

# EXHIBITION KIT



# INDEX

➤ <b>GENERAL INFORMATION</b>	pages	3-7
➤ <b>ACCESS TO THE CONGRESS</b>	page	7
➤ <b>EXTRA SERVICES ORDER FORMS:</b>		
- instructions	page	8
- extra badges (FORM 1)	page	9
- furniture rental (FORM 2)	pages	10-12
- food & beverage (FORM 3)	pages	13-14
- technical equipment (FORM 4)	page	15-16
- electrical services (FORM 5)	page	17
- internet (FORM 6)	page	18
- hostess service (FORM 7)	page	19
- porterage service (FORM 8)	page	20
- security service (FORM 9)	page	21
- stand cleaning (FORM 10)	page	24-30
- shipping	page	23-27
➤ <b>FINAL PAYMENT FORM</b>	page	28
➤ <b>MANDATORY FORMS</b>	pages	29-35

# GENERAL INFORMATION

## CONFERENCE VENUE

### **ROME MARRIOTT PARK HOTEL**

Via Colonnello Tommaso Masala, 54  
00148 Rome - ITALY

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## CONTACT DETAILS

### **EXTRA SERVICES (forms from 1 to 10)**

AIM GROUP INTERNATIONAL- Rome Office  
Mrs. Ilaria Negrone and Mrs. Grazia Landriscina  
Phone +39 06 33053.1  
Email: [sicotexpo2016@aimgroup.eu](mailto:sicotexpo2016@aimgroup.eu)

### **ACCOMODATION**

AIM Group International - Accommodation division  
Mrs. Antonella Rita Abbruzzino  
Email: [sicot2016.hotel@aimgroup.eu](mailto:sicot2016.hotel@aimgroup.eu)

### **SHIPPING - DHL (form 11)**

DHL Trade Fairs & Events (UK) Limited  
Unit 17 & 21 2nd Exhibition Avenue  
NEC Birmingham B40 1 PJ  
United Kingdom  
Phone: 0044 121 782 4626  
E-Mail: [horst@dhl-exh.com](mailto:horst@dhl-exh.com)  
Contact: Horst Froehling

### **FOR EXHIBITION RATE**

LINSA Inc.  
Mrs. Lina Salvati  
SICOT Commercial & Exhibition Director  
Phone: +1 450-458-1696  
Montreal, Quebec, Canada  
Email: [lsalvati@linsa.ca](mailto:lsalvati@linsa.ca)  
SKYPE: Ripley9423 Member of LinkedIn  
Website: [www.linsa.co](http://www.linsa.co)

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## **EXHIBITION DESK**

All requests for information during the Congress may be addressed to the Exhibition Desk, at the Congress Secretariat.

## **EXHIBITION TIMETABLE**

<b>SET UP</b>	September 6-7	8.00 a.m. – 8.00 p.m
<b>EXHIBITION HOURS</b>	September 8	8.30 a.m. – 5.30 p.m.
	September 9	8.30 a.m. – 5.30 p.m.
	September 10	8.30 a.m. – 1.30 p.m.
<b>DISMANTLING</b>	September 10	1.30 p.m. – 8.00 p.m.

## **EXHIBITION BOOTH SET-UP/DISMANTLING**

**It will be allowed to unload and upload all equipment related to the event from 07.00 am to 10.00 pm. Before and after that time no one will be allowed to enter the premises.**

Either any damage caused to the hotel furniture / facilities or extra cleaning during set up and dismantling shall be charged to the Exhibitors by the Organizing Secretariat.

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## **SET UP OF THE EXHIBITION AREAS**

Vehicles carrying exhibition materials may access the premises by using the entrance at no. 54, Via Colonnello Tommaso Masala.

During the set-up and dismantling phases, only commercial vehicles that have been authorized by the HOTEL's Events Team will be granted access to the exhibition area, and only during the indicated hours. Parking on the HOTEL premises shall be limited to the period of time strictly required for loading and unloading operations. Once these operations are over, vehicles shall promptly vacate these areas.

The COMPANY/EXHIBITOR shall be held responsible for loading and unloading, as well as storing exhibition materials on the HOTEL premises. Each exhibitor shall arrange for the transportation of his own goods at his own expense. With regards to the unloading of heavy materials (over 300 kg/m<sup>2</sup>) and placing them in the exhibition area, the COMPANY shall inform the HOTEL's Events Team and agree terms and conditions for the receipt of the materials with the technical manager of the conference area. Should the response be positive, the companies will be directly responsible for the arrangement of any hoists and trolleys.

Inside the exhibition area only electrical or manual rubber wheeled trolleys are permitted for the transportation of materials.

Should extra staff be required for portorage, transport services or technical assistance, this service will be available - at an extra charge - provided a request is made by the COMPANY in due time.

## **MATERIALS SENT AND DELIVERED BY COURIER**

For COMPANIES having exhibition areas inside the HOTEL, and for everything related to shipping, logistics and pick up to and from of material addressed to the HOTEL, each COMPANY will handle it directly without any type of intermediation by the HOTEL

## **BOOTH CONSTRUCTION – IMPORTANT NOTES**

We remind you that booth reservation includes **FLOOR SPACE only**  
**Any other supply (e.g. walls, carpet, furniture, etc) is not included.**  
The area will be marked on the floor.

Extra services should be ordered in advance using the provided forms.

All Exhibitors must send **BOOTH CONSTRUCTION PLANS** to the Organizing Secretariat **by June 27, 2016**. Each layout plan must indicate the company name of the exhibitor and stand area number to which they refer.

### **ELECTRICITY (220W, 50HZ)**

Cost for electricity (including 1 kW of electricity) is € 130.00 (one hundred and thirty /00 cents) per stand and for the entire period.

An extra charge will be applied for each additional kilowatt.

**If you need extra kw please fill in the order form n. 5 (pag. 17)**

The electric system of the Congress Centre features Siemens or Sciuco type sockets.

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### **INSURANCE POLICY**

The Hotel suggests to stipulate an insurance policy, fully covering risks of theft and damage and injury to things and people.

**Should you wish to hire security; the following security service can be provided:**

- 7 am – 8 pm - € 35.00 + VAT per hour per person (4 hours service minimum)
  - 8 pm – 7 am - € 40.00 + VAT per hour per person (4 hours service minimum)
  - weekend and holidays - € 45.00 + VAT per hour per person (4 hours service minimum)
- 

### **EXTRA PERSONNEL**

Any extra personnel required for portorage, transport or technical assistance has the cost of € 50.00 + VAT per hour per person (4 hours service minimum)

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**SHIPPING AND PORTERAGE**

Each exhibitor can handle shipping, logistics and pick up to and from of material addressed to the Hotel directly without any type of intermediation by the Hotel.

