

# EXHIBITORS' PRACTICAL GUIDE



**EU  
DI** **26°**  
european  
dive **show**

2/4 march 2018 | Bologna Italy | [www.eudishow.eu](http://www.eudishow.eu) | [info@eudishow.eu](mailto:info@eudishow.eu)

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## TRADE FAIR INFO

### European Dive Show - 25th European Scuba Diving Fair

**Dates:** 2nd to 4th March 2018

**Where:** BolognaFiere

**Entrance:** Michelino

**Pav.:** 36

**Exhibitors' hours:** 2nd march from 8.30 am to 7.30pm

3rd march from 9am to 8.30pm

4th march from 9am to 7.30pm

**Visitors' hours:** 2nd and 4th march from 9.30am to 7pm

3rd march from 9.30am to 8pm

## SET-UP ENTRANCE

Exhibitors are obliged to view and accept the technical and general regulations (<http://www.eudishow.eu/espositori/esporme/regolamenti/>)

Entrance to Bologna Quartiere Fieristico only after validation of the anagraphics on the website [www.gate.bolognafiere.it](http://www.gate.bolognafiere.it). The Organization will send to each Exhibitor, to the specified email address, a password to log in to their private area. In this area the Exhibitors will specify details about their firm, the employees for the fair and the vehicles they're going to use. One username and password for the following reserved areas:

<http://www.gate.bolognafiere.it/>

[http://befair.bolognafiere.it/it/manifestazione/eudi\\_show\\_2016\\_257/2016/index.do](http://befair.bolognafiere.it/it/manifestazione/eudi_show_2016_257/2016/index.do)

<http://www.eudishow.eu/area-riservata/> (for Eudi online catalogue)

Exhibitors and stand organizers/suppliers that will not validate their anagraphics nor print the entrance documents, will not be authorized to enter the Quartiere Fieristico during the times for Fair set up and set down.

The Exhibitor will also have to follow the Assignment procedure for their stand organizers and suppliers; to said firms will be also given another password to allow them register, inside the private area, their employees and vehicles, and print the necessary entrance documents.

It's important to print the passes and to keep on yourselves the document for every vehicle or person: without these documents it will not be possible to enter the Quartiere Fieristico during the times for set up and set down of the stands.

Suppliers and Carriers that will enter the Quartiere to deliver material on behalf of the Exhibitor, will have to carry the necessary Document of Transportation (DDT) with the information about the Exhibitor they work for, the Exhibitor's business name, the pavillion and the stand. The access to the Quartiere Fieristico will be denied to Suppliers and Carriers with a DDT lacking of said information.

During the set up times the access will be possible following these timetables:

## Set up

tuesday 27th february from 8 am to 6 pm

wednesday 28th february, from 8 am to 6 pm

thursday 1st march, from 8 am to 6 pm

it will be possible, for the stage organizers inside the Quartiere Fieristico, to finish up their work for one more hour, 7pm.

BolognaFiere forbids to work inside the halls with not electric forklift trucks.

## Set down

The access to the Quartiere Fieristico for the stands set down will follow these timetables:

sunday 4th march from 7pm to 8pm (extended at 22.00 only for removal of samples) .In this time it is not allowed access to trucks.

monday 5th march from 8am to 6pm

Tuesday 6th march from 8am to 6pm

it will be possible, for the stage organizers inside the Quartiere Fieristico, to finish up their work for one more hour, 7pm.

The same passes and documents, as in the set up fase, will be used for the movement of employees and vehicles during the set down days.

The set down of any stand, in any area, will have to be completed by 7pm of march 7th.

Everything is well detailed in the articles 2C and 2D of our Regulation (<http://www.eudishow.eu/esporme/regolamenti/>)

## TIME EXTENSIONS

Eventual requests for time extension during the set up days (**not including the day before the beginning of the event**) and set down days, can be requested to our Administrative office. The request must be sent in by 6pm of the day the extension is for. The cost for the extensions is:

150€ for the night of the first official set up and extra days

180€ for the nights of the days in between

It will have to be payed directly to BolognaFiere at the moment of the request, that can happen to the Sales Office of BolognaFiere, second floor, entrance Michelino.

