

**MANDATORY FORM, TO BE SUBMITTED EVEN IN THE ABSENCE OF A SET-UP**

**This service order form must be submitted before the opening date of the exhibition to:**

**UFFICIO SAFETY BOLOGNAFIERE spa – viale della Fiera, 20 – 40127 Bologna  
Tel. +39 051 282 342 – Fax. +39 051 282 429**

Company name .....

Complete address ..... City ..... Prov.....

Postal code ..... Country..... Telephone..... Fax .....

Email..... VAT no..... Taxpayer code.....

Contact person ..... Cell ..... Email.....

Hall..... Aisle..... Stand.....

**IMPORTANT: For safety reasons, electrical systems at BolognaFiere must always be considered LIVE, even in case of temporary power failure.**

For purposes of safety and accident prevention, the Exhibitor hereby declares that:

**Electrical Systems  
(Note: disregard of these rules may result in the penalties referred to in Art. 15 of Italian Ministerial Decree 37/2008)**

- 1) The electrical system and components to be installed in its stand will be designed and built in conformity to current IEC-CENELEC-CEI standards and in compliance with the provisions of Italian Ministerial Decree no. 37 of 22 January 2008 and any additional provisions thereto.
- 2) The electrical system will be built by a company registered with an Italian Chamber of Commerce and authorised to install civil and industrial electrical systems (if the electrical system will be built and installed by a foreign company, follow the instructions in the Form "Verification of compliance of electrical system").
- 3) At the time of request for electrical connection, it will deliver a copy of the "STATEMENT OF CONFORMITY OF ELECTRICAL SYSTEM" filled in by the system installer. If the electrical system is built by a foreign company, the Exhibitor must request - by means of the Form "Verification of compliance of electrical system" - a verification of system compliance by a technician appointed by BolognaFiere (at the Exhibitor's expense).

**N.B. Delivery of the Form "Statement of conformity of electrical system" (or of the Form "Verification of compliance of electrical system"), by the deadline and to the address specified at the bottom of such Form is mandatory for purposes of requesting connection of the electrical system at the stand.**

**Set-ups**

- 1) The materials to be used will be correctly installed and/or painted with fire-proof paints in conformity to approval documents and/or to required reaction to fire certifications (Art. 10 of Italian Ministerial Decree 26 June 1984).
- 2) The average fire load per m<sup>2</sup> at the stand, considering both set-up material and displayed material, will not exceed 50 kg of "equivalent wood" according to the calculation criteria contained in Letter 91 of 14.09.1961 as modified and supplemented.
- 3) The Form "STATEMENT OF CORRECT INSTALLATION OF SET-UP MATERIALS," based on the form approved with Ministerial Decree of 4 May 1998, will be submitted to BolognaFiere.
- 4) It will install a sufficient number of fire extinguishers at its stand based on the stand surface area; the minimum number is ONE 6-kg. powder fire extinguisher for 16 m<sup>2</sup>.  
Extinguishers can be rented at the Exhibition Centre c/o Ferramenta (Hall 21, adjacent to the Services Centre) for € 24.00 each (VAT included) plus a € 30.00 deposit for each extinguisher (to be refunded when the extinguisher is returned).

The Exhibitor exempts BolognaFiere S.p.a., the Organiser, and third parties involved in the exhibition in any way from any and all liability and formally waives recourse and/or claims against BolognaFiere S.p.A., the Organiser, and such third parties for any damage that may be caused to persons and to third-party property, with specific reference to the Electrical system and Set-ups.

**The Exhibitor hereby declares that it has read the "Characteristics of materials to be used for setting up stands" (see below).**

Date .....

EXHIBITOR  
(Signature and seal of legal representative)

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## CHARACTERISTICS OF MATERIALS TO BE USED FOR SETTING UP STANDS

In order to guarantee the greatest possible safety in the Exhibition Centre, Exhibitors must comply with, and have their stand fitters comply with, all fire prevention laws. Therefore, all materials used for stands must satisfy the following requirements:

- Walls, floors, structures, and coverings: fireproof (class 1 or class 2)
- Curtains and ceilings: class 1

The use of plastic materials is prohibited, including in panels, foam sheets (such as foam polystyrene), unless in class 1; small amounts of plastic may be used for decoration.

