

# SIGEP 2013 APPLICATION FORM EXHIBITOR'S FORM

**Forward to:** Fax no. +39 (0)541 744 740 or e.mail [expo@riminifera.it](mailto:expo@riminifera.it)

**Return by post to :** RIMINI FIERA SPA f.a.o. Sigep Team  
VIA EMILIA, 155  
47921 RIMINI - ITALY

## INVOICING DATA *Please fill every field in capital letters*

Company Name			V.A.T. number / T.I.N.		
Address			Phone number		Fax Number
Town	ZIP code	Nation	Company Manager		

## COMPANY DATA *Fill only if different from above square*

Company Name			Contact		
Address			Mobile		Direct phone no. Fax
Town	ZIP code	Nation	Direct Email		

## CONTACT DATA

## AREA PROPOSAL \*)

The above-mentioned company requests to value an exhibiting proposal for SIGEP 2013 as follows:

**Sq.m. required**

**Open sides**

**Turnkey area**

**Red Area increase**

1	2	3	4
yes	no	If yes type	
yes	no		

A4	C	F
----	---	---

**Exhibiting area** *Tick just one section*

- |  |                                 |   |
|--|---------------------------------|---|
| <input type="checkbox"/> Gelato        | <input type="checkbox"/> Coffee | <input type="checkbox"/> Packaging and decoration |
| <input type="checkbox"/> Confectionary | <input type="checkbox"/> Pizza  | <input type="checkbox"/> Bomboniere and giftware  |
| <input type="checkbox"/> Furnishing    | <input type="checkbox"/> Pasta  |   |
| <input type="checkbox"/> Chocolate     |                                 |   |

**The firm will exhibit products:**

- Organic  
 Eco-sustainable

*It will be indicated in the Official catalogue and exhibition map*

## DEPOSIT

With reference to the Application Form and the provisions in General Rules & Regulations, the above mentioned company requests to participate in SIGEP 2013 and for that pays a deposit of:

€ 50,00 x required sq.m \_\_\_\_\_ = € \_\_\_\_\_  
(+ italian VAT only if dued)

## TERMS OF PAYMENT

**via bank transfer to :** RIMINI FIERA SPA  
indicating: Acconto SIGEP 2013  
Bank account: CASSA DI RISPARMIO DI RIMINI Spa  
Code IBAN: IT53T0628524201CC0012793500  
Code BIC (SWIFT): CRRN IT 2R  
*Please clearly indicate company name*

## NOTES - IMPORTANT

\*) for information about application costs, area rates etc see technical form attached 1; for information about turnkey booths see technical form attached 3. Technical forms here attached or available on web site [www.sigep.it](http://www.sigep.it)

Application forms will be accepted as long as exhibit space is still available . The only forms taken into consideration are those filled in completely and correctly, signed, complete with the necessary documentation, sent in original form, and accompanied by the receipt for the deposit payment as indicated above . Incomplete forms or those not sent in original form will be put on a waiting list. Acceptance of applications also depends on the fact that there are no outstanding payments due to the organizers.

**WE REMIND YOU THAT THE TOTAL BALANCE MUST BE PAID WITHIN DECEMBER 7<sup>th</sup> 2012.**

The firm \_\_\_\_\_,  
having read the General Rules & Regulations, which it accepts in their entirety and returns, undersigned in the box beside, and sending this form, requests to participate in the next edition of SIGEP 2013

**As specific approval of the clauses indicated under section a) and b)**

a) According to and by effect of art. 1341 of Italian Civil Code, the undersigned approves the General Rules and Regulations of Participation printed overleaf at numbers: 4 (acceptance of General Rules and Conditions and competent Court), 5 (application form), 6 (stand allocation), 7 (modification- reduction- replacement stand), 8 (assignment - cancellation - withdrawal), 9-10 (stand occupation - outfitting), 11 ( stand plan), 12 (damage), 13 (safety), 14 (workplace safety), 15 (stand cleaning waste disposal), 16 (stand dismantling), 17 (modification to duration, opening and closing date and daily opening hours), 19 (technical and advertising services payment), 23 (damage-insurance), 25 (smoking regulations), 26 (machinery and its use), 27 (sounds level), 28 (advertising), 29 (retailing), 30 (inclusion of data in the Official Catalogue), 31 (industrial and intellectual property rights), 33 (supplementary rules and compliance to General Rules and Regulations), 34 (exhibition cancellation or suspension), 35 (communications and complaints), 36 (compliance with provisions), 38 (photo release), 39 (personal data processing). b) Notification for exhibitors as per Art.13 Leg. Decr. N° 196/2003

b) Art. 39 - Rimini Fiera Spa, with registered offices in Via Emilia 155, 47921 Rimini, Share Capital: € 42.294.067 (fully paid up), Tax Code/VAT Code 00139440408, Rimini Companies Register no. 00139440408, the data processing controller, will handle personal data provided by exhibitors and the companies they represent, as well as the photographs indicated at art. 37, electronically and/or manually for all the aims pertaining to the provision of all services associated to the event for journalistic and communication purposes, and, subject to their consent, for promotional and commercial purposes or for updates on our company's schemes or offers.

39.1 Authorisation for use of data is mandatory to enable the aforesaid services to be provided. As well as the data controller, other individuals with access to these personal data will be the staff working in the following company sectors: sales offices, technical offices, administration offices, press office.

39.2 Moreover, by signing the application form, exhibitors agree to promotional and publicity uses of the data they provide to Rimini Fiera on the official event website and in other promotional communications sent to companies asking Rimini Fiera for information about the exhibition.

39.3 The data may also be communicated and/or transferred to companies controlled by and/or connected with Rimini Fiera and its business, as well as data processing companies. In particular, as already expressly indicated in Art. 30, by signing the participation proposal, exhibitors agree to Rimini Fiera entering their personal data in the event's official catalogue and exhibition map, which will be distributed nationally and internationally.

39.4 The person concerned may exercise all rights pursuant to Art. 7 of Legislative Decree 196 of 30.06.2003 (updating, correction, integration, deletion, conversion to anonymous form or blocking of any unlawfully processed data, opposition, requests for information paragraph 1, and letters a), b), c), d) and e) of paragraph 2), by contacting Rimini Fiera Spa, Via Emilia 155, 47921 Rimini, or by sending an email to: [privacy@riminifera.it](mailto:privacy@riminifera.it)

After reading this notification, by signing the application form, exhibitors explicitly agree to the personal data they provide being handled for the uses indicated at paras 39.2 and 39.3

As participation confirmation and acceptance of the general rules and regulations

DATE \_\_\_\_\_ (Stamp and signature of legal representative)

As specific approval of the clauses indicated under section a) and consent to personal data processing indicated under section b) points 39.2 and 39.3

DATE \_\_\_\_\_ (Stamp and signature of legal representative)

# SIGEP 2013 APPLICATION FORM CO-EXHIBITOR'S FORM (optional)

**Forward to:** Fax no. +39 (0)541 744 740 or e.mail [expo@riminifiera.it](mailto:expo@riminifiera.it)  
**Return by post to :** RIMINI FIERA SPA f.a.o. Sigep Team  
 VIA EMILIA, 155  
 47921 RIMINI - ITALY



The company \_\_\_\_\_ renter of the stand registers, as per Art. 18 of the General Rules & Regulations, the following co-exhibitors<sup>1)</sup>, hosting them on its stand and undertakes to pay the sum of € 1100,00 + registration fee<sup>2)</sup> for each of them.

Hosted firms participate directly in the exhibition and will be listed in the exhibition's Official Catalogue, with the caption: "hosted by", followed by the name of the host company.

## INVOICING DATA <sup>3)</sup>

Company Name	V.A.T. number / T.I.N.
Address	Phone number
Town	Fax Number
Company Manager	ZIP code Nation

### Notes:

**This form has to be sent only in case of hosted companies**

- 1) Co-exhibitor firms participate in the exhibition directly and will be listed in the exhibition's Official Catalogue, with the caption: "hosted by", followed by the name of the host company.
- 2) Where due, italian VAT must be added to these figures
- 3) The sums due for co-exhibitors will be automatically charged to the hosting company. In case of a different fiscal subject to which invoices for hosted companies should be issued, please Indicate the data clearly in the box above.

## 1- CO-EXHIBITOR DATA

Company	Contact name:
Address	
Town	Direct phone:
ZIP code Nation	
Phone no. fax	Direct e-mail:
e-mail	
Web site	<b>The firm will exhibit products:</b> <input type="checkbox"/> Organic <input type="checkbox"/> Eco-sustainable

## 2- CO-EXHIBITOR DATA

Company	Contact name:
Address	
Town	Direct phone:
ZIP code Nation	
Phone no. fax	Direct e-mail:
e-mail	
Web site	<b>The firm will exhibit products:</b> <input type="checkbox"/> Organic <input type="checkbox"/> Eco-sustainable

RIMINI FIERA SpA declines all responsibility for any errors or omissions in the Official Catalogue. No responsibility is taken for the entry of companies who have not sent the original form correctly filled in and within the foreseen deadline, or have not paid the entire or partial sums due for the registration of hosted firms. The General Rules & Regulations are valid and applicable in their entirety for hosted firms.

