

# General Regulations

**RG** 5.1

**DENOMINATION-CLASSIFICATION-GOALS-DATES**

**1.** "Padova Hall Spa" which hereinafter will be referred to as "Fair", "Fiera di Padova", organizes on a yearly basis Fairs, Shows, Exhibitions and events in categories of national and international economic interest, with the goal of increasing production, developing exchange and increasing consumption. All of the events organized by Padova Hall Spa are subject to the following regulations.

**2.** The opening and closing dates of the events, their duration and access hours are established by Padova Hall Spa, which reserves, at any given time, the right to make variations to them without acknowledgment for any request of compensation for damage.

**PARTICIPATION AND ADMISSION**

**3.** Eligible participants in exhibitions organized by Padova Hall Spa include:

- Italian and foreign producers;
- Italian and foreign sales representatives, concessionaires or agents of national and foreign producer companies, as long as these are not already directly present;
- Companies, bodies, etc. already recognized as promoters, supporters, and executors of activities connected to production and trade. The participation of more than one sales representative or concessionaire or agent from the same company at the same event with the same products is not allowed. Padova Hall Spa is authorized to ask sales representatives, concessionaires, or agents for documentation confirming their position within the producer company and to proceed directly with all necessary verification checks. Sales representatives or concessionaires or agents participating at events without the authorization of their given company must understand that they are at the will of Padova Hall Spa which reserves the right to make a final decision regarding acceptance of the participation request or permanence at the Fair.

**4.** Applicants, in order to be admitted, must present a request, without any reservations, on the appropriate form which must be signed by the company owner or legal representative or by the person delegated to do so. It is necessary to: fill in the form completely, including enclosures; indicate the various products to be exhibited, listing them explicitly in detail without addition of expressions or locutions that lead to broad interpretations; list, if the application is presented by sales representatives, concessionaires or agents, the companies represented along with their relative address and respective products.

**5.** The participation request, from the moment in which it is presented to Padova Hall Spa, becomes irrevocable. At the act of signing and presenting the participation request, the applicant agrees to:

- unconditionally accept and recognize as effective for him/herself and all delegates and employees all of the rules of the current regulations as well as the complementary ones subsequently enacted by Padova Hall Spa, as referred to in art. 55, along with all regulations and laws established by the competent body on the matter;
  - elect legal domicile in Padua, at Padova Hall Spa;
  - recognize the exclusive competence of the Court of Padua in the case of controversies of any nature.
- Padova Hall Spa reserves the right to accept long-term participation requests.

**6.** Participation requests must be presented by the deadline previously established for each show.

**7.** Acceptance of the participation request is left to the final judgment of Padova Hall Spa, which, in the affirmative case, will communicate so to the applicant in a timely manner by means of the "Invoice-Participation Confirmation", a document that sanctions enrollment and authorizes the applicant to consider him/herself a participant. Should the participation request not be accepted, the applicant will be so informed in writing, without any obligation on Padova Hall Spa's part to disclose the reasons why. The rejection of the participation request does not give cause for the payment of any compensation-for-damages indemnities, besides the reimbursement of the sum already paid to Padova Hall Spa.

**8.** The denied applicant cannot avail him/herself of the fact of having participated in any previous event, nor can s/he argue that his/her participation was solicited by Padova Hall Spa, nor can s/he invoke, as proof of admission, any correspondence between him/her and Padova Hall Spa, the payment of the participation fee, or even the publication of his/her name on any list.

**PAYMENT**

**9.** For enrollment in any event and for concession of spaces, the following payments must be made:

- the participation fee to be calculated in relation to requested surface area, according to the fee schedule and indications reported on the Fair planimetrical maps, with rounding up to the higher square meter.
- the enrollment fee;
- the fee for the obligatory services and equipment provided in standardized form by Padova Hall Spa;
- the fee established by Padova Hall Spa for each Company represented;

In the case of neglect of declaration of Companies represented, Padova Hall Spa will apply a penalty charge for each Company omitted. At the act of signing the participation request a deposit proportional to the whole sum due must be paid. In the case of neglect of declaration of Companies represented, Padova Hall Spa will apply a penalty charge for each Company omitted. At the act of signing the participation request a deposit proportional to the whole sum due must be paid. Payments are to be made directly to "Padova Hall Spa".

Foreign exhibitors must make payments at the offices designated by Padova Hall Spa and in the currency established by the competent authorities within ten days of the receipt of the "Invoice-Participation Confirmation". Padova Hall Spa reserves the right to modify the fees communicated to the exhibitor in the case of economically significant events.

**10.** All invoices emitted by Padova Hall Spa in the 30 days prior to the opening of the event or in the course of the event, just as with the participation requests presented less than 30 days before the opening of the show, must be immediately paid in full. Any participant not up-to-date with payments will not be given the "Space Occupation Authorization" by Padova Hall Spa, referred to in articles: 18-19.

**11.** If ten days after the sending of the "Invoice-Participation Confirmation" the payment is not made, Padova Hall Spa considers itself authorized to draw a bill on the participant with charges on the amount due.

