

TECHNICAL RELEASE No. 3

November 7, 2023

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Services available and provisions to be followed before, during and after the exhibition period.

1. CONNECTIONS TO AND FROM THE TRADE FAIR CENTER

The following entrances will be open to ease the access to the Trade Fair Center:

ENTRANCE GATES FOR STAND FITTERS AND EXHIBITORS DURING STAND MOUNTING PERIOD

- **Est Michelino** (East) entrance accessible from via Michelino-“Aleardo Donati” roundabout

ENTRANCE GATES FOR EXHIBITORS WITH CARS ON SHOW DAYS

- **Nord/Ovest Calzoni-Maserati** (Noth/West) entrance accessible from Via Calzoni
- **Est Michelino** (East) entrance accessible from Via Michelino-“Aleardo Donati” roundabout

ENTRANCE GATES FOR EXHIBITORS WITHOUT CARS AND VISITORS ON SHOW DAYS

- **Ovest Costituzione** (West) entrance from **Piazza Costituzione, 6**
- **Nord** entrance (North) next to the “Fiera” exit off the highway A14

The entrances are linked to **Exits 7 and 8 of the ring road (“Tangenziale”)** and the **“Fiera” exit of the A14 highway**.

FROM BOLOGNA CENTRALE RAILWAY STATION AND BOLOGNA AIRPORT

We remind you that Bologna Central Railway Station and Bologna Airport are now connected by following services:

- Dedicated direct driverless monorail “Marconi Express” connecting Bologna International Airport and Bologna Centrale Railway Station in only 7 minutes, from 5.40 a.m. to midnight, frequency: every 15 minutes.
- IF THE SERVICE IS SUSPENDED, replacement buses with “Marconi Express (MEX)” headsigns are circulating between Bologna Centrale Railway Station and Bologna Airport.

The G. Marconi Airport is approximately 6 km away from the Trade Fair Center and the Central Railway Station is about 2 km away. Both can be reached by taxi within a few minutes.

2. STAND MOUNTING / DISMANTLING

Exhibitors are requested to comply with **all** requirements listed in the Technical Regulations for Exhibition. **NON-STANDARD stand sketches** (see *Exhibition Technical Regulations*, art. 3) must have been submitted to tecnico2@bolognafiere.it by **October 9, 2023**. If you have not submitted the project, please, proceed as soon as possible.

Please, find the following forms using the link to the Befair portal available in your Exhibitor Restricted Area at www.futurmotive.com:

SET-UPS – M0- FORM 0

FORM 0 (ZERO) – NON-STANDARD ASSEMBLY To be submitted to BolognaFiere spa – tecnico2@bolognafiere.it	MANDATORY DEADLINE: OCTOBER 9, 2023
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Mandatory form - Deadline: October 9, 2023 extended to November 9, 2023.

The form should be submitted, stamped and signed, by the Exhibitor to tecnico2@bolognafiere.it.

Send stand sketch and the documents requested in Form 0 for the following stand types: non-standard stand setups or 3-side/4-side stands.

*We kindly remind you that, as by the Exhibition Technical Regulations, art. 3, all booths that have even only one of the following features shall be considered **as NON-STANDARD**:*

1. *Stand Height greater than 3,5 m;*
2. *Use of metal trussing system with overall length (horizontal beams + vertical posts) exceeding 32,00 m or beam with free clear span longer than 8,00 m. Stand trussing structure with height greater than 3,5 m*
3. *Horizontal metal or non-metal structures with free clear span longer than 4,50 m. In case of stone coating on the structure with the clearance greater than 2,50 m*
4. *Presence of platform with height greater than 0,80 m;*
5. *Outdoor covered structure exceeding 75 m²*

Please notice:

- Fittings inside the halls **may not exceed a standard height of 4.00 m**, including raised flooring, lighting systems and lighting supports, truss beams, logos etc.
- Fittings inside the halls must ensure mutual visibility, particularly as far as 3-side and 4-side stands are concerned, therefore **only external walls with no more than 50% (indivisible) coverage are allowed**.

