

1) ORGANISATION

Ente Autonomo per le Fiere di Verona (VeronaFiere) is organising Abitare il Tempo that will take place from 30 September till 3 October 2015 in the Verona Exhibition Centre.

2) ADMISSION TO THE EXHIBITION - PRODUCTS EXHIBITED - TECHNICAL COMMITTEE

"ABITARE IL TEMPO" may be attended by Italian and international producers and exclusive dealers for Italy on application. All products described in the enclosed Application Form may be exhibited.

The Technical Committee of experts will assess the suitability of the products to be exhibited and the stand design project.

3) ATTENDANCE APPLICATION

Companies interested in attending the "Abitare il Tempo" Exhibition should fill out and send a specific Application Form.

This form must be received, together with the deposit + VAT, by **30 June 2015. After this date, applications will be met in accordance with the availability of space.**

Exhibitors with outstanding debts with VeronaFiere for non-payments concerning previous editions may not enrol for a new edition of the Exhibition unless the existing debt is entirely settled beforehand. Whenever Exhibitors make an advance payment for the new Exhibition, it will be withheld as balance/part payment of the existing debt. Requests received within 15th March 2015 will benefit from a discount of 15% on the official rates.

On signing the Application Form, the applicant undertakes to attend the "Abitare il Tempo" Exhibition in the stand assigned, even if the area is other than that requested, and accept these General Regulations, the Technical Regulations and any and all other integrative dispositions that may be issued by the Organiser at any time in the best interests of the Exhibition itself. Attendance applications may not include conditions or reservations of any kind. Exhibitors are required to exhibit/promote only the products/services indicated in the Application Form in keeping with the trade sectors covered by the Exhibition.

4) CONFIRMATION OF ADMISSION

The Organiser will send applicants written confirmation of acceptance of applications no later than thirty days prior to the inauguration date of the "ABITARE IL TEMPO" Exhibition. Such confirmation is valid only for the company named therein. Stands may not be sub-let or totally/partially transferred even if free of charge. Applications received less than 30 (thirty) days prior to the Exhibition inauguration date, the Organiser may issue confirmation up to two days before the start of the Exhibition.

The Organisation will communicate its decision regarding the acceptance or refusal of the participation application.

Said decision is final and does not even have to be justified. In case of denial, the applicant shall not be entitled to any compensation and/or indemnity and/or reimbursement of expenses, without prejudice to the right to return of the sums already paid.

5) ATTENDANCE COSTS - REGISTRATION FEE - FLAT-RATE SERVICES - DEPOSIT

Participation fee

The participation fee is on packet basis. The minimum area is 12 sq.mt.

□ 12 sq.mt	€ 3.000,00 + VAT	□ 48 sq.mt	€ 9.700,00 + VAT
□ 16 sq.mt	€ 3.700,00 + VAT	□ 64 sq.mt	€ 12.700,00 + VAT
□ 24 sq.mt	€ 5.300,00 + VAT	□ 80 sq.mt	€ 15.700,00 + VAT
□ 32 sq.mt	€ 6.700,00 + VAT	□ 96 sq.mt	€ 18.700,00 + VAT

□ Space only (for booths from 48 sq.mt) € 150,00 x sq.mt

□ 1 full colour page in the exhibition catalogue (not compulsory).
the catalogue is printed in Italian/English

REQUESTS RECEIVED WITHIN 15 MARCH 2015 WILL BENEFIT FROM A DISCOUNT OF 15% ON THE PARTICIPATION RATES

The participation fee includes the following services:

Stand set up

- show areas and prestige set-up (walls, flooring, lightings. Additional furnishings and structures are not included);
- electrical connection: n° 1 electrical connection, excluding consumption;
- electricity consumption: 2 kW every 16 sq.m. for inside and outside areas;
- general cleaning of the stand: cleaning of floors and eventual finishings (e.g. carpet tiles) - excluding materials/machinery on show - dusting of furnishings and emptying of wastepaper baskets from the day before the event and every evening of event days;
- internet wireless connectivity n° 1 account;
- Exhibitor passes for access to the Event, as per Art. 10 of the General Regulation;
- Car parking passes as defined in art. 10 of the General Regulations. The parking areas reserved for exhibitors are available until all places are fully booked and are not supervised; inasmuch, the Organiser declines any and every responsibility for eventual theft or damage that may involve parked vehicles;

