

# **MACFRUT 2019**

## **TECHNICAL REGULATIONS**

### **STAND DESIGNS**

#### **(Extract from the General Regulations)**

##### **Art. 11 –**

Since the exhibition areas are not equipped with partition walls, each company shall be obliged, at its own expense, to set up fittings that separate it from adjacent Participants; walls higher than 2.5 metres must necessarily be finished on the side of the adjacent stand, in white or light grey.

In any case, Participants shall be required to set up their stands and keep them in a way that does not affect the overall look, obstruct visibility for adjacent stands, or cause any damage to other Participants.

All double-sided graphics must be positioned at a minimum distance of 2 metres from the border with adjacent stands.

The fittings must not affect the overall look and obstruct visibility for adjacent stands. In particular, in the case of island stands (4 open sides) and peninsular stands (3 open sides), the use of perimeter walls at the stands must be limited: such walls or obstacles must not take up more than 40% of each side of the stand.

With regard to large exhibition spaces, which include areas to be used as hallways, as established by the standard floor plan of the pavilions, it is forbidden to obstruct such spaces with fittings, unless otherwise authorised by the Management of Cesena Fiera S.p.A.

Please note that, if demonstrations/ trials/ tests are to be carried out at the stand, any counters/ showcases/ fittings required for this purpose must necessarily be positioned at a distance of at least 1.5 metres from the visitor walkway, unless otherwise authorised by the Management of Cesena Fiera S.p.A.

Stand fittings must remain within the allocated area, which is clearly indicated on the ground, and their height shall be restricted, except for specific cases authorised in writing by the Technical Department of Cesena Fiera S.p.A., as follows:

- 1) First row stands (facing the swimming pools or, in the case of twin pavilions, stands facing the central hall), the maximum height shall not exceed 5 metres;
- 2\_a) Second row stands (between the 2nd and 3rd emergency exit doors, central area), the maximum height shall not exceed 5.5 metres;
- 2\_b) Second row stands (between the 2nd and 3rd emergency exit doors, adjacent to the pavilion walls): the maximum height shall not exceed 4 metres;
- 3) Third row stands (after the 3rd emergency exit door), the maximum height shall not exceed 6 metres;
- 4) The maximum height of stands occupying Hall B5D5 and Hall B7D7 shall not exceed 5 metres;

5) For stands in pavilions with even numbers, the maximum height shall not exceed 5 metres.

Notwithstanding the specifications in sections 1, 2, 3, 4 and 5, the machinery exhibited shall not be subject to height restrictions, compatibly with the height of the pavilion.

The Technical Department also reserves the right, in its own judgement, to authorise the implementation of exclusively graphic elements and fittings hung at heights exceeding those specified in sections 1, 2, 3, 4 and 5, provided that they do not obstruct visibility for adjacent stands.

The graphic elements and hanging structures must be assembled on the ground and raised by using motorised or manual lifting equipment.

Stands on two levels shall also be available:

1. a) in areas located in the 1st row, provided that their width does not exceed 30 sq. m.;
2. b) in areas located in the 2nd and 3rd rows (except for stands placed against walls), provided that their width does not exceed 50 sq. m.

In both cases, the maximum heights established for each group must be respected, as specified in sections 1, 2, 3, 4 and 5 of this article.

## **PROJECT APPROVAL PROCEDURE:**

Participants will have to accredit their fitters in their exhibitor's reserved area.

Fitters will then have to upload the set-up project in the fitter's reserved area at the latest by **31st MARCH**.

The project must be approved by the Technical Department of Cesena Fiera S.p.A.

Please note that the Technical Department will request additional documentation to be provided in the case of non-standard stands.

If this documentation is not submitted within the set deadlines, a fee of **€1,000+VAT** will be charged to the Exhibitor in the contract.

