

## General Regulations

KINDLY SIGN AND RETURN TO VERONAFIERE WITH THE APPLICATION FORM AS "DIRECT EXHIBITOR"

### 1) COMPANY NAME SUBJECT ORGANISER

The Event, called VERONA MINERAL SHOW, exhibition of minerals, fossils, entomology, jewelry, bijoux, precious stones, pearls, publishing, amber and coral, a specialized nature and open to the public and with the possibility of immediate sale to the public, it is organised by Veronafiere S.p.A..

#### General regulations

Exhibition of minerals, fossils, jewelry, entomology, malacology, precious stones & pearls, gemstone jewelry, equipment, books, jewelry, amber and coral.  
Viale del Lavoro, 8 - 37135 Verona - ITALIA - Tel. +39 045 8298111 - Fax +39 045 8298288  
www.veronafiere.it - info@veronafiere.it - R.E.A. 74722 - R.I. 00233750231 - Cod. Fisc. 00233750231

### 2) SITE - DATE - TIMES - ENTRANCES

The Event will take place from 27 to 29 November 2020 at the Veronafiere Exhibition Centre. The timetables for access by visitors will be from 9 a.m. to 7 p.m.

The Exhibitor with the pass access may enter Exhibition Centre an hour before the normal access timetable; they must leave the halls within half an hour after normal closing time.

### 3) PERMITTED PRODUCTS - TRADE

In order to safeguard the specialist content of the Event, only the following products and/or services can be accepted for the Event: minerals, fossils, entomology, jewelry, bijoux, precious

stones, pearls, publishing, amber and coral, fashion accessories, museums and associations.

### 4) PARTICIPANTS

#### 4.1) Participants

Allowed exposure all manufacturers, merchants, organisations, or consortia institution, hobbyists and collectors, Italian or foreign, that operate in the sectors of art. 3.

#### 4.2) Responsibility of Veronafiere

The Organiser disclaims any liability that may arise in any subject, from facts attributable to participants even as regards compliance with the provisions governing the conduct of the Event itself.

#### 4.3) Direct sales

Retail is permitted in accordance with applicable tax laws. Please note that the companies must be fitted with temporary licence (where required by law).  
Hobbyists and collectors must have the Declaration in lieu of an affidavit, or occasional sale authorization (flea markets), issued by the municipality or by the municipality where the event takes place.

### 5) TARIFFS - FEES ESSENTIAL SERVICES

#### 5.1) Enrolment

The Enrolment Application for the Event must be accompanied by payment of a "Registration

Fee" of € 50.00 plus VAT; this fee includes:

- Insurance cover for civil liability risks for third-parties Article 17 of these General Regulations;
- Advertising tax for stands as the limits defined in articles 16.2 - 16.3;
- Registration and insertion in the official web [www.veronamineralshow.com](http://www.veronamineralshow.com);
- N. 1 free exhibitor pass for entrance to the Event;
- N. 1 car parking pass.
- N. 2 digital invitation cards.

#### 5.2) Rate

	Rate 2019
Table collectors 160x0,80	€ 105,00
Table mineral & fossils 160x0,80	€ 195,00
Table creations 160x0,80	€ 225,00
Stand 2/3 side open for sqm	€ 75,00
Stand 1 side open for sqm	€ 62,00
Row space sqm	€ 43,00
Food area	€ 70,00
Connections and consumption for table	€ 20,00
Connections and consumption for stand for sq	€ 5,00
Lamp 200 watt	€ 25,00

The rates above apply to the entire area occupied with continuity of perimeter.

The rate expressed for square meter, or body, includes the cost of leasing exhibition space, including the services expressly designated in the regulation and complementary events arranged by the organization with regard to conventions and conferences and celebratory events exhibition program included delegations of hospitality professionals and State authorities, Italian or foreign, speakers and lecturers.

Rates, as indicated above, include:

- general promotion;
- ventilation, general surveillance (stands not included) general illumination of the pavilions, sanitation services, emergency healthcare.

### 6) ENROLMENT PROCEDURE

#### 6.1) Application Form

Enrolment for the Event requires duly signed presentation of the "Enrolment Application" using the specific form.

**Only "Applications Form" compiled in full and signed as per dispositions, accompanied by receipt of the advanced payment envisaged (Art. 6.2) and requested documentation will be accepted.**

Acceptance of the "Application Form" is subordinated to Exhibitor conformity with the requirements defined at Articles 3 and 4 above. Presentation of the "Application Form" involves for Exhibitors integral acceptance of these General Regulations and Technical Regulations as well as the obligation to maintain all the standards and dispositions issued, even at subsequent dates, to ensure good organisation and function of the Event.