DATE

THE COMPANY'S LEGAL REPRESENTATIVE

STAMP AND SIGNATURE

# SIGEP 2013 TECHNICAL FORM

## ATTACHED 1 – EXHIBIT RATES

### SQ.M EXHIBITING RATES

		1 open side	2 open sides	3 open sides	4 open sides
<b>BARE AREA <sup>(1)</sup></b>		<b>€ 168,00</b>	<b>€ 184,00</b>	<b>€ 191,00</b>	<b>€ 198,00</b>
		1 open side	2 open sides		
<b>TURNKEY AREA <sup>(1)</sup></b>	type <b>A4</b>	<b>€ 222,50</b>	<b>€ 238,50</b>		
	type <b>C</b>	<b>€ 251,00</b>	<b>€ 267,00</b>		
	type <b>F</b>	<b>€ 253,50</b>	<b>€ 269,50</b>		

### Other items <sup>(2)</sup>:

Registration Fee (compulsory for each exhibitor)	€ <b>560,00</b>
Red Area Increase <sup>(3)</sup>	<b>+ 15% on total bare area</b>
Power Supply per Kw monophasic	€ <b>38,72</b>
Water Supply each	€ <b>151,16</b>
Catalogue entry represented company each	€ <b>55,50</b>
Hosted companies fee (in case of more companies inside one booth)	€ <b>1100,00</b>

Italian VAT must be added to these figures if dued.

### ELECTRONIC TRADE VISITOR TICKET

Each exhibitor have right to receive trade visitor ticket according to paid sq.m as follows

Square meters	Up to 32	33 – 64	64 – 98	99 – 128	129 – 200	More than 201
Trade Visitor Ticket	<b>20</b>	<b>30</b>	<b>40</b>	<b>50</b>	<b>60</b>	<b>70</b>

### NOTES:

<b>estimate example</b>	Registration fee	€ 560,00
	Area	€ 168 x 16 sq.m € 2688,00
	Power supply	€ 38,72 (in turnkey stand is included)
	Red Area increase	+15% on bare area € 403,20 (optional)
	<b>Total amount</b>	<b>€ 3689,92 + italian VAT if dued</b>

(1) bare area rate includes only area, **turnkey rate** includes fitting, furnishing, carpet, power supply (for explication see attached 3)

(2) Further details and costs of participation are indicated in the General Rules and Regulations of Exhibition.

(3) **Red Area Increase** : Supplementary rate on the total area amount for those stands having at least one front or entirely placed between the two main passages (Art. 18 Gen. Rules and Regulations). It is calculated only on total bare area cost even if the booth is a turnkey formula.

Other services available: furnishing and fitting rent, cleaning, translators and hostess staff, loading and unloading items, audiovisual equipment renting etc. Those and more other services can be booked after signing the exhibitong proposal.

For further information please visit the website: [www.sigep.it](http://www.sigep.it)

# ARE YOU TEMPTED?

Attached 2

## ADVERTISING OFFERS for SIGEP 2013



Dear Exhibitor,

we have pleasure in drawing your attention to some advertising opportunities to enforce your visibility as exhibitor at the 34° edition of SigeP.

We suggest that you take into consideration these different options and if you are interested please tick the advertising solution you prefer and return this form by fax to the following no.: **+39 0541 744747**.

DESCRIPTION	PRICE LIST
<input type="checkbox"/> <b>4-COLOUR COMPANY LOGO ON VISITOR EXPO MAP</b> (60,000 copies printed)	€ 1.600
<b>OFFICIAL CATALOGUE</b> – 5,000 copies printed	
<input type="checkbox"/> <b>4 colors Company Logo in the “Exhibitors list” section</b>	€ 300
<input type="checkbox"/> <b>Full color page</b>	€ 1.100
<b>WEB SITE BANNER (all year) - WWW.SIGEP.IT</b>	
<input type="checkbox"/> <b>“Info for visitors” section</b>	€ 1.000

### LARGE ADVERTISING SPACES AT THE EXPO CENTRE

DESCRIPTION	PRICE LIST
<input type="checkbox"/> <b>SWAN STRUCTURE 2-SIDED BILLBOARD</b> (two-sided support for 1x1.40 mt. billboard inside the Expo Centre)	€ 500
<input type="checkbox"/> <b>SAIL</b> (two-sided support mt. 1 x 1,40 h)	€ 810
<input type="checkbox"/> <b>SHEET FLOWN ABOVE STAND (maximum n.6 for each pavilion)</b> Two-sided decorated sheet mt. 2x4.5 h	€ 3.500
<input type="checkbox"/> <b>MULTI-VISION PANELS-SOUTH/WEST/EAST ENTRANCE AREA</b> (5x3 mt)	€ 6.100
<input type="checkbox"/> <b>INTERNAL POOLS</b>	€ 5.000

Italian VAT to be added if dued

For further information please contact:

	Phone	Fax	e-mail
<b>Patrizia Sapigni</b>	0039 541 744 453	0039 541 744 747	<a href="mailto:p.sapigni@riminifiera.it">p.sapigni@riminifiera.it</a>
<b>Cristina Minghetti</b>	0039 541 744 309	0039 541 744 747	<a href="mailto:c.minghetti@riminifiera.it">c.minghetti@riminifiera.it</a>

Date \_\_\_\_\_

Stamp and signature \_\_\_\_\_

# TECHNICAL FORM SIGEP 2013

## ATTACHED 3 – TURNKEY STAND (VIEW AND SUPPLIES)

### TURNKEY STAND A4

#### SIZE: 4X4

#### SET UP

Varnished wood walls h 290 cm  
Red or blue carpet

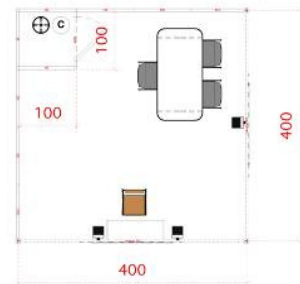
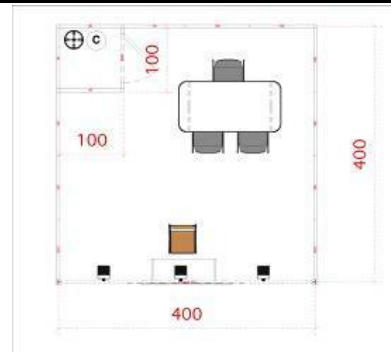
1 lumber room 100x100 cm  
1 rectangular table 160x80xh 72 cm  
3 chairs  
1 stool  
1 reception desk 100x40xh 100 cm  
1 waste bin  
1 coat hanger

#### ELECTRICAL SYSTEM

1 electrical board  
1 socket 220 v  
3 lamps 300w  
In your area is included 1kw  
electrical supply (220 v) which is  
enough for standard electrical  
system.

#### STANDARD GRAPHIC

Black adhesive  
(support's net size 180xh 40 cm)



#### SIZE: 8X4

#### SET UP

Varnished wood walls h 290 cm  
Red or blue carpet

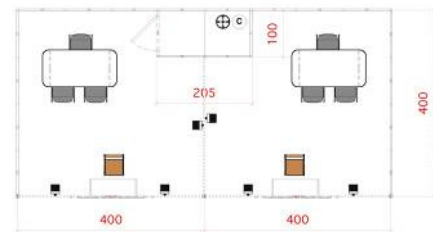
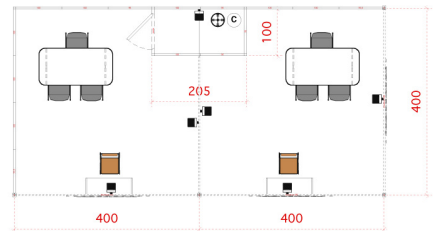
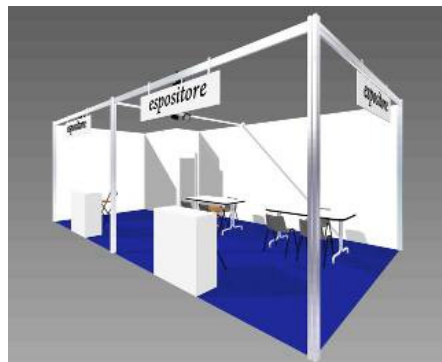
1 lumber room 200x100 cm  
2 rectangular table 160x80xh 72 cm  
6 chairs  
2 stool  
2 reception desk 100x40xh 100 cm  
2 waste bin  
2 coat hanger

#### ELECTRICAL SYSTEM

1 electrical board  
2 socket 220 v  
6 lamps 300w  
In your area are included 2kw  
electrical supply (220 v) which are  
enough for standard electrical  
system.

#### STANDARD GRAPHIC

Black adhesive  
(support's net size 180xh 40 cm)



# TECHNICAL FORM SIGEP 2013

## ATTACHED 3 – TURNKEY STAND (VIEW AND SUPPLIES)

### TURNKEY STAND C

#### SIZE: 4X4

##### SET UP

Ivory walls h 290 cm  
Orange carpet

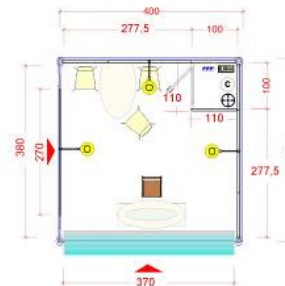
1 lumber room 100x100 cm  
1 table 140x80xh 74 cm  
3 chairs  
1 stool  
1 reception desk 150x60xh 100 cm  
1 waste bin  
1 coat hanger

##### ELECTRICAL SYSTEM

1 electrical board  
1 socket 220 v  
4 lamps  
In your area is included 1kw electrical supply (220 v) which is enough for standard electrical system.

