



Rome,
12-15 December 2019
Fiera di Roma

APPLICATION FORM

(fill out in block letters and return by the deadline of: 30 OCT 2019)

Company Name		VAT REG. NO.	
Address			
Postcode/Zip	City	Country	
Phone (+)		Website	
Legal Representative		Fax	
Stand supervisor		Mobile Ph.	
Official e-mail			
Email (for participation communication)			
Invoices and participation docs to be sent to (in case the address is different from the above):			

COMPANY ACTIVITY

- Producer of Handiwork
 Consortium/Organization
 Services for Handicraft
 Specialised Press
 Other (pls specify) _____

PRODUCTS TO BE EXHIBITED (compulsory)

1) Product Category
2) Products Description
3) Country of Origin

SPACE REQUESTED (Space available in modules, min. 9 sqm)*

• SPACES ONE OPEN SIDE: _____ sqm x € 110,00 €/sqm	= €	
• SPACES 2/3 OPEN SIDES: _____ sqm x € 130,00 €/sqm	= €	
*Rates Including space, walls, fireproof moquette, company nameboard standard lettering, lighting, one socket (see point 10A General Regulations)		
• Inscription and service fee main exhibiting company (see point 10C General Regulations)	= €	350,00
• Inscription and service fee for no. _____ represented brands/companies or handicraft producers on the stand (€ 100,00 each + VAT)	= €	
• Standard Furniture Kit (1 table, 3 chairs, 1 wastebasket, 1 coat hanger, one 3 shelve set)	€ 110,00 + VAT	= €
• Top Furniture Kit (1 table, 3 chairs, 1 wastebasket, 1 coat hanger, 1 reception desk, 1 stool, one 3 shelve set)	€ 180,00 + VAT	= €
	SUBTOTAL	= €
	VAT	= €
	TOTALE DUE	= €

PAYMENT

• DEPOSIT 30% to be paid with Application Form	= €	
• BALANCE to be paid by december 1, 2019 (see point 10D General Regulations)	= €	

METHODS OF PAYMENT (tick where appropriate)

- Credit Card** (major accepted). Pls request form to Administration Dept. email: agem@fieraroma.it
 Bank Transfer made out to Fiera Roma Srl c/o UNICREDIT ROMA - Via della Casetta Mattei 153/H - 00148 Roma (Italy)
Banking Details: IBAN: IT 34 C 02008 05063 000401216167 - BIC/SWIFT: UNCRITM1B26

- 1) All payments must quote "Arti & Mestieri Expo 2019" and Company Name as results from present Application Form
 2) Bank confirmation of transfer (according to point 10D of the General Regulations) must be attached to the Application Form
 a) The Application Form is final and binding commitment for the Company and must be accompanied by copy of payment of deposit.
 b) The above named company declares to accept all the provisions of the General Regulations attached to the present Application Form, that has been read and approved.
 c) The above company (main Exhibiting Company) declares to have read and to accept all the provisions within the Technical Regulations available on: <http://www.fieraroma.it/en/exhibitors/technical-regulations/>

Date _____ Company Stamp and Authorized Signature (Director or Legal Representative) _____

d) We have received and read copy of the General Regulations and specifically approved the Articles no.: 3, 4, 6, 9, 10, 11, 13, 14, 15, 18, 19, 21, 22, 24, 27, 28, 29, 30, 31.

Date _____ Company Stamp and Authorized Signature (Director or Legal Representative) _____

e) The aforementioned Company acknowledges to be aware that the application request will be considered valid only if it is returned together, in addition to the aforementioned documentation, with the Privacy Policy issued pursuant to EU Reg. No. 679/2016 - duly signed and dated - to be considered an integral part of this document (see art. 4 of the Regulation).

Date _____ Company Stamp and Authorized Signature (Director or Legal Representative) _____

ORGANIZED BY:



Fiera Roma Srl con Socio Unico
 Società Unipersonale soggetta a direzione e coordinamento di Investimenti S.p.A.
 Via Portuense, 1645-1647 • 00148 Roma | P.IVA e C.F. 07540411001 | www.fieraroma.it

Organizing Secretariat:
 Ph. +39 06 65074 524/523/ | Fax +39 06 65074 474
info@artiemestieriexpo.it | www.artiemestieriexpo.it



Rome,
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Fiera di Roma

GENERAL REGULATIONS

1. NAME OF THE EVENT

The name of the event is ARTI E MESTIERI EXPO.

2. ORGANIZERS

The exhibition is organized by Fiera Roma Srl.

3. REQUIREMENTS FOR PARTICIPATION AS EXHIBITORS

A) Are admitted to exhibit in MERCATO MEDITERRANEO Italian and international enterprises producing products and services included in the ACTIVITIES/PRODUCTIVE CATEGORIES, indicated within the present General Regulations and on Application Form. Each company will have to certify its belonging to one of the a.m. product categories producing, as attachment to the Application Form a valid certificate of inscription in the relevant CCIAA (Chamber of Commerce) or equivalent document in case the company is not Italian.

B) Agents and/or representatives will be allowed to participate under the condition that the single participating company can be individuated under specific company name and production, as described in 3A. Representatives and/or agents will be allowed to introduce only those goods/brands referring to companies that have been clearly indicated in the Application Form.

