



XXXI INTERNATIONAL DRUG ENFORCEMENT CONFERENCE

Dear Exhibitor,

We are delighted to learn that you will participate in the XXXI International Drug Enforcement Conference which will be held at the Rome Cavalieri Waldorf Astoria Hotel in Rome from June 17th to 19th 2014.

This manual provides useful information and guidelines to help you prepare for the Exhibition and we would ask you to read the contents carefully.

In case you are using the service of an external exhibition house or communication agency, please make sure to share this manual with them as well.

For Triumph it is a pleasure to work with you and we do equally hope to see you on other occasions in the near future “<http://www.triumphgroupinternational.com>”

Looking forward to a fruitful and successful event,

Yours faithfully,

The Organizing Secretariat

Tel:

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idec2014@thetriumph.com



XXXI IDEC VENUE

ROME CAVALIERI WALDORF ASTORIA HOTEL

Via Alberto Cadlolo 101

00136 Rome (Italy) www.romecavalieri.com

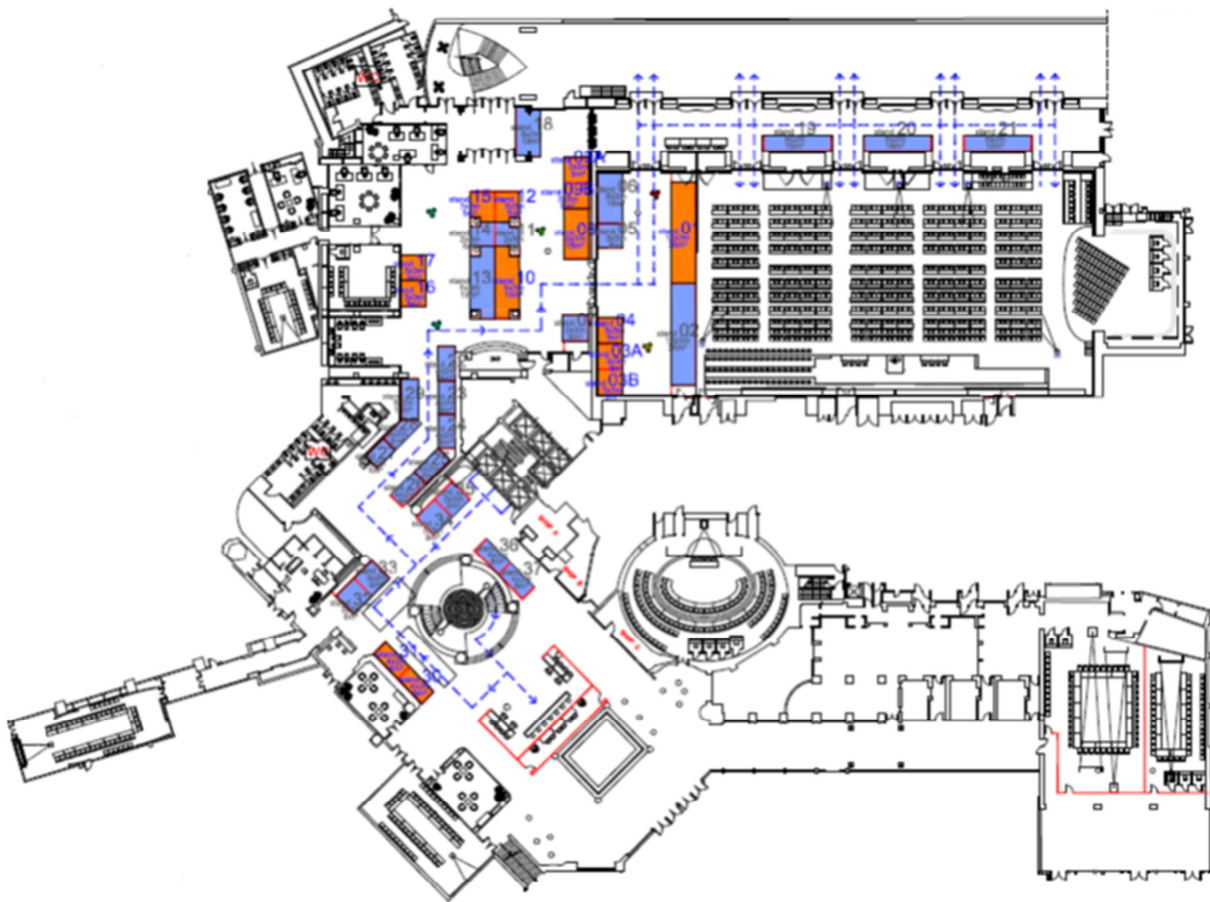
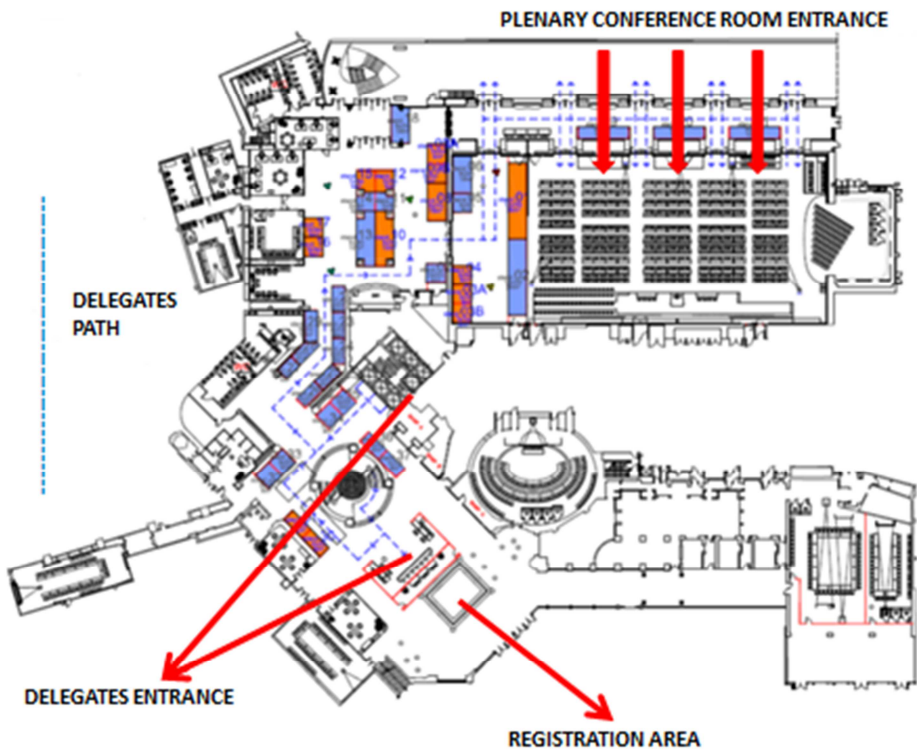
Overlooking the panorama that has inspired visitors for centuries is Rome's most prestigious address: the Rome Cavalieri Waldorf Astoria Hotel. Though only minutes from the city's great monument, the Rome Cavalieri Waldorf Astoria Hotel offers all the tranquility of an oasis. Enclosed in fifteen acres of lush Mediterranean parklands, this luxury hotel is a calm retreat in the heart of the Eternal City, an elegant refuge where time slows and hearts quicken.

