



REGISTRATION FORM

RIMINI FIERA

12-14 October 2017

FORWARD TO: email expo@riminifiera.it
 RETURN BY POST: ITALIAN EXHIBITION GROUP SPA
 FORO BUONAPARTE, 74 – 20121 MILANO

INVOICING DETAILS

Please fill every field in capital letters

Company Name
 VAT number / T.I.N. (compulsory for invoicing) Company Owner / Manager
 Address Town Zip Code Country
 Phone number Fax number

COMPANY DETAILS

Fill only if different from above square

Company Name
 Address
 Town Zip Code Country
 Contact name
 Direct e-mail
 Mobile Direct tel. Fax

COMPANY DETAILS

Fill only if different from above square

Company Name
 Address
 Town Zip Code Country
 Contact name
 Direct e-mail
 Mobile Direct tel. Fax

IMPORTANT NOTES

For information about application costs, area rates and increases see "Stand request and Services" page 4; for information about supplies included for turnkey booths see "Stand Packages" page 2/3 and check also the website www.siaquest.it

For more information about registration procedure please see General Rules & Regulations Chap. I art. 5 always available on web site www.siaquest.it.
 Acceptance of applications also depends on the fact that there are no outstanding payments due to Italian Exhibition Group SpA.

We remind you that the total balance must be paid within June, 30th 2017.

COMPANY NOTES

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EXHIBITING AREA OF INTEREST

Tick as appropriate, one section only

- | | |
|---|---|
| <input type="checkbox"/> Contract, furnishing and accessories | <input type="checkbox"/> Building components |
| <input type="checkbox"/> Equipment for outdoor areas | <input type="checkbox"/> Technologies |
| <input type="checkbox"/> Interdeco' | <input type="checkbox"/> Food equipment and machines |
| <input type="checkbox"/> Bathroom and wellness in hotel | <input type="checkbox"/> Hotellerie |
| <input type="checkbox"/> Services | <input type="checkbox"/> Sun protection systems and awnings |

STAND PACKAGES

RIMINI FIERA

12-14 October 2017

PREFITTED STAND

BASIC PACKAGE

GOLD PACKAGE



TURNKEY BOOTH 16sqm (4x4) - Model A4

Corner supplement € 300,00+Vat

- Furnished wood walls h 290 cm
- Blue carpet
- 1 lumber room 100x100 cm
- 1 rectangular table 160x80x h72 cm
- 3 chairs
- 1 reception desk 100x40x h100 cm
- 1 stool
- 1 waste bin
- 1 coat hanger
- 1 electrical board
- 1 socket 220
- 3 lamps 300w
- 1 kw electrical supply (220 v)
- Company name board (black adhesive 180x h40cm)
- 1 online diary with Buyers

€ 3.816,00 + VAT

- Furnished wood walls h 290 cm
- Blue carpet
- 1 lumber room 100x100 cm
- 1 rectangular table 160x80x h72 cm
- 3 chairs
- 1 reception desk 100x40x h100 cm
- 1 stool
- 1 waste bin
- 1 coat hanger
- 1 electrical board
- 1 socket 220
- 3 lamps 300w
- 1 kw electrical supply (220 v)
- Company name board (black adhesive 180x h40cm)
- 1 online diary with Buyers
- Cleaning of the stand
- Wifi connection
- 1 hotel room for 3 nights (bed & breakfast basis)

€ 4.206,00 + VAT



TURNKEY BOOTH 32sqm (8x4) - Model A4

Corner supplement € 300,00+Vat

- Furnished wood walls h 290 cm
- Blue carpet
- 1 lumber room 200x100 cm
- 2 rectangular tables 160x80x h72 cm
- 6 chairs
- 2 reception desks 100x40x h100 cm
- 2 stools
- 2 waste bins
- 2 coat hangers
- 1 electrical board
- 2 sockets 220
- 6 lamps 300w
- 2 kw electrical supply (220 v)
- Company name board (black adhesive 180x h40cm)
- 1 online diary with Buyers

€ 7.072,00 + VAT

- Furnished wood walls h 290 cm
- Blue carpet
- 1 lumber room 200x100 cm
- 2 rectangular tables 160x80x h72 cm
- 6 chairs
- 2 reception desks 100x40x h100 cm
- 2 stools
- 2 waste bins
- 2 coat hangers
- 1 electrical board
- 2 sockets 220
- 6 lamps 300w
- 2 kw electrical supply (220 v)
- Company name board (black adhesive 180x h40cm)
- 1 online diary with Buyers
- Cleaning of the stand
- Wifi connection
- 2 hotel rooms for 3 nights (bed & breakfast basis)

