



EXHIBITION TECHNICAL REGULATIONS

Contents

1. PRELIMINARY INFORMATION.....	3
2. GENERAL PROVISIONS.....	3
2.A – Date, location and time of the Exhibition.....	3
2.B – Stand availability - delivery.....	3
2.C – Access to the Centre during the stand set-up period.....	3
2.D – Removal of samples and fittings Return of stands.....	4
2.E – Payment methods.....	4
2.F – Insurance - Exemptions, Assumption and Limitation of Liability.....	4
3. STAND SET-UP AND PROHIBITIONS.....	6
3.A – Type of set-up and approval procedures.....	6
3.B – Stand set-up.....	6
3.C – Mandatory forms.....	7
3.D – Warnings.....	8
4. GENERAL AND TECHNICAL SERVICES.....	8
4.A – Exhibitor Assistance Services.....	8
4.B – Responsibility for the services.....	9
5. SPECIAL SERVICES.....	9
5.A – Entry passes for exhibitors and car parking badges.....	9
5.B – Hotel booking service.....	9
5.C – Sound transmission, copyright payments.....	10
5.D – Activities in the exhibition stands.....	10
5.E – Exhibitors list.....	10
6. OVERSIGHT AND INTERVENTION BY BOLOGNAFIERE.....	10
7. AMENDMENTS TO THIS REGULATION.....	10

1. PRELIMINARY INFORMATION

"BolognaFiere" refers to BolognaFiere S.p.A.

"Organiser" refers to A151 Srl.

2. GENERAL PROVISIONS

2.A – Date, venue and time of the Exhibition

The Exhibition will take place **from the date of 5 to 7 November 2025** in the Bologna Exhibition Centre and will be open **between the hours of 09:00 a.m. and 06:00 p.m. on 5 and 6 November 2025** and **between the hours of 09:00 a.m. and 05:00 p.m. on 7 November 2025**.

Exhibitors will be able to access the stands between the hours of 08:00 a.m. and 06:30 p.m. on 5 and 6 November 2025 and between the hours of 08:00 a.m. and 12:00 a.m. on 7 November 2025.

2.B – Stand availability - delivery

The exhibition spaces will be made available to Exhibitors from the date of 30 October 2025 and must be completed by the time of 06:00 p.m. on the date of 4 November 2025. The Exhibitor must ensure that the chosen fitter undertakes to comply with the aforementioned deadline, adding the implementation time scales to the contract. Pre-assembled (shell scheme) stands will be made available to Exhibitors from the time 08:00 a.m. on the date of 4 November 2025.

2.C – Access to the Centre during the stand set-up period

In order to access the Exhibition Centre during the set-up and dismantling phases, the Exhibitor must register on the website <http://applitech.befair.eu> following the instructions provided by BolognaFiere.

From the PASS page, the Exhibitor can authorise entry to the Exhibition Centre of any appointed companies (fitters, suppliers, couriers, etc.) by assigning them the relative documentation. The Appointees will receive an automatic e-mail from the system with the credentials to access the PASS page. Please remember that on the PASS page, both the Exhibitor (with their own account) and the Appointee (with their own account) can enter the names of their staff and the license plate numbers of their vehicles to print the passes necessary to access the Exhibition Centre during the set-up and dismantling phases.

For more information, see chapter 2 of the Bologna Exhibition Centre Regulations.

Access to the Exhibition Centre will never be granted to people/vehicles without passes/entrance tickets.

During the stand set-up period, people and vehicles must enter the Exhibition Centre at the following times:

Raw Areas

Thursday 30 October 2025	Friday 31 October 2025	Saturday 1 November 2025	Sunday 2 November 2025	Monday 3 November 2025	Tuesday 4 November 2025
08:00 a.m. - 06:00 p.m.	08:00 a.m. - 06:00 p.m.	08:00 a.m. - 06:00 p.m.	08:00 a.m. - 06:00 p.m.	08:00 a.m. - 06:00 p.m.	08:00 a.m. - 06:00 p.m.

with the possibility for the fitters in the Exhibition Centre to continue the work for another hour, i.e., until 07:00 p.m.