The first hotel in Europe to be part of the exclusive Waldorf Astoria Hotels & Resorts, the Rome Cavalieri Waldorf Astoria Hotel is more than just a 5-star property. It is the pre-eminent luxury hotel in Rome, with an art collection that outshines that of many museums, a Grand Spa that would be the envy of any prestigious health resort, and standards of luxury that set it apart from other Rome hotels. The Rome Cavalieri Waldorf Astoria Hotel brings new meaning to notions of Italian style, and new purpose to the fine art of exclusive hospitality.

The Rome Cavalieri Waldorf Astoria Hotel has an international reputation as the leading business and conference Hotel in Italy. With a plethora of major conference and meeting rooms, and numerous smaller meeting and office suites, the Rome Cavalieri Waldorf Astoria Hotel offers business travellers and leisure guests alike a wide variety of options, all benefiting from the ambiance and services of a luxury five-star Hotel.

IDEC will be held in the conference complex located on the Garden Lobby level and the Exhibition will be located on the same floor in the vicinity of the plenary conference hall.

The main entrance to conference centre is located at the garden lobby level where the registration desk for the event will equally be set up. From this point, all participants will be able to reach the plenary conference hall and Exhibition area located.



HOW TO REACH THE CONFERENCE VENUE

BY AIR

From Rome Fiumicino airport connections to the Rome Cavalieri Waldorf Astoria Hotel by:

Car: Driving out of the airport, take the A91, direction 'Roma' for 11.5 km.
Keep right and take exit SS1 Aurelia / Città del Vaticano.
Continue along the GRA-Grande Raccordo Anulare for 6.1 km.
Take Exit 1, direction Roma-Aurelio / Città del Vaticano.
Continue on Via Aurelia for 4.8 km.
At Piazza San Giovanni Battista De La Salle (McDonalds on your left!) continue straight on for 2.6 km.
At the traffic lights, turn left on to Via Leone IV.
Continue straight to the end of the road (Piazzale Clodio), then turn right.
Make a u-turn at the end of Piazzale Clodio, turning left.
Pass the 2 petrol stations and turn right at the traffic lights, taking Via Paolo Borsellino e Giovanni Falcone up the hill.
At the traffic lights, at the top of the hill, go straight on, and at the end of the road turn left onto Via A. Cadlolo.
Continue for 300 m and the entrance to the Rome Cavalieri Waldorf Astoria Hotel will be on your left.

Public Transport: Take direct train 'Leonardo Express' from the train terminal (every 30 minutes) to Termini Station.
Take underground line A (direction Battistini) to Cipro (Piazzale degli Eroi).
Departure from Piazzale degli Eroi , 1 walk 50 meters go to stop P.LE DEGLI EROI/OFTALMICO (H) take Line No 913 (direction STAZ.NE MONTE MARIO (FS-FR3)) to 6 stops, get off at stop MEDAGLIE D'ORO/TITO LIVIO.
Walk 300 meters to Via Alberto Cadlolo , 1 distance covered (meters) 2200 meters.

See the line on www.atac.roma.it

BY CAR

From Northern Italy (A1 Highway)

Take exit Roma Nord / Civitavecchia / Rieti and go through the toll station.
Continue on A1 for 15 km.
Take exit to Settebagni.
Turn right onto Via Salaria following directions to Roma (indicated with a black dot in a circle).
After 9.5 km, keep right following signs for Foro Italico / San Pietro.
Continue on for 4 km, pass the tunnel and then keep left following signs for Piazzale Eroi / Stadio Olimpico.
Keep left and take the tunnel signposted Piazzale Clodio.
Follow the signs for Piazzale Clodio / S. Pietro. The Olympic Stadium will appear on your left.
Keep right following the sign for Piazzale Clodio, and go straight on at 3 sets of traffic lights until you arrive at Piazzale Clodio (bus station on left, 2 petrol stations on right).
At the next set of traffic lights, turn right onto Via Paolo Borsellino e Giovanni Falcone.
Continue straight on up the hill.
Go straight on at the traffic lights, and at the end of the road turn left onto Via A. Cadlolo.
Continue on for 300 m and the entrance to the Rome Cavalieri Waldorf Astoria Hotel will be on your left.

TRANSFERS FROM GRAND HOTEL TIBERIO TO THE VENUE

Regular transfers between the Grand Hotel Tiberio and conference venue and back will be provided each day according to the conference schedule.

Transfer from the Grand Hotel Tiberio to all social events will be provided .

The detailed timetable will be displayed at the hotel.

