

# PIACENZA EXPO SPA - TECHNICAL REGULATIONS

This file has been written by Piacenza Expo spa in compliance with the obligations about information, coordination of works in art. 26 of Legislative Decree 81/08 and all the rules required by law.

The recipients of this information are therefore companies and/or self-employed people working inside Piacenza Expo Exhibition Centre.

This information on the risks does not extend to risks associated with the activities of the contractors or individual self-employed people (paragraph 3, art. 26 of Legislative Decree 81/08).

## 1. EMERGENCY PLAN OF THE EXHIBITION CENTRE

Piacenza Expo spa has an Emergency Plan which serves to regulate behaviours and measures to be taken in the event of emergency.

The emergency telephone numbers to call during events are:

Telephone exchange: +39 0523 602711

**In the event of an emergency of any kind, you must specify:**

1.venue:

- hall

- outdoor area

- service centre/offices

2.kind of emergency (fire, flood, etc.)

3.extent of the event (damage to persons or property)

4.number of injured people

5.your name

6.your phone number

7.your status (exhibitor, installer, etc.)

8.other useful information that may be requested

Piacenza Expo Exhibition Centre is provided with firefighting equipment (extinguishers, fire hydrants, etc.) and a fire brigade during all the events. In the event of a dangerous situation, the fire brigade must be informed as soon as possible using the telephones and the fire alarms located in the Exhibition Centre. In the event of fire, besides alerting personnel, companies must make sure their workers keep calm and follow the instructions of the people in charge; exhibitors can use the extinguisher available in each stand, as provided by the terms of the Technical Regulations and the General Conditions for Participation in the Exhibition.

In the event that an evacuation order is given, each worker must try not to run, scream or use lifts and must walk towards the nearest safety exit.

In the event that a burning smell should be felt or a fire should be noticed, the fire brigade of Piacenza Expo must immediately be alerted, following the procedure mentioned above.

## 2. OBLIGATIONS OF COMPANIES

### 2.1. OBLIGATIONS OF EXHIBITORS

Exhibitors, as each company appointed to carry out activities in the Exhibition Centre, are obliged to observe the legal provisions on safety and health at work and, in particular, the provisions of Legislative Decree 81 of 9 April 2008 and subsequent amendments and additions.

Exhibitors, in assigning setting up and dismantling works or any other work or supply inside the Exhibition Centre, must:

1. verify, pursuant to Legislative Decree 81/08, the technical-professional capacity of the company which owns the setting up contract, as well as any executing company and self-employed subcontractors. Verification must take place through the acquisition of the certificate of registration to the Chamber of commerce, industry and crafts or the self-certification of the contracting firm or self-employed workers, about the possession of the technical and professional qualifications and/or anything else required by law. Under the cited Decree, art. 26, paragraph 4, the employer is jointly liable with the contractor for non-payment of the wages, social security and insurance;

2. provide the companies with detailed information about specific risks of the working environment, giving them the Technical Regulations, the General Conditions for Participation in the Exhibition and the DUVRI (Single Evaluation Document of Interference Risks) for the show;

3. cooperate with the employers of contractors for the implementation of measures to prevent and protect against the risks of workplace accidents relating to the work covered by the contract;

4. coordinate measures to prevent and protect against the risks to which workers are exposed by sharing information in order to eliminate the risks due to interference between the work of the various companies involved;

5. pursuant to art. 26, paragraph 3 of the mentioned Decree, implement the provisions of the preceding paragraphs by preparing the DUVRI (Single Evaluation Document of Interference Risks) of the stand in order to promote cooperation and coordination of activities (e.g.: setting up carried out by contractors interfering with placement of products to be exhibited or work performed directly by exhibitors, timing of interventions, etc).

The Single Evaluation Document of Interference Risks must be kept at the stand during all phases of the work to be performed by contractors and coordinated by exhibiting companies;

6. explain, in any contract, subcontract or supply contract, the expected cost for safety pursuant to art. 26, paragraph 5.

The Supervisory Authorities may require verification of contracts in the event of an accident at work in accordance with art. 26, paragraph 4;

7. if setting up is made by its own personnel, prepare the risk assessment, pursuant to art. 17, paragraph 1, letter a of Legislative Decree 81/08;

8. during setting up and dismantling, keep the above mentioned documents at the stand, signed by the relevant persons, for any inspection of the Supervisors; exhibitors may also refer to the "Memorandum for Exhibitors" attached to the DUVRI (Single Evaluation Document of Interference Risks), that contains the documents to be kept.

**In the event of non-fulfilment, sanctions against employers, managers and supervisors shall be applied according to current legislation.**

### 2.2. OBLIGATIONS OF INSTALLERS AND CONTRACTORS

Companies must:

1. prepare a risk assessment arising from the works provided in the contract, pursuant to art. 17, paragraph 1, letter a of Legislative Decree 81/08. This document must contain the identification, analysis and assessment of the specific safety and health risks, with respect to the use of equipment and operating procedures, which can be clarified with diagrams and instructions for stand setting up/dismantling, and completed with the identification of any personal protective equipment;

2. check the technical and professional qualification of subcontractors;

3. comply with the regulations regarding health and safety at work during the execution of the works;

4. transmit to any subcontractors all information received from the exhibitor, including the DUVRI (Single Evaluation Document of Interference Risks);

5. enter into any subcontract for writing, passing on to subcontractor the obligations and charges provided in this document;

6. keep available at the stand all the documents referred to above and required by law.

