



## Wine & Food

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## 1) DEFINITIONS

**“Event”** shall mean Vinitaly, International Wine and Spirits Exhibition, organised at the VeronaFiere exhibition centre 9-12 April 2017.

**“Regulations”** shall mean the general contract conditions enclosed herein.

**“Organiser”** shall mean the owner of the organisation of the Event and its brand, that is Ente Autonomo Fiere di Verona (VeronaFiere), which stipulates this contract as the owner and leasor of exhibition areas and related services.

**“Direct Exhibitors”** shall mean companies taking part in the Event as users of exhibition areas with their own stands, personnel and products through the direct

signing of contracts with the Organiser (direct owner of the area and/or stand).

**“Co-exhibitors”** shall mean companies taking part in the Event with personalised exhibition spaces, products and personnel effectively present in the area of a Direct Exhibitor.

**“Company Represented”** shall mean a company present only with “guest products” on the stand of a Direct Exhibitor.

Direct Exhibitors are responsible for the trade sector compatibility of Co-exhibitors and Represented Companies.

## 2) SITE - DATE - TIMES - ENTRANCES

The Event will take place 9-12 April 2017 at the Veronafiere Exhibition Centre. The event is scheduled 09:30-18:00 from Sunday to Wednesday, the access will be allowed until 5 p.m. from Sunday to Tuesday and until 4 p.m. on Wednesday. Holders of Exhibitor Passes and/or Stand Service Badge may enter the Exhibition Centre an hour prior to the access timetable; exhibitors must leave the halls no later than half an hour after closing time. Entrance to

the Event is on payment and Trade Only. Persons under 18 years of age will not be admitted even if accompanied. The Organiser reserves the right at its complete discretion to modify this timetable, as well as to suspend entrance by trade operators and any and all business activity for certain periods in relation to organisational requirements.

## 3) ENTRANCE AND TRADE SECTOR REQUIREMENTS

The Organiser reserves the right at its complete discretion to accept or refuse applications to take part in the Event and will motivate its decisions in the event of refusal.

Only Exhibitors whose activities are included in the relative trade categories for which the event it is authorised will be accepted, i.e. the following products and/or services: **wines, spirits, publishing and services**. Beer, energy drink or whatever not included in the above mentioned product list, are not admitted.

The Exhibition is also open - directly or through representatives - to all producers, dealers, authorities, institutions or consortia operating in the trade sectors as per this Article. Representatives may only attend the Exhibition in this specific role using their own company name.

**Attendance applications shall only be considered as accepted following the issue of the “Stand Assignment Notification”.**

## 4) EXHIBITION SPACE RATES, REGISTRATION FEES AND APPLICATIONS

### 4.1 EXHIBITION RATES

Registration fees, tariffs and registration deadlines are indicated in these Regulations.

Tariffs per sq.m. of show area are applied to the entire occupied area with continuous perimeters and do not include any type of set-up or partition wall between the stands.

Registration Fee – “Direct Exhibitor”: € 600,00 + VAT  
Registration Fee – “Co-Exhibitor”: € 250,00 + VAT / each company  
Registration Fee – “Represented Company”: € 200,00 + VAT / each company  
Registration Fee – “Foreign Represented Company” (not Italian): free

**For enrolments made by 31 August 2016, exhibitors will be applied the discounted rates listed following. In order to benefit from these special tariffs, Exhibitors must send documentation as Art. 4.2 by and no later than 31 August 2016.**

Exhibition space rates	APPLICATIONS SENT BY 31/08/2016	APPLICATIONS SENT FROM 01/09/2016
Stand with 1 open side	€ 195,00 / sq.m + VAT	€ 225,00 / sq.m + VAT
Stand with 2 open sides	€ 205,00 / sq.m + VAT	€ 235,00 / sq.m + VAT
Stand with 3 open sides	€ 215,00 / sq.m + VAT	€ 245,00 / sq.m + VAT
Stand with 4 open sides	€ 225,00 / sq.m + VAT	€ 255,00 / sq.m + VAT
International Hall Stand	€ 195,00 / sq.m + VAT	€ 195,00 / sq.m + VAT
Upper level	€ 50,00 / sq.m + VAT	€ 50,00 / sq.m + VAT
Centro Servizi - Gallery (stand fitting costs excluded):	€ 175,00 / sq.m	
• Deadline to register at discount rates:	31 August 2016	
• Official closing date to register at Vinitaly 2017:	30 September 2016	

**IMPORTANT:** the European Commission has adopted a new Directive aiming at simplifying the VAT rules for services in EU. Veronafiere can exclude Italian VAT (22%) from the invoice if you provide a valid intercommunity VAT registration

number on submission of the application form.

Non-EU members will have to provide a valid V.A.T. registration Code and/or a Tax Identification Number (subject to verification).

Without the above-mentioned VAT registration number and/or Tax Identification code, Italian VAT will be added to all invoices  
The dedicated form

### 4.2 APPLICATIONS

The dedicated form available in the confidential web area must be filled out in full, following the enrolment indications, in order to enrol for the event.

Veronafiere will endorse the application by sending the Exhibitor a pdf file summarising options. The request for the admission will be confirmed exclusive upon receipt of the advance payment as commitment deposit in according to the procedure described in the application form.

Applications that do not conform with the foregoing requirements will not be accepted.

Registration applications received after the expiry of enrolment (30th September 2016) will be accepted with reserve and put on the waiting list.

Requests for the show area required sent by the Exhibitors together with attendance documents and in relation to the show area are merely indicative and may not be considered as effective conditions for the “Application Form”.