GENERAL SCHEDULE

Registration:



Sunday, 15th June 2014 from 15.00 to 19.00

Monday, 16th June 2014 from 10.00 to 21.00

Tuesday, 17th June 2014 from 07.30 to 09.00

Welcome Reception: Monday 16th June at the Rome Cavalieri Waldorf Astoria Hotel (full details including the exact time will be communicated in due course)

XXXI IDEC session dates: 17th to 19th June

Start of proceedings: 09.30 on Tuesday, 17th June

End of proceedings: 16.00 on Thursday 19th June

Lunches:

Please note that attendance will be limited as follow:

PLATINUM EXHIBITORS: Maximum 2 persons for lunches on 17-18-19 June

GOLD EXHIBITORS: Maximum 1 person for 1 Lunch – The congress will provide a ticket lunch with the assigned date during the registration.

SILVER AND BRONZE: No access to the lunch area

Coffee Breaks:

Open for all the exhibitors

Note: Organizing Committee reserves the right to modify the general schedule at all times.

Cultural dinner: Tuesday 17th June

Farewell dinner: Thursday 19th June

(full details including the exact time will be communicated in due course)

CULTURAL AND FAREWELL DINNER ATTENDANCE:

Please note that attendance will be limited to maximum:

PLATINUM EXHIBITORS: Maximum for 2 persons

GOLD EXHIBITORS, SILVER EXHIBITORS AND BRONZE EXHIBITORS: Maximum for 1 person

SET UP AND DISMANTLING SCHEDULE

EXHIBITION AREA

Dates for set-up: June 15th, from 09.00 to 19.00

June 16th, from 08.00 to 16.00

Exhibition dates: June 17th to 19th, 2014

Dismantling: From June 19th (in the evening from 18.00 to midnight) to June 20th, 2014 (before 15.00)

PROCEDURE FOR PRE-REGISTRATION

Pre-registration

All members due to take part in the Exhibition held in the framework of the 31st IDEC in Rome, Italy, MUST pre-register:

You will receive the pre- registration form by email. Please send it and the passport photo back to the following address : idec2014@thetriumph.com , deadline is May 26th.

Exhibitors passes give access to the following:

- Exhibition areas

- Lunch areas:

PLATINUM EXHIBITORS: Maximum 2 persons for lunches on 17-18-19 June
GOLD EXHIBITORS: Maximum 1 person for 1 Lunch – *A ticket lunch with the date will be deliver during the registration.*
SILVER AND BRONZE: No access to the lunch area

- Coffee breaks (these will be served in Exhibition areas).
- Evening Events: Welcome Cocktail, Cultural Dinner, Farewell Dinner:

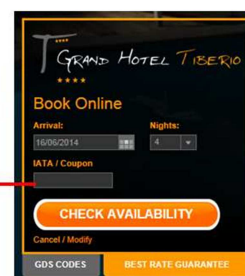
PLATINUM EXHIBITORS: Maximum for 2 persons
GOLD EXHIBITORS: Maximum for 1 persons
SILVER EXHIBITORS: Maximum for 1 persons
BRONZE EXHIBITORS: Maximum for 1 person

SELECTED HOTEL

Should you wish to book accommodation at Grand Hotel Tiberio - the selected hotel for the exhibitors - and benefit from the special conference room rates.

Grand Hotel Tiberio
 Via Lattanzio, 51
 00136 Rome (Italy)
 Website: www.ghtiberio.com

Fill in this field with our promotional code:
idec2014



EXHIBITIONS SPACE

We kindly remember you that each Exhibitions' Package include just the Raw Space – Not pre build booth.

PLATINUM EXHIBITORS:

Raw Space 12x3 = 36 sqm / 39,37'x9,84'
 4 Tables 1,81x0,75 / 5,97'x2,46'
 5 chairs

GOLD EXHIBITORS:

Raw Space 6x3 = 18 sqm / 19,69'x9,84'
 2 Tables 1,81x0,75 / 5,97'x2,46'
 4 chairs



SILVER EXHIBITORS:

Raw Space 3x3 = 9 sqm / 9,84'x9,84'
1 Tables 1,81x0,75 / 5,97'x2,46'
2 chairs

BRONZE EXHIBITORS:

Raw Space 3x3 = 9 sqm / 9,84'x9,84'
1 Tables 1,81x0,75 / 5,97'x2,46'
2 chairs

CONTACTS

Sponsorship - Exhibition

ITALIAN COMPANIES

Triumph C&C
Via Lucilio 60, 00136
Rome (Italy)
Email: idec2014@thetriumph.com

USA COMPANIES

AFFNA
Mr Ernest Batista
Email: losbatistas@hotmail.com
Tel: 001 724 415 7169

Mr James D. Miller
Email: idecexpo@hotmail.com
Tel: 001 832 603 1403

SHIPMENT AND CUSTOMS

All materials can be sent to the following address from June 10th:

Rome Cavalieri Waldorf Astoria Hotels
Via Trionfale 169
00136 Rome
Italy

Please, label them with following reference name and date: XXXI International Drug Enforcement Conference 17 – 19 June 2014, and the exhibitors company name to facilitate tracking of all materials received.

Parcels and deliveries are accepted between 08.00 am and 7.30 pm. starting from June 10th.
All delivered items must be collected, as soon as possible, and no later than 1 days after the conference ends.

Please note that customs clearance costs must be paid by Exhibitors in advance and before delivery to the conference venue, since the hotel is not authorized to make payments on an Exhibitor's behalf.

For your convenience and to speed up procedures, we strongly recommend Exhibitors provide their CARNET ATA, which is a document issued by the Chamber of Commerce in the country of origin and which avoids the deposit of entry custom costs and therefore guarantees their payment in the destination country.

RULES, REGULATIONS AND FORCE MAJEURE

Please refer to the signed Contractual Agreement, including the Administrative Conditions.

PACKING MATERIAL & STORAGE

Exhibitors must remove packing materials and other waste from the exhibition area before the exhibition begins. Packing material will be readmitted when the booth is dismantled. Any material left in the aisles will be removed and destroyed. Under no circumstances, may packing materials of any kind be left in the aisles or inside the stands.

PARKING LOT

The Rome Cavalieri Waldorf Astoria Hotel has an underground garage (60 places). The cost is €30,00 (VAT included) per car, per day, payable at the hotel Cashier desk. Availability is not guaranteed.