## 3. ACCESS TO THE EXHIBITION CENTRE

Access to the Exhibition Centre is permitted only to persons with regular entrance pass, which must be retained throughout the period of stay in the Exhibition Centre and be presented at the request of the staff in charge.

Except in special cases, visitors may access with entrance ticket.

Suppliers, exhibitors, installers and anyone else who should enter the Exhibition Centre during setting up or dismantling, can be admitted only with the entrance pass issued by the Organiser or Piacenza Expo.

Exhibitors are responsible for meeting the technical and professional requirements of the companies that will take part in the event in their name. In any case, the admittance of people and vehicles to the Exhibition Centre is subject to the rules and regulations below.

### 3.1. VEHICLE ACCESS AND INSIDE TRAFFIC REGULATIONS

Access to the Exhibition Centre is allowed, through driveways, only to vehicles and people with proper authorization, provided that they have the required entrance pass. The parking of vehicles within the Exhibition Centre will be allowed only in the designated areas (with exposure of the parking pass) and no later than the closing time. In particular, it is forbidden to unload and park containers or removable parts of vehicles. In the event of failure to comply with those provisions, Piacenza Expo may remove the vehicle from the Exhibition Centre, at the risk and expense of the owner and/or holder of the entrance authorization. Piacenza Expo and the Organiser can define, even for occupational safety, specific criteria for admission to the Exhibition Centre during setting up and dismantling, as well as restrict access of vehicles and/or establish charges in the event of their stay outside the space and/or time allowed. With regard to the use of vehicles or trucks inside the Exhibition Centre, companies must strictly abide by the regulations and prohibitions. In particular:

- it is forbidden to enter the halls with vehicles without specific authorization of Piacenza Expo; access to means of transport and lifting may be permitted provided that they are electric (electric trucks) or equipped with catalytic converters and the engine is immediately switched off during loading and unloading of materials;
- it is always forbidden to enter the halls with internal combustion vehicles;
- the speed of the vehicles must always be less than 15 km/hour;
- in the event of long stops, engines must be turned off;
- vehicles can only be parked in the assigned spaces;
- it is forbidden to stop vehicles in spaces dedicated to emergency traffic, ways out or entrances to the halls;
- as long as unloading is finished, all vehicles must be removed from the entrances to the halls.

## 4. CHARACTERISTICS OF THE EXHIBITION CENTRE

### 4.1. CHARACTERISTICS OF THE HALLS

#### Maximum permissible loads

It is forbidden to overload the floor of the halls with distributed loads in excess of 1000 kg /sqm and, in the event of higher concentrated loads, it is required to implement measures aimed to their distribution so as not to exceed such limit at any point; it is forbidden to enter the halls with wheel vehicles with a maximum total weight, fully loaded, exceeding 35 quintals.

### 4.2. USE OF LIFTING EQUIPMENT

Non-manual lifting equipment used inside and outside the exhibition halls, with a lifting capacity higher than 200 kg, must be fitted with regular approval and the appropriate booklet, verified by supervisors in the last year and controlled with regard to ropes and chains over the past three months, or with the manual of use and maintenance with marking of conformity with European standards (Machinery Directive). The use should be limited to the work area assigned and, if this is not possible, you must temporarily delimit the area, prior written consent of Piacenza Expo, preventing access of people not involved and suspending the manoeuvring if any unauthorized person should introduce in the hazardous area until the danger is eliminated.

### 4.3. EMERGENCY EXITS

The attached plan follows the pattern of ways out and the location of emergency exits from each hall, which must always be clear and easily accessible.

### 4.4. FIREFIGHTING SYSTEMS AND EQUIPMENT

All halls are equipped with:

- automatic fire detection system;
- push-button fire alarm system.

In every hall there are some boxes containing fire extinguishers and/or hose reels and alarm buttons, whose location can be found in the floor plan attached below.

### 4.5. SAFETY SIGNS

Exhibitors are requested to observe and enforce prohibitions, regulations and warnings provided by safety signs; with regard to the emergency ways, they specially must be kept free for vehicles and pedestrians.

## 5. INFORMATION ON RISKS (Art. 26 of Legislative Decree 81/08)

Information on risks during setting up and dismantling of the halls (Art. 26 of Legislative Decree 81/08).

Situation	Risks	Remarks
Accessibility of vehicles in the halls.	Collisions between vehicles and other vehicles or people, overloads on the floor, structural damages.	No access unless exceptions for special events and/or specific authorization.
Accessibility of internal combustion vehicles in the halls.	Inhalation of exhaust gases (combustion products).	No access unless exceptions for special events and/or specific authorization.
Accessibility of vehicles without rubber tyres.	Structural damages.	Absolute prohibition.