**The Hotel will accept the material dedicated for the Congress not before than three (3) days prior the EVENT; and the Hotel will keep the material up to three (3) days after the end of the Congress.**

The shipment must be sent to:

**ROME MARRIOTT PARK HOTEL  
PHONE: +39 06 658821-FAX +39 06 65882776  
VIA COLONNELLO TOMMASO MASALA, 54- 00148 ROME – ITALY  
KIND ATTENTION: MRS. STEFANIA SILVI**

**ALL CARTONS SHOULD BE MARKED AS FOLLOWS:**

**SICOT 2016, September 8-10**

Stand no.: \_\_\_\_\_ Exhibiting Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Number of boxes (1 of 6 etc.): \_\_\_\_\_

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**DECLARATION OF CONFORMITY**

Each company is required to comply with existing laws on plant safety and to produce statements of compliance with any request by the staff of the Organizing Secretariat.

**It is important to fill in the MANDATORY FORMS (pages 24-30).**

Please return the forms duly completed and signed by email to: [sicotexpo2016@aimgroup.eu](mailto:sicotexpo2016@aimgroup.eu)

**Please note that no assistance is provided for the couriers during unloading of the material.**

Should you need porterage service, please fill in the attached form (Order Form N. 8, page 20).

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**EXHIBITION BOOTH DISMANTLING**

Should the exhibitor not respect the dismantling hours, the Organizer will remove the material at the Exhibitor’s own risk and costs.

**Please remember that no porterage service is foreseen for the dismantling.**

If you need it please fill in Order Form N. 8, page 20.

## **ACCOMODATION**

The SICOT Congress will take place at the ROME MARRIOTT PARK outside the city centre of Rome. The main hotels blocked for this event are all around this area:

- **MARRIOTT ROME PARK HOTEL (VENUE)**
- **HOLIDAY INN EUR PARCO DE' MEDICI**
- **SHERATON PARCO DE' MEDICI**
- **IBIS ROMA FIERA**

If you prefer to stay in the city centre near the most important monuments of Ancient Rome, we can offer you availability in 3- and 4-star hotels located in this area. SICOT will offer a free-of-charge shuttle from downtown Rome to the Congress venue and vice versa for guests showing an AIM Italy hotel confirmation to the driver.

- **RADISSON BLU ES HOTEL ROME**
- **ALBANI HOTEL**
- **BEST WESTERN ROYAL SANTINA**
- **IMPERIALE**
- **NH VITTORIO VENETO**
- **ROSE GARDEN PALACE**
- **STARHOTELS METROPOLE**
- **VICTORIA ROMA HOTEL**

Booking via another agent or another website will not entitle you to use the SICOT shuttles.

For any information and/or reservation please contact us at:

AIM Italy

Milan Office – Via G. Ripamonti 129 – 20141 Milan, Italy

Tel.: +39 02 5660 11 – E-mail: [sicot2016.hotel@aimgroup.eu](mailto:sicot2016.hotel@aimgroup.eu)

Or visit <http://www.sicot.org/rome-accommodation>

Please ensure that your hotel reservation is made **by 1 September 2016**. After this date, room availability is not guaranteed.

## **ACCESS TO THE CONGRESS**

### **EXHIBITOR BADGES**

Complimentary representative badges will be allocated to each exhibit according to size and sponsorship categories.

- 9 sqm 2 exhibitor badges
- 18 sqm 3 exhibitor badges
- 27 sqm 6 exhibitor badges
- 45 sqm 8 exhibitor badges
- 60 sqm or more 12 exhibitor badges

**Additional Exhibitor badges can be purchased (Order Form N. 1, page 9).**

**Do not forget to collect your exhibitor's badges before the event opening, as you will be denied entrance without one.**

## EXTRA SERVICES ORDER FORMS

All order forms must be addressed to:

[sicotexpo2016@aimgroup.eu](mailto:sicotexpo2016@aimgroup.eu)

### ORDER FORM DEADLINES:

- requests must be sent to [sicotexpo2016@aimgroup.eu](mailto:sicotexpo2016@aimgroup.eu) **by June 15, 2016**
- for requests sent **after July 15, 2016** a **20% surcharge will be applied**
- for **on-site requests**, a **50% surcharge will be applied**
- please note that requests sent **after August 5, 2016 will be evaluated directly on-site** and will be provided only according to availability
- all additional services must be **fully paid by August 22, 2016**, otherwise services won't be provided. **Onsite requests must be paid contextually with a credit card.**

### OUR RECOMMENDATION:

- all rented items are not insured and must be returned in good condition; lost or stolen items will be charged to the exhibitor;

### CANCELLATION CONDITIONS

All cancellations must be made in writing to [sicotexpo2016@aimgroup.eu](mailto:sicotexpo2016@aimgroup.eu) according to the following conditions:

- **Before June 15, 2016:** full reimbursement or change of orders given
- **After June 15, 2016:** no refund or change of orders given

By signing the **MANDATORY FORMS** (page 24-30), Exhibitors guarantee that companies working on their behalf in the Exhibition Centre also observe them.

**PLEASE NOTE THAT THE ORGANIZING SECRETARIAT IS AVAILABLE TO ARRANGE ANY OTHER REQUEST NOT INCLUDED IN THE EXHIBITOR'S KIT**

**EXHIBITOR'S EXTRA BADGES**

**FORM N.1**

The form must be addressed to:  
sicotexpo2016@aimgroup.eu



Company name \_\_\_\_\_ Stand N. \_\_\_\_\_

**We hereby order the exhibitor badges as indicated in this form in accordance with the General Conditions.**

Additional Exhibitors' badges can be purchased as follows:

- Additional badges for exhibiting company representatives may be purchased for EUR 150.00 per badge
- Non exhibiting companies wishing to visit the exhibition may do so at the cost of EUR 400.00 per badge

N. of required extra badges \_\_\_\_\_

Net total Euro \_\_\_\_\_

+ 22% VAT Euro \_\_\_\_\_

Total Euro \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

**FURNITURE RENTAL****FORM N. 2**The form must be addressed to: [sicotexpo2016@aimgroup.eu](mailto:sicotexpo2016@aimgroup.eu)

