

Organized by
WOPART EXECUTIVE SAGL
Crocicchio Cortona, 6 - 6900 Lugano CH

management@wopart.ch
www.wopart.ch

LUGANO
19-22.09.2019
CENTRO ESPOSIZIONI
4th Edition

1) PRELIMINARY NOTE

In this document, "Wopart Executive Sagl" means Wopart Executive Sagl, based in Crocicchio Cortona, 6 - 6900 Lugano CH
"Administrative Secretariat" means Wopart Executive sagl

2) SPECIAL PROVISIONS FOR WOPART 2019

2.A - Date, venue and time of the Exhibition

The exhibition will take place from 19 to 22 September at the Exhibition Centre in Lugano at the following times:

- 19 September from 6.00 p.m. to 9.00 p.m. : Vip Preview, Preview and Inauguration - only by invitation -
- 20 - 21 - 22 September from 11.00 a.m. to 7.00 p.m.

Access is permitted to Exhibitors and employees from half an hour before the opening and half an hour after the closing hour.

2.B - Delivery of stands

The stands will be made available to the exhibitors from 8.00 a.m. on September 17 and must be completed by 15.00 a.m. of September 18. Exhibitors shall make sure that the chosen booth constructor complies with the above deadline, by including in their contract a clause related to completion by the deadline

2.C - Access to the Exhibition Ground during Set-up Operations

Access to the exhibition centre is permitted solely to people legitimately in possession of a valid entrance document, which must be retained for the entire period spent inside the exhibition centre and exhibited whenever requested by the service personnel. The visitors need a valid entry ticket.

During the stand set-up and disassembly stages, suppliers, exhibitors, stand builders and anyone else who has to enter the exhibition centre for any reason may gain admission solely if in possession of the dedicated pass, following accreditation of details from the site www.wopart.eu. The Exhibitor is responsible for ensuring that the companies carrying out work in the exhibition centre on its behalf meet the necessary requirements. During installation, people and vehicle access to the exhibition is permitted on the following time:

- 17 September from 8.00 a.m. to 7.00 p.m.
- 18 September from 8.00 a.m. to 3.00 p.m.

Fitters in the Exhibition area may continue to operate until the next hour. Access to the halls by vehicles is prohibited: the only exception concerns electric lift trucks or, in the event that no alternative solution is objectively possible for the unloading of particularly bulky and heavy materials, vehicles expressly authorized by the Organizer. Parking in the areas next to the pavilions shall be limited to the strictly necessary time for loading and unloading goods and equipment. In particular, unloading and temporarily storing containers or detachable parts of non-self-moving vehicles are not allowed. On September 18 and 19 the access of vehicles inside the halls shall be strictly prohibited; stand furnishers may continue to work using hand-pulled trolleys. Wopart Executive sagl is entitled to define, also for the purposes of the safety on the workplace regulations, specific access criteria to the trade fair premises during the setting-up activities, as well as limit the access of vehicles and/or request payments in the event of vehicles being parked outside the space and/or time limits defined by Wopart Executive sagl.

For safety reasons, Exhibitors and the fitters working on their behalf are prohibited from using their own lift trucks, mobile cranes, aerial platforms, etc. in the Exhibition Centre.

2.D - Removal of samples. Handing back of stands

Access to the exhibition area for samples removal will be as follows:

- 22 September from 7.00 p.m. to 9.00 p.m.
- 23 September from 8.00 a.m. to 7.00 p.m.

Exhibitors in the Exhibition area may continue to operate until the next hour. Access to the halls by vehicles is regulated as during setup operation (see art. 2 C). The dismantling of stands shall be completed by 6.00 p.m. of September the 23rd.

In default, the organizers will dismantle the stands and goods left in the stand will be considered as waste materials and sent to public discharges, and the Exhibitor shall be required to reimburse all expenses connected with dismantling, as well as to pay a fine of € 200,00. The Exhibitor accepts all responsibility for any damage or untoward events, which may occur before, during and after the Exhibition.