##### STANDARD GRAPHIC

Black adhesive, Helvetica font  
(back light support's net size 370xh 50 cm; support's net size 250xh 50 cm)



#### SIZE: 8X4

##### SET UP

Ivory walls h 290 cm  
Orange carpet

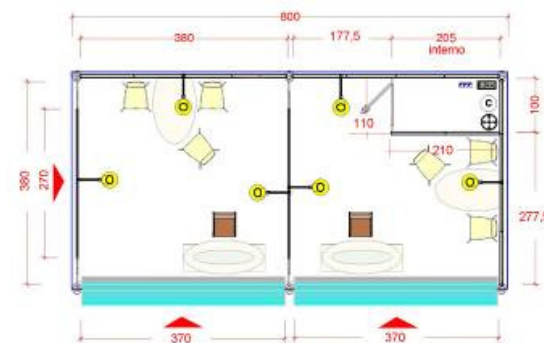
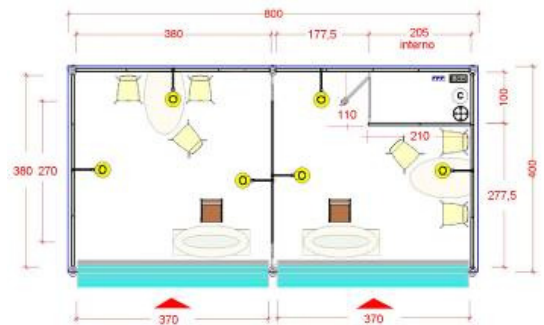
1 lumber room 100x100 cm  
2 tables 140x80xh 74 cm  
6 chairs  
2 stools  
2 reception desks 150x60xh 100 cm  
1 waste bin  
1 coat hanger

##### ELECTRICAL SYSTEM

1 electrical board  
2 sockets 220 v  
6 lamps  
In your area is included 2kw electrical supply (220 v) which is enough for standard electrical system.

##### STANDARD GRAPHIC

Black adhesive, Helvetica font  
(back light support's net size 370xh 50 cm; support's net size 250xh 50 cm)



# TECHNICAL FORM SIGEP 2013

## ATTACHED 3 – TURNKEY STAND (VIEW AND SUPPLIES)

### TURNKEY STAND F

#### SIZE: 4X4

##### SET UP

Varnished wood walls h 290 cm  
Wood staves structure  
Bordeaux carpet

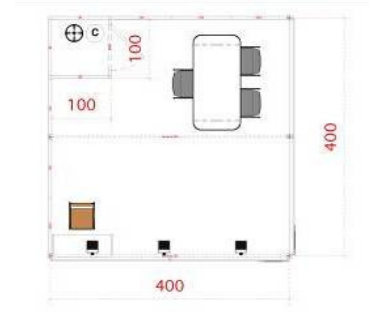
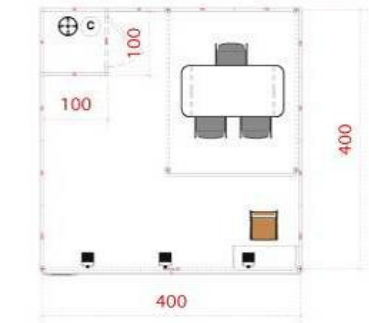
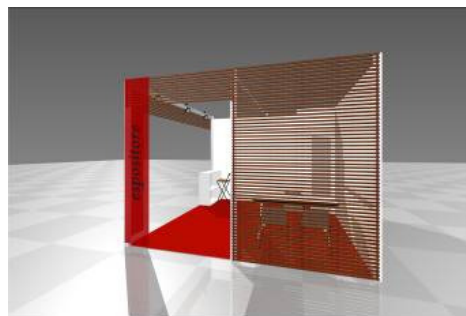
1 lumber room 100x100 cm  
1 rectangular table 160x80xh 72 cm  
3 chairs  
1 stool  
1 reception desk 100x40xh 100 cm  
1 waste bin  
1 coat hanger

##### ELECTRICAL SYSTEM

1 electrical board  
1 socket 220 V  
3 lamps  
In your area is included 1kw  
electrical supply (220 V) which is  
enough for standard electrical  
system.

##### STANDARD GRAPHIC

Printed flag whit company name  
50xh 290 cm



#### SIZE: 8X4

##### SET UP

Varnished wood walls h 290 cm  
Wood staves structure  
Bordeaux carpet

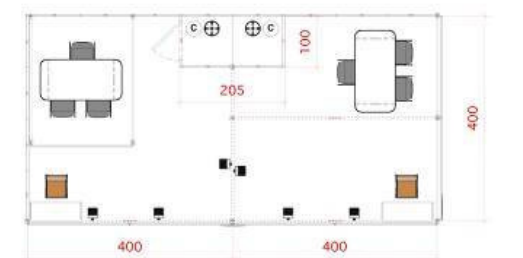
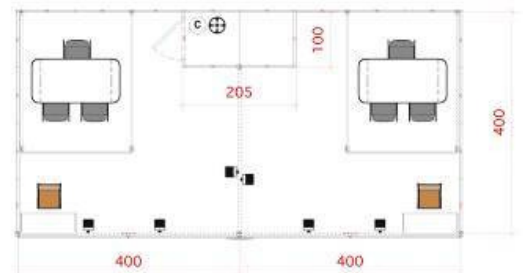
1 lumber room 200x100 cm  
2 rectangular table 160x80xh 72 cm  
6 chairs  
2 stool  
2 reception desk 100x40xh 100 cm  
1 waste bin  
1 coat hanger

##### ELECTRICAL SYSTEM

1 electrical board  
2 socket 220 V  
6 lamps  
In your area are included 2kw  
electrical supply (220 V) which is  
enough for standard electrical  
system.

##### STANDARD GRAPHIC

Printed flag whit company name  
50xh 290 cm



#### NOTES:

Daily cleaning not included

4x4 and 8x4mt are standard sizes; other sizes are available, please ask SIGEP sales Team

For any request about:

- energy voltage different from italian voltage (220V),
- personalize the booth with logo and company's colors,

please contact Promospazio (phone +39 (0)541 74 37 38 fax no. +39 (0)541 74 23 03, e.mail [v.lucchini@promospazio.it](mailto:v.lucchini@promospazio.it))

#### SUPPLY GENERAL CONDITIONS

The exhibitor is accountable for the hired materials until return; he engages himself in covering every burden following on the improper use of that material.

# SIGEP 2013 TECHNICAL FORM

## ATTACHED 4 – GENERAL INFORMATIONS AND DEADLINES

<b>BOOKING AREA</b>	<b>BOOKING PROCEDURE:</b>	<b>A) Fill and send by post in original the “Application Form”.</b> (please send also a copy via fax ) <i>For further details see General Rules and Regulations art. 5</i> <b>B) enclose the receipt of payment of the deposit</b> (compulsory) <i>for bank account see inside art 5 of Gen. Rules &amp; Regulations or form A in the box “DEPOSIT”</i>
	<b>MAY 31<sup>st</sup> 2012</b>	Starting exhibiting areas allocation. The “exhibiting proposal” is considered to be confirmed by the exhibitor at the payment of deposit as indicated in the Application Form.
	<b>AUGUST 31<sup>st</sup> 2012</b>	<b>Deadline of the clause regarding reimbursement of the down payments as stand confirmation.</b> <i>(art 8 of Gen. Rules &amp; Regulations).</i>
	<b>DECEMBER 7<sup>th</sup> 2012</b>	<b>DEADLINE FOR TOTAL BALANCE PAYMENT (Art. 5 of General Rules &amp; Regulations).</b>
<b>TECHNICAL DATES</b>	<b>NOVEMBER 19<sup>th</sup> 2012</b>	Cut-off date for the presentation of stand fitting & layout design (see “Guide to Exhibitor Services” folder)
	<b>DECEMBER 7<sup>th</sup> 2012</b>	Cut-off date for the presentation of the forms ordering services in the “Guide to Exhibitor Services” folder.
	<b>JAN. 14<sup>th</sup> – 17<sup>th</sup> 2013</b>	<b>8.00 a.m.- 9.00p.m.:</b> stand fitting of exhibit areas
	<b>JANUARY 18<sup>th</sup> 2013</b>	<b>8.00a.m.- 5.00p.m.:</b> Cut-off date for finishing stand fitting of exhibit areas
	<b>JANUARY 19<sup>th</sup> 2013</b>	<b>09:30 a.m.:</b> Official inauguration of the SIGEP 34 <sup>o</sup> edition
	<b>JANUARY 23<sup>rd</sup> 2013</b>	<b>5:00p.m.:</b> Closure of the exhibition <b>work for removal of samples from exhibit areas/stands begins ‘till 8 p.m.</b>
<b>JAN. 24<sup>th</sup> – 26<sup>th</sup> 2013</b>	<b>8.00 a.m. – 8.00 p.m.:</b> setting up stand dismantling	

