

space & interiors
by MADE expo

TECHNICAL REGULATIONS

General provisions for customizing space / Technical info on the unified stand

1. ALLESTIMENTO UNIFICATO

1.1 Description of the Stand

The standard **24 sqm** module has the following characteristics:

- A modular 3 m high structure of honeycomb-type panels painted charcoal grey;
- A storage area at the back of the stand entered and exited through a hinged door;
- Floor covering in class one fire retardant grey carpet with a protective film;
- Diffuse lighting provided by two halogen lamps fitted to a pair of black track fixtures, plus six LED spotlights, all directional;
- Electrical installation consisting of an electrical control panel, one power board for every 24 sqm up to a total of 1.2 kW (any additional electricity outlets should be requested by filling in the appropriate form in the Service Manual);
- Vertical signage (dimensions: 0.6 x 2.0 m) showing the name of the exhibiting company and the associated stand number (max. 20 characters);
- A vertical wall (dimension: 1 x 4 m in height) designed by the Migliore + Servetto Architects studio and offering a narrative interpretation of the exhibiting company's product;
- Furnishings: 1 table and 3 chairs. In the storage area: 1 bin, 1 coat rack and 1 set of shelving.

The standard **9 sqm** module has the following characteristics:

- A modular 3 m high structure of honeycomb-type panels painted charcoal grey;
- Floor covering in class one fire retardant grey carpet with a protective film;
- Diffuse lighting provided by one halogen lamp fitted to a black track fixtures, plus four LED spotlights, all directional;
- Electrical installation consisting of an electrical control panel, one power board for every 9 sqm up to a total of 1.2 kW (any additional electricity outlets should be requested by filling in the appropriate form in the Service Manual);
- Vertical signage (dimensions: 0.6 x 2.0 m) showing the name of the exhibiting company and the associated stand number (max. 20 characters);
- A vertical wall (dimension: 1 x 4 m in height) designed by the Migliore + Servetto Architects studio and offering a narrative interpretation of the exhibiting company's product;
- Furnishings: 1 table, 3 chairs and 1 bin.

The general Event configuration includes a system of directional signage distributed at strategic points inside The Mall.

1.2 Optional

To cater to different exhibition-related requirements, optional add-ons are available for the standard configuration. At further expense, these must be requested from the suppliers listed in the Service Manual, after filling out the appropriate form. Available elements include:

Furnishings

- Additional tables and chairs
- Reception desk
- Cupboards
- Display-related furniture
- Frigobar

Customized Graphics and Furnishings

(Agreed following approval of the design; see item 5 in these Technical Regulations):

- Graphic customization
- Self-supporting walls and volumes
- Display tables

Video Equipment and Electrical Accessories

- Plasma/monitor
- Plug sockets/extensions
- 16A electrical control panels

2. RULES REGARDING INTERNAL STAND CUSTOMISATION

It is possible to draw up **a customisation design for the interior of your stand space, provided that it does not in any way remove or tarnish the prebuilt stand.**

Optimal results are only possible if all exhibitors work together and scrupulously comply with the rules stated below.

2.1 Stand Customisation

Structural changes to the walls running around the stand **are not allowed.** Exhibiting companies may **customise their stand** as they please by applying **graphics, brands** and **logos** in adhesive film or forex panels.

These guidelines must be followed when **exhibiting products affixed to the walls of the stand:**

- A maximum hanging load of 15 Kg/sqm;
- In line with the panel profiles on the rear wall, the maximum load is around 25 Kg/sqm;
- Centrally on the panel or in any event not along the perimeter edges, the maximum load is around 10 Kg/sqm.

Volumes and products may not be suspended from above. Only companies that manufacture false ceilings are allowed to install a false ceiling.

For **ceiling hangings:** for spot loads, the maximum is 40 Kg/sqm; if the load is distributed, it is around 25 Kg/sqm. Ceiling hangings may be used in line with the metal profiles for the light rails. Note that if suspended loads are required, it is necessary to arrange to replace the profiles envisaged for the lighting (40x40 mm) with new 120x40 mm profiles, once the stand customisation design has been approved. The cost of replacing these profiles and any additional reinforcement shall be borne by the applicant exhibitor. The cost of replacing a profile is € 100 per item + VAT; for additional reinforcement, an ad hoc economic assessment must be carried out depending upon the objects being suspended.

Self-supporting walls may be built to the same height as the walls around the prebuilt stand. It is also possible to put up **self-supporting volumes and structures (pre-fabricated and pre-painted)** of the same height (**max. 3 m**).

It should be noted that below the lighting fixtures the unified stand's maximum available height is 2.7 m.

Exhibitors renting a 24 sq m display area who DO NOT want the utility room installed at the back of the standard shell scheme should indicate this when submitting their customised booth plans.

Any additional exhibition-related needs will be assessed directly with the Migliore + Servetto Architects studio, who are curating the event.

It is also possible to install **screens for video reproduction** provided that they are **without sound**, as otherwise they might interfere with the musical background programmed throughout the event. Screens may be hung from the walls running around the stand, pursuant to the guidelines provided above.

On conclusion of the event, the **Exhibitor must return the space and unified stand layout in the same condition as it was received**, excluding any wholly graphic customisation on the walls inside the stand. The Exhibitor is liable for expenses to put right any damage caused. On conclusion of the event, stands must be cleared by no later than the time indicated under item 6 of these Technical Regulations. If this is not the case, MADE eventi not only does not take any responsibility for any merchandise, materials or anything else that may have been left behind, it also reserves the right to proceed with their clearance without any responsibility for their safekeeping, and in any event at the expense of the Exhibitor in breach.

