

## **TT EXPO -REGULATIONS**

### **1. ORGANISATION**

The Conference Exhibition is organized by Piacenza Expo Spa located in Piacenza. TT EXPO will take place from 15 to 16 November 2018 in the trade fair district of Piacenza-ITALY. The organizers reserve the right to modify the opening and closing date, the duration and opening hours of the exhibition without giving any right of compensation to exhibitors.

### **2. PURPOSE**

The exhibition is designed to bring together the economic sectors representing the supply and demand of the industrial goods and services that are the subject of the exhibition.

### **3. SECTORS**

Heat treatment equipment, hardening oils, synthetic materials, polymers and protective materials, insulation materials, gas and electric heating, analyzers and measuring instruments, control equipment and software, heat treatment plants, hardness coatings, welding and foundry equipment, industrial maintenance, auxiliary devices, simulation systems for mechanical design, materials.

### **4. CONDITIONS OF PARTICIPATION**

Italian and foreign companies operating in the sectors covered by the exhibition are permitted to participate. The following are necessary conditions:

- a) Complete the application forms enclosed with these rules and send it by post to: Piacenza Expo - Località Le Mose - 29122 Piacenza - Italy.
- b) Pay the first instalment of the exhibition fee when the request to participate is made and provide proof of payment.
- c) Pay the balance before the day preceding the exhibition opening day, or within the term established by Piacenza Expo.

The request to participate implies acceptance of all the exhibition rules.

### **5. ACCEPTANCE OF REQUEST-ASSIGNING OF STANDS**

The organizers reserve the right to accept or refuse any request to participate and are only obliged to specify the reasons for refusal in the event that a formal request is made. Positions at the exhibition are assigned on the basis of the data supplied on the participation request form. This data relating to the desired exhibition space is purely indicative, does not bind the organizing body and has no bearing on the request to participate. The organizing body reserves the right, for organizational or technical reasons, to change the position of or modify the size of a stand assigned to an exhibitor without giving any right of compensation to exhibitors, apart from a proportional refund in the event of reduction in size of an exhibition space.

### **6. PARTICIPATION AND ENTRY FEES**

The following are included in participation fees: leasing of the exhibition space, exhibition space sign, 2 entry and parking pass, invitations to the fair up to a maximum of 300 tickets, local council advertising tax (up to 2 sq.m.), security and public order services, cleaning of communal areas, main lighting, assistance for exhibitors.

The following are excluded from participation fees and therefore payable by the exhibitor: furnishing additional, telephone and additional electricity connections (according to the "supply of technical services" form), insurance (refer to article 19 in these regulations), cleaning of the exhibition space. As far as the supply of supplementary technical services is concerned, the organizing body accepts no responsibility beyond that given by the various supply companies.

Equipped Stand (m.4x2) including the following standards components: partition walls, frontal sign, adhesive strip with unified lettering, carpet, spotlights, electric installation with connection and consumption monophasic plug up to 3. Furniture: 1 table, 1 reception desk, 3 plastic chairs. Cost: € 1550,00. Participation fee € 350,00.

Entry to the exhibition is free for those sector professionals who register.

### **7. WITHDRAWAL**

Any exhibitor who for legitimate and proven reasons is unable to attend the exhibition may rescind the contract by notifying the organizing body, in writing using a registered letter with return receipt, at least 30 days before the start of the exhibition. Any deposit paid as part of the exhibition fee shall not be refunded. If an exhibitor withdraws from the exhibition within 30 days of the opening, they shall be obliged to pay the full participation fee. In this instance the exhibition space may be assigned to another exhibitor by the organizing body. Any exhibitor failing to set up their stand by 18,00 hours on the day prior to opening shall be considered as having defaulted. They shall be liable to pay the full participation fee as well as any direct and indirect damages suffered by the organizing body. In this instance the organizing body reserves the right to assign the exhibition space to another exhibitor.

### **8. SUBLETTING AND ASSIGNMENT**

Assignment free-of-charge and partial or total subletting of the exhibition space is forbidden without the prior consent of the organizing body. Failure to fulfil this obligation shall result in termination of the contract and forfeiture of any monies paid.

### **9. COMPANY REPRESENTATIVES**

Exhibiting companies must include the names of personnel assigned to the exhibition, and specifically the person in charge, on the participation request form. The person in charge must be authorized to negotiate any matters concerning the exhibition with the organizing body.

### **10. AGENT COMPANIES**

Exhibitors who are agents for other companies, exclusive or otherwise, and who exhibit products or any form of advertising material in the exhibition space, must declare the fact to the organizing body by enclosing a list of companies they represent with the participation request form. For each represented firms the exhibitor must pay € 150,00.