On the date of 4 November 2025, the day before the opening of the Exhibition, stand set-up work will not be permitted between the hours of 04:00 p.m. and 06:00 p.m. with only sample set-up, graphics or other activities

requiring only the use of manual tools allowed during this time.

Shell Scheme Stands

Thursday 30 October 2025	Friday 31 October 2025	Saturday 1 November 2025	Sunday 2 November 2025	Monday 3 November 2025	Tuesday 4 November 2025
–	–	–	–	–	08:00 a.m. - 06:00 p.m.

2.D – Removal of samples and fittings. Return of stands

Access to the Exhibition Centre for the removal of samples and fittings will be as follows:

Raw Areas

Friday 7 November	Saturday 8 November
5:30 p.m. – 12:00 a.m. (midnight)	08:00 a.m. – 12:00 a.m. (midnight)

Shell Scheme Stands

Friday 7 November	Saturday 8 November
5:30 p.m. – 12:00 a.m. (midnight)	08:00 a.m. – 12:00 p.m. (midday)

Any advances with respect to the set-up days or any extensions to the scheduled times must be authorised by Bologna Exhibition Centre and purchased through the Bologna Exhibition Centre Sales Office. No extensions are permitted on sample set-up days.

Vehicle access to the areas and halls will be regulated as per those for the set-up work (see article 2.C).

The stands, wherever located, must be cleared by the time of 12:00 a.m. (midnight) on the date of 8 November 2025.

In the event of non-compliance with the dismantling times and/or that the Exhibitor fails to clear the area, the Exhibitor gives its irrevocable consent to BolognaFiere to consider anything left on the stand as waste material to be sent to public waste disposal sites, for which the Exhibitor will be required to reimburse all the related direct and indirect costs, with a minimum of €700.00 per 16.00m², and without prejudice to any reimbursement for further damages.

The Exhibitor assumes sole responsibility for any damage or theft that may occur during the course of the Exhibition, both during and after the set-up phase.

2.E – Payment methods

The fee to take part in the Exhibition must be paid in accordance with the deadlines and in the manner provided for in the application form.

2.F – Insurance - Exemption, Assumption and Limitation of Liability

The Exhibitors must monitor their own stands either directly or by means of their own staff, during the entire Exhibition period. BolognaFiere provides a general day and night surveillance service inside the Exhibition Centre for the entire duration of the Event, as well as for stand set-up and dismantling periods, and therefore, may not – along with the Organizer - be held responsible for theft and/or damage that may be sustained by the Exhibitor. The Exhibitor shall also be responsible towards BolognaFiere for all damage, be it direct or indirect, which for any reason is attributable to said Exhibitor or to the staff working for them (including damage caused by furnishings or by systems set up either directly or by third parties engaged by them, even if they have been inspected by BolognaFiere).

Compensation for damages due to theft or damage that may occur to the Exhibitor, even outside the opening hours of the halls (including both the set-up and dismantling period), shall take place only through insurance coverage

and within the limits/conditions stipulated therein.

The Exhibitor shall benefit from the following insurance policies taken out by BolognaFiere and agreed with the Organizer:

- a) All Risks coverage (including fire and theft) for direct physical damage to furniture, fittings, equipment and goods on the stand, excluding cash, valuables, jewellery and the like, and excluding the software installed on computers and excluding any coverage for loss of use of furniture, fittings, equipment and goods during the Event period: Euro 40.000,00 full first loss coverage (including fire and theft), with absolute excess of Euro 300.00 per claim, increased to Euro 600.00 for damages sustained after conclusion of the Event;
- b) Third party Liability coverage, including fire damage: single limit Euro 50.000.000,00;
- c) Exhibitor Employees Liability coverage: single limit per claim of Euro 3.000.000,00 with limit of Euro 2.000.000,00 per person;
- d) The Exhibitor and BolognaFiere waive the right to claims made against the Event's insurance company.