FOR INFO AND DETAILS PLEASE CONTACT:

Section:	phone	e.mail
<b>Gelato , Furnishing</b>		
Gabriella de Girolamo (Project Manager)	+39(0)541 744 513	<a href="mailto:g.degirolamo@riminifiera.it">g.degirolamo@riminifiera.it</a>
Margherita Morigi	292	<a href="mailto:m.morigi@riminifiera.it">m.morigi@riminifiera.it</a>
Ilaria Messori	262	<a href="mailto:i.messori@riminifiera.it">i.messori@riminifiera.it</a>
<b>Coffee – Chocolate – Pastry - Pizza Pasta - Decoration and Bomboniere</b>		
Giorgia Maioli (Project Manager)	+39(0)541 744 220	<a href="mailto:g.maioli@riminifiera.it">g.maioli@riminifiera.it</a>
Laura Tentoni	604	<a href="mailto:l.tentoni@riminifiera.it">l.tentoni@riminifiera.it</a>
Simonetta Mariani	521	<a href="mailto:s.mariani@riminifiera.it">s.mariani@riminifiera.it</a>
<b>Assistance with Application Forms and catalogue entry</b>		
Sales Dep. Bureau	+39(0)541 744 493 / 639 / 208	<a href="mailto:segr.commerciale@riminifiera.it">segr.commerciale@riminifiera.it</a>
<b>Deposits, payment, invoices</b>		
Marilena Ventura	+39(0)541 744 611 /219	<a href="mailto:m.ventura@riminifiera.it">m.ventura@riminifiera.it</a>
<b>Advertising sales</b>		
Patrizia Sapigni	+39(0)541 744 453 /309	<a href="mailto:p.sapigni@riminifiera.it">p.sapigni@riminifiera.it</a>
<b>Technical dep.</b>		
Ramona Zanchiello	+39(0)541 744 640	<a href="mailto:r.zanchiello@riminifiera.it">r.zanchiello@riminifiera.it</a>

**APPLICATION FORMS MUST  
BE SENT TO FAX No.  
+39 (0)541 744 740  
or e.mail [expo@riminifiera.it](mailto:expo@riminifiera.it)**

### **WARNING! Important information for exhibitors**

#### **FAIRGUIDE.COM – Construct Data Verlag GmbH/ COMMERCIAL ONLINE MANUALS S de RL de CV**

It has come to our knowledge that the Austrian Company **Construct Data Verlag GmbH**, is sending letters to fairs' exhibitors offering advertising for three years on a virtual catalogue published on the web site [www.fairguide.com](http://www.fairguide.com). In their offer, Construct Data uses the name of Italian Fairs and also the name of the exhibitions and which the exhibitor has taken part. The same procedure is used with many Italian and foreign Fairs.

We intend to clarify that **Construct Data has never been authorized to use Fair's trade marks and data**, so they act without any authorisation, approval or knowledge of Fairs. Should you receive **letters or contracts from Construct Data Verlag GmbH, please read very carefully all the clauses before signing anything**. For further information about Construct Data Verlag GmbH visit the independent no commercial web site [www.stopecg.org](http://www.stopecg.org) and, for Italy, the web site [www.osservatorioaziende.it](http://www.osservatorioaziende.it)

For some time now, **Commercial Online Manuals S de RL de CV**, a company registered in Mexico and with branches in other countries, has been sending forms to exhibitor firms asking for any modifications to their company data for publication of advertisements in the Expo-Guide magazine.

On completing and signing the forms, containing the names of Italian exhibition grounds and event trademarks, the firm is then obliged to pay a sum per year. **The above-mentioned company has NOT and has NEVER BEEN AUTHORISED to use the name Rimini Fiera or our event trademarks**. If you should receive forms or proposals from Commercial Online Manuals S de RL de CV or from Expo-Guide, we strongly recommend that you read the terms very carefully before signing.

## GENERAL RULES & REGULATIONS OF PARTICIPATION

**Art. 1.** – Rimini Fiera Spa, Via Emilia 155, 47921 Rimini. Share Capital: € 42,294,067 (fully paid up), VAT Code 00139440408, Rimini Companies Register no. 00139440408, organises “SIGEP – 34<sup>th</sup> Salone Internazionale della Gelateria, Pasticceria e Panificazione Artigianali” (SIGEP – 34<sup>th</sup> International Salon for Artisan Production of Gelato, Pastry, Confectionery and Bakery), hereinafter “the Exhibition”, scheduled for January 19<sup>st</sup> to 23<sup>th</sup> 2013.

### VISITORS

**Art. 2** – The event is open to trade operators who may visit the exhibition free of charge if they arrive with an invitation from an exhibitor. In order to access the event, each trade operator must demonstrate they work in the sector by showing a business card or other form of proof of status.

Access for student groups requires prior authorisation from Rimini Fiera Spa Management (contact the hospitality office: [infovisitatori@riminifiera.it](mailto:infovisitatori@riminifiera.it)).

Exhibitors who intend to invite student groups must request prior authorisation from Rimini Fiera (contact the hospitality office: [infovisitatori@riminifiera.it](mailto:infovisitatori@riminifiera.it)).

Failure to produce authorisation will result in the group being refused admission.

Visitors without exhibitor invitations may purchase a ticket, costing € 31.

### EXHIBITORS

**Art. 3** – Participants must be:

a) enterprises exhibiting products they manufactured themselves or their agents; exclusive Italian agents, retailers for foreign companies. In the catalogue entry form, agents must declare a list of enterprises they represent and products they intend to exhibit;

b) trade associations, financial organisations and bodies whose institutional role is promotion, research and raising awareness for this specific sector and its services.

Application forms are available from Rimini Fiera administration offices and will be accepted for as long as there is free space. Application forms must be submitted to Rimini Fiera Management.

Unless explicitly specified, the articles herein are applicable to participants purchasing an exhibition space, to sponsors and to participants given space in lieu of payment.

**Art. 4** – On submission of the application form and following signing of the “participation proposal”, applicants:

a) accept participation in the exhibition at the economic conditions indicated in the abovementioned proposal;

b) unconditionally accept the provisions of these Rules and Regulations;

c) elect Rimini Fiera Spa as their legal domicile, acknowledging the competence of the Rimini Courts for any controversy.

### APPLICATION FORM

#### RULES FOR EXHIBITING PARTICIPANTS

**Art. 5** - When submitted, the application form will only be accepted if sent complete with:

A) proof of deposit payment + VAT (as indicated in the application form). Deposits are returned if the application is rejected;

B) these General Rules and Regulations and attached application form, completely filled in, signed by the legal representative and bearing the company stamp;

C) a copy of the company's local Chamber of Commerce registration or title search.  
The deposit shall be by bank transfer, made out to: Rimini Fiera Spa, Cassa di Risparmio di Rimini – Piazza Ferrari, 15 – 47921 Rimini – IBAN IT53T0628524201CC0012793500 – BIC (SWIFT) CRRN IT 2R, indicating the reason for payment as “ACCONTO SIGEP 2013” along with the exhibitor's trading name.

When this deposit is received, an invoice will be issued for the amount paid. Applications will be accepted for as long as exhibit space is available, including space that may be arranged in other areas of the exhibition centre (e.g. *hall sud*, the *rotonda*, any outdoor areas, etc) at the final discretion of Management. Rimini Fiera reserves the right to relegate incomplete or non-original forms to a waiting list.

Application forms will not be accepted if applicants have outstanding administration issues. Special requests for stand allocation are not accepted as a proviso for participation. Competitors have equal right to participation.

Applicants will be informed they have been accepted to participate and notified of the allocated exhibition

space via the document entitled “preventivo di partecipazione” or “participation proposal.”

The participation proposal must be filled in, signed and returned by the date indicated therein.

Rimini Fiera reserves the right to reject the aforesaid proposal if:

- it fails to arrive by the indicated due date;
- the enterprise has not paid the deposit by the due date indicated in the application form and in art. 5 herein;
- if there are other outstanding administration issues.

The balance must be settled, also by bank transfer, no later than December 7<sup>th</sup> 2012.

Should this payment not be received, Rimini Fiera reserves the right to deny the exhibitor or its appointed fitters the right to install the stand.

Rimini Fiera will notify applicants as soon as possible if their application form or participation proposal is not accepted, and explain the reason for the rejection.

#### RULES FOR PARTICIPANTS RECEIVING SPACE IN LIEU OF PAYMENT:

Participants receiving space in lieu of payment are required to present the following documents:

- these General Rules and Regulations and attached application form, completely filled in, signed by the legal representative and bearing the company stamp;
- a copy of the company's local Chamber of Commerce registration or title search;
- invoice for receipt of space in lieu of payment, pursuant to the agreements with the Event Manager, made out to Rimini Fiera Spa, registered offices Via Emilia 155, 47921 Rimini, Tax No./VAT code 00139440408.

Rimini Fiera reserves the right to reject applications if there are outstanding administration issues.

#### STAND ALLOCATION

**Art. 6** – Exhibition space allocation is decided by Management, taking into consideration the overall interests of the Exhibition, the order in which application are received, the area requested and, wherever possible, preferences expressed by the applicant.