**Co-exhibitors and represented companies must be enrolled afterwards through the insertion in the official catalogue no later than February 3, 2017.**

*Exhibitors owing sums to the Organiser in the case of non-payment of sums concerning other previous events will not be enrolled in the new edition of the Event until the outstanding sums in question are settled. Whenever such Exhibitors make advance payments for the new Event, such payments will be retained by VeronaFiere as balance/advance on existing sums due: participants expressly waive the faculty of different attribution of payments as per Article 1193, item 1, of the Civil Code.*

*The Organiser will issue the Exhibitor with a receipt for payment attributed as balance/advance for existing debts, as per and to the effect of Article 1195 of the Civil Code.*

## 5) PAYMENTS

On receipt of a correct “Enrolment Application” complete with documents and relative advance payment as per Article 4.2, the Organiser will issue an initial invoice for the amount paid, although this does not bind VeronaFiere to accept the application. Whenever applications are not accepted, these amounts will be returned without any surcharge for interest.

Exhibitors who send “Enrolment Applications” after the term envisaged for paying the balance of sums for show areas and essential services shall pay the full sums due on forwarding said “Enrolment Applications”.

Balance of sums due for show areas: Exhibitors MUST settle the full balance by 17 February 2017.

In order to take possession of the stand assigned, Exhibitors must present on arrival at the Exhibition Centre the receipt confirming payment of the outstanding balance.

**N.B. Entrance to the Exhibition Centre will be denied to Companies and/or their staff who are unable to prove effective payment of outstanding balances.**

Balance for Other Services: payments for Other Services than essential services must be settled before the start of the Event and in any case in conformity with the dispositions of the individual application forms included in the “Exhibitor Services Folder”.



## 6) ENROLMENT & ASSIGNMENT

The Organiser reserves the right at its complete discretion to modify assigned locations, exhibition area configurations and stands. Any such modification shall not entitle the Exhibitor to raise any exception nor to claim any compensation for presumed current or future damages. The Organiser will notify the Exhibitor in writing of the acceptance of applications presented ("Stand Assignment Notification").

### 6.1 ENROLMENT FOR THE EVENT INVOLVES:

- enrolment in the Official Catalogue & Visitors Guide;
- one copy of the Official Catalogue & Visitors Guide;
- insurance cover for civil liability risks for third-parties and insurance for other Exhibitor risks in accordance with the maximum sums and conditions envisaged at Article 12.3 of these General Regulations;
- advertising tax for stands as per the limits defined in Article 11.3 below;
- quota for access to the on-line services package (website information valid through to the next edition);
- Internet wireless connectivity:
  - n° 1 for Direct Exhibitor Registration Fee
  - n° 1 for each Co-exhibitor Fee
- access to the Veronafiere confidential area for exhibitors at <https://business.veronafiere.eu>. Requests for User Codes and Passwords should be sent to event staff or to [support@veronafiere.it](mailto:support@veronafiere.it). Access to the Confidential Area includes various services such as: purchase service for personalised invitation cards; free badge for foreign operators (not Italian), B2B Service, invoice printing, inclusion of company News and consequent publication in the "Company News" area of the event site - Vinitaly.com

### 6.2 ASSIGNMENT OF THE STAND INVOLVES:

- electrical connection: n. 1 connection;
- electricity consumption (3 kW every 16 sq.m.);
- stand cleaning (day before the event, evening cleaning for show days

with vacuum cleaner for carpeting, emptying of wastepaper baskets, ashtrays and dusting of furnishings);

- Water connections: included in the registration fee  
Supply of single sink units: up to a maximum of 2.  
**Important: form n° 6 MUST be compiled, with precise indication of the services required, relative plant and positioning of the water connections.**
- **Exhibitor Badges (2 entrances per day for 4 days from 8:30 a.m.):**
  - n° 3 for Direct Exhibitor Registration Fee;
  - n° 2 for Co-exhibitor fee;
  - n° 1 for Represented Company;
  - The badges due to co-exhibitors and/or represented companies will be calculated in relation to effective enrolments received by 3 February 2017;
  - n° 1 every 8 sq.m. Eventual additional "Subscription" badges may be purchased directly through the confidential exhibitor area of the event's internet site.
- **Stand service Badges (1 entry per day for 4 days from 7:30 a.m.):**
  - n° 2 for each Direct Exhibitor Registration Fee;
  - n° 1 for every 16 sq.m.
- n° 1 car parking for every Direct Exhibitor and n° 1 car parking for every Co-exhibitor in the Parking areas reserved for Exhibitors. (Parking areas are not supervised. Inasmuch, the Organiser declines any and all responsibility for eventual thefts or damage to vehicles);
- heating-ventilation, general surveillance (excluding stands);
- general lighting of halls, information, sanitary facilities, first aid, supervision of fire fighting authority;
- insertion (through to the next edition of the Event) in the Catalogue of Exhibitors in the Event site.

## 7) TRANSFER AND WAIVER

Total or partial transfer, even without charge, is absolutely forbidden.

If the Exhibitor decides not to attend the event, the waiver must be notified by registered letter sent to the Organiser and involves the following consequences:

- until 5 February 2017: the Organiser shall withhold and/or claim all sums paid or due to be paid by way of advance confirmation deposit;

- 6 February - 2 April 2017: the Exhibitor will be required to pay the financial consideration in full;
- from 3 April 2017, the Organiser shall be entitled to full payment of the financial consideration and a penalty equal to 20% of the same, while also reserving the right to claim higher damages.

