

- 1) **Organisation:** Aries organises on exhibition premises a series of trade fairs and conferences on a yearly basis.
- 2) **Participation:** The following parties are allowed to take part in the aforementioned events: **a)** producers from Italy and abroad **b)** sole agents and/or Italian and foreign commission agents **c)** Italian and foreign representatives and/or dealers of Italian and foreign production companies, provided the companies under a) and b) are not taking part directly in the event **d)** organisations, associations, consortia, institutions, administration bodies and any other body involved in manufacturing, trade, or promotion **e)** should two representatives or dealers of the same company intend to take part in an event with the same products, final decision regarding admission shall lie strictly with Aries, account being taken of the quality of the product being exhibited. Should representatives or dealers from national or foreign companies take part in the event without authorisation from their respective companies, they will be considered as having direct obligations towards Aries, which reserves the right to decide whether to accept their application to participate, and to decide as to their admission. Depending on the individual nature of each event or where there are debts or disputes regarding the requesting party, Aries reserves the right to exclude one or more of the aforementioned categories without having to justify their decision.
- 3) **Acceptance of General and Technical Regulations:** By signing the Contract, the exhibitor agrees to accept in their entirety the General Regulations, the Technical Regulations, and any other regulations adopted by the Management in the interest of the event in question and to ensure best possible outcome. Relationships with exhibitors shall be governed exclusively by the signed agreement.
- 4) **Participation fee:** The fee is set individually for each exhibition, and includes payment for: **a)** inclusion in the official catalogue where produced **b)** parking (if any) **c)** service badge for exhibitors and those they employ, as a function of area of the place allocated **d)** security/entrance service **e)** general pavilion lighting **f)** general pavilion cleaning, excluding the cleaning of the stand itself, for which exhibitors are responsible **g)** publicity costs **h)** consumption of electricity up to 2 kW **i)** public liability insurance policy for third parties, fire and ancillary risks, theft and robbery (see attached Policy Terms) **j)** 10 electronic entry tickets.
- 5) **Deposit:** On remitting the duly signed Contract, the exhibitor shall pay the advance payment as written in the contract plus VAT if applicable. The agreement shall be considered final at the moment ARIES receives the signed participation agreement and the payment of the deposit.
- 6) **Withdrawal:** Should the exhibitor withdraw, (withdrawal must be made by fax, or certified mail), Aries will retain the deposit and registration fee as compensation, provided the withdrawal is made within 60 days of the beginning of the event. Otherwise, the participant shall pay the whole participation fee and payment for damages.
- 7) **Terms for payment and arrears:** Balance of the registration fee must be paid in full within the date set-up begins, unless otherwise stated in the Contract. Aries reserves the right to cancel registrations for which the necessary payments are in arrears. Payment for any other service should be made within the closing date of each event, unless otherwise stated in the event regulations.

ARIES – Azienda Speciale Camera di Commercio Venezia Giulia bankdetails:
 Crédit Agricole FriulAdria - Via Mazzini n. 7 - 34121 Trieste
 IBAN: IT09V0533602207000040809675 - BIC - SWIFT BPPNIT2P171
 For exhibitor failure to pay, Aries reserves the right to take action to collect credits in compliance with article 2764 of the Italian Civil Code. It should be noted that the exhibitor must not remove their property from the stand until full payment of any amounts due to Aries. The exhibitor expressly authorises Aries to consider this property as full settlement and also authorises deduction of the deposit charge from it. The exhibitor also authorises Aries, should full payment not be made within fifteen days of the date of closure of the event, to sell to best effect the property in question, following prior notice to settle within fifteen days of receiving the notice, meeting through the proceeds the amount outstanding, as well as the deposit charge, sales expenses, interest, and any other documented cost.
- 8) **Allocation of stands:** Allocation of stands will be decided by the Management, satisfying as far as possible the preferences expressed by the exhibitor. In any case, the Management reserves the right to relocate or modify stands already allocated. Failure to set up the stand in accordance with the prescribed terms shall be considered failure to respect the agreement, and automatically invalidates it.
- 9) **Insurance:** It is mandatory that exhibitors insure their stands where insurance is not provided by ARIES, as well as products exhibited or in any way present on the stand, against all risks, except where involving claims against ARIES. Where requested, exhibitors are required to communicate to ARIES the details of the above-mentioned insurance cover. Participants are responsible for insurance for damages incurred by persons they employ, where ARIES is not responsible. ARIES would note that exhibitors' cover for public liability can be inspected in its offices, such that any Party concerned might learn of any area that is not insured and/or exemptions, and/or insurance sublimits. ARIES declines all responsibility regarding the adequacy of the amount insured, and will not be held responsible for supplementing damages awarded on the basis of the policy terms. ARIES offers exhibitors the possibility of requesting insurance cover (see insurance application form).
- 10) **ASL (local health agency) requirements:** Exhibitors intending to sell and/or provide food and drink must submit at SUAP - Comune di Trieste a form "Comunicazione di Manifestazione Temporanea - Nuova Attività" <https://suap.comune.trieste.it/frontoffice/index.html#interventi/L424/SS/1580>
 In addition they must take all necessary steps to ensure the hygiene and safety of food and drink products. In this context they agree to apply basic rules of hygiene and good practice as regards food and drink, including the training of persons involved. In particular, for the sale of non-perishable packaged or loose produce, general hygiene criteria ensuring correct display and sale of food produce must be adhered to. The displays themselves must be set up so as to allow adequate cleaning and avoid accumulation of dirt, and such as to ensure product stability during commercial activity. For the sale of loose produce, only materials that are hygienically suitable for contact with food produce must be used. In any case food produce must be kept in suitable containers, at a minimum height of 50 cm from the ground. ARIES declines all responsibility in this regard, and it remains the exhibitor's sole responsibility to manage the activity of

sale/provision of food and drink.

