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didacta
Italia



**GENERAL
REGULATIONS**

10 - 12 MARZO 2022
FORTEZZA DA BASSO
FIRENZE

General Regulations

1. Organisation

FIRENZE FIERA S.p.A. based in Florence in Piazza Adua 1, each year stages the international event titled FIERA DIDACTA ITALIA.

2. Duration and Opening Times

The Event will take place from 10 to 12 March with the following opening times: every day from 9 am to 7.00 pm. FIRENZE FIERA S.p.A. reserves the right to change the opening hours should this become necessary for technical or organisational reasons.

3. Participation

The following may participate in the event:

- A.** Italian companies from the school, education and training sectors or connected fields, registered at the Chamber of Commerce;
- B.** Foreign companies from the school, education and training sectors or connected fields;
- C.** Entities, regions, municipalities and chambers of commerce, trade associations, public bodies and organisms that operate in the sector.

4. Trade Sectors Admitted

The following trade sectors are admitted: school items – books and publications – fittings – furnishings - paper and prints – outdoor fittings and equipment –specialised press – IT, multimedia technologies, software and mechatronics – games, music and sports equipment – products and equipment for technological and scientific workshops – services, products and equipment for training – consulting services in the fields of education, training and schools –travel organisation and conferences for the world of school.

5. Participation Request

The request to participate in the event must be received by Firenze Fiera S.p.A. via the Application Form no later than 31 July 2022 (together with the payment of the deposit). FIRENZE FIERA S.p.A. will not take into consideration applications in any way incomplete, and reserves the right at its sole discretion to not consider applications received after 31 July 2022. By submitting the application form, the Exhibitor undertakes to accept these regulations and the Additional Norms in their entirety, as well as any other regulations relating to the Fortezza da Basso exhibition centre and the organisation of the event, which may be published subsequently.

6. Rates – Enrolment Fees – Deposit

The cost of a pre-fitted and furnished stand with one open side is €185 + VAT for stands; the rate foresees a 10% surcharge per square metre for stands with two open sides, and of 15% per square metre for stands with three open sides. Stands of 12 m² and multiples thereof are foreseen. The Exhibitor may also choose to rent the area unfitted at €160 + VAT per square metre or fitted without furnishings at the cost of €165 + VAT per square metre. For certain trade sectors, the organisation reserves the right to offer smaller stands.

Any reservations or conditions that the Exhibitor states in the application form will not be considered binding by FIRENZE FIERA S.p.A.

Along with the participation request, the Exhibitor is required to pay an enrolment fee of €220 (plus VAT) and a deposit of 30% of the total of the stand requested (plus VAT). Applications not accompanied by a receipt for payment of the aforementioned amounts will not be taken into consideration. The registration fee is non-refundable, unless the application is rejected by FIRENZE FIERA S.p.A. In this case, the deposit and the registration fee will be returned.

7. Stand Allocations

FIRENZE FIERA S.p.A. will examine applications for participation and will decide whether or not they are accepted; the relevant product sector to be allocated, and the assignment of the type of stand (one open side, two open sides) without being forced to account for such choices. In the event that FIRENZE FIERA S.p.A. is unable to proceed with the assignment of the type requested and / or of the relative square metres, the difference will be accorded in the final settlement. Where technical-organisational reasons of a general nature call for it, the position and type of stand may be changed even after notification of the assignment at the discretion of FIRENZE FIERA S.p.A. The total or partial subletting of the assigned stand, even if free of charge, is not permitted.

8. Terms and Forms of Payment

The balance for the payment of the area, subject to adjustment as indicated in the application form, must be paid no later than 15 February 2022. Payments must be made by bank transfer to MONTE DEI PASCHI DI SIENA – Agenzia 34 – IBAN IT 90 J 01030 02831 000000013638 Swift PASCITM 1W29, or online in the Exhibitors section of the site www.fieradidacta.it, or with a bank cheque. In case of failure to meet such obligation, FIRENZE FIERA S.p.A. reserves the right not to admit the Exhibitor to participate in the event, and reserves the right to take action against him/her for compensation for any damages incurred. The final invoice, which will include any surcharges foreseen by the type of stand requested and any additional requests must be settled by the end of the event.

9. Cancellation of Participation

Cancellation on the part of the Exhibitor, admissible up to 30 days prior to the start of the event, must be notified to the organisation by registered mail or fax and will entail the loss of the deposit paid. If the cancellation occurs less than 30 days from the start of the event, FIRENZE

FIERA S.p.A. reserves the right to request compensation for direct and indirect damages.

If the Exhibitor (for whatever reason) does not take possession of the assigned stand within the established terms, or if s/he arrives after the event has started, FIRENZE FIERA S.p.A. reserves the right to dispose freely of the unoccupied space and no requests may be made by the Exhibitor for any reason. Furthermore, FIRENZE FIERA S.p.A. reserves the right to exclude the defaulting Exhibitor from subsequent editions of the event.