The above listed insurance policies are governed by the conditions and limitations which the Exhibitor may request from the Organizer. The summary of the contract conditions is available in the insurance office located in the Service Centre of the Exhibition Centre. These insurance policies do not release the Exhibitor from liability in respect of risks which, according to the independent assessment of the Exhibitors, are not covered, or which exceed the limits of coverage, as set out above. Exhibitors must take out such supplementary coverage as deemed appropriate by them, also by contacting the broker directly (AON SpA, tel. +39 051 04071, e-mail: info.fiera@aon.it).

In particular, and due to the existence of a video surveillance system in the halls, the Exhibitor acknowledges the fact that, in the case of theft, the relative report to the Public Authority must be received by the insurer by e-mail (sinistri.fiera@aon.it) within seven days from the conclusion of the event, and that failure to comply with this deadline may result in the loss of the right to compensation.

The Insurance Company will also handle claims and settlements at the end of the Event.

In any event, the Exhibitor hereby undertakes to include a clause in the supplementary insurance coverage in which the insurer waives any action of recourse or redress against the Exhibitor and BolognaFiere and, in default, shall indemnify them from any action that may be brought against them.

Having noted the above, the Exhibitor nevertheless (on their own account, as well as for their agents, employees or assistants) expressly exempts both the Organizer and BolognaFiere from any liability for loss or damage that should occur in the Exhibition area, during the installation or dismantling of the area assigned to the Exhibitor, and in respect of anything located therein, accepting sole liability for any damage caused to third parties by the management of the Exhibition area or by anything therein, and which is not covered in the terms or manner indicated above or by additional insurance cover taken out by the Exhibitor.

The Organizer and BolognaFiere will accept no liability for consequential damages, damage to image, loss of revenues, etc... As regards direct damages, the Exhibitor accepts that the liability of the Organizer and BolognaFiere is limited to the insurance limits as stated above.

NOTE: It is strongly recommended not to leave valuable goods unattended on the stand and to monitor the stand during set-up and dismantling.

3. STAND SET-UP AND PROHIBITIONS

FORM 0 (Zero)

Form 0 allows the Exhibitor to state the type of set-up required or to request authorisation for a Non-Standard set-up.

Form 0 can be downloaded from the reserved area of the platform www.befair.eu.

Each exhibitor is required to send Form 0 by **13/10/2025** to the e-mail address tecnico3@bolognafiere.it and to the Organiser to the e-mail address logistica@applitech.show.

3.A – Type of set-up and approval procedures

The stand set-ups, regardless of their square footage, are classified as:

- PRE-ASSEMBLED
- STANDARD
- NON-STANDARD

The details of these categories are set out in Chapter 3.1 of the Bologna Exhibition Centre Regulations.

The following documents must be sent for approval to the Ufficio tecnico - Direzione Venue di BolognaFiere, to the e-mail address tecnico3@bolognafiere.it and to the Organiser (logistica@applitech.show) by **13/10/2025**:

1. Form 0
2. Stand design plan (in the case of a non-standard set-up, the plan must be stamped and signed by a qualified technician)
3. Other documentation required (see Form 0)
4. Statement of correct assembly (to be provided upon completion of the works, prior to the start of the event)

For Non-Standard set-ups, static testing is mandatory and will be carried out exclusively by BolognaFiere. For this, the Exhibitor will be charged an amount corresponding to the type of set-up indicated in Form 0, which can be downloaded from the reserved area of the platform www.befair.eu.

If the aforementioned documents are not sent by the established date, or are sent late, the exhibitor will be charged the amounts indicated in Form 0.

3.B – Stand set-up

The build specifications of the stand set-ups are set out in Chapters 3.4 and 3.5 of the Bologna Exhibition Centre Regulations. Specifically for the APPLITECH 2025 event:

Walls maximum height

- 6,00 m. (for stand located in hall 29)
- 4,00 m. (for stands located in the Mall)

Any request for exemption is to be emailed to logistica@applitech.show for feasibility check.

Rigging and suspended loads

Rigging is possible only in halls 14-15-16-18-19 and partially in halls 28-29-30-36-37.

The rigging suspension points on the hall structures must be installed only by BolognaFiere, which will also carry out the testing of the same.

3.C – Mandatory forms

Below is the list of BolognaFiere's forms concerning mandatory stand requirements and the relative deadlines.