## 8) SET-UPS

**Installation of stand set-ups must conform with the dispositions envisaged in the Technical Regulations** included in the "Exhibitor Services Manual". **The show area assigned is not furnished.**

The Organiser does not provide partition walls between the stands, if not expressly requested. Exhibitors interested in the set-ups/shell scheme stands offered by the Organiser (i.e.: partition walls, carpet, furnishings) will find relative descriptions and costs in the specific order forms enclosed in the "Exhibitor Services Manual". Exhibitors who, on the other hand, intend to set up and install their own exhibition areas or engage and appoint fitters/stand contractors are required first and foremost scrupulously to observe the contents of the Technical Regulations.

**The installation and set-up of stands may be implemented on prior presentation to the Organiser of a "Stand set-up project" and its approval issued by the competent offices of Veronafiere.**

To this end, within 60 days prior to the start of the event, Exhibitors shall choose what kind of stand fitting they will set up and shall inform the Organiser using the "Veronafiere's exclusive web area".

Exhibitors who intend to set up and install their own exhibition areas with their own staff must upload in the web area also the complete documentation of the stand fitting. Exhibitors must write in the web area the name of the stand contractor that they engage. In this last case the stand constructor will be in charge to upload all the documentation of the stand fitting and of its company.

Veronafiere's competent technical offices, after carrying out appropriate verifications, will then give the go ahead for the company/ies to access the Exhibition Centre.

**The maximum permitted height for stand set-ups is 3 metres from ground level.**

Exhibitors and/or stand contractors are not authorised to anchor billboards, trusses, American structure

**Anchorage to the structures of the halls is the exclusive competence of Veronafiere.**

If the set-ups belong to the "Special Set-up" category the "Set-up Project" must be accompanied by the structural design calculation report stamped and signed by an accredited Professional Technician and it is compulsory to fill out the form 5/C.

The construction of two-level stands is allowed for this Event and the design of the stands must observe the dispositions included in the Technical Regulations. Non-observance of these procedures will mean that authorisation to access the exhibition centre and set up the exhibition area will not be given.

In order to highlight products displayed in relation to set-ups and for safety reasons, it is not allowed to install continuous walls enclosing the stand, even using different elements, having lengths more than 50% of the individual free open sides or the main side.

**For all items not expressly specified in this document, please refer to the dispositions indicated in the Technical Regulations of Veronafiere which are an integral part of these General Regulations and herein understood as formally and integrally accepted.**

Authorisations and actions by the Organiser do not in any way incur any responsibility, which in any case remains exclusively with the Exhibitor.

Whenever during Set-up stages, the stand is positioned incorrectly or in any case not in the area assigned, as indicated in the ground plan sent to the Exhibitor together with the "Stand Assignment Notification", the Organiser may, using its own system and without accepting any responsibility whatsoever, move all materials and charge the Exhibitor for eventual expenses and damage sustained.

Whenever during Set-up stages, the stand is positioned incorrectly or in any case not in the area assigned, as indicated in the ground plan sent to the Exhibitor together with the "Stand Assignment Notification", the Organiser may, using its own

system and without accepting any responsibility whatsoever, move all materials and charge the Exhibitor for eventual expenses and damage sustained.

It is understood that if the competent offices, at their sole discretion will identify any situation that do not safeguard image and security of neighbouring exhibitors, visitors, service personnel and infrastructures, Veronafiere reserves the right to request to modify the project, the technical reports signed by an accredited professional and/or the certificate of static fitness.

May we remind you that the safety management during the set-up and dismantling stages is now regulated by the DM 22-07-2014 ("Decreto Palchi e Fiere"). In particular, high set-ups (i.e. set-ups higher than 6,5m) must follow dispositions similar to those defined by current law and regulations for construction sites. Information regarding the installation area and the exhibition centre listed in the attachments I and IV of DM 22-07-2014 are available in the Technical Regulations of Veronafiere. Stand contractors and exhibitors are required to examine the above-said Decree and evaluate its application according to their own specific case.

### 8.1) SET-UP STAGE

Unless otherwise defined, **indoor and outdoor areas are made available for stand set-up operations from 03 to 07 April 2017 from 7:00 a.m. to 8:30 p.m. and on 08 April 2017 from 7:00 a.m. to 4:00 p.m.** Exhibition area set-ups and presentations must be completed by and no later than 4:00 p.m. on 08/04/2017 and all access to the Exhibition Centre will only be allowed to exhibitors (no fitters) for self-managed operations to unload wines/display materials that may exclusively involve vehicles of more than 35 quintals. Upon time card issuance at the vehicle gateways, all vehicles of less 3.5 t. must use the park and ride systems. (For goods handling services against payment, please refer to the form in the Exhibitor Services Folder).

N.B. It will be possible at Vinitaly 2017 to utilise the "Case to Stand" **service on payment or by lift truck against deposit.**

Access to the exhibition centre will only be allowed to Exhibitors and/or stand contractors duly authorised following verifications of the documentation required by the Technical Regulations which has to be uploaded in the portal dedicated to set up projects and in possession of the pass barcode stamped at the gate.