SPECIAL REQUIREMENTS

For any special requirement please contact:
Mr Riccardo Zuccoli
Riccardo.Zuccoli@waldorfastoria.com

INSURANCE

Please refer to chapter 7 of the Venue Rules below.

SAFETY RULES

1. It is forbidden to use elements or appliances generating a source of heat, sparks and/or radiation sufficient to generate combustion.
2. It is strictly forbidden to use natural gas canisters or similar items, as well as flammable liquids. Temporary facilities must be guaranteed by a certified installation specialist who attests to their proper installation and compliance with the rules and exiting regulations.
3. Smoking is strictly forbidden in the exhibition area. A designated smoking area is available nearby.
4. Exhibits CANNOT be displayed beyond the physical limits of the booth/stand.

ELECTRICITY

The raw space does not include electricity. The exhibitors that could need the electrical connection should send a request to the venue (Riccardo.Zuccoli@waldorfastoria.com) and buy it. The cost is 183,00 Euros + 22% VAT for the 1st KW and 53,00 Euros + 22% VAT for each additional KW.

BOOTH CLEANING

The exhibitors that could need the booth cleaning service should send a request to the venue (Riccardo.Zuccoli@waldorfastoria.com) and buy it.

ADDITIONAL FURNITURE

To rent additional furniture and/or services for booths, Exhibitors should request the related order to the venue. Please find below a selection of images of additional furniture together with the related cost per item per all the period of the conference (17-19 June). They will be delivered together with the set up. For all other requirements, please contact:

Mr Riccardo Zuccoli

Riccardo.Zuccoli@waldorfastoria.com



MONITOR PLASMA 42"

183,00 Euros VAT included



MONITOR PLASMA 50"

231,80 Euros VAT included



MONITOR LCD 65" **427,00 Euros VAT included**



TV STAND **included with Monitor**



DVD PLAYER **85,40 Euros VAT included**



LAPTOP COMPUTER **170,80 Euros VAT included**

VENUE RULES

INTRODUCTION

This document regulates the procedures for:

- 1) access by the exhibitors and their representatives to the Convention Centre during setup, the event itself and dismantle of organized events therein;
- 2) the methods of preparation, supervision, maintenance and clearance of the exhibition areas in the Convention Centre;
- 3) the technical standards to be observed for fire prevention within the Convention Centre;
- 4) the security standards to be observed regarding planning, setup and maintenance related to the exhibition structures (including electrical equipment/systems);
- 5) the safety standards to be observed for set-up and maintenance of air compressor units and telephone systems related to the exhibition structures;
- 6) the procedures for carrying out other activities within the Convention Centre (cargo handling, packaging, etc. .)

CHAPTER 1 ACCESS TO THE CONVENTION CENTRE - Access to the Centre during setup, the event itself and dismantle - Obligations - Requirements - Prohibitions

CHAPTER 2 SETUP – Setting up specific areas - Surveillance - Clearing of booths - Extensions of time and hours of setup – dismantle of exhibition areas - Special Conditions for Accredited Fitters

CHAPTER 3 FIRE PREVENTION - Fire Prevention - Fire Prevention Regulations - Provisions in case of fire or hazardous situations

CHAPTER 4 ELECTRICAL - security standards for planning and installing electrical equipment/systems and electrical supplies

CHAPTER 5 TELECOMMUNICATIONS SERVICES - Telephone systems – various communications services

CHAPTER 6 OTHER SERVICES – Loading/unloading, transport, package storage, mobile crane rental and platform lifts

CHAPTER 7 . INSURANCE – DAMMAGE – **insurance** for materials and personnel – civil responsibility

CHAPTER 8 SPECIAL REGULATIONS FOR DISPLAY OF GOLD AND RARE STAMPS – setup times, management, access control and security rules

CHAPTER 1 ACCESS TO THE CONVENTION CENTRE

ACCESS TO THE CENTRE DURING SETUP, THE EVENT ITSELF AND DISMANTLE

People and vehicles used to transport goods will have access to the Rome Cavalieri Convention Centre (henceforth referred to as RCCC) in the days and hours established by contract. Vehicle access and parking of motor vehicles used to transport goods within the Convention Centre will be allowed only in the designated spaces for loading and unloading goods and to authorized personnel. For authorization FORM 1 must be completed and submitted.

In order to avoid the presence of toxic gases and to ensure greater security within the RCCC, vehicles/machinery used for loading and unloading goods will not be able to access the inside of the structure unless they are electric. If used, they must not create an obstacle for normal circulation within the RCCC, and must never take place in the exhibition area. The RCCC does not assume responsibility for any damage to vehicles and/or people parked or in motion within the Centre.

OBLIGATIONS - REQUIREMENTS - PROHIBITIONS

It is necessary for all who have access to the RCCC to maintain a civil demeanor, with the utmost respect for the goods and equipment both of the Convention Centre itself as well as those of third parties present or otherwise inside the Convention Centre, and to comply with the requirements and provisions laid down by the Management of the RCCC in the Convention Centre through signs, written notices, loudspeaker announcements, as well as through the service personnel, or by any other means, with the specification that the loudspeaker announcements and the instructions given by the service staff shall prevail over any

other notices. It is forbidden to promote, within the Convention Centre, offers, contributions and donations to institutions of any kind, to carry out religious, political or union activities, or any and all activities not related to the aims of the Event in progress without written consent from the Management of the RCCC and/or if not connected with the event in progress. Access to the Centre for children under the age of 12 will be allowed only if accompanied by an adult and with prior written approval from the RCCC Management. Any exceptions may be arranged for each individual event. It is forbidden to bring dogs and animals of any kind into the Centre, unless authorized by the RCCC and/or exhibitor, except for seeing eye dogs. It is forbidden to enter the Centre with cameras, film cameras, video recorders or any other kind of filming equipment without prior authorization from the RCCC Management, and it is forbidden to photograph and film by any means the interior of the Centre, the booths and the goods displayed without the prior written consent of the Executive Board and the booth owner. Violators will be removed from the Centre by the service personnel. For the exhibitors, their fitters and appointees it is also expressly forbidden to leave cars or trucks inside the Convention Centre at times other than those permitted for setup and dismantle of the booths and during the entire period of the Exhibition. Any exceptions to the prohibitions described above must be issued in writing by the RCCC Management. The RCCC Management has the right to supplement and cancel the above regulations, and exceptions thereto, by notification in the manner and at the times it deems most appropriate to ensure complete understanding. Failure to comply with the regulations set forth may result in immediate expulsion from the Centre of the persons responsible for the violation, as well as - in the case of exhibitors or their co-workers - the temporary or permanent closure of the booth, without any reimbursement by the RCCC and with provisions for any damage that may have occurred.

