



SAFETY FILE

FOREWORD AND PURPOSE OF THE DOCUMENT

This file is written by the Organiser and by BolognaFiere S.p.A. in accordance with the legal obligations for information and coordination of the works referred to in art. 26 of Decree Law (D.Lgs.) 81/08 and all directly or indirectly related legislation.

The intended recipients of this information document are therefore companies and/or self employed persons working inside the exhibition centre.

This risk information document does not cover risks associated with the activities of contractor companies or individual self employed workers (subsection 3 of art. 26 Decree Law 81/08).

The purpose of the Safety File is to fulfil the obligations for information on the subject of safety required by Decree Law no. 81 of 9 April 2008 and subsequent amendments and supplements. For this purpose, each Exhibitor is obliged to circulate the document amongst its employees and to all companies that it appoints to perform stand set up or disassembly or work of any other kind or to provide any supplies within the exhibition centre.

For the above reasons, the Exhibitor remains responsible for ensuring that everyone working on his behalf in the exhibition centre effectively observes the contents of the file.

The Safety File is not intended to replace but instead to supplement the contractual provisions and obligations of providers and users of services contracted out by and/or coordinated by BolognaFiere S.p.A. and contained in documents such as:

- General conditions of participation
- Technical exhibition regulations
- Exhibition centre regulations
- Various forms booklet
- Single Evaluation Document of Interference Risks (D. U. V. R. I.)

1. EXHIBITION CENTRE EMERGENCY PLAN

BolognaFiere has an Emergency Plan which serves to regulate behaviour and measures to be adopted in an emergency.

In an emergency, the internal telephone number to be called from telephones in the exhibition centre during periods of trade fair activity is:

2265 from internal telephones, 051.282265 from external telephones

In the event of a medical emergency (accident, injury, etc.), direct calls can be made to the First Aid Point:

2275 from internal telephones, 051.282275 from external telephones

In the event of an emergency of any kind, the person making the call must specify:

1. location of the event:

- hall
- external area
- services centre/offices

2. type of emergency (fire, flood, accident, injury, sudden illness, etc.)

3. scale of event (damage to property or injury to persons)

4. indicate whether people are injured and if so how many

5. the caller's name

6. telephone number

7. role (exhibitor, stand builder, etc.)

8. other useful information requested by operator

In the event of fire or a suspected outbreak of fire:

As BolognaFiere has a fire fighting system (extinguishers, hydrants, etc.) and its own fire fighting team which is present during exhibitions, in the event a hazard situation arises the fire team must be informed immediately by means of the telephones and fire warning devices present in the exhibition centre:

BOLOGNAFIERE FIRE SERVICE
(tel. 051.282.265)

Besides notifying the fire service personnel as described above, each company must ensure that its workers remain calm and follow the instructions of the appointed personnel. The Exhibitor may use the extinguisher that must be present in every stand as stated in the general conditions of participation. If the order to evacuate is given, workers must refrain from running or shouting and must make their way to the nearest marked safety exit without using the lifts.

In the case of a medical emergency (injury, accident, sudden illness, etc.):

BolognaFiere has a First Aid Point manned by personnel trained in First Aid and capable of dealing with medical emergencies. They can quickly call the external emergency services if required via a direct 118 line.

In the event of an injury, sudden illness or a medical emergency of any other kind, the First Aid Point must be notified immediately:

FIRST AID POINT (051.282.275)

In order to facilitate the work of the First Aid personnel and vehicles, the utmost cooperation is required to avoid hindering the emergency operations or obstructing the emergency routes.

2. EXPENSES CHARGED TO COMPANIES - DUVRI

In accordance with the provisions of applicable safety legislation, Decree Law 81/08, BolognaFiere S.p.A. will draw up a general DUVRI (Single Document for Evaluation of Risks of Interference) for the show, which can be referred to on the website www.gate.bolognafiere.it.

Each Exhibitor with more than one company working on its stand is required to prepare a DUVRI for the stand in order to coordinate interference between the activities being performed in accordance with the provisions of art. 26 subsection 3 of the aforesaid Decree Law or the Safety and Coordination Plan in the event building work is carried out pursuant to art. 89 subsection 1 of Decree Law 81/2008.

2.1. Exhibitors' obligations

The Exhibitor, and likewise all companies that it appoints to carry out work in the exhibition centre, is obliged to observe the following workplace health and safety provisions, and in particular those established by the Amalgamated Law 81 of 9 April 2008 and subsequent amendments and supplements.

When assigning the stand set up and dismantling work or any other work or supply inside the exhibition centre, the Exhibitor must:

1. Verify, in accordance with Decree Law 81/08, the technical and professional suitability of the company to which the stand setup contract has been awarded and of all subcontracting firms and self employed workers. This must be done by requesting a certificate of registration with the chamber of commerce, industry and artisanship and a self certification by the contractor company or self employed workers that they possess the technical and professional requirements and/or anything else required by applicable legislation. In accordance with the aforesaid decree law, art. 26, subsection 4), the client company is jointly liable with the contractor in the event of failure to pay the wages and social security and insurance contributions.
2. Provide said parties with detailed information on the specific risks that exist in the place in which they are required to work, forwarding to them the exhibition regulations and the general DUVRI (Single Document for Evaluation of Risks of Interference) for the event, produced by BolognaFiere S.p.A. and published on the website www.gate.bolognafiere.it
3. Cooperate with the contractor company management in implementing the measures to prevent and protect against risks of workplace accidents connected with the working activity established in the contract.
4. Coordinate the worker risk protection and prevention actions by sharing information for purposes that include eliminating risks due to interference between the work of the various companies involved in the work as a whole.
5. In accordance with art. 26, subsection 3 of the aforesaid decree, meet the requirements of the previous points by preparing the DUVRI (Single Document for Evaluation of Risks of Interference) of the stand in order to promote cooperation and coordination of the activities present (e.g. stand set up work carried out by contractors interfering with product positioning activities, timeframes of operations, etc.). The single risk evaluation document must be kept at the stand during all working stages so that it can be followed by the contractors and coordinated by the exhibiting company.
6. Clearly state the costs envisaged for safety in all contracts, including subcontracts and supply contracts with contractors in accordance with art. 26, subsection 5. The Supervisory Authorities may request that the contracts be verified in the event of a workplace accident in accordance with art. 26, subsection 4.
7. If the Exhibitor's own personnel are present in the stand, carry out a risk assessment pursuant to art. 17, subsection 1, letter a) of Decree Law 81/08.
8. Keep the aforesaid document, signed by the relevant company figures, at the stand for inspection by the Supervisory Authorities for the entire duration of the stand set up and dismantling work. For this purpose, on the website www.gate.bolognafiere.it the Exhibitor may consult a document enclosed with the general exhibition DUVRI called the EXHIBITOR MEMORANDUM, which lists the documents that must be kept in the working areas.