€ 7.722,00 + VAT



TURNKEY BOOTH 16sqm (4x4) - Model F

Corner supplement € 300,00+Vat

- Furnished wood walls h 290 cm
- Wood staves structure
- Red carpet
- 1 lumber room 100x100 cm
- 1 rectangular table 160x80x h72 cm
- 3 chairs
- 1 reception desk 100x40x h100 cm
- 1 stool
- 1 waste bin
- 1 coat hanger
- 1 electrical board
- 1 socket 220 V
- 3 lamps
- 1 kw electrical supply (220 V)
- Printed flag with company name (cm 50x h290)
- 1 online diary with Buyers

€ 4.312,00 + VAT

- Furnished wood walls h 290 cm
- Wood staves structure
- Red carpet
- 1 lumber room 100x100 cm
- 1 rectangular table 160x80x h72 cm
- 3 chairs
- 1 reception desk 100x40x h100 cm
- 1 stool
- 1 waste bin
- 1 coat hanger
- 1 electrical board
- 1 socket 220 V
- 3 lamps
- 1 kw electrical supply (220 V)
- Printed flag with company name (cm 50x h290)
- 1 online diary with Buyers
- Cleaning of the stand
- Wifi connection
- 1 hotel room for 3 nights (bed & breakfast basis)

€ 4.702,00 + VAT



TURNKEY BOOTH 32sqm (8x4) - Model F

Corner supplement € 300,00+Vat

- Furnished wood walls h 290 cm
- Furnished wood walls h 290 cm
- Wood staves structure
- Red carpet
- 1 lumber room 200x100 cm
- 2 rectangular tables 160x80x h72 cm
- 6 chairs
- 2 reception desks 100x40x h100 cm
- 2 stools
- 2 waste bins
- 2 coat hangers
- 1 electrical board
- 2 sockets 220 V
- 6 lamps
- 2 kw electrical supply (220 V)
- Printed flag with company name (cm 50x h290)
- 1 online diary with Buyers

€ 8.064,00 + VAT

- Furnished wood walls h 290 cm
- Furnished wood walls h 290 cm
- Wood staves structure
- Red carpet
- 1 lumber room 200x100 cm
- 2 rectangular tables 160x80x h72 cm
- 6 chairs
- 2 reception desks 100x40x h100 cm
- 2 stools
- 2 waste bins
- 2 coat hangers
- 1 electrical board
- 2 sockets 220 V
- 6 lamps
- 2 kw electrical supply (220 V)
- Printed flag with company name (cm 50x h290)
- 1 online diary with Buyers
- Cleaning of the stand
- Wifi connection
- 2 hotel rooms for 3 nights (bed & breakfast basis)

€ 8.714,00 + VAT

All the exhibiting packages includes the basic service kit with compulsory insurance, exhibitors badges, n°100 web ticket invitations, listing in the catalogue, local advertising tax, n°1 parking permit.

**ITALIAN
EXHIBITION
GROUP**

A merger of
Rimini Fiera and Fiera di Vicenza

ITALIAN EXHIBITION GROUP SpA

Via Emilia 155, 47921 Rimini

Codice fiscale/Partita Iva 00139440408

Capitale Sociale 52.214.897 i.v.

Registro Imprese: Rimini P.I e n. Reg. Imprese 00139440408

EXHIBITING PACKAGES - BARE AREA (MINIMUM 32 SQM)

BARE AREA 32 sqm

Corner supplement € 300,00+Vat

Bare area 32 sqm + 2 Kw
1 online diary with Buyers

Basic Services Kit

(compulsory insurance, exhibitor passes, n.100 web ticket invitations, listing in the catalogue, local advertising tax, n.1 parking permit)

€ 5.443,20 + VAT

BARE AREA 48 sqm

Corner supplement € 300,00+Vat

Bare area 48 sqm + 3 Kw
1 online diary with Buyers

Basic Services Kit

(compulsory insurance, exhibitor passes, n.100 web ticket invitations, listing in the catalogue, local advertising tax, n.1 parking permit)

€ 7.885,70 + VAT

BARE AREA 64 sqm

Corner supplement € 300,00+Vat

Bare area 64 sqm + 4 Kw
1 online diary with Buyers

Basic Services Kit

(compulsory insurance, exhibitor passes, n.100 web ticket invitations, listing in the catalogue, local advertising tax, n.1 parking permit)