CHAPTER 2 – SETUP

SETUP OF THE EXHIBITION AREAS

Exhibitors must limit the booth to the specific space allocated, identified by adhesive tape or marks on the floor in front of the booths or by precise specifications given by the personnel of Convention Centre. Furthermore, given the short time available for the setup of the exhibition space and the necessity to keep free all passageways, it is required that the various parts of the booth, having arrived in the allotted spaces, consist of elements prepared and put together in such a way that only minimal and simple final-touch onsite installation is needed. Each construction project must be authorized by the TECHNICAL OFFICE and presented by the exhibitor and/or its agents at least 30 days before the start of the event. All liability for the setup is the exclusive responsibility of the exhibitor, which expressly exempts the RCCC from any damage caused by the exhibitor and/or any third party during the setup due to wrong calculations or imperfect construction or from accidental crashes. RCCC reserves the right to modify or remove any booths setup without approval or not in accordance with the approved project, subject to the payment of any damage suffered from the Convention Centre. The construction of two-level booths is not permitted. Any liability with respect to the stability of the preparations is the responsibility of the exhibitor, which expressly exempts the Convention Centre from any damages caused by third parties due to defects in design and construction, including the dimensions derived from the detailed drawings of the occupied areas. The maximum capacity of the floors inside the RCCC is 300 kg/square meter. The maximum capacity of the floors outside the RCCC is 400 kg/square meter. In the event that the Centre will be used for the transport or the storing of materials of various dimensions (concentrated, partially distributed, furniture, etc.) it is necessary each time to determine that the load meets the maximum capacity standards. The exhibitor agrees not to damage the walls or the floor and to use sawhorses or frames to hang or hold objects, use portable forklifts with rubber wheels and wooden platforms in the areas of cargo loading and unloading to protect the flooring inside and outside. It is not possible to begin the partial or complete removal of the booth before the end of the event. In constructing the booths, it is required that:

- Decent booths are built, also with the part of the walls that are adjacent to other booths, and all the walls must have the same finished surface on both sides of the walls;
- All norms regarding workmen's compensation are rigorously followed, in particular those regarding D.lgs 81/08 and its successive modifications and additions;
- All fire extinguishers/hydrants will be left visible and accessible, as well as all electrical outlets, air

compressors, telephone outlets and every other technical service of the Centre;

- All elevators, whether for goods or people, and all passageways and access points will be left accessible;
- All emergency exits, either from the transport areas as well as escape routes will be free from any obstacle that may hinder their access;
- All closed areas, with a surface area of more than 100 square meters, will have at least one emergency exit of 120 cm wide towards a “safe place” other than the entrances, and the exit will be clearly marked, and self-illuminating in the event of a power outage of the Convention Centre.
- The booths with a suspended ceiling will have an emergency lighting system which is sufficient for the exhibition activity.

It is also prohibited:

- to drill and drive nails and or screws into walls, ceilings and floors, columns, and any other internal and external surfaces of the premises;
 - to lean loads on the structure of the premises, on the walls, light poles, crossing bars, even if they are light posters, cables, panels or banners;
 - to use high density adhesive tape under the double-sided carpet laying adhesive tape
 - to use non-removable double-sided adhesive tape.
 - to use carpet laying adhesive that will leave residue when removed.
 - to paint the booth, either by brush or spray, within the structures of the premises whether it is paint and/or enamel, whether it is washable paint, as well as treating the booth with fireproofing material within the premises;
 - to perform welding of any kind, or any use of an open flame;
 - to spill on the floor: diesel oil, petrol, chemical products, solvents that can cause damage to the floor itself;
 - to daub the floors, walls and all equipment belonging to the Convention Centre, with paint, glue, etc, as well as to affix stickers to them;
 - to drag heavy loads, hit the floor with blunt instruments, move about with vehicles without rubber tires that can scratch the floor;
 - to cut or modify the gear in the exhibition area;
 - to bring into the Convention Centre any explosive materials, blasting caps, poison, flammable and other hazardous material without the necessary permits from the competent authorities and any prior authorization by the Management of the RCCC;
 - to put in to use any machinery, unless previously authorized by the RCCC.
 - to remove from the Centre products and materials during the course of the event, unless otherwise approved in writing by the Management of the Convention Centre;
 - to deposit any type of construction material inside the Convention Centre, with the exception of the areas leased by the RCCC as long as this does not create an obstacle to the passageway, and only for the time required for the use of the material.
 - to distribute advertising materials (magazines, catalogs, brochures, etc) not pertinent to the exhibitor, who can provide their own material only under their own responsibility;
 - to cause annoyance or disturbance of any kind to the regular course of the event. Violators will be immediately expelled from the Centre;
 - to carry out in the Centre any kind of political propaganda, unless it is directly connected with the event;
 - to introduce or use L.P.G. or methane gas tanks;
 - to drain waste water into the drain tunnels of the RCCC without the help of special drainage tubes that engage the trap doors;
 - to dispose of water corroded by metal and concrete, hardening substances, foul-smelling water due to colors and/or paint residues, or from washing tools and equipment;
 - to carry out direct connections to various services (water, electricity, telephone, etc.) on one’s own or through third parties who are not authorized by the Technical Office;
 - to leave unattended exhibition machinery with fuel in the tank;
 - to leave unattended carpet or any other leftover material from the setup of the booth.
 - to lay or rest items used for technical services on the floor or along the pathways without authorization;
- In the stage area it is necessary to place electrical power boxes on the floor.