- 11) **Safety in the Workplace:** Exhibitors must observe the regulations in force regarding safety in the workplace, in particular those set out under D.Lgs 81/2008 and subsequent amendments and additions, and adhere to the content of the ARIES DUVRI (interference risks) document, which can be downloaded from the exhibition website under "Esporre/Modulistica" ("Exhibit/Forms"). In any case, exhibitors or persons setting up must produce their own DUVRI or POS (safety plan) relative to activities carried out; this must be available for reference at the workplace. By signing the participation contract, the exhibitor declares that they have carefully read the content of the ARIES DUVRI document, and agree to observe the measures therein and to provide copies of the document to its suppliers/personnel involved in setting up/ (sub-)contractors.
- 12) **Surveillance against theft, liability in the event of theft or damage, exemption of Aries from liability:** During pavilion opening hours, exhibitors must take responsibility to keep their stands and exhibits attended, either themselves or through the persons engaged by them. Although Aries provides a general daytime patrol of the Fiera premises for the entire duration of the event, as well as on days of setting up and dismantling the stand, it shall not be liable for any thefts that might take place. The exhibitor shall be solely liable for all damage caused by their stand or by any installations assembled either by themselves or by third parties they have engaged. During installation and dismantling, Aries declines all liability for damage or theft of any material nature, the exhibitor remaining the sole entity responsible for their own exhibition space. ARIES declines any responsibility for damages to personnel sustained by the exhibitor company or company engaged by the exhibitor.
- 13) **Damage to Aries structures and materials:** The exhibition space allocated, the fittings and furnishings hired from Aries, must be returned to Aries itself in the same condition as it was given to the exhibitor. Responsibility for any damage and/or alteration will lie with the exhibitor, who will be required to make good the damage, or pay compensation for the damage. At the close of the event, the technical service of Aries will inspect each stand, in the presence of the exhibitor.
- 14) **Abandonment:** Aries regards stands as having been abandoned if they are: **a)** not occupied by exhibits for the exhibition 24 hours before the time set for inauguration of the event, even if signs have been installed and the stand itself has been assembled **b)** left unattended or in clear state of neglect during the event. In the event of abandonment, Aries reserves the right to let the stands to third parties, without any obligation to return any sums paid by the registered person, without prejudice to the right to request full payment of sums envisaged in consequence of the application for registration and to any other right and to bring legal proceedings against the registered person for any material or moral damages sustained.
- 15) **Prohibitions:** It is forbidden for registered persons to: **a)** transfer, sub-let or exchange allocated stands **b)** display goods not included in the authorisation for occupation of the stand **c)** display signs or samples pertaining to products which do not belong to the trade category covered by the event **d)** start up any machinery on display without prior permission from Aries **e)** conduct tests or advertise outside their allocated stands **f)** make announcements or use any other kind of advertising technique liable to disturb or damage fellow exhibitors **g)** cover or disguise exhibits during public visiting hours **h)** leave their stands unattended or in a state of neglect **i)** remain in the pavilion or on Fiera premises during closing hours **j)** use announcements or sound systems that are liable to alter the strictly economic nature of the event **k)** dismantle the stands or take out materials or samples before the end of the event.
For anyone infringing these regulations, ARIES reserves the right to: **a)** confiscate the free admission card **b)** apply a fine equal to the overall fee paid for the stand **c)** order the stand to be closed temporarily **d)** order the stands be cleared and let them to third parties without reimbursement or – except for Aries – any right to payment of damages.
- 16) **Registration of co-exhibitors and companies of representation:** All exhibitors may host co-exhibitors, and at their stands present articles produced by one or more companies being represented, on condition that these have been clearly indicated by the exhibitor in the application for participation and in accordance with the conditions of the event.
- 17) **Official Catalogue:** Aries, without bearing any responsibility whatsoever, holds the exclusive rights for the publication of the Official Catalogue. Each participant is entitled to free inclusion, in alphabetical order, of company name, address and telephone number, as well as a short description of exhibits. All information to be included in the Catalogue will be provided by participants under their sole responsibility when submitting the application for participation. Aries declines all and any responsibility regarding the publication date of the Catalogue or concerning any error the Catalogue might contain. For any advertisements in the Catalogue, all images, draft designs and texts must be provided along with the application.
- 18) **Protection of trademarks and products:** Exhibitors shall undertake to observe the regulations regarding industrial secrecy, author copyright, and competitor rights, guaranteeing to ARIES their full respect.
- 19) **Photography:** Visitors and exhibitors may take photographs, make video recordings and drawings within the pavilion provided permission to do so has been granted by the Management. The Management may take photographs and make video recordings of any stand and use the related images for publicity purposes or for publication in general without the exhibitor having any right to royalties or other copyright.
- 20) **Privacy law:** Having read and understood the enclosed information sheet (Information for Exhibitors), each exhibitor authorises the handling of personal information in accordance with the procedures specified therein.
- 21) **Postponement, reduction or cancellation of the event:** If the event does not take place, for whatever reason, the application for participation will be deemed as without effect and Aries will reimburse the participant the fee paid for the stand as well as the amount paid for provision of services requested and not provided, with deduction of relative expenses where borne by Aries itself. Should at any time the number of days of the event be reduced, or should the event be suspended or interrupted, for whatever reason, the participant will be not entitled to terminate the contract. If the reduction in duration is the result of force majeure or of any cause beyond the control of Aries, no discounts or refunds will be due to the participant. None of the above cases entitles the participant to receive damages or compensation for any reason from Aries.
- 22) **Changes to the General Regulations:** The Management reserves the right, even as exceptions to the present General Regulations, to enforce any other rule or regulation it deems appropriate in order to safeguard the event and related services; these will be considered an integral part of the present Regulations.
- 23) **Court with jurisdiction:** Any dispute resulting from the present contract or connected with it – including issues relating to its interpretation, validity, efficacy, execution and resolution – shall be resolved by the Camera Arbitrale della Camera di Commercio di Venezia Giulia through

arbitration, with legal settlement, by a sole arbitrator nominated in accordance with the Regulations of the Camera Arbitrale, which the Parties declare expressly to know and accept. Before beginning arbitration proceedings, the Parties agree to attempt resolution of the above controversies through mediation as set out in the regulations of the conciliation service of the Trieste CCIAA (Chamber of Commerce), which the Parties declare expressly to know and fully accept.

