



# EXHIBITORS GUIDE



**ENTE FIERA  
PROMOBERG**

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This booklet has been prepared to facilitate the knowledge and the access to the Bergamo Exhibition Centre.  
It contains the rules for entry and the rules to be followed in order to comply with disposals regarding accident prevention and injury, the forms useful to ask for support services and some news and information to learn more about the district of the Exhibition Centre.

Wish you all the best in your work,

# ENTE FIERA PROMOBERG

## **ENTE FIERA PROMOBERG**

### **ENTE FIERA PROMOBERG – BERGAMO PROMOTION**

PRIVATE COORPORATION RECOGNIZED BY REGIONE LOMBARDIA DPGR 4808/Tur of 22/04/1985

C.F. e VAT Number: 01542150162

#### **LEGAL SEAT:**

Via Borgo Palazzo 137 – 24125 Bergamo

#### **OFFICE:**

Via Lunga – c/o Fiera Bergamo – 24125 Bergamo

Ph. 035 32 30 911 – Fax 035 32 30 910

[www.promoberg.it](http://www.promoberg.it) – [info@promoberg.it](mailto:info@promoberg.it)



## TECHNICAL REGULATION



## FORMS

### **Strong, organised, efficient.**

This is Promoberg, the organisation that manages the Exhibition Centre of Bergamo.

The strength derives from the great experience in realizing and conceiving events and from the participation of the most important associations and organisations.

The effort to satisfy all the organizers and exhibitors needs confirms its reliability.

Every organising request is promptly satisfied thanks to modern logistic systems.

The service is personalised and there is a professional support

in all the planning steps.

Our target is the customer satisfaction.

**ENTE FIERA  
PROMOBERG**



Bergamo Exhibition Centre Map\_\_\_\_\_ pag. 4



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# BERGAMO EXHIBITION CENTRE MAP

## LEGEND/KEY

	EXHIBITORS PARKING
	BUS PARKING
	BUS STOP
	GENERAL PARKING
	MOTORCYCLE PARKING
	DISABLED PARKING
	PUBLIC ENTRY
	EXHIBITORS ENTRY
	INFORMATION POINT
	RESTAURANT AREA
	CONGRESS CENTER
	SURVEILLANCE ACCESS
	COLLECTION POINT
<b>PAD. A</b>	HALL.A INTERNAL EXHIBITING AREA (A)
<b>PAD. B</b>	HALL B INTERNAL EXHIBITING AREA (B)
<b>PAD. C</b>	HALL C INTERNAL EXHIBITING AREA (C)
<b>EST. A</b>	EXT.A EXTERNAL EXHIBITING AREA (A)
<b>EST. B</b>	EXT.B EXTERNAL EXHIBITING AREA (B)







# **TECHNICAL REGULATION**

### ACTIVITIES DESCRIPTION:

PROMOBERG principal activity is to organize and manage exhibitions and events, the activity takes place within the Polyvalent Exhibition Centre of FIERA BERGAMO, which is managed exclusively also for events not directly organized.

### LOCATION OF THE EXHIBITION CENTRE: EXTERNAL FEATURES

The property is divided into four areas identified below:

#### ENTRY UNIT:

It is located in correspondence of the main entrance and includes:

- entry,
- reception,
- wardrobe and luggage storage,
- internal surveillance and support offices,
- ticket offices,
- toilets,
- bar,
- first aid,
- police and fire offices,
- electricians service office,
- self-service dining area and restaurant service,
- support services and connecting tunnels.

#### OFFICES UNIT:

It is positioned above the entrance hall, on two floors and it hosts the operational and assistance offices.

#### CONFERENCE CENTRE UNIT:

- Caravaggio conference room with 440 seats divisible, lecturer office and services, loft cabins with simultaneous translation, control room,
- Colleoni room with 35 seats,
- lounges,
- offices (with access also from outside)
- reception,
- toilets
- support warehouse
- technical offices.

#### EXHIBITION AREAS

The exhibition halls A and B compose the exhibition area; they are provided with services systems placed in burrows in the ground, warehouses, maintenance and technical rooms, bar, toilets for the public and for fitters, rooms for technical systems support.

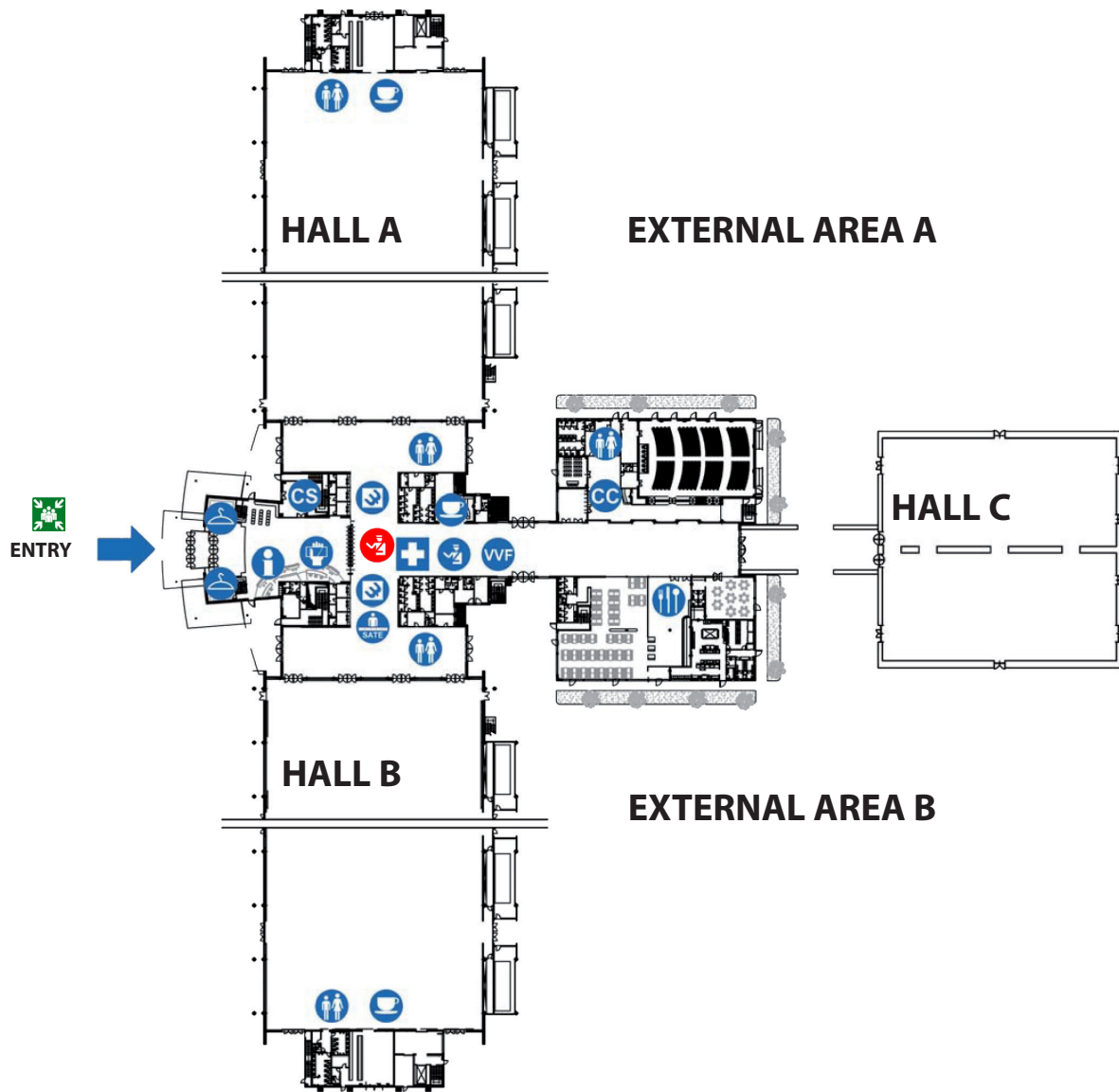
The exhibition Hall C includes fair exhibition area with adjoining utility systems placed in the ceiling and / or on the neon-lights line, technical rooms, heating with electric and aircraft fans.

Outdoor exhibition area asphalted, with underground services and installations needed for the execution of events placed in wells in the ground.

#### STRUCTURE

The construction has the following structural features:

- entry and catering unit, Offices unit, Conference unit, systems unit multipurpose area: both vertical and horizontal in reinforced concrete, slabs of prefabricated reinforced concrete, masonry infill brick, interior planking tile, Orobie marble or tile floors.
- Exhibition halls A and B: reinforced concrete vertical pillars, metal roofing barrel truss made of painted profiles and cables protected by insulating shells and overlying sheet corrugated pre-insulated and supported by suitable warping, curtain perimeter prefabricated panels in reinforced concrete with interposed insulator, walls separating between the technical areas of the installations and of the pavilions in brick, head bodies for the stores, bar and technical services in reinforced concrete with prefabricated floors in reinforced concrete, as well as local C.T. and groups U.T.A. Natural light is provided by windows that open automatically and mechanically reinforced concrete floors smoothed and painted. Headroom m. 6.5 (internal).
- Exhibition hall C: structure steel like tube-joint Dalmine, asphalt floor, external plugging and covered with corrugated sheet metal, metal ceiling, plugging in the inner perimeter panels covered in carpet. Headroom m. 4.2 (internal).



LEGEND KEY



WARDROBE



INFORMATION



TICKET OFFICE



SERVICE CENTER



ATM



TECHNICAL ASSISTANCE



FIRST AID



LOCAL POLICE



FIREFIGHTERS



BAR



TOILET



RESTAURANT / SELF SERVICE



CONGRESS CENTER



SURVEILLANCE ACCESS



COLLECTION POINT

## GENERAL SERVICES

### RULES FOR WALKING ACCESS AND CIRCULATION:

In order to enter and circulate in the Bergamo Exhibition Centre, the dealer and / or the staff of the working companies have and show recognition passes issued by Ente Fiera Promoberg.

In those areas of the district where maintenance and / or construction and / or events dismantlement activities are taking place, it is strictly forbidden the access of non-professionals and under 15.

### ENTRY PASS

Bergamo Fair provides each exhibiting company with a number of "Exhibitor" pass that are valid for the set up and during of event. "Exhibitor" pass have face validity and can not be sold to third parties.

### CAR PASS

During the event the Organiser provides spaces inside the Exhibition Centre, exclusively for parking of vehicles; the access to these areas is restricted exclusively to the owners of CAR PASS, delivered in advance to the holder of the exhibition space.

### INVITATION TICKETS

In the case of events with entrance fee, the Organiser can provide a defined number of invitations.

### HANDLING OF GOODS

For the operations of loading and unloading of goods, during the set up and dismantlement activities, Ente Fiera Promoberg provides one or more electric forklift, capacity up to 25q. The use is governed by the attached forms. The use for exceptional loading with an operator, it's necessary to contact partner companies (See List of Suppliers)

### RULES FOR ACCESS AND FOR CIRCULATION OF VEHICLES

Vehicles circulating inside Bergamo Exhibition Centre are governed by the rules of the Highway Code. Especially, pay attention to the strict observance of signs and road markings and speed limit into the fairgrounds in 10 km / h.

- the entry of vehicles in the halls is forbidden. For unloading and transport of heavy and bulky materials, the dealer can contact our office in order to book the means of material handling (forklift), the trailer is granted use only authorized personnel. The Authority does not provide the cable for the trailer.
- It is forbidden to keep in motion the engines of the vehicles during the stop for loading and unloading;
- It is forbidden for vehicles to park in front of side roads, access to the elevators, the fire hydrants, emergency exits or in front of the public utility services (First Aid, Firefighters, Police).

Because of the intensity of heavy traffic in the Exhibition Centre during the set up and dismantlement activities, drivers are required:

- to use the routes and parking areas indicated by the Ente Fiera Promoberg by the surveillance and safety staff;
- do not leave at night vehicles parked inside the Exhibition Centre over the closing time of the halls.

It is forbidden the entry for unauthorized vehicles into the Bergamo Exhibition Centre.

### STAND CLEANING

The cleaning of the stand must be completed by the evening closing time of the event or by the morning before the opening to public. During these defined times, exhibitors may use their own staff or the one delegated by Promoberg.

(See List of Suppliers)

### FIRE SERVICE

During fitting and set up operations and during the exhibition, a fire service is active in the Exhibition Centre. For emergency calls: phone + 39 035 32.30.958 - +39 035 32.30.911

### SUPERVISION - DAMAGES - INSURANCE

Ente Fiera Promoberg, who does not assume any obligation to retain products and merchandise, without responsibility provides a day and night security service, but it disclaims any and all liabilities for all risks, both natural and force majeure, without exceptions.

The normal control and surveillance of areas granted shall be carried out by beneficiaries during public opening, as well as during fitting and dismantlement.

The licensee is responsible for damage caused directly to third parties (people and goods) by exhibiting products, by equipment, by installation of electrical and water systems, by buildings, by advertising assembly, by means of transport, by moving machinery and their staff.

The licensee takes into custody all rented items and all the operations and systems carried out on behalf; he is responsible to all effects to the delegates or dealers of individual services or third parties.

Ente Fiera Promoberg assumes no responsibility for damage or injury to people or property, by anyone and in any case caused.

RC and Fire insurance coverage is provided by Ente Fiera Promoberg; theft insurance is not provided, so Exhibitors are requested to contract an insurance policy with their Insurance company or with the one proposed by Ente Fiera Promoberg. (see Suppliers List on page 32).