In the event of failure to observe the aforesaid points, penalties may be imposed on the employers, directors and appointed persons in accordance with applicable legislation.

2.2. Obligations of stand fitters and contractors

The companies must:

1. Evaluate the risks associated with performance of the work established in the aforesaid contract in accordance with art. 17, subsection 1, letter a) of Decree Law 81/08. This document must identify, analyse and evaluate the specific risks to safety and health relating to the company and the work deriving from the use of equipment and the operating procedures, which may be clarified with diagrams and instructions for setting up/dismantling the stand, and is completed by identification of personal protection equipment.
 2. Check the technical and professional suitability of subcontractors (if any) by means of the procedures described above;
 3. Observe the workplace health and safety legislation while carrying out work;
 4. Forward all information received from the Exhibitor, including the DUVRI, to subcontractors (if any);
 5. Stipulate the subcontract in writing, passing on to the Subcontractor the obligations and expenses established in this document;
 6. Keep all the documentation described above and required by law on the stand.
- As mentioned above, the general Single Evaluation Document of Interference Risks (DUVRI) for the show with an indication of the risks of activities can be viewed on the website www.gate.bolognafiere.it If the exhibitor and/or a contractor observes risks that are not evidenced in this document, they must be reported following the method described on the website.

2.3. Competent figures regarding safety

The competent figures regarding safety for the Organisers can be viewed on the website www.gate.bolognafiere.it

The competent figures regarding safety and the Prevention and Protection Service for BolognaFiere S.p.A. are the following:

- Safety Delegate designated by the legal representative of BolognaFiere for safety, health and environment;
- Prevention and Protection Service Manager;
- Safety Manager (reports to the safety delegate);
- Competent doctor;
- Fire and first aid service personnel;
- Workers' representatives;
- Operating services that organise and coordinate the production activities of BolognaFiere.

3. ACCESS TO EXHIBITION CENTRE

Access to the exhibition centre is permitted solely to persons legitimately in possession of a valid entrance document, which must be retained for the entire period spent inside the exhibition centre and exhibited whenever requested by the service personnel.

For the public during exhibitions, this document is the entrance ticket.

During the stand set up and disassembly stages, suppliers, exhibitors, stand builders and anyone else who has to enter the exhibition centre for any reason may gain admission solely if in possession of the dedicated pass, which can be printed following accreditation of details from the site www.gate.bolognafiere.it

In particular, each exhibitor will be sent a password to enter the reserved area for accreditation. This password must be used to submit details of the stand set up companies, personnel and vehicles that are to enter the exhibition centre. The Exhibitor is responsible for ensuring that the companies carrying out work in the exhibition centre on its behalf meet the necessary requirements.

In all cases admission of persons and vehicles to the exhibition centre is governed by the following provisions and procedures.

3.1. Access to vehicles and rules for internal vehicular traffic

Access to the exhibition centre via the authorised vehicle entrances will be permitted solely to vehicles provided with specific authorisation and to people in said vehicles, provided they are in possession of an admission document. Inside the exhibition centre vehicles may park only in the designated spaces (exhibiting an admission document) and may not remain after the exhibition centre's closure time. In particular it is not permitted to unload and deposit containers or removable parts of vehicles. If the above requirements are not observed, BolognaFiere may remove the vehicle from the exhibition centre at the risk and expense of the owner and/or holder of the access authorisation.

In accordance with work safety legislation, BolognaFiere and the Organiser may establish specific criteria for admission to the exhibition centre during the stand set up work and may restrict vehicle access and/or apply charges in the event vehicles are parked outside the spaces or for longer than the timeframes established.

As regards the use of vehicles or lift trucks inside the exhibition centre, companies must strictly observe the following provisions and prohibitions:

- It is forbidden to enter the exhibition halls with motor vehicles without specific authorisation from BolognaFiere S.p.A. It is forbidden to enter the exhibition halls with internal combustion engine vehicles, access is permitted to transport and lifting vehicles provided they are electrically powered (electric lift trucks) or equipped with catalytic exhaust and the engine is switched off immediately during loading and unloading operations;
- It is forbidden to operate vehicles in the exclusively pedestrian areas and in general on all agglomerate cement slab and stoneware floors;
- The vehicles must be kept to a speed of below 15 km/hour at all times;
- When waiting with motor vehicles for extended periods of time, the engine must be turned off;
- Vehicles may be parked only in the designated spaces;
- It is forbidden to park vehicles in such a way as to obstruct emergency vehicle routes, escape routes or entrances to the halls;
- As soon as the goods unloading operation has been completed, the vehicles must be removed from the exhibition centre.

4. CHARACTERISTICS OF THE EXHIBITION CENTRE

4.1. Characteristics of the halls: maximum permitted loads on floors

It is forbidden to overload the exhibition centre floors with distributed loads greater than 1000 kg/square metre. In the event of higher concentrated loads, a means of spreading the load on the floor must be adopted so that this limit is not exceeded at any point. It is also forbidden to enter the halls with tired motor vehicles with a total weight fully laden in excess of 3500 kg.

4.2. Goods lifts

For access to the two floor halls, the technical characteristics of the goods lifts are the following:

Hall	Height	Width	Length	Capacity
Hall 15	4 m	2,9 m	8,5 m	12.000 kg
Hall 18	4 m	2,9 m	8,5 m	12.000 kg
Hall 34	4 m	3,0 m	7,5 m	12.000 kg
Hall 20 north face	4 m	2,9 m	8,5 m	12.000 kg
Hall 20 east face	4 m	2,5 m	4,2 m	12.000 kg

4.3. Safety exits

The floor plan published on the website www.gate.bolognafiere.it shows the layout of the escape routes and the locations of the emergency exits from each hall, which must be kept clear and easily accessible at all times.