### **11. ENTRANCE PASSES**

The passes for entry into the exhibition by the exhibitor are delivered to the exhibiting company upon payment of the balance due. The passes are non-transferrable and must show personal details in the relevant space.

### **12. TEMPORARY ADDRESS OF PARTICIPANTS**

The temporary address of participants shall be Piacenza Expo, Piacenza. Participants shall recognize the jurisdiction of the Piacenza Courts. This temporary address must also be included on the delivery note for the materials being exhibited.

### **13. SETTING UP EXHIBITION SPACES**

The exhibition space is made available to exhibitors and those responsible for setting up the stand for the term specified in the set-up circular (normally 1 day before exhibition opening). More time can be made available for specific needs. The organizing body reserves

the right to authorize individual companies to set up special separate halls. All materials must be exhibited by 18.00 hours on the day prior to opening. The means used to transport the material may only remain within the confines of the trade fair area for the purposes of unloading. In any event all transport means must be removed from the confines of the exhibition area at the end of the term set aside for setting up exhibition spaces.

#### **14. PERMISSION**

Any Exhibitor and/or Fitter in order to enter in the exhibition hall and start-up operations must possess and show at the security staff this "Entrance Pass". The document will be sent by Piacenza Expo after payment of the invoice for the balance of the exhibition.

#### **15. OPENING HOURS FOR EXHIBITORS**

Exhibitors shall be given access to stands 1 hour before the exhibition is open to the public. Access shall only be given to personnel in possession of an entrance pass. It is forbidden for exhibitors and their employees to remain inside the exhibition after closing.

#### **16. EXHIBITION CLOSING - REGULATIONS FOR DISMANTLING STANDS**

-Exhibited material may not be removed from the exhibition area before closing and without prior authorization from the organizing body.  
-All items must be removed from exhibition spaces, including private halls, within the term specified in the dismantling circular. Once this term has expired any remaining material may be removed by the organizing body at the expense of the exhibitor.

-Exhibitors are obliged to leave the exhibition space in the condition in which it was given to them. Any work done by the organizing body to repair damage to exhibition spaces shall be charged to the exhibitor. Exhibitors are requested to show a regulation "Exit Pass" to security personnel for all materials or products removed from the exhibition area during stand dismantling. The "Exit Pass" shall be considered valid only if completed correctly and approved by the General Secretary of the organizing body. The approval document shall only be attached to the "Exit Pass" if the exhibitor has no outstanding fees due to the organizing body.

#### **17. RETENTION OF GOODS**

The organizing body, without accepting responsibility for any consequences, reserves the right to refuse exit of any exhibited goods, in the event of contractual non-fulfilment on the part of the exhibitor. The organizing body shall not be responsible for damage to exhibition materials in the event that this article is applied.

#### **18. SURVEILLANCE**

The organizing body shall provide a 24 hour surveillance service in the trade fair district for the duration of the exhibition, as well as those days set aside for fitting and dismantling stands. However no responsibility shall be accepted for any damage or thefts arising. Each exhibitor, or their personnel, shall be responsible for monitoring their own stand during exhibition opening hours. The exhibitor is directly responsible for the behavior of their personnel. The organizing body shall not be held responsible for any criminal or civil proceedings arising. Fire prevention services shall be provided by the Italian National Fire Brigade for the duration of the exhibition. Exhibitors must follow any indications or requests made by Technical Office of Piacenza Expo.

#### **19. INSURANCE OBLIGATIONS**

Exhibitors must take out insurance policy to cover all risks relating to:

a) stand and exhibited items (theft, fires, water damage, flooding, explosion, lightning or any other natural and fraudulent event), without possibility of recourse towards Piacenza Expo;

b) third-party liability for damages caused to their staff, third persons or Piacenza Expo and its personnel.

Piacenza Expo shall not be held responsible for damages caused to people or things; as a result, exhibitors not fulfilling the aforementioned obligations shall absolve Piacenza Expo and any third party involved with the exhibition from all liability and waives as from now the right to any compensation and/or claim against the Organizer and any third party for any damage incurred inside and near the Exhibition Centre. Exhibitors are required to inform Piacenza Expo about the details of their insurance policies. Piacenza Expo will provide a general night & day surveillance service within the exhibition area; the Organizer has, however, no responsibility for the damages indicated in the points a) and b) and for the damages caused by natural events. During show closing time exhibitors and their personnel can't stay in the stands, except in case of Piacenza Expo special license.