#### **BANK**

During the exhibition a service of ATMs operates at the teller machine of UBI Banca Popolare di Bergamo and at the teller machine of the Credito Bergamasco, located within the central gallery.

#### **CATERING**

During setting up and dismantlement activities, self-service restaurant and bar service will be open within the central gallery (about 220 seats), while during the event will also be open a restaurant (60 seats), as well as the service bar in each halls. Exhibitors can benefit of special conditions, to be agreed directly with the company CODESA, the official supplier.

#### **REQUEST FOR OPINION HYGIENE HEALTH**

Ente Fiera Promoberg does not admit the general administration of food or drinks. The Exhibitor who provides in his stand and to his guests, handling and administration of food, must seek to the City of Bergamo the sanitary opinion by filling the D.I.A. For more information and to download the updated forms please, visit the website <http://www.comune.bergamo.it> (service of food hygiene and nutrition). In the case of use of single-serve bins and disposable cutlery, single-serve portions of food, according to the hygiene rules of administration and maintenance, the health authorization is not required.

#### **VIDEO AND MUSIC DURING THE EVENT**

Ente Fiera Promoberg pays directly the royalties to S.I.A.E. for video and music playback with mechanical devices (DVD / CD). The service is included in the inscription fee for participation in the exhibition, and is effective only for exhibitions organized directly by Promoberg. For other events or initiatives exhibitors are invited to contact directly S.I.A.E.

According with the Law no. 633 of 22.04.1941 "Protection of copyright," exhibitors who intend to diffuse music or show video in the stands should contact the S.I.A.E. Bergamo Agency to formalize the authorization; he also must avoid to cause disturbance or damage to third parties.

For specific information about contact our office SIAE phone 035 24.86.60.

#### **REMOVAL OF WASTE MATERIAL**

Exhibitors must store, during set up and dismantlement activities, all the waste materials (cardboard, packaging, boxes etc..) in special bins placed in the emplacement prepared. Exhibitors are obliged to collect all the material equipments.

The Organizer provides the collection and removal of waste material produced by exhibitors in the Exhibition Centre, except for:

- a) wood material and wood products such as partition walls, floors, large packing crates, pallets, etc..
- b) carpet;
- c) products, semi-finished products and process waste coming from machine demonstrations inside stands;
- d) promotional materials such as brochures, flyers, etc..
- e) waste classified as dangerous and non-dangerous.

The uncontrolled storage of dangerous waste, with damage to people and to environment, is forbidden by the Law and is a criminal offense.

Where necessary, the Organiser will report to the competent authorities. For the removal of waste attributable to the above items a) b) c) d) abandoned in the halls, will be charged the minimum fee of Euro 500,00.

For waste referred to in point e), will be charged costs for disposal paid by the Organiser.



## SAFETY INFORMATION

Pursuant to the provisions of Legislative Decree 81/08, we inform every people working in the Exhibition Centre about the behaviours in case of events called as "Emergency.States"

For this purpose, it should be noted that the events to be considered as "Emergency.States" are:

- Evacuation
- Health Emergency
- Minor fire (or small fire)
- Serious fire (or big fire)
- Collapse or structural failure
- Threats or acts of sabotage
- Accident in areas managed by third parties
- Explosions
- Leaking gas
- Natural disasters
- Black out of switchboards and / or MV / LV transformers

The Bergamo Exhibition Centre is guarded by personnel trained to handle emergencies in case of fire and to provide first medical aid.

## CONDUCT RULES

The licensee must closely follow safety regulations and identify, through the Evacuation Plan exposed, emergency exits and available fire systems.

The licensee must never interfere with the work of security personnel and only after their request, can offer its skills and work experience, knowledge of machines and other tools present in exhibition.

In case of an emergency, it also necessary to observe the following behaviours:

- Keep calm
- Avoid the panic
- Assist people in trouble if you are guaranteed to succeed
- Adhere to the rules of this plan and to the orders given by security
- Leave the building, even in the absence of specific order, when it is considered to be in danger
- Do not enter the building until it is restored to the security conditions and in the presence of the order

The order to evacuate the building (and possible return in the same) is given only by the person assigned to coordinate emergency through a sound system.

In the event of evacuation, the collection point is the square overlooking the Exhibition Centre.

## USEFUL TELEPHONE NUMBERS

### ***Fair exchange***

+39 035 32 30 911

### ***Control and Safety Fair Centre***

+39 035 32 30 958

### ***Representative of Prevention / Protection and Emergency Coordination***

+39 035 32 30 931

### ***First Aid Health Service (inside the Exhibition Centre)***

+39 035 32 30 971

### ***First Aid and Emergency Service (ambulance)***

118

### ***Fire Service (inside the Exhibition Centre)***

+39 035 32 30 973

### ***Fire Service (emergency)***

115

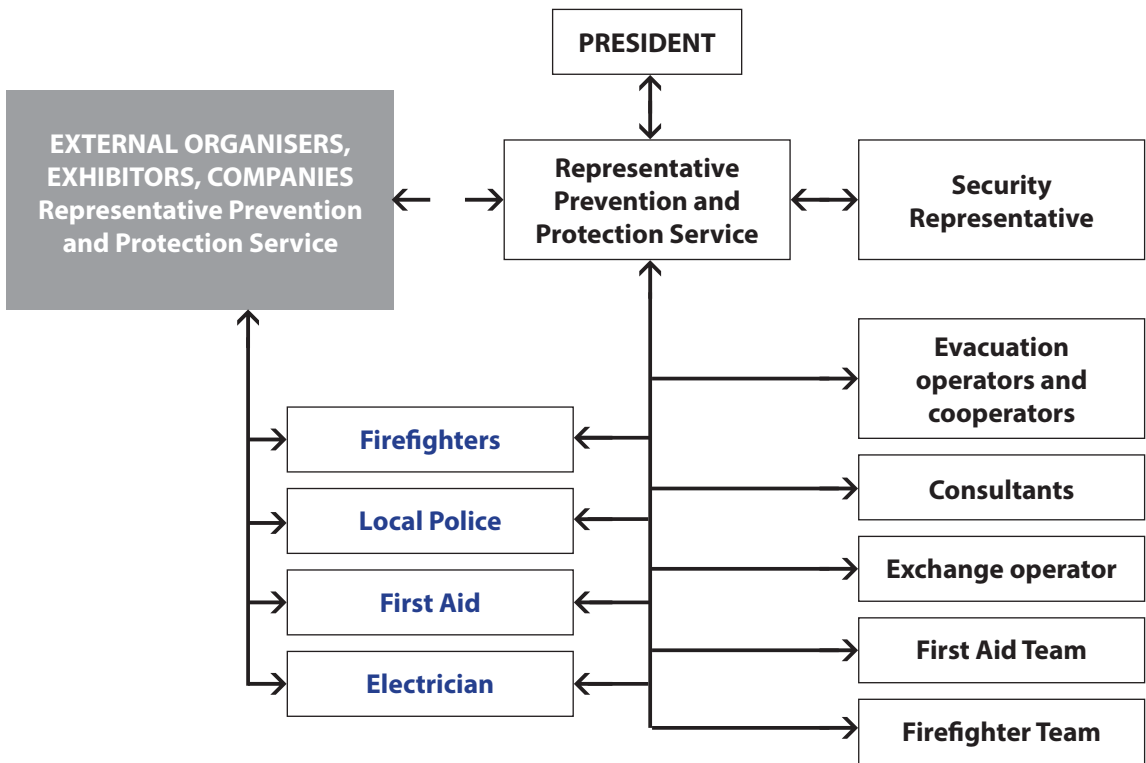
In case of communication by telephone for emergency or call for help, it is necessary to communicate:

- the location of the accident
- the kind of accident (fire, collapse, etc.)
- the scale of the accident (damage to buildings, people, etc.)
- the presence of injured people and indication of their number
- caller data (surname, name, telephone number)

# DOCUMENT OF RISK ASSESSMENT

## SAFETY MANAGEMENT AT BERGAMO EXHIBITION CENTRE

Description of the DIAGRAM of safety liability:



Description of the structure dedicated to the management of security:

**Employer:** is the President of Ente Fiera Promoberg

**Representative for Prevention and Protection Service:** Enrico Scala tel. +39 035 3230931

**Representative for Workers' Safety:** employee elected by workers

**Evacuation assistants and auxiliaries:** trained personal for the assistance to public and to emergency teams in case of evacuation.

**Consultants:** Professionals undertaking checks of compliance of structures and electrical systems set up in the exhibitions, on behalf of Promoberg.

**Phone operator:** Employee delegated to the management of the emergency call.

**TEAM FIRST AID AND EMERGENCY FIRE:** employees of adequately trained.

The structure above acts for the maintenance of safety rules and adapts when there are some regulatory or structural changes. In the event of emergency it intervenes according to the procedures developed.

The referee and coordinator of activities in case of emergency is the RSPP, whom everyone refers in order to handle the event.

**During the opening times of the exhibition to public, some rules are integrated to the diagram shown above:**

- **FIRE FIGHTERS:** during the opening times of the exhibitions to public, during the two days of set up before the opening and the day after the end of the Event.

- **ITALIAN RED CROSS FIRST AID:** with ambulance and during two days of set up before to the opening day and the day following the end of the Fair.

- **LOCAL POLICE:** to manage the traffic on the access roads (at the discretion of the local command)

- **ELECTRICIAN SERVICE:** for the intervention on electrical emergency

## **OPERATIVE STEPS BY ENTE FIERA PROMOBERG:**

A careful assessment can not be separated from the identification of macro-phases of activities affecting the operation in the structure. For this reason, with no regards to the worker activity in the offices, Promoberg is affected by:

### **1) Ente Fiera Promoberg's operative activities: FITTING / DISMANTLEMENT**

With operative activities, must be considered all the periods of set up and dismantlement activities carried out in the Exhibition Centre; in these days often happens a regulated access of external companies within the Exhibition Centre; these companies are mostly appointed by exhibitors for scheduled events or by guests organising secretariats for exhibitions or for conventions

For the phases of set up and check, Ente Fiera Promoberg in addition to its internal staff and to the RSPP appointed, uses external consultants for certifications who verify the stability of the structures and the adequacy of electrical equipment.

This practice also applies in the case of non-standardized set up, or for activities that may be commissioned at the convention centre.

### **FIRE DANGER**

The Exhibition Centre presents a very limited danger of fire with regards to the use of coating materials and furnishing approved, to the presence of a specific moderate load (assuming 18.11 kg / m of wood standards which do not intend to exceed the value even during the course of exhibitions), as well as the ban of use the open flames.

Also taking into account the frequency of the maintenance and inspection of electrical and mechanical equipment, of the presence of plants detection and extinguishing cutting edge, it can be said that the risk of fire is low; however the presence of public and fitting companies working for the several initiatives hosted imposes to adopt attentions and high precision in the operational phases of preparation and dismantlement of events.

Particular attention is due to the compliance of the setting up of host stands; the Organiser is subject to the relevant regulations for places of public entertainment, for the same reason the internal emergency team is formed according to the criteria laid down for High Risk activities Companies.

Behavioural norms are mainly related to external staff employed in the early stages of setting up and dismantlement on the occasion of exhibitions.

### **2) Exhibition and conference activities**

Ente Fiera Promoberg is open to public in case of conference activities / exhibitions or activities for which exhibition and conference areas are made temporary available; during these times access to the exhibition centre is allowed to users of various events, also at the same time.

In the event of the conventions the access is reduced and support services independently managed.

In the case of event all support services are activated: security, cleaning, car park management, toll gates, exhibitors assistance service, fire, ticket, first aid, electricians supervision, etc.; in these cases contemporary situations are detailed coordinates.

The risk assessment includes an assessment of the probability of occurrence of a fact harmful to health and / or the safety of workers and the extent of possible damage. The systems to perform this evaluation, which has the main purpose of establish a scale of priorities and emergencies, may be different.

The most common uses 4 scales of likelihood and 4 scale of damage. Its table is shown below, indicating clearly the criteria used for the evaluation of the probability of occurrence and magnitude of the possible damage.

Defined the injury and the probability, the risk is automatically calibrated using the formula  $\text{Risk} = \text{Probability} \times \text{Damage}$ .