2.E - Terms of payment

Payment of the fees due for participation in the Exhibition shall be made within the times and in the manner set down on the application form. Although the exit voucher is not issued to exhibitors who have not settled each one of their accounts, direct or indirect, with the Organizer, it does not constitute receipt of settlement of the sums due for participation in the exhibition, and shall be valid only for the vehicle indicated on the voucher itself.

2.F - Insurance, Exemption and Assumption of Responsibility

During the hall opening times, the Exhibitor shall watch over his own stand either directly or by means of his personnel. Although Wopart Executive sagl provides a general day and night surveillance service inside the Exhibition Centre for the entire duration of the Exhibition and for the stand furnishing and removal periods, is released from any responsibility for theft and/or damage that may be sustained by the Exhibitor. The Exhibitor shall also be responsible towards Wopart Executive sagl and to the Organizer for all damage, be it direct or indirect, which for any reason is attributable to him or to the staff working for him (including damage caused by furnishings or by the systems set up either by the Exhibitor or by third parties hired to do so.)

Compensation for damages deriving from such theft or damage as may be sustained by the Exhibitor, even outside the hall opening hours (including all the days set aside for stand installation and removal) shall be made solely by means of adequate insurance policies. The Exhibitor shall benefit from the following policies taken out by Wopart Executive sagl:

- a) Third party liability Insurance Certificate, including fire damages: single maximum coverage of € 5.000.000,00;
- b) The civil employees' liability: maximum per accident € 2.000.000,00 with a limit of € 1.000.000,00 for each person;
- d) Insurance Company waives all recourse to action against the Exhibitors and Wopart Executive sagl.

The above-listed insurance policies are governed by the conditions and limitations, which the Exhibitor may request from

the Exhibition organising office, and which will be printed on the form contained in the "Technical Regulations". These insurance policies do not release the Exhibitor from liability in respect of all risks, which, according to the independent assessment of the Exhibitor, are not covered, or which exceed the limits of cover as set out above. The exhibitors make direct arrangements for the insurance coverage they think most appropriate. In any case, the Exhibitor undertakes to include in the supplementary insurance cover a clause in which the Insurance Company waives all recourse to action against the Exhibitors, the Organizer and Wopart Executive sagl, and in default he shall indemnify them from any action that may be brought against them. In view of the above, the exhibitor, in any case, on his own behalf and on behalf of his collaborators or representatives, exonerates Wopart Executive sagl of all responsibility for losses or damage that occur, for whatever reason, in the assigned exhibition space, during installation or disinstallation, and whatever is present there, and assumes responsibility in his own behalf for eventual damage also caused by third parties in managing the exhibition space, or by whatever may be introduced into it, that is not covered in the terms and ways indicated above or those activated by the exhibitor himself. Wopart Executive sagl declines any responsibility for consequential damages, damage of images, loss of invoices, etc. Even for direct damage, the Exhibitor accepts that Wopart Executive sagl limits his responsibility to the limits and maximums of insurance covers reported above. The Exhibitor accepts these limits of liability.

3) STAND FURNISHINGS AND PROHIBITIONS

3.A - Definition of type of stand set-up and approval procedure

Stand set-up, regardless of surface area, is classified as follow

- STANDARD set-up
- NON-STANDARD set-up

NON-STANDARD set-up entails even just one of the following features:

- presence of "American" type lattice structure with overall length exceeding 32,00 m or with free span exceeding 8,00 m
- Presence of horizontal metal structures or in different material with free span exceeding 4,5 m
- Loft with space on upper level, even if not accessible to the public
- Platform higher than 0,80 m high

Considering that the trade fair ground has obtained habitability of exhibition spaces for traditional set-up, or with the