**12.** Payments made by applicants whose request was not accepted will be refunded, without interest, after the closure of the event. Likewise without interest and after closure of the event, security deposits required for whatever reason, will be refunded upon detraction of any expenses incurred.

**RENOUANCEMENT - ABANDONMENT**

**13.** Renouancement of participation does not exempt one from the obligation of paying amounts due.

**14.** In the case of failure to communicate the renouancement in writing, or should the renouancement be communicated less than 30 days prior to the opening of the show, Padova Hall Spa will apply a penalty equaling not less than double the amounts due for participation. Only in the case of proven uncontrollable events, to be communicated to and documented with Padova Hall Spa at least 10 days prior to opening of the event, Padova Hall Spa reserves the right to accept the renouancement, with payment, to Padova Hall Spa, of 50% of the amounts due for participation.

**15.** In the case of anticipated rescission of long-term participation, with integration of articles 13 and 14, Padova Hall Spa reserves the right to request the reimbursement of any payment reductions granted and to withhold payments already made, for compensation of organizational expenses.

**16.** Padova Hall Spa considers as abandoned the areas:

- not occupied with products destined for display at least twelve hours prior to the hour established for the inauguration, even if areas appear set-up and furnished with signs;
- left without surveillance or in careless condition during the event.

**17.** In the case of death, renouancement or abandonment, Padova Hall Spa reserves the right to give the space to a third party, without being held to any reimbursements or compensation, while the right to demand the entire payment due, based on the participation request and penalties referred to in articles 14 and 15 and for any other motive including moral damages suffered by Padova Hall Spa for the failure to participate, remains constant.

**PARTICIPANT CLASSIFICATION - ASSIGNING OF AREAS - SPACE OCCUPATION AUTHORIZATION**

**18.** The participants are grouped by Product Group and/or in special Shows, according to criteria set by Padova Hall Spa, which nevertheless takes into account both the type of product indicated and area requested on the participation request. Areas are assigned based on surface area and position as found, with the relative dimensions and characteristics, on the planimetrical map given to each participant with the "Space Occupation Authorization" form, upon which are also indicated the products that the participant can put on display. With respect to the measurements indicated on the map, up to 15 cm. tolerance per side is acceptable.

**19.** Spaces are made available to participants before the opening day of the event according to the terms communicated to them in a timely fashion. In order to take possession of the spaces, participants must have the previously mentioned "Authorization".

**20.** Padova Hall Spa reserves the right to vary or eliminate certain product Groups, to change or reduce in any given moment, and therefore even after the sending of the "Invoice-Participation Confirmation" or of the "Space Occupation Authorization", including during the course of the event, the areas already assigned, making any necessary modifications, or even assignment to another hall, without this giving the right to the participant to renounce or request compensation of any sort. In the case of variations in location or reduction of space, decided by Padova Hall Spa, the participant will only be provided with an eventual adjustment of the amount due, rounding up to the higher meter.

**EXHIBITION OF SAMPLES - SET-UP OF AREAS - CLEANING - FIRE-PROOFING - SECURITY**

**21.** The participant is required to display, for the entire duration of the show, only those products specifically indicated on the "Space Occupation Authorization". The set-up of the space and the display of samples must be completed twelve hours prior to opening, except in the case of authorization by Padova Hall Spa. Spaces must be freed of all packaging and other materials not meant for exhibition twelve hours before opening, by the participant's own means or by the Transport Delegation, by transporting them completely outside the trade fair ground enclosure, or by depositing them in the warehouses of the Delegation itself.

**22.** The maximum height of stands and signs must not exceed 3 meters from the ground, except in the case of authorization from Padova Hall Spa. At its own will Padova Hall Spa can likewise reduce the maximum height in certain exhibit areas. In open areas, both in halls and outdoor canopies, the use of any divider walls is prohibited.

Padova Hall Spa reserves the right to adopt, for certain product Groups, obligatory uniform signs, supplied on a rental basis. Participants must, in any case, make certain that the exterior sides of their stand do not harm the aesthetics of neighboring stands and do not cause harm to the other participants. Fittings and signs not in-line with the above-mentioned regulations must be removed, by orders of Padova Hall Spa, by the participant and at the participant's cost. Should this not occur within the established time period and set manner, Padova Hall Spa is authorized to proceed directly by laying the relative expense and every responsibility on the participant. Padova Hall Spa reserves the right to check the presentation of samples, the display of signs, in short, all work done, and to carry out necessary modifications.

**22b.** Participants are strictly held to the observance of all security and fire-prevention norms and all arrangements on the matter that can be enacted by Padova Hall Spa even separately from the present regulations.

