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ECOHOUSE

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

Fiera di Verona



7-10
Febbraio/February
2019

IN
CONTEMPORANEA
CON

**LEGNO
& EDILIZIA.**

ECOHOUSE 2019
TECHNICAL REGULATIONS - ORGANIZATIONAL INSTRUCTIONS
Please read the enclosed information very carefully

1. TIME, LOCATION AND OPENING HOURS OF THE EVENT

"ECOHOUSE" will take place from 07th to 10th February 2019 in Verona Exhibition Centre, with continuous opening hours from 9.00 am to 6.00 pm (exhibitors and service staff can enter the pavilions half an hour before the opening time and leave half an hour after the closing time).

2. STAND ASSEMBLY AND EQUIPMENT

The stands can be assembled and prepared from 7.00 am to 8.30 pm every day until Tuesday 05th February, starting from Friday 01st February in halls 11 and 12. On Wednesday 06th February, assembly and preparation will be allowed until 4.00 pm so that the Event Organizer's displays and signs can be put in place. Entry for vehicles unloading goods, from the door: "C" in via Silvestrini.

Exhibitors that want to set up their stands using their own staff and/or a specialist company must scrupulously follow the Technical Regulations.

In order to prepare a stand, it is necessary to present the Event Organizer with the documents required by the regulations and have them approved by the designated offices of VeronaFiere.

Therefore, no more than 60 days before the event, Exhibitors must provide full details of their stand designs in the special section of the reserved area of the event website.

Exhibitors that intend to prepare their stands using their own staff must also upload all of the documents about the design. Exhibitors that wish to use an external stand installation company must state its name in the above-mentioned special section. In the latter case, the stand preparation company must upload the documents about itself and the stand. After checking them, the VeronaFiere Control Office will give its approval for the company/companies to access the exhibition centre grounds.

All personnel and vehicles to enter the fairgrounds, must be in possession of the *pass barcode* generated by the documents portal for the construction (in the reserved area of the VeronaFiere website), following the approval of the stand.

The maximum permitted stand height is 4 metres, when they are not expressly provided for by Piemmeti SpA.

Metal structures (and in particular box trusses) will only be allowed if they are free-standing (no hanging and/or suspension systems of any kind are permitted) and prior authorization from VeronaFiere is given.

Exhibitors and/or installers are not permitted to attach signs, box trusses and/or other structures to the ceilings of the halls. Only VeronaFiere can attach items to the structures of the halls.

Any stands that fall within the "Special installations" category must have an "Installation Project" accompanied by a calculation report on the structure that is signed and stamped by a qualified Professional Technician. It is also necessary to fill in form 5/C.

For any matters that are not specifically covered in this document, please refer to the VeronaFiere Technical Regulations, which are an integral part of these General Regulations and are hereby formally and fully accepted.

By taking action and giving authorization, the Event organizer and VeronaFiere are not in any way accepting liability, which shall remain with the Exhibitor at all times.

During stand assembly, if a stand is incorrectly positioned or located outside the allocated area, as indicated in the plan sent to the Exhibitor, VeronaFiere may, using its own means and without incurring any liability, remove all of the material and charge the Exhibitor for all of the costs and any damage caused.

If situations arise which at the complete discretion of the offices in charge are deemed unsuitable for the protection of the image and safety of neighbouring exhibitors, visitors, service staff or infrastructures, VeronaFiere reserves the right to request alterations to projects, technical reports signed by qualified technicians and/or certifications of static stability.

Please note that for safety purposes, the management methods for the assembly and dismantling of exhibition decorations are now regulated by Italian Ministerial Decree 22/07/2014 (the "Stages and Trade Fair Decree"). In particular, for tall structures (such as those over 6.5 metres in height), similar operating procedures to those in building sites must be used. In addition, the information about the installation site and the exhibition centre grounds listed in enclosures I and IV of Italian Ministerial Decree 22/07/2014 can be found in the VeronaFiere Technical Regulations.

Installers and exhibitors must consult the above-mentioned decree and assess how it should be applied in their specific circumstances.

During the assembly and dismantling processes, all staff that enter the exhibition centre grounds must have a personal identification pass from their company, pursuant to Italian Legislative Decree 81/2008 (as amended).

By taking action and giving authorization, VeronaFiere and Piemmeti SpA are not in any way accepting liability, which shall remain with the Exhibitor at all times.