Company name \_\_\_\_\_ Stand N. \_\_\_\_\_

ITEM	DESCRIPTION	COST PER UNIT	QUANTITY REQUIRED	TOTAL
	PRE-FITTED BOOTH 3x3 -laminated white walls, structure in aluminium -company sign - n.1 table - n.2 chairs - n.1 waste bin - n.1 coat stand - n. 3 spotlights - n.1 extension lead	€ 675,00		
	Padded Chair with tablet arm (blue or grey)	€ 15,00		
	Padded Chair (blue or grey)	€ 15,00		
	Chair pvc (blue or grey)	€ 10,00		
	White armchair	€ 60,00		
	Plexiglass chair Parisienne	€ 15,00		
	Plexiglass chair with arms	€ 20,00		

	Plexiglass chair Marie	€ 15,00		
	white stool	€ 30,00		
	black stool	€ 30,00		
	white stool 2	€ 30,00		
	black leather chair	€ 25,00		
	white leather sofa	€ 200,00		
	business chair	€ 65,00		
	white pouf	€ 40,00		

	round table 1mt high	€ 90,00		
	table 120x70 cm	€ 30,00		
	white or black table 55x55 cm	€ 15,00		
	depliant holder	€ 25,00		
	white locker with key	€ 70,00		
	glass showcase	€ 90,00		
	desk 100x150x150 cm	€ 200,00		

Net total Euro \_\_\_\_\_

Date \_\_\_\_\_

+ 22% VAT Euro \_\_\_\_\_

Signature \_\_\_\_\_

Total Euro \_\_\_\_\_

The form must be addressed to: [sicotexpo2016@aimgroup.eu](mailto:sicotexpo2016@aimgroup.eu)



Company name \_\_\_\_\_ Stand N. \_\_\_\_\_

Description	Cost	Quantity	Total Amount
<b>BEVERAGES</b>			
Coca-Cola (bottle 33 cl x 35)	€ 96,00		
Coca-Cola Light (bottle 33 cl x 35)	€ 96,00		
Sprite (bottle 33 cl x 35)	€ 96,00		
Fanta (bottle 33 cl x 35)	€ 96,00		
Still water (1/2 litre x 12)	€ 16,50		
Sparkling water (1/2 litre x 12)	€ 16,50		
Pineapple juice (brick lt. 1l)	€ 9,00		
Orange juice (brick lt. 1l)	€ 9,00		
Grapefruit juice (brick lt. 1l)	€ 9,00		
Local Beer (bottle 33 cl x 24)	€ 118,00		
Imported Beer (bottle 33 cl x 24)	€ 145,00		
<b>Wines:</b>			
Cadetto White-Lungarotti (1 bottle)	€ 22,00		
Chardonnay white- Delibori (1 bottle)	€ 22,00		
Cadetto Red-Lungarotti (1 bottle)	€ 25,00		
Caruso Red-Terrazze dell'Etna (1 bottle)	€ 28,00		

<b>FOOD</b>			
Peanuts (1000 gr)	€ 13,50		
Crisps (1000 gr)	€ 20,00		
Salty mais (500 gr)	€ 14,50		
Tea biscuits (1000 gr)	€ 22,00		
Fresh Pastry (1000 gr)	€ 29,00		
Cakes (1000 gr)	€ 20,00		
n. 10 sandwiches	€ 27,50		
Flavoured flat focaccia bread (1000 gr)	€ 13,50		
Parmesan Cheese (1000 gr)	€ 42,50		
Assorted chocolate (1000 gr)	€ 35,00		
Fresh fruit (1000 gr)	€ 9,00		
<b>Coffee station including:</b> Coffee machine n. 50 Coffee portions n. 50 Tea portions n. 6 Natural water Small pet coffee cups + pet stirrers	€ 187,00		
Additional Coffee Portions (50pcs)	€ 60,50		
Hot/Cold Water Dispenser (Refill not included)	€ 16,50		
<b>Dispenser:</b> Water Refill lt. 18	€ 12,00		
<b>Box Lunch</b> 1 sandwich veg and no veg, 1 bottled mineral water 50cl 1 seasonal fruit 1 energize bar 1 portion of dessert	€ 19,00 each		

Please indicate date, time and place of service (stand, room, etc) \_\_\_\_\_

Net total \_\_\_\_\_

VAT 22% \_\_\_\_\_

Total \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

## TECHNICAL EQUIPMENT

FORM N. 4

The form must be addressed to: [sicotexpo2016@aimgroup.eu](mailto:sicotexpo2016@aimgroup.eu)



Company name \_\_\_\_\_

Stand N. \_\_\_\_\_

DESCRIPTION	COST PER UNIT (3 days)	QUANTITY	TOTAL COST
Small PA system (max 80 sqm)	€400,00	_____	_____
Active loudspeaker with 1 hand microphone	€ 350,00	_____	_____
1 hand microphone	€ 250,00	_____	_____
1 clip microphone (levalier)	€ 250,00	_____	_____
1 laser pointer	€ 50,00	_____	_____
Monitor LCD 15" or 17"	€ 70,00	_____	_____
Monitor LCD 19"	€ 80,00	_____	_____
Personal computer laptop	€ 300,00	_____	_____
Personal computer desktop with english keyboard, mouse and monitor LCD	€ 320,00	_____	_____
Personal computer MAC	€ 350,00	_____	_____
Monitor 17" or 19" with audio system integrated	€ 300,00	_____	_____
Monitor 32" (16:9) with audio system integrated	€ 350,00	_____	_____
Monitor 42" (16:9) with audio system integrated	€ 400,00	_____	_____
Monitor 50" (16:9) with audio system integrated	€ 500,00	_____	_____
Monitor 55" (16:9) with audio system integrated	€ 650,00	_____	_____
Front screen 2x2 self stand	€ 70,00	_____	_____
Front screen 3,20x2,40 self stand	€ 260,00	_____	_____
Front screen 4x3 self stand	€ 340,00	_____	_____

Laser printer b/w (each additional toner € 60,00)	€ 150,00	_____	_____
Laser printer colours (each copy € 0,30)	€ 450,00	_____	_____
Multifunction b/w (laser printer/scanner/fax) – each additional toner € 80,00	€ 350,00	_____	_____
Multifunction colours (laser printer/scanner/fax) each copy € 0,30	€ 450,00	_____	_____
Laser fax	€ 230,00	_____	_____
Videobeamer LCD 1.500 a.l.	€ 280,00	_____	_____
Videobeamer LCD 2.000 a.l.	€ 410,00	_____	_____
Videobeamer LCD 3.200/4.000 a.l.	€ 500,00	_____	_____
Audio/video Technician	€ 300,00 per day	_____	_____

Net total	Euro _____
+ 22% VAT	Euro _____
Total	Euro _____

**Daily quotation for audiovisual equipment on request.**

Equipment will be delivered to the stand on September 6, 2016. Exhibitors must be present when the equipment (which is under their personal responsibility) is installed and collected. Tariffs include equipment hardware, installation and collection of the same. Technical support is available during the exhibition. Insurance against theft and damage is not included.