- insurance cover for civil liability risks for third-parties and insurance for other Exhibitor risks, according to terms set forth by art. 11 of the General Regulation;
- advertising fee for audio-visual and sound promotion.
- advertising tax for stands;
- heating, ventilation, general surveillance (excluding stands), general lighting of halls, information, sanitary facilities, first aid, supervision by fire fighting authority;

Marketing activity and business networking

- Participation in the programme of BtoB meetings with selected specifiers and buyers
- Possibility to hold a company's workshop of 30 minutes max;
- n° 100 invites for each module of 16 sq.m
- enrolment and insertion in the Official Catalogue;
- one copy of the Official Catalogue;
- enrolment and insertion in the Catalogue of Exhibitors published on the event site;

Represented Company/Co-exhibitor:

- enrolment and inclusion in the Official Catalogue and Site of the event;
- n° 2 Exhibitor passes € 300,00 + VAT

All items not specified in this document shall be referred to the dispositions of the Abitare Il Tempo General Regulations.

IMPORTANT Veronafiore is permitted to exclude Italian VAT from the invoice if you will provide a valid intercommunity VAT number. Without this number, Italian VAT will be added.

6) PAYMENT TERMS

Payment of invoices sent to applicants after this date must be settled immediately. In order to take possession of the exhibition areas assigned, exhibitors must present receipts of effective payment to the Organising Secretariat at the Verona Exhibition

Centre (as well as technical formalities, see Technical Regulations). No other payment is valid. Companies and/or their appointed persons who are unable to prove effective payment of the balance will not be authorised to enter the Exhibition Centre.

7) WAIVER - WITHDRAWAL - NON-FULFILMENT

Applicants who, for proven and unforeseeable causes, are unable to attend the "ABITARE IL TEMPO" Exhibition may waive the Application Form and/or withdraw from the contract by means of notification through registered letter c/w confirmation of delivery by **30 June 2015**. In this case, the waiving or withdrawing company will forfeit the entire deposit, notwithstanding every other further right. Whenever notification of waiver and/or withdrawal is received after the date indicated above or the stand is not

occupied by 12.00 noon on the day prior to the start date of the Exhibition, the participant is required to pay the difference between payments made in relation to Article 5) and the entire attendance fee and shall forfeit any payments by way of penalty for non-fulfilment. Over and above the foregoing, in the event of waiver or withdrawal or non-fulfilment by the applicant, the Organiser may freely dispose of the relative stand, including its assignment to other participants.

8) ASSIGNMENT OF SHELL SCHEME STANDS

The assignment of stands is the exclusive competence of the **Secretariat**, which will assign stands in harmony with organisational requirements and in particular bearing in mind:

- the evaluation of the Technical Committee
- the correctness and completeness of the Application Form and required documentation;
- the date of presentation of the Application Form and the required documentation;
- available space;
- attendance by the Exhibitor at previous editions of the Exhibition
- the administrative situation of Exhibitor in relation to the Secretariat as regards previous editions;
- show lay-out of halls and exhibition areas;

Any special requirements formulated by the applicant on presentation of the Application Form shall be considered as indicative and shall not bind the Organiser nor in any way affect the Attendance Application. Stands are made available to participants at the "ABITARE IL TEMPO" Exhibition on Saturday **26 September 2015** and must be made ready by **13.00** on the day prior to the opening of the Exhibition. In relation to technical and organisational requirements, the Organiser reserves the right, whenever necessary, to move or reduce the stand already assigned, including transfer to another zone, without this entitling the exhibitor to indemnities or compensation of any kind. If the stand is moved or reduced in size, the Organiser will provide written notification through registered letter c/w confirmation of delivery at least 8 days prior to the start of the Event.

Important Notice: any stand fitting element cannot be higher than 4 mts and cannot exceed maximum safe load of 1000 kg/sq.m.

8.1. Assignment of space only

In case of not furnished stands, Exhibitors interested in the set-ups/shell scheme stands offered by the Organiser (i.e.: partition walls, carpet, furnishings) will find relative descriptions and costs in the specific order forms enclosed in the "Exhibitor Services Manual". Installation of stand set-ups must conform with the dispositions envisaged in the Technical Regulations included in the "Exhibitor Service Manual". Exhibitors who, on the other hand, intend to set up and install their own exhibition areas or engage and appoint fitters/stand contractors are required first and foremost scrupulously to observe the contents of the Technical Regulations.