SURVEILLANCE

The RCCC provides general daytime surveillance service for the duration of each event, as scheduled in the

contract. The exhibitor, however, is the sole custodian of their area, equipment and goods on display and/or to be displayed, for the entire period of the Exhibition (including days of setting up and dismantling). Regardless, the exhibitor must, during the opening hours to the public and during the setting up and dismantling, take care of his own booth and the products displayed.

CLEARING OF THE BOOTHS

The clearing of the booths can only start after the close of the event depending on the time agreed in the contract at the time of the individual events. The Convention Centre reserves the right, in case of necessity, to establish different times and priorities for dismantling of areas. The exhibitor shall leave the spaces in the same condition they were before setup within the time limit set for dismantling, without leaving any waste materials (carpet, wood, etc.), otherwise the related costs will be added in the final invoice. The clearing of the booths must be done with full respect of the integrity of both the temporary technical devices (telephone jacks, fax machines, telephones) and of the electrical systems and equipment. In the event of non-compliance of the timeframe for dismantling the materials used in the construction and other objects in the booth, the Convention Centre staff reserves the right to dismantle and store the material. All ensuing costs and the risk of theft, loss and damage shall be borne by the exhibitor. 30 days after the deadline for dismantling, the RCCC reserves the right without discretion to dispose of the goods left in storage.

EXTENSIONS OF TIME AND HOURS OF SETUP AND DISMANTLING OF BOOTHS

The fitters may request to the RCCC, with a 24 hour notice, authorization to gain access to the Convention Centre for the setup and dismantling of the area in addition to the period indicated with the additional cost that this will bring. Permission will be granted after verification of the availability of the area.

SPECIAL CONDITIONS FOR THE FITTERS:

- In order to gain access to the area for both setup and dismantling, fitters and their employees must obtain an identification card, indicating name, surname and personal data of employees. The RCCC will provide certain services for the fitters necessary for the operations of setting up and dismantling of the area, namely lighting and the availability of a group of hotel employees.

The non-acceptance or non-compliance of these regulations by the fitters will be reason for the Management of the Convention Centre to exclude them from working inside the RCCC.

CHAPTER 3 FIRE PREVENTION

All material to be used for the stands (partitions, floors, structures, platforms, coverings, fabrics, ceilings, carpets, etc ...) must be INCOMBUSTIBLE, FIREPROOF AT ORIGIN, FIREPROOFED (under the rules listed below, as amended and supplemented), Circular No. 12 of the Ministry of Interior 05/17/80, 06/07/83 Interior Minister Decree No. 201 Official Journal of the Republic 23/07/83 DM 02/06/84 G.U. n ° 234 of 08/25/84, Ministerial Decree 08/02/84 G.U. No. 246 of 09/06/84 and subsequent amendments and integrations. For this reason, the exhibitor is obliged to transmit to the Technical Office of the Convention Centre the Certificate of fireproofing and the test report for the materials they wish to use, as shown in the specific "Fire Prevention Form." If, for particular display requirements, machinery or vehicles must remain inside the Centre, this must be authorized beforehand. In this case, however, the machinery or vehicles must be without fuel in the and also the batteries must be disconnected.

FIRE PREVENTION NORMS

All materials of the booth (floors, walls, ceilings) must meet the following requirements:

1. Must be approved according to the classes of reaction to fire based on testing standards of DM 26/6/84 of the Testing Centre, Ministry of Interior, Rome Capannelle or legally recognized by institutions and laboratories, a date no earlier than 1 year previously;
2. Walls, curtains, ceilings must not exceed Class 1;
3. The materials used to make ceilings and false ceilings must be Class 1 approved tested as curtains or dripless ceiling;
4. The floors must not exceed Class 2. If it is the case that it is necessary to access to the booth to reach the emergency exits, the floor shall not exceed Class 0.
5. All display materials must be placed strictly in accordance with the requirements of their certificate of approval;
6. Fire-retardant products should only be used on materials to which reference is made in test certificates

by legally recognized laboratories;

7. Any materials that must be treated with Fire-retardant products should be treated before being brought into the Convention Centre.

8. The fire-retardant treatment must not be carried out within the Centre and must be accompanied by a regular certificate, which shall include: a) The exhibitor's name and designation of affected areas; b) The list of materials subjected to fireproof treatment; c) The date of fireproofing; d) the treated surface; e) the main features of the product used; f) personal data and the signature of the person who applied the product.

9. All materials must be accompanied by test certificates stating they have the approval referred to in paragraphs 1,2,3,4,5, as well as official proof of purchase documentation;

10. The use of non-approved plastic materials is forbidden, as well as non anti-inflammable synthetic fabrics, paints and varnishes and nitrocellulose oil, reed mats, mats and curtains made of thin strips of wood or similar material, wallpaper and all materials not accompanied by a valid certificate of approval as set out above; each booth can be equipped with fire extinguishers with a capacity of no less than 6 kg, with a ratio of 1 per 100 square meters of exhibition space. It should be remembered that, according to the Ministerial Decree - M.I. 20.12.82, Suppl. Ord. G.U. n. 19 of 27/11/85, as of 01/19/97, only fire extinguishers approved after 20/12/98 may be used and cannot be used without the aforementioned approval to be submitted to the technical office of the Convention Centre, signed by a qualified technician. In the event of non-compliance by the exhibitor, the Management of the RCCC office will take the measures it deems necessary to protect the safety of participants in the event. The exhibitor shall also comply with any additional requirements that the Provincial Commission of Supervision and the Provincial Commander of the Fire Department deem necessary according to Fire codes and fire safety, in which case said requirements will be communicated accordingly. It is forbidden to use open flames inside the RCCC. Each exhibitor/fitter, together with the construction project, is expected to return duly completed and on schedule the "Project Fire Prevention" form with its attachments.

