



EURO EXHIBITION SERVICES
EXHIBITIONS & CONVENTIONS

EXHIBITING COMPANY:

Exhibitors' Guide

1. Important deadlines and preliminary information

2. General rules and regulations

2018



Exhibition Information		
Duration of the exhibition	16-17-18 OCTOBER 2018	
Venue	Cesena Fiera, Piazzale E. Vanoni, 100 - 47522 Cesena (FC)	
Visitor entrance	Exhibitors	h. 8.30-18.30
Opening hours	Visitors	h. 9.00-18.00

Stand set-up and dismantling times	
STAND SET-UP TIMES	
Monday 15 October from 8:00 to 20:00	
Required documents	Exhibitor badge
Entrance for pre-fitted stands	Door 9 - Via Del Commercio
STAND DISMANTLING TIMES	
Wednesday 17 October from 18:30 to 23:30	
Required documents	Exhibitor badge Permit from the organizers
Entrance for the dismantling	Door 9 - Via Del Commercio
IMPORTANT DATES AND DEADLINES	
- - Send stand design to the Technical Department: ALL STANDS APART FROM SHELL SCHEMES	14/09/2018
- Send declarations to the Technical Department: ALL STANDS APART FROM SHELL SCHEMES - Fire regulations: Declaration of conformity with standards - Electrical system: Declaration of conformity with proper construction	15/10/2018

Art. 6 - The stand spaces will be allocated in compliance with the general plan of the Exhibition. Sectors, location and surface can be modified at any time, following the indisputable decision of E.E.S.; participants are not entitled to any indemnity or reimbursement for any reason, apart from the possible reduction of the rental fee if the area occupied is smaller. The preparation and occupation of the stand areas can start on 15th Oct. 2018 from 8.00 am to 8.00 pm.

Art. 7 – The stand spaces must be dismantled and emptied by 11.30 pm on 17th Oct. 2018. After this deadline, E.E.S. will be under no duty or responsibility for the keeping of the stand or for the material left in the stand areas. The material can be returned to the exhibitor, but the exhibitor must cover all expenses and E.E.S. cannot be held responsible for any loss, breakage, etc. occurred during the process.

Art. 8 - The removal of the products shown at the Exhibition is subject, at the end of the event, to the granting of an authorization that will be given by 15th Oct. 2018 only to the Companies that will have paid their fees.

Art. 10 - The exhibitor has to leave the stand space as it was given to them, allowing the Management of the Exhibition to check on this. Any damage must be paid promptly. The reimbursements for damage caused to objects in the Exhibition will be guaranteed by the material exhibited, which can be used by E.E.S. as a reimbursement, in compliance with all the other rights.

Art. 11 - The transfer, even if no payment is requested, or the sub-renting of the whole or part of the stand space are strictly forbidden; it is forbidden to display products that are not specified in the application form or that belong to another manufacturer, except under special permission granted by E.E.S.

Art. 16 The preparation and use of stand spaces, including sound aspects, must be previously agreed with E.E.S. All the projects for the preparation of the stand spaces have to be presented to E.E.S., within the 14 September 2018 to servizi@asparagusdays.com. Works can start only after receiving the approval. The participants must not affect the overall look and obstruct visibility for adjacent stands nor harm other participants. All double-sided graphics must be positioned at a minimum distance of 2 metres from the border with adjacent stands. Each company shall be obliged, at its own expense, to set up fittings that separate it from adjacent Participants; walls higher than 2.5 metres must necessarily be finished on the side of the adjacent stand in white. Stand fittings must remain within the allocated area, which is clearly indicated on the ground, and their height shall be restricted to 4 metres. E.E.S. also reserves the right to remove all or part of a stand set up without its approval or all or part of a stand that, according to its indisputable judgement, is in contrast with the regulation, obstructs the view of the pavilion or damages the other participants or the public. Please note that, if demonstrations/ trials/ tests are to be carried out at the stand, any counters/ showcases/ fittings required for this purpose must necessarily be positioned at a distance of at least 1.5 metres from the visitor walkway, unless otherwise authorised by the Management of E.E.S. All the materials to be used for setting up the exhibition spaces (partitions, back walls, various fittings, platforms, coverings, fabrics, ceilings, drapings, carpeting, etc.) must be FIREPROOF, PRODUCED ACCORDING TO FIRE REGULATIONS OR MADE FIREPROOF AFTERWARDS pursuant to current regulations and subsequent integrations and amendments. For this purpose, Participants shall be required to submit to the Technical Department of E.E.S., prior to the start of the event, "Form A- Fire Prevention" duly and correctly completed in its entirety.

A copy of "Form A-Fire Prevention" and its associated certificates must be kept at the stand in the event of checks.

Each stand must be equipped with fire extinguishers with a capacity of no less than 34° 233BC, and with a rate of 1 per 100 sq. m. of exhibition space.

The fire extinguisher must be placed in a central position inside the stand, in full view and ready for use.

Failure to observe the safety and prevention measures shall entitle E.E.S.:

- to prohibit non-compliant fitters from operating at the Trade Fair Centre;
- to exclude Participants from taking part in the event.

