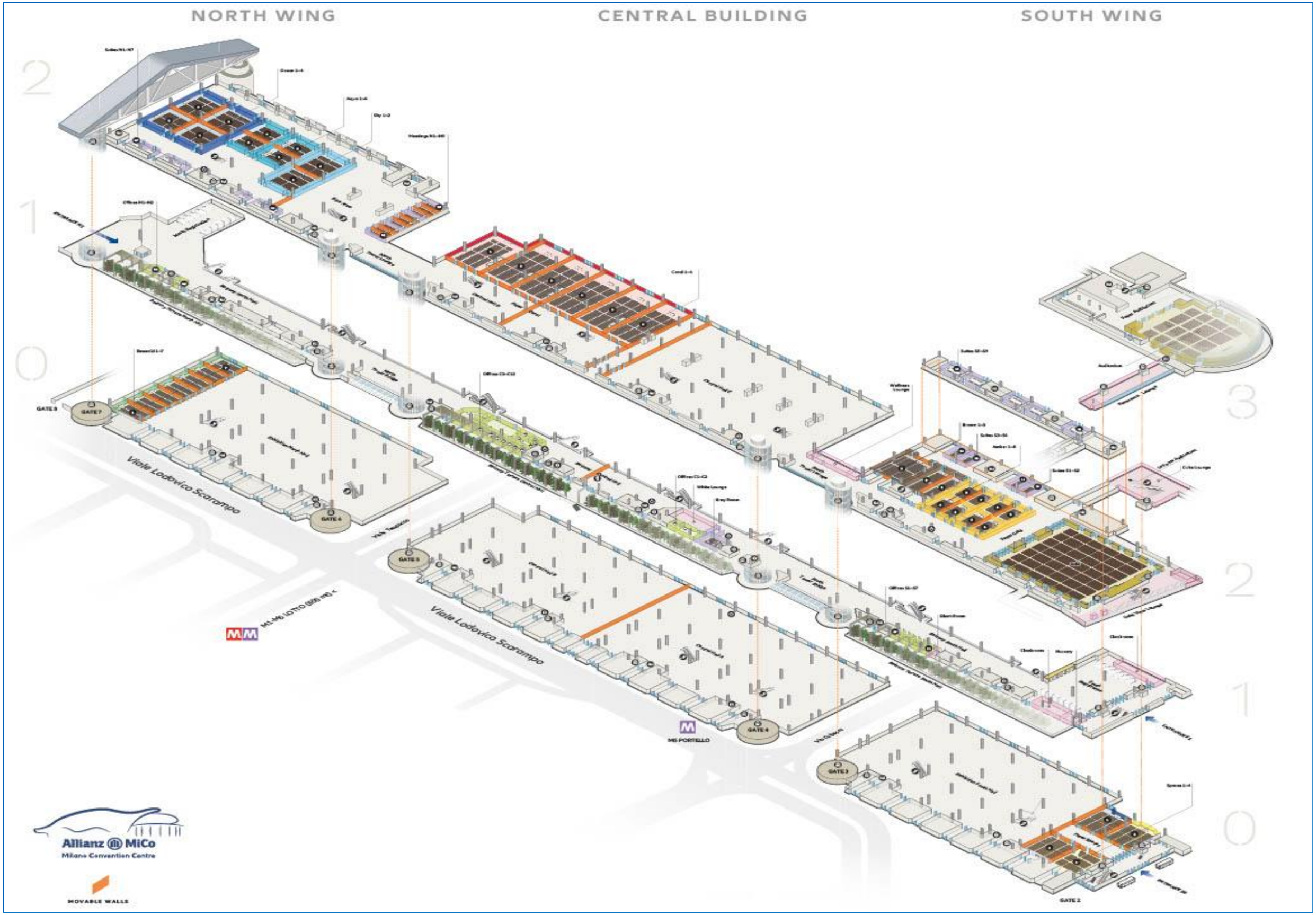
Allianz MiCo

TECHNICAL REGULATIONS

MALPENSA
42 km
ORIO AL SERIO
55 km
COMO
VARESE
A8
A9
VENICE
A4
TURIN
A4
MILAN
A7
A1
GENOA
BOLOGNA
LINATE
12 km
M5
> M5 DOMODOSSOLA (600 mt)
PIAZZA
GINO VALLE
ENTRANCE N1
NORTH WING
GATE 8
GATE 7
Viale Lodovico Scarampo
GATE 6
GATE 5
Viale Teodorico
GATE 9
GATE 10
CENTRAL BUILDING
HOTEL
Viale Colleoni
GATE 11
GATE 12
SOUTH WING
M1-M5 LOTTO (800 mt) <
HOTEL
(FUTURE OPENING)
M5 PORTELLO
GATE 4
GATE 3
HOTEL
(800 mt)
Viale Eginardo
ENTRANCE S0
GATE 2
> M1 AMENDOLA (700 mt)
> CITY CENTER (3,0 km)
> CITY LIFE
M5
> M5 TRE TORRI (300 mt)
N
Allianz MiCo
Milano Convention Centre


NORTH WING
CENTRAL BUILDING
SOUTH WING
2
1
0
3
2
1
0
GATE 9
GATE 7
GATE 6
GATE 5
GATE 4
GATE 3
GATE 2
Viale Lodovico Scarampo
Viale Lodovico Scarampo
MM
MM
MM
Allianz MiCo
Milano Convention Centre
MOVABLE WALLS

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ANNEX 1

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1. INTRODUCTION

1.1 The Venue

The Venue located Piazzale Carlo Magno 1, 20149 Milan (MI), is private property. All concession and management rights are exercised by Fiera Milano Congressi S.p.A. (hereinafter "Fiera Milano Congressi or FMC or MiCo"). There is a video surveillance system in the Venue consisting of cameras controlled h 24 by the Operations Center. The system is set up and operated as required by current regulations. During set-up and dismantling, the buildings are not air-conditioned.

1.2 Technical Regulation

The Technical Regulation is a document of a contractual nature that obliges the Organizers of the events held within the Venue, the Exhibitors, the Outfitters and in general the contractors and subcontractors (whether individuals or legal entities) appointed by them, to their compliance. Access to the Venue by the mentioned parties implies full acceptance of the Technical Regulation. The Exhibitor is responsible, jointly and severally with its stand fitters, for the activities, regulated below, which are carried out on its behalf in the Venue, directly or indirectly, through third parties (stand fitters) during the setting up, holding and dismantling phases of the event. Fiera Milano Congressi reserves the right to make changes to these Technical Regulation at any time, even without prior notice, aimed at including within them any regulatory adjustments or otherwise aimed at improving working conditions, reducing health and safety risks, protecting the environment and improving fire prevention measures.

1.3 Event Safety Manager on behalf of the Organizer (RSO).

The Event Organizer shall provide Fiera Milano Congressi with the name of the Organizer's Safety Officer (RSO – Italian acronym).

This figure is the Organizer's contact person for event safety, an individual appointed by the Organizer to interface on event safety issues with the contact persons appointed by the Manager (FMC) and the Exhibitor, if any.

The main issues of responsibility of the RSO are:

- drafting of the Duvri/PSC (risk assessment documents during set-up and dismantling - to be done for all activated firms);
- drafting of the emergency management plan, fire document to be prepared ad hoc on the layout of the event;
- drafting of an information document and subsequent monitoring of Exhibitors on the minimum safety procedures to be adopted within the FMC Convention Center.

The above shall be the responsibility of the responsible figure of the Organizer, except in the case where all activities are under the complete management and implementation of Fiera Milano Congressi.

1.4 Event safety contact person on behalf of the Exhibitor (RSE).

With the event participation documents, the Exhibitor indicates to Fiera Milano Congressi the name of its Safety Representative (RSE), a figure who assumes towards Fiera Milano Congressi and third parties in general all responsibilities related to the aforementioned activities, in the same way as the Exhibitor itself. Each Exhibitor, through its RSE, is obliged to coordinate with the other RSEs of adjacent stands, so that through the exchange of information, any preventive measures to be applied to eliminate or, where this is

not possible, minimize risks from interference, when present, can be identified. In the absence of communication of the name, this function will remain with the Exhibitor's Legal Representative.

1.5 Fiera Milano Congressi's contact person for the Exhibitor/Exhibitor

Fiera Milano Congressi's contact person for the Exhibitor/Exhibitor, unless otherwise indicated, is Customer Service. All documentation to be submitted to Fiera Milano Congressi must be in Italian or English; otherwise, it will not be considered.

1.6 Combating illegal and undeclared work

All individuals working in any capacity within the Venue must carry an identity document and comply with current legislation on labor law, with particular reference to existing labor relations between the parties.

All parties operating on behalf of the Exhibitor under contract and subcontracting arrangements (and more generally, all companies operating in any capacity within the Venue), must hold a regular access pass and provide their workers with the identification badges required by Articles 18, 21 and 26 of Legislative Decree 81/08. The access permit will be issued following:

- registration of the outfitting company on the Logistics at the Fiera Milano Congressi system;
- permission activated by the Exhibitor.

The badge, as required by the regulations, should contain:

- photograph of the worker;
- generalities of the worker (first and last name, date of birth, date of employment);
- indication of the employer;
- in case of subcontracting, the relevant authorization (i.e., the date of application for subcontracting authorization with respect to which the silence of consent was formed).

Self-employed workers will need to provide their own identification card, which must contain:

- their own generalities;
- their own photograph;
- The indication of the principal.

Non-EU personnel must also have entry visas and in any case all documents required by current regulations.

1.7 Equipment of personnel working within the Venue

All individuals working in any capacity within the Venue must be equipped, during the stand set-up and dismantling phases and during the assortment of exhibition merchandise, with suitable PPE (Personal Protective Equipment) in accordance with EU Regulation 2016/425 of 09/03/16, consisting of hard hat, safety shoes and reflective vest, in addition to any additional PPE, the choice and use of which remains the sole responsibility of their Employer and the stand holder.

During the course of the event, the use of any PPE, related to the performance of particular work, remains the sole responsibility of the booth owner. It should also be noted that access to the areas subject to the work is prohibited to unauthorized and/or non-employee persons. Where the Exhibitor, as an employer-contractor, wishes to access its stand during the above phases, it must comply, under its sole responsibility, with all the safety requirements contained in Legislative Decree 81/08 and other safety provisions applicable in the specific context.

Any consequences for failure to use PPE as mentioned above, and/or for access to areas being set up or dismantled by inadequately trained and/or unauthorized persons, remains the sole responsibility of the defaulters, in accordance with the provisions of current regulations.

1.8 Checks

Fiera Milano Congressi, either directly or through third parties appointed for this purpose, reserves the right to carry out appropriate controls towards all those who in various capacities operate within the Venue, requesting and verifying:

- the access title;
- ID;
- contractual documentation (contracts with Exhibitors or employment contracts with Outfitters or in general with contractors and subcontractors) and social security appropriate to justify the performance of work by the person operating within the Venue;
- the provision and proper use of the equipment required in the preceding paragraph.

1.9 Measures and Penalties

The finding of non-compliance with the above may be contested by registered letter or by electronic mail, including non-certified mail. The dispute will be sent to the firm responsible for the nonconformity, taking care to inform the principal of the work at the same time.

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

- turn away personnel who lack the necessary documentation and/or have forged documentation and/or lack the equipment referred to in Section 1.6;
- include the name of the Outfitter/Contractor responsible for the aforementioned personnel, in a list of companies that will be prevented from accessing any other event held within the Venue; in the latter case, access will be allowed only on condition that the person in question is able to show Fiera Milano Congressi the contractual and social security documentation relating to the personnel used by the same for the work and that this documentation is truthful.

1.10 Measures for the protection of the safety of people in the Venue

Fiera Milano Congressi, in compliance with the prescriptions imposed by the Public Safety Authority, shall adopt the infrastructural, organizational and operational measures deemed most appropriate for the protection of the health and safety of the people present in the Venue. The Organizers of congresses and events in general undertake without fail to incorporate the provisions of this paragraph in their Regulations so that all visitors/participants and the general public, where admitted, are also obliged to do so.

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

- particular methods of access to and exit from the Venue (destination of specific gates or reserved lanes, timetables, access and flow regulation and control systems) - even possibly differentiated - for different categories of users;
- security checks, carried out also through the use of fixed or portable equipment and technical instruments, on persons, luggage and personal belongings and on means of transport and work, both upon entry into the Venue, inside it and, where necessary, upon exit from it. The checks will be carried out by Fiera Milano Congressi personnel or by third parties appointed for this purpose. Without prejudice to the possible notification of the Police, users who do not agree to undergo the

control will be denied access and, if they are already inside, will be removed. Controlled users are expected to cooperate fully so that the operations can be carried out as effectively and quickly as possible. Any suspicious objects found during the checks shall be immediately removed from the Venue at the care and expense of their holders;

- limitations on pedestrian and vehicular traffic and circulation within the Venue, including, if necessary, the installation of barriers, jersey barriers, bollards and the like;
- forcible removal, at the owner's risk and expense, of means of transportation or work, objects or personal effects deemed suspicious or otherwise obstructing the exercise of security controls and/or the normal course of business.

1.11 Removal of persons and prohibition on entry

Fiera Milano Congressi, outside of the cases specifically provided for in these Technical Regulations, reserves the right to remove at any time from the Venue any person whose behavior represents a risk to his or her own or others' safety or otherwise disrupts the regular conduct of activities or is responsible for serious violations of the law or of these Technical Regulations. In this regard, any violent, threatening or otherwise harassing behavior directed against personnel, including third parties appointed by Fiera Milano Congressi, assigned to supervisory duties, control or operation of the Venue as well as any failure to comply with the instructions legitimately given by them for reasons of service will be evaluated with particular severity. The admission ticket may be withdrawn and invalidated. Fiera Milano Congressi also reserves the right to report the name for the purpose of preventing the individuals already removed from entering the Venue again for a period of time congruent with the seriousness of the facts alleged. The reporting of the name may also be ordered against subjects who have not been removed by authority, but who have nevertheless behaved in a manner similar to that which legitimizes removal, including those in violation of the provisions of these Technical Regulations. In cases where the expulsion and/or the possible reporting of the name concerns an employee admitted to carry out his or her work activities in the Venue, Fiera Milano Congressi reserves the right to communicate the measures to the employer as well.

2. SERVICES OFFERED BY FIERA MILANO CONGRESSI

2.1 General Services

The provision of the following services depends on the type of Event and contractual arrangements. Please contact the Project Manager of your Event for more details and specifications.

2.1.1 ATM Service

Within the Allianz MiCo Convention Center there is an ATM located on Level +1 of each of the three buildings: North - South - Central.

2.1.2 Cleaning service

The cleaning service is one of those services exclusive to the official partner of Fiera Milano Congressi. It is its job to keep the common areas including toilets, congress halls, offices, etc., tidy and clean at all times. At the Client's discretion, basic cleaning in the exhibition spaces is also included.

A dedicated cleaning service can be purchased for the conference rooms and exhibition spaces upon request.

2.1.3 First Aid Service

There is 1 First Aid room located in Central Building level 0 loading bay, positioned below the driveway ramp.

Upon request it can be activated by having the doctor on call as well as the Ambulance service.

2.1.4 Services for people with disabilities

The Allianz MiCo Convention Center and its buildings comply with all regulations in terms of the removal of architectural barriers and have access routes and pathways capable of accommodating all visitors.

2.1.5 Fixed catering services

Within the Venue there are 6 permanent F&B location that can be activated and used at the discretion and according to the needs of the Congress and/or the Client.

2.2 Exclusive services Fiera Milano Congressi

Services related to the provision of electricity, plumbing, hangings (where permitted), internet, audio-visual, cleaning, security services, shipping and catering are exclusive to Fiera Milano Congressi's official partners, so no other Suppliers are allowed.

2.3 Forms for booking services and supplies

Fiera Milano Congressi provides, at pre-determined rates, the optional services and supplies described above, which can be booked by means of the Exhibitor Services Website and subject to prior payment of what is provided.

3. REGULATIONS FOR ACCESS AND MOVEMENT IN THE CONVENTION CENTER

3.1 Standards for pedestrian access and circulation.

In order to enter and circulate in the Venue, the Exhibitor and/or individuals acting on his or her behalf, must be in possession of the appropriate named access pass, which is strictly personal and non-transferable to third parties.

To apply for it for its employees/collaborators, for the set-up and dismantling phases, the Exhibitor will have to access the Exhibitor Services of Fiera Milano Congressi, view the "Provisions for set-up and dismantling operations," enter the necessary data and information, and upon completion will receive, via e-mail, passes with a unique QR-code that will be read at the entrances.

For the access of its fitters/contractors, the Exhibitor will communicate the list of companies after which they will receive by e-mail the link for access to the system and the registration of their personnel and the generation of strictly personal and non-transferable nominative access titles to third parties similarly to the above for the Exhibitor's personnel.

Please note that personnel not in compliance with the access permit and/or without documents will be turned away from the Venue. We remind you that pedestrian circulation is governed by the rules of the Highway Code: attention is drawn to strict compliance with horizontal and vertical signs.

In the areas of the Venue where maintenance and/or set-up/mobilization work for the event is in progress, access is forbidden to non-experts and minors under 16 years of age. For minors between 16 and 18 years of age, access is allowed only on the condition that the regulations regarding the employment of minors for work activities are respected (See L. 977/67). During the course of the event, at the sole discretion of FMC, accompanied minors may be allowed access, subject to the issuance of a statement discharging Fiera Milano Congressi and the Organizer of any responsibility.

3.2 Standards for vehicle access and movement

To request pre-accreditation of vehicles during set-up and dismantling, each Exhibitor may, through the Exhibitor Services of Fiera Milano Congressi, enter the necessary data and information. In the same area, the "Provisions for set-up and dismantling operations" and the floor plan showing the access doors can be consulted. After entering the data, the Exhibitor will be able to download a unique Qr code, which must be shown to the staff present at the entrance to the Venue for reading. For the access of their own fitters/contractors, The Exhibitor will select them from the list of accredited companies after which they will receive by e-mail the link for 'access to the system and registration of their own vehicles similarly to the above mentioned for the Exhibitor's vehicles. For circulation and parking, which is allowed for loading/unloading operations only, the vehicle pass must visibly be displayed on the vehicle’s dashboard

Articulated trucks and articulated vehicles are not allowed to enter the Venue during the last day of set-up and the first day of dismantling, any requests for exemption can only be considered in exceptional cases and permission must be requested from MiCo.

Vehicular traffic in the Venue is governed by the rules of the Highway Code. In particular, attention is drawn to compliance with the horizontal and vertical signs and the prescribed speed limit in the Venue of 30 km/hour. Under special conditions, it may be required to proceed at walking pace and in any case the speed of the vehicles must always be appropriate to the state of the places and the present conditions. A penalty as stipulated in Article 11 will be applied for each offense, in addition to the withdrawal of the access pass.

It is absolutely prohibited for vehicles to park at driveways, hoist accesses, fire hydrants, fire exits, near intersections, as well as in areas in front of public utilities (First Aid, Fire Service, etc.).

Due to the intensity of vehicle traffic in the road system of the Venue, during the period of setup and dismantling, drivers are required:

- to strictly observe the routes and parking areas indicated by Fiera Milano Congressi by staff;
- supervisory and traffic officer;
- to limit parking for loading and unloading of goods within a maximum of 2 hours;
- not to leave vehicles parked overnight (not even in case of breakdown) inside the Venue, from 8 p.m. to 7 a.m., and in case of extended opening hours, no later than the closing time of the various areas.

<u>Parking spaces within the Venue are unattended. Fiera Milano Congressi is not liable for any damage occurring to parked vehicles.</u>

Fiera Milano Congressi security guards, possibly with the cooperation of the Public Safety Authorities, may carry out spot checks on vehicles and goods entering and leaving the Venue. Please note that on set-up and dismantling days, motorcycles, scooters and bicycles are not allowed to be brought into the Venue by Exhibitors and Set-up Operators.

4. PROVISIONS FOR SET-UP AND DE-SET-UP

4.1 General Standards

Fiera Milano Congressi regulates the use of exhibition spaces and participation in the events, to comply with the rules set out in these Technical Regulations, as an integral part of the General Event Regulations drawn up by the Organizers. Set-ups, furnishings, any ancillary supplies, materials used, and products exhibited, as well as the setting up and subsequent use of the booths shall comply with current regulations on health and safety, fire protection, accident prevention and environmental protection.

Fiera Milano Congressi has the right to have installations and set-ups removed or modified at any time if they are in conflict with the rules set forth below or communicated after the exhibition space has been assigned. Costs and risks of removal or modifications are the responsibility of the Organizer/Exhibitor.

4.2 Booth design and set up

For the design and construction of the booth, reference must be made to all relevant regulations, where applicable, for any type of structure and/or material used in the construction of the booth, with particular reference to compliance with regulations pertaining to the elimination of architectural barriers.

All booth set-up elements must strictly be contained within the allotted area.

4.3 Procurement contracts

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

- verify the technical and professional suitability of contractors and/or self-employed workers by:
  - acquiring the certificate of registration with the Chamber of Commerce Industry and Handicrafts;
  - acquiring self-certification of possession of technical and professional suitability requirements;
- provide the same parties with detailed information on the specific risks existing in the environment in which they have to operate and on the prevention and emergency measures adopted in relation to their activities. Information on the specific risks present in the common areas within which the stand is located is given indicatively and not exhaustively in Appendices 2, 3, 4, 5 and 6 of these Technical Regulations;
- promote cooperation and coordination among contractors, including self-employed workers and subcontractors, by preparing a risk assessment document indicating the measures taken to eliminate, and where this is not possible, minimize risks from interference. This document, called the DUVRI (Single Document on the Evaluation of Interference Risks), is available as a facsimile in the Documents section of the Exhibitor Services Website.