**23.** According to Executive Order no. 626/94 and subsequent modifications and integrations, the employer of the exhibitor companies or service suppliers commits to:

- supplying proper instructions with regard to risks present, to both his/her own employees and those of companies called upon to do work on their stand, as for example, set-up companies;
  - verifying technical-professional qualifications of the businesses or self-employed workers to be called upon to operate inside his/her own stand;
  - coordinating of, in particular in the case of contracting out to set-up companies working inside his/her own stand, protective measures and risk prevention for the workers, keeping each other informed so as to eliminate risks due to interference between workers of different companies with regard to work going on in neighboring stands;
  - being informed on specific risks connected to the work going on in the Padua fair grounds, in particular the employer declares knowledge of issues and/or prescriptions regarding the systems aspects, specific technical aspects, on the access, viability and logistics within the fair grounds, measures to take in the case of fire or other dangerous situations, as indicated in the services pamphlet and news-sheet given to the exhibitors themselves.
- Padua Fair is equipped with a security service and a fireprevention system. Therefore, at the outbreak of a dangerous situation the fire-prevention service must be immediately notified by dialing 548 on the phones present in every hall of the fair grounds. In the case of a fire, besides advising personnel as described above, every owner or supervisor must see that all workers maintain their calm and follow the eventual instructions of the personnel in charge. Should evacuation orders be given, all workers must avoid running or screaming, must avoid using elevators and/or goods lifts, and must direct themselves to the nearest marked emergency exit.

**WASTE MANAGEMENT**

**24.** The Exhibitor is required to consign waste in the manner described below and in compliance with the system of waste sorting in place on the exhibition's premises. Information on the location of collection points on the premises is given in the Exhibitor's Manual. Accumulating or discarding scrap materials and/or waste of any kind in the corridors or on any part of the exhibition's premises is generally prohibited. Temporary storage is only allowed in the exhibitor's own exhibition area.

**24a.** When an exhibition is taking place, the Exhibitor must sort and place the various types of waste (glass, non-recyclable, paper/cardboard, plastic/aluminium) in the special containers situated in the collection points on the exhibition premises' thoroughfares.

**24b.** During installation and subsequent disassembly, the Exhibitor and its staff must MANDATORILY place waste in the bins at the temporary collection centres situated inside the pavilion and/or the external areas after sorting them into the prescribed material categories (paper/cardboard, plastic/nylon/aluminium, non-recyclable; as regards wood and bulky material the Exhibitor must contact the technical office for in situ collection).

**24c.** Exhibitors who purvey and sell foodstuff and beverages must make independent arrangements for an appropriate and decorous waste collection system at their refreshment stands where waste will be sorted by type (biodegradable, plastics/aluminium, glass, non-recyclable, waste oils), and which the Exhibitors and/or their personnel must also set up at the preparatory/fitting-out and service stages. At the end of each day of the exhibition, the Exhibitor must deposit waste at the recycling points situated in the exhibition premises sorted according to the foregoing classes of material.

**24d.** Liquids of any type must not, under any circumstance, be discharged into drains, conduits, manholes, etc. Similarly materials of any kind used to fit out the stand and/or to perform activities therein cannot be discarded on the exhibition's premises. Special containers marked with the Exhibitor's name to guarantee traceability, must be used when bringing hazardous substances such as paints, oils, etc. onto the Exhibition's premises. The disposal of such substances must be performed directly by the Exhibitor in compliance with current law on hazardous substances (Legislative Decree 152/2006 Regulations on environmental matters). Padova Hall Spa, through its own appointees, reserves the right to ascertain that the foregoing regulations are complied with by conducting controls and inspections. In the event of infringements, namely finding discarded materials or incorrectly or inappropriately consigned waste, a fine of € 300.00 (three hundred /00) shall be levied plus charges for cleaning and disposal costs and repairs for any damage.