2.2 Setback Requirements

Self-supporting displays and structures must be positioned within the area delimited by the carpeting as equipped with the stand.

2.3 Flooring

Exhibitors may install their own flooring on top of the carpeting supplied with the pre-built stand, provided that it does not exceed this area, is laid in such a way that does not damage the underlying floor, and that the fire reaction class pursuant to Ministerial Decree DM 15/03/05, and specifically under item 2.5 of these Technical Regulations, is not affected.

2.4 Lighting

Exhibitors may install purely decorative floor or table lighting.

No other type of lighting (ceiling, hanging or stand lighting) is allowed. This does not apply to technical lighting manufacturers who are exhibiting.

It should be noted that the installed power must not exceed the level supplied to each module, unless an additional request is made pursuant to item 1.2 in these Technical Regulations.

2.5 Construction Requirements

When drafting their stand customisation plan, Exhibitors are required to comply with the following rules:

- **If not incombustible, any material** adopted for a stand (dividing walls, backdrops, miscellaneous structures, coverings, fabrics, curtains, false ceilings etc.), **must either be originally fire retardant or have been given a fire retardant treatment pursuant to the Ministry of the Interior Decree of 15/03/05 as subsequently amended and integrated**. In consequence, materials must comply with fire reactivity classes pursuant to the guidelines provided in the table annexed to these Technical Regulations.
- All stand materials must be fitted in strict compliance with the provisions stated in the type-approval certificate, which the Exhibitor must translate if not already in Italian or English. **It is prohibited to use plastic materials that are not originally fire-retardant, wickerwork, reed matting, trellises, items made from cardboard and derivatives, curtains made from thin wooden slats (blind type) or similar.**
- **Articles that are not originally fire retardant** are required to undergo **specific treatment using fire retardant products**. Fire retardant product certification must compulsorily be submitted. These treatments must be undertaken before the materials are brought along to the stands at the Mall; they may be examined on site by engineers hired for this purpose by MADE eventi.

2.6 Electrical Installations

Exhibitors may, when **designing the electricity installation** for their customised stand:

- Exclusively hire parties enabled pursuant to **Ministerial Decree 37/08**
- By the **deadline of 17/03/2017** contact **Allestimenti Benfenati**, who will provide full support and agree all executive details with the Exhibitor.

NB. Electrical sockets may be positioned along the walls. If no indication is made in the plan, sockets will be positioned in the corner opposite the corner that houses access to the storage area.

3. HEALTH AND SAFETY REGULATIONS DURING STAND SET-UP/DISMANTLING

Exhibitors are duty bound to observe applicable **regulations regarding safety in the workplace, fire prevention and ecology**, in particular the provisions of **Legislative Decree nr. 81/2008 as subsequently amended and integrated**. When appointing contractors or workers to set up and dismantle stands, or indeed for any other work within the exhibition space, Exhibitors must comply with the following:

- Ascertain, including by checking registration with the Chamber of Commerce, Industry and Crafts, the technical and professional suitability of contracting companies or freelance workers with regard to the work being assigned under contract or sub-contracted;
- Require contractor or sub-contractor company staff to show an ID badge;
- Provide such people with detailed information on specific risks within the environment in which they will be operating, and on the preventative and emergency measures adopted with regard to their own work;
- Coordinate protection and prevention efforts regarding the risks to which workers are exposed, mutually informing one another in part to eliminate any risks arising from interference between workers from different companies involved in execution of the overall job.

The Exhibitors must foster cooperation and coordination, in further consideration of the specific risks of working within the areas defined in the **Technical Annex 1 “Organiser’s Single Interference Risk Assessment Document”**. Exhibitors must also prepare their own Single Specific and Interference Risk Assessment, which may potentially arise within the allocated exhibition space, paying attention to **Technical Annex 2 “Exhibitors’ Specific and Interference Risks”**.

Exhibitors must also apprise the various parties called upon to carry out work within their exhibition space of the prohibitions, prescriptions and risks involved.

No smoking is allowed in the exhibition buildings or on the show floor at any time, including during stand set-up and dismantling and throughout the entire event. Exhibitors should ensure that all employees and operating staff comply with current legislation regarding the prohibition of smoking: **breaches will be governed and penalties imposed by the designated authorities** on anyone found to be in violation of the no smoking ban, relieving MADE eventi from all liability.

MADE eventi declines all liability for any incident or consequence arising from failure to comply with the above-mentioned statutory requirements, and reserves the right to recourse at any level where any damage of any nature is procured as a result of any non-compliance.

4. INSURANCE - DAMAGES - SUPERVISION

Exhibitors must compulsorily and at their own expense draw up a **civil liability insurance policy against damage to persons and property** or submit a specific application for insurance coverage in existence with a major company duly empowered to operate on the Italian insurance market, which must be submitted beforehand by the Organiser for approval. This guarantee must be considered explicitly third party with regard to MADE eventi, and feature a waiver of recourse against the owners of the “The Mall” venue where the event takes place. A unified RCT/RCO maximum of no less than € 2 million is required. The timescale of this insurance coverage must match the contractually-envisaged period that the Exhibitor spends at the “The Mall” venue, including during the stand set-up and dismantling times.

