

ENCLOSURE “C”

TECHNICAL SAFETY REGULATIONS

1 INTRODUCTION

FIRENZE FIERA has undertaken to implement all the measures and provisions of the current laws on the subject of ensuring the safety of persons and property.

For this reason, in addition to adopting all the necessary precautions to avoid the possibility of fire and danger in general, the Exhibitor must scrupulously comply with the standards and conditions listed below.

Consequently, we advise the Exhibitor to fill in all the attached forms carefully.

During the checks and inspections, FIRENZE FIERA makes use of qualified technicians to carry out all the operations that are necessary to establish that the electrical installations and furnishing materials comply with the Technical Regulations.

FIRENZE FIERA reserves the right to remove any material considered to be flammable or dangerous, to cut off the power supply to non-compliant electrical installations and to take all the steps held to be necessary to guarantee general safety.

Prior to the inauguration of the event, Exhibitors must make sure that the special certificate of stand safety has been prepared and must undertake not to make any changes to the set-up of their exhibition space, as inspected, for the whole duration of the event.

For all technical and procedural clarification relating to these regulations, Exhibitors must contact directly:

FIRENZE FIERA – Realizzazione Eventi

Viale Filippo Strozzi, 1 - Fortezza da Basso

50129 Firenze Tel. (055)49721 - Fax (055)490573

1.1 ELECTRICAL INSTALLATIONS

The Exhibitor is totally responsible for the electrical installations inside the stand, together with those provided in the standard setups implemented by FIRENZE FIERA.

These installations must comply with the provisions of the Technical Regulations and the laws currently in force.

1.2 POWER SUPPLIER

Power is supplied to the stands for lighting and to feed any small domestic appliances or office machines. The use of refrigerators, electric calculators, computers, small fans and similar equipment is permitted while the use of motors, heaters and electrical convector heaters and, in general, equipment other than the office machines and small appliances mentioned above is banned.

In the event of special needs, the display of functioning electrical equipments other than those normally permitted, may be allowed. In this case, the **Exhibitor** must send a written request for authorisation to FIRENZE FIERA and authorisation may be granted subject to the obligation to comply with all the other provisions established in these Regulations plus any special provisions that may be imposed.

Power is normally supplied within the limits permitted by the plants of FIRENZE FIERA S.p.A. via single phase power supply boards, for supplying electricity up to a maximum of 3kW at 220V-50Hz.

The supply board is equipped with a 16A two-pole magnetothermal circuit breaker with a highly sensitive differential relay (30mA) and an IEC 309 2x16A+T 220V 50Hz socket. If the **Exhibitor** requires more than 3kW of power, two or more of this boards can be provided or a 9kW three-phase + neutral board, with a 16A four-pole magnetothermal circuit breaker and an IEC 309 3x16A+N+T 380V 50Hz socket.

If higher power supply than this is required, a specific request must be sent at least 30 days prior to the starting date of the event. Acceptance of the request will depend on technical availability.

1.3 CIRCUIT BREAKER

The differential magnetothermal breaker installed in the single phase or three-phase power supply box, constitutes the current breaker for the electrical plant it supplies.

Consequently, no further control and protection equipment is needed if the plant of the stand comprises a single circuit.

However, if the plant is divided into several circuits or small domestic appliances have to be supplied, the **Exhibitor** must install an electrical board containing a knife switch or circuit breaker together with several automatic switches or fuses for the protection of each circuit supplied by the plant.

For three-phase plants of more than 9 kW, the **Exhibitor** must install a highly sensitive differential magnetothermal circuit breaker (30mA). The container of the electrical board must conform to CEI standards and have a minimum level of protection of IP44. In all cases the circuit breaker and the electrical board must be located in a position that is accessible for the Exhibitor.

1.4 ELECTRICAL CONDUCTORS

The electrical plants of the stands must use multipole cables constructed to CEI 20-22 II or CEI 20-22 III standard with 450V / 750V insulation. All cables must have the relative identification marks on the sheath.

In special cases, for example, lighting cables not more than 1 metre long, the connecting cables supplied with the lamps may be used.

The conductors must have the following minimum cross sections:

- 2.5 mm² for cables serving two or more light fittings;
- 1.5 mm² for cables to single fittings.

The multipole cables must be laid in the two following ways:

- laid freely only in position not accessible by the public and away from combustible structures;
- inside tubes or spiral sheaths (for external use) resistant to the incandescent wire at 850°C test: under the dais in all other cases.

The cables must not be subjected to mechanical stresses, for example to support suspended light fittings or the weight of furnishing elements.

The external production cables must have comparable characteristics and the **Exhibitor** is responsible for providing adequate technical documentation.