The major risks (lethal damage, high probability) will have a very high value, the lesser (minor damage, negligible probability) a very low value, with the whole series of intermediate positions easily identifiable. The numerical evaluation of the risk itself constitute a starting point for the definition of priorities and the schedule of interventions protective and preventive measures to be taken and used to identify a scale of priority of the interventions, for example:

**TABLE 1: Scale of the probability**

VALUE	LEVEL	DEFINITIONS / CRITERIA
4	highly likely	there is a direct correlation between the lack detected and the occurrence of damage hypothesized for workers -damage has already occurred to the same lack detected in the same company or in the company of like or similar operating conditions -the occurrence of the damage resulting from the lack detected does not generate any amazement in Company
3	likely	-the lack detected can cause a such damage, even if not in automatic or direct way. -are known few episodes where the lack occurred was followed by the damage. -the occurrence of the damage suggested should excite a moderate surprise in the company
2	less likely	-the lack detected can cause damage only in unfortunate circumstances of events -are known only rare episodes already occurred -the occurrence of the damage suggested would raise big surprise
1	unlikely	-the lack detected can cause damage with the combination of multiple independent unlikely events -are unknown episodes already occurred -the occurrence of damage arouse unbelief

**TABLE 2: Scale of the damage D**

VALUE	LEVEL	DEFINITIONS / CRITERIA
4	serious	injury or episode of acute exposure to lethal or total disability - chronic exposure to lethal and / or totally disabling
3	severe	injury or episode of acute exposure to lethal or partial disability - chronic exposure with irreversible effects and / or partially disabling
2	medium	injury or episode of acute exposure with reversible disability - chronic exposure with reversible effects
1	mild	injury or episode of acute exposure with rapidly reversible disability - chronic exposure effects rapidly reversible

Consequently there is a view that takes account of the subdivision for risk factors and priorities of intervention:

#### ASSESSED RISK

<b>R &gt; 8</b>	Corrective Actions can't be postponed
<b>4 &lt; R &lt; 8</b>	Corrective Actions required to program with urgency
<b>2 &lt; R &lt; 3</b>	Corrective and/or improvement actions to program in the short - medium term
<b>R = 1</b>	Improvement actions to be assessed at the planning stage

Obviously this scale depends on the "severity" of the assessment and planning of interventions depends also on the practical possibility to be carried out, which can be linked to the technical timing or financial resources necessary of the moment. In any case a numerical scale of the abovementioned types is useful for a correct evaluation and a consequent planning of interventions and attention.

For the drafting of this document the reference items shown in the table below have been analyzed and evaluated:

## WORKING RISK CLASSIFICATION AT BERGAMO EXHIBITION CENTRE ON A ISPESL TABLE

<b>Parent category:</b>	Security Risks
<b>Category:</b>	A1) Structures
<b>Reference area:</b>	<b>Normal and emergency lighting</b>
<b>Description:</b>	Lighting design and installation adapted to the environments, the emergency lights are always ON, in the Halls according to regulations, the emergency system is continuous and interlocked with generator
<b>Scale assessed risk:</b>	3
<b>Risk Solution:</b>	The risk of missing current and not working emergency lighting is extremely remote, even because the operation is regularly tested.
<b>Residual risk:</b>	0

<b>Parent category:</b>	Security Risks
<b>Category:</b>	A1) Structures
<b>Reference area:</b>	Lighting in the halls
<b>Description:</b>	Possibility of unintentional switching off of the lights in the halls
<b>Scale assessed risk:</b>	1
<b>Risk Solution:</b>	Control panels are closed, opening with lock
<b>Residual risk:</b>	0

<b>Parent category:</b>	Security Risks
<b>Category:</b>	A1) Structures
<b>Reference area:</b>	Floor halls and appliances
<b>Description:</b>	Inside the halls the floors are in polished not slippery concrete. There are no special risks. In parking areas floors are of concrete with drainage wells. The visitors parking is on blocks of concrete covered with grass. The floor of the hall is made of marble, the floor of some rooms in the convention center are hardwood or tile or marble amalgam.
<b>Scale assessed risk:</b>	2
<b>Risk Solution:</b>	The concrete blocks are replanted and regularly maintained. The interior floors that may be slippery must be readily dried, in case of rain is expected the laying of carpets buffering shoes.
<b>Residual risk:</b>	1

<b>Parent category:</b>	Security Risks
<b>Category:</b>	A1) Structures
<b>Reference area:</b>	Objects falling in the halls
<b>Description:</b>	During the operations of setting up the handling of objects, their transportation, their placement in the exhibition areas may give rise to falls of the same, that, if heavy, can cause injury to the Fitters and also to staff in the halls. Products and goods in the balance should be well secured. These phases are the most critical and require vigilance by all operators
<b>Scale assessed risk:</b>	6
<b>Risk Solution:</b>	The staff looks out to adopt the DPI required by law and that no goods are moved to dangerous height. Situations where there is balance of goods and products must be promptly reported and rectified, possibly by boarding the area.
<b>Residual risk:</b>	1

<b>Parent category:</b>	Security Risks
<b>Category:</b>	A1) Structures
<b>Reference area:</b>	Damage to extremities
<b>Description:</b>	In operational phases fitters adopt systems with screws and nails, that if left on the ground can be cause of injury to the foot. Sometimes in the halls workers use machines with blades for working wood, that can be dangerous if used without caution or protection expected by law
<b>Scale assessed risk:</b>	4
<b>Risk Solution:</b>	In the early stages of fitting personnel must wear shoes with DPI, cutting operations with mechanics tools must take place outside the exhibition area, if necessary they must be carried out safely, the personnel must keep the distance and watch, and, in the event of danger, surveillance staff in the halls must be alerted; this case requires an electric-powered failure for the not compliant exhibitor. Warning signs are present
<b>Residual risk:</b>	1

<b>Parent category:</b>	A1) Structures
<b>Category:</b>	Stairs
<b>Reference area:</b>	The centre is equipped with closed stairs (inside the buildings) and emergency exits there are modern and well layed structures. Deposit of material along the ramps can be dangerous, especially in case of emergency
<b>Description:</b>	
<b>Scale assessed risk:</b>	1
<b>Risk Solution:</b>	It is ensured that no materials or equipment are deposited in stairwells or on the stairs
<b>Residual risk:</b>	1

<b>Parent category:</b>	Security Risks
<b>Category:</b>	A1) Structures
<b>Reference area:</b>	Internal roads
<b>Description:</b>	Within the exhibition area it's applied the speed limit of 10km / h, the non-compliance, especially near the pavilions, means high risks. The same risk exists for a collision between vehicles or lift truck in transit
<b>Scale assessed risk:</b>	4
<b>Risk Solution:</b>	The staff oversees and moves away the actors of possible infringements. The signs and markings shall be supervised periodically, in case of high inflows shifts of the vehicles and delimitation of parking areas are arranged. Who leads transporters is subject to verification of qualification.
<b>Residual risk:</b>	1

<b>Parent category:</b>	Security Risks
<b>Category:</b>	A1) Structures
<b>Reference area:</b>	External road
<b>Description:</b>	The district has dedicated parking spaces for visitors, the area is accessed by paying ticket access and in any case by special openings roads, speed limit applied. Spaces are supervised and manned by staff.
<b>Scale assessed risk:</b>	4
<b>Risk Solution:</b>	The staff monitors and moves away actors infringements, requiring, in case, appropriate action by the local police.
<b>Residual risk:</b>	1

<b>Parent category:</b>	Security Risks
<b>Category:</b>	A1) Structures
<b>Reference area:</b>	Trapdoors and tunnels
<b>Description:</b>	In the halls and in the outdoor area there are on the ground underground passages for stand services; the tunnels are accessible through hatches in metal, incorrect positioning can create the basis for serious injury from falling
<b>Scale assessed risk:</b>	6
<b>Risk Solution:</b>	It is forbidden to open the hatches, the companies who have to work the traps of access to underground services are required to keep them always closed, and, when opened, they must be guarded and reported. The hatches are limited to 600kg/sqm, the staff is required to ensure that there is no overload.
<b>Residual risk:</b>	2

<b>Parent category:</b>	Security Risks
<b>Category:</b>	A1) Structures
<b>Reference area:</b>	Floors
<b>Description:</b>	There are also stores in the halls on the first floor, which is accessed by elevator. On the first floor there is also a door for "access into space" for loading and unloading with lift trucks by the outside. It is not allowed to open that door unless in exceptional cases
<b>Scale assessed risk:</b>	4
<b>Risk Solution:</b>	The access to stores is forbidden. There are warning signs and karabiner wall for fixing safety ropes, cabinet contains safety harness for mandatory adoption. Do not open the door without the required safety fall arrest systems.
<b>Residual risk:</b>	2

<b>Parent category:</b>	Security Risks
<b>Category:</b>	A1) Structures
<b>Reference area:</b>	Warehouses
<b>Description:</b>	In the warehouses are stocked material for occasional use. The access is restricted
<b>Scale assessed risk:</b>	2
<b>Risk Solution:</b>	The staff responsible for the management of the warehouses must be drawn on the ground access route to emergency exits and let this way free from obstruction.
<b>Residual risk:</b>	2

<b>Parent category:</b>	Security Risks
<b>Category:</b>	A1) Structures
<b>Reference area:</b>	Exits
<b>Description:</b>	The safety exits are adequate in number and size for the environment and the required skills are supervised properly. Security doors in the halls are equipped with shatterproof glasses
<b>Scale assessed risk:</b>	1
<b>Risk Solution:</b>	The personnel, in the event of fault, activates the maintenance service for the diligent repair; they activate however, to check, that they are never cluttered with materials
<b>Residual risk:</b>	1

<b>Parent category:</b>	Security Risks
<b>Category:</b>	A1) Structures
<b>Reference area:</b>	Doors and Windows
<b>Description:</b>	Fire doors in case of automatic closing can cause damages by shearing at the extremities if you hinder extremities at the end of the race. The closing of windows is periodically checked, the process is slow and allows good margins of safety
<b>Scale assessed risk:</b>	1
<b>Risk Solution:</b>	Periodic check of the windows according to legal requirements for the safety devices. Control by the personnel appointed to assist in case of evacuation.
<b>Residual risk:</b>	1

**Parent category:** Security Risks  
**Category:** A1) Structures  
**Reference area:** Undergrounds  
**Description:** Undergrounds have services closed locals. There aren't significant issues related to the basement, aeration is done with air vents and ventilators.  
**Scale assessed risk:** 1  
**Risk Solution:** The stay in the basement is not allowed, all the doors are kept closed. It is not allowed to have flammable liquids. The presence of maintenance personnel or other personnel must be known and authorized.  
**Residual risk:** 1

**Parent category:** Security Risks  
**Category:** A1) Structures  
**Reference area:** Radon  
**Description:** The presence of radon in the basements is possible, however, not being workplace and frequented only occasionally is omitted the investigation. The locals are still ventilated and served by suction tubes.  
**Scale assessed risk:**  
**Risk Solution:**  
**Residual risk:** 0

**Parent category:** Security Risks  
**Category:** A1) Structures  
**Reference area:** Robbery and assault  
**Description:** It is highlight the possibility of robbery cause handling cash at the ticket offices  
**Scale assessed risk:** 6  
**Risk Solution:** Passive and active measures are adopted  
**Residual risk:** 2

**Parent category:** Security Risks  
**Category:** A2) Machinery  
**Reference area:** Protection of starter organs  
**Description:** All the equipment and installations to support the fair are placed out of reach of the public and operators. It is forbidden the access to technical offices, all machines are CE.  
**Scale assessed risk:** 1  
**Risk Solution:** Only qualified personnel may operate on the installation and access in the locals.  
**Residual risk:** 1

**Parent category:** Security Risks  
**Category:** A2) Machinery  
**Reference area:** Protection for use of lifting appliances  
**Description:** Lifting appliances are equipped with intercom system connected directly with service and rescue centre in case of failure.  
**Scale assessed risk:** 3  
**Risk Solution:** The risk is limited to the retention elevator in failure. The staff is trained to release the elevators, to take them to low floor and release any occupants.  
**Residual risk:** 1

**Parent category:** Security Risks  
**Category:** A2) Machinery  
**Reference area:** Protection in the use of pressure equipments  
**Description:** The halls are equipped with lines for compressed air in the tunnels placed on the ground, the compressor is located in the basements in dedicated local where the risk is limited, but it is still possible because of the presence of pipes in pressure 7 bar  
**Scale assessed risk:** 1  
**Risk Solution:** The activation is made by the property, the operation is scheduled only if actually required, the derivation of the stands is ordered by the internal team.  
**Residual risk:** 1

**Parent category:** Security Risks  
**Category:** A2) Machinery  
**Reference area:** Protection in access to tanks and reservoirs  
**Description:** The fire prevention system also uses reserve water tanks, located in the basement at the ends of the halls, the access is not allowed and the roads are locked  
**Scale assessed risk:** 4  
**Risk Solution:** The access to the tanks is forbidden, in case of necessary maintenance is required to proceed in pairs and with supervised access, shall be written specific action plan.  
**Residual risk:** 1

**Parent category:** Security Risks  
**Category:** A2) Machinery  
**Reference area:** Protection in the use of lifting and handling of loads  
**Description:** The Authority has a truck / forklift, the personnel involved in the operation shall be properly trained and aware of the hazards, the maintenance and checks of operation and compliance are in charge to attendant who has management, the risk of tipping or collision, however small, can lead to serious damages.  
**Scale assessed risk:** 8  
**Risk Solution:** The concession of the machinery to third parties is a result of the checks of the aptitude to drive the vehicle, attested by the legal representative of the company that requires  
**Residual risk:** 4

<b>Parent category:</b>	Security Risks
<b>Category:</b>	A2) Machinery
<b>Reference area:</b>	Work at height
<b>Description:</b>	There aren't significant work at height, if necessary must be managed with the RSPP and entrusted to qualified companies. The RSPP, in the event, draws evaluation documentation of interference.
<b>Scale assessed risk:</b>	6
<b>Risk Solution:</b>	Possibility to check
<b>Residual risk:</b>	2

<b>Parent category:</b>	Security Risks
<b>Category:</b>	A3) Dangerous
<b>Reference area:</b>	Flammable substances
<b>Description:</b>	It is not allowed to introduce flammable substances in the exhibition centre
<b>Scale assessed risk:</b>	4
<b>Risk Solution:</b>	The staff shall ensure the compliance of the prohibition and that the substances, mistakenly introduced, are dismissed
<b>Residual risk:</b>	1

