



## TERMS AND CONDITIONS

### 1. ADMISSION

- A) Public and private operators (Italian and no), operating in sectors inherent to the event, can exhibit at “ROMICS”.
- B) Participation can be collective (Consortiums, Public Bodies, etc.) provided that the participants can be individually identified by a company name and production according to point 1.A.
- C) Representatives or agents can participate, provided that the companies represented can be individually identified by a company name and production. The representatives and/or agents cannot exhibit goods other than those which refer to the companies explicitly declared upon registration. The representatives and/or agents, upon request of the Organization, must provide proof of their role as exclusive representative or agent for Italy.
- D) Admission to the event and the consequent allocation of a booth, according art.9 as follows, will be on the basis of availability of the exhibition spaces destined to collective participants, regional participants and to the various individual participants.
- E) The Organization reserve the right to refuse admission to the event should they consider, according to their unchallengeable judgment and without need for explanation, that the exhibitor does not meet the necessary requirements for participation. Refusal of admission cannot give rise to any form of compensation for damage, loss of profit or interest. Applications for registration to the event cannot include conditions or provisions of any sort and must reach the Organization by the 2<sup>st</sup> of March 2018. After that date, registration will be taken into consideration exclusively on the basis of availability of space.
- F) All exhibitors extra sector related to food and wine sector will be allowed only with the permission of Fiera Roma srl. They must possess the minimum requirements of hygiene rules and give explicit communication to Fiera Roma related office about the activities to be carried out during the event. All the food and wine sector is managed by the office of Food Fiera di Roma srl. For more information and / or clarifications write to [catering@fieraroma.it](mailto:catering@fieraroma.it) and you will be contacted.
- G) Only collectors and small handmade self productions are allowed to purchase stands "collectors booths" Exhibitors must attach, to the registration form, sample pictures of goods they want to propose within the event. The organizers, in their sole discretion, will determine which ones are actually authorized to expose in Romics.

### 2. EXHIBITION OF PRODUCTS

All products and/or services present in the booths must correspond to the description indicated by the Exhibitors in the Form for inclusion in the catalogue which the Exhibitor receives and returns, completed, to the operative office. Should products exhibited be found to be counterfeit or should they fail to correspond to the description given in the registration form for inclusion in the catalogue, the Organization reserve the right to close the booth immediately, to withhold the goods until any amounts still due for the rental of the booth, storage and any other costs are paid, and to exclude the Exhibitor from future editions of the event.

### 3. SALE OF PRODUCTS

According to Regional (Lazio) Law no. 14 of 2.4.1991 - Art.2, the sale of exhibited goods is permitted, only if the Exhibitor is in possession of the necessary administrative authorization for retail sale, or is in charge of or manager of a trading company. Craftsmen and those industries holding certification of category, issued by the competent body, are exempt from the obligation to possess administrative retail sales authorization. Exhibitors from EU countries must abide by the regulations in force in their own country regarding taxes and revenue. Exhibitors from non-European countries must follow the procedures in force, indicated by the official freight forwarder of the event or by their regular carrier. Each exhibitor must display, clearly visible, the price of every product on sale. Food and beverages may be admitted only if expressly authorized by the Organization. Exhibitors of this kind of product must abide by regulations laid down by the Municipality of Rome and obtain the necessary permit from the “Azienda Sanitaria Locale” (Local Health Board) and respect the special regulations which will be communicated to the exhibitor by the Organization.

### 4. ACCEPTANCE OF THE GENERAL REGULATIONS

Upon signing the registration form, the Exhibitor is committed to participating in the event in the booth which will be assigned to him/her and to accepting, without reserve, these Regulations, the Technical Regulations and all additional regulations which will be adopted, at any time, by Fiera Roma in the general interest of the event. In the case of non-compliance, Fiera Roma reserves the right to expel the Exhibitor from the event. In such cases, the Exhibitor is not entitled to refund or compensation of any sort, and must pay the entire amount due for booth reservation to Mens Nova s.r.l.