Art. 17 - The Exhibitor will be granted, against payment of a fee, the supply of electricity and water within the limits of the plants available for the Exhibition. Any request for extraordinary installation of such utilities or for changes to the existing plants has to be submitted to the Management beforehand, using the forms in the Services Guide. The latter, if the request is accepted, will take care of it directly through their specialised staff, and the expenses will be paid by the Exhibitor who applied.

Art. 18 - Participants must not damage the floors or walls of stand spaces and must not raise them above a 4.00 m level of height or use the wall structures to hang up signs or other notices.

Art. 21 - The organisation will be responsible for the standard lighting of the Exhibition area. The exhibitors who wish to increase the amount of light at their disposal, or who intend to have an extra energy supply connection (not included in the exhibition package), will have to present a request to the Management of E.E.S., using the form A in the Services Guide, well in advance; this will be granted if possible and the Exhibitor will have to pay for this extra service. It is necessary to specify the required power, considering that the voltage for the lighting equipment is 220 V, 50 Hz. If the controls carried out reveal that the use of lighting or industrial energy exceeds what had been agreed, the offender will have to pay the agreed fee, the sum corresponding to the higher consumption, and a fine for the unauthorised excess and for any damage caused.

Art. 22 - Each stand, in compliance with the agreed safety rules (I.E.C. standards or IMQ) must use a differential device, property of the participating company, suitable for the power required. If the participant so wishes, the differential device can be supplied by the Exhibition under payment, using form A of the Services Guide. Following the installation of the systems at the stands, all Participants and Fitters shall be required to provide the Technical Department of Cesena Fiera S.p.A. with "Form B- Electrical Systems", which certifies the compliance of these systems with the applicable standards, by filling out the attached documents correctly and in full (electrician's certificate of registration with the CCIAA, declaration of compliance up to standard of the electrical system, former Ministerial Decree No. 37/2008, project where necessary). A copy of all the documentation will have to be kept at the stand.

Art. 24 - Participants must declare the weight of the machinery that is heavier than 300 kg per m² in order to avoid damage and unexpected restructuring works, leading to extra expenses that would have to be reimbursed by the participant.

Art. 25 - The machinery cannot be started in the pavilions without the Management's authorization, and it must not cause any damage, danger or inconvenience or produce unpleasant odours. The Management will make sure that this norm is complied with, also availing themselves of the laws and rules established on the matter. In any case, the machinery will have to be provided with devices aimed at preventing accidents and emissions of toxic or unpleasant liquids or gases.

Art. 30 – E.E.S. ensures a standard cleaning service for aisles and common areas. The cleaning service for stands occupied by exhibitors is an optional service that must be paid for, using form N in the Services Guide.

Art. 34 - Goods coming from E.U. The transport document for goods that will be exhibited at the Fair must include the data of the sender himself and as addressee Euro Exhibition Services Soc. Cons. A.R.L. Via Dismano, 3847 - 47522 Pievesestina di Cesena (FC) Italy. For the trip back, the participant must indicate the destination place of the goods in the transport document (it is therefore a document issued off-site).

For those who need to ship the goods in advance to the Exhibition Centre, a Pick-up and Custody service has been arranged, which can be booked filling in the Module O in the Exhibitor's Guide.

The goods delivered during the set-up day (15th October from 08:00 am to 08:00 pm) must be shipped to Cesena Fiera Exhibition Centre – Piazzale E. Vanoni 100, 47522 Cesena (FC) – Gate 9, together with the specifications of the pavilion and stand number; the goods must be collected by a representative of the exhibiting company.

Please note that for the goods which require the use of the forklift, the request must be compulsorily submitted within the 28th of September 2018, filling in the module F of the Services Guide. The forklift will be available upon reservation only in the following days:

- Friday 12th October 2018 from 08:30 am to 06:00 pm
- Monday 15th October 2018 from 08:30 am to 06:00 pm.

Art. 40 - OCCUPATIONAL SAFETY - Participants shall be required to observe the current provisions regarding occupational safety and, in particular, the provisions of Legislative Decree no. 81/2008 and subsequent integrations and amendments, and to comply with the DUVRI of the organiser, E.E.S., which is available for download on the International Asparagus Days website.

When entrusting parties to carry out stand set-up or dismantling operations, or any other activity to be performed at the trade fair centre, Participants shall also be required to observe the following:

- 1) Participants will have to accredit the company/companies by writing to servizi@asparagusdays.com. Participants who set up a stand on their own will be considered as "Fitters". By "Fitter" we mean the party that has to actually bring its own operational staff to the trade fair during assembly and dismantling.
- 2) to verify the technical-professional qualifications of contractors and self-employed workers in relation to the work to be contracted or carried out through a service contract (Leg. Decree No. 81/2008 and subsequent amendments);
- 3) to provide these same parties with detailed information regarding the specific risks that may arise in the environment in which they will be working, as well as information on prevention and emergency measures to be taken for their activities;
- 4) to coordinate protection and prevention measures against the risks to which workers are exposed, by exchanging information in order to avoid any risks due to interference between the activities carried out by the companies involved in the overall implementation works. Participants shall be required to coordinate activities and send their suppliers/ fitters/ contractors a copy of the DUVRI (Document on the Assessment of Risk from Interference of the Organiser) drawn up by E.E.S.
- 5) Stand Fitters, in any case, shall be required to submit their own POS (Operational Safety Plan) or DUVRI (in case of subcontracting) with reference to the activities carried out, which must remain available at the workplace. By signing the General Regulations, Participants declare having carefully read the contents of the DUVRI of E.E.S., and agree to comply with its provisions and to submit a copy to their suppliers/ fitters/ contractors.

