

**MANDATORY FORM FOR NON-STANDARD SET-UPS**

**This service request form must be sent at least 60 days prior to the opening of the exhibition to:**

**BOLOGNAFIERE spa – tel. +39 051 282 246 - Email: tecnico3@bolognafiere.it**

**Authorisation request**

**A set-up is considered non-standard if it has even just one of the following characteristics:**

- Use of "American" type lattice structure with length exceeding 32 m. or with free span exceeding 8 m.
- Installation of platforms more than 0.80 m high.
- Building of galleries of any size.
- Building of external structures exceeding 75 m<sup>2</sup>.

Exhibitor's Company name .....  
 Complete address ..... City ..... Prov.....  
 Postal code ..... Country..... Telephone..... Fax .....  
 Email..... VAT no..... Taxpayer code.....  
 Contact person ..... Cell ..... Email.....  
 Hall..... Aisle ..... Stand .....

- plans to install a non-standard set-up in its assigned space
- acknowledges that it is forbidden to install a non-standard set-up without prior authorisation by BolognaFiere

**REQUESTS AUTHORISATION**

to install the set-up specified in its plan and encloses the following documentation (mark all relevant items with an X):

- 1) For the stand  
 two copies of the stand design plan, complete with plan and sectional views, signed and stamped by an authorized engineer in conformity to Italian law;
- 2) For "American" type lattice structures  
 the design plan for the "American" type lattice structure, signed by an authorized engineer, and complete with calculation report specifying load conditions during assembly and disassembly, based on the construction method to be used;

For "American" type lattice structures leased through BF Servizi (BolognaFiere Group), BF Servizi will prepare the documents listed below at no cost to the Exhibitor/Fitter.

- 3) For platforms and galleries  
 blueprint and working drawings, signed and stamped by an authorized engineer, detailing all materials used for the works, specifying the ballast applied to ensure stability, and their compatibility with existing structures;  
 Exhibitor's statement that the gallery is for private use only and that any crowds will controlled by the Exhibitor's staff at the stand;
- 4) For external structures  
 blueprint and working drawings, signed and stamped by an authorized engineer;  
 calculation report on weight-bearing structures, signed and stamped by an authorized engineer, detailing all materials used for the works, specifying the ballast applied to ensure stability, and their compatibility with existing structures.

**For each of the above-mentioned non-standard structures, the fitter must deliver a statement of correct assembly to BolognaFiere when the works are completed. Such statement must certify that the works were performed up to standard in conformity to the working drawings delivered and to the construction rules deducible from the calculation report.**

**It is understood and agreed that correct assembly of all structures must be certified in the exhibition centre.**

**The Exhibitor also states that:**

- the stand will be built (mark the appropriate item with an X):
  - directly (with own personnel)
  - by the following fitters:

Company name .....  
 Address .....  
 Contact person .....  
 Tel. .... Cell ..... Email .....

Stand safety manager:  
 Name .....  
 Tel. .... Cell ..... Email .....

**The Exhibitor undertakes to submit the following forms to BolognaFiere by the required deadlines:**

- Form "Declaration of correct installation of electrical systems and fittings"
- Form "Declaration of correct installation of stand materials"
- Form "Information on the prevention of workplace accidents"
- Form "Declaration of conformity of electrical system (to be submitted only if the system is installed by an authorized Italian company)
- Form "Certificate of compliance of electrical system (to be submitted only if the system is installed by a foreign company)

**The Exhibitor acknowledges that:**

- authorisation to build the stand is granted by BolognaFiere, and hereby declares that it will comply with any and all requirements consequent to such authorisation;
- BolognaFiere's authorisation to build the stand by does not imply approval of the design with regard to safety; the designer has sole responsibility for compliance with all current safety standards;
- BolognaFiere's authorisation to build the stand by does not exempt the designer or his agent from the obligation of inspecting the site where the stand will be installed in order to determine whether there are any obstacles at the site that might affect the stand design (technological plants and surrounding spaces, heights of fixed structures over the stand, etc.); the designer must consider any such obstacles during the stand design phase.

