente nel quale questi vengono installati dichiarandone la perfetta compatibilità;
3. ***The matherials used complies in compliance with current laws, is provided with CE marking and has positivelly pass the periodical checks;***
   Di aver utilizzato per la realizzazione del sistema di pendinatura tutta componentistica (cavi, catene, golfare, grilli, ganci, truss, motori di sollevamento, ecc.) conforme alle leggi vigenti e provvista di marchiatura CE e che ha superato le verifiche di controllo periodiche;
4. ***That the fastening systems of wooden structures, if any, comply with the introduced loads and mechanical characteristics of the material;***
   Che i sistemi di fissaggio delle strutture lignee, se presenti, sono conformi ai carichi introdotti e alle caratteristiche meccaniche del materiale;
5. ***That the compliant of first installation of the electrical hoist has be presented to the competent INAIL or ATS.***
   Di aver presentato all'INAIL o ATS di competenza la denuncia di prima installazione dei motori di sollevamento installati.

Work end Date / *Data fine Lavori* _____

Signature of fitter / *Firma Allestitore* _____

This form must be filled out and returned to: FIERA MILANO S.p.A. Stand Control Office
Questo modulo deve essere compilato e consegnato a: UFFICIO CONTROLLO ALLESTIMENTI DI FIERA MILANO S.p.A.

FIRE SAFETY CONSTRUCTION MATERIALS / SICUREZZA ANTINCENDIO MATERIALI DI ALLESTIMENTO

DECLARATION OF CORRECT FITTING OF REACTION TO FIRE CLASSIFIED MATERIALS (including fireproof coatings as per Ministerial Decree dated 6.3.92, and point 2.0 of annex II to Ministerial Decree dated 4th May 1998)

DICHIARAZIONE DI CORRETTA POSA IN OPERA DEI MATERIALI CLASSIFICATI AI FINI DELLA REAZIONE AL FUOCO (compresi i prodotti vernicianti ignifughi di cui al D.M. 6.3.92, e punto 2.0 dell'Allegato II del D.M. 4 maggio 1998)

EXHIBITION / Manifestazione			
EXHIBITOR / Espositore			
HALL / Padiglione		**STAND /** Stand	

The Undersigned / il sottoscritto		
	(***Surname and first name** / Cognome e Nome)*	
in my capacity as / in qualità di		
	***(Onwer, legal representative, director, etc.** / Titolare, legale rappresentante, Amministratore, etc.)*	
of the Company / dell'impresa		
	(***Name of Company, Enterprise, Institute, Organisation** / Ragione Sociale ditta, Impresa, Ente, Società)*	
address / con sede		
	(***Street, n., Postcode** / via-piazza, n. civico, CAP)*	
	(***Town, Region Country** / Comune, Provincia)*	(***Phone number** / telefono)*

Aware of the penalties, in the case of false statements, training or use of false documents, referred to in art. 76 of D.P.R. 445 of December 28, 2000
Consapevole delle sanzioni penali, nel caso di dichiarazioni non veritiere, di formazione o uso di atti falsi, richiamate dall'art.76 del D.P.R.445 del 28 dicembre 2000

DECLARES / DICHIARA

*(**To the senses of the art. 47 of the D.P.R. 445/2000 /** ai sensi dell'art.47 del D.P.R. 445/2000)*

***the stand materials that will be/have been fitted by the undersigned and listed below are compliant with the standards and/or with the prescribed reaction-to-fire certifications, pursuant to art.10 of the Italian Ministerial Decree of 26 June 1984 /** i materiali di allestimento che verranno/sono stati installati dal sottoscritto e riportati nell'elenco che segue, sono rispondenti ai codici di omologazione e/o alle prescritte certificazioni di reazione al fuoco, di cui all'art.10 del D.M. 26 Giugno 1984*

Use / *Tipo di impiego*	**Description of materials** / Descrizione materiale
Platform / pedane	
Floor / pavimento	
Walls / pareti	
Drapes / tendaggi	
Ceiling / cielino	
Other / altro	

MOREOVER DECLARES THE MATERIALS HAVE BEEN FITTED CORRECTLY

DICHIARA INOLTRE LA CORRETTA POSA IN OPERA DEI MATERIALI

1. ***As required by the supplier/manufacturer and according to the procedures provided by said supplier/manufacturer.***
   Secondo quanto previsto dal fornitore/produttore e secondo le procedure da questo fornite.
2. ***To allow the precise identification of the materials fitted by myself, the declarations of conformity, approvals and/or test reports will be kept at the stand and produced on request.***
   Per una puntuale individuazione dei singoli materiali posti in opera dal sottoscritto, si informa che le dichiarazioni di conformità, le omologazioni e/o i rapporti di prova saranno tenuti nello stand a disposizione per eventuali controlli.

***Work end Date /** Data fine Lavori*

***Signature of fitter /** Firma Allestitore*

This form must be filled out and returned to: FIERA MILANO S.p.A. Stand Control Office
Questo modulo deve essere compilato e consegnato a: UFFICIO CONTROLLO ALLESTIMENTI DI FIERA MILANO S.p.A.