€ 10.327,60 + VAT

BARE AREA 96 sqm

Corner supplement € 300,00+Vat

Bare area 96 sqm + 4 Kw
1 online diary with Buyers

Basic Services Kit

(compulsory insurance, exhibitor passes, n.100 web ticket invitations, listing in the catalogue, local advertising tax, n.3 parking permits)

€ 15.127,60 + VAT

SPONSORSHIP OPPORTUNITIES

Description	Price
<ul style="list-style-type: none"> Personalized Logo on company name board - Type A4 stand (not the same as the standard name board already included in the stand package) 	€ 158,00 + VAT
<ul style="list-style-type: none"> Personalized Logo on flag - Type F stand (not the same as the standard name board already included in the stand package) 	€ 178,00 + VAT
<ul style="list-style-type: none"> Logo on the Guide Map 	€ 1.200,00 + VAT
EXHIBITOR CATALOGUE <ul style="list-style-type: none"> Logo in the "Exhibitors List" Italian and English Company Description in the "Exhibitors List" (600 characters including spaces) Internal page 	€ 300,00 + VAT € 500,00 + VAT € 1.000,00 + VAT
BANNER ON THE WEBSITE <ul style="list-style-type: none"> Banner in the Homepage Banner in the internal pages 	€ 300,00 + VAT € 300,00 + VAT
Communication opportunities in the fair	Price
<ul style="list-style-type: none"> Banner Pavilion visibility (banner to be hung above the booth; size w 2,00mt x h 4,50mt) 	€ 800,00 + VAT
<ul style="list-style-type: none"> Outside signs: 2 double-side signs located in the Main Entrance (size w 1,00mt x h 1,32mt) 	€ 810,00 + VAT
<ul style="list-style-type: none"> Pool Column panels (5 double side panels to place; size w 1,00mt x h 1,40mt) <i>Production, placement and removal are included</i> 	€ 5.000,00 + VAT
<ul style="list-style-type: none"> Personalisation Internal Pool 	€ 5.000,00 + VAT
<ul style="list-style-type: none"> Floor stickers (size mt 5,00) <i>Production, placement and removal are included</i> 	€ 5.000,00 + VAT
<ul style="list-style-type: none"> Porch Banner (size b 4,00mt x h 2,00mt) <i>Production, placement and removal are included</i> 	€ 5.000,00 + VAT



CO-EXHIBITOR REGISTRATION

RIMINI FIERA

12-14 October 2017

CO-EXHIBITOR FORM

The company, **renter of the stand registers, as per Art.8 - chap. I of the General Rules & Regulations, the following co-exhibitors¹⁾, hosting them on its stand and undertakes to pay the sum of € 750.00²⁾ + registration fee²⁾ for each of them.**

INVOICING DETAILS³⁾

COMPANY NAME

VAT number / T.I.N. (compulsory for invoicing) Company Owner / Manager

Address Town ZIP Code Country

Phone number Fax number

Notes: this form must be sent only in case of hosted companies

1) Co-exhibitor firms participate in the exhibition directly and will be listed in the exhibition Official Catalogue, with the caption: "ospite di" (hosted by), followed by the name of the host company 1) Co-exhibitor firms participate in the exhibition directly and will be listed in the exhibition Official Catalogue, with the caption: "ospite di" (hosted by), followed by the name of the host company

2) If due, Italian VAT must be added to these figures.

3) The sums due for co-exhibitors will be automatically charged to the hosting company. In case of a different fiscal subject to which invoices for hosted companies should be issued, please communicate the new data by e-mail siaguest@iegexpo.it.

CO-EXHIBITOR A - DETAILS

COMPANY NAME Contact name

Address Direct tel.

Town ZIP Code Country Direct e-mail

Tel Fax

E-mail

Website

CO-EXHIBITOR B - DETAILS

COMPANY NAME Contact name

Address Direct tel.

Town ZIP Code Country Direct e-mail

Tel Fax

E-mail

Website

ITALIAN EXHIBITION GROUP Spa declines all responsibility for any errors or omissions in the Official Catalogue. No responsibility is taken for the entry of companies who have not sent the original form correctly filled in and within the foreseen deadline, or have not paid the entire or partial sums due for the registration of hosted firms. The General Rules & Regulations are valid and applicable in their entirety for hosted firms.