The above-mentioned policy must also include insurance coverage for any damage caused to persons or property by the products displayed, stand decorations, the installation of electrical systems, forms of transport used, working machinery, visitors and employed personnel both in the setting up and dismantling and during the course of other activities associated with participating in the event.

MADE eventi is expressly exempted from any damage or prejudice caused to persons or property by anybody, regardless of the manner caused. It is therefore not obliged to provide indemnification for damage arising from theft, fire, explosion, flooding, electrical short circuit or any other cause.

MADE eventi provides an access control service for the “The Mall” venue during the hours when the event is running, and a video surveillance service by night using external video cameras, although the company declines all responsibility associated with this. During public opening hours, Exhibitors are in a de facto sense obliged to oversee their own stands and the products on display therein.

5. DEADLINES AND OBLIGATIONS

Pursuant to article 16 of the General space&interiors Event Regulations, regardless of the size of the stand, the stand plan (including in the case of product-only layouts) must be presented for **MADE expo's Technical Office approval by sending an email to the address progetti@madeexpo.it by and no later than 20/03/2017.**

All graphic elements (plans, sections, etc.) regarding the project to be built must bear the name of the Exhibitor and the stand involved.

Unless otherwise advised, with regard to their customisation plans, Exhibitors must send the following documentation:

- The design, complete with plans and dimensioned section profiles in PDF format (ACROBAT) or DWG (AUTOCAD);
- A plan showing the position of layout structures and products for display;
- A description of the materials used to achieve the chosen layout;
- A diagram of electrical installations (if additional to those already provided with the unified stand).

We also wish to inform you that:

- In the stand design **it is obligatory to indicate the exact placement of the electricity socket provided;**
- Without MADE eventi Technical Office **approval of the stand design**, it is not possible to reserve any of the add-ons illustrated in the Service Manual.

6. DATES FOR SETUP AND DISMANTLING

Exhibitors may **customise their stand** on **31 March** and **1 April 2017** (7 a.m. to 9 p.m.), **3 April** (2 p.m. to 9 p.m.), **4 April** (7 a.m. to midday to finish off the stand interiors). **Dismantling is scheduled for 8 April** (8.30 p.m. to midnight) and **10 April** (7 a.m. to 5 p.m.).

Venue vehicle access for setup and dismantling will follow a specific schedule to be announced in an ad hoc circular.

7. CONTACTS

Please do not hesitate to get in touch with the MADE eventi's Technical Office for any clarifications regarding the correct setting up of the stand.

MADE eventi - Technical Office

Iris Keci

Alessio Boschet

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ph. (+39) 02 806041

fax. (+39) 02 80604395

For any technical explanations regarding the structure and optional add-ons, directly contact:

Benfenati Allestimenti

Arch. Sara Sassone

email: archsara_s@yahoo.it

ph. (+39) 02 328 6121

cel. (+39) 340 8468179

TABLE OF FIRE REACTIVITY CLASSES

TABLE PURSUANT TO ARTICLE 4, MIN. DECR. 15/03/05 - PRODUCTS INSTALLED ALONG ESCAPE ROUTES

	USE OF	EUROPEAN CLASS (IN LIEU OF CLASS 1)
a)	Flooring	(A _{FL} -s1), (B _{FL} -s1)
b)	Walls	(A2-s1,d0), (A2-s2,d0), (A2-s1,d1), (B-s1,d0), (B-s2,d0), (B-s1,d1)
c)	Ceiling	(A2-s1,d0), (A2-s2,d0), (B-s1,d0), (B-s2,d0)

TABLE 1, MIN. DECR. 15/03/05 – OTHER ENVIRONMENTS: FLOOR USE

	ITALIAN CLASS	EUROPEAN CLASS
I	Class 1	(A _{FL} -s1), (A _{FL} -s2), (B _{FL} -s1), (B _{FL} -s2)
II	Class 2	(C _{FL} -s1), (C _{FL} -s2)
III	Class 3	(D _{FL} -s1), (D _{FL} -s2)

TABLE 2, MIN. DECR. 15/03/05 – OTHER ENVIRONMENTS: WALL USE

	ITALIAN CLASS	EUROPEAN CLASS
I	Class 1	(A2-s1,d0), (A2-s2,d0), (A2-s3,d0), (A2-s1,d1), (A2-s2,d1), (A2-s3,d1), (B-s1,d0), (B-s2,d0), (B-s1,d1), (B-s2,d1)
II	Class 2	(A2-s1,d2), (A2-s2,d2), (A2-s3,d2), (B-s3,d0), (B-s3,d1), (B-s1,d2), (B-s2,d2), (B-s3,d2), (C-s1,d0), (C-s2,d0), (C-s1,d1), (C-s2,d1)
III	Class 3	(C-s3,d0), (C-s3,d1), (C-s1,d2), (C-s2,d2), (C-s3,d2), (D-s1,d0), (D-s2,d0), (D-s1,d1), (D-s2,d1)