How to drive a vehicle inside the halls.	Knocking down of people and collisions with structural parts during manoeuvres.	Driving by trained personnel, extreme caution when manoeuvring, assistance in signalling.
Maximum overload 1000 Kg/sqm permitted on floors.	Collapse and structural damages, instability of means and loads.	Prohibition of overloading and concentrated loads.
Loads application to the building structure.	Collapse, structural damages, damages to utilities.	Prohibition of loads application.
Maintaining a safe pedestrian traffic during setting up and dismantling: interference between different parties.	Collision by materials, falls due to obstacles on traffic ways.	Maintaining a safe traffic ways practicability during the activities.
Solid waste.	Tripping, dangerous impacts, fire.	Immediate removal.
Maintaining a safe evacuation of the environment in the event of an emergency.	Impossibility of immediate abandonment of the hall to reach a safe place.	Maintenance of emergency exits easily accessible.
Use of machinery and equipment for the necessary work: characteristics with regard to possible interference between the various parties involved.	General risk of injury and health trouble.	Suitability of health and safety legislation in force.
Use of lifting equipment: conditions of employment with respect to possible interference between the various parties involved.	Fall of lifted and transported materials.	Absolute prohibition to introduce not suitable machines and to expose anyone to suspended loads.
Unfavourable microclimate due to unheated environment.	Exposure to air currents or unfavourable temperatures.	Use of heating in the event of cold or not mild seasons.
Use of compressed, liquefied, fuel, comburent or inert gases.	Burst, explosion, fire.	Prohibition of introduction and use: specific permission.
Use of open flames, compressed or liquefied gas cookers, stoves; lighting of fires.	Fire, explosion.	Absolute prohibition.
Smoking cigarettes or cigars in proximity to fuel materials.	Fire.	Absolute prohibition.
Spreading of dangerous products on the floor: fuel oil, gasoline, solvents, corrosive substances, oils.	Fire, inhalation of toxic and irritating fumes, damage to the floor, falls.	Absolute prohibition.
Use of paints and solvents, production of dust or fumes, release of fibres and bad odours.	Inhalation of toxic, noxious or irritating substances, fire.	Prohibitions and obligations.

Water, electricity, compressed air, telephone connection.	Electrocution, traffic obstacles and difficulties for improper connection to the supply points and installations.	Obligations and prohibition of facilities connection by unauthorized persons.
Introduction of hazardous materials in the halls.	Fire.	Obligations and prohibition of introduction of hazardous materials in the halls.

**Information on risks during setting up and dismantling around the exhibition halls, in the parking places, traffic ways, cargo handling areas (Art. 26 of Legislative Decree 81/08).**

Situation	Risks	Remarks
Traffic of vehicles in work areas.	Knocking down by vehicles.	Limited to exhibitions, their setting up and dismantling.
Traffic of pedestrians in work areas.	Knocking down by vehicles and use of lifting equipment.	Limited to exhibitions, their setting up and dismantling.
Materials falling from above in areas with traffic of vehicles, pedestrians or visitors.	Collision due to materials falling from above.	Limited to exhibitions, their setting up and dismantling; work carried out at heights or that involve material lifting at height in areas with possible traffic of pedestrians and vehicles.
Outdoor work.	Exposure to air currents or unfavourable temperatures.	In the event of windy day, cold or not temperate seasons.
Outdoor work.	Exposure to unfavourable weather.	In the event of rain or snow.
Slippery surfaces.	Falls, sprains.	In the event of rain, ice, or for any loose floor.
Driving of vehicles in the ways of vehicular traffic.	Knocking down of people, collisions against structural parts.	In any case.
Parking places, temporary material storage: risk of interference with traffic and emergency situations.	Impossibility of immediate evacuation and first aid.	In any case, but especially during exhibitions.
Emergencies.	In the event of fire, for large number of parked vehicles.	Limited to exhibitions.

**Information on risks in the stands during exhibitions (Art. 26 of Legislative Decree 81/08).**

During exhibitions, there is a simultaneous presence of fitted stands and large amounts of visitors in the halls; all precautionary behavioural and technical measures must be

intended to maintain the safety, not only of trade fair operators, but especially of visitors. This sheet analyses the possible hazards, the precautions and behaviours to be followed, especially for visitors safety.

Situation	Risks	Remarks
Safety of structural fittings.	Structural failures.	Obligations and prohibitions for their own safety and visitors safety.
Systems safety.	Mechanical, electrical, thermal risks, explosion, burst, fire.	Obligations and prohibitions for their own safety and visitors safety.
Safety in the event of emergency.	Impossibility of immediate evacuation.	Obligations and prohibitions regarding the management of space, in particular traffic ways and emergency exits.
Traffic of pedestrians in work areas.	Knocking down of pedestrians by vehicles and lifting equipment in use.	Limited to exhibitions, their setting up and dismantling.
Materials falling from above in areas with traffic of vehicles, pedestrians or visitors.	Collision due to materials falling from above.	Limited to exhibitions, their setting up and dismantling; work carried out at heights or that involve material lifting at height in areas with possible traffic of pedestrians and vehicles.
Outdoor work.	Exposure to air currents or unfavourable temperatures.	In the event of windy day, cold or not temperate seasons.
Outdoor work.	Exposure to unfavourable weather.	In the event of rain or snow.
Slippery surfaces.	Falls, sprains.	In the event of rain, ice, or for any loose floor.
Driving of vehicles in the ways of vehicular traffic.	Knocking down of people, collisions against structural parts.	In any case.
Parking places, temporary material storage: risk of interference with traffic and emergency situations.	Impossibility of immediate evacuation and first aid.	In any case, but especially during exhibitions.
Fire safety.	Fire, evacuation.	General behaviours.
Safety in the event of works required in the presence of public.	Interference with the public.	Preparation of temporary works to eliminate the dangers of interference.

