

BIBLIOSTAR GENERAL REGULATIONS

(REFERRED TO BELOW AS REGULATIONS)

Art. 1 - DEFINITIONS

"**Exhibition**" is understood to refer to Bibliostar, organized at Palazzo delle Stelline, Corso Magenta 61, Milan from 10th-11st March 2022. "**Regulations**" is understood to refer to the present conditions of contract. The terms "**Organizer**", "**Organization**" and "**Organizers**" are understood to refer to those responsible for the organization of the Exhibition and for drawing up the present contract in their role as lessors of the site and exhibition services - Argentovivo srl.

"**Exhibitors**" is understood to refer to participants at the Exhibition utilising the exhibition areas. "**Guest Exhibitors**" is understood to refer to participants at the Exhibition who are dependent on other Exhibitors.

Art. 2 - REQUIREMENTS FOR ADMISSION

The Organizer reserves the final right to accept or refuse applications to participate in the Exhibition providing explanations in the case of non-admission. In any case admission is reserved exclusively for Exhibitors whose activities are related to the product categories for which the Exhibition is authorised.

Art. 3 - APPLICATION FOR ADMISSION AND PAYMENT

The application, duly signed in all parts, must be returned to the Organizer via e-mail to bibliostar@argentovivo.it. At the same time as the application is sent the deposit decided by the Organizer for admission should be paid. The balance will have to be paid on receipt of the invoice and, in any case, **no later than 16th December 2022**.

If, on 21st January, it is impossible to carry out the event in presence or the exhibitor decides not to take part in it for health reasons, the deposit will remain valid without any withholding and/or penalty in case of any transfer in September and/or for the 2023 edition.

In case the exhibitor announces after 21st January the non-participation, the Organizer will be entitled to retain the entire deposit.

In case of non-payment of the full sum, the Organizer will have the right not to admit the Exhibitor in question to the Exhibition. However, the Organizer reserves the right to claim full payment of the fee, increased by a penalty amounting to 20% of this sum, while retaining the right to claim for any damage. Applications which are not signed and/or not accompanied by payment of the deposit will not be taken into consideration.

The presentation of the "Application for admission" implies complete acceptance by the Exhibitor of the present General Regulations in addition to an obligation to conform to all the norms and provisions issued by the organization, including at a subsequent date, for the proper functioning of the Exhibition. The "Application for admission" represents an irrevocable contractual proposal for participation by the Exhibitor.

Art. 4 - ACCEPTANCE

The Organizer reserves the right to alter the location and fitting-out of the Exhibition Space in accordance with his own ultimate requirements. Any eventual alteration will not be subject to objection by the Exhibitor nor to compensation for damages of any type. The Organizer will send to the Exhibitor acceptance in writing of the application presented.

Art. 5 - WITHDRAWAL

If the Exhibitor decides to not take part in the Exhibition, for whatever reason, it must be communicated to the Organizer by pec no later than 21st January 2022.

The deposit will be withheld - unless otherwise agreed - for the autumn edition if planned or for the 2023 edition.

In case the exhibitor announces after 21st January 2022 the non-participation, the Organizer will be entitled to retain the entire deposit as reimbursement.

Art. 6 - PREPARATION

The Exhibitor will be able to proceed with personalising his assigned Exhibition Space from 2 pm to 7.30 pm on 9th March 2022. The Exhibitor should carry out personalisation of assigned Exhibition Space only for the specific area acquired. Otherwise, the Exhibitor will be required to pay for the further space occupied at the price fixed by contract, raised by 20%. In any event the Organizer retains the power to deny the right to occupy space other than that which has been assigned.

In accordance with Law 81, in personalising his own stand, the Exhibitor undertakes to observe all technical and safety regulations as well as those concerning liability towards third parties.

In particular

A - No Exhibitor may install in the space assigned to him furnishings and/or objects which could deprive light, disturb or cause harm in any other way to another Exhibitor.

B - Structures brought in as furnishing must not have a height of over 2.5 m from the ground. The organization may vary this limit, informing Exhibitors of this decision, and can, acting under its own final judgement, give written authorisation for certain exceptions, without this necessarily being applied to other Exhibitors and without giving grounds for complaint about the exception.

C - Preparatory work in spaces adjacent to the perimeter walls of pavilions must be carried out in such a way that any temporary wall is self-supporting and at a distance of at least 20 cm from the perimeter wall. In any event walls of stands must not be anchored to walls or other structures of the exhibition area.

D - Any requests for exceptions should be sent in writing to the Organizer, whose decision will be final and who may authorise work to be carried out under his supervision but at the expense, in full, of the Exhibitor requesting it, who is also liable for any costs involved in restoration.