STANDARD parameters, exhibitors intending to set up a space with even just one of the above-listed features are obliged to submit their set-up project to Wopart Executive sagl for approval within 20 days before official assembly. A static test made only by Wopart Executive sagl is compulsory to build up non-standard assemblies. In case the exhibitor is not in

possession of the layout of the project of non-standard stand fittings signed by authorized technician, it is possible to demand for it to Wopart Executive sagl. Wopart Executive sagl reserves the right not to grant permission for the set-up of non-standard stands that have not been approved in advance. The design of "American" type lattice structure (with overall length exceeding 32,00 m or with free span exceeding 8,00 m), or horizontal metal structures or in different material with free span exceeding 4,5 m and of mezzanines must be signed by an authorized engineer, and complete with calculation report specifying load conditions during assembly and disassembly, based on the construction method to be used. In any case, Wopart Executive sagl shall be entitled to examine the projects relevant to any booth not complying with ordinary set-up furnishing standards, based on their importance, size or dangerousness; the Exhibitor must provide the relevant technical documents and the names of technicians in charge of the structure and of the set-up furnishings, as well as those in charge of the various systems

3.B - Stand set-ups

Exhibitors must limit their booth to the area allocated to them, marked out by either partition walls or painted lines or adhesive tape on the floor, should there be no other limiting reference. Inside the halls, the stands may not exceed a standard height of 2,50 m. In order to take account of any added thickness due to raised floors, lighting elements and light supports, including lattice structures, a maximum tolerance of a further 50 cm will be allowed, taking the above-specified limit to 3 m, on condition that the structures whose sides face adjoining stands are perfectly finished and painted in a neutral, solid colour. If the stand has glass panels in direct contact with the public, such panels must comply with UNI provisions in force. The Exhibitor shall bear sole responsibility with respect to the stability of the fittings, the burning behaviour of materials used and they expressly release Wopart Executive sagl of all obligations for any damage deriving from construction defects and installation errors attributable to incorrect calculations or imperfect construction.

3.C - Waste management

Set-up and knockdown

It is forbidden for Exhibitors and fitters, during the Exhibition set up and knock-down period, to abandon debris and/or wastes of any kind, in the exhibits and surrounding areas. Waste and residue from set up and knock-down period is removed by and at the expense of the Exhibitor and/or its employees. All hall aisles must be kept free of all waste and rubbish. During the setting up and dismantling phase, garbage bins – placed in each hall – will be arranged for the gathering of the above-mentioned materials. Wopart Executive sagl personnel, present in every hall, will verify the respect of rules for the management of waste and residue. In case of anomalies, these will be recorded and sent to the internal appointed authorities. The non-compliance will result in a penalty for the Exhibitor as a refund to the necessary costs incurred by Wopart Executive sagl for a total minimum amount of Euro 400.00 plus VAT for every 16sqm. Surface taken up by the Exhibitor.

Exhibition

Waste produced during the exhibition must be delivered to the waste separation and recycling areas in the Exhibition Centre and separated by type (paper, glass, metal, plastic, and undifferentiated).

3.D - Prohibitions

It is specifically prohibited for Exhibitors to:

- Apply loads or materials on the halls structures, on the walls etc.
- attach to or suspend from the above-mentioned elements posters, cables, panels, banners, stickers
- fix to the floor moquettes or similar material using highly adhesive double-sided tape, tape with internal paper support or tape of weak consistency;
- Damage the equipment of Lugano Exhibition centre and the structure of the halls;
- Use, within the confines of the Exhibition Centre, their personal forklift trucks and heavy lifting equipment;
- leave waste materials and/or waste of any kind;
- carry out any performance or entertainment initiative, whatever the type, nature and features, even within the area covered by the booth or if aimed at presenting the products, unless this has been previously authorised by Wopart Executive sagl. The Exhibitor undertakes at its sole liability both civil and criminal responsibility for whatever damage it may be caused by either the non-compliance or the breach of ruling regulations and of all requirements quoted in this Regulation and in the Safety Exhibit, while also undertaking to waive Wopart Executive sagl from any claimed forwarded by any third party. The Exhibitor must inform its staff and those companies operating on its behalf within the Fairground about the requirements and the prohibitions of this Regulation on the general terms to attend the Exhibition. Disregard of these rules and of the rules contained in the Exhibition Regulations will give Wopart Executive sagl the right to take precautionary measures against companies, which may result (if supplemental safety measures are adopted) in the charging of costs therefor (preventively calculated at not less than Euro 300.00/stand) or in an order to partially or totally remove the stand and a declaration that such stand is not fit for use.

