

# INTRA LOGISTICA ITALIA

## International Trade Fair for Materials Handling, Intralogistics and Supply Chain Management

May 4<sup>th</sup> - 7<sup>th</sup>, 2021  
Fieramilano - Rho, Milan - Italy

### Organised by:

Hannover Fairs International GmbH  
Via Paleocapa 1, 20121 Milano  
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info@intralogistica-italia.com - www.intralogistica-italia.com



## General Rules and Regulations

### ART. 1. EXHIBITION TITLE

The official title of the exhibition is **INTRALOGISTICA ITALIA 2021** – “International Trade Fair for Materials Handling, Intralogistics and Supply Chain Management” (hereafter called “the Exhibition”).

### ART. 2. ORGANISERS, DATES AND LOCATION OF THE EXHIBITION

**INTRALOGISTICA ITALIA 2021** is organized by the Italian office of Hannover Fairs International GmbH (Legal address: Via Paleocapa 1, 20121 Milano – Tel.: +39 02 70633292 – Fax +39 02 70633412 – e-mail: info@intralogistica-italia.com (hereafter called the Organiser) – in partnership with Ipack-Ima Srl and Fiera Milano Spa.

The Exhibition will take place **from Tuesday May 4<sup>th</sup> to Friday May 7<sup>th</sup> 2021** in pavilions 6-10 at the exhibition grounds of Fiera Milano, Rho (Milan) Strada Statale del Sempione Km 28.

The Exhibition is open solely to trade professionals, by invitation or on a paying basis, and registration is required. The exhibition opening hours are: **visitors 9.30am/6pm – exhibitors 8.30am/7.30pm** (access for exhibitors will be from 8.00am on Tuesday May 4<sup>th</sup>). During opening hours exhibitors must ensure presence at their stands.

The Organisers reserve the right to modify the opening hours and the dates of the exhibition at their discretion.

### ART. 3. PRODUCTS ADMITTED TO THE EXHIBITION AND ORGANISATIONS PERMITTED TO PARTICIPATE

Machinery, equipment and products, included in the list of product sectors (as detailed in Art. 39), shall be admitted to the Exhibition. This list must be considered as an integral and substantial part of these Rules and Regulations.

Any machinery, equipment and products that do not pertain to those in the list of product sectors (Art. 39), shall be immediately removed from the Exhibition Centre at the Exhibitor’s own risk and expense. Consortiums, Bodies, Organizations, Associations and Press related to the sectors included in the exhibition shall be admitted. However their admission may be subject to specific regulations.

### ART. 4. EXHIBITORS

Manufacturers, Representatives, Agents and Dealers of the goods included in the list of product sectors in Art. 39 shall be admitted.

### ART. 5. ADMISSION APPLICATIONS

The admission application must be compiled on an original form, signed by the legal representative of the applying company and sent to Hannover Fairs International GmbH, Via Paleocapa, 1 20121 Milan – email: info@intralogistica-italia.com no later than **29.2.2020**. Admission to the exhibition is subject to acceptance of the admission request by Hannover Fairs International GmbH who will provide the applicant with a confirmation through the assigning of a stand in accordance with art. 11. Admission requests received after the official date given above will be considered and accepted only if there is availability of exhibition space. The organisers shall have the right to refuse admission to the exhibition, at their discretion, if they retain that the applicant does not have the requisites required by law, by these Rules and Regulations and by the Technical Regulations of Fiera Milano Spa, including any changes and additions that might be made subsequently to these documents.

Furthermore, admission to the exhibition will not be permitted to any parties that are in debt to the organisers or to Fiera Milano Spa. Refusal and / or revocation of admission will not give rise to any compensation by way of damages or interest.

Participation in the previous edition of the event does not give the exhibitor any right to automatically participate in the following edition.

**Bookings of less than 20 sq.m shall not be accepted**, with exception of cases decided indisputably by Hannover Fairs International GmbH.

The Application Form may not contain reservations or conditions of any kind, on pain of inadmissibility. In order to be valid for enrolment, it must be stamped and signed by the legal representative of the company or a person having the necessary powers at the relevant points indicated in the document.

### ART. 6. REPRESENTED COMPANIES

Applications presented by Agents, Representatives or Exclusive Vendors **must be accompanied by the “List of Represented Companies / International Headquarters”**, which can be duly downloaded from the exhibition website at the address **www.intralogistica-italia.com**.

#### Furthermore

#### For represented foreign companies

In compliance with new regional regulations with regard to the international nature of exhibitions, all Agents, Representatives or Exclusive Vendors of foreign companies must send, along with the “List of Represented Companies / International Headquarters” form, a **declaration** on the represented company’s headed letter paper signed by a legal representative thereof, attesting to the exclusivity of the agency or detailing any other representatives covering the Italian territory.

#### For represented Italian companies

A declaration must be supplied on the represented company’s headed letter paper and signed by a legal representative thereof attesting to the existence and permanency of the relationship with said company.

All Applicant Companies must give written notice of any variation or addition to the “List of Represented Companies / International Headquarters” form.

Any omission, on the part of an Applicant Company, of the name or names of a firm or firms in the “List of Represented Companies / International Headquarters” will automatically exclude said firm or firms from appearing in any way (including brand, trademarks or products) as Exhibitors at the stand or in the Exhibition Guide, the Smart Catalog and in the Exhibition Online Catalogue.

If the above conditions are infringed, the Organiser will send a request to the person nominated in the Application form asking to regulate the situation and, if the infringement persists, the Organisers will be entitled to proceed with the erasure and/or removal from the stand of the name and trademarks of the firm represented and its products, entirely at the liability, risk and expense of the stand holder.

### ART. 7. CO-EXHIBITORS AND ADDITIONAL BRANDS/FIRMS

Co-Exhibitors are considered those companies that are present with their products and personnel at a stand that has been booked by the stand holder, irrespective of the ties they have with the direct exhibitor stand holder.

Requests for the acceptance of a Co-Exhibitor must be sent in writing by the stand-holder to Hannover Fairs International GmbH. Each stand holder may not have more than one Co-Exhibitor. In order to be admitted to the Exhibition the Co-Exhibitor must sign acceptance of these Rules and Regulations, and complete a specific application form that must be signed by its Legal Representative as well as by the Legal Representative of the stand holder. Hannover Fairs International GmbH will send the Co-Exhibitor the aforementioned application form upon request by the stand holder.

The Co-Exhibitor must pay a co-exhibition fee amounting to **€ 1,500.00 + VAT\*** (which includes a contribution for the multimedia service related to the online Catalogue, the Smart Catalog, the Matchmaking service which creates a diary of meetings between Exhibitors and Buyers) and which must be paid at the same time as the submission of the application form.

Should the Co-Exhibitor withdraw from INTRALOGISTICA ITALIA 2021, the Organizer has the right to retain all fees paid by the Co-Exhibitor. The stand holder is nonetheless responsible together with the Co-Exhibitor for the payment of the co-exhibition fee. Hosting a Co-Exhibitor without the Organisers' consent shall authorize the latter to immediately terminate this contract de facto due to the negligence of the Exhibitor and to clear out the stand at the exhibitor's expense.

The Co-Exhibitor is forbidden to represent other companies.

#### Additional brands

Exhibitors and Co-Exhibitors who intend to mention other brands or associated company names (excluding companies/brands for which the exhibitor is a distributor/agent/representative/seller that are included in the category "Represented Companies", see art. 6) may request the insertion, for a fee, in the alphabetical list in the Guide to the Show and in the Exhibition Online Catalogue/Smart Catalogue, with a referral to the company name of the Exhibitor/Co-Exhibitor, at a cost of **€200.00 + VAT\*** for additional company names or brands or firms. Acceptance of the application is nevertheless at the exclusive discretion of the Organizer who reserves all rights to not accept it should there be improper use involved. In such a situation the exhibitor is not required to pay a fee.

Non-indication by the signatory of the Application Form of a Co-Exhibitor or any additional firm represented brings automatically into effect prohibition of any display related to the same in any manner inside the stand (therein including the presence of names, brands, or products) or in the Guide to the Show, in the Smart Catalogue and in the Exhibition Online Catalogue.

If the above conditions are infringed, the Organizer will send a request to the person nominated in the Application form asking to regulate the situation and, if the infringement persists, the Organisers will be entitled to proceed with the erasure and/or removal from the stand of the name and trademarks of the firm represented and its products, entirely at the liability, risk and expense of the stand holder.

\* VAT (if due and in the rate currently applicable)

### ART. 8. PARTICIPATION FEE

Exhibitors are required to pay:

- ◆ **a Registration Fee for official stand holder of € 650.00+VAT\*** (which includes a contribution for the multimedia service related to the online Catalogue, the Smart Catalog, the Matchmaking service which creates a diary of meetings between Exhibitors and Buyers).
- ◆ **a Registration Fee for the Co-exhibitor (if present): € 1,500.00+VAT\***

- ◆ **a Registration Fee for each represented company (if present): € 400.00+VAT\***

- ◆ **a Registration Fee for each additional brand (if present): € 200.00+VAT\***

- ◆ **Raw Area and additional rates** - INTRALOGISTICA ITALIA 2021 rates for non-fitted exhibition space per square metre (bracketed rates, see example calculation at the end of the article) are as follows.

