

ENCLOSURE “1”

TECHNICAL SAFETY REGULATIONS

INTRODUCTION

FIRENZE FIERA is committed to implementing the necessary precautions and complying with the relevant requirements set forth in current Italian regulations in order to guarantee the maximum safety of both people and property (Italian Legislative Decree 9th April 2008 n. 81 and successive modifications and supplements). For this reason, it is vital that, in addition to taking the maximum care and attention to avoid situations that may cause fire and, more generally, danger of any kind, the End-user and/or Organizer should scrupulously observe with the rules and prohibitions set out herein.

End-users and/or Organizers are, therefore, requested to carefully fill in all the enclosed forms and statements.

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 Compulsory 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 as well as to take every precaution necessary in order to guarantee overall safety.

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 at the time of the preliminary inspection.

End-users, Organizers, Companies, 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 9th April 2008 n. 81 and successive modifications and supplements .

The End-user and/or Organizer should request any clarification of a technical or procedural nature concerning these regulations directly from:

FIRENZE FIERA – S.p.a.

Viale Filippo Strozzi, 1 - Fortezza da Basso

50129 Florence Tel. (+39-055)49721 - Fax (+39-055)490573

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LEGISLATIVE DECREE 9th APRIL 2008 n. 81, MINISTERIAL DECREE 10th MARCH 1998**

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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 9th April 2008 n. 81 and successive modifications and supplements .

4) The individual Organizers and End-users shall provide the following to Firenze Fiera:

- a) certificate of compliance with regulations;
- b) wiring diagram;
- c) statement regarding the layout materials used;
- d) certificate regarding the fireproofing of inflammable materials (where applicable);
- e) statement regarding the correct use of the above materials (where applicable).

Firenze Fiera, either directly or through its assigned consultants, shall inspect all the documentation provided and shall carry out systematic tests on the electrical systems (assessment of compliance with CEI regulations 64-8/7-711), as well as sample checks on layout materials (fire prevention regulation checks).

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 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 event, 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 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 cutoff 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 cutoff 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 cutoff 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 cutoff 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. No cable winders of any kind shall be permitted.

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;
- 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.

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 utilizer. Adaptors 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 should be installed at a height of over 2.50 m from floor level or, in any case, in places which are 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 in areas which are accessible to the public.

3) The housing of any lighting appliances which are located within reach of the public should not reach temperatures higher than those set down in the CEI regulations: 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, should not be used as supports for hanging lighting elements.

5) Halogen lamps should always be equipped with special tempered glass shields or protective metal grilles. The lamps should not exceed 300W.

Light fittings should also be located at a suitable distance from any combustible objects being illuminated. 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 lighting elements 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. Wooden 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 displayed 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 may be powered using cables supplied by the manufacturer which are no more than 1 m long.

9) Power supply systems involving naked conductors shall not be permitted either at low voltages (12, 24, 48V) or 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 higher compared with 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) The transformers and regulators should have maximum current protections on the single outlet circuit with manual reset (magneto-thermal switch or fuse). Moreover they should be located in a well-ventilated position and out of reach of the public.

ART. 11 GROUNDING

1) The light fittings and any other metallic masses included in the stand and/or congress-exhibition areas 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 right measurements, 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 shall be obliged to use materials and electrical appliances of excellent quality and 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 the 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 necessary 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**

	Italian class	European class
I	Class 1	(A2FL-s1), (A2FL-s2), (BFL-s1), (BFL-s2)

- **Wall use**

	Italian class	European class
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**

	Italian class	European class
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)

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 paint 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 Manufacturer's Certificate (Pilot Certificate), giving the conditions of use and application of the fire-retardant product;
- 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 wooden materials, with the following exceptions:

- 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 compiled in a way other than those described above shall not be considered valid.

ART. 21 OBSERVANCE OF STANDARDS AND REGULATIONS

1) Whilst confirming the provisions set down in these Regulations, End-users shall also be obliged to comply, without fail, with all existing fire prevention standards and legislation.

