

## SECURITY TECHNICAL REGULATIONS

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### INTRODUCTION

**FIRENZE FIERA is committed to implementing the necessary precautions and complying with the relevant requirements set forth in current Italian legislation in order to ensure the safety of both people and property.**

**For this reason, it is vital that, in addition to maximum care and attention in avoiding situations that may cause fire and, more generally, danger of any kind, the End-user and/or Organizer should scrupulously observe the rules and prohibitions set out herein.**

**Therefore, End-users and/or Organizers, excepting those who are not setting up their exhibition space or who are using a previously set up space, are requested to carefully complete all the attached forms and declarations.**

**During the inspection phases, FIRENZE FIERA will be assisted by qualified technicians who will carry out all the operations necessary in order to verify that the electrical systems and furnishing materials used fully comply with the Technical Safety Regulations.**

**FIRENZE FIERA shall reserve the right to remove any materials which are inflammable or in any case considered to be dangerous, to disconnect any electrical systems considered unsuitable.**

**Before the event begins, the End-user and/or Organizer should check that the appropriate inspection certificate has been issued for the stand and/or congress-exhibition area. Moreover, for the duration of the event, the End-user and/or Organizer should undertake to maintain the furnishings of the congress/exhibition area in the same condition as they were at the time of the preliminary inspection.**

**End-users, Organizers, Businesses, Service Cooperative Societies and self-employed workers should use all the Personal Protective Equipment (PPE) required by the relevant regulations in full compliance with the provisions of Heading III of Italian Legislative Decree 9<sup>th</sup> April 2008 n. 81 and successive modifications and supplements.**

**The End-user and/or Organizer should request any technical or procedural clarifications concerning these regulations directly from:**

**FIRENZE FIERA – S.p.a.  
Piazza Adua, 1**

50123 Firenze Tel. (055)49721 - Fax (055)490573

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### SECTION I GENERAL REGULATIONS

#### **ART. 1 SCOPE OF APPLICATION AND RESPONSIBILITIES**

- 1) These regulations set down the rules restricting the use of Firenze Fiera's congress and exhibition areas for safety purposes.
- 2) In accordance with and as a consequence of art. 19 of the "General Conditions", both the Organizer and End-user shall be responsible for complying with the contents of these regulations.  
The Organizer shall mean whosoever has been granted the temporary use of the congress and exhibition areas by virtue of a specific contract stipulated with Firenze Fiera.  
The End-user shall mean whosoever has been granted the temporary use of the congress and/or exhibition areas by virtue of a specific contract stipulated with the Organizer.
- 3) Any person carrying out work in any capacity inside Firenze Fiera's congress and exhibition areas should undertake to use all the Personal Protective Equipment (PPE) required by the relevant regulations and in compliance with Heading III of Italian Legislative Decree 9<sup>th</sup> April 2008 n. 81 and successive modifications and supplements .
- 4) The individual Organizers and End-users, excepting those who are not setting up their exhibition space or who are using a previously set up space, shall provide the following to Firenze Fiera:
  - a) certificate of compliance with regulations;
  - b) wiring diagram;
  - c) statement regarding the setup materials used;
  - d) certificate regarding the fireproofing of inflammable materials (where applicable);
  - e) statement regarding the correct use of the above materials (where applicable).
- 5) Please, note that any activities by the functional and technical bodies of Firenze Fiera to support the Organiser shall be implemented merely to execute the requests of the Organiser of the event/exhibition, who, according to the current law provisions, bears full, exclusive, relative substantive and decisional responsibility concerning said requests.

### SECTION II ELECTRICAL SYSTEMS AND POWER SUPPLY

#### **ART. 2 ELECTRICAL SYSTEMS**

Any electrical systems in addition to those provided and installed by Firenze Fiera should be realized by the End-user in compliance with current regulations (CEI 64/8-7-V2) as well as the specific provisions of these Regulations.

### **ART. 3 ELECTRICAL POWER SUPPLY**

- a) The electrical supply to stands shall be distributed for lighting purposes and for supplying, as necessary, small domestic appliances or office machinery.
- b) The use of refrigerators, electric calculators, computers, small fans and suchlike is permitted.
- c) The use of motors, stoves and electric convector heaters and, in general, appliances other than the office machinery and small domestic appliances mentioned above, is strictly prohibited.**
- d) The display of working electrical appliances of a different type than normally allowed may be permitted in special cases. In this case, the End-user shall submit a written request for specific authorization to Firenze Fiera. The granting of such authorization shall be dependent upon compliance with all the other rules laid down in these regulations, as well as any special instructions. The Organizer shall be held jointly responsible in the event that the End-user should act without prior authorization from Firenze Fiera.
- e) Electricity shall be provided within the limits permitted by Firenze Fiera's installations through single-phase electrical boxes offering a maximum electrical supply of 3 kW at 230V-50Hz. The electrical boxes are fitted with a 16A double-pole magneto-thermal switch equipped with high sensitivity (30mA) differential relay and an IEC 309 2 x 16A+T outlet at 230V 50 Hz. In the event that the End-user requires a power supply greater than 3 kW, Firenze Fiera can supply two or more boxes of the type described above, or 9 kW three-phase + neutral supply boxes, equipped with a 16A four-pole magneto-thermal switch and an IEC 309 3 x 16A+N+T outlet at 400V 50 Hz. The exhibitor is nonetheless obliged to personally verify, through its booth builder, the tension of the power supply network while connecting its electric system. The End-user should make a specific request for an increased power supply at least 30 (thirty) days before the event begins. Requests shall be granted according to the technical availability of the Distributor.