Exhibitors and/or stand contractors are not authorised to anchor billboards, trusses, American structures and/or other overhead structures to the ceilings of the halls. **Anchorages to the structures of the halls is the exclusive competence of Veronafiery.** The installation and set-up of stands may be implemented on prior presentation to the Organiser of a "Stand set-up project" and its approval issued by the competent offices of Veronafiery. To this end, within 60 days prior to the start of the event, Exhibitors shall provide the Organiser a stand design and project - original on IT media (.DOC, .XLS, .PDF, .JPG, .DWG file) - with full stand dimensions, perspective drawing,

elevations drawing (front, back and side), floor plans, prospects and cross-sections quoted in suitable scale (1:50 or 1:100), along with safety documentation as detailed in the Technical Regulations (Art. 2.1.1). The exhibitor or the fitter/stand contractor commissioned and appointed to assemble and set-up the stand must include the safety documentation required by Veronafiery's Technical Regulations through the portal dedicated to access management/control. Veronafiery's competent technical offices, after carrying out appropriate verifications, will then give the go ahead for the company/ies to access the Exhibition Centre.

Important notice: maximum permitted height for stand set-ups at the Palaexpo is 4 mts from ground level; maximum safe load is 1000 kg/sq.mt.

Whenever the set-up is more than 3 metres high, particularly complex, comprising metal structures or located in outside areas, the "Set-up Project" must be accompanied by the structural design calculation report stamped and signed by an accredited Professional Technician. Authorisations and actions by the Organiser do not in any way incur any responsibility, which in any case remains exclusively with the Exhibitor. If Exhibitors intend to install and set up their exhibition areas through third-parties (i.e.: stand contractor companies), they must notify Veronafiery, indicating all necessary details of the Stand Contractor Company engaged and appointed to install and implement the stand set-up.

For all items not expressly specified in this document, please refer to the dispositions indicated in the Technical Regulations of Veronafiery which are an integral part of these General Regulations and herein understood as formally and integrally accepted.

8.2. Set-up stage

Unless otherwise defined, **indoor and outdoor areas are made available for stand set-up operations as of 7:00 a.m. on 26 September 2015.** From 26 to 28 September from 7:00 a.m. to 8:30 p.m.; **on 29 September 2015 from 7:00 a.m. to 1:00 p.m.** Exhibition area set-ups and presentations must be completed by and no later than 2:00 p.m. on 29/09/2015. Access to the exhibition centre will only be allowed to Exhibitors and/or stand contractors duly authorised following presentation of "Set-up projects" and required accompanying documentation (e.g.: stand floor plans, full structural and dimensional drawings, compulsory technical forms of the "Exhibitor Services Manual", fire prevention certificates, structural material details, testing certificates of materials, list of personnel involved in stand set-up operations, etc.) as required by the Technical Regulations.

Stands that are not occupied by 10.00 a.m. on the day prior to the opening of the Event will be considered as abandoned and consequently at the full disposition of Veronafiery, that may utilise them at its complete discretion: the dispositions of Article 7 "Waiver - Withdrawal - Non-Fulfillment" shall apply.

Stands are granted exclusively for the area and position indicated in the ground plan/ floor plan sent to the Exhibitor together with the "Stand Assignment Notification".

9) RETURN OF STANDS

Stands must absolutely be dismantled - except for other agreements - **by 8.30 p.m. on 5 October 2015.** Otherwise, the Organiser reserves the right to disassemble the structures and store goods, without any responsibility/liability and at the expense, risk and hazard of the infringing party.

Areas are available for dismantling operations from 4 to 5 October 2015 from 7:00 a.m. to 8:30 p.m.

For every day that assets, goods or structures remain in the Exhibition Centre beyond the term defined for disassembly and clearance of stands, the Exhibitor will be charged a sum of € 1,000.00 + VAT by way of penalty, as well as other compensation in the event of damages in excess of this sum. In relation to organisational requirements and in any case from the closing date for the show area dismantling stage, the Organiser may transfer assets and/or structures that have not been claimed or in any case left in the Exhibition Centre to the Veronafiery Warehouse, where the goods will remain at the disposition of the legitimate owners; every risk and expense for such transfer to and storage at the Veronafiery Warehouse, as per Articles 1787 and following of the Civil Code, will be borne by the Exhibitor. Thirty days from the end of the dismantling period, Veronafiery will carry out definitive removal of material and will charge the exhibitor and/or his appointed stand fitter all costs involved in handling, transport, removal and disposal.

