



31 March - 3 April 2025
Bologna - Italy

Exhibition Technical Regulations

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1. PRELIMINARY INFORMATION

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

2. GENERAL PROVISIONS

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

The Exhibition will take place from the date of 31st of March to the 3rd of April 2025 in the Bologna Exhibition Centre and will be open between the hours of 09:00 AM and 6:30 PM; Thursday between the hours of 9:00 AM and 3:00 PM.

Exhibitors will be able to access the stands every day starting at 8:00 AM.

2.B - Stand availability - delivery

The stands will be made available to Exhibitors from the date of Friday, 28th of March and must be completed by the time of 7:00 PM on the date of the 29th of March.

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 stands will be made available to Exhibitors from the time of 8:00 AM on the date of Sunday, 30th of March.

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://bolognachildrensbookfair.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 email from the system with the credentials to access the pass portal. 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:

Thursday the 27th of March between the hours of 8:00 AM and 7:00 PM (only unfurnished areas) extra day with pay

Friday the 28th of March between the hours of 8:00 AM to 7:00 PM (only unfurnished areas)

Saturday the 29th of March between the hours of 8:00 AM to 7:00 PM (only unfurnished areas)

On the date of Sunday the 30th of March, the day before the opening of the Exhibition, stand set-up work will not be permitted between the hours of 8:00 AM and 7:00 PM, with only sample set-up, graphics or other activities requiring only the use of manual tools allowed during this time.

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:

Date Thursday the 3rd of April between 3:00 PM and **midnight** ;

Date Friday the 4th of April between 8:00 AM and 7:00 PM.

Any advances with respect to the set-up days or any extensions to the scheduled times must be authorised by BolognaFiere and purchased through the site bolognachildrensbokfair.befair.eu. 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).

On the date of Thursday the 3rd of April between the hours of 3:00 PM and 4:00 PM, materials will not be permitted to leave the Exhibition Centre.

The stands, wherever located, must be cleared by the time of 7:00 PM on the date of Friday the 4th of April.

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

During the opening hours of the pavilions, the Exhibitor must supervise their stand either directly or through their own personnel. BolognaFiere, while providing a general daytime and nighttime security service within the Exhibition Centre throughout the duration of the Exhibition and on all days allocated for the setup and dismantling of stands, during hours when the pavilions are closed to the public and exhibitors, is exempt from any and all liability for theft and/or damages that may occur to the detriment of the Exhibitor.

The Exhibitor will also be responsible towards BolognaFiere for all direct and indirect damages that, for any reason, are attributable to them or to personnel operating on their behalf (including damages caused by installations or equipment carried out by themselves or by third parties they have engaged, even if such installations have been tested by BolognaFiere).

Compensation for damages resulting from theft or vandalism that may occur to the detriment of the Exhibitor, even outside the opening hours of the pavilions (including all days allocated for the setup and dismantling of stands), will only be provided through insurance coverage and within the limits/conditions specified therein.

The Exhibitor will benefit from the following insurance policies taken out by BolognaFiere:

a) All Risks coverage (including fire and theft) for material and direct damages to furniture, setups, equipment, and goods in the stand, excluding money, valuables, precious items, and the like, as well as software installed on electronic devices, and excluding damages due to the inability to use the furniture, setups, equipment, and goods during the Exhibition period: coverage of €40,000.00 on a first absolute risk basis (including fire and theft) with an absolute deductible of €300.00 per claim, increased to €600.00 for damages occurring after the event's closure.

- b) Third-Party Liability Insurance, including damages due to fire: single limit of €50,000,000.00.
- c) Employer's Liability Insurance: limit per claim of €3,000,000.00 with a sub-limit of €2,000,000.00 per person.
- d) The Insurer waives any subrogation rights against all exhibitors and BolognaFiere.

The above-mentioned insurance coverage is governed by the conditions and limitations that the Exhibitor may request from the Event's Organizing Secretariat, and which will be included in the documentation related to the event.

These insurance policies do not exempt the Exhibitor from responsibility for all risks that, according to their independent evaluation, are not covered or that exceed the coverage limits outlined above. The Exhibitor must provide additional insurance coverage as necessary.

In particular, given the existence of a video surveillance system, the Exhibitor acknowledges that, in case of theft, the related report to the Public Authorities must be submitted to the Insurer within seven days following the conclusion of the event. Failure to meet this deadline may result in the loss of the right to compensation.