FORM	DESCRIPTION	DEADLINE
FORM A	Rigging points (request for quotation)	13/10/2025
FORM B1	Statement of correct installation of the electrical system and set-up (Mandatory only for free areas)	Before the set-up start
FORM B2	Declaration of conformity of the electrical system (Mandatory only for free areas: if the company performing the electrical installation is not Italian, it is not necessary to fill in this form; fill in Form B5 and purchase verification of the electrical installation from www.befair.eu)	Before the electrical system connection request
FORM B3	Statement of correct assembly (Required only for free areas)	Before the last day of set-up
FORM B4	Statement of correct installation of the stand materials (Mandatory only for free areas)	Before the set-up start
FORM B5	Statement of correct installation of the electrical system, only for companies not registered with the Italian Chamber of Commerce (Mandatory only for free areas: if the company performing the electrical installation is Italian, it is not necessary to fill in this form; fill in Form B2 instead)	Before the electrical system connection request
FORM H	Mandatory Import Notice form for non-EU countries (Mandatory only for free areas)	Before the set-up start
FORM M	Information on the prevention of occupational accidents (Mandatory only for free areas)	Before the set-up start
FORM SR	Waste management declaration (Mandatory for waste management during set-up and dismantling. BolognaFiere will carry out checks at the stand)	Before the set-up start
FORM 0 (Zero)	Set-Up Statement (Mandatory for pre-assembled stands and open areas)	13/10/2025
FORM D (Demonstration)	Vehicle Demonstration and Exhibition Indemnity (Mandatory for those who demonstrate or exhibit combustion, electric or hybrid vehicles)	By the last day of set-up

PENALTIES FOR DELAYED OR NON-SUBMISSION

The deadlines listed above cannot be extended and in the event of late submission or failure to submit the forms, the exhibitor will be charged as indicated in the following table:

FORM	DELAY < 24 hours	DELAY > 24 hours	NON-DELIVERY
Forms B1 and B3	€ 100	€ 300	€ 500
Form B4	€ 100	€ 500	€ 1000
Form D Demonstration	€ 100	€ 500	€ 1000
Forms B2 and B5	The stand will not be connected to the electrical system		
Forms H and SR	Penalties provided for in the form itself		

In the event of serious non-compliance, BolognaFiere reserves the right to completely or partially close the stand. Failure to submit the Demonstration Form D, in addition to the penalty, will result in the immediate suspension of the demonstration or exhibition.

3.D – Warnings

BolognaFiere reserves the right to have the fittings and systems that do not comply with the above provisions modified or refitted, having previously checked compliance with the aforementioned requirements. In the event that BolognaFiere finds even just one defect, it may request prompt resolution of the same and the Exhibitor will be required to comply.

Responsibility for the structural resistance and compliance of the set-up materials with the fire regulations currently in force is borne solely by the Exhibitor, who expressly releases BolognaFiere from liability for any damages arising from design and construction defects, including the dimensioning as inferred from the detailed drawings of the areas occupied.

Any work that entails changes in the actual state of BolognaFiere's fixed and movable property (reinforcements, modifications, excavations, holes in fixtures, walls, structures, columns, floors), may only be carried out with the prior written authorisation of BolognaFiere and at the expense and under the responsibility of the participants. The Exhibitor maintains this responsibility for the entire period of the Exhibition and until the stand is returned to BolognaFiere. Before the works begin, the participant shall pay the Organiser the amount necessary to restore the stand to its original state, which will be taken care of by the Organiser.

4. GENERAL AND TECHNICAL SERVICES

Subject to availability, BolognaFiere may provide the individual stands with electricity, water, and compressed air, as well as connection to the telephone and data networks.

4.A – Exhibitor Assistance Services

Through its Exhibition Administration Office, the Organiser can provide Exhibitors with technical information on the general services offered within the Exhibition Centre.

The services indicated below can be purchased directly through the BolognaFiere e-commerce channel available on the website www.befair.eu:

- video rental
- audio equipment rental
- green furniture rental
- electrical systems
- water systems
- compressed air
- stand cleaning
- catering
- goods handling / portorage
- telephone and wifi

It should be noted that goods transport, loading and unloading and portorage services within the Exhibition Centre are organised exclusively by BolognaFiere's official logistics service provider.