2) Firenze Fiera shall reserve the right to take samples of the furnishing materials used which are considered to be "unsuitable" and send the same to an authorized laboratory in order to verify their compliance with fire prevention regulations.

3) In the event of the partial non-observance of the requisites set down in the regulations concerning the fire reaction of the materials used, Firenze Fiera shall reserve the right to assess the possibility of authorizing the End-user to operate within the stand and/or congress-exhibition area 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 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.

SECTION IV

ACCIDENT PREVENTION AND SAFETY PRECAUTIONS, REQUIREMENTS AND PROHIBITIONS IN COMPLIANCE WITH THE FOLLOWING ITALIAN REGULATIONS: LEGISLATIVE DECREE 9th APRIL 2008 n. 81 AND SUCCESSIVE MODIFICATIONS AND SUPPLEMENTS, MINISTERIAL DECREE 10th MARCH 1998

ART. 22 PROHIBITIONS

It is forbidden to:

- smoke inside the pavilions;
- recharge forklifts, pallet transporters and other battery operated machinery inside the pavilions (and, in any case, in 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 storing limit of 75Kg and a certificate of conformity by a qualified installer for the connecting equipment.
- use inert gas canisters of any size and/or capacity. In special cases, they may be authorized by Firenze Fiera and only if all the regulations regarding the subject have been respected;
- 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 5cm x 5cm and with rafters not thicker than 1 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

openings in the mesh 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;
- introduce animals of any description into the exhibition and congress areas;
- 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, after 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 to the exhibition-congress spaces unbound fibers of any description that are not bagged;
- 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 the 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 should be positioned in such a way as not to constitute an obstacle (for example, presence of steps, swollen floor surfaces, etc.) in full compliance with Italian Legislative Decree 9th 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 and care of the End-user.

Occupation of communal areas and corridors should be limited to loading/unloading operations and

handling. Particular care should be taken not to hamper the transit of other vehicles and never to block the safety exits.

2) During the set-up and disassembly phases, 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 the vehicles should be immediately removed from the maneuvering areas.

ART. 24 SAFETY FORMS AND COMPLIANCE WITH REGULATIONS

- 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

It is compulsory to fill in **Forms A, B and C**, whereas **forms D and E** are only compulsory if ex post fire retardant treated materials are used as part of the stand fittings.

The End-users should duly fill in these forms and send them to:

FIRENZE FIERA S.p.A.
Viale Filippo Strozzi, 1 – Fortezza da Basso – 50129 Florence
FAX: +39 055 490573

at least 15 (fifteen) days before the event opens.

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 on the envelope.

These Safety Regulations have been drawn up in full compliance with Italian Legislative Decree 9th April 2008 n. 81 and successive modifications and supplements , in agreement with all the internal and external prevention and safety persons appointed by Firenze Fiera S.p.A.

Firenze Fiera spa

Sede legale e operativa: Piazza Adua 1 - 50123 Firenze, Italy | Tel. +39 055 497 21 | Fax +39 055 497 3237
CCIAA di Firenze, P.IVA 04933280481- Capitale Sociale € 21.843.977,76 | info@firenzefiera.it | www.firenzefiera.it

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

	YES	NO
- Does the installation have its own electrical board?	<input type="checkbox"/>	<input type="checkbox"/>

IF YES:

- is the circuit breaker differential magneto thermal (30mA), with ___ poles of ___, Amperes	<input type="checkbox"/>	
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- is the circuit breaker magneto thermal, but the users are protected by secondary differentiated switches	<input type="checkbox"/>	
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- the circuit breaker is _____ type	<input type="checkbox"/>	
_____ type	<input type="checkbox"/>	

switches derived from the circuit breaker are provided	<input type="checkbox"/>	
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- the electrical board container is:		
IP44 metal	<input type="checkbox"/>	
IP44 non-flammable plastic	<input type="checkbox"/>	