BolognaFiere shall block the setting up of non-standard booths that have not been previously approved.

SUSPENSION POINTS

Feasibility requests must be sent both to appendimenti@henoto.com and to tecnico2@bolognafiere.it – Tel. +39 051 282871

FORM A – SUSPENSION ORDER FORM	MANDATORY
	DEADLINE: OCTOBER 9, 2023

Please note that access to the Fairgrounds on stand mounting/dismantling days is subject to prior registration on the BeFair portal – BolognaFiere Pass section, open from **November 2, 2023**.

The access rules have been provided in the dedicated Technical Release.

SET-UP

FRIDAY NOVEMBER 10 2023 UPON AUTHORIZATION	SATURDAY NOVEMBER 11 2023	SUNDAY NOVEMBER 12 2023 UPON AUTHORIZATION	MONDAY NOVEMBER 13, 2023	TUESDAY NOVEMBER 14, 2023	WEDNESDAY NOVEMBER 15, 2023
8,00 – 19,00	8,00 – 19,00	8,00 – 19,00	8,00 – 19,00	8,00 – 19,00	8,00 – 19,00

SUNDAY NOVEMBER 12, 2023
8,00 – 19,00 Upon authorization, costs to be requested from: vendite@bolognafiere.it

On Wednesday, November 15, 2023
(the day before show opening)
no exhibitor move-in/move-out operations will be allowed **from 8.00 a.m. to 9.00 p.m.**
Only light exhibit and graphic arrangements, or any other activities requiring only the use of hand tools will be allowed.

Exhibitors that need to anticipate the beginning of the stand fitting must email vendite@bolognafiere.it for requests and cost estimates. This service will be invoiced by BolognaFiere.

Sunday November 12, 2023: stand fitters and companies involved in stand set-up who would like to work on this day must submit **(mandatory)** written requests **by November 6, 2023**, specifying Exhibiting Company Name and stand position (HALL – AISLE – STAND) to: vendite@bolognafiere.it. Authorization will be issued against payment of a fee (for info and costs contact vendite@bolognafiere.it). This service will be invoiced by BolognaFiere.

Thursday, November 16, 2023: (Show opening day): from 7.30 a.m. to 9.00 a.m., only minor stand building operations will be allowed.

FOR THE ENTIRE DURATION OF THE SET-UP AND DISMANTLING PERIOD, EXHIBITORS AND STAND FITTERS MAY NOT USE THEIR OWN LIFT TRUCKS. LIFT TRUCKS MAY BE HIRED THROUGH BEFAIR.EU.

SHOW OPENING HOURS

For Visitors:

Thursday, November 16 - Saturday, November 18, 2023: 9.00 a.m. – 6.00 p.m.

For Exhibitors:

On show days, Exhibitor admission will be from 8.30 a.m. to 7.00 p.m.

On Thursday, November 16, 2023 (Show opening day), Exhibitor admission will be from 7.30 a.m.

DISMANTLING OPENING HOURS

Sunday, November 19, 2023: from 8.00 a.m. to 7 p.m.

Monday, November 20, 2023: from 8.00 a.m. to 7 p.m.

HALLS MUST BE VACATED STRICTLY BY AND NO LATER THAN NOVEMBER 20, 2023, WITHOUT ANY POSSIBLE EXCEPTION.

PLEASE NOTE THAT DURING SET-UP AND DISMANTLING PERIODS AND SHOW OPENING TIMES EXHIBITORS ARE FULLY RESPONSIBLE FOR THE SUPERVISION OF THEIR EXHIBITION BOOTHS AND EQUIPMENT. YOU ARE THEREFORE RECOMMENDED NEVER TO LEAVE YOUR EXHIBIT AREA UNATTENDED DURING OPENING TIMES AND TO MAKE SURE THAT YOUR BOOTH IS ALWAYS SUPERVISED BY YOUR COMPANY STAFF.

