



## EXHIBITORS

### EXHIBITION TIMETABLE

	VISITORS	EXHIBITORS
19 <sup>th</sup> October 2023	9:30 am – 6:00 pm	8:30 am – 6:30 pm
20 <sup>th</sup> October 2023	9:30 am – 6:00 pm	8:30 am – 6:30 pm
21 <sup>th</sup> October 2023	9:30 am – 6:00 pm	8:30 am – 6:30 pm

### DIFFERENCES BETWEEN RAW SPACE AND PRE-FITTED STANDS

Companies that have booked **raw space without fitting**, will have exclusively the given surface area available to build their own stand, the perimeter of which will be marked out on the floor with adhesive tape.

There are no partition walls between stands.

Companies that have booked a **shell scheme booth** will have available an already set-up area, including the equipment specified on the application form.

The official stand builder of the exhibition, who will realize the pre-fitted stands will be: Spazio Eventi (in bold) reachable under the following contact details:  
tel. +39 080 4552316 [saie@spazioeventi.org](mailto:saie@spazioeventi.org)

### SET-UP for RAW SPACE

#### Timetable

- Saturday 14<sup>th</sup> October 2023: from 8:00 am to 8:00 pm
- Sunday 15<sup>th</sup> October 2023: from 8:00 am to 8:00 pm
- Monday 16<sup>th</sup> October 2023: from 8:00 am to 8:00 pm
- Tuesday 17<sup>th</sup> October 2023: from 8:00 am to 8:00 pm
- Wednesday 18<sup>th</sup> October 2023: from 8:00 am to 8:00 pm

**Exhibitors Hall 19:**

Entrance and exit: ITALO ORIENTALE

**Exhibitors New Hall / Nuovo Padiglione, Hall 20, Outdoor Area**

Entrance: AGRICOLTURA- – Fiera del Levante, Viale Vittorio Emanuele Orlando, Bari

Exit :EDILIZIA – Fiera del Levante, Via di Maratona angolo via Verdi, Bari

**Maximum height of raw spaces and non-standard set-ups**

The arrangements have to be realized in order to ensure maximum visibility of the nearby stands. It is forbidden for exhibitors to close more than 50% of the length of the single free sides or of the exhibition front with walls or with furniture or display modules.

Stands may not exceed the standard height of 3 m

In case of higher heights or in case of non- standard booths, it is requested to send the project, signed by a qualified engineer/architect for approval, to the following addresses: [ottomanelli@senaf.it](mailto:ottomanelli@senaf.it) c.c. [laura.anoja@senaf.it](mailto:laura.anoja@senaf.it).

The structures, whose sides face with neighbouring stands, must be perfectly finished and painted in a neutral, solid colour.

No suspensions are possible

**Partition of the stands**

There is no division among the stands, the perimeter will be marked out on the floor by adhesive tape. Each company will have to realize the walls of its stand that are next to others' exhibitors' stands

**Stand builder 's contact:**

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

**HENOTO** – Via Tolomeo 14/16 – 35028 Piove di Sacco (PD)

Tel. 049 5801211 – [saie@henoto.com](mailto:saie@henoto.com)

Contact: Mrs Daria Scacchetti

**ALLESTIMENTI TM** - Via Bitritto 86 – 70129, Bari

Tel. 0805002001 - 3336577198 – [allestimentitm@libero.it](mailto:allestimentitm@libero.it)

Contact: Mr. Lorenzo Mirizzi

**NIGRO ALLESTIMENTI** - Via delle Mimose S.n.c.- 70026 - Bari

Tel. 0805341093 – 3484058129 - [info@nigroallestimenti.it](mailto:info@nigroallestimenti.it)

Contact: Mr Nigro

**ROMANO EXHIBIT SRL** - Viale delle Margherite, 24.- 70026 - Bari

Tel. 0805365979 – 3357719549 - [salvatore@romanoexhibit.it](mailto:salvatore@romanoexhibit.it)

Contact: Mr. Salvatore Demola

**SPAZIO EVENTI** – Via Torre di Mizzo, 9– 70026 - Bari  
Tel. +39 080 4552316 - [saie@spazioeventi.org](mailto:saie@spazioeventi.org)  
Contact: Mr Fabrizio Fitto

## DISMANTLING RAW SPACES

### Date and hours

- Saturday 21<sup>th</sup> October 2023: from 6,30 pm to 8,00 pm – only in case of removal by hand-manoeuvred carts
- Sunday 22<sup>th</sup> October 2023: from 8:00 am to 8:00 pm
- Monday 23<sup>th</sup> October 2023: from 8:00 am to 8:00 pm
- Tuesday 24<sup>th</sup> October 2023: from 8:00 am to 8:00 pm

