

1/4  
MANDATORY  
EXHIBITING AREA REQUEST  
FORM

## EXHIBITING AREA \*)

INDICATE THE COMPANY INTERESTED IN A PROPOSAL FOR PARTICIPATION IN CAPITAL LETTERS

## INTERESTED EXHIBITING IN AREA

The Company \_\_\_\_\_ also said contracting party, interested in participate in KEY ENERGY 2020, asks to value an exhibiting proposal as follows:

Sq.m. requested \_\_\_\_\_

Turnkey area

ENTRY LEVEL (16 sq.m.)

Green Area surcharge + 15%

yes	no
yes	no
yes	no

Open sides

type

Turnkey stand is compulsory in case of area smaller or equal to 16 sq.m

1	2	3	4
A	G	F	

- |   |   |
|---|---|
| <input type="checkbox"/> Photovoltaic energy          | <input type="checkbox"/> Sustainable mobility   |
| <input type="checkbox"/> Thermal solar energy         | <input type="checkbox"/> Smart city             |
| <input type="checkbox"/> Cogeneration                 | <input type="checkbox"/> Lighting               |
| <input type="checkbox"/> Energy saving and efficiency | <input type="checkbox"/> Multiutility           |
| <input type="checkbox"/> Wind Power                   | <input type="checkbox"/> Energy carbon trading  |
| <input type="checkbox"/> Geothermal energy            | <input type="checkbox"/> Other energy sources   |
|   | <input type="checkbox"/> Services, associations |

 Memberhip: ☐ ANEV ☐ ANIE ☐ CIB ☐ COGENA ☐ CPEM ☐ ELETTRICITA' FUTURA ☐ ITALIA SOLARE

## DEPOSIT TO TAKE ADVANTAGE FROM THE BENEFITS \*\*)

## BENEFITS

With reference to this application form and the provisions in General Rules &amp; Regulations, the above mentioned company requests to value an exhibiting proposal. To get the expected benefits the company pays a deposit of:

The payment of the deposit in conjunction with the submission of the application for participation gives entitlement to the following benefits:

 requested sq.m \_\_\_\_\_ x € 40,00 = € \_\_\_\_\_  
 (+ VAT only if due)
If the payment is made by February 29<sup>th</sup>, 2020

## PAYMENT PROCEDURE

- ✓ Application of promotional area rates EARLY BIRD
- ✓ Precedence in the allocation of areas

 via bank transfer to: ITALIAN EXHIBITION GROUP SPA  
 indicating: DEPOSIT KEY ENERGY 2020  
 Bank: BANCA NAZIONALE DEL LAVORO  
 Code IBAN - IT53 T 01005 24200 000000016561  
 Code BIC /SWIFT - BNLIITRR

Please clearly indicate company name

## NOTES - IMPORTANT

## APPLICANT'S REQUESTS / NOTES

 \*) for information about participation costs, area rates, surcharges etc... see 'Exhibiting rate form'; for supplies included in the stand set-up see 'Turnkey Stand form' here attached and on the website [www.keyenergy.it](http://www.keyenergy.it).

**WAIVING THE PREFITTED STAND:** the price applied in case of waiving the pre-fitted stand is that of the purchased package and includes only the exhibition space and cleaning (NO carpet, walls, name board, electrical connection, socket, spotlights and any supplementary fittings included in the package). Exhibitors are obliged to communicate of this in writing not later than **1<sup>st</sup> October 2020**. After this date, the following penalties will be applied for dismantling the stand: € 500,00+Vat

 For more information on how to join see General Rules and Regulations here attached and available on the website [www.keyenergy.it](http://www.keyenergy.it).

**\*\*\*) PLEASE NOTE THAT YOU MUST SUBMIT YOUR APPLICATION FOR PARTICIPATION AND PAY THE DEPOSIT IN THE TERMS LISTED ABOVE TO ACCESS THE EXPECTED BENEFITS**

Acceptance of applications also depends on the fact that there are no outstanding payments due to the ITALIAN EXHIBITION GROUP SPA group.

**WE REMIND YOU THAT THE TOTAL BALANCE MUST BE PAID WITHIN 16<sup>th</sup> SEPTEMBER 2020**

## APPLICATION FORM SIGNATURE

 The company \_\_\_\_\_, application form holder, having read the General Rules & Regulations, here attached and always available on website [http://my.keyenergy.it/upload\\_janus/modulistica/KEN/regolamentoeng.pdf](http://my.keyenergy.it/upload_janus/modulistica/KEN/regolamentoeng.pdf), (ref. code RGE\_KEN20) which it accepts in their entirety by undersigning this form, requests to value an exhibiting proposal in the next edition of KEY ENERGY 2020.

MANDATORY

Date

Stamp and signature of legal representative

## As specific approval of the General Rules and Regulations' clauses

According to and by effect of art. 1341 of Italian Civil Code, the undersigned approves the General Rules and Regulations of Participation printed overleaf at numbers:

**Chapter I** art 2 (participation procedure), art. 3 (exclusion from the exhibition), art. 4 (exhibiting space), art. 5 (transfer- revocation - reduction - withdrawal - non participation);

**Chapter II Part 1** art.1 lett. B pt.3 e pt.4 (mandatory declarations), art. 2 (rates), art. 3 (terms and method of payment), art. 4 (official catalogue and exhibition map), art. 5 (exhibition cancellation - suspension);

**Chapter II Part 2** art.1 (stand plan), art. 2 (access to the expo centre - move-in - set-up), 3 (contractors and provision of services), 4 (damages), 5 (safety standards - fire prevention - electrical systems), 6 (workplace safety), 7 (stand dismantling), 10 (exhibition safety - security service);

**Chapter II Part 3** art.1 (exhibition hours), art.4 (smoking regulations), art.5 (alcoholic beverages, beverages, food, dietary products and supplements distribution), art.6 (machinery and its use), art.7 (regulation of noise levels on exhibition premises), art.8 (advertising), art.9 (retailing), art.10 (stand cleaning - waste disposal), art.11 pt. 11.2 (conferences, contests, business meetings);

**Chapter II Part 4** art.1 (damages - insurance), 2 (Industrial and intellectual property rights), art.5 (general rules and regulations, supplements and modifications), art.6 (photographic and video reproduction), art.7 (acceptance of General Rules and Conditions, official language, applicable Law and competent Court) art. 8 (legislative decree 231/2001, code of ethics and termination).

MANDATORY

Date

Stamp and signature of legal representative

**CONTRACTING COMPANY DETAILS** Data must be handwritten in caps

Company Name		Telephone No.	Fax No.
Address		Email	
Town	ZIP Code	Country	Website

**CONTACT DETAILS \*****MAILING ADDRESS \*\***

Contact Person	Location		
Mobile No.	Telephone No.	Address	
Direct e-mail	Town	ZIP Code	Country

\* **Contact person's** details will be processed exclusively for purposes related to contractual obligations, such as sending the access credentials to the reserved area.\*\* **MAILING ADDRESS:** possible correspondence will be shipped to this address (e.g.: invoices etc.)**INVOICING DETAILS \*\*\***

Company Name	V.A.T. no. / T.I.N. (mandatory for invoicing)
Address	Legal Representative
Town	Zip code
Nation	Telephone No.
	Fax No.