ARIES TECHNICAL REGULATIONS

ACCESS TIME TO THE EXHIBITORS' AREA: access to the stand by the exhibitors is 1 hour before opening to the public.

VEHICLE ACCESS DURING THE ASSEMBLY PERIOD

Transport vehicles cannot enter the pavilions. Stopping only for the time necessary to load/unload will be allowed within the exhibition area. For particularly heavy loads or vehicles the technical office must be contacted beforehand for clearance.

Liability for damage to the structures of the pavilions resulting from non-compliance with the above will be charged to the exhibitor, therefore both ARIES – the organizer of the event – and the owner of the exhibition area are exempt from liability.

ENTRANCE-EXIT OF MATERIALS

The delivery or removal of exhibition materials during the period of the exhibition without written permission from ARIES is prohibited. All vehicles used for these operations can enter or leave only 1 hour before opening to the public.

ASSEMBLY OF STANDS

Exhibitors that assemble their own stands using their own stand assemblers, will have to have the project (photo and/or layout) approved by ARIES at least 30 days before assembly. The maximum height for structures inside the pavilions is 3.00 metres, except where express written permission from the ARIES Technical Office has been granted. It is forbidden to construct lofts. Ceiling hooks are not allowed. It is understood that all responsibility for the structure is the exhibitor's, who expressly relieves ARIES of any damage or injury inflicted on himself and/or a third party, due to faults caused by incorrect calculation or imperfect construction. ARIES reserves the right to change or remove any structures that do not fall within the above limits or are not considered to be acceptable.

Exhibitors agree to comply with the regulations set out in the various sections concerning equipment as well as the fire-safety regulations, and to submit copies of the relevant conformity certificates to the technical office; in addition, they agree to comply with the regulations set out in the safety plan and in the DUVRI document. Persons they engage for setting up shall be granted access to the Expo complex only after the exhibitor has completed the form "ALLOCATION OF EXHIBITION SPACE" and emailed it to: tecnico@ariestrieste.it.

IN PARTICULAR IT IS PROHIBITED FOR EXHIBITORS TO:

- make holes, use nails or staples, paint, soil with paint, use glue and adhesive tapes, drag heavy loads, move around the pavilions with means without rubber wheels;
- pour waste water into the drains in the pavilions. It is in any case prohibited to disposal of liquids and corrosive waters, of solidifying substances etc.;
- to make changes in the exhibition areas or exceed the spaces assigned;
- to lift the covers of the drains or open the protective covers of the services in general; break the seals or the locks on the electricity and water supply units;
- to carry out on their own or through a third party not authorized by ARIES direct connections to services (water, electricity, television aerials, methane gas);
- access areas where access is allowed only to qualified staff;
- carry out works of any kind that involve changes to the buildings or the fixtures of ARIES;
- to bring to the exhibition area explosive materials, asphyxiating or otherwise dangerous substances and to light fires without the prescribed precautions and the necessary authorization from the competent authorities, as well as introduce or use combustive gas cylinders.

Infringement of the above-mentioned prohibitions mean, in addition to the immediate closure of the stand by ARIES officers or agents, the withdrawal of passes and the prohibition of access of the exhibitor to the area where the stand is located. All this without the right to a refund and without prejudice to the possibility of ARIES taking every possible action to protect itself against moral and material damages. The exhibitor will be charged with the costs of recovery and damage caused to the structures of ARIES and/or the owner of the exhibition buildings and pavilions.

DISMANTLING AND RECONSIGNMENT OF STANDS

It is absolutely forbidden to dismantle the stand during the event. At the close of the event the exhibitor will be required to proceed with the dismantling of the stand within the terms provided, after which ARIES will see to the clearing of the stand, charging the costs to the exhibitor who will be required to pay ARIES. ARIES is considered to be completely exonerated from any and all liability with respect to damage caused, all expenses incurred in removing and/or removing and storage of the materials. If ARIES, on its sole discretion, deems not to arrange removal of the materials of the stand, the participant will be required to pay a daily penalty of €200.00 (two hundred). ARIES declines any responsibility for damage or theft that may occur both during the opening hours of the event and in the course of assembly and dismantling operations.

Debris of all types left after dismantling should be removed by the exhibitor, assuming responsibility also for the debris produced by their assemblers. If not it will be removed by ARIES at the expense of the exhibitor. Likewise any damage caused to structures and installations. In particular, the removal of double sided tape for the fixing of carpet left on the floor, will be charged at the rate of € 3.50/m (three euros fifty cents).

RELEASE OF THE "EXIT VOUCHER"

Upon payment of the invoices relating to the rental of exhibition space and technical services requested, where the event provides for it, an "EXIT VOUCHER" will be issued that allows the exhibitor to collect his/her material and to leave the exhibition area in the dismantling periods.

VARIOUS SERVICES

- **HIRE OF EQUIPMENT /OPTIONALS**
- The assembly materials can be hired by filling out the appropriate attached form, within the time limits indicated in the form.
- **ADVERTISING, POSTERS AND ILLUMINATED SIGNS WITHIN THE STAND**
- Exhibitors can provide for them through firms of their choice. The sketches must be approved by ARIES. **The advertising tax must be paid to ESATTO Spa in Trieste (040/3223711).**
- **CLEANING OF THE STAND**
- A cleaning service can be requested using the relative form.