<b>Parent category:</b>	Security Risks
<b>Category:</b>	A3) Dangerous
<b>Reference area:</b>	Explosives
<b>Description:</b>	The Authority has forklift in fee, recharging of batteries can emit hydrogen: product highly explosive and easy to trigger
<b>Scale assessed risk:</b>	4
<b>Risk Solution:</b>	recharging the batteries takes place in local identified for the purpose, in closed compartments and with the outwards sockets of aeration free from obstructions
<b>Residual risk:</b>	1

<b>Parent category:</b>	Security Risks
<b>Category:</b>	A3) Dangerous
<b>Reference area:</b>	Exhaust gas
<b>Description:</b>	In the halls is not allowed access of means with internal combustion and emission of exhaust gases. In operational phases for exceptional events and with low people presence can be induced to authorize the temporary stay, in this case, if the vehicles are idle the engine must be turned off, the doors were wide open and the fumes conducted outside. The presence must be implemented for the time necessary
<b>Scale assessed risk:</b>	1
<b>Risk Solution:</b>	The staff must be expressly authorized before make means enter, if this happens, however it must ensure that the procedures are implemented
<b>Residual risk:</b>	1

<b>Parent category:</b>	Security Risks
<b>Category:</b>	A4) Electrical
<b>Reference area:</b>	Suitability of the project
<b>Description:</b>	The Exhibition Centre is newly built, with CPI and subject to checks audits by the board prefectural supervisory of places of public entertainment, the facilities are in accordance with law and maintained by these properties.
<b>Scale assessed risk:</b>	1
<b>Risk Solution:</b>	There aren't, and also have not been detected in the past, vices project
<b>Residual risk:</b>	1

<b>Parent category:</b>	Security Risks
<b>Category:</b>	A4) Electrical
<b>Reference area:</b>	Suitable use
<b>Description:</b>	Electrical systems are maintained by the property and used for the original purpose. Temporary facilities made available to exhibitors in the halls comply with current rules, the exhibitors certify by a qualified technician that temporary installation of the one provided by the Authority are complying. Also before the opening of the exhibition events an external consultant acts on behalf of Authority to verify further such compliance.
<b>Scale assessed risk:</b>	4
<b>Risk Solution:</b>	The likelihood of accidents for electrical systems is remote. Since the resulting damage is potentially serious it is assigned high risk class. A team of electricians is always present in the days of activities in the halls, to them it is the first test of the system (if installed). Temporary facilities potentially dangerous should not be powered. Any arbitrary manipulations must be reported to the RSPP and stops. It is not allowed the entry on the equipment rooms and tunnels by unqualified personnel
<b>Residual risk:</b>	2

<b>Parent category:</b>	Security Risks
<b>Category:</b>	A4) Electrical
<b>Reference area:</b>	Intrinsically safe systems in hazardous atmospheres of fire / explosion
<b>Description:</b>	The local charging truck is equipped with an electrical watertight system
<b>Scale assessed risk:</b>	2
<b>Risk Solution:</b>	The staff shall ensure that the protection of cables and lamps are positioned correctly
<b>Residual risk:</b>	1



<b>Parent category:</b>	Security Risks
<b>Category:</b>	A5) Fire-explosion
<b>Reference area:</b>	Presence of flammable materials of Use
<b>Description:</b>	Given the prohibition on introducing flammable substances in the exhibition centre. All the rooms have been set up in accordance with the provisions of law relating to reaction to fire, especially the premises where the public has access also refer to the regulations for places of public entertainment. In the halls the risk of possible fire resulting from temporary set up, while limited, can lead to serious damage.
<b>Scale assessed risk:</b>	4
<b>Risk Solution:</b>	The Authority has prepared a General Regulations and Technical one with the reference standards where exhibitors and their officers must adhere to the classification of the reaction to fire of the equipment introduced. It's permitted introduction of exhibiting products not fireproof as long as non-hazardous. Before the event an external consultant visit the stands and confirms the suitability of the materials used by exhibitors also in relation to the static nature of the equipment. The RSPP acquires the statements made and to get active those of exhibitors
<b>Residual risk:</b>	2

<b>Parent category:</b>	Security Risks
<b>Category:</b>	A5) Fire-explosion
<b>Reference area:</b>	Lack of safety signs
<b>Description:</b>	Safety signs is in compliance with applicable regulations. During the early stages of setting up and dismantlement it's not allowed the access to unauthorized personnel because potentially dangerous processing and handling are carried out
<b>Scale assessed risk:</b>	3
<b>Risk Solution:</b>	Periodic verification of signs
<b>Residual risk:</b>	0

<b>Parent category:</b>	Security Risks
<b>Category:</b>	B1) Chemical
<b>Reference area:</b>	Ingestion, Skin Contact, Inhalation
<b>Description:</b>	No significant risks associated with exposure to chemicals as not manipulated. However, during some phases of mounting in the halls involve the generation of sawdust and the use of paints, may then manifest phenomena of allergy to these products
<b>Scale assessed risk:</b>	1
<b>Risk Solution:</b>	The halls in the early stages of set up are kept aerated, open access driveways, cleaning along the lanes are continuous. Hazardous chemicals are not allowed.
<b>Residual risk:</b>	1

<b>Parent category:</b>	Security Risks
<b>Category:</b>	B2) Physical agents
<b>Reference area:</b>	Noise, vibration, ionizing and non-ionizing
<b>Description:</b>	In the early stages of fitting operators can use small machinery for the preparation of the stands generators are not allowed to ionizing and non-ionizing
<b>Scale assessed risk:</b>	1
<b>Risk Solution:</b>	There is no evidence annoying noise production in the early stages of set up, this period is still very limited in time, for the purpose of monitoring in the future we will proceed to analysis of the noise thresholds.
<b>Residual risk:</b>	1

<b>Parent category:</b>	Security Risks
<b>Category:</b>	B2) Physical agents
<b>Reference area:</b>	Microclimate
<b>Description:</b>	The working environment is healthy. The rooms open to the public, including the halls are controlled by system heating, cooling and air extraction.
<b>Scale assessed risk:</b>	1
<b>Risk Solution:</b>	
<b>Residual risk:</b>	0

<b>Parent category:</b>	Security Risks
<b>Category:</b>	B2) Physical agents
<b>Reference area:</b>	Lighting
<b>Description:</b>	The room lighting was done according to appropriate lighting calculation.
<b>Scale assessed risk:</b>	1
<b>Risk Solution:</b>	can be modified in intensity turning on all or part of the lamps available
<b>Residual risk:</b>	0

<b>Parent category:</b>	C1) Organization of work
<b>Category:</b>	Strenuous work processes
<b>Reference area:</b>	The activities of the Authority, during the days open to the public and construction, requires the development of shifts garrison affecting a large time performance of the service, including Saturday and holidays
<b>Description:</b>	
<b>Scale assessed risk:</b>	6
<b>Risk Solution:</b>	Promoberg is equipped with systems of rotation and proxies and through personnel monitors the status of staff responsible consciousness of the workers present in the halls during construction
<b>Residual risk:</b>	0

<b>Parent category:</b>	Security Risks
<b>Category:</b>	C1) Organization of work
<b>Reference area:</b>	Planning such matters as the health and safety
<b>Description:</b>	Is defined as a program of professional training that provides practical tests of skill.
<b>Scale assessed risk:</b>	1
<b>Risk Solution:</b>	Promoberg shall create a program of training and testing, it is the responsibility of the rspp the development of this program in agreement with the management, impromptu checks will be implemented with external contractors
<b>Residual risk:</b>	0

<b>Parent category:</b>	Security Risks
<b>Category:</b>	C1) Organization of work
<b>Reference area:</b>	Maintenance of safety conditions
<b>Description:</b>	The institution is subject to inspection and verification by the authorities, it is the responsibility of the institution the safety standards and maintenance
<b>Scale assessed risk:</b>	4
<b>Risk Solution:</b>	Failure to comply with the provisions of surveillance violates the provisions of Legislative Decree 81/08, with consequences sanctioned by the Code of Criminal Procedure. There are check registers
<b>Residual risk:</b>	1

<b>Parent category:</b>	Security Risks
<b>Category:</b>	C1) Organization of work
<b>Reference area:</b>	Supervisory operating conditions
<b>Description:</b>	The thorough examination of the maintenance of normal conditions of operation is delegated to personnel which oversees about the condition of the windows, that the emergency routes are in order and not occluded, that the security systems and power off are not tampered, that there are deposits of materials to block the emergency routes
<b>Scale assessed risk:</b>	1
<b>Risk Solution:</b>	The staff is responsible for complete report has been checked
<b>Residual risk:</b>	0

<b>Parent category:</b>	Security Risks
<b>Category:</b>	C1) Organization of work
<b>Reference area:</b>	Adequate procedures to deal with accidents and emergencies
<b>Description:</b>	The Authority has adopted certain procedures for the verification of safety and to act as soon as possible co-ordinated the procedures to be taken in the event of an emergency, the procedures are given in the following pages.
<b>Scale assessed risk:</b>	1
<b>Risk Solution:</b>	1
<b>Residual risk:</b>	0

<b>Parent category:</b>	Security Risks
<b>Category:</b>	C1) Organization of work
<b>Reference area:</b>	Manual handling of loads
<b>Description:</b>	The worker process does not afford handling of loads, companies in contract, exhibitors and their contractors are required to assess that risk.
<b>Scale assessed risk:</b>	1
<b>Risk Solution:</b>	1
<b>Residual risk:</b>	0

<b>Parent category:</b>	Security Risks
<b>Category:</b>	C3) Ergonomic factors
<b>Reference area:</b>	Systems of safety and reliability of information
<b>Description:</b>	The Authority is equipped with modern fire detection systems and intrusion, video surveillance and security.
<b>Scale assessed risk:</b>	The management of control systems is for a limited number of people, formed and / or knowledge of operation of the support means.
<b>Risk Solution:</b>	1
<b>Residual risk:</b>	0

#### OTHER RISKS INVOLVED: ELECTROMAGNETIC FIELDS

There aren't known areas at risk of exposure to electromagnetic fields (ref. law no. 29 of 25.01.2006)

#### ASBESTOS RISK

There aren't spaces with asbestos and there are not process in the presence of asbestos (ref. Legislative Decree 25 July 2006 n. 257. Asbestos risk)

## RISK OF SMOKE

PROHIBITION LAW IN ALL AREAS (Circular of the Ministry of Health of 17/12/2004: interpretive signs and implementation of the prohibitions following the entry into force of Article 51 of the Law of 16 January 2003, n. 3, on the protection of the health of non-smoking).

At present, the probability of being in such an event and the impact that it would pose exclude a risk of exposure.

## RISK ASSESSMENT AND THE STEPS TAKEN TO CORRECT THE SITUATION, SPECIFICALLY FOR COMPANIES CONTRACTED BY FIERA BERGAMO

<b>Reference area:</b>	<b>Cleaning</b>
<b>Description:</b>	Service cleaning surfaces consisting of: removing waste material, cleaning baskets, carpet cleaning, cleaning toilet, toilet repair equipment, waste removal and placement in boxes gathering into internal ecology place.
<b>Machinery used:</b>	Using appropriate equipment and support tools.
<b>Type of risk assessed:</b>	Cleaning Equipment - Detergents - Scope - Cleaning manual systems - Wheeled bins – Spider Crane - Motor vehicles for the transport - Forklift with gasoline engine / electric Activities of cleaning and polishing of the surfaces of passage, possible danger of fall for the staff and for the public. Possible contacts between work equipment used by the various companies. Measure of surfaces passing. Investment risk, rollover risk support equipment
<b>Scale assessed risk:</b>	4
<b>Solution of risk:</b>	Use PPE. Respect and application of warning signs. Observe the times indicated in the program of the event. The contractor of Bergamo Fair has an obligation to determine, before allowing access to the exhibition space to its workers that the conditions of environment do not create prejudicials to the safety of workers. Pay great care and caution when moving around the areas affected by mobilization and demobilization. In the event of service in closed environments it is required to adopt machinery conform to this type of use. When washing passageways it's necessary to strictly indicate the area to prevent falls. While transporting materials within the district with transporting vehicle make sure to always have the full visibility, in the case of release of material into the bin collector use only adequate means. Vehicles must move at walking pace. No Parking and transit in areas of vehicle maneuver. Always keep away from suspended or moving loads.
<b>Residual risk:</b>	1

<b>Reference area:</b>	<b>Laying of truss and signs in general</b>
<b>Description:</b>	Positioning and movement of machinery. Achievement of the units of work - Laying cables – Installation of beams and equipment to them (lights, graphics, audio and video) - electric sockets - Introduction, loading, unloading of the material in the halls.
<b>Machinery used:</b>	Wire rope, truss, hung equipment - forklift
<b>Type of risk assessed:</b>	Activities of installation and removal of signs and equipment hung: risks related to the use of means of transport, activities of loading and unloading, lifting at high altitude, of heavy elements. The simultaneous presence of more companies may present a risk of collisions with vehicles, falling items, risk of falling of the person or structures with risks to workers of other enterprises
<b>Scale assessed risk:</b>	4
<b>Solution of risk:</b>	Use PPE and PPE specific against fall. Respect and application of warning signs. Observe the times indicated in the program of the event. The contractor of Bergamo Fair has the obligation to verify, before allowing access to the exhibition space to its workers that the environmental conditions do not cause damage to the safety of workers. Use extreme caution and prudence when moving around the areas affected by mob and demob. Vehicles must proceed very walking pace, in the case of work at height must be forbidden the transit area below machinery, and equipment during construction. No Parking and transit in the maneuver areas. Obligation to avoid the presence of disordered material, trying to limit as much as possible the encumbrance, at the order to facilitate the transit of persons and vehicles. Monitoring and continuous cleaning in the areas of transit, in order to limit the presence of elements / objects etc.. that could cause injury. All people working at height must signal the danger. Always keep away from suspended or moving loads. Obligation for those, who in any way, remove the cover of the wells to report in a timely manner the danger. It stresses the specific obligation to close the wells completely after use. Use great care and attention to move close to the wells. Verify the laying of the double safety on the chains, the truss and on the point of equipment hug. Check the passage of electrical wiring and protection on the lamps.
<b>Residual risk:</b>	1