Within the term set for disassembly, Exhibitors must re-consign show areas in the same status in which they were originally provided.

In the event that waste material is left behind (wood, carpet, paper, etc.), Veronafiery will carry out cleaning of the area and disposal of waste and will debit the exhibitor with the costs sustained on the basis of the current tariffs for authorised disposal for each type of waste. If the adhesives used to secure stand flooring to the ground is not removed, Veronafiery will debit the Exhibitor a sum of € 30.00 + VAT for every linear metre left in situ in the show area as partial recompense for the costs sustained for cleaning, removal and disposal.

In order to take goods and set-ups away from the Exhibition Centre, exhibitors are required to collect their exit passes that the Organiser issues only to those who have settled every payment due to the Organiser itself.

During the dismantling stage, no access will be allowed to the Exhibition Centre to collect materials to any company (exhibitor and/or stand contractor) that has not already been officially registered and accredited during the set-up stage or which is not in good standing with the presentation of the compulsory documentation required by General and Technical Regulations.

10) ENTRANCES - PASSES - INVITATIONS

The exhibition is open from 9.30 to 18.00, from 9.30 to 16.30 on Saturday. Exhibitors and service personnel may enter and leave the Exhibition Centre respectively one hour before and half an hour after public opening/closing times. The Organiser reserves the right to modify such times at their complete discretion, as well as to interrupt all trade activity for certain periods or for special reasons.

The Organiser will issue free Exhibitor and Parking passes in the quantities indicated below:

- n. 4 passes for stands up to 32 sq.m. + 2 reserved parking places
- n. 6 passes for stands from 32 sq.m. up to 96 sq.m. + 3 reserved parking places
- n. 8 passes for stands over 96 sq.m. + 4 reserved parking places

The Parking area is unattended and inasmuch Veronafiery declines any and every responsibility for any thefts or damage that vehicles may suffer in the areas reserved for exhibitors.

11) INSURANCE: - VIGILANCE - VIDEO-SURVEILLANCE

11.1) GENERAL VIGILANCE

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

11.2) VIDEO- SURVEILLANCE

Video surveillance systems are installed throughout Veronafiery.

They are used for the following purposes:

- security;
- safeguarding property;

- control of unauthorised access.

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

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

Veronafiery undertakes to uphold the principle of necessity in such processing. Superfluous use and excessive redundancy are therefore excluded.

The video surveillance system is required for the following reasons:

- Safety of persons during exhibition events.
- Protection of Veronafiery property in view of the large exhibition area and halls that remain partially unsupervised overnight and in periods between one exhibition and the next.

- Protection of exhibitors' property overnight during exhibitions.
- Physical security during assembly and disassembly operations involving stands and equipment in general before and after exhibition events.
- General prevention of unauthorised access to the exhibition perimeter and exhibition areas.

Recorded images are not directly visible to third-parties.

Conservation of recordings over time is considered useful for attaining the intended result, except in cases of extension envisaged by disposition of the Privacy Ombudsman dated 8 April 2010, and will be retained after such period only if offences occur or in relation to investigations by legal authorities or the police. The system is accessible only to authorised persons and is fitted with the minimum safety measures envisaged by Italian Legislative Decree 196/03.

As envisaged at item 3.1 of the disposition of the Privacy Ombudsman dated 8 April 2010, appropriate notices have been installed in areas covered by surveillance.

These notices:

- are located in places subject to such surveillance or in the immediate vicinity of the cameras;
- have a format and a position that ensure total visibility.

Data collected will be used for purposes of security and access control. Data will not be used for any other purpose.

11.3) INSURANCE

The Organiser will include in its insurance convention agreements all Exhibitors which have duly completed the "Registration Procedure" and finalised payments due from the start of the Set-up stage through to the end of the dismantling stage, with insurance contracts covering the following risks:

- Civil liability for Third-parties - max € 2.500.000.00
- Global Damage Insurance:
- Furnishing and set-ups of halls, machinery, equipment and goods € 25,825.00
- electronic equipment in general, audio-visual, photographic and office equipment € 775.00

- Theft and robbery € 5,165.00
- Flat rate 10% with minimum € 200.00
- Breakage of fragile objects € 1,550.00
- Absolute franchise € 258.00

In the event of public authorities, consortia, etc. (i.e. holders of a group area), the foregoing maximum sums shall apply to the overall group and not to a single co-exhibitor belonging to it.