Exhibitors/Stand Installers must assemble stands within the allocated areas, as indicated in the "Stand Assignment Notice" and marked off by adhesive tape on the front of the stands. Owing to the short amount of time available for stand assembly and the need to avoid obstructing gangways and occupying corridor space, Exhibitors are requested to bring prefabricated elements into the Halls to simplify assembly and finishing.

In accordance with Italian Legislative Decree 22/97 (the Ronchi Decree), manufacturers and sellers must accept returns of packaging, such as boxes, film, cases and pallets. Therefore, any packaging that will be required again following dismantling should be placed in storage space.

If materials are found in the gangways or corridors and are deemed at the complete discretion of VeronaFiere to compromise the safety and utilization of infrastructures, the persons responsible must immediately clear them away or VeronaFiere may impose a fine of at least €500.00. Anyone found breaking the rules may also be forcibly removed.

The Exhibitors are entirely responsible for the structural stability of their stands and expressly hold Piemmeti SpA and VeronaFiere blameless from any harm which may arise to themselves or third parties due to design or construction faults, including the dimensions of the stands, as shown in the detailed construction plans.

It is accepted that whenever exhibitors and/or fitters install set-ups that do not conform with the Technical Regulations or which involve variations during installation from the information given to VeronaFiere or which in any case are made without written authorization from VeronaFiere, they shall be liable for actual and potential damage caused to VeronaFiere and third parties by such conduct.

For details of all actions, obligations and prohibitions in the exhibition centre grounds, see the VeronaFiere "Technical Regulations", which are an integral part of this document.

3. CATERING SERVICE – PRIVATE SERVICES

Entrance to the exhibition centre grounds by any official stand decorators or private companies working directly on behalf of exhibitors (for example providers of catering, hosting or greenery decoration services) is only possible if their names have been provided in the reserved area of the VeronaFiere website in advance.

Official stand decorators must upload the documents required by the regulations:

- The latest receipt of payment for the company's third-party liability insurance.
- Specific documents certifying that any machines, equipment and temporary structures involved in the contracted work comply with all legal requirements.
- A declaration that all of the staff have received training about how to use the equipment properly and the risks involved in the activities.
- A certificate of social security compliance ("DURC").
- A chamber of commerce membership certificate dated within the last 6 months.

For further information: Federico Grigoletti – Phone: +39 045 8298180 Email: grigoletti@veronafiere.it

4. SHIPPING DOCUMENTS

Exhibitors must issue shipping documents for goods in their own names, c/o E.A. Fiere di Verona - Stand No. - Hall - Viale del Lavoro 8, 37135 Verona, Italy. Shipping documents must not be issued in the name of VeronaFiere SpA or Piemmeti SpA in any circumstances.

5. EXTENSIONS TO THE OPENING TIMES

Requests for any extensions to the times given in art. 2 above must be forwarded in writing at least 24 hours beforehand to the Exhibitors' Technical Office, which will assess whether they are feasible.

Exhibitors must pay an advance fee of €100.00 per hour or fraction thereof for any extensions until 11.30 pm.

6. SAFETY AND CONTROL SERVICE

Any persons entering the area must observe public safety laws and regulations, including by-laws and regulations. They are also required to comply with all standards regarding occupational safety, accident prevention, and injury to personnel and operators.

VeronaFiere has a permanent "Safety and Control Service" staffed by qualified technicians who are authorized to ensure that all structures, products and systems comply with legal regulations, in particular those concerning accidents at work, electrical systems, and the provisions of the local "Surveillance Commission on Premises used for Public Entertainment".

The "Safety and Control Service" may examine plans and check stands directly, take samples of set-up materials and remove from stands any materials which are inflammable or considered dangerous. It may also impose any other measures that are deemed necessary in order to ensure general safety.

Exhibitors are obliged to take prompt action after receiving suggestions or advice from the "Safety and Control Service" regarding public safety and preventing dangerous situations (such as alterations to advertising and exhibition structures).

The Exhibitor or person responsible for each stand must allow all inspections and supply any information and documentation requested, such as fireproofing certificates, plant diagrams and specifications.

By forming and running a "Safety and Control Service", VeronaFiere is taking precautionary measures that are intended as an aid to exhibitors. However, it will accept no liability for failure on the part of exhibitors to observe legal requirements and other regulations currently in force.

Exhibitors, installers and anyone else who enters the exhibition centre grounds must inform the Event Organizer and/or VeronaFiere of any situations or equipment that may compromise people's health and safety. In each specific case, special technical measures will be agreed to eliminate the risk.