<b>Reference area:</b>	<b>Laying Carpet</b>
<b>Description:</b>	Transport and preparation of carpet on the floor, control with cutting equipment and fastening with adhesive tape. Cover with PVC
<b>Machinery used:</b>	For handling it is used an electric or manual truck. Cutter. Rolls of double-sided tape. Rolls of carpet
<b>Type of risk assessed:</b>	Activities of installation and removal of carpet: use of means for the transport of material, storage, risks related to the use of means of transport of the materials to install or remove, storage materials, use of equipment for carpet removal. Risk of cutting blades use
<b>Scale assessed risk:</b>	4
<b>Solution of risk:</b>	Use of PPE. Respect and application of warning signs. Observe the times indicated in the program of the event work. The contractor of Bergamo Fair has an obligation to determine, before allowing access to the exhibition space to its workers that the conditions of environment do not create prejudicials to the safety of workers. Pay great care and caution when moving around the areas affected by mob. and demob. Vehicles must move at walking pace. No Parking and transit in maneuver areas. Compliance with the rules contained in the Code of Road and with those established by Fiera Bergamo contained in the Technical Regulations, as for drivers as for pedestrians as well as all people present in the district. Obligation to maintain the surfaces of transit clear and, when this is not possible, it's an obligation to avoid the presence untidy of material to limit as much as possible the overall obstruction, in order to facilitate the transit of persons and vehicles. Supervision and constantly cleaning in the transit areas, in order to limit the presence of elements / objects etc. acts to cause injury. Always keep away from suspended or moving loads. Caution while in areas which are already in place the switchboards dangerous of falling from stumbling. If planned to lay of the pvc cover do not leave the switchboard under the pvc, because the are not well visible, also in the joints between sheets of PVC stretch the adhesive tape continuously to avoid the possibility of tripping between a sheet and the other.
<b>Residual risk:</b>	1

<b>Reference area:</b>	<b>Installing / Removing technological systems for exhibitors</b>
<b>Description:</b>	Opening / closing of wells or dropped from placement of switchboards, water and compressed air supply, telephone line / ISDN
<b>Machinery used:</b>	electric or manual truck, lifting hooks for plates, switchboards, pipes, telephone cables, equipment, hand tools.
<b>Type of risk assessed:</b>	investment by vehicles or danger of contact with the equipment used for the removal of materials, loss of load during transport, collapse of materials in the storage condition. Risk of electric shock - possibility of segregation of manholes uncovered with risk of falling inside them. - possible shearing extremities in time to restore well.
<b>Scale assessed risk:</b>	5
<b>Solution of risk:</b>	Use PPE in particular for the extremities and of suitable footwear. Vertical signal in the case of installation of Switchboard in the outdoor areas. Application safety rules for working on live electrical systems. Respect and application of warning signs. Observe the times indicated in the program of the event work. The contractor of Fair Bergamo has the obligation to verify, before allowing access in the exhibition to its workers that the conditions of the environment do not cause damage to the safety of workers. Pay great care and caution when moving around the areas affected by mob and demob. Vehicles must move at walking pace. Prohibition of stopping places and transit in the maneuver areas. Compliance with the rules contained in the Highway Code and those established by Fiera Bergamo contained in the Technical Regulations for drivers and pedestrians and all people present in the district. Obligation to maintain the surfaces of transit clear and, when this is not possible, there is the obligation to avoid the presence untidy of material to limit as much as possible the overall obstruction, in order to facilitate the transit of persons and vehicles. Duty for people working at heights must prevent access to area below and indicate the risk. Keep increasingly distant from suspended or moving loads. Obligation for all those remove the cover of the wells to report, in a timely manner, the danger. It stresses the specific requirement to completely close the wells after use. Pay great care and caution to move in close to the wells. If the well is closed with plugging plates not driveway, the danger must be also pointed vertically, with triangulation of barriers or other visual indicators. Otherwise it is possible the risk breaking vehicles, with serious risks
<b>Residual risk:</b>	1

## WORKING IN AREAS OF TRADE

In addition to what has already been showed, when the company operates in the exhibition areas, due to the simultaneous presence of several operators in the same workplace, should take care to make their works without compromising the safety of other workers present in coordination with the Employers.

Especially it's necessary:

- Not to occupy for its work the stand or outdoor work areas assigned;
- If this is not possible for obvious technical reasons, however, must be guaranteed the practicability of escape routes and verified the non-interference with the workings of near Companies.

### Working at heights

Particular care must be taken in the execution of working at heights. In addition to the obligations of prevention against its workers to be equipped with equipment such as ladders for intermittent use and scaffolding for continuous uses, the Company must provide for the interdiction of the area below the work area with appropriate means, so that people outside the work can not access it, even accidentally.

The size of the area to interdict should be commensurate with the type of machining to be carried and communicated to Bergamo Fair before starting work, so that they can be verified and resolved any interference with other activities already planned. When deemed appropriate by the Parties will be held specific coordination meetings.

EXHIBITORS AND BUSINESSES IN CONTRACT FOR THE SAME HAVE TO COMMUNICATE TO PROMOBERG FOR ANY RISKS EXPECTED IF NOT EVALUATED IN THIS DOCUMENT, WHICH ARE EXPOSED THEIR WORKERS AND ANY OTHER WORKERS IN THE AREAS AS A RESULT OF ITS ACTIVITIES

## SAFETY RULES

### COMPLIANCE WITH LAWS AND REGULATIONS:

The licensee is obliged to observe and enforce the companies working on his behalf all the rules concerning:

- Prevention of accidents
- Work hygiene
- Organization, Protection and safety at work
- Fire prevention (contained in the decree of 10 March 1998)

### CONTROL SPECIFICATIONS:

The licensee and companies working on their behalf must comply with the laws and regulations of Public Safety, in relation to this, there will be in the next article "Rules and restrictions for safety purposes," certain specific constraints to the working of the licensee in the Exhibition Centre of Bergamo.

In this situation, Ente Fiera Promoberg keeps permanently active a special security service entrusted to qualified personnel, with the task of enforcing the aforementioned provisions and having the right to ban those behaviours considered not compliant.

The licensee is obliged to promptly comply with the technical requirements, allowing, for this purpose, all inspections and required inspections.

Failure to comply with the technical specifications shall comprise at least the suspension of electricity supply to the stand.

The aforementioned control activity is part of the coordination tasks for the security, carried out by Ente Fiera Promoberg: in any way it can be understood as likely to raise the licensee, and its successors, its responsibility, nor to reduce its capacity.

### STANDARDS AND PROHIBITIONS FOR SAFETY:

Below are the rules and prohibitions, to observe and enforce:

a) it is forbidden to introduce and maintain in the halls and stands, flammable substances, compressed or liquefied gas, caustic or corrosive, toxic, poisonous or irritating. In special cases, where it is necessary the use of inert gases for demonstrations practices, at the request of the licensee, the Security Service of Ente Fiera Promoberg examine the possibility of granting the use of a cylinder of such gases. Containers of such substances can be displayed empty;

b) Do not put inside the Exhibition Centre and / or used in the exhibition areas, radiation generating devices ionizing radiation (x-ray machines) or radioactive materials, even if they are contained in equipment or devices in general. Are not subject the equipment for which the activity, the concentration of radionuclides or the emission of radiation is negligible.

The licensee, however, and the holder of such substances, is to implement the obligations set forth by Presidential Decree of 13.02.64 n. 185, changed by D. Decree of 17.03.95 n. 230 and subsequent amendments and additions. In this case, must submit a complaint to the competent authorities (Health Authority, Fire Department, Department of Labour, ANPA - National Security Environmental Agency) at least 10 days prior to the introduction into the district of Bergamo Exhibition Centre. Copy of the complaint and any other documents must be promptly forwarded to the Safety Service of Ente Fiera Promoberg;

c) it is forbidden to keep inside the stands, empty packaging, printed and advertising materials in excess of the normal daily requirement, unquestionably defined by the Security Service of the Ente Fiera Promoberg;

d) during the setting up and dismantlement is obliged to provide for the immediate clearing out of packaging by stands and gangways, which can be used only temporarily for loading / unloading of materials of construction or products on exhibition. However, this temporary use must always be carried out in an orderly manner, avoiding to totally block the lanes. Ente Fiera Promoberg reserves the right to intervene in the event of non-compliance with costs incurred by the licensee;

e) it is forbidden to use the spaces between internal or external stand walls to store any type of material;

f) machines, if automated and able to produce during operation powders, shavings, dangerous or nuisance emissions of any kind must be equipped with a suction system and appropriate filters to prevent the releases to the environment;

g) at the end of each day of each stage of assembly - exhibition - disassembly, and before leaving the stand, the licensee must always:

- turn off the switches of their electrical installation;
- make sure that in the stand there isn't material in burning;

h) operations can not be carried out outside the area assigned, also in order to avoid interference with the activities in the Authority, and it is forbidden to leave on the district of Bergamo Exhibition Centre to any waste material for the work of setting up;

i) smoking is prohibited inside the Exhibition Centre (halls, restaurant, bar, meeting rooms, etc); It is forbidden to smoke in outdoor areas near combustible material and in places where there are no smoking signs;

l) fire hydrants must always be visible and can be used immediately. Please note that make it unusable a tool for extinction fire is a criminal offense under Article. 451 C.P. Irregularities will be reported to the competent authorities (Firefighters);

m) service boxes of any kind inside the exhibition area, must be accessible;

n) it is forbidden to use radio equipment during assembly and disassembly of the events; in order to allow the listening of service announcements and security data by speaker sound in the halls;

o) firms exhibiting equipment or vehicles equipped with internal combustion engine in the halls, shall be used to completely empty the fuel tank and disconnect the storage batteries;

p) the licensee will have to shoulder any criminal and civil liability for any injury and / or damage that may derivate to third parties as a result of the failure or violation of the rules and / or indication in question.

### AVAILABILITY FOR A AGILITY AND SAFETY:

The licensee undertakes to carry out, at his own expense under the terms and conditions established by Ente Fiera Promoberg, those works that will be necessary for safety and practicability reasons.

The Companies that resulted to be in default of those provisions, shall promptly and at their own expenses comply with the new instructions given, on pain of immediate expulsion, without recognition or refund.

#### **MOVING MACHINERY - OPERATION:**

The machines, whether displayed or used in the service of exhibiting items, can be operated only at a preset time and with prior written permission of Promoberg that case by case, in its sole discretion, evaluates the opportunity to grant it.

The authorization does not imply any assumption of any responsibility by Ente Fiera Promoberg or exonerates the licensee from any liability resulting from the operation of the machinery.

The licensee must observe, in addition to the special requirements of Promoberg, the laws and regulations concerning, in particular, he must have an insurance against accidents and civil liability and implement all precautions and devices designed to prevent accidents and fires, the attenuation of noise, elimination of foul odors and to prevent the emission of gases and liquids. If allowed to use, machinery and accessories must not endanger anyone or cause annoyance. In the case of disturbance or technical mishaps, danger or injury, Promoberg is entitled to to suspend with immediate effect the operation of machinery.



## RULES OF CONSTRUCTION

### BARE AREAS

The exhibition area will be delivered to the licensee free of any set up.

The flooring in the halls is industrial with a capacity 3.000 kg / sq.m at the cable tunnels (through the hall every 8 meters) the maximum capacity is 600 kg / sq.m.

The floor of the conference center, of the hall, of the underground passages and generally of the common areas has a maximum capacity of 600kg/mq.

### FITTING:

Should it be necessary to carry out fitting support, and is not deemed advisable to adopt those made available by selected Promoberg suppliers by the Authority: the construction of the stands must be carried out in strict compliance with the provisions following.

Any responsibility for the stability of the stands is in charge by the licensee, which explicitly exempts Ente Fiera Promoberg for any damage caused to himself or others due to defects of the exhibition.

In preparing the project construction, the licensee is required to comply with the rules listed below, even if made by a third party on whose behalf:

- a) It is forbidden to give chases or grooves in the floor or wall for inserted cables or pipes, the walls, ceilings, structures and technical installations of the halls may not be used for anchoring elements of construction, which must be, in any case, self-supporting; it is also forbidden to paint, with any kind of paint, floors, walls, ceilings and any other installation of Bergamo Exhibition Centre;
- b) for bonding of floor coverings such as carpet, linoleum, wood or similar, is allowed only the use of specialty adhesive tapes for easy removal, which does not leave residues on the floor; these tapes should be removed at the end of event by the exhibitor.
- c) continuous curtains and ceilings are prohibited, it is allowed to form honeycomb or grid false ceilings if they do not hinder the aeration or ventilation of the halls. In any case, the Exhibitor is required in advance to agree with the Technical Service of Bergamo Fair about the type of structure that aims to create;
- d) the installation of illuminated signs must be carried out in accordance with the provisions of the current regulations concerning electrical installations;
- e) in each stand must be made an appropriate system of emergency routes, in order to allow people to evacuate in case of emergency;
- f) any items of furniture or walls made of glass or mirrors must be properly marked and protected from impact;
- g) any moving part or product must not be totally or partially allocated in the lane area;
- h) the service boxes of the installation must be kept accessible.

