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ECOHOUSE

Materiali e tecnologie per la sostenibilità e il risparmio energetico nell'edilizia

Fiera di Verona



veronafiore
Trade shows & events since 1898

7-10
Febbraio/February
2019

IN
CONTEMPORANEA
CON

LEGNO
EDILIZIA

EXTREMELY IMPORTANT

A copy of this document must be sent to your installer

ACCESS TO THE EXHIBITION AREA FOR ASSEMBLY AND DISMANTLING WORK

During ASSEMBLY and DISMANTLING work, both exhibitors and installers must show a BARCODE PASS in order to enter the exhibition centre grounds. This applies to both people and vehicles. You can create and print a pass by entering the "Installation Documents Portal" section under "Personal" in the Reserved Area of the website.

NB: Passes can only be printed for applications that are "approved". If a "not approved" status is shown for your application, it means that your installer has not yet uploaded the documents about the stand structure (installation project and required forms).

If you have any questions, please contact the service in charge of these matters: Tel. +39 045 8298198 – Exhibition centre office on the Palaexpo ground floor, opposite External Area B.

In addition, it is still compulsory for all exhibitors and installers who enter the exhibition centre grounds to show a PERSONAL IDENTIFICATION PASS (pursuant to Italian Legislative Decree 81/2008, as amended).

Veronafiore will not provide personal passes, so we advise you to prepare them before your arrival in Verona.

The "PERSONAL IDENTIFICATION PASSES" must contain the following:

- Photograph and personal details of the worker
- Name and address of the company/employer
- Date hired
- Authorization for subcontracting
- Client (for self-employed workers)

**If you have any questions, please contact the service in charge of these matters:
Tel. +39 045 8298198**

WASTE DISPOSAL DURING ASSEMBLY/DISMANTLING WORK

Any waste produced during assembly and dismantling work must be disposed of by your installer and/or your staff. Alternatively, you can ask Veronafiore to provide a waste disposal service.

Companies that fail to manage their waste properly will be reported to the staff at the entrance gates of the exhibition centre grounds and they will be **prevented from proceeding with their assembly/dismantling work** until everything is in order.

If the Veronafiore inspection service finds materials that have been abandoned, it will charge those responsible **€2,000.00 and retain the right to claim compensation for further damages.**

If you have any questions, please contact the service in charge of these matters: Tel. +39 045 8298345 – Exhibition centre office on the Palaexpo ground floor, opposite External Area B.



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BEFORE THE EVENT

INSTALLATION, TRANSPORT AND HANDLING GOODS

HANDLING GOODS

All companies that require a handling service for materials/blocks/machines must use **KUEHNE + NAGEL**, which is the official Veronafiere Forwarding Agent and has an exclusive contract for all heavy goods handling in the exhibition centre grounds.

Please check well in advance that it is possible to provide the handling services required in accordance with your schedule.

For information, questions and reservations, please contact:

KUEHNE + NAGEL Office on the exhibition centre grounds (Tel. +39 045 8298036 - +39 045 8298038 / Fax +39 045 8298041)

Email: verona.fiere@kuehne-nagel.com or fiere@kuehne-nagel.com

NB: If you need to use your own vehicles for lifting and movement purposes, please contact the service in charge of these matters: Tel. +39 045 8298198 – Exhibition centre office on the Palaexpo ground floor, opposite External Area B.

INSTALLATION

The schedule for installation operations is as follows:

From 1 to 5 February 2019, from 7.00 am to 8.30 pm. 6 February 2019 (the day before the event starts), from 7.00 am to 4.00 pm.

EXTENSIONS TO THE INSTALLATION TIMES

Extensions to the installation times (*from 8.30 pm to 11.30 pm, and after 11.30 pm*) may be allowed if a request is made at the SATE (Technical Assistance Service for Exhibitors) offices and the following amounts are paid:

- From 8.30 pm to 11.30 pm: **€ 100.00** (*every working hour*).
- After 11.30 pm: **€ 150.00** (*every working hour*).

Extensions to the installation times will not be allowed on 6 February 2019, because all installation work must be completed by 4.00 pm.

On 6 February 2019 (the day before the event), **cars and other vehicles that do not need to enter the grounds to unload goods must be parked in the multi-storey and Re Teodorico car parks** on Viale dell'Industria.

ENTERING DURING THE INSTALLATION PROCESS

- 1) Heavy goods vehicles that ask to use the service of the official forwarding agent will enter the exhibition centre grounds (in accordance with the reservations made) through Gate C on Via Silvestrini.
- 2) Heavy goods vehicles that have to load/unload goods themselves (without the assistance of the Official Veronafiere Forwarding Agency), will enter the exhibition centre grounds in the order of their arrival at the waiting parking facilities. After appropriate checks have been made to ensure that it is feasible for them to move around inside, they will enter the exhibition centre grounds through Gate C on Via Silvestrini, following the individual instructions given to them by the supervisory staff at the entrances.