### 5. REGISTRATION FORM, REGISTRATION FEE, TERMS OF PAYMENT, FAILED ADMISSION

The registration form, duly completed and signed by the legal representative, must be sent at [commerciale@romics.it](mailto:commerciale@romics.it). The registration form must be accompanied by proof of payment of the deposit of 30% of the total amount, paid to Mens Nova s.r.l. Registrations will be accepted as long as exhibition space is available. **Registration forms which are not accompanied by proof of payment of the deposit will not be held valid to the effects of booth reservation.** The balance of payment for participation must be paid within the terms indicated in the registration form, in any case before the event opens and no later than the 9<sup>th</sup> of March 2018. In the case of non-compliance, Mens Nova S.r.l. reserves the right to prevent the Exhibitor from participating in the

event and to claim compensation for damages resulting from non-compliance. Access to and visibility of the exhibition area must be maintained at all times. All tariffs are exclusive of VAT and do not include registration fee or supplement for corner positions.

**A) Registration Fee (to be added to participation fee) €170.00 + VAT;**

The registration fee, to be paid to Mens Nova S.r.l., is charged to each individual booth holder and includes office fees, administration fees, basic insurance coverage (RCT), technical inspection for stand assembly and testing, technical and informative material and inclusion in the official event catalogue (should indications not be supplied, the company name supplied for billing will be used), n.1 fire extinguisher, n.1 internal parking space.

Additional parking places and exhibitor pass can be bought at Centro Servizi in Rome Fair on the 4<sup>th</sup> of April 2017.

**B) Participation fees:**

• Surface area only € 100, 00/sq m + VAT;

**Max height allowed: 3.00 Mt.**

**Custom stands with height exceeding 3.00 Mt € 130.00 Sq.m**

• Corner booth supplement +10%; (not available for collectors' booths) (space is available only for areas from the 24sqm, must be setting up in a custom by exhibitor's on project to be agreed prior exhibition with Rome).

• Standard fitted booth A €145, 00/mq. + VAT (includes surface area, perimeter wall panels, floor covering, booth sign with company name, electrical installation with one spot-light per 1 linear meter (approx.) of booth front, table and chairs (see attachment "Fitted Booths").

• Fitted booth A2 € 160, 00/Smq + VAT (see attachment "Fitted Booths A2) Space is available only for areas from the 36sqm.

• Collectors' Booths 1 x 1 Sqm €200.00 + VAT (see attachment "Fitted Booths"). \* **Max 2 booths for Exhibitor.**

**Only collectors and small handmade self productions are be available for Collector's Booths 1x1 Sq. M.**

**The Registration Fee and the Participation Fees also include:**

• Service passes for exhibitors and their personnel in proportion to the area of the booth: n.4 exhibitor passes for an area up to 12 sq. m. n. 8 exhibitor passes for an area from 13 to 48 sq. m. n.12 exhibitor passes for an area from 49 to 100 sq. m, and 20 exhibitor passes for an area exceeding 100 sq. m. n.2 exhibitor passes for up to 3 collectors' booths.

• Technical assistance to the Exhibitor during the course of the event and during assembly and disassembly of the booths;

• Virtual Show case on website [www.romics.it](http://www.romics.it);

• A copy of the official catalogue;

• General surveillance of the halls and general fire prevention.

**C) Electricity supply:**

Each Exhibitor must adhere to connection and supply of electrical energy for a minimum of 2 Kw FM single phase, including switch panel and testing at a flat rate of €90.00 + VAT. Connection and supply of electrical energy is not foreseen for collectors' booths.