The following additional fixed rates **for open sides** will be applied according to the stand type assigned:

- stands with 2 open sides **€ 1,400.00 + VAT\***
- stands with 3 open sides **€ 2,000.00 + VAT\***
- stands with 4 open sides **€ 2,600.00 + VAT\***

\* VAT (if due and in the rate currently applicable)

Early Bird Rates (before 29.2.2020)	€/sq.m
up to 50 sq.m	249.00
from 51 to 100 sq.m	237.00
from 101 to 200 sq.m	231.00
over 200 sq.m	224.00
Standard Rates (from 1.3.2020)	€/sq.m
up to 50 sq.m	263.00
from 51 to 100 sq.m	250.00
from 101 to 200 sq.m	243.00
over 200 sq.m	238.00

For reasons related to the pavilion exhibition space, the exhibitor may request stands with two, three or four open sides booking a surface of at least 32 sq.m, 64 sq.m or 160 sq.m respectively, without the Organizer being obliged to nevertheless accept the request. In cases where two or more open sides are requested with an area inferior to that foreseen for the respective stand type, priority in assigning will be naturally given to those conforming to the aforementioned indications.

If for any technical/organisational reasons an exhibitor is assigned and accepts a stand with a privileged position (that is to say with several open sides) and/or a size greater than that requested in the Application Form, the additional rates for the open sides and the increase in exhibition space must be paid for by the exhibitor.

#### ◆ Various Compulsory Services

To simplify participation in the exhibition, a flat rate has been introduced covering the following "Various compulsory services":

- ◆ use of Wi-Fi in the exhibition pavilions
- ◆ installation of power up to 10 kW for lighting and energy for the switch present in the stand (excluding internal distribution and related connections to machinery or appliances)

An example of costs for **the raw space** related to a stand of 120 sq.m, with 3 open sides, following the bracketed rates, registered by **February 29<sup>th</sup> 2020**:

<b>Registration Fee for official stand holder</b>	€	650.00 + VAT*
<b>up to 50 sq.m:</b> 50 sq.m x € 249.00/sq.m =	€	12,450.00 + VAT*
<b>from 51 to 100 sq.m:</b> 50 sq.m x € 237.00/sq.m =	€	11,850.00 + VAT*
<b>from 101 to 200 sq.m:</b> 20 sq.m <sup>2</sup> x € 231.00/sq.m =	€	4,620.00 + VAT*
<b>over 200 sq.m:</b> 0 sq.m x € 224.00/sq.m =	€	0.00 + VAT*
<b>Totale area</b>	€	28,920.00 + VAT*
<b>Additional fixed rate for 3 open sides</b>	€	2,000.00 + VAT*
<b>Various Compulsory services</b> 120 sq.m x € 8.06/sq.m =	€	967.20 + VAT*
<b>Total</b>	€	32,537.20 + VAT*

\* VAT (if due and in the rate currently applicable)

- stand cleaning and bin emptying
- municipal advertising tax (see Art. 22)
- fire extinguishers (one or more according to the sq.m stand area size)
- Author's rights related to any audio-visual installation at the stands subject to taxation. The aforementioned tax shall not cover live performance rights (with singers and/or music instruments) for which the Exhibitor is obliged to pay the SIAE offices of the municipality.

In compliance with Articles 72 and 73bis Law 633/1941, the tax also includes all rights due to the artists and phonographic producers who directly hold the registration rights and, on their behalf, SCF – Consorzio Fonografici.

The rights held by artists, interpreters and executors and phonographic producers in compliance with Article 73 of the above Law for the dissemination of phonograms and music videos during fashion shows, DJ with or without dancing facilities, are excluded.

For this reason, the Organisers of said events are required to contact SCF – Consorzio Fonografici – Via Leone XIII, 14 – Milano – in order to fulfil the obligations according to the laws in force.

The “**Various compulsory services**” fee will be invoiced at the rate of **€ 8.06/sq.m + VAT\*** and must be paid at the same time as the balance of the participation fee.

*\* VAT (if due and in the rate currently applicable)*

## ART. 8A. OPTIONAL SERVICES

### FULLY-FURNISHED STANDS

In order to facilitate participation in the Exhibition, Exhibitors have the possibility to choose a standard fully furnished stand, up to 60 sq.m. Exhibitors interested in this service may proceed with booking their stand of choice, within the deadlines specified, on the Fiera Milano e-service platform (see Art. 11).

Costs for fully furnished stands - see details and contact information in the related document - should be added to the Raw Space rate indicated in art. 8 of these Regulations.

Fiera Milano reserves the rights to not accept any requests for stand furnishing after **April 9<sup>th</sup> 2021**.

Should an Exhibitor waive a booking of a fully furnished stand after said date, he shall nonetheless be obliged to pay all fees owed for the booked stand.

### DOUBLE DECK AREA

Construction of raised decks (only one upper level) will be permitted in both pavilions under the following conditions:

- a raised deck can only be built over stands with 3/4 open sides and a floor area of not less than 100 sq.m;
- the double-deck area must not take up more than 50% of the floor area with a maximum area of 200 sq.m irrelevant of stand surface area.

For stands with areas of less than 100 sq.m, if the exhibitor is interested in raising a deck, he must send a request to Hannover Fairs International who will carry out a preliminary feasibility check with Fiera Milano. Notwithstanding the above conditions, stands with double deck structures are subject to the limits and technical provisions set forth by Fiera Milano Spa that will be mailed subsequently to the Exhibitors. Any double deck area shall be invoiced at the fee of **€ 195.00/sq.m + VAT\***.

The exhibitor must pay the fee related to the double deck area within 15 days of the date of approval of project by the organisers. If the approval be given after March 31<sup>st</sup> 2021 the exhibitor must pay the fee for the deck area immediately upon receipt of the related invoice.

*\* VAT (if due and in the rate currently applicable)*

## ART. 9. PAYMENTS OF REGISTRATION FEE, DOWN PAYMENTS AND BALANCE. ELECTRONIC INVOICING BETWEEN PRIVATE PARTIES. FINANCIAL FLOW TRACEABILITY CHARGES

### 9.1 PAYMENTS OF REGISTRATION FEE, DOWN PAYMENTS AND BALANCE

#### DOWN PAYMENT

Upon submission of the Application Form Exhibitors shall pay:

- a registration fee for the stand holder of **€ 650.00 + VAT\*** (which

includes a contribution for the multimedia service related to the on-line Catalogue, the Smart Catalog, the Matchmaking service, which creates a diary of meetings between Exhibitors and Buyers)

- a down payment equal to **€ 80.00 + VAT\*** per sq.m of floor/stand space requested.
- a Registration Fee for each Represented Company (if present), of **€ 400.00 + VAT\***

#### BALANCE

The exhibitor must pay the balance of the exhibition fees within 15 days of the date of receipt of the invoice issued by Fiera Milano Spa on behalf of Hannover Fairs International GmbH following the notification of assignment. If the balance invoice is issued after 31.12.2020 the exhibitor must pay on receipt.

The balance will include:

- the fee for the officially notified raw area (including any eventual additional fees) less the already paid down payment
- a € 200.00+VAT\* Registration Fee for each additional represented brand (if present)
- the fees related to Various Compulsory Services equal to € 8.06+VAT\* per notified sq.m
- any additional costs/fees due to Hannover Fairs International GmbH for supplementary services/charges

#### OBBLIGATORY INSURANCE

Upon payment of the balance of exhibition fees, the exhibitor/co-exhibitor must pay **€100.00** (of which €50.00 is insurance brokerage), not subject to VAT, which will be charged via a specific invoice by Fiera Milano Spa, see Art. 17.2.

**If the exhibitor does not pay in full, according to the terms above, Fiera Milano Spa, on behalf of the organisers, may prohibit exhibitors from entering the exhibition grounds with goods.**

*\* VAT (if due and in the rate currently applicable)*

**Exhibitors who apply to participate in INTRALOGISTICA ITALIA 2021 after February 28<sup>th</sup> 2021 must pay the entire participation fee at the moment of registration.**

#### NEW VAT REGULATION (Non-Italian Exhibitors)

As of January 1<sup>st</sup> 2011, in compliance with the Legislative Decree n. 18/2010 in application of EU directive no. 8/2008, non-Italian exhibitors subject to taxation are no longer required to pay VAT on participation and service fees connected with the exhibition, with the sole exception of non-commercial companies/authorities and private individuals. In order to identify this type of exhibitor (company liable for taxation/non-commercial company or private individual), prior to the issuing of the invoice it is essential that all exhibitors provide their V.A.T. number/ID code or other documents proving their status as company and not as private individuals. It is therefore absolutely necessary that such information be provided on all application forms, failing which the amounts invoiced shall include the Italian Value-Added-Tax.