C) Representative companies (distributors, wholesalers and similar) will also have to possess specific authorization from the represented company to exhibit their products and brands.

D) The participation of import-export companies, either Italian or foreign, is permitted. On request of the Organizers these companies will have to indicate the name/s of the person responsible for national and international sales.

E) In case of co-exhibiting and/or of a collective participation (consortium, public organizations, etc.) the Applicant will not be allowed to host on the stand any company of which Fiera Roma has communicated their fail to fulfil any prescription and/or obligation towards Fiera Roma with regards also to other exhibition events occurred in the past; in fail of such the Applicant will be subject to comply with the above mentioned prescriptions and obligations towards Fiera Roma, as described in 3A.

F) Also permitted is the participation of Consortiums, Organization and/or of the Specialized Press from the sectors pertaining to the product categories of the Exhibition.

G) Food and beverages will be allowed exclusively with authorization from the Organizers. The Exhibitors that will exhibit/distribute these products, must be knowledgeable of the basic hygiene and sanitary regulations required and will have to give explicit communication to the Organizers, in order to obtain the necessary authorization (see point 7).

H) The Organizers also reserve the right to admit to participate to the event no-profit entities and/or volunteer organizations to carry out activities of fund raising during the event.

I) The Admission to exhibit and the subsequent stand assignment, according to the following point 15 will be effected according to the availability of space for collective pavilions, regional and individual exhibitors.

L) Food and beverages will be allowed exclusively with authorization from the Organizers. The Exhibitors that will exhibit/distribute these products, must be knowledgeable of the basic hygiene and sanitary regulations required and will have to give explicit communication to the Organizers, in order to obtain the necessary authorization (see point 7)

M) The Admission to exhibit and the subsequent stand assignment, according to the following point 15 will be effected according to the availability of space for collective pavilions, regional and individual exhibitors.

4. ADMISSIONS

A) The admission to participate as Exhibitors in Arti e Mestieri Expo is subject to the submission of the Application Form together with Privacy Policy and Catalogue & Company Nameboard Form, both duly filled out and signed by authorized person or by the legal representative of the exhibiting company. The Application Form will have to be received by the Organizers on or before OCT 30TH 2019 accompanied by proof of deposit payment in the amount specified in the Application Form, as per art. 10D of present General Regulations. The timely payment of the deposit is necessary to participate in the event. Late payment of the deposit can result in the loss of the right of pre-emption - if acquired - on the space and the right to any promotion. Application Forms received after such deadline will be accepted only according to space availability.

B) The participation is subject to the submission of a signed Application Form, on a specific form supplied by the Organizers. The Application Form, signed and transmitted, constitutes definitive and binding engagement to participate for the Applicant.

The Organizers will decide with regards to the acceptability of the Exhibiting Company at their own undisputable judgement and in accordance with the prevailing law prescriptions within the territory of Italy. In case the Application Form is accepted, the Applicant will receive formal written communication from the Organizers via e-mail at the E-Mail address indicated on Application Form. Such communication confirms the company has the status of Exhibiting Company.

C) The Application Form may not contain either reserve or condition whatsoever. The payment of the deposit itself does not give the Applicant the right to be accepted as Exhibiting Company.

D) In case the Application Form is not accepted, the Organizers will communicate to the Applicant their decision not to accept it within 10 days from receipt of the Application Form and the sums/ deposit paid will be refunded to the Applicant. The Organizers are not subject to motivate in any way the reasons for the refusal and the refusal of admittance will not introduce whatsoever right for compensation or damage reimbursement. The Organizers also reserve the right to protect their interests in front of the competent Italian Court and Authorities for the possible actions of damage compensation.

5. REPRESENTED COMPANIES AND BRANDS

All Exhibiting Companies (collective participations and import-export companies in particular) have the obligation to communicate the Organizers their own company name, the brand-name/logo that will have to appear on the official catalogue and the information (company name and logo) of all the companies and products presented on the stand. For any represented company, the main exhibiting company is subject to pay the amount of Euro 100,00 per company plus VAT.

6. PRODUCTS TO BE EXHIBITED

All the products and/or the services presented within the stands will have to correspond to the description indicated by the Exhibitor in the Application Form. In case there is evidence that the Exhibitor presents counterfeited products and/or not corresponding to those listed in the Application Form / Catalogue Form, the Organizers reserve the right to proceed to the immediate closing of the stand, without any reimbursement whatsoever of the sums paid by the Exhibiting Company or of expenses incurred. In such case, failing the Exhibiting company to pay in part or in full the debits contracted for up to that moment, the Organizers are authorized to withhold as compensation, the goods on the stand and stand fitting structures of the Exhibiting Company. The Organizers also reserve the right to protect their interest in front of the competent Court/Authority. The Exhibitor will be excluded from the future editions of the Event. After 15 days from the closing of the Event, the organizers reserve the right to sell the retained goods pursuant art. 2797 CC-Italian Civil Law. The Organizers also reserve the right to protect their interests in front of the competent Italian Court and Authorities for the possible actions of damage compensation.