**D) Terms and Conditions of Payment:**

The registration form, and these regulations, duly completed and signed by the Exhibitor or the legal representative, must **reach the Operative Offices by the 2<sup>st</sup> of March 2018 and must be accompanied by a proof of payment of the deposit of 30% of the total amount due, paid to Mens Nova s.r.l. as indicated in the registration form.**

Payment must be made by check or bank transfer to:

"MENS NOVA S.R.L." - (Bank): BANCA POPOLARE DI SPOLETO S.P.A – CORSO G. MATTEOTTI 170, ALBANO LAZIALE 00041 (RM)  
IBAN: IT51 E057 0438 8600 0000 0208 300 - BIC/SWIFT: BPSPIT31

A copy of the bank transfer must be attached. **The reason for payment must be clearly stated and must include the name of the event "ROMICS 5/8 APRIL 2018" and the Company Name used in this registration form. Registration forms not accompanied by payment will not be taken into consideration.** The Organization reserve the right to decide on the acceptance of Applications accompanied by incomplete amounts. Payment of the deposit and the consequent issue of receipt/invoice do not constitute acceptance of registration by the Organization. Should registration not be accepted, the entire sum paid will be returned to the applicant. **The balance of payment of registration fees and participation fees must be paid no later than the 9<sup>th</sup> of March 2018; invoices issued after that date must be paid immediately.** All payments relative to the participation fee and the registration fee and must clearly state the same company name as appears on the registration form. N.B.: All the services included in the registration fee and in the participation fee (in particular inclusion in the informative) will be guaranteed only if the registration form reaches the Organization within the terms indicated.

**E) Projects for customized booths**

The Exhibitor renting surface area only, and developing his/her own customized booth with his/her own fitter, must submit a plan of the area at least 30 days prior to the event, for the approval of the Organization and Fiera Roma, to the following addresses: [commerciale@romics.it](mailto:commerciale@romics.it) and [g.dicrescenzo@fieradiroma.it](mailto:g.dicrescenzo@fieradiroma.it). The plan must be in DWG or PDF format, complete with certification

of compliance to fire prevention regulations regarding the materials used, indication of the Director of the Works and a declaration in which the Exhibitor undertakes to respect the safety and accident prevention regulations foreseen by Italian law and in particular as foreseen by D. lgs 81/08 and later modifications and integrations. Exhibitors are reminded that, on completion of assembly operations, a declaration of conformity to regulation n. 37, 22 January 2008 for electrical installations, must be given to Fiera Roma personnel.

## **6. REGISTRATION OF REPRESENTED COMPANIES**

The Exhibitor must undertake (in particular for collective participation, import-export or booth sharing) to specify the company name and relative data of all companies represented, the products, which will be displayed in the booth. For each of the companies represented the Exhibitor must pay a registration fee, which includes insertion in the informative. The Exhibitor must provide a letter of authorization, on headed paper, of the company represented, to display their products and/or goods. Said letter of authorization must accompany the application for registration.

## **7. TECHNICAL REGULATIONS - SERVICES IN THE FAIR - PAYMENT OF INVOICES - EXIT PASSES**

Fiera di Roma S.r.l. provides all the necessary support service for the best use of the space within the event.

Exhibitor receives via mail, credentials for access to booking service (mandatory and optional) and to the Technical Regulations of the activities that will take place during the event.

That referred documentation must be sign for acknowledgement and acceptance. All the services required by the Exhibitors to Fiera di Roma must be paid in advance. All the request received through the application form – and devoid of receipt of payment – will not be accepted by Fiera di Roma. In the days before the end of the event, Mens Nova S.r.l. – by its Administration – will provide to the exhibitor the “severance pay” ticket that must be filled and shown to the security staff located at the exit gates.

## **8. ALLOCATION OF BOOTHS**

The Organizers establish the planning and allocation of booths according to the nature of the activities and the needs of the participants in order to guarantee the success of the Event; the Organization reserve the right, for safety reasons or in order to ensure the best possible presentation of the exhibition area following the absence of one or more exhibitors and to modify the allocation of the booths. Any such planning modifications or re-allocation of booths cannot give rise to requests for compensation or payment of damages of any kind.

## **9. DELIVERY, CHECK, OCCUPATION, DISASSEMBLY AND RETURN OF BOOTHS**

Pre-fitted: delivery of the booths will take place from 09:00 on the day prior to the event, that is on the 4<sup>th</sup> of April 2018 Surface area only: delivery will take place from 09:00 on the 3<sup>rd</sup> of April 2018.