Date \_\_\_\_\_

Signature \_\_\_\_\_

**ELECTRICAL SERVICES**

**FORM N. 5**

The form must be addressed to: [sicotexpo2016@aimgroup.eu](mailto:sicotexpo2016@aimgroup.eu)



Company name \_\_\_\_\_

Stand N. \_\_\_\_\_

DESCRIPTION	COST
<b>(220W, 50HZ)</b> <b>1 kw per stand and for the entire period</b>	<b>€ 130,00 + vat</b>
<b>+ 1 KW</b>	<b>€ 50,00 + vat</b>
<b>+ 2 KW</b>	<b>€ 100,00 + vat</b>
<b>+ 3 KW</b>	<b>€ 150,00 + vat</b>
<b>+4 KW</b>	<b>€ 200,00 + vat</b>
<b>+5 KW</b>	<b>€ 300,00 + vat</b>
<b>+6 KW</b>	<b>€ 350,00 + vat</b>

N. of KW requested \_\_\_\_\_

Net total \_\_\_\_\_

VAT 22% \_\_\_\_\_

Total amount \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

**INTERNET**

**FORM N. 6**

The form must be addressed to: [sicotexpo2016@aimgroup.eu](mailto:sicotexpo2016@aimgroup.eu)



Company name \_\_\_\_\_

Stand N. \_\_\_\_\_

DESCRIPTION	UNIT COST	QUANTITY
HDSL LAN connection (exclude internet access charge)	€ 40,00 + vat	
Wireless internet connection	€ 15,00 per connection per 24h +vat	

Net total \_\_\_\_\_

VAT 22% \_\_\_\_\_

Total amount \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

**HOSTESS SERVICE**

**FORM N. 7**

The form must be addressed to: [sicotexpo2016@aimgroup.eu](mailto:sicotexpo2016@aimgroup.eu)



Company name \_\_\_\_\_ Stand N. \_\_\_\_\_

Each exhibitor has the possibility of being assisted by one or more hostesses / stand assistants.  
The specific requirements must be specified in the Order Form.

**TARIFFS**

- Daily 8 hours: € 180,00 + VAT
- Half Day 4 hours: € 150,00 + VAT
- Additional hours will be invoiced for the cost of € 28,00/h + VAT

Languages required \_\_\_\_\_

Requires the assistance of N. \_\_\_\_\_ hostess(es) from day \_\_\_\_\_ to day \_\_\_\_\_

Thursday September 8, 2016 from \_\_\_\_\_ to \_\_\_\_\_ hrs. \_\_\_\_\_

Friday September 9, 2016 from \_\_\_\_\_ to \_\_\_\_\_ hrs. \_\_\_\_\_

Saturday September 10, 2016 from \_\_\_\_\_ to \_\_\_\_\_ hrs. \_\_\_\_\_

Net total \_\_\_\_\_

VAT 22% \_\_\_\_\_

Total \_\_\_\_\_

**Important notes:**

- Briefing on the previous day will be invoiced at € 28,00/h + VAT 22% per person
- Lunch breaks and waiting cannot be deducted
- Exhibitors' badges for hostesses are included

Date \_\_\_\_\_ Signature \_\_\_\_\_

**PORTERAGE SERVICE/TECHNICAL ASSISTANCE**

**FORM N. 8**

The form must be addressed to: [sicotexpo2016@aimgroup.eu](mailto:sicotexpo2016@aimgroup.eu)



Company name \_\_\_\_\_ Stand N. \_\_\_\_\_

DESCRIPTION	COST
Porterage (min. 4 hours)	€ 50 + VAT per hour per person

September 6, 2016 from \_\_\_\_\_ to \_\_\_\_\_ n. \_\_\_\_\_ porter

September 7, 2016 from \_\_\_\_\_ to \_\_\_\_\_ n. \_\_\_\_\_ porter

September 8, 2016 from \_\_\_\_\_ to \_\_\_\_\_ n. \_\_\_\_\_ porter

September 9, 2016 from \_\_\_\_\_ to \_\_\_\_\_ n. \_\_\_\_\_ porter

September 10, 2016 from \_\_\_\_\_ to \_\_\_\_\_ n. \_\_\_\_\_ porter

Net total \_\_\_\_\_

VAT 22% \_\_\_\_\_

Total amount \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

The form must be addressed to: [sicotexpo2016@aimgroup.eu](mailto:sicotexpo2016@aimgroup.eu)



Company name \_\_\_\_\_ Stand N. \_\_\_\_\_

DESCRIPTION	COST
7 am – 8 pm (4 hours service minimum)	€ 35.00 per hour per person
8 pm – 7 am (4 hours service minimum)	€ 40.00 per hour per person
weekend and holidays (4 hours service minimum)	€ 45.00 per hour per person

Tuesday      September 6, 2016      from \_\_\_\_\_ to \_\_\_\_\_ n. \_\_\_\_\_ person  
Wednesday      September 7, 2016      from \_\_\_\_\_ to \_\_\_\_\_ n. \_\_\_\_\_ person  
Thursday      September 8, 2016      from \_\_\_\_\_ to \_\_\_\_\_ n. \_\_\_\_\_ person  
Friday      September 9, 2016      from \_\_\_\_\_ to \_\_\_\_\_ n. \_\_\_\_\_ person  
Saturday      September 10, 2016      from \_\_\_\_\_ to \_\_\_\_\_ n. \_\_\_\_\_ person

Net total \_\_\_\_\_

VAT 22% \_\_\_\_\_

Total amount \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

**STAND CLEANING**

**FORM N. 10**

The form must be addressed to: [sicotexpo2016@aimgroup.eu](mailto:sicotexpo2016@aimgroup.eu)



Company name \_\_\_\_\_ Stand N. \_\_\_\_\_

DESCRIPTION	COST
From 9 to 25 sq. mt. – 45 min	€ 40,00
From 26 to 50 sq. mt. – 90 min	€ 75,00
From 51 to 80 sq. mt. – 120 min	€ 100,00
From 81 to 110 sq. mt. – 180 min	€ 110,00
Above 110 sq. mt	€ 170,00

- Wednesday      September 7, 2016
- Thursday        September 8, 2016
- Friday            September 9, 2016
- Saturday         September 10, 2016

Net total \_\_\_\_\_

VAT 22% \_\_\_\_\_

Total amount \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_



## SHIPPING MANUAL

DHL Trade Fairs & Events UK Limited has been appointed as the official logistics contractor and as such is the only company providing handling, storage and customs clearance for this event.