**The exhibition areas that are not occupied by 6.00p.m. on 07 April 2017 will be considered as abandoned and consequently at the full disposition of Veronafiere, that may utilise them at its complete discretion: the dispositions of Article 7) "Transfer, Cancellation and Waiver" shall apply. Stands are granted exclusively for the area and position indicated in the ground plan/ floor plan sent to the Exhibitor together with the "Stand Assignment Notification".**

### 8.2) DISMANTLING STAGE

**Areas are made available for dismantling operations from 13 to 14 April 2017 from 7.00 a.m. to 08:30 p.m. and 15 April 2017 from 7:00 a.m. to 4:00 p.m.**

For every day that assets, goods or structures remain in the Exhibition Centre beyond the term defined for disassembly and clearance of exhibition areas, the Exhibitor will be charged a sum of € 1,000.00 + VAT by way of penalty, as well as other compensation in the event of damages in excess of this sum.

Within the term set for disassembly, Exhibitors must re-consign show areas in the same status in which they were originally provided.

In relation to organisational requirements and in any case from the closing date

for the show area dismantling stage, the Organiser may transfer assets and/or structures that have not been claimed or in any case left in the Exhibition Centre to the Veronafiere Warehouse, where the goods will remain at the disposition of the legitimate owners; every risk and expense for such transfer to and storage at the Veronafiere Warehouse, as per Articles 1787 and following of the Civil Code, will be borne by the Exhibitor.

Thirty days from the end of the dismantling period, Veronafiere will carry out definitive removal of material and will charge the exhibitor and/or his appointed stand fitter all costs involved in handling, transport, removal and disposal. In the event that waste material is left behind (wood, carpet, paper, etc.), Veronafiere will

## 9) SHIPMENTS

Exhibitors are free to use their own shipping agents to perform railway and customs procedures. The Official Shipping Agent of the Organiser is also able to perform railway and customs procedures and effect loading/unloading of goods provided that Exhibitor request and book this service in advance directly through the Official Shipping Agent, using the specific form included in the "Exhibitor Services Folder". Kindly note that the Official Shipping Agent applies tariffs, approved in advance by the Organiser, indicated in the specific "Goods Handling Booking" form. It is agreed that every legal relationship shall exclusively be entered upon between the Exhibitor and the Official Shipping Agent. These services are inasmuch subject to direct confirmation by the Official Shipping Agent. The Organiser provides only those Exhibitors who have presented a Service request

carry out cleaning of the area and disposal of waste and will debit the exhibitor with the costs sustained on the basis of the current tariffs for authorised disposal for each type of waste. If the adhesives used to secure stand flooring to the ground is not removed, Veronafiere will debit the Exhibitor a sum of € 30.00 + VAT for every linear metre left in situ in the show area as partial recompense for the costs sustained for cleaning, removal and disposal.

The exhibitor, delegated person or representative must be present from start to finish of the dismantling of the stand in case of any possible issues or damage notification.

to the Official Shipping Agent with a specific handling area inside the Exhibition Centre, as well as a reserved entrance, for goods loading/unloading operations, that will be performed in accordance with the programming of the Organiser's Official Shipping Agent.

### 9.1) HANDLING IN THE EXHIBITION CENTRE

Loading/unloading operations inside the Exhibition Centre are exclusively performed by the Official Shipping Agent at the rates indicated in the "Goods Handling Booking" form in the "Exhibitor Services Folder".

The exhibitor exonerates Veronafiere from all liability that may occur due to any inconvenience linked to these activities.

## 10) PHOTOGRAPHY AND REPRODUCTION OF COPYRIGHT MATERIALS

Stands and products on display may not be photographed/filmed or in any case reproduced without the authorisation of the Exhibitors in question and Veronafiere.

The Organiser reserves the right to reproduce or to authorise the reproduction

of general or detailed external and internal photographs/films. The Organiser is not responsible for eventual unauthorised reproductions of stands or goods on display.

## 11) OFFICIAL ADVERTISING AND PUBLICATIONS

### 11.1) CATALOGUE AND OTHER PUBLICATIONS

The Organiser reserves the exclusive right for the publication and sale of the Official Catalogue of the Event. This publication will include indications about Exhibitors whose "Catalogue Sheet" with Enrolment Application forms were duly received and accepted by 3 February 2017. The Organiser and its suppliers will not be liable for any errors or omissions that may occur as regards insertions in the Catalogue itself. The Organiser can also arrange - again without any responsibility for eventual omissions or errors - printing and distribution of other publications of various kinds through which it reserves the right to illustrate and promote the Event at any time and in any sphere in Italy and abroad.

### 11.2) DIRECT AND INDIRECT ADVERTISING

Exhibitors may only carry out promotional action on their own stands for their own Company and for Represented Companies, provided that such action conforms with dispositions of law, public security standards, and the General Regulations and Technical Regulations. Distribution of catalogues, price lists or other material may be performed by Exhibitor **exclusively** on their own exhibition area.

Any and every activity that may disturb or damage the image of the Organiser or the due holding of the event is also forbidden, such as distribution of leaflets, requests for various kinds of subscription, etc.

The Organiser reserves the right, at its complete discretion, to prohibit or interrupt the display and/or distribution of promotional/advertising material and/or messages that do not conform with current legislation or which in any case are not appropriate or in keeping with the event itself.

**It is also forbidden, unless expressly authorised by Veronafiere, to display posters and/or objects, even for merely indicative purposes, on behalf of companies not listed in the Enrolment Application and not enrolled as Co-exhibitors and/or Represented Companies.**

### 11.3) POSTERS AND SIGNS

Advertising tax for posters and signs less than 3 metres above ground level is included in the "Registration Fee". The Organiser will undertake required procedures in this regard.