## 6. MAIN MEASURES TO PREVENT AND REDUCE THE IMPACT OF INJURIES DURING STANDS SETTING UP

In this regard it should be noted that one of the duties of the employer is to prepare the following measures and devices:

### **EQUIPMENT FOR WORKING AT HEIGHT**

For instance: scaffoldings, working platforms or other similar equipment ensuring safety against falling. Ladders can be used for small jobs that do not require the exercise of a horizontal force or movements that may put the worker in a state of unstable equilibrium. Other frequent sources of risk are due to cutting tools (croppers, circular saws, etc.), lack of parapets and guards against falling from the tops of stands and joists, lack or misuse of safety belts. The use of unsuitable equipment is a violation of art.71 of Legislative Decree 81/08 and is liable to punishment by imprisonment from 3 to 6 months or fine from 2,000 to 10,000 Euros.

### **LADDERS**

For works to be carried out over 2 metres in height, ladders can not be used except when it is not possible to use other safer equipment, e.g. scaffoldings (art. 111 paragraph 3 of Legislative Decree 81/08).

If ladders are used, follow the requirements of art. 113 paragraph 6 of Legislative Decree 81/08:

- they must be steady
- the rungs must be in a horizontal position
- they must be fixed or provided with anti-slip devices or with other similar solutions (do not put them on sheets of paper, plastic or anything else that could reduce adherence)
- they must protrude enough beyond the floor surface if there are not other gripping devices
- they must be used so that the worker can have a support and a secure grip at any time
- they must not have wood splints nailed to the uprights
- they must be handled by one person at a time
- they must not be placed near doors that open towards them or in passageways
- the worker must not straddle the ladder or move if he is on it

### **WHEELED BRIDGES - SCAFFOLDINGS**

- They must be equipped with the operating manual supplied by the manufacturer and must be installed with all the parts furnished
- the floor surface must be complete
- all sides of the railing must be at least 1 m. and complete with intermediate crosspiece and toe board
- they must be secured at least every two levels
- during the assembly and dismantling of the scaffolding at height, the worker must be secured to a specific safety belt attached to a suitable solid support
- to access the scaffolding the worker must use the proper ladder given as a component of the structure
- when using the scaffolding, its wheels must be locked and it must be made steady with stabilizers

### **LIFT TRUCKS AND FORKLIFTS**

Inside closed spaces, such as exhibition halls, no diesel-powered means or other type of fuel that produce and release harmful substances by combustion may be used, unless they are equipped with effective abatement systems.

- they must not be used for the transportation and lifting of persons
- they must be equipped with appropriate sound, light and warning sign, as well as proper lighting.

### **SAFETY BELTS**

- 1) In the event of setting up works that present a risk of falling from above or within a cavity, when it is not possible to have parapets or security railings, workers must use appropriate safety belts with shoulder straps attached to a lanyard (UNI EN 361 - 354 - 795 - 365).
- 2) The length of the lanyard must be such as to prevent the falling by means of a positioning system (UNI EN 358). If this is not possible for the mobility of the person, whereas the drop height does not exceed 4 meters, the height of free fall must not exceed 60 cm in order to avoid the use of energy absorbers.
- 3) All components of the fall arrest system must be accompanied by the instruction manual provided by the manufacturer and the dealer (UNI EN 365).
- 4) For the proper use of safety belts, information, education and training of the worker are also of great importance; their verification is employer-provided.

### **WIRES**

All wires, plugs and sockets must be adequately insulated. In particular, cables should have a double insulation while plugs should have the cable gland. Moreover, the arrangement of the cables must be kept under control so as to avoid obstacles in the passageways.

### **CROPPERS**

- they must be fitted with a protective guard so that during the processing only the active portion of the disc remains free
- the start switch must be a constant pressure switch (or other similar measures) so that in the release phase the machine stops
- there must be a device (e.g. spring, counterweight, etc.) that calls the head in a high position of rest, with guards covering the disc
- they must be equipped with a dust collection system
- they must be equipped with an adjustable solid casing as to prevent accidental contact of the worker with the blade and to intercept the splinters
- they must be equipped with riving knife

### **CIRCULAR SAWS**

- they must be provided with guards on both sides of the blade, in the section projecting from the work tables, so as to prevent contact
- they must be provided with a dust collection system

### **BOX TRUSSES ASSEMBLY**

- Perform circuits and electrical components assembly on the ground.
- Read carefully the instructions provided by the manufacturer.
- Do not omit any item and do not make changes in the assembly unless expressly provided by the manufacturer. Always achieve, if applicable, the bracing of the structure.
- Check the steadiness of the plane before placing the structure. If needed, use some boards to distribute the load. Never support the structure with materials that may break under the weight of it.
- Always check the verticality of the uprights (through level or plumb line). If needed, operate on control devices placed on the bases of the uprights.
- Always make sure that ropes, chains or hooks provided for lifting the horizontal elements are in good condition and free from defects that may impair their strength.
- Before starting lift, keep people away from the area and always place yourself out of the area with risk of crushing.
- Start lift slowly and make sure that the elements raised keep in a horizontal position.
- After reaching the position, do not forget to apply blocks or safety hooks against the fall of the horizontal elements of the structure.