Below you will find information on the services we offer and guidance as how to dispatch shipments to the event.

There will be a strict **lifting schedule** in place to ensure that all goods will be lifted to stand within a set time frame and same again for break down.

Handling will be done by fork lift from truck to entrance door and then per pallet truck and with labour to stand.

### 1. ESSENTIAL DATES

<b>BUILD-UP</b>	<b>6 - 7 September 2016</b>
<b>OPENING HOURS</b>	<b>8 – 10 September 2016</b>
<b>DISMANTLING</b>	<b>10 September 2016 13:30 – 20:00 hours</b>

### 2. PRE-ADVISE / ORDER FORM

<b>DEADLINE ORDER FORM</b>	<b>12 August 2016</b>
----------------------------	-----------------------

**ALL PRE-ADVISES INCL. A FULL SET OF DOCUMENTS MUST BE SENT TO:**

DHL Trade Fairs & Events (UK) Limited  
 Unit 17 & 21 2nd Exhibition Avenue  
 Birmingham B40 1PJ  
 United Kingdom  
 ATTN: Mr. Horst Froehling  
 PHONE: 0044 121 782 4626

E-Mail : [horst@dhl-exh.com](mailto:horst@dhl-exh.com)

[www.dhl-exh.com](http://www.dhl-exh.com)

If you dispatch your shipment without preadvise to us you may occur delays and additional expenses.

### 3. TRANSPORT-INSTRUCTIONS

#### 3.1 AIRFREIGHT including courier shipments

##### CONSIGNEE AIRWAYBILL (AWB)

DHL Global Forwarding ( Italy) Spa  
Via Corona Boreale, 240  
Loc. Le Vignole - 0054 Fiumicino (RM) Italy  
SICOT 2016 Exhibitors Name : Booth No :

<b>AIRPORT OF DESTINATION</b>	<b>Rome</b>
<b>DEADLINE</b>	<b>30 August 2016</b>

**ALL SHIPMENTS MUST BE SENT “FREIGHT PREPAID”**

#### 3.2 ROAD FREIGHT

We offer you trucking services by full loads and consolidated shipments as well as Express to and from the Marriott Hotel venue.

If you arrange your own transport then you must book unloading time slots with our company for any direct arrivals at venue.

You also have the option to dispatch your shipment to our advance warehouse in Rome.  
The address is of our advance receiving warehouse is:

DHL Global Forwarding ( Italy ) SpA  
Via Corona Boreale, 240  
Loc. Le Vignole – 00054 Fiumicino (RM) Italy  
SICOT 2016 Exhibitors Name : Booth No :

#### 3.3 CUSTOMS CLEARANCE

We can arrange customs clearance on permanent and temporary import into Italy.  
Please send us your commercial invoice by email prior to dispatch so that we can check all documents.

#### **4. ON-SITE HANDLING TARIFF**

##### **SEE ATTACHMENT**

There are no credit facilities available and we will require payment off all charges, as advised by us, prior to the start of the exhibition. Personal or foreign cheques are not acceptable. Settlement can be made by either bank-transfer or MasterCard/VISA).

#### **5. INSURANCE & LIABILITY**

We operate exclusively in accordance with the latest version of the British International Freight Association General Terms and Conditions of Trading.

These limit the legal liability for damage to goods in certain circumstances whilst in the care of a forwarder.

The forwarders custody liability ends with the delivery of the consignment to the exhibitor's stand even if the exhibitor or his representative is not present.

#### **YOUR LOGISTICS PARTNER FOR SICOT 2016**

**DHL Trade Fairs & Events (UK) Limited  
Unit 17 & 21 2nd Exhibition Avenue  
NEC Birmingham B40 1 PJ  
United Kingdom**

Phone : 0044 121 782 4626

E-Mail : [horst@dhl-exh.com](mailto:horst@dhl-exh.com)

Contact : Horst Froehling

***We wish your company every success at SICOT 2016***

## Forwarding & Handling Tariff

Pos.	Customs Clearance Formalities							EUROS
1	Customs clearance formality Permanent or temporary Import Customs clearance Carnet ATA							245.00 195.00
2	Each additional tariff headings (first 2 headings included in pos 1.)							10.00
3	Customs Bond Fee (Temporary Importation) 3 % on CIF Value	Minimum						150.00
Pos.	Handling direct at venue ex truck on to Stand or ex Stand onto truck							EUROS
<i>Unloading and direct handling for part or full trailer loads during official build up or dismantling period</i>								
4	Lifting for Unloading or Reloading	per cbm						38.00
		Minimum						95.00
	Based on 1cbm = 333 kilos	Maximum						545.00
<i>Unloading and direct handling to or from booth incl. fork-lift, pallet truck and labor</i>								
Pos.	Storage							EUROS
5	Collection/storage/and re-delivery of empty cases	Min 2 cbm					Per cbm	65.00
6	Full goods	Min 2 cbm					Per cbm	75.00
Pos.	Handling via local Rome advance receiving warehouse to or from stand							EUROS
<i>Receiving at warehouse, storage to start of build up and delivery or collection to or from stand</i>								
7	Based on 1 cbm = 333 kilos	Minimum						175.00
		Up to 500 kilos per 100 kgs						45.00
		Plus 500 kilos per 100 kgs						40.00
8	Courier shipments up to 20 kgs	per shipment						50.00
Pos.	Handling from free arrival Romea Airport to or from stand at Marriott Hotel							EUROS
9	Based on 1 cbm = 333 kilos	Minimum						225.00
		Up to 1000 kilos per 100 kgs						65.00
		Plus 1000 kilos per 100 kgs						55.00
10	Airline related charges i.e. airline handling AWB fees etc	per kg chargeable weight						0.60
		Minimum						65.00
Pos.	Other Costs							EUROS
11	Order Processing Service Charge							55.00
Pos.	Surcharges - Add to Items:			4			7 - 8	9
<i>Normal working hours week days 08:00 - 18:00 hrs</i>								
12	Week days (after hours) / Saturdays	-	50 %	-	-	-	50 %	50 %
	Sundays/Bank Holidays	-	50 %	-	-	-	50 %	50 %
Pos.	Important Notes							
<p>Charges are in EUROS and subject to VAT. Please supply your Vat Number on our order form.</p> <p>All charges for return shipments are according to above Inbound Tariff excluding handling of empties.</p> <p>Any other services not covered by this tariff will be charged according to our expenses or by agreement.</p> <p>All services must be either prepaid or paid at venue. There are no credit facilities. Payments can be made by VISA/MasterCard for or bank transfer payment.</p> <p>All Business is transacted on BIFA Trading Conditions that exclude or limit the liability in certain circumstances. A copy is available on request or can be downloaded via our web site.</p>								