7. FOOD AND BEVERAGE SERVING

Exhibitors wishing to carry out activities of supplying Food and Beverages, even for free or with demonstration purposes, within the exhibition area, must submit to the probate authorities the following documents:

- NOTIFICA SANITARIA (former DIA), to supply food and beverage obtainable at ASL Roma III. They will also have to be fully in compliance with the "Hygiene Package" and HACCP documents. In case of serving (i.e. sale/s of products with related service for the consumption of food and beverage: table service, professional coffee machine, beer spilling fountain) there is

the additional obligation to present SCIA authorization document to be requested online from ROMA CAPITALE website, Municipio XI, SUAP sector for temporary food serving activity (Fairs/ Exhibition/Events, etc.). In the case above the Application Form must be submitted both to Sales and to Catering Areas email: catering@fieraroma.it, with due advance so to have sufficient time to carry out all necessary notifications.

8. SALE OF PRODUCTS

In accordance with the regulations in force, the sale of exhibited products with immediate delivery to the public is permitted. In this case, Exhibitors will have to comply with the current legislation regarding the fiscal certification of operations (receipt or invoice). Exhibitors from UE countries must comply with the Italian regulations in force, i.e. they must proceed to direct identification or appointment of a tax representative before the start of the Exhibition.

Exhibitors from non-EU countries will have to appoint a tax representative and abide by the Italian legislation in force on the subject. Exhibitors are advised to consult their own fiscal consultants/experts on the above procedures.

9. DUTIES OF THE EXHIBITING COMPANY

The Application Form constitutes definitive and binding engagement to participate for the Applicant who with it accepts to participate in the Exhibition within the assigned stand, to accept without reserve the present General Regulations, the Technical Regulations of Fiera Roma and all the integrative provisions that will be adopted, in whatsoever time, by the Organizers, in the general interest of the Exhibition. In case of non-compliance, the Organizers also reserve the right to proceed to the expulsion of the Exhibitor. In such event, the Exhibitor has no right for any compensation and/or reimbursement at any title, but will have to correspond in full the amount due for the reservation of the exhibition space.

10. PARTICIPATION FEES, APPLICATION FEES, TERMS OF PAYMENT, FAIL OF ACCEPTANCE

A) Participation Fees and surcharge rates for extra open sides (exhibition space rental):

Exhibition space rates*:

- SPACES ONE OPEN SIDE: Rate 110,00 €/sqm +VAT

- SPACES 2/3 OPEN SIDES: Rate 130,00 €/sqm +VAT

*Rates including space, structure with walls, fireproof moquette; company name board with standard lettering; electrical set-up with basic lighting and one multi-socket, mt. 1x1 storage with door.

The Organizers reserve the right to assign open sides according to avail and in the general interest of the event, although in principle the requests from Exhibitors will be accommodated when possible. The open sides confirmation will be only in writing with the Participation Confirmation communication. (see point 15). The stand fitting as per (*) has been conceived to offer an overall image identity to the event and consists of the following: moquette, walls, back walls and partitions, lighting with one spotlight every 2 sqm, company nameboard with name in standard lettering, one socket 300w, electrical switchboard according to the sqms reserved, storage mt. 1x1 with door. Further stand fitting and decoration options to customize the stand will be available through the Official Standfitting contractor at additional cost and upon quotation.

Please note custom stand fitting projects may be requested for stands of 64 sqm and up.

B) FURNITURE KITS

- Standard Furniture Kit (1 table, 3 chairs, 1 wastebasket, 1 coat hanger, one 3 shelves set): € 110,00 + VAT per kit;

- Top Furniture Kit (1 table, 3 chairs, 1 wastebasket, 1 coat hanger, 1 reception desk, 1 stool, one 3 shelves set): € 180,00 + VAT per kit;

- Inscription and Services Fees (to be paid in addition to the Participation Fees)

- Inscription and service fee main exhibiting company (see point 10B General Regulations): € 350 + VAT.

- Inscription and service fee for represented brands/companies or handicraft producers on the stand: € 100,00 per represented company +VAT.

The Participation, Inscription and Service Fees also include:

- Technical assistance to the Exhibitor during the exhibition days and during all phases of set up and dismantling of the stand;

- Inclusion of the Main Exhibiting Company and of the represented companies in the Official Catalogue of the Event, no.1 copy of the Official Exhibition catalogue per stand;

- Exhibitor Passes according to the sqm contracted for, 2 each 8 sqm, up to a maximum of 20;

- n. 1 parking permit (inside the exhibition center);

- basic insurance coverage (R.C.T.-R.C.O., civil liability and fire);

- 2Kw/220v standard mono-phase electrical board and hookup including installation and testing;

- rental of n. 1 fire extinguisher;

- general surveillance of the Exhibition and general fire prevention.

D) Payment, methods and deadlines

The deposit and balance must be paid to as indicated in the Application Form. The balance must be paid within 15 days from receipt of invoice. Invoices issued within 15 days from the opening of the event must be paid as received.

In fail of such payments the Organizers reserve the right to deny the access to the Event to the Exhibiting Company and also to the represented companies and/or standfitting companies and/or other contractors appointed by the Exhibitor.

Payments must be effected by credit card (major accepted, pls request form to agem@fieraroma.it) or bank transfer, made out to FIERA ROMA srl c/o UNICREDIT ROMA CASSETTA MATTEI - VIA DELLA CASSETTA MATTEI 153/H - POSTCODE I-00148 ROME - IBAN - IBAN: IT 34 C 02008 05063000401216167 - BIC/SWIFT: UNCRITM1B26.