Passageways for goods delivery to your stand during stand mounting/dismantling periods are as follows:

- **Highway A 14 “Fiera” exit or Road ring exit n. 7** — CALZONI-MASERATI ENTRANCE
- **Highway A 14 “Fiera” exit or Road ring exit n. 8** —MICHELINO ENTRANCE

Saturday, November 18, 2023: (last show day), Trade Fair Center will close to visitors at 6.00 p.m.

It is expressly forbidden to dismantle the stands before 6.00 p.m., the closing time of the exhibition.

From 6.30 p.m. to 9 p.m. only hand trolleys are allowed to remove the exhibits.

No lift trucks, cars or trucks will be allowed to enter the Bologna Trade Fair Center premises.

Only Exhibitors with Exit Vouchers will be allowed to remove samples. Exit Vouchers will be issued by our Show Office (Service Center, Block C) to exhibitors who have settled all their invoices.

- **Loading and unloading of goods**

In compliance with provisions issued by the Local Health Authority, it is **strictly forbidden** to park motor vehicles inside the exhibition halls.

For safety reasons, Exhibitors and stand fitters working on the Exhibitor's behalf are not allowed to use their own lift trucks, travelling cranes, aerial work platforms, etc. inside the Trade Fair Center. If such equipment is required, a hire application form must be submitted to BolognaFiere, to ensure strict compliance with safety standards.

The aforementioned provisions do not apply to trucks with cranes on board, which however may be used inside the exhibition halls only if equipped with pipes for discharging exhaust fumes outside the halls. Should any lifting trucks belonging to Exhibitors, or their suppliers, be introduced and used on the premises, BolognaFiere will immediately have the vehicles stopped and removed at the risk and expense of the vehicle owners.

- **Stand technical documents**

The following forms are **mandatory** and must be submitted to the **Technical Service of BolognaFiere spa** **within the relevant deadlines**, to ensure timely compliance with the complex safety standards laid down in the current regulations.

These forms may be downloaded from the Exhibitor Restricted Area at www.befair.eu

List of **MANDATORY** forms:

FORM B1 - STATEMENT OF CORRECT EXECUTION OF ELECTRICAL SYSTEM AND SET-UP Pdf file to be uploaded in the FORMS section of befair.eu	<u>MANDATORY</u> DEADLINE: November 11, 2023 <i>before stand set-up</i>
FORM B2 - DECLARATION OF CONFORMITY OF ELECTRICAL SYSTEM Pdf file to be uploaded in the FORMS section of befair.eu	<u>MANDATORY</u> Before request of power connection
FORM B4 - STATEMENT OF CORRECT INSTALLATION OF STAND MATERIALS Pdf file to be uploaded in the FORMS section of befair.eu	<u>MANDATORY</u> DEADLINE: November 14, 2023
FORM M – DISCLOSURE ON PREVENTION OF ACCIDENTS AT THE WORKPLACE Pdf file to be uploaded in the FORMS section of befair.eu	<u>MANDATORY</u> DEADLINE: November 14, 2023
FORM SR – WASTE REMOVAL RESERVATION Pdf file to be uploaded in the FORMS section of befair.eu	<u>MANDATORY</u> DEADLINE: November 14, 2023

Failure to submit these forms will entail serious consequences, such as:

- closing of stand
- a charge of 300.00€ per form for the costs incurred by BolognaFiere – Safety Dept

FORM H - IMPORT NOTICE - MANDATORY FORM FOR EXTRA-EU COUNTRIES

To be submitted to Fast Freight Marconi (customs@marconiffm.it - Tel. +39 051.6479784)

For further information, please contact vendite@bolognafiere.it – Tel. +39 051 282816 - +39 051 282818

Regarding all other provisions, please read the regulations in the General Conditions for Participation, the Technical Regulations for Exhibition, the Trade Fair Center Regulations and the Safety File included in your copy of the REGULATIONS FOLDER.

For more information, please contact the Health and Safety Office of BolognaFiere spa – spp@bolognafiere.it

3. NON-SMOKERS' HEALTH REGULATIONS

Act no. 3 of January 16, 2003

Please remember that smoking in the workplace is forbidden under the above referenced Act.