## **NON-STANDARD STANDS**

NON-STANDARD stands are those that have *at least one* of the following characteristics:

1. - Construction of mezzanines of any kind, even if access to the public is forbidden;
2. - Construction of publicly accessible platforms with height > 80 cm;
3. - Free-standing wooden fittings, height > 4 m. or free height > 4 m;
4. - Metal structures, height > 4 m. or free height > 8 m;
5. - Stages and Tribunes;
6. - Mixed or special structures with specific static conditions;

Exhibitors acknowledge the specific definition of "non-standard stands" and undertake to submit the following documentation:

### **1. Technical report of the project**

The report must be drawn up in Italian and signed by a qualified professional, engineer or architect registered with the respective professional association. It must contain the following:

- brief description of the structure
- reference regulations applied for preparing the static calculation
- indication of the weight of the materials used
- load capacity of the structures and checking induced stresses

***N.B. The submission of calculations and checks may be waived only for structures built with certified materials, with detailed technical data sheets provided by the manufacturer (e.g. trusses, modular aluminium systems, etc.) and with simple static diagrams (e.g. double support beam, gantry, etc.) referring to the related technical data sheets.***

## **2. Certificate of Static Suitability**

The certificate of Static Suitability and compliance with the technical report of the project must be drawn up and signed by a qualified professional, Engineer or Architect registered to the respective professional order who was not involved in any way in the design, construction management or execution of the work. The certificate must be drawn up following inspection, only after the structure has been completed and the loads installed, and the original copy must be stamped and signed by the competent technician.

If you are unable to provide the documentation, you may request implementation through the reserved area, by adding the service (Form AA – certification for non-standard stands).

Please also bear in mind that:

- **The technical report of the project must be submitted to the technical department no later than 5 working days from the start of set-up;**
- **The certificate of static suitability must be submitted at the latest by 10am on the last day of set-up.**

If the documentation is not submitted within the set deadlines or if it contains inaccuracies or gaps, Fiera di Rimini will decide whether to take action by getting one of its own qualified technicians to draw up the Certificate or declare the area unfit for use. Should Fiera di Rimini be able to take action and draw up the certificate of Static Suitability, a fee of **€1,000+VAT** will be charged directly to the Exhibitor, in addition to any set-up restoration costs, if necessary.

## **ANCHORING AND HANGING SYSTEMS FOR USE ON STRUCTURES AT RIMINI FIERA**

It should be noted that the laying of cables for hanging elements of stands to the fixed structures of the Pavilions is the exclusive responsibility of Rimini Fiera. To take advantage of this opportunity, you will need to request this special service by writing to: [appendimenti@macfrut.com](mailto:appendimenti@macfrut.com)

In particular, the following services may be requested:

- the sole supply of the cables from which the Exhibitor's structures can then be suspended by the Exhibitor. In this case, the Exhibitor must comply with the provisions of the specific hanging service models, to which reference should be made in particular when sending the required documentation;

- the complete construction of the suspended structures, including the supply of cables, aluminium trusses, graphic elements, electrical system, lighting, etc. all duly certified;

## **SAFETY REGULATIONS – FIRE PREVENTION – ELECTRICAL SYSTEM**

### **(Extract from the General Regulations)**

**Art. 13** – All the materials to be used for setting up the exhibition spaces (partitions, back walls, various fittings, platforms, coverings, fabrics, ceilings, drapings, carpeting, etc.) must be FIREPROOF, PRODUCED ACCORDING TO FIRE REGULATIONS OR MADE FIREPROOF AFTERWARDS pursuant to current regulations and subsequent integrations and amendments. For this purpose, Participants shall be required to submit to the Technical Department of Cesena Fiera S.p.A., prior to the start of the event, “Form A- Fire Prevention” duly and correctly completed in its entirety.

A copy of “Form A-Fire Prevention” and its associated certificates must be kept at the stand in the event of checks.

Each stand must be equipped with fire extinguishers with a capacity of no less than 34° 233BC, and with a rate of 1 per 100 sq. m. of exhibition space.

The fire extinguisher must be placed in a central position inside the stand, in full view and ready for use.

Failure to observe the safety and prevention measures shall entitle Cesena Fiera S.p.A.:

- to prohibit non-compliant fitters from operating at the Trade Fair Centre;
- to exclude Participants from taking part in the event.

All expenses for the installation of electrical systems at the stands shall be entirely borne by Participants, who must install them “up to standard” in compliance with current regulations.

All the components of the electrical system must comply with IEC standards and bear the Italian IMQ quality certification or its equivalent for Foreign Countries.