**The "Application Form" is a contractually binding and irrevocable request for participation.**

Exhibitors owing sums to Veronafiere S.p.A. in the case of non-payment of sums concerning other previous events (organised by Veronafiere S.p.A.) will not be enrolled in the new edition of the Event until the outstanding sums in question are settled. Whenever such Exhibitors make

advance payments for the new Event, such payments will be retained by Veronafiere S.p.A. as balance/advance on existing sums: participants expressly waive the faculty of different attribution of payments as per Article 1193, item 1, of the Civil Code.

Veronafiere S.p.A. will issue the Exhibitor with a receipt for payment attributed as balance/advance for existing debts, as per and to the effect of Article 1195 of the Civil Code.

**Veronafiere S.p.A. reserves the right at its complete discretion to accept applications.**

Veronafiere S.p.A. reserves the right to request further documentation concerning the Exhibitor and products/services displayed/promoted.

In order to safeguard the image of the Event and the qualitative level of items displayed/promoted, Veronafiere S.p.A. hereby reserves the right as a precautionary measure to suspend participation at the Event by Exhibitors involved in penal or administrative proceedings concerning infringements of standards as regards production, commerce and competition of the products until the outcome of such proceedings.

Exhibitors are required to display/promote only the products/services indicated in the "Application Form" in keeping with the trade sectors of the Event, and exclusively in the stands assigned to them.

**Veronafiere S.p.A. reserves the right to suspend participation at the Event, and also to close the stand, or terminate relationships with the Exhibitor in the event of non-observance of these standards, without reimbursement of fees paid; Veronafiere S.p.A. also reserves to right to reimbursement for further damage.**

#### 6.2) Enrolment modes

Proper enrolment in the Event necessarily requires presentation to Veronafiere S.p.A. by the "Enrolment Term" date (11 November 2019) of the following documentation:

1. **"General Regulations"** double-signed in all parts by way of acceptance;
2. **"Application Form"** duly compiled in all parts with specific stamp and signature of the Exhibitor;
3. **"Copy of bank payment"** or a bank and/or circular cheque (see Article 7 below) for the total amount by way of advance payment;
4. **Catalogue Form** (with the information to be included in the Official Catalogue);
5. One copy of **certificates** proving due enrolment in the Chamber of Commerce (Company Register/R.E.A.) only for first-time exhibiting companies.

## 7) PAYMENTS

**Payments must be made, with clear indication of the Exhibitor making them and the Event covered by such payment (excepting the dispositions of Article 6.1) by means of:**

- Bank Draft through:
    - Unicredit Banca Spa
- IBAN: IT 32 0 02008 05364 000105006503 BIC/SWIFT UNCRITMMORR**
- Cash / credit card / P.O.S. directly through the cashier's office of the Authority;
  - Non-transferable circular or bank cheque made out to Veronafiere S.p.A..

**No payment is valid unless made directly to Veronafiere S.p.A.**

Amounts due on sending the Application Form cover the balance payable by the Exhibitor as per and to the effect of Article 1385 Civil Code, unless otherwise envisaged by previous article 6.1. (attribution for payment of prior debits), once the application has been accepted by the Authority.

#### 7.2) Timing

##### 7.2.1) Balance of sums due for show areas

**Exhibitors must settle the balance of the entire amount due for exhibition areas together with presentation of the Application Form.**

**In order to take possession of the stand assigned, Exhibitors must present on arrival at the Exhibition Centre the receipt confirming payment of the outstanding balance. N.B. Entrance to the Exhibition Centre will be denied to Companies and/or their staff who are unable to prove effective payment of outstanding balances.**

##### 7.2.2) Balance for other services

Payments for other services than essential services must be settled before the start of the Event and in any case in conformity with the dispositions of the individual application forms.

##### 7.2.3) Exit Permits

**Authorisation to leave the Exhibition Centre, after closing of the Event, with products/assets exhibited and set-up material will only be issued to Exhibitors who have settled payments due to Veronafiere S.p.A.**

Exhibitors, their fitters and appointed persons may only leave the Exhibition Centre with any products and materials exclusively on presentation to surveillance personnel of the "Exit Permit" that can be collected at the Offices-Cashier of Veronafiere S.p.A. once all payments due have been settled. These permits are exclusively for internal use and do not constitute receipts or the fiscal documents required by law.