### **HEADLIGHTS ADJUSTMENT**

- It is forbidden to walk on the structures
- It is forbidden to climb up structures

Headlights adjustment must be performed with the use of scaffoldings. You must not use ladders leaning against the structure itself.

## BUCKET TRUCKS

Always read the instructions given by the manufacturer. Place the bucket truck on a stable, flat and horizontal level. Lock the vehicle and lower the stabilizers interposing, if the ground is unstable, some boards of adequate strength. All manoeuvres must be performed by an operator on board using the bucket controls. The controls on the truck may be used by the ground only when the operator on the bucket is not able to perform the manoeuvres due to failures or physical inability or when movements should be performed with the operator not on board. The bucket must not be propped to fixed or mobile structures.

It is forbidden:

- to enter if the bucket is already developed;
- to descend from the bucket if it is not in the rest position;
- the simultaneous access to the bucket of two people (unless expressly stated);
- to add superstructures in order to increase the height reached;
- to use the machine in the event of strong winds;
- to stress the arm with lateral forces;
- to move the vehicle when the bucket is not in the rest position or with the operator on board.

### Attention:

adhere strictly to the extent indicated in the basket  
respect the distance from overhead power lines  
outline and report the area under the operational area of the basket.

## AUTOMATIC DEVELOPMENT SCAFFOLDINGS

- before use read the instructions of the manufacturer and use the scaffolding only in the manner prescribed;
- verify the supporting base: if necessary interpose some boards for the distribution of loads on the ground and perform the detection of the base to ensure the verticality of the scaffolding;
- compensate for any voids under the wheels due to the use of levellers interposing some wooden boards;
- block the wheels;
- never go up or down climbing on the structure;
- do not make movements when persons or materials are on the scaffolding;
- pay attention to the presence of overhead power lines and always keep a safe distance;
- do not add other structures to increase the useful height;
- download any ropes extension using the appropriate locking systems;
- always retract the scaffold before each shift and at the end of the work.

## 7. RULES OF CONDUCT

### Obligations and prohibitions of the exhibitors

- It is forbidden to apply loads to the structures of the halls, walls, light poles, etc;
- it is forbidden to smoke inside the halls and outside near some combustible materials, even during setting up and dismantling of the stands; exhibitors must ensure compliance with the prohibition on smoking in their stand;
- it is forbidden to discharge waste water without proper authorization,
- it is forbidden to lift the cover plates of tunnels and/or wells;
- it is forbidden to leave tools or dangerous means unattended, unless previously disabled, as someone could come into contact;
- it is forbidden to carry out direct connections to services (water, electricity, compressed air, telephone) on their own or through third parties not authorized by Piacenza Expo. As regards the electric system, during setting up and dismantling exhibitors can use the service sockets. Particular care must be taken when positioning any extensions which must not interfere with the Exhibition Centre and be adequately protected. In accordance with the specific safety rules, in the event of use of power strips exhibitors will have to ensure the impossibility, without the use of special equipment, to come into contact with live parts. During dismantling take care to verify that disconnection of the electrical installation has been carried out;
- it is forbidden to tamper with switchboards panels;
- it is forbidden to leave the electricity supply to the stand, in the closing time of the exhibition, also during setting up and dismantling;
- it is forbidden to accumulate waste material; exhibitors shall arrange for its removal;
- works of each company must not constitute a risk to other workers;
- as regards the use of vehicles or trucks inside the Exhibition Centre, companies must strictly abide by the regulations and prohibitions;
- it is forbidden to obstruct emergency ways;
- it is forbidden to leave dangerous tools or equipment unattended, as someone could come into contact. Accordingly, all instruments that for special needs should be left unattended in the stand must be deactivated;
- it is forbidden to leave stand fittings and/or parts of it in a way that may constitute a hazard to other people;
- it is forbidden to bring into the Exhibition Centre explosives, detonating, suffocating or other dangerous materials and to introduce or use cylinders of compressed or liquefied gas and air balloons;
- it is forbidden to use open flames (candles, fireplaces, t-light, etc.);
- it is forbidden to leave machinery or motor vehicles with a full tank of fuel and the battery connected; the above conditions must be verifiable by the fire brigade, Piacenza Expo staff or the Organiser;
- it is forbidden to leave in the Exhibition Centre part of the stand fittings, such as carpets, earthenware or residues of any kind;
- it is forbidden to operate machinery of any kind that might cause noise;
- it is forbidden to operate radios, videos, recorders, musical instruments and all other sound device over the noise level provided by law;
- each exhibitor is obliged to install in a visible and accessible position of its stand a suitable fire extinguisher, having characteristics defined in the rules of law, and to train its staff to the proper use of it;
- operating personnel must wear safety shoes to avoid the risk of crushing or puncturing the feet due to the presence of waste materials such as nails, glass, etc.;
- operating personnel must use safety equipment depending on the risks associated with specific activities and depending on the tools used (helmets, gloves, goggles/visors, etc.)