It should be noted that set-up activities, according to Article 88 of Legislative Decree 81/08, fall under Title IV - Temporary or Mobile Construction Sites, except for the following types:

- set-up structures that have a height of less than 6.50 m above a stable floor;
- biplanar exhibition structures that have an area of the floor plan projection of the upper floor (mezzanine) up to 100 m2;
- structurally independent marquees and temporary works made of elements produced by a single manufacturer, assembled in accordance with the directions, configurations and maximum loads,

provided by the same, whose overall height, including the roofing elements directly connected to the supporting structure, does not exceed 8.50 m in height above a stable plane.

Therefore, the Exhibitor, in its capacity as principal, shall, as appropriate:

- prepare the DUVRI if it falls into the three cases highlighted above and has entered into contracts with contractors and/or self-employed workers working on its behalf;
- apply Title IV of Legislative Decree 81/08, in cases where it will have:
  - set-up structures of height greater than or equal to 6.50 m;
  - biplanar structures (mezzanines) with an area of more than 100 m2;
  - marquees and temporary works that do not fall into the type mentioned before and/or are more than 8.50 m high above a stable floor.

Clarifications on this matter can be requested from the Fiera Milano Congressi Spa security office through Customer Service.

4.4 Floor plan survey of exhibition space

Fiera Milano Congressi defines the exhibition mesh with the Organizer, which is then sent to the Exhibitor with the planimetric survey (scale 1:100) of its exhibition space highlighted, on the basis of which the Exhibitor can work out the layout design.

In the floor plan survey, on which the Exhibitor has to elaborate his or her stand design, are highlighted:

- areas with floors having different scope or characteristics from the general building;
- encumbrances of existing structures in the exhibition space/stand: pillars, electrical boxes, fire hydrants, other technical facilities, etc;
- location of floor technical manholes (water, electrical, etc.);
- location of branch outlets for available technical facilities;
- location of movable walls protecting structure facilities, which should be left free of clutter and inspectable.

The Exhibitor is required to check directly on site, before the start of set-up work, the exact location of the technical services and the dimensions of the assigned space. In case of discrepancies, he must contact the Organizer or Fiera Milano Congressi directly.

4.5 Submission of documents and set-up plans

The Exhibitor, in case it makes its own customized exhibition space set-up, is requested to send the following to Fiera Milano Congressi for approval:

- SICU form;
- executive project, preferably in computer medium or by e-mail in .PDF or .DWG format, containing:
  - dimensioned floor plans;
  - listed prospectuses;
  - quoted sections;
  - height of any platform;
  - indications of any ballast or floor fixings;
  - indication of any led wall structures and their supporting structure;
  - sections and internal reinforcement of all wooden boxes;
  - indication on the floor plan of the materials used in the construction of the booth elements.

- Floor plans and construction drawings (scale 1:100) for mezzanines (where permitted by the General Regulations and Technical Regulations), special structures accompanied by technical-static report prepared and signed by qualified technicians in accordance with the law in force in the national territory;
- dimensioned floor plan, with positioning of equipment, machinery and/or plant on display;
- statement and description of materials to be used for setting up the exhibition space (SICU Form Annex A);
- schematic of the systems (electrical, water, etc.);
- specific to special machinery and/or equipment (furnaces, boilers, etc.).

Each technical paper and related reports shall state the company name of the participating Company and indicate the Congress, Event or Exhibition with the reference of the area of competence. In case of non-compliance with the above, Fiera Milano Congressi shall proceed as indicated in Art. 10. The exhibitor shall also provide the name of its stand fitter.

The deadline for delivery of the above listed items is 7 days before the start of official assembly.

4.6 Construction standards

In developing the stand design, the Exhibitor shall observe the following rules and regulations.

4.6.1 Classification of staging materials for reaction to fire

All material to be used for the set-up (partitions, backdrops, various structures, platforms, upholstery, fabrics, curtains, suspended ceilings, ceiling tiles, etc.), if not non-combustible, must be fireproof at origin or fireproofed and classified in accordance with the provisions of Ministerial Decree of 26/6/84, as amended.

That is, for materials also classified as construction products, of equivalent European class according to D:M of 15/03/05, as highlighted in the following tables.

Table 1 - Use on the floor

Italian class	**European class**
Class 1	(A2FL-s1), (A2FL-s2), (BFL-s1), (BFL-s2), (CFL-s1)
Class 2	(CFL-s2), (DFL-s1)
Class 3	(DFL-s2)

Table 2 - Wall application

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

Table 3 - Ceiling use

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

Therefore, the materials, in relation to their use, should meet the following fire reaction classes:

Class 1	materials susceptible to catching fire on both sides, draperies, caulking.
Class 2	Floors, walls, platforms, raised floors, partition wall panels, including any coverings.

All staging materials must be laid in strict accordance with requirements of their approval certificate issued by the Ministero dell'Interno. The use of plastic materials that are not fire retardant at the origin, cannicci, mats, straw and hay even in bales, trellises, artifacts made of cardboard and its derivatives, curtains made of thin wooden slats (Venetian blinds type) or similar is prohibited.

On artifacts that are not fire retardant at origin, it is mandatory to proceed with specific treatment with fire retardant products, which must be carried out prior to the introduction of the materials into the Venue. The introduction and use of staging materials is allowed only on condition that they are accompanied by regular documentation certifying their fire reaction class.

Upon reception of the SICU Form complete with its attachments, the Exhibitor must preliminarily fill in and send the required ones before the start of the event, while at the end of the work the rest of the SICU Form attachments must be delivered in original to the Exhibitor Service Desk of Fiera Milano Congressi Spa. For information regarding the aforementioned form, the reaction to fire characteristics of the materials and the certifications to be produced, the Exhibitor may contact the Safety Service Desk of Fiera Milano Congressi Spa.

The previous requirements regarding the classification of materials do not apply to materials on display and furniture in general used for booth furnishings without prejudice to random checks to verify compliance with the fire load limits per unit area of the pavilion.

4.6.2 Maximum height of fittings

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

4.6.3 Ban on modification of fixed structures of conference buildings and areas

It is not permitted to make marks, grooves, holes, or similar alterations to floors, walls, ceilings, or other structures, nor to create recesses or provisions for the passage of cables, conduits, pipes, or systems of any kind. It is also not permitted to paint the floors, walls, ceilings, or any other structure of Fiera Milano Congressi with any type of paint.

4.6.4 Outfitting and lane occupancy

The material used for the set-up must consist of prepared and finished elements, such as to allow "on-site" operations of simple assembly and final touch-up; any elements of the set-up or the displayed products may not occupy, even partially, the areas designated for aisles.

4.6.5 Anchoring set-up structures

Walls, ceilings, structures and technical installations in buildings cannot be used to anchor staging elements, which must be self-supporting.

4.6.6 Floor covering

For fixing floor coverings such as carpeting, linoleum, parquet or similar to the floor, only double-sided adhesive tapes that are easy to remove and leave no residue on the flooring may be used.

4.6.7 Countertops

Continuous blind ceilings are prohibited; ceilings consisting of:

- mesh fabrics with a minimum mesh size of 2x2 mm well-stretched;
- wood, metal and similar by making special openings for smoke evacuation in case of fire, totaling 1/100 of the covered area made in the booth. These openings may be between 0.25 m2 and 0.30 m2 in size and be evenly distributed throughout the covered area.

Openings for smoke evacuation can be made by overlapping ceiling elements at different heights, taking care to always ensure the ratio of 1/100 of the covered area.

There must be no rooms in the stand that are enclosed by walls and false ceilings, lacking suitable ceiling openings dedicated to the evacuation of fumes. In any case, the Exhibitor is required in advance to check with the Customer Service of Fiera Milano Congressi on the type of set-up he/she intends to create.

4.6.8 Illuminated signs

The installation of illuminated signs, unless explicitly prohibited in the General Event Regulations, must be carried out in compliance with the regulations concerning electrical installations.

4.6.9 Glass and mirrors

Any furniture elements or walls made of full-height glass or mirrors must be properly marked and protected from impact. Glazed walls must meet, in terms of characteristics, strength and system of installation, current standards. If glass walls are installed along pathways used by the public, they must be of the accident-prevention type.

Such walls are assimilated to movable partitions that are excluded from the application of the Ministerial Decree of 17/01/18. An indicative assessment leads to consider adequate, in the exhibition context, a horizontal overload per linear meter of wall, equal to 100 kg applied at 1.20 m from the floor. However, a report must be produced to asseverate the sufficient stability of the artifact in operation.

In the presence of prefabricated elements, the design report attesting to the strength of the artifact under the expected operating conditions and a declaration of correct assembly referring to the specific event, the area in which the artifact was set up, and compliance with the operating conditions stipulated in the design report must be produced.

4.6.10 Continuous boundary walls and escape routes

If the General Event Regulations allow the construction of continuous boundary walls, it should be noted that an adequate system of escape routes must be planned and implemented in each booth, such as to allow, in case of emergency, a safe escape to the common aisles. For proper sizing, the rules given in current regulations should be applied, taking into consideration that the exhibition/congress activity is considered a high fire risk.

The minimum dimensions of each emergency exit must not be less than 1.20 m wide and 2.10 m high. Any doors installed must open toward the aisle without encroaching on it. Internal escape routes and exits from the stand must be marked by means of luminous signs operating on autonomous energy and visible when the general lighting electrical system is turned off. Regardless of the area of the booth, any type of continuous delineation (display cases, planters, machinery and equipment, chains, etc.) must be made in such a way as to ensure an adequate system of escape routes.

An adequate system of escape routes must be provided in each exhibition space, such as to allow easy egress to the common aisles in the event of an emergency.

4.6.11 Footpads

Platforms accessible to the public must provide a load capacity of 5 kN/m2 overload, in addition to the loads induced by any machines or equipment installed.

The construction of platforms accessible to the public that are more than 0.30 m high must be accompanied by a static test, signed by a professional licensed in accordance with current regulations, which The Exhibitor must deliver to the customer service of Fiera Milano Congressi before the start of the event and keep a copy at the stand, at the disposal of the controlling bodies.

All platforms with a height of more than 50 cm must be made with appropriate guardrail in order to prevent falling into the void. This parapet must be constructed with a height of not less than 1.10 m and certified, by means of a special calculation report, to withstand an accidental horizontal load of 1.1 kg/m applied to its top.

In passages intended for the public, in compliance with the provisions of Ministerial Decree 236/89 regarding technical prescriptions for overcoming architectural barriers, the platforms must be connected to the floor of the conference/exhibition area with steps of adequate rise and tread and with at least one slide with a slope of no more than 8 percent.

Steps or slides should not clutter the aisles for visitors to walk down.

Platform corners, especially those near lane intersections, should be rounded or protected to prevent tripping by visitors; the perimeter should be enclosed with inspection facilities on each side.

4.6.12 Utilities present in the exhibition areas

Facility utility boxes (electrical, network and data, service outlets, etc.) must be kept constantly accessible as well as service and emergency telephones.

4.6.13 Perimeter finishes of structures

Any boundary panels placed on the border with another booth and the ceilings of booths that can be observed from above must be finished in a workmanlike manner; electrical cables and the like must be protected in special conduits. Failure to do so will result in the exhibition space being considered unfit and barred to visitors under the sole responsibility of the Exhibitor who owns the booth.

4.6.14 Swimming pools

The installation of swimming pools of any kind must be authorized in the General Event Regulations and the feasibility verified by Fiera Milano Congressi. If allowed, the conditions for construction and operation must meet the specific reference regulations of Regione Lombardia and comply with the indications of Fiera Milano Congressi related to the specific location and context. If not accessible to people, they are classified as exhibition products.

4.6.15 Climbing walls

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

4.6.16 Kitchens

The installation of kitchens (electric only) in operation must be authorized in the General Regulations of the Event and the feasibility verified by Fiera Milano Congressi. If permitted, the conditions for construction and operation must comply with Fiera Milano Congressi's instructions related to the specific location and context. Each working hob must be equipped with a hood for the expulsion of fumes outside the building. In special cases, with the presence of hobs of small power, very low production of steam/cooking fumes and occasional use, recirculating hoods of suitable power may be installed that treat the fumes in an adequate manner, such that they do not cause annoyance of any kind to people in nearby stands and to people passing through the common aisles.

4.6.17 Screening and audition rooms within the exhibition space

In the construction of screening and audition rooms, the following provisions must be observed:

- seating: seats must be arranged in sectors of no more than no. 10 rows and no more than no. 10 chairs per row. The chairs in each row must be stably connected to each other. Rows with a maximum of No. 4 seats are allowed to be placed next to the side walls of the room;
- the distance between two rows of chairs, considered from back to back, should be at least 80 cm;
- only people who can find seats should be allowed in the lounges;
- exit routes: the room must be provided with an adequate system of exit routes, sized according to the maximum expected crowding and outflow capacity. The width of each exit route must be a multiple of one module (0.60 mt) and in any case not less than two modules (1.20 mt) - the useful width of the routes must be measured by deducting the footprint of any protruding elements, excluding fire extinguishers. The height of the paths must not be less than 2.10 mt. Exit routes must be kept clear of materials that may constitute an obstruction to the smooth flow of people. Doors located on exit routes must open in the direction of egress, by single push, and may be single- or double-leaf;
- security lighting and signage: the security lighting system must ensure an illuminance level of not less than 5 lux at 1 m from the floor level along exit routes and not less than 2 lux in other areas accessible to the public. Exit doors must be equipped with dual-powered, normal and emergency illuminated safety signs. Individual lamps with independent power supply are allowed as long as their operation is assured for at least one hour. Appropriate no-smoking signs must be posted on the premises.

4.6.18 Exceptions to the heights of fittings

Any exceptions to the heights of the set-ups may be granted in compliance with the General Event Regulations and subject to feasibility verification by Fiera Milano Congressi. The Exhibitor shall prepare the project taking into account the following requirements:

- a minimum distance of at least m. 1.50 must be ensured from the installations present (blinds, fan coils, etc.): the installations must always be accessible;
- the proper functionality of the building's smoke detection system must be ensured. In this regard, the set-up plan produced by the Exhibitor shall highlight the areas of intervention and the possible encumbrance of smoke detectors present at the assigned exhibition area;
- accessibility for door and window openings must be ensured;
- no interference should be created with the hanging signage, prepared by Fiera Milano Congressi;
- there must be a guarantee of adherence to the scheduled timelines for the assembly and disassembly of the set-up.

The above exemptions can never cover the obligations under the I.D. of 7/22/14.

4.7 Mezzanines

Where the construction of mezzanines is permitted in the General Event Regulations, they may be built in accordance with the instructions in the booklet "Standards for the construction of mezzanines in exhibition areas" available from Customer Service - Exhibitor Support.

The construction of mezzanines is only allowed within the following areas:

- South Wing Level 0;
- Central Building Level 0;
- North Wing Level 0.

In order to apply for permission to build the mezzanine, the exhibitor must submit the application form (SOP form) along with the following documentation to customer service:

- general layout plan of the layout dimensioned;
- executive technical drawings of the mezzanine;
- static calculation report, signed by a qualified technician, with the verification of the elements that make up the mezzanine to the loads prescribed by regulations. In this regard, it is specified that the following verifications will have to be carried out:
  - access staircase at vertical stress of 400 kg/sqm;
  - parapets and any other elements designed to prevent falling into the void (walls, walls, structures, etc.) at horizontal stress of 100 kg/m applied at 1.1 m from the floor level;
  - floor verification at a vertical load equal to qk = 2.00 kN/sq m for Offices not open to the public (B1);
  - floor verification at a vertical load of qk = 3.00 kN/sqm Offices open to the public (B2) or food service area (restaurants, cafes, etc. C1);
  - verification of load compatibility with the capacity of the pavement (5,000 kg/sqm distributed load).

4.8 Stages

The construction of stages of any kind for Fashion Shows, Conference Halls or other types of events, is permitted only with the prior authorization of Fiera Milano Congressi, making a request accompanied by a

project complete with all the elements required by the specific standards and a report specifying the need, characteristics and use of the artifact to be built.

4.9 Ceiling suspensions

In some areas within the buildings, staging structures may be suspended from the ceiling, provided that such achievements do not conflict with the provisions set forth in the General Event Regulations.

The installation of the hanging points on the fixed structures of the buildings is the sole responsibility of Fiera Milano Congressi, which will provide relevant cost estimate on specific set-up project and related overload declaration.

In order to take advantage of this service, the specially prepared form (APP form) downloadable from the Exhibitor Services Website must be completed and submitted to MiCo by the deadlines indicated on the same.

4.9.1 General Provisions

a) the "Hanging" service can only be provided in certain areas of the Venue and consists of the supply special cables hooked to the ceiling, which can be used to suspend set-up and lighting structures owned by the Exhibitor, a company it trusts or rented by Fiera Milano Congressi itself;
b) the supply of cables hooked to the ceiling (hanging point) is the sole responsibility of Fiera Milano Congressi. The Exhibitor is obliged to attach to its suspended structures all hanging cables made and booked through MiCo. Otherwise, Fiera Milano Congressi reserves the right to directly provide for the implementation by charging the related costs;
c) Fiera Milano Congressi will determine the location and number of cables to be supplied, based on what is indicated in the technical plan sent by the Exhibitor and based on the positioning of the structures, taking care to quantify additional safety cables;
d) the end of the cable will be equipped with a special certified fixed redeye attachment;
e) cables will be placed at a height of about 1.00 m above the maximum height allowed by the General Event Regulations subject to the technical characteristics of the area concerned;
f) the height from the ground of the suspended structures, unless authorized in derogation by the Organizer, shall be in accordance with the General Event Regulations;
g) the maximum bearing capacity of each hanging point is 1.5 kN;
h) cables will be hooked only to the appropriate halfen system on the ceilings of the buildings (or to the roof beams for some rooms in the district). The placement of the hanging points is therefore constrained by the location and type of the halfen themselves;
i) should the structures described in the previous points not be present in the area above the assigned area, special additional anchorage systems such as slingbars may be provided for hire, a solution to be agreed in advance with the Rigging Office of Fiera Milano Congressi;
j) for the fixing of the structures, the Exhibitor or the company appointed by him shall use suitable systems that guarantee their perfect anchorage. Any steel cables used shall have a diameter of not less than 5 mm and any ring chains a rod diameter of not less than 6 mm;
k) suspensions must be vertical projection, so cables cannot be pulled diagonally. For special cases, to be agreed with the Technical Office of Fiera Milano Congressi, minimum tolerances may be allowed, however, not exceeding 10°;
l) suspensions with lifting equipment (hoists, pull-ups, etc.) must be equipped with safety cables, which must not, under any circumstances, be removed;

m) the installations on the trusses (lighting fixtures, loudspeakers, etc.) must be secured to them, not only with suitable elements provided for the purpose but also with other anchoring devices (wire ropes, ring chains, etc.) as redundant safety systems;
n) any mixed suspension systems (ceiling suspension + floor support) will be allowed only on condition that the elements resting on the ground on solid bases are adequately protected from accidental impacts;
o) safety couplings to ensure the stability of staging structures resting on the ground will be authorized only if they are made in accordance with these provisions;
p) ceiling suspensions must not interfere with the smoke detection system in the various areas;
q) ceiling suspensions must not interfere with the building's lighting system;
r) if electrical equipment is installed on the suspended structures, it must be powered using only the existing outlets within the assigned area. Cable down conductors shall be supported by appropriate supports (steel cables, grounded columns, etc.);
s) within the South Wing Level 0 and North Wing Level 0 areas, the maximum height of the suspended structure shall be at least one meter lower than the ceiling height.

N.B. Please note that the use of manual hoists within the congress center is expressly and strictly prohibited.

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

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

4.9.2 Documentation to be submitted

Within 30 days of the start of the event, a plan of what is to be suspended from the ceiling must be delivered. It is important that the above timeline be adhered to in order to allow Fiera Milano Congressi to make the appropriate technical verifications of compatibility between what is intended to be built and the fixed structures of the building. The project must contain the following mandatory drawings:

- dimensional graphic drawings consisting of plan elevation and side and axonometric views. The drawings must show the positioning and value of the expected loads on the structures to be suspended, which may consist of aluminum trusses beams, wooden trusses, mixed structures wood/steel or wood/aluminum, etc. The points at which the load-bearing structures will be connected to the hanging cables of Fiera Milano Congressi must also be indicated;
- technical report prepared by a licensed professional registered with the Italian professional associations containing:
  - description of suspended structures;
  - characteristics of the materials to be used (eyebolts, steel cables or ring chains, aluminum trusses beams, wood and wood derivative trusses, mixed structures, etc.);
  - indication of the proper weights of the materials to be used (aluminum trusses beams, wood and wood derivative trusses, mixed structures, beacons, electrical cables, lifting mechanisms, etc.);

- static calculation report produced by a licensed professional with load assumptions on the structures and verification of the stresses induced on them;
- specification of the suspension points of the artifact and the loads related to each point, taking into account that the load of 1.5 kN for each hanging point should not be exceeded.

For the stability of suspended structures, in any case, it must be ensured that in the event of failure of any anchorage to the hanging cables (connecting structures, failure of any lifting mechanism, etc.) the structure as a whole does not collapse with risk of failure and/or does not overload, beyond the permissible, individual anchorage points.

Upon completion of the work, the Exhibitor is obliged to deliver to Fiera Milano Congressi:

- the declaration of correct assembly produced by the installer of the suspended structures;
- the acceptance certification produced by a licensed professional. The above document is an indispensable part of obtaining the agibility of the area. Please note that the inspection must be prepared by Professional registered with Italian professional orders for at least 10 years and who has not intervened in any way in the design, direction and execution of works.