Please quote "Arti e Mestieri Expo 2019" and the EXHIBITING COMPANY NAME as it results from APPLICATION FORM on ALL PAYMENTS.

The payment of deposits and the subsequent issuing of invoices by Fiera Roma srl do not constitute themselves acceptance of the Application Form on behalf of the Organizers. In case of non-acceptance the monies paid will be refunded.

Pursuant to the Italian VAT Regulations (DPR 633 26/10/1972) all services related to the participation to fairs and exhibitions in Italy of foreign companies and/or organizations resident within the European Union (with exclusion of private subjects or bodies that carry out exclusively institutional activities), are NO LONGER SUBJECT to VAT. Necessary condition is that the above communicate their VAT ID Number or identifying codes BEFORE the issuing of invoices and/or any accounting document. For the same remain subject to VAT payment the following services: tickets to access events, parking permits, catering services and/or food products.

11. PAYMENT OF SERVICES CONTRACTED FOR WITH FIERA ROMA

Please note that the supply of the services requested to Fiera Roma Srl and included in the Exhibitors' Manual of Fiera Roma IS SUBJECT TO PRE-PAYMENT from the exhibiting company. ALL THE REQUESTS SENT TO FIERA ROMA SRL WITHOUT PAYMENT IN FULL WILL NOT BE CONSIDERED VALID.

12. EXIT VOUCHERS

In the days immediately prior to the closing of the Exhibition, the Organizers will deliver the EXIT VOUCHERS that - duly filled out - will have to be presented to the security personnel on duty at the gates of the Exhibition Center.

Additional "Exit Vouchers" can be requested to the Organizers.

Each and every single exit of goods and/or materials requires a dedicated "Exit Voucher".

N.B. The authorization to leave the Exhibition Center with the products/goods exhibited and with the setup materials will be made available only to those Exhibitors that have satisfied all the obligations (debts) with the Organizers. The Administration Department of Fiera Roma srl is

ORGANIZED BY:



Fiera Roma Srl con Socio Unico

Società Unipersonale soggetta a direzione e coordinamento di Investimenti S.p.A.

Via Portuense, 1645-1647 • 00148 Roma | PIVA e C.F. 07540411001 | www.fieraroma.it

Organizing Secretariat:

Ph. +39 06 65074 524/523/ | Fax +39 06 65074 474

info@artiemestieriexpo.it | www.artiemestieriexpo.it

available for any information and assistance.

13. RENOUNCES OF PARTICIPATION

In case the Exhibitor renounces the participation within 30 days from the beginning of the exhibition the deposit as indicated in the Application Form will be retained and/or requested, as indemnification, either paid or still due. In any case, the renounce must be communicated by certified mail or equivalent.

Renounces after to the above-mentioned term will result in the loss of the sums already collected and the payment of the sums still due as indicated in the Application Form.

The Organizers reserve the right to exclude the unfulfilling Exhibitor from the future editions of the Exhibition.

14. LATE OR FAILED ARRIVAL

In case the Exhibitor – for any reason – does not take possession of the assigned stand by the fixed date and time (December 12, 2019 - 12.00 AM) or shows up after the Exhibition has already commenced, the Organizers reserve the right to freely dispose of the unoccupied space, reserving also the right to protect any further compensation for major damages occurred. The payments received or still due by the Exhibitor for the entire value of the Participation Fees and Admission Fees will be retained and/or requested in payment as indemnification and no reimbursement can be requested by the Exhibitor, at whatsoever title or reason.

15. ALLOCATION OF THE STANDS

The standard lay-out of the Pavilions of Fiera Roma does not allow the assignment of stands of dimensions different from the ones described in the present General Regulations except specific indication is given by the Organizers. The Organizers will allocate the available space to the Exhibitors according to the availability of the spaces at the time the Application Form is received, according to the general lay-out of the Event and product distribution. The Organizers, following to requirements and obligations deriving from security, technical and organization reasons, and by giving the Exhibitor specific notice at least 5 days prior to the opening of the Event, also reserve the faculty to modify, reduce the spaces already assigned and/or to replace the same with different space, even located in different position/hall etc. in case organizing circumstances required such actions. In such circumstances the Exhibitors will be only entitled to the re-calculation of the sums due according to the definitive dimension/size of the stand. The confirmation of Allocation of the stand will be communicated by the Organizers to the main Exhibitor only. The transfer to other Exhibitor, also free of charge, of the stand or of a part thereof is strictly prohibited. The infraction will originate the termination of the Contract put in place with the Application Form, and the subsequent closing of the stand with no right for reimbursement or compensation for the sums paid or for any expenses incurred by the Exhibiting Company.

The organizers reserve the right to issue detailed instructions regarding the installation of the stands and the terms for the finalization of the stand structures.

The organizers are not bound to accept specific requests. Any request, formulated by the Exhibitor on Application Form, or communicated afterwards, are to be considered as indicative and preferential and do not in any way bind the Organizers.