**PROHIBITIONS**

**25.** It is prohibited for the participant to:

- a) give up, exchange - even at no charge - the space assigned to him/her;
  - b) occupy a surface area greater than that assigned or exceed the height measurements established by Padova Hall Spa (see art. 22);
  - c) store packaging or other materials not destined for display in the assigned space, or in the surrounding area, or even in the Fair enclosure;
  - d) display products not indicated on the "Space Occupation Authorization" form provided by Padova Hall Spa;
  - e) display second-hand, recognizable products, except by written authorization of Padova Hall Spa;
  - f) display posters or signs outside the assigned areas or in places or positions different from those established by Padova Hall Spa;
  - g) display or mark the prices of products on display;
  - h) display posters or samples, even simply indicative of products not included in the product Group to which the participant has been assigned, even if they are products from the same company, or on behalf of a company not listed on the participation request, or not represented by the participant;
  - i) sell by retail with immediate delivery, unless expressly authorized to do so by Padova Hall Spa;
  - j) distribute or give tastes, in a propagandistic manner, of paid samples, or by drawings, lotteries or games, unless authorized in writing to do so by Padova Hall Spa, which reserves the right to apply a special tax and to discipline such activities;
  - k) carry out any trial or form of advertising outside his/her own area;
  - l) use loud calls or other forms of publicity which for their substance or outward appearance can be against the law or regulations, or which can constitute conclusion of direct comparison with other participants, or which can, however, disturb them or cause them harm, and even less to gather signatures, declarations or judgments; propaganda or judgments which can sound critical or offensive to political and social institutions of our and other countries;
  - m) possess or make use of cylinders or other containers filled with gas of any type, or to keep tanks, heaters or other recipients filled with gas or combustibles for the functioning of machines, except in the case of particular authorization by Padova Hall Spa;
  - n) put into function the machines on display without the written authorization of Padova Hall Spa;
  - o) carry out trials, demonstrations or operations that can compromise the safety of persons or objects, or that might disturb, irritate, cause damage or danger or which however at the judgment of the Authority in charge of security and accident prevention, are deemed dangerous;
  - p) light fires, introduce explosive, detonating, dangerous or foul-smelling materials, or that in any case can cause damage or can be bothersome;
  - q) cover or mask objects on display during the hours set for visiting by the public;
  - r) leave the area unwatched or in a state of abandon;
  - s) remain in the halls or the fair grounds during the closing hours;
  - t) circulate or stop with vehicles of any sort in the enclosure of the fair grounds;
  - u) assign work of transport, sending, loading and unloading of goods, as well as work on set-up, installation and derivation of technical services and cleaning to people or companies not authorized by Padova Hall Spa, unless they are employees of the participant;
  - v) resell or lend to third parties entrance cards or reduced-price tickets;
  - w) break down fittings or allow materials or samples to be taken away before the day after the closure of the event;
  - x) paint the walls and flooring of the space; paint writing or signs directly on the walls and materials belonging to Padova Hall Spa; planting nails or other devices on walls and materials; display paper posters not mounted on appropriate framed panels;
  - y) make direct connections to Padova Hall Spa technical systems (lighting, electrical energy, water, waste, telephones) without having made advance written request for it, and/or with personnel not authorized by Padova Hall Spa, and/or failing to observe security regulations;
  - ya) **NO SMOKING:** pursuant to law 3/2003 and the Decree of the Council of Ministers of 23 December 2003 smoking is categorically forbidden inside all the Exhibition's premises. The prohibition on smoking is indicated by specific signs bearing the wording "NO SMOKING", together with references to its statutory prohibition, the penalties applicable to transgressors and the subjects tasked to enforce the prohibition and ascertain infringements. Smoking is only permitted in areas outside the Exhibition premises and under open-air porticoes.
  - z) use in the fittings of combustible materials, or materials that are not fire-retardant in origin, or not fire-proofed according to the norms in effect.
- 26.** To violators Padova Hall Spa reserves the right to:
- a) request compensation for damages caused directly or indirectly to persons and objects of Padova Hall Spa or third parties;
  - b) take back the free entrance pass;
  - c) apply a penalty not less than the total amount paid for the spaces;
  - d) require the temporary closure of the area without any expectation on the part of the participant for compensation of any sort;
  - e) have the area broken down and given to a third party, without recognizing any reimbursement of amounts paid and without any right on the part of the participant to make claims for damages.

**ENTRANCE - TICKETS, CARDS**

**27.** Access to the fair grounds is given upon presentation to personnel in charge of the personal card, temporary permit, or entrance ticket provided by Padova Hall Spa.

**28.** Padova Hall Spa provides every single participant up-to-date with payments a number of free entrance cards on the basis of norms that will be enacted in a timely manner for each event. Cards and permits are delivered with the heading of the participating companies, authorized suppliers and to personnel in the line of work. Everyone must write the last name and first name immediately on the cards of the people that will make use of them during the course of the event. Cards presented at the Fair entrance that are not in the name of the presenter or in possession of a person other than the registered holder, will be revoked and neither returned nor substituted. Participants are personally responsible for the attempted and committed frauds even by employees furnished with the above-mentioned Fair entrance titles. Padova Hall Spa reserves the right to report eventual frauds to the competent authorities.

**TECHNICAL SERVICES**

**29.** Padova Hall Spa, within the limits of the systems at its disposal, will provide, upon payment and according to rates and norms for reservation, for the use and functioning which will be made in a timely manner, of electrical energy, water, and telephone services on the basis of advance requests made by the participant at least ten days prior to the opening and on the appropriate forms provided by Padova Hall Spa; the request is fully binding for the participant. Requests presented after the said date will be satisfied "if possible in terms of time". For such provisions, Padova Hall Spa limits itself to the lending; the guarantee and associated risks are the responsibility of the respective supplier Institutions.

**30.** As far as electrical systems to be set up in the assigned area (putting to use of normal lamps, reflectors, signs that light-up, tubes of inert gases, relative conductors, transformers, voltage boosters, phase shifters, phase advancers, watt reducers, riveters, motors, electrical sockets, etc.) the participant is required to:

- a) either have them done by one of the suppliers authorized by Padova Hall Spa, to whom a request must be made;
  - b) or - should they be done directly - to have them undergo, before being put into function, a control test Padova Hall Spa;
  - c) install at own responsibility and expense, all of the equipment prescribed by law and other devices for the safety protection of persons and objects.
- 31.** Should the participant's assigned area not be equipped with the requested technical services, they may be installed, as long as particular reasons of technical nature and derivations from the normal lines by personnel employed by Padova Hall Spa do not prohibit it; the relative costs being at the expense of the participant.
- 32.** Payment of services provided by Padova Hall Spa must be made by the participant at the act of request and in any case before the exiting of material from the fair grounds. Padova Hall Spa reserves the right to demand payment at the Fair by means of its own employee holding formal written authorization.
- 33.** Any abuse of or lack of observance in the use of technical services with regard to the conditions referred to in articles 29, 30, 31:
- a) authorize Padova Hall Spa to suspend supply of the services themselves, except the right of collection of the amount due for the said service;
  - b) imply the total responsibility - both civil and penal - of the participant for eventual damages to persons or things of Padova Hall Spa or third parties.