Fitters must send in advance the list of companies involved in set-up operations to the Technical Department of Cesena Fiera S.p.A., along with the documents attesting their technical and professional requirements, by uploading them on the fitters' reserved area. Each company must accredit its workers, so that they can be granted access to the trade fair premises during assembly and dismantling.

**FIREPREVENTION****Declaration of conformity with standards****Deadline for consignment:
15/10/2018**

Form to be sent to:

Euro Exhibition Services Via Dismano, 3847,
Pievesestina di Cesena 47522 (FC) Tel.0547/317435
Fax.0547/318431 e - mail:
servizi@asparagusdays.com

Contact person _____

Company Name _____

Address _____

Postal code _____ City _____ State _____

Ph. _____ Fax _____

VAT number _____

Stand _____ Pavilion _____

In accordance with the technical regulations, Exhibitors are required to keep the fireproofing certificate and test report on the materials they intend to use (without sending them via fax or e-mail) and keep them available at the stand in case of need until the end of the event.

FOR ALL STANDS APART FROM SHELL SCHEMES

For safety and fire prevention purposes with regard to the materials used to furnish the stand, the company _____, in compliance with current legislation on this matter (see annex on the back),

DECLARES

that it uses/lets others use exclusively the materials listed below for the set-up of its stand
(see the characteristics listed in the enclosed form):

Date	Description	Surface m ²	Type-approval number	Commercial Name

 Fire extinguisher type: _____ No. _____The Company also **DECLARES**

that the average fire load in the stand, considering both the fittings and the exhibited materials, will not exceed the equivalent of 900 MJ per sq. m.

(SPACE RESERVED FOR THE STANDFITTING COMPANY, TO BE FILLED OUT IN ALL CASES)

The standfitting company _____ hereby states that all the fittings installed comply with type-approval rules and/or the required fire resistance certifications, pursuant to Art. 10 of the Italian Ministerial Decree of 26 June 1984.

The aforementioned standfitting company also states that, in order to precisely identify the individual materials installed, the declarations of conformity, type-approval and/or test reports will be kept at the stand at the trade fair, so that they can be available if any checks should be necessary or if requested by the competent bodies.

With regard to stand fittings, we hereby exempt RIMINI FIERA S.P.A. and any third parties connected to the exhibition in any way from any responsibility, and formally renounce to any claim and/or request made towards Rimini Fiera S.p.A. and to these third parties for any damage that may be caused to people or third-party goods.

In compliance with regulations, we also undertake to install at our stand at least one type-approved fire extinguisher (one for each 100 sq. m. of exhibition space) as prescribed by the Technical Regulations.

THE STANDFITTING COMPANY_____
DATE_____
EXHIBITING COMPANY STAMP AND SIGNATURE

CHARACTERISTICS OF STAND FITTING MATERIALS

In order to ensure the maximum effectiveness of the general safety rules of the trade fair centre, exhibitors must observe and ensure that their stand fitters observe the provisions of law regarding fire-prevention.

The materials used to furnish the stands must comply with the following requirements:

- Walls, floors, structures and associated coverings: incombustible, class 1 or class 2;
- Drapings and ceilings: class 1.

It is forbidden to use plastic materials, panels and expanded sheets (e.g. expanded polystyrene) that are not class 1, even if they are used in small quantities for decorative elements.

It is also forbidden to use synthetic fibre fabrics that cannot be fireproofed, paint, colour washes or adhesives that do not satisfy the requirements of class 1 or 2. Reed matting, mats, wooden trellises and blinds made of thin wooden slats or similar products are also prohibited.

- Where incombustible materials are used, the Exhibitor must submit a written declaration stating that the stand is furnished with the indicated materials.
- Where class 1 and/or class 2 materials are used, the Exhibitor must submit:

The type-approval certificate and associated test report on the material issued by the Fire-Prevention Testing Centre, Civil Directorate, Interior Ministry (Rome, Capannelle) or by legally recognised organisations or laboratories, or alternatively a specific certificate (Art. 10 of the Ministerial Decree of 26.6.1984) issued by authorised laboratories.

- Where naturally fireproof or fireproofed materials are used, Exhibitors must submit:

For natural fire-proof material: the type-approval certificate and associated test report issued by the Fire-Prevention Testing Centre, Civil Defence Directorate, Interior Ministry (Rome, Capannelle) or by legally recognised organisations or laboratories.

- The type-approved materials must be provided with a stamp of conformity of the approved prototype. If it is not possible to put this stamp on the material, the manufacturer must attest the compliance data in a special certificate. All vendors must declare under their own civil and penal liability that the materials sold are provided with the declaration of conformity, specifying the essential type-approval data.