16. THE EXHIBITION LAYOUT

The TECHNICAL REGULATION issued by Fiera Roma Srl available online from <http://www.fiera-roma.it/en/exhibitors/technical-regulations/> regulates in detail the construction rules the Exhibitors MUST follow in setting up their structures within the space assigned for the Exhibition. The Exhibitor MUST present the Organizers in advance the final construction project of the stand for approval. The Official Stand Fitting company, whose contacts will be communicated to the Exhibitors by the Organizers with sufficient advance will be at disposal to assist the Exhibitors in the choice of the different options. The spaces assigned are to be considered as temporary as general allocation may be subject to modifications.

17. SURVEILLANCE OF STANDS

Fiera Roma Srl provides the service of general surveillance and security for the Exhibition. Security and surveillance of the stands during show hours are full responsibility of the Exhibitors. It is obligation of the Exhibitors exhibiting products that can be easily removed from their stand to guarantee their punctual presence at opening times, and to staff the stand itself properly until closing time. The Exhibitors must also communicate the Organizers the name/s of the person/s responsible for the stand. The Exhibitors are also subject to comply with all the rules and technical/security prescriptions communicated by the Organizers.

18. OFFICIAL CATALOGUE

The Organizers will produce, with no responsibility in case of errors and omissions, the Official Catalogue of the Exhibition, with the listing of the Exhibiting Companies along with all the useful information for the public, to facilitate the visit of the Exhibition. The information contained in the Catalogue will be sourced from the Catalogue Form that has to be sent along with the Application Form. The Catalogue will host paid for Advertising. The Exhibitors may contact the Organizers for further information.

19. DAMAGES – COMPULSORY INSURANCE - LIABILITY

Fiera Roma Srl requires:

- that the goods, materials, set-up components and equipment introduced in Fiera Roma Srl by the Exhibitor are covered by R.C.T.- R.C.O Insurance with renounce of compensation from Fiera Roma Srl, Investimenti SpA, from the companies linked, managed, held by the above and from the third parties at any title involved in the organization of the Exhibition;
- Public Liability Insurance (towards third party); Fiera Roma Srl provides Insurance coverage through specific agreements. Details and costs of the R.C.T., R.C.O. Fire will be communicated in the INSURANCE FORM available for download in the Exhibitors Web Area. The Exhibitors are obliged to return such Form in all circumstances with the indication of the eventual major values that the Exhibitor intends to insure with the "FIRE" Policy, besides the standard values foreseen, already included in the Admission Fees. In the case the Exhibitor, to guarantee goods, equipment and set-up materials already possesses an ALL RISKS Insurance, valid for Fairs and Exhibitions, with clause of renounce of compensation towards Fiera Roma Srl, Investimenti SpA, and the companies linked, managed, held by the above and from the third parties at any title involved in the organization of the Exhibition, said Exhibitor may be excluded from the "all-risks" guarantee provided by Fiera Roma, by presenting specific declaration signed by the authorized person from the company and by the insurance company, that the goods introduced are covered with "all-risks" guarantee not lower to the one presented by Fiera Roma Srl. The Organizers assume no liability for damages of any kind suffered by the Exhibitor and/or third party or caused by facts responsibility of the Exhibitor or of its personnel, for events of whatsoever nature and/or from third party, with the exception of those exclusively attributable to the organization of the Exhibition, of responsibility of the Organizers.

20. DAMAGES TO THE STAND

The handling of the stand for the whole duration of the Exhibition is of exclusive responsibility of the Exhibitor who has the obligation to be present on the stand during the opening hours of the Exhibition. The Exhibitor is therefore responsible for the damages eventually provoked by third party to the stand. The stand structures will have to be returned to the Organizers, if hired, in the same conditions as they were delivered. It is strictly forbidden to damage, dismantle and/or modify in any way the structures supplied by the Organizers, with particular attention to the upper parts of the same (fascia boards and similar). In fail of observance of the above the Exhibitors will be charge the costs to recover the structures as they were when taken in charge by the Exhibitor, with the possibility to be excluded from the future editions of the Exhibition. In general, Exhibitors are due to comply with all the prescriptions of the Organizers in theme of stand construction and technical equipment.

21. MODIFICATIONS TO THE GENERAL REGULATIONS AND ADDITIONAL RULES

The Organizers reserve the right to set out – even in exception to the present Rules & Regulations – additional rules and provisions that may be judged fit for better organizing the Exhibition and the related services. These rules and provisions will have identical value as the present text, and constitute integral part of it: these rules have therefore identical mandatory character. In case of non-compliance with the provisions of the present Rules & Regulations, the Organizers reserve the right to actuate the provision of closing down the stand. In such eventuality, the Exhibitor has no right to receive any reimbursement or indemnification at any title. Part of the present regulations is the Technical Regulations of Fiera Roma, intended here as integrally transcript and quoted.