The Insurer will also manage claims and settlement procedures at the conclusion of the event.

In any case, the Exhibitor is obliged to include in their additional insurance coverage a waiver of the insurer's right of subrogation against other Exhibitors and BolognaFiere. Failing this, the Exhibitor must indemnify and hold harmless BolognaFiere and other Exhibitors from any claims made against them.

Acknowledging the above, the Exhibitor, in any case (for themselves and their employees or agents), expressly exempts BolognaFiere from any liability for losses or damages, for any reason, that may occur in the assigned exhibition space during the Exhibition or during the setup and dismantling of the stand, including items within the space. The Exhibitor also assumes responsibility for any damages caused, including to third parties, due to the management of the exhibition space or items placed within it, which are not covered under the above-stated terms or by the Exhibitor's own activated insurance.

BolognaFiere disclaims any responsibility for consequential damages, reputational damages, or revenue losses, etc. Even for direct damages, the Exhibitor agrees that BolognaFiere's liability is limited to the limits and coverage amounts **outlined** above. The Exhibitor accepts these liability limitations.

NB: It is strongly recommended not to leave valuable goods unattended at the stand and to supervise the stand during the setup and dismantling phases.

3. STAND SET-UP AND PROHIBITIONS

FORM 0 (Zero)

Form 0 allows you 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 the **28th of February 2025** to the email address tecnico3@bolognafiere.it

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 before the **28th of February 2025** - for approval to the Ufficio tecnico Direzione Venue di BolognaFiere, to the email address indicated in the exhibition regulations in chapter 3 (tecnico3@bolognafiere.it)

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)

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 **BCBF 2025** event

Maximum height

The stands must not exceed the maximum standard height of 3.50 m.

Any setup exceeding this height will be subject to the concession and approval of BolognaFiere.

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.

Therefore, to set up rigging, a feasibility request must be sent by email to the technical offices of BolognaFiere in the manner indicated in form A at appendimenti@henoto.it by the **28th of February 2025**.

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 (To request a quote)	28/02/2025
FORM B1	Statement of correct installation of the electrical system and set-up (Mandatory only for free areas)	Prior to the start of set-up
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)	To be submitted prior to the connection request
FORM B3	Statement of correct assembly (Required only for free areas)	30/03/2025

FORM B4	Statement of correct installation of the stand materials (Mandatory only for free areas)	30/03/2025
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)	To be submitted prior to the connection request
FORM H	Mandatory Import Notice form for non-EU countries (Mandatory only for free areas)	Prior to the start of set-up
FORM M	Information on the prevention of occupational accidents (Mandatory only for free areas)	Prior to the start of set-up
FORM SR	Waste management declaration (Mandatory for waste management during set-up and dismantling. BolognaFiere will carry out checks at the stand)	Prior to the start of set-up
FORM 0 (Zero)	Set-Up Statement (Mandatory for pre-assembled stands and open areas)	28/02/2025
Demonstration form	Vehicle Demonstration and Exhibition Indemnity (Mandatory for those who demonstrate or exhibit combustion, electric or hybrid vehicles)	Prior to the start of the fair

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
Demonstration form	€ 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, 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
- freight forwarder
- 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 email 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
- ATM Services
- Pharmacy

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 email address vendite@bolognafiere.it

5. SPECIAL SERVICES

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

The Exhibitor will be issued entry passes, free of charge, in the quantities indicated below:

1 stand - 6 passes

2 stands - 8 passes

3 stands - 10 passes

over 3 stands - 12 passes

The Exhibitor will also be issued with a **car parking badge free of charge, regardless of the size of the stand.**

Badge holders will be entitled to park in the car parks set up by BolognaFiere until all available parking spaces are used up.

Furthermore, for safety reasons it is strictly forbidden to park vehicles inside the Exhibition Centre during its closing hours.

The Exhibitor's passes and vehicle passes will be completed and printable online on the event website only for companies that have paid the invoices issued for participation.

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.

For information, please contact: incoming@bolognawelcome.it

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 – Online Catalogue and Guide Map

The online catalogue contains the information provided by the Exhibitors.

The Guide Map, containing the list of Exhibitors and their location, will be distributed free of charge during the Exhibition and updated 45 days from the opening date of the Exhibition.

No person under the age of 18 years will be admitted.

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.

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