Date

Stamp and signature the company's legal representative

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**NOTIFICATION AS PER ART. 13 OF ITALIAN LEGISLATIVE DECREE
N°196/2003**

RIMINI FIERA

12-14 October 2017

COMPANY DETAILS

COMPANY NAME

VAT N° T.I.N. Contact Name

Address Telephone Fax

Town ZIP Code Country

Pursuant to the provisions of article 13 of Leg. Decree 196/2003 (Code on the protection of personal data), you are hereby informed that the personal data supplied by you or otherwise acquired as part of Italian Exhibition Group S.p.A. activities is subject to processing in compliance with the laws on confidentiality and in accordance with the provisions expressly provided by the aforementioned Code.

Such data will be processed using electronic, manual and paper media (e.g. the publication of photos in brochures, etc.) for the following purposes:

1. Fulfillment of contractual and legal obligations relating to the participation of the party concerned as an exhibitor or partner in the events organized by Italian Exhibition Group S.p.A.
2. Organizational Management of the events promoted by Italian Exhibition Group S.p.A., such as, for example, creating personal ID badges for security purposes, statistical analyses of aggregate data, planning, communications with third-party partners which collaborate to organize and manage events (e.g. other trade-fairs, suppliers, consultants, etc.), inclusion of personal data in the Official catalogue and map of events to be distributed within Italy and abroad. In such case, some data may also be gathered through pre-registration procedures (online or on paper) or by operators authorized by us prior to entering the exhibition centre.
3. Profiling, retention of loyalty and sending of commercial and promotional communications regarding the activities of Italian Exhibition Group S.p.A. via email, txt, mms, fax, telephone calls, direct selling, as well as additional marketing purposes (e.g. analysis and market surveys).
4. Profiling, sending commercial communications, promotion and advertising, relating to products and services of third-party partners of Italian Exhibition Group S.p.A. (organizers, exhibitors, operators involved in trade or operating events in other areas) interested in offering advantageous commercial benefits to the participants in the events and exhibitions of Italian Exhibition Group S.p.A. via email, txt, mms, fax, or telephone calls. To this end, the data may also be disclosed or transferred to such entities in order to enable them to use them directly for sending their commercial messages.

By the processing of personal data shall be meant the gathering, recording, organization, storage, processing, editing, selection, extraction, comparison, reclassification into homogeneous economic categories, use, interlinking, blocking, communication and distribution of data. The duration of processing shall be proportionate to the purposes from time to time pursued.

The provision of data to Italian Exhibition Group S.p.A. is always optional. However, if - as is usual for those who intend participating as exhibitors or partners in the events - the data, to which the provision request relates, must be processed by Italian Exhibition Group S.p.A. in order to properly fulfil a legal or contractual obligation, as well as to provide whatever required by the person concerned (purposes envisaged in par. 1), the provision thereof is in fact necessary. In fact, failure to provide such data on your part would inevitably result in the inability of Italian Exhibition Group S.p.A. to provide the contractual services requested by you and/or to comply with the legal obligations arising from establishment of relations with you. Consequently, it would not be in point of fact possible for you to take part in the event, to enter the trade-fair and to use our services, etc. Permission to process for the purposes indicated in paragraph 1, on the other hand, is never necessary (inasmuch as art. 24 of Leg. Decree 196/2003 exempts Italian Exhibition Group S.p.A. from the obligation to ask for such permission).

We point out that the "provision" of data means the material placing at disposal of same in favour of Italian Exhibition Group S.p.A., and does not therefore amount to "permission" to process them for the purposes set out in paragraphs 2, 3 and 4; the party involved which provides the data (having read this privacy policy) is assumed to have tacitly given permission considering the mere fact that the same data are subject to processing for the purposes mentioned in par. 1.

In the case instead of data being processed for the purposes of paragraph 2, permission is optional, but any failure to provide permission would prevent Italian Exhibition Group S.p.A. from carrying out such processing and, in some cases, also from providing the service requested by the party involved.

We therefore suggest, in the event of the party involved wanting to take part in the trade-fair, not to limit itself to providing data but also to provide the express permission to process data for the purposes indicated in paragraph 2.

In the event, instead, of the data being processed for the purposes referred to in paragraphs 3 and 4, permission is optional and any failure to give permission shall not result in the non-execution of the service requested by the party involved, but shall result in the impossibility for Italian Exhibition Group S.p.A. to perform relative processing (for example to use an email address or mobile number for sending promotional messages).