Following the installation of the systems at the stands, all Participants and Fitters shall be required to provide the Technical Department of Cesena Fiera S.p.A. with “Form B- Electrical Systems”, which certifies the compliance of these systems with the applicable standards, by filling out the attached documents correctly and in full (electrician’s certificate of registration with the CCIAA, declaration of compliance up to standard of the electrical system, former Ministerial Decree No. 37/2008, project where necessary).

A **copy** of all the documentation will have to be kept at the stand.

The electrical systems may only be connected to the grid of the Rimini Expo Centre exclusively by the official electricians of the Rimini Expo Centre after acceptance of the original copy of form B.

## **OCCUPATIONAL SAFETY**

### **(Extract from the General Regulations)**

**Art. 14** - Participants shall be required to observe the current provisions regarding occupational safety and, in particular, the provisions of Legislative Decree no. 81/2008 and subsequent integrations and amendments, and to comply with the DUVRI of the organiser, Cesena Fiera S.p.A., which is available for download on the Macfrut website.

When entrusting parties to carry out stand set-up or dismantling operations, or any other activity to be performed at the trade fair centre, Participants shall also be required to observe the following:

- 1) Participants will have to accredit the company/companies in charge of set-up in their exhibitor's reserved area. Participants who set up a stand on their own will be considered as "Fitters". By "Fitter" we mean the party that has to actually bring its own operational staff to the trade fair during assembly and dismantling.
- 2) to verify the technical-professional qualifications of contractors and self-employed workers in relation to the work to be contracted or carried out through a service contract (Leg. Decree No. 81/2008 and subsequent amendments);
- 3) to provide these same parties with detailed information regarding the specific risks that may arise in the environment in which they will be working, as well as information on prevention and emergency measures to be taken for their activities;
- 4) to coordinate protection and prevention measures against the risks to which workers are exposed, by exchanging information in order to avoid any risks due to interference between the activities carried out by the companies involved in the overall implementation works. Participants shall be required to coordinate activities and send their suppliers/ fitters/ contractors a copy of the DUVRI (Document on the Assessment of Risk from Interference of the Organiser) drawn up by Cesena Fiera S.p.A.
- 5) Stand Fitters, in any case, shall be required to submit their own POS (Operational Safety Plan) or DUVRI (in case of subcontracting) with reference to the activities carried out, which must remain available at the workplace. By signing the General Regulations, Participants declare having carefully read the contents of the DUVRI of Cesena Fiera S.p.A., and agree to comply with its provisions and to submit a copy to their suppliers/ fitters/ contractors.

Fitters must send in advance the list of companies involved in set-up operations to the Technical Department of Cesena Fiera S.p.A., along with the documents attesting their technical and professional requirements, by uploading them on the fitters' reserved area. Each company must accredit its workers, so that they can be granted access to the trade fair premises during assembly and dismantling.

## **LIST OF DOCUMENTS ON OCCUPATIONAL SAFETY TO BE SUBMITTED**

After receiving notification of project approval, fitters must:

1. upload the following documents on occupational safety in the reserved area:
  - Updated Certificate of Registration with the CCIAA (Chamber of Commerce, Industry, Agriculture and Crafts);
  - DURC, document attesting the fulfilment of social security duties;
  - Self-certification of compliance with standards, as per the attached table;
  - Self-certification of compliance with technical and professional suitability requirements, as per the attached table.
2. To make sure you have completed the forms A and B specified below correctly, please send them for checking to: [sicurezza@macfrut.com](mailto:sicurezza@macfrut.com)
  - Form A: Declaration of compliance with fire safety regulations;

- Form B: Declaration of conformity of the electrical system to workmanlike standards (stamped by the electrician with mandatory attachments: CCIAA and project if required by law);

Failure to submit form B correctly filled out will not entitle you to electricity supply at the stand.

Please remember that at the stands you must

## **ACCREDITATION FOR ACCESS TO THE TRADE FAIR DURING SET-UP AND DISMANTLING**

Once the documents on safety have been uploaded, fitters can accredit their workers authorised to work at the site during set-up and dismantling as well as any workers of subcontractors.