GENERAL TECHNICAL REGULATIONS

➤ GENERAL REGULATIONS

Please be reminded that the event is subject to compliance with the laws regarding public events premises and as a consequence to the regulations issued by the Municipal Supervisory Committee in relation to the carrying out of the event itself. The exhibitor is required to comply, in the assembly of his/her stand, to all the requirements foreseen by the law in force, as specified in detail in the safety plan. Failure to comply with the rules of this regulation gives ARIES the right to prevent the use of the stand until provision is made by the exhibitor, to implement the requirements. The designer and/or the assembler will need to take into account any fire fighting equipment, safety doors, drains or other structures, which are part of fixed installations, which are situated within the space allocated in such a way as to permit their correct and full use.

→ **It is forbidden for visitors or exhibitors to stay in the stands** after closing time, and to continue to serve food and drink at the food and drink stands. If this occurs, the exhibitor will be charged with the costs relating to the consumption of electricity and the service of checks and safety to the sum of € **100.00** (one hundred) per hour or fraction of an hour.

ARIES reserves the right to adopt, at any time, any measures deemed appropriate, and the exhibitor will have to apply them immediately to protect the safety of participants and visitors and keep the premises clean and tidy. These measures will be brought to the attention of exhibitors with any means and will prevail over provisions previously adopted.

➤ REGULATIONS ON THE IMPLEMENTATION OF SYSTEMS – ELECTRICAL, PLUMBING, GAS ETC.

The plumbing system of the stand will need to be run and connected to the network by the exhibitor through a qualified company to which ARIES is obliged to provide a tap and drain (see attached form). The exhibitor will be responsible for the proper execution of the system and damage caused by any faults that may arise. These systems will also have to comply with all of the requirements with regard to hygiene standards (sinks with odourless siphons, etc.).

All systems must respect the technical regulations in force for the places where they are installed, as well as those of **Ministerial Decree 37/2008**.

→ **After successful installation of the systems in the stand, the exhibitor is required to submit the respective declarations of conformity to ARIES.**

The connection to the power supply of the exhibition area will be carried out only after the receipt of the declaration of conformity, complete with all the attachments foreseen by the regulations in force, signed by the installation company and accompanied by a certificate of technical qualifications.

→ **The supply of electricity to each stand, included in the registration fee, is single phase 2.0 KW.** For a more powerful three-phase supply Form B must be completed. Aries reserves the right to screen requests that prove to be technically and/or financially challenging. The internal electrical systems of the stands are the complete responsibility of the exhibitor and must respect the technical regulations, as indicated above.

→ Electrical systems should be equipped with an **automatic differential circuit breaker** ("cut off switch") with an intervention value of **0.03 A**.

All the circuits, derived from the mains switch, must be adequately protected. All parts of the system that could, in case of contact or accidental damage, pose a danger to people or things, should be placed at an adequate height or be adequately protected. All joints should be made with suitable insulated clamps and fire retardants, placed in junction boxes in self-extinguishing resin.

Any power outlets and related plugs and/or extensions must have very reliable adapters and be CE certified or equivalent. In any case, the use of multiple capacitors is not allowed.

➤ SUPPORT FOR ELECTRICAL SYSTEMS

Each exhibitor is required to ensure the support of the electrical system of his/her stand for the period of assembly, exhibition and dismantling of the event. If any technical problems occur and the exhibitor is not able to rectify this autonomously, he/she could contact the technicians of the companies which support ARIES for general electrical services.

➤ FIRE PREVENTION REGULATIONS, please see the safety plan

All combustible materials must be accompanied by a certificate that attests its approval.

→ **The use of plastic materials** that have not been approved, inflammable fabrics made of a synthetic fibre, nitrocellulose and oil varnishes and paints, reed mats, trellises, blinds made of thin strips of wood or similar, upholstery in paper or any material that does not have a certificate of approval as described above **is prohibited**;

→ it is prohibited to keep, within the stands, empty packaging, printed and advertising materials in excess of the day's needs;

→ **every gastronomic stand must be equipped with fire extinguishers** with a capacity **not less than 6 kg**, one for every **50 sq.m. of exhibition space** and in any case **at least one for areas of less than 50 sq.m**; **it is forbidden to cook and/or heat food inside the pavilions.**

→ The exhibitor or assembler must also comply with all requirements of the Municipal Supervisory Committee.

SPECIAL PROVISIONS

CHECKS AND INSPECTIONS: The exhibitor, if requested, will provide the necessary documentation (waybills, invoices, etc.) that prove possession of the goods transported.

USEFUL INFORMATION

SIAE (ITALIAN AUTHORS AND PUBLISHERS) RIGHTS: Exhibitors are reminded that anyone who has radio and television sets, sound systems and the like in operation at the stand, must pay **S.I.A.E.** for the rights foreseen by the law in force (for further clarifications please contact the **SIAE office in Trieste** - Via Filzi, 21/1 - Tel.040/365540).

EXHIBITORS THAT USE ASSEMBLY COMPANIES ARE REQUESTED TO FORWARD THIS DOCUMENT TO THEM. UPON THE EXHIBITOR'S REQUEST WE WILL TRANSMIT A COPY OF THIS DOCUMENT TO THE ASSEMBLER NOMINATED.

For further information please do not hesitate to contact the **ARIES Technical Office** – tel. **040/6701271** - email fabrizio.moresan@ariestrieste.it

OPERATOR SAFETY PLAN 2018

The present document governs the following activities taking place within the Porto Vecchio area in Trieste:

- phases of setting up exhibition spaces by commercial operators, both inside the buildings and outdoors;
- the carrying out of exhibitions during the period when open to the public.

The present plan has been drawn up to comply with application of art. 26 of Decree D.Lgs. 81/2008 and subsequent amendments and additions, and specifically concerns the work of setting up of individual exhibition areas by exhibitors to whom the spaces are allocated through contract discharging responsibility relative to work to be carried out within them.