- For fireproofed material: the "Fireproofing Certificate" compiled by the person who physically carried out the protective treatment. The certificate must contain:

- a) The Exhibitor's name plus hall and stand number;
- b) A list of fireproofed materials;
- c) Date of fireproofing treatment (not earlier than six months prior to the beginning of the exhibition);
- d) The treated surface;
- e) The main characteristics of the product used: type approval certificate of the applied substances issued by the Interior Ministry or specific certificate (Art. 10 of the Ministerial Decree of 26.6.1984);
- f) Guarantee of correct execution by the person who actually carried out fireproofing, together with the commitment to free E.E.S. and any third parties involved, in any way, in the Exhibition from

any and all responsibilities, to formally renounce to any claim and/or request made to Rimini Fiera and third parties for any damage that may be caused to people or third-party goods, and to compensate Rimini Fiera for any damages it has suffered directly.

The products to be used for fireproofing must be type-approved by the Fire-Prevention Services and Civil Defence Directorate of the Interior Ministry or by legally recognised organisations or laboratories.

IMPORTANT NOTICE

Please bear in mind that the fireproofing of fabrics, if performed correctly, preserves the protective characteristics specified by the product supplier for a maximum of six months, provided that:

- The treated fabric is stored in a dry place after removal;
- In the course of these six months, the treated fabric is not washed, ironed, beaten with a carpet beater or otherwise handled.

Fabrics that are fireproofed at source are commercially available. Fire-resistant materials at source must have passed fire resistance tests in accordance with the provisions set forth in Interior Ministry Circular no. 12 of 17.05.80 and the Ministerial Decree of 26.06.84. E.E.S. is fully entitled to take samples of the products and materials used for the fireproofing treatment and furnishing of the stands, also by means of a special board or its own officers.

In the event of non-observance of these rules and of the relevant provisions set forth in the regulations regarding participation, E.E.S. may take action against any firm that installs fittings non-compliant with fire regulations.

FAILURE TO OBSERVE THE SAFETY RULES MAY LEAD TO JUDICIAL PROCEEDINGS.

Pursuant to the Ministerial Circular no. 16 Art. 117 of 15.02.1951, exhibitors must keep inside their stand, one or more 6Kg. powder extinguishers for fire classes 34A 233B-C, type-approved in accordance with the Ministerial Decree of 20.12.1982, which must be placed in a central position and must be clearly visible and ready to use.

Compulsory for all stands apart from shell schemes

ELECTRICALSYSTEM

Declaration of conformity with standards



EURO EXHIBITION SERVICES
EXHIBITIONS & CONVENTIONS

**Deadline for consignment:
15/10/2018**

Form to be sent to:

Euro Exhibition Services Via Dismano, 3847,
Pievesestina di Cesena 47522 (FC) Tel.0547/317435
Fax.0547/318431 e - mail:
servizi@asparagusdays.com

Contact person _____

Company Name _____

Address _____

Postal code _____ City _____ State _____

Ph. _____ Fax _____

VAT number _____

Stand _____ Pavilion _____

FOR ALL STANDS APART FROM SHELL SCHEMES

The connection of the stand to the electricity supply will be carried out by the electricians of the trade fair centre only upon receipt of this declaration of conformity.

DATA OF THE COMPANY INSTALLING THE ELECTRICAL SYSTEM

Carried out by _____

(The owner or legal representative of the company installing the electrical system)

with headquarters in (address) _____

City/State _____ Telephone & fax _____

VAT reg. no. _____

- Enrolled in the Register of Companies (Italian royal charter of 20.09.1934 no. 2011) of the Chamber of Commerce, Industry, Crafts and Agriculture of _____ no. _____
- Enrolled in the Provincial Register of Artisan Businesses (Italian law of 08.08.1985, no. 443) of _____ no. _____
- Installer of the system (schematic description) _____

intended as: a new system an extension

in a building to be used for commercial purposes,

DECLARES

under his/her own responsibility that the system has been installed in a manner compliant with proper standards, in accordance with the provisions of Art. 6 of the Italian Ministerial Decree of 22/01/2008 no. 37, taking into consideration the operating conditions and the use for which the premises were intended and, in particular, having:

- Respected the designs (for the systems for which a design is compulsory pursuant to Art. 5 of Ministerial Decree no. 37/2008);
- Installed components and materials constructed in compliance with proper standards and suitable for the installation site;
- Controlled the system as far as its safety and functionality are concerned, with positive results, having carried out the tests required by regulations and legal provisions.
- Exempted Rimini Fiera S.p.A. from any liability regarding any damage caused to goods or people due to non-compliance with existing regulations.

COMPULSORY ANNEXES:

- A copy of the certificate of registration to the Chamber of Commerce, Industry, Crafts and Agriculture;
- A copy of the certificate of acknowledgement of technical/professional requirements, M. D. no. 37/2008;
- Design (only for systems for which a design is compulsory);
- Report including the types of materials used;
- Diagram of the system installed;
- Reference to previous or partial declarations of conformity, if already existing;

Optional annexes:

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IMPORTANT: THE SIGNATURES AFFIXED ON THIS FORM MUST NECESSARILY BE ORIGINAL: PHOTOCOPIES WILL NOT BE CONSIDERED VALID.