22. PROHIBITIONS AND RIGHT OF RETENTION

A) It is generally prohibited all what may cause prejudice, disturb or may affect the regular progress of the Exhibition and its scopes. In particular the following are strictly prohibited:

- the transfer, total or partial, to third party of the assigned spaces;
- the occupancy of spaces different and/or bigger than those assigned;
- the use and activation of machinery and equipment without the specific authorization from the Organizers;

- the exposition to the public of products and information not related to the product categories indicated in the Application Form and Catalogue Form;
- the distribution of information or advertising material and the posting of cartels outside the assigned stand;
- any kind of visual and/or audio advertising outside the assigned stand, also including the aisles, streets and anywhere adjacent the Exhibition Center. The use of VTRs and DVDs is allowed within the assigned stand, if previously authorized by the Organizers.
- the exposition, even within the assigned stand, of cartels or posters illustrating prizes, contests called by institutions, organizations, by the specialized or general press, except with specific written authorization from the Organizers;
- any source of light, variable, pulsating or similar;
- photo and TV shootings, including the production of drawings within the assigned stand without specific authorization of the Organizers. The Organizers will have the right to take pictures and/or films, of the inside and/or of the outside the stands and use the productions obtained. No claim for compensation whatsoever can be exerted in their regards.
- the permanence in the stands or in the exhibition center during the closing hours of the exhibition.

B) It is also prohibited to leave unattended within the stand and/or in the exhibition center products and/or materials, beyond the dismantling period of the Exhibition. Once such term is expired, the Organizers reserve the right to retain such products and/or materials, until the all the expenses due for the eventual custody and all the monies still due have been paid. After a period of 15 days after the closing of the Exhibition, the Organizers reserve the right to sell the goods retained, pursuant to art. 2797 C.C.

C) In case of failure to pay the sums due as participation fees, admission fees, advertising, services and any other charge on behalf of the Exhibitor, the Organizers reserve the right to retain products and/or exhibiting materials.

23. NON-COMPLIANCE AND BREACH OF DUTY

In case of non-compliance with the general rules and prescriptions set out in the present General Regulations and/or of non-fulfillment of the obligations established by the same, including the case of fail of payment, Fiera Roma srl, in proportional measure with the seriousness of the circumstance, will have the right to proceed with the following actions:

- A) exhibitors passes, parking permit, catalogue and any other access or material related to the exhibition will be refused;
- B) all the services and systems necessary for the operations of the assigned stand will not be activated;
- C) decide the exclusion of the non-compliant exhibitor from the future editions of the event.
- D) the immediate removal of all the non-compliant products/exhibits will be ordered, with power of immediate and direct intervention in case the non-compliant exhibitor refuses or omits to act accordingly, also with right to further proceed with additional sanctions;

In all the above case the Exhibitor will have no right for compensation and/or reimbursement whatsoever, yet obliged to fulfill all the obligations towards Fiera Roma srl, corresponding all the amount due as participation fees of any nature.

24. SECURITY

It is responsibility of the Exhibitors the respect, within their assigned stands, of the regulations in matter of security (D.L. 81/08). The Exhibitors shall have to abide by the provisions contained in the Technical Regulations and the additional provisions in theme of fire prevention, and also to remit to Fiera Roma srl, 30 days prior to the beginning of the Exhibition, the Forms attached to the above mentioned regulations, duly filled out.

The non-compliance with the rules in theme of security, fire and accident prevention and of the Technical Regulations may result in the immediate closing down of the stand, and in the exclusion from the successive editions of the Exhibition. The Exhibitors are supposed to indicate one or more "stand managers" of the assigned stand, in charge for the whole duration of the permanence within the exhibition center. The "stand manager" will be responsible for the conformity of the set-up of the stand and of all the systems thereof to the existing regulations, and, in particular, he/she will have to ensure the respect of the provisions in theme of fire prevention and of those established by the prevailing provisions for security matters. The name of the "stand manager" and the related phone contacts will have to be communicated to the Organizers through the Application Form. The possible change, substitution and/or integrations of contacts will have to be communicated to the Organizers before the set up operations commence.

All the materials to be used for the set-up (partitions, back walls, miscellaneous structures, flooring, coverings, textiles, roofing and draping, etc.) if not noncombustible, will have to be fire-resistant in origin, or treated with fire-retardant (pursuant the Min.Int. Decree 26.06.84 and successive modifications and integrations).

25. LOUDSPEAKERS AND SOUND BROADCASTING

Sound reproduction is allowed within the stand, including the use of radio and TV receivers and similar equipment, providing such do not cause disturb and that the obligations in these matters established by the competent Italian authority, the SIAE (Società Italiana Autori Editori, see point 26), have been and in case of emergency.

26. SIAE (SOCIETY OF AUTHORS AND PUBLISHERS) – INTELLECTUAL PROPERTY

In case of distribution of multimedia products and media containing intellectual property or parts thereof, pursuant to Law 22.4.1941 n. 633, the related royalties must be paid in advance, along with all the charges related to the authentication of the media, pursuant to art. 181/bis of the above mentioned law. The fraudulent use of intellectual properties, and the failure to exhibit the SIAE stamp on the media are criminally punishable, pursuant to articles 171 and following, Law 633/41. In case of necessity to install equipment subject to the SIAE provisions and rules, and of live musical/singing performances with singers and/or musical instruments, the related royalties are to be paid by the Exhibitor to SIAE, in one of the SIAE Offices located in the territory of Rome.