The data gathered for the purposes of paragraph 1 may be transmitted: to companies which, on behalf of Italian Exhibition Group S.p.A. provide the management and maintenance services regarding computer systems and databases, to contractor/appointed Companies which, on behalf of Italian Exhibition Group S.p.A. provide services essential to participation (e.g. installation and management of installations and equipment, logistics, security, private security, first aid, hostesses, etc.). Any processing of data by such parties will take place with purposes and procedures identical to those mentioned above.

Italian Exhibition Group S.p.A. furthermore informs that during the events organized by it, photographers and/or video-makers may be authorised to film and/or take photographs, for documentation and promotion purposes, both on the sites of events, and on the social profiles of same (e.g. twitter, facebook, whatsapp, youtube, vimeo, etc.). The published photographs and videos concern trade-fair activities, which shall be deemed as events or matters of public interest and do not show indications for which the express permission is required of the party involved in filming.

If the party involved does not want to be photographed or filmed, please let the appointed staff know at the time of shooting or filming. Photographed persons shall in any case be entitled to request removal or deletion from the company's web site database and/or linked platforms by sending an email message to privacy@iegexpo.it. In this case, Italian Exhibition Group S.p.A., will promptly remove the documentary material.

The data gathered for the purposes referred to in paragraphs 2 and 3, which may be acquired on-site by operators authorized by Italian Exhibition Group S.p.A. may be disclosed to the photographers and/or video-makers producing material, to post-production companies working with them, to journalists and newspapers, to companies appointed to carry out market surveys, to advertising, communication and/or public relation agencies, to companies appointed to print advertising or promotional material, to website production companies, to web marketing companies, to other entities in charge of planning and/or maintenance of promotional materials, and to companies appointed to manage and service the computer systems used for data processing, to any third partners with which Italian Exhibition Group S.p.A. shares such promotional initiatives or the realization of shows and events, as well as, through catalogues, to exhibitors and/or visitors of events organized by Italian Exhibition Group S.p.A. including in collaboration with third-party partners.

Notification will take place according to principles of proportionality and will therefore from time to time be limited to whatever is necessary. Such persons shall process the materials and data for the same purposes and using the same procedures as those described above.

You are further informed that article 7 of the aforementioned Code grants the party involved numerous rights, including the right to: obtain information about the existence of data concerning it and their communication in intelligible form, to obtain the cancellation, transformation into anonymous form or blockage, or the updating, amendment or, if interested, the supplementing of such data, as well as certification that such operations have been brought to the attention of the parties to whom the data were communicated, to oppose the processing of such data for legitimate reasons, even if pertinent to the purpose of gathering, to oppose processing for marketing purposes (profiling, marketing communications, market research and market survey).

The above rights can be exercised by writing to the email address: privacy@iegexpo.it

The data controller is Italian Exhibition Group S.p.A., based in Rimini, Via Emilia, 155, registered in the Companies' Register of Rimini under no. 00139440408. A list of processing Supervisors can be requested from the processing Controller.

CONSENSUS LEG. DECREE 196/03 - PROTECTION OF PRIVACY

I declare having read and understood the privacy policy indicated in article 13 Leg. decree 196/2003 and give my consent for the organizational management of the events promoted by Italian Exhibition Group S.p.A., and consequently some data may also be gathered through online or paper pre-registration procedures, or on-site by your authorized operators before entering the exhibition centre (purpose 2 of the privacy policy)

I give my consent I do not give my consent

as well as for data processing for the purposes of profiling, loyalty retention and direct marketing (conducting market research, marketing communications, promotion and advertising with offers of goods and services by mail, telephone, automated calling systems, fax, email, txt, mms) relating to the activities of Italian Exhibition Group S.p.A. (purpose 3 of the privacy policy)

I give my consent I do not give my consent

and furthermore for data processing for the purposes of profiling, loyalty retention and direct marketing (conducting market research, marketing communications, promotion and advertising with offers of goods and services by mail, telephone, automated calling systems, fax, email, txt, mms) carried out by third-party partners of Italian Exhibition Group S.p.A. (organizers, exhibitors, operators involved in the trade-fair events or also operating in other sectors) and regarding their activities. To this end, the data may be subject to communication and/or transfer to third parties for the sending their business communications and performing related processing. (purpose 4 of the privacy policy)

I give my consent I do not give my consent

Date _____ Stamp and legible signature of the legal representative of the Company _____