\*\*\* in case of VAT exemption, kindly forward the documentation to [customers@iegexpo.it](mailto:customers@iegexpo.it)

We remind you that, in case of indication of a different billing name on the invoices/fiscal documents (see General Rules and Regulations Chapter I art 2) the contracting party/participant declares to Italian Exhibition Group Spa that he/she will assess the proposal of participation that will be sent to him/her and, after signing the proposal of participation, will participate in the expo, in the interest of the person in whose name the invoice/fiscal document is issued, and by whom he/she has been commissioned.

In the event of any dispute on behalf of the person in whose name the invoice is issued, the contracting party/participant undertakes to settle any outstanding matters with Italian Exhibition Group SpA directly and personally.

MANDATORY	
Date	Stamp and signature of legal representative

The company \_\_\_\_\_ holder of the application for participation declares that he wants to host inside its stand, once signed the participation proposal, the following co-exhibitors and therefore undertakes to pay the sum of **€1.500,00** (including 50 digital customer invitation cards) for each of them.

**PLEASE REMIND THAT EXHIBITORS CAN REQUEST TO HOST OTHER COMPANIES ON THEIR STAND UP TO 2 CO-EXHIBITORS, BY AND NO LATER THAN 14<sup>th</sup> SEPTEMBER 2020**

**Notes: email back this form ONLY IF FILLED IN**

- Co-exhibitor firms participate directly in the exhibition and will be listed in the exhibition's Official Catalogue, with the caption: "hosted by", followed by the name of the host company.
- The sums due for co-exhibitors will be automatically charged to the hosting company.  
For more information see General Rules and Regulations here attached and available on the website [www.keyenergy.it](http://www.keyenergy.it).
- If due, VAT must be added to these figures

**1- CO-EXHIBITOR DATA**

Company .....	Contact name:
VAT ..... TIN .....	
Address .....	
Town .....	Direct phone:
ZIP code ..... Country .....	
Phone no. .... Fax .....	Direct email:
Email .....	
Website .....	

**2- CO-EXHIBITOR DATA**

Company .....	Contact name:
VAT ..... TIN .....	
Address .....	
Town .....	Direct phone:
ZIP code ..... Country .....	
Phone no. .... Fax .....	Direct email:
Email .....	
Website .....	

**NOTES:**

\* Contact person's data will be processed exclusively for purposes related to contractual obligations, such as sending the access credentials to the reserved area.

ITALIAN EXHIBITION GROUP SpA declines all responsibility for any errors or omissions in the Official Catalogue. No responsibility is taken for the entry of companies who have not accessed the Catalogue section within the foreseen deadline, or have not paid the entire or partial sums due for the registration of hosted firms. The General Rules & Regulations are valid and applicable in their entirety for hosted firms

**MANDATORY**

\_\_\_\_\_ Date

\_\_\_\_\_ Stamp and signature of legal representative

## COMPANY DETAILS

Company Name		VAT no. / TIN	
Address		Company legal representative	
Town	Zip code	Country	Phone no.
Email	website		

## PERSONAL DATA PROCESSING INFORMATION NOTICE

Pursuant to arts. 13 and 14 of the EU 679/2016 Privacy Regulation ("GDPR"), you are hereby informed that the personal data provided by the Data Subject and/or acquired by Italian Exhibition Group S.p.A. ("IEG") in relation to its activities or due to shows, exhibitions, events and/or workshops ("Events"), organized by IEG, also in collaboration with third party partners, are subject to processing in respect of the principles of lawfulness, equity, correctness, proportionality, necessity, accuracy, completeness and security and the other legal obligations in force, as outlined below:

**Data Subject categories, Processing operations and data collection modalities.**

The data processed can regard exhibitor and/or customers and/or partners (intended as individuals older than 16 years of age who act independently as exhibitors and/or as internal references for legal entities, companies or other organizations, customers and/or partners). Collected data categories are indicated, on a case by case basis, on the IEG data collection forms to which this information notice refers.

Data processing refers to: data collection, registration, preservation, organization, elaboration, modification, selection, extraction, comparison, re-classification, usage, inter-connection, blockage, communication, dissemination, erasure and destruction.

Collection will be carried out by means of on-line forms or printed pre-registration or participation forms completed by the Data Subject and/or acquired from third party operators authorized, in writing, by IEG or through mobile devices, such as tablets and smartphones, inside Event locations. In the case of Event participation (e.g. jewellery shows), which, due to particular reasons of security of the halls and/or goods on display to the public, require the creation of an identity badge bearing the photograph of the Data Subject, the photograph may also be collected through photographic sessions by IEG authorized operators at the entrance to the Exhibition Centre.

Data processing will be carried out using electronic and paper instruments and with the logics connected to the individual purposes declared below.

The collected data may be processed by first and second level Authorized persons, engaged in writing by IEG, who need to be aware of the data in order to carry out their own activities (e.g. persons in the legal, sales, marketing, administration, logistics, IT, management control offices etc.).

**Data processing purposes**

Data processing will be carried out using information technology, printed or manual means for the following purposes:

1. Fulfillment of contractual and legal obligations deriving from the Data Subject's participation, or connected to the already contracted or potential participation, at "Events". Data Subject participated for the purposes of Exhibitor promotion. Communication, on the Data Subject's request, of pre-contractual information connected to the Events, on the Data Subject's request (e.g. programmes, offers, etc.).

2. Planning and organizational management of the Events, for example, the management of ticket issuing and payment (including verifying the correctness of the payment made through third party operator services), issuing of credits and entry passes, creation and verification of personal identity badges for security purposes, programming and carrying out of specific services that the Data Subject may require from IEG (for example, translation, hostess, catering, accompaniment services), management of contracts drawn up with third party suppliers for goods and/or services used by IEG or by the Data Subject during the Events, anonymous statistics, insertion of company data (name and surname or name and company name, telephone number, fax, e-mail, website) in the public on-line and paper catalog of the single Event in which the interested party participates. Communication of pre-contractual information (eg programs, proposals, etc.) connected to the Events, at the request of the interested party.

3. Market analysis. The sending (by email, sms, mms, push-up messages, interactive messaging functions, such as whatsapp, via mobile devices, fax, telephone call with operator, social network and others automated tools) of commercial communications, advertising and IEG goods/service.

4. Profiling. It is specified that profiling is a relevant activity for privacy purposes only if it specifically concerns individuals, therefore it refers only to exhibitors who are sole proprietorships or partnerships. The purpose of this profiling is to enable the IEG to plan commercial promotion actions on specific clusters (determined by countries and / or general

geographical areas), commodity or economic, determined on the basis of the analysis of the previous purchasing behavior and, also in predictive way, to the preferences, tastes and professional interests possibly expressed by the interested parties, to identify and manage the correct positioning of the exhibitor's stand within the various theme areas of the Event, to facilitate the meeting between buyers and exhibitors during the Event through creation of an agenda of meetings between operators based on the automated crossing between specific supply and demand, align the services and goods offered by IEG with the current and potential demand and improve the shopping experience to ensure customer satisfaction, measure the results of specific promotions, take corrective actions directed to improve the company results (ex. reducing the risk of investing resources towards marginal thematic areas for the target) and the effectiveness of commercial processes (eg by ascertaining how many messages and promotional content sent by IEG to the interested party have been clicked and/or opened), limit the sending to data subject parties of promotional communications not relevant to their probable expectations and needs or via unwanted channels). The profiling uses the data provided by the same data subject at the time of registration or later (name and surname, company name to which the interested belongs, brand, residence or registered office, country of origin, landline and mobile phone, address e-mail, website, type of distribution - store, department store, concept store -, type of geographical market of origin and sale, economic or merchandising sector of activity, type of product / service, annual promotional / advertising budget, markets of interest) also by associating them with data relating to the same subject and acquired during navigation by the same on IEG websites or during the use of services provided by such sites (eg cookies) or through other communication channels (eg social media). Profiling does not imply the exclusion of those concerned from specific advantages or from the possibility of freely exercising their rights in relation to personal data processed by IEG; in particular, it does not prejudice the possibility for the data subject to participate in the Events and / or to use the ordinary services (eg online pre-registration, purchase of services) sold by IEG.