To this end, employers are reminded that they are required to provide employees with appropriate and suitable equipment for the purposes of health and safety in the workplace.

For work at heights, this equipment includes builder's staging, scaffolding and overhead platforms, which in any case must conform to the requirements listed below. Ladders may only be used for brief inspections and minor tasks.

The main prevention measures for stand set-up work include:

Ladders

1. They must only be used by one person at a time and only for quick jobs.
2. They must not be located over or near doors or in pedestrian/traffic areas.
3. They must not stand on moving, unstable or fragile items, electrical cables or other dangerous items.

Builder's Stages

1. They must be supplied and assembled in compliance with current legislation.
2. People assembling and using these stages must be secured with a safety belt.
3. Stabilizers must be used and the wheels must be locked when the stages are in use.

The use of inappropriate means infringes art. 35 of Italian Legislative Decree 81/2008 (as amended) and is punishable with a prison sentence lasting 3 to 6 months or a fine of €1,000.00 to €4,500.00.

7. TECHNICAL ASSISTANCE AND SERVICES

- **Electrical wiring** – Upon request by participants, the Event Organizer can provide electricity for lighting and other uses. Only staff from VeronaFiere's delegated firm can provide connections to the exhibition centre's electrical system.
Electrical wiring in the stands is the responsibility of the exhibitors, who must guarantee its total safety. The exhibitors must install the necessary distribution, disconnection and protection devices. They must also provide a suitable lead of approximately 10 metres in length for connection to the VeronaFiere system.
After installing their electrical systems, Exhibitors must ask the Technical Service to connect them. The systems must comply with the technical and safety rules in force and with the regulations issued by VeronaFiere.
Connections to the mains supply will be made after the Technical Service staff are provided with a "**Declaration of Conformity to Technical Standards**" provided by the firm that set up the system. The connection will be made when the Exhibitor or a representative of the Exhibitor is present.
- *Note:* the "Declaration of Conformity to Technical Standards" can only be issued by an installer that is qualified to install wiring in accordance with Italian Ministerial Decree 37/2008 and CEI (Italian Electrotechnical Commission) standard 64-8.
- **Water** – The pavilions have a water supply and drainage system. Any equipment hooked up to the water system must work perfectly in order to prevent any problems during the event. Only staff from VeronaFiere's designated firm can make connections to the water supply and drainage system. Exhibitors must set up the distribution systems in their individual stands and they will be responsible for them in every way. Exhibitors will be responsible for any damage caused by malfunctions of their equipment or the systems created.
- **Telephones** – Connections for telephone equipment will only be provided for companies that have made prior requests and they must only be made by the staff of VeronaFiere's designated firm.
- **Cleaning of stands** – The Event Organizer will provide this service (see art. 5 of the General Regulations). Exhibitors can also request additional, inexpensive cleaning.
- **Transport** – All handling, transport, loading and unloading operations inside the grounds of the exhibition centre must be exclusively carried out either by the exhibitor's staff or by the Event Organizer's Official Shipping Company (see art. 14 of the present regulations).

8. FIRE PREVENTION - SAFETY REGULATIONS - RESPONSIBILITY

It is necessary to comply with the regulations below scrupulously and responsibly.

All materials intended for use in stand assembly (such as partition walls, backdrops, miscellaneous structures, platforms, cladding, fabrics, canvas ceiling units, curtains and carpets) must NOT be INFLAMMABLE and must be FIREPROOFED AT SOURCE, with FIREPROOFING in accordance with the regulations listed below (as amended): Italian Ministry of the Interior Circular No. 12 of 17/05/1980; Italian Ministry of the Interior Decree of 06/07/1983, Official Gazette of the Italian Republic No. 201 of 23/07/1983; Italian Ministerial Decree of 02/06/1984, Official Gazette of the Italian Republic No. 234 of 25/08/1984; Italian Ministerial Decree of 28/08/1984, Official Gazette of the Italian Republic No. 246 of 06/09/1984; and Italian Ministry of the Interior Decree 15/03/2005 (Official Gazette of the Italian Republic No. 73 of 30/3/2005) as amended by Italian Ministerial Decree 16/02/2009 (Official Gazette of the Italian Republic No. 48 of 27/2/2009).

The Event Organizer may give authorization for machinery or vehicles to remain in the Exhibition Centre when required for special exhibiting purposes. In such circumstances, the fuel tanks of the machinery or vehicles must be empty and the batteries must be disconnected.