It should also be noted that the plan attached to the participation proposal is to be considered provisional since the neighbouring areas and stands are subject to change.

Stands or parts thereof may not be sublet or assigned, even free of charge, without prior authorisation from Exhibition Management.

The exhibitor may not display their own samples, products and/or brands, or those of other companies unless they are indicated in the catalogue entry form.

Failure to comply with this clause will terminate the contract and the stand will be closed immediately, without any reimbursement of amounts paid or expenses incurred.

#### MODIFICATION, REDUCTION, REPLACEMENT OF SPACE

**Art. 7** – Even in the case of proposal acceptance by the participant, Rimini Fiera nevertheless reserves the right to move, vary or modify the area allocated, in the interest of the show and its assured success.

Management reserves the right, to be exercised at its sole discretion at any time and therefore even during the event, if its layout is modified or for other reasons, both to change or to reduce any space already allocated or to replace it with another, even in a different area.

Please be advised that the number of open stand sides may be modified if required by the Exhibition layout.

In the event of any of these cases arising, participants are only entitled to any difference in the amount due.

#### ASSIGNMENT – CANCELLATION – WITHDRAWAL RULES FOR PARTICIPATING EXHIBITORS

**Art. 8** – Under no circumstances may exhibition areas be assigned in whole or in part, even free of charge.

Exhibitors who are unable to participate in the exhibition or request a reduction in the space assigned after submitting the application form and the participation proposal in accordance with article 5, shall promptly inform Rimini Fiera Management by registered letter, stating the reasons for these changes. Cancellation of participation entails the payment of specific penalties as follows:

If the written cancellation is made no later than August 31<sup>st</sup> 2012, the exhibitor will be entitled to reimbursement of deposits paid, after the Organisers have deducted an amount equal to the registration fee of € 560.00+ VAT in lieu of administrative costs.

If no deposit has been paid by August 31<sup>st</sup> 2012, the exhibitor will be required to pay an amount of € 560.00

+ VAT, equal to the registration fee, as a fine to cover administrative expenses. The amount shall be settled within 30 days of the date of written cancellation of participation. If the deposit is less than the registration fee, the deposit will be retained in its entirety.

If the written cancellation is made after August 31<sup>st</sup> 2012, the entire deposit will be retained as compensation for damages caused by the exhibitor's failure to participate in the exhibition.

If no deposit has been made by August 31<sup>st</sup> 2012, the exhibitor will be required to pay it within 30 days from the date of written cancellation of participation, as compensation of damages caused by their failure to participate in the exhibition.

Moreover, if the cancellation is made after the deadline for payment of the balance ( December 7<sup>th</sup>), the exhibitor will be required to pay the entire amount due for the stand.

#### RULES FOR PARTICIPANTS RECEIVING SPACE IN LIEU OF PAYMENT:

In the event of cancellation, participants receiving space in lieu of payment will be subject to provisions agreed with the Event Manager on a case-by-case basis.

#### STAND OCCUPATION - OUTFITTING

**Art. 9** – Management reserves the right to contract one or more “authorised supplier/s” for stand installation, including hiring material necessary for the purpose. Supplier names and rates will be promptly notified to exhibitors.

Management declines any responsibility for work carried out by authorised suppliers and for any other service subcontracted to third parties.

Service conditions considered valid are those set out in the special “EXHIBITOR GUIDE”.

**Art. 10** – Rimini Fiera informs that neither exhibitors nor their stand outfitters will be allowed to proceed with installation if any balance is outstanding.

Failure to remit prompt payment of the balance will result in forfeiture of the defaulting exhibitor's right to participation and Management will be entitled to retain the deposit, claim the balance due and cancel the exhibition space booking, which may be offered to other exhibitors, pursuant to the provisions in the penultimate paragraph of art. 8.

Stand occupation and outfitting may begin 5 days before opening of the event, from 8am to 9pm daily, and must finish no later than 5pm on the eve of the inauguration. From that time, any remaining work or modification may only be carried out after evening closing and before morning opening, following Management authorisation and with a special security service charged to the exhibitor.

Requests for this service must be received by SATE (Exhibitor Technical Assistance) no later than noon on the day the authorisation is required. Extensions of working hours on the last installation day must be approved by the Technical Office and will only be granted in exceptional cases. The costs of these services are specified in the *Exhibitor Guide*. Modifications to or change of exhibition areas must be authorised by Management and carried out at the applicant's expense.

Exhibitors who have not occupied their area or started outfitting by noon on the eve of the inauguration will be considered to have withdrawn to all intents and purposes, and sanctions set out in the penultimate paragraph of art. 8 herein will be applied.

#### STAND PLAN

**Art. 11** – All stand plans must be approved by the Technical Department and submitted at least 60 days prior to the opening of the Exhibition ( November 19<sup>th</sup> 2012). Participants must always outfit and maintain their stands in a manner that does not prejudice the appearance or visibility of nearby stands, or cause any damage to other participants.

Outfitting must not exceed the assigned area, indicated by paint or chalk lines. Maximum permitted height (with the exception of cases explicitly authorised by Rimini Fiera Technical Department following a written request) is:

1- Front row stands (pool front, or the in case of twin halls, facing and including the central hall): maximum height 5 metres.

2- Second row stands (between the second and the third safety exits): maximum height 6 metres.

3- Third row stands (after the third safety exit): maximum height 8 metres.

4- Maximum height of 8 metres for stands that alone occupy one of the following halls: A7C7, A5C5, B7D7, B5D5.

As an exception to the contents of paragraphs 1, 2, 3 and 4 above, exhibited machinery is not subject to these height restrictions.

Rimini Fiera Technical Management reserves the right to authorise installation of graphics elements exceeding the limits indicated in paragraphs 1, 2, 3 and 4 above, provided they do not restrict visibility of neighbouring stands. Moreover, since exhibition areas do not have partitions, every exhibitor shall install partitions at their own expense to separate their stand from neighbouring participants.

Outfitting shall not impair the aesthetics and visibility of nearby stands. In particular, island stands (with four open sides) and peninsula stands (three open sides), shall limit use of perimeter partitions. A written application for these types of stands must be submitted to Rimini Fiera's Technical Department, which reserves the right to grant authorisation.

In large exhibition areas that include passageways, indicated on the hall floor plan, no stand outfitting may obstruct these aisles.

Construction of two-storey stands is possible:

A – in areas in the first row on condition that the second storey

is no more than five metres in height;

occupies no more than 20% of the ground floor in the case of stands located in the central part of the first row.

This restriction does not apply to stands adjacent to walls.

B – areas in the second and third rows without restriction, but stands must comply with the maximum heights per bracket as set out in points 2, 3 and 4 herein.

In any case, the design must be submitted for prior approval by Rimini Fiera Management.

The extra area occupied by the second storey will be charged at the rates indicated in art. 18 of these General Rules and Regulations.

Advertising signage on stands installed at over 3 metres from floor level is subject to an exhibition advertising fee of € 28.00 + VAT per square metre (where sqm is intended as the surface area of the advertising signage).

All double-sided graphics must be positioned at a minimum distance of 2 metres from boundaries with adjacent stands.

Exhibitors are liable for all installation and outfitting and they expressly release Rimini Fiera Spa of all obligations for any damage caused to themselves or others by installation errors attributable to incorrect calculations or imperfect construction.

Rimini Fiera Spa reserves the right to insist upon modification or removal of outfitting performed without prior approval or not compliant with the approved plan.

**Art. 12** – Exhibitors undertake to avoid damaging plaster and flooring and to use trestles or frames to hang or hold objects. During stand installation, exhibitors and their contractors undertake to use only water-based paint.

Any damage must be compensated and exhibited products will be held as security. Management has the right to claim against this material without prejudice to other forms of compensation.

#### **SAFETY STANDARDS – FIRE PREVENTION – ELECTRICAL SYSTEMS**

**Art. 13** – All materials used for stands (partitions, backdrops, various structures, platforms, coatings, fabrics, ceiling panels, carpets, etc) must be UNFLAMMABLE, FIREPROOF AT ORIGIN or FIREPROOFED in accordance with current legislation and subsequent integrations and amendments. Consequently, prior to the event, exhibitors shall send Rimini Fiera Spa the Fireproofing Certificate and test report for the materials they wish to use, as indicated in greater detail in the specific "Fire Prevention Form."

Each stand must be equipped with fire extinguishers having a capacity of at least 34° 233BC, with a ratio of one (1) per 100 sqm of exhibition space. Moreover, the fire extinguishers must be placed in central positions on the stand.

Failure to comply with safety and prevention standards entitles Rimini Fiera Spa to:

- prevent the defaulting outfitter from working in the Exhibition Centre.

- exclude the exhibitor from participating in the event and in any others held at Rimini Exhibition Centre.

All electrical installations on stands are the responsibility of the exhibitor, who will ensure they are realized with best working standards and compliant with current standards. In particular, electrical systems must be installed meticulously, pursuant to applicable legislation. After installation of stand electrical plant, exhibitors and outfitters shall provide Rimini Fiera Spa

with a "Declaration of conformity of electrical plant installed to best working standards", declaring that the systems in question comply with best working standards by filling in the relative form in the *Exhibitor Guide* and keeping a copy of this declaration on the stand. Connection of stand electrics to Rimini Fiera Spa's electricity supply shall be carried out by Rimini Fiera Spa official electricians, after they have collected the "Declaration of conformity of electrical plant installed to best working standards" form (as per Ministerial Decree 37/2008). The declaration must be duly filled in and signed by a qualified professional. All electric components must comply with C.E.I. standards and have the ISQM mark or equivalent for foreign countries.