- the cables leading out of the board have cable clips	<input type="checkbox"/>	
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2. CONDUCTORS

The installation employs the following cables:

- CEI 20-22 multipolar cables	<input type="checkbox"/>	
- silicon type cables	<input type="checkbox"/>	

3. JUNCTIONS AND DISTRIBUTION

The cable junction are executed:

- by terminals in metal function boxes	<input type="checkbox"/>	
- by terminals in non-flammable plastic junction boxes	<input type="checkbox"/>	
- by IEC 309 multipin connectors	<input type="checkbox"/>	
- by IEC 309 plugs and sockets	<input type="checkbox"/>	
- by protected busbars	<input type="checkbox"/>	

4. LIGHT FITTINGS

The following are utilised in the installation:

- in housings with IP44 minimum protection	<input type="checkbox"/>
--	--------------------------

- above 2.50 m or inaccessible, in housings with IP20 minimum protection	<input type="checkbox"/>
--	--------------------------

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	<input type="checkbox"/>
---------------------------	--------------------------

- non-flammable polycarbonate screens	<input type="checkbox"/>
---------------------------------------	--------------------------

- fine mesh metal grilles	<input type="checkbox"/>
---------------------------	--------------------------

5. FEEDERS AND TRANSFORMERS (if any)

Feeders and/or transformers housed in:

- ventilated metal containers	<input type="checkbox"/>
-------------------------------	--------------------------

- non-flammable plastic containers (electronic transformers only)	<input type="checkbox"/>
---	--------------------------

Protection by means of fuses on the primary and secondary circuits of the transformer	<input type="checkbox"/>
---	--------------------------

6. OTHER LIGHTING USERS (if any)

There will be the following:

Connected by CEE protected plugs and sockets	<input type="checkbox"/>
--	--------------------------

7. ANY OTHER INFORMATION ON THE INSTALLATION

WAS THE ELECTRICAL INSTALLATION OF THE STAND ALREADY MOUNTED IN THE PREVIOUS EDITION OF THE EVENT?	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------

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)	
_____	_____
_____	_____
_____	_____

The stand will be equipped with n. _____ fire extinguishers, type approved for class A, B, C fires, with a nominal capacity of 6 to 9 kg.

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

EVALUATION OF RISKS

Relative to the Fair e Congressuale Areas of the Fortezza da Basso – Florence
D.Lgs1 81/08 and successive modifications and supplements .

I) Description of work sites, activities practised, equipment, and dangerous substances present near the employer

sites, activities practised, equipment and dangerous substances

Work sites

The fair area is situated within the Fortezza da Basso of Florence

The area is composed of a group of buildings of recent and antique construction (see attached planimetry)

The external areas are mainly covered by gravelled areas. Internal transit is regulated by a single main road (see attached planimetry). There are four accesses of which three for vehicles and one for pedestrians. The regulation of access in the absence of major fair events (including mounting and dismantling of the stands) is effected from the sentry box at the entry way named Porta S.M.N.

Access and transit during major fair events will be directly regulated and administered by the Organizing Body together with the Fair Organization

Activities practised

Within the exhibition area there are the following activities:

Opificio delle Pietre dure situated in the Restauration Laboratory – active from Monday to Friday from 8am to 6pm (access by Porta S.M.N.)

a gym used by students from Machiavelli High School – occasional activities from Monday to Saturday from 8am to 1pm (access by Porta S.M.N.)

The Office of Technical Services for Buildings of Firenze Fiera in the little building named Magazzino teatro – the office is active from Monday to Friday from 8am to 6pm (access by Porta S.M.N.)

Residents in Magazzino 07 (four families) (access by Porta S.M.N.)