All payments must be made by **bank transfer** to:

**Fiera Milano spa - Credito Valtellinese – Branch 23 - Milan - IBAN: IT 39 U 05216 01628000004460783 - BIC/SWIFT: BPCVIT2S**

**Please, note that the description of payment must indicate INTRALOGISTICA ITALIA 2021 and the Exhibitor/Co-Exhibitor company names.**

A copy of the bank transfer confirming down payment must accompany all application forms. VAT (if applicable) at 22% or other current rate is payable in respect of the above amounts, along with any taxes or duties newly introduced in that fiscal year and subject to payment by the Exhibitor/Co-Exhibitor.

In cases where VAT is not applicable according to art 8/8bis of legislative decree 633/72 and subsequent amendments, two separate declarations of intent, written to Hannover Fairs International GmbH and Fiera Milano spa respectively, must be attached to the Application Form.

**Foreign Exhibitors interested in VAT refund can apply:**

- to Agenzia delle Entrate – Centro Operativo di Pescara (Tax Revenue Office – Operational Centre in Pescara – only for Exhibitors coming from Israel, Switzerland and Norway) – phone +39 085 5771 – fax +39 085 52145



- to the Tax Authorities of their own country (for the Exhibitors of EU countries)

For more details, please see the “VAT Refund to Foreign Exhibitors” form available for download from the exhibition website.

## 9.2 ELECTRONIC INVOICING BETWEEN PRIVATE PARTIES

In order to comply with obligations introduced in art. 1, co. 909, legislative decree 27 December 2017 (obligation between private parties to issue electronic invoices from 01/01/2019), Italian Exhibitors will be responsible for communicating their Certified Electronic email address (PEC) and/or their seven figure receiver code to the Organiser.

## 9.3 FINANCIAL FLOW TRACEABILITY CHARGES

1. Hannover Fairs International GmbH in its performance of all services outlined in these Rules and Regulations is obliged to observe all legislation in relation to financial flow traceability in accordance with Article 3 of Law n. 136, 13 August 2010, and any subsequent modifications or integrations. Should an exhibitor be a public entity and /or a stock exchange quoted company and/or considered a contracting entity under the aforementioned legislation, Hannover Fairs International GmbH:

- a) assumes, in penalty of absolute nullity of the present contract, all obligations of financial flow traceability in accordance with Article 3 of Law n. 136, 13 August 2010, and any subsequent modifications or integrations – also in relation to its contractors and sub-contractors in the supply chain of companies involved in any capacity in the contract;
  - b) commits to using one or more bank or post office accounts, assigned, also in a non-exclusive capacity, to banks or to the company Poste Italiane Spa for use in relation to the public order received. The Organizing Secretariat will notify account details upon request;
  - c) commits to immediate communication to the contracting entity and to the local Prefecture – Government Territorial office competent for the region– of failure of counterparts to comply with traceability requirements of financial flows and to terminate the contract with the party and all its sub-contractors.
2. Exhibitors that are considered a “contracting entity” in line with the aforementioned legislation must compile the necessary admission forms including, in penalty of absolute nullity of the same, the obligatory code CIG (tender identification code) and – where necessary – the CUP code (unique project code) related to the public investment involved.
3. Exhibitors which are considered a “contracting entity” in line with the aforementioned law will have the faculty to terminate the contract in accordance with Article 1456 of the Civil Code should Hannover Fairs International GmbH violate the obligation outlined in section b) of the preceding paragraph 1 and/or in general violate – also in relation to contractors and sub-contractors in the supply chain of companies involved in any capacity in the contract – all obligations of financial flow traceability in accordance with Article 3 of Law n. 136, 13th August 2010, and any subsequent modifications or integrations.

## ART. 10. SERVICES INCLUDED IN THE PARTICIPATION FEE AND IN THE CO-EXHIBITOR FEE

The following services are included in the Participation Fee:

- stand number sign
- Exhibition Guide, online Catalogue and Smart Catalog entry (see Art. 14).
- 1 copy of the Exhibition Guide
- pre and post exhibition promotion of brands registered in the catalogue and related news through the intermediary communication media made available by the Organiser (e.g. social networks, newsletters, the Logistic Square portal on the website [www.intralogistica-italia.com](http://www.intralogistica-italia.com), etc)
- matchmaking service that creates a diary of meetings between Exhibitors and Buyers
- technical assistance to Exhibitors during exhibition setting-up and dismantling
- entry passes for exhibitor vehicles during the days of the exhibition according to size of the stand area, as follows:
  - up to 50 sq.m \_\_\_\_\_ no. 1 pass

from 51 sq.m to 200 sq.m. \_\_\_\_\_ no. 2 passes  
 over 201 sq.m \_\_\_\_\_ no. 3 passes

- exhibitors entry passes according to size of the stand area as follows:
  - up to 30 sq.m \_\_\_\_\_ no. 10 entry passes
  - from 31 sq.m to 100 sq.m \_\_\_\_\_ no. 20 entry passes
  - from 101 sq.m to 200 sq.m \_\_\_\_\_ no. 30 entry passes
  - over 200 sq.m \_\_\_\_\_ no. 40 entry passes
- entrance permits for the staff and vehicles to enter the Fairgrounds before and after the Exhibition issued through the online pre-accreditation procedure that will be explained in detail in ad hoc communications from Fiera Milano Spa via email.

It is specified that all entry passes (for people and vehicles) even if included in the participation fees, must be activated in a timely manner through the specific technological tools made available by Fiera Milano through its e-Service portal. Exhibitors will receive instructions for use of the portal from the Organiser in due course.

The participation fee per square metre includes the renting fee of the exhibition stand, the services detailed in the regulations as well as any complementary events arranged by the Organisers as far as seminars, conferences, celebrations and happenings are concerned, as outlined in the exhibition programme. This also includes welcoming delegations and the trade, Italian and foreign governmental authorities and conference speakers.

### Services included in the co-exhibitor fee:

- Exhibition Guide, online Catalogue and Smart Catalog entry
- 1 copy of the Exhibition Guide
- pre and post exhibition promotion of brands registered in the catalogue and related news through the intermediary communication media made available by the Organiser (e.g. social networks, newsletters, the Logistic Square portal on the website [www.intralogistica-italia.com](http://www.intralogistica-italia.com), etc.
- matchmaking service that creates a diary of meetings between Exhibitors and Buyers
- 3 exhibitor entrance permits for use during the Exhibition and which will be sent to the stand holder

## ART. 11. STAND ALLOCATION

Allocation of stands shall be decided solely by the organisers, based on technical needs, of the characteristics of the products exhibited, the general purpose of the exhibition and wherever possible, the Organisers will take into consideration requests made in the Application Forms; under no circumstances will the Organisers be under any obligation to fulfil any requests and/or preferences expressed by Exhibitors concerning aspects including but not limited to stand location, size, open sides, etc.

**In assigning stands, priority criteria shall be applied to Application Forms received by February 29<sup>th</sup>, 2020. The assigning of stands to Exhibitors who submit forms after that date will be carried out based on eventual available spaces remaining.**

Notification of stand allocation shall be forwarded to the Exhibitor on condition that the Exhibitor has complied with the terms of down payments as set out in Art. 9 of these General Rules and Regulations and, in the case of Agents, Distributors and Representatives, that the “Declaration of Representation” has been sent to the Organisers, as per Art. 6 of these General Rules and Regulations.

Following the notification of stand area allocation, Exhibitors and Co-Exhibitors shall receive a link providing username and password to access the **e-service website of Fiera Milano Spa**, where they can fill in mandatory documents and request additional services. The e-service website provides access to the “Logistics tool” (for the accreditation of personnel and vehicles on stand set-up and dismantling days).

However, for serious and proven technical/organisational reasons and in the overall interest of the Exhibition, or for reasons beyond their control, the Organisers may change, reduce, modify or move stands to other halls.

Exhibitors are not allowed to cede part or all of their stands to another party, even if there is no charge involved without express permission of the organisers. Products or companies that have not been included in the Application Form and relevant enclosures may not be advertised in the stand.

## ART. 12. REDUCTION OF STAND AREA/CANCELLATION OF PARTICIPATION

If the Exhibitor wishes to withdraw from **INTRALOGISTICA ITALIA 2021**, Hannover Fairs International GmbH has the right to retain all fees paid by the exhibitor and to use the stand area available at its discretion. If withdrawal from the exhibition takes place after the official notification of stand allocation and in any case, after 31.01.2021, the exhibitor must pay the entire fee (including installation costs and services and services ordered and/or carried out in relation to the booked area, as well as all charges and taxes paid on behalf of the exhibitor) as a penalty. All this is without prejudice to any legal action and/or request for any damages from the organiser.

Before notification of stand allocation and in any case not after 31.01.2021 (in the case that notification has not yet been issued) should the exhibitor intend to reduce the stand area that has been booked at **INTRALOGISTICA ITALIA 2021**, the down payment already made for the booked area will be retained by Hannover Fairs International GmbH as payment for organisational costs. Stand reduction requests will not be accepted after notification of stand allocation.