#### **WORKPLACE SAFETY**

**Art. 14** - Participants shall comply with current workplace safety legislation and in particular the provisions of Italian Legislative Decree 81/2008 and subsequent modifications and amendments. They shall also comply with Rimini Fiera's DUVRI (document for the evaluation of interference risks), downloadable from the exhibition website, under the heading "Exhibitors". When arranging outfitting, dismantling or any other type of work to be carried out on Exhibition Centre premises or grounds, exhibitors shall:

1) ensure the technical and professional suitability of all contractors and self-employed professionals for the type of work to be contracted also by checking their Chamber of Commerce registration;

2) provide aforesaid workers with detailed information regarding the specific risks to be found in the location where they will be required to work and the prevention and emergency measures applied for their tasks;

3) coordinate protection and prevention measures to deal with the risks to which workers are exposed by exchanging information in order to avoid the risk of interference between the work of various contractors involved overall.

The participant should promote coordinated action by ensuring all its suppliers/outfitters/contractors are given a copy of the DUVRI (document for the evaluation of interference risks) drafted by Rimini Fiera Spa, gathering comments or suggestions from the suppliers/outfitters/contractors and reporting them immediately to Rimini Fiera Technical Office.

4) The participant or the outfitter, in any case, shall produce its own DUVRI (document for the evaluation of interference risks) or SOP (document detailing its standard operating procedures) regarding the activity carried out which shall be made available in the workplace.

Upon signing these provisions on the application form, the participant declares they have read the contents of Rimini Fiera DUVRI carefully and agrees to comply with its requirements, as well as to provide copies of the DUVRI to their suppliers/outfitters/contractors.

#### **STAND CLEANING – WASTE DISPOSAL**

**Art. 15** – All exhibitors shall arrange for cleaning of their stands during the hours indicated by Management. In particular, exhibitors must leave the stand area in the condition in which they found it, namely free from any adhesive tape, discarded materials and waste.

Rimini Exhibition Centre applies selective waste collection for recycling. During the event, exhibitors must take recyclables (paper, glass, PVC, tins) to the recycling stations provided for this purpose in each hall. General waste can be taken to the bins located in the aisles or placed outside of the stand when the fair closes for the day.

The snack bars and catering areas in the Exhibition Centre are equipped for biodegradable material recycling and use biodegradable tableware (plates, glasses, cutlery, etc). All biodegradable waste (food, plates, cups, cutlery, etc) produced in the catering areas should therefore be placed in the biodegradable waste bins provided in these areas.

#### **STAND DISMANTLING**

**Art. 16** – Stands shall not be dismantled totally or in part before the end of the event and exhibited materials may not be removed before the event closes.

Exhibitors who infringe this rule will be fined an amount equivalent to half the gross rental of their stand. Dismantling of stands and removal of samples, products and goods can be carried out between 5pm and 8pm on January 23<sup>rd</sup> 2012.

In any case, it is advisable to remove all valuable, fragile or easy to carry objects from the stands.

Dismantling of stands must be completed within 3 days of the end of the event i.e. January 24<sup>th</sup> - 26<sup>th</sup> 2013, 8am-8pm daily.

If the exhibitor does not complete stand dismantling by the stated deadline, without other formality the Management may remove any material on the exhibitor's behalf, and at their expense and risk. 30 days from the end of the exhibition, without other formality, Rimini Fiera Spa may arrange for the sale of any materials and samples that exhibitors have not removed. Management will deduct from sale revenue any amount still owed by exhibitors and will keep the remaining amount at the latter's disposal for a maximum of 6 days, after which the amount will be confiscated by the event organiser, who accepts no liability for materials and products left in the Exhibition Centre. At the exhibitor's expense and risk the event organiser may arrange for the materials and products to be taken elsewhere.

**Art. 17** – Management has the right to modify the event's duration, opening and closing date, and daily opening hours.

This right does not oblige Management to offer participants total refunds or compensation of any kind.

Exhibitors and their staff may enter the Exhibition half an hour before opening time and must leave the venue at closing time. Management may authorise extensions of these times on request.

#### **RATES**

**Art. 18** – Exhibition areas are all easy to see and access. The participation fee for floor space for the entire event is as follows:

€ 168.00/ sqm - stand with 1 open side (min. 16 sqm)

€ 184.00/ sqm - stand with 2 open sides (min. 32 sqm)

€ 191.00/ sqm - stand with 3 open sides (min. 96 sqm)

€ 198.00/ sqm - stand with 4 open sides (min. 192 sqm)

Red Area surcharge: 15% surcharge on the total cost of the area for stands with at least one open side on main aisles, placed across two main aisles or located between two main aisles.

Aisle space occupied (subject to authorisation by Rimini Fiera Spa) by carpeting or overhead linking structures areas will be invoiced at 25% or 50% of the official fee, at the discretion of Rimini Fiera. The percentage will depend on the stand location in the hall.

The second level of two-storey stands (subject to authorisation by Rimini Fiera Management) will be invoiced at 50% of the area fee.

Each exhibitor will also pay a registration fee of € 560, which includes compulsory insurance (see art. 23), exhibitor passes in proportion to the size of the exhibition space taken, listing in the printed and online catalogues, local advertising tax and one parking permit.

Guests of other exhibitors authorised by Management will pay € 1100 in addition to the registration fee. Exhibitors granting hospitality are not entitled to any discounts, however.

Moreover, a hospitality fee and a registration fee will be charged to exhibitors who host companies not declared in the co-exhibitors application form on their stand without authorisation from Rimini Fiera Management.

Advertising signage on stands positioned at a height of over 3 metres from floor level is subject to payment of an exhibition publicity charge of € 28.00 euros per square metre (where sqm is calculated as the area of the advertising signage).

Each exhibitor (except those who **confirm exhibition space** after November 30<sup>th</sup> 2012) is entitled to receive electronic free trade guest invitations in proportion to the area purchased, as indicated below:

bracket	invitations for trade guests
up to 32 sqm	20
from 33 sqm to 64 sqm	30
from 65 sqm to 96 sqm	40
from 97 sqm to 128 sqm	50
from 129 sqm to 200 sqm	60
over 201 sqm	70

Further guest invitations are available upon exhibitor request at the cost of € 1 each (minimum purchase 100 tickets).

Please be advised that exhibitors will be charged a cost of €10 for invitations delivered by Rimini Fiera's courier service. If the exhibitor has a courier under contract for deliveries they should advise Rimini Fiera's dispatch office of their preference.

Aforesaid costs do not include Italian VAT.

#### **ADVERTISING AND TECHNICAL SERVICES PAYMENT**

**Art. 19** – The balance of charges for services must be settled by bank transfer (see details in art. 5) no later than the last day of the Exhibition. Any technical

services included in the participation proposal, however, shall be paid in the same way as the stand (deposit followed by balance settlement) as per art. 5. Rimini Fiera holds only promoting organisations responsible for settling any outstanding balance for services requested by exhibitors represented and/or hosted on the promoting organisation's stands. The relevant payments are to be made in the same way and by the same deadline as specified above.

Outstanding amounts for ADDITIONAL SERVICES, including any advertising previously agreed with Rimini Fiera Spa, requested after confirmation of participation, and any other expenses that may have been anticipated by Rimini Fiera Spa on behalf of exhibitors, must be settled at the bank counter in the Exhibition Centre during exhibition hours.

If an exhibitor cancels advertising services in writing after November 19<sup>th</sup> 2012, Rimini Fiera will withhold the entire deposit paid for advertising services as a penalty for failure to honour the agreement for aforesaid services.

Upon settlement of outstanding amounts, exhibitors will receive an EXIT PERMIT, required for starting stand dismantling operations and removing exhibited products.

Failure to settle invoices authorises Management to refuse to issue the exit permit and withhold the goods and fittings on the exhibitor's stand as compensation.

#### ENTRY PASSES

**Art. 20** – Rimini Fiera Spa Management provides each participating company with a number of free entry passes in proportion to the square metres of exhibition space purchased, from a minimum of 4 to a maximum of 50 passes.

Entry passes, parking permits and a catalogue voucher will be sent to exhibitors by courier approximately 3 weeks before the event.

Exhibitors are responsible for all material they receive and, in the event of loss or misplacement, Rimini Fiera is not obliged to issue replacements and may invoice exhibitors for any replacements requested.

If supplementary passes are required, the exhibitor may purchase extras at € 18 + VAT each.

Entry passes are strictly personal and at no time and for no reason may they be used by others, even temporarily.

#### PARKING

**Art. 21** – The Exhibition Centre has various parking areas, some of which are reserved for exhibitors. Access to and parking in these areas are possible after purchasing parking permits (limited availability). Parking permits are valid for the entire period of the event and available at a cost of € 52 + VAT each.

One parking permit is provided free of charge, included in the participation fee.

Permits are valid only for CARS.