TABLE 3, MIN. DECR. 15/03/05 – OTHER ENVIRONMENTS: CEILING USE

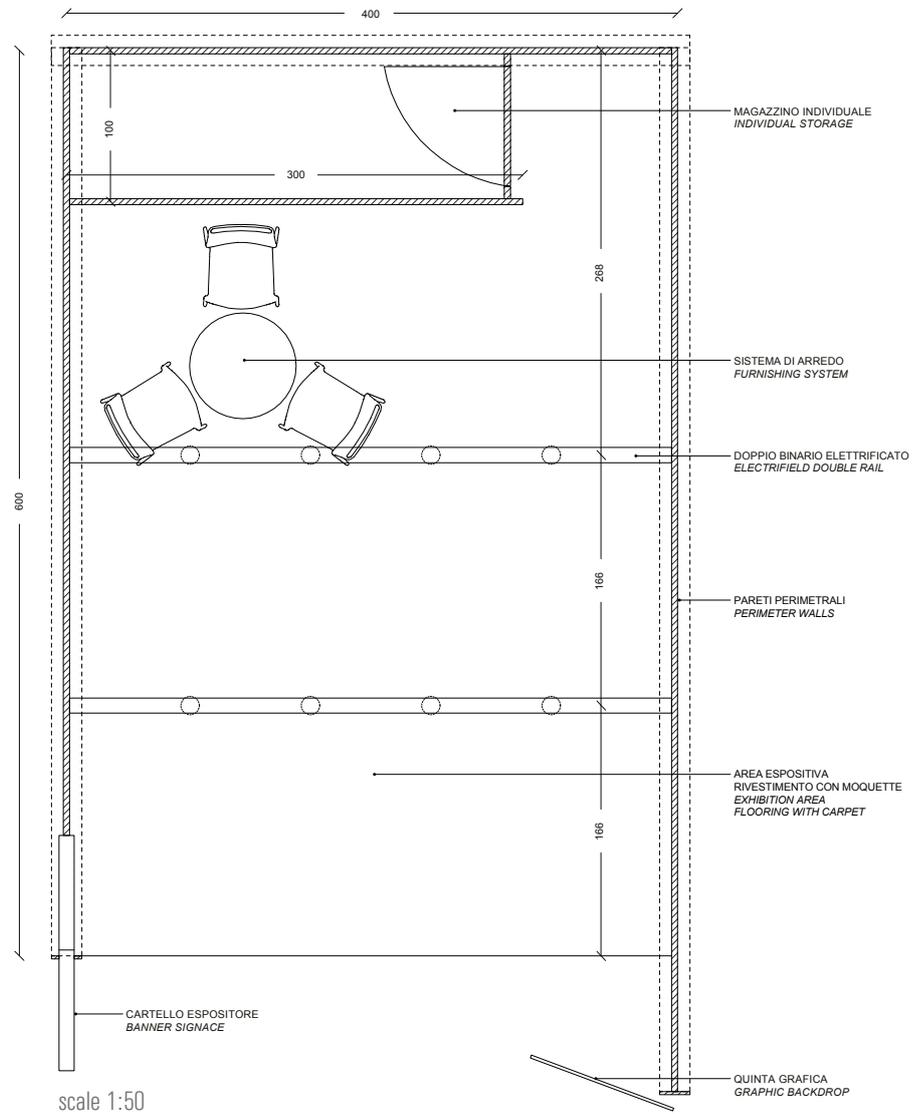
	ITALIAN CLASS	EUROPEAN CLASS
I	Class 1	(A2-s1,d0), (A2-s2,d0), (A2-s3,d0), (A2-s1,d1), (A2-s2,d1), (A2-s3,d1), (B-s1,d0), (B-s2,d0)
II	Class 2	(B-s3,d0), (B-s1,d1), (B-s2,d1), (B-s3,d1), (C-s1,d0), (C-s2,d0)
III	Class 3	(C-s3,d0) (C-s1,d1), (C-s2,d1), (C-s3,d1), (D-s1,d0), (D-s2,d0)

UNIFIED STAND

Standard 6 x 4 m module

(measures calculated on panel centre-to-centre)