The co-exhibitor has the faculty of extending its insurance coverage using the specific form in the "Exhibitors Services Folder" available on-line.

Whenever the direct exhibitor also intends to take out insurance for higher capitals, it has the faculty of doing so through the specific form in the "Exhibitor Services Folder" available on-line.

For further details about each policy, refer to the "Insurance coverage notification" in the "Exhibitor Services Folder".

Exhibitors in any case have both civil and penal liability for all damage to people and things caused by equipment, structures or anything else present in the areas made available to them, including personal responsibility equally extended to collaborators and/or appointed persons.

VALIDITY: insurance coverage begins 6 days prior to the start of the event and ends 6 days after the end of the event.

NOTIFICATION OF THEFT: The insured party shall immediately notify the Operative Services of the Exhibition Centre and, in the event of theft, also present immediate notification to the local Judicial Authority or Police. For compensation, contact: Purchasing Service - E. A. Fiere di Verona (tel. +39 045 8298105 - fax +39 045 8298197) enclosing a detailed report of the damage/event.

Non-fulfilment of one of these obligations may involve the loss or partial total of right to indemnity as per article 1915 of the Italian Civil Code.

12) TECHNICAL SUPPLY SERVICES

Electricity - Water - The Organiser, on request of exhibitors, can provide electricity for lighting and other uses as well as mains/sewer water. Electrical and water connections to the respective distribution networks in the Exhibition Centre may only be performed by the personnel of VeronaFiere's trusted companies.

Telephones - Telephone connections will be performed exclusively by the personnel of the trusted company of VeronaFiere.

Stand cleaning - the Organiser supplies this service as part of the Enrolment fee.

Transport For all goods portorage, transport and loading/unloading operations in the Exhibition Centre, exhibitors must exclusively engage their own personnel or the personnel of the Official Shipping Agent of the Organiser.

13) INDUSTRIAL COPYRIGHT

The products and goods on display, as well as the stands hosting them, may not be photographed, filmed or in any case reproduced without the written authorisation of the exhibitor involved.

The Organiser in any case reserves the right to reproduce or to authorise the reproduction of general or detailed external and internal views.

14) OFFICIAL PUBLICATIONS AND INFORMATIVE DOCUMENTS

The Organiser, without any responsibility whatsoever as regards any omissions or errors, prints the Official Catalogue and other informative material (preliminary catalogue, provisional lists, ground plans) that at its complete discretion are considered

useful in promoting awareness of the exhibition.

The official catalogue will be delivered to Exhibitors directly on their stands during the Exhibition.

15) ADVERTISING

Every exhibitor may undertake advertising activities exclusively on its own stand and for its own production, provided that this is in full respect of legal dispositions and without causing any disturbance of other exhibitors or invited persons. In any case, all forms of advertising that in appearance or content involve direct comparisons with

other Exhibitors are forbidden. The Organiser reserves the right to allow forms of advertising on payment outside the assigned exhibition areas.

It is absolutely forbidden to distribute leaflets inside the exhibition centre and in the immediate vicinity of entrance gates.

16) BANS - SANCTIONS

Exhibitors are explicitly not allowed to:

- exhibit products that are not selected or agreed with the Technical Committee;
- display products not envisaged in the trade repertory or not indicated in the Application Form;
- display prices;
- remain inside the Exhibition Centre when the Exhibition is closed;
- drive or part vehicles of any kind inside the exhibition area;
- take products and materials out of the Exhibition Centre during the Exhibition without the authorisation of the Organiser;
- distribute advertising material (magazines, catalogues, booklets, brochures) not pertinent to the exhibitor itself; in any case, distribution of such materials may only be performed on the exhibitor's own stand;

- use the Organiser's brand without specific authorisation;
- conduct any kind of political propaganda in the Exhibition Centre;
- bring domestic animals into the Exhibition Centre;
- perform any kind of catering activity on stands and in the Exhibition Centre without express authorisation issued by the Secretariat;
- begin dismantling operations before the closing of the Exhibition;
- use ovens/cooking tops or other gas-fired equipment inside the Exhibition Centre as a whole, unless expressly authorised in writing by Veronafiere (see Technical Regulations).