### Presentation of prefabricated structures, cranes, scaffoldings, etc.; moving machinery and equipment in outdoor area

For the presentation of prefabricated structures, elevators, cranes, scaffoldings and similar, exhibitors must ensure the full implementation of all safety regulations, laws, standards of good practice for the entire period of stay in the Exhibition Centre; they undertake to comply scrupulously with the possible indications of Piacenza Expo. The machinery of any kind can not be driven; any exceptions will be granted in writing by Piacenza Expo provided it does not cause any harm or risk or danger to others. Machinery can not be driven by internal-combustion engines and must not require the use of fuel or gas cylinders.

In the event of presentation of cranes free to rotate under the action of the wind, interference with other cranes and structures placed in the same stand should be avoided, under the sole responsibility of the exhibitor. It is strictly forbidden to operate the crane boom, to manoeuvre the sliding truck or move the hook up and down. The clauses required for tower cranes, self-elevating cranes and similar are extended, with the necessary modifications of application and interpretation, to breakdown lorries too; besides, extended hydraulic arms must be locked by hand-held devices.

In any case, exhibitors are required to provide the machinery and equipment with all the necessary devices to prevent accidents, noise, bad odours and emission of gases and liquids.

Machinery, equipment and appliances on display must comply with the safety regulations and all other provisions of law, regulations and standards of good practice, and should be accompanied by the required administrative documents of the competent Authority.

Exhibitors shall bear any criminal and civil liability for any injury and/or damage that may be caused to third parties as a result of the failure or violation of rules and/or instructions.

## Issues related to the presence of several operators

Given the likely presence of multiple operators in the same workplace, each company shall ensure that no work should cause a danger to others. In particular:

- do not occupy the areas outside the stand; in constructing the stands, fitters must consider the presence of the public and adopt solutions, in compliance with the regulations, in order to ensure the safety of visitors and exhibitors.

## 8. SETTING UP CRITERIA

### 8.1 CHARACTERISTICS OF MATERIALS TO BE USED TO SET UP STANDS

In order to ensure the greatest efficiency of the overall safety conditions in the Exhibition Centre, exhibitors must observe and enforce the stand builders applicable laws and regulations relating to fire.

In any case, the materials used for the setting up must meet the following requirements:

- walls, floors, structures and interior finishings must not be combustible, but class 1 or class 2;  
- curtains and ceilings must be class 1.

It is forbidden the use of plastic materials in panels, foam sheets (i.g. foam polystyrene) other than class 1

It is also forbidden the use of not fireproof synthetic fibre, varnishes, paints, adhesives other than class 1 or class 2, laths, mats, curtains made by thin strips of wood or similar.

1. If incombustible materials are used, the exhibitor must send:

- a written declaration stating the use of the material reported for the stand.

2. If class 1 and/or class 2 material is used, the exhibitor must send:

- the "test report" on the material issued by the Ministry of Interior - General Directorate of Civil Defence, Centre of studies and firefighting (Rome-Capannelle) or by legally recognized organizations/laboratories.

3. If fireproof or fire retardant material is used, the exhibitor must send:

- for fireproof material: the "test report" on the material issued by the Ministry of Interior - General Directorate of Civil Defence, Centre of studies and fire fighting (Rome-Capannelle) or legally recognized by organizations/laboratories;

- for fire retardant material: the fireproofing Certificate issued by who proceeded with the protective treatment, which must contain:

a) the company name, the hall and stand number;

b) the list of materials submitted to the fire retardant treatment;

c) the date of fire retardant treatment (not earlier than six months from the beginning of the event);

d) the treated surface;

e) the main features of the product used (attach certificate);

f) the act of guaranteeing the correct execution by who actually carried out the works of fireproofing and the consequent commitment to relieve Piacenza Expo spa and third parties from any and all liability for any damage that may be caused to persons or things.

The products to be used for fireproofing must be approved by the Ministry of the Interior-General Directorate of Civil Protection and Firefighting Services or by legally recognized organizations/laboratories.

## WARNING

A workmanlike fire retardant treatment on fabrics may preserve its protective characteristics, as indicated by the supplier of the product, for a maximum of six months, provided that:

- after dismantling, the fabric is stored and preserved in a dry place

- during the above mentioned six months the treated material has not been submitted to washing, ironing or beating.

Fireproof fabrics are on sale.

Fireproof fabrics must have passed the tests of reaction to fire in accordance with the standards contained in Circular 12 of the Ministry of the Interior, dated 17.05.1980, and Ministerial Decree of 26.06.1984.