27. FORCE MAJEURE

In case of force majeure, or due to reasons not depending upon the will of the Organizers, the date of the Exhibition can be changed or even the Exhibition suppressed. In this second eventuality, the Organizers, satisfied the commitments assumed with third parties and covered the organization expenses incurred at any title, will divide among the Exhibitors the residual dues, in proportion to the sums due for the square meters reserved, limitedly to the deposit. The expenses for the supply and the installation of special equipment incurred in consequence of the order from the Exhibitors will have to be covered integrally by these. The Organizers and Fiera Roma Srl will not be liable for the eventual major damage that the individual Exhibitor may incur and therefore no action can be set forth against Fiera Roma in this regard.

28. TECHNICAL REGULATIONS – SERVICES AVAILABLE WITHIN THE EXHIBITION CENTER

Fiera Roma S.r.l. offers the Exhibitors all the necessary services to support the use of the assigned stands on the occasion of the Exhibition. The Exhibitor will receive by email Username & Password to access the Exhibitor Web Area for the reservation of the services available for the participation (some compulsory, other optional) and for the consultation of the Technical Regulations governing all the activities carried out within the venue for the Exhibition. The above mentioned document forms integral part with the present general Rules & Regulations, and consequently, is to be considered as accepted with the signing of the Application Form.

29. INFORMATION AND CONSENT ex. Leg. Decr. No. 679/2016 - PRIVACY AND DATA PROTECTION

Fiera Roma S.r.l. is the data controller (VAT number 07540411001), with registered office in Rome, Via Portuense no. 1645/1647. To find out information on the purposes, the methods, the legal basis and all that is deemed to be necessary, in accordance with the law, concerning the processing of personal data, we invite you to read the attached Privacy Policy, provided in accordance with EU Reg. 679/2016, which is an integral part of this document. The Privacy Policy, duly signed and dated, must be sent together with the application request and additional documentation required according to this Regulation, under penalty of exclusion from participation in the event.

30. INFORMATION MANAGEMENT, CONTROL, ORGANIZATION MODEL - D.LGS 231/2001

The Exhibitor declares having read the Model above, and therefore accept its content and to make sure to comply with it. Also the Exhibitor assumes the responsibility that the prescriptions above are respected by the eventual employees, consultants and contractors.

31. CLAIMS AND JURISDICTION

For any whatsoever litigation related to the interpretation, execution, validity and resolution of the present contract the exclusive competent and binding court is the Foro di Roma. The applicable law is the Italian law. The text of the General Regulation that will be valid is the version in the Italian language.

ORGANIZED BY:



Fiera Roma Srl con Socio Unico

Società Unipersonale soggetta a direzione e coordinamento di Investimenti S.p.A.

Via Portuense, 1645-1647 • 00148 Roma | PIVA e C.F. 07540411001 | www.fieraroma.it

Organizing Secretariat:

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info@artiemestieriexpo.it | www.artiemestieriexpo.it



PRIVACY POLICY (EU Regulation n. 679/2016)

1. Introduction

Fiera Roma S.r.l. (the "Company") may collect and process the personal data provided by its Exhibitors ("Exhibitors") and, in any case, the employees and collaborators of the latter (jointly with the Exhibitors: "Interested Party"), for the participation in the ARTI E MESTIERI EXPO fair event ("Event" or "Show") or, in any case, for the execution of the agreement signed between the Parties ("Agreement").

This Privacy Policy describes the processing of all Personal Data of Interested Persons, carried out in connection with the participation in the Event and the execution of the Agreement (hereinafter "Data").

2. Who is the Data Controller?

The company Fiera Roma S.r.l. (VAT Number 07540411001), with registered office in Via Portuense, 1645/647 Rome (00148), is the Data Controller pursuant to and by effect of of European Regulation no. 679/2016 ("GDPR").

The Data Supervisors appointed by the Company include, amongst others, external companies providing electronic filing and advisory services. A complete list of the Data Supervisors appointed by the Company may be requested from the Company at the contact details indicated in Section 9 of this Privacy Policy.

3. What kind of data is processed by the Company?

Fiera Roma S.r.l. will only process the data provided by completing the application request for participation/admission to the Event and the relevant connected and/or linked documentation (e.g. data provided for inclusion in the official catalog). Personal data obtained and processed by the Company may be considered as Administrative/Accounting-related: Company data and the pertinent legal representative (company name, address, telephone number, fax, e-mail address, product sector, etc.); Billing information (bank details, etc.), Company contact details (name, surname, e-mail, telephone number) and similar data.

4. For what purposes are the data processed?

The Company processes the Data using manual and electronic tools:

- a) for participation in the ARTI E MESTIERI EXPO fair or, in any case, for the execution of the relevant Agreement;
- b) to protect and defend the rights of the Company. In particular, Fiera Roma S.r.l. may disclose the Data where necessary to (i) protect, enforce or defend the rights, privacy, security or property of the Company, its employees, agents and contractors, (ii) protect the Company from fraud or (iii) for risk management purposes;
- c) for compliance with applicable laws and legal procedures and to respond to requests from competent authorities;
- d) for the arrangement, with the prior consent, of commercial, promotional, advertising and marketing initiatives, as well as the dispatch of advertising and/or informative material concerning the Company's products, services and initiatives, through traditional contact methods (such

as hard copy mail, telephone, etc.) and telematics (such as SMS, MMS, e-mail, push notifications), the analysis and market research carried out by Fiera Roma S.r.l.