## 8) TRANSFER AND WAIVER

**Total or partial transfer, even free-of-charge, of stands is absolutely forbidden.**

Exhibitors who, after presenting the "Application Form" as per Article 6, are unable to attend the Event or require a reduction of the stand already assigned, must notify Veronafiere

S.p.A. immediately by registered letter with confirmation of delivery receipt. In this case, Veronafiere S.p.A. will withhold the advance as per previous Article 6.2. considering the waiver as non-fulfilment by the Exhibitor.

## 9) STAND ASSIGNMENT

Acceptance of "Applications Form" and relative assignment of stands are the exclusive competence of Veronafiere S.p.A. that, in conformity with organisational requirements, will assign show areas with particular reference to:

- 1) proper and complete presentation of the "Application Form" and the documentation envisaged by Article 6.2 of these General Regulations;
- 2) date of presentation of the "Application Form" and the documentation envisaged at Article 6.2 of these General Regulations;
- 3) available space;
- 4) any outstanding payments of the Exhibitor due to Veronafiere S.p.A. for other and previous events;

5) show lay-out of the halls and outside areas.

The requests formulated by the Exhibitor on presentation of the "Application Form" shall be considered as indicative and no case whatsoever may be considered as effective conditions concerning the "Application Form".

**As regards technical and trade sector requirements concerning show layout, the Authority reserves the right to change or reduce the features of the stand requested and/or assigned, including transfer to a different area; this shall not entitle the Exhibitor to any indemnity or compensation for any reason whatsoever.**

## 10) SET-UPS

#### 10.1) Set-up Stage

On entering or leaving the Exhibition Centre, Exhibitors, Stand Fitters, Carriers or Appointed Persons may be subject to checks of persons and vehicles by Exhibition Centre Surveillance Staff. In the event of such a request, Exhibitors or their appointed persons must provide the necessary documentation to prove the ownership and possession of the goods transported.

Unless otherwise specified, areas are made available for set-up operations on 24 and 25 November 2019 from 08:00 to 19:30; stand set-up operations must be completed and fitted out by 20:30 on 25 November 2020. Areas will be available to Exhibitors on 26 November 2020 to arrange and prepare products on display. No set-up or material handling operations are allowed.

Stands that are not occupied by 19:00 on the day prior to the opening of the Event will be considered as abandoned and consequently at the complete disposition of VeronaFiere, that may utilise them at its complete discretion without any obligation for reimbursement.

Access to the Exhibition Centre will only be granted to Exhibitors/Stand Fitters whose set-up documents have been approved on the portal and who are in possession of the barcode pass printed from the portal itself.

#### 10.2) Dismantling stage

Exhibition areas must be absolutely dismantling, unless otherwise agreed, by 1st December 2020 dismantling stage will start after its closure (from 7.30 p.m. to 10.30 p.m. of 24 November and from 8.00 a.m. to 8.30 p.m. of 29 November and 1st December 2020). Otherwise the Organiser reserves the right proceed with disassembly of structures and to store goods, without any responsibility and the complete expense, risk and hazard of the defaulting party. In relation to the organizational needs of the Organisation and in any case after 30 days from the date of closure of the stand clearance, Veronafiere S.p.A. may transfer the unclaimed assets or otherwise stayed at the Fairground at the General Warehouses of Verona, at which the goods will remain in disposal of their legitimate owners; each risk is spending on transfer and storage at General Stores, as per articles 1187 and following of the Civil Code, will be sole responsibility of the Exhibitor. The Exhibitor is obliged to leave the area in the state it was in at the time of employment and within the time limit set for the fis construction.

## 11) TECHNICAL AND FUNCTIONAL SERVICES

Veronafiere S.p.A., within the limits of its plant and in accordance with the dispositions of the Technical Regulations, excepting those defined at Article 5.1, can supply - on request by Exhibitors electricity, water, telephones or other specific technical services, reserving every right at its complete discretion to accept or reject such requests in relation to the plant availability. For such supplies and services, Veronafiere S.p.A. transfers the technical risks and obligations arising from supply contracts to the Companies providing such services.

Exhibitors may request electrical mains connection at 220/380 volts.

Exhibitors must ensure cleaning of their stands; paper and other waste must be placed in the specific containers positioned in the Exhibition Centre at the end of the opening timetable for Event Operators; any and all other indications in the Technical Regulations must also be upheld.