5. Market analysis as well as profiling and the sending, by IEG third party partners (e.g. Event organizers, exhibitors or other operators working within the Events), by email, sms, mms, interactive messaging functions, such as whatsapp, via mobile devices, fax, telephone call with operator, social network of commercial communications, advertising and goods/service sales offers inherent to these third party partners. For this purpose, the data will be communicated or transferred by IEG to these third parties, who will process the data in the role of autonomous Data Controllers or co-Controllers.

**Legal basis for data processing and the Data Subject's obligatory or optional consent**

Data processing for the purposes in sub-paragraph 1 is legally based on IEG's need to fulfil the obligations undertaken by means of the contract drawn up with the Data Subject (and to carry out all the functional actions required for a complete and correct execution of the commitments taken on) and/or the legal obligations connected to it. For this reason, this processing does not require the Data Subject's prior consent. The Data Subject is therefore free to withhold the data from IEG. However, in this case, IEG will not be able to carry out the services required by the Data Subject or referable to him/her (e.g. allow the Data Subject to take part in the Event concerned and provide the connected services, for example, the printed and/or digital catalogue of the events which will give his/her "brand" visibility to the Exhibitor's advantage) and/or will not be able to fulfil the legal obligations connected to the relationship.

Data processing for the purposes of sub-paragraph 2 is legally based on IEG's legitimate interests in organizing the Events appropriately, planning and managing all the reasonably useful activities to allow the Data Subject to take part in the Events efficiently and effectively and to manage relations with third party suppliers of goods and services that are functional and/or connected to the Events.

Only if the participation in the Events that, for particular security purposes of the premises and / or the goods exposed to the public, require the creation and delivery of an identification tag with the photograph of the interested party, this photo is collected and processed by IEG.

**For these purposes IEG does not need to have the Data Subject's prior consent.** The Data Subject is, in any case, free to withhold the data from IEG, in which case, it will not be able to take part in the Event.

During the events organized by IEG, generic videos and/or photographs may be taken by IEG and/or by photographers and/or video-makers authorized by IEG, to promote the Events on websites related to said events and on IEG's social profiles (e.g. twitter, facebook, whatsapp, youtube, vimeo, etc.), in brochures, catalogues and other printed promotional material. The photographs and videos published regard Events that, being trade show activities, must be intended as shows of a public nature and therefore bear no indication for which the explicit consent of the Data Subject is required.

Moreover, only on the necessary prior and specific written consent of the Data Subject (which constitutes the legal basis of data processing), obtained previously or on site, can photographs and videos (including voice) showing the face of the Data Subject be published for promotional purposes on IEG printed materials or electronic channels to be divulged to the public (for example, catalogues, brochures, flyers, websites, landing pages, blogs, social networks). In this case, the Data Subject can deny consent, thus making it impossible for the data to be processed for these specific purposes. In doing so, the Data Subject renounces any payment for the use of his/her image.

Afterwards, the Data Subject can ask, at any moment, for his/her face to be blacked out from the images processed by IEG, without prejudice to the lawfulness of data processing carried out by IEG or by authorized third parties up until the date of consent withdrawal and without prejudice to any divulgation of the images that is not within IEG's control.

Data processing for the purposes of sub-paragraphs 3, 4 and/or 5 only occurs on the Data Subject's prior written consent, which can be freely denied without prejudice to the right to take part in the Events and/or to obtain the services that the Data Subject requires from IEG. However, lack of or denied consent will prevent IEG from processing the data for the purposes outlined in sub-paragraph 3) (e.g. the email address or mobile phone number for sending promotional messages) or for third party partner processing purposes outlined in sub-paragraph 4 and to prevent from communicating the data to the third Partners for the autonomous treatment in the case sub 5.

**Personal data communication and divulgation**

For the purposes outlined in sub-paragraphs 1 and 2, the data may be communicated by IEG to: information technology management service and system maintenance suppliers, photographers and/or video-makers who produce video-audio materials or the relative post-production, journalists and newspapers, IEG website and database suppliers, contractors for services needed to organize and manage the Events (e.g. outfitters and equipment installers, printed and on-line catalogue editors, logistics, security, private surveillance, first aid, hostesses, etc.) and consultants, which will process the data as external Data Controllers.

For the purposes outlined in sub-paragraphs 3, 4 e 5, the data may be communicated to: companies appointed to carry out marketing analysis, advertising, communication and/or public relations, digital and printed publishing companies that produce IEG's advertising or promotional materials, website or blog creation companies, web marketing companies and other subjects appointed to devise and/or maintain promotional materials, information technology system management and maintenance companies, websites and databases used to organize and manage the Events.

These third parties will process the data in the role of external Data Controllers conforming to IEG's written instructions and under IEG surveillance.

For all the above purposes, the data may also be communicated by IEG to third party commercial partners with whom IEG shares Event creation and/or promotion activities. These third party partners will process the data in the role of autonomous Data Controllers or co-Controllers or External Controllers. In this later case, IEG will draw up a written agreement with the Partner to outline the respective data processing activities. A list of co-Controllers, autonomous Data Controllers and External Controllers is available on request (for the relative modalities, refer to the section on "Data Subject rights" in this information notice).

**Transferring the data abroad**

**In the case of Events in the U.S.A.** organized by IEG and/or at which IEG participates under its own initiative, data communication carried out by IEG as described above may include third party receivers with premises in one or more US States. In this case, data transfer will be based on the following juridical grounds:

## COMPANY DETAILS

Company Name

VAT no. / TIN

Company Legal Representative

(eg installation of fittings and equipment, publishers of paper and online catalogs, logistics, security, private security, first aid, hostesses, etc.), diplomatic representatives, consultants, banks (for the execution or receipt of payments connected to the Events), to IEG personnel authorized to process data (Communication, Travel, Sales, Marketing, etc.).

For the purposes under 3 and 4 the data are communicated to: companies charged with marketing analysis, advertising, communication and / or public relations agencies, digital and paper publishing companies that produce our advertising or promotional materials, production companies of websites or blogs, web marketing companies, subjects in charge of the design and / or maintenance of promotional materials, IT management and maintenance companies, websites and databases used to organize and manage events, image agencies.

These third parties will process the data in the capacity of External Managers in accordance with our written guidelines and under our supervision.

For all the aforementioned purposes, we also communicate the data to third-party commercial partners who participate in the creation and / or promotion of the Events, which will treat the data as autonomous or co-titular or responsible owners. You can ask us for a list of co-owners, autonomous and responsible owners (see the "rights of the interested party" section of this information).