### **ART. 4 CUTOFF SWITCH**

- a) The differential magneto-thermal switch installed in the supply box (single phase or three phase), constitutes the main cutout switch for the electrical system supplied by the same. Therefore, no further control and protection devices are required if the stand and/or congress-exhibition area system has only a single circuit.
- b) In the event that the system consists of several circuits, or small domestic appliances are used, the End-user should undertake to install an electrical board containing a cutout switch or general disconnecting switch for the system, as well as several automatic circuit breakers or fuses deriving from the same, in order to protect each of the circuits powered by the system.
- c) For three phase systems with a power supply greater than 9 kW, the End-user should undertake to install a high sensitivity (30mA) magneto-thermal cutout switch with differential relay. The container for the electrical panel mentioned in point b) should comply with CEI regulations and have minimum IP44 protection. Furthermore, the cutout switch and the electrical board should be placed in a position which is accessible to the End-user and Firenze Fiera's personnel.

### **ART. 5 ELECTRICAL LEADS**

- a) Unipolar or multipolar cables produced according to CEI 20-22 II or CEI 20-22 III regulations with 450V/750V insulation should be used for wiring the stands and/or congress-exhibition areas, even for reduced voltage circuits. All the cables should bear the relevant symbols on the sheath.
- b) In special cases, such as, for example, shunting a connection to lighting appliances of a length no greater than 1 m, the cables supplied with the lamp can be used. The minimum sections permitted for leads are as follows:
- 2.5 sq. mm for distribution dorsal boards common to 2 or more lighting appliances;
  - 1.5 sq. mm. for shunts to individual appliances.
- Cable installation may only be carried out in one of the following ways:
- free-hanging: only for multicore cables in inaccessible positions;
  - installed inside protective tubes, channels or coiled sheaths (for external use), which comply with the 850°C incandescent wire test, with IP4X degree protection: below the walking surface and in all other cases.
- c) Cables should not be subjected to mechanical stress i.e. used to support hanging light fittings or placed under furnishing elements and, where necessary, they should be secured with appropriate collars and U bolts.
- d) The characteristics of any cables of foreign manufacture should be comparable with the above provisions and it shall be the duty of the End-user to provide the relevant technical documentation regarding the same, as listed in art. 1 and, in any case, in compliance with current EC directives.
- e) No cable extension reels nor catenary lighting of any kind are permitted.
- f) Rigid LED strips are allowed provided they conform to European standard EN 60598-1

### **ART. 6 CONNECTIONS AND SHUNTS**

- 1) Connections between leads should be carried out exclusively in the following ways:
- by means of terminals with self-extinguishing insulating lining inside connector blocks;
  - IEC 309 multi-outlet shunts;
  - by head/head connections suitable for CEI 20-22 Wieland 1.5/2.5mm cables
  - protected bus ducts with minimum IP4X protection and fitted with special plugs;
  - electrified track at a height of no less than 2.5m from floor level fitted with special plugs.
  - connector blocks containing multiple outlet units or connectors suitable for cables.
- 2) The connector blocks should be made of metal or thermoplastic material, in compliance with current CEI regulations (850 °C incandescent wire test). Moreover, they should be supplied with a screw-on cover and have minimum IP4X or IPXXD protection. The inlets for the cables, tubes and sheaths in the connector blocks should be equipped with a suitable cable press connector or core hitch.

### **ART. 7 OUTLETS AND PLUGS**

- 1) The fixed plug outlets for end user connection should have IP4X or IPXXD degree protection, a horizontal connection axis and be mounted on socket boxes.

IEC 309 type movable plug outlets should be used. Movable outlets with multiple receptivity (multiple socket outlets) may only be used inside a connector block fitted with a cover.

2) Plug outlets with a capacity of more than 16A should be equipped with an electrical and mechanical interlocking system. Connection cables for movable equipment with the installation characteristics mentioned above should be as short as possible. For this purpose the outlets should be installed as close as possible to the user. Adapters which comply with current regulations and bear the Italian Mark of Quality or a European equivalent, may be used to power a single appliance with a rating of no more than 150W.