PROVISIONS IN CASE OF FIRE OR HAZARDOUS SITUATIONS

The RCCC is equipped with its own fire surveillance squad, and firefighting equipment (fire extinguishers, fire hydrants, etc.). The onset of a dangerous situation must be reported promptly to the fire squad through the mobile service, announcements over the loudspeaker, and everything else available in the Convention Centre. In case of fire, as well as alerting personnel in the manner described above, each firm shall ensure that every worker remain calm and follow the instructions of the person in charge. If necessary they may then, if capable, intervene with a fire extinguisher that should be available in the immediate vicinity, as indicated in the draft prepared by a licensed fire professional of the exhibitor, as provided in the regulations of participation at events. In the event that an evacuation order is given, the employee must not run or shout, they must not use the elevators and must walk towards the nearest marked emergency exits .

CHAPTER 4 ELECTRICAL SYSTEMS

SECURITY STANDARDS FOR PLANNING AND INSTALLING ELECTRICAL EQUIPMENT/SYSTEMS

All electrical installations apart from the existent electrical system are the sole responsibility of the exhibitor and the authorized assembler and must be carried out "in a workmanlike manner" in accordance with regulations. In particular, the systems must be installed carefully:

- the Dlgs 81/08 e s.m.i.;
- The CEI standards (law 186 of 1/3/68) with particular attention to:
 - 2 64.8 Standards for electrical systems at normal tension and not above 1000 V (+ variant); - 2 64.10 Electrical systems in places of public displays and entertainment.
 - DM 37/08

Of all the regulations and tables mentioned above the latest edition in force is valid (including any amendments or variations). After installation of equipment in the booth, exhibitors and fitters shall submit the "Declaration of Conformity to Installed Electrical System" form to the Technical Office of the Convention Centre, declaring the conformity of the system to the regulations with an attached certificate of the professional qualifications of the installer. All components of the electrical system must comply with the IEC standards and have the IMQ mark or equivalent for foreign nations.

A. Switches

General switches inside the booth must be the differential thermal flow type proportional to the load and 0.03 A of sensitivity. Each switch must protect the weaker equipment or the smallest section of the conductor. The minimum size allowed for the distribution lines is 2.5 square mm. The switches shall be placed on the wall and set at a distance of no less than 0.3 meters from the floor.

B. Power

The power supply of electricity is carried out by means of schuco siemens up to max 1 kw 220 V monophasic and interlocked five-pin sockets (3P + N + E) 380V available with amperage 16A, 32A or interlocked 220V mono 16 A max, where the installers will connect its system with the appropriate wire gauge by inserting appropriate RCBOs 0.03 A and respecting the rated power outlet. All other 230V sockets are not to be considered for service. For information on the dislocation, maximum power available and the location of electrical panels and switchboards, in reference to the distribution for the booth, a detailed electrical plan is available at our Technical Department.

C. Sockets and Plugs

Sockets and plugs must "be the type that will not be subject to mechanical damage, must have ground conductor, ensure the inaccessibility of live parts, be equipped with device restraint." "Plugs that supply machinery and equipment in excess of 1000W must be fitted upstream of the outlet, switch and Omni

polar valve excluding the neutral to allow the insertion and removal of open circuit plugs" (art. 311 - 547 DPR). "In places where the public can access the fixed plug sockets by hand there must be surge protection (3.1.06 - CEI 64.10). In places not accessible to the public, the connectors can be grouped under the same surge protection not exceeding 5 in number. For obvious reasons of functionality and safety of electrical installations, all equipment located at the user points, however, must be accessible and free from any encumbrance that may disrupt operations and verification of connections from trusted technicians mandated by Convention Centre.

D. Cables

The electrical distribution systems must be made: with cables insulated with polyvinyl chloride type: A072V UNEL IEC 35730 - OF Table UR2R / A Table CEI UNEL 35739 RR2R / 4 Table CEI UNEL 35739 UR20R / 4 Table CEI UNEL 35739 RR20R / 4 Table UNEL IEC 35743 - Or with rubber insulated cables of type: H07RN / F Table CEI UNEL 35364 UG5R / 4 Table CEI UNEL 35755 RG5R / 4 Table CEI UNEL 35755 Where the risk of fire is higher, particularly in the platforms, in the gaps and ceilings, power systems must be installed: with cables with a fire retardant sheath, CEI 20:22 (Cat A or IEC 332.3) of type: FG50R / 4 (for multicore cables), RG50R / 4 (for multicore cable) ; N1VV.U (for multicore cables) ; N1VV.R (for multicore cables) ; FG5R / 4 (for single core cables) ; RG5 / 4 (for single core cables), and must satisfy the following standards: CEI 20:13 (ethylene propylene rubber insulated cables with quality G5, with a degree of insulation than 3) ; CEI 20:22 (fire retardant cables) ; Tables CEI.UNEL 35754.35755 (PVC insulated fire retardant power cables, QMI) . Upon request, documentation must be presented indicating the manufacturing company and stating that the cables are of the types mentioned above or, in the event of foreign origin, of the type having the electrical, mechanical and fire retardant characteristic equivalents (see above). The cables must be proportional to the load sections: however, those used for connection to the network users will have sections of no less than 2.5 sq. mm. Under no circumstances are surplus piles of cables allowed. It is also forbidden to use power cables for the suspension of lighting fixtures. In addition, the cables must be protected against the possibility of mechanical damage to a height of 2.5 m above the floor.

E. "Grounding" Connections

All the live parts of the system (metal racks), the metal frames of the user equipment and the metal parts of the plant lighting must be connected to the grounding system of protection (present in the Centre of the socket) using insulated conductor (color: yellow/green), and in any case in accordance with CEI regulations.

F. Controls and Protection

General controls and partial protection of electrical systems and guards must be placed and shaped so that the public cannot access them (03/01/06 - CEI 64.10). Lamp casings for incandescent lamps shall be constructed in a way that their assembly and disassembly may be carried out without touching live parts (see Art.305 and 306 of Presidential Decree No. 547).