10. Displays

FIRENZE FIERA S.p.A. will directly furnish the stands in keeping with the official application form. Any changes and / or additions to this display are allowed only with the prior approval of FIRENZE FIERA S.p.A. and any related costs will be borne by the Exhibitor. Any modification to the furnishings supplied or of their position must be approved by FIRENZE FIERA S.p.A. and be carried out exclusively by the technical staff of the exhibition centre, and will be charged in the invoice.

11. Damage – Cleaning

Stands must be left in the state in which they were provided. Any damage caused will be charged to the Exhibitor, debited in the invoice. The Exhibitor, at the time of taking possession of the pre-fitted stand, must report any damage already present to the technicians of FIRENZE FIERA S.p.A. During the event, FIRENZE FIERA S.p.A. will arrange to have the corridors and other common areas of the pavilions cleaned. The cleaning of the stand will have to be done by the Exhibitor, who may make use of his own service staff at the stand, or a special cleaning service provided by FIRENZE FIERA S.p.A., in which case it will then be charged as an additional service in the final invoice.

12. Information for Exhibitors

These General Regulations, together with the Application Form and the Exhibitor's Manual, form an integral part of the information for Exhibitors. The Exhibitor's Manual is provided on allocation of the stand, and includes all the information necessary for participation in the fair.

13. Insurance Services

FIRENZE FIERA S.p.A. automatically provides each Exhibitor with the following insurance coverage against all risks inherent in participating in the event:

- An “All Risks” policy up to €15,500 concerning the theft or damage of goods, samples and equipment owned by the Exhibitor. The goods are insured from the moment of packing in the company, during the event and until their return to company premises, however, only if the transport is carried out with vehicles suited for the transportation of goods. For each claim there is a deductible of €250.
- Third-party civil liability policy for a maximum amount of €3,000,000 concerning damage unintentionally caused to third parties by the insured party or by the goods and equipment owned by the insured party in relation to their participation in the event. Damages deriving from the circulation of vehicles are excluded. The Exhibitor may request a copy of the insurance policy statement

14. Non-Fulfilment on the Part of the Exhibitor – Termination of the Participation Contract

Failure to deliver or show the documentation indicated in these General Regulations (in addition to failure or incomplete setup of the stand within the time allowed), as well as failure to comply with the prohibitions, obligations and provisions listed below, will constitute serious non-fulfilment and will thus authorise FIRENZE FIERA S.p.A. to consider the participation contract terminated due to non-fulfilment by the Exhibitor. The Exhibitor must strictly comply with all the formalities required by current tax legislation.

Billing for the rental of exhibition areas and related services, relating to the participation of non-resident Exhibitors and without a permanent organisation in Italy, is subject to the application of VAT, according to Presidential Decree 633/72 art. 3. However, in Article 17 of the same Presidential Decree 633/72, the current legislation provides the possibility for foreign Exhibitors, prior to participation in the fair, to appoint a tax representative in Italy, who will handle VAT obligations and subsequently request its deduction and/or repayment. If infringements are detected by the competent authorities, FIRENZE FIERA S.p.A. will have the right to close the stand

and immediately remove the Exhibitor from the exhibition area.

15. Entrance to the Event

The event is open to the public upon payment of an entrance ticket. Representatives of the press with press ID will also be granted free entry.

16. Contractual Restrictions and Penal Obligations

Exhibitors are forbidden from:

1. Displaying works of which the dissemination is prohibited by Italian law and the Washington Convention;
2. Displaying objects and products in the stands that do not fall within the admitted product categories.
3. Exposing objects or occupying areas outside the stand; otherwise, as well as the penalties applied, such actions will entail the immediate removal of the goods placed outside the limits of the space assigned;
4. Creating storage areas inside the exhibition space with materials other than the official ones provided by FIRENZE FIERA S.p.A.;
5. Collecting signatures, petitions, statements and publicity without the prior authorisation of FIRENZE FIERA S.p.A.;

6. Attracting the public with phonic, musical or vocal devices, if not authorised by FIRENZE FIERA S.p.A.
7. Displaying signs or samples, even if merely indicative, on behalf of other companies, if not authorised by FIRENZE FIERA S.p.A.
8. Displaying signs with indications of discounts, explanations, posters, if not authorised by FIRENZE FIERA S.p.A.
9. Using structures of FIRENZE FIERA S.p.A. for the support of display and exhibition materials such as poles, pillars, trees, walls, etc.;
10. Calling people using loudspeakers or megaphones;
11. Altering the structure of the stand with respect to the agreed layout.
12. Remaining in the stand or in the pavilions beyond the closing time of the Exhibition or at times other than those authorised;
13. Administering food or drink to the public with the payment of a fee

Exhibitors are required to:

1. Be present at the stand with any staff for the duration and opening times of the Fair;
2. Use personnel in compliance with all laws in force;
3. Keep the stand and the furniture assigned to them in a state of perfect efficiency until the end of the event and provide daily cleaning;

4. Observe and ensure their employees and collaborators observe all the provisions issued by FIRENZE FIERA S.p.A.

FIRENZE FIERA S.p.A. may decide to suspend Exhibitors from the exhibition area if they do not respect even just one of the above-stated prohibitions and obligations.