Without exception, reductions of more than 15% of the initial area booked will not be accepted.

## ART. 13. ACCEPTANCE OF THE RULES AND REGULATIONS

By signing the Application Form, the Exhibitor formally accepts the Rules and Regulations in this document, the "Technical Regulations" booklet of Fiera Milano Spa and any subsequent executive provisions adopted as additions, exceptions or amendments.

## ART. 14. EXHIBITION GUIDE/ ONLINE CATALOGUE / SMART CATALOG /PROMOTIONAL MATERIALS

The Organisers are responsible for the production of the Exhibition Guide/ Online Catalogue / Smart Catalog and related promotional materials.

### a. EXHIBITION GUIDE

The information required for compilation of the Exhibition Guide will be supplied by Exhibitors/Co-Exhibitors, entirely at their own responsibility, using the means provided for this purpose by the organisers.

**The Exhibition Guide entry is guaranteed to all exhibitors/co-exhibitors applying to the exhibition by no later than February 28<sup>th</sup> 2021.**

### b. ONLINE CATALOGUE / SMART CATALOG

The organiser and Fiera Milano Media Spa, provide exhibitors/co-exhibitors with an online page designed as virtual stand where they promote their companies also online. The online catalogue contains commercial information related to the exhibitors/co-exhibitors. Therefore, by agreeing to the Rules and Regulations exhibitors/co-exhibitors accept the service and consent to the treatment of their personal information by Fiera Milano Media.

The information required for compilation of the Online Catalogue and the Smart Catalog will be supplied by Exhibitors/ co-exhibitors, entirely at their own responsibility, using the means provided for this purpose by the organisers.

**The online Catalogue / Smart Catalog entry is guaranteed to all exhibitors/co-exhibitors applying to the exhibition by no later than March 31<sup>st</sup>, 2021.**

Any responsibility is disclaimed for any errors or omissions that may occur in the publication of the data related to Exhibitors, Represented Companies and Co-exhibitors in the production of the Exhibition Guide, Online Catalogue, Smart Catalog, promotional materials and/or exhibition signs.

## ART. 15. UNLOADING AND RESHIPING OF MATERIALS

The exhibitor is responsible for all the operations related to the introduction into the exhibition grounds, unloading, placing in stands, dismantling and reshiping of machinery and exposition and stand fit materials.

The exhibitor may avail of the services of its own transporter, with authorisation, or of the official exhibition transport company who will be on hand to provide all necessary assistance in accordance with the Technical Requirements regulations.

We take this opportunity to inform you that only vehicles with pipes for disposal of engine exhaust fumes outside will be permitted to operate and unload machinery inside the exhibition pavilions.

## ART. 16. TEMPORARY IMPORTATION

In compliance with the laws currently in force, Exhibitors leasing exhibition space/stands may temporarily import foreign goods duly listed on the Application Form into the Fairgrounds. All expenses related to custom duties are to be paid by the Exhibitor.

## ART. 17. DECLARED VALUE - INSURANCE - LIABILITY

**17.1. Declaration of value** – Exhibitors/co-exhibitors are required to declare, using the special form on the e-service platform, the total "estimated value" of goods, machinery, fixtures and fittings and equipment they plan to bring to and/or use in the fairgrounds, also on behalf of Represented Companies understanding that, in lacking such declaration, the value shall be considered to be the minimum amount as stipulated in Art. 17.2 below and excepting in any case the right by Fiera Milano Spa to verify the aforesaid declaration. In the case of an accident, should the final value declared by the Exhibitor/co-exhibitor fail to correspond to the effective value of the insured property, the value of said merchandise shall be that declared by the Exhibitor/co-exhibitor.

Pursuant to Art. 1907 of the Italian Civil Code, compensation can be determined by the Insurer on the basis of proportional criterion.

**17.2. All-Risks – Exhibitor/Co-exhibitor Property policy** (excluding risk of terrorism and sabotage) – Hannover Fairs International GmbH and Fiera Milano Spa require that all goods, machinery, fixtures and fittings and equipment brought to and/or used at the Exhibition Centre by exhibitors/co-exhibitors are covered by "All Risks" insurance, including a clause waiving the insurer's right of recourse against Third Parties, including Fondazione Fiera Milano, Fiera Milano Spa, their subsidiaries and/or affiliates, the Organiser and all Third Parties in any way involved in the organisation of the Exhibition.

This insurance is made available through Fiera Milano for a capital of € 25,000.00 at a cost of **€ 100.00** (of which € 50.00 is insurance brokerage), not subject to VAT, which will be charged via a specific invoice by Fiera Milano Spa, issued at the same time as the balance fee invoice.

Exhibitors/co-exhibitors may increase the insurance coverage capital provided, by filling in, signing and returning the appropriate form available on the e-service platform. Coverage includes the stipulation of 10% insurance exclusion for each claim in the event of theft, with a minimum of € 250.00 and doubling those amounts for the reports submitted after the closing of the exhibition. Should Exhibitors/Co-exhibitors have their own "All Risks" insurance for goods, machinery, fixtures and fittings and equipment brought to and/or used at the Fiera Milano grounds, valid for fairs and exhibitions, with a clause waiving the insurer's right of recourse against Fondazione Fiera Milano, Fiera Milano Spa, their subsidiaries and/or affiliates, the Organisers and all Third Parties in any way involved in the organization of the Exhibition, Exhibitors/Co-exhibitors are in any case required to fill in and return the signed form available on the e-service platform, enclosing declarations signed by their legal representative and the insurance company stating that the above property is covered by an "all risks" guarantee in a manner no less than that prescribed by the General Regulations (facsimile included in the form). In this case, the previously issued invoice shall be cancelled.

**17.3 Third Party Public Liability Policy** – This coverage is automatically provided, free of charge, for all exhibitors by Fiera Milano Spa. This will become an extension of its general policy that has a limit of no less than € 100,000,000.00 (one hundred million).

**17.4 Limitation of Liability** – The Exhibitor, by signing the Application form, agrees to release Fiera Milano Spa and Hannover Fairs International GmbH from any liability for consequential losses, reputational damage, loss of revenues, etc. Also in relation to any direct loss, and in virtue of the aforementioned Art. 17.2, each Exhibitor agrees that Fiera Milano Spa and the Organisers have no liability whatsoever.

## ART. 18. TECHNICAL SERVICES AND SURVEILLANCE

Within the limits of the existing installations, the supply of electricity (see Art. 8A, Various Compulsory Services), water, compressed air and other technical services is guaranteed. The Exhibitor is responsible for connection and consumption costs.

General surveillance of the halls (but not of single stands) is provided by Fiera Milano Spa. Special surveillance services may be requested from Fiera Milano Spa at an additional charge via the e-service platform. During public opening hours of the Exhibition, the Exhibitor is responsible for security at his stand. Full details of the above and other services offered by the exhibition grounds are laid out in the "Technical Regulations" booklet.

## ART. 19. AVAILABILITY AND DATES OF STAND BUILDUP AND DISMANTLING

### Build Up

The stands (open space) will be available to exhibitors, outlined by coloured strips on the floors, cases of force majeure excepted, on the following dates:

from **Monday April 26<sup>th</sup> to Monday May 3<sup>rd</sup>, 2021**  
(including Saturday May 1<sup>st</sup> and Sunday May 2<sup>nd</sup>)

- Pavilion opening hours: from 7.30 am to 6.30 pm  
(on May 3<sup>rd</sup> the exhibition halls will close at 6.00 pm)
- Vehicles shall be admitted to the grounds from 7.00 am to 5.30pm  
(on May 3<sup>rd</sup> entrance of vehicles will be permitted until 3.00 pm).

**On May 3<sup>rd</sup> 2021 – exhibition eve – it will be strictly forbidden to:**

- access the Fairgrounds with setting materials;
- continue set-up operations beyond closing time.

### Time extensions

Any proven need for limited extension to the set opening hours will be examined by the CUSTOMER SERVICE of Fiera Milano (Exhibitors Technical Assistance Service), which will endeavour to meet such requests within the limits of technical and organizational possibilities and on condition that sufficient advanced notice is given and a penalty charge is paid.

It will not be possible in any way to begin set-up operations before Monday April 26<sup>th</sup> 2021.

**Setting-up and arrangement of goods must however be completed by 6 p.m. on the day before the opening day of the Exhibition. For technical and organizational reasons this deadline shall be considered as final.**

Exhibitors will be notified by the Organisers of the availability of the furnished stands through a specific communication.

Stands that have not been set up by 6.00 pm on May 3<sup>rd</sup>, 2021 may be disposed of by the Organiser; the Exhibitor will be nonetheless charged for the participation fee and costs of any services provided.

### Dismantling

Exhibitors must be present at their stand and with their own exhibits/machinery for the duration of the Show.