**STRUCTURE COMPATIBILITY INSPECTION**

The Exhibitor, acknowledging

- that non-standard set-ups require a structure compatibility inspection
- that structure compatibility inspection will be conducted exclusively by BolognaFiere's engineers and at the Exhibitor's expense
- that structure compatibility inspection certificates issued by any other engineers will not be accepted

hereby specifies that the following structures at its stand must be subject to structure compatibility inspection:

Description	Unit amount	Quantity	Total amount
<b>American type lattice</b> – Stand surface area up 250 m <sup>2</sup>	€ 150.00	x.....	€ .....
American type lattice – Stand surface area from 251 to 500 m <sup>2</sup>	€ 200.00	x.....	€ .....
American type lattice – Stand surface area over 500 m <sup>2</sup>	€ 300.00	x.....	€ .....
American type lattice leased from BF Servizi s.r.l.	€ 00.00	x.....	€ .....
Platform over 0.80 m. high	€ 150.00	x.....	€ .....
Gallery up to 150 m <sup>2</sup>	€ 300.00	x.....	€ .....
Gallery over 150 m <sup>2</sup>	€ 500.00	x.....	€ .....
<b>External structures</b> – from 76 to 150 m <sup>2</sup>	€ 300.00	x.....	€ .....
<b>External structures</b> – from 151 to 200 m <sup>2</sup>	€ 500.00	x.....	€ .....
<b>External structures</b> – from 201 to 500 m <sup>2</sup>	€ 800.00	x.....	€ .....
<b>External structures</b> – over 500 m <sup>2</sup>	€ 1,500.00	x.....	€ .....

**To benefit from a VAT exemption, please fill in and email form Z: "VAT EXEMPTION REQUEST FORM" to: [vendite@bfservizi.it](mailto:vendite@bfservizi.it)**

Taxable amount € .....

**TOTAL € ..... (A)**

Evaluation of design compatibility and stand inspection

The Exhibitor, unable to present blueprints and documentation signed and stamped by an authorised engineer (see points 1-2-3-4), hereby requests BolognaFiere to evaluate the compatibility of the design and to inspect the stand during its set-up.

A sum equal to 40% of the total inspection amount will be added for such service

€ ..... **(B)**  
(minimum € 200.00)

Taxable amount A+B € .....

+ 21% VAT € .....

**TOTAL A+B € .....**

In case of structures installed without prior authorisation, BolognaFiere may stop the set-up if the safety of the structures is not ensured or, after checking their condition, inspect them and charge the Exhibitor the rates shown above plus a 40% surcharge.

**METHOD OF PAYMENT:** the sum of € ..... will be paid to BF Servizi

by means of bank transfer to the current account in the name of BF SERVIZI s.r.l. (attach copy of transfer receipt):

**UniCredit S.p.A. – Fil. Op. Emilia Est – IBAN Code: IT 74 S 02008 02515 000002900785**

**BIC SWIFT CODE: UNCRITMMOEE**

by means of charge to credit card (fill in the following information):

**CartaSi**       **Visa**       **Eurocard - MasterCard**       **American Express**

Credit card no. .... Expiration (month/year) .....

Cardholder: First name ..... Last name.....

The invoice will be sent via email only, in PDF format. Specify the individual and email address to which BF Servizi will send the invoice :.....

If the Exhibitor requests that a hard copy of the invoice be sent by regular mail, it will be charged an additional 2 Euros.

I hereby request a hard copy of the invoice.

Date .....

EXHIBITOR

(Signature and seal of legal representative)

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## HOW TO OBTAIN AUTHORISATION FOR AN OFF-STANDARD SET-UP

A set-up is considered non-standard if it has even just one of the following characteristics:

- Use of "American" type lattice structure with length exceeding 32 m. or with free span exceeding 8 m.
- Installation of platforms more than 0.80 m high.
- Building of galleries of any size.
- Building of external structures exceeding 75 m<sup>2</sup>.

### Instructions

- 1) Send this form, together with blueprints and the documentation required for all types of off-standard set-ups, by the deadline specified below;
- 2) Appoint a stand safety manager, who will assume all responsibility for safety with respect to BolognaFiere, the Organiser, and third parties;
- 3) Specify the company assigned to set up the stand (if the Exhibitor does not do so with its own personnel).

### Certification of electrical system:

- Form "Declaration of conformity of electrical system," to be submitted only if the system is installed by an authorized Italian company, defined as a company registered at an Italian Chamber of Commerce and authorised to install electrical systems (Italian Law 37/2008);
- Form "Certificate of compliance of electrical system, to be submitted only if the system is installed by a foreign company, i.e., not registered at an Italian Chamber of Commerce.

Please note that:

- In Halls 14-15-16-18-21-22-25-26-33-34, stand roofs are permitted only if built with wide grille panels that allow efficient use of the sprinkler system;
- If the stand has glass panels in direct contact with the public, such panels must comply with Directive 89/106/EEC (Construction Products Directive), implemented in Italy with Presidential Decree 246 of 21/04/1993 as modified and supplemented; the fitter must submit the statement of correct assembly to the BolognaFiere Safety Office when work has been completed.

### **For further information:**

BolognaFiere Technical Office: tel. +39 051 282 246