#### ART. 8 LIGHT FITTINGS

1) Light fittings shall be installed at a height of over 2.50 m from floor level or, in any case, in places not accessible to the public.

2) Only lighting appliances with housing that has minimum IPXXD degree protection or unbreakable shields, mesh or other suitable mechanical lamp protection devices may be installed.

3) The housing of any lighting appliances located within reach of the public should not reach temperatures higher than those set down in the CEI regulations i.e. 80°C in normal operating conditions.

**4) False ceilings and existing installations, particularly the water pipes of the automatic sprinkler fire extinguishing system on the ceiling of the exhibition pavilions, must not be used as supports for hanging luminaires.**

5) Halogen lamps should always be equipped with special tempered-glass shields or protective metal grills. Lamps should not exceed 300W. Light fittings should also be located at a suitable distance from objects being illuminated and in particular, with regard to spotlights and small projectors, the following distances should be observed:

- up to 100W: at least 0.5m
- from 100 to 300W: at least 0.8m

6) Cold cathode discharge tubes or lamps (neon tubes) with high-tension feeders should be housed in metal cases and assembled as indicated in CEI regulations EN 50107-1 (conformable to CT 54 CEI).

7) The installation of luminaires on surfaces or supports in combustible material is forbidden unless the same have been built for mounting on furnishing elements and bear the "F" mark. Wood materials which are fire resistant at origin or which have been subjected to ex post fire retardant treatment are considered to be **combustible materials**.

8) The lighting, for demonstrative purposes, of table lamps or lights on display may be permitted, in compliance with CEI regulations, as long as the following conditions are met:

- the location of the appliances is stable and removed from public passageways;
- the appliances being used are kept under constant surveillance by stand and/or congress-exhibition area personnel;
- all the rules set down in these Regulations regarding the power supply system of the appliances in question have been observed;
- the appliances are powered using cables supplied by the manufacturer which are no more than 1 m long.

9) Power supply systems involving naked or catenary conductors of any kind are not permitted, neither at low voltages (12, 24, 48V) nor at 230V.

#### ART. 9 PROTECTION OF LEADS FROM OVERCURRENTS

1) The protection of leads from overcurrents should be carried out in accordance with the criteria established by CEI Regulations. For this purpose, magneto-thermal switches or fuses may be used inside the stand's electrical board, down-line from the main cutout switch. The protection devices indicated above should be coordinated with the lead sections, based on the criteria set down in the regulations mentioned and CEI tables.

2) Particular care should be taken to protect any low-tension circuits from overcurrents remembering that, for the same amount of power transmitted, the currents are much stronger than normal mains voltage circuits.

#### ART. 10 TRANSFORMERS AND VOLTAGE REGULATORS

**1) The use of transformers and voltage regulators for powering low or high voltage lighting systems is permitted as long as they are installed inside adequately ventilated metal or PVC boxes with IPXXB protection equipped with cable presses or in the container supplied by the manufacturer if suitable for installation.**

**2) Transformers and regulators should have maximum current protection on the single outlet circuit with manual reset (magneto-thermal switch or fuse). Moreover, they should be located in a well-ventilated position, out of reach of the public.**

#### ART. 11 GROUNDING

**1) Light fittings and any other metallic masses included in the stand and/or congress-exhibition area furnishings should be connected to the grounding system of the exhibition pavilions** by means of N07V-K type protection leads with the section size required by CEI regulations and yellow-green colored insulation.

2) The connection of metallic masses should be carried out using feedthrough screws with nuts, washers and cable terminals of the proper size, or pipe clamping collars supplied with terminals, or other methods which ensure the effectiveness and permanence of the connections.

3) For metallic masses consisting of several separate parts, the unipotentiality should be ensured by means of suitable continuity connections realized in the ways described above.

#### ART. 12 QUALITY OF MATERIALS AND ELECTRICAL APPLIANCES

1) The End-user must use high quality materials and electrical appliances with suitable characteristics, which comply with existing CEI Regulations.

In particular, materials and appliances bearing the Italian Mark of Quality or equivalent European Marks should be used.

2) Firenze Fiera shall reserve the right to prohibit the use of materials and appliances which do not comply with current regulations. In the case of appliances and cables used for previous layouts, it shall be the End-user's duty to verify the integrity of the same.

#### ART. 13 INSPECTIONS

The electrical system of the stand and/or congress-exhibition area shall be inspected (even immediately before the event begins) in compliance with article 711.6 of CEI regulations 64-8/7-711.

#### ART. 14 STANDARDS AND REGULATIONS

For anything not explicitly mentioned in these regulations, compliance with current CEI regulations shall be required.