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ROOMS RESERVATION

RIMINI FIERA

12-14 October 2017

EXHIBITOR _____

ROOMS INCLUDED IN THE STAND PACKAGE

<input type="checkbox"/> DOUBLE	<input type="checkbox"/> SINGLE	in 11/10	out 14/10	Name _____	Job title _____
<input type="checkbox"/> DOUBLE	<input type="checkbox"/> SINGLE	in 11/10	out 14/10	Name _____	Job title _____
<input type="checkbox"/> DOUBLE	<input type="checkbox"/> SINGLE	in 11/10	out 14/10	Name _____	Job title _____
<input type="checkbox"/> DOUBLE	<input type="checkbox"/> SINGLE	in 11/10	out 14/10	Name _____	Job title _____
<input type="checkbox"/> DOUBLE	<input type="checkbox"/> SINGLE	in 11/10	out 14/10	Name _____	Job title _____
<input type="checkbox"/> DOUBLE	<input type="checkbox"/> SINGLE	in 11/10	out 14/10	Name _____	Job title _____

Notes _____

ROOMS NOT INCLUDED IN THE STAND PACKAGE (SUBJECT TO AVAILABILITY. REQUESTS TO BE MADE BY 28TH JULY 2017)

<input type="checkbox"/> DOUBLE	<input type="checkbox"/> SINGLE	in _____	out _____	Name _____	Job title _____
<input type="checkbox"/> DOUBLE	<input type="checkbox"/> SINGLE	in _____	out _____	Name _____	Job title _____
<input type="checkbox"/> DOUBLE	<input type="checkbox"/> SINGLE	in _____	out _____	Name _____	Job title _____
<input type="checkbox"/> DOUBLE	<input type="checkbox"/> SINGLE	in _____	out _____	Name _____	Job title _____
<input type="checkbox"/> DOUBLE	<input type="checkbox"/> SINGLE	in _____	out _____	Name _____	Job title _____
<input type="checkbox"/> DOUBLE	<input type="checkbox"/> SINGLE	in _____	out _____	Name _____	Job title _____

Notes _____

Category

Double BB

Single BB

<input type="checkbox"/> 5 stelle	from Eur 170,00	from Eur 275,00
<input type="checkbox"/> 4 stelle top	from Eur 75,00	from Eur 110,00
<input type="checkbox"/> 4 stelle sup	Eur 70,00	Eur 105,00
<input type="checkbox"/> 4 stelle	Eur 55,00	Eur 80,00
<input type="checkbox"/> 3 stelle sup	Eur 40,00	Eur 55,00
<input type="checkbox"/> 3 stelle	Eur 35,00	Eur 45,00

IMPORTANT: Prices are per person, per day, on BB basic and include 10% accommodation vat free. Any additional tourist taxes are excluded.

PAYMENT CONDITIONS

Extra rooms not included in the stand package will ONLY be confirmed with a credit Card number guarantee.

Credit card no. _____

Type of card: Visa Mastercard American Express Diners Club

Name _____ Surname _____ Expiry date _____

I HEREBY AUTHORISE ADRIA CONGREG to transmit the information on my credit card to the hotel in order to debit the first night only in case of cancellation or no show.

The balance for the extra rooms must be paid directly at the hotel.

Signature _____

IMPORTANT

- **Adria Congrex** will send you a fax or e-mail to confirm your reservation. This fax or e-mail must be considered confirmation of your request.
- **Changes, cancellation and penalties:**
 - **ROOMS INCLUDED IN THE STAND PACKAGE:** any changes to the dates and cancellations of rooms must be sent by fax (+39 0541 305842) or by e-mail (roomsttg@adriacongrex.it) not later than **19th September** 2017.
 - **ROOMS NOT INCLUDED IN THE STAND PACKAGE:** any changes to the dates and cancellations of rooms must be sent by fax (+39 0541 305842) or by e-mail (roomsttg@adriacongrex.it) not later than **24th September** 2017. For rooms cancelled after this date the price of the first night will be debited to the credit card listed on the form.