### Exhibitors Hall 19:

Entrance and exit: ITALO ORIENTALE

### Exhibitors New Hall / Nuovo Padiglione, Hall 20, Outdoor Area

Entrance: AGRICOLTURA- – Fiera del Levante, Viale Vittorio Emanuele Orlando, Bari

Exit :EDILIZIA – Fiera del Levante, Via di Maratona angolo via Verdi, Bari

In particular:

the access to the fairground for the samples ' s removal and fittings will be the following :

- Saturday 21st October 2023 - closing of the Hall at 6.30 p.m.
- Samples' removal at 6.30 p.m.
- Entrance from external parking areas for removal from 7.00 p.m. (only for samples's removal with hand trolleys)

## PRE-FITTED STANDS

### Availability of pre-fitted stands:

Pre-fitted stands will be available for exhibitors **from 8:00 on Wednesday 18 October 2023.**

### Removal of material from pre-fitted stands - timetable:

- Saturday 21<sup>th</sup> October 2023: from 6:30 pm to 8:00 pm

Starting from 8:00 am on October 9<sup>th</sup> the stand fitters will start the dismantling work, all material that will be found in the stands will be removed.

#### Exhibitors Hall 19:

Entrance and exit for setting up and dismantling: ITALO ORIENTALE

#### Exhibitors New Hall / Nuovo Padiglione, Hall 20, Outdoor Area

Entrance for setting up and dismantling: AGRICOLTURA- – Fiera del Levante, Viale Vittorio Emanuele Orlando, Bari

Exit for setting up and dismantling: EDILIZIA -- Fiera del Levante, Via di Maratona angolo via Verdi, Bari

#### Stand builder's contact:

**SPAZIO EVENTI** – Via Torre di Mizzo, 9– 70026 - Bari  
Tel. +39 080 4552316 - [saie@spazioeventi.org](mailto:saie@spazioeventi.org)  
Contact: Mr Fabrizio Fitto

**SPAZIO EVENTI** will send an email to the **contact person** indicated on the application form, with a link to the personal area where configuring booth and where you can request additional 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, for which you received username and password after your registration

To receive again your credentials please contact: [laura.anoja@senaf.it](mailto:laura.anoja@senaf.it)

#### Fire extinguisher legal obligation:

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

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

### TECHNICAL OFFICE SAIE BARI

The technical office will stay at your disposal at the following contacts:

[ottomanelli@senaf.it](mailto:ottomanelli@senaf.it) mobile: 3760611604

## 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 pass, regardless of the size of the stand, entitling them to park in the space designated by Fiera del Levante.

The CAR pass can be used only for one car /one day and will be available from the first day of set up.

The Exhibitor's and Cars' passes will be printed on-line on the Exhibition's website, for which you received username and password per e-mail, after your registration and payment. To receive again your credentials please contact: [laura.anoja@senaf.it](mailto:laura.anoja@senaf.it)

Those services will be available only for companies that will have provided to the due payments.

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

Through the exhibition's portal, it's possible to accredit companies, people and vehicles and print the entrance documents. To receive again your credential please contact: [laura.anoja@senaf.it](mailto:laura.anoja@senaf.it)

## VISITORS' ENTRANCE

### Entrance ticket price:

Access to the event is free, upon registration

### Opening Hours:

- Thursday 19<sup>th</sup> October 2023: from 9:30 am to 6:00 pm
- Friday 20<sup>th</sup> October 2023: from 9:30 am to 6:00 pm
- Saturday 21<sup>th</sup> October 2023: from 9:30 am to 6:00 pm

### Entrances:

Entrance Edilizia – Fiera del Levante, Via di Maratona angolo via Verdi, Bari

Entrance Via Verdi– Fiera del Levante, Via Giuseppe Verdi, Bari

### Free 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 August 2021.

The payment will have to be made by **1st September 2021**, 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 during the setting - up days:

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

### Exhibitors Hall 19:

Entrance: ITALO ORIENTALE

### Exhibitors New Hall / Nuovo Padiglione, Hall 20, Outdoor Area

Entrance AGRICOLTURA- – Fiera del Levante, Viale Vittorio Emanuele Orlando, Bari

It is required to make arrangements with the courier about dates and times for the delivery, in order to be sure to find someone waiting at the stand. The Exhibiting Organizing Office is not allowed to receive goods on behalf of exhibitors. We recommend to insert the 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

### Insurance

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

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



BARI, 19-21 OTTOBRE 2023

[www.saiebari.it](http://www.saiebari.it)

In collaboration with:



Project and Direction



Via Eritrea 21/A – 20157 Milano  
Tel. +39 02332039.460  
[info@saiebari.it](mailto:info@saiebari.it)

## HELP DESK

For further information, please contact the event Help Desks at the following addresses:

**EXHIBITORS: +39 02 89362581**

**VISITORS: +39 02 89362580**