#### EXHIBITION SAFETY – SECURITY SERVICE

**Art. 22** – Although Management accepts no obligation or responsibility for security during the exhibition, a 24/7 security service is operative from 9pm on the third day before the event opening until 8am on the day after closing. Nonetheless, participants must monitor their stands and the products exhibited there during Exhibition hours.

#### DAMAGES – INSURANCE

**Art. 23** – Rimini Fiera Spa is not liable for damage to persons and property, regardless of how or by whom this might be caused.

After confirmation of participation in the event, Rimini Fiera Spa automatically insures individual exhibiting companies for the following:

##### 1) EXHIBITOR MULTIRISK COVER:

What is insured: goods, equipment, furnishings, inclusive of the value of the stand, for € 26,000.

Duration of coverage: period for which the insured items are on Exhibition Centre premises, including installation and dismantling.

##### Risks insured: SUMMARY OF COVERAGE (\*)

Fire due to any cause – Lightning – Gas explosion – Explosion of steam devices or radiator systems – Explosion of fumes produced by inflammable substances – Spontaneous combustion – Road vehicle impact – Theft – Robbery – Bad weather - Rainwater or water pipe leakage – Collapse – Breakages (excluding fragile objects) – Falling aeroplane, aeroplane parts or air freight.

Damage caused to insured items by actions carried out by order of public authorities with the aim of preventing or limiting damage is considered the equivalent of the aforesaid events. Risks not covered, therefore, include pickpocketing and pilfering from stands.

Franchise: a general franchise of € 155 to be borne by the claimant will be applied to each loss.

In the case of goods exhibited outdoors, the franchise is increased to € 516 for each loss.

Reporting incidents: the insured parties (individual exhibitors) must:

a) inform the insurance company (Zurich International Italia Spa) and Rimini Fiera Spa within 48 hours of the loss;

b) in the event of theft immediately report the event also to the public authorities and attach a copy of the report to the claim.

#### 2) COVERAGE OF CIVIL LIABILITY TOWARDS THIRD PARTIES:

What is insured: civil liability of exhibitors and exhibitor staff during the period of the exhibition, including stand installation (excluding loading and unloading of goods/materials) and dismantling operations, and any demonstrations or trials.

Other exhibitors are considered third parties.

The policy does not cover damage to exhibitor property and property held for any reason.

Maximum insurable values: € 2,500,000 for each loss, with a limit of € 2,500,000 for each person suffering bodily injury and € 500,000 for damage to property.

NB:

(\*) In the event of controversy, the ONLY DOCUMENTS ACCEPTED are the EXHIBITOR MULTIRISK POLICY and the THIRD PARTY CIVIL LIABILITY POLICY, deposited with Rimini Fiera Spa. The cost for the above insurance coverage is included in the registration fee (art. 18).

Exhibitors can, however, make direct arrangements for the insurance coverage they think most appropriate, independently of the arrangements made by Rimini Fiera Spa. In fact, exhibitors duly release Rimini Fiera Spa from all liability deriving from the presence of goods, equipment, furnishings, stands, etc. on Rimini Fiera premises.

#### WINES & SPIRITS, GADGETS

**Art. 24** – A) Only small amounts of wines and spirits may be served to visitors and only for tasting purposes. B) Glasses, bottles or other glass objects may not be removed from stands: these items must be placed in areas accessible only to the exhibitor's staff.

C) Gifts, product samples or gadgets shall only be distributed to visitors if they are boxed or wrapped and accompanied by a receipt. Any goods without a receipt will be confiscated at the exit by security staff.

Exhibitors and their staff are bound to comply and ensure compliance with the aforesaid safety requirements, bearing all liability for failure to do so.

#### SMOKING REGULATIONS

**Art. 25** – Pursuant to Law 3 of 16 January 2003 and Prime Minister's Decree of 23 December 2003, smoking is strictly prohibited throughout the Exhibition Centre. The smoking ban is notified by appropriate "VIETATO FUMARE" ("NO SMOKING") signs that include indications of the relevant legislation, fines applied to offenders and the names of those tasked to ensure the ban is observed and establish if infringements occur. These signs are located at Exhibition Centre access points and are clearly visible. Other signs are used inside the building to indicate that smoking is not allowed and state simply "VIETATO FUMARE."

Offenders are subject to fines of €25-€ 250. The amount of the fine is doubled in the event of infringements committed in the presence of a visibly pregnant woman, babies or children up to 12 years of age. The Municipal Police, State Police and Rimini Fiera officials are responsible for ensuring the ban is observed and establishing if infringements occur.

Smoking is only allowed outside of the Exhibition Centre and under outdoor porticos, indicated by notices to this end.

#### MACHINERY AND ITS USE

**Art. 26** – All exhibited vehicles must be new, approved or to be approved for licensing, with the exception of prototypes, which must be provided with a notice clearly stating "prototype."

Exhibited machines cannot be operated unless authorisation has been previously obtained from Management, who assesses each case before making a final decision on whether to grant this authorisation.

Issuing of authorisation does not imply Management will accept liability or release participants from responsibility for operation of aforementioned machinery. Participants must therefore take all precautions necessary to prevent accidents and fires, reduce noise, eliminate odours and avoid gas emissions. Under no circumstances may machinery or equipment involving the use of fire be operated.

Machinery must in no way constitute a hazard or disturbance to others. Management reserves the final right to revoke the aforesaid authorisation if it considers that inconvenience of any type could occur.

If machinery or equipment are required to comply with current laws and regulations, exhibitors must have them examined at their own expense and obtain relevant approval from the competent authorities.

In particular, ice cream machinery and/or equipment shall comply with European Machinery Directive 2006/42/EC, effective from 29 December 2009 and adopted by Legislative Decree 17 of 27 January 2010.

In this regard, exhibitors of this type of machinery and equipment declare they are in compliance with the aforesaid Directive when they sign the application form, thereby releasing Rimini Fiera from any ensuing liability.

#### REGULATION OF NOISE LEVELS ON EXHIBITION PREMISES

**Art. 27** – Exhibiting companies who have required to Rimini Fiera SpA Management to use sound reinforcement equipment, also for the use of public address equipment like microphones, speakers, etc, must use said equipment in such a way as to ensure a noise level that allows a suitable ambience for conducting business and therefore lower than levels in force (Legislative Decree 81/2008, Title VIII, Chapter II). In any case, the noise level set by Rimini Fiera requires it to be less than 80 db at all times.

Specifically, the sound diffusion should be separated from the light plant and the rest of the electrical equipment. The sound diffusion should be directed towards the inside of the stand only.

Moreover, at its sole and exclusive discretion, Rimini Fiera may decide that the sound levels produced by various apparatus or machinery on the exhibitor's stand appears to be dangerous and/or annoying for the activities being pursued by other operators in the vicinity, and consequently invite (via a written or verbal notification made by one of its staff) an exhibitor to reduce noise to levels even lower than the decibels indicated herein. Sound levels will be measured by sound meters at the nearest possible point outside the stand area by Rimini Fiera SpA authorised staff.

Failure to comply with the aforesaid dispositions, including the request to reduce noise to levels lower than those specified in the second paragraph above, will give rise to the following actions against the defaulting exhibitor:

- for the first infringement notified, a verbal warning;
- for the second infringement, a written warning;
- from the third infringement onwards, the stand's electricity supply will be disconnected and the exhibitor is not entitled to refunds or compensation.

A warning will be given 15 minutes before power is disconnected and may last for up to 3 hours, depending on the final decision taken by Rimini Fiera.

In none of the aforementioned cases may Rimini Fiera SpA be held responsible for any damage caused to the exhibitor and/or material exhibited when envisaged sanctions are applied following the exhibitor's failure to comply with the provisions herein.

Without prejudice to the abovementioned regulations and without prejudice to Rimini Fiera's commitment to ensuring exhibitors comply with these provisions, Rimini Fiera SpA cannot be held responsible in any way if an exhibitor's illicit behaviour causes damage to other participants. Any such controversies must be resolved directly by the exhibitors in question and Rimini Fiera SpA is released from any obligation and/or responsibility.

#### ADVERTISING

**Art. 28** – While exhibitors enjoy complete freedom of advertising on their stands, they may not use any form of publicity that causes disturbance or involves direct comparison with other exhibitors, or which has a negative effect in any way on the event's spirit of trade hospitality.

Under no circumstances may vehicles affixed with trademarks or advertising park in Rimini Fiera Exhibition Centre parking areas, unless expressly authorised by Rimini Fiera and subject to payment.

More specifically, exhibitors are forbidden to:

- carry out any form of publicity/advertising in indoor and outdoor areas of the Exhibition Centre, except on their stands;
- distribute promotional material outside their exhibition areas;
- display billboards and/or samples, even if merely indicative, on behalf of companies not listed in the application form and not represented;

- perform entertainment or shows of any kind with the aim of presenting products, even only on their own stand, without prior authorisation by Rimini Fiera Spa. Without prejudice to the above clauses, all forms of publicity and/or advertising are only allowed outside allocated exhibition areas if previously authorised by Rimini Fiera Spa publicity office, and are subject to payment of the fees indicated in the advertising price lists.

Exhibitors are totally and solely responsible for advertising content.