4) SPECIAL SERVICES

4.A - Exhibitors and suppliers entry documents

Appropriate badges supplied by the Organiser Secretary's Office regulate the entry for WOPART exhibitors and suppliers. Exhibitors will also be given two car-parking stickers, irrespective of the size of the stand, entitling them to park in the space designated by Lugano Esposizioni, subject to availability. The exhibitor is responsible for the correct use of the entry documents

4.B - On-line catalogue

The catalogue will contain the information furnished by the Exhibitors up to 15 days prior to the start of the Exhibition and, with regard to the name and the product sector; the data supplied on the application form will be considered valid.

4.C - Sound Emissions, Copyrights & Royalties

As a rule, exhibitors are not allowed to use audio equipment to broadcast music and sound. Any exceptions can be authorized in writing. Authorisation may be withdrawn with immediate effect by simple written notice. Authorization does not release the Exhibitor from the obligation to use the equipment in such a way as not to disturb the other exhibitors and visitors, with particular attention to noise pollution laws (maximum limited permitted by law) and nor does it relieve him of the obligation to abide, at his own expense, by prevailing copyright law.

5) SPECIFIC PROVISIONS

5.A - Entrance with bags & cases

Wopart Executive sagl may deny access to the Exhibition Centre or to individual halls to holders of bags, suitcases or other containers, requiring their storage in the cloakroom.

5.B - Entrance with dogs and other animals

No dogs or other animals may be admitted to the Exhibition Centre, except for guide dogs or dogs for the disabled.

5.C - Ban on photography, filming, and entry to the Exhibition Centre with photographic and filming equipment

It is forbidden to enter the Exhibition Centre with cameras, film cameras, video recorders or any other type of filming equipment without the prior authorisation of Wopart Executive sagl. It is forbidden to photograph and film the interior of the Centre, the stands and the goods on display without the prior authorisation of Wopart Executive sagl and the stand owner.

6) RIGHT OF CONTROL AND INTERVENTION BY WOPART EXECUTIVE SAGL

Wopart Executive sagl takes steps to ensure that the regulations and the general conditions for participation are observed, and all those entering the Exhibition Centre are obliged to abide by the provisions and instructions that Wopart Executive sagl issues on entry to and inside the Centre; these instructions may take the form of signs, written notices and loudspeaker announcements and may also be issued by the service personnel or by any other means, it being understood that loud-speaker announcements and instructions given by the service staff shall take precedence over any other form of notification. Exhibitors are reminded that failure to observe the rules or the violation of prohibitions may result in the immediate closure of the stand by officers or agents of Wopart Executive sagl, or in the withdrawal of the entry passes and parking stickers, nor shall this entitle the Exhibitor to any refund whatsoever.

7) MODIFICATIONS TO THESE REGULATIONS

Any provisions of law or regulations that alter the terms of these Exhibition Regulations will be immediately and automatically effective, even though the printed Exhibition Regulations have not been modified or changed to reflect the said amendments. In addition, Wopart Executive sagl has the right to adopt at any time such measures as are deemed appropriate, which the exhibitor shall immediately apply, with regard to fire prevention, work hygiene, accident and damage prevention, and the safety of exhibitors and visitors. These latter provisions may be brought to the attention of Exhibitors by any means and they shall prevail over the general provisions in force up to that time.