G. Lighting fixtures, spotlights

Lighting fixture, especially those with halogen lamps, must be kept at a suitable distance from the

illuminated object if the latter are of a flammable nature: up to 100 W, 0.5 mt. - 100/300 W, 1 m .
(11/08/04 - CEI 64.8 VVT). Halogen lamps must be protected by a glass screen.

H. Protection against overvoltage and circuit overload

In reference to art. 284 and 285 of Presidential Decree 547 and the instructions mentioned in Chapters V and V1 of the IEC 68-8, relating to "measures of protection against direct and indirect contact" and "protection of pipelines against circuit overload."

I. For Illuminated signs

Illuminated neon signs (which will not be moving or flashing) in addition to the above rules, you have to: maintain the supply voltage not to exceed 220 V

- Installations will be performed in compliance with CEI with particular reference to the protection of the power line with a differential switch with a 0.03A sensitivity and ground connection, including the supporting structures (if metal), see art . 307-308 Presidential Decree 547 – They will be protected with suitable means (screens or other) in order to avoid a possible direct contact with parts that may be live or if by being broken, could cause harm to people.

J. Particular equipment

High frequency equipment or that which can cause disturbances in the user networks must be properly shielded. If the lack or insufficiency of said protection is inconsiderate of the equipment of the other exhibitors, the Convention Centre reserves the right to suspend the supply of electricity and charge the company responsible. In addition, it is recommended that exhibitors use "voltage stabilizers" for equipment where constant voltage is required.

K. Electrical Power Users

All electric power consumers must be properly phased in order to ensure a cos fi no less than 0.9.

ELECTRICITY PROVIDER

The RCCC provides electricity with the same characteristics with which it is provided by the operating entities. Each registered firm is a potential user and must not cede power to a third party. The power outlets can be used by exhibitors and booth fitters only during the setting up and dismantling for jobs that require the use of small tools. In these periods there will be no access to temporary connections to facilities user network.

ELECTRICAL SERVICES

The exhibition areas are equipped with the following amenities: indoor exhibition areas have lighting intensity that complies with the regulations on workplace and public exercises. Service outlets: service outlets are those electrical outlets made available to the exhibitor: located in various points of the RCCC for the use of electricity during the setup and dismantling of any event. Network users who request power greater than the rated capacity of interlocked sockets will be evaluated by the Technical team and if granted, the installer must follow the instructions given by the electrician in charge from the RCCC. The Convention Centre expressly disclaims liability for any damage that the exhibitor may suffer in the absence of the requested service, as well as for the suspension and/or termination for causes not attributable to the Convention Centre or for other reasons.

B) ELECTRICAL CONNECTIONS

The connection of the electrical systems will be done after the engineers in charge of the Convention Centre verify compliance with the requirements of the electrical system in the chapter "Security Standards for Planning and Installing Electrical Equipment/Systems" and after having obtained the approved form "Declaration of Conformity of the Art System" (MD 37/08) duly completed and signed by a competent professional. This, however, does not exempt the exhibitor from being solely responsible for its system. The energy supply is guaranteed for the days of the event and the days established for the setup and dismantling. It is obligatory for the exhibitors/Fitters to disconnect the electrical systems installed at the end of each working day. Authorized personnel of the RCCC will verify daily that this is respected, possibly shutting down the power supply. Other provisions must be authorized by the technical staff.

CHAPTER 5 TELECOMMUNICATION SERVICES

TELEPHONE SYSTEMS

The Convention Centre has a telephone connected to the urban network. The equipment installed upon request provides for long-distance service as well as local calls. The telephone given to the exhibitor, who

is liable to the RCCC, must be returned at the end of the event. In the event of failure to return the device, you will be charged the amount established by the RCCC. The telephone network can be installed only by technicians appointed by RCCC.

VARIOUS COMMUNICATION SERVICE SYSTEMS

Upon request, the exhibitor can be provided the following communication systems:

- Cable Connection for Internet ;
- WiFi access

At the end of the event, the telephone traffic and the cost of rental will be billed. The Convention Centre expressly disclaims liability for any damage that the exhibitor may suffer in the absence of the requested service, as well as for the suspension and/or termination for causes not attributable to the Convention Centre or for other reasons.

CHAPTER 6 OTHER SERVICES

All operations associated with the introduction in the Convention Centre (unloading, placement in the exhibition space, dismantling and shipping of equipment) of exhibition materials and construction thereof are paid for by the exhibitor. For unloading, loading of goods, rental of fire extinguishers or floral arrangements for individual booths, the exhibitor, if they do not have on-site personnel and facilities available, could possibly make a request to the companies affiliated with the RCCC. It is also the exhibitors responsibility to provide for the disposal of waste material before and after dismantling (carpets, fabrics, etc.). It is forbidden to leave this material after dismantling, otherwise the exhibitor will be charged the cost of disposal.

CHAPTER 7 INSURANCE – DAMAGE

It is obligatory that the exhibitor ensure that:

- a) the booth and the products on display at the booth are free of all risks (for example and not limited to: fire, theft, malicious events in general, damage from waterleaks, natural events in general, general damage) as the RCCC is not liable for this
- b) liability for damages caused by third parties and to its employees, as well as the damage caused to the RCCC and its employees.

The Convention Centre does not assume any responsibility for damage caused to persons or property, that might be caused by anyone and therefore will not be charged for any damage caused, by way of example and not limited to, theft, fire, explosion, malicious events in general, natural events in general, water seepage, cracks, collapses and any damage to third parties caused by the exhibitor, its employees or fitters hired by him, both within and adjacent to the Exhibition Centre. Also in the case of an extension for the installation of the equipment the above conditions apply. The exhibitor is required to disclose, when requested, to the direction of the RCCC the details of the above insurance coverage when required .

CHAPTER 8 SPECIAL REGULATIONS FOR DISPLAY OF GOLD AND RARE STAMPS

In order to prevent problems regarding security it is hereby communicated that the regulations for access to the RCCC and safety standards to be met are given by the exhibitor, who alone is responsible, in fact exonerating the RCCC from theft and/or other risks. The employees of the Convention Centre are allowed access by means of the identification card provided.