The standard height of the stands is 2.5m., the exhibitor is obliged to present the project and the construction document of risk assessment / interference if the same will be done with suppliers other than those indicated by Promoberg.

For the operations of loading and unloading of goods, during the step of assembly / disassembly, is available:

n. 1 lift truck with capacity up to 25 q. (forklift), unauthorized access in the lobby;

For the use of cranes and lifting loads with operator it's necessary to contact the organizing office.

All the material used for the preparation of the exhibition spaces (partitions, backdrops, structures, platforms, coverings, fabrics, carpet, curtains, etc.) must be in accordance with classes of fire reaction certified on the basis of the procedures and tests laid down by the law in force. The documentation of these materials (Interior Ministry approval, Statement of conformity and the accompanying note or invoice) must be submitted to the secretariat of the fair before the assembling.

Pursuant to Legislative Decree No. 81/08 and subsequent amendments and additions, the owner or legal representative of the exhibiting or provider companies must be aware of all general measures for the protection of health and safety of workers operating in the stand and the correct application of the conditions of contract of work.

In particular, it is committed to providing its employees and those of companies called on to intervene in the stand, the instructions about the risks to safety and health, to verify the technical - professional firms or self-employed to be called upon to operate in the stand. Also declares to be informed on specific risks related to working at the Expo Centre. In particular must be aware of the problems and / or prescriptions aspects concerning installations, the specific technical issues, on the access, traffic and logistics inside the fairgrounds, the provisions in case of fire or situations in case of danger.

In any case, the owner or legal representative of the exhibiting company is obliged to ensure respect for everyone people who for any reasons is in the exhibition area assigned, all safety rules and procedures laid down by the guards existing legislation, releasing the Ente Fiera Promoberg from any liability.

### REMOVING EQUIPMENT AND RETURN AREA:

After the exhibition, the areas made available must be delivered to a pristine state to Ente Fiera Promoberg. Damages and costs of exceptional waste collection and disposal will be quantified and charged to the licensee.

For materials that will not be collected within the prescribed period, the Ente Fiera Promoberg, does not assume any responsibility for goods, materials, and what deposited, as well reserves the right to proceed with their removal and storage, without responsibility and at the expense, risk and danger of the defaulter. After two months, the objects that unclaimed may be auctioned and the proceeds, net of any expenses and any rights the Ente Fiera Promoberg, credited to the licensee.

### RULES FOR THE USE OF MATERIALS:

For the preparations must be used only non-combustible materials or corresponding materials to reaction to fire provided for



the Ministerial Decree 07/06/83 - 26/06/84 - 08/28/84 or comparable to the classes of reaction according to the conversion tables approved with D.M. 15/03/05 reported in the article 1 of the EEC Council Directive 89/106 for building materials.

- a) coating materials of floor must be non-combustible or classed 1;
- b) materials that may catch fire on both sides and coating materials must be non-combustible or classed 1;
- c) all construction materials (excluding non-combustible such as iron, aluminium, gypsum, etc.) must be accompanied by "test reports" performed by accredited laboratories;
- d) a copy of the "test report" must be submitted to the Technical Office of the Ente Fiera Promoberg, which will verify the validity and suitability.

The certificate must contain: the company name, the list and the surface of fireproof materials;

- e) the infringement of those rules allows to take precautionary measures which may include: the injunction of demobilization or declaration of not suitability.

#### **NB**

Approval certificates issued in contravention to the methods specified by the DM n. 48 of 26.6.1984 do not assume any validity.

#### **GRAPHIC OVER 3M HEIGHT:**

The placement of graphics over 3 meters in height is permitted in exhibition space of not less than 64sqm. The graphics must be at least 3 m from the adjacent stand if it is oriented towards the latter.

In any case graphics can not be located more than 6 m height.

Stand designs must still be submitted to and approved by Promoberg Technical Office, which reserves restrictions and / or exemptions.

#### **SUSPENDED STRUCTURES:**

Given that the exhibitor or its agents are not allowed to tamper or hang structures of the Organization.

If the exhibitor deems appropriate for structural or aesthetic functionality hung items of the stand to air structures of the Exhibition Centre, he can make a request to Promoberg Technical Office that, viewed the project, static features of the material to hung and checked for compatibility with the structural elements, authorizes and issues a cost estimation.

Before lifting of hang structures the exhibitor is required to provide certification, signed by a qualified technician stating the suitability of the item and static characteristics of hang structures to place, that however, must comply with the regulations reference to the place of public entertainment imposed in the exhibition centres.

The material to be hung must be mounted on the ground and raised by staff appointed by the Ente Fiera Promoberg. It is not allowed lifting in the presence of workers or people in the range of machinery.

Ente Fiera Promoberg assumes no responsibility for material hanging and reserves the right not to proceed if it believes the same unsuitable in structural elements and / or aesthetically unappealing, without this entail recourse or request damage.

Suspensions are not placed at a height exceeding 6m, as well as within a distance of 3m from the adjacent stands.

The cost for each structures hung from the ceiling includes the certification of static suitability, signed by an authorized technician.

**For further information / mail:035 32 30 931 – [rspp@promoberg.it](mailto:rspp@promoberg.it)**

## ADDITIONAL TECHNICAL SERVICES

### ELECTRICAL CONNECTIONS

Ente Fiera Promoberg delivers the power indicated in the contract and the framework for electricity distribution, unless otherwise indicated, is placed on the stand in the corner hidden away from the guided tour of the public. In the case of stand located in head it will be placed in the center well on the border with another exhibition area

### CHARACTERISTICS OF ELECTRIC SUPPLY

The mains power is carried out with:

The Organiser supplies power to electrical panel with differential breaker, characteristics and the type of jack vary as a function of the delivered power:

- until to 3kw/220V (blue) 16A, with plug CEE 2P + T;
- until to 9kw/380V (red) 16A, with plug CEE 2P + T;
- over 9kw to 18kw/380V (red) 32A, with plug CEE 39 + N + T;
- for additional supply is necessary to agree with the Promoberg Technical Office the delivery point of details.

The distribution boards at the stands are temporary and are connected to leads from the wells in the halls A and B in the Central Gallery and Outdoor Area, the hall C is served with switchboards placed 3 m in height along the perimeter or imposed from above by the central islands.

Removal of connections or damage to the same will be charged to the exhibitor.

Systems installed by the Exhibitor must be made in compliance with all applicable rules: flameproof cable type N1VV-K or N1-VV FROR or 450/750 V, and boxes watertight selfextinguishing with clamps.

All electrical equipment subject to overheating must be properly insulated from the mounting structure if this is combustible.

All electrical equipment and metal structures on display must be connected to the earth socket.

The above conditions also apply for connection of electrical equipment installed in stands outside the halls: the derivation from those the well to the use point must be carried out with adequate protection at the expense of the Exhibitor.

Promoberg reserves the right to control the manner of installation execution of electrical systems with the possibility to remove not conform. Exhibitors are responsible for any damage caused by systems installed by them.

Current switches should be placed in full view and accessible for inspection by our technicians.

Promoberg assumes no responsibility for any interruption of the flow of electricity. Exhibitors are advised, in the case their machines or equipment require it, to acquire a UPS in accordance with Promoberg Technical Office.

### INTERNET FEATURES CONNECTION

The internet connection is provided with a hub derivation, using patch to connect directly to the personal computer: the transfer rate is related to the number of active connections at the same time and the type of activity in course, the commitment of bandwidth is 10 megabytes.

For the connection it is required to set the computer automatically for searching for IP address and DNS in the TCP / IP protocol of network connections.

The network has FIREWALL with filters that restrict access is and FTP connections, changes of selective settings, or requests for fixed IP address must be requested in advance.

In the district, there is a Wireless network of 10 Mega for the Internet connection.

Access is enabled with password to be asked to Promoberg Technical Office.

### WATER SUPPLY

All stand in covered area are provided with water supply. The working pressure varies as a function of the urban network, from which the installation is derived. The official plumber of Organization leaving only the connection of loading and unloading from the well placed in the stand, while the connection of the water is charged to exhibitors, who can use their own supplier. Every evening, the Exhibitor must close the shut-off valve, which is installed on each system. No guarantee is provided in case of changes in water pressure or damage. Transgressions, and damages will be charged to the Exhibitor.

Provision made with tap ½ inch, exhaust ø 40 mm.

### COMPRESSED AIR SUPPLY

Part of the stand in covered area have wells with compressed air outlet connected to the system. The pressure of exercise is 6 bar, the exhibitor is obliged to indicate the sampling liters per minute, in order to properly size the generator pressure. Ente Fiera Promoberg will confirm the actual availability of the service and the performance required.

### TELEPHONE CONNECTION

#### SPECIFICATIONS AND COSTS

Stand in the covered area are predisposed to the telephone: IT CORE SPA is the company responsible for supply lines (Analog or ISDN) and installation of telephone equipment.

All the material over telephone user is owned by IT CORE SPA and therefore the Exhibitor is responsible for conservation and handling of the device and will not disassemble, attempt to repair or modify it and return it in perfect condition at the end of the event.

#### VOICE

- |                          |                                    |
|--------------------------|------------------------------------|
| - LCO (Analogue Line)    | - Dial-up                          |
| - ISDN Line              | - Modem numerical Terminal Adapter |
| - Analogue telephone set |                                    |
| - ISDN telephone set     | - Router                           |

Ente Fiera Promoberg evaluated the following companies for the provision of services to Exhibitors, having verified the reliability of the supplier, the Agency assumes no responsibility for the execution of works.

## STAND FITTERS

(you can ask for hire: the full establishment of the stand or tables, chairs, benches, lights, carpet laying, graphics, banners, signs, etc.).

### SITECO SRL

24035 CURNO (BG) Via Trento, 12/14

Ph. 035 43.76.041 Fax 035 61.35.56

**(see list of furniture on the site dedicated to the event or on the attached forms)**

### MANAZZA GEFRA SRL

27023 CASSOLNOVO (PV) Via Trento, 42

Ph. 0381 92.86.86 Fax 0381 92.93.24

### MANZONI & MANZONI SRL

24126 BERGAMO Via Canovine, 62

Ph. 035 31.22.80 Fax 035 31.62.31

### NOVILABS SRL

24048 TREVIOLO (BG) Via E. Frizzoni, 52 C

Ph. 035 20. 07.33

## INSURANCE

### MAG - JLT

24122 BERGAMO Via F.lli Calvi, 15

Ph. 035 45.27.111 Fax 035 31.35.51

## SOUND and LIGHTING

(rent of truss facilities, amplification systems moving projectors and scanners, theatre and cinema lights)

### SOUND SERVICE DI PELLICCIOLI ANGELO

24040 CASTEL ROZZONE (BG) Via Monte Arera 12

Ph. 0363 38.19.00 Fax 0363 38.19.00

## PHOTO

### FOTO FILM VIDEO S. MARCO

24060 VILLONGO (BG) Viale Italia, 41

Ph. 035 92.73.16

## CLEANING COMPANY

### FRA-MAR SRL

24020 COSTA DI MEZZATE (BG) Via L. da Vinci, 18

Please contact Ente Fiera Promoberg Ph. 035 32.30.911

### IMPRESA DI PULIZIE GHILARDI SAS

24127 BERGAMO Via Cerasoli Flaminio, 59

Please contact Ente Fiera Promoberg Ph. 035 32.30.911

## RENT INSULATED BOX FOR OFFICE USE / COINTAINER FOR WAREHOUSE USE

(in addition telescopic forklifts from 6 to 13 mt. Engine Generator of 3 mt. Engine Generator of 3 a 150 Kw)

