

3/6  
MARZO/MARCH  
2021

WWW.WOOD-EXPERIENCE.COM  
**WOOD EXPERIENCE**  
IL LEGNO E LE SUE TECNOLOGIE



**INFO: PIEMMETI**

Promozione Manifestazioni Tecniche S.p.A.

I 35129 Padova - Via San Marco, 11/C

Tel. +39 049.8753730 - Fax +39 049.8756113

www.piemmetispa.com - info@piemmetispa.com



**WOOD EXPERIENCE 2021**  
**TECHNICAL RULES FOR THE EVENT**  
Please read the information below very carefully

**1. GENERAL INFORMATION**

“WOOD EXPERIENCE” will take place from 3 to 6 March 2021 in Verona Exhibition Centre. It will be open every day from 9.00 am to 6.00 pm (exhibitors and service staff can enter the halls half an hour before the opening time and leave half an hour after the closing time).

**2. STAND PREPARATION**

Stand assembly and preparation in free areas will begin on Thursday 25 February. The procedures can be carried out from 7.00 am to 8.30 pm every day until Monday 1 March (including Saturday and Sunday). In order to enable the Event Organizer to provide the necessary services and add the finishing touches, on Tuesday 2 March (the day before the event starts), the stand preparation times will be from 7.00 am until 4.00 pm.

The pre-fitted stands provided by the Event Organizer will be available from 1 March, from 7.00 am until 8.30 pm. In order to enable the Event Organizer to provide the necessary services and add the finishing touches, on Tuesday 2 March (the day before the event starts), the stand preparation times will be from 7.00 am until 4.00 pm.

Exhibitors that want to set up their stands using their own staff and/or a specialist company must scrupulously follow the Technical Regulations that can be downloaded from the VeronaFiere website.

In order to prepare a stand, it is necessary to present the Event Organizer with the documents required by the regulations and have them approved by the relevant offices at VeronaFiere.

Therefore, no more than 60 days before the event, Exhibitors must provide full details of their stand designs in the special section of the reserved area of the event website.

In order to access the exhibition centre grounds, exhibitors and stand fitters must have a special “barcode” pass showing that their installation application has been approved. The pass must be valid for the assembly and dismantling periods.

Exhibitors and stand fitters can print their passes by following the procedure below:

STAGE 1) The exhibitor must enter the Access Monitoring section in the reserved area of the VeronaFiere website and provide the details of the company in charge of the stand preparation process. The latter will be sent an email with the access credentials. If the exhibitor plans to do its own stand preparation work, it must follow the instructions in STAGE 2 below.

STAGE 2) No fewer than 60 days before the start of the event, the company in charge of the installation work must upload the following compulsory technical documents in the Access Monitoring section of the VeronaFiere website:

- A technical stand design containing a plan with dimensions, a cross section with dimensions and perspective views.
- A copy of the latest payment slip for the insurance and third-party liability coverage held by the installing company (with maximum coverage no lower than € 2,500,000.00)
- Form 5/B (“Declaration of materials with fire reaction classifications”)
- Form 5/C (“Structure authorization”) - **FORM SUBJECT TO PAYMENT**: when filling out this form, it is **NECESSARY** to make a payment of up to € 470.00 + VAT for checks on the stands to ensure that they meet all technical and legal requirements
- Form 12 (“Waste management declaration”)

The maximum permitted stand height is 4 metres. All companies and installers are hereby informed that for safety reasons, no exceptions will be made.

Metal structures (and in particular box trusses) will only be allowed if they are free-standing (no hanging and/or suspension systems of any kind are permitted) and prior authorization from VeronaFiere is given.

Exhibitors and/or installers are not permitted to attach signs, box trusses and/or other structures to the ceilings of the halls. Form 5/C must be filled out for all stands that fall within the “Special installations” category. For safety reasons and in order to place the emphasis on the products on display rather than the decorations, continuous walls closing off the stands must not be more than 50% of the length of the open sides or the front of the display area.

For any matters that are not specifically covered in this document, please refer to the VeronaFiere Technical Regulations, which are an integral part of these Technical Rules for the Event.

By taking action and giving authorization, the Event Organizer and VeronaFiere are not in any way accepting liability, which shall remain with the Exhibitor at all times.

During stand assembly, if a stand is incorrectly positioned or located outside the allocated area, as indicated in the plan sent to the Exhibitor, VeronaFiere may, using its own means and without incurring any liability, remove all of the material and charge the Exhibitor for all of the costs and any damage caused.

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If situations arise which, at the complete discretion of the offices in charge, are deemed unsuitable for the protection of the image and safety of neighbouring exhibitors, visitors, service staff or infrastructures, VeronaFiere reserves the right to request alterations to designs, technical reports signed by qualified technicians and/or certifications of static stability.

Please note that for safety purposes, the management methods for assembling and dismantling exhibition decorations are now regulated by Italian Ministerial Decree 22/07/2014 (the "Stages and Trade Fair Decree"). In particular, for tall structures, similar operating procedures to those in building sites must be used. In addition, the information about the installation site and the exhibition centre grounds listed in enclosures I and IV of Italian Ministerial Decree 22/07/2014 can be found in the VeronaFiere Technical Regulations. Installers and exhibitors must consult the above-mentioned decree and assess how it should be applied in their specific circumstances.

During the assembly and dismantling processes, all staff that enter the exhibition centre grounds must have a personal identification pass from their company, pursuant to Italian Legislative Decree 81/2008 (as amended).

By taking action and giving authorization, VeronaFiere and the Event Organizer are not in any way accepting liability, which shall remain with the Exhibitor at all times.

Exhibitors/Stand Installers must assemble stands within the allocated areas, as indicated in the "Stand Assignment Notice" and marked off by adhesive tape on the front of the stands. Owing to the short amount of time available for stand assembly and the need to avoid obstructing gangways and occupying corridor space, Exhibitors/Stand Installers are requested to bring prefabricated elements into the Halls, so that it is only necessary to do assembly work and add finishing touches on site.

In accordance with Italian Legislative Decree 22/97 (the Ronchi Decree), manufacturers and sellers must accept returns of packaging, such as boxes, film, cases and pallets. Therefore, any packaging that will be required again following dismantling should be placed in storage space.

If materials are found in the gangways or corridors and are deemed at the complete discretion of VeronaFiere to compromise the safety and utilization of infrastructures, the persons responsible must immediately clear them away or VeronaFiere may impose a fine of at least € 500.00 + VAT. Anyone found breaking the rules may also be forcibly removed. Exhibitors are entirely responsible for the structural stability of their stands and expressly hold the Event Organizer and VeronaFiere blameless from any harm which may arise to themselves or third parties due to design or construction faults, including the dimensions of the stands, as shown in the detailed construction plans.

It is accepted that whenever Exhibitors and/or Installers prepare stands that do not comply with the Technical Rules for the Event or which involve variations during installation from the information given to VeronaFiere or which in any case are made without written authorization from VeronaFiere, they shall be liable for actual and potential damage caused to VeronaFiere and third parties by such conduct.

**For details of all actions, obligations and prohibitions in the exhibition centre grounds, see the VeronaFiere "Technical Regulations", which are an integral part of this document.**

### 3. STAND DISMANTLING

The dismantling and removal of the stands must be done on the following days and at the following times:

Sunday 7, Monday 8 and Tuesday 9 March, from 7.00 am to 8.30 pm. All stands must be fully dismantled and removed by 8.30 pm on Tuesday 9 March. Exhibitors will be charged a fine of € 1,000.00 + VAT a day for any goods, items or structures that remain in the exhibition centre grounds beyond this deadline.

It is strictly forbidden to empty the stands or remove goods before the event has closed (the Event Organizer reserves the right to take action against offenders to safeguard the image of "WOOD EXPERIENCE"). **The Event Organizer declines all responsibility for any materials that are damaged or go missing during the assembly and dismantling periods.** It may remove any materials that have not been taken away within the allotted time, with the Exhibitor being charged for all resulting expenses. It is strictly forbidden to leave stand fittings, carpets, adhesive tape/duct tape or any other residue of any kind in the exhibition centre grounds.

### 4. EXTENSIONS TO THE OPENING TIMES AND REQUESTS FOR EARLY ENTRY

#### EXTENSIONS TO THE OPENING TIMES

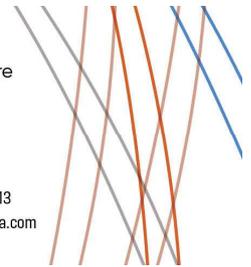
Requests for any extensions to the times given in Section 2 above must be sent in writing at least 24 hours beforehand to the Event Organizer, which will assess whether they are feasible.

Exhibitors must pay an advance fee of € 100.00 + VAT per hour or fraction thereof for extensions until 11.30 pm (this rate applies to both week days and weekends). For extensions after 11.30 pm, the fee is € 150.00 + VAT per hour or fraction thereof.

Exhibitors/installers that remain in the exhibition centre grounds after 4.00 pm on the day before the event starts will be charged a fine of € 150.00 + VAT. Exceptions will only be made in special circumstances, of which the Event Organizer must be informed in advance.

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## EARLY ENTRY

Requests for early entry must be sent to VeronaFiere SpA at least 30 days before the start of the stand preparation period for each event. VeronaFiere reserves the right to assess each request from an exhibitor/installer on an individual basis. It will take the time needed to carry out the necessary checks, then respond in writing. For each request for early entry that is approved by VeronaFiere, the following amount must be paid:

- For each day and each exhibitor = € 700.00 + VAT.

## 5. CATERING SERVICE – PRIVATE SERVICES

Official stand installers or private companies working directly on behalf of exhibitors (for example providers of catering, hosting or greenery decoration services) will only be permitted to enter the exhibition centre grounds if their names have been provided in the reserved area of the VeronaFiere website in advance. Official stand installers must upload the documents required by the regulations:

- The latest receipt of payment for the company's third-party liability insurance.
- Specific documents certifying that any machines, equipment and temporary structures involved in the contracted work comply with all legal requirements.
- A declaration that all of the staff have received training about how to use the equipment properly and the risks involved in the activities.
- A certificate of social security compliance ("DURC").
- A chamber of commerce membership certificate dated within the last 6 months.

For further information: Federico Grigoletti – Tel: +39 045 8298198 – Email: [controloffice@veronafiere.it](mailto:controloffice@veronafiere.it)

## 6. SHIPPING DOCUMENTS

Exhibitors must issue shipping documents for goods in their own names, c/o VeronaFiere SpA - Stand No. \_\_\_\_ - Hall \_\_\_\_ - Viale del Lavoro 8, 37100 Verona, Italy. Shipping documents must not be issued in the name of VeronaFiere SpA or Piemmeti SpA in any circumstances.

## 7. SAFETY AND CONTROL SERVICE

Any persons entering the area must observe public safety laws and regulations, including local by-laws and regulations. They are also required to comply with all standards regarding occupational health and safety, accident prevention, and injury to personnel and operators.

VeronaFiere has a permanent "Safety and Control Service" staffed by qualified technicians who are responsible for ensuring that all structures, products and systems comply with legal requirements, in particular those concerning accidents at work, electrical systems, and the provisions of the local Italian "Surveillance Commission for Premises used for Public Entertainment".

The "Safety and Control Service" may examine plans and check stands directly, take samples of decorative materials and remove from stands any materials which are flammable or considered dangerous. It may also take any other measures that are deemed necessary for general safety reasons.

Exhibitors must take prompt action after receiving suggestions or advice from the "Safety and Control Service" regarding public safety and preventing dangerous situations (such as alterations to advertising and exhibition structures).

The Exhibitor or person responsible for each stand must allow all inspections and supply all information and documents requested, such as fireproofing certificates, plant diagrams and specifications.

By forming and running a "Safety and Control Service", VeronaFiere is taking precautionary measures that are intended as an aid to exhibitors. However, it will accept no liability for failure on the part of exhibitors to observe legal requirements and other regulations that are in force.

Exhibitors, installers and everyone else who enters the exhibition centre grounds must inform the Event Organizer and/or VeronaFiere of any situations or equipment that may compromise people's health and safety. In each specific case, special technical measures will be agreed to eliminate the risk.

To this end, employers are reminded that they must provide staff with appropriate and suitable equipment (PPE) for the purposes of health and safety in the workplace.

For work at heights, appropriate equipment includes builder's staging, scaffolding and aerial work platforms, which must comply with the "Health and Safety Provisions" in Chapter 4 of the VeronaFiere Technical Regulations.

## 8. TECHNICAL ASSISTANCE AND SERVICES

- **Electricity** – On request, the Event Organizer can provide Exhibitors with electricity for lighting and other purposes (it is necessary to fill in a "Booking of Services and Supplies" form). Only staff from VeronaFiere's designated firm can provide connections to the exhibition centre's electrical system.

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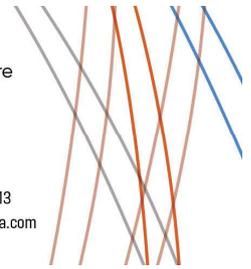
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Electrical wiring in the stands is the responsibility of the Exhibitors, who must guarantee its total safety. Exhibitors must install the necessary distribution, disconnection and protection devices. They must also provide a suitable cable of approximately 10 metres in length for connection to the VeronaFiere system.

After installing their electrical systems, Exhibitors must ask the Technical Assistance Service for Exhibitors (SATE) to connect them. The systems must fully comply with the technical and safety rules in force and with the regulations issued by VeronaFiere.

Connections to the mains supply will be made after the SATE staff are provided with a “**Declaration of Conformity to Technical Standards**” (Form 5/B) provided by the firm that set up the system. The connection will be made when the Exhibitor or a representative of the Exhibitor is present.

Please note: the “Declaration of Conformity to Technical Standards” can only be issued by an installer that is qualified to install wiring in accordance with Italian Ministerial Decree 37/2008 and CEI (Italian Electrotechnical Commission) standard 64-8.

- **Water** – The halls have a water supply and drainage system. Any equipment connected to the water system must work perfectly in order to prevent any problems during the event. Only staff from VeronaFiere’s designated firm can make connections to the water supply and drainage system. Exhibitors must set up the distribution systems in their individual stands and they will be responsible for them in every way. Exhibitors will be responsible for any damage caused by malfunctions of their equipment or the systems created. Exhibitors can ask for additional services by filling in a “Booking of Services and Supplies” form.
- **Stand cleaning** – The Event Organizer has arranged for the floors in all stands to be cleaned and the bins to be emptied. Exhibitors can ask for inexpensive additional cleaning services by filling in a “Booking of Services and Supplies” form.
- **Transport** – All handling, transport, loading and unloading of goods and packaging inside the exhibition centre grounds must be exclusively carried out either by the exhibitor’s staff or by the Event Organizer’s Official Shipping Company (see section 14 of these Technical Rules).

## 9. FIRE PREVENTION – SAFETY REGULATIONS – RESPONSIBILITY

It is necessary to comply with the rules below scrupulously and responsibly.

All materials intended for use in stand installation (such as partition walls, backdrops, miscellaneous structures, platforms, cladding, fabrics, canvas ceiling units, curtains and carpets) must NOT be FLAMMABLE and must be FIREPROOFED AT SOURCE, with FIREPROOFING in accordance with the regulations listed below (as amended): Italian Ministry of the Interior Memorandum No. 12 of 17/05/1980; Italian Ministry of the Interior Decree of 06/07/1983, Official Gazette of the Italian Republic No. 201 of 23/07/1983; Italian Ministerial Decree of 02/06/1984, Official Gazette of the Italian Republic No. 234 of 25/08/1984; Italian Ministerial Decree of 28/08/1984, Official Gazette of the Italian Republic No. 246 of 06/09/1984; and Italian Ministry of the Interior Decree 15/03/2005 (Official Gazette of the Italian Republic No. 73 of 30/03/2005), as amended by Italian Ministerial Decree 16/02/2009 (Official Gazette of the Italian Republic No. 48 of 27/02/2009, as amended).

The Event Organizer may give authorization for machinery or vehicles to remain in the exhibition centre grounds when required for special exhibiting purposes. In such circumstances, the fuel tanks of the machinery or vehicles must be empty and the batteries must be disconnected. Please see Chapter 5 of the VeronaFiere Technical Regulations for further information.

### Fire prevention regulations

All stand materials (such as flooring, walls and ceilings) must meet the requirements listed in Chapter 5.2 of the VeronaFiere Technical Regulations.

Every stand with up to 100 m<sup>2</sup> of exhibition area must be equipped with at least one clearly identifiable and easily reached fire extinguisher with a capacity of no less than 6 kg. Larger areas must have one fire extinguisher for every 100 m<sup>2</sup>.

Fire extinguishers can be rented by filling in the “Booking of Services and Supplies” form, which can be downloaded in the reserved area.

If Exhibitors fail to comply with these requirements, VeronaFiere may take any action that it deems necessary in order to ensure the safety of Exhibitors and participants in the Event.

### General emergency procedures

During the event, there will be a contingent from the Fire Service on site.

WITHOUT CAUSING A PANIC, anyone who finds a fire must inform the people around them, the surveillance staff or porters, or the members of the Fire Service present in the exhibition centre grounds.

A call to evacuate the area will be given using loudspeakers or a megaphone.

Everyone must try to behave in a responsible manner, avoid the creation of panic among the visitors, move in an orderly manner towards the emergency exits without getting in the way of the emergency operations that are taking place, and assist anyone who has trouble walking, is panicking or is taken ill.

The lifts must never be used in the event of a fire.

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## Responsibility

Exhibitors are liable for any fires or damage caused by their failure to comply with the regulations in force and the above-mentioned requirements and restrictions. They also hold VeronaFiere harmless from any requests for compensation made by third parties.

In the event of carelessness or gross negligence, Exhibitors will be held liable under criminal and civil law for any harm caused to anyone at the Exhibition directly or by materials or vehicles taken into the exhibition centre grounds.

Therefore, Exhibitors shall hold Piemmeti SpA and VeronaFiere SpA harmless from any liability.

VeronaFiere shall be entitled to take action against Exhibitors in the event of infringement of these rules and the Technical Regulations regarding fire prevention. If measures to supplement the overall safety conditions have to be taken, this may include charging exhibitors for related expenses (hereby estimated at no less than € 500.00 for each 16 m<sup>2</sup> stand area) or ordering them to dismantle part or all of their stands and declaring their stands unfit. Failure to comply with the safety regulations may also be reported to the legal authorities.

## 10. OPERATING MACHINERY

The machinery on show may only be operated in exceptional circumstances and with prior written authorization from the Event Organizer. It must be operated under the exclusive responsibility of the Exhibitors and in accordance with the following requirements:

It must not disturb neighbouring exhibitors and/or Visitors by creating excessive noise, heat or vibrations.

It must be fitted with safety devices that comply with the applicable safety and accident-prevention regulations and standards.

Exhibitors must take all other necessary measures to safeguard the staff, the image and safety of neighbouring exhibitors, visitors, service personnel and infrastructure.

Exhibitors must ensure that the machinery is equipped with devices to prevent accidents, fires, noise, unpleasant odours and emissions of gas or liquids.

Exhibitors are also required to comply with the inspections and provisions established by the laws and regulations in force in order to obtain the necessary permits from the relevant Authorities.

Overhead loads are strictly forbidden.

The "VeronaFiere Safety and Control Service" may at any time halt/prevent the operation of machinery that may compromise the safety of exhibitors and/or Visitors or otherwise cause undue disturbance.

## 11. OFFICIAL SHIPPING COMPANY – HANDLING GOODS IN THE EXHIBITION CENTRE GROUNDS

VeronaFiere's Official Shipping Company has an office inside the exhibition centre grounds and it can offer services of all kinds relating to bringing in goods and clearing customs.

Loading and unloading operations inside the exhibition centre grounds must only be carried out by the Official Shipping Company. This includes the collection, safekeeping and redelivery of packaging. At the end of the exhibition, the company will also arrange for materials to be shipped back.

For further information, please see Chapters 10.2 and 10.3 of the VeronaFiere Technical Regulations.

### Hire of forklift trucks and cranes for loading and unloading goods:

Kuehne + Nagel srl

Via Somma Campagna 63/H, scala A, 37137 Verona, Italy.

Tel. +39 045 8298036 - +39 045 8298038

Email: [verona.fiere@kuehne-nagel.com](mailto:verona.fiere@kuehne-nagel.com)

Website: [www.kuehne-nagel.com](http://www.kuehne-nagel.com)

*We recommend asking for costs and a quote.*

## 12. PAYMENT FOR PARTICIPATION

By 12 February 2021, all Exhibitors will be sent a summary of the participation costs, which must be paid by 26 February 2021. It will not be possible to enter the exhibition centre grounds to start work until the amount due has been paid.

## 13. FAILURE TO COMPLY WITH THE REGULATIONS

The rules set out in these Technical Rules for the Event and the General Regulations aim to guarantee the best possible execution, the safety and the orderly running of the event, while offering all exhibitors the same presentation and participation opportunities. The Management of "WOOD EXPERIENCE" feels that compliance with the rules and regulations in question will avoid risks and unfair advantages that are against the interests of the exhibition and the exhibitors and visitors. Therefore, failure to comply with these rules and regulations may result in exhibitors being BANNED (see Art. 15 of the General Regulations).

## 14. SERVICES AND SUPPLIERS

Certain services are supplied by firms with exclusive contracts. Special authorization from the Event Organizer must be requested in good time for any work by other companies or agencies.