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

<u>Warning: in the event that this deadline is not met, as it is a peremptory and non-extendable deadline due to the imminence of the start of the exhibition, the exhibition space will be considered unfit and barred to visitors under the sole responsibility of the Exhibitor who owns the booth.</u>

N.B.: The testing of the pendants to which the structure is suspended is the responsibility of Fiera Milano Congressi. A copy of the document can be requested from the customer service of Fiera Milano Congressi.

4.10 Freestanding setups

Self-supporting set-ups are defined as all set-ups resting on the floor, either inside buildings or in outdoor areas, that are capable of supporting themselves by discharging their weight to the ground. They may consist of walls, platforms, vertical/horizontal supporting structures, etc., that are supported by their own vertical elements.

4.10.1 Materials

The materials constituting the above arrangements can generally be traced back to:

- wood and its derivatives;
- metal profiles assembled by welding and/or bolting;
- lattice metal structures (aluminum trusses);
- glass, used both as part of window frames and as walls, including continuous ones, of varying heights;
- mixed setups when more than one component of those mentioned is used and/or other materials such as, for example, composite walls consisting of tambourines, plastics and derivatives.

Please note that it is forbidden to use plasterboard or similar sheets for set-ups, whether they are used for walls, counter walls, external infills and for false ceilings in general. Any exceptions and authorizations may be granted by Fiera Milano Congressi upon specific reasoned request.

The materials used must be of the highest quality, complying with current technical and product standards and accompanied, where applicable, by the certifications, declarations of conformity and assembly

instructions provided by the manufacturer. This documentation must be kept available in the booth for possible inspection by the authorities in charge and Fiera Milano Congressi.

Materials for which frequent reuse is envisaged for the staging of more than one event, must be subjected to periodic maintenance, in accordance with the manufacturer's instructions, the criteria of good technique, the correct rule of art and all those criteria dictated by principles of prudence and diligence, taking into account the characteristics of the environment in which they are installed and used.

All combustible materials must be accompanied by the reaction-to-fire certification in Article 4.6.1 of these Technical Regulations.

Stand walls, of whatever material they are made of, are assimilated to movable partitions that are excluded from the application of the Ministerial Decree of 17/01/18. An indicative assessment leads to consider adequate, in the exhibition context, a horizontal overload per linear meter of wall, equal to 100 kg applied at 1.20 m from the floor. However, sufficient stability of the artifact in operation must always be guaranteed by the installer.

The fulfillment of this requirement can also be argued experimentally, considering the constraints that the artifact possesses and all the resources that the construction type allows. In the presence of prefabricated elements, both a design report attesting to the resistance of the artifact to the expected operating conditions and a declaration of correct assembly referring to the specific event, clearly highlighting the coordinates of the area in which it was installed, must be produced.

4.10.2 Assembly and installation of materials: static suitability

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

During the stages of assembly of the various constituent parts of an artifact, all necessary precautionary measures must be taken to prevent the occurrence of collapse and/or subsidence that could cause damage to property or persons. In a special way, the assembly of glass walls must be carried out using the specific tools provided for the handling and assembly of this material.

All work equipment (forklifts, cranes, etc.) must be used in accordance with current health and safety regulations.

The person who carries out the setting up of the exhibition space must guarantee the statics of the artifact even during the setting up and dismantling phases, in order to eliminate the risk of collapse, even partial, or subsidence that could create harmful consequences towards third parties. Please note that the Exhibitor, as the holder of the legal responsibility for the assigned area, is responsible for the correct application of all the preventive health and safety system, with particular regard to the verification of the technical-professional suitability of the selected companies (Art. 26, c. 1, lett. a of Legislative Decree 81/08).

4.10.3 Certification of structures/fittings/installations: stand construction file

For all structures/fittings/facilities built in the Venue, both in the buildings and in the outdoor areas, certification must be produced that they have been properly built in accordance with regulatory provisions. All documentation must be kept available for possible inspections by the authorities in charge and Fiera Milano Congressi. In fact, such documentation constitutes the "Stand Construction File" and includes:

a) with regard to hangings and the structures connected to them, design, declaration of correct assembly and static testing shall be produced;

b) for publicly accessible platforms over 0.30 m in height, technical report with static calculations and acceptance certification;
c) for mezzanines, technical report with static calculations and acceptance certification;
d) with regard to fire prevention, the declaration of conformity and correct installation of the rigging materials shall be produced;
e) with regard to electrical systems, the declaration of conformity in accordance with Ministerial Decree 37/08 must be produced, signed by the installation company, with the company's chamber of commerce certificate attached, showing that it is qualified to carry out electrical systems;
f) with regard to the stand set-up, a declaration of correct assembly concerning the set-up as a whole must be produced, using the appropriate template provided by Fiera Milano Congressi. A copy of the installer's certificate of registration with the Chamber of Commerce must always be attached to this statement;
g) In relation to the documentation to be produced to certify the proper assembly of self-supporting structures, these were divided into two types:

(g1) **Simple type structures**: to this category belong fittings consisting of horizontal structures, vertical structures, suspended ceilings, with clear span up to 4.00 m for wooden structures and up to 8.00 m for approved metal lattice structures and/or with clear height at the soffit for both up to 4.00 m.

(g2) structures of complex type: to this category belong the arrangements consisting of all structures that do not fall into the previous category. A non-exhaustive list of the type of elements falling under this category is given as an example:

- walls made of wood or other material with a height of more than 4 m;
- wood and/or metal beams/cassemblies with clear span exceeding 4.00 m;
- decorative and/or structural elements with a height of more than 4.00 m;
- platforms with a height of more than 0.30 m;
- ledwall structures of any size;
- ceilings with clear span greater than 4.00 m;
- self-supporting structures in aluminum trusses with clear span greater than 8.00 m and/or height greater than 4.00 m;
- glazed walls.

For fittings consisting of **simple** type structures **(g1**), only the declaration of correct assembly shall be produced.

For <u>set-ups</u> consisting of **complex** type structures **(g2)**, a technical report prepared by a qualified professional registered in Italian professional orders, containing:

- description of facilities;
- characteristics of the materials to be used;
- reference legislation applied;
- specification of the proper weights of the materials to be used (structures, beacons, electric cables hoisting motors);
- structure loading assumptions and verification of induced stresses on structures and anchors.

If it is not possible to produce the static calculations together with the rigging project, please note that such documentation must still be submitted prior to the start of assembly operations.

Upon completion of the work, a declaration of correct assembly must be produced by the installer using the appropriate form that can be downloaded from the Fiera Milano Congressi website, as well as the testing certification produced by a qualified professional who has been registered with Italian professional orders for at least 10 years and who has not intervened in any way in the design, direction and execution of the work (L. 1086/1971). The certification must be delivered personally by the inspector at the end of the inspection visit.

Declarations of correct assembly and test certifications must be compulsorily delivered to the Customer Service of Fiera Milano Congressi for subsequent verification of the documentation by the safety office.

The deadline for delivery of the certification of Static suitability is 24 hours before the start of the exhibition

Warning: in the event that this deadline is not met, since it is a peremptory deadline and cannot be extended due to the imminent start of the exhibition, Fiera Milano Congressi will engage its own professional to produce the required inspection certificate, charging the relative cost to the exhibitor. In the event that, due to the lack of the necessary technical data, it is not possible to produce such a declaration or obstacles or difficulties of any kind are put in the way of the execution of the aforementioned inspection ordered by Fiera Milano Congressi S.p.A., the exhibition space will be deprived of electricity and must be considered unfit for use and forbidden to visitors under the sole responsibility of the Exhibitor who owns the stand.

4.11 Schedule and times for set-up/event/dismantling: schedule extensions

Any proven need for limited extensions to the scheduled set-up and break-down times must be requested directly to Fiera Milano Congressi through the Exhibitor Services Website. The request must be made by 4 p.m. on the day to which the extension relates to Fiera Milano Congressi, which will give confirmation of the authorization within one hour of the request.

The Organizer/Exhibitor may not carry out set-up operations not previously authorized by Fiera Milano Congressi. In the event of unauthorized stay inside the exhibition space beyond the closing time, Fiera Milano Congressi shall from time to time take all the initiatives it deems appropriate or necessary, including for security purposes, and the defaulting Organizer/Exhibitor shall be subject to the penalty provided for in Article 11 below without prejudice to compensation for greater damages.

4.12 Booth surveillance

Fiera Milano Congressi maintains a general surveillance service within the Convention Center. The responsibility for the custody and surveillance of the exhibition spaces and anything contained and displayed therein lies with the respective Exhibitors, both during the course of the event and during the set-up and dismantling periods until the final closing time of the MiCo. In this regard, it is recommended that valuables be locked in special cabinets before leaving the assigned exhibition space.

Fiera Milano Congressi provides, for a fee, specific day and night surveillance services, which Exhibitor may directly request through the Exhibitor Services Website. Services performed by Surveillance Institutes other than those authorized by Fiera Milano Congressi are not permitted during the closing hours of the buildings.

MiCo's Vigilance Service Officers, with the cooperation of the competent Public Security Authorities, may, if necessary, carry out spot checks on vehicles and transported goods, both entering and leaving MiCo.

4.13 Ecological services, waste management, packaging and booth cleaning

The collection, holding, transportation, storage and recovery/disposal of waste must be carried out in accordance with Legislative Decree 152/06. Exhibitors/Exhibitors are jointly and severally responsible for the proper application of the above provisions. The uncontrolled deposit or abandonment of waste is prohibited by law and constitutes an offense punishable under criminal law. Where appropriate, Fiera Milano Congressi shall report to the competent authorities.

4.13.1 Prohibition of abandonment of waste

Inside the Venue and the assigned booth, it is forbidden to abandon waste, and there is an obligation to properly manage and send it to the plant by the Exhibitors/Fitters. The prohibition of abandonment must be understood to refer to all waste and waste materials from work related to the event (packaging, materials used such as walls, false ceilings, floor coverings, etc.). In case of abandonment of waste, Fiera Milano Congressi will apply the penalties provided for in art. 11 below.

It is forbidden to leave any kind of waste material in the common areas (aisles, roadways, etc.).

4.13.2 Prohibition of discharge of wastewater on the ground and/or into sewer lines

The discharge of any kind of waste (including dirty water derived from machinery processing, liquid wastes and sewage substances) into the sumps of sewer lines in the Venue, including service drains inside toilets and stormwater sumps, both inside and outside the buildings, is prohibited. The same shall be collected and removed from the Venue. In the event of failure to comply with these provisions, Fiera Milano Congressi will apply the penalties set forth in Article 11 below.

4.13.3 Prohibition of accumulation of garbage and waste materials in common areas

In order to ensure proper pedestrian and vehicular walkability at all times, the accumulation of garbage, scraps and waste materials is prohibited in the aisles of the areas and in the external driveways and pedestrian paths. Any daily accumulation and storage of these materials is allowed only within one's exhibit area.

4.13.4 Washing equipment used for painting

Washing of tools used for painting (brushes and the like) is permitted only and exclusively in the dedicated and duly equipped outdoor premises located within the Venue. Washing in different areas and/or premises will result in the application of the penalties stipulated in Article 11 below.

4.13.5 Booth cleaning during the event

Internal booth cleaning, if not included in the participation fee, can be requested through the Exhibitor Services Website. It is recommended to confirm the service well in advance, at least 20 days before the event: after that date, rates will change. The service will be provided by the staff during building closing hours, starting on the evening of event eve.

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

- cleaning the floor and any floor coverings: this excludes washing the carpet and removing stains or marks from it;
- dusting of the furniture installed in the booth (excluding those on display);
- emptying of waste bins.

Excluded from the service are furniture, materials, equipment, and products subject to display.

Any reports pertaining to the service provided can be submitted by 10 a.m. the following day to Customer Service - Exhibitor Assistance. It is also possible to request an extra-hour evening stay to perform private cleaning at your booth.

4.13.6 Packaging: clearing and storage

Packaging materials may not be stored inside the booth. During set-up and dismantling periods, it is mandatory to immediately clear packaging from the stand and the aisles, which may be used only temporarily and for loading/unloading activities of set-up materials or products on display. However, such occupation must be carried out in an orderly manner, avoiding making the aisles themselves completely unusable.

In case the Exhibitor cannot guarantee this activity, he/she has the possibility to request through the Exhibitor Services Website of Fiera Milano Congressi (or directly to the Customer Service) a specific service. The Official Forwarder of Fiera Milano Congressi is available to collect, store and redeliver empty packaging, according to the rates in force. Redelivery takes place on the basis of a schedule agreed upon with the service applicant. Packaging not delivered to the Official Forwarder of Fiera Milano Congressi and left unattended in even partial obstruction of the common areas, will be removed ex officio by MiCo and stored at the risk and charge of the Exhibitor, who accepts as of now. Fiera Milano Congressi will then apply the penalties provided for in art. 11 below.

4.14 Stand disassembly and area return

At the conclusion of the event, the exhibition area must be returned by the peremptory deadline specified in the "Provisions for Assembly and Dismantling Operations."

- the removal and removal from the Venue of materials used for staging (walls, false ceilings, floor coverings, etc.) and all waste produced during the disassembly activity is mandatory;
- disassembly of machines and set-ups must be carried out according to the schedule and timetables indicated by Fiera Milano Congressi;
- any traces of adhesive on the floor must be removed;
- any equipment provided for hire must be returned.

Upon expiration of the established deadlines, products still in the booth will be removed from MiCo and stored at the risk and expense of the Exhibitor, who hereby accepts the assumption thereof.

5. CONFERENCE ROOMS

5.1 Use of conference rooms

In the case of using MiCo's Conference Halls or carrying out custom work/staging within them, the following requirements must be met:

- any type of custom workmanship and/or set-up must first be approved by Fiera Milano Congressi by sending the relevant design and/or descriptive documentation;
- all fittings and/or furnishings must not compromise the width of escape routes and emergency exits.
- the posting of posters, graphic or illustrative materials, playbills or other on the walls of the Halls is prohibited. In case of non-compliance, the offender will be charged for the cost of restoration work;
- it is forbidden to hook up with one's own structures to structural elements of the halls without first requesting permission and obtaining approval to proceed from Fiera Milano Congressi;

- in the case of ad hoc and/or custom paving or structures, protection of the existing pavement must be provided. In case of non-compliance and damage caused, the offender will be charged for the cost of restoration work;
- within the Halls, the audio-video and lighting service is an exclusive of the official partner of Fiera Milano Congressi; intervention and/or modifications on the technical equipment of the hall are forbidden, which are the sole responsibility of the official Service. Any implementations/additions must be carried out in collaboration with and under the supervision of MiCo technicians;
- as with technical equipment, the handling of furniture is the sole responsibility of Fiera Milano Congressi;
- where wiring is prepared, it must be protected by cable conduit or similar materials and otherwise done in compliance with current health and safety requirements;
- all halls have a capacity defined by the relevant authorities. Only people who can find seats should be admitted to said halls.

5.2 Construction of conference rooms

In the event that, based on the needs/characteristics of the Event, there is a request from the Organizer to have additional spaces in addition to the existing ones, the modalities/procedures to be followed for the construction of halls/offices are as follows:

- should the set-up be assigned to external fitters, they must comply with all the indications provided by Fiera Milano Congressi regarding the level/area of reference, current regulations regarding worker health and safety as well as the construction standards set out within these regulations;
- all materials must comply with the Decree of the Ministry of the Interior dated 26/6/84 as amended and supplemented (as stated in Article 4.10.1 of these regulations) by submitting all relevant documentation/certifications;
- the Organizer/Fitter must send Fiera Milano Congressi the construction project with all relevant specifications; work can proceed only after the project is approved;
- in the event of damage caused to MiCo facilities as a result of staging, which is proven and documented, the related restoration and repair costs will be charged to the Organizer;
- the requirements in paragraph 4 of these regulations also apply.

6. SAFETY, FIRE PREVENTION AND ACCIDENT STANDARDS

6.1 Laws and regulations

The Organizer, the Exhibitor and the Outfitter are obliged to observe and have their appointed companies observe public safety laws and regulations as well as the entire system of laws and regulations force regarding health protection, workplace safety, fire prevention and environmental protection.

By way of example and not exhaustively, the main reference standards are listed below:

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

Failure to comply with the rules just mentioned may result in the interruption of the services made available to the exhibition space. Fiera Milano Congressi assumes no responsibility for any consequences that may result from such non-compliance, which responsibility must be placed on the Exhibitor and the companies appointed by the latter.

6.2 Responsibilities of the Exhibitor and the Outfitter.

Pursuant to art. 2049 of the Italian Civil Code, the Organizer and the Exhibitor assume responsibility for all detrimental events caused to things and/or people, inside the Venue, by anyone and in any way caused, in relation to the activities carried out on its behalf and/or in its interest during the setting up, holding and dismantling phases of the event and expressly undertakes to compensate all damages direct and indirect that may result, relieving Fiera Milano Congressi from any liability.

In addition, pursuant to Article 2050 of the Italian Civil Code, the Exhibitor, the Outfitter/Contractor are exclusively liable for all prejudicial facts caused to property and/or persons, within the Venue in the performance of their activities and for prejudicial facts caused to their employees as a result of failure to comply with safety regulations.

6.3 Equipment of personnel working within the Venue

All persons working in any capacity inside the Venue must be equipped with head protection helmet, safety shoes and high-visibility jacket or suspenders (minimum class 1 equipment). Fiera Milano Congressi reserves the right to deny access to personnel without the mentioned equipment.

These devices should be worn at all times while inside the buildings, during set-up and dismantling.

6.4 Occupational and construction hygiene and safety obligations, fire prevention

Whereas:

- the moment the Exhibitor enters into the contract for the temporary acquisition of the exhibition space, it becomes, in accordance with the current regulatory provision, the sole holder of the safety obligations for all activities that are carried out within the exhibition space, both with respect to the persons who carry out said activities and with respect to third parties who, for whatever reason, are within the exhibition space itself;
- non-compliance with rules and/or prohibitions placed by Fiera Milano Congressi, by the Exhibitor and/or parties within an exhibition space, may endanger or prejudice the safety and/or health of persons and/or the integrity of property located in exhibition spaces under the jurisdiction of other exhibitors or in aisles places of common use within the buildings;
- Fiera Milano Congressi, on the aisles and places of common use by Exhibitors, visitors and third parties passing through for any reason, maintains permanently active a surveillance service aimed at enforcing the legal obligations and prohibitions placed by Fiera Milano Congressi.

All this being said, without this in any way constituting interference by Fiera Milano Congressi in the activity carried out inside the stands, nor can it fail to comply with the safety obligations laid down by the current regulatory system for those working inside the exhibition spaces, should the Supervisory Service employees find violations of the aforementioned provisions or situations that endanger or compromise the safety and/or health of persons and/or the integrity of property located in exhibition spaces under the jurisdiction of other fitters or in aisles or places of common use within the buildings, they may inhibit conduct contrary to the law or to the provisions of Fiera Milano Congressi by applying the provisions of the following art. 9.

The Exhibitor is responsible for the compliance with applicable rules and regulations of everything made in its booth with regard to fittings, structures, facilities and products displayed.

6.5 Rules and prohibitions for safety purposes

Fiera Milano Congressi reserves the right to verify at any time, directly and/or by means of third parties appointed by the same, compliance with the standards indicated below. If non-compliance is detected, the responsible company will be notified of the charge by registered letter or electronic mail, including non-certified mail. Fiera Milano Congressi reserves the right to remove the offending personnel from the Venue by giving simultaneous notice to the Exhibitor as the client of the work.

6.5.1 Fire extinguishers and hydrants

It is mandatory for each Exhibitor to have at least one fire extinguisher at their booth. For booths larger than 50 sqm, it is necessary to provide 1 fire extinguisher for every 50 sqm of floor space. Fire extinguishers may only be provided and placed by Fiera Milano Congressi.

It should be noted that Fiera Milano Congressi only has powder fire extinguishers.

Each Exhibitor is responsible for ensuring that its personnel present in the stand know how to properly use fire extinguishers, and it remains the Exhibitor's responsibility to distribute them in the stand in a visible and accessible position and equipped with appropriate signage in accordance with Legislative Decree 81/08.

Upon taking possession of the exhibition space, the Exhibitor is required to take and have its employees take note of the location of existing exit and safety routes in the building.

Hydrants must be constantly accessible and immediately usable. It is expressly forbidden to cover the boxes containing hydrants with flaps or curtains.

Notwithstanding the above, any work to be done adjacent to or at fire hydrants must be agreed upon and authorized in advance by Fiera Milano Congressi.

It should be noted that making a means intended for extinguishing a fire unserviceable is a criminal offense under Article 451 of the Criminal Code. Any irregularities found will be promptly reported to the relevant authorities (Fire Department).

6.5.2 Equipment of personal protective equipment (PPE)

Personnel without the equipment specified in Section 6.3 are prohibited from entering the Venue.

6.5.3 Smoking ban

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

6.5.4 Prohibition of taking alcoholic beverages, narcotic and/or psychotropic substances

All workers engaged in set-up and maintenance activities are reminded that, within the Venue, pursuant to the Law of June 5, 2003, No. 131 and the resulting State-Regions Conference of March 16, 2006, as amended by note of July 7, 2017, there is an absolute ban on the consumption of alcoholic beverages, hard liquor, narcotic and/or psychotropic substances.