For further information, please contact Adria Congrex on +39 0541 305856

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IMPORTANT DEADLINES

ON CONFIRMATION	Fill and send by email (expo@riminifiera.it) the registration form Enclose the receipt of payment of the deposit (mandatory)
30 JUNE 2017	Deadline for total balance payment related to the exhibiting area allocated. Total balance is due for confirmations received after 30 June.
1 SEPTEMBER 2017	Deadline for sending the technical project of the stand to the Technical Office to the attention of Walter Fabbri, progettisia@iegexpo.it or fax +39 0541.744484
1 SEPTEMBER 2017	Deadline for the catalogue entry
12 SEPTEMBER 2017	Deadline for the request of extra services (available in the Exhibitors Reserved Area)

TECHNICAL DATES

SETTING UP	6 October – 9 October from 8.00 to 21.00, 10 October from 8.00 to 18.00 11 October from 8.00 to 18.00 (entrance allowed to Exhibitors only – Stand builders not admitted)
EXHIBITION	12 October from 09.30 to 18.30. Exhibitors' access will be permitted from 08.00 13 October from 09.30 to 18.30. Exhibitors' access will be permitted from 08.30 14 October from 09.30 to 17.30. Exhibitors' access will be permitted from 08.30
DISMANTLING	14 October from 18.00 to 20.00: removal of samples only 15 – 17 October from 8.00 to 20.00: stand dismantling operations

MEANS OF PAYMENT

Bank money Transfer (attach copy of the transfer form with the bank stamp)

Banca Popolare dell'Emilia Romagna - Via Caduti di Marzabotto, 47 - 47921 RIMINI

Addressed to Italian Exhibition Group S.p.A.

IBAN Code: IT28N0538724202000002218121

BIC Code/Swift: BPMOIT22XXX

Motive: SIA Guest 2017 and the name of the exhibitor

All bank charges on your account

IMPORTANT!

**NEW BANK
DETAILS**

For further information:	Sector	Team	Telephone	Email
Info to participate, selling spaces, sale advertising services , general information about the event	SALES OFFICE		+39 02 806892	siaguest@iegexpo.it
Technical assistance: reserved area online, request e-commerce services; digital tickets, fitting, accreditation fitters, project stands, dismantling	TECHNICAL OFFICE	Galletti Debora Gobbi Barbara	+39 0541 744 640 +39 0541 744 216	debora.galletti@iegexpo.it barbara.gobbi@iegexpo.it
Administrative assistance: down payment, balances, invoices, request invoices, statement of intent	ADMINISTRATIVE OFFICE	Ventura Marilena	+39 0541 744 611	marilena.ventura@iegexpo.it
Registration form, catalogue registration	EXHIBITORS OFFICE	Barbara Bertoglio	+39 02 80689201	barbara.bertoglio@iegexpo.it

WARNING! IMPORTANT INFORMATION FOR EXHIBITORS

Commercial Online Manuals S de RL de CV - EXPO GUIDE

For some time now, **International Fairs Directory**, a company registered with branches in other countries, has been sending forms to exhibitor firms asking for any modifications to their company data for publication of advertisements in the Expo-Guide magazine.

On completing and signing the forms, containing the names of Italian exhibition grounds and event trademarks, the firm is then obliged to pay a sum per year.

The above-mentioned company has NOT and has NEVER BEEN AUTHORISED to use the name Rimini Fiera or our event trademarks. If you should receive forms or proposals from International Fairs Directory, we strongly recommend that you read the terms VERY CAREFULLY before signing.

PRE-FITTED STAND

Pre-fitted stands include: walls, BLUE CARPET for A4 stand, RED CARPET for F stand, graphic panel and specific furniture depending on purchased exhibition package. Please inform us, by and not later than **1st September**, if any of the furniture included in the confirmed booth is not required (e-mail: siaguest@iegexpo.it).

Moreover the exhibitor must communicate by the above date if he wishes to forego all furniture in favour of a personalized stand (space only). If the communication arrives later than this date, a **penalty for pre-fitted stand dismantling will be charged** as follows:

- € 850,00 + VAT for 16 sqm – A4 type
- € 1.700,00 + VAT for 32 sqm - A4 type
- € 1.400,00 + VAT for 16 sqm – F type
- € 2.800,00 + VAT for 32 sqm - F type

Technical details:

Both of the booths have a silver aluminium structure mm 80x80, the columns are h. cm 300, and a crossbeam of mm 100x25 formed of 2 overlapped standard crossbars mm 50x25.

The F-type stand includes some wooden stave elements, both on the perimetral high part of the open sides (h. cm 50) and inside the stand to create some private areas (cm 200 x h 290 cm).