4. HOSTESSES / INTERPRETERS

COOPIT – Cooperativa interpreti e traduttori is the officially approved “Recommended Supplier” of BolognaFiere. COOPIT is at the exhibitors’ disposal for providing interpreters, hostesses/stewards and models.

For further information contact: segreteria@coopit.org - Tel. +39 051/6313404

5. EXHIBITOR / PARKING PASSES

EXHIBITOR PASSES, valid for all the three days of the Show, allow Exhibitors *to enter and leave the premises 3 times per day*: these passes grant free admission from 8.30 a.m. (7.30 a.m. on Thursday, November 16, 2023) from Piazza Costituzione entrance and North entrance.

Exhibitor passes will be available for download from the Exhibitor Restricted Area at

www.futurmotive.com after all invoices issued by the Futurmotive Administration have been settled.

EXHIBITOR PARKING PASSES for this edition will be provided according to space availability and stand size.

Exhibitor parking passes will be also available for download from the Exhibitor Restricted Area at

www.futurmotive.com after all invoices issued by the Futurmotive Administration have been settled.

PLEASE NOTICE: EXHIBITOR PARKING PASSES WILL BEAR A BARCODE AND WILL ALLOW ONLY ONE ENTRY PER DAY

The Exhibitors may use the following car parks:

- PD -** Internal car park on ground floor in areas behind halls 14 and 16. Entry from **Est Michelino** (East) (Road ring exit 8 – highway A 14 exit FIERA)
- PE -** Internal car park on ground floor in areas behind hall 19. Entry from **Nord/Ovest Calzoni-Maserati** (North/West) accessible from Via Calzoni
- PA -** Authorities parking on ground floor along area 42. Entry from **Nord/Ovest Calzoni-Maserati** accessible from Via Calzoni

Vehicles are not allowed to remain in parking areas after the Trade Fair Center has closed. Vehicles left overnight will be towed away at the owners' expense.

REGARDING ACCESS TO THE TRADE FAIR CENTER DURING STAND MOUNTING/DISMANTLING PERIODS, PLEASE READ LOGIN INSTRUCTIONS ON www.befair.eu, PASS SECTION.

The service is available from November 2, 2023.

6. INVOICE PAYMENT

According to section 4 of the General Conditions for Participation, all outstanding invoices must be paid upon receipt.

All invoices issued by the Futurmotive Administration are available for download in the Exhibitor Restricted Area on www.futurmotive.com.

The payment of all invoices related to the services connected to the participation in the Show is an essential condition for downloading the Exhibitor Passes and the Car Parking Passes from the Exhibitor Restricted Area of the website www.futurmotive.com.

You are kindly requested to settle your outstanding invoices before the opening of the Show.

Our accounting office will be available onsite at the Service Center – Block C – starting Thursday, November 16, 2023, from 9.00 a.m. to 1 p.m. and from 2 p.m. to 6 p.m.

7. EXIT VOUCHERS

At the end of the show, each vehicle carrying exhibited products or other material will need an "Exit Voucher" before it is allowed to exit Trade Fair grounds. Exit Vouchers are issued to exhibitors at the Show Office - Service Centre, Block C, first floor.

Security personnel at passageways is instructed to authorize vehicles to leave the fairgrounds only upon presentation of an "Exit Voucher".

"Exit Vouchers" will be issued starting Thursday, November 16, 2023, from 9 a.m. to 1 p.m. and from 2 p.m. to 6 p.m. Exit Vouchers will only be issued after prior settlement of all amounts due for registration, space rental, booth set-up, advertising and any other possible charges.

Exit Vouchers are not an acknowledgement of the receipt of the payment of the amounts due for participating in the Show; each Exit Voucher **is only valid for the vehicle** whose details are written on the voucher.