6.5.5 Exposure of machinery or plant in operation

During the course of the event, subject to the provisions set forth in the General Regulations of the same, the machinery and equipment on display shall be uncovered and may be freely operated provided that this does not constitute danger or nuisance and provided that the provisions and regulations for health protection, accident prevention, fire prevention and environmental protection are observed.

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

"At trade fairs, exhibitions, demonstrations, and the like, the presentation of machinery or partly completed machinery that does not comply with the provisions of this Legislative Decree shall be permitted, provided that a visible sign clearly indicates the non-conformity of said machinery or partly completed machinery and the impossibility of disposing of the same before they are brought into conformity. In addition, at the time of demonstrations of such nonconforming machinery or partly completed machinery, appropriate safety measures shall be taken to ensure the protection of persons."

For machines in operation, the Exhibitor must produce a risk assessment that must also include an analysis of any noise, heat and atmospheric emissions, indicating the quality and quantity of the emissions, time of operation of the machines, and verifying compliance with the parameters imposed by the regulations in relation to the environment in which they are operating.

Any emissions that are not compatible with the presence of the public in the event areas, subject to compliance with the reference standards and after a feasibility check by Fiera Milano Congressi, may be piped to the outside by means of special piping that will be built by and at the expense of the Exhibitor.

In relation to noise pollution, operating machinery must comply with Legislative Decree 81/08 as amended - Title VIII and may have a maximum noise level of:

- Lex,8≤ 80 dB(A) over 8 hours

And a peak sound pressure of:

- ppeak = 135 dB(c)

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

In case the limits are exceeded, Exhibitors shall provide and install appropriate devices, such as soundproofing booths, designed to contain the noise level: if they fail to do so, their operation will be inhibited.

Should there be a particularly large number of requests, the Organizer is entitled to draw up a program to regulate the demonstration times, planning, for each piece of equipment, the time and duration of the demonstration. Exhibitors are obliged to adhere scrupulously to such a schedule.

For machines not covered by the provisions of the above article, the Exhibitor must keep all manuals and declarations of conformity at the booth.

Machines on display must strictly be at least 70 cm away from the lane line. Exceptions are:

- those with the control panel located on the opposite side of the aisle within the booth;
- those that present no danger of any kind to those in the common lanes;

- those equipped with continuous protection at a height of min. 2.00 m or otherwise adequate in relation to the type of machine exposed.

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

However, it is specified that, for each piece of machinery intended to be exhibited, the technical data sheet and user manual, together with the floor plan of the stand with the positioning of the same within it, must be forwarded to Fiera Milano Congressi's customer service, to allow for the appropriate checks by Fiera Milano Congressi's safety office, which reserves the right not to authorize the exhibition of the machinery if critical issues for the safety of the event are identified.

6.5.6 Hazardous substances and flammable liquids

Flammable substances, compressed or liquefied gases, caustic or corrosive substances, toxic, poisonous or irritating substances are prohibited to be brought into the buildings, and stored at the booth. Containers of these substances may be displayed without their contents.

Inks, solvents and all flammable liquids in general, must be placed in the special outdoor storage facilities provided by Fiera Milano Congressi. Suitable closed metal containers must be used for their transport to the exhibition area. Only a minimum storage equivalent to the amount strictly necessary for the daily operation of machinery is allowed in the booth. In the immediate vicinity of the storage area, suitable fire extinguishers and appropriate safety signs must be placed.

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

6.5.7 Hot processing

Any kind of hot work and the presence of open flames is prohibited inside the event areas. Exceptions to this are the machines and systems on display for which specific safety provisions must be adopted in accordance with the regulations in force and with the relevant Offices of Fiera Milano Congressi. Any costs to be incurred for the activation of a specific fire-fighting service shall remain the responsibility of the Exhibitor.

Bio alcohol fireplaces on display in operation or not, if they contain bio alcohol for which the appropriate procedure is in force to be requested from the relevant Customer Service Department, are considered and/or assimilated to "hot work".

They are also considered hot machining:

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

Hot work must be requested from Fiera Milano Congressi, which, after checking feasibility, may authorize it, indicating the operating procedures to be followed. The fire-fighting service is activated by Fiera Milano Congressi. The costs incurred will be borne by the Exhibitor who has made the request.

6.5.8 Radiogenic machines and radioactive materials

It is forbidden to bring inside the Venue and/or use in the exhibition areas, ionizing radiation generating devices (radiogenic machines) or radioactive materials, even if contained in equipment or devices in general.

Exceptions are made for equipment for which the activity, radionuclide concentration and radiation emission are negligible. The Exhibitor or otherwise the holder of said substances and/or machines, must comply with Legislative Decree 101/20 to which we refer for compliance with the necessary requirements.

Specifically, prior notification must be submitted to the relevant authorities (Health Authorities, Fire Department, Labor Inspectorate, ARPA) at least 30 days prior to the introduction of the material into the Venue. A copy of the notification and risk assessment report must be forwarded to Customer Service.

6.5.9 Laser machines

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

The use of laser equipment for shows, subject to regulatory compliance, must meet the following conditions:

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

The project must be prepared by the installer indicating the name of the Operating Technician, signed by the Exhibitor and submitted to Fiera Milano Congressi within 15 days the date of the event/event. Regarding the possible use of a manual laser welding machine, we remind you that such devices (with class 3 or 4 lasers) produce dangerous visible and invisible radiation in the infrared and ultraviolet spectrum capable of causing diffuse reflections that can cause very serious injuries. In compliance with current regulations (Dlgs. 81/2008; IEC 60825-1), in the case of demonstration moments, provision must therefore be made:

- the mandatory use of specific safety equipment (goggles and/or protective masks specific to the laser wavelength) that can inhibit the potential harmful effects caused by the process;
- identify a confined area of controlled access and equipped with security interlocks that stop beam emission in case of unauthorized entry;
- obligation to designate their own LSO (Laser Safety Officer).

6.5.10 Ozone emissions

Hourly emissions of Ozone (O3) during the operation of machines and/or equipment, must comply with the following limits (See Legislative Decree 155/10):

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

- maximum emission = 180 µg/m3 per hour.

6.5.11 Advertising materials in the booth

It is forbidden to store, inside the stands, printed matter and advertising material in excess of the normal daily requirement, defined at the sole discretion of the Customer Service in accordance with the Security Service of Fiera Milano Congressi.

6.5.12 Stoves, electric stoves and the like

It is prohibited to use stoves, electric resistance heaters or other similar electrical appliances within the areas of the buildings.

6.5.13 Packing clearance

Empty packaging may not be kept in the assigned booth. During set-up and dismantling periods, it is mandatory to provide immediate clearance of packaging from the stands and aisles, which may be used only temporarily for loading/unloading set-up materials or exhibits.

However, such temporary occupation must always be carried out in an orderly manner, avoiding making the aisles themselves completely unusable. Fiera Milano Congressi reserves the right to intervene in case of non-compliance with costs to be borne by the Exhibitor.

6.5.14 Interspaces

It is prohibited to use the gaps between internal and external walls of the booth and areas under the platform (if any) as storage, even temporary, of materials.

6.5.15 Emission of dust and chips

Machines (circular saws, planers, drills, sanders, etc.) capable of producing dust, shavings, dangerous or annoying emissions of any kind during operation must be equipped with a suction system and appropriate filters to prevent their dispersion into the environment. Non-compliant machines must be kept off and may be turned on again after they have been brought into compliance with legal requirements.

Such machinery, when not in operation, must be secured by the appropriate blade securing system provided by the manufacturer, and must be positioned within the booth area away from the aisles.

6.5.16 Work at height: portable ladders and mobile scaffolding

It should be noted that for work to be performed at height, the appropriate equipment appears to be mobile scaffolding (scaffold towers), ladders with pitches and aerial platforms, which comply with the reference standards UNI EN 1004:2005 and UNI EN 1298:1998.

Portable ladders may be used as a workstation at height only for short inspection work or otherwise for activities characterized by their short duration of use. Only portable ladders conforming to UNI EN 131:2019 may be used and must be made of material suitable for the conditions use: they may therefore be made of iron, aluminum or wood, but in any case sufficiently strong and of a size appropriate for use. In all cases they must be provided with non-slip devices at the lower ends of the two uprights and with restraining elements or non-slip supports at the upper ends.

6.5.17 Booth check at the end of the day

At the end of each day's activities (whether set-up and tear-down or event), before leaving the booth, the Exhibitor, or those working on his or her behalf, must always provide:

- to turn off the circuit breakers of their electrical system;
- to ensure that no igniting materials remain in the booth;
- to leave all premises, including those used as office and meeting rooms, storage or utility rooms, accessible for any inspections by Security Service Officers.

6.5.18 Working in the lane

In order to avoid undue interference with the workings of neighboring stands and to ensure the usability of the aisles at all times, it is forbidden to carry out operations outside one's own stand and/or to abandon waste and debris materials outside the perimeter of the assigned area. In case of non-compliance, please refer to Article 9 below, without prejudice to compensation for greater damages.

6.5.19 Electric vehicles for personal mobility

Inside buildings and enclosed spaces in general, it is forbidden to circulate with any electric vehicle except those, however named, that assist the mobility of people with reduced motor skills.

Please note that similar restrictions also apply to traditional bicycles, which may only be used on the ordinary roads of the District. Access and circulation inside the pavilions, in pedestrian areas, and in any other indoor or similar environment is therefore prohibited.

In outdoor common areas, during event hours, the circulation of motorized vehicles of any kind must always be formally authorized by Fiera Milano Congressi.

6.5.20 Drones

The use of remotely piloted aircraft (APRs), commonly referred to as "drones," is regulated by special dossier *"Use of Drones in Fiera Milano Congressi."*

6.5.21 Utilities present in the exhibition areas

Equipment utility boxes (electrical, service outlets, etc.) must be kept constantly accessible; service and emergency telephones must remain constantly accessible; wi- fi antennas on walls and pillars must not be touched or removed for any reason.

6.5.22 Audio Devices

It is forbidden to keep radio equipment in operation during the assembly and disassembly operations of events, the above, also to allow listening to service and security announcements given by means of the public address system in all buildings.

6.5.23 Access point

The use of private Wireless Access Points within the Venue is prohibited.

6.5.24 Introduction of animals into the Venue

It is forbidden to bring any kind of animal into the Venue: except in cases where they must participate in industry events and/or perform socially useful tasks, the evaluation of which is referred to Fiera Milano Congressi.

They have free access, in the performance of their duties and in compliance with the regulations concerning their keeping, guide dogs for blind persons and dog units of the Police Forces, Armed Forces, Civil Defense, etc.

6.5.25 Display of vehicles

The display of vehicles within the event areas is permitted subject to a specific request that will be reviewed by the appropriate offices of Fiera Milano Congressi; for industry events, such a request is not necessary.

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

The ignition system of the vehicles must be inaccessible to unauthorized persons, and no keys or ignition cards may be inside the vehicle: it will be the Exhibitor's responsibility to prevent unintentional movement by third parties and to ensure that the vehicles on display have no leaks of any kind.

Vehicle owner's manuals (and rescue cards, if available) must be kept available inside the booth. It is prohibited to reload and/or refuel vehicles on display inside the buildings.

In order to be able to intervene promptly on a possible fire start caused by vehicles, it is necessary for the Exhibitor to have suitable fire extinguishers and/or extinguishing media of adequate capacity and type of extinguishing material, determined on the basis of the appropriate risk assessment. The Exhibitor's personnel present at the exhibition space shall be adequately trained and informed of the applicable procedures for effective first response.

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

Internal combustion power supply

Vehicles must have their batteries disconnected, and if it is necessary to use any auxiliary systems for demonstration purposes, they must be connected to external units connected to the building's fixed systems. Inside the event areas, the level of tanks or cylinders of vehicles must be at a minimum. Fiera Milano Congressi reserves the right to conduct spot checks. The tank cap and/or valves must be kept constantly closed. Please note that there can be no fuel storage inside the booth.

Hydrogen vehicles can be placed within the event areas no earlier than two days after the start of the event.

Power supply

The display of electric/hybrid cars or motorcycles inside buildings is permitted provided that such vehicles are disconnected from external power sources or, if demonstration times are planned, the storage battery pack is disconnected to allow safe connection to another source.

In order to be able to intervene promptly on a possible fire start caused by such vehicles, it is necessary for the Exhibitor to provide CO^2-type fire extinguishers in an adequate number required by current regulations depending on the number of electric vehicles on display. Personnel present at the exhibition space shall be adequately trained and informed of the applicable procedures for effective emergency first response.

Please note that, within the Venue, there are no charging stations for electric cars and charging the storage batteries of such vehicles is not allowed. Therefore, the charge present must be sufficient to ensure their movement throughout their time inside the Venue.

Hybrid power supply

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

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

6.5.26 Display and/or demonstration of products with sharp or pointed elements

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

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

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

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

7. PROVISIONS FOR ELECTRICITY AND WATER

If there are no plant utilities in the assigned exhibition space, the Exhibitor must contact Customer Service - Exhibitor Support, who will check the possibility of connection to the utilities of the nearest booth. The Exhibitor who owns the latter must allow the connection lines to pass through.

7.1 Grid characteristics and power supply conditions

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

7.1.1 Power network powering exhibition spaces

The motive power network for supplying power to exhibition spaces consists, depending on the area or Level used, of power distribution boxes equipped with valved switches installed on pillars/walls or CEE sockets (IEC 60309- 1-2, IEC 60309-1-2) from:

- 32 A - 400 V 3P+N+PE
- 63 A - 400 V 3P+N+PE
- 63 A - 400 V 3P+N+PE + pilot contact (for manhole sockets only)

The type and quantities of energy pick-up points available for the exhibition space, can be inferred from the plan layout excerpts sent to the Organizer/Exhibitor by MiCo.

Each outlet point for exhibition space power supply can deliver up to a maximum of 18 Kw at 400 V three-phase.

For significant power, compatibly with the type and quantity of user outlet points available in the area of interest and subject to technical verification by Fiera Milano Congressi, the following solutions may be proposed:

- Allocation of the total required power to multiple energy withdrawal points
- Execution of additional autonomous lines, following specific request to be made at least 10 days before the start of set-up

The installation will be performed by Fiera Milano Congressi after the acceptance of the quote by the applicant through the Exhibitor Services Website. For machinery with motors of power greater than 15 Kw, starting is mandatory by means of a device that limits the current intensity at start-up.

7.1.2 Service sockets

The power socket network consists of sockets located at several points in each exhibition area or level, installed on pillars or walls, with the following characteristics:

South Wing

Wall/pillar socket panels equipped with:

- No. 2 dual-purpose sockets 2P+PE 220 V 16 A (CEI 23-50, IEC 60884-1)
- No. 1 CEE socket 16 A - 400 V 3P+N+PE

Wall/pillar socket panels equipped with: no. 1 CEE 32 A - 400 V 3P+N+PE socket

- No. 1 CEE socket 16 A - 400 V 3P+N+PE
- No. 1 CEE socket 16 A - 230 V 2P+PE

Central Building

Wall/pillar socket panels equipped with:

- No. 2 dual-purpose sockets 2P+PE 220 V 16 A (CEI 23-50, IEC 60884-1)
- No. 1 CEE socket 16 A - 400 V 3P+N+PE

Wall/pillar socket panels equipped with: no. 1 CEE 32 A - 400 V 3P+N+PE socket

- No. 1 CEE socket 16 A - 400 V 3P+N+PE
- No. 1 CEE socket 16 A - 230 V 2P+PE

North Wing

Wall/pillar socket panels equipped with:

- No. 2 dual-purpose sockets 2P+PE 220 V 16 A (CEI 23-50, IEC 60884-1)
- No. 1 CEE socket 16 A - 400 V 3P+N+PE

Wall/pillar socket panels equipped with: no. 1 CEE 32 A - 400 V 3P+N+PE socket

- No. 1 CEE socket 16 A - 400 V 3P+N+PE
- No. 1 CEE socket 16 A - 230 V 2P+PE

Electrical service sockets may be used by the Exhibitor and fitters only during set-up and take-down periods, for work requiring the use of small power tools. The use of such outlets should not be considered exclusive or continuous and is prohibited during the course of the Event.

7.1.3 Energy supply hours

During the set-up phase, the power supply will be activated during the entire opening hours of the buildings indicated in the "Provisions for set-up and dismantling operations" inside. On event days, the activation times will follow the entry/exit times of Exhibitors as stated in the General Event Regulations; while during the demobilization phase, the power supply will not be provided.

N.B. For safety purposes, systems should be considered powered at all times.

In the case of equipment requiring 24 h uninterrupted power supply, the Exhibitor must make a request, at its own expense and according to the price list in force, to Customer Service - Exhibitor Assistance at least ten days before the start of set-up operations. The night (24 h) power service will be provided on the outlet for which the customer has requested its activation; it will therefore be necessary for the electrical panel in the booth to be equipped with a dedicated switch. The stand lighting system, which is not connected to the 24 h, must be disconnected at the end of the day by the Exhibitor; otherwise, Fiera Milano Congressi may apply the penalty provided for art. 11. The night power supply period is scheduled from the day of the eve until the last day of the event; any waiver requests must be submitted to Customer Service.

Fiera Milano Congressi shall be held harmless from any direct and/or indirect damage to property and/or persons that may be generated the event that:

- the Exhibitor has not made an express request for "uninterrupted h 24 power supply" when its equipment/units require such supply;
- the Exhibitor complains of damage resulting from the supply of energy having the characteristics listed in paragraph 7.1;
- exceptional cases occur, and in particular: exceptional weather conditions or other natural disasters, interference by third parties, acts of public authority, legally called strikes, force majeure, power drop due to external events, impromptu or accidental disconnection of the building power line and/or stand;
- maintenance and/or restoration work with temporary disconnection of the power line is required, or in interventions to contain the extent and duration of power outages from the grid.

7.1.4 Request for connection

The connection of the systems of the stands to the electricity supply network, to be carried out in the presence of the Exhibitor and at the care and expense of Fiera Milano Congressi, is carried out only upon completion of the operations to prepare the systems and following the presentation of the special request form to Customer Service and the technical documentation of the systems required by the regulations in force, namely:

- Copy of the "Declaration in lieu of certification," as per Ministerial Decree No. 37, 22.1.2008, signed in original by the authorized technician of the contractor;
- Copy of registration with the Italian C.C.I.A.A. or the Italian Provincial Register of Craft Enterprises certifying the contractor's qualification to install electrical systems;

- self-certification certifying the presence of the mandatory attachments to the "Declaration of Conformity" delivered to the Exhibitor in charge of the booth where the installation was made. The self-certification form must be completed at Customer Service.

Fiera Milano Congressi reserves the right to check, on a random basis, the presence of the Declaration of Conformity and the mandatory attachments at the stands.

The "Declaration of conformity of the system to the rule of art" can only be issued by installation companies licensed in Italy to install electrical systems according to the provisions of Ministerial Decree No. 37 of 22.1.2008 Art. 3.

Foreign Exhibitors must compulsorily use companies licensed to carry out electrical installations, having the requirements of the above-mentioned law.

Failure to provide Customer Service with a copy of the "Declaration of Conformity" and the attachments indicated above will result in the electrical connection not being made.

Connection requests submitted on the eve of the opening of the event are usually executed within the next 8 hours.

For obvious safety reasons during assembly and disassembly periods, temporary connections to the power grid for powering the stands are not allowed.

7.2 Electrical installations in the stands

7.2.1 General Provisions

The electrical installations in the exhibition spaces shall be carried out by the Exhibitor (with its own Outfitter) who shall be the guarantor in all respects. Installations shall be carried out without causing damage, disturbance or hindrance, to neighboring exhibition spaces. The Exhibitor, through its Outfitter, is required to personally check the voltage of the power supply network at the time of the connection of its installation, exonerating in any case Fiera Milano Congressi and the personnel authorized for the operation, from any and all responsibility for damage that may occur to persons and/or property as a result of the omission of such control. For the execution of the electrical systems, the Exhibitor is required to comply with provisions to Ministerial Decree no. 37 of 22.1.2008, the requirements of these Technical Regulations and to use only equipment, cables and materials conforming to CEI regulations, bearing CE marking and conformity marking (e.g.: IMQ).

7.2.2 Accessibility of energy delivery points

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

7.2.3 General electric switchboard exhibition space

Downstream of the power outlet provided by MiCo, the Exhibitor shall install a general electric panel to supply power to the circuits of its exhibition space.

The enclosure of the switchboard shall be made of insulating material or metal carpentry, meeting the respective product standards, and shall have a degree of protection of not less than IP4X.

It will be equipped with a single omnipolar main switch of adequate capacity for the maximum power used in the post, of the magnetothermal or differential magnetothermal type Idn = 30 mA (0.03 A).

Downstream of the main circuit breaker, as many omnipolar partial circuit breakers of adequate rating shall be derived, placed to protect each individual distribution circuit of the exhibition space, of the magneto-thermal or differential magneto-thermal type Idn = 30 mA (0.03 A). Differential protection shall be omitted for switches placed to protect any emergency lighting circuits within the exhibition area.

N.B.: Protection by differential current is required alternately on the main breaker or partial circuit breakers. Each breaker shall protect the weakest equipment and/or the smallest cross-sectional conductor.

The distribution in the exhibition space must mandatorily be divided into several circuits, differentiating socket circuits from lighting circuits and in particular:

- single-phase socket circuits should be protected upstream by 10 A double-pole circuit breakers if they will supply 10 A sockets or 16 A maximum if they will supply 16 A sockets;
- lighting circuits should be distributed in single-phase and protected upstream by two-pole circuit breakers of 16 A maximum;
- distribution circuits for three-phase users shall be protected upstream by omnipolar circuit breakers of adequate rating.