**Desertion or dismantlement of the stand before closing time (6pm) on the last day of the show is strictly forbidden.**

Dismantling operations of machinery and stand facilities must be carried out according to the calendar and hours indicated: **from 7pm to 10pm Friday 7<sup>th</sup> May and from Saturday 8<sup>th</sup> May to Monday 10<sup>th</sup> May 2021 inclusive**, with access to the halls from 7.30 am to 6.30 pm (vehicles admitted from 7.00 am to 5.30 pm).

On Friday May 7<sup>th</sup> it will be possible to move only boxes by hand from 6pm to 7pm.

Any proven needs for limited extension to the set opening hours will be examined by the CUSTOMER SERVICE, which will endeavour to meet such requests within the limits of the technical and organizational possibilities and provided that sufficient advance notice is given and a penalty charge is paid.

**On no account will it be possible to finish dismantling after Monday May 10<sup>th</sup> 2021.**

On expiry of the established periods, Fiera Milano Spa and the Exhibition Organizers will not under any circumstances be liable for machinery, materials or any other items left unattended on stands. Material remaining on the stands areas will be removed and stored by Fiera Milano and the Organizers at the expense and responsibility of the Exhibitor, who accepts these conditions.

**Exhibitors will be charged by Fiera Milano Spa for all costs connected to repairs of damage noted and to removal of preparation materials or anything else left behind.**

After two months, any unclaimed items may be sold by auction, and the net proceeds, after payment of expenses incurred by Fiera Milano Spa, shall be credited to the Exhibitor.

The presence of the Exhibitor's materials on the Fairgrounds after the end of the dismantling period also involves payment of a fee to Fiera Milano Spa for prolonged occupation of the area.

## ART. 20. STAND FITTINGS / HEIGHTS AND HANGING LOADS / EXCEPTIONS / STAND PROJECTS

Any defects or shortcomings discovered when Exhibitors take possession of the exhibition space for setting up the stand and laying out of goods must be reported to the CUSTOMER CARE – Exhibitors Technical Assistance Service. In order to access the exhibition grounds, Exhibitors must follow the instructions given in “Provisions for setting up and dismantling”, available in due time on the exhibition website [www.intralogistica-italia.com](http://www.intralogistica-italia.com). Exhibitors setting up the stand must strictly observe the Rules and Regulations, the layout plan and the Fiera Milano Technical Regulations (which can be found on the website [www.intralogistica-italia.com](http://www.intralogistica-italia.com)) and further general and technical rules: these rules represent an integral part of the General Rules and Regulations.

Exhibitors shall be responsible for all organization and costs incurred for setting up the stand and shall strictly observe the Rules and Regulations. They shall also provide Fiera Milano with their stand layout project beforehand for approval. Exhibitors undertake to fit out the entire area assigned and to display on their stands - for the entire duration of the Event - products belonging to the sectors listed in the present Rules and Regulations. Products exhibited must be positioned in such a way that they are not considered offensive and must comply with Italian Legislative Decree 81/08 (Consolidation Act on Safety). **The stand must be laid out in such a way so as to avoid obstacles or objects that hinder access to the exhibition areas.**

The maximum allowed heights inside halls are as indicated below:

### For stand construction:

- partition and side walls: m 3.5
- graphics, brands and illuminated banners, trusses (without logos or graphics): 6 m (**upper limit**)
- other structures or internal walls: 5 m (minimum distance of 1.5 m from neighbouring stand or pavilion aisles)

**All furnishing/banners/graphics/brands etc. exceeding 3.5 m height inside individual stands shall be positioned at a minimum distance of 1.5 m from neighbouring walls, except for the hanging of perimeter bars only for lighting purposes (no brands, graphics etc).**

Continuous wall closings, even using different elements, over 50% of the length of open sides or the front display area, are not permitted in order to enable the full display of products in relation to the fittings and for safety reasons. Continuous wall closings over 50% have to be authorized by the Organizers and at their discretion – respecting the limits established in the Technical Regulations of Fiera Milano – and in the interests of the exhibition and the other exhibitors.

### Exceptions to height of displays

Exceptions to the maximum allowed height of displays may be granted – in writing only - provided that:

- a) the Organizers consider the stand area sufficient to justify the request;
- b) a minimum distance of 1.5 m is kept from the technical installation of the hall enabling easy access;
- c) the display does not hamper or cover overhead signs positioned by Fiera Milano Spa;
- d) conformity to all regulations concerning setting up and dismantling of the design is guaranteed;
- e) they do not compromise neighbouring stands of the exhibition decoration concept.

### Stand projects

All Exhibitors have to forward their stand projects to Fiera Milano, except for the Exhibitors who have requested a fully furnished stand. The stand project, complete with floor plans and measured elevations must be uploaded to the specific location provided on Fiera Milano's E-service site.

Fiera Milano via their Exhibitor Assistance Customer Service will verify the stand projects in relation to Event and Technical Regulations and will provide feedback on the project by approving it or requesting further compliance with the above Regulations. Once the projects have been approved the Exhibitors, independently at their own expense, will see to the installation of the perimeter walls and flooring of their stands.

Should a wall shared with another Exhibitor exceed the standard height of 3.50 m, it is necessary to provide the Organizing Secretariat with a



written consent by the bordering Exhibitor. Furthermore, all the stand finishing shall be of a high quality on the outer sides or on the sides bordering with other stands. The stand finishing must also be neutral in terms of colour. Access must be guaranteed to all utility systems even in the event of carpeting etc. or raised floor sections; for materials to be hung from the ceiling please refer to the Dispositions contained in the Technical Regulations of Fiera Milano Spa.

Failure to receive the correct documentation or approval of the stand project from Fiera Milano will not enable the Exhibitor (or stand fitters) to set up their exhibition stand.

#### **ART. 21. PROMOTIONAL AND ADVERTISING ACTIVITIES**

Advertising, excluding that carried out within the stand itself, may be carried out by the Exhibitor in any form permitted through Fiera Milano Spa, in accordance with Hannover Fairs International GmbH, who reserves exclusive management rights, availing also of the co-operation of specialized agencies.

In case of distribution of video, phonographic or multimedia materials containing original works or pieces of works that are covered by copyright according to Italian Law 22.4.1941 n. 633, the Exhibitors must settle in advance the relevant taxes and apply the authentication stamp (SIAE) in compliance with Art. 181bis of the aforementioned law.

**The illegal use of the above mentioned original works, as well as the lack of the SIAE stamp on the distributed material shall result in penalty as per Art. 171 and subsequent ones of Italian Law 633/41.**

#### **ART. 22. CITY COUNCIL ADVERTISING TAX**

In addition to all participation provisions, the Exhibitor shall pay the Rho City Council Tax for advertising. Following agreements reached with the Rho City Council in the interests of exhibiting categories, this is a lump-sum tax that is based on the surface area occupied by the Exhibition. In order to avoid burdensome procedures that Exhibitors would be required to carry out directly, this tax is included in the "Various Compulsory Services". Fiera Milano Spa will then forward the payment to the Rho City Council.

#### **ART. 23. PHOTOGRAPHS, FILMING/ VIDEO MAKING AND DRAWINGS**

Private individuals, visitors and Exhibitors are forbidden to take photographs, make films or videos or drawings inside the halls, without the express permission of the Organisers. In any event, Exhibitors employing their own photographer shall photograph their stand and products therein displayed only, after having requested authorization to do so from the Organisers. Fiera Milano Spa and Hannover Fairs International GmbH may photograph any stand and use the photographs without the authorization of the Exhibitors and Co-Exhibitors and without any claim or recourse by the latter.

#### **ART. 24. PROHIBITIONS**

In particular, the following are not permitted:

- sound systems whose volume exceeds the minimum limit and which disturb neighbouring Exhibitors. Exhibitors using complex acoustic amplification must comply with the relevant provisions of the Technical Regulations (Art. 8.2.2); so as not to exceed the limits set, the exhibiting companies must furnish their own amplification equipment with self-regulating apparatus to keep the sound intensity within the appropriate range. With regard to exhibited machinery, noise must be contained within the limits permitted by legal norms.
- lighting displays that disturb neighbouring exhibitors

Moreover, the following activities are not permitted:

- sale with immediate delivery of exhibited products
- the display of prices, awards and the like in respect of machinery anywhere within the stand
- the distribution of brochures or other promotion items (flyers) in the aisles, within the bounds of the Exhibition and immediately near the entrances
- the distribution and delivery of any technical or promotional material (magazines, manuals, brochures or other) not strictly related to the exhibitor, who, furthermore may distribute or deliver advertising material only if it is relevant to its specific sector and only within the perimeters of its stand location
- advertising on behalf of other non-exhibitor companies

- paging by loudspeaker
- remaining on stands or in the ground of the exhibition during closing hours

Further details are laid out in the "Technical Regulations" booklet. Should the Exhibitor fail to comply with these prohibitions, the Organisers reserve the right to close the stand.

#### **ART. 25. OCCUPATIONAL SAFETY AND HEALTH**

All exhibitors are required to strictly abide by all parts of the regulatory system currently in force regarding the protection of workers' health and safety as well as all laws regulating labour, employment, social security and welfare throughout the duration of the exhibition, including build-up, dismantling, parking and any other activity connected to the participation in the event (including waste disposal).

