



EXHIBITORS

EXHIBITION TIMETABLE

	VISITORS	EXHIBITORS
24 th October 2019	9,30 am – 6,00 pm	8,30 am – 6,30 pm
25 th October 2019	9,30 am – 6,00 pm	9,00 am – 6,30 pm
26 th October 2019	9,30 am – 6,00 pm	9,00 am – 6,30 pm

DIFFERENCE BETWEEN SPACE-ONLY AND PRE-FURNISHED STAND

Companies that have booked a **space-only** stand will have exclusively the given surface area available for building their stand, the perimeter of which is marked out on the floor with adhesive tape.

There are no partition walls between stands.

Companies that have booked a **pre-furnished** stand (shell scheme booth) will have available an already set up area, including the equipment specified in the application form.

SPACE-ONLY STANDS SET-UP

Timetable

- Saturday 19th October 2019: from 8,00 am to 8,00 pm
- Sunday 20th October 2019: from 8,00 am to 8,00 pm
- Monday 21st October 2019: from 8,00 am to 8,00 pm
- Tuesday 22nd October 2019: from 8,00 am to 8,00 pm
- Wednesday 23rd October 2019: from 8,00 am to 8,00 pm

Entrance/Exit

Ingresso Italo Orientale

Maximum height of space-only stands and non-standard set-ups

Stands may not exceed the standard height of 3 m.

In case of additional margin or in case of the set-up booth is define as non-standard, it is requested to send the project, signed and sealed by a qualified engineer/architect for approval, by e-mail to the following address: ottomanelli@senaf.it copying laura.anoja@senaf.it.

This additional margin will be allowed to those structures whose sides facing the adjoining stands are perfectly finished and painted in a neutral, solid colour.

Partition of the stands

There is no division among the stands, the perimeter will be marked out on the floor by adhesive tape.

Stand fitters contact:

Please find here below the contact of stand fitter in order to receive a booth project:

GIPLANET SPA – Address: Via Tolomeo, 14/16 b - 35028 Piove di Sacco (PD)
SAIE Exhibition Design Coordinators: Phone. 049 5801243 – E-mail saie@giplanet.com

ALLESTIMENTI TM – Address: Bari
Phone. 080 5002001 – 333 6577198 – E-mail allestimentitm@libero.it
Contact Person: Lorenzo Mirizzi

FIDANZIA SISTEMI SRL – Address: Corso Vittorio Veneto 40 – 70123 Bari
Phone 080.5344722 - fidanzia@fidanzia.it; produzione@fidanzia.it – Website: www.fidanzia.it
Contact Person: Giuseppe Menchiese

DISMANTLING SPACE-ONLY STANDS

Date and hours

- Saturday 26th October 2019: from 6,30 pm to 8,00 pm – only in case of removal by hand-manoeuvred carts
- Sunday 27th October 2019: from 8,00 am to 8,00 pm
- Monday 28th October 2019: from 8,00 am to 8,00 pm
- Tuesday 29th October 2019: from 8,00 am to 8,00 pm

Entrance/Exit

Ingresso Italo Orientale

PRE-FURNISHED STANDS

Availability of pre-furnished stands:

Pre-furnished stands will be available for exhibitors **from 8.00 am and Wednesday 23 October 2019.**

Removal of material from pre-furnished stands - timetable:

- Saturday 26th October 2019: from 6,30 pm to 8,00 pm

Starting from 8.00 am on October 27th the stand fitters will start the dismantling work, all material and printed material found in the stands will be sent to disposal.

Entrance/Exit

Ingresso Italo Orientale

Stand fitter contact:

GIPLANET SPA, Via Tolomeo, 14/16 b, 35028 Piove di Sacco (PD)

SAIE set-up office: tel. +39 049 5801243 – saie@giplanet.com

GIPLANET SPA will send an email to the contact person indicated on the application form, with a link to access on customer area where to set up and configure booth and for the request of furniture or assistance.

APPLICATION FORMS TO PARTICIPATE IN THE EXHIBITION

Equipment rental and stand service forms:

You can find all the information on your exhibitor's on-line page.

To receive your credential please contact: laura.anoja@senaf.it

Fire extinguisher legal obligation:

Fire extinguisher distribution is already included in the application form to the extent permitted by law.

Fire extinguishers will be delivered within the beginning of the exhibition.

EXHIBITOR ENTRY PASS AND CAR PASS

Exhibitor entry passes and car passes

Exhibitors will be provided, free of charge, with entry passes in the following quantities:

- N. 10 entry passes

In addition:

- N° 1 car pass

How to get Exhibitors Entry Passes and Car Passes

Exhibitors will be provided, free of charge, with 10 entry passes.

Exhibitors will also be given one car parking sticker, irrespective of the size of the stand, entitling them to park in the space designated by BolognaFiere, subject to availability.

The Exhibitor's passes and the car park ones will be printed on-line on the Exhibition's website. The service will be available only for companies that will have provided to the payments due.

Printing the entrance documents for the set-up and dismantling period

Accessing on your Exhibitor's online page, it is possible to accredit companies, people and vehicles and print the entrance documents during set-up and dismantling period.

To receive your credential please contact: laura.anoja@senaf.it.

How to get Exhibitors Entry Passes and Car Passes

Exhibitors will be provided, free of charge, with 10 entry passes.

Exhibitors will also be given one car parking sticker, irrespective of the size of the stand, entitling them to park in the space designated by Fiera del Levante, subject to availability.

The Exhibitor's passes and the car park ones will be printed on-line on the Exhibition's website.

The service will be available only for companies that will have provided to the payments due.

The Car Passes will be available at the SAIE Organising Secretariat during the days of setting up.

Printing the entrance documents for the set-up and dismantling period

Accessing the Section GATE in the online page of the exhibitor, it is possible to accredit companies, people and vehicles and print the entrance documents.

VISITORS ENTRANCE

Entrance ticket price:

The access to the exhibition is free of charge, after registration.

Opening Hours:

- Thursday 24th October 2019: from 9,30 am to 6,00 pm
- Friday 25th October 2019: from 9,30 am to 6,00 pm
- Saturday 26th October 2019: from 9,30 am to 6,00 pm

Entrance/Exit:

Ingresso Edilizia

Free and reduced tickets available for exhibitors:

Each exhibitor will receive **1.000 free tickets**.

PAYMENT

Final invoice payment:

The final invoice and bank statement will be sent by the end of September 2019.

The payment is to be made by **30th September 2018**, with a bank transfer to:

Senaf srl

c/c 000005145X41

Banca Popolare di Sondrio – Agenzia 8 Milano

IBAN: IT 17 N 05696 01607 00000 5145X41

Entrance for the set-up will not be allowed to Exhibitors who have not paid the final invoice.

OTHER

Goods shipment to the stand with courier:

It is possible to ship goods to the stand by writing clearly on the box the following information:

Exhibitor Company Name

c/o Hall. (.....) booth nr. (.....)

Quartiere Fiera del Levante – Lungomare Starita, 4

Ingresso Italo Orientale

70132 BARI

It is essential to explicitly define with the courier dates and times for the delivery, in order to be sure to find people waiting at the stand. The Exhibiting Organizing Office is not allowed to receive goods on behalf of exhibitors. We recommend to insert clause “delivery to the stand” to prevent that the courier could insist on leaving goods at the gate.

Services included in Mandatory technical supplies fee:

- Connection, test and electric power up to 3 kw
- Fire extinguishers
- WI FI

Insurance

The Registration fee includes “**All Risks**” and **Civil Liability insurance**.

Maximum coverages are written on the Exhibition Technical Regulations (available online).