Circuit breakers with differential rating Idn = 300 mA (0.3 A) will be allowed for machine power supply only. All circuit breakers, and especially the general circuit breaker, shall be clearly identified in the switchboard with appropriate labeling.

Switches with variable differential current regulation are not allowed.

Four-pole circuit breakers or other similar devices are not allowed for single-phase distribution.

In the event that the power supply to the exhibition space is derived from more than one power outlet point, as many switchboards must be installed as the number of outlet points used. Each main switchboard shall have characteristics in accordance with what has been described above and shall supply well-defined portions in the exhibition space, subdividing them into electrically independent islands, in order to avoid commingling or overlapping of circuits supplied by different switchboards.

7.2.4 Connection of the main switchboard to the power supply network

The connection between the power supply point and the general switchboard of the exhibition space, in the case of wall/pillar boxes equipped with valved switch, will be made by means of cable provided by the Exhibitor. In case of power withdrawal from the grid with CEE sockets, the connection between the power supply point and the general switchboard of the exhibition space, will be made by means of 32A-3P+N+PE or 63A-3P+N+PE plug, supplied and wired by the Exhibitor.

In addition to recommendations against mechanical stresses on cables, cables with the following cross-sectional characteristics should be used for wiring plugs:

- 6 mm2 for CEE plug 32 A - 400V 3P+N+PE
- 16 mm2 for 63 A CEE plug - 400V 3P+N+PE

7.2.5 Sectioning

Each distribution or user circuit, forming part of dependencies outside the stand but supplied from the same main switchboard, shall be equipped with easily accessible and identifiable local disconnecting device. The

following may be used for this purpose: contactors, circuit breakers, residual current circuit breakers, etc., considered suitable for disconnection by the relevant technical product standards.

7.2.6 Pipeline systems

Copper cables with a minimum cross-sectional area of 2.5 mm2, insulated with elastomeric or thermoplastic material, having an insulation voltage of not less than 450/750 V, in accordance with CEI 20-20, CEI 20-19, CEI 20-13 series of standards, shall be used, with characteristics of non-fire propagation, in accordance with CEI EN 50266 (CEI 20-22 series of standards) and low emission of smoke, toxic and corrosive gases, in accordance with CEI EN 50267 (CEI 20-37/2 series of standards) and CEI EN 50268 (CEI 20-37/3 series of standards).

The use of flat conductors of any kind is prohibited. All conduits shall be mechanically protected with piping and/or conduits, having protection ratings of not less than IP4X and meeting the respective product standards, up to a height of 2.5 meters from the finished floor of the booth.

Conduits laid and/or passing through the floor shall be protected with walkable and/or driveway conduits, suitable for electrical installations, or laid under raised floors.

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

If SELV or PELV systems will be used, conductor protection shall be ensured by means of insulation capable of withstanding a test voltage of 500 V AC for 1 min or by barriers or enclosures that have at least IP4X rating.

7.2.7 Plug sockets

The exhibition space should be equipped with an adequate number of plug sockets, distributed over several circuits, to enable the safety requirements of users to be met.

All sockets should be securely fixed at a height of not less than 0.2 m above the floor.

They should be of the type with protected alveoli to ensure inaccessibility of live parts and have the protective conductor connected to ground.

Plug shunts for supplying power to machines and appliances above 1000 W shall be provided with a switch upstream of the outlet, as well as with omnipolar valves (or similar devices), excluding the neutral, to allow plug switching on and off in open circuit.

7.2.8 Lighting of the exhibition space

Stand lighting shall be provided by separate circuits from those used for socket distribution. All lighting fixtures shall be securely anchored to the stand structures and located in a position not accessible to the public, at a minimum height of 2.5 m from the underside of the lighting fixture, to the finished floor of the stand, including those powered by very low voltage systems and maintained at an adequate distance from the illuminated objects. Specifically, for spotlights and small floodlights, this distance shall not be less than:

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

unless otherwise stated by the manufacturer.

Lighting fixtures with halogen or halide lamps (or which may project incandescent material in case of breakage), shall be of the type protected with safety shields and installed according to the manufacturer's instructions. The use of clamps to anchor lighting fixtures is not permitted.

Lighting systems with ultra-low voltage incandescent lamps must be in accordance with the respective product standards.

Illuminated signs and their components, having an operating voltage greater than 230/400 V, in addition to complying with the respective product standards and the indications issued by the manufacturer, shall comply CEI EN 50107-1:2003+A1:2005 (CEI 34-86), be installed out of reach or be adequately protected to reduce the risk of injury to persons. Such signs shall be powered by separate circuits and controlled by easily accessible and visible emergency switches.

The control and protection switches for these systems, shall be installed in incombustible enclosures and physically separated from the lower voltage circuits. The materials that will be used for the booth coverings, placed behind the illuminated signs, shall be of the incombustible type.

7.2.9 Very low voltage electronic transformers and converters

Ultra-low voltage electronic transformers and/or converters shall:

- be in accordance with the relevant technical product standards;
- be installed in a location not accessible to the public and in an adequately ventilated area;
- provide a manually resettable device designed to protect the secondary of each transformer or electronic converter.

7.2.10 Electric motors

In the case of the presence in the stand of electric motors that may give rise to possible dangerous situations during operation, omnipolar disconnection devices shall be provided to be installed in the immediate vicinity of them, in accordance with the provisions of CEI EN 60204-1:2018.

7.2.11 Ground connection to the grounding system

All fixed users constituting the furniture of the exhibition space, all sockets, all metal structures, the switchboard (if metal), etc., shall be grounded through the use of appropriate protective conductors of yellow/green color and cross-section of not less than 6 mm2.

It is not permissible to twist conductors to structures; appropriate lugs or equivalent means suitable for the purpose should be used.

The connection of the system to the general ground shall be made through the PE conductor of the exhibition space power cable and tested before energizing the electrical system.

The metal masses of vehicles, wagons, caravans, containers, etc., in case they are used as exhibition space, should be connected to the PE conductor (even in several places if the type of construction does not ensure continuity).

7.3 Technical and safety standards for electrical installations

Electrical installations of booths must be carried out scrupulously observing:

- Legislative Decree 81/08 on occupational safety and hygiene;

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

7.4 Requirements for the supply of electricity.

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

The use of the systems of each booth, which must be made in accordance with current regulations, must not cause disturbances to the distribution network of Fiera Milano Congressi. In particular:

- the systems and equipment in the stand must not generate disturbances (voltage fluctuation, harmonic distortions, voltage dips, high frequencies, etc.) to the general distribution network, to which they are connected, that exceed the limits provided for by the regulations on electromagnetic compatibility. Such disturbances must be contained in accordance with the same prescriptions and limitations adopted by the National Transmission Grid Manager with respect to the distribution networks connected to it of equal voltage: for this purpose, all precautions must be taken to limit and/or neutralize such phenomena;
- the power factor of equipment must not be less than cos ϕ 0.9;
- protections against internal stand faults must be suitable to promptly and selectively isolate only the involved part of the Exhibitor's system, consistent with the connection scheme adopted, without involving the main building distribution network to which other Exhibitors' systems are connected;
- for the purpose of optimizing electric power transmission service, on three-phase grids, the Exhibitor shall maintain balanced active and reactive power withdrawals;
- certain circuits of the Exhibitor supplied by other power supplies, must be arranged so that the same are completely distinct and separate from those supplied with power carried by MiCo, so that under no circumstances will there be any possibility of parallel (electrical or mechanical) or switching of the circuits themselves in the different supplies.

7.5 Lighting in the buildings of Fiera Milano Congressi

The minimum guaranteed illuminance value is 40 lux. Each building is equipped with an appropriate emergency lighting system.

7.6 Water system

Buildings are provided with a potable water supply and drainage network, accessible from floor or wall wells equipped with inspectable covers.

Distribution is by means of 3/4" threaded inlets (gas pitch) supplying water at a pressure of 3.5 atm, while the plug in the sewer (drain) has a variable diameter of Ø 50-110 mm, where the smaller diameter refers to drains present on the wall.

The water outlets in the lane cannot be used because the pipes should not pass through the lane for safety reasons.

Temporary connections (delivery line supplied by Fiera) are made for loading with rubber braided pipe with dimensions of 18mm outside and 13mm inside ½ , for unloading with rubber pipe of 42mm outside and 32mm inside. Access manholes to the water intakes shall remain constantly accessible.

Suitable hatches or flaps should be made in the booth flooring for this purpose.

Where there are no water outlets within neighboring booths, neighboring exhibitors must be allowed to use the water outlets in the booth, including the laying of loading and unloading pipes. For such cases, it is recommended that raised floors of at least 6 cm (usable space under the platform) be constructed to cover the piping and avoid holes in the walls.

Rental service for sockets, installations and water connections can be requested through the Exhibitor Portal of Fiera Milano Congressi, where rates are indicated.

In the event that Fiera Milano Congressi is requested to provide water system and equipment connections on a rental basis, the service will be provided during the days of set-up, and the Exhibitor will automatically be charged for the material and work actually provided. Any complaints must be submitted to Fiera Milano Congressi Customer Service, under penalty of forfeiture of all rights, by the penultimate day of the event.

To avoid delays in the completion of the work and to allow Fiera Milano Congressi companies to prepare what is necessary, it is recommended to confirm the service well in advance, also attaching the list and technical diagram of the equipment to be connected and installed in the booth, at least 20 days before the event.

Beyond that date, service delivery is not guaranteed, and rates will change.

8. MANAGEMENT OF EXHIBITION SPACES THROUGHOUT THE EVENT

8.1 Provision of exhibition space

Exhibit spaces are available on the days and times indicated in the document "Provisions for assembly and disassembly operations" or in specific Fiera Milano Congressi communications. It is prohibited to stay inside MiCo during closing hours.

8.1.1 Replenishment of exhibition space

Booth refueling during the course of the event may take place only if in possession of the access permit required for entry into the Venue and in compliance with the scheduled times communicated by Customer Service - Exhibitor Assistance. In case of non-compliance with the above provisions, Fiera Milano Congressi may order the withdrawal of the permit.

Any exceptions may be granted only for adequate reasons and upon submission of a written request to be forwarded to Customer Service - Exhibitor Support.

In order to allow Exhibitors to be able to supplement their booth supplies even at times other than normal replenishment times, Fiera Milano Congressi allows access to the areas with only hand parcels (excluding the use of trolleys).

8.1.2 Catering Service for Organizers/Exhibitors

Compass Group Italia Spa is the company that exclusively manages the restaurant and catering service within MiCo, offering a wide and versatile range of services, products and menus.

Through the Exhibitor Services Website, dedicated and private catering services (breakfasts, coffee breaks, lunches) can be arranged within meeting rooms or the exhibition spaces themselves, or the simple provision of food and beverages and the assistance of coffee machines or water dispensers.

No permanent catering service is provided during set-up and dismantling, which can be activated under different modes of operation based on the customer's needs.

The introduction and serving of alcoholic beverages are not allowed inside MiCo.

8.1.3 Food and beverage administration

All Exhibitors who wish to organize a refreshment point where food or beverage service, including possibly also production, is carried out, must submit the Certified Activity Start (SCIA) Declaration in accordance with L.R. No. 1/07 and No. 33/09, DGR 4502/07, 6919/08 and 8547/08 and Legislative Decree 78/10 .

If the Exhibitor entrusts the service to a catering company, it is held directly responsible with regard to the authorizations/certifications that the company is required to possess in order to perform the service itself. Fiera Milano Congressi, in order to provide its clients with the correct guarantees from a hygienic-sanitary point of view, will carry out, directly or through third parties appointed for this purpose, checks relating to the correct completion of the foreseen practices, reserving the right, in the event of negative findings, to contact the territorially competent ATS to carry out the necessary in-depth investigations.

From the outset, the Exhibitor shall provide approval for such inspection visits and ensure due cooperation.

8.2 Standards for advertising and promotional initiatives

The Exhibitor is entitled to carry out commercial action within its booth but limited to its own company and its representatives. Promotional/advertising initiatives must also be relevant to the merchandise for which the Exhibitor has been admitted to the event in accordance with the General Regulations.

8.2.1 Product Presentation and Special Events

Any type of presentation not pertaining directly to the product being presented by the Exhibitor, even if carried out to complete the set-up, must be authorized in advance by the Organizer.

To carry out walking advertising in the aisles, in the outdoor areas of MiCo, or to distribute objects that constitute advertising vehicles, prior authorization from the Organizer and Fiera Milano Congressi is required. Advertising initiative-excluding those within its own exhibition space-may be carried out only with the prior authorization of the Organizer. The provisions contained in this article apply to all parties who for any reason intend to carry out advertising or promotional actions within MiCo.

8.2.2 Advertising tax

The Organizer/Exhibitor undertakes to pay the municipal advertising tax in cases where it is found to be due.

In any case, the Client shall indemnify and hold harmless Fiera Milano Congressi, Fondazione Fiera Milano and Fiera Milano, from any request for payment that may be received by the same from the competent Tax Authority.

8.2.3 Sound diffusions and projections

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

In the event that the Exhibitor intends to install a system equipped with loudspeakers and suitable for propagating a sound level beyond the above limits, it shall also provide for the installation of an appropriate device suitable for limiting the level within the acceptable limits provided for in this article. The device, complying with the technical standards of the sector, shall be applied in such a way as to make any tampering with it impossible.

The differential noise level, i.e., the difference between the ambient noise level "La" and the residual noise level "Lr" (obtained by measuring the noise level excluding specific disturbing sources), measured at 1 m from the stand wire and 1.5 m from the floor, must not exceed 5 dB(A) as the equivalent continuous sound pressure level "Leq." In any case, the maximum ambient value shall not exceed 85 dB(A) as Leq. An increment of 3 dB(A) shall be applied to the measurements for each impulsive, tonal or low-frequency component (between 20 Hz and 200 Hz) that may be recognized during the survey. In the case of declared persistence of noise (over the exposure day) for a duration of not more than one hour, the value of the measured ambient noise is decreased by 3 dB(A); if the duration is less than 15 minutes, it is decreased by 5 dB(A).

Projections of films or slides within the booth are allowed, provided they are of a technical nature. If they fall within the repertoire protected by S.I.A.E., the Exhibitor must obtain prior authorization from the latter.

8.2.4 S.I.A.E. permits - SCF fees

The Organizer/Exhibitor undertakes to apply, if necessary, for a "show permit" from S.I.A.E. for any film or slide projections or sound broadcasts or background music during the Event, as well as to make the relevant advance payment of the fees due at its own expense.

Should the Organizer/Exhibitor intend to reproduce and disseminate music recordings on any medium (CD, DVD, audio and video cassettes, hard disks, servers, etc.), he/she must also ensure that the rights due, pursuant to Art. 72 and 73 L. n. 633/1941, to performing artists and phonographic producers who own the rights to the recordings, are paid directly to the phonographic producers or to SCF - Società Consortile Fonografici S.p.A, via Leone XIII, 14, Milan.

In any case, the Organizer/Exhibitor shall indemnify and hold harmless Fiera Milano Congressi, Fondazione Fiera Milano and Fiera Milano, from any claim for payment they may receive from S.I.A.E. or SCF - Società Consortile Fonografici S.p.A.

For your convenience, we list SIAE contacts below:

S.I.A.E. - Via Arco, No. 3 - 20100 Milan - Tel. 02 / 86.49.61 - mail: sede.milano@siae.it

8.2.5 Ministerial Authorizations for Sweepstakes

Any holding of Sweepstakes, by provisions of law, must be duly authorized by the competent Ministry. The Organizer/Exhibitor must first obtain, at its sole responsibility and care, such authorization.

8.3 Cleaning of spaces during the event

Internal cleaning of the exhibition space, if not included in the participation fee, must be requested from Fiera Milano Congressi by means of the appropriate online form.

Cleaning of the exhibition space is carried out by the staff during the closing hours of the areas, starting from the evening of the eve of the opening of the event.

The service includes the following services:

- cleaning/washing of the flooring and any coverings or, in the case of carpeted flooring, vacuuming (this excludes washing the carpet and removing stains or marks from it);
- dusting of furniture (excluding furniture on display);
- removal of waste found in the booth or from cleaning;
- emptying of waste bins.

Excluded from the service are materials, equipment and products subject to display.

Any additional or specific cleaning may be requested from Fiera Milano Congressi via the Exhibitor Services Website. It is permissible for Exhibitor personnel to perform cleaning at the end of each day for a period of half an hour after the Event closing time for visitors.

When MiCo closes in the evening, for obvious reasons of hygiene and safety, containers containing waste should be placed in the aisles at the edge of the exhibition space for emptying.

8.4 Ticket office

Any activation of the ticketing service must be requested from Fiera Milano Congressi. If the client intends to carry out said activity directly, he/she will have to carry out all the formalities required by law for the purpose of implementing the service.

8.5 WiFi within the Venue

Each exhibitor must declare which electromagnetic standard the equipment that will be turned on and used in their booth meets (ETSI EN xxxx) in order not to generate destructive interference to the Wi-Fi signal and internal radio communications.

The Wi-Fi system at Fiera Milano Congressi meets the DFS standard (Normative references ETSI EN 301 893 V 1.3.1 (2005-08) Broadband Radio Access Networks (BRAN); 5 GHz high performance RLAN; Harmonized EN covering essential requirements of article 3.2 of the R&TTE Directive) in terms of response to possible Radar signals, so exhibitors should be careful about radiation in the 5 Ghz band generated by equipment in their possession.

Exhibitors are not allowed to use personal Wi-Fi Hot-Spots (Access Points, ad-hoc networks, Tablets or Smartphones used as 3G/4G hot-spots) unless specifically authorized. Heavy use of these Hot-Spots impairs the use of channels in the 2.4 Ghz and 5 Ghz radio bands, to the detriment of all conference users.

Fiera Milano Congressi is authorized to use the IDS/IPS (Intrusion Detection/Intrusion Protection System) feature on its Wi-Fi system in order to limit and isolate "rogue" or unauthorized Access Points, in order to ensure the security of the Wi-Fi network and congress users' connections.

9. MATERIAL HANDLING, GOODS AND PACKAGING - CUSTOMS

9.1 General Provisions

For handling operations within MiCo of materials for the set-up and products for the Event, Organizers and Exhibitors must contact exclusively the Official Forwarder of Fiera Milano Congressi, who is available to provide any information, clarification and assistance regarding shipments, transport of materials and any customs operations.

The services required from the Official Forwarder are the responsibility of the Organizer/Exhibitor and are carried out according to the times, methods, procedures and rates specified by the Official Forwarder.

9.2 Prohibition of using own lifting equipment

For safety-related reasons, Organizers/Exhibitors and their fitters are prohibited from using inside MiCo, forklifts, self-propelled cranes, etc., owned by them; for such needs, they must resort to the Official Forwarder of Fiera Milano Congressi, to ensure the strictest compliance with safety regulations.

Failure to do so will result in the immediate blocking of the lifting equipment and Fiera Milano Congressi, may proceed as indicated in Article 10.

In special cases, derogation authorizations may be requested, with adequate justification, from the Customer Service of Fiera Milano Congressi, upon delivery of certifications attesting to the suitability of the vehicles to be used and of the driver personnel.

9.3 Customs Service

For any customs services, please contact the Official Forwarder of Fiera Milano Congressi. Please note that temporary import, permanent import, re-export of temporary imports and anything else required by current customs regulations for goods from countries outside the European Union are subject to customs duties. Security deposits are required by Customs Offices to carry out the above operations. In the event that such operations are entrusted to the Forwarding Agent, it is the Exhibitor's obligation to establish primary surety guarantees, with respect to the Forwarding Agent itself, in an amount equivalent to the duties that become due.

10. INSURANCE

10.1 All Risks Insurance - Exhibitors' Assets

The Exhibitor must have an All Risks policy on the whole value of goods, machinery, equipment and fittings taken into and/or used within MiCo, with a waiver of subrogation clause Fiera Milano Congressi, Fondazione Fiera Milano, Fiera Milano, their subsidiary and associated companies, the Organiser and any third party involved in the organisation of the event.

In case of subrogation from its own insurer, the Exhibitor guarantees to hold the aforementioned Subjects harmless.

10.2 Liability - Limitations

As per the previous article, the Exhibitor and the Organizer agree to relieve Fiera Milano Congressi of any liability, renouncing the claim, for all damages both direct and indirect, consequential damages, damage to image, loss of turnover, etc.

11. PENALTIES AND PENALTIES

The Organizer/Exhibitor and any appointed Outfitter shall be responsible for non-compliance with the provisions contained in these Technical Rules and Regulations and shall be jointly and severally liable for all resulting charges, if any.

Failure to comply with the provisions of these Technical Regulations will result in the following.

11.1 Combating irregular and clandestine labor

Failure to comply with the foregoing in relation to the subject matter will result in the application of the prescribed measures and penalties.

11.2 Failure to submit the outfitting project

Fiera Milano Congressi will not allow the start of the work of setting up the exhibition space or area if the Exhibitor/Organizer fails to submit the project and subsequent approval by the relevant offices of Fiera Milano Congressi.

Fiera Milano Congressi may impose a penalty of €500 (excluding V.A.T.) on exhibitors who have started set-up work without prior submission of the project.

11.3 Outfitting not in accordance with the design

Fiera Milano Congressi shall arrange for the removal or modification of those parts of the set-up that do not conform to the approved design and shall charge the Organizer/Exhibitor for the related costs. Pending the execution of the adjustment work, Fiera Milano Congressi may order the disconnection of the power supply to the exhibition space.