**MACHINES IN ACTION**

**34.** Machines cannot be put into function unless execution of all formalities prescribed by law and all norms dictated by Padova Hall Spa has occurred, through written authorization of Padova Hall Spa itself, as long as said machines are not dangerous or bothersome. Participants must insure themselves for accidents and thirdparty liability, and put into practice all strategies and systems used for accident and fire prevention, reduction of loud noises, elimination of foul odors, and avoidance of emissions of gas or liquids. Participants displaying pressure devices in action, in conformity to the law for surveillance of the said devices, cannot have them running without having gone through, with positive results, the verifications and tests established as necessary, which must result through a regular certificate of the competent office. The participants themselves are required to directly request the test and the document. In the case of disturbance or mishaps of the technical nature or of danger or accidents, Padova Hall Spa has the right to annul the authorization already given. Should, in exception to the provision of article 25 (letter m), the participant obtain a special permit from Padova Hall Spa and competent Authorities, the cylinders or other replenishment containers must be deposited in the appropriate space, unless it is preferred to substitute them one at a time from a source outside the fair ground perimeters. Padova Hall Spa assumes no responsibility regarding direct or indirect damage to persons or things.

**SAMPLE TRANSPORT - LOADING AND UNLOADING OF MATERIAL - CIRCULATION OF VEHICLES**

**35.** The Company contracted as the Transport Delegation and nominated Official Forwarder of Padova Hall Spa, is the only one authorized to operate in name of and for Padova Hall Spa with regard to the Administrations of the railways, customs, and postal service, in relation to the traffic of goods addressed to Padova Hall Spa, and as such takes over all obligations, duties and

consequent responsibilities, direct and indirect, from the Railway Administration for the transport, and from the Customs Office for the customs duties on imported goods with the provisional importation regime. For said operations the Transport Delegation is authorized to protect itself against participants by requiring the payment, besides of the customs taxes, etc., even of a security deposit amounting to not less than 10% of the total of the previously mentioned taxes. The Transport Delegation puts at disposition all services necessary to the carrying out of its duties, including means of transport and hoisting for the participants, and is therefore responsible for the regularity of the service as well as for any material or moral damages due to any negligence towards participants. Padova Hall Spa is therefore relieved of any consequences and eventual judicial actions caused by the imperfect functioning or deficient organization of the service carried out by the Transport Delegation. The rates for services provided by the Transport Delegation, upon approval by Padova Hall Spa, are made known to all those interested prior to the opening of the event.

**36.** For such operations as lifting and transport inside the Fair, the Exhibitors can also make use of means belonging to them and of personnel directly employed by them. In such cases the participants are responsible for operations carried out on their own and must respond for any damages caused to Padova Hall Spa or third parties, while Padova Hall Spa remains exempt of any responsibility in that regard. For materials and samples in general which are deposited in the fair ground, Padova Hall Spa assumes no responsibility, nor issues any receipt. Participants in upper floors are required to report the weight of machines or merchandise exceeding the maximum unitary weight of 300 kg/m<sup>2</sup> so as to avoid damage or accidents due to overload. Participants are likewise required to declare, at least 30 days prior to the opening of the event, the weight of the machines or goods exceeding the unitary weight of 5,000 kg., or cumbersome or delicate in nature so as to allow the Transport Delegation to provide for appropriate unloading devices upon arrival and loading devices at departure.

**37.** The entrance of means of transport at the opening, during the course of, and at the closure of the event, is regulated by suitable provisions deemed necessary by Padova Hall Spa.

**IMPORTATION OF GOODS FROM ABROAD**

**38.** Goods originating from abroad can be rendered to the Fair with the benefit of temporary importation. For participants who intend to make use of this facilitation as well as for those wishing to obtain importation licences following the sale of samples of foreign goods on display during the event, Padova Hall Spa issues appropriate and timely provisions both before and during the course of the event, on the basis of instructions given by the competent Authorities.

**39.** Padova Hall Spa reserves the application of a tax on every licence request at the moment it is presented, the amount of which will be made known prior to the opening of the show.

**INDUSTRIAL PROPERTY**

**40.** The brand names of businesses on display at the events and not protected by a patent or legally deposited request, can enjoy the temporary protection established by the provisions in effect, as long as it is requested of the General Secretariat of Padova Hall Spa, prior to the opening of the show. Execution of photographs, drawings of products and goods on display as well as the taking of measurements is not allowed by anyone, without the written authorization of the interested party.