### GRU-BE.R.G. SRL

24057 MARTINENGO (BG) Via Trento, 29

Ph. 0363 98.63.50 Fax 035 98.63.33

## RENT CAMPER MOTORHOME

### PREDA GIANNI & C. SRL AUTONOLEGGI

24035 CURNO (BG) Via Enrico Fermi, 42

Ph. 035 46.17.00 Fax 035 46.17.07

## RENT TENSIONED STRUCTURES, PLATFORMS

### CSC ALLESTIMENTI SRL

20099 SESTO SAN GIOVANNI (MI) Via Rossini, 78

Ph. 02 26.26.36.27 Fax 02 24.41.22.68

### FRANCHETTI ALLESTIMENTI

27016 S. ALESSIO CON VIALONE (PV) Via delle Margherite, 34

Ph. 0382 94.48.07 Fax 0382 95.36.55

**MANAZZA GEFRA SRL**

27023 CASSOLNOVO (PV) Via Trento, 42  
Ph. 0381 92.86.86 Fax 0381 92.93.24

**VIDEO PRODUCTION, VIDEOSCREEN, RETROPROJECTOR, VIDEO WALL****ITALVIDEO SERVICE SRL**

24040 FILAGO (BG) Via E. Fermi, 38  
Ph. 035 90.00.442 Fax 035 49.97.416

**CONSTRUCTION SIGNS, BANNERS AND WRITTEN ADHESIVE****EDICOM SRL**

24121 BERGAMO Via Madonna della Neve, 24  
Ph. 035 35.91.011 Fax 035 35.91.117

**GRUPPO V.P.P. SRL**

25040 ARTOGNE (BS) Via Fornaci, 60/62  
Ph. 0364 59.88.85 Fax 0364 59.88.86

**MANZONI & MANZONI SRL**

24126 BERGAMO Via Canovine, 62  
Ph. 035 31.22.80 Fax 035 31.62.31

**SANTINI PUBBLICITA'**

24126 BERGAMO Via Spino, 63  
Ph. 035 31.31.14 Fax 035 31.00.65

**LP GRAFICA & PUBBLICITÀ DI LUCA PESENTI**

24048 TREVIOLO (BG) Via Carlo Alberto Dalla Chiesa 10/3  
Ph. 035 20.11.77 Fax 035 20.39.41

**RESTAURANT****BOBADILLA - feeling club**

24044 DALMINE (BG) Via Pascolo, 34  
Ph. 035 56.15.75 Fax 035 56.17.13

**BALZER**

24121 BERGAMO Via Portici Sentierone, 41  
Ph. 035 23.40.83

**SAN LUCIO EVENTS**

24060 CHIUDUNO (BG) Via F.lli Kennedy, 12  
Ph. 035 83.95.99 Fax 035 44.96.414

**HOSTESS AND INTERPRETERS SERVICE****EDITRICE BERGAMASCA SRL**

24121 BERGAMO Via Madonna della Neve, 26  
Ph. 035 35.91.111 Fax 035 35.91.117

**DECORATIVE PLANTS****GREEN TOWN DI BERETTA & C. SNC**

24020 RANICA (BG) Via A. Locatelli, 8  
Ph. 035 51.14.86

**EXCEPTIONAL SERVICE LIFTS, CRANE OPERATOR AND SERVICE****S.T.B. SOCIETÀ TRASPORTI BERGAMO SRL**

24040 LALLIO (BG) Via della Madonna, 4  
Ph. 035 69.29.44 Fax 035 43.72.309

**F.LLI ZANOLETTI AUTOTRASPORTI E SPEDIZIONI**

24127 BERGAMO Via Grumello, 51  
Ph. 035 25.40.58 Fax 035 25.40.57

**HUNG EQUIPMENT****SOUND SERVICE DI PELLICCIOLI ANGELO**

24040 CASTEL ROZZONE (BG) Via Monte Arera 12  
Ph. 0363 38.19.00 Fax 0363 38.19.00

#### **TELEPHONE/INTERNET CONNECTION**

*IT CORE SPA*

24048 Treviolo (BG) Viale Europa, 17/b  
Ph. 035 59.67.11 Fax 035 59.67.99

#### **PROVISION OF BROADBAND**

*SELENE SPA*

25124 BRESCIA VIA LAMARMORA, 230  
PH. 030 35.54.050 FAX 030 35.54.522

#### **GRAPHIC DESIGN**

*EDICOM SRL*

24121 BERGAMO Via Madonna della Neve, 24  
Ph. 035 35.91.011 Fax 035 35.91.117

*CPZ GROUP*

24060 COSTA DI MEZZATE (BG) Via Landri, 37  
Ph. 035 68.13.22 Fax 035 68.35.55

*TARGET SRL*

24121 BERGAMO Via Verdi, 2  
Ph. 035 27.06.75 Fax 035 22.81.811

#### **HOTEL AND FLIGHT BOOKING**

*BCB*

24121 BERGAMO Viale Papa Giovanni XXIII, 106  
Ph. 035 35.89.38 Fax 035 23.64.74  
info@bergamocb.com

*OVET VIAGGI*

24121 BERGAMO Viale Papa Giovanni XXIII, 110  
Ph. 035 24.37.23 Fax 035 22.24.78  
info@ovetviaggi.it

*TURISMO BERGAMO (for booking hotels)*

Ph. 035 32.04.02 Fax 035 31.23.69  
www.turismo.bergamo.it info@turismo.bergamo.it



# FORMS AND DOCUMENTS

*In the following pages there are all forms that exhibitors or their suppliers, have to fill for the correct formal process or in order to request further services for their own exhibition space.*

**Form A:** RISK ASSESSMENT (**BINDING**)

**THE FOLLOWING FORMS ARE REQUIRED IF THE FITTINGS  
ARE MANUFACTURED IN-HOUSE OR BY COMPANIES IN CONTRACT.**

**Form B:** DECLARATION OF EQUIPMENT PRODUCTS AND STRUCTURES

**Form C:** SPECIAL RISK AND INTERFERENCE COMMUNICATION

**Form D:** STATEMENT OF CORRECT INSTALLATION OF EQUIPMENTS AND STRUCTURES

**Form E:** STATEMENT OF ELECTRICAL SYSTEM CONFORMITY

**Form F:** ADDITIONAL SERVICES

**Form G:** FORKLIFT REQUEST

**Form H:** SOUND AND VIDEO – S.I.A.E. FORM

**Form I:** NEWS ABOUT EXHIBITOR'S PRODUCTION





## DECLARATION OF RISK ASSESSMENT

With reference to the setting of our exhibition space at:

NAME OF THE EXHIBITION: \_\_\_\_\_ HALL: \_\_\_\_\_ STAND: \_\_\_\_\_

## WE DECLARE:

- ☐ TO HAVE READ AND ACCEPTED THE RULES OF THE "TECHNICAL REGULATION" ABOUT ALL THE RISKS CONNECTED TO THE WORKING CONDITIONS IN WHICH WE OPERATE, ENVIROMENTAL PROVISIONS, MEASURES AND PROCEDURES TO BE ADOPTED FOR PREVENTION AND EMERGENCY.

## Particularly:

- ☐ TO INFORM ALL OUR WORKERS WHICH WILL BE INSIDE YOUR EXHIBITION CENTRE
- ☐ TO ASSUME RESPONSIBILITY FOR THE WORK DONE BY OUR WORKERS
- ☐ TO COMPLY WITH ALL RULES CONCERNING SAFETY AND ENVIRONMENTAL REGULATIONS APPLICABLE TO OUR BUSINESS AND TO THE WORK THAT WE'RE GOING TO DO
- ☐ THAT THE COMPANIES CONTRACTED TO WORK AT YOUR EXHIBITION CENTRE ARE ENROLLED IN THE CHAMBER OF COMMERCE
- ☐ THAT OUR COMPANY AND COMPANIES CONTRACTED HAVE CAPITAL, KNOWLEDGE, EXPERIENCE AND TECHNICAL SKILLS, MACHINES, EQUIPMENT, RESOURCES AND PERSONNEL NECESSARY AND SUFFICIENT TO ENSURE THE EXECUTION OF THE PROPOSED WORKS WITH MANAGEMENT AT THEIR OWN RISK AND ORGANIZATION THE NECESSARY MACHINES
- ☐ THAT OUR COMPANY AND CONTRACTED COMPANIES HAVE COMPLIED WITH THE ASSUMPTIONS UNDER THE APPLICABLE LAWS AND DULY REGISTERED INAIL THE AND/OR INPS
- ☐ THAT THE STAFF WILL BE PROVIDED WITH IDENTIFICATION CARDS, IN RESPECT TO THE CURRENT LEGISLATION
- ☐ THAT WE WILL INFORM THE HEAD REFEREE IN CHARGE OF PREVENTION AND PROTECTION OF THE EXHIBITION CENTRE ON ANY SPECIFIC RISKS OF OUR BUSINESS, IF DIFFERENT FROM THOSE IDENTIFIED IN THE DOCUMENT BY THE RISKS ASSESSMENT DESCRIBED IN THIS EXHIBITOR'S GUIDE, INCLUDING ACTIVITIES THAT COULD INTERFERE WITH THE STANDARD FAIR ACTIVITIES OR THAT COULD BE POTENTIALLY DANGEROUS FOR THE SAFETY OF PERSONNEL WORKING IN THE PUBLIC EXHIBITION

## CERTIFY THAT IF THE FITTING IS MADE BY OUR CHARGE

- ☐ WE WILL INSTALL WIRING IN ACCORDANCE WITH THE STATE OF THE ART, COMMITTING TO TRANSMIT A COPY OF THE CERTIFICATION OF COMPLIANCE WITH WORK COMPLETED (AS PER ATTACHED FORM "E")
- ☐ WE WILL SEND A COPY OF THE PROJECT CONSTRUCTION TO PROMOBERG FOR APPROVAL (RSPP@PROMOBERG.IT) WITHIN 30 DAYS PRIOR TO THE DATE OF OPENING OF THE FAIR

we inform you that our Head Referee for Safety and Prevention at BERGAMO EXHIBITION CENTRE is:

Mr. \_\_\_\_\_ Ph. \_\_\_\_\_

As stated above, we discharge the organizers of the Fair and third parties in any way involved in the Event, formally renouncing to revenge and renouncing to any claim against the organization and third parties for any damage that may be caused to persons and property of others

COMPANY \_\_\_\_\_

Mr./Mrs/Miss \_\_\_\_\_

ON BEHALF OF THE COMPANY \_\_\_\_\_

TOWN \_\_\_\_\_

DATE \_\_\_\_\_ STAMP AND SIGNATURE \_\_\_\_\_



**TO BE FILLED IN BY THE COMPANY FITTER**

the undersigned

Professional Role

Surname

Name

living in

City of Domicile

Address

**ON BEHALF OF THE COMPANY FITTER**

Company name

with legal seat

Address

n°

Post Code

Town

Province

Phone

**RESPONSIBLE TO DESIGN, BUILD AND ASSIGNED TO SETTING UP THE STAND**

Exhibitor

Company Name

Hall/Stand

Placed in

AT BERGAMO EXHIBITION CENTRE FOR THE EXHIBITION:

in his capacity as:

- ☐ technician appointed by the company fitter
- ☐ owner of the company fitter

**DECLARES THAT**

- a) **STRUCTURES:** THE DESIGNED SET-UP AND PRODUCTS USED ARE ELIGIBLE FOR PLACEMENT IN VANUE FOR PUBLIC PERFORMANCE AND CALCULATED BY QUALIFIED TECHNICIAN (in compliance with Italian legislative decree 19/8/96)

**AND ALSO**

- b) **FIRE:** THE PRODUCTS USED RESPECT THE PERFORMANCE OF REACTION TO FIRE AND ARE INSTALLED UNDER CONDITIONS OF THE COMPANY AND TEST CERTIFICATES\*

For a right identification of the products used, it's combined, with this declaration, the list showing the references for their identification and the documents certifying the conformity of the product.

This certification is made by n. \_\_\_\_\_ projects made by \_\_\_\_\_ pages and graphics relating to the layout of the area set up, in which is indicated the specific position of all the identifying elements in the following tables.

DATE \_\_\_\_\_

STAMP AND SIGN \_\_\_\_\_

# TABLE OF PRODUCTS USED

identification number of the product position in the attached plan	<b>Short description of the products and their position inside the attached stand plan</b>
	<b>List of attachments:</b>
	<input type="checkbox"/> declaration of conformity signed by the producer (for approved products)
	<input type="checkbox"/> complete labeling of the CE marking and its accompanying documentation (for CE marked products) <sup>1</sup>
	<input type="checkbox"/> test certificate for products classified (In compliance with the article 2,3 and 10 of Italian legislative decree 26/06/84)
	<input type="checkbox"/> other

\* a) For the installation of flooring, raised floors, panels for walls and ceilings, the class of reaction to fire must not be greater than 1, ie in the case of CE marking

- for floor (A<sub>2-FL</sub> - s1), (B<sub>FL</sub> - s1), (C<sub>FL</sub> - s1)

- for walls (A2 - s1, d0), (A2 - s2, d0), (A2 - s1, d1), (B - s1, d0), (B - s2, d0), (B - s1, d1)

- for products used on the top (A2 - s1, d0), (A2 - s2, d0), (B - s1, d0), (B - s2, d0) (max 50% della superficie)

b) For the installation of the curtains the reaction to fire should not be more than 1

c) For the installation of upholstered furniture class of reaction to fire should be 2IM and hard chairs for at least 2.

DATE \_\_\_\_\_

STAMP AND SIGN \_\_\_\_\_

<sup>1</sup>If it is not possible to hold the labeling of the CE marking must be accompanied by the CE declaration or certification of conformity.

TO BE COMPLETED IF THE SET-UP DISPLAYS RISKS NOT INDICATED IN THE ASSESSMENT AND COORDINATION DOCUMENT PREPARED BY PROMOBORG

**LEGISLATION CONCERNING THE OCCUPATIONAL SAFETY HAS BEEN INNOVATED BY THE LAW OF AUGUST 3, 2007 123 IN COMPLIANCE WITH ITALIAN LEGISLATIVE DECREE 9/04/08 N.81 AS MODIFIED BY LEGISLATIVE DECREE 3/08/09 N.106.**

This complex includes new provisions on the issues of risks arising from interference and, in particular, specifies that "employers, including, subcontractors cooperate in implementing measures to prevent and protect against risks of workplace accidents during the work activity covered by the contract stating that the same subjects "coordinate procedures to prevent and protect against the risks to which workers are exposed by sharing information in order to eliminate risks due to interference between the work of the various companies involved in work as a whole".

For this reason, Ente Fiera Promoberg assessed the risks to which people are exposed in the access and / or work in the neighborhood and the possible measures to reduce and / or eliminate these hazards.