In order to assure safety during the set-up/dismantling operations, some events use a system of aisles marked in yellow that must be kept free at all times.

4.4. Fire fighting systems and equipment

All halls are equipped with:

- automatic fire detection system
- escalator, lift and goods lift alarm signalling system
- button operated fire signalling system

A sprinkler fire fighting system is installed in halls 14 - 15 - 16 - 18 - 21 - 22 - 25 - 26 - 33 - 34.

All halls are equipped with fire fighting boxes containing extinguishers and/or hose reels and alarm buttons, the locations of which are shown on the floor plan published on the website www.gate.bolognafiere.it

4.5. Safety signs

It is obligatory to observe, and ensure that others strictly observe, the prohibitions, obligations and warnings shown on the safety signs. In particular, the transport routes and the routes reserved for the emergency services must be kept free for vehicles and for pedestrians.

5. USE OF LIFTING EQUIPMENT

Non manual lifting equipment used inside (and outside) the exhibition halls with a lifting capacity greater than 200 kg must have been checked by the supervisory authorities during the last

year and the ropes and chains checked within the last 3 months. It must be provided with an operation and maintenance manual and must bear the CE mark for conformity with European standards (Machinery Directive). Such equipment may be used solely in the assigned area. If this is not possible, the area affected by the lifting operation must be temporarily cordoned off after obtaining authorisation from BolognaFiere S.p.A. so as to prevent access to unauthorised persons. The operation must be halted if any unauthorised person should enter the hazard area and suspended until the risk has been eliminated.

6. INFORMATION ON RISKS (Art. 26 Decree Law 81/08)

Information on the risks present during the set up, dismantling and exhibition stages are described along with the prevention measures to be adopted in Sheet 1 enclosed with this file.

7. THE MAIN (NOT EXHAUSTIVE) PREVENTION MEASURES FOR REDUCING INJURIES DURING THE STAND SET UP AND DISMANTLING OPERATIONS

SAFETY PLANNING

According to current provisions concerning health and safety in the workplace, each employer must prepare a SAFETY PLANNING DOCUMENT that covers all the operational stages of work, with particular attention to the STAND SET UP AND DISMANTLING PLAN.

In the cases established by art. 88 of Decree Law 8 1/08, the employer must draw up the Operational Safety Plan (POS).

As an example, the following are some of the minimum contents of these documents:

- identification data of the contractor;
- the specific tasks performed by each figure present on site;
- a list of the equipment and machines used for assembly and disassembly of the stand;
- procedures for assembly and disassembly of the stand and the relevant equipment and PPE, complete with executive drawings (layouts).

During the stand set up and disassembly stages, according to Decree Law of 9 April 2008, no. 81, the duties of the employer include the obligation to adopt the measures and devices described on Sheet 2, enclosed with this file.

8. RULES OF CONDUCT

Exhibitor's obligations and prohibitions

- It is forbidden to apply loads to the structures of the halls, walls or light poles, etc;
- It is forbidden to smoke either inside the halls or outside in proximity to combustible materials, even during the periods of stand set up and disassembly. The Exhibitor must ensure that the smoking ban is observed inside his stand;
- It is forbidden to discharge waste water without specific authorisation,
- It is forbidden to lift manhole covers.
- It is forbidden to leave dangerous tools or equipment unattended.
- The exhibitor may not make direct connections to the utilities (water, electrical energy, compressed air, telephone) either himself or through third parties not authorised by BolognaFiere. As regards the electrical system, during the stand set up and disassembly stages, only the service sockets within the power limits indicated may be used. If these sockets are used, special care must be taken when positioning extension cables, which must be adequately protected and must not obstruct movement within the exhibition centre. In accordance with specific safety legislation, when using multiple sockets measures must be adopted to ensure that contact with live parts is not possible without the use of special equipment. During the disassembly stage, the Exhibitor must make sure that the electrical system has first been disconnected from the power supply.
- It is forbidden to tamper with seals or locks on the electrical energy supply boxes;
- It is forbidden to leave the electrical power supply to the stand turned on during the hours when the exhibition centre is closed, even during the stand set up and disassembly stages;
- It is forbidden to bring explosive, asphyxiating or otherwise dangerous materials into the exhibition centre, to light fires without due precautions and the necessary authorisations from the competent authorities, and to introduce or use compressed or liquefied gas cylinders and to launch air balloons;
- It is forbidden to leave machinery or motor vehicles with fuel filled tanks on display;
- It is forbidden to abandon pieces of stand construction materials such as carpet, fragments of glass or pottery or residues of any kind in the exhibition centre;
- It is forbidden to operate machinery of any kind capable of generating noise or radios, video recorders, cassette players, musical instruments or any other sound equipment without prior written authorisation from BolognaFiere. In any case such equipment must be operated in such a way that the sound level is within the limits established by applicable legislation;
- Each Exhibitor is obliged to install in a clearly visible and accessible position in the stand a suitable extinguisher with characteristics as described on the form "Correct implementation of electrical system and stand construction declaration" and to train personnel present in the stand in the use of the extinguisher.
- Personnel performing the work must wear safety footwear in order to avoid the risk of injury to feet due to the presence of waste materials such as nails and glass and to reduce the crushing risk to feet.
- The stand set up personnel must use safety equipment appropriate to the risks associated with the specific activities and the tools used (hard hat, protective gloves, face shields, etc.).
- Each Exhibition must submit the forms entitled "Information forms on workplace accident prevention" and "Electrical system declaration", duly filled in and signed, at least 20 days before the start of the exhibition set up work. The forms must be submitted even in the event of stand furnishing.