**PHOTO AND VIDEO RELEASE (pursuant to law 633/1941 & seq.)**

**41.** Release requests for video footage and photography shoots and associated reproductions must be submitted in advance to Padova Hall Spa. As concerns images, however acquired or shot (photographs, videos, etc.), portraying the Exhibitor, its stand and/or the promoters, employees and self-employed staff representing it in the Exhibition's context, the Exhibitor acknowledges that the collection and processing of such images by Padova Hall Spa complies with EU Regulation 679/2016 (General Data Protection Regulation - GDPR) and that their possible dissemination, publicity, promotional and commercial purposes conforms to the provisions of article 30 of the EU Regulation and, pursuant to articles 96 and 97 of law 633/1941, by freely giving Padova Hall Spa the right to utilise such images for the foregoing purposes, it thereby authorises Padova Hall Spa to make unlimited use of them through any means of communication, (including but not limited to brochures, folders, visitors' maps, catalogues, and printed matter in general, necessary for dissemination and promotion) and diffusion through the internet (institutional website and the Exhibition's website, social networks, etc.) or magazines and other publications, including online publications, as also giving Padova Hall Spa full rights to adapt and reproduce them for all lawful purposes. For this purpose the Exhibitor declares to have made provision to: a) obtain the consent of the data subjects, where necessary, after issuing an appropriate advisory notice to inform them as to how Padova Hall Spa will process data obtained from their photographs, video-recordings, etc. and disseminate the data for publicity, promotional and advertising purposes pursuant to the GDPR; b) have obtained a release for the use and dissemination of these images pursuant to articles 96 and 97 of law 633/1941 on copyright, from the natural persons portrayed or recorded therein and its representatives, employees and self-employed staff on the occasion of the Exhibition; c) hold harmless and exempt Padova Hall Spa from and against every claim, action or claim advanced by the foregoing persons.

The Participant expressly authorises Padova Hall Spa to take photographs of itself, its stand and the products exhibited therein by the photographers appointed by Padova Hall Spa, and which the latter may use for journalist/ communication and promotional purposes. No use shall be made of images taken in illegal contexts or which may be prejudicial to general decorum and dignity. Posing and the use of the images for the foregoing purposes are deemed to be gratuitous activities.

## VIDEO SURVEILLANCE

**41b.** Video surveillance systems are in use on Padua's exhibition premises and the processing of the surveillance data collected is performed by Padova Hall Spa solely for the purposes for which such systems are deployed:

1. security
  2. protecting the company's and third-party assets
  3. monitoring non-authorised access
- Processing shall be conducted in strict accord with law and for the foregoing legitimate purposes (pursuant to article 13 of Legislative Decree 196/03 and the Resolution of the Supervisory Authority on Privacy, P.G.P. 8.04.2010), as stated in special notices affixed in the areas covered by surveillance cameras or near to them (Supervisory Authority on Privacy 8 April 2010). Moreover, the use of such systems is in full compliance with article 4 of law 300/70 (Workers' Charter).
- While undertaking to abide by the principle of necessity Padova Hall Spa deems processing essential for:
- the security of natural persons during exhibition events
  - the safeguarding of real estate and moveable assets belonging to the exhibition complex in view of its large extension and the fact that it remains unattended at night and during transitional periods between one exhibition and another
  - the safeguarding of exhibitors' assets during exhibition events
  - physical safety during the installation and disassembly operations of stands and equipment
  - general reasons pertaining to the prevention of non-authorised access to the exhibition area's perimeter and the exhibition areas
- The recorded images are not directly visible to third parties. Images are kept for a period determined by the time required to achieve their purpose, unless the circumstances for an extended period apply as indicated in the resolution of the Supervisory Authority for Privacy of 8 April 2010, and shall only be kept longer if unlawful events occur or in order to comply with judicial or police investigations. The recorded content of the system is only accessible by authorised personnel and the system itself features the minimum security measures required by Legislative Decree 196/03. The data collected shall be used for security and access-control purposes. They shall not be used for purposes other than those indicated.

## PUBLICITY

**42.** Every form of propaganda and publicity in Padova Hall Spa publications, both within and outside of the enclosures of the Fair, on the streets and in adjacent areas, is regulated exclusively by Padova Hall Spa. Publicity, both for one's own company and for those reported on the participation request, can be carried out by the participant only in the area of his/her own stand, save the prohibitions foreseen by art. 25. The participant can carry out, upon approval by and under the supervision of Padova Hall Spa, mounting of advertising and other forms of publicity at particular rates. Particular technical necessities, service needs or other, might lead to repositioning or removal of mounted advertisements or other forms of publicity: in any case no right of compensation is recognized for the participant.

**43.** In the distribution of booklets, brochures, flyers, etc. it is prohibited to use drawings, titles, writing or graphics in any way in antagonism with Padova Hall Spa's rights, which claims as exclusive property - besides its emblems - even denominations of events organized by it, with all the relative modifications, abbreviations, simplifications, acronyms and trademarks.