## 12) MACHINES IN MOVEMENT - ACCIDENT PREVENTION

Only in exceptional circumstances and upon prior authorisation of Veronafiere S.p.A. may the machinery on show be operated, under the exclusive responsibility of the Exhibitor, and provided that such machines

- do not disturb neighbouring exhibitors and/or Visitors through excessive noise, heat and vibrations;
- are fitted with safety devices conforming with applicable safety and accident prevention regulations and standards;
- Exhibitors must implement all other measures necessary to safeguard Personnel and Visitors/ Operators.

In any case, Exhibitors must make sure that machinery is equipped with devices designed to prevent accidents, fires, noise, unpleasant odours and the emission of gases or liquids.

Exhibitors are also required to adhere to the verifications and dispositions defined by current law and regulations in order to obtain necessary permits from competent Authorities.

**Overhead loads are absolutely forbidden.**

Veronafiere S.p.A. reserves the right to limit and/or prevent the operation of machines that may compromise the safety of Exhibitors and/or Visitors or cause excessive disturbance, even if prior authorisation has been granted.

## 13) SUPPLIES AND SERVICES ORGANISED BY THE EXHIBITOR

Delivery by Exhibitors (or other persons engaged by them) of goods for stand materials must be authorised by Veronafiere S.p.A. and may only be made 7.30-8.30 a.m. Supply vehicles and on-board personnel (on presentation of the "Service Pass") must enter and exit exclusively through Gate D of the Exhibition Centre.

Companies eventually engaged by exhibitors for the supply of goods/services during the Event may access the Exhibition Centre only after registration with Veronafiere S.p.A.

## 14) TRANSPORT & SHIPMENTS

#### 14.1) Shipments

Exhibitors are free to use their own shipping agents to perform railway and customs procedures.

The Official Shipping Agent of Veronafiere S.p.A. is also able to perform railway and customs procedures and effect loading/unloading of goods provided that Exhibitors request and book this service in advance directly through the Official Shipping Agent, using the specific form.

Kindly note that the Official Shipping Agent applies tariffs, approved in advance by Veronafiere S.p.A., indicated in the specific "Goods Handling Booking" form.

It is agreed that every legal relationship shall exclusively be entered upon between the Exhibitor and the Official Shipping Agent.

These services are inasmuch subject to direct confirmation by the Official Shipping Agent. Veronafiere S.p.A. provides only those Exhibitors who have presented a Service request to the Official

Shipping Agent with a specific handling area inside the Exhibition Centre, as well as a reserved entrance, for goods loading/unloading operations, that will be performed in accordance with the programming of Veronafiere's Official Shipping Agent.

#### 14.2) Handling in the exhibition centre

Loading/unloading operations inside the Exhibition Centre are exclusively performed by the Official Shipping Agent at the rates indicated in the "Goods Handling Booking" form.

**May we remind you that goods unloading and positioning operations must be completed by and no later than 8.00 p.m. on the day before the Event.**

For further details, kindly refer to the dispositions in the Technical Regulations.

**Delivery to the Exhibition centre of "Loads requiring the use of hoisting systems" requires specific prior communication to Veronafiere S.p.A. using the specific "Goods Handling Booking" form.**

Kindly note that the Official Shipping Agent cannot accept any obligations to perform loading/unloading operations not booked through the specific "Goods Handling Booking" form within the deadline indicated.

After this deadline, bookings are only accepted with reservation.

Veronafiere S.p.A. reserves the right to authorise eventual use and to verify the technical suitability of hoisting systems eventually used by the Exhibitor.

#### 14.3) Temporary import

Exhibitors must arrange, directly or through their appointed persons, the attainment of authorisations for temporary import from Customs, in accordance with current dispositions; Veronafiere S.p.A. accepts no responsibility/liability in this regard.

**In any case, the Official Shipping Agent of Veronafiere S.p.A. is able to perform these procedures and provide all useful information in this regard.**

## 15) PHOTOGRAPHY AND REPRODUCTION OF COPYRIGHT MATERIALS

Stands and products display may not be photographed/filmed or in any case reproduced without the authorisation of the Exhibitors in question and Veronafiere S.p.A. Veronafiere S.p.A. reserves the right to reproduce or to authorise the reproduction of general

or detailed external and internal photographs/films. Cameras of all kinds may only be taken into the Event with written permits issued by Veronafiere. Veronafiere is not responsible for eventual unauthorised reproductions of stands or goods on display.