## ORDER FORM

Please indicate the services below which you require from the official Freight and Lifting Contractor

- |    |   |  |  |
|----|---|--|--|
| 1) | Receive goods into warehouse before / after show  | Date of arrival  | <input style="width: 95%;" type="text"/> |
| 2) | Unloading from vehicle direct to stand  | Date and time of arrival   | <input style="width: 95%;" type="text"/> |
| 3) | Reloading to vehicle direct from stand  | Date and time of collection  | <input style="width: 95%;" type="text"/> |
| 4) | Removal, storage and redelivery of empty cases  |  | <input style="width: 95%;" type="text"/> |
| 5) | Storage of full goods   |  | <input style="width: 95%;" type="text"/> |
| 6) | Labour for help on stand (i.e help in unpacking / repacking) Unskilled                  |  | <input style="width: 95%;" type="text"/> |
| 7) | International and Domestic transportation from your location to venue<br>and return via | AIR <input style="width: 40px;" type="text"/> Courier <input style="width: 40px;" type="text"/> ROAD | <input style="width: 95%;" type="text"/> |
| 8) | Customs Clearance formalities for Export & Import                                       | Value for Customs Purposes   | <input style="width: 95%;" type="text"/> |
| 9) | Symposium deliveries / storage / preparation / timed delivery within venue              |  | <input style="width: 95%;" type="text"/> |

**Description of Exhibits / Cases - Please indicate the Length - Width - Height and Weight of each item:**

Value of your consignment for our Insurance purposes:	Would you like a separate quotation for Insurance?
	YES <input type="checkbox"/> NO <input type="checkbox"/>

**THERE ARE NO CREDIT FACILITIES AVAILABLE**

**I hereby authorise you to debit my credit card for the full amount:**

Mastercard / Visa	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Expiry Date	<input style="width: 40px;" type="text"/>	Security number (last 3 digits only)	<input style="width: 40px;" type="text"/>
Card Holder's Name.....	Card Holder's Signature.....		
Address.....			

**PLEASE COMPLETE YOUR DETAILS BELOW**

Exhibitors Name.....		
Hall .....	Stand No.....	Date Required on stand.....
Address .....		
Postcode.....	Contact on stand.....	
Email .....	Telephone.....	
VAT No: .....		
Mobile of person on stand.....		

Please complete and return to: Email : [horst@dhl-exh.com](mailto:horst@dhl-exh.com)  
 Telephone : + 44 (0) 121 782 4626 Fax : + 44 (0) 121 782 4680 [www.dhl-exh.com](http://www.dhl-exh.com)

**Deadline for return of order form:**
**12 August 2016**

All our business is transacted under B.I.F.A conditions that may exclude or limit our liability in certain circumstances!

# FINAL PAYMENT FORM

PLEASE FILL IN THIS FORM AND SEND IT DULY SIGNED TO

[sicotexpo2016@aimgroup.eu](mailto:sicotexpo2016@aimgroup.eu)

Company / Organisation \_\_\_\_\_

Address \_\_\_\_\_

Zip Code \_\_\_\_\_ City \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

Please mention the total due for extra services requested

Net total \_\_\_\_\_

+ VAT 22% \_\_\_\_\_

Total amount \_\_\_\_\_

## PAYMENT

BANK WIRE TRANSFER to AIM Italy SRL

INTESA SANPAOLO – Agency 37 (06019) - Via Campania, 49 - 00187 – Rome, Italy

IBAN CODE: IT58 1030 6903 2401 0000 0005 348 - SWIFT/BIC: BCITITMM

**Copy of the bank transfer must be attached to the form (specify SICOT 2016).**

**PAYMENT DUE BY AUGUST 22, 2016.**

## INVOICE

Please issue invoice to: \_\_\_\_\_

Address \_\_\_\_\_

Zip Code \_\_\_\_\_ City \_\_\_\_\_ Country \_\_\_\_\_

VAT Number \_\_\_\_\_

Email address: \_\_\_\_\_

Date \_\_\_\_\_ Seal and Signature \_\_\_\_\_

# **MANDATORY FORMS**

# GENERAL REGULATIONS OF THE EXHIBITION

PLEASE SEND THIS FORM SIGNED TO  
[sicotexpo2016@aimgroup.eu](mailto:sicotexpo2016@aimgroup.eu)

## GENERAL RULES

Art. 1 - The "SICOT Congress" will take place in Rome, from September 8 to 10, 2016. The technical exhibition will be held in the congress venue, ROME MARRIOTT PARK HOTEL (Via Colonnello Tommaso Masala 54).

### 1. SET UP OF THE EXHIBITION AREAS

Vehicles carrying exhibition materials may access the premises by using the entrance at no. 54, Via Colonnello Tommaso Masala – Rome.

During the set-up and dismantling phases, only commercial vehicles that have been authorized by the Hotel's Events Team will be granted access to the exhibition area, and only during the indicated hours. Parking on the Hotel premises shall be limited to the period of time strictly required for loading and unloading operations. Once these operations are over, vehicles shall promptly vacate these areas.

The EXHIBITOR shall be held responsible for loading and unloading, as well as storing exhibition materials on the HOTEL premises.

Each exhibitor shall arrange for the transportation of his own goods at his own expense. With regards to the unloading of heavy materials (over 300 kg/m<sup>2</sup>) and placing them in the exhibition area, the exhibitor shall inform the Organizing Secretariat that agree terms and conditions for the receipt of the materials with the technical manager of the conference area. Should the response be positive, the exhibitor will be directly responsible for the arrangement of any hoists and trolleys.

Inside the exhibition area only electrical or manual rubber wheeled trolleys are permitted for the transportation of materials.

Should extra staff be required for portering, transport services or technical assistance, this service will be available - at an extra charge - provided a request is made by the COMPANY in due time.

Fitted carpeting and rugs can be laid in the meeting rooms and meeting/exhibition spaces, provided they are simply placed over the floor. The use of glues, adhesives, nails or hooks is not permitted.