ANY advertising posters and signs installed at more than 3 metres above ground level, must uphold the standards envisaged by the Technical Regulations and are subject to the written approval of the Organiser and the payment of the relative advertising fees as well as payment of the Local Council Tax.

The "Exhibitor Services Folder" contains explanations and forms to be returned to the Organiser compiled with indications about posters/signs and the advertising fees defined. The Organiser declines any and all responsibility concerning eventual sanctions that may be issued as per law for advertising space not declared in these forms.

### 11.4) AUDIO-VISUAL AND BROADCASTING EQUIPMENT - SOUND LEVELS

Any kind of sound and audio-visual promotion/advertising on the stand and broadcast to the public is subject to the fees payable to SIAE (Law 633 dated 22/04/41 and subsequent modifications).

Promotion/advertising using visual, audio-visual, audio and similar equipment with or without sound (TV, personal computer, CD players, DVD players, radio,

maxi-screens and others) is subject to the approval of the Organiser and the payment to it of the advertising fee indicated in the specific form in the "Exhibitor Services Folder".

You are hereby reminded that, in order to publically distribute any videographic and multi-media support, authentication, at the exhibitor's exclusive responsibility and expense, must also be obtained from S.I.A.E. (S.I.A.E. - Italian Author and Editor Association - stamp) (Law 633 of 22/04/1941 and subsequent modifications; Law 248 of 18/08/2000 and Min. Dec. no. 338 of 11/04/2001). Requests for stamps in accordance with the Law (Copyright Law 633/41) can be sent to the following e-mail address: DRMcentralizzato.mfv@siae.it. The relative form can be downloaded from: [www.siae.it](http://www.siae.it) -----For users -----Stamps.

For information on the S.I.A.E. stamp, please consult the [www.siae.it](http://www.siae.it) website or contact the regional offices.

Live music performances during the show must previously be made official directly at S.I.A.E., and a copy of the authorisation must be on hand at the stand for possible verification by S.I.A.E. inspectors.

The use of audio communications must not disturb neighbouring exhibitors and the sound level shall ensure a suitable climate for full performance of commercial activities and, in any case, may not exceed 80 db.

The Organiser, moreover, may require the exhibitor (by means of written notification or report by its appointed persons) to reduce sound levels below 80 db whenever, at the complete and exclusive discretion of the Organiser itself, the sound level generated by the equipment of the exhibitor in question is harmful and/or in any case a disturbance to the activities of other operators in the vicinity. Sound levels will be controlled using a sound meter around the perimeter of the stand by personnel authorised by the Organiser.

In the event of non-observance of the foregoing dispositions, including non-observance of any invitation to reduce sound levels below 80 db, the following sanctions are envisaged:

First infringement - verbal warning;

Second infringement - written notification;

The third infringement and thereafter - interruption of the electricity supply (without any right on the part of the exhibiting company to reimbursements or compensation of any kind). The interruption of the electricity supply will take place with advance notice of 15 minutes and may last for a maximum duration of 3 hours, at the complete discretion of the Organiser.

The Organiser may not be held liable in any way whatsoever for any damage, of any nature and kind, caused to the exhibiting company and/or material on display by the application of the sanctions envisaged in the event of non-fulfilment of the dispositions as per this article.

Over and above the foregoing dispositions and over and above the efforts of the Organiser to ensure their observance by exhibitors, Veronafiere may not be held liable in any way whatsoever if any different and illegitimate conduct by an exhibitor should cause damage to other operators. Any controversies must be resolved directly between the exhibitors themselves, whereby the Organiser is exempt from any liability and/or responsibility.

## 12) VIGILANCE AND INSURANCE:

### 12.1) GENERAL VIGILANCE

Custody and surveillance of stands is the responsibility of respective Exhibitors, for the entire time the halls are open, during the Event itself and during set-up and dismantling stages. Inasmuch, Companies exhibiting easily removed objects, are advised to be present on their stands at all times throughout the day. The Organiser, in its own interests and for its own requirements, organises a routine day and night vigilance service in the areas used for the Event, without accepting any responsibility for eventual thefts or damage to the goods/assets on show on the stands or in any case present in the Exhibition Centre. In reference to art. 134 of TULPS (Law on Public Safety) and Min. Dec. 269/10, which govern surveillance activities and the transport of cash and valuables, and in order to prevent any crimes against assets and persons to the detriment of exhibitors and dealers, who, during the course of the trade show, are exhibiting valuable items or need to move

sums of money, while recommending the greatest care, you are also invited to read the applicable regulations. These regulations foresee that the movement of significant sums of money and/or the custody of valuable assets is to be entrusted exclusively to private security companies which, in compliance with the laws in force, will use their own staff and appropriate means to collect and transport cash and/or guard any valuable items on display.

### 12.2) VIDEO- SURVEILLANCE

Video surveillance systems are installed throughout Veronafiere.

Surveillance systems are used for the following purposes:

- security;
- protection of corporate assets;
- control of unauthorized access.



The processing of personal data through video surveillance will have the exclusive purpose expressed in the previous paragraph.

The Processing of personal data will be done fairly, for specific (purpose of security, protection of company assets, control of unauthorized access) and legitimate purposes (according to Article 13 Legislative Decree no. 196/03 and Video Surveillance – Decision dated 8 April 2010).

Furthermore, it specifically complies with Article. 4 L. 300/70 (Workers' Statute).

Ente Autonomo Fiere di Verona undertakes to uphold the data minimisation principle.

Superfluous and excessive use or unnecessary duplications are therefore excluded. Data subjects are informed of the video surveillance by several notices posted in areas subject to video monitoring.