Moreover, Exhibitors agree to comply with, and ensure that all companies working on their behalf during stand build-up, dismantling or any other activity connected to the Exhibition comply with the Technical Regulations of Fiera Milano, which it declares to have read along with all integrations to that document, the dispositions contained in Art. 88 of legislative decree 81/2008, comma 2-bis and the related activation of the Ministerial Decree of 22.07.2014, issued by the Ministry of Labour and Social Welfare and the Ministry of Health.

The Technical Regulations, available to read on the website [www.fieramilano.it](http://www.fieramilano.it), in the relative link to the Exhibition, section "Exhibitors - technical information" and on the website [www.intralogistica-italia.com](http://www.intralogistica-italia.com) also provide cautionary directives concerning safety on the exhibition grounds (fire prevention, electrical systems, environmental protection, etc.) but do not include any specific safety regulation with regards to the activities performed by Exhibitors or by any other company working on their behalf (stand build-up, dismantling and any related activities), for which all responsibility falls upon the Exhibitors themselves.

In order for exhibitors to comply with the obligations contained in the aforementioned Ministerial Decree 22.7.2014, Hannover Fairs International GmbH has made the documents and related attachments IV and V available on its and the Fiera Milano websites.

Failure to comply with the safety regulations described above, particularly when resulting in security hazards inside the pavilions or endangering people's safety, may result in action by Fiera Milano Spa including immediate termination of all utility services available on the stand and its immediate closure. Any other consequence deriving from noncompliance with the above rules and regulations falls solely under the responsibility of the Exhibitors and the companies working on their behalf.

Fiera Milano may require any contract company/self-employed staff working on behalf of the exhibitor to leave the exhibition grounds should they fail to show their ID badge pursuant to Art. 18, paragraph 1, lett. u), 21, paragraph 1, lett. c), 26, paragraph 8 of Legislative Decree 81/08; this provision also applies to any non-EU citizens failing to show a valid and readable permit of stay or valid and readable ID, regardless of their holding an ID badge.

The company responsible for and the supervisor of the banned staff shall be charged with the related expenses.

The exhibitor authorizing the company to operate on the exhibition grounds and to perform work in their stand area on their behalf shall receive due notification of the disciplinary action.

**It is the Exhibitor's responsibility to ensure that all items and activities located or performed on the stand area, including furnishings, structures, systems, displayed products, etc. comply with the regulations currently in force.**

All exhibitors are required to appoint a "Stand Safety Manager" who will be responsible for all safety matters relating to any activity performed on the Exhibitor's behalf towards any persons involved and for the entire duration of their presence on the exhibition grounds. If the Exhibitor so wishes, under his complete responsibility, the "Stand Safety Manager" may be a different person for each of the three activities mentioned above (stand build-up, Exhibition, stand dismantling).

The "Stand Safety Manager" name(s) and contact information must be communicated to Hannover Fairs International GmbH and Fiera Milano before the beginning of stand build-up operations and in any case before the arrival of workers and goods on the Fiera Milano grounds.

The names and contact information related to the Stand Safety Managers of neighbouring stands will be made available to exhibitors by Hannover Fairs International GmbH and Fiera Milano. Each exhibitor, via

the “Stand Safety Manager” must coordinate with other “Stand Safety Managers” of neighbouring stands, so that by exchanging information it is possible to identify eventual prevention measures to be taken to eliminate, or where this is not possible, to reduce to a minimum the risks from interferences when present.

If the name of the “Stand Safety Manager” has not been communicated the Legal Representative of the exhibiting party will assume this role. Any change in name of the “Stand Safety Manager” must be communicated to Hannover Fairs International GmbH and Fiera Milano in a timely manner.

**Companies working on behalf of Fiera Milano Spa for the supply of utility services will access the stand area solely in the presence of the “Stand Safety Manager” and only after his/her permission. Personnel in charge of surveillance and safety on the exhibition grounds are under no such obligation.**

#### **ART. 26. MEASURES FOR THE SAFETY OF PEOPLE PRESENT IN THE FAIRGROUNDS**

Fiera Milano, in compliance with the provisions imposed by the Public Safety Authority, adopts the infrastructural, organizational and operational measures deemed appropriate for the protection of the safety of the people present in any capacity inside the Exhibition grounds.

By way of example and without limitation, at its unquestionable discretion Fiera Milano may provide:

- a) special methods of access to and exit from the Exhibition grounds (creation of specific passages or reserved lanes, timetables, regulation systems and access and traffic flow) - also eventually differentiated for the different categories of users of the fairgrounds;
- b) security checks, also carried out with the aid of stationary or portable technical equipment, on people, luggage and personal belongings, and on transport and work vehicles, both upon entry into the Exhibition fairgrounds and inside the Exhibition fairgrounds and, where necessary, at the exits. The checks are carried out by Fiera Milano personnel or by third parties appointed by the same. Without prejudice to any disclosure of facts to the Police and consequent measures taken by them, users who do not agree to submit to the checks will be prohibited access to the Exhibition fairgrounds and, if they are already inside the Centre, they will be immediately removed. Users being screened are required to provide maximum cooperation, so that operations can be carried out as efficiently as possible and as quickly as possible according to the nature of the activity. Upon the outcome of these checks, without prejudice to any disclosure of the fact to the Police and the consequent measures taken by them, Fiera Milano reserves the unquestionable right to prohibit access to the fairgrounds by suspected persons or objects. If the suspects are already inside the fairgrounds, they will immediately be removed from the fairgrounds while suspicious objects must be immediately removed from the fairgrounds under the care and responsibility of those possessing them. Fiera Milano is not required to set up deposit and custody services for suspicious items;
- c) variations or limitations to movement on foot or by vehicle inside the fairgrounds, with the eventual placing of barriers, new jerseys, bollards or other methods;
- d) removal, at the risk and expense of the owner, of transport or work vehicles, of objects or personal belongings considered to be suspect or, which in any case, hinder the carrying out of security checks.

The provisions of this paragraph are also applicable to all visitors and guests admitted to the event.

#### **ART. 26 bis. OTHER PROVISIONS**

With exception of individual provisions, the supervision of compliance with the General Regulations is the responsibility of Hannover Fairs International GmbH personnel, of competent Fiera Milano offices and third parties (natural or legal persons) appointed by the aforementioned.

#### **ART. 27. WASTE MANAGEMENT**

The exhibitor is responsible for the daily removal of waste and rubbish from the Fairgrounds and must deal with its disposal respecting current legislative norms.

In accordance with the Technical Regulations, the exhibitor and his/her designated staff are completely responsible for the correct disposal of waste produced inside the fairgrounds and in the assigned exhibition stand. Exhibitors and their designated staff are prohibited from leaving waste of any kind inside exhibition spaces, in both assigned and common areas (aisles, corridors, passageways, etc.).

Restrictions on abandoning waste and the related obligation in relation to correct management/disposal of the same refers to all waste material, including that generated by build-up /dismantling (packaging, materials used such as walls, ceilings, floor covering, etc.).

If an Exhibitor abandons waste in a pavilion or inside the fairgrounds, Fiera Milano will impose a fine of €5,000.00, unless compensation is required for greater damage, retaining the right to remove the person responsible from the fairgrounds and to proceed with legal action.

#### **ART. 28. OPERATION OF EXHIBITED MACHINERY**

Apart from respecting the indications of the Technical Regulations of Fiera Milano, machines and equipment can be operated, for demonstrative purposes, provided that:

- they do not cause inconvenience to neighbouring exhibitors and to visitors with irritating noises, heat, vibrations, solvent pollution and so on.
- if they are placed at the edge of the aisle, they are protected by fixed screens, which may also be transparent; or if they are placed at a sufficient distance from the edge of the aisle, they are enclosed in protective barriers equipped with adequate safety signs to prevent any contact with hazardous parts. The controls of the displayed machines, if located by the aisle, should be placed rearwards to prevent machine operators from crowding the aisles
- they comply with EU Directives in force with regard to the safety of machinery (2006/42/CE). As a result, machinery shall bear the EC mark with the characteristics provided for by said Directive
- exhibitors may exhibit and operate machines that do not comply with the EC Directives provided that a notice clearly states the non-conformity of such machines and that they cannot be bought before being made compliant (Art. 6, paragraph 3, 2006/42/CE) (Art. 3, paragraph 7, Legislative Decree no. 17 of 27/01/2010)
- if, for demonstration, inspection or maintenance reasons, it is necessary to operate machines with protection devices disabled, Exhibitors will have to take suitable safety measures (movable barriers, rigid protection shields, and so on) in order to ensure a level of protection equal to that requested by the regulations. However, removed protections will have to be placed close to the machine in a clearly visible position
- regarding machines and equipment in operation, for which a test is required by law, a special certificate must be issued by the appropriate Bodies; the certificate must be shown in case of inspection by the competent Authorities and by the appropriate Bodies.

