



BOOKING OF SERVICES AND SUPPLIES

For a better and timely services supply, that can be needed also in the mounting days, please send the present form to Piemmeti Spa info@piemmetispa.com at least 30 days before the beginning of the Exhibition.

Company name	
Person in charge	

Having read the Technical Regulations, the General Regulations and the content of this form, the Exhibitor requests the type and quantity of services described below for its designated exhibition space. Services will be invoiced together with the assigned exhibiting space.

Changes and extensions will be possible up to 10 days before the beginning of the Exhibition. After this date, you will be charged for the changes expenses and for the new requests; services will be supplied only if still possible and with a surcharge of 20%.

➤ **TICK THE REQUESTED SERVICES WITH AN X**

ELECTRIC POWER SUPPLY		
We hereby request:		
<input type="checkbox"/> provision solely of the electrical energy included in the fixed price technical services (5 kW)		
<input type="checkbox"/> provision of N° _____ kW at Euro 33.00 for every kW (state the total electrical power required).		
<i>The charges shall apply from the 6th kW requested upwards (see Art. 5 of the General Regulations)</i>		
Power supply between 8.00 a.m. and 8.00 p.m.		
Nr.	Additional power connection *	Euro 100.00
Nr.	Nocturnal electric power supply (24h/24h)	Euro 56.00
* Power requests beyond 9 Kw need a further connection not included in the flat rate fee for technical services. Using more than 9 kw involves a new connection.		

INTERNET CONNECTION		
Nr.	Internet connection, 1 PC – provision of router device with RJ45 interface	Euro 350.00
Nr.	Wireless connection – 2nd Wi-Fi account that is active throughout the duration of the event	Euro 100.00

STANDARD WATER CONNECTION		
Nr.	Supply of Rilsan-type inlet pipe with 3/8" female valve and flexible exhaust pipe Ø 25mm including connection to <u>only one device</u> of the exhibitor and water consumption	Euro 100.00

COMPRESSED AIR		
Nr.	Supply of calibrated Rilsan-type external Ø 12mm up to a 200 Lt/min 8 bar	Euro 200.00

IMPORTANT: for every request of utilities it is necessary to enclose the detailed project for the stand layout indicating the location and position of the utility to be supplied.

For further explanations or difficulties in the supply of the requested services you can contact

Mr. _____ of our company. The Exhibitor hereby authorises Piemmeti SpA to issue an invoice in relation to the services requested.

Date _____	THE EXHIBITING COMPANY (stamp and signature of the legal representative) _____
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➤ **TICK THE REQUESTED SERVICES WITH AN X**

MISCELLANEOUS SERVICES – general/porterage/stand cleaning	
Nr.	GENERAL SERVICES at Euro 25.00 / hour (the service must be requested for at least <u>4 consecutive hours</u>) (no foreign language skills, non-professional waiting staff, dishwashers, stand assistants)
Nr.	PORTER SERVICES at Euro 29.00 / hour (the service must be requested for at least <u>3 consecutive hours</u>) (not for stand assembly or decoration)
Nr.	SERVIZIO DI ASSISTENZA PULIZIA STAND a Euro 30,00 + IVA/all'ora (the service must be requested for at least <u>3 consecutive hours</u>)

PROMOTION STAFF SERVICES		
Nr.	PROMOTION STAFF – with no foreign language skills	Euro 135.00 / day
Nr.	PROMOTION STAFF – with knowledge of 1 foreign language *	Euro 146.00 / day
Nr.	PROMOTION STAFF – with knowledge of 2 foreign languages *	Euro 157.00 / day
Nr.	PROMOTION STAFF – with knowledge of 3 foreign languages *	Euro 181.00 / day
Nr.	PROMOTION STAFF – Presentation briefing (lasting <u>2 consecutive hours</u>)	Euro 50.00 / person

* Please note that the following foreign languages are available: English, French, German and Spanish.

RENTAL OF REFRIGERATION AND KITCHEN CLEANING EQUIPMENT		
Nr.	130 litre mini-bar (W.50 x D. 60 x H. 85 cm)	Euro 80.00
Nr.	300 litre mini-bar (W.60 x D. 60 x H. 146 cm)	Euro 120.00
Nr.	Ice maker (24 kg/24 h)	Euro 185.00
Nr.	Still water dispenser (including n.1 19 liter bottle and n.1 pack of 100 cups)	Euro 150.00
Nr.	Additional supply of n.1 19 liter bottle and n.1 pack of 100 cups (only available if a water dispenser is rented)	Euro 21.00
Nr.	Glass washer with basket measuring approximately 40x40 cm.	Euro 350.00
Nr.	Additional 40x40 cm basket for glasses	Euro 25.00
Nr.	Approximately 900 W microwave oven	Euro 200.00
Nr.	Automatic coffee machine with built-in grinder (consumables not included)	Euro 50.00
Nr.	Kit for 100 servings with a coffee machine (1 kg of coffee beans, 100 PVC cups, 100 PVC stirrers, 100 sugar packets) (only available if a coffee machine is rented)	Euro 65.00

PLEASE NOTE: Water and electricity connections and supplies are not included with the rental costs

SURVEILLANCE SERVICES		
Nr.	EXHIBITION AREA MONITORING (BETWEEN 7:00 AM AND 7:30 PM) (The service must be requested for at least <u>3 consecutive hours</u>)	Euro 30.00 / hour
Nr.	EXHIBITION AREA MONITORING (BETWEEN 7:30 PM AND 7.00 AM) (The service must be requested for at least <u>3 consecutive hours</u>)	Euro 35.00 / hour

PLEASE NOTE: the services must be requested at least 30 days before the stand assembly/decoration phase begins.If you require any information or there are any issues with the provision of the services requested, please contact our company representative
Mr.: _____ . We hereby authorize you to issue an invoice for the services requested.