**Data transfer abroad**

In the case of Events in the U.S.A. we communicate the data to third party recipients who are based in the United States of America. In this case, the transfer will be based on the following legal basis:

a) the bilateral "Privacy Shield" agreement in force between the EU (European Union) and the U.S.A., which provides for the companies and other entities that import these data in the U.S.A. the obligation to apply a series of protections and measures to protect the personal data received;

b) in the event that the data importer in the U.S.A. has not adhered to the Privacy Shield mechanism, the communication of the data to the importer will take place only after stipulation by the U.S.A. importer of a contractual agreement with which he, for the treatments of his competence, undertakes to IEG to respect privacy obligations substantially equivalent to those provided for by the EU legislation on our charge, through the use of standard contractual clauses conforming to the text adopted by the EU Commission.

In the case of events taking place outside the EU in a country other than the U.S.A. (eg the People's Republic of China, United Arab Emirates, Colombia, Hong Kong), organized or participated by us, we can communicate the data to third-party recipients based in these countries. This data transfer takes place in the face of adequate guarantees, constituted by the prior stipulation by the third importer of a contractual agreement with us by which he, for the processing of his competence, undertakes to respect privacy obligations substantially equivalent to those provided from EU legislation to our load (through the use of standard contractual clauses conforming to the text adopted by the EU Commission).

In the event that the stipulation of such a transfer agreement with the third data importer is impossible or excessively burdensome, the transfer of data to the non-EU country takes place on the basis of the following reasons, even if disjointed: i) it is necessary for the execution of a contract concluded between the interested party and the co-owner of the processing or the execution of pre-contractual measures adopted at the request of the interested party; ii) it is necessary for the conclusion or execution of a contract stipulated between the data controller and another natural or legal person in favor of the data subject (such other natural or legal person is our subsidiary or partner having registered office) in the non-EU country). As an alternative to such cases of derogation, we reserve the right to request specific consent for the transfer of data to the non-EU country.

The list of third parties receiving the data is available on the site [www.iegexpo.it/en/privacypolicy](http://www.iegexpo.it/en/privacypolicy) ("section importer of data").

**Duration of treatment**

In the case of the purposes **sub 1 e/o 2** we treat the data for **10 years** from date of the contract (in the case of customers) from the collection of the data of the interested party (in the case of prospects).

In the case of the purposes **sub 3 and 4** we treat the data for **10 years** from the collection of the data of the interested party (in the case of customers and prospects).

We process the data for a period of 5 years from the publication of the product in the case of promotion of editorial products.

We process the data for a period of 60 days, after the end of each Event, in the case of data made available at collection points for requests for assistance, communicate to us by visitors and exhibitors (including insurance desk, Info point and Emergency Room).

We treat the data contained in the promotional catalog (paper and / or digital) of the individual Events for a maximum of 2 editions of the catalog.

We treat certification data of the Events / Events up to the end of the certification and therefore until certification has taken place.

We treat the data necessary for the purposes of computer security (eg log-in registrations, failed logs and log-outs, when accessing restricted areas on the IEG websites related to the Events) for 1 year from collection. The recordings of the logs related to the reading of IEG online privacy information and the on-line actions (eg clicks, flags and the like) through which IEG is informed of the data subject's consent are kept for 10 years from collection.

In the event of a dispute between you and us or our third party suppliers process the data for the time necessary to exercise the protection of our rights or those of the third party suppliers, that is up to the issue and full execution of a provision having the value of a res judicata between the parties or of a transaction.

The data connected to the "Business Matching" service provided during the Events are treated for 3 months from the end of the single Event to which they refer.

The data related to the drafting of invitation letters for the request of consular visas (eg. Copy of the passport, etc.) are processed for 3 months from the end of the single Event to which they refer.

Once the aforementioned maximum duration has ceased, the personal data are definitively destroyed or made totally anonymous.

**Rights of Data Subject**

You have the right to:

- ask us to confirm whether or not a processing of personal data concerning you is in progress and, in this case, to obtain access to personal data and the following information: a) the purposes of the processing; b) the categories of personal data in question; c) the recipients or categories of recipients to whom the personal data have been or will be communicated, in particular if they are recipients of third countries or international organizations; d) when possible, the period of storage of personal data provided or, if this is not possible, the criteria used to determine this period; e) the existence of the data subject's right to request the data controller to rectify or delete personal data or limit the processing of personal data concerning him or to oppose their processing; f) the right to lodge a complaint with a supervisory authority; g) if the data is not collected from the interested party, all available information on their origin; h) the existence of an automated decision-making process, including profiling and, at least in such cases, significant information on the logic used, as well as the expected importance and consequences of such treatment for the data subject.

- if personal data is transferred to a third country or an international organization, the data subject has the right to be informed of the existence of adequate guarantees relating to the transfer;

- request, and obtain without undue delay, the correction of inaccurate data; taking into account the purposes of the processing, the integration of incomplete personal data, also providing a supplementary declaration;

- request deletion of data if: a) personal data are no longer necessary with respect to the purposes for which they were collected or otherwise processed; b) the data subject revokes the consent on which the processing is based and there is no other legal basis for the processing; c) the data subject opposes the processing, and there is no prevailing legitimate reason to proceed with the processing, or he opposes the processing carried out for direct marketing purposes (including the functional profiling of such direct marketing); d) personal data have been unlawfully processed; e) personal data must be deleted in order to fulfill a legal obligation established by Union law or the Member State to which the data controller is subject; f) personal data has been collected regarding the offer of information society services.

- request the limitation of the processing that concerns you, when one of the following hypotheses occurs: a) the data subject disputes the accuracy of the personal data, for the period necessary for the data controller to verify the accuracy of such personal data; b) the processing is unlawful and the data subject opposes the deletion of

personal data and requests instead that its use be limited; c) although the data controller no longer needs it for the purposes of processing, personal data is necessary for the data subject to ascertain, exercise or defend a right in court; d) the person concerned has opposed the processing carried out for direct marketing purposes, pending verification regarding the possible prevalence of the legitimate reasons of the data controller with respect to those of the interested party;

- to obtain from the data controller, upon request, the communication of the third-party recipients to whom the personal data have been transmitted;

- revoke at any time the consent to the processing where previously communicated for one or more specific purposes of one's personal data, it being understood that this will not prejudice the lawfulness of the processing based on the consent given before the revocation.

- receive in a structured format, commonly used and readable by automatic device, the personal data concerning you provided by you and, if technically feasible, to have these data transmitted directly to another data controller without hindrance on our part, if necessary the following (cumulative) condition: a) the processing is based on the consent of the interested party for one or more specific purposes, or on a contract to which the interested party is a party and to whose execution the treatment is necessary; and b) the processing is carried out by automated means (software) - overall right to the c.d. "Portability." The exercise of the right c.d. portability is without prejudice to the right to cancellation provided above;

- not be subjected to a decision based solely on automated processing, including profiling, which produces legal effects that concern him or that significantly affects his person.

- lodge a complaint with the competent control authority based on the GDPR (that of its place of residence or domicile); in Italy it is the Data Protection Authority.

You can exercise your rights by writing to the Data Controller Italian Exhibition Group S.p.A., with registered office in Via Emilia, 155 - 47921 Rimini (Italy), e-mail address: [privacy@iegexpo.it](mailto:privacy@iegexpo.it).