Piacenza Expo spa, at its sole discretion, also through a special body or its officers, may take samples of the products and materials used for protective treatment and the stand construction.

The non-compliance with these rules and those published in the Technical Regulations and General Conditions for Participation in the Exhibition entitles Piacenza Expo spa to take precautionary measures and to order the partial or total dismantling of the stand declaring its unfitness for use.

## 8.2. CONNECTIONS

### A. ELECTRICAL CONNECTION

The electrical connection can be made only by companies appointed by Piacenza Expo who will identify the supply point at its sole discretion.

Exhibitors must provide at their own expense to the laying of the cable connection from the above mentioned supply point to the switchboard panel in their stand.

### Power features

The wire distribution system is single-phase, three-phase with neutral, 4-wires: the power is supplied with alternating current with a three-phase 400 V - single-phase 230 V voltage (with a tolerance of +/- 10%).

Piacenza Expo shall not be held responsible for any changes to the above indications due to the power of the supplier.

### Installation of electrical systems

The systems must be workmanlike installed (Law 186 of 01/03/68 and subsequent amendments), taking into account the characteristics of the installation environment (CEI Standard 64-8: 711 "Trade fairs, exhibitions and stands"; 751 "High risk places in the event of fire"; 752 "Electrical installations in places of public entertainment").

The main normative references are:

CEI Standards-CENELEC-CEI (64-8)

Ministerial Decree 37/08 of 22.1.2008 and subsequent amendments and additions

Consolidated Act 81 of 9 April 2008 and subsequent amendments and additions

All components must be CE-marked.

Pursuant to art. 8 of Ministerial Decree 37/08, for the installation of electrical systems exhibitors are required to assign the works to qualified firms in accordance with art. 3, Ministerial Decree 37/08 and as indicated by the Safety Consolidated Act.

### General Technical Regulations about design and safety

The exhibitor is obliged to check the voltage of the power supply at the time of the connection to his system, relieving Piacenza Expo staff and/or the companies acting on its behalf from any and all liability for damages that might be caused to persons or property, as well as for any other reason. In any case, the electrical installations must be considered as being permanently live even in the event of temporary interruption of the electrical supply.

The exhibitor must also respect the obligation of the design in accordance with Art. 5 of Ministerial Decree 37/08, signed by a qualified engineer.

Each exhibitor is required to deliver to the Organiser the "Declaration of conformity of the installation", drawn up by installers, duly filled in and signed: **in the absence of this document, the personnel acting on behalf of Piacenza Expo will not supply power to the stand.**

Besides:

- it is forbidden to open the covers of the wells in the halls;

- it is forbidden to tamper with electric switchboard panels of the stands.

In the event of electrical installations carried out by external companies, the exhibitor will take full responsibility for the verification of the compliance with applicable laws and CEI Standards; he will deliver the project and the systems certification carried out by a qualified engineer.

Below the main points that you must follow in designing and constructing electrical systems:

### **Switches**

Downstream of the socket provided by Piacenza Expo (for single-phase supply: CEE socket 2P + E, 16A, 240V, blue or for three-phase supply: CEE socket 3P + N + E, 32A, 400V, red) the exhibitor shall insert a circuit breaker pole to switch off the system completely; this circuit breaker must have a breaking capacity of not less than 6kA and a nominal flow rate consistent with the power required for the power plant, coordinated with the supply line.

Downstream of the general switch the exhibitor should place as many pole circuit breakers as the departing distribution lines are: we can admit up to 5 circuits downstream of a single switch.

The highly sensitive differential protection must be guaranteed for all departures, with a calibration no higher than 0.03 A (for simple systems, we admit the use of a single differential circuit breaker).

Switches with a greater differential calibration will be admitted in accordance with CEI Standards 64-8, only for electrical machinery powered by a dedicated line that does not serve other consumptions (in any case the calibration value can not exceed 0.3 A).

The switches should be placed in special casings, wall or fixed to a height not less than 0.5 m from the floor, easily accessible to security personnel and, therefore, not locked away in closets or in similar slots.

The physical conditions of the switching and protective devices must be such as to enable the reading of the plate data; if it is not possible to go back to those data, the switches must be replaced immediately.

### **Lines and cables**

The cables must have sections proportional to the load taking care to comply with a safety margin of 30% compared to the maximum permitted capacity. In any case, the minimum cross-section admitted is 1,5 mm<sup>2</sup>.

The electrical distribution systems must be carried out with fire retardant cable and/or conduits, with nominal voltage of at least 450/750 V that complies with CEI Standard for high risk places of public entertainment.

Cables up to 2.5 m. from the floor or within reach of the public must be protected against mechanical damage by suitable means (rigid conduits, cases, protective ducts etc.).

### **Joints**

In accordance with CEI Standard 64-8, shunts must be made with appropriate junction boxes: all cable connections must be made by terminals enclosed in boxes with double insulation with IP44 minimum protection degree.

The connections of grounding conductors will be made using lugs and secured against loosening.

### **Plugs and sockets**

In accordance with CEI Standard 64-8, where public can access the sockets ports must be covered or have a dedicated protective device.

In other places more sockets can be grouped under a single protective device but no more than 5 (five).