All assembly operations, on the above mentioned days, must be concluded by **20:00**, except in the case of extension request to be asked within 18.00, at the Centro Servizi, at an hourly cost of €90,00 +VAT.

The exhibitors must occupy the booths and keep them equipped and fitted for the entire duration of the Event. Partial or total sub-letting, of the spaces allocated to the exhibitors is strictly forbidden. Booths can be occupied exclusively by the subscriber of the contract and his/her accredited personnel. The presence of partner companies is permitted if previously agreed upon with the Organization. Exhibitors with booths have access with their own means of transport only on the days of assembly and at the times established by the Organization according to the guidelines laid down by Fiera Roma srl.

Exhibitors must return the booths/spaces, free of any object belonging them by 18:00 on the 9<sup>th</sup> of April 2018. Fiera Roma srl and the Organization cannot be held responsible for any materials left inside the booths/spaces. Disassembly can be carried out from Sunday the 8<sup>th</sup> of April from 21:00 to 24:00 and Monday the 9<sup>th</sup> of April from 07:00 to 18:00. During disassembly, each exhibitor is responsible for the goods in his/her own booth.

## **10. WITHDRAWAL**

Should the Exhibitor withdraw by 09.03.2018, only the amount of deposit, either paid or due to Mens Nova s.r.l., as indicated in point 5.D of these regulations, will be withheld or requested as compensation, on condition that the booth left free be re-allocated to another Exhibitor. Otherwise, the Exhibitor will have to pay the entire amount of the participation fee and the registration fee as indicated in the registration form. Withdrawal later than 09.03.2018 will result in the Organization withholding the amount already paid and exacting the amounts due for the payment of the entire participation fee and the registration fees indicated in the registration form.

## **11. FAILURE TO ARRIVE, LATE ARRIVAL**

Should the Exhibitor, for any reason whatsoever, fail to take possession of his/her allocated booth within the established times (by 10.00 on the 3<sup>rd</sup> of April 2018 for surface area only, and by 15.00 on the 4<sup>th</sup> of April 2018 for pre-fitted booths) the Organization may decide at their own discretion to re-allocate the booth, in the interest of the other exhibitors. In any case, the Exhibitor may then use spaces still unoccupied and, in the case of absence at the time of opening, must pay the amount agreed at the time of signing the contract, this being an essential condition of the contract itself. The amounts paid or still due by the Exhibitor for the payment for participation will be withheld and/or demanded as compensation and nothing can be requested by the Exhibitor for any reason. The Organization reserve the right to exclude the Exhibitor in default from successive editions of the event.

## **12. FITTING AND ASSEMBLY OF STANDS**

Assembly of the interior of the booths must be carried out in strict compliance with the “Technical Regulations”.

### 13. SURVEILLANCE OF BOOTHS

Fiera Roma Srl provides general surveillance of the exhibition halls. Custody and surveillance of the booths during opening hours is responsibility of the Exhibitor. Exhibitors displaying objects which can be easily removed must therefore be present in the booth at opening time and remain present until closing time (from 9.00 to 20.30). It is absolutely forbidden to exceed the space specified by contract. The organization will either remove structures oversized or invoice additional space.

### 14. INFORMATIVE BOOKLET AND CATALOGUE

The Organization will provide, without liability for errors or omission, an information booklet which will include a list of exhibitors, and information to facilitate the public in visiting the event. The information published will be based on the data supplied in the registration form. Due to printing deadline, only the exhibitors who will provide their data not later than Friday the 16<sup>th</sup> of March 2018 will be included. Along with the booklet will be available the official catalogue of the event which will include advertising pages. Exhibitors interested in advertising can contact the Operative Offices for information and prices.