## 16) OFFICIAL ADVERTISING AND PUBLICATIONS

### 16.1) Exhibitor advertising

Exhibitors may only carry out promotional action on their own stands for their own and represented companies, provided that such action conforms with dispositions of law, public security standards, and the General Regulations and Technical Regulations of Veronafiere S.p.A.

Distribution of catalogues, price lists or other material may be performed by Exhibitor exclusively on their own stands.

**It is absolutely forbidden to distribute leaflets.**

All forms of advertising that in appearance or content involve direct comparisons with other Exhibitors are forbidden (comparative advertising is not allowed). The Authority reserves the right, at its discretion, to prohibit or interrupt the display and/or distribution of promotional/advertising material and/or messages that do not conform with current legislation or which in any case are not appropriate or in keeping with the event itself.

### 16.2) Posters and signs

Advertising tax for posters and signs less than 3 metres above ground level is borne by Veronafiere S.p.A., which will undertake required procedures in this regard since this service is included in the "Registration Fee".

**Poster and signs installed more than 3 metres above ground level are subject to Veronafiere S.p.A. approval, payment of the advertising fee defined by Veronafiere S.p.A. and the relative Local Council Tax.**

### 16.3) Audio-Visual Equipment

Promotion/advertising using the viewers appliances, sound-vision, audio and the like with or without sound (TV, PC, CD and DVD players, radios, and other large screen) is subject to

approval of Organizer.

Remember that the dissemination public of video-graphic and multimedia, is mandatory furthermore endorsement S.I.A.E. (S.I.A.E. mark) only to be billed and competence (L. 633 of 22/04/1941 and subsequent amendments; L. 248 of 18/08/2000 and DCPM n. 338 of 11/04/20019. The markings required under law (63/41) they may be directed to the following email: DRMcentralizzato\_mfv@siae.it. The relevant forms can be downloaded from the website: www.siae.it ----- For those who use the works ----- Marks (stamps).

For information on legalization and endorsement (S.I.A.E. mark) please consult the site www.siae.it or contact the regional offices.

Live musical performances given during the course of the event will have to be regularized in advance directly at the

### 16.4) Catalogue and other publications

Veronafiere S.p.A. declining any and all responsibility for eventual omissions or errors prints and distributes the Official Catalogue.

This publication will include indications concerning Exhibitors whose "Applications Form" duly compiled and accepted by Veronafiere S.p.A. and "Catalogue page" forms have been received within the date envisaged for payment of the balance of amounts for exhibition areas as per previous Article 7.2.1.

On payment, Exhibitors may also include, upon prior Veronafiere S.p.A. authorisation, other technical or advertising matter; for rates and methods, kindly refer to the specific forms.

Veronafiere S.p.A. can also arrange - again without any responsibility for eventual omissions or errors printing and distribution of other publications of various kinds through which it reserves the right to illustrate and promote the Event at any time and in any sphere in Italy and abroad.

## 17) VIGILANCE - INSURANCE

### 17.1) General Vigilance

Custody and surveillance of stands is the responsibility of respective Exhibitors, for the entire time the halls are open, during the Event itself and during set-up and dismantling stages. Inasmuch, Companies exhibiting easily removed objects, are advised to be present on their stands at all times throughout the day. The Organizer, in its own interests and for its own requirements, organises a routine day and night vigilance service in the areas used for the Event, without accepting any responsibility for eventual thefts or damage to the goods/assets on show on the stands or in any case present in the Exhibition Centre.

With reference to Article 134 of the TULPS and to D.M. 269/10 concerning the supervisory activities and transport of cash and valuables, to prevent the occurrence of crimes against property and the person, to the detriment of exhibitors, who in the course of exhibitions displaying valuables or have need to move sums of money, in recommending the maximum attention is invited to take vision of the relevant legislation.

Those rules provide that the handling of significant sums of cash and or the custody of valuable goods are exclusively entrusted to private security firms, in accordance with local regulations, will provide their own staff and adequate means pickup and transport of cash and or supervision in the eventual of exposure value goods.

In reference to art. the 134 TULPS and D.M. 269/10 governing the supervision and transport of cash and valuables in order to prevent the occurrence of crimes against property and the person, to the detriment of exhibitors and exhibitors during trade fairs expose valuable assets or they need to move money, in recommending the maximum attention is invited to review the relevant legislation. Those standards require that significant sums of cash handling and/or custody assets are entrusted exclusively to private security firms that, in compliance with current legislation, will provide with adequate personnel and means to the specimen collection and transport of cash and/or supervision of any valuables an exposure.