Video surveillance activity is considered necessary for the following reasons:

- safety of individuals during exhibitions;
- protection of property of Veronafiere, given the large area of exhibition halls that remain partially unattended during the night in the periods between one exhibition and the next;
- protection of exhibitors' property overnight during exhibitions;
- safety and security during assembly and disassembly operations involving stands and equipment in general before and after exhibition events;
- prevention of unauthorized access to the exhibition perimeter and exhibition areas.

Surveillance records are not directly visible to third parties.

Surveillance records shall be stored for a period not exceeding 72 hours, unless special requirements to retain the records longer because of festivities and/or offices closure or following specific requests by investigating judicial (police) authorities, in accordance with the Video Surveillance Decision of 8 April 2010.

Upon expiry of retention period of recorded images, the system deployed is programmed to automatically erase the records and prevent the erased data from being re-used.

The system is accessible only by authorized persons and it is equipped with the minimum-security measures in accordance with Legislative Decree no. 196/03.

Any identifiable data subject can exercise his own rights in pursuance of the Section 7 of the DP Code by sending a request to the Data controller's address or to [privacy@veronafiere.it](mailto:privacy@veronafiere.it)

The policy full text is available from the Data Controller Ente Autonomo per le Fiere di Verona, Viale del Lavoro 8 - 37135 Verona.

As required by section 3.1 of the 1 of the Video Surveillance Decision of 8 April 2010 adequate signs are posted in areas subject to video monitoring.

The above-mentioned information notices:

- are posted outside the area covered by the surveillance cameras or in the immediate vicinity of the surveillance cameras;
- are formatted and posted in such a way as to be clearly visible.

The data collected will be used for purpose of security and access control. Data will not be used for any other purposes.

### 12.3) INSURANCE

The Organiser will include in its insurance convention agreements all Exhibitors which have duly completed the "Registration Procedure" and finalised payments due from the start of the Set-up stage through to the end of the dismantling stage, with insurance contracts covering the following risks:

- Civil liability for Third-parties - max € 2.500.000.00
- Global Damage Insurance:
- Furnishing and set-ups of halls, machinery, equipment and goods € 25,825.00
- electronic equipment in general, audio-visual, photographic and office equipment € 775.00
- Theft and robbery € 5,165.00
- Flat rate 10% with minimum € 200.00
- Breakage of fragile objects € 1,550.00
- Absolute franchise € 258.00

In the event of public authorities, consortia, etc. (i.e. holders of a group area), the foregoing maximum sums shall apply to the overall group and not to a single co-exhibitor belonging to it.

The co-exhibitor has the faculty of extending its insurance coverage using the specific form in the "Exhibitors Services Folder" available on-line.

Whenever the direct exhibitor also intends to take out insurance for higher capitals, it has the faculty of doing so through the specific form in the "Exhibitor Services Folder" available on-line.

For further details about each policy, refer to the "Insurance coverage notification" in the "Exhibitor Services Folder".

Exhibitors in any case have both civil and penal liability for all damage to people and things caused by equipment, structures or anything else present in the areas made available to them, including personal responsibility equally extended to collaborators and/or appointed persons.

**VALIDITY:** insurance coverage begins 6 days prior to the start of the event and ends 6 days after the end of the event.

**NOTIFICATION OF THEFT:** The insured party shall immediately notify the Operative Services of the Exhibition Centre and, in the event of theft, also present immediate notification to the local Judicial Authority or Police. For compensation, contact: Purchasing Service - E. A. Fiere di Verona (tel. 045 8298105 - fax 045 8298197) enclosing a detailed report of the damage/event.

Non-fulfilment of one of these obligations may involve the loss or partial total of right to indemnity as per article 1915 of the Italian Civil Code.

## 13) BANS AND MISCELLANEOUS

### 13.1) BANS

Over and above the bans already defined in the specific articles of these General Regulations and the Technical Regulations, it is explicitly forbidden to:

- exhibit products not included in the "Enrolment request" and in any case not conforming with the trade sectors of the Event (Article 3), unless specifically authorised by Veronafiere;
- leave bottles unattended on the stand (open or closed);**
- leave and/or begin disassembly of exhibition spaces prior to closing time on the last day of the Event. In this case, companies which begin disassembly of their stands prior to 6.30 p.m. on Wednesday 12 April 2017 will be subject to a fine of € 1,000.00 + VAT;**
- use the Veronafiere brand/trademark without written authorisation;
- distribute advertising material (magazines, catalogues, booklets, brochures, etc.) not related to the Exhibitor who, in any case, may only distribute such material in the relative stand area;
- promote the Company and/or Brand through young image promoters outside the show area assigned;
- conduct any kind of political propaganda in the Exhibition Centre;
- make direct sales of materials on display;
- allow products and materials to leave the Exhibition Centre during the course of the Event, unless otherwise permitted in writing by Veronafiere, and except for small samples, that in any case must be accompanied by the relative "Exit form for sample products handed over to the customer" available for Exhibitors through the Organising Secretariat;
- display prices of products on show;
- perform any kind of catering activity on stands and in the Exhibition Centre, unless express written authorisation is issued by Veronafiere;
- the use of ovens/cooking tops or other gas-fired equipment inside the Exhibition Centre as a whole, unless expressly authorised in writing by Veronafiere (see Technical Regulations).
- hold and/or promote tastings on payment inside the show area assigned;
- start or cause fires or introduce explosive material, detonating, hazardous or unpleasant-smelling products, or any and all other items in any case likely to cause damage or disturbance;
- bring dogs into the Exhibition Centre, except for guide-dogs accompanying blind persons;
- circulate with or park vehicles of any kind inside the areas dedicated to the Event;
- park motor vehicles overnight (even in the event of breakdown) inside the Exhibition Centre;
- cause harm or disturbance of any kind to the proper holding of the Event, on pain of immediate exclusion from the Exhibition Centre;
- exhibitors, their staff and clients are not allowed to remain on their stands or inside the show area after closing hours or at times other than those autho-