The use of non-fireproof synthetic fabrics, as well as varnish, paint, glue not in class 1 or class 2, reed mats, cloth mats, lattices, blinds made of thin wooden slats or similar material, is also prohibited.

The following documents must be submitted, depending on the materials used:

### • **Incombustible material**

If fireproof material is used, the Exhibitor must submit a written statement attesting to the use of the specified material for setting up the stand.

### • **Class 1 and/or class 2 material**

If class 1 and/or class 2 material is used, the Exhibitor must submit:

- **the certificate of approval and relative test report** on the material, issued by the Interior Ministry – Centre for Research (Rome-Capannelle) or by legally authorised bodies and laboratories.

or

- **ad hoc certification** (Art. 10 of Ministerial Decree 26.6.84) issued by authorised laboratories.

### • **Originally fireproof material**

If originally fireproof material is used, the Exhibitor must submit:

- **the certificate of approval** from the test report on the material, issued by the Interior Ministry – Centre for Research (Rome-Capannelle) or by legally authorised bodies and laboratories. Approved materials must have a mark of conformity to the approved prototype. If such mark cannot be placed on the material, the producer must certify the conformity data with a specific certificate.

Each seller, under its own civil and criminal liability, must declare that the material sold is accompanied by the declaration of conformity and specify the approval data.

### • **Fireproofed material**

If fireproofed material is used, the Exhibitor must submit the Fireproofing Certificate written by the person who physically carried out the fireproofing process.

The certificate must include:

- a) the Exhibitor's company name, Hall number and stand number;
- b) a list of materials subjected to the fireproofing process;
- c) the date of the fireproofing process (within 6 months of the opening of the exhibition);
- d) the processed surface;
- e) the main features of the product used: certificate of approval of substances applied, issued by the Interior Ministry or ad hoc certification (Art. 10 of Ministerial Decree of 26.6.84);
- f) guarantee of processing to industry standards, written and signed by the person who physically carried out the fireproofing process, and consequent commitment to exempt Fiere Internazionali di Bologna S.p.a. and third parties involved in the exhibition in any way from all liability, with waiver of recourse and/or claims against BolognaFiere S.p.A. and such third parties for any damage that may be caused to persons and to third-party property and commitment to reimburse any damage suffered directly by BolognaFiere.

All products to be used for fireproofing must be approved by the Interior Ministry – Centre for Research (Rome-Capannelle) or by legally authorised bodies and laboratories.

## ATTENTION

It must be remembered that the fireproofing process on fabrics (if performed to industry standards) will maintain the protective characteristics specified by the product manufacturer for a maximum of 6 months provided:

- the treated fabric is stored in a dry place after disassembly;
  - during the previous 6 months, the fabric was not washed or ironed and not beaten with a carpet beater, carpet cleaner, etc.
- Originally fireproof fabrics are readily available on the market.

Originally fireproof fabrics must have passed fire reaction tests pursuant to the rules referred to in Interior Ministry Letter no. 12 of 17/5/80 and Ministerial Decree of 26/6/84.

BolognaFiere, in its final judgement and by means of a specific Body or its Officers, may take samples of products used for fireproofing process and of materials used to set up stands.

Disregard of these rules and of the rules contained in the Exhibition Regulations will give Fiere Internazionali di Bologna S.p.A. the right to take precautionary measures against companies with irregular fire prevention status, which may result (if supplemental safety measures are adopted) in the charging of costs therefor (preventively calculated at not less than Euro 300.00/stand) or in an order to partially or totally remove the stand and a declaration that such stand is not fit for use.

## THE DISREGARD OF SAFETY RULES MAY RESULT IN A REPORT TO JUDICIAL AUTHORITIES.

Exhibitors are required to keep a 6 Kg powder-type fire extinguisher in a visible and readily accessible location in their stand, suitable for fire category 13A/89B/C and approved for purposes of Italian Ministerial Decree of 20/12/82.