Any non-fulfilment of the obligations undertaken with Attendance Application and in particular non-respect of the bans listed in this article shall authorise the Organiser to exclude the exhibitor from the Exhibition.

17) TECHNICAL REGULATIONS / ORGANISATIONAL INSTRUCTIONS

Exhibitors acknowledge that all published dispositions and general information, Technical Regulations and all organisational instructions are an integral and inseparable

part of the General Regulations.

18) POSTPONEMENT - REDUCTION OR CANCELLATION OF THE "ABITARE IL TEMPO" EXHIBITION

The Organiser, at its complete discretion, may change the dates of the Exhibition without this entitling exhibitors to withdraw from the contract and related undertakings. Up to 30 days prior to the start date of the Exhibition, the Organiser has the faculty

to reduce or cancel in full or in part the "ABITARE IL TEMPO" Exhibition, notifying exhibitors by registered letter c/w confirmation of delivery without being held to pay penalties or damages of any kind.

19) GENERAL DISPOSITIONS

The Organiser transfers to exhibitors the obligation to uphold the dispositions that the Authorities responsible for vigilance of public places may issue for the safety of visitors and exhibitors. Any complaint concerning the Organiser of the exhibition must

be presented in timely fashion and in writing. Items not detailed in these Regulations shall refer to the standards of the Civil Code.

20) NOTIFICATION AND CONSENT AS PER D.LGS 20/196 (PRIVACY LAW)

Information and consent under Legislative Decree no. 196/2003

Pursuant to Legislative Decree no. 196/2003 of the Personal Data Protection Code, *Ente Autonomo per le Fiere di Verona*, as Data Controller, provides you some information regarding the use of personal data.

1. Purposes of processing

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

- a) purposes for which the applicant is not required to give consent:
- purposes strictly related to the management of actual and/or potential customer relationships (e.g. acquisition of preliminary data at the conclusion of a contract; carrying out tasks and services on the basis of the obligations arising from the contract, etc.) and credit protection (assignments to debt collection companies, factoring companies and/or banks);
 - purposes connected with the obligations under laws and regulations as well as regulations issued by authorities with these competences (e.g. Fiscal regulations, statistics regulations, etc.);
- b) purposes connected to the development of the Entity, for which the data subject has the right to give or deny consent. This category includes the following activities:
- developing customer profiles;
 - sending of communications, information, newsletters, research, and advertising materials, even customized, regarding the exhibitions organized by the Entity and performance of market surveys using automated contact means (e-mail, fax) as well as traditional contact means (paper mail, operator-assisted phone calls);
 - sending of communications, information, newsletters, research, and advertising materials, even customized, regarding specific products and services of others using automated contact means (e-mail, fax) as well as traditional contact means (paper mail, operator-assisted phone calls).

2. Personal Data Provision

The provision of data to achieve the purposes of processing specified in paragraph 1 a) of the information is required. In the event of failure it will not be possible to conclude the contract and perform the services required by you.

The provision of data to achieve the purposes of processing specified in paragraph 1 b) of the information is optional. In the event of failure there will not be consequences in relation to the conclusion of the contract or to the services required.

3. Processing modalities

The processing of personal data is carried out through computer and manual tools, in a way strictly coherent with the purposes set out above.

4. Categories of subjects to whom the data may be communicated

To achieve the purposes of processing specified in paragraph 1 of this information, your personal data may be processed by the employees and associates of the Entity as persons in charge of the processing and data processors.

For carrying out the activities listed in paragraph 1 a) the Entity also addresses to:

- a) Companies/enterprises/external companies carrying out activities closely related to the management of the relationship between the entity and the customer. These mentioned above act as data processors. The data processed by these companies have the following purposes:
- provision of services relating to the exhibitions (organizational, technical, logistics, insurance, etc.);
 - printing of the official catalogs of exhibitions;
 - printing, mailing, posting and delivery of customer communications;
 - on behalf of the Entity, acting as agents, brokers or similar roles, promotion of the acquisition of visitors and exhibitors to shows and events;
 - on behalf of the Entity, promotion of services related to the trading activity of visitors and exhibitors.
- b) Companies/enterprises/external companies carrying out activities closely related to the management of the relationship between the entity and the customer. These mentioned above act as data controllers:
- subjects providing for the supervision and safety of the exhibition centre of verona;
 - individuals and/or companies performing debt collection, factoring companies, banks.