### 17.2) Video-Surveillance

Video surveillance systems are installed throughout Veronafiere S.p.A. They are used for the following purposes:

1. security;
2. safeguarding property;
3. control of unauthorised access.

Processing of video surveillance data will have the exclusive purposes defined at the previous paragraph.

Processing will be performed in terms of total correctness for specific (security, protection of property, control of unauthorised access) and legitimate (as per article 13 of Italian Legislative Decree 196/03 and P.G.P. 8.04.2010) purposes. These concepts are explicitly notified to all interested parties by means of suitable informative posters. Article 4 of Law 300/70 (Workers Statute) is also expressly observed.

## 18) BANS AND MISCELLANEOUS

### 18.1) Bans

Over and above the bans already defined in the specific articles of these General Regulations and the Technical Regulations, it is explicitly forbidden to:

- a) make holes, insert nails and/or screws in the walls, ceilings and flooring; apply loads to the structures of the halls;
- b) exhibit products not included in the "Application Form" and in any case not conforming to the trade sectors of the Event, unless specifically authorised by Veronafiere S.p.A.;
- c) circulate with or park vehicles of any kind inside the areas dedicated to the Event;
- d) park motor vehicles overnight (even in the event of breakdown) inside the Exhibition Centre;
- e) start or cause fires or introduce explosive material, detonating, hazardous or unpleasant-smelling products, or any and all other items in any case likely to cause damage or disturbance;
- f) distribute advertising material (magazines, booklets, brochures, etc.) not related to the Exhibitor who, in any case, may only distribute such material in the relative stand area;

- g) use the Veronafiere S.p.A. brand/trademark without written authorisation;
- h) bring dogs into the Exhibition Centre, except for guide-dogs accompanying blind persons;
- i) cause harm or disturbance of any kind to the proper holding of the Event, on pain of immediate exclusion from the Exhibition Centre;
- j) conduct any kind of political propaganda in the Exhibition Centre;
- k) abandon in the Exhibition Centre parts of set-up, carpet tiles, adhesive/canvas tapes or residues of any nature;
- l) permanence in stands or the Event precinct by Exhibitors, their appointed persons or clients after the closing time of the Event at times other than those authorised, without special authorisation;
- m) perform any kind of catering activity on stands and in the Exhibition Centre, unless express written authorisation is issued by Veronafiere;
- n) begin dismantling operations before the closing of the Event.

Infringements of the bans in these General Regulations, the Technical Regulations or the dispositions issued by Veronafiere will entitle Veronafiere to resolve contractual agreements with the Exhibitor, as well as to exclude the Exhibitor from the Event without the latter having any right to reimbursement and/or compensation; in any case, Veronafiere reserves the right to claim compensation for any further damage sustained.

**18.2) Miscellaneous**

- 1 Exhibitors have both civil and penal liability for all damage to people and things caused by equipment, structures or anything else present in the areas made available to them, including personal responsibility equally extended to collaborators and/or appointed persons.
- 2 The Technical Regulations as well as the standards for technical supplies included in the

- relative forms are an integral part of these General Regulations.
- 3 Presentation of the "Application Form" and signing of these General Regulations oblige Exhibitors to uphold in full the Technical Regulations that are at immediate disposition through Veronafiere Offices.
  - 4 Veronafiere S.p.A. reserves the right to define, even in derogation of these General Regulations, appropriate standards and dispositions to ensure proper holding of the Event and performance of internal services. These standards and dispositions are integrally equivalent to these General Regulations and are therefore compulsory.
  - 5 In the event of Force Majeur or in any case for causes beyond the control of Veronafiere S.p.A., the date of the Event may be modified without any liability/responsibility on the part of Veronafiere S.p.A. itself.
  - 6 Items not detailed in these Regulations shall refer to the standards of the Civil Code.

**19) COMPLAINTS AND FORUM**

Any claims must be presented in writing to the following address: Veronafiere S.p.A. General Management - Viale del Lavoro 8 - 37135 VERONA.  
Any and all controversies will be referred exclusively to the Courts of Verona.