Goods from outside the EU may be displayed as samples provided notification is sent, with a description of the goods, to the e-mail address customs@marconiffm.it.

The following services are also available in the Exhibition Centre:

- à la carte restaurants, self-service, bars
- personalised coffee break, cocktail, bar and/or product supply services provided on request directly to the stands
- travel agency
- insurance company

4.B – Responsibility for the services

BolognaFiere regulates but does not directly provide the services and, therefore, does not accept any responsibility for their execution.

Any complaints must be sent in writing directly to the e-mail address vendite@bolognafiere.it

5. SPECIAL SERVICES

5.A – Entry passes for exhibitors and car parking badges

Exhibitors will be provided, free of charge, with **nr. 10 entry passes** and **nr. 1 Car Park Pass**, regardless of the size of the stand.

Furthermore, for safety reasons it is strictly forbidden to park vehicles inside the Exhibition Centre during its closing hours. Badge holders will be entitled to park in the car parks set up by BolognaFiere until all available parking spaces are used up.

The Exhibitor is responsible for the correct use of these documents and the behaviour of those who use them.

5.B – Hotel booking service

The hotel booking service is provided by BolognaFiere's Official Supplier, whom the Exhibitor must contact directly using the relative online form, in which the terms and conditions and prices are indicated.

Likewise, this service is regulated but not organised by BolognaFiere, which therefore declines all responsibility for its delivery.

Any complaints must be made in writing directly to the Official Supplier and must be communicated to BolognaFiere for information purposes only.

5.C – Sound transmission, copyright payments

Exhibitors are not normally permitted to use devices for the reproduction of music and sounds. Any exceptions may be authorised in writing. This authorisation may be revoked with immediate effect at any time, by simple written notice.

Any authorisation does not exempt the Exhibitor from using the equipment in such a way so as to not disturb the other Exhibitors and visitors, particularly with regard to noise pollution regulations (maximum limit permitted by Law). Likewise, the Exhibitor is not exempted from the requirement to comply, at its own expense, with the applicable laws on copyright (authors and publishers) and related rights (producers and artists) and must therefore complete the relative formalities with the companies in question. The same applies to the distribution of audio-video or multimedia supports containing intellectual property protected under the law, for which the costs to approve the use of said supports are added, with respect to the above.

5.D – Activities in the exhibition stands

Exhibitors must refrain at all times from using the common areas outside their stand for the display of promotional material. BolognaFiere shall be entitled to remove such material from the common areas and/or to charge for the payment of the additional space used. Failure to comply with this rule may result in the Exhibitor's stand being closed.

5.E – Exhibitors List

The online exhibitors list is available on <https://applitech.show> and it contains data provided by the Exhibitor in the application form.

6. OVERSIGHT AND INTERVENTION BY BOLOGNAFIERE

BolognaFiere takes steps to ensure that the regulations and the general conditions for participation are observed, and all those entering the Exhibition Centre are obliged to abide by the provisions and instructions that BolognaFiere Spa issues on entry to and inside the Centre; these may take the form of specific signs, written notices, and loudspeaker announcements and may also be issued by service personnel or by any other means, it being understood that the loudspeaker announcements and the instructions given by the service personnel prevail over any other form of notification.

Exhibitors are reminded that any infringement of the rules or prohibitions may result in the immediate closure of the stand by BolognaFiere officials or agents and the collection of entry passes and car parking badges, all without any right of the Exhibitor to refunds of any kind.

7. AMENDMENTS TO THIS REGULATION

Any provisions of the law or regulations that alter the terms of this regulation will immediately and automatically take effect, even if the Exhibition Regulations have not been amended to reflect said changes.

Additionally, BolognaFiere has the right to adopt at any time such measures as are deemed appropriate, which the exhibitor shall immediately apply, with regard to fire prevention, occupational health, accident and injury prevention and the safety of exhibitors and visitors.

These measures may be notified to Exhibitors using any means and shall prevail over any general measures previously adopted.