5. On what legal basis are the data processed?

The data is processed for the following purposes:

- under sections 4 (a) and 4 (b), it is necessary for participation in the Fair ARTI E MESTIERI EXPO or, in any case, for the execution of the relative contract (Article 6, paragraph 1, letter b) GDPR) and, therefore, the refusal to provide the Data would prevent participation in the Show or, in any case, the stipulation of the related Agreement or, if already concluded, to continue its execution;
- under Section 4 (c) it is necessary to comply with the applicable laws (Article 6, paragraph 1, letter c) GDPR) and, therefore, refusal to provide the Data would prevent participation in the Event again or, in any case, the stipulation of the Agreement or, if already concluded, to continue its execution;
- under Section 4 (d), the data is processed based on the consent (Article 6, paragraph 1, letter a) GDPR) whose non-conferment does not in any way affect participation in the Event or the stipulation and/or execution of the Agreement but may, however, prevent the provision of certain services promoted during and after the Show.

6. Who has access to the data?

The Data will be accessible, to the extent that this is necessary for the execution of the activities, only by the employees and/or collaborators of Fiera Roma S.r.l. duly authorized and to whom the Company has provided specific indications regarding the confidentiality and protection of personal data.

The Company may disclose the Data to: (a) third-party service providers, in charge of processing activities and, where required by applicable laws, appointed as data controllers (e.g., cloud service providers, service providers of the Company, such as, by means of example, companies providing IT services, experts, consultants and lawyers, companies resulting from possible mergers, demergers or other transactions) and (b) competent authorities, where permitted by applicable laws.

7. Are the Data transferred abroad?

Your personal data will not be transferred to third countries.

8. Do the interested parties own the rights to their personal data?

The interested party has the right to obtain confirmation of the existence, or lack thereof, of its personal data, and has the right to obtain information on:

- a) the source of the personal data;
- b) the purposes and methods of data processing;
- c) the logic applied in case of data processing by electronic means;



**PRIVACY POLICY
(EU Regulation n. 679/2016)**

- d) the identity of the Owner, controller and the appointed representative;
- e) the subjects and categories of subjects to whom personal data can be communicated or who may come to know them as appointed representatives across the territory of the State, persons responsible or appointed.

The interested party has the right to obtain information on:

- f) the updating, amendment or, when required, integration of data;
- g) the limitation of the processing in cases of dispute on the accuracy of data, opposition to the processing or cancellation of personal data towards the data controller, as well as for the assessment, exercise or defence of a right in court;
- h) the cancellation, anonymization or blocking of data processed unlawfully, including data whose retention is unnecessary for the purposes for which the same data were collected or subsequently processed;
- i) the guarantee that the operations pursuant to sections f) and h), including the content thereof, have been reported to those to whom the data has been shared or disclosed, except where this should be impossible or would require the use of means that are manifestly disproportionate to the protected right;
- j) in a structured format, commonly used and readable by an automatic device, the personal data provided, and to transmit them, directly or through the data controller, to another data controller (so-called right to data portability).

The interested party also has the right to object, in whole or in part:

- k) for legitimate reasons to the processing of personal data, even if pertinent to collection purposes;
- l) to the processing of personal data for the purpose of sending advertising material or direct sale, or for the purpose of market research or commercial communication.

If the interested party considers that its rights have been violated by the data controller and/or by a third party, the interested party is entitled to lodge a complaint with the Authority for the protection of personal data and/or with another competent supervisory authority of the GDPR.

The above rights may be exercised by contacting the Company at the address indicated in Section 9 subsequently.

9. How can I contact the Data Controller?

If the interested party or the Exhibitor has questions about this Privacy Policy or would like to exercise the rights set forth in this Privacy Policy, it can contact the Company at the following e-mail address privacy@fieraroma.it or fax number 0665074472.

10. How long will the personal data be stored?

The data will be stored for a period of time not exceeding that necessary for the purposes for which the same were collected and subsequently processed in compliance with the obligations provided for by the enforceable legislation.

11. Consent to the processing of data for the purposes referred to in Section 4(d)

For the processing of data for the purposes referred to in Section 4(d) the Company requests your consent exclusively for the purposes indicated above, by signing the statement below. In the absence of your explicit consent to the processing of the aforementioned data, participation in the Event or the stipulation and/or execution of the Agreement will not be compromised; however, it may prevent the provision of some services promoted during and after the Show. The right to withdraw consent at any time is acknowledged without prejudice to the lawfulness of the processing carried out until the revocation.

For any clarification and explanation, the text of Regulation 679/2016 can be consulted at the following link: www.garanteprivacy.it/il-testo-del-regolamento

Consent according to the GDPR

The undersigned _____

Legal Representative of _____

have received, read and understood, the privacy policy of Fiera Roma S.r.l., giving its consent to the processing of its personal data:

- For the arrangement of commercial, promotional, advertising and marketing initiatives, as well as the dispatch of advertising and/or informative material concerning Fiera Roma S.r.l.'s products, services and initiatives, through traditional contact methods (such as hard copy mail, telephone, etc.) and telematics (such as SMS, MMS, e-mail, push notifications), the analysis and market research carried out by the Data Controller.

I give my consent I do not consent

Signature _____

Place and date _____