All backdrops, decorations or signposts shall be self-supporting.

**The maximum heights for stands is 2.5 mt.**

Exhibitors can only access the area from 8.00 am to 8.00 pm during the set-up phase of the exhibition area, Any variation to the aforementioned times must be agreed beforehand with the hotel and shall be charged extra.

All materials used for the exhibition set-up shall hold proof of compliance with fire safety regulations, as stated in item "b", art. 2, of Italian Ministerial Decree 6/7/83 (Official Journal no.201 of 23/7/83) and art. 2, of Italian Ministerial Decree 28/8/84 (Official Journal no.246 of 06/9/84).

The HOTEL Management reserves the right to remove dangerous equipment or equipment that does not comply with safety regulations. Any damage caused during set-up or dismantling operations will be accounted for and charged to the Exhibitor.

## **2. MATERIALS SENT AND DELIVERED BY COURIER**

For Exhibitors having exhibition areas inside the HOTEL, and for everything related to shipping, logistics and pick up to and from of material addressed to the HOTEL, each Exhibitor will handle it directly without any type of intermediation by the HOTEL.

## **3. ELECTRICAL POWER SUPPLY**

Electricity for groups of stands inside the exhibition areas will be provided by the Hotel via small switchboards, provided with a thermo-magnetic differential switch, of a capacity adequate for the supply requested.

Manually connecting the electricity supply or tampering with the electrical equipment is strictly forbidden.

Each exhibitor shall guarantee protection and care of their own electrical equipment by installing an adequate high-sensitivity thermo-magnetic differential switch in accordance with the law.

The Exhibitor is required to check its electrical voltage supply upon connection of their installations or equipment. The Hotel Management does not guarantee the connection of those stands which do not meet such requirements.

In the exhibition areas, electricity will be provided for lighting and small appliances and office equipment only. The use of refrigerators, electrical calculators, computers, small fans and similar appliances is allowed. The use of engines, gas heaters, electrical heaters and appliances other than those stated above is forbidden.

The Exhibitor will be held responsible for any damage to property or injury to persons due to negligence or non-compliance with the current electrical regulations. Such equipment shall be assembled in accordance with the current regulations and CEI Standards, as stated by Act no. 186 dated 1/3/1968 and Act 46/90 of Italian Law and any subsequent amendments and supplements.

**Any non-compliance with the regulations or other instructions stated in the HOTEL Regulations in terms of electrical requirements could lead to the decision by the HOTEL General Management to cut electrical supply to the non-compliant equipment.**

## **4. MATERIALS FOR EXHIBITION SET-UP**

All materials used for the exhibition set-up shall hold proof of compliance with fire safety regulations, in particular:

- flooring materials shall be of a class not greater than 1 (one), in its entirety;
- materials used as horizontal and/or vertical support shall be of a class not greater than 1 (one), in its entirety;
- materials used for curtains and wall covering in the exhibition areas shall be of a class not greater than 1 (one), in its entirety;
- upholstered materials (armchairs, sofas, mattresses, etc) shall be of class 1 IM, in its entirety.

## **5. SURVEILLANCE**

The HOTEL shall do everything in its power to prevent fires and accidents.

However, the HOTEL shall not be held responsible for any theft, damage or loss to the COMPANY's goods or goods belonging to Exhibitors, their employees, agents or guests.

The HOTEL shall not be held responsible for any theft, loss or damage occurring within the areas used by the COMPANY.

Should Surveillance services be required in accordance with the prices and methods indicated before.

## **6. DAMAGE**

Any expenses incurred due to damage to the building, either external or internal, or incurred by third parties (including employees) caused by the COMPANY/EXHIBITOR and/or any of its members of staff will be charged by the HOTEL and/or the Congress Secretariat to the COMPANY/EXHIBITOR.

## **7. OBLIGATIONS AND REGULATIONS FOR THE SET-UP OF THE EXHIBITION AREAS**

The HOTEL requires the COMPANY and its staff to strictly comply with the following rules:

- any floor covering used within the stand shall be placed in a safe way and needs not to be a hazard as stated by Act 13/89 of Italian Law and any subsequent Decree. (for instance, the creation of rising surfaces or lumps on the floor's surface);
- packaging and cumbersome materials shall be removed from the Exhibition Area at the COMPANY/EXHIBITOR's own expense;
- the occupation of communal areas and corridors shall be limited solely to the loading/unloading of materials and their handling, and should not obstruct the movement of other vehicles or obstruct exits;

#### **8. PREVENTION OF ACCIDENTS AND SAFETY REGULATIONS, RULES AND PROHIBITIONS:**

IN ACCORDANCE WITH THE PROVISIONS SET FORTH BY THE FOLLOWING ITALIAN LAWS: D.LGS. 626/94, D.LGS. 494/96, IMINISTERIAL DECREE 10.03.1998 AND D.LGS. 528/99

We remind you that the majority of items listed below are subject to legal inspection and noncompliance of the same is punishable by law.

It is strictly forbidden:

- to use tools and electrical appliances during the set-up phase of the exhibition areas;
- to use inflammable varnish and/or paint;
- to use motorised forklifts for transporting exhibition materials and other products in and out of the HOTEL premises. All materials shall be transported by using moderately-sized manually-controlled trolleys. Electrical trolleys can be used for short periods of time in accordance with the allowed working load for each area/floor, provided that written authorisation is given by the HOTEL's General Management. The permitted working load limit is also applicable for any non-powered vehicle;
- to introduce inflammable substances of any kind;
- to use appliances resistant to incandescent components;
- to use naked flames;
- to smoke inside the HOTEL and in the exhibition areas;
- to use glass panels, unless they are reinforced ones (e.g. VISARM and MESHREINFORCED GLASS);
- to use compressed gas cylinders, including fire-proof ones, of any size and/or volume;
- to use fabric sheets to cover, even if only partially, the exhibition areas; covering the stand with mesh or something similar is permitted provided the materials are fire-proof and of a class equal to 0 (zero) reaction to fire (e.g. aluminium), of a mesh spacing not smaller than 5cm x 5cm and a thickness not greater than 1cm. The use of meshes made from inflammable material is permitted provided the material is of a class not greater than 1 (one), the mesh spacing is greater than 30cm x 30cm and the wire thickness not greater than 4cm;
- access the exhibition and surrounding areas with bicycles, motorbikes and motor-vehicles in general;
- to bring in animals;
- to use forklifts except during the set-up and dismantling phases of the exhibition areas;
- to cover permanent and temporary exits, fire extinguishers and signs indicating emergency exits, cautions or instructions, in any way, even in part;
- to lay your equipment on sprinklers, false ceilings, columns, beams and the main structures in general;
- the presence of staff in charge of set-up and dismantling operations outside the times permitted;
- to obstruct the air sockets placed at the bottom of the columns of the exhibition hall in any way even partially;
- to treat materials inside the exhibition stands to make them fire-proof;
- to store cardboard boxes or other types of packaging inside the stands or to use them as supporting structures;
- to leave electrical equipment on any stand switched on unattended or switched on outside the opening times of the exhibition;
- to use loudspeakers or other sound devices which could disturb;
- to introduce materials and/or foul-smelling, dangerous or harmful products inside the HOTEL premises;
- to obstruct corridors and internal and/or external emergency exits with exhibition materials, products, packaging or other similar objects at any time during the exhibition or during the set-up and dismantling phases.