1.5 JUNCTIONS AND DISTRIBUTION

Junctions between cables can be executed solely in the following ways:

- by terminals with non-flammable insulation inside junction boxes;
- by IEC 309 multisocket junction boxes;
- by busbars with at least IP44 protection and special pins;
- by an electrified track installed at not less than 2.5 m above the floor, provided with the appropriate pins;
- by junction boxes with side slots containing groups of multiple sockets. N.B. After the plugs have been inserted the relative lids must be closed.

The junction boxes must be made of metal or thermoplastic material, conform to CEI standards (incandescent wire at 850 °C test), have a screwed down lid and a minimum level of protection of IP44. The inlets for the cables, tubes and sheaths must be provided with adequate points for cable clamps.

1.6 PLUGS AND SOCKETS

Only fixed or loose plugs and sockets IEC 309 2 x 16A + T/6h at 220V - 50Hz, with a minimum level of protection of IP44 and a check prong.

Multiple sockets may be used solely inside junction boxes complete with lids (see point 1.4).

Adaptors that conform to the IMQ standards or the European equivalent may be used to supply a single user with a power of not more than 150 W.

1.7 LIGHT FITTINGS

Light fittings can be installed at a height of more than 2.5 m above the floor or in positions that are not accessible by the public.

Only light fittings with housings that have a minimum level of protection of IP44 and unbreakable screens, fine mesh grilles or other mechanical protections of the lamp may be installed in positions accessible to the public. If within public reach, the housings of the light fittings must not heat up to temperatures higher than the CEI standards, 80°C in ordinary operation. The false ceilings and existing plants, particularly the pipes of the existing sprinkler system in the ceilings of the pavilions, must not be used to support suspended light fittings.

Halogen lamps must always be equipped with the special screen in toughened glass or the special metal protective grille and the lamp must never be more than 300W.

Light fittings must always be kept at an adequate distance away from the objects lit up if the latter are combustible. The distance for small spotlights and projectors should be:

up to 100W: at least 0.5 m

100 to 300W: at least 0.8 m

If neon lamps or tubes are used with high voltage feeders, the latter must be enclosed in metal housings and mounted in accordance with CEI standards.

Light fittings must not be directly installed on surfaces or supports of combustible materials unless they have been constructed for mounting on furniture and have the "F" mark. Materials in wood that is non-flammable in origin or has been fireproofed subsequently must be classified as **combustible**.

Table lamps or lights can be displayed in operation if the following conditions exist:

- the lamps are in a stable location away from public passage areas;
- the persons on the stand constantly monitor the lamps that are lit;
- all the provisions of the regulations on the subject of the electricity supply have been complied with;
- the lamps can use the cables provided by the manufacturer of a length of not more than 1 m.

If all these conditions are met, FIRENZE FIERA may authorise, from time to time, the display of lamps or lights switched on for demonstration.

Supply systems with bare conductors both at low voltages (12, 24, 48V) and at 220V will in no case be accepted.

1.8 PROTECTION OF CONDUCTORS AGAINST OVERCURRENTS

Conductors must be protected against overcurrents in the ways laid down in the CEI standards. Magnetothermal switches or fuses installed downstream from the current breaker, on the stand's electrical board, may be used for this purpose.

These protective devices must be coordinated with the cross section of the cables, on the basis of the criteria established in the aforementioned CEI standards.

Special attention must be dedicated to the protection of any low voltage circuits against overcurrents, bearing in mind that, with the same power transmitted, the currents are much higher than the circuits at normal grid voltage (220V).

1.9 TRANSFORMERS AND VOLTAGE REGULATORS

Transformers may be used to supply light fittings with low voltage bulbs, on condition that the transformers are installed in ventilated metal cases, provided with cable clamps and maximum current protection on the secondary circuit (magnetothermal switches or fuses).

If used, electronic feeders for lamps must be housed in metal junction boxes with IP44 level protection or in the container supplied by the manufacturer.

Voltage regulators for single circuits or groups of circuits must be housed in metal containers, provided with IEC 309 plugs and maximum current protection for all output circuits.

Voltage regulators must be located in ventilated positions at least 1 m away from combustible materials.

In the case of regulators for single lamps, the container supplied by the manufacturer is acceptable.

1.10 EARTHLING

All light fittings and all the other metallic masses existing in the stand must be connected to the earthing system of the exhibition pavilions, by means of N07V-K type protection conductors, minimum cross section 2.5 mm², with insulation coloured yellow-green.

The connection of the metallic masses must be effected by means of through screws with nuts, washers and terminals of an appropriate size or by means of clamping collars provided with terminals or other methods capable of ensuring that the connections are permanent and efficient.

In the case of metallic masses made up of several separate parts, a common earth must be created by appropriate continuous connections, effected in the ways described above.