THE STANDFITTING COMPANY

DATE

THE EXHIBITING COMPANY

Deadline for consignment: 14/09/2018

Form to be sent to:

Euro Exhibition Services Via Dismano, 3847,
Pievesestina di Cesena 47522 (FC) Tel.0547/317435
Fax.0547/318431 e - mail:
servizi@asparagusdays.com

Contact person _____

Company Name _____

Address _____

Postal code _____ City _____ State _____

Ph. _____ Fax _____

VAT number _____

Stand _____ Pavilion _____

Order Form:

(to request kW.)

Kw for 220V single-phase + earth connection

Item code	kW single-phase (220V) required	Unit Cost VAT not included	Total Cost VAT not included
SD0003	No. _____	€ 30.00	€ _____

Kw for 380V three-phase + neutral + earth connection

Item code	kW three-phase (380V) required	Unit Cost VAT not included	Total Cost VAT not included
SD0004	No. _____	€ 30.00	€ _____

Residual-current device	No. _____	€ 25.00	€ _____
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THE UNDERSIGNED DECLARES THAT:

The electrical systems within the allocated exhibition space have been planned and will be installed in accordance with the standards set out in the Italian Ministerial Decree 37/2008 and that the declaration of conformity of the electrical system will be provided before the start of the exhibition.

THE CONNECTION OF THE STAND TO THE ELECTRICITY SUPPLY WILL BE CARRIED OUT BY THE OFFICIAL ELECTRICIANS OF THE TRADE FAIRLY UPON RECEIPT OF THE DECLARATION OF CONFORMITY.

DATE _____

EXHIBITING COMPANY STAMP AND SIGNATURE _____

ELECTRICITY SUPPLY

General terms and conditions of supply

- ✓ The rate for the connection to the mains and for electricity consumption is of € 50.00+ VAT.
- ✓ Following connection to the mains, any variations such as decreases will not be accepted. The rates specified above will apply for the entire duration of the exhibition and during its opening times.

- ✓ Euro Exhibiton Services reserves the right to update these rates if any increases should be applied for any reason by suppliers in the time between the request for connection and the invoicing of the due amount.

- ✓ **The official electricians of the trade fair will arrange the connection of the electrical system as soon as the declaration of conformity is submitted.**

- ✓ Euro Exhibiton Services will provide a single power supply for each stand, with EEC size 32 A triple-phase 380V or single-phase 220V sockets.

- ✓ **For power supplies greater than 32 A, whether single-phase 220V (7 kW) or triple-phase 380V (20 kW), exhibitors must bear the cost of the cables connecting the main electrical panel of the stand to the power supply lines.**

- ✓ Euro Exhibiton Services will not be held responsible in any way for systems installed “down stream” from the supply points. These systems must be installed in accordance with the laws of the CEI (Italian Electrotechnical Committee), the Italian Legislative Decree no. 81/2008 and the Italian Ministerial Decree no. 37/2008.

- ✓ Euro Exhibiton Services also reserves the right to connect or disconnect the electricity supply if the electrical system of a stand should not comply with the above-mentioned regulations.

- ✓ All electrical cables used for connections must be fireproof/flame retardant.

- ✓ Euro Exhibiton Services will not assume any responsibility regarding the continuity and stability of the electricity supply, since this depends on the companies that produce and distribute electricity.

- ✓ The electricity supply depends on the technical possibilities of the area in which the stand is situated. Therefore, the Management reserves the right to limit the power supply required depending on availability.

- ✓ Euro Exhibiton Services reserves the right to authorise its electricians to disconnect, at any time, the connections of the systems, which, due to tampering or any other reason, should show any irregularities in their function or cause any kind of malfunction in the power supply network. Every piece of electrical equipment, including lighting, must be equipped with ground connection.

CONNECTION TO THE WATER SUPPLY RENTAL OF PLUMBING MATERIALS

 EURO EXHIBITION SERVICES
EXHIBITIONS & CONVENTIONS

FORM

B

**Deadline for consignment:
14/09/2018**

Form to be sent to:

Euro Exhibition Services Via Dismano, 3847,
Pievesestina di Cesena 47522 (FC) Tel.0547/317435
Fax.0547/318431 e - mail:
servizi@asparagusdays.com

Contact person _____

Company Name _____

Address _____

Postal code _____ City _____ State _____

Ph. _____ Fax _____

VAT number _____

Stand _____ Pavilion _____

Order Form:

Item code	Connection to the Water Supply for each stand	Unit Cost VAT not included	Tot Cost VAT not included
SF0001	No. _____	€ 150.00	€ _____

Connection to the water supply involves the installation of the water feed and drainage pipes to the first piece of equipment or to a sink (not included) at the stand, including water consumption.

Exhibitors must submit the layout of the stand, indicating the exact positions of the machines for which connections have been required.