For household or similar fixed sockets, the insertion axis of the corresponding plugs must be horizontal and at least 17.5 cm from the floor, with wall assembly, 7 cm if on ducts and 4 cm if on turrets.

Plugs must have the protective conductor to the ground and prevent access to live parts.

Multiple sockets (triple and/or adapters and/or reductions) are not allowed.

Sockets with a capacity exceeding 16 A shall be provided with an electrical and mechanical interlock.

### **Connection of devices powered by flexible cable**

In accordance with CEI Standard 64-8, connecting cables for mobile devices must be as short as possible and for this purpose the sockets should be installed as close as possible to the user.

Extensions are allowed provided that they are fitted with a socket with interlock device for currents above 16 A; for currents below 16 A the socket must be provided with a holding device which prevents the involuntary removal.

### **Accessibility of the energy delivery points and positioning of electrical devices**

In accordance with rules, energy delivery points (panels and trap-doors) must be easily accessible and available for inspection and must be free of any obstruction to allow checks and connections to the staff in charge.

Where the public is allowed, the switching, control and protection devices must be positioned so that they can exclusively be available for the staff of the stand or Piacenza Expo personnel.

### **Grounding**

In accordance with CEI Standard 64-8, the distribution system is TN-S: all the fixed constituents of the stand fitting, except double insulated ones, all the sockets and metal structures must be connected to the ground network supplied by Piacenza Expo with the use of yellow/green protective conductor, minimum section of 6 mm<sup>2</sup> and executed with appropriate bolted lugs or terminals.

Metal structures are any metal part of the stand which can be in simultaneous contact with the public and with the electrical system.

### **Spotlights and light fixtures**

Light fixtures must be resistant to flame and ignition (CEI Standard); suspended lamps must be mounted so that their movement does not cause mechanical stress to the power cables. For safety reasons, light fixtures must be permanently fixed, as provided by the manufacturer, and insured by a double safety system (chain or steel wire) against accidental falls or failure of their own support; for this purpose, fixing made solely with clamps is not sufficient.

Lamps must not be within reach of the public, therefore they must be installed at a height of 2.5 m. above floor level.

Besides, in areas of passage lamps must be positioned and protected in such a way that they can not be damaged by impacts or other mechanical actions: all lights must be provided with specific shockproof protection and screens to avoid the projection of incandescent material in the event of breaking.

In accordance with CEI Standard 64-8, lighting equipment must be kept at a sufficient distance from the illuminated objects, away from combustible materials as per the following table:

- 0,5 m. up to 100W

- 0,8 m. from 101 W to 300W

- 1 m. from 301 W to 500 W

For trusses and similar supports to the lamps, a certification of correct assembly, signed by a qualified engineer, shall be provided at the end of the works.

## **B. WATER CONNECTION**

The standard water intake is provided in the stand with a hose equipped with Ø ½" shut-off valves.

#### **Water system installation and implementation**

The connections to water intakes of the Exhibition Centre may only be carried out by the companies appointed by Piacenza Expo.

Within his exhibition space, the exhibitor must use top-quality materials and equipment and the systems must be designed and installed by qualified personnel in relation to the maximum air pressure (6 bar).

At the end of the installation a declaration of the plant conformity must be submitted to the Organiser or Piacenza Expo (Legislative Decree 81/08). The exhibitor releases Piacenza Expo and other authorized companies for the water systems from any and all liability for any damage that may be caused to persons or property.

#### **C. COMPRESSED AIR**

To get compressed air exhibitors must send their request to the Technical Office of Piacenza Expo 30 days prior to the event; then Piacenza Expo will provide the conditions, rates and operational requirements of the service.

Connections may only be made by the companies authorized by Piacenza Expo.

The standard compressed air intake (up to 9,000 l/h) is provided in the stand with a hose equipped with Ø ½" shut-off valves (supply pressure 5 bar).

Between the delivery point of Piacenza Expo and the points of use, exhibitors must use top-quality materials and equipment, and the systems must be workmanlike designed and constructed.

At the end of the installation a declaration of the plant conformity must be submitted to the Organiser or Piacenza Expo (Legislative Decree 81/08). Piacenza Expo reserves the right to provide the service with single compressors to be located within each stand.

It is absolutely prohibited to connect directly to the delivery point of Piacenza Expo or using unauthorized personnel.

The exhibitor releases Piacenza Expo and other authorized companies for the compressed air systems from any and all liability for any damage that may be caused to persons or property.

#### **D. COMMUNICATION**

##### **Telephone or WI-FI Internet installation**

The connection will be made by an authorized supplier, who will deactivate the connection at the end of the event.

Exhibitors are responsible for any action taken by the use of Internet connectivity and telephone lines provided by Piacenza Expo and the authorized supplier.

Exhibitors undertake in particular not to transmit, process, release, store or handle in any other form child abuse, pornographic, obscene, profane, defamatory content or other material contrary to law, public order and public morality. In any case, exhibitors retain ownership of all information transmitted over the network, taking the broadest civil and criminal liability for the content of the same, with express waiver of Piacenza Expo from any responsibility and burden of verification and/or control in this regard.