### 15. MODIFICATION OF REGULATIONS AND SUPPLEMENTARY REGULATIONS

The Organization reserve the right to establish - departing from these regulations - rules and regulations judged to be useful for the best possible execution of the event and inherent services. Such rules and regulations have the same authority as these regulations and are part of the same. Should the Exhibitor fail to abide by any of the rules or regulations, the Organization reserves the right to provide for closure of the booth. In such case, the Exhibitor does not have the right to reimbursement or compensation of any kind. The Technical Regulations are an integral part of the general Regulations.

### 16. PROHIBITION AND RETENTION

A) It is generally prohibited anything which might cause damage, disturbance or detriment to the regular execution of the event and its aims. In particular the following are strictly prohibited:

- Transfer, total or partial, to third parties of the areas assigned;
- Occupation of areas other than or greater than those assigned: **It is absolutely forbidden to exceed the space specified by contract. The organization will either remove structures oversized or invoice additional space;**
- Activation of machines/machinery or equipment without the authorization of the Organization;
- Exhibition to the public of products and information not pertaining to the sector indicated in the registration form;
- Distribution of informative or advertising material and exhibition of posters outside the Exhibitor's own booth;
- All forms of visual or audio advertising outside the Exhibitor's own booth: in the aisles, corridors, spaces surrounding the exhibition area. Inside the booths video-recorders can be used for the presentation of the products exhibited, but must be authorized by the Organization;
- Exhibition, including the exhibition inside the booths, of posters or bills regarding competitions held by bodies, organizations, prints of information, unless authorized in writing by the Organization;
- Any kind of flashing or variable lighting/illumination;
- Photographic and/or TV filming and the production of drawings within the exhibition area without the specific authorization of the Organizer. The Organizers can photograph the exterior and details of the interior of any of the booths and use the relative reproductions, and cannot be the object of claims for compensation;
- Staying in the booths or in the fair during closing times.

B) It is also forbidden to leave in the booths or in the fair products and/or materials after the time allowed for dis-assembly of the event. Beyond that time, the Organizers reserve the right to retain such products and/or materials until storage costs and any outstanding sums have been paid. 15 days after the end of the event, the organizers reserve the right to sell the goods retained according to article. 2797 c.c.

C) Should the Exhibitor fail to make payment of the amounts due for participation, registration, insertion, services and any other fees due, the Organizers reserve the right to retain the products and/or materials.

D) Failure to abide by the Regulations may result in the immediate closure of the booth and the exclusion of the Exhibitor from future editions of the Event.

### 17. SAFETY

Inside his/her respective booth, the Exhibitor is responsible for complying to safety regulations (D.l.s. 81/80). Exhibitors must abide by all the regulations laid out in the technical regulations and those laid down by Fiera Roma Srl regarding safety and fire prevention, and must deliver to Fiera Roma Srl, 30 days prior to the event, the forms attached to the Regulations duly completed. Failure to comply to safety, fire and accident prevention regulations and to the technical regulations may result in the immediate closure of the booth, and the exclusion from future editions of the event. Exhibitors must nominate one or more "person(s) responsible for the booth" for the booth assigned for the entire duration of the stay in the fair. This person must guarantee the conformity to current regulations of the fitting of the booth and of any instalments therein and, in particular, must ensure compliance to the regulations regarding fire prevention and safety. The person responsible must be named and must supply telephone numbers to the Organization upon registration. Any variations or integrations to the names must be communicated before the start of works for the event.

All materials used for fitting (dividing walls, panels, frameworks, supports, platforms, coverings, fabrics, curtains, false ceilings, etc.), unless non-combustible, must be fireproof at origin or fireproof according to the Decree of the Ministry of Internal Affairs of 26/6/84 and later modifications and integrations.