Please specify if the stand is equipped with a platform or not. YES NO

DATE _____

EXHIBITING COMPANY STAMP AND SIGNATURE _____

General terms and conditions of supply

- ✓ Exhibitors must submit the layout of the stand, indicating the exact positions of the machines for which connections have been required and the position of the stand in the hall.
- ✓ These services are governed and invoiced, but not organised, by Euro Exhibition Services, which therefore assumes no responsibility regarding their supply.
- ✓ The connection to the water supply always depends on the technical possibilities of the area in which the stand is located. Therefore, the Management reserves the right to allow connection to a water supply or not.
- ✓ The connection is installed using supply extensions with a 19mm flexible hose.
- ✓ Euro Exhibition Services will not assume any responsibility regarding the continuity of the water supply and its pressure, since this depends exclusively on the supplier.
- ✓ The supply and discharge wells are located underground inside the Halls in a fixed area. Users are required to create a special door in the platform near the inputs of the supply and discharge pipe to such areas. The applicant will be responsible for any connections to the stand and the related costs, without interfering in any way with the set-up operations of other exhibitors, exclusively relying on the official plumbers of the trade fair.

GOODS HANDLING STORAGE OF PACKAGING PORTERAGE



EURO EXHIBITION SERVICES
EXHIBITIONS & CONVENTIONS

FORM

F

**Deadline for consignment:
14/09/2018**

Form to be sent to:

Euro Exhibition Services Via Dismano, 3847,
Pievesestina di Cesena 47522 (FC) Tel.0547/317435
Fax.0547/318431 e - mail:
servizi@asparagusdays.com

Contact person _____

Company Name _____

Address _____

Postal code _____ City _____ State _____

Ph. _____ Fax _____

VAT number _____

Stand _____ Pavilion _____

Order form:

We hereby request the following services:

- Labour services:

Date _____ From _____ To _____ No. of workers _____

Date _____ From _____ To _____ No. of workers _____

- Rental of forklift truck with operator

Forklift truck up to 1.5 tonnes Date _____ From _____ To _____

- Storage of packaging:

Total cubic metres _____

RATES FOR SERVICES (VAT not included) Fixed agency fee - €20.00

WORKERS

Normal rate

€ 25,00

Overtime rate (hours other than 8am – 8pm, holidays and Saturdays)

€ 80,00

Price per unit of minimum 2 hours

RENTAL OF FORKLIFT TRUCK WITH OPERATOR

- Forklift truck up to 1.5 tonnes

Minimum rental up to 30 min.

€ 35,00

Extra Hour rate

€ 30,00/h

COLLECTION, STORAGE AND RE-DELIVERY OF MATERIAL

Service carried out with forklift only

€ 30,00/service

(brochures, flyers, etc...)

COLLECTION, STORAGE AND RE-DELIVERY OF MATERIAL

Order form:

Material type	
Delivery (date and time)	
Collection (date and time)	
N° Packages	
Height	
Width	
Length	
Weight	
Re-delivery to the stand (date and time)	

On the packages please indicate:

- I.A.D. 2018

- Name of the exhibitor

- Pavilion and stand number

For information or quotations, please contact servizi@asparagusdays.com

DATE _____

EXHIBITING COMPANY STAMP AND SIGNATURE _____

General terms and conditions of supply

CONDITIONS FOR THE PACKAGING STORAGE SERVICE

- ✓ Packaging will be accepted for storage if the service is requested up to 15 days before the start of the exhibition, unless the indoor space available for this service is already full.

RENTAL OF FURNITURE AND MISCELLANEOUS FITTINGS

**Deadline for consignment:
14/09/2018**

Form to be sent to:

Euro Exhibition Services Via Dismano, 3847,
Pievesestina di Cesena 47522 (FC) Tel.0547/317435
Fax.0547/318431 e - mail:
servizi@asparagusdays.com

Contact person _____

Company Name _____

Address _____

Postal code _____ City _____ State _____

Ph. _____ Fax _____

VAT number _____

Stand _____ Pavilion _____

Order form:

Item Code	Description	Unit cost VAT not included	Quantity	TOT Cost VAT not included
ST03	Wall coat racks	€ 20,00		
ST83	Clothes rack	€ 20,00		
ST04	White cabinet	€ 70,00		
ST64	Straight reception desk	€ 140,00		
ST63	Semi-curved reception desk	€ 160,00		
ST60	Honeycomb-core display counter	€ 150,00		
ST65	Honeycomb-core glass display counter	€ 170,00		
IM00	cable duct 100 cm	€ 6,50		
ST06	Chest of drawers	€ 35,00		
ST31	Wastepaper basket	€ 3,00		
ECRE200	Rack system for honeycomb-core/lacquered shelves	€ 30,00		
STe01	Honeycomb-core cube H. 100	€ 90,00		
STe03	Honeycomb-core cube H. 50	€ 50,00		
STe02	Honeycomb-core cube H. 75	€ 70,00		
ST74	Honeycomb-core cube (48x48)h. 98	€ 140,00		
STe07	Honeycomb-core planter (100x30) h.100	€ 70,00		
ST23	Mini-bar	€ 65,00		
BFRIP1X1	Lacquered box 100x100	€ 100,00		
LM100	Honeycomb lacquered flat shelf (to be combined with the item Rack system)	€ 15,00		