Flyer or leaflet distribution of any form is prohibited both inside and outside the Exhibition Centre.

Moreover, no company (whether an exhibitor, guest, or represented at the event) may publish any logos or trademarks on official Rimini Fiera promotional materials except for those agreed in advance with Rimini Fiera publicity office.

Without prejudice to compliance with the aforementioned limits, exhibitors are nonetheless totally and solely responsible for any civil, administrative or criminal liability deriving from their advertising. The exhibitor is also liable towards other exhibitors and/or third parties in general for its advertising content or infringement of any laws, including those regarding competition. As a rule, exhibitors are not allowed to use audio equipment to broadcast music and sound. Any exceptions must be authorised by Rimini Fiera Spa, but this does not release participants from compliance with current copyright laws at their own care and expense, and for which they accept any and all relevant liability.

Failure to comply with the aforementioned restrictions will result in the exhibitor being subject to a fine of €2,000 (two thousand) for each infringement of the aforementioned regulations ascertained by Rimini Fiera. Rimini Fiera also reserves the right to lodge further claims for compensation of greater damage sustained.

#### RETAILING

**Art. 29** – “On-the-spot” retailing and provision of paid services are strictly prohibited. The exhibitor accepts any and all responsibility for infringements of this prohibition, releasing Rimini Fiera from any consequent liability and/or obligation. Disputes with other operators arising from this infringement, must be settled directly by the exhibitors involved, releasing Rimini Fiera from any relevant responsibility and/or obligation in this regard.

Though sales are strictly forbidden in all the exhibition halls, as specified in the first paragraph of this article, the following products may be sold on the spot: utensils for confectioners/ice cream manufacturers/bakeries, although only in specific areas defined for that purpose, located in connecting halls A2, A4, C2, B2, B4 and D2. These products may only be sold in small quantities and in compliance with all applicable regulations, particularly with regard to health and hygiene. The exhibitor is responsible for compliance with these regulations and Rimini Fiera shall in no way be held liable in this respect. The exhibitor is also liable for any administrative costs or taxes legally applicable to the sales and Rimini Fiera shall not be held responsible even in the event of non-compliance on the exhibitor's part.

It is also understood that any disputes that may arise between exhibitors (due to unfair competition, sale of similar products, etc.) must be settled directly by the exhibitors, and Rimini Fiera shall bear no responsibility in the matter.

#### OFFICIAL CATALOGUE

**Art. 30** – Without accepting liability or making a commitment of any kind, Rimini Fiera Spa prints an official catalogue and provides one free copy to each participant, using the information provided in the catalogue entry form, which must be received no later than December 1<sup>st</sup> 2012.

This form is sent after the participation proposal is duly signed. Please note that if the catalogue entry form is not received, it can be downloaded from event website. The information provided in the catalogue entry form will also be used to indicate exhibitors on the event map.

If Rimini Fiera does not receive the catalogue entry form from the exhibitor by the indicated date, it will publish the information already in its possession,

including the names of represented enterprises indicated by the exhibitor on forms sent in previous years. In this case the exhibitor accepts all liability for any damages, also regarding enterprises no longer represented in the current event if these have changed and Rimini Fiera has not been notified in good time as indicated herein.

Participants accept responsibility for the information declared in the application form and catalogue entry form, exempting Rimini Fiera from any liability for false declarations.

Any other technical or promotional indications may be included by exhibitors on request and will be invoiced.

In particular, official catalogue entries of the name and products of represented companies present at the Exhibition on the stand allocated to their representatives, will be included at a cost of € 55.50 + Italian VAT per name included.

The exhibition catalogue is the organizer's only official publication.

Any other promotional publication, excepting official Rimini Fiera publications, is the initiative of unauthorised private individuals.

#### INDUSTRIAL AND INTELLECTUAL PROPERTY RIGHTS

**Art. 31**- The exhibitor accepts all liability for holding rights on brands, logos, patents, industrial inventions and models, and copyrights applicable to products and/or machinery on display. The exhibitor therefore holds Rimini Fiera harmless from all claims in the event of any such infringement or in the case of breach of competition regulations with regard to other exhibitors and third parties in general. Any disputes that may arise among exhibitors or between exhibitors and third parties shall therefore be settled directly by the parties, releasing Rimini Fiera from any liability and/or obligation.

**Art. 32** - As well as its trademarks, Rimini Fiera Spa claims as its exclusive property the name “SIGEP - Salone Internazionale della Gelateria, Pasticceria e Panificazione Artigianali” (SIGEP, International Salon for Artisan Production of Gelato, Pastry, Confectionery and Bakery), and all its variations, abbreviations, simplifications and acronyms, and they may not be used without prior written authorisation by Management.

#### FINAL PROVISIONS

**Art. 33** - Management reserves the right to supplement the Exhibition's General Rules & Regulations at any time with provisions intended to improve the event. These provisions, in particular those printed in the *Exhibitor Guide*, are binding for all concerned as they are an integral part of these General Rules & Regulations.

As well as the immediate closure of the stand by Rimini Fiera officials and staff, failure to comply with the General Rules & Regulations results in the withdrawal of the exhibitor's entry passes and access prevented to the area where their stand is located, forfeiting rights to reimbursement and subject to any other action Rimini Fiera may decide with regard to moral and material damages.

**Art. 34** - If for any reason, including force majeure, the Exhibition cannot be held, participation confirmations are considered automatically annulled and Management will reimburse participants the fees paid for exhibit area rental.

If, on the other hand, the Exhibition is suspended after the opening:

a) for force majeure, no reimbursement is due to participants;

b) for any other reason, Management will reimburse participants the proportion of the rental fee calculated against the remaining event time. In neither case is Management obliged to pay participants compensation of any type.

**Art. 35** - Communications and/or complaints of any kind will only be taken into consideration if made in writing. The decisions taken by Management will be definitive and absolute.

35.1 Rimini Fiera Spa shall bear no liability in the event that one or more of the scheduled business meetings cannot be held, or in the event that dealings between

buyer and exhibitor do not lead to the desired ends; any and all relations between the latter shall be managed exclusively by the two parties involved, relieving Rimini Fiera Spa of all responsibility.

**Art. 36** - Exhibitors and their staff are bound to comply and ensure compliance with conditions laid down by Management.

Failure to do so will lead to exclusion from the Exhibition, forfeiting entitlement to reimbursement or compensation and with the obligation to pay any moral or material damages caused by their non-compliance.

**Art. 37** – Conferences, contests and events of various types may be held during the Exhibition.

PHOTO DISCLAIMER UNDER LAW 633 of 22 April 1941, as amended

**Art. 38** - Management reserves exclusive rights to any photographs, films, videos, drawings, etc., of the Exhibition Centre and, in particular, of its stands. Only photographers authorised by Rimini Fiera Spa may work inside the Exhibition Centre.

The Exhibitor expressly authorizes Rimini Fiera to take photographs depicting them, their stand and the products displayed, through its appointed photographers. Rimini Fiera Spa may also use these photographs for journalistic/communication purposes and for trade promotion purposes. There will be no use in contexts prohibited by law or which damage decorum and dignity. Posing for and use of the images for the purposes stated above are understood to be completely free of charge. Photographs will be handled by Rimini Fiera in full respect of Legislative Decree 196/2003.

#### EXHIBITOR NOTIFICATION AS PER Art.13 Legislative Decree 196/2003

Art. 39 - Rimini Fiera Spa, with registered offices in Via Emilia 155, 47921 Rimini, Share Capital: € 42,294,067 (fully paid up), Tax Code/VAT Code 00139440408, Rimini Companies Register no. 00139440408, the data processing controller, will handle personal data provided by exhibitors and the companies they represent, as well as the photographs indicated at art. 38, electronically and/or manually for all the aims pertaining to the provision of all services associated to the event for journalistic and communication purposes, and, subject to their consent, for promotional and commercial purposes or for updates on our company's schemes or offers.

39.1 Authorisation for use of data is mandatory to enable the aforesaid services to be provided. As well as the data controller, other individuals with access to these personal data will be the staff working in the following company sectors: sales offices, technical offices, administration offices, press office.

39.2 Moreover, by signing the application form, exhibitors agree to promotional and publicity uses of the data they provide to Rimini Fiera on the official event website and in other promotional communications sent to companies asking Rimini Fiera for information about the exhibition.

39.3 The data may also be communicated and/or transferred to companies controlled by and/or connected with Rimini Fiera and its business, as well as data processing companies. In particular, as already expressly indicated in Art. 30, by signing the participation proposal, exhibitors agree to Rimini Fiera entering their personal data in the event's official catalogue and exhibition map, which will be distributed nationally and internationally.

39.4 The person concerned may exercise all rights pursuant to Art. 7 of Legislative Decree 196 of 30.06.2003 (updating, correction, integration, deletion, conversion to anonymous form or blocking of any unlawfully processed data, opposition, requests for information paragraph 1, and letters a), b), c), d) and e) of paragraph 2), by contacting Rimini Fiera Spa, Via Emilia 155, 47921 Rimini, or by sending an email to: [privacy@riminifiera.it](mailto:privacy@riminifiera.it)

After reading this notification, by signing the application form, exhibitors explicitly agree to the personal data they provide being handled for the uses indicated at paras 39.2 and 39.3