#### **18. DAMAGE- MANDATORY INSURANCE**

Organizer requires the fire insurance coverage for every goods, equipment and items carried by the exhibitor inside the Area of “Fiera di Roma”, including waiver of recourse against “Fiera di Roma Srl”, “Investimenti Spa” and related or controlled Companies, Mens Nova s.r.l. and other subjects involved in the organization of the event. Fiera di Roma provides to the Insurance through a special agreement. Insurance details are available on the section “Exhibitor Area”, attainable on the web site of the Company where is also located the “Form of the ceilings”. This form should be returned obligatorily, eventually indicating any greater values that Exhibitors consider appropriate to ensure. Organizer disclaims any liability for any kind of damages caused by Exhibitor, his staff unless there are exclusively attributable to the organization itself or Fiera di Roma.

#### **19. LOUDSPEAKERS AND SOUND TRANSMISSIONS**

Sound transmissions, including radio receivers and televisions, are permitted inside the booths, provided that the sound levels do not create disturbance. Fiera Roma Srl can use the loudspeakers installed in the fair for official communications or in case of emergency.

#### **20. SIAE**

In the case of distribution of sound/video/graphics or multimedia containing works or parts of works protected according to Italian Law 22.4.1941 n. 633, authors’ rights duties must be previously absolved, including burdens connected to authentication, according to art.181/bis of the same Law. Any abusive use of such works and/or the absence of the SIAE stamp on the above mentioned formats constitute penal offence, according to articles 171 and Law 633/41.

For any live musical performances (with singers and/or musical instruments), authors’ rights must be paid to S.I.A.E. directly by the Exhibitor at the S.I.A.E. offices covering the area where the event takes place.

#### **21. OPENING TIMES AND TICKETS**

The Event is open to the public from 10.00 am to 20.00 pm for the duration of the event. The price of tickets is as follows: Ordinary Weekday Ticket €10.00; Ordinary Weekend (Saturday and Sunday) Ticket € 12.00; Reduced price tickets € 8.00; Tickets are free for children under 5 years of age. Opening time for exhibitor are from 9.00am to 20.30pm.

#### **22. FORCE MAJEURE**

In the case of force majeure, or for reasons beyond the control of the Organizers, the date of the event can be changed or the event itself may be cancelled. In the latter case, the Organizers, once absolved any obligations to third parties and having covered any costs of organization sustained, will share among the Exhibitors, in proportion to the amounts due for the areas reserved, residual sums within the limits of the amount of the deposit. Any amounts available will be reimbursed proportionately to the Exhibitors. Expenses for installations and/or special installations ordered by Exhibitors must be reimbursed completely by the Exhibitors themselves. Fiera Roma Srl cannot be held responsible for any further damage that the single Exhibitor may suffer and therefore no claims of any kind can be made against Fiera Roma Srl, nor against the Organizers.

#### **23. INFORMATIVE AND CONSENSE D.Lgs196/2003 – PRIVACY**

The holder of the treatment is Fiera Roma S.r.l. With sole partner, registered office in Rome, Via Portuense n. 1645/1647. Pietro Piccinetti is, on behalf of the Company, the Responsible for the processing of personal data, domiciled, for the office in charge, at his registered office. The person in charge of the treatment shall be responsible for answering the person concerned in relation to the exercise of the abovementioned rights. Any further request for personal data processed by Fiera Roma S.r.l. With a sole shareholder, therefore, may be addressed to the Data Controller at the registered office of the Company or by sending an e-mail to [privacy@fieraroma.it](mailto:privacy@fieraroma.it) or to fax number 0665074472. The updated list of the responsible person (s) Of the Company can be consulted by contacting the Company with the above mentioned references.

#### **24. COURT OF LAW AND APPLICABLE LEGISLATION**

Any controversy relative to the interpretation, execution, validity and settlement of this contract will be disputed exclusively in the Law Courts of Rome. The applicable law is Italian Law. The official text of the General Regulation is that written in Italian.

#### **25. STRUCTURE OF ORGANIZATION, MANAGEMENT AND CONTROL- D.Lgs 231/2001**

The Exhibitor declares to have read the Structure of Organization, Management and Control pursuant to Legislative Decree no. 231/2001, and therefore to respect and to ensure respect by any partner or employee of the above legislation, accepting its terms and conditions.

**Date**

**Signature**