**Failure to comply with the regulations and other rules contained in these Regulations with regard to the electrical systems may result in the disconnection of any electrical systems which do not comply with the obligatory safety requisites at FIRENZE FIERA's unquestionable discretion.**

**ART. 15 WIRING DIAGRAM**

Electrical systems for the stands and/or congress-exhibition areas may only be connected to Firenze Fiera's power grid by presenting the duly completed "Statement of workmanlike compliance of the system" (Italian Ministerial Decree 22.01.08 n. 37), along with all the compulsory enclosures.

**SECTION III  
FIRE PREVENTION**

**ART. 16 SAFETY AND FIRE PREVENTION OBLIGATIONS OF THE END-USER**

1) In order to demonstrate compliance with the Technical Regulations, the End-User should present the following to the Technical Bodies appointed by Firenze Fiera during the setting-up phase of the stands and/or congress-exhibition areas:

- a statement listing the materials used for furnishing the exhibition space, with an indication of the quantities (surface areas) used;
- documents certifying the compliance of the materials used with the fire reaction requisites set down in article 17 below. A sworn translation into Italian of any certification drawn up by foreign Institutions or laboratories should be provided.

**ART. 17 FURNISHING MATERIALS**

**1) All materials** used for furnishing the exhibition space should comply, as a whole, with the fire reaction properties as specified below:

• **Flooring use**

	<b>Italian class</b>	<b>European class</b>
I	Class 1	(A2FL-s1), (A2FL-s2), (BFL-s1), (BFL-s2),(Cfl-s1);

• **Wall use**

	<b>Italian class</b>	<b>European class</b>
I	Class 1	(A2-s1,d0), (A2-s2,d0), (A2-s3,d0), (A2-s1,d1), (A2-s2,d1), (A2-s3,d1), (B-s1,d0), (B-s2,d0), (B-s1,d1), (B-s2,d1);

• **Ceiling use**

	<b>Italian class</b>	<b>European class</b>
I	Class 1	(A2-s1,d0), (A2-s2,d0), (A2-s3,d0), (A2-s1,d1), (A2-s2,d1), (A2-s3,d1), (B-s1,d0), (B-s2,d0), (B-s3,d0);

The documents listed in the following articles 18 to 20 inclusive should be provided for each of the materials used in order to verify compliance with the classification requisites requested.

**ART. 18 MATERIALS FIREPROOFED AT ORIGIN**

These are materials whose fire resistant properties have been determined during manufacture.

The following documents should be presented in order to verify the above characteristics:

- a) Copy of the material's **Certificate of Approval** issued by the Ministry of the Interior to the manufacturer of the material;
- b) **Declaration of compliance** of the material with the approved prototype signed by the vendor of the material;
- c) **Declaration by the End-user** that the material in question has been used for furnishing the stand and/or congress-exhibition area (**Form C**).

**ART. 19 MATERIALS WITH AD HOC CERTIFICATION**

The Fire Reaction Certificate may take the form of an "ad hoc" certificate issued to the user by a laboratory authorized by the Ministry of the Interior.

"Ad hoc" certificate shall mean a test certificate which has not been issued for the purpose of placing a product on the market, pursuant to art. 10 of the Italian Ministerial Decree dated 26.06.84.

The End-user should present the following documentation to Firenze Fiera:

- a) A copy of the **"ad hoc" Certificate** for the material issued by the authorized laboratory;
- b) **Declaration of compliance** of the material used with the prototype, signed by the End-user;
- c) **Declaration by the End-user** that the material in question has been used for furnishing the stand and/or congress-exhibition area (**Form C**).

**ART. 20 MATERIALS SUBJECTED TO EX POST FIRE-RETARDANT TREATMENT**

1) These are materials whose fire resistant properties are altered through the application of fire-retardant painting products. In this case the following documents should be presented to Firenze Fiera:



- a) Declaration by the person who carried out the fire-retardant treatment, giving the date on which the said treatment was carried out, stating that the conditions of application imposed by the manufacturer of the fire-retardant product and set down in the technical specifications for the paint have been observed. Form D should be used for this purpose. It should, however, be specified that the fire-retardant treatment shall be only considered valid for a maximum of 6 (six) months;
- b) Copy of the Declaration of the Manufacturer of the fire-retardant product (Pilot Certificate), giving the conditions of use and application;
- c) Copy of the Transport Document or Invoice documenting the purchase of the fire-retardant product by the person carrying out the treatment;
- d) Declaration by the End-user that the fire-retardant treated material has been used for furnishing the stand and/or congress-exhibition area (Form C).

Treatments using the products listed in the Italian Ministerial Decree dated 06.03.92 which have been carried out in a workmanlike manner shall be considered valid for **5 (five) years** from the date on which the treatment is carried out. These paints may only be used on compact wood materials; therefore the following materials are excluded:

- veneered materials with wood slices or strips using thermo-plastic type resin based glues;
- cellular or strip structured assemblies with air cavities or cavities filled with miscellaneous materials.