## OFFICIAL CATALOGUE

**44.** Padova Hall Spa provides, without it constituting any kind of commitment or responsibility towards the participant, the printing and distribution of Official Catalogues, which include all the indications relative to the sign-ups occurring and accepted within 45 days of the beginning of every show. To sign up for advertising, the participant must fill in the appropriate form and send it to Padova Hall Spa by the scheduled deadline. Padova Hall Spa declines any and every responsibility regarding data published in the Catalogue, as well as errors in completion of the form by the participant or typographical or pageformatting errors. By authorization of Padova Hall Spa and by previous agreement, regarding the fee, participants can add other indications of technical-publicity character.

## DAMAGES

**45.** Padova Hall Spa assumes no responsibility for damages (direct or indirect) or harm caused to persons or things, however or by whomever caused. Consequently, Padova Hall Spa does not provide compensation for any damages deriving from, solely as examples and not exhaustive, theft, fires, explosions, malicious events in general, breakage, water infiltrations, natural events in general. The participant is responsible for all damages caused to persons or things by products on display, stand fittings, water and electrical system installations, constructions, mounted publicity, by means and objects for hire, means of transport used, machines put into function, and personnel employed by him/her.

## REQUIRED INSURANCE

**46.** Exhibitors must insure themselves against all material and direct damages for all property in their possession and positioned throughout the halls, buildings and open areas of the fair grounds. These obligations are met through the policy stipulated by Padova Hall Spa with the company **CNA Insurance**, on behalf of each visitor. With the sign-up and the payment of the relative fee, Padova Hall Spa provides the automatic activation for the Exhibitor of the insurance coverage against direct and material damage on all property brought to the Fair, up to an overall maximum value of euro **10.000,00**. The Exhibitor must insure all property with values exceeding the said amount, undersigning the integrative policy, Form C1. The Exhibitor accepts the guarantees provided by the General and Specific Conditions of Insurance, as well as the value of the capital insured indicated in the policies, available at the Padova Hall Spa offices and of which the following extract is reported.

### 1) Property and direct damage - All Risk

Insurance coverage is provided against all property and direct damage occurring in the ALL RISK form even following fire, explosion, rioting, vandalism, arson, theft and robbery, damage occurring during transport, and is operative on all of the institutions (merchandise, furnishings, outfitting...) brought to the Fair by each individual Exhibitor.

a) Insured capital: automatically euro **10.000,00**, a primo rischio assoluto. The Exhibitor must complete the appropriate Form C1 in order to make the required guarantees operative on valuables exceeding the said amount.

b) Exemption: 10% uncovered with a minimum of euro **250,00** per damage, limited only to damages deriving from partial or full theft, robbery, loss, and tampering if the damage is reported during storage within the exhibition. 20% uncovered with a minimum of euro **500,00** per damage, for all incidents reported following closure of the event.

c) Effect and duration: the guarantee becomes effective from the time the insured goods leave the departure warehouse for transport to the exhibition site, continuously and without interruption during the trip until the insured property arrives at the exhibition site, as well as throughout the exhibition period, during operations of removal from the site where the insured goods remain until they are packed up again for the return trip, and during the trip until the place of origin, ending at the moment of reconsignment of the same.

### 2) Third-party Tort Liability Insurance

Padova Hall Spa automatically provides third party tort liability insurance for all Exhibitors, having taken out an appropriate insurance policy covering them all.

## INCIDENT REPORTING

**47.** In order to obtain compensation, the Exhibitor must report the incident in writing to the Internal Logistics Office of Padova Hall Spa, without fail within 24 hours of its discovery and in any case no later than 24 hours from the last day of breakdown, and providing the following documentation:

- a copy of the packing list/delivery note attesting the presence of the goods on the Fair premises;
- in case of partial damage, a copy of the repair quote and/or invoice of the damaged goods;
- in case of total damage (including theft), a copy of the original invoice of the goods carried off or damaged.
- the descriptive report to the Public Safety Authorities containing the list of goods carried off and/or damaged. For further clarification, contact the Padova Hall Spa Affari Legali Office (Tel +39.049.840588 - Fax +39.049.840570).

**47b.** So as to help the Exhibitor in the surveillance and safekeeping of their areas and products in their display areas, without however assuming responsibility for them, Padova Hall Spa provides a general surveillance service of the exposition areas during set up, throughout the fair and during breakdown. The Exhibitor can ask to have, at his/her own expense, a personal night surveillance service at their own stand as long as the service is performed by one of the institutes authorized by the city of Padua and that written notice of such is given to the Technical Office.

## BREAK DOWN OF AREAS - REMOVAL OF MATERIALS - RESTITUTION - CREDIT RECOVERY

**48.** The break down of all products on display, including those in private halls, and of any other materials can begin only after the closure of the event, on the day and at the hour established by Padova Hall Spa, and must be completed by the date set by Padova Hall Spa, after which Padova Hall Spa may proceed without hesitation to move elsewhere anything belonging to the participant, naturally at the expense of the participant, with the right of Padova Hall Spa to close down doors and locks and exert the right of retention of existing materials as a guarantee of compensation for consequent damages and expenses, safekeeping included therein. Risks of theft, loss or damage deriving from them remain at the Exhibitor's expense. Perishable products will be immediately sold, with simple verbal notice given to the interested party or to whom Padova Hall Spa prefers by private treaty in relation to the price and conditions most advantageous for Padova Hall Spa. After 60 days without provisions for pick-up of the material, the non-perishables and above-mentioned materials can be sold. Proceeds, after deduction of expenses, will be kept available to the interested party by Padova Hall Spa.