In order to ensure compliance with the GDPR and the laws applicable to the processing of personal data, we have appointed Avv. Luca De Muri, domiciled for the position at Italian Exhibition Group S.p.A.

The Legal Representative of the company or the Representative of the organization undertakes to communicate this information to the other subjects belonging to the company or to the organization itself and of which it declares to legitimately supply the relative data. Likewise, the consent given for the purposes **sub 5** by the Legal Representative of a company or by the Representative of an organization is also extended to other subjects belonging to the company or to the organization itself

**CONSENT FOR PRIVACY POLICY**

Having read the information communicated to me (also available on the site [www.iegexpo.it/en/privacyinformation](http://www.iegexpo.it/en/privacyinformation)), I declare the following about the processing of data for **autonomous direct marketing purposes by IEG third partners. (purpose 5 of the information)**

☐ I agree

☐ I do not agree

Date: .....

*Please select a choice*



### EXHIBITING RATES PER SQ.M - BARE AREA

	1 open side	2 open sides	3 open sides	4 open sides	Wide area (min. 64 sq.m)
<b>EARLY BIRD</b> only if deposit paid within FEBRUARY 29 2020	€ 156,00	€ 161,00	€ 168,00	€ 173,00	€ 149,00
<b>STANDARD</b>	€ 167,00	€ 174,00	€ 181,00	€ 186,00	€ 160,00

**BARE AREA RATE** includes area only; to be added: registration fee, power supply, other possible costs.

All areas smaller or equal to 16 sq.m are available only in turnkey solution. See also Gen. Rules & Regulations Cap II Part 1 art. 2.

### TURNKEY STAND SOLUTIONS

Type A	16 SQM	32 SQM			48 SQM	
	1 open side	1 open side	2 open sides	3 open sides	2 open sides	3 open sides
Early bird*	€ 4.200	€ 7.672	€ 7.864	€ 8.056	€ 11.496	€ 11.784
Standard	€ 4.376	€ 8.056	€ 8.248	€ 8.472	€ 12.072	€ 12.408

Type G	16 SQM	32 SQM			48 SQM	
	1 open side	1 open side	2 open sides	3 open sides	2 open sides	3 open sides
Early bird*	€ 4.360	€ 8.024	€ 8.184	€ 8.408	€ 11.976	€ 12.312
Standard	€ 4.552	€ 8.376	€ 8.600	€ 8.824	€ 12.600	€ 12.936

Type F	16 SQM	32 SQM			48 SQM	
	1 open side	1 open side	2 open sides	3 open sides	2 open sides	3 open sides
Early bird *	€ 4.712	€ 8.696	€ 8.888	€ 9.112	€ 13.032	€ 13.368
Standard	€ 4.904	€ 9.080	€ 9.272	€ 9.496	€ 13.608	€ 13.944

**TURNKEY SOLUTION** includes registration fee, fitting, furnishing, carpet, power supply (1 Kw every 16 sq.m). For 16 sq.m stands daily cleaning is included.

\* Promotional rates can be applied only if deposit is paid within FEBRUARY 29<sup>th</sup> 2020.

### ENTRY LEVEL PROMO

Entry Level  
Turnkey Stand

16 sq.m – 1 open side
<b>€ 3,000</b>

This promo is only valid for foreign companies participating in Key Energy for the first time. The company must register with its foreign VAT/TIN registration number. Italian branches of foreign companies are excluded. This promo is not subject to early bird rates and it will be valid from January to November 2020. It includes registration fee, 50 digital tickets, fitting, furnishing, carpet, power supply (1 Kw)

#### Other items :

**Registration fee** (compulsory for each exhibitor) which includes:

€ 600.00

covers insurance, exhibitors' badges according to exhibit area, listing in the official catalogue, local publicity taxes, 1 parking permit, Wi-Fi connection  
Registration fee is sold together with the sale of invitation digital tickets, i.e.: up to 64 sq.m registration fee € 550 + 50 invitation digital tickets  
from 65 to 127 sq.m registration fee € 500 + 100 invitation digital tickets  
over 128 sq.m registration fee € 400 + 200 invitation digital tickets

Green Area Surcharge *)	<b>+ 15% on total bare area rate</b>	
Power Supply per Kw monophasic	€	<b>44.40</b>
Water Supply each	€	<b>172.70</b>
Catalogue entry represented company each	€	<b>80.00</b>
Hosted companies fee (in case of more companies inside one booth)	€/each	<b>1,500.00</b>

VAT must be added to all figures, if due

#### Notes:

Further details and costs of participation are indicated in the General Rules and Regulations of Exhibition

\*) **Green Area Surcharge:** Supplementary rate on the total area amount for those stands having at least one front or entirely placed between the two main passages. It is calculated only on total bare area cost even if the booth is a turnkey formula. (Gen. Rules & Regulations Cap II Part 1 art. 2)

# TECHNICAL FORM KEY ENERGY 2020

GENERAL INFORMATION

3 - 6 November 2020

## IMPORTANT DEADLINES:

BOOKING SPACE AND TECHNICAL DATES	REGISTRATION PROCEDURE	Fill in and send the application form to email <a href="mailto:expo@iegexpo.it">expo@iegexpo.it</a> in pdf format. Pay deposit in order to get benefits as indicated in the application form Key Energy Team will contact you with a customized proposal.	
	BENEFITS DEADLINE	<b>29<sup>th</sup> FEBRUARY 2020 DEADLINE EARLY BIRD RATES</b> A deposit must be paid within this date in order to take advantage of reduced rates	
	AREA ALLOCATION START	<b>15<sup>th</sup> MARCH 2020</b>	
	PARTICIPATION CONFIRM	Exhibiting proposal, signed for acceptance, must be sent via email to <a href="mailto:expo@iegexpo.it">expo@iegexpo.it</a> in pdf format. <b>Deposit</b> (only in case not yet paid) <b>must be paid</b> for the sum and to the bank account as indicated in the same proposal NOTE: deposit payment made after the exhibiting proposal signature does give any right to the benefits	
	BALANCE DEADLINE	<b>16<sup>th</sup> SEPTEMBER 2020</b>	Deadline for <b>total balance payment</b> related to the exhibiting area allocated Note: after that date any client who will sign a proposal has to pay the balance immediately
WITHDRAWAL RULES	BOOTH PROJECT APPROVAL	<b>7<sup>th</sup> SEPTEMBER 2020</b>	<b>BARE AREAS:</b> Cut-off date for the <b>presentation of stand fitting &amp; layout design</b> to upload in the section "stand projects" in the reserved area
	SERVICES ORDERING	<b>18<sup>th</sup> SEPTEMBER 2020</b>	Cut-off date for the presentation of the forms for ordering services (See online reserved area on the website)
WITHDRAWAL RULES	Within 15 <sup>th</sup> June 2020	If the written cancellation reaches the Organizer no later than <b>15<sup>th</sup> June 2020</b> , the penalty will be equal to an amount corresponding to the registration fee	
	From 16 <sup>th</sup> June 2020	If the written cancellation reaches the Organizer from <b>16<sup>th</sup> June 2020</b> , the penalty will be equal to an amount corresponding to the deposit as determined in the signed exhibiting proposal	
	From 17 <sup>th</sup> September 2020	If the written cancellation reaches the Organizer from the date of <b>17<sup>th</sup> September 2020</b> , penalty will be equal to an amount corresponding to the entire balance due as determined in the signed exhibiting proposal	