Art. 7 – PARKING PERMISSION FOR LOADING AND UNLOADING MATERIALS

The exhibition site is located in the historical centre of the city and unfortunately this makes parking difficult for loading/unloading materials. For information we advise you to visit the site www.comune.milano.it or telephone 02.0202 for details about road access to the area and possible Ecopass requirements.

Signs showing parking regulations have been changed: there is a total 24-hour ban on parking or waiting in the area in front of the Palazzo delle Stelline. The ban is suspended only for exhibitions and events such as Bibliostar. **In this case parking is allowed only for loading or unloading operations with display on the windshield of permits issued by us.**

This permit does not constitute parking rights and access to Area C.

Therefore, exhibitors arriving at the Palazzo delle Stelline at the pre-arranged times will be met by staff who will hand over the permit for display. They are requested to leave the space free as soon as they have finished loading or unloading materials.

If exhibitors fail to follow these rules, the organizers decline any responsibility for fines issued by the Comune di Milano, local police or public transport authorities, who patrol the area continually and may even remove parked vehicles.

The following is a summary of the rules which will allow parking without incurring fines:

- Vehicles must leave the area free as soon as loading/unloading operations are completed.
- Heavy goods vehicles are not allowed inside Area C (only delivery vans up to 35 cwt).
- The permit is not valid for parking; the zone is a no parking area and the permit is only valid for the time required to load or unload.
- Traffic is free to circulate in the time period from 7.30 am to 9.30 am but only for delivery to offices and shops in the zone; parking is prohibited.
- **Delivery vans are allowed up to 35 cwt and less than 7.5 metres in length. The others have to ask a permit to the local police.**

Vehicles which do not respect these rules, blocking traffic and the carrying out of loading/unloading operations by exhibitors, will be fined and removed by the police.

We remind you that Corso Magenta is accessible only from Via Carducci/Via Monti, entry to Piazzale Baracca is reserved exclusively for public transport and CCTV cameras are in operation.

Art. 8 - RETURN - DISMANTLING OF EXHIBITION SPACE

The Exhibitor can begin dismantling the stand **on 11st March 2022 from 6 pm until 8.30 pm and then in the morning of 12nd March 2022. Dismantling is not permitted before 6 pm on 11st March 2022.** The Exhibition Space should be restored in the same state as that in which it was handed over to the Exhibitor. All materials and furnishings should be removed from the Exhibition Space. Bearing in mind that the exhibition area has to be made available for another event, the Organizer reserves the right to clear away, at the risk and expense of the Exhibitor, all materials, equipment and other objects which have not been removed within the prescribed time and to restore the space to its previous state. Any Exhibitor who has not carried out complete restoration within the prescribed time will be liable to pay a penalty of Euro 2,000 (plus further possible damages).

The Organizer assumes no obligation for the safekeeping of any goods or materials belonging to the Exhibitor which are cleared away.

Art. 9 - SURVEILLANCE

Safeguarding and surveillance of the Exhibition Space, and its contents, during the preparation stage, the course of the Exhibition (both during the hours of opening to the public and the hours of closure) and the period of dismantling are the responsibility of the Exhibitor. The Organizer is therefore not responsible for objects or goods left unattended within the Exhibition Space during the time when the Exhibition is closed or open to the public. With regard to surveillance during the daytime, in the hours of closure to the public, and at night, the Exhibitor can make use of staff provided for this purpose by specific request to the Organizer beforehand, providing full details of the operators concerned and obtaining explicit written authorisation from the Organizer.

Art. 10 - EXHIBITOR'S RESPONSIBILITIES

The Exhibitor will be responsible for all damage caused directly or indirectly to the Organizer, the Exhibition Centre, Exhibitors and any related third parties, staff, helpers and/or collaborators during the course of the Exhibition.

Art. 11 - INSURANCE

While **the enrolment fee includes insurance against fire and associated risks at the Palazzo delle Stelline**, each Exhibitor is called upon to take out the following further insurance policies which should be made available to the Organizer on request:

- a) **insurance policy** against theft (including damages through burglary) and against fire damage, malicious or negligent damage by third parties and associated risks up to the total value of the goods exhibited and exhibiting structures,
- b) **insurance policy** covering civil liability to third parties.

It is understood that all insurance cover should relinquish any action for compensation from the Organizer and should be valid for the full time period when the Exhibitor and his goods are present in the Palazzo. Failure to take out the above insurance will imply forfeiture by the Exhibitor of any possibility of claiming damages which would have been covered by the above policies, while the Exhibitor will be directly responsible with regard to third parties and will hold the Organizer unaccountable and exempt from any claims that they may formulate against the Organizer.

Art. 12 - EXHIBITION CATALOGUE

The Organizer reserves the exclusive right to publication, distribution and sale of the Exhibition Catalogue. Details required for publication in the catalogue will be supplied by the Exhibitor, under his own full responsibility, by filling in the form (page 1, Application for admission), which is to be returned to the Organizer **no later than 10th January 2022**, together with the consent form, in accordance with Law 675/1996 and subsequent changes and additions. The Organizer and his assistants will not be held responsible in any way for any errors or omissions which may occur in insertions in the catalogue.