It is evident that these risks are related to ordinary activities in the exhibition, so the exhibitor or its subcontractors calculating risks specific to the nature of work / type of equipment / operations provided, are obliged to notify the technical office for the revaluation of the specific risks and coordination / communication with other operators of the organizer.

In this regard, in order to satisfy the procedural and provide a useful tool for exhibitors, to protect them in contract work and at the same time ensure that the Fair Authority in this way will draw up a plan of coordination and interference assessment in line with the real dangers is deemed necessary to fill the forms attached to those risks that have occurred not be considered by Promoberg.

**DESCRIPTION OF THE ACTIVITIES THAT WILL BE PERFORMED**

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**NUMBER AND TYPE OF EQUIPMENT / MACHINE THAT WILL BE USED**

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**SPECIAL RISKS**

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**ENVIRONMENTAL ISSUES RELATED ACTIVITIES TO PERFORM**

☐ use of water, waste water

☐ gaseous emissions

chemicals used (attach MSDS of the products used)

☐ waste and disposal methods (including liquid waste resulting from cleaning activities)

☐ -other

Exhibition Hall Stand

Company

Mr/Miss

On behalf of the company

Address

DATE

SIGN AND STAMP



## COMPANY FITTER

the undersigned

Professional Role

Surname

Name

Placed in

City of Domicile

Address

## ON BEHALF OF THE COMPANY FITTER

Company name

with legal seat

Address

n°

Post Code

Town

Province

Phone

## RESPONSIBLE TO DESIGN, BUILD AND SET UP THE STAND OF:

Exhibitor

Company

Hall/Booth

Placed

AT BERGAMO EXHIBITION CENTRE FOR THE:

in his capacity as:

- ☐ technician appointed by the company fitter  
☐ owner of the company fitter;

## CERTIFIES THE RIGHT INSTALLATION

That is:

- on the basis of the materials used, the mounting techniques and findings, the outfit has been designed in a manner consistent with the art and with the law in force,
- the materials used are suitable for the structural function for which they are used,
- it takes into account the operating conditions and uses to which the installation is intended.
- it was adopted the scheme of the project approved in advance by the Technical Office of the Exhibition Centre.

In particular the realization was made with the following materials:

1 ☐ FITTING STRUCTURES:


2 ☐ OTHER:


Description of the fitting:


\* Pay attention: this form can certificate just one fitting: for more booths fill more forms.

**FOR TAKING RESPONSIBILITY:**

**DATE** \_\_\_\_\_

**SIGN AND STAMP** \_\_\_\_\_



Mr./Mrs/ Miss \_\_\_\_\_

Owner of the company \_\_\_\_\_

operating in the sector \_\_\_\_\_ Address \_\_\_\_\_

Town \_\_\_\_\_ Prov. \_\_\_\_\_ Ph. \_\_\_\_\_

VAT \_\_\_\_\_

☐ Entered in the register (in compliance of Italian legislative decree 7/12/95 n.581) of the Chamber of Commerce of \_\_\_\_\_  
n. \_\_\_\_\_

☐ Entered in the register of craftsman (l. 8/8/185, n.443) of \_\_\_\_\_  
n. \_\_\_\_\_ technician of the system (short description) \_\_\_\_\_

considered as

☐ new system ☐ transformation ☐ extension ☐ maintenance - other

☐ other (1) \_\_\_\_\_

ordered by: \_\_\_\_\_ realized at Fiera Bergamo, via Lunga snc, Bergamo,

inside the stand of the Company \_\_\_\_\_

for the Exhibition \_\_\_\_\_

in a venue used for Exhibitions and Shows:

☐ others uses \_\_\_\_\_

### DECLARES

under his own responsibility, that the system was built in accordance to the rule of art, as provided for by Article 6, taking into account the operating conditions and the uses to which it is intended, having in particular

• respected the project prepared pursuant to Article 5 by \_\_\_\_\_

• having followed the technical standard applicable to the use (3). Rif. Rules CEI 64/08 and CEI 64/08 sez.711 for temporary electrician systems for exhibitions and shows \_\_\_\_\_

• having installed components and materials adequate at the place of installation (artt.5 and 6);

• having checked the system for safety and function successfully, having carried out the checks required by the rules and regulations.

### Binding attachments:

- project designed based on artt. 5 and 7 (4);
- documents with types of materials used (5);
- system diagram realized;
- reference to declarations of conformity previous or partial existing (7);
- copy of the certificate of recognition of technical and professionals requirements.

Optional attachments (8):

\_\_\_\_\_  
\_\_\_\_\_

## DECLINES

any liability for accidents to persons or property resulting from tampering by a third party or from lack of maintenance

date \_\_\_\_\_

**The technical manager**

\_\_\_\_\_  
(sign and stamp)

**The registrant**

\_\_\_\_\_  
(sign and stamp)

**FOR THE CLIENT:** responsibility of the developer or owner, Art. 8 (9)

### Legend key:

- 1) as an example in the case of gas plants, with "other" could mean the replacement of an appliance installed in a fixed way.
- 2) indicate: name, surname, qualification and, where recourse obligation under Article 5/2, details of registration in the Register for professional technician who prepared the project.
- 3) Specify the technical standards and law, distinguishing between those related to the planning, execution and follow-up.
- 4) if the system declared on the project is changed in progress, the project forwarded at the end of the work must include generalized variations realized during construction. It is part of the project the fire prevention file (if required).
- 5) The report shall contain, for products subject to standards, the declaration of compliance completed, with references to trademarks test certificates, etc.. issued by authorized institutions.  
For other products (to be listed), the petitioner must declare that the materials, products and components comply with Articles 5 and 6. The report shall state the suitability compared to venue of installation.  
When important for the proper functioning of the system, must be provided information on the number and characteristics of the installed or installable devices (for example for gas: 1) the number, type and power of the equipment, 2) characteristics of the components of the ventilation system premises, 3) characteristics of the exhaust system products combustion: 4) information on the electrical connection of devices, if applicable).
- 6) For the system scheme built it is intended the description of the project as realized (a simple reference to the project as this was written by a qualified professional and have not made any variations during construction).  
In the case of transformation, extension and maintenance, the work must be framed, if possible, in the scheme of the already existing. The scheme shall quote the fire prevention (if required)
- 7) References are composed of the name of the contractor and the date of declaration. For plants or parts of plants built before the entry into force of this decree, the reference to declarations of conformity may be replaced by a reference to statements of compliance (art. 7/6). If a part of the system was built by another company (for example, ventilation and flue gas in gas systems), the declaration must contain similar references to the parties.
- 8) Example: Any certificates of the results of test performed on the first start-up or treatment for cleaning, disinfection, etc..
- 9) At the conclusion of the installation the company is required to issue the customer the declaration of conformity of equipment in accordance with the rules laid down in Article 7. The client or the owner is obliged to entrust the work of installation, conversion, expansion and maintenance of the facilities referred in article 1, and companies authorized within Article 3.

EXHIBITION \_\_\_\_\_ HALL \_\_\_\_\_ STAND \_\_\_\_\_

COMPANY \_\_\_\_\_

Mr./Mrs/Miss \_\_\_\_\_

ON BEHALF OF THE COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

**REQUEST**

TO DISPOSE OF TECHNICAL SERVICES INDICATED (IN ADDITION TO THOSE ALREADY INCLUDED IN THE APPLICATION)

- ELECTRICAL CONNECTION TRIPHASE (380V) 15 KW 32A MAX
- ELECTRICAL CONNECTION MONOPHASE (220V) UP TO 3 KW
- ELECTRICAL CONNECTION (OVER 15 KW PROVIDED IN ONE TIME)
- TELEPHONE CONNECTION
- ADSL INTERNET CONNECTION
- WIFI INTERNET CONNECTION
- WATER CONNECTION
- COMPRESSED AIR CONNECTION

DATE \_\_\_\_\_ SIGN AND STAMP \_\_\_\_\_

PAY ATTENTION:

COST OF SERVICES ARE INDICATED IN THE APPLICATION FOR ADMISSION TO THE EXHIBITION AND ARE SUBJECT TO CONFIRMATION BY PROMOBERG

THIS FORM, DULY COMPLETED MUST BE SENT BY FAX TO N.035 3230966  
AT LEAST 15 DAYS PRIOR TO THE START OF THE EVENT



EXHIBITION \_\_\_\_\_ HALL \_\_\_\_\_ STAND \_\_\_\_\_

COMPANY \_\_\_\_\_

Mr./Mrs/Miss \_\_\_\_\_

ON BEHALF OF THE COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

AS LEGAL RAPPRESENT OF THE COMPANY: \_\_\_\_\_

INTENDS TO TAKE IN USE FROM PROMOBERG FORKLIFT / MAX CONVEYOR WITH FORKS 25Q, COMMITTING TO USE ONLY BY QUALIFIED PERSONNEL AND INSURED FOR USE; FOR THIS PURPOSE INDICATES THE NAME OF QUALIFIED PERSONNEL:

NAME: \_\_\_\_\_ SURNAME: \_\_\_\_\_

NAME: \_\_\_\_\_ SURNAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

EXEMPTS PROMOBERG FROM ALL RESPONSIBILITIES AND / OR AMOUNT DUE FOR ANY DAMAGES RISING OUT TO PEOPLE AND / OR THINGS IN THE USE AND / OR IN THE CASE OF CARE OF THE FORKLIFT.

IT AGREES TO INDEMNIFY ANY DAMAGE TO THE MEANS CAUSED BY CARELESSNESS, INCOMPETENCE AND MISUSE.

PERSONNEL INDICATED AGREES WITH PROMOBERG TECHNICAL OFFICE THE DELIVERY OF THE VEHICLE, TIME AND TIME OF USE.  
POINT SOCKET AND DELIVERY IS LOCATED IN CORRESPONDENCE OF CARETAKERS PLACED AT SIDE OF THE HALLS "A" and "B".

DATE \_\_\_\_\_ SIGN AND STAMP \_\_\_\_\_

THIS FORM, DULY COMPLETED MUST BE SENT BY FAX TO N.035 3230996  
AT LEAST 15 DAYS PRIOR TO THE START OF THE EVENT



Dear  
Ente Fiera Promoberg

**FORM FOR THE REGULAMENTATION OF S.I.A.E. RIGHTS**

Ente Fiera Promoberg serves directly to the payment to S.I.A.E. of royalties in respect of artists for the music and video playback with mechanical devices (DVD / CD). The service is included in the registration fee for participation in the exhibition, and is effective only for exhibitions organized directly by Promoberg. For other fair events or initiatives are invited to contact SIAE.

EXHIBITION \_\_\_\_\_ HALL \_\_\_\_\_ STAND \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

VAT \_\_\_\_\_

REFENCE OF THE COMPANY \_\_\_\_\_

DIRECT TELEPHONE NUMBER \_\_\_\_\_

IT INFORMS THAT WILL INSTALL AT THE EXHIBITION SPACE THE FOLLOWING MEDIA PLAYBACK AUDIO / VIDEO

- RADIO – FEATURES (SIZES – NUMBER OF SPEAKERS)
- PLAY CD AUDIO SYSTEM – FEATURES (SIZES / NUMBER OF SPEAKERS)
- TV – VIDEO DVD/VHS PLAYER FEATURES (SIZES / NUMBER OF SPEAKERS)

AND / OR ITS INTENTION TO PROPOSE THE FOLLOWING ENTERTAINMENTS  
(COMMUNICATION IN THIS CASE WILL BE SUBMITTED BY PROMOBERG TO THE S.I.A.E. LOCAL OFFICE DEFINING THE PRACTICE IN CHARGE TO THE EXHIBITOR)

DATE \_\_\_\_\_ SIGN AND STAMP \_\_\_\_\_

THIS FORM, DULY COMPLETED MUST BE SENT BY FAX TO N.035 3230966  
AT LEAST 15 DAYS PRIOR TO THE START OF THE EVENT







FORM I

NEWS ABOUT EXHIBITOR'S PRODUCTION

THE NEWS SERVICE IS A FREE SERVICE.  
ENTE FIERA PROMOBORG PROVIDES TO EDITORS AND JOURNALISTS NEW INFORMATION ABOUT PRODUCTS REPORTED BY THE EXHIBITOR.  
IT WILL BE AT THE OPTION OF EACH EDITORS THE PUBLICATION AND DEVELOPMENT OF THE INFORMATION.

EXHIBITION \_\_\_\_\_ HALL \_\_\_\_\_ STAND \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TOWN \_\_\_\_\_ POST CODE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_

INTERNET: www. \_\_\_\_\_



WE INFORM THAT WE PLAN TO EXHIBIT THE FOLLOWING NEW PRODUCTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MODEL REQUIRED, SENT BY FAX +39.035.32.30.996 WITHIN 30 DAYS BEFORE THE EXHIBITION

DATE \_\_\_\_\_ SIGN AND STAMP \_\_\_\_\_



THIS FORM, DULY COMPLETED MUST BE SENT BY FAX TO N.035 3230966  
AT LEAST 15 DAYS PRIOR TO THE START OF THE EVENT





#### **USEFUL TELEPHONE NUMBERS**

***Fair Central Office***

035 32 30 911

***Control and Safety Fair Centre***

035 32 30 958

***Representative of Prevention / Protection and Emergency Coordination***

035 32 30 931

***First Aid Health Service (inside the Fair)***

035 32 30 971

***First Aid and Emergency Service (ambulance)***

118

***Fire Service (inside the Fair)***

035 32 30 973

***Fire Service (emergency)***

115

**ENTE FIERA  
PROMOBERG**