- rised without a special written permit issued by Veronafiere;
- make holes, insert nails and/or screws in the walls, ceilings and flooring;
- apply loads to the structures of the halls and/or the set-up structures of Veronafiere without specific authorisation by Veronafiere itself (see Technical Regulations);
- abandon in the Exhibition Centre parts of set-ups, carpet tiles, adhesive/canvas tapes or residues of any nature;

Infringements of the bans in these General Regulations, the Technical Regulations or the dispositions issued by Veronafiere will entitle Veronafiere to resolve contractual agreements with the Exhibitor, as well as to exclude the Exhibitor from the Event without the latter having any right to reimbursement and/or compensation; in any case, Veronafiere reserves the right to claim compensation for any further damage sustained. Moreover, Veronafiere may exclude from future events Exhibitors notified of such infringements of the bans indicated above.

### 13.2) MISCELLANEOUS

- Exhibitors have both civil and penal liability for all damage to people and things caused by equipment, structures or anything else present in the areas made available to them, including personal responsibility equally extended to collaborators and/or appointed persons.
- The Technical Regulations as well as the standards for technical supplies included in the relative forms are an integral part of these General Regulations.
- Presentation of the "Enrolment Application" and acceptance/signing of these General Regulations oblige Exhibitors to uphold in full the Technical Regulations that are at immediate disposition through Veronafiere Offices.
- On signing these regulations, Veronafiere and the Exhibitor agree that any subsequent communication by the Exhibitor to Veronafiere may be made by means of electronic correspondence (e-mail). If the on-line contact between the Exhibitor and Veronafiere concerns purchases or requests for the supply of services, such on-line contacts, in the manner indicated by Veronafiere's computer system, will constitute a formal order for said services or purchases.**
- Veronafiere reserves the right to define, even in derogation of these General Regulations, appropriate standards and dispositions to ensure proper holding of the Event and performance of internal services. These standards and dispositions are integrally equivalent to these General Regulations and are therefore compulsory.
- In the event of Force Majeur or in any case for causes beyond the control of Veronafiere, the date of the Event may be modified without any liability/responsibility on the part of Veronafiere itself.
- Items not detailed in these Regulations shall refer to the standards of the Civil Code.

## 14) INFORMATION AND CONSENT UNDER LEGISLATIVE DECREE NO. 196/2003

Pursuant to Legislative Decree no. 196/2003 of the Personal Data Protection Code, Ente Autonomo per le Fiere di Verona, as Data Controller, provides you some information regarding the use of personal data.

### 1. Purposes of processing

Personal data are processed within the institutional activity of the Entity, for the following purposes:

- purposes for which the applicant is not required to give consent:

- purposes strictly related to the management of actual and/or potential customer relationships (e.g. acquisition of preliminary data at the conclusion of a contract; carrying out tasks and services on the basis of the obligations arising from the contract, etc.) and credit protection (assignments to debt collection companies, factoring companies and/or banks);
- purposes connected with the obligations under laws and regulations as well as regulations issued by authorities with these competences (e.g. Fiscal regulations, statistics regulations, etc.);

b) purposes connected to the development of the Entity, for which the data subject has the right to give or deny consent. This category includes the following activities:

- developing customer profiles;
- sending of communications, information, newsletters, research, and advertising materials, even customized, regarding the exhibitions organized by the Entity and performance of market surveys using automated contact means (e-mail, fax) as well as traditional contact means (paper mail, operator-assisted phone calls);
- sending of communications, information, newsletters, research, and advertising materials, even customized, regarding specific products and services of others using automated contact means (e-mail, fax) as well as traditional contact means (paper mail, operator-assisted phone calls).

## 2. Personal Data Provision

The provision of data to achieve the purposes of processing specified in paragraph 1 a) of the information is required. In the event of failure it will not be possible to conclude the contract and perform the services required by you. The provision of data to achieve the purposes of processing specified in paragraph 1 b) of the information is optional. In the event of failure there will not be consequences in relation to the conclusion of the contract or to the services required.

## 3. Processing modalities

The processing of personal data is carried out through computer and manual tools, in a way strictly coherent with the purposes set out above.

## 4. Categories of subjects to whom the data may be communicated

To achieve the purposes of processing specified in paragraph 1 of this information, your personal data may be processed by the employees and associates of the Entity as persons in charge of the processing and data processors.

For carrying out the activities listed in paragraph 1 a) the Entity also addresses to:

a) Companies/enterprises/external companies carrying out activities closely related to the management of the relationship between the entity and the customer. These mentioned above act as data processors. The data processed by these companies have the following purposes:

- provision of services relating to the exhibitions (organizational, technical, logistics, insurance, etc.);
- printing of the official catalogs of exhibitions;
- printing, mailing, posting and delivery of customer communications;
- on behalf of the Entity, acting as agents, brokers or similar roles, promotion of the acquisition of visitors and exhibitors to shows and events;
- on behalf of the Entity, promotion of services related to the trading activity of visitors and exhibitors.

b) Companies/enterprises/external companies carrying out activities closely related to the management of the relationship between the entity and the customer. These mentioned above act as data controllers:

- subjects providing for the supervision and safety of the exhibition centre of verona;
- individuals and/or companies performing debt collection, factoring companies, banks.