Annex 9: Provisions about the realization of false ceilings and ceilings for stands

Exhibitors who intend to build stands or areas of stands completely closed not only on the 4 sides but also by continuous false ceilings/ceilings, must be authorized by the relevant Customer Service.

1. False ceilings and ceilings can be made of any type of material, provided that the following conditions are met, in addition to the characteristics of reaction to fire and structural stability
2. False ceilings in wood, metal and similar by creating specific openings for the evacuation of fumes for a total of 1/100 of the surface of the space concerned. These openings may be between 0.25 and 0.30 m² and may be evenly distributed over the entire stand area or the part of the stand with false ceiling (see fig. 2).

   Different configurations of the openings, always uniformly distributed, must guarantee a 1/100 ratio of the surface as already mentioned. It is also possible to make openings for the evacuation of fumes with the overlapping, at different heights, of the parts making up the false ceilings (see fig. 1).).

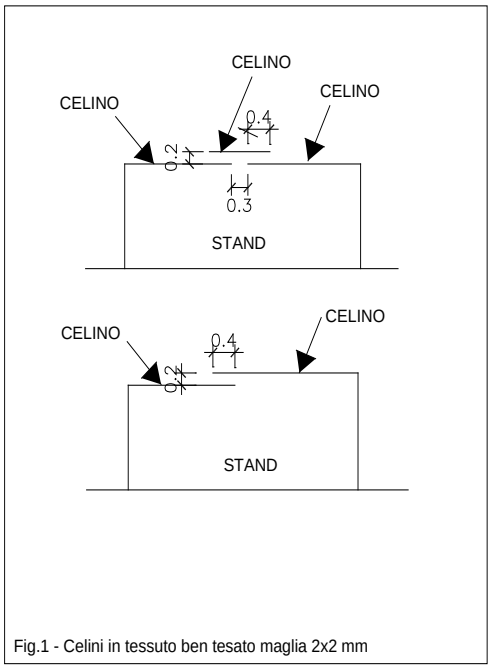


Fig.1 - Celini in tessuto ben tesato maglia 2x2 mm

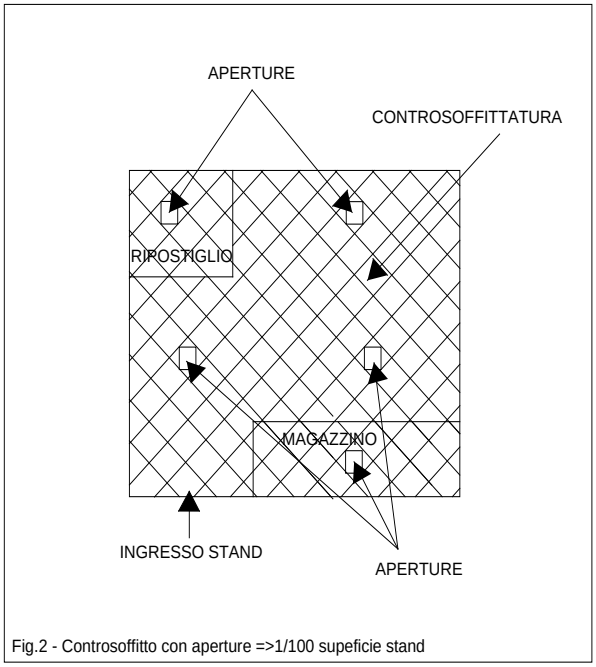


Fig.2 - Controsoffitto con aperture =>1/100 supeficie stand

3. False ceilings can be made of a wide mesh fabric (max. 2x2 mm), well tensioned. Thick mesh fabrics fall within the scope of point 2.

Attention: failure to comply with the above conditions may result in the deactivation of the power supply to the stand until the false ceiling is corrected.

Annex 10

REQUEST OF AUTHORISATION FOR HOT WORKS

EXHIBITION _____

EXHIBIYOR _____

Pavilion _____ Stand no. _____

Authorization is required for hot works:

to be carried out

□ during stand installation.

□ during stand dismantling.

consist of:

□ Welding - indicate the type of welding to be carried out _____

□ Brazing - indicate the type of brazing to be carried out _____

□ Grinding and/or cutting with grinding cutter

□ Heat installation of stretched ceiling sheet (Barrisol type)

- □ a) with hot air heater working with LPG (liquefied petroleum gas)
- □ b) with electric hot air heater

[Attach Technical Documentation accompanying the type of welding to be performed]

In the following days:	In the following days:	In the following days:
date _____	date _____	date _____
□ morning	□ morning	□ morning
□ afternoon	□ afternoon	□ afternoon
date _____	date _____	date _____
□ morning	□ morning	□ morning
□ afternoon	□ afternoon	□ afternoon

It is hereby declared that, in the event of authorization, the works will be carried out by skilled personnel, provided with the certificates and/or authorizations specified by the regulations in force. A copy of the documents will be kept in the stand at the disposal of the Authorities in charge of the controls.

Date _____ Stamp and signature

[To be subjected to a feasibility check by Fiera Milano]