Art. 13 - REPRODUCTION RIGHTS

The Exhibitor gives his prior consent to the carrying out of graphic, photographic and/or cinematographic reproductions of the exhibition complex, pavilions and their contents and to the sale of such reproductions by the Organizer.

Art. 14 - OPENING TO THE PUBLIC AND ACCESS FOR EXHIBITORS

The Exhibition will be open to the public on **Thursday 10th and Friday 11st March 2022 from 9 am until 6 pm**. The Exhibitor will have access to his own Exhibition Space half an hour before the

scheduled opening to the public. The Organizer reserves the right to change the dates and hours of opening and closure of the exhibition, without giving grounds for any claim for reimbursement or compensation by the Exhibitor.

Art. 15 - CANCELLATION

In the event that the Exhibition, for whatever reason, should not take place, the Exhibitor will be immediately informed and the amount paid will be retained in advance for the 2023 edition unless otherwise agreed; any further or different damages or compensation are explicitly excluded.

Earlier closures or temporary suspensions will not be grounds for the Exhibitor to claim compensation, damages or reimbursement for whatever reason.

Art. 16 - TECHNICAL PROVISIONS

Any requests for the realisation of "non-prepared" stands should be sent to the Organizer in the two months preceding the Exhibition, for technical evaluation by the Organizer, together with full details of materials to be used and the supplier chosen by the Exhibitor. **It should be remembered that the maximum height allowed by the Organizer for outer walls is 2.5 m and this cannot be exceeded in any way; the Exhibitor will be responsible for removal of excess encumbrance at his own expense.**

Art. 17 - OBSERVANCE OF LAWS AND REGULATIONS

The Exhibitor must respect all provisions of the law and regulations which are applicable including, for example, laws protecting copyright, regulations of the S.I.A.E. (Society of Authors and Publishers), public safety provisions, provisions concerning fire prevention, accidents, work hygiene, work safety and, especially, the provisions of Law 81/2008 and subsequent changes and additions.

In particular, the Exhibitor is required to observe current regulations with regard to work safety and, especially, the provisions of Law 81/2008 (formerly Law 626/94 and Law 494/96) and subsequent changes and additions.

In the case of non-prepared stands, or any other work within the Palazzo delle Stelline, the Exhibitor must abide by the following requirements in contracting preparatory work and its dismantling:

- to check, also by enrolment in the Chamber of Commerce, Industry and Crafts, the technical-professional suitability of firms or freelance workers applying for the contract to carry out the work involved;
- to supply these firms or workers with detailed information on specific risks relating to the environment in which they are to operate as well as measures of prevention and emergency adopted in relation to their activities;
- to coordinate intervention for prevention of, and protection from, risks to which workers are exposed, including reciprocal exchange of information to eliminate risks due to interference between workers from different firms involved in carrying out the overall task.

The Exhibitor will be expected to carry out the activity of coordination, considering also the particular risks of working inside Palazzo delle Stelline, of which the present indications give only some examples and are not exhaustive. He will have to provide information about prohibitions, obligations and risks to the various parties employed inside Palazzo delle Stelline. The Organization declines any responsibility for any incident or consequence resulting from neglect of the above legal provisions and reserves the right to claim compensation, under any jurisdiction, should such breaches result in damage of any type.

Art. 18 - METHOD OF CANCELLATION

Violation of the rules laid down in articles 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17 and in the "General Provisions" will give the Organizer the right to cancel the present contract and demand the payment of a penalty of Euro 1,500 for damages caused, in addition to payment by the Exhibitor of all sums owed and compensation for any further damage. Payment of the penalty can be required independently of the cancellation of the contract. Cancellation will take effect immediately after communication by the Organizer to the Exhibitor of the decision to apply this right. If the Organizer should take this step during the course of the Exhibition, the Exhibitor must immediately cease any activity within the Exhibition Space and arrange for its dismantling within the time period indicated by the Organizer. The Exhibitor agrees not to make any objection and leaves the protection of his rights to possible subsequent judgement.

Art. 19 - ADDITIONAL COSTS

The Fee does not include possible additional costs: electricity over 2 kw, supplementary furniture, requests for telephone lines or special links, lighting installations and anything else not provided in the prepared stand and which should be requested from the Organizer using the prescribed form.