PLAN

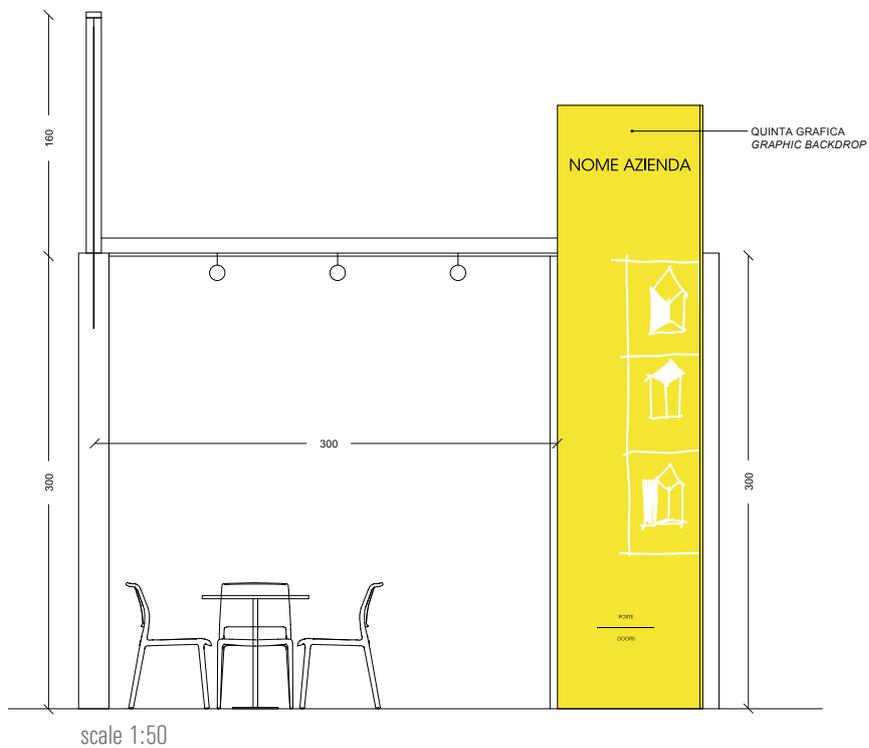


UNIFIED STAND

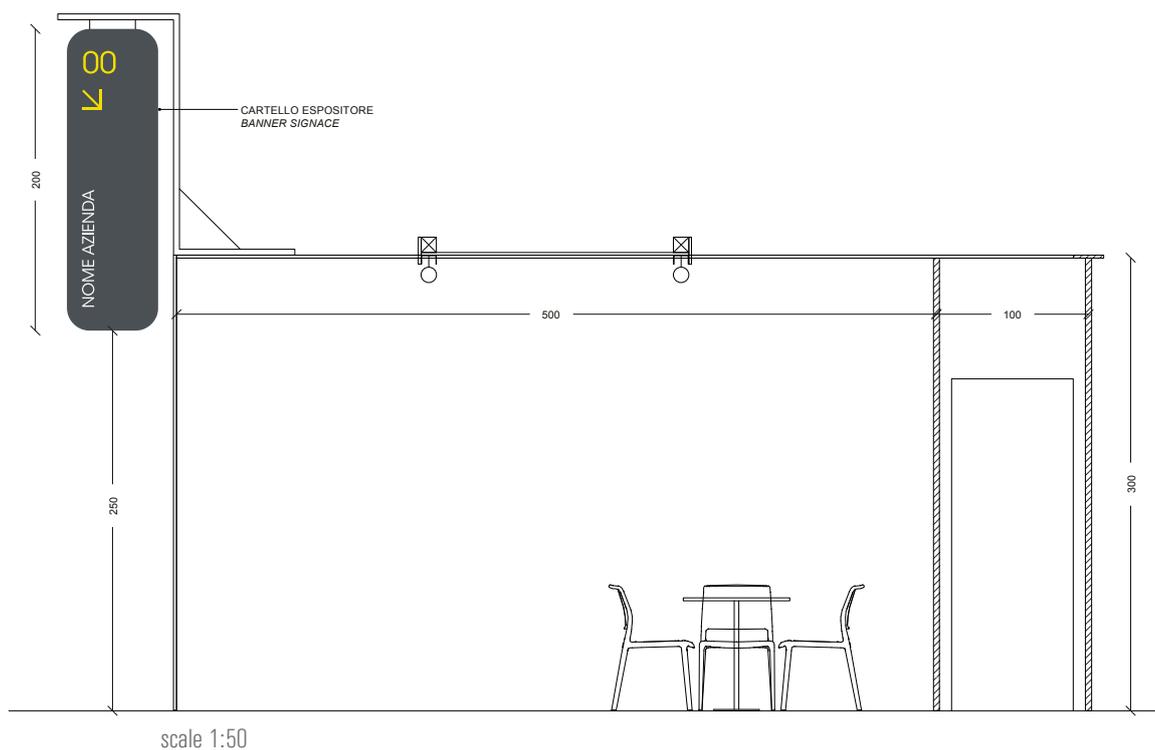
Standard 6 x 4 m module

(measures calculated on panel centre-to-centre)

FRONT PROSPECT



SECTION

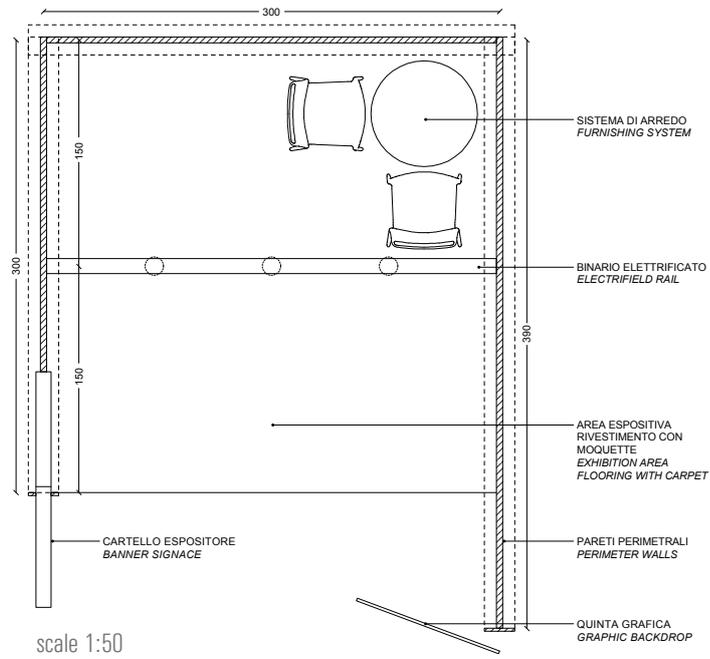


UNIFIED STAND

Standard 3 x 3 m module

(measures calculated on panel centre-to-centre)