For more info please read the General Rules and Regulations always available on [www.keyenergy.it](http://www.keyenergy.it)

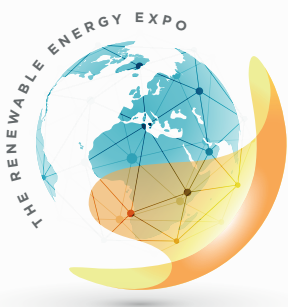
## MORE INFO AND CONTACTS:

SECTOR	TEAM	PHONE +39	EMAIL
Info for exhibitors, exhibiting space sale, advertising spaces in exhibition pavillions, web advertising, catalogue advertising sale	Claudia Costella Giancarlo Morsello	0541 744 457 0541 744 809	<a href="mailto:claudia.costella@iegexpo.it">claudia.costella@iegexpo.it</a> <a href="mailto:giancarlo.morsello@iegexpo.it">giancarlo.morsello@iegexpo.it</a>
<b>INTERNATIONAL SALES</b>	Ilaria Cevoli	0541 744 926	<a href="mailto:ilaria.cevoli@iegexpo.it">ilaria.cevoli@iegexpo.it</a>
<b>Technical assistance:</b> login, services, e-commerce	EXHIBITOR SERVICES OFFICE	0541 744 214 0541 744 640 0541 744 915	<a href="mailto:exposervices@iegexpo.it">exposervices@iegexpo.it</a>
<b>Logistics:</b> fitting, dismantling, access procedure	GALS OFFICE	Silvagni Andrea Sarti Roberta	0541 744 887 0541 744 241 <a href="mailto:andrea.silvagni@iegexpo.it">andrea.silvagni@iegexpo.it</a> <a href="mailto:roberta.sarti@iegexpo.it">roberta.sarti@iegexpo.it</a>
<b>Stand projects approval</b>	OPERATIONS OFFICE	Silvagni Andrea Flores Ferdinando	0541 744 887 0541 744 819 <a href="mailto:andrea.silvagni@iegexpo.it">andrea.silvagni@iegexpo.it</a> <a href="mailto:ferdinando.flores@iegexpo.it">ferdinando.flores@iegexpo.it</a>
<b>Accounting services:</b> deposit payment, balance, request of invoices	ACCOUNTING DEPARTMENT	Boshku Evis Ventura Marilena Domenico Villani De Vita Alessandra Pedriali Carla	0541 744 498 <a href="mailto:customers@iegexpo.it">customers@iegexpo.it</a>
<b>Forms and registration data review</b>	SALES BACK OFFICE	Rossi Wilma Giacomin Annalisa	0444 969 979 0444 969 907 <a href="mailto:wilma.rossi@iegexpo.it">wilma.rossi@iegexpo.it</a> <a href="mailto:annalisa.giacomin@iegexpo.it">annalisa.giacomin@iegexpo.it</a>

## WARNING! IMPORTANT INFORMATION FOR EXHIBITORS

### International Fairs Directory

For some time now, **International Fairs Directory**, a company registered with branches in other countries, has been sending forms to exhibitor firms asking for any modifications to their company data for publication of advertisements in the Expo-Guide magazine. On completing and signing the forms, containing the names of Italian exhibition grounds and event trademarks, the firm is then obliged to pay a sum per year. The above-mentioned company **has NOT and has NEVER BEEN AUTHORISED** to use the name Rimini Fiera or our event trademarks. If you should receive forms or proposals from International Fairs Directory, we strongly recommend that you read the terms VERY CAREFULLY before signing.



# KEY ENERGY

**3 - 6  
NOVEMBER  
2020**

organized by  
**ITALIAN EXHIBITION GROUP**  
Providing the future

RIMINI EXPO CENTRE  
ITALY

## ENTRY LEVEL PROMO

### STAND TYPE



### 16 MQ / 1 OPEN FRONT - SIZE 4X4

#### TURNKEY STAND + BRAND EXPOSURE PACKAGE

##### SET UP

Maple laminated walls h 250 cm  
Orange carpet  
1 storage room 100x100 cm  
1 rectangular table 160x80xh 75 cm  
3 chairs  
1 stool  
1 reception desk 106x56xh 100 cm  
1 waste bin  
1 coat hanger

##### STANDARD GRAPHIC

Black adhesive  
(support's net size 194xh28 cm)

##### ELECTRICAL SYSTEM

1 electrical board  
1 socket 220 v  
3 lamps  
In your area is included 1kw electrical supply (220 v) which is enough for standard electrical system.

##### BRAND EXPOSURE PACKAGE

Company logo in the event catalogue  
1 Full colored page in the event catalogue

### ENTRY LEVEL PROMO

**€ 3.000,00 + VAT**

**2020**

This promo is only valid for **foreign companies which are participating in Key Energy for the first time**. The company must register with its foreign VAT/TIN registration number. Italian branches of foreign companies are excluded. This promo is not subject to the fair promotion and early bird discounts and it will be **valid from January to November 2020**. For further information please contact:

**Ilaria Cevoli**

Tel +39 0541 744926 - [ilaria.cevoli@iegexpo.it](mailto:ilaria.cevoli@iegexpo.it)

For any request about: energy voltage different from italian voltage (220V), to personalize the booth with logo and company's colors, please contact: **Vera Lucchini** Tel +39 0541 675644 - [vera.lucchini@prostand.com](mailto:vera.lucchini@prostand.com)

#### SUPPLY GENERAL CONDITIONS

The exhibitor is accountable for the hired materials until the time of giving them back; he engages himself in covering every eventual burden deriving from the improper use of such material.

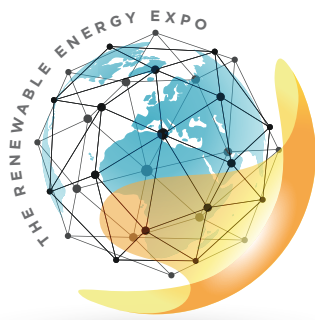
#### ORGANIZED BY

**ITALIAN EXHIBITION GROUP**  
Providing the future

ITALIAN EXHIBITION GROUP SpA

Via Emilia 155 - 47921 - Rimini (Italy) - P. +39 0541 744111 - C.F./P.I. 00139440408 - [info@iegexpo.it](mailto:info@iegexpo.it) - [www.iegexpo.it](http://www.iegexpo.it)





# KEY ENERGY

3 - 6  
NOVEMBER  
2020

organized by  
**ITALIAN EXHIBITION GROUP**  
Providing the future

RIMINI EXPO CENTRE  
ITALY

## EARLY BIRD rates

NO LATER THAN  
**29.02.2020**

16 MQ / 1 OPEN FRONTS - SIZE 4X4

### TURNKEY STAND

Registration fee, bare area rent, power supply and cleaning are included in the prices.

#### A STAND TYPE



##### SET UP

Varnished wood walls h290 cm  
Blue carpet

1 lumber room 100x100 cm  
1 rectangular table 160x80xh72 cm  
3 chairs  
1 stool  
1 reception desk 100x40xh100 cm  
1 waste bin  
1 coat hanger

##### ELECTRICAL SYSTEM

1 electrical board  
1 socket 220 v  
3 lamps 300 w  
In your area is included 1kw electrical supply (220 v) which is enough for standard electrical system.