Art. 20 - ABANDONMENT

The Exhibitor may not abandon the Exhibition Space during the course of the Exhibition. If nevertheless this should happen, for whatever reason, the Organizer will have the right to dismantle any material left, at the risk and expense of the Exhibitor, and **a fine of Euro 1,000 will be charged to the Exhibitor as compensation.**

Art. 21 - RECEIPT OF GOODS AT CONGRESS CENTRE

Management and control of the receipt of goods at Palazzo delle Stelline is the responsibility of the Palazzo secretarial office. They can also arrange for delivery directly to the exhibition area or to the reserved rooms, on written request from the parties concerned. **Other goods can be carried into the pavilions by the Exhibitor only by hand or by using trolley equipment.** In any case, the Organizer has no civil or legal responsibility with regard to operations carried out by the Congress Centre or by the Exhibitor on his own behalf.

Art. 22 - RESPONSIBILITY FOR GUEST EXHIBITORS

The Exhibitor undertakes to make the Regulations known to, and respected by, Guest Exhibitors and will be personally responsible for any violation or non-fulfilment attributable to them.

Art. 23 - PARTICULAR PROHIBITIONS

In particular, Exhibitors are prohibited from the following:

- any form of advertising outside the assigned space. Distribution of publicity material is permitted only in one's own exhibition area and leafleting is expressly forbidden;
- any performance or entertainment initiative, of whatever kind, even if limited to the assigned space and aimed at the presentation of products, without prior authorisation from the Organizers;
- taking photographs and/or films, or similar activities, in one's own stand (when products and/or structures of third parties come within the frame), or in the pavilions or external areas, without prior authorisation from the Organizers.

Art. 24 - USE OF TRADEMARK

The Exhibitor may use the official trademark of the Exhibition in his own communications and printed materials, exclusively with the original form and lettering, only after obtaining explicit written authorisation for its use from the Organizers.

Art. 25 - TREATMENT OF PERSONAL DATA

Information for those concerned, in accordance with Law 196/03 entitled "Code dealing with protection of personal data"

The Exhibitor should take note that:

- a) the data supplied is necessary for execution of the contract and the provisions of civil and fiscal law;
- b) refusal to supply the data will imply non-stipulation of the contract by the company;
- c) in addition to the above purposes, handling of data is also carried out for objectives of commercial information and the sending of advertising material, i.e. the accomplishment of market research or interactive commercial communication;
- d) communication of data can be carried out also by other parties, entrusted by and/or contractually linked to the Organizers, for the above objectives;
- e) at any time the Exhibitor can exercise his rights (as in art. 7 of the Law cited, subsequently amended by articles 8 and 9) including to oppose, entirely or partly, for legitimate reasons, the handling of personal data concerning him, even if it is pertinent to the objective of the data collection, as well as the handling of personal data concerning him for purposes of sending advertising material or direct sales or the accomplishment of market research or commercial communication;
- f) the data handling proprietor is Argentovivo srl - Via Carroccio 5 - 20123 Milan, Italy;
- g) handling is carried out also by computerised methods and the data is stored in the offices of Argentovivo srl.

By signing the application for admission the Exhibitor also gives his consent that the data concerning him should be subject to all the handling operations listed in art. 4, no. 1, letter a) of the Law cited.

Art. 26 - INTELLECTUAL PROPERTY

It is strictly forbidden to draw, copy, measure, photograph or reproduce in any way any objects exhibited, without explicit written authorisation from the Exhibitor concerned. Exhibitors cannot oppose graphic, photographic or cinematographic reproductions of the exhibition complex and its contents nor the sale of such reproductions, if arranged by the Organizers.

Art. 27 - ADVERTISING

The exercise of advertising within Palazzo delle Stelline, in whatever form, is reserved exclusively to the Organizers. Any form of loud advertising, including through the use of audio or visual equipment, is strictly prohibited, as is the distribution of catalogues, leaflets and publicity material of any kind outside the Exhibition Space. Any activity that could disturb or damage the image of the Organizers or the proper functioning of the Exhibition, such as interviews, campaigning for subscriptions etc., is also forbidden outside the Exhibition Space.

However, the Organizers reserve the final right to allow exceptions in this matter, without this necessarily being applied to other Exhibitors and without giving grounds for complaint about the exceptions.

Art. 28 - RESPECT FOR REGULATIONS

Exhibitors are required to follow the provisions of the Regulations, in addition to all other legal requirements for public safety. Any breach may lead to the immediate exclusion, temporary or definitive, of the Exhibitor contravening the rules without any right to reimbursement or compensation of any sort. The Organizers are free to decide on the best use of space vacated as a result of exclusion for breach of the Regulations.

Art. 29 - ISSUING OF NEW RULES

The Organizers reserve the right to issue further rules and provisions, providing prior written notice, with immediate obligatory effect.

Art. 30 - PARTIAL NULLIFICATION

The nullification of one of the articles of the Regulations, or one of their parts, will not invalidate the remaining articles or any of their parts.

Art. 31 - PLACE OF LEGAL JURISDICTION

The sole jurisdiction competent to resolve any legal controversies relating to the current Regulations, or deriving from an Exhibitor's participation in the Exhibition, is the court of justice in Milan.