EM100	Honeycomb-core/lacquered flat shelf (to be combined with the item Rack system)	€ 15,00		
L100X290	Lacquered pannel 100x290	€ 50,00		
L25X290	Lacquered pannel 25x290	€ 40,00		
L50X290	Lacquered pannel 50x290	€ 45,00		
MOQUETTE	Carpet floor	€ 8,00		
ST101	Armchair in white fabric	€ 75,00		
LB95X290	Swing lacquered door with frame (95)	€ 55,00		
ST91	Vertical modular display brochure holder (oval base) h 150, 4 pockets	€ 71,00		
ST88	Oblique vertical display brochure holder 3 pockets	€ 105,00		
ST97	"Castelli" desk	€ 80,00		
ST96	Aluminium desk	€ 100,00		
ST75	Aluminium chair	€ 23,00		
ST89	Chair with white structure	€ 20,00		
ST12	Chair with black structure	€ 15,00		
ST47	"Stefania" model chair	€ 18,00		
ST94SO	Aluminium stool	€ 33,00		
ST16	Wooden stool	€ 20,00		
ST93	Aluminium fast-food table	€ 70,00		
ST123	White fast-food table	€ 70,00		
ST103B	White lounge table	€ 25,00		
ST103N	Black lounge table	€ 25,00		
ST76	Aluminium round table, diam. 70	€ 50,00		
ST09	White round table, diam. 70	€ 60,00		
ST07	White square table 70x70cm.	€ 60,00		
ST28	White display with light (50x100)h. 188	€ 148,00		
IM70	Led Spotlight	€ 35,00		
IM04	Power strips - 220V. 10A. X 2,0Kw	€ 25,00		

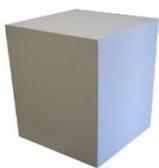
IM03	Industrial and single-phase power plugs and sockets - 220V. 16A.	€ 46,00		
IM69	Industrial and single-phase power plugs and sockets - 220V. 32A.	€ 58,00		
IM07	Industrial and three-phase power plugs and sockets - 380V. 16A.	€ 58,00		
IM71	Industrial and three-phase power plugs and sockets - 380V. 32A.	€ 58,00		
IM38Q332	Electrical board up to 18,0 Kw - tri-phase	€ 80,00		
IM13Q325	Electrical board up to 6,0 Kw - single-phase	€ 65,00		
ST90	Plastic shelves	€ 70,00		
IM11	Spotlight with arm 100W 16x9.5cm. arm: 50cm.	€ 25,00		
GRA03	Print of sticker	€ 65,00		
GRA20	Print on removable sticker (lacquered)	€ 75,00		
GRA09	Print on banner (one-sided)	€ 60,00		
GRASDSF01	Digital print on a stand	€ 80,00		
GRA02	carving sticker - 2 colours APA	€ 80,00		

For any extra furniture or quotation, please contact servizi@asparagusdays.com

DATE _____

EXHIBITING COMPANY STAMP AND SIGNATURE _____

FURNITURE RENTAL

<p>ST03</p> 	<p>ST83</p> 	<p>ST04</p> 
	<p>ST65</p> 	<p>ST64</p> 
<p>ST63</p> 	<p>ST06</p> 	<p>ST31</p> 
<p>ST03</p> 	<p>ST02</p> 	<p>ST01</p> 
<p>Rif. 14</p> 	<p>ST88</p> 	<p>ST23</p> 
<p>ECRE200</p> 	<p>ST101</p> 	<p>ST90</p> 
<p>ST96</p> 	<p>ST97</p> 	<p>ST12</p> 
<p>ST89</p> 	<p>ST75</p> 	<p>ST47</p> 

<p>ST16</p> 	<p>ST94S0</p> 	<p>ST103B</p> 
<p>ST76</p> 	<p>ST93</p> 	<p>ST123</p> 
<p>ST09</p> 	<p>ST07</p> 	<p>IM11</p> 

STAFFING SERVICES



EURO EXHIBITION SERVICES
EXHIBITIONS & CONVENTIONS

FORM

I

**Deadline for consignment:
14/09/2018**

Form to be sent to:

Euro Exhibition Services Via Dismano, 3847,
Pievesestina di Cesena 47522 (FC) Tel.0547/317435
Fax.0547/318431 e - mail:
servizi@asparagusdays.com

Contact person _____

Company Name _____

Address _____

Postal code _____ City _____ State _____

Ph. _____ Fax _____

VAT number _____

Stand _____ Pavilion _____

Order form:

Art. Code	Service Type	Period of Service		Daily rate VAT not included	Quantity	Total Cost VAT not included
		From	To			
SO0001	HOSTESS at the stand with 1 foreign language (English, French, Spanish)			€ 100,00		€
SO013	MODEL HOSTESS	16/10/2018	17/10/2018	€ 600		€
SO014	CATERING SERVICE / BARTENDER	16/10/2018	17/10/2018	€ 550		€
SO008	Other services, subject to quotation (specify the kind of service) _____			€ _____		€
SO009	LIAISON INTERPRETER for negotiations with 1 foreign language (English, French, Spanish)	SPECIFY ON WHICH DAY THE SERVICE IS NEEDED _____		€ 200,00		€
Total Cost VAT not included						€

- Any additional hours will be billed with a specific quotation at the end of the service;
- The daily fee includes the hostess' presence at the stand from 9 am to 6 pm.

I hereby accept the provision conditions specified at the following page.

DATE _____

EXHIBITING COMPANY STAMP AND SIGNATURE _____

STAFFING SERVICES

General provision conditions

- ✓ Should the request be canceled at least 24 hours before the beginning of the service, 50% of the total cost of the service will be billed. Otherwise, 100% of the cost will be charged.