8. SHOW-RELATED PRINTED MATERIALS

On the first day of the Show, the following materials will be distributed to all exhibitors, at their stands:

- 1 copy of the Official Catalogue/Guide containing the calendar of the Institutional conferences
- The list of Workshops that will take place in the INNOVATION WORKSHOP area of Halls 14 and 19 during all days of the Show
- Invitations to **Cocktail Party** that will take place in the Foyer of the Europa Hall of the CONGRESS CENTER (PALAZZO DEI CONGRESSI), on **Thursday, November 16, 2023 from 6 p.m. to 8 p.m.**

9. EXHIBITOR / VISITOR ADMISSION HOURS

Show opening hours

	<u>Exhibitors</u>	<u>Visitors</u>
Thursday	November 16, 2023: from 7.30 a.m. to 6.30 p.m.	from 9.00 a.m. to 6 p.m.
Friday	November 17, 2023: from 8.30 a.m. to 6.30 p.m.	from 9.00 a.m. to 6 p.m.
Saturday	November 18, 2023: from 8.30 a.m. to 6.30 p.m.	from 9.00 a.m. to 6 p.m.

Operators visiting the show will be able to access the Trade Fair Centre through these four entrances: **COSTITUZIONE** from Piazza Costituzione and **NORD** entrance (Ring road exit n. 8 – highway A14 - exit FIERA).

All entrances are fully automated to speed up attendance flow.

All operators interested in visiting the exhibition must register in advance on the website www.futurmotive.com and request a free entrance e-ticket. No ticket office will be available onsite.

Reminder: Exhibitors may send up to 1,000 **free** customized **E-CARDS**, available in their EXHIBITOR RESTRICTED AREA within www.futurmotive.com, to their clients.

All provisions and information outlined in this Technical Release are intended to supplement and confirm the show regulations listed in the General Conditions for Participation, Technical Regulations and Safety File.

10. CONFERENCE SCHEDULE

The list of conferences and workshops that will take place at the INNOVATION WORKSHOP area in Hall 14 and 19 can be studied at the following links:

<https://www.futurmotive.com/en/Convegni/p12> for Institutional conferences

<https://www.futurmotive.com/en/Workshop/p34> for the Workshops

11. CAR EXHIBITING

In case of display of any vehicles, the authorization is required and must be requested from the Venue division of BolognaFiere (by writing to spp@bolognafiere.it, in copy the Futurmotive Show Office at info@futurmotive.com) specifying the excellent state of maintenance of the vehicle exhibited and the time at which it is presumed to be positioned.

Their positioning must take place **on Monday, November 13, 2023**, paying attention to the set-up works in process.

Please, also remember that the exhibition venues are classified, from the engineering point of view, at greater risk in the event of fire and it is absolutely forbidden to produce explosive events of any kind.

In case of display of non-electric **petrol and diesel vehicles**, they must have an almost empty tank and once positioned, the battery must be disconnected.

In case of display of **other types of combustion engine vehicles**, it is mandatory to send technical specifications of the vehicle, that in any case must have an almost empty tank and once positioned, the battery must be disconnected.

In case of display of **electric vehicles**, charging of electric vehicles with the latest generation of perfectly hermetic accumulators is permitted only during daytime hours and the halls' opening hours, only for the time necessary for the demonstration activity.

At the end of each day of the Show, the recharge must be disconnected from the electrical power supply by the exhibitor, with all costs and responsibilities at his/her own expense. The systems must be created in

compliance with the above indications and with all the regulations specific to the classification of the premises mentioned above.

The exhibitor remains solely responsible for any damage that the vehicle may cause during the Show.

For any detail not indicated in the following communication, please refer to the Technical Regulations and Safety File.

12. SHOW OFFICE

Our Show Office is open for you for any questions you may have, as follows:

- **Our onsite Show Office** - From Friday, November 10 to Monday, November 20, 2023 from 9.00 a.m. to 7 p.m. at the Service Center, Block C, 1st floor, tel. +39 051 282451 - +39 051 282267 - +39 051 282431.
- **Our main office** – From Monday, November 13 to Friday, November 17, 2023 from 8.30 a.m. to 5 p.m. at the **PROMOTEC SRL** headquarters in via Emilia 41/B, 40011 Anzola Emilia (BO) - Tel. +39 051 6424000 r.a.;

Looking forward to welcoming you to Bologna, we send you our warmest regards.

FUTURMOTIVE Show Office