To achieve the purposes of processing specified in paragraph 1 b) the Entity also addresses to:

- a) Companies/enterprises/external companies or subsidiary of *Ente Autonomo per le Fiere di Verona* performing activities functional to those of the Entity that operate as data

processors. This latter is performed by these entities for the following purposes:

- send to customers communications, information and advertising material regarding the exhibitions annually organized by the Entity;
- send to customers communications, information and advertising material regarding products or services of third parties;
- on behalf of the Entity, carry out market surveys on representative samples of clients.

5. Scope of dissemination

In the event of a successful conclusion of the contract for the participation in exhibitions, in accordance with what is expressly provided in the General Rules, the organization will include personal data in the Official Exhibition Catalogue, which will be nationally/internationally disseminated. The data provided by the exhibitors may be disseminated by *Ente Autonomo per le Fiere di Verona*, through IT media, including multimedia. These data will allow visitors and exhibitors to detect the position of the stands at each event and get to know the product and/or exhibition details related to the exhibitor.

6. Rights under article 7 of Legislative Decree no. 196/2003

We inform that article 7 of the abovementioned Decree allows for specific rights. In particular, the data subject can get by the Data Controller the confirmation of the existence or not of personal data and that these data are communicated in an intelligible form. The data subject may also request to know the origin of the data as well as the logic and purposes upon which the processing is performed, to obtain the cancellation, transformation into anonymous form or blocking of data processed in violation of the law, and the updating, rectification or, if interested therein, integration of the data. The data subject may oppose, in whole or in part, on legitimate grounds, to the processing of personal data concerning him/her, even though they are relevant to the purpose of the collection, to oppose free of charge, in whole or in part, to the processing of personal data concerning him/her, where it is carried out for the purpose of sending advertising materials or direct selling or else for the performance of market surveys or commercial communication performed through automated contact means (e-mail, fax) as well as traditional contact means (paper mail, operator-assisted phone calls). If you should prefer the processing of your personal data carried out for the aforementioned purposes to be performed through traditional contact means only, you may oppose to the processing of your personal data performed through automated contact means. To exercise these rights please contact the Data Controller by sending a notice to the address below or at privacy@veronafiere.it.

7. Data Controller and Data Supervisor

The Data Controller is *Ente Autonomo per le Fiere di Verona* with registered office in Viale del Lavoro no. 8 – 37135, Verona (VR) - Italy; Phone: 045 8298111 – Fax: 045 82 98 288 - E-mail: info@veronafiere.it.

The Data Supervisor is the Manager pro tempore of Human Resources Organization and Systems.

The complete list of data processors is available at the Data Controller.


Last update: October 2013

CONSENT

In relation to the information given in accordance with article 13 of Legislative Decree no. 196/2003, we express our consent to (tick/flag the appropriate box):

- develop customer profiles;
- send communications, information, newsletters, research, and advertising materials, even customized, regarding the exhibitions organized by the Entity and perform market surveys using automated contact means (e-mail, fax) as well as traditional contact means (paper mail, operator-assisted phone calls);
- send communications, information, newsletters, research, and advertising materials, even customized, regarding specific products and services of others using automated contact means (e-mail, fax) as well as traditional contact means (paper mail, operator-assisted phone calls).

Company Stamp and Signature of Legal Representative




21) COMPLAINTS AND FORUM

Any claims must be presented in writing to the following address: Ente Autonomo per le Fiere di Verona – Direzione Generale – Viale del Lavoro 8 – 37135 VERONA.

Any and all controversies will be referred exclusively to the Courts of Verona.

Company Stamp and Signature of Legal Representative



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

- 2) Enrolment Requisites;
- 3) Advance confirmation deposit and imputation of payments to settle prior debts;
- 6) Right to suspend access to the Exhibition Centre if proof of payments due is not presented;
- 7) Penalty for non-participation at the Event;

- 7.1) Termination in the event of non-occupation of stands;
- 8) Assignment of the show area and the faculty to change the assigned area;
- 11) Exemption of responsibility for vigilance;
- 13) Exemption of responsibility for unauthorised production of images and unfair competition;
- 14) Exemption from responsibility for publications and advertising;
- 16) Right of resolution of the relationship following infringement of Exhibitor obligations;
- 18) Right to change the date of the Event;
- 21) Exclusive forum.

Company Stamp and Signature of Legal Representative