In this context, ARIES shall act as the Managing Party for all actions of coordination and cooperation both during operations of setting up the stands (equipment and supplies, displays, decorations, etc.), including possible interference between them, and also during the Expo events themselves; the aim is to ensure the safety both of visitors and of persons working. The whole must comply with the provisions of D.Lgs. 81/2008 and successive amendments and additions.

Accordingly, for all work carried out within the buildings and in the outside areas of the Expo complex, ARIES shall perform all actions of cooperation and coordination between the various activities and Parties who in their various roles participate in the execution of work and the Expo itself. The ARIES Head of Health and Safety and also various ARIES technical and administration staff, each acting within their own designated sphere of competence, will check on work being carried out as regards safety, possible interference between activities being carried out, and the regular proceeding of the Expo events. A number of information **sheets** have been drawn up and made available for consultation (attached): these detail **specific risks** that may arise in the context of the work to be carried out.

Exhibitors are required to provide anyone working for them in setting up with all information necessary to ensure the work is carried out in complete safety.

In accordance with par. 8 of art. 26 of D.Lgs. 81/2008, all staff must obtain a photo-ID pass giving general information about themselves and indicating the employer or reference company.

Each exhibition operator will receive a contract that formally **allocates the exhibition space** assigned and accepts the same, subject to acceptance of the **terms of safety**, and must agree to remain within their own space and to use communal spaces, both indoors and outdoors, only where strictly necessary for carrying out their activities.

Regarding **further risks**, i.e. those arising from the structure of the Expo complex itself, enterprises must comply with the provisions set out in the following pages.

- 1) **Risk of fire:** in spaces where enterprises are mounting and setting up, **risk of fire** may arise as a result of the presence of fuels/flammable materials. At the Expo complex there are consequently an adequate number of portable fire extinguishers as well as a fire hydrant system, all clearly labelled; persons working there must acquaint themselves with these when they are allocated their space. Should **flammable** products or materials be used, the enterprises involved must **partition off their relevant areas and provide warnings about such activity**. In addition, **smoking is strictly forbidden** in all areas. Prior authorisation must be obtained and warning given where there is intention to work with **naked flames**, electric **soldering** or **emission of anything incandescent**. Enterprise employees must give prompt indication to their head managers should any fire start, or raise **the alarm directly with the organiser's office**.

Should **evacuation** be necessary, all persons present must exit calmly using one of the many **emergency exits** present in each building – these are all clearly signed. The exits must be kept clear of obstacles and clutter at all times. Once buildings are evacuated, the personnel shall muster in the outside area opposite the Expo main entrance, and must remain there, to check that all persons are present and to wait for emergency personnel/services to arrive.

- 2) **Health Emergency:** In case of **incident**, workers should advise their superiors immediately and then ARIES staff, who will launch **health emergency** action.

- 3) **Equipment:** Where **machines and equipment** are to be used (fork-lift trucks, compressors, cables, etc.), these must conform to EC standards.

To check loads of particularly heavy equipment, regarding either transport or the exhibition itself, the technical office should be contacted in advance for approval.

All equipment used (ladders, scaffolding, etc.) must comply with the safety requirements set out under current legislation. ARIES declines all responsibility regarding the use by firms at the Expo of any equipment whatsoever that is unsuitable or unable to guarantee the safety of those they engage.

Before beginning work, exhibition operators must provide:

- a) a **list of persons** who will be working in the Expo complex; b) the names of the **firms** that will be carrying out the work; c) the **Safety Plan** for the work planned; d) the name of the **person in charge** of the work being carried out.

If any situation of risk arises, ARIES staff must be informed promptly.

Given below are details about the technical characteristics of facilities and services at the Expo, and related safety regulations.

MAINS UTILITIES

Water: The Expo complex has a mains water supply with underground branching, to which the various sanitary-hygiene facilities are connected, as are the fire-fighting equipment and hydrants present both inside and outside the buildings.

Electricity: The Expo complex has electricity supply for individual operators, as three-phase at 400 V and single-phase at 230 V, with lighting and emergency illumination, and switches and circuit breakers in general.

FIRST AID: In ARIES Hall 27 Reception there is a first-aid kit.

FIRE PREVENTION: The buildings structure has fire-resistance class REI that depends on fire load. The widths of the emergency exits are designed for the calculated maximum number of people (crowding) present in each individual pavilion. The emergency exits lead out to a safe location. The widths of the emergency exits satisfy requirements for anticipated crowding. The exit doors open outwards, except where this might constitute a danger for the passage of vehicles and persons, and have push-open handles and self-closing devices. Smoking within all buildings is forbidden, and there are warning signs to the effect. The number of fire extinguishers present in the complex, determined by the fire class, is sufficient (minimum of one per 200 sq.m for exhibition areas and one per 50 sq.m for food and drink areas); they are very visible and clearly labelled, ready for immediate use, type-approved, with their own information card regularly completed, and undergo regular six-monthly maintenance and updating by an authorised company. All fire-fighting equipment undergoes regular maintenance, and this is regularly recorded.

Exhibitors are permitted to connect up to the electricity supply only when this is carried out in compliance with current technical regulations and if certified in accordance with Min. Decree DM 37/2008.

Set-up and fitting materials used by exhibitors must be insured for fire reaction class 1, and certificates of ministry approval and correct installation must be provided. The maximum fire load permissible for exhibitors is 50 kg/sq.m, and it is forbidden to store flammable materials, exception being made for amounts needed for normal daily use where stored in gas cylinders. All necessary emergency signing is present, in accordance with the minimum requirements set out under D.Lgs. 81/2008.

TEMPORARY EXHIBITION STRUCTURES: The outdoor marquee structure shall guarantee fast evacuation of those present and the safety of visitors/exhibitors, through use of elements in light-alloy metal tubing, interconnected with metal joints; fire-retardant PVC sheet or material with fire reaction class 1; flooring in wooden block decking on wooden support blocks with PVC or material covering; and well-anchored concrete counterweights and link chains with adjustable guys or pegs anchored to the ground.

