

RULES ABOUT SETTING UP AND DISMANTLING



February 19 - 21, 2025
halls 8 - 12 - 16 - 20
fieramilano, Rho

DAYS	OPENING HOURS of the halls		TYPE OF VEHICLES ALLOWED	ENTRANCE GATES
	from	to		
PLEASE DISPLAY A REFERENCE PHONE NUMBER ON THE DASHBOARD OF THE VEHICLE.				
SETTING UP	Saturday, February 15	7:30 AM	6:30 PM	all types - PORTA SUD - PORTA EST (pedestrian) - CARGO 1 (GPS + 45°31'22.67",+9°4'51.21") - CARGO 5 (GPS + 45°31'14",+9°4'33.76") (open until 12:00 PM)
	Sunday, February 16	7:30 AM	6:30 PM	
	Monday, February 17	7:30 AM	6:30 PM	
	Tuesday, February 18 *	7:30 AM	2:00 PM	
ON TUESDAY, FEBRUARY 18 - UNTIL 2:00 PM: - ACCESS AND PARKING ALONG THE PERIMETER OF HALLS 8-12-16-20, ALLOWED ONLY FOR TRUCKS AND VANS - CAR PARKING ALLOWED ONLY AT LARGO NAZIONI				
* PLEASE NOTE, On February 18th, for safety reasons: - until 2.00 pm, cars will not be allowed to go up to the floor of the halls, which will have to park at Largo Nazioni (the only exception is allowed only to cars of people with disabilities); to facilitate the unloading of goods, freight elevators will be available, as shown in the attached plan. Starting from 2.00 pm cars will be authorized to approach the halls; - only trucks and vans will be allowed to go up to the halls level until 2.00 pm, <u>for a maximum stop of two hours</u> . Stops exceeding two hours will be subject to the application of a penalty; - <u>only stand dressing, decoration and final touches within the stand will be allowed;</u> - the fitter companies must complete all stand-fitting activities strictly <u>by 2 PM</u> , as the remaining time will be used by Fiera Milano for gangway cleaning and laying of the carpet; - only exhibitors will be allowed to stay inside their booth until 6 PM.				
ON FRIDAY, FEBRUARY 21: PARKING ALONG THE PERIMETER OF HALLS 8-12-16-20 IS NOT ALLOWED, IN ORDER TO FACILITATE THE DISMANTLING OPERATIONS DURING THE EVENING. IT WILL BE OTHERWISE POSSIBLE TO PARK WITHIN THE DESIGNATED AREAS IN LARGO NAZIONI.				
DISMANTLING	Friday, February 21	5:00 PM	5:30 PM	hand parcels only and Fiera Milano activities ** less than 7,5 tons - PORTA SUD - PORTA EST (pedestrian) - CARGO 1 (GPS + 45°31'22.67",+9°4'51.21")
		5:30 PM	7:00 PM	
		7:00 PM	00:00	
	Saturday, February 22	7:30 AM	6:30 PM	all types - PORTA SUD - PORTA EST (pedestrian) - CARGO 1 (GPS + 45°31'22.67",+9°4'51.21") - CARGO 5 (GPS + 45°31'14",+9°4'33.76") (open until 12:00 PM)
Sunday, February 23	7:30 AM	6:30 PM	all types - PORTA SUD - PORTA EST (pedestrian) - CARGO 1 (GPS + 45°31'22.67",+9°4'51.21") - CARGO 5 (GPS + 45°31'14",+9°4'33.76") (open until 12:00 PM)	
** From 5:30 PM some Fiera Milano activities are scheduled in order to begin the dismantling: fitted carpet removal, interventions on ceiling suspension structures and electricity motive power disengage in the booths.				
NOTES:				
FIERA MILANO reserves the right to direct all incoming cars in the parking area of Largo Nazioni. On Tuesday 18, February all cars will be directed to the Largo Nazioni car park until 2.00 pm. Click here for the days when it is forbidden circulation outside urban areas of the vehicles with a capacity exceeding 7,5 tons. Please note that access to the exhibition center is subject to the pre-accreditation of the vehicles and people who will be involved in the set-up activities. The surveillance service will carry out random checks to verify the validity of the admission tickets and the correspondence with a valid identity document. Unauthorized people and children under 15 years are not allowed to enter the exhibition areas where setting up and/or dismantling operations are in progress. Except from the exhibitions days, the sale of alcohol and spirit is prohibited from 7.00AM to 6.00PM. Only the consumption of 33cl beer or a glass of wine during the lunch break (h.12:00 - 14:00) is allowed.				
ISSUE OF ACCESS PERMITS - The pre-accreditation of personnel / vehicles and the printing of the relative access permits must be carried out exclusively in self-provisioning mode using all the operations already active on the Exhibitor and Builder Portal; - Access to the Logistics Desk, located close to Largo Nazioni, entrance from Cargo 1 and outside Cargo 5, can only take place in exceptional cases, to be agreed by telephone on 02.4997.6304 or by e-mail to logisticafiera@fieramilano.it . For any further information relating to assembly and disassembly operations, technical details and provisions regarding movement within the exhibition centre, please refer to the Fiera Milano Technical Regulations, which can be consulted on the Fiera Milano website https://exhibitors.fieramilano.it/ -> Technical documents -> link to the reference event. In particular, it is recalled the obligation, for all subjects who work on behalf of the exhibitor, even under contract or subcontract, to provide their workers with the identification card referred to in articles 18, 21 and 26 of Legislative Decree 81/08.				
TIME EXTENSION As established by Fieramilano Technical Regulation Plan, any legitimate need for a limited extension of the times scheduled for set-up (excluding the day before the event) and take-down must be requested from Customer Service by filling out a special form. The request must be made by 4 pm on the day the extension refers to and Customer Service will give confirmation of authorisation no later than 5.45 pm on the same day. Upon the request, Customer Service will communicate the hourly flat rate fee to be paid to Fiera Milano to cover expenses. On the day before the event: - it is forbidden to carry out stand fitting operations not previously authorised by the Organiser in accordance with Fiera Milano; - extensions for set-up operations cannot be authorised beyond the scheduled closing time. In the event of unauthorized permanence on the stand after closing time, Fiera Milano (Customer Service - Exhibitor Assistance, with the support of the Security Service) will apply a penalty of € 250 for each hour (or fraction thereof) permanence on the stand after the permitted time, without prejudice to compensation for damages.				