2) Fire-retardant treatment certificates produced in a way other than those described above shall not be considered valid.

#### ART. 21 OBSERVANCE OF STANDARDS AND REGULATIONS

1) Apart from the provisions set down in these Regulations, End-users must also comply, without fail, with all current fire prevention standards and legislation.

2) Firenze Fiera reserves the right to take samples of furnishing materials considered to be "unsuitable" and to send them to an authorized laboratory in order to verify their compliance with fire prevention regulations.

3) In the event of partial non-observance of the requisites set down in the regulations concerning the reaction to fire of the materials used, Firenze Fiera shall reserve the right to assess the possibility of authorizing the End-user to operate within his/her stand and/or congress-exhibition space in derogation of the above. This possibility shall, however, be dependent upon the adoption of alternative and equivalent safety and fire prevention measures, to be agreed upon with the persons appointed by Firenze Fiera and the Fire Department.

Any additional expenses which may arise from the adoption of such measures shall be charged to the End-user or, in the event of the default of the same, to the Organizer.

4) We remind the Organizer that it's his duty and responsibility during the Event to verify and respect the maximum capacities of the meeting rooms as indicated in the section [www.firenzefiera.it/le-nostre-strutture/](http://www.firenzefiera.it/le-nostre-strutture/).

### **SECTION IV**

#### **ACCIDENT PREVENTION AND SAFETY PRECAUTIONS, REQUIREMENTS AND INTERDICTIONS IN COMPLIANCE WITH THE FOLLOWING ITALIAN REGULATIONS: LEGISLATIVE DECREE 9<sup>th</sup> APRIL 2008 n. 81 AND SUCCESSIVE MODIFICATIONS AND SUPPLEMENTS, MINISTERIAL DECREE 10<sup>th</sup> MARCH 1998**

#### **ART. 22 INTERDICTIONS**

It is forbidden to:

- smoke inside the pavilions;
- recharge forklifts, pallet transporters and other battery operated machinery inside the pavilions (and, in any case, within enclosed spaces )
- use electrical tools and machinery during set up to make furnishings at the stand (planers, circular saws, cutters, welding equipment etc..) ;
- use inflammable glue, varnish and /or paint;
- use mobile forklifts with an internal combustion engine inside the exhibition pavilions;
- introduce inflammable objects of any description which are not treatable with fireproof varnishes ( paper, cardboard, rubber tires, textiles and plastic coverings, tulle etc.);
- introduce motorized vehicles into the pavilions for exhibition purposes without the express permission of Firenze Fiera;
- use incandescent electrical equipment;
- introduce refrigerators and cooling devices without prior consent from the Ente Fiera;
- use naked flames ( candles, stoves, heaters etc..) inside the pavilions ;
- use radiating heaters inside the pavilions; outside use must be agreed upon with Ente Fiera and each element must be provided with a certificate of conformity for the working mechanism;
- use glass surfaces unless they are safety glass (for example Visarm and wired glass);
- use combustible compressed or liquid gas tanks inside the pavilions. Outside use may be authorized by prior agreement with Firenze Fiera, with a limit of 75kg and compliance certificate of the system, written by a qualified technician with Certificate of Subscription to the Chamber of Commerce attached.
- Install heating system with heating power higher than 35kw;
- use inert gas canisters of any size and/or capacity. In special cases, they may be authorized by Firenze Fiera but only if all the regulations regarding the subject have been abided by;
- use temporary ceilings to partially cover exhibition and congress spaces. They may be allowed with prior authorization by Ente Fiera for a maximum of 1/3 of the stand area for continuous coverings or for strips spaced at least 1m apart with the following characteristics:
  - a) grated ceilings or similar coverings if of solid, non-combustible or fireproof material, adequately fixed to the ceiling, with openings of not less than 10cm x 10cm and with rafters not thicker than 5 cm (aluminum, steel, metal wire, fireproof or fireproofed wood etc.);
  - b) netted ceilings made of fabric or synthetics having a fire reaction class not exceeding 1 (one) and mesh openings not smaller than 5mm x 5mm.
- introduce inflatable structures or balloons which use inflammable gas; only those using inert gas are allowed if adequately fixed and of a reasonably small dimension.
- access the exhibition and congress areas with motorized vehicles in general;
- use electrical or manual loading platforms except in the phases of set up and dismantling of the exhibition and congress spaces;