If no attempt is made to collect the amount within six months, it will be absorbed by Padova Hall Spa. For materials nevertheless left on the fairgrounds, Padova Hall Spa declines any responsibility for theft or damage caused to them.

**49.** In exception to that referred to in art. 25 (letter j), permission may be given in exceptional cases and on justified written request, for removal of samples on display or any other materials during the course of the show, upon issuing of special "Exit Pass" by Padova Hall Spa. The exiting at the end of the show of displayed products and all other goods is subject to the issuing of an "Exit Permit" and other norms that will need to be enacted. Issuing of neither the "Exit Pass" nor the "Exit Permit" will be granted to those participants not up-to-date with every administrative matter or outstanding debt with Padova Hall Spa. Material on display constitutes a title of guarantee in favor of Padova Hall Spa up until the total redemption of its entitlement, even in cases in which the said items have passed to the warehouse.

**50.** The participant is required to return the areas of the stand in the condition in which they were received. The cleaning of the stand, any repair work and the declaration on the condition of the returned areas shall be for its own account. Furthermore, the areas must be free of scrap materials, waste, and all traces of adhesive tape and other adhesives removed from the floor. Should the Company not see to the removal of the same from the exhibit space, a penalty will be charged for each space of 14/16 sqm. Any alteration or damage authorizes Padova Hall Spa to exert a right of lien on the contents and fittings of the area, to whomever it belongs, with retention of items and pre-emption on the price, and always with the power to exert such rights to the extent indicated by a judiciary consultant according to art. 696 of the Civil Procedural Code. The same right is recognized by Padova Hall Spa for the recovery of every type of credit from the participant, by applying a lien from article 2764 of the Civil Code.

## AUTHORIZED SUPPLIERS - AUXILIARY SERVICES

**51.** For set-up work of any kind, for supply of services and rental of materials, Padova Hall Spa reserves the right to confer to a certain number of businesses the nomination of "Authorized Supplier", communicating in a timely manner the broad conditions set for their services to the participants. For work inherent to the set-up of their areas, participants can hire companies they trust, on the condition that these companies and their employees are to the liking of Padova Hall Spa.

**52.** Refreshment stands, cafes, bars, sales areas, etc. are required to sell products of participating companies or products agreed upon directly with Padova Hall Spa, to observe the rules of the present Regulations, to apply those clauses and conditions resulting from particular norms, including public purchase price, which Padova Hall Spa reserves to set. The lack of observance of the norms set by Padova Hall Spa and of the relative special legal and sanitary provisions leads to the immediate closing of the activity.

**53.** Padova Hall Spa reserves the right to contract out any service to a third party, issuing the relative norms on the matter. Padova Hall Spa declines any responsibility for services contracted out and all work done by the suppliers.

## GENERAL DISPOSITIONS

**54.** Should an event for unforeseen reasons or reasons of any nature be cancelled, the participation requests are automatically annulled and payments made - deduction for the expenses and commitments assumed - will be divided up among participants proportionately. In the case of variations of the date, length or opening hours, and in the case that an event, once opened has to be suspended due to unforeseen circumstances, Padova Hall Spa is not held responsible for reimbursement of paid participation fees. In the above-mentioned cases, it remains excluded that participants, by explicit convention, can appeal to Padova Hall Spa for any motive or cause.

**55.** Padova Hall Spa reserves to establish complementary norms and dispositions each time deemed necessary to do so for the better progress of the show, even in exception to the present General Regulations. Such norms will be brought to the participants' attention through memorandums and newsletters; these will have equal value to the present Regulations, and their observance is obligatory. The lack of observance or violation of the clauses of these Regulations and of successively issued norms and dispositions leads to the forfeiture of the participation confirmation and to the immediate closure, temporary or definitive, of the areas, without any reimbursement of the fees paid and without any compensation, except penalties to be established at the participant's expense. Padova Hall Spa has the right to immediately expel from its fair grounds anyone violating the dispositions of the present Regulations and all of the successively issued norms and to pursue the same in legal proceedings for any type of material and moral damages brought about. Claims of any sort regarding the organization of the show and the relative execution will be taken into consideration only if communicated in writing by registered letter addressed to Padova Hall Spa, by the closing day of the show. The decisions made by Padova Hall Spa will be definitive and not up for appeal.

**56.** Validity is given only to undertakings assumed by the legal representatives of Padova Hall Spa, or General Manager or officials of Padova Hall Spa with the condition that they have been delegated to do so by Padova Hall Spa in writing.

**57.** The competent Court for any and all controversies is that of Padua.