17. S.I.A.E. Rights

Exhibitors are forbidden from the distribution of music and sounds. Any exceptions will be valid only if issued in writing by FIRENZE FIERA S.p.A. and may be revoked at any time with immediate effect. Authorised Exhibitors are required to use equipment in such a way as not to disturb other Exhibitors and visitors. Furthermore, the authorisation does not exempt him/her from the advance payment of copyright dues as stipulated by law, to S.I.A.E. (the Italian Society of Authors and Publishers – Local Agency of FLORENCE – Via Ricasoli, 26 – 50122 FLORENCE – tel. +39 055 652811 / Fax +39 055 6528122 – email: direzione.firenze@siae.it), which must be contacted for any further information. Should the Exhibitor not settle the payment as outlined above, the sum due, along with a penalty (as applied by S.I.A.E. staff, during their checks) will be applied by FIRENZE FIERA S.p.A. to the final invoice.

18. Audio Transmissions

As part of the stands, audio transmissions are allowed, including the use of radios and television sets, as long as they do not cause any disturbance for other Exhibitors and visitors, and the Exhibitors have fulfilled the legal obligations for the payment of the rights due to the producers of phonograms pursuant to the provisions of chapter I (art. 72 et seq.) of the law 22.04.1941 n. 633 “Protection of copyright and other rights related to its exercise”. To this end, it will be necessary to contact SCF - Società Consortile Fonografici S.p.A. - Via Leone XIII 14, 20145 Milan.

19. Force Majeure

In the event of force majeure, or for reasons beyond the control of the organisers, the date of the event may be changed or the Exhibition cancelled. In the latter case, the organisers, having fulfilled their commitments towards third parties and covered the organisational expenses for any reason, will allocate the remaining sums to the Exhibitors, in proportion to the amount paid per square metre, within the limits of the cautionary deposit. Organisers cannot be sued for damages. In the case of the cancellation of the event, FIRENZE FIERA S.p.A. will return the full amount already paid by the Exhibitors, without any compensation for damages.

20. Disclaimer and Consent, ex Legislative Decree 196/2003, Privacy Code

The data provided by the Exhibitor through the application for participation will be processed by Firenze Fiera S.p.A., pursuant to the Privacy Code (Legislative Decree 196 of 30 June 2003), both in written and electronic form, by appointed personnel who may have access to only the data necessary for managing the activities of the requested service.

The personal data of the Exhibitor may be viewed by internal secretaries, for the marketing of goods and services, accounting and invoicing appointees as well as those in charge of management and maintenance of processing systems. The data will not be communicated or disseminated to third parties, except for necessary contractual obligations, for administrative (invoicing), statistical (anonymous), promotional (information for the public and the press) and marketing or marketing operations, or for legal obligations. By signing the Application Form, the Exhibitor authorizes the Organizers to process the data provided for the aforementioned purposes.

Finally, Exhibitors are granted the rights referred to in art. 7 of Legislative Decree 196/2003, in particular the right to access their personal data, to request the correction, updating and deletion, if incomplete, incorrect

or collected in violation of the law, as well as to oppose their treatment for legitimate reasons by making requests to the data controller: Direct Exhibition Office – FIRENZE FIERA S.p.A. Piazza Adua 1, 50123 Florence.

The Exhibitor authorizes Firenze Fiera from now on to carry out audio and video footage during the course of the event, both for the documentation of the exhibition activities and for promotional and commercial purposes. In the process of reproduction, the aforementioned material may undergo changes, for which the Exhibitor now grants express authorization, and at the same time, prohibits its use in contexts that might affect personal dignity and public decorum.

The use of images and videos is to be considered free of compensation. This release / authorization may be revoked at any time by written notice to be sent by post or e-mail.

21. Choice of domicile – applicable legislative Norms – Italian Jurisdiction

The Exhibitor, by the application for participation, chooses his/her legal domicile in Florence at the headquarters of FIRENZE FIERA S.p.A., Piazza Adua 1. Any dispute between FIRENZE FIERA S.p.A. and Exhibitors will be subject to the jurisdiction of the Italian judicial

authority, which will apply the laws of the Italian Republic, to which the participation contract is subjected. Any dispute will be judged exclusively by the Court of Florence. The final invoice, which will include any additional requests, must be paid by the end of the event.

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