**The Exhibitor assumes all responsibility for damages to persons or things caused by the operation of machinery exhibited on the Exhibitor’s own stand. In the event that the responsible Authorities should deem the situation to be dangerous, the electricity supply will automatically be cut off until normal safety conditions are restored.**

#### **ART. 29. INTELLECTUAL PROPERTY SERVICE**

The exhibitor declares to have read the regulations of the Intellectual Property Service (available on the website [www.intralogistica-italia.com](http://www.intralogistica-italia.com)) and to accept its terms and conditions entirely.

#### **ART. 30. PAYMENT OF STATEMENT OF ACCOUNT – EXIT PASSES**

On the days immediately preceding the closure of the Exhibition, the Fiera Milano Spa Administration office will provide a list of all the invoices issued for additional services and supplies, as well as any other charges.

Any disputes on the fees charged will have to be presented before the closing of the Exhibition; after this time they will no longer be accepted.

**The statement of account shall be made available on the e-service platform** and any outstanding payments can be made by the exhibitor by bank transfer or credit card via the e-service site, at the “Easy Service” digital totems or presenting the statement of account at any



of the banks on the exhibition grounds. Removal at the end of the exhibition of products displayed, along with stand materials and any other relevant items belonging to exhibitors is subject to the presentation of an Exit pass to surveillance teams at the gates. Such passes will be activated for Exit following verification that each exhibitor has fulfilled all obligations required by contract with Fiera Milano Spa and Hannover Fairs International GmbH.

### ART. 31. DAMAGES CAUSED BY THE EXHIBITORS

Exhibitors are responsible for all damage caused to the structures and equipment placed at their disposal. Stands must be returned in their original condition, and must be checked by the CUSTOMER SERVICE (Exhibitors Technical Assistance Service). All expenses incurred in the course of repairs to make good any modifications or damage will be charged to the Exhibitor.

### ART. 32. RIGHT OF SEIZURE

The organisers and Fiera Milano Spa reserve the right to prevent goods from leaving the Fairgrounds in the case of breach of contract or offence committed outside the terms of the contract by the Exhibitor. The organisers and Fiera Milano Spa shall not be responsible for any fact or damage to goods directly or indirectly incurred in the application of this right.

### ART. 33. AMENDMENTS TO THE REGULATIONS

The Organizer reserves the right, even notwithstanding the present Rules and Regulations, to establish further terms and conditions which in his opinion will enable him to better manage the Exhibition and its services. Such terms and conditions have the same binding authority as the present Rules and Regulations. Should an Exhibitor fail to comply with the current Rules and Regulations and further terms and conditions, the Organizer reserves the right to expel the said Exhibitor from the Exhibition. In such a case, the Exhibitor has no right to any form of reimbursement or compensation.

### ART. 34. FORCE MAJEURE AND UNFORESEEABLE CIRCUMSTANCE

In unforeseeable circumstances and cases of force majeure the Exhibition dates may be changed or the Exhibition itself may be cancelled in its entirety or in part. If this occurs the Organisers may use, without any obligation to refund, the sums paid by exhibitors in order to pay debts incurred with third parties and even to cover partial organizational costs. Exhibitors will have no right to claim damages from the organisers in any way. In the same way, the organisers will not be liable in any way in relation to work and product safety measures that must be adopted in accordance with Legislative Decree 81/08 (Consolidation act on Safety) by exhibitors and all third parties employed by them.

### ART. 35. CLAIMS

Any claims must be made in writing to Hannover Fairs International GmbH, whose decision, which is made in the interests of the Exhibition, is final.

### ART. 36. SPECIAL RESOLUTIVE CLAUSE

The Organisers reserve the right to cancel the participation contract with immediate effect in accordance with Art. 1456 of the Italian Civil Code solely by means of a written notification to the Exhibitor, in the case of breach of any of the provisions set out in Art. 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 16, 17, 19, 20, 21, 23, 24, 25, 26, 26bis, 27, 28, 29, 30, 31, 32, 33, 34.

### ART. 37. COURT OF JURISDICTION

This contract is subject to and regulated by Italian law. The court of Milan shall have jurisdiction over any controversy.

### ART. 38. PROCESSING OF THE EXHIBITOR'S PERSONAL INFORMATION

Hannover Fairs International with Legal Headquarters in Messe-land, D, 30521 Hannover and branch in Milan, Via Paleocapa 1, Fiscal Code and VAT number 08082840961 (hereafter the "Controller") in its role as Data Controller informs you that in accordance with EU Regulation 2016/679 (hereafter called, "GDPR") and the current national legislation in relation to personal data protection that your personal data will be processed according to the procedures and for the purposes listed below:

## 1. DATA PROCESSED

The Controller collects and processes personal, identifying and not particular/sensitive data (for example names, surnames, company names, addresses, email addresses, etc. - hereafter called "Personal Data" or also "Data") communicated by you as our client and/or exhibitor at the exhibition INTRALOGISTICA ITALIA 2021.

## 2. PURPOSE OF DATA COLLECTION

Your data is processed:

**A. without your express consent** (art. 6 lett. b GDPR) for the following service purposes:

- 1) execution of the contract and/or the fulfilment of pre-contractual obligations, in particular:
  - participation in the exhibition INTRALOGISTICA ITALIA 2021 organised by the Controller;
  - activities closely related to and instrumental in managing relationships for participation in the Exhibition;
  - supply of goods and services;
  - management of revenues;
- 2) the fulfilment by the Controller of legislative obligations (art. 6 c GDPR), in particular:
  - compliance with obligations required under laws, regulations and under national and community norms or in other words imposed by relevant authorities;
  - compilation and elaboration of tax returns and fulfilment of related obligations;
  - prevention and repression of illicit acts;
  - payments collection; participation fees collection and electronic invoice management.
- 3) pursuit of the Data Controller's legitimate interests (art.6, lett. f GDPR) in particular:
  - exercising of the Data Controller's rights in judicial proceedings and in management of any disputes;
  - prevention and repression of illicit acts;
  - control of solvency and anti-fraud activities;
  - sending of questionnaires aimed at gathering information in relation to event satisfaction, in order to carry out statistic analysis and propose improvements at subsequent events;

**B. Only in the case of your consent** (art.6 lett. a GDPR) for the marketing purposes listed below, in particular:

- for the sending of information, promotional, commercial and advertising material or material related to events and initiatives, via automated systems, email, fax, messages such as MMS (Multimedia Messaging Service) or SMS (Short Message Service) or of other types, as well as via print communications and through operator managed telephone calls;

**C. Only in the case of your consent** (art.6 lett. a GDPR) for communication to third parties for marketing purposes, in particular:

- sending of information and/or promotional, commercial and advertising material on behalf of third parties such as companies within the Group Deutsche Messe AG, Ipack Ima srl, Fiera Milano spa and companies in the group Fiera Milano spa.

## 3. DATA HANDLING

The processing of your data is carried out electronically and on paper, in automated and manual forms, via the operations indicated in art. 4 GDPR and in particular: gathering, registering, organising, preserving, elaborating, modifying, selecting, extracting, comparing, using, interconnecting, blocking, communicating, cancelling and destruction of data.

## 4. DATA PRESERVATION

The Controller will process your personal data for as long as necessary to carry out the purposes listed above and in any case for no longer than 10 years (from the end of the contractual relationship in-

herent to the Service Purposes, and for no longer than 6 years from the gathering of the data for Marketing and third party marketing communication purposes.

## 5. DATA ACCESS

Your data may become accessible for the aforementioned purposes to:

- Controller employees and/or consultants, in their roles as data processors and managers and/or as system administrators;
- group companies or other third parties (for example suppliers, credit institutions, professional consultants, etc.) who carry out services in outsourcing for the Controller and as part of their roles as data managers.

## 6. DATA COMMUNICATION

Your data may be shared, even without your consent, to supervisory bodies, police forces and judges in the Finance Ministry, Excise offices, Ministerial bodies and relevant authorities, Local bodies (regions, provinces, municipalities), regional and provincial tax commissions, on their express demand and who in their roles are autonomous controllers for institutional purposes and/or according to the law are working on investigations and checks.

Your data may also be given to third parties (for example, partners, professionals, State bodies that partner in the organisation of the Exhibition, etc.) in their roles as autonomous data controllers, in order to carry out activities that are instrumental to the aforementioned purposes.

## 7. DATA TRANSFERRING

Your data will not be shared or transferred to countries outside the EU.

## 8. NATURE OF DATA PROVISION AND CONSEQUENCES OF REFUSAL OF CONSENT

Provision of data for the purposes of the service referred to in paragraph 2.A. is obligatory. In their absence, we will not be able to guarantee you either participation in events or fairs organized by the Controller or the services in point 2.A.1.

The provision of Data for Marketing and Communication purposes to third parties for Marketing Purposes referred to in point 2.B and point 2.C. is optional. Lack of consent will not prevent the use of the controller's services. If you decide not to provide the Data, however, you will not be able to receive the initiatives and offers of the Controller or third parties. In any case, you will continue to have rights to the services listed in art. 2.A.