11.4 Failure to deliver mandatory documents

Failure to deliver the mandatory declarations of "Proper Assembly" (as per 2.9.3.) and "Fire Safety for Fire Reaction Purposes" (as per 2.6.1.), will result in the exhibition space being considered unfit and banned to visitors under the sole responsibility of the exhibitor who owns the booth.

11.5 Unauthorized presence in the booth beyond the allowed hours

On the eve of an event, Fiera Milano Congressi (Customer Service - Exhibitor Assistance with the assistance of the Security Service) applies a penalty of €250 for each hour (or fraction thereof) of stay in the booth beyond the allowed hours, without prejudice to compensation for greater damages.

11.6 Presence of impermissible products and/or materials

Fiera Milano Congressi, with the assistance of the Security Service, in the event of non-compliance with the provisions shall arrange for the immediate removal of the non-admitted products and materials, with the Organizer/Exhibitor being charged for the related costs. Pending removal, Fiera Milano Congressi may order the disconnection of the power supply to the exhibition space.

11.7 Presence of outfitting materials lacking reaction to fire certification

Fiera Milano Congressi, also with the support of the Security Service may, at its sole discretion, arrange for the removal of materials and/or surveillance of the exhibition space by qualified personnel with the charge of the related costs.

11.8 Non-compliant management and/or abandoned waste

In the event of non-compliance with the provisions set forth in these Technical Regulations, Fiera Milano Congressi shall, from time to time, take the measures deemed most appropriate and/or necessary to eliminate and/or limit the damage, charging those responsible with all the costs generated by the irregularity committed. In the event of non-compliant handling of waste of any kind and/or for waste abandoned within the Venue, Fiera Milano Congressi will apply a penalty of up to €5,000, without prejudice to compensation for greater damages, also reserving the right to remove the personnel responsible for the detected irregularity from the Venue and take legal action against them.

11.9 Washing brushes and other tools used for painting and varnishing

Washing of paintbrushes and other equipment used for painting/staining of fittings is permitted only in the duly equipped rooms present in all buildings and dedicated to this activity. Failure to comply with this provision will result in the application of a penalty of up to €5,000, without prejudice to compensation for

greater damages. Fiera Milano Congressi may proceed to remove the personnel responsible for the detected irregularity from the Venue and take legal action against them.

11.10 Failure to turn off switches at the end of the day and presence of material in ignition

Fiera Milano Congressi, with the assistance of the Security Service, shall from time to time take all measures deemed appropriate and/or necessary and in the most serious cases shall charge the Organizer/Exhibitor a penalty for each infraction committed.

11.11 Smoking ban and non-compliance with safety regulations

Fiera Milano Congressi (with the assistance of the Logistics Service) may withdraw the access ticket to the Venue. Failure to apply the provisions of Article 6.5.3 will result in the imposition of the prescribed measures and penalties.

11.12 Inability or damage to utilities

Fiera Milano Congressi (with the assistance of the Security Service) may directly arrange for the removal and/or modification of those parts of the set-up that impede accessibility to the utilities present in the stand (with particular reference to fire-fighting means/devices), with the Exhibitor being charged for both the related restoration costs and those related to the reactivation of the damaged utilities.

11.13 Unauthorized parking of vehicles

Fiera Milano Congressi (Quartiere Logistics Service) applies a penalty of €50 for each hour exceeding the two hours of parking allowed and a penalty of €263 for unauthorised overnight parking. Fiera Milano Congressi also applies a penalty of €200 for parking in a prohibited area or outside of assigned spaces. In any case, in addition to the above charge, Fiera Milano Congressi reserves the right to remove the vehicle without prior notice. More generally, Fiera Milano Congressi may remove vehicles parked in prohibited areas, at the risk and expense of the offender.

11.14 Failure to comply with the Highway Code: speed limit

Fiera Milano Congressi (Neighborhood Logistics Service) applies a penalty of €50 to the Exhibitor for each infraction detected and withdraws the access ticket to the Venue.

11.15 Failure to comply with the provisions of internal traffic officials

Fiera Milano Congressi (Logistics Service) collects the access ticket to the Venue.

11.16 Unauthorized use of own lifting equipment

Fiera Milano Congressi, carry out the immediate blocking of the vehicle and request its removal from the Venue.

11.17 Abusive drilling of anchor holes

In case of abusive drilling of anchor holes, a penalty of 300 € will be charged for each hole drilled, without prejudice to compensation for greater damages.

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ANNEX 1: INFORMATION ON THE VENUE EMERGENCY PLAN.

1. INTRODUCTION

Legislative Decree 81/2008 (Legislative Decree 81/08 hereafter) prescribes measures aimed at protecting the health and safety of workers in private and public workplaces through the implementation of EU directives. Specifically, Legislative Decree 81/08 aims to assess, reduce and control risks to the health and safety of workers in the workplace through a combined action of various parties for each of which it provides obligations and sanctions. More specifically, Legislative Decree 81/08 prescribes the adoption of all measures necessary to prevent the onset of a fire and limit its consequences should it occur, including through the prior designation of workers in charge of implementing fire prevention and firefighting measures, evacuation of workers in case of serious and immediate danger, rescue, first aid and, in any case, emergency management, who must be adequately trained. Fiera Milano SpA has prepared the Emergency Plan, also according to the multiple and complex reality that characterizes the various Events hosted in the MiCo.

Bearing in mind that the efficiency of an "Emergency Plan" depends on the immediate and coordinated responses of those involved in the operations and that, due to the very nature of Events, Organizers/Exhibitors and Visitors cannot be trained for such an eventuality, Fiera Milano and Fiera Milano Congressi have set up an adequate service to deal with emergency situations. In the event of an emergency, therefore, the people present must strictly follow the instructions given by the surveillance and security personnel and, if requested, must leave the work or exhibition areas in an orderly manner after having deactivated the systems under their responsibility.

The purpose of this booklet is to bring to the attention of the Organizers and Exhibitors, the behavioral norms to be followed in the event that events predefined as "Emergency Situations" occur, with the obligation to disseminate this information to all parties, who on their behalf will operate within MiCo.

"Emergency Situations" have been considered those special events that require, due to the severity that may result for people and property, an effective emergency response plan, prepared in advance, in order to deal with them under previously controlled and experienced conditions. In preparing the Emergency Plan, account was taken of those factors that influence by their presence or state at the time of the event, the implementation of the plan itself.

2. EVENTS CLASSIFIED AS “EMERGENCY SITUATIONS”

Events considered "Emergency Situations" are:

1	Evacuation	8	Mild or beginning fire (*)
2	Severe or advanced fire (*)	9	Natural disaster (*)
3	Health emergency	10	Incident in thermal power plant
4	Collapse or structural failure (*)	11	Incident in areas managed by third parties
5	Threats or acts of sabotage (*)	12	Power cabin blackout (*)
6	Explosion (*)	13	Incident in the area used as a helipad (*)
7	Gas leakage (*)		

Emergencies marked with (*) may evolve into partial or general evacuations.

3. PURPOSE OF THE PLAN

The Emergency Plan is intended to regulate the behaviors and initial operations to be carried out, during an emergency, allowing the following main objectives to be achieved as quickly as possible:

- Safeguarding people.
- Securing process plants.
- Fire compartmentalization and confinement.
- Protection of assets and equipment.
- Complete resolution of the emergency.

To achieve these goals, it is necessary that:

- anyone who is in an emergency situation or potentially an emergency situation, activate and act according to fixed reference procedures, first alerting the OPERATING CENTER by dialing 7210 from internal service telephones and +39 02 4342 7210 from external telephones, which in turn will activate the necessary relief according to the type of event.
- the emergency is approached with synergistic actions and orderly behavior, in situations where responders know their task beforehand and know how to integrate and cooperate with other responders.
- everyone knows whom they should refer to for instructions, from whom to receive orders, whom to inform about developments, with whom and how to communicate.
- the Operation Center is always aware of the situation in order to activate the necessary reinforcements from time to time, including external ones.

4. INFORMATION

For a favorable development of the "Emergency" event, it is necessary for each person to perform those few fundamental operations, in the right sequence, and especially to coordinate them with the operations that others are performing.

To this end, during the normal course of the activity whatever it may be (set-up, Event period, dismantling) the Organizers/Exhibitors must strictly adhere to the safety rules indicated in the Technical Regulations and orient themselves within the area in which they are working by identifying, by means of the signage and the Evacuation Plan plans displayed, the emergency exits and fire-fighting means of the hall in which they are working.

Equally, they are required to inform themselves on how to reach outside meeting points if necessary.

5. COLLABORATION WITH SAFETY AND RESCUE WORKERS IN CASE OF EMERGENCY

The best way to cooperate with the Safety Officers is not to interfere with their work and, only at their possible request, to make available one's ability and work experience, knowledge of the places, machines and other equipment on display.

6. GENERAL BEHAVIORS TO BE ADOPTED IN CASE OF EMERGENCY

- Keeping calm.
- Avoid transmitting panic to other people.
- Notify the Operation Center.
- Do not move haphazardly, do not run, follow the escape routes in an orderly manner.
- Provide assistance to those in need if you are guaranteed to succeed.
- Strictly adhere to the provisions of this plan and orders given by safety officers.
- Do not re-enter the building until safe conditions are restored.

7. DISTRESS CALL

Anyone within the Venue can activate rescue, simply by calling the emergency number: from internal phones 7210 from other phones 02.4342.7210.

In case of need, the calling procedure is as follows:

- Indicate the location of the accident: Building, hall or floor or level...
- Describe the type of incident (fire - flooding - collapse...).
- Indicate the extent of the accident (damage to buildings - people).
- Indicate whether there are any injuries and if known their number.
- Caller data (last name - first name - phone number, if any).

While you are communicating the Emergency, the Operations Center is alerting the teams of Emergency Officers.

8. EVACUATION MODE

WHO: All people in the building except emergency service workers.

WHEN: The evacuation order is given by the Head of Fiera Milano. Visitors and staff may leave the building, even in the absence of a specific order, when they believe they are in danger. They are required to comply with the procedures contained in this plan.

HOW:

- Keeping calm.
- Following the prepared evacuation routes marked and highlighted in the displayed plans.
- Absolutely avoiding using elevators and routes other than those indicated.
- Reaching assembly points outside the building marked on the plans displayed and identified by appropriate signs. Staff should not stray from the assembly areas at all.

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ANNEX 2: INFORMATION ON THE RISKS PRESENT IN THE VENUE, FOR THE PURPOSE OF SAFETY (Legislative Decree No. 81/2008)

WHEREAS:

- MiCo is equipped with the necessary eligibility attested by the competent authority to be able to host different types of Events.
- MiCo's Official Suppliers and those who will intervene on behalf of both MiCo and the Organizer meet the requirements of the current Procurement Legislation.
- A coordination action of all initiatives aimed at those involved in the preparation, staging, execution, and disassembly phases of Events is activated to achieve the best conditions of safety and health of workers.

it is specified that:

- By acquiring exhibition space, the Organizer/Exhibitor activates a work environment subject to the obligations of Legislative Decree 81/2008, as amended.
- An excerpt of the emergency management plan is included in the Technical Regulations for the parts related to foreseeable dangerous situations in the Area where the exhibition space is located.
- The complete Emergency Management Plan document is available to each Organizer/Exhibitor and any interested party at the MiCo offices.
- Should it become necessary to operate in areas other than one's own exhibition space by interfering with other workplaces during the setting up and dismantling of the exhibition space, and without prejudice to the need to keep the escape routes constituted by the aisles clear, it will be the responsibility of the individual Exhibitor to coordinate his or her action with that of the managers of the neighboring exhibition spaces concerned whose names are available at the Organizer's offices.

it is recalled, in particular, that:

- Exhibits must comply with the Safety Requirements of the EU Directives recalled by the CE marking and operate in accordance with the "Instructions for Use" provided by the manufacturer.
- The Exhibitor in its relationship with its suppliers (stand fitters and personnel outside the exhibiting company) shall comply with the aforementioned Legislative Decree in accordance with the provisions of Article 26 regarding the contract of tender or work contract.
- For all organizational aspects, the Exhibitor must provide the name of the company (or companies) that will be involved/year in the set-up or break-down.
- It remains the responsibility of the Exhibitor to coordinate and verify compliance with the requirements set forth in the Legislation.
- Stand fitters must see to the execution of the set-up under the safest conditions and in compliance with the Technical Regulations. The Exhibitor, when contracting with the fitter, must give appropriate evidence of this obligation.

it is recommended that the organizer/exhibitor:

- Inform their co-workers and contractors of the rules and regulations in force within MiCo, the directions of the Emergency Plan, and any additional information useful for worker safety.
- Inform the Organizer and MiCo of any specific hazards existing in the exhibition space due to materials or machines it intends to operate.

1. CHARACTERISTICS OF PLACES

MiCo does not carry out any production activities, no work equipment is present within the premises. Therefore, there are no subordinate employees of MiCo engaged in work activities involving the use of work equipment, tools of any kind.

The activities, in fact, under MiCo's purview can be summarized in the following listing:

- Office activities with the classic risks associated with the use of equipment compatible with such activities, such as, for example, video terminals, copier machines, printers, fax machines, etc...
- Utilization of the building, use of stairs, elevators, the road system, the traversal of the exhibition and conference halls, use of refreshment rooms, etc.
- in relation to the responsibilities of individual business functions, part of the staff carries out, in addition to office activities, inspection activities in the various environments of MiCo, including during the set-up and dismantling phases of the Event.

Work activities involving the use of work equipment are carried out within MiCo by the following individuals:

- Contractors/subcontractors engaged by MiCo under contract.
- Exhibitors and contractors hired by Exhibitors to set up and dismantle exhibition spaces.
- Contractors hired by the Event Organizers to set up and dismantle the affected spaces.

The activities covered by contract and subcontract agreements entered into by MiCo and Contractors involving the use of work equipment will be indicated below:

- Housekeeping.
- Laying of hangings (aluminum trusses, etc.).
- Laying of signs and signage in general.
- Carpet laying.
- Activities of connecting technological systems to supply sources.
- Exhibit space tracking activities.
- Maintenance activities.
- Setup/disassembly activities of exhibition spaces curated under contract by MiCo.
- Distribution and control of fire extinguishers.

In view of the possibility that two or more contractors engaged by MiCo may find themselves working simultaneously, creating the conditions of interference risks, the Convention Center, through monitoring of individual activities, and based on the indications provided by the various contractors, has structured a kind of "Specification" containing the hazard factors, risks related to the measures taken, concerning all the activities mentioned above, in order to enable each individual contractor engaged by MiCo, to achieve effective knowledge of the hazard factors related to the activities of other contractors, independently managing the coordination.

The most significant activities, from a quantitative point of view, relate to the contracting contracts entered into by Exhibitors and Organizers for setting up and dismantling exhibition spaces at events.

The accessible areas present in MiCo consist of:

- Transit routes.
- Exhibition areas.

- Conference areas (halls).
- Food stations, bars, recreational areas.
- Offices.

There are also the following areas where unauthorized access is prohibited:

- Area being set up/disassembled for exhibition and/or conference spaces.
- Technical compartments.
- Temporary mobile construction sites or similar.
- All areas where specific no-entry signs exist.

2. ANALYSIS OF RISKS AND INDICATION OF MEASURES TAKEN TO ELIMINATE INTERFERENCE

The realities that distinguish MiCo's activities are many; let us briefly and non-exhaustively frame the aspects regarding the three phases that distinguish an Event: Set-up, Event and Break-down.

2.1 Set up

The period devoted to setting up by the fitters is often preceded by a phase of preparation of the area or pavilion, in which only MiCo-contracted companies operate with the following tasks: cleaning, plotting of stands, laying of trusses and signage in general, laying of carpeting, and laying of technological systems to serve the exhibition spaces.

At this stage, the companies contracted by MiCo carry out through the person in charge of each company, cooperation and coordination act to eliminate or manage any interference that may have arisen.

During the set-up phase, the road system and MiCo areas are affected by a series of activities such as:

- movement of vehicles, from TIRs to forklifts for unloading and storage of materials.
- presence of set-up firms of the Organizers/Exhibitors setting up the exhibition spaces or areas covered by the Event.
- Removal of processing residues by cleaners.
- Electrical, water, etc. connections by maintainers.
- Placement of computer workstations and connections by computer technicians.
- All other activities that contribute to the preparation phase of the Event.

2.2 Event

During the course of the Event, exhibition areas and spaces are kept under control in relation to:

- Presence of operating machinery.
- presence of the public for possible flow management in case of emergency and according to existing crowding.

2.3 Disassembly

In the disassembly phase, those involved are virtually the same as in the set-up phase. Similarly, the disassembly is followed by a final phase in which only MiCo-contracted companies are involved in: cleaning, removal of the trusses and signage in general, removal of carpeting, and removal of the technological systems serving the areas to the exhibition spaces.

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ANNEX 3: SPECIFIC HAZARDS EXISTING IN THE ENVIRONMENT IN WHICH BUSINESSES AND AUTONOMOUS WORKERS ARE DESTINED TO WORK AND EMERGENCY PREVENTION AND EMERGENCY MEASURES ADOPTED

The hazard analysis highlights the following hazards to operators, broken down by zone.

1 - Areas in assembly/disassembly event (Indoor and outdoor areas).		
Exposed subjects: assigned personnel present in the areas		
Zone	Type of Risk	Prevention measures
Indoor and outdoor areas	Falling objects and/or equipment, impacts, crushing, puncturing soles	• Monitor signs • Fencing of work areas • Head protection: hard hats • Foot protection: anti-hole shoes - crushing
	Impacts/investment by material handling and lifting equipment	• Adhere to the signage installed on the entrances to the various areas • Behave according to the normal rules of caution and prudence • Vehicles at walking pace • Monitor signs
	Structural failure	• Compliance with building use restrictions regarding floor spans, door sizes, and height limits • Certifications of facilities
	Exhaust gas means for goods handling, inside buildings	• Turning off parked vehicles • Use of outdoor flue gas discharge piping
	Tripping, falling, presence of manholes without coverage	• Mark open manholes and demarcate areas • Periodic maintenance of pavements • Cleanliness of transit routes • Behave according to the normal rules of caution and prudence • Keep any floor coverings in order • Monitor signs
	Fire	Prohibition without prior authorization of: • introduction of flammable liquids and gases • hot or open flame processing • introduction of heating appliances • Smoking ban • Removal of waste materials from the lanes • Electrical installations in accordance with standards
	Electrical hazard	• Comply with safety signs posted on electrical panels and at utility points • Do not work on electrical systems without prior approval • Periodic maintenance of fixed installations • Construction of temporary electrical installations in accordance with standards

	General mechanical hazard: crushing. Shearing, impact due to gates, doors.	• Periodic maintenance of windows, doors and gates • Correct use of locking elements

2 - Areas in assembly/disassembly event (external transit routes).		
Subjects exposed: STAFF PRESENT IN THE AREAS		
Zone	Type of Risk	Prevention measures
External transit routes	Running over by vehicles, means of transportation Vehicle collision Possible contacts between equipment/means of labor used by the various enterprises Footprint of passing surfaces	• Compliance with horizontal and vertical signage • Maintain the speed limit of 30 km/h, where necessary march at a walking pace • Limitation and shifts for vehicle entry into the Venue (see Mob./Smob. circular). • Restricted parking zones • Use of PPE • Compliance with and enforcement of monitoring signs • Adherence to the timelines specified in the schedule (gantt) of work related to the events • Self-propelled vehicles must proceed absolutely at walking pace • Prohibition of parking and transit in vehicle maneuvering areas • Compliance with the rules contained in the Highway Code and those established by Fiera Milano Congressi SpA contained in the Technical Regulations • Obligation to keep transit surfaces clear; • Obligation to avoid the disorderly presence of material by trying to limit clutter as much as possible in order to facilitate the transit of people and vehicles.

3 - Area during the event		
Subjects exposed: STAFF PRESENT IN THE AREAS, VISITORS		
Zone	Type of Risk	Prevention measures
Indoor and outdoor areas	Tripping, falling, presence of manholes lacking coverage	• Periodic maintenance of pavements • Mark open manholes and demarcate areas • Cleanliness of transit routes • Behave according to the normal rules of caution and prudence • Keep any floor coverings in order • Monitor signs

4 - Outdoor areas not affected by events		
Exposed subjects: operators, workers		
Zone	Type of Risk	Prevention measures
External transit routes	Structural failure	• Compliance with area use restrictions, with respect to floor spans, door sizes, and height limits • Certifications of facilities
	Running over by vehicles, means of transport Transportation vehicle collision Possible contacts between equipment/means of work used by different enterprises Footprint of passing surfaces	• Compliance with horizontal and vertical signage • Maintain the speed limit of 30 km/h, where necessary march at a walking pace • Restricted vehicle access in the Neighborhood • Prohibition for pedestrians to proceed on the roadway • Use of PPE • Compliance with and enforcement of monitoring signs • Adherence to the timelines specified in the program (gantt) • Of the work related to the events • Self-propelled vehicles must proceed absolutely at walking pace • Prohibition of parking and transit in vehicle maneuvering areas • Compliance with the rules contained in the Highway Code and those established by Fiera Milano Congressi SpA contained in the Technical Regulations • Obligation to keep transit surfaces clear; • Obligation to avoid disorderly presence of material • trying to limit the footprint as much as possible in order to • Facilitate the transit of people and vehicles

5 - MiCo Office Area		
Subjects exposed: OPERATORS, CARRIERS		
Zone	Type of Risk	Prevention measures
Office area	Trip, fall	• Periodic pavement maintenance • Cleanliness of transit routes • Behave according to the normal rules of caution and prudence • Keep any floor coverings in order
	Fire	• Prohibition of introducing heating appliances without permission • Electrical installations in accordance with standards • Periodic evacuation drills
	Electrical hazard	• Prohibition of intervention on electrical installations • Periodic maintenance of fixed installations • Use of facilities according to standards

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ANNEX 4: ASSESSMENT OF RISKS AND INDICATION OF MEASURES TAKEN TO ELIMINATE INTERFERENCE BY ENTERPRISES CONTRACTED BY FIERA MILANO CONGRESSI SPA

Attività	Mezzi /materiali utilizzati	Descrizione attività	Rischi	Misure prevenzionali Gestione dell'interferenza
Cleaning	Cleaning Machines Stretchers Detergent Scope Spider Crane Transportation vehicles	Entrance/exit from driveways. cleaning with the help of machines. garbage collection garbage collection garbage accumulation toilets vehicle loading/unloading	Cleaning and polishing activities of walkway surfaces with possible fall hazard to personnel. Possible contacts between equipment/means of used by various companies. Encumbrance of the surfaces passageways. Investment risk	Use of PPE. Compliance with and enforcement of monitoring signs. Adherence to the timelines specified in the schedule (gantt) of work related to the events. The contractor of Fiera Milano Congressi spa is obliged to verify, before allowing access In the exhibition spaces to their workers, the conditions of the environment do not create harm to the safety of workers. Use extreme caution and prudence when moving within the areas affected by mob/smob. Pedestrians should use the common rules of caution and prudence Self-propelled vehicles must proceed absolutely at walking pace. Prohibition of transit andcrossing for non-professionals Prohibition of parking and transit in vehicle maneuvering areas. Observance of the rules contained in the Highway Code and those established by Fiera Milano Congressi S.p.A. contained in the Technical Regulations, both for drivers and pedestrians as well as for all persons present within the Venue Obligation to keep transit surfaces clear and, when this is not possible, obligation to avoid the disorderly presence of material by trying to limit clutter as much as possible in order to facilitate the transit of people and vehicles. Continuous monitoring and cleaning in transit areas in order to limit the presence of elements.
Laying of aluminum trusses and general signage.	Forklifts with internal combustion/electric motors Metal cables U.S. eyebolts	Entry/exit from driveways. Positioning/moving of machines. Achievement of work quotas Laying cables Laying of aluminum trusses Introduction, loading, unloading in buildings of material.	Sign-laying and removal and learning activities: hazards associated with the use of transportation equipment, loading and unloading, lifting at height. The simultaneous presence of more than one company may result in risks of collision of vehicles, falling construction elements or structures with risks to employees of other companies.	
Carpet laying	Cutter Forklifts Double sided tape rolls Carpet rolls	Entrance/exit from driveways Storage area Distribution of carpet rolls Putting in place Removal Transport of removed material	Carpet-laying and removal activities: use of material transport equipment, material storage, hazards associated with the use of transport equipment for materials to be laid or removed, material storage, use of carpet removal equipment . Interference hazards: danger of investment by self-propelled vehicles or danger of contact with material removal equipment, loss of cargo in transport phase, collapse of materials in	

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ANNEX 5: RISK ASSESSMENT AND INDICATION OF MEASURES TAKEN TO ELIMINATE INTERFERENCES DURING THE SET-UP AND DISASSEMBLY PHASES IN CONJUNCTION WITH STAND SETUP

Hazard: of falling objects from height

Risk of investment by material(s) and/or equipment and/or objects falling from height. Consequences: personal injury, including serious injury.

Preventive measures

- Prohibition of parking and transit in vehicle maneuvering areas and, in case of suspended loads, in exhibition booth construction areas.
- Use of PPE (including but not limited to: helmet, safety shoes, etc...).

Interference management

- Adherence to the timelines specified in the schedule of work related to the events.
- Obligation on anyone working at height to interdict access to the area below and report the danger.
- The person in charge of the contractor contracted by the Organizer/Exhibitor shall ensure that all facilities are safe as well as proper compliance with all safety measures before allowing access to the exhibition areas and spaces to third parties including service companies contracted by MiCo.
- MiCo's contractor is obligated to verify before allowing its workers access to exhibition areas and spaces that all activities in operation and the condition of the work environment at that time are safe.
- Ensure that all work at height is suspended and equipment secured before entering exhibit areas and spaces.
- The safety manager of each contractor shall ensure compliance with all safety measures for the area under his or her responsibility.
- The supervisors of the contractors shall supervise and control the proper application of the safety regulations contained in this document, the technical regulations, and the DUVRIs prepared by each contracting party.

Hazard: falling elements used to set up the exhibition area or space

Risk of investment by elements used in setting up.

Consequences: personal injury, including serious injury.

Preventive measures

- Obligation for the fitter to carry out the implementation of the setting up of exhibition areas and spaces in strict compliance with the rules of good engineering and in accordance with all safety regulations.
- Use of PPE (including but not limited to: helmet, safety shoes, etc...).
- Adopt the common rules of caution and prudence.
- Prohibition of transit under suspended loads.
- Prohibition of crossing the exhibition spaces being set up.

Interference management

- Adherence to the timelines specified in the schedule of work related to the event.
- It is mandatory for anyone before entering the areas managed by individual exhibitors to contact the security officers of the area or exhibition space.
- Those responsible for the security of each exhibition area or space must ensure that all facilities are secure.
- MiCo's contractor is obligated to have the above-mentioned safety officer ensure, prior to allowing

its workers access to exhibition areas and spaces, that all activities in operation and the condition of the work environment at that time are safe.

- The supervisors of the contractors shall supervise and control the proper application of the safety regulations contained in this document, the technical regulations and the DUVRIs prepared by each contracting party.

Hazard: possible presence on transit routes of objects likely to cause injury, particularly to the lower limbs

Risks of contact with hazardous objects or materials.

Consequences: personal injury, including serious injury.

Preventive measures

- Use of PPE (by way of example but not limited to: helmet, safety shoes, etc...)
- Prohibition of transit for non-professionals.

Interference management

- Obligation for outfitters to keep transit surfaces clear and, when this is not possible, obligation to avoid the haphazard presence of material by trying to limit clutter as much as possible in order to facilitate the transit of people.
- Impose continuous monitoring and cleaning in transit areas in order to limit the presence of items/objects, etc., likely to cause injury.
- The supervisors of the contractors shall supervise and control the proper application of the safety regulations contained in this document, the technical regulations, and the DUVRIs prepared by each contracting party.
- Use extreme caution and prudence when moving within areas affected by mobilization and demobilization.

Hazards: related to the maneuvering, including loading and unloading, of self-propelled vehicles and the movement of motor vehicles in general

Investment risk.

Consequences: personal injury, including serious injury.

Preventive measures

- Compliance with the rules contained in the Highway Code and those established by MiCo contained in the Technical Regulations, both for drivers and pedestrians.
- Adherence to monitor signs.

Interference management

- Pedestrians should use the common rules of caution and prudence .
- Self-propelled vehicles must proceed absolutely at walking pace.
- Prohibition of transit and parking in the maneuvering area of self-propelled vehicles.
- Keep away from suspended and/or moving loads at all times.

Hazards: related to the presence on transit routes of manholes without the cover or sections of slippery pavement

Risk of tripping and/or falling.

Consequences: personal injury, including serious injury.

Preventive measures

- Monitor signs
- Prohibition of transit and crossing for non-employees.

Interference management

- It is forbidden for anyone for any reason who has access to the plant housing manholes to leave the manholes without the properly positioned cover. Where this is not possible due to technical requirements or for any other reason, it is obligatory to guard the manholes by sight or to mark their open condition in an absolutely visible and suitable manner.
- The MiCo contractor is obligated to verify, before allowing access to the exhibition areas and spaces to its
- workers that all activities in operation and the conditions of the work environment at that time are safe.
- Use extreme caution and prudence when moving near manholes.
- The supervisors of the contractors shall supervise and control the proper application of the Safety regulations contained in this document, the technical regulations, and the DUVRIs prepared by each contracting party.

Information, which is not exhaustive, on the hypothesis of risks and possible measures to be taken to eliminate interference in the phases of set-up (assembly and disassembly) of stands for use by organizers, exhibitors and their contractors, to be taken into account in the preparation of the single document for the assessment of risks from interference (DUVRI)

Attività	Mezzi /materiali utilizzati	Descrizione attività	Rischi	Misure prevenzionali Gestione dell'interferenza
			storage condition. -possibility of segregation of manholes without cover with risk of falling inside them due to inability to perceive the open condition during carpet removal, possibility that the structure used may remove the cover of manholes with consequent danger of falling.	
Laying /removal of technological facilities exhibitors	Mobile pipe and cable trolley Vehicle for transporting special equipment	Entry/exit from driveways Reaching work areas. Opening manholes Laying/removing plants Closing manholes	-Activities to prepare for the connection of facilities: use of self-propelled vehicles to transport equipment necessary for making connections; opening of underground compartments by opening manholes; possible dangers of collision of vehicles or investment, possible loss of cargo, falling inside manhole.	Objects etc. likely to cause injury. Obligation on anyone working at height to interdict access to the area below and report the danger. Keep away from suspended and/or moving loads at all times. Obligation for individuals, who in any title, remove the cover of manholes to signal the danger in an appropriate manner. We emphasize the specific obligation to completely reseal manholes after use. Use the utmost caution and prudence in moving at proximity of the wells.
Plotting parking spaces	Mobile trolley Adhesive tape Markers	Entry/exit from driveways Reaching work areas. Plotting of parking spaces		

QUARTIERE ALLIANZ MICO

TECHNICAL REGULATIONS

ANNEX 6: SICU FORM

Fiera Milano Congressi SPA
P.le Carlo Magno 1 – 20149 (MI)
C.F. 11292010151

SICU FORM

DATA TO BE FILLED IN BY THE EXHIBITOR:

DATI DA COMPILARE OBBLIGATORIAMENTE A CURA DELL'ESPOSITORE:

EVENT/EVENTO: _____

Hall/Padiglione: _____ **Level/**Liv: _____ **Stand n°** _____

Company name of exhibitor/Ragione Sociale dell'espositore _____

Street, City (postal code)/Via, Città (cap): _____

Telephone/Telefono: _____ Email: _____

With reference to Article 4 of the Technical Regulations we declare that (please cross out your choice):

Con riferimento all'art.4 del Regolamento Tecnico si dichiara che (barrare la propria scelta):

a) We will not carry out any set-up /Non realizzeremo nessun allestimento ☐

b) We will set up/Realizzeremo un allestimento

1) **Through the following company of our trust:** _____ ☐

A mezzo della seguente impresa di nostra fiducia: _____ ☐

2) **Of stand with a mezzanine structure**/Di stand con struttura soppalco; ☐

3) **Walls made of wood or other material with a height of more than 4 m**/ Pareti in legno o altro materiale con altezza superiore a 4 m; ☐

4) **Wood and/or metal girders/beams with a clear span of more than 4 m**/ Travi/cassonetti in legno e/o metallo con luce libera superiore a 4 m; ☐

5) **Decorative and/or structural elements exceeding 4 m in height**/ Elementi decorativi e/o strutturali con altezza superiore a 4 m; ☐

6) **Platforms with a height of more than 0.30 m**/Pedane con altezza superiore a 0,30 m; ☐

7) **Ledwall structures of any size**/Strutture ledwall di qualsiasi dimensione; ☐

8) **Ceilings with a clear span greater than 4 m**/Cielini con luce libera maggiore di 4 m; ☐

9) **Self-supporting American structures with a clear span of more than 8 m and/or height greater than 4 m**/Strutture autoportanti in americana con luce libera maggiore di 8 m e/o altezza maggiore di 4 m; ☐

10) **Glass walls**/Pareti vetrate. ☐

c) We will directly use and position a set-up (pop-up)/ ☐
Utilizzeremo e posizioneremo direttamente un allestimento (pop-up):

I further declare that (please cross out your choice)/Inoltre dichiaro che (barrare la propria scelta):

d) We will carry out an electrical installation directly or through a company we trust ☐
Realizzeremo un impianto elettrico direttamente o tramite impresa di nostra fiducia

e) We will NOT realise any electrical installations and I will ask MiCo for the realisation ☐
NON realizzeremo nessun impianto elettrico e chiederò a MiCo la realizzazione

DOCUMENTATION TO BE ENCLOSED WITH THIS FORM:
DOCUMENTAZIONE DA ALLEGARE UNITAMENTE AL PRESENTE FORMULARIO:

1) **STAND DESIGN as indicated in Article 4.10.3 of the Technical Regulations; (ONLY for cases listed in point b of the SICU FORM).**

   PROGETTO dello stand come indicato all'art.4.10.3 del Regolamento Tecnico; (SOLO per i casi elencati nel punto b del SICU FORM).

2) **TECHNICAL REPORT (ONLY for cases 2 to 10 listed in point b of the SICU FORM) drawn up by a qualified professional registered with Italian professional bodies, containing**
   a. **Description of the facilities,**
   b. **Characteristics of the materials to be used,**
   c. **Reference legislation applied,**
   d. **Indication of the weights of the materials to be used (structures, luminaires, electrical cables, etc.),**
   e. **Load assumptions of structures and verification of induced stresses on structures and anchorages.**

3) **RELAZIONE TECNICA** (SOLO per i casi da 2 a 10 elencati nel punto b del SICU FORM) redatta da un professionista abilitato iscritto in ordini professionali italiani, contenente:
   a. Descrizione delle strutture,
   b. Caratteristiche dei materiali da impiegare,
   c. Normativa di riferimento applicata,
   d. Indicazione dei pesi propri dei materiali da impiegare (strutture, fari, cavi elettrici, ecc),
   e. Ipotesi di carico delle strutture e verifica delle sollecitazioni indotte su strutture e ancoraggi.

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DOCUMENTATION TO BE DELIVERED IN ORIGINAL AND AT THE END OF THE SET-UP:

DOCUMENTAZIONE DA CONSEGNARE IN ORIGINALE E ALLA FINE DELL'ALLESTIMENTO:

I undertake to submit the following declarations to the MiCo Exhibitors Service at the time of the application for electrical connection and in any case at the end of the setting up of the exhibition space:

Mi impegno a consegnare all' Exhibitors Service di MiCo, all'atto della richiesta di allaccio elettrico e comunque al termine dell'allestimento dello spazio espositivo, le seguenti dichiarazioni:

4) **FORMULARIO SICU Allegato A**

5) **FORMULARIO SICU Allegato B*: declaration of correct installation of materials classified for reaction to fire (including fire retardant paints as per Ministerial Decree 6.3.92, and point 2.0 of Annex II of Ministerial Decree 4 May 1998)/***dichiarazione di corretta posa in opera dei materiali classificati ai fini della reazione al fuoco (compresi i prodotti vernicianti ignifughi di cui al d.m. 6.3.92, e punto 2.0 dell'Allegato II del D.M. 4 maggio 1998)***.**

6) **FORMULARIO SICU Allegato C (fac-simile):**

(ONLY for the case indicated in point "d" in the SICU FORM) declaration of conformity of the system to the rule of art according to art. 7 of Ministerial Decree no. 37/08 on company headed paper/(SOLO per il caso indicato nel punto "d" nel SICU FORM) dichiarazione di conformità dell'impianto alla regola dell'arte secondo art.7 del D.M. n. 37/08 su carta intestata della ditta.

7) **FORMULARIO SICU Allegato D (fac-simile):**

(ONLY for cases 3 to 10 under SICU FORM) Acceptance certification stamped and signed by a qualified professional registered for more than 10 years in the Italian Register of Professionals.

(SOLO per i casi da 3 a 10 nel punto nel SICU FORM) Certificazione di collaudo timbrata e firmata da professionista abilitato inscritto da più di 10 anni all'Albo italiano dei professionisti.

Date/ Data

Stamp and Signature/Timbro e Firma

_____

_____

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FORMULARIO SICU Allegato A

DECLARATION OF CORRECT FIT UP

(points 4.10.3 of technical Regulations by Fiera Milano Congressi SPA)

DICHIARAZIONE DI CORRETTO MONTAGGIO

(punti 4.10.3 del Regolamento Tecnico di Fiera Milano Congressi SPA)

Event/Evento**:**_____

Exhibiting company/Ditta espositrice**:** _____
(name of company, enterprise, institute, organisation/ ragione sociale ditta, impresa, ente, società)

Hall n°/Padiglione numero: _____**Stand n°/**Stand numero _____

The Undersignd/Il Sottoscritto: _____
(Surname and first name/Cognome e Nome)

in my capacity as/in qualità di: _____
(Onwer, legal representative, director, etc/ Titolare, legale rappresentante, amministratore, ecc)

of the company/dell'impresa: _____
(name of company, enterprise, institute, organisation/ ragione sociale ditta, impresa, ente, società)

address/con sede in: _____
(street, n°, postcode/ via-piazza, n.civico, c.a.p) (Town, Region Country, phone/ Comune, Provincia, telefono)

Aware of the penalties, in the case of false statements, training or use of false documents, referred to in art. 76 of D.P.R. 445 of December 28, 2000

Consapevole delle sanzioni penali, nel caso di dichiarazioni non veritiere, di formazione o uso di atti falsi, richiamate dall'art. 76 del Decredo del Presidente della Repubblica 445 del 28 dicembre 2000

DECLARES/DICHIARA

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

To have performed the fitting-out work commissioned by Exhibitor detailed above concerning:

di aver eseguito i lavori per l'allestimento commissionati dalla Ditta Espositrice sopra indicata e riguardanti:

☐ **Complete fitting out of the stand including electrical system (the electrical system compliance certificate, including Company Registration Certificate, must be delivered to Customer Services)**

Allestimento completo dello stand compreso di impianto elettrico (la dichiarazione di conformità dell'impianto elettrico, compresa la certificazione CCIAA, dovrà essere consegnata al Customer Service)

☐ **Complete fitting out of the stand excluding electrical system (Company Registration Certificate-attached)**

Allestimento completo dello stand escluso impianto elettrico (Si allega Certificato CCIAA)

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☐ **Partial fitting out of the stand involving the following parts (electrical system excluded)**

Allestimento parziale dello stand relativo alle seguenti parti (escluso impianto elettrico)

1. _____
2. _____
3. _____

Company Registration Certificate-attached/Si allega Certificato CCIAA

AND MOREOVER DECLARE */ S/ DICHIARA INOLTRE:*

1. **To have built the stand using high-quality materials in line with current technical regulations and product standards;**

Di aver utilizzato per la realizzazione dello stand materiali di ottima qualità e rispondenti alle norme tecniche e di prodotto vigenti;

2. **To have assembled the stand materials and structures in compliance with current laws, technical regulations and product standards and have complied with the assembly instructions provided by the manufacturer (if any);**

Di avere assemblato i materiali di allestimento e le strutture nel rispetto delle norme di legge, tecniche e di prodotto vigenti e di aver rispettato le istruzioni di montaggio fornite dalle ditte costruttrici (qualora esistenti) e riportate nel manuale di uso e manutenzione, e nel rispetto della regola dell'arte;

3. **To have chosen the material and assembled them bearing in mind the expected use and the environment in which they are installed and hereby certify their perfect compatibility;**

Di aver tenuto conto, nella scelta dei materiali e nel loro montaggio, dell'utilizzo previsto e dell'ambiente nel quale questi vengono installati dichiarandone la perfetta compatibilità;

4. **To have fitted out the stand in compliance with current safety standards prescribed by the law, technical regulations and product standards as well as the dispositions provided by all regulations, good practice indications and due diligence.**

Di aver applicato per la realizzazione dell'allestimento, le norme di sicurezza previste dalle leggi, disposizioni tecniche, norme di prodotto vigenti, nonchè le disposizioni date da regolamenti, dalla buona tecnica e dalla prudenza e diligenza necessaria.

Date/Data

_____

Signature of fitter/ Firma installatore

_____

This form must be filled out and returned to: FIERA MILANO CONGRESSI S.p.A. Customer Service

Questo modulo deve essere compilato e consegnato a: CUSTOMER SERVICE DI FIERA MILANO CONGRESSI S.P.A.

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FORMULARIO SICU Allegato B

FIRE SAFETY CONSTRUCTION MATERIALS
SICUREZZA ANTINCENDIO MATERIALI DI ALLESTIMENTO

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

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

Event/Evento**:**_____

Exhibiting company/Ditta espositrice**:** _____
(name of company, enterprise, institute, organisation/ ragione sociale ditta, impresa, ente, società)

Hall n°/Padiglione numero: _____**Stand n°/**Stand numero _____

The Undersignd/Il Sottoscritto: _____
(Surname and first name/Cognome e Nome)

in my capacity as/in qualità di: _____
(Onwer, legal representative, director, etc/ Titolare, legale rappresentante, amministratore, ecc)

of the company/dell'impresa: _____
(name of company, enterprise, institute, organisation/ ragione sociale ditta, impresa, ente, società)

address/con sede in: _____
(street, n°, postcode/ via-piazza, n.civico, c.a.p) (Town, Region Country, phone/ Comune, Provincia, telefono)

Aware of the penalties, in the case of false statements, training or use of false documents, referred to in art. 76 of D.P.R. 445 of December 28, 2000

Consapevole delle sanzioni penali, nel caso di dichiarazioni non veritiere, di formazione o uso di atti falsi, richiamate dall'art. 76 del Decree of the President of the Republic 445 del 28 dicembre 2000

DECLARES/DICHIARA

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

The stand materials that will be/have been fitted by the undersigned and listed below are compliant with the standards and/or with the prescribed reaction-to-fire certifications, pursuant to art.10 of the Italian Ministerial Decree of 26 June 1984

I materiali di allestimento che verranno/sono stati installati dal sottoscritto e riportati nell'elenco che segue, sono rispondenti ai codici di omologazione e/o alle prescritte certificazioni di reazione al fuoco, di cui all'art.10 del D.M. 26 Giugno 1984

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

AND MOREOVER DECLARES THE MATERIALS HAVE BEEN FITTED CORRECTLY/

DICHIARA INOLTRE LA CORRETTA POSA IN OPERA DEI MATERIALI

As required by the supplier/manufacturer and according to the procedures provided by said supplier/manufacturer.