INTERNAL STRUCTURE OF THE PAVILIONS: All roadways and walkways within the pavilions lead to exits or emergency exits, which must be kept clear at all times: these lead to safe locations outside, which will be external spaces or roads outside the entrances. The roadways and emergency exits all have height and width conforming to fire regulations. All emergency doors are easily opened from the inside without need for a key, and are clearly signed. The emergency exits have safety lighting with adequate intensity, set to come on should there be failure of the regular electricity supply, and have sufficient autonomous power to cover a period of evacuation. The doors along the emergency exits are all clearly indicated in accordance with current regulations, and in all cases can be opened from the inside.

All roadways used by vehicles must always allow pedestrians to move around safely. All spaces and rooms that can represent personal risk (service rooms, supply areas) are fitted with devices that prevent unauthorised persons from accessing them, and are clearly signed. The flooring of the working spaces and of locations used for general transit must not have dangerous holes or bumps, and must be kept clear of clutter or anything that might impede normal circulation at all times.

There are toilets and washbasins with running water, soap and driers, in prefab modules, available for all workers, users and visitors.

The indoor environments are fitted with artificial illumination able to safeguard the health, safety and wellbeing of users, visitors and workers present; in addition lighting used by exhibitors must be such as to guarantee these same conditions: lamps must be positioned such as not to cause direct or reflected light that dazzles.

The lighting supply is separate from the utility supply.

Those setting up the lighting systems in the exhibition spaces, rooms, or on the walkways, must ensure that the illumination produced does not present risk to persons (by dazzling) or to structures (by overheating).

SUSPENDED LOADS: Regarding suspended exhibition equipment/promotional boards and their support structures, exhibitors must provide to Principal Party ARIES appropriate certificates confirming correct mounting by the installing enterprise and static safety by professional expert (Ministry of Interior Circular no. 1689 dated 1 April 2011).

REPARATION AND PROVISION OF FOOD AND DRINK: The various activities which during the Expo involve the production, preparation or provision of food and drink within the Expo complex must use appropriate instruments for checking and monitoring critical points, and respect the relevant health and safety regulations (EC Regulations 852/2004 and 178/2002).

MACHINES AND EQUIPMENT: Machines, equipment and tools used during set-up of the stands (forklift trucks, vehicles, ladders) must comply with EC standards, i.e. the safety requirements as set out under the D.Lgs. 81/2008 attachments. In addition, access to the pavilions will be permitted only for maximum live loads as indicated on the signs displayed.

All temporary equipment used in setting up (scaffolding, elevated decks, platforms on trestles) must meet the minimum safety requirements set by current regulations; this includes installation, use and dismantling.

As regards equipment on show in the exhibition, where in operation, this must be fitted with all the protection and safety devices required by the manufacturers (CE marking) and, for additional risks of interference generated by the presence of operators or visitors, reference is made to the minimum requirements, as per attachment V, D.Lgs. 81/2008. ARIES declines all responsibility for the use or display operation of any machinery or equipment – whether by the installing firm and those involved in the installation or by exhibitors – that is not suitable or able to guarantee the safety of workers, exhibitors and visitors.

ELECTRICITY SUPPLY: Electricity supplies, in all their component parts, are installed and maintained in order to prevent any risk of accidental contact with parts under tension (indirect contact).

All exhibition operators must provide compliance certification for equipment directly installed and set up; this certification is issued by authorised agencies, as set out under DM 37/2008.

Should there be failure to provide this, ARIES will not authorise supply of electricity.

All items of equipment used by exhibitors must have protection grade IP, indicated on a rating plate, and suitable for the environments in which they are installed.

All take-offs from the electrical mains in the pavilions are supplied with a breaker switch, clearly signed and located close to the main boards. The sockets and plugs are labelled as required and comply with CEI standards. The electrical distribution boards are earthed, have omnipolar breakers and separators for each line taken off from the relative board. In addition, they have protection against overload and differential switches. On the distribution boards there is clear labelling of the circuits to which the command panel, devices and instruments mounted thereon refer. All electrical cabling connected directly to the lines from the boards or busbars may be installed and mounted only if protected against possible mechanical damage.

All flexible electrical cables used for temporary take-off or to provide power to portable or mobile electrical equipment must be double-insulated and not obstruct passageways.

**TEMPORARY ELECTRICAL SYSTEMS FOR STANDS
HIGH STANDARD IMPLEMENTATION REGULATIONS**
Reference standards IEC 64-8; var. 2/ CENELEC HD 384

Point of origin of the power supply: a power socket, generator clamps, etc.

The maximum voltage rate of power supply: must be limited to 230 V if alternate and 500 if continuous.

Factors of external stress to be considered of particular impact on systems: presence of water and external mechanical actions affecting the wiring.

Protection against direct contact: to be carried out only through insulating active parts or casing and barriers. The construction of obstacles or outposts is not permitted.

Protection against direct contact: to be implemented with automatic circuit breakers in the power supply, with the use of Class II components and electrical separation. Protective measures carried out in non-conducting locations, and local equipotential connections not connected to earth are not permitted.

Earth connection: the connection of the TN type must be TN-S (TN-C is not allowed).

Protective measures against thermal effects and fire (ref. chap. 42 IEC 64-8): if SELV or PELV is used, the protection of the conductors must be ensured by means of insulation capable of withstanding a test voltage of 500 V ac for 1 minute or of barriers or casings of a minimum of IP4X or IPXXD.

Conductor cables: must be protected at the source by circuit breakers with a residual operating current that does not exceed 300 mA. All the circuits that supply power sockets with a residual operating current not exceeding 32 A and all the terminal circuits, different from those for the safety lighting, must be protected with residual operating current not greater than 30 mA.