## 9. RIGHTS OF DATA SUBJECTS

As a data subject if limitations sent out in legal provisions are not met, you have rights as per art.15 and subs, GDPR and more precisely:

- to obtain confirmation of the existence or not of your personal data, even if not yet registered, and that such data be made available to you in an intelligible form;
- to obtain indication and, if necessary, a copy: a) of the origin and category of your personal data; b) the logic applied in cases of processing carried out with the aid of electronic means; c) of the purposes and methods of processing; d) of the identification data concerning the data controller and data processors; e) the subjects or categories of subjects to whom the personal data may be communicated or who can learn about them, in particular if they are recipients of third countries or international organizations; f) when possible, the data retention period or the criteria used to determine this period; g) the existence of an automated decision-making process, including profiling, and in this case the logic used, the importance and the consequences foreseen for the person concerned; h) the existence of adequate guarantees in case of transfer of data to a non-EU country or to an international organization;
- to obtain, without unjustified delay, the updating and rectification of inaccurate data or, when required, the integration of incomplete data;
- to obtain the cancellation and transformation into anonymous form or blocking of data: a) unlawfully processed; b) no longer

necessary in relation to the purposes for which they were originally collected or subsequently processed; c) in cases of revocation of consent on which processing is based and in cases where there is no other legal basis; d) if you have opposed the processing and there is no legitimate prevailing reason to continue the processing; e) in cases of fulfilment of a legal obligation; f) in cases of data referring to minors, controllers can refuse to cancel only in cases of: a) exercising of right to freedom of expression and information; b) fulfilment of a legal obligation, performance of a task performed in public interest or exercising of public authority; c) reasons related to public health interest; d) archiving in the public interest, scientific or historical research or for statistical purposes; e) exercising of rights in court;

- to obtain limitation of processing in the event of: a) contesting accuracy of personal data; b) unlawful processing by the Data Controller to prevent cancellation; c) exercising of rights in court; d) verification of possible prevalence of the Data Controller's legitimate reasons with respect to those of the data subject;
- to receive, if processing is carried out by automatic means, without impediments and in a structured, commonly used and legible format, personal data concerning you in order to transmit them to another controller or - if technically feasible - to obtain direct transmission from part of the controller to another controller;
- to object, in whole or in part: a) for legitimate reasons particularly related to you, to the processing of your personal data; b) to the processing of your personal data for the purpose of sending advertising materials or direct sales or for carrying out market research or commercial advertising, through the use of automated call systems without intervention by operators via email and/or through traditional marketing methods by phone and/or mail;
- to lodge a complaint with the Guaranteeing Authorities for Personal Data Protection.

In aforementioned cases, when required, the Data Controller will disclose to third parties that receive your personal data any exercising of rights carried out by you, except in specific cases (e.g. when such fulfilment proves impossible or involves the use of means manifestly disproportionate to protected rights).

## 10. EXERCISING OF RIGHTS

You may exercise your rights at any time:

- by sending a registered letter with confirmation of receipt to Hannover Fairs International GmbH in Milan, via Paleocapa 1;
- by sending an email to [info@hfitaly.com](mailto:info@hfitaly.com);
- by calling +39 02 70633292.

To no longer receive direct automated marketing communications (email, SMS, MMS, fax) it is sufficient to write an e-mail to [info@intralogistica-italia.com](mailto:info@intralogistica-italia.com) at any time with the subject "Cancellation from Automated Mailing list" specifying the name of the sender, or you can use our automatic cancellation systems, provided for e-mail only, and you will no longer be disturbed. To no longer receive traditional direct marketing communications (telephone calls by operator, print mail) it is sufficient to write an e-mail at any time to [info@intralogistica-italia.com](mailto:info@intralogistica-italia.com) with the subject "Cancellation from Traditional Mailing list", specifying the name of the sender and you will no longer be disturbed.

## 11. DATA CONTROLLER, MANAGERS, OFFICERS

The data controller is Hannover Fairs International GmbH with legal headquarters in Messsegelände, D, 30521 and branch in Milan, Via Paleocapa 1. The internal director in charge is Andreas Züge. The updated list of data protection managers and officers is available at the data controller's headquarters in Milan, Via Paleocapa 1.

## ART. 39. LIST OF APPROVED PRODUCT SECTORS ADMITTED TO THE EXHIBITION

The product sectors admitted to the exhibition are listed on next page. Exhibitors must indicate **a maximum of two numbers**, which correspond to the main product sectors in which their products/services belong, on the application form.

## Product Sectors

### MECHANICAL HANDLING

- 1 Cranes
- 2 Series lifting equipment and lifting platforms
- 3 Person lifting platforms
- 4 Continuous mechanical handling equipment and monorail conveyors for logistics
- 5 Industrial trucks and fork-lift trucks
- 6 Driverless/remote controlled transport systems and hand-operated transport equipment
- 7 Components for power transmissions, hydraulics and pneumatics and for logistics
- 8 Lifts, elevators, escalators, moving pavements, and cableways
- 9 Accessories for all mechanical handling

### WAREHOUSING TECHNOLOGY AND WORKSHOP EQUIPMENT

- 10 Warehousing systems, shelving systems, shelving technology
- 11 Factory equipment for intralogistics
- 12 Industrial doors and industrial gates for intralogistics
- 13 Cleaning devices for warehouses and warehouse fittings for intralogistics
- 14 Accessories for warehousing

### LOADING TECHNOLOGY

- 15 Dock levellers
- 16 Loading ramps
- 17 Loading systems for bulk goods, containers, etc.

### COMPLETE SYSTEMS FOR LOGISTICS, MATERIALS HANDLING TECHNOLOGY AND WAREHOUSE TECHNOLOGY

- 18 Complete belt conveyor systems for intralogistics
- 19 Turnkey systems for logistics
- 20 Complete Supply Chain Management Systems (SCM)
- 21 Complete robots and handling systems for materials flow, warehouses and logistics

### TRAFFIC ENGINEERING

- 22 Road vehicles, commercial vehicles and accessories
- 23 Rail vehicles

- 24 Railway equipment
- 25 Shipbuilding
- 26 Road maintenance equipment and machinery
- 27 Multi-storey car park and parking equipment
- 28 Traffic control systems
- 29 Integrated traffic systems

### INTRALOGISTICS - SYSTEMS AND SOFTWARE

- 30 Computer systems and controls for materials handling and logistics
- 31 Identification technology, Auto-ID systems, sensors for intralogistics
- 32 Application software and solutions for intralogistics and transport logistics
- 33 Industry solutions for intralogistics and transport

### TRANSPORT LOGISTICS SERVICES

- 34 Multimodal, combined transports
- 35 Road transports, road traffic
- 36 Rail transports, rail traffic
- 37 Sea transports, shipping
- 38 Air transportation, air traffic
- 39 Means-independent transport logistics services
- 40 Transport logistics services; other

### LOGISTIC SERVICES, OUTSOURCING SOLUTIONS

- 41 Logistics management
- 42 Logistics, intralogistics services
- 43 Joint and system logistics services
- 44 eLogistics services
- 45 Consultancy, planning, financing, and project management services

### LOGISTICS REAL ESTATE

- 46 Logistics locations, logistics real estate
- 47 Logistics buildings, logistics building solutions

## EXHIBITOR'S CONSENT TO PERSONAL DATA PROCESSING

EU Regulations 2016/679 "GDPR"

In relation to the information on Personal Data processing contained in Art. 38 of the Rules and Regulations, the Exhibitor, in accordance with articles 7, 12 and sub. of EU Regulation (GDPR) 2016/679, declares that he/she has read the informative documentation of Hannover Fairs International GmbH for the use of his/her personal data, and to have been exhaustively informed of his/her rights and how to avail of them and thus:

a) gives his/her consent in relation to point 2.B of the informative provided in art. 38 of the General Regulations in relation to the sending of information, promotional, commercial and advertising material or material related to events and initiatives, via automated systems, email, fax, messages such as MMS (Multimedia Messaging Service) or SMS (Short Message Service);

**Yes, I give my consent**       **No, I do not give my consent**

b) gives his/her consent in relation to point 2.B of the information provided in art. 38 of the General Regulations in relation to the sending of information, promotional, commercial and advertising material or material related to events and initiatives, through the use of automated call systems without intervention by operators via email and/or through traditional marketing methods by phone and/or mail:

**Yes, I give my consent**       **No, I do not give my consent**

c) gives his/her consent in relation to point 2.C of the information provided in art. 38 of the General Regulations in relation to the communication of his/her data to third parties for marketing purposes:

**Yes, I give my consent**       **No, I do not give my consent**

Date \_\_\_\_\_ Legible signature and Company Stamp \_\_\_\_\_

Date \_\_\_\_\_ Legal Representative's legible signature and Company Stamp \_\_\_\_\_

In accordance with articles. 1341 and 1342 of the Italian Civil Code, I hereby accept and sign articles: 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 26bis, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38 and 39 of these General Rules and Regulations.

Date \_\_\_\_\_ Legal Representative's legible signature and Company Stamp \_\_\_\_\_