## DISPLAY OF BOATS AND VEHICLES

The Exhibitors with boats to display inside the pavillion, or any other kind of big vehicle, have to bring them in and position them by 6pm of tuesday february 27th. Beyond that timeline the stand set up might be in the way.

Anyhow, we strongly advice to settle for the day of positioning with the Organization.

## SET UP PROJECTS

All the set up projects that are taller, in any part, than 3 mt must be sent in at least 20 working days before the beginning of the official set up, to be approved by the Organization. The project can be sent in by fax or email at [segreteria@eudishow.eu](mailto:segreteria@eudishow.eu) then wait for the official approval by BolognaFiere.

Furthermore please notice: the stands set up, no matter the size, are classified in: standard out standard

The Out Standard set up are those with at least one of these characteristics: American style trellis with free structural lights taller than 8mt or overall more than 32mt

**Horizontal trellies or structures with different materials with free light as tall as 4,50mt** Anchoring systems that attach to the structures of BolognaFiere Loft with an area on the first level, even if it's forbidden to public Platforms taller than 0,80mt All the outside structures that are bigger than 75sqmt are considered Out Standard.

BolognaFiere will run a mandatory test for all the Out Standard stands. The Exhibitor will then be charged a fee that corresponds to the type of set up, as indicated in the papers that they will receive upon request (art.13 of the General Regulations).

All the matter follows the art. 13 of the General Regulations and the art. 3 of the Technical Regulations.

## WASTE DISPOSAL

### Set up and Set down

Waste and residue material from set up and set down will be disposed by the Exhibitors and/or their employees. The halls of the pavillions will have to be kept clear of any kind of waste. The Exhibitors will face a fee of 300€ + tax for every 16sqmt occupied by their set up, for any transgression of the above, and pay the refund for any direct and indirect cost of the clearing out.

The Exhibitors and/or their employees can choose to appoint BolognaFiere the disposal of waste, booking the service on the website <http://befair.bolognafiere.it/>

The verification of the right application of what has been settled, for the disposal of waste and residue material, will be effected by BolognaFiere staff for each pavillion.

## Manifestation

The waste produced during the manifestation has to be disposed of in the appropriate areas inside the Quartiere Fieristico, and separated according to their type (paper, glass, metal, plastic and undifferentiated).

Again the Exhibitors can choose to appoint BolognaFiere the collection and disposal of waste.

## ENTRANCE PASS - INSIDE CAR PARK - FREE TICKETS

Exhibitors will be given, free of charge, entrance passes as follows:

1 Exhibitor pass every 8sqmt

1 car park pass per exhibiting firm + 1 every 32sqmt further

The Exhibitors are accountable for the proper use of these documents and the behaviour of those who use them.

The passes will be available for pick up at the Administrative office, located on the second floor of the pavillion n 36 (the exhibiting one) during wednesday 28th february and thursday 1st march from 9.30am to 5.30pm. The Exhibitor's pass are valid for one entrance per each exhibition day.

The Exhibitors will also receive free tickets as follows: 1 ticket per sqmt of exhibition.

Those who might need more Passes, Car Par tickets or Free Tickets, will have to request the Administrative office at this email address [info@eudishow.eu](mailto:info@eudishow.eu). Using the form available on the website (<http://www.eudishow.eu/espositori/comunicazioni-espositore/moduli-vari/>), or during the days of set up at the Administration office, second floor of the exhibition pavillion, where the following fees will be applied:

- Exhibitor's pass 12€ each + tax
- Inside car park 15€ each + tax
- Free ticket 8€ each

## S.I.A.E. COPYRIGHTS

The use of monitors to broadcast images requires no special authorization, except the payment of copyright fee to S.I.A.E., for eventual appliances to broadcast audio file and music, Exhibitors will have to have a formal authorization from the Administrative office.

In any case the Exhibitors are expected not to disturb other Exhibitors and visitors with their broadcasting systems, specifically concerning matters of noise pollution (according to the levels allowed by the Law), Exhibitors also have to face the fees for Copyright according to the laws in force.

For any information and to comply to their duties, Exhibitors should contact S.I.A.E., Via Orfeo n.

33/a, 40124 Bologna, Tel. 051/ 4290311.