Automatically controlled motors: Motors that are remotely controlled or in any case not under continuous surveillance must be protected against overheating by an overload protection device with a manual reset.

Lighting fixtures: lighting fixtures and other components with high temperatures must be adequately protected, installed and positioned in accordance with the relevant standards and away from combustible materials. Components of lighting systems (ref. part 5, section 711, var. 2) consisting of incandescent lamps with very low voltage, illuminated signs and electronic converters at very low voltage, must comply with IEC 34-77, signs must comply with IEC 34-86 and electronic converters must comply with IEC 34-90 and IEC 61347-2.

Control equipment: must be in closed switchboards, to be opened with a key or a tool only, or alternatively in enclosed spaces (with the exception of control equipment designed and intended for use by ordinary people).

Mechanical protection of cables: the protection must take into account the presence of the public, and can consist of the reinforcement of the cable; in any case the cables must be compliant with IEC 20-20, IEC 20-19 and IEC 20-13.

Wiring: must be made of single-pole or closed multi-pole cables in protective tubes or metal channels with IEC EN 50085 protective characteristics against fire, with a degree of protection of less than IP4X.

Electrical connections: must have a IP4X or IPXXD degree of protection and, when torsions are transmitted to the terminals the connection must incorporate cable glands.

Lighting fixtures: appliances that are on hand, installed below 2.5 m above ground level – and all appliances accessible to accidental contact – must be positioned, fixed and protected so as to prevent the risk of injury to people and ignition of combustible material. If transformers with very low voltage are in use, the appliance must be protected with a manually resettable device.

Checks: temporary electrical systems (for trade fairs, exhibitions and stands) must be verified after each installation, in order to check all functional and safety characteristics of the components and to ascertain the proper execution of the system. The checks must be in accordance with IEC standards 64-8, that is, a preliminary visual check and subsequent instrumental protection tests, against indirect contact (evidence of continuity of protective conductors, verification of the functionality of protection devices, measuring the resistance of the earth system or of the impedance of the fault loop). Measurement of the insulation resistance of the system is recommended, as well as a functionality test.

ASSEMBLY CARRIED OUT BY PROFESSIONALS			
Assembly of interior fittings			
Activities and tools in use	Possible risks involved	Safety measures at the expense of the company	Safety measures at the expense of the workers
Hand-held tools.	Contact with tools.	Provide personal protective equipment (gloves, safety shoes, helmet) with instructions for use.	Use of appropriate personal protective equipment. Regularly check the condition of the tools.
Trestle scaffolding. Scaffolding.	People falling from heights.	Check that the trestle scaffolding and the scaffolding have been assembled correctly. Prohibit assembly on the scaffolding. Apply regular parapets. Check the correct assembly of the scaffolding.	Do not overload the scaffolding with materials. Climb up and down from the planking with ladders. It is prohibited to work on a single scaffolding trestle, even for short periods. It is also prohibited to use, as support for planking, ladders, hollow bricks or other elements, or to set up trestles on the scaffolding.
	Spray and allergens.	Provide personal protective equipment (gloves, goggles, shields) with instructions for use.	Use of appropriate personal protective equipment.
Warnings	The width of the planking of the trestle scaffolding should not be less than 90 cm. The planking of the scaffolding, 4 m long and in 5 x 20 or 4 x 30 cm sections, must rest on three well spread out trestles, and be secured to the trestles and not have any projecting parts of more than 20 cm. The scaffolding must have supporting elements of sufficient strength. For the assembly of the runners the removal of certain elements of the scaffolding must be reduced to a minimum and for short periods.		

ASSEMBLY CARRIED OUT BY PROFESSIONALS			
Assembly: unloading of equipment and materials from the means of transport			
Activities and tools in use	Possible risks involved	Safety measures at the expense of the company	Safety measures at the expense of the workers
Fork lift	Collision.	Signpost the area of operation.	Keep a safe distance from moving vehicles.
articulated vehicles	Contact with elements in motion	Unqualified staff must not approach the fold-down ramps. Provide personal protective equipment (gloves, safety shoes, helmet) with instructions for use.	Unqualified staff must keep a safe distance. The staff handling manual ramps must keep to the sides of the ramps. Use of appropriate personal protective equipment.
miscellaneous equipment.	Overturning.	Prohibit the presence of people near machines in motion.	Stay away from machines in motion.
	Manual handling of loads.	Provide staff with the necessary information for the correct handling of heavy and/or bulky loads.	Adhere to instructions provided regarding the exact and correct position to assume in the moving of loads. For heavy and/or bulky loads the load is to be moved with the assistance of a number of people in order to divide and reduce effort.
Warnings	If the mechanical movement system does not follow the movement of the fold-down ramps during the lifting phase, it will necessary to intervene, keeping at a safe distance.		

ASSEMBLY CARRIED OUT BY PROFESSIONALS Assembly: installation of prefabricated panels			
Activities and tools in use	Possible risks involved	Safety measures at the expense of the company	Safety measures at the expense of the workers
Hand-held tools.	Contact with tools.	Provide personal protective equipment (gloves, safety shoes, helmet, goggles or shield) with instructions for use.	Use of appropriate personal protective equipment. Regularly check the condition of the tools. In the use of cutting tools, pay attention to the position of the hands.
Extension ladders.	People falling from heights.	Verify the effectiveness, in the extension ladders, of the device that prevents the opening of the ladder beyond the safety limit.	The ladder must be placed on a stable, flat base. The extension ladder should be used fully open. Do not leave tools or materials on the shelf of the extension ladder.
Scaffolding on wheels.	People falling from heights.	The access platform must be assembled according to the manufacturer's recommendations, which must be brought to the attention of the staff. The wheels must be equipped with locking devices.	The surface under the wheels should be levelled. The load of the access platform on the ground must be partitioned with planks. Check with a level to see if the base is horizontal.
Electrical tools.	Electrical.	Provide Class II tools (with double insulation). Check the state of maintenance of the electrical cables. The power supply must be provided through the switchboard, connected to the earth and fitted with protective devices. The cables must be regulation IEC of the type for mobile laying.	Place the cables in such a way as to avoid damage from mechanical wear. Report immediately any damage to the electrical cables.
Hand-held tools.	Rebound of a nail.	Regularly check the condition of the tool. Check the congruity of the cavity in relation to the type of structure, and provide precise instructions. Provide suitable personal protective equipment (gloves, safety shoes, helmet, goggles or shield) with instructions for use.	Follow the instructions and use appropriate personal protective equipment Keep unqualified staff at a distance.
Loading materials.	Colliding with the materials.	Establish appropriate procedures for the movement of long elements. For manual transport of the panels, keep transit zones clear.	Move long elements with the utmost care, following the instructions provided.