1.11 QUALITY OF THE MATERIALS AND THE ELECTRICAL EQUIPMENT

The Exhibitor must employ materials and electrical equipment of excellent quality, with characteristics that comply with current CEI standards.

In particular, materials and equipment bearing the Italian Quality Mark (IMQ) or an equivalent European mark must be used.

FIRENZE FIERA reserves the right to refuse to accept materials and equipment that do not conform to the current standards. In the case of equipment and cables used in previous events, the exhibitor is responsible for verifying the state of same.

1.12 COMPLIANCE WITH STANDARDS AND REGULATIONS

For all things not explicitly dealt with in these regulations, the provisions of the current CEI standards shall apply, pursuant to law 186 of 1/3/1968.

In the case of failure to comply with the standards and the other provisions of these Regulations, FIRENZE FIERA shall have the right to disconnect electrical installations that do not meet the necessary safety standards, and its judgment shall be final.

1.13 ELECTRICAL INSTALLATION CARD

No later than the start of the setting up of the stand, FIRENZE FIERA must receive **Form B** containing the data on the electrical installation to be implemented.

The declaration of conformity of the installation established in Art. 9 of Law 46/90 must also be presented, complete with all the obligatory attachments.

FIRE PREVENTION

1.14 EXHIBITOR'S SAFETY AND FIRE PREVENTION PROCEDURES

During the setting up of the stand, to demonstrate compliance with the Technical Regulations, the **Exhibitor** must present to the Technical Department set up for this purpose by FIRENZE FIERA, the following:

- declaration of the materials utilised in setting up the stand, indicating the quantities used (surface areas);
- certificates proving that the materials meet the fire reaction requirements specified below.

If the certificates are issued by foreign bodies or laboratories, an Italian translation must be provided.

1.15 STAND MATERIALS

All the materials used to set up the exhibition space must meet the fire reaction characteristics and, in particular:

- floor covering materials must be of a **class no higher than 1 (one)** referred to as a whole;
- horizontal or vertical support materials must be of a **class no higher than 1 (one)** referred to as a whole;
- curtains and wall coverings must be of a **class no higher than 1 (one)** referred to as a whole;

- upholstered materials (armchairs, sofas, mattresses etc.) must be **class 1 IM** referred to as a whole.

To prove compliance with the class requirements indicated above, the documents listed in the following paragraphs must be enclosed, for each material utilised.

1.15.1 FIREPROOF MATERIALS IN ORIGIN:

All those materials whose resistance to fire is determined during production.

The following documents must be provided:

- a) Copy of the **Type Approval Certificate** issued by the Ministry of Internal Affairs to the manufacturer of the material;
- b) **Declaration** that the material conforms to the type-approved prototype signed by the seller of the material;
- c) **Exhibitor's declaration** that the material has been used in setting up the stand (**Form C**).

1.15.2 MATERIALS WITH AD HOC CERTIFICATES:

The **Fire Reaction Certificate** can be an ad hoc certificate issued by a laboratory authorised by the Ministry for Internal Affairs (see note *) to the user (an ad hoc certificate is a certificate of proof that is not obtained for putting on the market, pursuant to Art. 10 of M.D. 26.06.84).

In this case, the following are required:

- a) A copy of the **Ad Hoc Certificate** of the material issued by the authorised laboratory;
- b) **Declaration** signed by the **Exhibitor** that the material used **conforms** to the prototype;
- c) **Exhibitor's declaration** that that particular material has been used on the stand (**Form C**).

1.16 MATERIALS FIREPROOFED SUBSEQUENTLY:

These are materials whose fire reaction characteristics have been changed by the application of fireproofing paint products. The following documents must be presented:

- a) **Declaration of the party that performed the fireproofing**, indicating the date it was performed and compliance with the conditions of application imposed by the producer of the fireproofing product, contained in the technical description of the product. **Form D** is used for this purpose. N.B. The treatment is considered **valid for a maximum of 6 (six) months**;
- b) **Copy of the Manufacturer's Declaration (Pilot Certificate)**, giving the conditions of use and laying of the fireproofing product;
- c) **Copy of the delivery note or invoice** proving the purchase of the fireproofing product by the party that performed the treatment;
- d) **Exhibitor's declaration** that the fireproofed material has been used on the stand (**Form C**).

In the case of treatments with products indicated in M.D. 06.03.92, if performed properly, the treatment is considered valid for a period of **5 years** from the date it was carried out. These paints can only be used on wood, with the exclusion of:

- materials veneered with strips or sheets of wood using glues with a thermoplastic type resin base;
- cellular or strip structures containing air packets or filled with heterogeneous material.

N.B. Fireproofing documents compiled in ways other than those described above are not valid.

1.17 COMPLIANCE WITH STANDARDS AND REGULATIONS

All the laws and regulations currently in force on the subject of fire prevention must be complied with.