Presentation of prefabricated structures, cranes, scaffolding, etc.; displayed moving machinery, displayed machinery

For the presentation or use of prefabricated structures, elevators, self elevating cranes and similar equipment, scaffolds, provisional reinforcement and scaffolding in general, the Exhibitor not only guarantees full application of all the safety and other legislation, regulations and standards of good practice, as well as those dictated by experience and caution for the entire period of time spent in the exhibition centre, but also undertakes to scrupulously observe instructions given by BolognaFiere.

No machinery of any kind may be operated. Exceptions may be granted in writing by the Operations Division of BolognaFiere provided this does not constitute any disturbance, risk or danger for third parties.

Machinery may not be operated inside the halls by means of interior combustion engines and must not require the use of fuel or gas cylinders.

In any case, the exhibitor is obliged to provide machinery and equipment with all the necessary devices for preventing injuries, irritating noises, unpleasant smells and emissions of gases and liquids.

Machinery, plant and equipment to be displayed must meet accident prevention and all other legislation, regulations and standards of good practice, and must be backed by the required administrative documentation issued by the competent authorities. The Exhibitor shall assume all criminal and civil liability for injury and/or damage that may be caused to third parties due to failure to observe or violation of the relevant regulations and/or instructions.

Aspects relating to the simultaneous presence of more than one operator

Given the likely presence of more than one operator in the same workplace at the same time, each company is responsible for ensuring that operations that may be dangerous to others are not performed. In particular:

- It is forbidden to occupy space outside one's own stand when performing work. If this cannot be avoided due to proven technical requirements, the escape routes must be kept clear at all times. The company using spaces outside its own stand must ensure that this does not constitute a hazard for workers from other companies;
- It is forbidden to accumulate processing waste material. The company must remove waste gradually as it is produced;
- The work carried out by each company must not constitute a hazard for other workers;
- As regards the use of vehicles or lift trucks inside the exhibition centre, companies must strictly observe the relevant provisions and prohibitions;
- It is forbidden to obstruct the emergency routes;
- It is forbidden to leave dangerous tools or equipment unattended to avoid the risk of personal injury through contact. Tools that due to specific requirements have to be left unattended in stands must be disabled in such a way that they cannot operate;
- It is forbidden to abandon stand set up materials and/or parts thereof in such a way that they may pose a danger to others.

It should be remembered that providing employees with personal protection equipment in order to comply with laws regarding emissions of dust or noise may not guarantee observance of the laws due to the simultaneous presence of workers from other companies. When setting up exhibition stands, the stand construction companies must consider the presence of the public, so they must adopt solutions that guarantee the safety of public and exhibitors in accordance with applicable legislation.

9. STAND SET UP CRITERIA

9.1. Materials used

In order to assure the greatest possible effectiveness of the overall safety conditions in the exhibition centre, Exhibitors must observe and ensure that the stand builders observe the fire regulations.

In any case the materials used for stand building must meet the following requirements:

- a) solely incombustible, inherently fireproof or fireproofed materials must be used;
- b) the use of plastic materials that are not "class 1" may not be used, even on panels (e.g. expanded polystyrene);
- c) it is forbidden to use synthetic fibre fabric that cannot be rendered fireproof, paint, coatings or adhesives that are not "class 1" or "class 2", wickerwork, mats, latticework or trellises formed from laths of wood or similar materials;
- d) the Exhibitor is obliged to carry out specific fireproofing treatments on the combustible materials that are introduced into the stand for stand construction purposes. The fireproofing treatments on the above mentioned materials must be performed before they are installed in the stands;
- e) it is forbidden to use nitrocellulose or oil based paints or coatings, to keep empty packaging or printed or advertising material inside the stands in a greater quantity than the daily requirement, and to use compressed or liquefied gas stoves or heaters of any kind.

9.2. Connections

All the services relating to the supply of electrical energy, water and compressed air to individual stands must be requested by means of the specific form indicating the conditions of the service, the charges and the operating specifications.

The stands may be connected to the power supply only by personnel from specialised companies specifically appointed by BolognaFiere, who will identify what they consider in their unquestionable judgment to be the most suitable connection point.

A. ELECTRICITY

As stated above, the connection to the mains power supply of the Fair Ground may be made only by personnel from companies appointed by BolognaFiere, while the Exhibitor is responsible for installing at his own expense the connecting cable from the Fair Ground fixed supply point described above to the electrical panel of his stand. The above cable should be as short as possible and in accordance with the requirements of the existing standard CEI 64-8 with regard to public entertainment and amusement places and at greater risk in case of fire. The cable must be dimensioned and therefore protected from the origin (CEI 64-8/ 711.2.6), both electrically and mechanically, by the designer / installer of electrical installations of the stand, depending on the electrical characteristics identified at the point of supply and on the total load of the fed circuits. With respect to the above, the Exhibitor expressly exempts BolognaFiere from any liability due to incorrect sizing and/or protection of the connection cable.

Characteristics of electrical current

The electric supply system is of type TN-S (CEI 64-8), the power is carried out with alternating current at a mains frequency of 50Hz. (with a margin of tolerance $\pm 2\%$) and a three-phase voltage 380 V - single phase 220 V (with a margin of tolerance $\pm 10\%$).

For the purpose of sizing of the equipment, considering the extension of the facilities in the Fair Ground and the resulting variables of the electrical parameters, the expected values of the fault currents, at the origin of the plant, should be determined by the designer/installer of the stand plants. On request, BolognaFiere will provide the specific characteristics of the feeding at the point of supply (temporary plant origin), with costs borne by the applicant.

Installation of the electrical systems

The electrical systems must be implemented to the highest standards (law 186 of 1/3/68 and subsequent amendments) taking account of the characteristics of the place of installation (CEI standard 64-8:711 "Trade fairs, exhibitions and stands"; 751 "Places subject to greater risk in the event of fire"; 752 "Electrical systems in public show and entertainment venues"). BolognaFiere will not be held responsible for any changes to the above listed values attributable to the power supply distributor.

The main normative references are:

IEC-CENELEC-CEI (64-8) standards
D.M. 37/08 of 22.1.2008 and subsequent amendments and supplements.
Amalgamated Law 81 of 9 April 2008 and subsequent amendments and supplements.

All components must bear CE markings.