Area	
Activity	<p>Hostesses' tasks:</p> <ul style="list-style-type: none"> - Welcoming visitors to the stand - Registering participants - Offering/serving coffee/water - Autonomously describing the company's products after being briefed - Handing out brochures/flyers within the area of the stand <p>NB: when confirming the service request, please specify whether the hostess' job will also include serving and catering. Should that be the case, a skilled person will be selected for the task.</p> <p>Interpreters' tasks:</p> <ul style="list-style-type: none"> - Autonomously describing the company's products after being briefed - Handing out brochures/flyers within the area of the stand - Translations
Mandatory break	The hostess has the right to a 60-minute break over a 9-hour working day.
Service hours	The daily fee includes the hostess' presence at the stand from 9 am to 6 pm.
Load restrictions	Manual transport of loads weighing more than 10 kilos is prohibited. (Leg. Decree no. 81/2008)
Activity restrictions	In accordance with the Legislative Decree no. 81/2008 (Testo Unico Salute e Sicurezza sul Lavoro), if the hostess' job includes other activities than those agreed, such activities will be duly documented.
Outfit rules	Our hostesses are smartly dressed in a black women's suit and white shirt. Should a different outfit be required, please let us know in advance.

Any request that is not included in this price list will be considered as an additional cost.

Should you need language assistance in "special" languages such as Chinese, Arab, Russian, etc., please contact us.

Any additional hours will be billed with a specific quotation at the end of the service.

DAILY STAND CLEANING EXTRAORDINARY CLEANING SERVICES



FORM

N

**Deadline for consignment:
14/09/2018**

Form to be sent to:
Euro Exhibition Services Via Dismano, 3847,
Pievesestina di Cesena 47522 (FC) Tel.0547/317435
Fax.0547/318431 e - mail:
servizi@asparagusdays.com

Contact person _____

Company Name _____

Address _____

Postal code _____ City _____ State _____

Ph. _____ Fax _____

VAT number _____

Stand _____ Pavilion _____

Order form:

Important: any requests for stand cleaning for periods shorter than the duration of the exhibition will be subject to a surcharge. Please check the back of this form.

CLEANING OF STANDS NO. _____ HALL _____ TOTAL SQ. M. _____

FOR THE ENTIRE DURATION OF THE EXHIBITION – 2 days

Sq. m.	Sq. m.	Total Cost VAT not included	Total Cost VAT not included
Fixed <i>flat</i> rate for each 12 sq. m.	12	€50.00	€

I hereby accept the conditions of supply for this service specified on the back of this form.

DATE _____

EXHIBITING COMPANY STAMP AND SIGNATURE _____

STAND CLEANING

General terms and conditions of supply

- ✓ Stand cleaning will only be carried out when the exhibition premises are closed.
- ✓ These operations consist in cleaning floors or carpets, dusting furniture, shelves, glass panels and various fittings of the stand (**up to three metres in height**), also using products necessary for such purpose.
- ✓ Cleaning staff will empty waste bins and clean ashtrays, making sure to remove any kind of waste resulting from all cleaning activities.
- ✓ If the amount for this service should not be paid, Euro Exhibition Services will be authorised to refuse the right to leave the premises, thus withholding, as compensation, the goods and fittings found at the stand of the company concerned.
- ✓ These services are governed and invoiced, but not organised, by Euro Exhibition Services, which therefore assumes no responsibility regarding their supply.
- ✓ Any complaints regarding this service or invoicing must be submitted to Prime Servizi and Euro Exhibition Services by the morning following night duty cleaning.

FIRE EXTINGUISHER RENTAL



EURO EXHIBITION SERVICES
EXHIBITIONS & CONVENTIONS

FORM

P

Deadline for consignment: 14/09/2018

Form to be sent to:

Euro Exhibition Services Via Dismano, 3847,
Pievesestina di Cesena 47522 (FC) Tel.0547/317435
Fax.0547/318431 e - mail:
servizi@asparagusdays.com

Contact person _____

Company Name _____

Address _____

Postal code _____ City _____ State _____

Ph. _____ Fax _____

VAT number _____

Stand _____ Pavilion _____

Pursuant to the ministerial circular letter no. 16 Art. 117 of 15.02.1951, exhibitors are obliged to equip the stand with one 6kg. powder fire extinguisher for 34 A 233 B-C class fires for every 100 sq. m. of exhibit space. These must be kept in a central position, clearly visible and ready for use, and tested and approved in accordance with the Italian Ministerial Decree of 07/01/2005.

Order form

(to request fire extinguisher rental)

Item code	Description	Unit Cost	Quantity	Total Cost
		VAT not included		VAT not included
SC1001	6kg. powder fire extinguisher	€50.00	_____	€ _____

Including delivery, collection and materials

Delivery: after 7.30am on Wednesday 9 May 2018

Collection: after 5pm on Friday 11 May 2018

For further information on this service, please contact: servizi@asparagusdays.com

If a hired extinguisher is not returned, exhibitors will be charged an additional sum of

€50.00+ VAT.

DATE _____

EXHIBITING COMPANY STAMP AND SIGNATURE _____