Pre-fitted stands walls are in white varnished wood h. cm 290x100x5. They are plain, without any column and this particular finish **does not permit any fixing** of posters or any kind of graphic panels with nails, pushpins or double-sided tape. Fixing it's only possible using a paper-tape to protect the varnished finish before using the double-sided tape. Exhibitors can use transparent adhesive tape and/or hooks and chains that can be hung to the top of the walls. In every pavilion there will be a space where this material is freely available.

Walls found to be damaged/pierced by nails, pushpins, double-sided tape or any other

material different from those supplied, will be charged at **€ 170.00+VAT each**.

To request a proposal of personalized graphics and/or technical details/dimensions of the stand walls, please send an email to siaguest@iegexpo.it

GRAPHIC PANEL

Pre-fitted stands include the standard graphic with Company name (standard Helvetica font capital letters- small only if required). If the number of letters is less than or equal to 7, lettering height will be cm 11. For more than 7 letters, the height will be cm 8. For every line there is a maximum of 22 letters and not more than 2 lines for each panel. For type A4 stand the name of the Company name board is printed on a rigid support (L. cm 180x40). For type F stand the name of the Company is printed on a semi-transparent fabric flag and it's fixed at the top of the structure. The flag and the carpet are of the same colour (red).

It is possible to ask for a different graphic font or a personalized logo with an additional cost (€ 158.00+VAT for A4 stand and € 178,00 + VAT for F stand).

The text of the standards graphic on pre-fitted stands or possible changes should be communicated **by and not later than September 8th**. Later than this date exhibitors will be charged a **penalty** of € 100.00+VAT for each graphic.

EXTRA FURNITURE

All **extra furniture** (not included in the pre-fitted stand) should be booked by filling in Form available in the reserved area of the website www.siaguest.it. This order form should be sent by **September 13th 2017**, directly to Rimini Fair's technical office - fax +39 0541 744484.

For all the services requested Rimini Fiera will issue the relative invoice that must be paid by September 25th 2017. All orders received directly on spot must be paid at time of ordering.

PERSONALIZED STAND

WAIVING OF PRE-FITTED STAND

In case of waiving the pre-fitted stand, the exhibitors will have the exclusive right to the BARE AREA (an exhibition area marked off with adhesive tape, no carpet, walls and graphic panels).

Exhibitors who purchase SPACE ONLY area have to send the below forms to Italian Exhibition Group Technical Office, by **September 1st 2016**:

1) the technical project of the stand to the attention of Walter Fabbri (fax +39 0541 744484 - progettisia@iegexpo.it), clearly marking the HEIGHT, the SIZE and nr 1 SIDE VIEW QUOTED for each open side. All technical projects must be approved by the Technical Office. **Without authorization Exhibitors will NOT be allowed to build up the stand.**

2) the following mandatory forms available in the Exhibitor Reserved Area:

- SET UP FORM
- FORM A - FIRE PREVENTION
- FORM B - DECLARATION OF SYSTEM'S CONFORMITY TO WORKMANLIKE STANDARDS
- FORM C1 - EXTINGUISHER RENTAL
- FORM D - ELECTRICITY SUPPLY
- FORM N - STAND CLEANING

WALLS

For island stands (4 open sides) and peninsula stands (3 open sides), in order to guarantee maximum visibility for the stands nearby, **the fittings can mark off 50% of each open side at most**. Only 50% of the walls adjacent to other exhibitors can reach the maximum allowed height. The back of the walls should be white, clean and well finished.

HEIGHT OF THE STAND

The maximum height allowed is **cm 500**.

The authorization of different heights must be requested to the **Technical Office of Italian Exhibition Group**

FREE PROFESSIONAL CONSULTANCY

Italian Exhibition Group S.p.A. offers free professional consultancy services for your stand fitting. If you are interested to receive an estimate please contact siaguest@iegexpo.it - Tel. +39 02 806892

INFORMATION

FOR TECHNICAL INFORMATION

PLEASE CONTACT:

Italian Exhibition Group - Technical Office

Barbara Mauri Tel. +39 0541 744458 e-mail: barbara.mauri@iegexpo.it
 Giorgia Ceccaroni Tel. +39 0541 744600 e-mail: giorgia.ceccaroni@iegexpo.it
 Fax Technical Office Fax +39 0541 744484

FOR INFORMATION ON THE RENTAL OF FURNITURE AND VARIOUS FITTINGS

PLEASE CONTACT:

Italian Exhibition Group - Technical Office

Barbara Gobbi Tel. +39 0541 744216 e-mail: barbara.gobbi@iegexpo.it
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