For installation of the electrical systems, in accordance with art. 8 of Ministerial Decree (D.M.) 37/08, the exhibitor must assign the work to authorised firms pursuant to art 3, D.M. 37/08 and the indications of the Amalgamated Law on safety.

General design and safety technical standards

The use of the plants for each exhibiting area must not cause any disturbances to the mains system of BolognaFiere; the Exhibitor is liable for all damages caused to third parties derived from his system. The Exhibitor must check the power supply voltage when connecting his system, releasing BolognaFiere and the personnel and/or companies appointed by it from all responsibility for personal injury or damage that may derive from failure to do this. **In any case electrical systems must be considered live at all times, even in the event of a temporary interruption of the electrical power supply.**

The Exhibitor must also observe the requirement that the electrical system be designed by an authorized technician in accordance with Art. 5 of the Ministerial Decree 37/08.

Each Exhibitor must submit to BolognaFiere the forms "declaration of conformity of the system to the highest standards" and "declaration of correct implementation of the electrical system and stand set up", duly filled in and signed.

In the case of electrical systems implemented by foreign companies, responsibility for checking that the installations comply with applicable Laws and IEC-CENELEC-CEI standards lies with the Exhibitor. Such compliance shall be obligatorily attested by a verification of compliance of the installation, performed by a qualified technician appointed by BolognaFiere.

Should something be different from the current rules, the Exhibitor shall be obliged to proceed with the adaptation of the plant, as indicated by the technician appointed by BolognaFiere in order to obtain the compliance of electrical installations according to the Legislative Decree 81/08 and its CEI.

The following are the main instructions to be followed in designing and implementing the electrical systems:

Circuit breakers

Downstream of the supply point of BolognaFiere a general omnipolar magneto thermal circuit breaker must be installed to enable power to be disconnected from the system as a whole. This circuit breaker must have a breaking capacity of no less than 6 kA and a rated current carrying capacity consistent with the power required to feed the system, coordinated with the power supply line.

Downstream of the main switch there must be a number of omnipolar magneto thermal circuit breakers equal to that of the feeder lines: up to 5 feeders are permitted downstream of a single switch.

For all feeders, differential protection with high sensitivity and a rating no higher than 0.03 A must be guaranteed (for simple systems, a single automatic differential magneto thermal circuit breaker may be used).

In accordance with CEI 64-8 standards, circuit breakers with a greater differential rating will be permitted only for electrical machines fed with a separate line not supplying other users (in any case the rating value may not exceed 0.3 A selective).

The circuit breakers must be located inside dedicated wall mounted enclosures or fixed at a height no greater than 0.5 m from the floor, in a position that is easily accessible to safety personnel and therefore not locked away in storerooms or similar places.

The physical conditions of the controlling and protection devices must be such as to enable the plate data to be read; if it is not possible to read the plate data, these circuit breakers must be replaced immediately.

Lines and cables

The sections of the cables must be in proportion to the load and there must be a safety margin of 30% in relation to the maximum permitted capacity. In any event, the minimum section that may be used is 2.5 mm².

The electrical distribution systems must be performed with double insulation cables and/or fire resistant conductors with a nominal voltage no lower than 450/750 V compliant with the CEI standard for public show venues and subject to greater risks in the event of fire.

Cables up to 2.5 m from the floor level or within reach of members of the public must be protected against mechanical damage by suitable means (rigid tube, sheath, protective duct etc.).

Junctions

In accordance with standard CEI 64-8, shunts must be made by means of appropriate shunt boxes. All cable junctions must be made by means of terminals enclosed in fully insulated boxes.

The connections of earth conductors must be made by means of clamps and must be assured against loosening.

Sockets and plugs

In accordance with standard CEI 64-8, plug and socket outlets in areas open to the public must be of the type with a cover or must be fitted with protective shields for the socket holes and have a dedicated protective device. In other places a maximum of 5 (five) sockets may be protected by a single protective device.

For fixed sockets for domestic or similar use, the axis of insertion for the corresponding plugs must be horizontal and at least 17.5 cm from the floor level when wall mounted, 7 cm if on ducts and 4 cm if on turrets.

The plugs must have an earth pin and prevent access to the parts under tension.

Multiple sockets (triple and/or adaptors and/or reductions) are not allowed. Plug and socket outlets with a capacity in excess of 16 A must be fitted with an electrical and mechanical interlock.

Connection of devices powered by flexible cable

In accordance with standard CEI 64-8, connecting cables for movable devices must be as short as possible and for this purpose the sockets must be installed as close as possible to the user.

Extension cables may be used provided that they are fitted with a socket with an interlock device for currents in excess of 16A. For currents below 16A the cable coupler must be fitted with a holding device that prevents accidental removal.

Accessibility of energy supply points and positioning of electrical devices

In accordance with legislation, the supply points from which the energy is delivered (panels and traps) must be easily accessible and available for inspection and be free of any obstruction so that they can be checked and the connection made by the responsible person. Should the building-up material prevent the access to the point of connection, BolognaFiere will remove it at the exhibiting company's expense.

In areas accessible to the public, the handling, monitoring and protective devices must be located in a position accessible exclusively to the authorised stand personnel and the authorised BolognaFiere personnel.

On request of the BolognaFiere technicians, the exhibiting company is required to allow free passage of cables and/or equipment, properly protected, within its own exhibition area, although devoted to the feed of other stands/installations.

Earthing

In accordance with standard CEI 64-8, the distribution system is a TN-S type: all the fixed users that form part of the stand furnishing, with the exception of those that are double insulated, as well as all the sockets and all the metal structures, must be earthed to the node supplied by

BolognaFiere S.p.A. at the time of connection using a yellow/green conductor with a minimum section of 6 mm² by means of appropriate bolted, ring or clamped terminals.
Metal structures shall be understood as any metallic part of the stand that may come into simultaneous contact with the public and the electrical system.

Spotlights and lighting equipment

Lighting equipment must be flame and ignition resistant (CEI standard) and suspended lamps must be mounted in such a way that their movement does not cause mechanical stress to their power supply cables. For the purposes of safety, lighting equipment must be fixed in a stable fashion as prescribed by the manufacturer and protected by a dual safety system (chain or steel wire) against falling, either accidentally or in the event of collapse of their supports. Fixing solely by means of clamps is not sufficient.