Company stamp and signature of Legal Representative

As per and to the effect of Articles 1341 and 1342 of the Civil Code, the Exhibitor specifically approves the following clauses:

- 4.2) Exemption of responsibility for deeds by participants at the Event;
- 5.2) Unsupervised parking areas for Exhibitors;
- 6.1) Attribution of payments against pre-existing debts and the right to suspend and resolve the relationship in the event of non-observance of Exhibitor obligations;
- 7.1) Advance confirmation deposit;
- 7.2.2) Right to suspend access to the Exhibition Centre if proof of payments due is not presented;
- 7.3) Exit Permits;
- 8) Penalty for non-participation at the Event;
- 9) Application Form and right to change show area assigned;

- 10) Waiver of responsibility for projects and set-ups; penalty for damage to structures and waiver of responsibility for moving set-up;
- 10.1) Termination in the event of non-occupation of stands;
- 10.2) Clearance of stands, expenses and risks of transfer and storage of goods, even c/o Verona General Stores; penalty for non-clearance;
- 12) Waiver of responsibility for handling machines and accidents;
- 15) Exemption of responsibility for unlawful reproduction of images;
- 16.4) Exemption of responsibility for publications;
- 17.1) Exemption of responsibility for vigilance;
- 18.1) Right of resolution of the relationship following infringement of Exhibitor obligations;
- 18.2) Right to change the date of the Event;
- 19) Exclusive forum.

Company stamp and signature of Legal Representative

Date \_\_\_\_\_

**20) INFORMATION NOTICE REGARDING THE PROCESSING OF PERSONAL DATA RELATED TO CONTRACTS WITH CLIENTS IN ACCORDANCE WITH EU REGULATION 2016/679 ("GDPR")**

Pursuant to art. 13 of the EU Regulation n. 2016/679 ("GDPR" or "Regulation"), Veronafiere SpA in its capacity as Data Controller, provides You with some information regarding the use of Your personal data.

**1. Data controller and Data Protection Officer (DPO)**

The data controller is Veronafiere S.p.A. Viale del Lavoro, 8, 37135 Verona VR, Tel. 045 8293111 - Fax 045 82 98 288, e-mail info@veronafiere.it (hereinafter the "Company" or "Data Controller"). The DPO is available at the following email address dpo@veronafiere.eu

**2. Purpose of the processing and legal bases**

Personal data are processed within the institutional activity of the Company, for the following purposes:

- a) purposes for which the applicant is not required to give consent:
  - purposes strictly related to the management of actual and/or potential customer relationships (e.g. acquisition of preliminary data at the conclusion of a contract; carrying out tasks and services on the basis of the obligations arising from the contract, etc.).
  - In this case, the legal basis for the processing consists in the performance of a contract to which the data subject is a party or for the performance of pre-contractual measures taken at the data subject's request.
  - purposes connected with the obligations under laws and regulations as well as regulations issued by competent authorities (e.g. Fiscal regulations, statistics, etc.).
  - In this case, the legal basis of the processing thereof consists in the fulfilment of obligations deriving from law, regulations or EU legislation;
- b) purposes connected to the development of the Company business activities, for which the data subject has the right to give or deny consent. This category includes the following activities:
  - developing customer profiles;
  - sending of communications, information, newsletters, research, and advertising materials, even customized, regarding the exhibitions organized by the Company and performance of market surveys using automated contact means (e-mail, fax) as well as traditional contact means (paper mail, operator-assisted phone calls);
  - sending of communications, information, newsletters, research, and advertising materials, even customized, regarding specific products and services of others using automated contact means (e-mail, fax) as well as traditional contact means (paper mail, operator-assisted phone calls).
- c) purposes of verification, exercise or defence of the rights of the Data Controller in judicial proceedings.
- d) purposes connected to credit protection (appointments to debt collection companies, companies providing financial factoring and/or credit institutions).

**3. Data retention period**

For the purposes described in paragraph 2 letter a) data will be retained for the entire duration of the contract and then for 10 years from its termination or expiration. For the purposes described in paragraph 2 letter b) data will be retained until revocation of consent. For the purposes described in paragraph 2 letter c) data will be retained for the entire duration of the litigation, and in addition, until the limitation period foreseen for an appeal has expired. For the purposes described in paragraph 2 letter d) data will be retained for the whole period necessary for the debt collection and then, for 10 years. Once the above data retention terms have expired, the Data will be destroyed or anonymized, compatibly with the technical procedures of cancellation and backup.

**4. Personal Data Provision**

The provision of data to achieve the purposes of processing specified in paragraph 2 a) of the information notice is compulsory. In the event of non-provision, it will not be possible to execute the contract and perform the services required by you. The provision of data to achieve the purposes of processing specified in paragraph 2 b) of the information notice is optional. In the event of non-provision, there will be no consequences in relation to the execution of the contract or to the services required.