- cover in any way, even partially, the mobile or fixed fire fighting devices of the exhibition and congress structures and the signs indicating emergency exits, forbidden activities and limitations;
- lean anything extraneous on the sprinkler system, the ceiling, the pylons, the rafters, or any other part of the exhibition and congress structure;
- have set-up and dismantling personnel for the exhibition and congress spaces present after hours without explicit written permission by Firenze Fiera;
- cover in any way, even partially, the air ventilation intake openings at the base of the pylons in the exhibition and congress pavilions,
- apply fireproofing to materials inside the exhibition or congress pavilions;
- keep carton boxes or other packing material at the stand or use them as a support;
- leave the electricity on at the stand and/or in the exhibition-congress space without the presence of personnel and, in any case, outside of the opening hours of the event except in the case of a prior agreement with Ente Fiera;
- use loudspeakers or any other source of sound which could create disturbance, without express permission from Firenze Fiera;
- introduce materials and/or products to the exhibition-congress spaces which are dangerous, bad smelling, or which could cause damage or annoyance to the persons present;
- introduce unbound fibers of any description that are not bagged into the exhibition-congress spaces;
- obstruct internal and/or external corridors and emergency exits with decorating materials, products, packing materials and similar items during set-up and dismantling and during the entire period of the event .
- use equipment or fixtures inside the Firenze Fiera pavilions which do not comply with current safety regulations and legislation;
- tamper with or damage in any way the furnishings or premises of the exhibition -congress spaces;
- introduce heavy concentrated weights without prior authorization from Firenze Fiera.

#### ART. 23 REQUIREMENTS

1) Any floor coverings must be positioned in such a way as not to constitute an obstacle (for example, the presence of stairs, bumpy floor surfaces, etc.) in full compliance with Italian Legislative Decree 9<sup>th</sup> April 2008 n. 81 and successive modifications and supplements . Packaging and materials of a particularly cumbersome nature should be immediately removed from the congress-exhibition areas at the expense of and by the End-user.

The occupying of communal areas and corridors should be limited to loading/unloading and transport. Particular care should be taken to never block safety exits nor to hamper the transit of other vehicles .

2) During set-up and dismantling, entry to the congress and/or exhibition areas shall only be permitted to commercial vehicles displaying the appropriate permit previously distributed to End-users, and only during the hours indicated. Parking inside the congress and/or exhibition areas should be limited to the time strictly necessary for unloading and loading operations, after which vehicles should be immediately removed from the manoeuvring areas.

3) LED strips shall be positioned within a supporting metal rail. Supply shall bear the security Italian CEI marking (Italian Electrotechnical Committee, or equivalent approvals) and be adequately positioned in a perforated protective housing to allow heat dissipation. In case connecting cables are not single or multicore ones, constructed in accordance with the Italian standard CEI 20-22 II or CEI 20-22 III and with 450V/750V insulation, they shall be sheathed. This also applies to reduced voltage circuits; all cables shall feature the related mark listed on the sheath.

4) Before starting the outfitting, organisers shall ask the Technical Services & Building Policy Management of Firenze Fiera to provide technical data relating to the hallways and hangings capacities, in order to define and compile an appropriate installation plan and minimize any possible risks of structure collapsing

#### ART. 24 SAFETY AND REGULATION COMPLIANCE FORMS

- **Form A:** Certificate of compliance with regulations
- **Form B:** Wiring diagram
- **Form C:** Furnishing materials
- **Form D:** Declaration of ex post fire-retardant treatment
- **Form E:** Declaration that ex post fire-retardant treated material has been used

End-users or Organizers who set up exhibition and/or congress spaces must complete **Forms A, B and C**, whereas **Forms D and E** are only necessary if ex post fire retardant treated materials are used during setup. The completed forms must be sent at least 15 days before the opening date of the event.

Please note that all those who do not set up their space or who use a previously set up space are exempted from completing and sending these forms.

Send to:

**FIRENZE FIERA S.p.A.**

**Piazza Adua, 1 – 50123 Firenze**

**FAX: 055 4972255**

**Mail: [verifiche.lombardini@virgilio.it](mailto:verifiche.lombardini@virgilio.it)**

The completed forms should be sent to FIRENZE FIERA within the time limit stated above. The event to which the forms refer should be stated.

**CERTIFICATE OF COMPLIANCE WITH REGULATIONS.**

The Legal Representative \_\_\_\_\_

of the Company \_\_\_\_\_  
(full corporate name)

with registered offices in \_\_\_\_\_ Postcode \_\_\_\_\_ Prov. \_\_\_\_\_

Street \_\_\_\_\_

Tel. \_\_\_\_\_ Fax. \_\_\_\_\_ email \_\_\_\_\_

PRESENT AT \_\_\_\_\_

STAND POSITION \_\_\_\_\_ PAVILION \_\_\_\_\_

STAND \_\_\_\_\_ BRAND \_\_\_\_\_

**DECLARATION**

- I have been given a copy of the Technical Safety Regulations and have read all the articles and declare that I will be personally responsible for ensuring that the exhibition space that I will set up will conform to the technical regulations issued by FIRENZE FIERA S.p.A. for the exhibition spaces;
- I hereby hold harmless from any and all liability the organising body and third parties in any way involved in the event and renounce all claims and/or recourses against the organising body and aforementioned third parties for any harm to persons or damage to the property of others in the event of failure to implement the provisions of the Regulations;
- I will indemnify any damage suffered directly by the organising body or third parties.

