



## *VENICE CONVENTION*

### *EXHIBIT INFORMATION & REGULATIONS*

The Congress Venue has established the following guidelines and regulations for the exhibitors to maintain its service standards, employee and guest safety, and the integrity of the Venue property. We require full cooperation with these policies:

#### **TERMS OF PAYMENT**

The application for participation must be filled in on a special form, signed, countersigned, and sent, under penalty and invalidity, no later than 30<sup>th</sup> April 2008.

The applicant must pay the balance by 15<sup>th</sup> May 2008. Otherwise the organizers cannot assure all the services required.

#### **TIMETABLES**

Set-up materials to arrive from 8 am onwards

Set-up operations must stop by 8 pm

Any different setting up times must be requested at least 48 hours beforehand and stating the reasons why.

Time extensions, which shall be subject to surcharge, must be specifically authorised by Venice Convention.

It is the customer's responsibility to ensure that power cables are always disconnected when not in use.

#### **FLOOR PLAN**

Each exhibit plan must be approved by Venice Convention no later than 30<sup>th</sup> April 2008.

The Fire Marshal might inspect your show prior to opening and any time during the exhibition.

#### **LOAD IN/ LOAD OUT**

An exhibit floor walkthrough will be conducted by the exhibit Company's Foreman prior to load in ( pre-show) and immediately following load out ( post show) to identify any damage. Appropriate repair charges will be assessed to the Exhibit Company.

The Venue must give prior approval for expected deliveries.

Trucks may be parked only during load in or load out outside the buildings. In the other days or night parking in the Conference terminal area must be asked in advance to Venice Convention with at least 5 days' notice.

All transporting of materials that involves having to access the Casino's public foyer/staircase must be agreed on with Venice Convention.

Exhibitors must provide by themselves the appropriate equipment ( cart, transpallet, etc.) to load in and load out.

## **HANDLING**

The incoming materials should be handled with the greatest care with regard to the following points:

1. if not otherwise specified, the permissible accidental overload is 300 kg/sq.m;
2. concentrated loads must be indicated, even if they are only present during set-up/packing away;
3. Transpallets may be used within the premises but only as far as the warehouse;
4. all the lifts, and all other lifting equipment, are to be used solely for transporting persons and small parts;
5. the handling of bulky objects shall be authorised in advance by Venice Convention.

## **MATERIALS**

All the materials used making up the set-up must be at least class-2 fire resistant type; the related approval certificate (only those issued by the European Union will be deemed valid) and declaration of conformity must be deposited with the Venice Convention secretariat at least 24 hours before installation commences. Exhibitors must give to Venice Convention the “Piano Operativo della Sicurezza (POS)” [= Operative Security Plan] . The Venice Convention Safety Executive will check this documentation at an agreed time.

Once set up is complete—and in all cases before the event opens—the following documentation must be produced: certificate of correct installation for all structural parts and approval certification of the installed systems and machines/apparatus powered downstream of the power supply provided by Venice Convention.

The following rules must be followed:

1. Exhibitors must protect all floor surfaces with carpeting and cellophane during load in and load out.
2. Floor areas subject to the application of bi-adhesive tape for carpet laying must be previously covered with paper tape.
3. No signs or other articles may be affixed, nailed, taped or otherwise attached to the tables or surrounding walls, doors, drapery, etc; likewise, no attachment may be made to tables or floors by nails, screws or other devices that may damage or mar them. Exhibitors violating these regulations will be responsible for any damage incurred, with a minim fee of €100,00 will be charged.

## **STORAGE**

Storage space is the sole responsibility of the exhibitors. Any boxes, wrapping materials and shipping containers that are not stored off site must be stored in such a manner consistent with fire regulations. If requested and if possible, there is apposite storage provided.

## **CLEANING**

The Venue is responsible for the cleaning of all the common area.

The stand daily cleaning can be requested and will be charged to the exhibitors.

The exhibit company is responsible for living the Venue facility in the condition as it was given to them. This includes disposal of all trash, props, cardboards, plastic, etc.

## **EXHIBIT SAFETY**

**FIRE LAWS:** exhibitors must strictly adhere to all applicable fire and safety laws. Cloth decorations must be flameproof. Exhibits may not block aisles and fire exits. no flammable or explosive substances are permitted in the exhibit area.

## **RETURNS OF STANDS**

At the end of the exhibition, but not before, exhibitors may dismantle the material they have installed and shall remove them from the venue. The stand provided at the venue will be dismantled and cleared by Venice Convention and all materials left at the stand will be considered waste to be sent to public dumps. The exhibitor will be required to reimburse for all direct or indirect expenses incurred for such activities, and will be charged a penalty of €150,00 plus any additional damages suffered.

The organizers and Venice Convention decline all liability for goods, materials, and other object left unattended by exhibitors within the venue.

## **SURVEILLANCE**

As laid down in Italian Legislative Decree No. 626/1994, it is guaranteed that during premises opening times, competent and trained fire-watchers and staff will be on duty, in compliance with provisions set out in the emergency management plan approved by Venice Convention.