Lamps must not be within reach of the public and must therefore be installed at a height greater than 2.5 metres from the floor.

Furthermore, in transit areas they must be located and protected in such a way that they cannot be damaged by impacts or other mechanical actions. All spotlights must be equipped with specific anti shock protection and with protective screens to prevent incandescent material from being projected in the event of breakage.

In accordance with standard CEI 64-8, lighting equipment must be maintained at an adequate distance from the objects being illuminated and well clear of combustible materials as shown in the following table:

- 0.5 metres up to 100W
- 0.8 metres from 101 to 300 W
- 1 metre from 301 to 500 W
- unless otherwise stated by the manufacturer

In the case of reticular and similar structures supporting the lamps, a certificated signed by a qualified technician must be issued upon completion of the work.

At the end of each day of building-up, exhibition and dismantling, the Exhibitor must be sure to turn off all the lights within his exhibiting space before leaving the stand.

Otherwise BolognaFiere will arrange by its own staff to cut the feed contacts of the stand, at the Exhibitor's expense; BolognaFiere shall not be held responsible for any damage caused to facilities, goods and/or structures of the exhibition area, possibly caused by the activities necessary for the cutting of the feed contacts.

Absorbed power

The finding of the maximum installed power will be assessed at the sole discretion of the BolognaFiere technicians, based on the sum of all the individual active powers of the appliances connected to the BolognaFiere electric network, regardless of usage and/or contemporary.

Service sockets

The network dedicated to the service sockets for the stand building-up consists of a series of EEC single phase and three-phase sockets installed to the parts of the halls or in the panels of the outdoor areas.

These sockets may only be used during the assembly and disassembly time for works involving the use of small electrical tools. However, for safety purposes, these sockets, as the whole plant of the Fair Ground, must be considered permanently live even in case of a temporary interruption of the electrical power supply.

B. WATER

A standard water outlet is provided inside the stand with a flexible pipe equipped with Ø ½" shutoff valves

Installation and implementation of water system

Connections to the water inlets maybe made exclusively by personnel from companies appointed by BolognaFiere for the water systems.

The Exhibitor must use top quality materials and equipment, and the systems must be designed and installed to the highest standards in relation to the mains pressure (6 bar). The Exhibitor releases BolognaFiere and the companies appointed for the water systems from all liability for personal injury or damage to property that may be caused by these systems.

C. COMPRESSED AIR

A standard compressed air outlet (up to 9,000l/h) is provided inside the stand with a flexible pipe equipped with Ø ½" shutoff valves (supply pressure between 7 and 8 bar).

BolognaFiere reserves the right to provide this service by means of individual compressors located on the individual stands.

For the portion of the system for which it is responsible, between the point of delivery by BolognaFiere and its points of use, the Exhibitor must use top quality materials and equipment, and the system must be designed and installed to the highest standards in relation to the pressure indicated.

The Exhibitor is strictly forbidden to make its own connection to the BolognaFiere delivery point or to use personnel not authorized by BolognaFiere.

The Exhibitor releases BolognaFiere and the companies appointed by BolognaFiere for the water systems from all liability for personal injury or damage to property that may be caused by directly installed systems.

D. COMMUNICATION

Installation of telephone or Internet system

The connection will be made by BolognaFiere's authorised provider, who will deactivate the connection at the end of the Exhibition.

The Exhibitor is responsible for all activity carried out via the Internet connection and telephone lines made available by BolognaFiere. In particular, the Exhibitor may not transmit, process, disseminate, store or handle in any way contents of a child pornographic, pornographic, obscene, blasphemous or defamatory nature or otherwise contrary to law, public order and public morality. In any case the Exhibitor maintains legal ownership of all information transmitted over the Internet and assumes full responsibility in civil and criminal law for the content of this information. BolognaFiere is expressly released from all responsibility and from the obligation to carry out verifications or checks in this regard.

E. TECHNICAL GAS SYSTEMS FOR WELDING, CUTTING AND SIMILAR TECHNIQUES

Service conditions and requirements

While individual Exhibitors and stand builders are prohibited from bringing cylinders of compressed, liquefied, combustible or combustion supporting gases into the Exhibition Centre, BolognaFiere has set up a service to supply technical gases for purposes relating to the display of mechanical operating machinery and has appointed a specialist official supplier.

Connections to the fixed technical gas system or inert gas cylinders provided by BolognaFiere may be made exclusively by personnel from the BolognaFiere supplier company.

Subject to all the requirements and legislation in force in relation to technical gases for welding, cutting and similar activities, the Exhibitor undertakes:

- to protect the cylinders from sources of heat, to secure them to fixed structures, to make them inaccessible to the public, and to position them away from the electric panels;
- to install all the systems, machinery and equipment displayed and operated for demonstrations in accordance with the highest standards and in a way that corresponds to use in the workshop;
- to ensure an adequate safety distance for the systems, so as to ensure the safety of the public and workers.

Information on the risks present during the stages of stand set-up and disassembly and relevant behaviour (Art. 26 Decree Law 81/08).