Date _____	THE EXHIBITING COMPANY (stamp and signature of the legal representative) _____
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ELECTRICAL ENERGY

Exhibitors are fully responsible for all electrical fittings inside their stands, including the power lines for the connection to the Veronafiere systems. They must employ specialist staff to carry out the work in accordance with the highest professional standards and in compliance with the applicable regulations. In particular the wiring shall be realized in compliance with:

- D.P.R n. 547/(27/4/55)
- CEI Regulations (law 186 n. 1/3/68) with special respect to:
 - 64.8 regulations for the used wiring with a nominal voltage not superior to 1000 V (+ variations)
 - 64.10 Wirings in public and entertainment spaces
- Law 46/90 of 05/03/1990 and the correlative tables of UNEL.

Of all regulations and tables above mentioned, the latest edition in force is intended to be valid (including possible amendments and variations).

Once the systems in the stands have been installed, each Exhibitor and Decorator must present Veronafiere with a "Declaration of conformity for the wiring". The appropriate form must be filled in to certify that the wiring complies with the highest professional standards and a copy must be kept at the stand. The wiring systems in the stands can only be connected to the Veronafiere systems by the staff of the electrical systems company officially appointed by Veronafiere. Prior to this, a qualified professional must collect, fill in and sign a "Declaration of conformity for the wiring" form, in accordance with Italian law 46/90. All of the components of the electrical wiring system must comply with the C.E.I. (Italian Electrotechnical Committee) standards and bear the IMQ mark or its equivalent from other countries. Once the certificate has been given to the appointed staff, Veronafiere and Piemmeti SpA shall continue to be held harmless from any liability, which shall be held solely by the Exhibitor.

The rates have been established in accordance with the rules laid down by provision 941 of the Italian Interministerial Pricing Committee for the temporary supply of electrical power. Exhibitors will receive the power supply from 8.00 am until 8.00 pm, from two days before the exhibition begins until one day after it ends.

Exhibitors shall be responsible for the electrical systems in their stands throughout the exhibition and during the assembly and dismantling periods.

EEC protected sockets located in technical raceways in the floor are available in buildings 10 and 11, with 16-32 or 63 Amps. The Exhibitors are responsible for providing any power plugs for powering their stands. The power supply consists of a 3-phase 380 V distribution system (3-phase plus neutral plus ground) or a single-phase 220 V system (phase + N + G), with frequency of 50 Hz. Every terminal board/box can supply an average of 15 kW three-phase voltage depending on the building. For much higher power needs, at the specific request of the exhibitors and at their expense, additional independent power lines can be installed by Veronafiere. An inrush-current limiting device must be used when starting up machinery that operates at over 15 kW.

TELEPHONE SERVICES AND INTERNET CONNECTIONS

Veronafiere has the use of its own phone station connected to the urban network. Exhibitors can require the installation of phone set in their booths through the filling of the form "Booking of Services and Supply" to be sent to Piemmeti Spa at least 30 days before the beginning of the exhibition. From 4 days before the beginning of the manifestation, the telephone set is available to be delivered to the person in charge by the exhibitor at the appropriate counters located in the Quarter.

The Exhibitors must keep the telephone equipment given to them by Veronafiere in pristine condition and return it to the exhibition center desks at the end of the fair, before they leave their stands.

The connection to the telephone network can be realized only by the staff of the company appointed by Veronafiere. Veronafiere does not take on any liability for damages deriving from each/any service interruption determined by any cause, attributable or not to the Organization. All the telephone equipment delivered belongs to VeronaFiere, as declared in the document to be signed when collecting the telephone. Users shall return them in perfect condition, as stated on the receipt. Should the telephone not be returned, the exhibitor will be charged Euro 150.00.

WATER CONNECTION

The pavilions (except in a few small areas) have a water supply and drainage system.

Any equipment owned by the Exhibitors/Decorators that is connected to the Exhibition Centre's water system must be in perfect working order, so as to prevent any problems during the event.

Exhibitors shall hold Veronafiere, the company appointed by Veronafiere and PiemmetiSpA harmless from any liability for damages caused by the malfunctioning of their equipment or systems.

The Exhibitor relieves Veronafiere, the company appointed by Veronafiere and the Piemmeti Spa from every/any liability for damages deriving from malfunctioning of their equipment or installations.

Exhibitors must pay for any temporary water supply and drainage systems to be set up inside their stands. The connection to the water supply and drainage system consists of just one inlet and one outlet for the drainage of the water, with no direct hook-up to the equipment on display.

Connections to the water plant can be carried out only by the technicians of the company appointed by VeronaFiere.

The equipment of the exhibitor/person who set up the stand used to connect to the water plant of the quarter, shall be perfectly working in order not to arouse inconveniences during the exhibition.

The characteristics of the hydraulic inlet and drainage systems of VeronaFiere are as follows:

- Variable pressure: from 2 to 3 atm.
- Inlet diameter: 1/2" ball valves M/M
- Drainage outlets: 1 1/2"

COMPRESSED AIR

Exhibitor shall be responsible for the realization of the installations on the Stand by a qualified staff. The system must comply with all currently regulations. The exhibitor shall undertake to exonerate Veronafiere and PiemmetiSpA from any kind of direct responsibility or towards third parts.