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- 3) When they enter the exhibition centre grounds, all vehicles will be given a TIME PASS so that they can carry out the loading/unloading procedures. Vehicles will be allowed to stay in the exhibition centre grounds for a maximum of 2 hours. They must obey the general and traffic instructions that they are given by the Veronafiere supervisory staff and they must be parked in area C at the end of the allotted time.
- 4) During the installation process, private cars and/or vehicles being used to transport people only will not be allowed to enter the exhibition centre grounds. People who need to enter the grounds can park in Area C and/or the Re Teodorico car park on Viale dell'Industria and walk through the pedestrian entrance at the Re Teodorico Reception.
- 5) Once loading/unloading procedures are complete, HEAVY GOODS vehicles must immediately leave the exhibition centre grounds through Gate C on Via Silvestrini.
- 6) Use of cranes – All goods handling and loading/unloading operations with mobile cranes must be completed no later than 8.30 pm on Tuesday 5 February 2019. After this time, the appointed goods handling company will not carry out any more requests.
- 7) Packaging collection: KUEHNE + NAGEL will start to collect packaging at 11.00 am on 6 February 2019.

Inside the exhibition halls, materials **must only be placed on aisles with no entrance doors**. The hall inspectors will have specific plans of the site and if unauthorized materials are placed on these aisles, Veronafiere may forcibly remove them and charge the responsible party for the handling and storage costs.

PLEASE NOTE: without incurring any liability for doing so, Veronafiere will dispose of any packaging that is left unattended in transit aisles.

AFTER THE EVENT / DISMANTLING

- a) **On Sunday 10 February 2019, at the end of the event, exhibitors only may remove materials by hand or with trolleys** from 6.30 pm to 8.00 pm. Stands must not be dismantled and installation companies will not be allowed to enter the exhibition centre grounds.
- b) The dismantling and goods handling procedures are scheduled for Monday 11 February and Tuesday 12 February, from 7.00 am to 8.30 pm.
- c) During the dismantling process, private cars and/or vehicles being used to transport people only will not be allowed to enter the exhibition centre grounds. People who need to **enter the grounds** can park in the Re Teodorico car park on Viale dell'Industria and walk through the pedestrian entrance at the Re Teodorico Reception.
- d) The Official Veronafiere Forwarding Agency must receive all vehicle or goods loading reservations for dismantling processes by 10 February 2019.
- e) All companies that request goods handling and loading services can access the exhibition centre grounds, as long as they comply with the regulations in force, as mentioned above.

ABANDONED MATERIALS AT THE END OF THE DISMANTLING PROCESS

Please remember that **the dismantling phase will end at 8.30 pm on 12 February.**

As required by the Veronafiere Technical Regulations, by this deadline all materials belonging to exhibitors must be removed from the exhibition areas **or Veronafiere will take official action to clear the areas in question and charge the exhibitor responsible for all of the associated expenses, while retaining the right to claim compensation for further damages.**

With this in mind, we recommend that exhibitors inform their carriers in good time that all goods must be collected by 8.30 pm on 12 February 2019.

Exhibitors may like to ask KUEHNE + NAGEL, the official Veronafiere forwarding agency (Tel. +39 0458298036 / +39 0458298038 - Email: verona.fiere@kuehne-nagel.com or fiere@kuehne-nagel.com), for assistance with the collection and storage of their materials.



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EcoHOUSE

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IMPORTANT INSPECTIONS IN THE EXHIBITION CENTRE GROUNDS

Exhibitors and installers are reminded that when exercising their legislatively designated powers, the authorities and law enforcement, surveillance and monitoring agencies **may carry out inspections in the exhibition centre grounds**. In recent years, **activities of this kind have become more and more systematic and widespread**, especially at high-profile international events.

These inspections take place before, during and after events, with checks carried out on the staff at individual stands and in the exhibition centre grounds as a whole. Their main aim is to **check that everyone complies with the rules established by Italian Consolidated Occupational Health and Safety Act 81/2008** during the assembly and dismantling processes.

If persons are found to have broken or failed to comply with the rules, those responsible may face civil, administrative and criminal charges and penalties. In addition, installation activities may be halted, leading to significant repercussions for the exhibitors in question in terms of their participation in the event.

Please do not hesitate to contact Veronafiery if you have any questions.

Thank you for your time. We hope that we can count on your cooperation in order to ensure that the event is as successful as possible.

For any matters that are not specifically covered in this document, please refer to the General Regulations and the Technical Regulations for the event and the Veronafiery Technical Regulations.

EXTERNAL PARKING FACILITIES DURING THE EVENT

During the EcoHouse exhibition, the following external parking facilities will be reserved for exhibitors:

P7 – Re Teodorico (Viale dell'Industria)

All parking facilities will be open while spaces are available, with opening times of 9.00 am – 6.00 pm