A S.I.A.E. office will be available at the fair location, where the Exhibitors will be able to comply their duties as well.

## GENERAL SERVICES

On the second floor, in the hall of the pavillion, the Exhibitors will find assistance for what follows:

Logistic services (supplies)

Multimedia services (TV and audio system)

Systems (power, A/C, water)

Stand Cleaners service

Catering service For any other need and personalized budgets you can contact the email address [vendite@bolognafiere.it](mailto:vendite@bolognafiere.it) - Tel.051/28.28.16 - Fax 051/637.40.36

Set up: BF Servizi srl – email [allestimenti@bfservizi.it](mailto:allestimenti@bfservizi.it) – Tel. 051/28.28.11 – Fax 051/637.40.20

## ONLINE CATALOGUE

On the website [www.eudishow.eu](http://www.eudishow.eu) each Exhibitor has a personal private area (log in with the password sent by the Organization to the Exhibitor) where to write in datas, logo, products, services and all the useful information about their firm. The online catalogue is handled exclusively by the Exhibitor who writes it in, the contents inserted in the form will be published on the official printed catalogue.

## PRINTED CATALOGUE

The information given by the Exhibitors in the form for the online catalogue, will be used for the official printed catalogue. The information for the print version will be taken as of on January 26th 2017.

## REPRESENTED BRANDS

It is not possible to display brands, products, logos nor any type of info material unless it's of the Exhibitor, its firm or its brands. It is possible to host other firms, that are not the registered one, as "representative", prior filling in the form "modulo B" (<http://www.eudishow.eu/espositori/comunicazioni-espositore/moduli-vari/>) all the information about the "representative" brands the Exhibitor wishes to exhibit (logo, flyers, gadgets, or anything else) in their stand.

€ 300 per 1 representative brand - € 400 per 2 - € 600 per 3 - € 800 per 4- € 900 per 5 e € 100 per each further representative brand.

The representative brands that have been validated and payed for, will be visible both on the online and printed catalogue. All the matter follows the art. 5 of the General Regulations.

## CONVENTION HALLS EUDISHOW 2018

It's possible to book halls for conventions, meetings, stage, etc.

Four halls on the second floor, accessible from the exhibition pavillion:

Sinfonia 160 seats - Armonia 100 seats - Madrigale 70 seats

To book any, please fill in the form "modulo C" available at

<http://www.eudishow.eu/espositori/comunicazioni-espositore/moduli-vari/>

## CATERING SERVICE

For any other need regarding food service (catering service, lunch tickets, etc) you can contact Convivia at the following: [info@conviviacatering.it](mailto:info@conviviacatering.it)–[roberta.fulgini@camst.it](mailto:roberta.fulgini@camst.it)–tel.051/512344-tel.051/516000.

In the pavillion will be 3 bar, another one is on the 1° floor (near the convention halls). The restaurant of the pavillion is in the pavillion n.25, that is 20 meters from the pavillion 36 (one of the exhibition). The restaurant has a buffet menu and it costs €20 for the exhibitors. Is possible buy the ticket contacting CAMST before 3rd march ([info@conviviacatering.it](mailto:info@conviviacatering.it)–[roberta.fulgini@camst.it](mailto:roberta.fulgini@camst.it)–tel.051/512344-tel.051/516000) or in secretary office from 3rd to 5th march. The restaurant open at 11 am and close at 3pm.

## EXIT TICKET

The Exhibitors that have regularly payed their fees can collect their Exit Ticket at the Administrative office, from 17,00pm on Sunday March 4th, these tickets will be used to exit the checkpoints of the Quartiere Fieristico.

The Organization will give, to the Exhibitors who still need to regulate their fees, a statement of account for all the supplied services, the full payment must be done by Sunday March 5th in order to get the Exit Ticket.

## FLYERING

Distribution of pamphlets is allowed in front of your own stand (to a maximum distance of 1.5mt), it must not block the circulation of visitors nor block the visibility of other Exhibitors; flyering is also allowed in common areas without stands, prior authorisation from the Organization.

The authorization requires a fee of 100€ + tax a day per Exhibitor and requires the approval of the flyers and any other material that will be distributed; these have to be submitted with the request for the authorization to the Administrative office.