- to use working equipment or devices which do not comply with current safety laws and regulations (art. 6 paragraph 2 of Italian Legislative Decree 626/94) on the HOTEL premises;
- to tamper with or damage in any shape or form any HOTEL goods or property

**9. EDITED BY THE CONTRACTORS AND SUB-CONTRACTORS. DOCUMENTS NECESSARY FOR THE VERIFICATION OF PROFESSIONAL TECHNICAL REQUIREMENTS TO PRODUCE AND SUBMIT TO THE CLIENT:**

- Registration with the chamber of commerce, industry and crafts with type of business activity pertaining to the type of the contract
- Document of risk assessment or self-certification as set out in article 28 of Legislative Decree 81/08
- Specification documentation attesting the conformity of machines, equipment and site clearing works
- List of personal protective equipment supplied to the workers and related delivery reports
- Nomination of the manager of protective and preventative service, of the nominees responsible for implementing fire prevention and fire fighting, evacuation, medical aid and emergency management measures, of the company doctor when necessary
- Name of the workers' safety representative
- Certificates relating to the training of these individuals and workers
- List of workers who appear in the register and their related health and fitness
- Single insurance contribution payment certificate (DURC)<sup>1</sup> as set out in Ministerial Decree of 24/10/07
- A statement in which the absence of employees and compliance with the provisions set out in article 94 of Legislative Decree 81/08 is stated.
- Identity card bearing photograph and particulars
- Certificate of suitability of fitting-out materials used (see point 4).

**10. EDITED BY THE SELF-EMPLOYED WORKERS. DOCUMENTS NECESSARY FOR THE VERIFICATION OF PROFESSIONAL TECHNICAL REQUIREMENTS TO PRODUCE AND SUBMIT TO THE CLIENT:**

- Registration with the chamber of commerce, industry and crafts with type of business activity pertaining to the typology of the contract
- Specification documentation attesting the conformity of machines, equipment and site clearing works
- List of personal protective equipment supplied
- Certificates attesting their training and their related health
- Single insurance contribution payment certificate (DURC)
- A statement in which the absence of employees and compliance with the provisions set out in article 94 of Legislative Decree 81/08 is stated.
- Identity card bearing photograph and particulars
- Certificate of suitability of fitting-out materials used (see point 4).

**Construction of stands** can only start on September 6, 2016, from 8.00 to 20.00 hrs.

**Dismantling of the stand** and removal of material must start after the end of the congress, **September 10, 2016, from 13.30 to 20.00 hrs**, otherwise the Organizer will provide for the necessary removal at the exhibitor's risk and expenses.

No specific surveillance (day and night) will be provided by the Organizer neither during the exhibition hours nor during set up and dismantling; companies are requested to take the necessary precautions and insurance.

**PROHIBITIONS**

**It is strictly forbidden to:**

- a) even partially divide up stands for any reason whatsoever;
- b) remain in the exhibition area after the closing time at night, even for the exhibiting company employees,
- c) give practical demonstrations which could cause fires or any other kind of hazard;
- d) obstruct stands or other adjacent spaces (or the exhibition area which is not expressly allocated to it);
- e) carry out works in the stands during the visiting hours;
- f) distribute printed matter (prospectus, announcements, - etc.) outside one's own stand;
- g) sticking or hanging anything on the floor/walls with tape, drawing-pins or other means;
- h) bring and offer in the stand any food and beverages which have not been supplied by the Sheraton Roma.

Exhibitors are committed to respecting all rules and regulations indicated by the Organizer. Any infraction could cause the stand to be closed. Non-observance of the aforesaid regulations will in fact give the Organizer the right to consider the contract forfeited with the consequent closing of the booth without reimbursement of the paid rental price.

**AMENDMENTS TO REGULATIONS**

The Organizer reserves the right to vary the articles of these regulations up to the moment when the exhibition opens, without any responsibility towards exhibitors, with the sole obligation of a prior communication to the person involved.

**DISPUTES**

All parties should inform the Rome Law Court of any possible disputes.

**Company Stamp**

**Signature** \_\_\_\_\_  
(of legal representative)

We declare that we have carefully read and that we accept all the above-stated rules and regulations in all articles.

**Signature** \_\_\_\_\_  
(of legal representative)

# SAFETY BOOTH DECLARATION

PLEASE SEND THIS FORM SIGNED TO  
[sicotexpo2016@aimgroup.eu](mailto:sicotexpo2016@aimgroup.eu)

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ DULY REPRESENTED BY \_\_\_\_\_

IN HIS/HER CAPACITY OF \_\_\_\_\_

declare

that during the Congress SICOT 2016 - that will be held from September 8 to 10 at the Rome Marriott Park Hotel, Via Colonnello Tommaso Masala n. 54 - the following safety measures will be respected related to stands set up accordingly with the D.Lgs 626/94, DM 26/06/85, DM 04/02/85, DM 19/08/9 DM 10/03/98, l. 46/90.

and that

1. all material in our booth (carpet, furniture, etc.) are made to prevent fire danger class 1 or 2 and the certificate of fire danger is available at the booth;
2. in the booth no liquid or inflammable materials are available;
3. electrical equipment will comply with Italian Law 46/90 by means of a declaration;
4. exits or escape routes will not be obstructed, even partially.

In addition, it should be noted that in case of hazardous conditions, all staff working in the booth should refer to the immediate staff of the firefighting team hotel.

In witness.

Signature

\_\_\_\_\_



**AIM GROUP INTERNATIONAL- Rome Office**  
**Via Flaminia 1068 – 00189 Roma**  
**+39 06 33053.1**  
[sicotexpo2016@aimgroup.eu](mailto:sicotexpo2016@aimgroup.eu)