ASSEMBLY CARRIED OUT BY PROFESSIONALS Assembly: making the electrical connections that derive from the switchboards			
Activities and tools in use.	Possible risks involved	Safety measures at the expense of the company	Safety measures at the expense of the workers
Tools in common use: hammer, pliers, tongs.	Contact with the tools.	Provide personal protective equipment (gloves and safety shoes) with instructions for use.	Use of appropriate personal protective equipment. Regularly check the condition of the tools, particular with regard to the strength of the attachment of the wooden handles to metal elements.
Ladders and extension ladders.	People falling from heights.	Verify the effectiveness in the extension ladders of the device that prevents the opening of the ladder beyond the safety limit. Use portable ladders in the correct manner, certified in accordance with attachment XX of Legislative Decree 81/2008.	The ladder must be placed on a stable, flat base. The extension ladder should be used fully open. Do not leave tools or materials on the shelf of the extension ladder.
Access platforms.	People falling from heights.	The access platform must be used according to the manufacturer's recommendations, which must be brought to the attention of the staff. The wheels must be equipped with locking devices.	The surface under the wheels should be levelled. The load of the access platform on the ground must be partitioned with planks. Check with a level to see if the base is horizontal. Do not move the access platform while it has people or materials on it.
Assembly materials	Collapse due to furnishing accessories falling.	Provide support systems in the transitional phase of assembly and dismantling. Provide appropriate personal protective equipment.	Follow the instructions provided. Wear the personal protective equipment provided.

TERMS FOR INSURANCE COVER INCLUDED IN THE PARTICIPATION FEE

EXHIBITOR'S PUBLIC LIABILITY

Public liability for third parties in general, visitors, ARIES, other exhibitors and firms participating in complementary and ancillary activities at the Expo for damage caused by the exhibitor or persons they are responsible for, in whatever role. The insurance also includes cover for damage caused by firms working in the Fiera complex on behalf of the exhibitors; the insurance company however reserves the right to take action against any enterprise considered responsible.

Maximum € 1,000,000.00 per incident and per annum

EXCESS PER EVENT € 250.00 – exhibitors are considered third parties – persons attending the Expo are third parties

Guarantees given for EXHIBITOR'S PUBLIC LIABILITY:

- damage to goods on free loan
- interruption to or suspension of activity – maximum awarded € 50,000 per incident and per annum – excess 10% minimum € 500.00
- items being delivered or stored – maximum awarded € 25,000 per incident and per annum – excess 10% minimum € 500.00
- damages to third parties due to fire – maximum awarded € 50,000 per incident and per annum – excess € 500.00
- sale of food/drink – policy maximum
- vehicle parking area – excess per incident € 500.00

FIRE AND ADDITIONAL RISKS – (products, goods, stand materials, equipment, and anything else connected with the stand – excluding software and money)
€ 5000.00 as First-Loss Coverage

Guarantees given for FIRE AND ADDITIONAL RISKS:

- fire
- lighting
- blasts and explosions not caused by explosive devices
- implosions
- crashes of planes or artificial satellites, their components, items they transport, as well as meteorites or celestial objects
- crashes of vehicles in transit on public roads, or of boats, not belonging to the Contracting or Insured Party, nor in operation for them
- leakage of water resulting from accidental damage to the water supply, sanitary systems, heating systems, air-conditioning systems, fire-fighting and technical systems present within the buildings containing the goods insured
- escape of smoke following damage or breakdown of equipment producing heat relative to or as part of the same goods
- development of smoke, gases, vapours, discovered following fire, explosion, burst, that affect the goods insured or else arising within 20 m from them.

THEFT AND BURGLARY – (produce, goods, materials, stand materials, equipment, and anything else connected with the stand – excluding software and money)
€ 1500.00 as First-Loss Coverage

Guarantees given for THEFT AND BURGLARY:

- theft provided that whoever commits the theft has in fact entered the spaces containing the goods and valuables:
 - breaking through external barriers, through breakage, smash, fraudulent use of keys, lock-picking tools or similar equipment
 - by extraordinary means, requiring obstacles or protective guards to be overcome through use of sophisticated means or exceptional personal agility
 - in a clandestine manner, provided the removal of the stolen items then takes place through means of closure that are functioning
- burglary.

Regarding damages notified to the insurers within the end of the last day of each single exhibition and due to partial theft, whole theft, burglary, loss, tampering or failed return of insured items during the time at the exhibition:

- payment of compensation will be 90%, the Insured Party covering the remaining 10%, with a minimum of € 250.00.

Regarding damages notified to the Insurer after the final day of each single exhibition and due to partial theft, whole theft, burglary, loss or tampering:

- payment of compensation will be 80%, the Insured Party covering the remaining 20%, with a minimum of € 500.00.

Note that in order to expedite assessment proceedings, any claim for damages on the insurance policy taken out through ARIES must be received no later than the final day permissible for dismantling the stand.

Exhibitors may request **insurance** from ARIES **additional** to that outlined above (see **form "D"**; this can be downloaded from the website www.triestespresso.it/modulistica.html).