FIRENZE FIERA reserves the right to take samples of the materials used in setting up the stands considered to be “non-compliant” and to send them to an authorised laboratory to test that they conform to the fire prevention regulations.

In the event of partial non-compliance with the requirements regarding the reaction to fire of the materials, FIRENZE FIERA reserves the right to consider the possibility of authorising the Exhibitor to operate in his/her space in derogation to the above. This possibility, however, is conditional on the adoption of equivalent alternative safety and fire prevention measures, which will be evaluated case by case.

Any additional costs deriving from the adoption of such measures will be charged to the **Exhibitor** and/or **Organiser** in default.

ACCIDENT PREVENTION AND SAFETY REGULATIONS: RULES AND BANS

1.18 BANS

The following are banned:

- utilisation of electrical tools and equipment during the setting up of the exhibition stages for carrying out furnishing details on-site;
- the use of flammable paints and/or varnishes;
- the use of forklift trucks powered by internal combustion engines inside the exhibition pavilions. Setting-up materials and products must generally be transported by means of modest capacity hand trolleys. The use of battery-powered trolleys with the load limits permitted for each floor may be authorised by FIRENZE FIERA. These load limits also apply to all non-motorised means;
- the introduction of all types of flammable materials;
- the use of equipment with resistance to incandescence;
- the use of naked flames;
- smoking inside the exhibition rooms;
- the use of glass surfaces unless documents proving that they are accident proof are produced (i.e. VISARM and SAFETY GLASS);
- the use of compressed gas cylinders, even if the gas is not combustible,
- **the use of fabric ceilings** to partially cover the stands. Grilles or similar devices may be used to cover the stands on condition that the **material is incombustible**, has a fire reaction class of 0 (zero) (aluminium etc.), has a mesh of not less than 5cm x 5cm and the beams are not more than 1cm thick. Grilles in **combustible materials** with a **fire reaction class of not more than 1 (one)**, a mesh of not less than 30cm x 30cm and beams not more than 4cm thick;
- access of bikes, motorbikes and motor vehicles to the exhibition rooms and surrounding areas;
- the introduction of animals;
- the use of hoists, apart from the setting up and disassembly stages;
- covering in any way, including partially, the fixed and portable firefighting equipment;
- resting the stand structures against the sprinkler system, the ceiling, the pillars, the beams and all parts of the exhibition structure in general;
- the presence of setting up and disassembly personnel outside opening hours, in the absence of written authorisation by FIRENZE FIERA;
- obstructing in any way, including partially, the air intake apertures located at the base of the pillars of the exhibition pavilion,
- treating the materials inside the pavilion with fireproofing products;
- keeping cardboard boxes or other types of packaging inside the stand or using them as supports;
- leaving the electrical equipment switched on in the stand when it is unattended or outside opening hours;
- using loudhailers or other sources of excessive noise without express authorisation from FIRENZE FIERA;
- introducing evil-smelling materials and/or products or materials and products that are dangerous or harmful;
- interfering with or damaging the assets and buildings of the Quartiere Fieristico,
- changing the arrangement of the dividing walls of the car park without the consent of FIRENZE FIERA;
- blocking the corridors and internal and external emergency exits with furnishing materials, products, packaging etc..

1.19 INSTRUCTIONS:

Any floor covering must be laid in such a way as not to create obstacles (for example, the presence of steps, bulges etc.).

Packaging and materials that take up a lot of space must be removed from the Quartiere Fierisco by the Exhibitor and at the Exhibitor's expense.

Common areas and corridors must be occupied solely for loading/unloading and handling and special care must be taken not to obstruct the passage of other vehicles and the exits.

During setting up and disassembly, entry to the Fortezza da Basso exhibition areas is permitted solely for commercial vehicles bearing the special sign distributed by the Exhibitors and solely during the hours indicated. Vehicles may stop inside the exhibition area solely for the time strictly necessary to load and unload, after which they must immediately leave.

1.20 SAFETY FORMS AND COMPLIANCE WITH THE REGULATIONS

The forms for the declarations required under these Regulations are listed below.

Forms A, B and C must be filled in, while **Forms D and E** are required solely if the initially fireproofed materials are used on the stand.

Appendices:

Form A: Declaration of compliance with the Regulations

Form B: Schematic of the electrical installation

Form C: Furnishing materials

Form D: Declaration of initially fireproofed materials

Form E: Declaration for use of materials fireproofed subsequently

Exhibitors must fill in the forms and send them to:

FIRENZE FIERA S.p.A. – Realizzazione Eventi
Viale Filippo Strozzi, 1 – Fortezza da Basso – 50129 Firenze
FAX: 055 490573

at least 15 days prior to the opening date of the event.

The event to which they refer must be indicated on the envelope.