Besides these activities, the technical staff of Firenze Fiera supervise and safeguard the various structures within the Fortezza da Basso through on site inspection

External firms may also be present for maintenance purposes

Temporary and mobile work sites for the restructuring and the extraordinary maintenance of the buildings may also be present

Equipment used

The Fair Organization does not directly use any kind of equipment.

Any equipment that may be present is the property of third parties.

Substances Dangerous for Health and Safety

The Fair Organization does not directly use any dangerous substances

Any dangerous substances that may be present are the property of third parties.

The panels of the supporting walls situated at the ground floor and at the basement floor level of the Spadolini Pavilion are made of asbestos concrete (pre-painted and colored). These panels are placed at the perimeter of the walls and in some places are covered by drywall. From the evaluation of Asbestos Risk and from analyses effected, it has been determined that the panels are in good condition and that there is no danger to the health of workers, visitors and the personell of the structure.

Particular technological installations present

There are four furnaces:

- 1 at the Monumentale Pavilion on diesel
- 1 at Cavaniglia Pavilion on diesel
- 1 at the Arsenale on natural gas
- 1 near the Scivolo at the main pavilion on diesel

The fair area is furnished with adequate and suitable firefighting equipment such as fire extinguishers, hoses, and hydrants, as per the fire extinguishing project.

Also present are buried subservices (approximately 50 cm deep) such as Medium Tension electric ducts, gas ducts, and pressurized water lines for fire extinguishing use.

Moreover, in the buildings with newly constructed walls, the electric wiring and the supply network are encased in the walls and floors whereas in renovated buildings the supply network is suspended from the ceilings and the grounding is visible down the walls.

II) Criteria adopted for estimation (measurement) and evaluation (judgement) of risks.

For the evaluation of risk, the method employed refers to regulation BS 8800:2004 (recalled as well in the OSHAS 2007), which also furnishes interesting ideas regarding the way to evaluate risks, or more precisely, the process of evaluating risks (risk assessment).

There is a fondamentale distinction, underlined by the regulation, between the concepts of estimation and evaluation.

According to this regulation, in the process of risk assessment (evaluation of risk) “analysis” and “evaluation” must constitute two distinct phases; The analysis (which includes the identification and the estimation of the risks) is necessary to furnish information regarding quantity, which is then used in the subsequent phase of evaluation.

The new T.U. and related decrees have indicated criteria for evaluation (judgement) and estimation (measurement) for only some types of risks, for example, the evaluations indicated in DM 10-3-1998 for fire risk and in art. 224 of the T.U. for risks deriving from the use of dangerous substances, or the estimations consisting in levels or amounts relative to physical risks.

ESTIMATION

For the estimation of risks, where no criteria or quantifications have been established by law, the use of asymmetric estimation tables (table 1) conforming to BS 8800:2004 instead of the usual symmetric risk tables has been predetermined, for which completely similar results are obtained by confronting risks with low probability and high magnitude and risks with high probability and low magnitude.

Table 1 – Table for the calculation of risk estimation (reference BS 8800:2004).

DAMAGE	Light Damage	Moderate Damage	Serious Damage		
PROBABILITY	Very Improbable	Improbable	Probable	Very Probable	
RISK	Very Low	Low	Moderate	High	Very high

EVALUATION

The subsequent phase of risk evaluation has been conceived so as to obtain a judgement regarding the analysed risk; this judgement will be discriminating for the determination of any security measures which may have to be implemented and although the amount of risk estimated in the analysis phase will be taken into consideration, the security measures may also be based on considerations such as the ratio of cost to benefits of those measures which could be put into effect (in theory, in fact, a further reduction in risk is always possible).

This does not mean that continuous improvements should not be made, but rather, that it is reasonable to consider “acceptable” a risk which does not engender serious damage and for which a further reduction of the same would require disproportionate investments of resources (human, economic, of organization) or else, that it is possible to judge as “tolerable” an estimated high risk for which safety measures of a certain importance are taken: for example, maintenance operations that require the disactivating of security systems on machines or electrical work performed on high tension wires.