PLAN

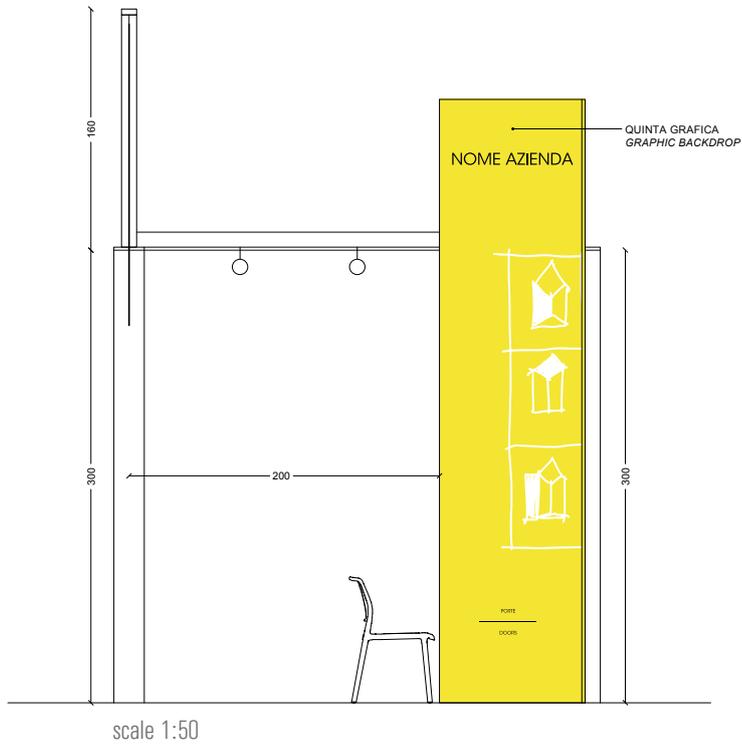


UNIFIED STAND

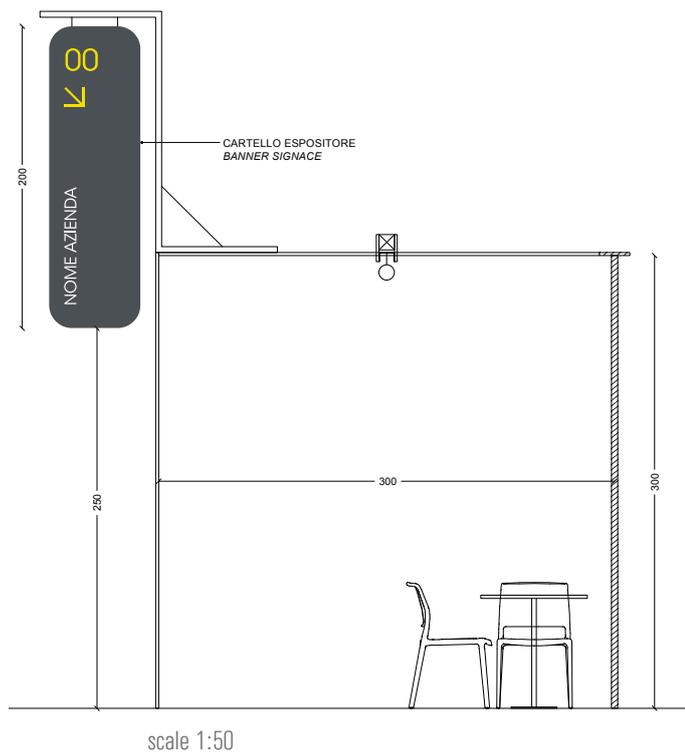
Standard 3 x 3 m module

(measures calculated on panel centre-to-centre)