#### **20. ADVERTISING AND PUBLICITY**

The Official website of the exhibition is [www.ttexpo.it](http://www.ttexpo.it). All exhibiting companies shall be listed in the catalogue on line. Further company information can be included in the catalogue and other forms of advertising can be produced on request and on payment of the relevant fees. Exhibitors may undertake other advertising activity within the area of their stand as long as it does not take the form of direct comparison with advertising produced by other exhibitors, and does not disturb third parties. All advertising on the stand must be approved beforehand by the organizing body.

Advertising taxes - in accordance with Law 639 dated 28 October 1972 - shall be paid by the organizing body within the relevant term.

All advertising rights inside the exhibition, excluding that on individual stands, are owned by the organizing body. These rights can be purchased at the price set by the organizing body.

These purchase agreements can be modified or annulled without the company having right to compensation, except for the partial or total reimbursement of any payments made. Any other forms of advertising, both inside and outside the stand, are subject to advance payment of the set fee and prior approval on the part of the organizing body or their representative. Advertising may be moved for technical or other reasons without the exhibitor having the right to compensation. Advertising at the exhibition is regulated by special rules, that is to say the regulations specified herein.

Video and sound recordings used on the stand must be declared to the Piacenza SIAE (Italian Copyright Authority) at Via Romagnosi 33, Tel:+39 0523321327) 30 days before the opening of the exhibition so that the relevant fees can be paid in the event that the copyrights to these video and sound recordings belong to SIAE registered authors.

The use of video and sound equipment is permitted as long as no disturbance is caused to other exhibitors or the public. At its sole discretion the organizing body may request that the use of such equipment be stopped.

#### **21. INDUSTRIAL PROTECTION**

Only photographers authorized by the organizing body may take photographs within the confines of the exhibition. Stands, equipment and exhibited products may only be photographed, filmed, drawn or reproduced with the permission of the exhibiting firm. The organizing body reserves the right to photograph or reproduce an overall view of the exhibition.

**22. INTELLECTUAL PROPERTY RIGHTS**

New industrial inventions, new industrial models and new trademarks on products or goods on show at the exhibition shall be given temporary protection by the Ministry of Industry, Commerce and Artisans.

**23. DIRECT SELLING**

In accordance with Regional Law 12/2000 and Resolution 1788 dated 5 September 2001, direct sales at the exhibition are forbidden in that this is a specialist trade fair.

**24. CLAIMS**

Any claims must be made by exhibiting companies to the offices of the organizing body during the duration of the exhibition. Any claims presented after this time will not be heard.

**25. GENERAL**

Exhibitors must abide by the regulations given to the organizing body by the Public Safety Authority. Any means may be used to communicate these regulations to exhibitors. They shall take precedence over any other regulations. The exhibitor and those third parties working on their behalf in the trade fair district must use employed or self-employed personnel in accordance with current legislation (social security, taxes, etc.).

**26. HEALTH AND SAFETY IN THE WORKPLACE**

The exhibitor must observe current legislation concerning health and safety in the workplace and in particular that envisaged by DL 81/08 and amendments. In accordance with this Law, any exhibitor using subcontractors to set up and dismantle stands or carry out any other work in the trade fair district must ensure that the subcontractors have the necessary technical skills. The exhibitor must also inform subcontractors of specific risks inside the trade fair district and the prescriptions envisaged by Piacenza Expo SpA Regulations as well as anything else envisaged by the aforementioned law.

**27. PROTECTION OF PERSONAL DATA - PRIVACY**

Data supplied by exhibiting companies shall be inserted in the Piacenza Expo database and shall be processed on both paper and in electronic format according to Law D.Lgs 196/2003 concerning data protection. Personal data shall be processed in the strictest confidence and shall be used for statistical, marketing, operating/strategic purposes and to send companies up to date information concerning Piacenza Expo. The data shall be inserted in the exhibition catalogue. Exhibiting companies may write at any time to the processing controller, Piacenza Expo and request confirmation as to whether or not data relating to them exist and the intelligible communication of such data.

**28. ACCEPTANCE OF REGULATIONS**

Presentation of the participation request and acceptance of the Regulations mean that each exhibitor accepts the aforementioned conditions and any regulations that may be pronounced by the organizing body without reserve or limitation. The organizing body shall therefore be entitled - in the event of non-observance of these obligations, regulations and current legislation - to intervene directly, also using its own security personnel in the trade fair district. Any verbal agreements require written confirmation from the organizing body.

This Regulation has been read, approved and signed by the Company

Company stamp and signature

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Date.....

**TO BE RETURNED WITH THE APPLICATION FORM**