**5. Processing modalities**

The processing of personal data takes place through manual, digital and computer tools, with rationales strictly related to the purposes described here above.

**6. Categories of subjects to whom the data may be communicated**

Data may be processed by the Company employees, and by company functions in charge of pursuing the purposes indicated above, which have been expressly authorised for processing and which have received adequate operating instructions. For carrying out the activities listed in paragraph 2 a) the Company also addresses to:

- a) Companies/enterprises/external companies carrying out activities closely related to the management of the relationship between the Company and the customer for which they operate as data processors. The data processing performed by these subjects have the following purposes:
  - provision of services relating to the exhibitions (organizational, technical, logistics, insurance, etc.);
  - printing of the official catalogs of exhibitions;
  - printing, enveloping, posting and delivery of customer communications;
  - on behalf of the Company, acting as agents, brokers or similar roles for the promotion of the acquisition of visitors and exhibitors to shows and events organized by the Company;
  - on behalf of the Company, promotion of services related to the trading activity of visitors and exhibitors;

- Companies performing debt collection services.
- b) Companies/enterprises/external companies carrying out activities closely related to the management of the relationship between the Company and the customer. These subjects act as data controllers:
  - subjects providing supervision and safety services for the exhibition centre of Verona;
  - individuals and/or companies providing debt collection services, companies providing financial factoring and banks. Moreover, Data may be disclosed or made available to visitors of the exhibition in the context of ancillary services activated upon request by the exhibitor. To achieve the purposes of processing specified in paragraph 2 b) here above the Company may also involve:
    - a) Companies/enterprises/external companies or subsidiaries of the Company performing functional or ancillary activities for the Company itself and that operate as external data processors. This processing is performed by the entities mentioned above for the following purposes:
      - sending communications, information and advertising material regarding the exhibitions annually organized by the Company to Company customers;
      - sending communications, information and advertising material regarding products or services of third parties to Company customers;
      - on behalf of the Company, carrying out market surveys on specific clients chosen as "representative" or "leading examples". The complete list of data recipients is constantly updated and it is easily and freely obtainable by sending a written communication to the data controller at the address reported here above or via email at the following email address: privacy@veronafiere.it

**7. Dissemination area**

In the event of a successful conclusion of a contract for the participation in exhibitions, in accordance with Company General Rules for participation, the organization will add Your personal data in the Official Exhibition Catalogue, which will be nationally/internationally disseminated. The data provided by the exhibitors may be disseminated by the Company through IT media, including multimedia devices. These data will allow visitors and exhibitors to detect the position of the stands at each event and get to know the product and/or exhibition details related to the exhibitor.

**8. Rights of the data subject - complaint to the supervisory authority**

The data subject may request the Company to access the data concerning him/ her, the correction of inaccurate data, the integration of incomplete data, the erasure of data, the limitation of processing in the cases provided for by Article 18 GDPR, as well as to object, on grounds relating to his/her own particular situation, to the processing carried out in the legitimate interest of the controller. Furthermore, the data subject, in the event that the processing is based on consent or contract and carried out by automated means, has the right to receive his/her data in a structured format, in common use and readable by an automatic device, as well as, if technically feasible, to transmit them to another data controller without hindrance. The data subject shall have the right to lodge a complaint with the competent supervisory authority in the Member State where he/she has his/her habitual residence or employment or in the Member State where the suspected breach has occurred. The data subject has the right to revoke the consent given at any time for marketing purposes and to oppose the processing of data processed for the same purposes. This is without prejudice to the possibility for the data subject who prefers to be contacted for this purpose exclusively through traditional means to express his/her opposition only to the receipt of communications through automated means. To exercise his/her rights the data subject may contact the Data Controller by sending a written communication to the address reported here above or via email at privacy@veronafiere.it

**CONSENT**

In relation to the information given in accordance with article 13 of the Regulation, I hereby give my consent to (tick/flag the appropriate box):

the development of customer profiles;

to the sending of communications, information, newsletters, research, and advertising materials, even customized, regarding the exhibitions organized by the Company and perform market surveys using automated contact means (e-mail, fax) as well as traditional contact means (paper mail, operator-assisted phone calls);

to the sending of communications, information, newsletters, research, and advertising materials, even customized, regarding specific products and services of others using automated contact means (e-mail, fax) as well as traditional contact means (paper mail, operator-assisted phone calls).

Company stamp and signature of Legal Representative