##### STANDARD GRAPHIC

Black adhesive  
(support's net size 180xh40 cm)

##### CLEANING SERVICES

LIST PRICE € 4.376,00 + VAT

##### EARLY BIRD RATES

**€ 4.200,00 + VAT**  
2020

#### G STAND TYPE



##### SET UP

Varnished wood walls h290 cm  
Green carpet

1 storage room 100x100 cm  
1 rectangular table 160x80xh72 cm  
3 chairs  
1 stool  
1 reception desk 100x40xh100 cm  
1 waste bin  
1 coat hanger

##### ELECTRICAL SYSTEM

1 electrical board  
1 socket 220 v  
3 lamps 300 w  
In your area is included 1kw electrical supply (220 V) which is enough for standard electrical system.

##### STANDARD GRAPHIC

Black adhesive  
(support's net size 180xh40 cm)

##### CLEANING SERVICES

LIST PRICE € 4.552,00 + VAT

##### EARLY BIRD RATES

**€ 4.360,00 + VAT**  
2020

#### F STAND TYPE



##### SET UP

Varnished wood walls h290 cm  
Wood staves structure  
Red carpet

1 lumber room 100x100 cm  
1 rectangular table 160x80xh72 cm  
3 chairs  
1 stool  
1 reception desk 100x40xh100 cm  
1 waste bin  
1 coat hanger

##### ELECTRICAL SYSTEM

1 electrical board  
1 socket 220 V  
3 lamps  
In your area is included 1kw electrical supply (220 V) which is enough for standard electrical system.

##### STANDARD GRAPHIC

Printed flag whit company name  
50xh290 cm

##### CLEANING SERVICES

LIST PRICE € 4.904,00 + VAT

##### EARLY BIRD RATES

**€ 4.712,00 + VAT**  
2020

For any request about: energy voltage different from italian voltage (220V), personalize the booth with logo and company's colors, please contact: **Vera Lucchini** Tel +39 0541 675644 - [vera.lucchini@prostand.com](mailto:vera.lucchini@prostand.com)

##### SUPPLY GENERAL CONDITIONS

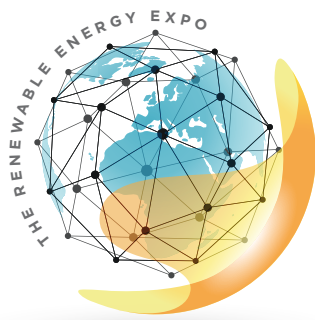
The exhibitor is accountable for the hired materials until the time of giving them back; he engages himself in covering every eventual burden deriving from the improper use of such material.

##### ORGANIZED BY

**ITALIAN EXHIBITION GROUP**  
Providing the future

ITALIAN EXHIBITION GROUP SpA

Via Emilia 155 - 47921 - Rimini (Italy) - P. +39 0541 744111 - C.F./P.I. 00139440408 - [info@iegexpo.it](mailto:info@iegexpo.it) - [www.iegexpo.it](http://www.iegexpo.it)



# KEY ENERGY

3 - 6  
NOVEMBER  
2020

organized by  
**ITALIAN EXHIBITION GROUP**  
Providing the future

RIMINI EXPO CENTRE  
ITALY

## EARLY BIRD rates

NO LATER THAN  
**29.02.2020**

**32 MQ / 1 OPEN FRONTS - SIZE 8X4**

### TURNKEY STAND

Registration fee, bare area rent and power supply are included in the prices.

#### A STAND TYPE



##### SET UP

Varnished wood walls h290 cm  
Blue carpet

1 lumber room 200x100 cm  
2 rectangular table 160x80xh72 cm  
6 chairs  
2 stools  
2 reception desk 100x40xh100 cm  
2 waste bin  
2 coat hanger

##### ELECTRICAL SYSTEM

1 electrical board  
2 socket 220 v  
6 lamps 300 w  
In your area are included 2kw electrical supply (220 v) which are enough for standard electrical system.

##### STANDARD GRAPHIC

Black adhesive  
(support's net size 180xh40 cm)

LIST PRICE € 8.056,00 + VAT

EARLY BIRD RATES

**€ 7.672,00 + VAT**

**2020**

#### G STAND TYPE



##### SET UP

Varnished wood walls h290 cm  
Green carpet

1 storage room 200x100 cm  
2 rectangular table 160x80xh72 cm  
6 chairs  
2 stool  
2 reception desk 100x40xh100 cm  
2 waste bin  
2 coat hanger

##### ELECTRICAL SYSTEM

1 electrical board  
2 socket 220 v  
6 lamps 300 w  
In your area are included 2kw electrical supply (220 v) which are enough for standard electrical system.

##### STANDARD GRAPHIC

Black adhesive  
(support's net size 180xh40 cm)

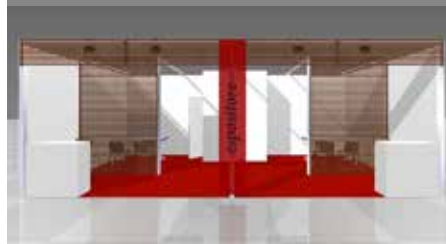
LIST PRICE € 8.376,00 + VAT

EARLY BIRD RATES

**€ 8.024,00 + VAT**

**2020**

#### F STAND TYPE



##### SET UP

Varnished wood walls h290 cm  
Wood staves structure  
Red carpet

1 lumber room 200x100 cm  
2 rectangular table 160x80xh72 cm  
6 chairs  
2 stool  
2 reception desk 100x40xh100 cm  
1 waste bin  
1 coat hanger

##### ELECTRICAL SYSTEM

1 electrical board  
2 socket 220 V  
6 lamps  
In your area are included 2kw electrical supply (220 V) which is enough for standard electrical system.

##### STANDARD GRAPHIC

Printed flag whit company name  
50xh290 cm

LIST PRICE € 9.080,00 + VAT

EARLY BIRD RATES

**€ 8.696,00 + VAT**

**2020**

For any request about: energy voltage different from italian voltage (220V), personalize the booth with logo and company's colors, please contact: **Vera Lucchini** Tel +39 0541675644 - vera.lucchini@prostand.com

##### SUPPLY GENERAL CONDITIONS

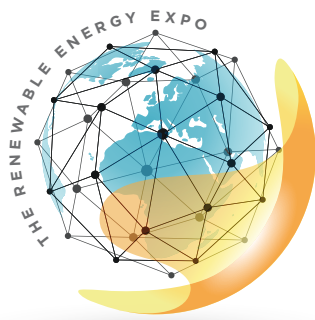
The exhibitor is accountable for the hired materials until the time of giving them back; he engages himself in covering every eventual burden deriving from the improper use of such material.

##### ORGANIZED BY

**ITALIAN EXHIBITION GROUP**  
Providing the future

ITALIAN EXHIBITION GROUP SpA

Via Emilia 155 - 47921 - Rimini (Italy) - P. +39 0541 744111 - C.F./P.I. 00139440408 - info@iegexpo.it - www.iegexpo.it



# KEY ENERGY

3 - 6  
NOVEMBER  
2020

organized by  
**ITALIAN EXHIBITION GROUP**  
Providing the future

RIMINI EXPO CENTRE  
ITALY

## EARLY BIRD rates

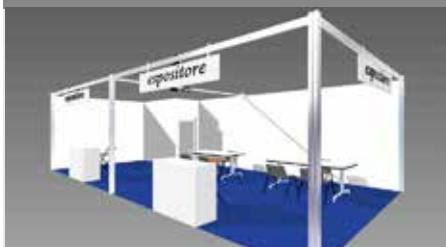
NO LATER THAN  
**29.02.2020**

**32 MQ / 2 OPEN FRONTS - SIZE 8X4**

### TURNKEY STAND

Registration fee, bare area rent and power supply are included in the prices.