The results of the estimations have been translated, as in and conforming to the BS 8800:2004, into the following assessments or evaluation of risk.

Unacceptable Risk:

Risk such that, regardless of the obtainable advantages, it is forbidden to work.

Tolerable Risk:

Risk that is acceptable if precautions are taken to reduce the risk to the minimum reasonably obtainable level (programming of measures for reduction and/or adequate control measures)

Acceptable Risk:

Insignificant risk either inherently or following the application of prescribed safety measures.

This criterion of judgement (according to the BS 8800:2004) permits a comparison between “normed” and “non-normed” risks for the purpose of establishing which safety measures should be planned, and also permits the planning of measures to reduce risk or to control it in a homogeneous manner taking into consideration priorities.

In table 2, the correlation between estimation of risk and evaluation of risk is displayed.

Table 2 – Indication of acceptability, tolerability and unacceptability for levels of risk (reference BS 8800:2004)

Category of risk	Very Low	Low	Moderate	High	Very High
------------------	----------	-----	----------	------	-----------

Evaluation of tolerability

acceptable

risks which should be reduced until they are tolerable or acceptable

unacceptable

LEGEND

The following is the legend of the symbols used in the tables:

Probability

V very improbable
I
I improbable
P probable
V very probable
I

Damage

L light
M moderate
S serious

Risk estimation

V very low
L
L low
M moderate
H high
V very high
H

II) Evaluation of risks

Risks

Specific risks present on the sites of the Fair Entity/measures taken

Estimation P D R

Evaluation

Due to the characteristics of work sites

(risk of falling from high places, of slipping, of goods falling from above, of being hit in the transit lanes, from the presence of dangerous glass walls)

Buildings: the Lorenese edifice and theater, the Monumentale, the Polveriera, and the Arsenale, all situated within the Fortezza da Basso, are of ancient construction.

The floorings in the buildings are uneven as are the vertical walls, therefore there is a risk of falling or slipping

The grounds are partly paved, partly set with stone and partly covered with gravel and therefore present conditions of instability (the gravel) or discontinuity (the stones) therefore there is a risk of slipping.

Inside the Spadolini Pavilion there is a ceiling with mobile elements therefore there is a risk of material falling from above when the ceiling is being worked upon.

The areas of transit, the parking zone, the stocking area and the accesses to the structure are regulated as described in the attached planimetry.

Due to equipment

(risks from movement, burns or projected material)

Not present because the Fair Organization does not use specific equipment during events. There may be third parties present to carry out specific maintenance (see the evaluation of specific risks of the individual firms)

Electrical

The Medium line is buried (more than 50cm deep) as are the water lines and gas ducts. The distribution network for the electrical buildings is encased in the walls while in the newly built edifices, they are suspended from the ceiling and visible down the walls.

Each pavilion has its own electrical substation.

The exhibitors and the organizing body are forbidden to dig up the ground outside, nor are they permitted to attach anything to the ceiling or the walls without permission from the Fair Organization.

Temporary and mobile work sites

Within the exhibition and congressuale areas, work sites connected with work on the buildings may be present. When they are active, they are completely surrounded by regulation fences but they may interfere with the access to the pavilions. It is necessary to contact the Director of the Technical Services for Buildings office of Firenze Fiera S.p.a. to coordinate a solution compatible with current regulations.

Physical

(noise, vibrations, electromagnetic fields, radiation)

Not present in the area destined for events. (see the evaluation of specific risks of the individual firms)

Due to substances dangerous to health and safety

(chemical and carcinogenic agents)

Not present as the fair organization does not use dangerous substances during events. Third parties may be present who use dangerous substances (see the evaluations of specific risks for the individual firms)

Asbestos

Panels of asbestos concrete are present at the ground floor and basement floor of the Spadolini Pavilion (perimeter)

It is forbidden to do any kind of work or mounting which disturbs the MCA (drilling, displacing panels etc.). The Director of the Technical Services for Buildings office of Firenze Fiera S.p.a. must be contacted to mount any stands.

Biologici

Not present in the area used for events

Explosive Atmosphere

Near warehouse 51 there are two stations for recharging moving platforms. It is forbidden to use open flames and to smoke.

Fire

The entire Fair area must be certified for Fire Prevention regarding activities 83 (performance and entertainment venues with seating capacity exceeding 100) and 87 (exhibition and/or sales, both wholesale and retail, venues with a surface area exceeding 400 sq.m. including services and depots)

The entire area has suitable firefighting equipment such as fire hydrants, hoses and extinguishers. There are alarm buttons and electric substations provided with a main switch. All firefighting equipment, alarm buttons and exit paths and emergency exits are adequately and suitably indicated.

Each pavilion is provided with emergency lighting.

Moreover, in each pavilion an emergency planimetry is present which indicates the exit paths, emergency exits, firefighting equipment and alarm buttons.

There is also an emergency plan for the entire fair area and for each pavilion.

The emergency squad for major fair events is composed of external personell and a team of firefighters.

For events where there will be a great concourse of people, a doctor is present in a designated room “infermeria” within the congress-fair premises, to meet any first aid needs.

All firefighting equipment, alarm buttons and emergency exits must be kept clear.

Firenze Fiera spa

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LEGEND

THE EVENT ORGANIZER MUST READY A RESTRICTED ROAD NETWORK WITH ITS OWN PERSONNEL THROUGH THE USE OF ADEQUATE HORIZONTAL AND VERTICAL ROAD SIGNS THAT REGULATE ACCESS TO AND ROUTES WITHIN THE FORTEZZA DA BASSO.

ABOVE AND BEYOND THE RESPECT OF ROAD SIGNS ALREADY PRESENT INSIDE THE FORTEZZA DA BASSO, THE ORGANIZER MAY IMPLEMENT AT HIS OWN COST ANY FURTHER SIGNS DEEMED NECESSARY

THE USE OF THE FREE/PEDESTRIAN AREAS, THE MIXED CAR/PEDESTRIAN AREAS AND THE AREAS FOR PARKING AND LOADING/UNLOADING OF GOODS IS SUBJECT TO THE FOLLOWING GENERAL RULES:

PEDESTRIAN ACCESS

ORDINARY ACCESS FOR VEHICLES

AREA SUBJECT TO USE BY BOTH CARS AND PEDESTRIANS

UNRESTRICTED AND PEDESTRIAN AREA

PARKING AREA – LOADING/UNLOADING AREA

COMMON AREA

GENERAL RULES

Pedestrians must use sidewalks where present.
Drivers of lifts must use the righthand side of the road.
Pedestrians have the right of way over lifting vehicles.
Lifting vehicles have the right of way over other means of transport.
Parking and obstruction is forbidden. Only supervised stopping is permitted.
The speed limit is 20 km/h.

Pedestrians must use sidewalks where present.
In the case lifting vehicles need to enter pedestrian areas to load or to unload, they must procede at walking pace; in the case of poor visibility from the driver's seat, they must be preceded or accompanied by a person on foot.
The loading and unloading zones are accessible to pedestrians, means of transport, and lifting vehicles.
In the absence of specified signs and rules, vehicle parking must be orderly.
In the loading, unloading and parking areas, care must be taken to leave a clear transit lane for emergency vehicles at all times.

REMEMBER THAT THE SPEED LIMIT IS 20 KM/H

REMEMBER TO GIVE WAY TO PEDESTRIANS AND MOVING CARTS

VERTICAL ROAD SIGN

During set up and dismantling the following DPI (safety protection devices) are mandatory:

- reinforced workboots
- workgloves
- hard hats
- safety harnesses for work at heights

Firenze Fiera spa