Fire prevention regulations

All stand materials (such as flooring, walls and ceilings) must meet the following requirements:

1. They must have certification dated within the last 5 years that contains classifications in accordance with the Italian Ministerial Decree of 26/06/1984 and has been issued by the Italian Ministry of the Interior's Centro Studi ed Esperienze in Capannelle, Rome or by other legally recognized Authorities and Laboratories;
2. Walls, curtains and ceilings must not exceed class 1;
3. Materials used for ceilings or canvas ceiling units must conform to class 1 tests for ceilings or drip-free curtaining;
4. Flooring must not exceed class 2 and materials on the exit routes must be class 0 if emergency exits are to be accessed through the stand;
5. All installation materials must be fitted in accordance with their certificates;
6. Fireproofing products must only be used on materials specified in ministerial test certificates or certificates from legally recognized laboratories;
7. Materials requiring fireproofing must be treated before entering the exhibition centre halls;
8. Fireproofing must not be carried out inside the exhibition centre grounds and it must be accompanied by a valid certificate with the following information:
 - a) The company name and the number of the hall and stand.
 - b) A list of fireproofed materials.
 - c) The date of fireproofing.
 - d) The surface area treated.
 - e) The specifications of the fireproofing product used.
 - f) Duly signed details of the fire-proofer.
9. All materials must be accompanied by official proof of purchase and test certificates showing that they comply with points 1, 2, 3, 4 and 5;
10. Use of the following materials is forbidden: uncertified plastic, synthetic fibre fabrics which cannot be fireproofed, paints and varnishes containing nitrocellulose and oil, matting, trellises, wooden blinds or similar, wallpaper and all materials not accompanied by valid test certificates as specified above.

The Exhibitor (or Installer) must also comply with all regulations that may be issued by the Surveillance Commission of the Provincial Authorities, as notified to Exhibitors.

The use of naked flames inside the halls is forbidden.

Together with the installation project, each Exhibitor/Installer is required to submit a completed "Declaration of correct installation of materials with fire reaction classifications" and the required enclosures by the specified date.

The completion and submission of the form does not hold the Exhibitor harmless from sole liability for:

- a) Keeping the original documents on the stand at all times, along with an additional copy which may be taken by VeronaFiere staff. The documents must contain details of fitted materials and the fireproofing treatment.
 - b) Taking all necessary steps to ensure the safety of the stand when receiving or carrying out services and supplies. Emergency and first aid management instructions given within the exhibition centre grounds are valid only for activities when the public is present. Even under emergency conditions, the exits used must be those which are normally used.
11. Every stand with up to 100 m² of exhibition area must be equipped with at least one clearly identifiable and easily reached fire extinguisher with a capacity of no less than 6 kg. Larger areas must have one fire extinguisher every 100 m².

If Exhibitors fail to comply with these requirements, VeronaFiere may take any action that it deems necessary in order to ensure the safety of Exhibitors and participants in the Event.

General emergency procedures

During the event, there will be a contingent from the Fire Service on site.

WITHOUT CAUSING ANY PANIC, anyone who finds a fire must inform the people around them, the surveillance staff or porters, or the members of the Fire Service present in the exhibition centre grounds. If they have been trained, they must try to extinguish the fire using the means available (extinguishers and hoses).

A call to evacuate the area will be given using loudspeakers or a megaphone.

Everyone must try to behave in a responsible manner, avoid the creation of panic among the visitors, move in an orderly manner towards the exits without getting in the way of the emergency operations that are taking place, and assist anyone who has trouble walking, is panicking or is taken ill.

The lifts must never be used in the event of a fire.

Liability

Exhibitors assume personal liability for any fires or damage caused by their failure to comply with the regulations in force and the above-mentioned requirements and restrictions. They also hold VeronaFiere harmless from any requests for compensation made by third parties.

In the event of carelessness or gross negligence, Exhibitors will be held liable under criminal and civil law for any harm caused to anyone at the Exhibition directly or by materials or vehicles taken into the exhibition centre grounds.

Therefore, Exhibitors shall hold Piemmeti SpA and VeronaFiere harmless from any liability.

VeronaFiere will be entitled to take action against Exhibitors in the event of infringement of the fire prevention rules in force and the Technical Regulations. If measures to supplement the overall safety conditions have to be taken, this may include charging exhibitors for related expenses (hereby estimated at no less than €1,000.00 for each 16 m² stand) or ordering them to dismantle part or all of their stands and declaring their stands unfit.

Failure to comply with the safety regulations may also be reported to the legal authorities.

9. OPERATING MACHINERY

The machinery on show may only be operated in exceptional circumstances and with prior written authorization from the Event Organizer. The systems must be operated under the exclusive responsibility of the Exhibitors and in accordance with the following requirements:

They must not disturb neighbouring exhibitors and/or Visitors by creating excessive noise, heat or vibrations;

They must be fitted with safety devices that comply with the applicable safety and accident-prevention regulations and standards;

Exhibitors must adopt all other necessary measures to safeguard the staff, the image and safety of neighbouring exhibitors, visitors, service personnel and the infrastructure.

Exhibitors must ensure that the machinery is equipped with devices to prevent accidents, fires, noise, unpleasant odours and emissions of gas or liquids.

Exhibitors are also required to comply with the inspections and provisions established by the laws and regulations in force in order to obtain the necessary permits from the relevant Authorities.

Overhead loads are absolutely forbidden.

The "VeronaFiere Safety and Control Service" may at any time halt/prevent the operation of machinery that may compromise the safety of Exhibitors and/or Visitors or otherwise cause undue disturbance.

10. OFFICIAL SHIPPING COMPANY - HANDLING GOODS IN THE EXHIBITION CENTRE GROUNDS

VeronaFiere's Official Shipping Company has an office inside the exhibition centre grounds (see Art. 14) and it can offer services of all kinds regarding the introduction and customs clearance of goods.

Loading and unloading operations inside the exhibition centre grounds must only be carried out by the Official Shipping Company. This includes the collection, safekeeping and redelivery of packaging. At the end of the exhibition, the company will also arrange for materials to be shipped back.

11. PAYMENTS - STATEMENTS - EXIT PASSES

Exhibitors must make full payment of the participation fee and any other charges by 30th January 2017. All payments must be made before they enter the exhibition area to prepare their stands. Furthermore, in the days prior to the closing of the event, the Exhibitors' Commercial Secretary will prepare a statement of all of the invoices issued for extra services and supplies, except for telephone calls. This statement will be sent directly to the stand.

Exhibitors will be charged for telephone calls at the end of the event.

Companies that have paid in full will be given an exit pass, which must be shown to the exhibition centre gate keepers every time materials are taken out.

12. DISMANTLING - REMOVAL

The dismantling and removal of the stands must be done on Monday 11th February and Tuesday 12th February, between 7.00 am and 8.30 pm. All stands must be fully dismantled and removed by 8.30 pm on Tuesday 12th February. Exhibitors will be charged a fine of €1,000.00 a day for any goods, items or structures that remain in the exhibition centre grounds beyond this deadline.

It is strictly forbidden to empty the stands or remove goods before the event has closed (the Event Organizer reserves the right to take action against offenders to safeguard the image of "ECOHOUSE"). **The Event Organizer declines all responsibility for any materials that are damaged or go missing during the assembly and dismantling periods.** It may remove any materials that have not been taken away within the allotted time, with the Exhibitor being charged for all resulting expenses.

It is strictly forbidden to leave stand fittings, carpets, adhesive tape/duct tape or any other residue of any kind in the exhibition centre grounds.

Goods can only be taken out of the exhibition centre grounds by companies with an exit pass issued by the Exhibitors' Commercial Secretary. These passes are handed out during the exhibition to companies that have made all of the necessary payments.

13. FAILURE TO COMPLY WITH THE REGULATIONS

The rules set out in the General Regulations and the Technical Regulations are there to guarantee the best possible execution, the safety and the orderly running of the event, while offering all exhibitors the same presentation and participation opportunities. The Management of "ECOHOUSE" feels that perfect and complete compliance with the above regulations is the only way to avoid risks and unfair advantages that are against the interests of the exhibition and the exhibitors themselves. Therefore, failure to comply with these regulations may result in exhibitors being BANNED (see art. 15 of the General Regulations).

14. SERVICES AND SUPPLIERS

Certain services are supplied by firms with exclusive contracts. Special authorization from the Piemmeti SpA secretary's office must be requested in advance for any work by other companies or agencies.

- Hire of trucks and cranes for loading and unloading goods

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We recommend asking for costs and a quote.

- Hotel reservations

VeronaFiere Viale del Lavoro, 8 - 37135 Verona Italy

Phone: +39 045 8298310 – Fax: +39 045 88298052 – E-mail: booking@veronafiere.it -

<https://reservation.veronabooking.com>

- Plant hire

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