Situation	Risks	Prevention measures
Access to halls for electric vehicles	Collisions between persons and vehicles and between vehicles, floor overloading, structural damage	Operation by trained personnel, extreme caution in manoeuvres, assistance with signalling, observance of speed limit; driving the vehicle with the utmost attention and caution, particularly during changes of direction between buildings, keeping to marked aisles
Access to halls for internal combustion engine vehicles	Inhalation of exhaust gases (combustion products)	No access unless exceptions are made for special events and/or specific authorisation is granted.
Access for vehicles lacking tyred wheels	Structural damage	Strictly prohibited
Application of overloads and concentrated loads greater than the permitted limits	Collapse and structural damage, instability of vehicles and loads, damage to utilities	Application of loads greater than limits (1000 kg/sq.m) prohibited
Occupation of routes with material during	Impact from parts of material, falls due to obstructions of aisles, impossibility of immediately leaving the hall to reach a safe location	Keep routes clear and marked while activities are in progress. Keep the emergency routes and exits clear and easily accessible
Abandoning of solid processing waste	Tripping, dangerous impacts, fire, environmental risks	The material must be disposed of immediately
Use of machinery and equipment	Risks of injury in general; health risks in general	Suitability of machinery and equipment in accordance with applicable legislation; operators must use legally required PPE and observe atmospheric emission limits
Use of lifting equipment	Falling of hoisted and transported material	Strictly forbidden to introduce unsuitably machinery and to allow anyone to transit underneath suspended loads
Unfavourable microclimate due to work in unheated spaces	Exposure to air currents and uncomfortable temperatures	Use of suitable clothing
Use of compressed or liquefied, combustible, combustion-supporting or inert gases	Explosion, fire	Introduction and use prohibited
Use of naked flames, lighting of fires, use of compressed or liquefied gas stoves, use of heaters	Fire, explosion	Strictly forbidden
Smoking cigarettes or cigars in proximity to combustible materials	Fire	Strictly forbidden
Spilling dangerous products on the floor: gas oil, petrol, solvents, corrosive substances in general, oils.	Fire, inhalation of harmful and irritating vapours, damage to floor, falling falling	Strictly forbidden
Use of paints and solvents, production of dust or fumes, release of fibres, release of unpleasant odours	Inhalation of toxic, harmful or irritating substances, fire	Follow the instructions of use described on the technical sheets
Connection to water, electricity and compressed air utilities and telephone	Electric shock, obstacles to transit and obstruction in general caused by improper connection to the supply points of utilities.	Connections to utilities may not be made by unauthorised persons
Introduction of dangerous materials into halls	Fire	Dangerous materials may not be brought into halls

Information on the risks present during the set-up and disassembly stages in the external areas around the exhibition halls, in the car parks, transit areas and goods handling areas and relevant behaviour (Art. 26 Decree Law 81/08).

Situation	Risks	Prevention measures
Transit of vehicles in operating areas	Collision with vehicles	Strictly observe the signs indicating the speed limits in the vehicular traffic areas; drive with the utmost attention and caution, particularly during changes of direction between buildings keeping to marked lanes
Pedestrian walking in the operating areas	Collision between pedestrians and vehicles and lifting equipment during operation	Take care when walking
Fail of material from a height in areas where vehicles, pedestrians or visitors transit	Impact from materials falling from a height	For all work that is conducted at a height or involves lifting materials to a height, adequate safety measures must be adopted and the area concerned cordoned off and access prevented
Work outdoors	Exposure to air currents, the elements and uncomfortable temperatures	Use suitable clothing
Slippery surfaces	Falls, sprains	Use adequate footwear
Parking of vehicles and temporary storage of materials	Impossibility of immediate evacuation and immediate rescue	Park vehicles in the car parks and assigned spaces: in any case it is strictly forbidden to park vehicles or deposit equipment or materials that may obstruct freedom of movement and especially emergency routes and exits and access ways for emergency vehicles

Information on the risks present during exhibitions in the stands and relevant behaviour (Art. 26 Decree Law 8 1108).






During the stage examined below, in the exhibition halls there are many stands set up at the same time and potentially large numbers of people present; all behavioural and technical measures must be adopted with a view to assuring the safety of trade fair personnel and above all of the public present during the exhibition.

Situation	Risks	Prevention measures
Structural safety of furnishings	Structural collapse of the stands	Stands must be inspected regularly to check for damage during the exhibition; carefully check that the mountings are present both for the horizontal structures (false ceilings with grid panels) and for the vertical structures. It is forbidden to make structural changes to standard and non-standard furnishings and to make improper use of the structures (overloading)
Safety in the case of work that has to in the presence of the public	Risks to the public	Adopt provisional measures to eliminate dangers to third parties, particularly visitors (e.g. for work at heights cordon off and prevent access to the area concerned), If there is a risk of raising dust, use equipment capable of avoiding dispersion. For work that requires the use and movement of vehicles, prepare the necessary barriers or obtain assistance from personnel to keep bystanders at a suitable distance, etc.)
Safety in case of fire or other emergency	Impossibility to evacuate immediately	Obligations and prohibitions regarding the management of spaces and the indications of the emergency signs, particularly those marking the emergency routes and exits
Safety of utilities	Explosions, fire	It is forbidden to make modifications to utilities. Check them regularly during the exhibition.

SHEET 2

Measures and devices to be adopted by employers for the purposes of safety

In accordance with Decree Law of 9 April 2008, no. 81, the employer's obligations include adopting the measures and equipment indicated below.

Symbol	Indication
	DANGER
	SAFETY HELMET
	SAFETY FOOTWEAR
	PROTECTIVE GLOVES
	PERSONAL PROTECTION AGAINST FALLING FROM HEIGHTS

Equipment for working at heights

This equipment may comprise rolling scaffolds, fixed scaffolding, self elevating platforms or other equipment that guarantees similar levels of fall safety. A ladder may be used for small scale work that does not require the application of a horizontal force or movements that may place the worker in a condition of precarious equilibrium. Other frequent sources of risk are associated with cutting equipment (cutting off machines, circular saws, etc.), the absence of guardrails or protection against falling from working platforms of stands and scaffolding and the lack or incorrect use of safety harnesses. The use of unsuitable equipment is a violation of art. 71 of Decree Law 81/08 subject to 3 to 6 months imprisonment or a fine from 2,000 to 10,000 euro.

Ladders

For work to be performed at a height of more than 2 metres, ladders may not be used unless it is not possible to use other equipment (e.g. rolling scaffolds) that is considered safer (art. 111 subsection 3 Decree Law 81/08). If ladders are used, the requirements of art. 113 subsection 6 Decree Law 81/08) must be observed:

- they must be positioned in a stable manner
- they must rest on a support that guarantees the horizontal position of the rungs
- they must be fixed or provided with non slip devices or other solutions of equivalent effectiveness (not positioned on sheets of paper, plastic or anything else liable to reduce grip)
- they must project sufficiently above the landing surface if no other securing devices are provided
- they must be used in such a way that the worker has a safe foot and hand hold at all times
- they must not have strips of wood nailed onto uprights
- they must be used by only one person at a time
- they must not be positioned in proximity to doors that open towards them or in passageways
- the user must not stand or sit astride the ladder and must not move the ladder while standing on it.

