

**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 – 282 336; Fax. +39 051 6374009**

Italian laws on safety at the workplace (Legislative Decree 81/08 as modified and supplemented) – which implement EU Directives regarding safety at the workplace – require parties that commission building works (including the construction and dismantling of temporary works of any material) to comply with the provisions specified below.

**Therefore, the undersigned Company:**

Company name .....

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

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

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

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

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

**HEREBY DECLARES**

**1) With regard to verification of the technical qualification of fitting companies and self-employed fitters:**

- That the following parties will perform set-up and dismantlement works:

Contractor ..... Telephone .....

Officer ..... Telephone .....

from which it declares to have acquired the documents required by Unified Code 81 of 2008 as modified (registration with Chamber of Commerce, DURC (social security contributions), self-certification)

- Subcontractors (if any)

Name .....

Name .....

- That only the Exhibitor's employees will be used to perform set-up and dismantlement works.

**2) With regard to information on risks:**

that it has given the attached information on risks in the Exhibition Centre and the summary of the emergency plan (see below) to every contractor and to its employees who will work in any capacity during the exhibition or in preparation and/or dismantling activities.

**3) With regard to drawing up the Operational Safety Plan:**

that for purposes of setting up and dismantling its stand, it will draw up (if required) an Operational Safety Plan. Such Plan will identify, analyse, and assess the specific health and safety risks of the company and the work with respect to the use of equipment and work methods, and includes identification of personal protective equipment. If any third-party companies perform work, the Exhibitor will verify that such companies have activated and implemented coordinative action and have each prepared an Operational Safety Plan.

**By signing this Form, the Exhibitor declares that it has read and understood the "Information on specific risks in the Exhibition Centre" presented below, and that it accepts them without reservation.**

EXHIBITOR

Signature and seal of legal representative

Date .....

## INFORMATION ON SPECIFIC RISKS IN THE EXHIBITION CENTRE ( \* )

### A.1 Specific theoretical aspects

There is an extensive network of utilities beneath the Bologna Exhibition Centre. Therefore, it is forbidden to excavate, drill, cause unusual stress on floors with loads, vibration, etc.

- Exhibitors may not connect to systems autonomously. During set-up and disassembly, electrical equipment may be connected only to the service outlets and within the specified power limits. When using electrical equipment, special attention must be paid to the placement of extension cords, which must not interfere with traffic/movement in the Centre and must be adequately protected. When multiple sockets are used, the impossibility (without the use of special equipment) of coming into contact with live parts must be guaranteed, in conformity to specific accident prevention rules. Before starting disassembly, verify that power to the electrical system has been cut.
- All instructions in the Technical Rules for the Exhibition must be followed.

### A.2 Aspects connected to the simultaneous presence of operators

Given the probable simultaneous presence of several workers in the same work area, each company must be careful not to do any work that may be hazardous for others. Specifically:

- Do not work in areas outside your stand. If this is not possible due to proven technical requirements, always guarantee the necessary escape ways. The company using the space outside its stand must verify that its work does not create a hazard for workers of other companies.
- Do not accumulate combustible waste material: have it removed as soon as it is produced.
- Each company's work procedures must not create hazards for other workers.
- When using motor vehicles or trucks in the Exhibition Centre, companies must strictly comply with specified instructions and prohibitions. Speed must always be below 15 km/hour. Switch off the motor in case of prolonged stop. Parking is allowed ONLY in designated areas.  
Do not obstruct escape ways and walk ways with materials or vehicles. Always keep emergency lanes free.
- Do not leave dangerous tools or vehicles unattended: someone might harm themselves. Disable all tools that must be left unattended at the stand due to particular circumstances.
- Because of the simultaneous presence of several workers, companies are reminded that the supply of personal protective equipment to their employees in compliance with the law with regard to generation of dust or noise cannot guarantee respect of the law due to the presence of workers for other companies. When setting up stands, fitters must consider the presence of the public and design methods to ensure the safety of the public and of Exhibitors in compliance with regulations.

### A.3 Summary of emergency plan ( \* )

BolognaFiere has its own fire-fighting team. Therefore, in case of a hazardous situation, the fire-fighting team must be notified immediately by means of the telephones and fire alarms located throughout the Exhibition Centre.

In case of fire, in addition to notifying the fire-fighting team as described above, each company must ensure that its employees remain calm and follow instructions given by fire-fighting personnel.

The Exhibitor may use the fire extinguisher on hand at every stand, as required by the Technical Rules for the Exhibition.

If an order is given to evacuate, all workers must avoid running or screaming, must not use the lifts, and must go to the nearest emergency exits.

The internal emergency telephone numbers to be called from the emergency telephones installed in the Exhibition Centre are:

	From internal telephone	From cell phone
Fire-fighting service	2265	051 28.22.65
Police	2263	051 28.22.63
First Aid Station	2275	051 28.22.75

If anyone smells smoke or sees a fire, he/she must immediately phone the BOLOGNAFIERE FIRE-FIGHTING SERVICE at 051 / 282.265).

#### The person making the call must specify:

1. his/her name and job
2. type of fire
3. exact location of the fire
4. other useful information requested at the time.

(\*) **Note: the Risk Assessment Document and the complete Emergency Plan are available at the BolognaFiere SAFETY Office.**