Date  
\_\_\_\_\_

Stamp and signature  
\_\_\_\_\_



**WIRING DIAGRAM**

The Legal Representative \_\_\_\_\_

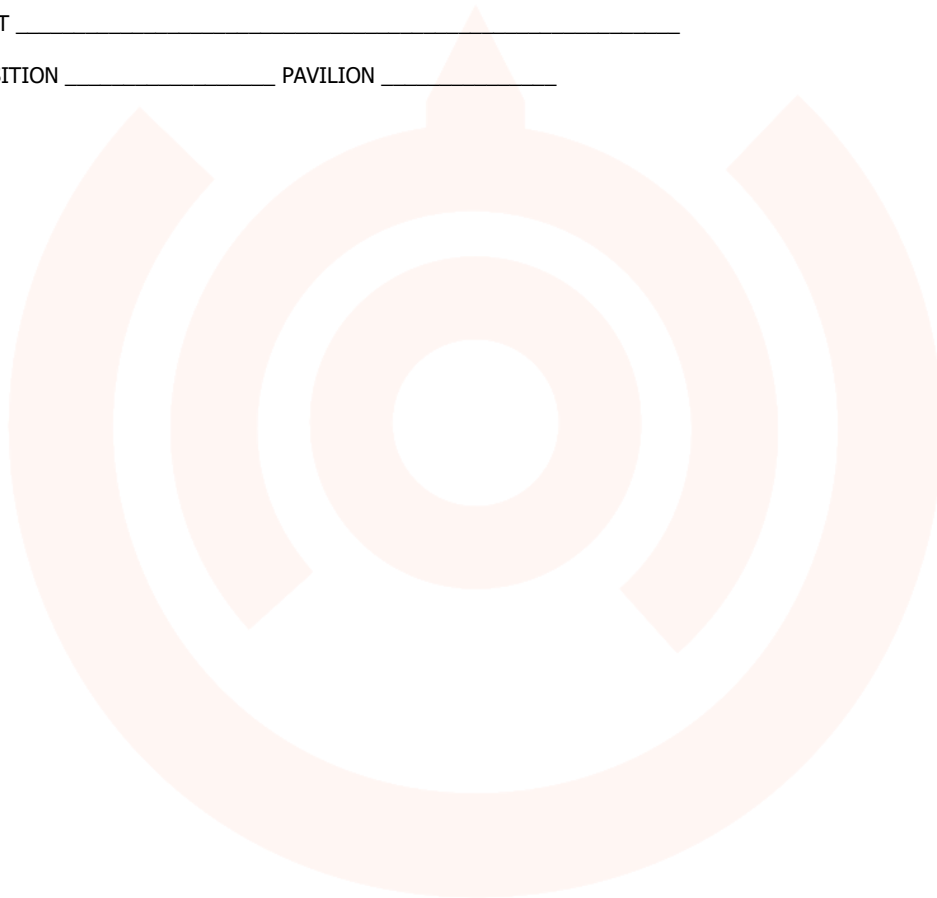
of the Company \_\_\_\_\_  
(full corporate name)

Street \_\_\_\_\_

Town \_\_\_\_\_ Prov. \_\_\_\_\_

PRESENT AT \_\_\_\_\_

STAND POSITION \_\_\_\_\_ PAVILION \_\_\_\_\_



**ELECTRICAL INSTALLATION DATA OF THE STAND**

The installation will be implemented by:  the following Company \_\_\_\_\_  
 the Exhibitor (after verification by a licensed company as per Italian Ministerial Decree 22.01.08 n.37)

**1. ELECTRICAL BOARD**

- Does the installation have its own Electrical board?  **SI**  **NO**

IF YES:

- is the circuit breaker differential magneto thermal (30mA), with \_\_\_ poles of \_\_\_, Amperes

- is the circuit breaker magneto thermal, but the users are protected by secondary differentiated switches

- the circuit breaker is \_\_\_\_\_ type

- type switches derived from the circuit breaker are provided \_\_\_\_\_

- the electrical board container is:

IP44 metal

IP44 non-flammable plastic

- the cables leading out of the board

have cable clips

**2. CONDUCTORS**

The installation employs the following cables

- CEI 20-22 multipolar cables

- silicon type cables \_\_\_\_\_

**3. JUNCTIONS AND DISTRIBUTION**

The cable junction are executed:

- by terminals in metal function boxes

- by terminals in non-flammable plastic junction boxes

- by IEC 309 multipin connectors

- by IEC 309 plugs and sockets

- by protected busbars

**4. LIGHT FITTINGS**

The following are utilised in the installation:

- in housings with IP44 minimum protection

- above 2.50 m or inaccessible, in housings with IP20 minimum protection

IF (IP20) LIGHT FITTINGS ARE USED:

with lamps at an height of less than 2.50 metres above public passages, they are segregated:

- by heat resistant glass

- non-flammable polycarbonate screens

- fine mesh metal grilles

**5. FEEDERS AND TRANSFORMERS (if any)**

Feeders and/or transformers housed in:

- ventilated metal containers

- non-flammable plastic containers (electronic transformers only)

Protection by means of fuses on the primary and secondary circuits of the transformer

**6. OTHER LIGHTING USERS (if any)**

There will be the following:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Connected by CEE protected plugs and sockets

**7. ANY OTHER INFORMATION ON THE**

\_\_\_\_\_

\_\_\_\_\_

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YES NO

Date \_\_\_\_\_

Stamp and signature \_\_\_\_\_

**FURNISHING MATERIALS**

The Company \_\_\_\_\_  
(full corporate name)  
with registered offices in \_\_\_\_\_ Postcode \_\_\_\_\_ Prov. \_\_\_\_\_  
Street \_\_\_\_\_

PRESENT AT \_\_\_\_\_  
STAND POSITION \_\_\_\_\_  
PAVILION \_\_\_\_\_ BRAND \_\_\_\_\_

**DECLARATION**

- The installation will be implemented by:  the following Company \_\_\_\_\_  
 the Exhibitor
- Only the materials indicated below, in the quantities stated and with the following certificates attached will be used.

1. WALLS COVERING: (Type and sup. sq. m.)	CERTIFICATE
_____	_____
_____	_____
2. FLOORS COVERING: (Type and sup. sq. m.)	
_____	_____
_____	_____
3. CURTAINS: (Type and sup. sq. m.)	
_____	_____
_____	_____
4. CHAIRS: (Type and sup. sq. m.)	
_____	_____
_____	_____
5. TABLES: (Type and sup. sq. m.)	
_____	_____
_____	_____
6. UPHOLSTERIES	
_____	_____
_____	_____
7. PREVIOUSLY FIREPROOFED MATERIALS: (type)	
_____	_____
_____	_____
8. OTHERS: (type)	
_____	_____
_____	_____
_____	_____

Date \_\_\_\_\_

Stamp and signature \_\_\_\_\_

**DECLARATION OF EX POST FIRE-RETARDANT TREATMENT**

Certificate to be filled in by the company that performed the fireproofing (\*)

The Company (\*\*) \_\_\_\_\_

With registered offices in Street \_\_\_\_\_

Town \_\_\_\_\_ Prov. \_\_\_\_\_

has duly fireproofed the following materials:

- 1) description of the material treated \_\_\_\_\_
- 2) dimensions (sq. m.) \_\_\_\_\_
- 3) trade name of the product utilised for the fireproofing \_\_\_\_\_
- 4) quantity of the product used \_\_\_\_\_ (Kg.)
- 5) date of the operation \_\_\_\_\_
- 6) type of use of the fireproofed material \_\_\_\_\_

we attach for said material a copy of the pilot Certificate No. \_\_\_\_\_

of \_\_\_\_\_ issued by \_\_\_\_\_ (\*\*\*)

stating the fire reaction class of the material which the manufacturer of the fireproofing product refers to in relation to the conditions of use and installation.

We attach a copy of delivery note No. \_\_\_\_\_ of \_\_\_\_\_ relating to the purchase of the fireproofing product. The Company that carried out the fireproofing accepts full civil and criminal liability for the performance of the fireproofing treatment and expressly declares that:

- the manufacturer's conditions for the application of the fireproofing product have been strictly complied with;
- after fireproofing, the material has not been washed, ironed, vacuum-cleaned etc.;
- the material has been stored in a totally dry place after the treatment.

Date \_\_\_\_\_

Stamp and signature of the legal representative \_\_\_\_\_

\* Progressive number of the form (a form D type form complete with certificates must be filled in for each material that is fireproofed).

\*\* Indicate the name of the company that carried out the fireproofing.

\*\*\* Give the name of the authorised laboratory that carried out the fire reaction test.

**DECLARATION THAT EX POST FIRE-RETARDANT TREATED MATERIAL HAS BEEN USED**

Fireproofing certificate to be filled in by the Exhibitor.

The Company \_\_\_\_\_

with registered offices in Street \_\_\_\_\_ Town \_\_\_\_\_ Prov. \_\_\_\_\_

present at \_\_\_\_\_

Stand position \_\_\_\_\_ Pavilion \_\_\_\_\_

DECLARES

- that the previously fireproofed material referred to in Form D will be used to set up said stand;
- the fireproofed material has not been washed, ironed, vacuum-cleaned etc.;
- after fireproofing, the material has been stored in a totally dry place.

Date \_\_\_\_\_

Stamp and signature \_\_\_\_\_