#### A STAND TYPE



##### SET UP

Varnished wood walls h290 cm  
Blue carpet

1 lumber room 200x100 cm  
2 rectangular table 160x80xh72 cm  
6 chairs  
2 stools  
2 reception desk 100x40xh100 cm  
2 waste bin  
2 coat hanger

##### ELECTRICAL SYSTEM

1 electrical board  
2 socket 220 v  
6 lamps 300 w  
In your area are included 2kw electrical supply (220 v) which are enough for standard electrical system.

##### STANDARD GRAPHIC

Black adhesive  
(support's net size 180xh40 cm)

LIST PRICE € 8.248,00 + VAT

EARLY BIRD RATES

**€ 7.864,00 + VAT**

**2020**

#### G STAND TYPE



##### SET UP

Varnished wood walls h290 cm  
Green carpet

1 storage room 200x100 cm  
2 rectangular table 160x80xh72 cm  
6 chairs  
2 stool  
2 reception desk 100x40xh100 cm  
2 waste bin  
2 coat hanger

##### ELECTRICAL SYSTEM

1 electrical board  
2 socket 220 v  
6 lamps 300 w  
In your area are included 2kw electrical supply (220 v) which are enough for standard electrical system.

##### STANDARD GRAPHIC

Black adhesive  
(support's net size 180xh40 cm)

LIST PRICE € 8.600,00 + VAT

EARLY BIRD RATES

**€ 8.184,00 + VAT**

**2020**

#### F STAND TYPE



##### SET UP

Varnished wood walls h290 cm  
Wood staves structure  
Red carpet

1 lumber room 200x100 cm  
2 rectangular table 160x80xh72 cm  
6 chairs  
2 stool  
2 reception desk 100x40xh100 cm  
1 waste bin  
1 coat hanger

##### ELECTRICAL SYSTEM

1 electrical board  
2 socket 220 V  
6 lamps  
In your area are included 2kw electrical supply (220 V) which is enough for standard electrical system.

##### STANDARD GRAPHIC

Printed flag whit company name  
50xh290 cm

LIST PRICE € 9.272,00 + VAT

EARLY BIRD RATES

**€ 8.888,00 + VAT**

**2020**

For any request about: energy voltage different from italian voltage (220V), personalize the booth with logo and company's colors, please contact: **Vera Lucchini** Tel +39 0541675644 - vera.lucchini@prostand.com

##### SUPPLY GENERAL CONDITIONS

The exhibitor is accountable for the hired materials until the time of giving them back; he engages himself in covering every eventual burden deriving from the improper use of such material.

ORGANIZED BY

**ITALIAN EXHIBITION GROUP**  
Providing the future

ITALIAN EXHIBITION GROUP SpA

Via Emilia 155 - 47921 - Rimini (Italy) - P. +39 0541 744111 - C.F./P.I. 00139440408 - info@iegexpo.it - www.iegexpo.it

# KEY ENERGY 2020

## GENERAL RULES & REGULATIONS OF PARTICIPATION

### CHAPTER I

#### METHODS OF PARTICIPATION

- [Art. 1 - ORGANIZERS – LOCATION AND DATE](#)
- [Art. 2 - PARTICIPATION PROCEDURE](#)
- [Art. 3 - EXCLUSION FROM THE EXHIBITION](#)
- [Art. 4 - EXHIBITING SPACE](#)
- [Art. 5 - TRANSFER- REVOCATION - REDUCTION - WITHDRAWAL- NON PARTICIPATION](#)

### CHAPTER II

#### TERMS AND CONDITIONS OF PARTICIPATION

##### Part 1

- [Art. 1 - CATEGORIES OF EXHIBITORS ALLOWED TO PARTICIPATE](#)
- [Art. 2 - RATES](#)
- [Art. 3 - TERMS AND METHOD OF PAYMENT](#)
- [Art. 4 - OFFICIAL CATALOGUE AND EXHIBITION MAP](#)
- [Art. 5 - EXHIBITION CANCELLATION - SUSPENSION](#)

##### Part 2

- [Art. 1 - STAND PLAN](#)
- [Art. 2 - ACCESS TO THE EXPO CENTRE – MOVE-IN – SET-UP](#)
- [Art. 3 - CONTRACTORS and PROVISION OF SERVICES](#)
- [Art. 4 - DAMAGES](#)
- [Art. 5 - SAFETY STANDARDS – FIRE PREVENTION – ELECTRICAL SYSTEMS](#)
- [Art. 6 - WORKPLACE SAFETY](#)
- [Art. 7 - STAND DISMANTLING](#)
- [Art. 8 - ENTRY PASSES](#)
- [Art. 9 - PARKING](#)
- [Art. 10 - EXHIBITION SAFETY - SECURITY SERVICE](#)

##### Part 3

- [Art. 1 - EXHIBITION HOURS](#)
- [Art. 2 - VISITORS](#)
- [Art. 3 - CIRCULATION OF THINGS AND PEOPLE](#)
- [Art. 4 - SMOKING REGULATIONS](#)
- [Art. 5 - ALCOHOLIC BEVERAGES, BEVERAGES, FOOD, DIETARY PRODUCTS AND SUPPLEMENTS DISTRIBUTION](#)
- [Art. 6 - MACHINERY AND ITS USE](#)
- [Art. 7 - REGULATION OF NOISE LEVELS ON EXHIBITION PREMISES](#)
- [Art. 8 - ADVERTISING](#)
- [Art. 9 - RETAILING](#)
- [Art. 10 - STAND CLEANING - WASTE DISPOSAL](#)
- [Art. 11 - CONFERENCES, CONTESTS, BUSINESS MEETINGS](#)

##### Part 4

- [Art. 1 - DAMAGES - INSURANCE](#)
- [Art. 2 - INDUSTRIAL AND INTELLECTUAL PROPERTY RIGHTS](#)
- [Art. 3 - EXHIBITION NAME OWNERSHIP](#)
- [Art. 4 - CLAIMS](#)
- [Art. 5 - GENERAL RULES AND REGULATIONS, SUPPLEMENTS AND MODIFICATIONS](#)
- [Art. 6 - PHOTOGRAPHIC AND VIDEO REPRODUCTIONS](#)
- [Art. 7 - ACCEPTANCE OF GENERAL RULES AND CONDITIONS; OFFICIAL LANGUAGE AND COMPETENT COURT](#)
- [Art. 8 - LEGISLATIVE DECREE 231/2001, CODE OF ETHICS AND TERMINATION](#)

# GENERAL RULES & REGULATIONS OF PARTICIPATION KEY ENERGY 2020

## CHAPTER I – METHODS OF PARTICIPATION

cod. ref: RGE\_KEN20

### Art. 1. - ORGANIZERS - LOCATION AND DATE

Italian Exhibition Group S.p.A., Via Emilia 155, 47921 Rimini. Share Capital: € 52.214.097 (fully paid up), VAT Code 00139440408, