

REGULATIONS

TIMETABLES

Set-up materials to arrive from 8 am onwards

Set-up operations must stop by 8 pm

Any different setting up times must be requested at least 48 hours beforehand and stating the reasons why.

Time extensions, which shall be subject to surcharge, must be specifically authorised by Vela spa.

It is the customer's responsibility to ensure that power cables are always disconnected when not in use.

MATERIALS

All the materials used making up the set-up must be at least class-1 fire resistant type; the related approval certificate (only those issued by the Italian Interior Ministry will be deemed valid) and declaration of conformity must be deposited with the Vela spa secretariat at least 24 hours before installation commences. Event Organizer must give to Vela spa the "Piano Operativo della Sicurezza (POS)" [= Operative Security Plan] .

Once set up is complete—and in all cases before the event opens—the following documentation must be produced: certificate of correct installation for all structural parts and approval certification of the installed systems and machines/apparatus powered downstream of the power supply provided by Vela spa.

The following is specifically prohibited:

- 1) Propping material of any sort against the walls, even if temporarily;
- 2) putting up signs or posters on conference centre walls without prior authorisation.

The following rules must be followed:

1. max height for booth: 2.5m
2. floor areas occupied by materials and implements used to set up the stand are to be opportunely protected with carpeting and cellophane.
3. floor areas subject to the application of bi-adhesive tape for carpet laying must be previously covered with paper tape.
4. At the conclusion of the rental agreement, the customer must consign the rented space in the same perfect conditions in which it was received, free of persons or things.

At the conclusion of the event, the customer is held responsible for the immediate removal all large and bulky waste materials (boxes, packaging, etc.); otherwise removal shall be dealt with by Vela spa shall and the customer will be charged for the relative expenses.

HANDLING

The incoming materials should be handled with the greatest care with regard to the following points:

1. if not otherwise specified, the permissible accidental overload is 300 kg/sq.m;
2. concentrated loads must be indicated, even if they are only present during set-up/packing away;
3. Transpallets may be used within the premises but only as far as the warehouse;
4. all the lifts, and all other lifting equipment, are to be used solely for transporting persons and small parts;
5. the handling of bulky objects shall be authorised in advance by Vela spa.
6. night parking in the Conference terminal area must be authorised in advance by Vela spa with at least 5 days' notice;
7. all transporting of materials that involves having to access the Casino's public foyer/staircase must be agreed on with Vela spa;

ELECTRICAL CONNECTIONS

Standard connection 2 kw 220 V single-phase per stand

Possibility of installing higher power supplies:

3 kw 220 V single-phase

10 kw 380 V three-phase

20 kw 380 V three-phase

Any requests for using 380 V three-phase outside the spaces identified on the plan will be assessed on a case-by-case basis, along with the related supplementary charge.

The use of alternative and/or supplementary power supplies must be approved by Vela spa at least seven days before setting up the stand, and carried out as per instructions of—and under the supervision of—Vela spa's Technical Executive.

TELEPHONE CONNECTIONS

Both traditional telephone connections for voice traffic as well as those for data transmission (ADSL, HDSL, wireless, etc.) shall be carried out exclusively by the companies hired by Vela spa. Therefore requests to satisfy for special needs must be made in advance.

PROHIBITIONS

Smoking, introducing food and drink or animals of any sort in the halls is forbidden.

Areas where technical installations are located are off-limits. The application of panels, signs or notices on walls or on shutters with adhesive substances or other types of securing materials (nails, screws, clamps, etc.) is prohibited. The customer shall be held responsible for the violation of said prohibitions, and must pay reparations for the resulting damage.

AUTHORISATIONS AND PASSES

Should the show need to apply specific authorisations and/or passes (occupation of public property, public performances, publicity stands, Police authorisations, authorisation for fireworks displays, exempts from noise restrictions, Authors/Publishers declaration, pre-sales, etc), it remains the responsibility of Vela spa to obtain these authorisations upon payment calculated case by case; because of their nature, some of these authorisations may be applied for directly by the customer, who shall however be responsible for proving to Vela spa that authorisation has been obtained, at least 24 hours before the show.

The fulfilment of SIAE (Italian Society of Authors and Publishers) obligations for the use of sound sources and music tracks remains the customer's responsibility, thus releasing Vela spa from liabilities ensuing from possible infringement; the customer shall in any case be responsible for proving to Vela spa that authorisation has been obtained, at least 24 hours before the show.

SURVEILLANCE

As laid down in Italian Legislative Decree No. 626/1994, it is guaranteed that during premises opening times, competent and trained fire-watchers and staff will be on duty, in compliance with provisions set out in the emergency management plan approved by Vela spa.

The exhibitors are kindly requested to watch over their booths during the opening time of the structures to the public. Vela spa and the organizer will not be responsible for any damage or theft of the exhibitor's materials, though they will guarantee a general daily watching service inside the exhibition area for the whole period of the event, setting up and dismantling.

INFORMATION

Personnel entering the premises to set up and perform general duties connected to the show will be given appropriate information as provided for in Art. 7 of Legislative Decree No. 626 1994.

GOODS DELIVERY

The goods used during the congress can be sent in accordance with the following conditions:

- directly to Vela spa through the costumer's trustful forwarding Agents, and delivery must be effected at the latest two days before the setting up from 9:00 am to 5 pm to the costumer's representative, who will sign the receipt of the delivery note; the same goods should be sent back at the latest two days after the end of the event.
- By way of exception, the goods can be delivered at another date (and however not earlier than....., otherwise the pack will not be accepted) by preventive required to Vela spa, whose person in charge could receive the delivery of the reception and not of the unload of the goods, which will be charged to the Forwarding Agents.

The sender must specify the name of the relevant congress on the packing.

On the parcel label should write:

CONSIGNEE: (FIRM'S NAME)

c/o "CONGRESS TITLE"

VELA SPA

Lungomare Marconi, 30

30126 Lido, Venezia

For the attention of: (name of your person in charge)

PALAZZO DEL CINEMA

PALAZZO DEL CASINO'

STAND N°..:

SENDER: (firm's name; person in charge)

At the end of the congress, the goods which remain in the stand to be sent, must be packed and marked by the exhibiting firm with the sender's and consignee's address and with the delivery note. Each exhibitor should provide the collection of the goods at his own expense at the latest (time and date).

Please note that Vela spa declines any responsibility regarding delivery, the state of the goods and possible theft or violation and for any other condition not specified above.