The exhibitors are kindly requested to watch over their booths during the opening time of the structures to the public. Venice Convention and the organizer will not be responsible for any damage or theft of the exhibitor's materials, though they will guarantee a general daily watching service inside the exhibition area for the whole period of the event, setting up and dismantling

## **EXHIBITION OF MACHINERY OPERATING**

The exhibited machinery may not be operated unless by a written authorization by Venice Convention and provided that it does not cause any danger or disturbance. The machine must conform to the laws, regulations, and good practise techniques, and must be provided with the relevant administrative documentation by the competent authorities.

The exhibitors takes exclusively upon himself all tort and criminal liability for any accidents and/or damage that might be caused to third parties as a consequence of non-compliance with and breach of the regulations and/or verbal indications.

## **ELECTRICAL CONNECTIONS**

Venice Convention shall provide Exhibitors with electric power both for lighting and for traction.

Standard connection 2 kw 220 V single-phase per stand

Possibility of installing higher power supplies:

3 kw 220 V single-phase

Associato



Venice Convention è un marchio di Lido di Venezia - Eventi & Congressi Spa

Sede Legale: Lido Lungomare Marconi, 30 • 30126 Venezia

Capitale Sociale Euro 110.000 i.v. • CClAA Venezia • Registro delle Imprese n.03379740271

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6 kw 220 V single-phase

10 kw 380 V three-phase

20 kw 380 V three-phase

Any requests for using 380 V three-phase outside the spaces identified on the plan will be assessed on a case-by-case basis, along with the related supplementary charge.

The use of alternative and/or supplementary power supplies must be approved by Venice Convention at least seven days before setting up the stand, and carried out as per instructions of—and under the supervision of—Venice Convention's Technical Executive.

### **TELEPHONE CONNECTIONS**

Both traditional telephone connections for voice traffic as well as those for data transmission (ADSL, HDSL, wireless, etc.) shall be carried out exclusively by the companies hired by Venice Convention. Therefore requests to satisfy for special needs must be made in advance.

### **PROHIBITIONS**

Smoking, introducing food and drink or animals of any sort in the halls is forbidden.

Areas where technical installations are located are off-limits. The application of panels, signs or notices on walls or on shutters with adhesive substances or other types of securing materials (nails, screws, clamps, etc.) is prohibited. The customer shall be held responsible for the violation of said prohibitions, and must pay reparations for the resulting damage.

### **AUTHORISATIONS AND PASSES**

Should the show need to apply specific authorisations and/or passes (occupation of public property, public performances, publicity stands, Police authorisations, authorisation for fireworks displays, exempts from noise restrictions, Authors/Publishers declaration, pre-sales, etc), it remains the responsibility of Venice Convention to obtain these authorisations upon payment calculated case by case; because of their nature, some of these authorisations may be applied for directly by the customer, who shall however be responsible for proving to Venice Convention that authorisation has been obtained, at least 24 hours before the show.

The fulfilment of SIAE (Italian Society of Authors and Publishers) obligations for the use of sound sources and music tracks remains the customer's responsibility, thus releasing Venice Convention from liabilities ensuing from possible infringement; the customer shall in any case be responsible for proving to Venice Convention that authorisation has been obtained, at least 24 hours before the show.

### **INFORMATION**

Personnel entering the premises to set up and perform general duties connected to the show will be given appropriate information as provided for in Art. 7 of Legislative Decree No. 626 1994.

### **GOODS DELIVERY**

The goods used during the congress can be sent in accordance with the following conditions:

- directly to Venice Convention through the costumer's trustful forwarding Agents, and delivery must be effected at the latest two days before the setting up from 9:00 am to 5 pm

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to the costumer's representative, who will sign the receipt of the delivery note; the same goods should be sent back at the latest two days after the end of the event.

- By way of exception, the goods can be delivered at another date (and however not earlier than....., otherwise the pack will not be accepted) by preventive required to Venice Convention, whose person in charge could receive the delivery of the reception and not of the unload of the goods, which will be charged to the Forwarding Agents.

The sender must specify the name of the relevant congress on the packing.

On the parcel label should write:

**CONSIGNEE: (FIRM'S NAME)**

**c/o "CONGRESS TITLE"**

**VENICE CONVENTION**

**EVENTI & CONGRESSI S.P.A.**

**Lungomare Marconi, 30**

**30126 Lido, Venezia**

**For the attention of: ( name of your person in charge )**

PALAZZO DEL CINEMA

PALAZZO DEL CASINO'

STAND N°..:

SENDER: (firm's name; person in charge)

At the end of the congress, the goods which remain in the stand to be sent, must be packed and marked by the exhibiting firm with the sender's and consignee's address and with the delivery note. Each exhibitor should provide the collection of the goods at his own expense at the latest (time and date).

**Please note that Venice Convention declines any responsibility regarding delivery, the state of the goods and possible theft or violation if they are unattended at the end of the congress and for any other condition not specified above.**

**For agreement:**

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Name of Company:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_