Rolling scaffolds

- They must be complete with the instruction manual provided by the manufacturer and must be mounted with all the parts provided by the manufacturer
- the working platform must be complete
- the guardrail must be at least 1.00 m high on all sides and complete with cross bracing and toeboard
- they must be anchored at least every two levels
- when the rolling scaffold is being assembled and disassembled at height, the worker must be secured to a safety harness fixed to a suitable solid support
- for access to the scaffold, the dedicated access ladder which is a component of the structure must be used
- when the rolling scaffold is in use, the wheels must be locked and the scaffold stabilised using outriggers.

Lift trucks

Inside closed spaces such as exhibition halls, equipment powered by diesel or other types of fuel that generate and release harmful substances by combustion may not be used unless they are equipped with effective collection systems. Furthermore, lift trucks:

- must not be used for transporting and lifting persons
- must be equipped with appropriate acoustic and luminous signalling and warning devices and with lighting.

Safety harnesses

1. During stand set up work in which workers are exposed to risks of falling from heights or into cavities, if it is not possible to provide protective decking or guardrails workers must use suitable safety harnesses with upper strap connected to lanyards (UNI EN standards 361, 354, 795, 365)
2. The length of the lanyard must be such as to prevent falling by means of a work positioning system (UNI EN 358). If this is not possible (for reasons of mobility of persons), considering that the fall height is no greater than 4.00 m, the free fall height must not be greater than 60 cm so as to avoid the need for energy absorbers.

- All components of the fall prevention system must be accompanied by the instruction manual provided by the manufacturer and the dealer (UNI EN 365)
- For correct use of safety harnesses, it is very important for the employer to adequately inform and train workers and subsequently check their level of training

Electrical conductors

Tutti i fili, spine e prese devono essere adeguatamente isolati. In particolare i cavi elettrici devono essere costituiti da doppia guaina di protezione (in buono stato di conservazione) e le spine devono avere il pressacavo. Inoltre, la disposizione dei cavi deve essere tenuta sotto controllo in modo da evitare intralci nei passaggi e vie di transito.

Cutting off machines



- must be provided with a protective guard so that during work only the active portion of the disc remains free
- the start switch must be of the continuous pressure type in such a way that the machine stops when it is released (or alternative measures of equivalent effectiveness adopted)
- must be equipped with a device (e.g. spring, counterweight, etc.) that recalls the head to a high rest position with guards covering the disc
- must be equipped with a dust collection system
- must be equipped with a solid adjustable guard capable of preventing accidental contact between the worker and the blade and of intercepting chips
- must be equipped with a riving knife

Circular saws

- must be provided with guards on both sides of the blade in the section projecting below the work table so as to prevent contact
- must be provided with a dust collection system

Truss systems

- Carefully read the instructions for assembling the structures provided by the manufacturer. Do not omit any elements and do not make modifications to assembly unless specifically permitted by the manufacturer. Always brace the structure where required
- Check in advance the consistency and grip of the floor on which the structure is to stand. If necessary, use planks to distribute the load. To support the structure, never use materials liable to break under its weight
- Always check that the uprights are perfectly vertical (level or plumb line).
- Always make sure that ropes, chains, hooks or couplings to be used for lifting horizontal elements are in good condition and free of defects liable to affect their strength
- Before commencing lifting, ensure that people move away from the operating area and stand in a position outside the area where there is a crushing risk
- Start lifting slowly and check that the raised elements remain in a horizontal position
- On reaching the final position, do not forget to fit the safety blocks or couplings provided to prevent horizontal elements of the structure from falling.

	FALLING OF PERSONS FROM A HEIGHT
	FALLING OF ELEMENTS DURING LIFTING
	STRUCTURE TIPPING OVER
	CRUSHING
OBLIGATORY USE OF:	
	

Adjusting the spotlights



Walking or climbing on the structure is prohibited: the spotlights must be adjusted using rolling scaffolds. Use of just a ladder resting against the structure is prohibited

Bucket trucks

Always read the instructions provided by the manufacturer. Position the bucket truck on stable, flat and as far as possible horizontal ground. Block the vehicle and lower the outriggers, interposing planks or boards of adequate strength if the ground is unstable. All operations must be performed by the operator on board using the bucket controls. The controls on the truck may be used by the ground operator only when the operator in the bucket is unable to perform the operations due to malfunctions or physical inability or when operations have to be performed without an operator on board. The bucket must not rest against fixed or mobile structures.


The following are forbidden:

- climbing onto the bucket when it is already extended
- descending from the bucket before it reaches its rest position
- for two people to enter the bucket simultaneously (if not specifically envisaged)
- adding superstructures to increase the reachable height
- using the equipment in strong wind
- applying lateral stresses to the boom or using it to raise weights (unless specifically envisaged for the type of equipment)
- moving the vehicle when the bucket is not in its rest position or with the operator on board.

	STRICTLY OBSERVE THE LIFTING CAPACITY MARKED ON THE BUCKET
	OBSERVE DISTANCES FROM OVERHEAD ELECTRICAL LINES
	CORDON OFF AND MARK THE AREA BELOW THE BUCKET OPERATING ZONE
OBLIGATORY USE OF:	
	

Self elevating scaffolds

- Before use be sure to read the instructions provided by the manufacturer in the instruction and maintenance manual and use the scaffold only in the prescribed manner
- check the resting surface: if necessary, interpose planks to distribute the load on the ground and level the base to ensure that the scaffold is vertical
- compensate for gaps that are created underneath the wheels due to the use of levellers by interposing wooden planks
- lock the wheels
- never climb up or down on the structure
- do not move the scaffold with persons or materials on it
- pay attention to overhead electrical lines and always maintain a safe distance
- do not add other structures to increase the useful height
- release tension from extension ropes by using the dedicated locking systems
- always retract the scaffold before moving it and when work is completed.

	FALLING OF PERSONS FROM A HEIGHT
	FALLING OF MATERIALS FROM A HEIGHT
	STRUCTURE TIPPING OVER
	ELECTRIC SHOCK
OBLIGATORY USE OF:	