FRONT PROSPECT

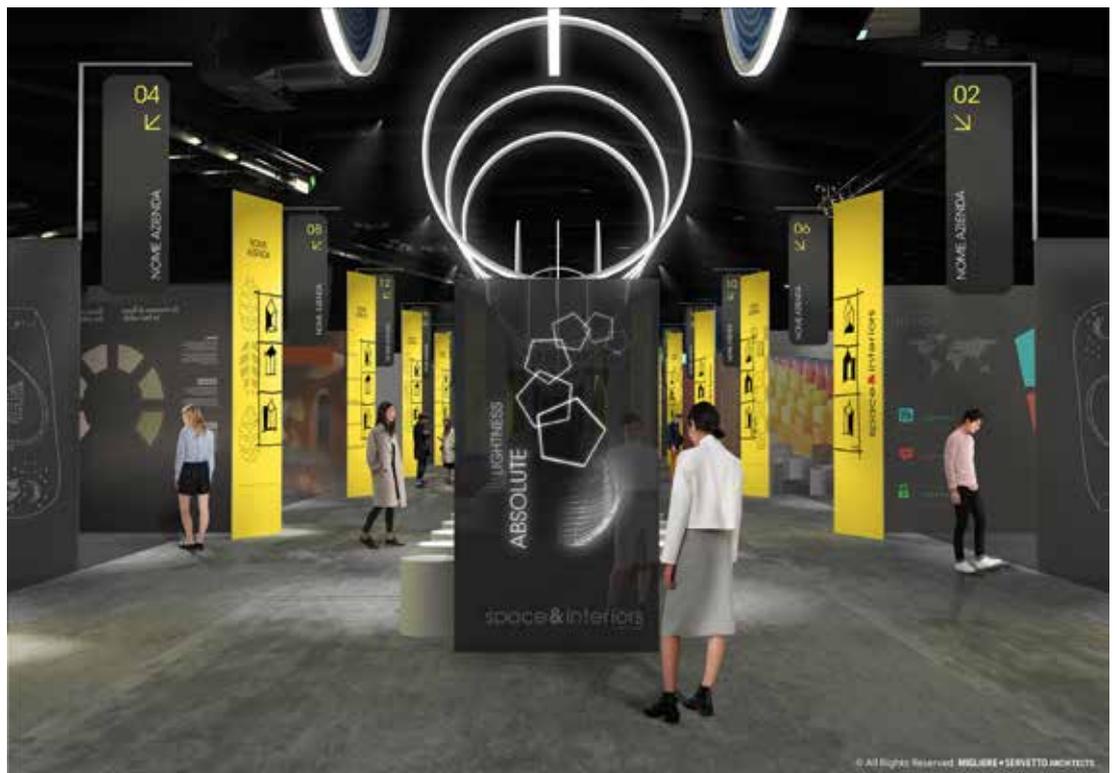


SECTION



UNIFIED STAND

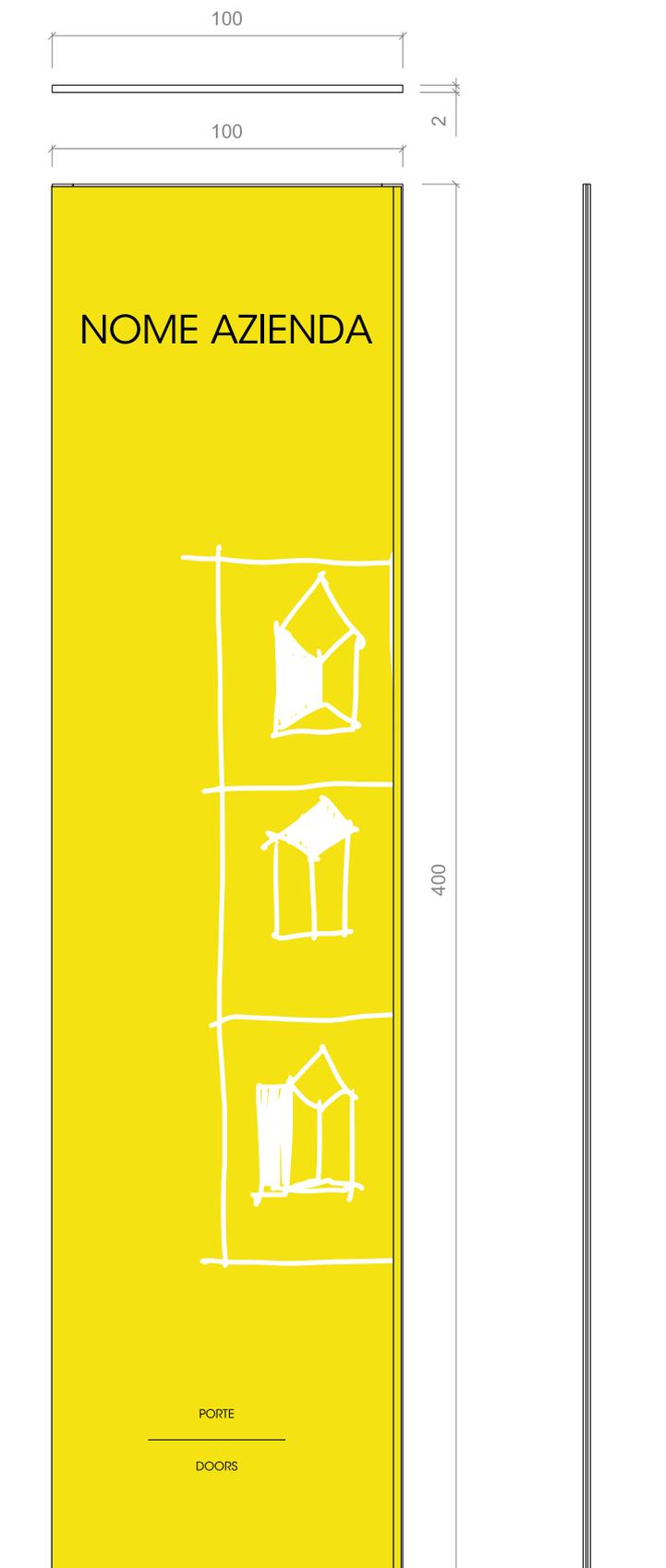
PERSPECTIVE VIEWS



SIGNAGE

GRAPHIC BACKDROP

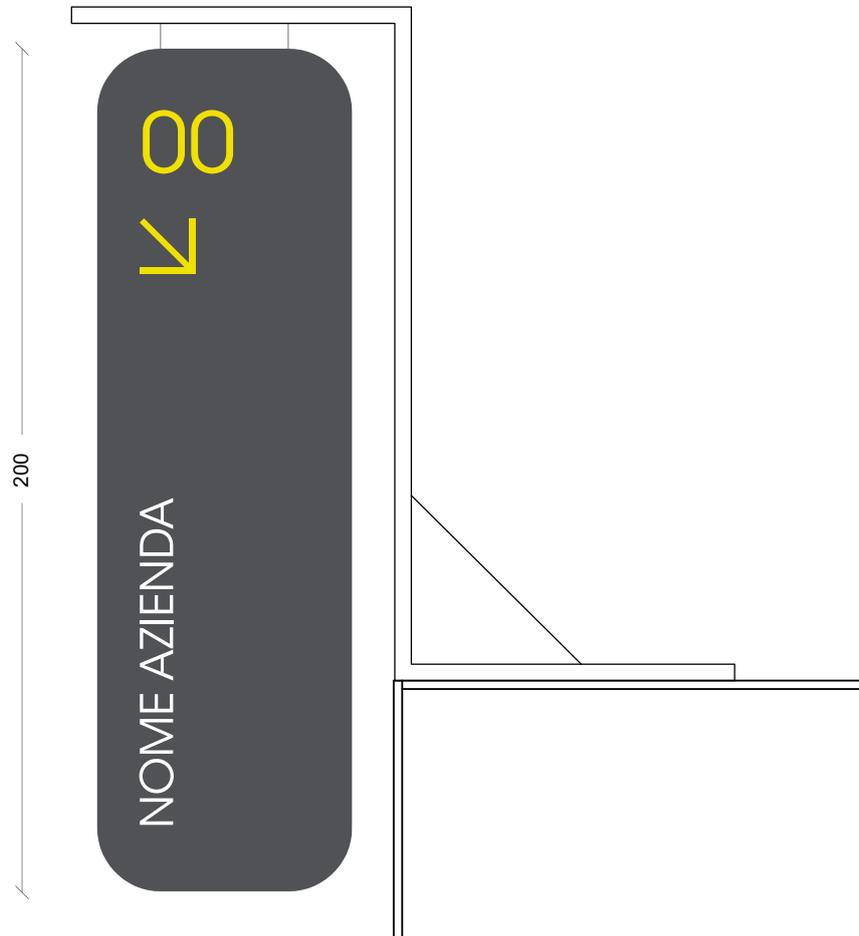
vertical structure with graphic design by the Migliore + Servetto Architects studio



SIGNAGE

EXHIBITION SIGN

Rectangular sign stating the exhibitor company name, any registered brands and the stand number



THE MALL - LOCATION - ENTRANCES

PIAZZA LINA BO BARDI ENTRANCE

Access to display area

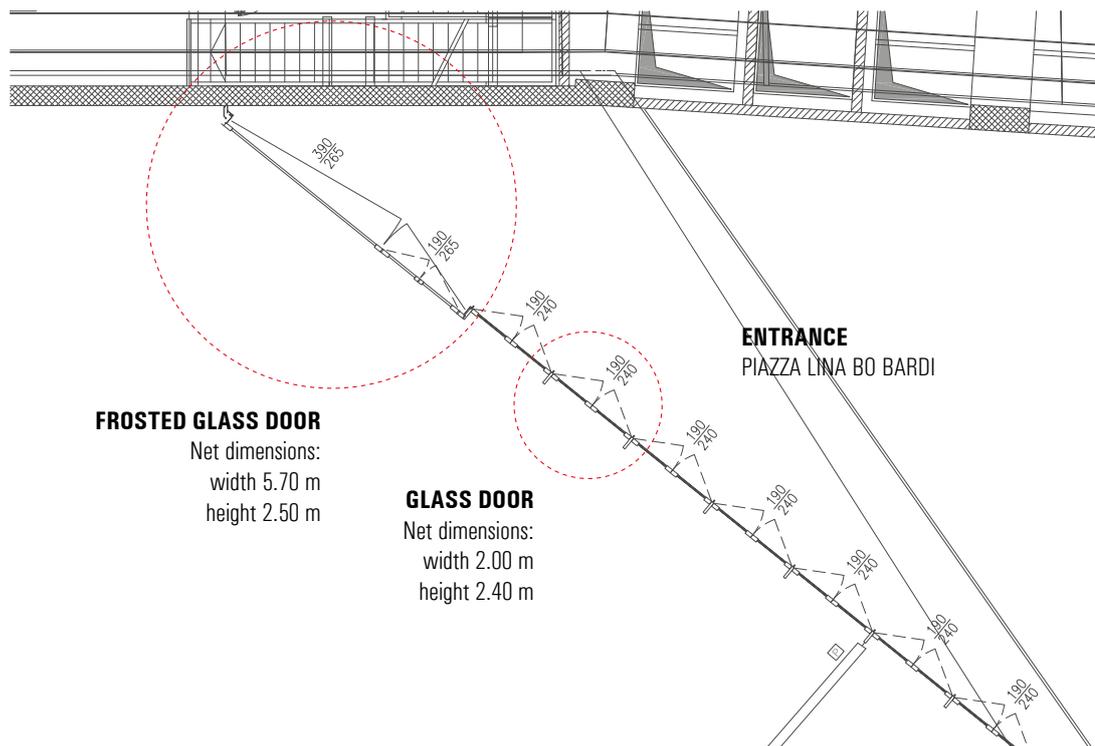
ACCESS

The steps in Piazza Lina Bo Bardi lead down to the display area.



ENTRANCE DOOR DIMENSIONS

Packaging materials for display products should take into account the height and width of the doors indicated in the floor plan.



THE MALL - LOCATION - ENTRANCES

LOADING BAY ENTRANCE - VIALE DELLA LIBERAZIONE 15

Access to display area

ACCESS

Loading Bay - Entrance to display area from Viale della Liberazione 15.



FREIGHT ELEVATOR DIMENSIONS

Loading Bay - Entrance to display area via freight elevator

Dimensions: width 1.50m, height 2.5m, depth 3 m – three freight elevators



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MADE eventi Srl
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MADE eventi Srl

Promoted by
FederlegnoArredo

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