To achieve the purposes of processing specified in paragraph 1 b) the Entity also addresses to:

a) Companies/enterprises/external companies or subsidiary of Ente Autonomo per le Fiere di Verona performing activities functional to those of the Entity that operate as data processors. This latter is performed by these entities for the following purposes:

- send to customers communications, information and advertising material regarding the exhibitions annually organized by the Entity;
- send to customers communications, information and advertising material regarding products or services of third parties;
- on behalf of the Entity, carry out market surveys on representative samples of clients.

## 5. Scope of dissemination

In the event of a successful conclusion of the contract for the participation in exhibitions, in accordance with what is expressly provided in the General Rules, the organization will include personal data in the Official Exhibition Catalogue, which will be nationally/internationally disseminated. The data provided by the exhibitors may be disseminated by Ente Autonomo per le Fiere di Verona, through IT media, including multimedia. These data will allow visitors and exhibitors to detect the position of the stands at each event and get to know the product and/or exhibition details related to the exhibitor.

## 6. Rights under article 7 of Legislative Decree no. 196/2003

We inform that article 7 of the abovementioned Decree allows for specific rights. In particular, the data subject can get by the Data Controller the confirmation of the existence or not of personal data and that these data are communicated in an intelligible form. The data subject may also request to know the origin of the data as well as the logic and purposes upon which the processing is performed, to obtain the cancellation, transformation into anonymous form or blocking of data processed in violation of the law, and the updating, rectification or, if interested therein, integration of the data. The data subject may oppose, in whole or in part, on legitimate grounds, to the processing of personal data concerning him/her, even though they are relevant to the purpose of the collection, to oppose free of charge, in whole or in part, to the processing of personal data concerning him/her, where it is carried out for the purpose of sending advertising materials or direct selling or else for the performance of market surveys or commercial communication performed through automated contact means (e-mail, fax) as well as traditional contact means (paper mail, operator-assisted phone calls). If you should prefer the processing of your personal data carried out for the aforementioned purposes to be performed through traditional contact means only, you may oppose to the processing of your personal data performed through automated contact means. To exercise these rights please contact the Data Controller by sending a notice to the address below or at [privacy@veronafiery.it](mailto:privacy@veronafiery.it).

## 7. Data Controller and Data Supervisor

The Data Controller is Ente Autonomo per le Fiere di Verona with registered office in Viale del Lavoro no. 8 - 37135, Verona (VR) - Italy; Phone: 045 8298111 - Fax: 045 82 98 288 - E-mail: [info@veronafiery.it](mailto:info@veronafiery.it).

The Data Supervisor is the Manager pro tempore of Human Resources Organization and Systems.

The complete list of data processors is available at the Data Controller.

Last update: October 2013

## CONSENT

In relation to the information given in accordance with article 13 of Legislative Decree no. 196/2003, we express our consent to (tick/flag the appropriate box):

- develop customer profiles;
- send communications, information, newsletters, research, and advertising materials, even customized, regarding the exhibitions organized by the Entity and perform market surveys using automated contact means (e-mail, fax) as well as traditional contact means (paper mail, operator-assisted phone calls);
- send communications, information, newsletters, research, and advertising materials, even customized, regarding specific products and services of others using automated contact means (e-mail, fax) as well as traditional contact means (paper mail, operator - assisted phone calls).

Any claims must be presented in writing to the following address: VeronaFiere - General Management - Viale del Lavoro 8 - 37135 VERONA.

Any and all controversies will be referred exclusively to the Courts of Verona.

## 15) COMPLAINTS AND FORUM

Any claims must be presented in writing to the following address: VeronaFiere - General Management - Viale del Lavoro 8 - 37135 VERONA. Any and all controversies will be referred exclusively to the Courts of Verona.

In accordance with Articles 1341 and 1342 of the Civil Code the Exhibitor specifically approves the following clauses:

- 4.2) Waiver of right to different attribution of payments and faculty to terminate contract for breach of Exhibitor's obligations;
- 5) Advance payment;
- 5) Exclusion of Exhibitor from the Exhibition grounds if proof of payment cannot be provided;
- 6) Allocation of Stands and right to vary allocated area;
- 6.2) Unsupervised Exhibitors car-park;
- 7) penalty clause for failure to take part in the Exhibition;
- 8) Exemption of liability for plans and construction of stands; penalty clause for

- damage to Veronafiery's structures; exemption of liability for transfer of stands;
- 8.1) Termination of contract for failure to occupy the exhibition area;
- 8.2) Clearance of space, expenses and risks for transfer to and storage at the Delegazione Trasporti Warehouses of Veronafiery; penalty clause for failure to clear space;
- 9.1) Exemption of liability for moving machinery and for accidents;
- 10) Exemption of liability for unauthorised use of reproductions;
- 11.1) Exemption of liability for publications;
- 12.1) Exemption of liability for surveillance;
- 13.1) Faculty to terminate the agreement for breach of Exhibitor's obligations;
- 13.1.c) Fine for leaving and/or disassembling the stand in advance;
- 13.2.4) Purchases and/or requests for supplies through on-line services;
- 13.2.6) Faculty to modify Exhibition dates;
- 14) Information and Consent under legislative decree No. 196/2003
- 15) Court with exclusive jurisdiction.