Secondo quanto previsto dal fornitore/produttore e secondo le procedure da questo fornite.

To allow the precise identification of the materials fitted by myself, the declarations of conformity, approvals and/or test reports will be kept at the stand and produced on request.

Per una puntuale individuazione dei singoli materiali posti in opera dal sottoscritto, si informa che le dichiarazioni di conformità, le omologazioni e/o i rapporti di prova saranno tenuti nello stand a disposizione per eventuali controlli.

Date/Data

Signature of fitter/ Firma installatore

_____

_____

This form must be filled out and returned to: FIERA MILANO CONGRESSI S.p.A. Customer Service

Questo modulo deve essere compilato e consegnato a : CUSTOMER SERVICE DI FIERA MILANO CONGRESSI S.P.A.

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FORMULARIO SICU Allegato C

To be returned at the end of set up and before the start of the event to the Exhibitors Service (on company letterhead)

Da restituire a fine allestimento e prima dell'inizio dell'evento all'Exhibitors Service (su carta intestata della ditta)

FACSIMILE DECLARATION OF CONFORMITY OF THE INSTALLATION WITH THE RULES OF THE ART

FAC-SIMILE DICHIARAZIONE DI CONFORMITA' DELL'IMPIANTO ALLA REGOLA DELL'ARTE

(Art. 7, comma 1, D.M. 22 Gennaio 2008, n. 37)

The undersigned/Il sottoscritto _____ **owner or legal representative of the company (company name)**/titolare o legale rappresentante dell'impresa (ragione sociale) _____ **operating in the sector**/operante nel settore _____ **sector with head office in**/con sede in via _____ n° _____ **municipality of**/comune _____ (prov_____) tel. _____**vat number**/part. IVA _____

☐ **Entered in the companies register (Presidential Decree No. 581 of 7/12/1995) of the Chamber of Commerce of** /iscritta nel registro delle imprese (d.P.R. 7/12/1995, n. 581) della Camera C.I.A.A. di _____n° _____

☐ **Enrolled in the Provincial Register of Craft Enterprises (l. 8/8/1985, no. 443) of** /iscritta all'albo Provinciale delle imprese artigiane (l. 8/8/1985, n. 443) di _____n° _____ **executor of the installation (schematic description)/**esecutrice dell'impianto (descrizione schematica)_____

understood as/inteso come:

☐ **new plant**/nuovo impianto

☐ **extension**/ampliamento

☐ **transformation**/trasformazione

☐ **other**/altro (1)

☐ **extraordinary maintenance**/manutenzione straordinaria

Note - For gas installations specify the type of gas distributed: ducted 1st - 2nd - 3rd family; LPG from mobile containers; LPG from fixed tank. For electrical installations specify the maximum power that can be committed.

Nota - Per gli impianti a gas specificare il tipo di gas distribuito: canalizzato della 1a - 2a - 3a famiglia; GPL da recipienti mobili; GPL da serbatoio fisso. Per gli impianti elettrici specificare la potenza massima impegnabile.

Commissioned by/Commissionato da: _____**installed in the premises located in the municipality of**/installato nei locali siti nel comune di _____ (prov _____) **address**/via _____n° _____**staircase** /scala _____**floor** /piano _____**inside**/interno _____**owned by (name, surname or company name and address**/di proprietà di (nome, cognome o ragione sociale e indirizzo) _____

in a building used for/in edificio adibito ad uso:

☐ **industrial**/industriale

☐ **trade**/commercio

☐ **civil**/civile

☐ **other uses**/altri usi

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DECLARES/DICHIARA

under his own personal responsibility, that the installation has been carried out in a workmanlike manner in accordance with the provisions of art. 6, taking into account the operating conditions and the uses for which the building is intended, having in particular:

sotto la propria personale responsabilità, che l'impianto è stato realizzato in modo conforme alla regola dell'arte, secondo quanto previsto dall'art. 6, tenuto conto delle condizioni di esercizio e degli usi a cui è destinato l'edificio, avendo in particolare:

- **complied with the project drafted pursuant to Article 5 by (2**)/rispettato il progetto redatto ai sensi dell'art. 5 da (2) _____;
- **followed by the technical standard applicable to the application (3)**/seguito la norma tecnica applicabile all'impiego (3) _____;
- **installed components and materials suitable for the installation site (Articles 5 and 6)**/installato componenti e materiali adatti al luogo di installazione (artt. 5 e 6);
- **inspected the installation for safety and functionality with positive results, having carried out the checks required by the standards and legal provisions/**controllato l'impianto ai fini della sicurezza e della funzionalità con esito positivo, avendo eseguito le verifiche richieste dalle norme e dalle disposizioni di legge.

Mandatory attachments/Allegati obbligatori:

- **project pursuant to Articles 5 and 7 (4)**/progetto ai sensi degli articoli 5 e 7 (4);
- **relationship with types of materials used (5)**/relazione con tipologie dei materiali utilizzati (5);
- **diagram of the realised system (6)**/schema di impianto realizzato (6);
- **reference to existing previous or partial declarations of conformity (7)**/riferimento a dichiarazioni di conformità precedenti o parziali, già esistenti (7);
- **copy of the certificate of recognition of the technical-professional requirements**/copia del certificato di riconoscimento dei requisiti tecnico-professionali.

Optional attachments/Allegati facoltativi (8):

_____

_____

DECLINE/DECLINA

any liability for accidents to persons or property resulting from tampering with the system by third parties or from lack of maintenance or repair/ogni responsabilità per sinistri a persone o a cose derivanti da manomissione dell'impianto da parte di terzi ovvero da carenze di manutenzione o riparazione.

Date/Data _____

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C.F. 11292010151

FORMULARIO SICU Allegato D

To be returned at the end of set up and before the start of the event to the Exhibitors Service (on company letterhead)

Da restituire a fine allestimento e prima dell'inizio dell'evento all'Exhibitors Service (su carta intestata della ditta)

The technical manager/Il responsabile tecnico

_____

(stamp and signature) (timbro e firma)

The declarant/Il dichiarante

_____

(stamp and signature) (timbro e firma)

The undersigned/Il sottoscritto _____
(surname and first name) (cognome e nome)

in his capacity as a qualified professional registered in Italian professional orders

nella sua qualità di professionista abilitato iscritto in ordini professionali italiani

of the company/della impresa _____
(company name firm, enterprise, corporation) (ragione sociale ditta, impresa, ente, società)

based in/con sede in: _____
(street-street, house number, postcode, municipality, province, telephone) (via-piazza, numero civico,CAP, comune, provincia, telefono)

_____

C.F. – P.I. _____

DECLARES/DICHIARA

The works carried out do not have any obvious installation defects and appear to be correctly dimensioned in relation to the loads bearing on them and that during the inspection carried out at the end of the assembly and installation activities, no anomalies were found that would compromise the load-bearing capacity of the assembled elements in relation to the purpose of installation
Le opere realizzate non presentano difetti evidenti di installazione e appaiono correttamente dimensionate in relazione ai carichi gravanti sulle stesse e che nel corso del sopralluogo esperito al temine delle attività di montaggio ed installazione non si sono riscontrate anomalie tali da compromettere la capacità portante degli elementi assemblati in relazione allo scopo di installazione

I FURTHER DECLARE/INOLTRE DICHIARO

The static scheme of the structure realised by the fitter/Lo schema statico della struttura realizzata dall'allestitore _____ **for the event**/per l'evento _____ **in the area of Pav** /nell'area del Pad._____, **of the Fiera Milano Congressi Exhibition Centre, IS STATICALLY SUITABLE pursuant to and in accordance with art.7 of law no. 1086 of 05/11/1971 and Ministerial Decree 17/01/2018, as no evident criticalities emerged during the inspections carried out during the inspection/**del Polo Espositivo di Fiera Milano Congressi, E' STATICAMENTE IDONEO ai sensi ed agli effetti dell'art.7 della legge n° 1086 del 05/11/1971 e del D.M. 17/01/2018, in quanto nel corso delle verifiche esperite in sede di sopralluogo non sono emerse criticità evidenti.

(For precise identification of the individual materials used by the undersigned, please note that declarations of conformity, approvals and/or test reports will be kept in the exhibition space/stand available for inspection)

(Per una puntuale individuazione dei singoli materiali posti in opera dal sottoscritto, si informa che le dichiarazioni di conformità, le omologazioni e/o i rapporti di prova saranno tenuti nello spazio espositivo/stand a disposizione per eventuali controlli)

_____ _____

Date/Data **Installer's signature**/Firma installatore

ALLIANZ MICO DISTRICT

TECHNICAL REGULATIONS

ANNEX 7: REGULATIONS FOR MEZZANINES

TECHNICAL STANDARDS FOR THE CONSTRUCTION OF MEZZANINES

1. INTRODUCTION

This note illustrates the procedures to be followed in the construction of mezzanines within the Allianz MiCo conference district. The construction of mezzanines is only permitted in the following areas:

- South Wing Level 0
- Central Building Level 0
- North Wing Level 0

The regulations outlined here relate to the construction of mezzanine floors only within the areas mentioned above, which are located on the ground floor of the Quarter. The construction of mezzanine structures is not permitted in other areas of the district. Authorisation for the construction of a mezzanine is subject to the approval of the Organiser and the approval of the project by Fiera Milano Congressi S.p.A., upon delivery of the technical and design documentation, as indicated below, and the SOP form requesting the construction of mezzanines.

2. INTENDED USE OF MEZZANINES

Mezzanines may only be used as offices and/or customer reception areas with adjoining bar facilities and small refreshment areas, which must in any case be constructed in compliance with the specific provisions set out in the event regulations. Therefore, mezzanine areas may be used as offices in categories B1 and B2, as well as refreshment areas in category C1, as defined by the Ministerial Decree of 14 January 2008 and detailed in the table below.

Category	Area	qk (kN/m²)	Qk (kN)	Hk (kN/m)
B1	Offices not open to the public	2.00	2.00	1.00
B2	Offices open to the public	3.00	2.00	1.00
C1	Restaurants, cafés, etc.	3.00	2.00	1.00

qk (kN/m²) – uniformly distributed vertical load

Qk (kN) – concentrated vertical load

Hk (kN/m) – linear horizontal load aplied to walls at 1.20 m above the walking surface and to parapets and handrails at the level of the upper edge.

Notes:

qk (kN/m²) – uniformly distributed vertical load

Qk (kN) – concentrated vertical load

Hk (kN/m) – linear horizontal load applied to walls at 1.20 m above the walking surface

The use of areas for exhibition purposes is prohibited, under penalty of closure of the mezzanine area with costs borne by the non-compliant Exhibitor.

3. EXHIBITION AREAS WITH MEZZANINES

The construction of mezzanines is permitted in exhibition areas with a surface area of not less than 90 m^2. This reference surface area, consisting of a single stand, must be continuous without any aisles in between. The surface area of the mezzanine, excluding access stairs, may not exceed 50% of the stand's surface area and may not exceed a total of 200 m$^{2\,2}$, regardless of the stand's surface area. Any exceptions may be granted at the sole discretion of Fiera Milano Congressi.

4. TECHNICAL PROVISIONS FOR THE CONSTRUCTION OF LOFTS

4.1 Structures

The floor support surface of the structures must be calculated according to the load-bearing capacity of the floor of the building concerned (see point 7). The structures must not be supported on the access shafts to the systems; support on the metal covers of the tunnels and system rooms must be approved by Customer Service (Exhibitor Assistance). Failing this, pending modification of the structures already assembled, no electricity will be supplied to the stand concerned and, if necessary, the area will be made unusable. All mezzanine structures must be self-supporting.

4.2 Set-up regulations

Mezzanines must be constructed in accordance with the following set-up regulations:

- The height under the mezzanine must not be less than 2.70 m.
- The maximum height of the installation must not exceed 5.00 m from the floor of the building or, if higher, the height specified in the General Regulations of the Event.
- The perimeter protection of the mezzanine area, whether made of walls or parapets/balustrades, must have dimensional characteristics and mechanical performance that comply with the law.

In particular:

- For the loads to be considered in the resistance calculation, please refer to the table in point 2 above.
- If glazed surfaces are used, they must be of the accident-proof and fall-proof type in accordance with current legal and product standards.
- The height of any parapets and/or balustrades must be at least 1.10 m. Parapets and balustrades must not be passable at any point by a sphere with a diameter of 10 cm. They must always be equipped with a closed section at the base at least 10 cm high. The various elements of the parapets/balustrades must be arranged in such a way as to discourage climbing.
- The construction and use of the mezzanine must ensure that the structure's systems are not accessible to persons entering it.
- The mezzanine must be at least 1.50 m away from the edge of the lanes adjacent to the parking area.
- If the General Regulations of the Exhibition allow for installations with a height equal to or greater than the 5.00 m indicated above, mezzanines may be built flush with the aisle, provided that the perimeter protection of the mezzanine consists of a closed wall, which may be transparent, with a height of not less than 1.80 m from the floor.
- The perimeter walls adjacent to neighbouring stands must be completely closed and blind, so as to prevent mutual visibility. This is not required if the mezzanine is built 2.50 m from the perimeter of the neighbouring stands. Different conditions may be agreed between neighbouring Exhibitors, subject to notification to the Organiser and Fiera Milano for approval.
- Continuous false ceilings are prohibited; grid false ceilings that do not obstruct air circulation are permitted in order to ensure the proper functioning of the building's fire-fighting system. For details, please refer to the Technical Regulations. In any case, the structure to be built must be submitted to Fiera Milano Congressi for approval.
- The areas under the mezzanine and the access stairs to it must be equipped with adequate safety and emergency lighting. The minimum illuminance must not be less than 5 lux at 1.00 m from the floor for a duration of 1 hour.
- All metal structures must be connected to the building's grounding system.

- The area under the mezzanine must be kept open to allow for proper ventilation and the correct functioning of the building's fire-fighting system. Any closures, even partial ones, must be submitted to Customer Service for approval.
- The installation of any signs, banners or logos that exceed the maximum height specified in these Regulations and/or the General Regulations of the Exhibition must be authorised by the Organiser.
- The fire reaction characteristics of the materials used for the construction of the mezzanine must comply with the provisions set out in the Exhibition Technical Regulations (an integral part of the General Regulations).
- A fire extinguisher with a minimum extinguishing capacity of 34A-144BC must be installed on the mezzanine for every 50 m2 of surface area to be protected. The fire extinguishers must be marked with the signage required by current regulations. For details, please refer to the Technical Regulations.

4.3 Access stairs to mezzanines

The mezzanine must be equipped with:

- 1 staircase for areas up to 100 m2;
- 2 staircases for areas over 100 m2.

- In any case, every point on the mezzanine accessible to people must not be more than 15 m from the nearest staircase. Otherwise, the number of staircases must be adequate for the actual needs. In addition to the distance requirement, the staircases must ensure the safe evacuation of people present on the mezzanine.
- In this regard, the maximum conceivable crowding must be calculated on the basis of one person per 5 m² of mezzanine surface area. The evacuation capacity of each staircase exit module is equal to 37.5 persons per module. The exit module is 0.60 m and each exit must consist of at least 2 modules.
- The width of each individual staircase must therefore not be less than 1.20 m.
- The steps must be rectangular in shape, with a tread of not less than 0.30 m and a riser of not more than 0.18 m.
- The dimensions of treads and risers must be kept constant. Landings must
- be the same width as the stairs.
- Intermediate landings must be at least 1.00 m long.
- Each flight must have a minimum of 3 and a maximum of 15 steps.
- Trapezoidal steps are permitted, provided that the tread is at least 0.30 m measured at 0.40 m from the central upright or the internal parapet.
- Each staircase must be equipped with a handrail on at least one side. Where the handrail is interrupted, it must be extended 30 cm beyond the first and last steps. The handrail must be placed at a height between 0.90 and 1.00 m.
- The protective railing of the staircase must be at least 1.00 m high. If, due to particular construction requirements, the staircase is built flush with the building corridor, it must be equipped with a closed railing, which may be transparent, with a height of no less than 1.50 m.
- It is forbidden to use the space under the staircase for storing combustible materials (paper, cardboard, clothing, etc.).

4.4 Safety signage

The escape routes from the mezzanine must be clearly marked with normal and emergency lighting.

4.5 Required documentation

The exhibitor is required to submit the mezzanine layout plan, specifying the materials used, to Fiera Milano Congressi for approval in advance. All documentation must be produced in Italian or English. The documents must consist of:

- plans and sections, on a scale of 1:100 with details on a scale of 1:50, of the ground floor layout and the mezzanine floor;
- technical-descriptive report that also lists the types of materials that will be used;
- report with the static calculation of the structures drawn up in accordance with Ministerial Decree 14.01.2008, also containing an indication of the loads discharged to the ground from the mezzanine supports on the floor of the building, the positions of which must be shown on the project drawings. Specifically, the calculation report must contain at least the following checks:
    - Verification of the mezzanine at a vertical load defined on the basis of the intended use of the (minimum 200 kg/sqm);
    - Verification of the access staircase at a vertical load of 400 kg/sqm;
    - Verification of all elements designed to prevent falls (balustrades, parapets, walls, handrails, LED wall structures, etc.) with a horizontal load of 100 kg/m applied at 1.1 m from the walking surface.

In addition to the checks listed above, please refer to the relevant NTC 2018 regulations and carry out all other required checks.

Fifteen days before the start of work, the following documents must be submitted to Customer Service:

- the executive design of the mezzanine (as verified by Fiera Milano Congressi);
- updated static calculation report (if applicable), signed by a qualified professional.

Once the work has been completed and in any case before the opening of the Exhibition, the test certificate for the structures built, issued by a qualified professional registered with an Italian professional association, must be delivered to the relevant office of Fiera Milano Congressi. The documentation must be delivered in person by the tester at the end of the test visit.

The aforementioned testing is an essential part of obtaining approval for the use of the loft.

Please note that the test must be carried out by a professional who has been registered with an Italian professional association for at least 10 years and who has not been involved in any way in the design, management or execution of the work (Article 7, paragraph 2 of Law No. 1086/1971).

In the absence of the above, the area on which the mezzanine floor is located and the mezzanine floor itself will be declared unusable and access must be prohibited to visitors under the responsibility of the Exhibitor who owns the stand. Fiera Milano Congressi reserves the right to proceed with the deactivation of the stand's power supply and the closure of the mezzanine area, with costs to be borne by the non-compliant Exhibitor.

The declaration of conformity of the systems referred to in Ministerial Decree No. 37 of 22/01/2008 must be an integral part of the declaration issued for the entire stand.

5. FLOOR LOAD CAPACITY OF THE AREAS

The floor load capacity of the various areas in which mezzanines can be built is as follows:

- 50 kPa distributed load;
- 60 kN point load on footprint of (0.10 x 0.30) m.

For further information, please refer to the technical data sheets for the pavilions, which can be downloaded from the relevant section.
Download section of the Fiera Milano Congressi Spa website.

N.B.: the support of structures on the metal roofs of the tunnels and plant rooms must be highlighted in the project drawings, indicating the value of the unit and total loads affecting each support area. The Customer Service - Safety Office will indicate the need to install any load distribution plates.

6. MISCELLANEOUS

All works and installations relating to mezzanines, unless expressly indicated in this description, are subject to the provisions of the Technical Regulations of the Exhibition.

7. RATES

The mezzanine area is subject to the applicable rate, as indicated in the notification of assignment and parking space.

QUARTIERE ALLIANZ MICO

REGOLAMENTO TECNICO

ALL. 8: SOP FORM

Fiera Milano Congressi SPA
P.le Carlo Magno 1 – 20149 (MI)
C.F. 11292010151

SOP FORM

FEASIBILITY REQUEST FOR MEZZANINE CONVERSIONS

To be returned 30 days before the start of the Event

Having reviewed the rules contained in the Technical Regulations, the undersigned company requests verification of the feasibility of the information provided in the documentation sent by the company to Fiera Milano Congressi, and hereby accepts the costs necessary to construct the mezzanine structure.

EVENT: _____

Pav:_____ **Lev.:** _____ **Stand n°:** _____

EXHIBITOR'S COMPANY NAME: _____

Full address: Street, Town (postcode): _____

Phone number:_____email:_____

In order to provide the service, please send MiCo Exhibitor Services a floor plan of your area, a plan view of the structure, elevations and any other information relating to the mezzanine (including any renderings or perspective images of the stand) in DWG or PDF format, with appropriate dimensions.

Requests must be received within 30 days of the start of the Event. This request, if it does not include the indicated documentation and the relevant signature, will not be taken into consideration by Fiera Milano Congressi.

Fiera Milano Congressi will confirm the feasibility and send the exhibitor an offer with service costs and any testing and inspection costs, which must be accepted and signed by the Exhibitor.

The Exhibitor is required to deliver the static calculation and static suitability report signed by two different professionals who are qualified and registered with Italian professional associations or orders to the MiCo Exhibitor Service by the day before the event. Without this documentation, authorisation to open the stand will not be granted.

This service can be requested from MiCo's Exhibitor Service and included in the offer. If this deadline is not met, Fiera Milano Congressi will appoint one of its own professionals to produce the required declaration and charge the related cost to the Exhibitor.

Date

Stamp and signature

_____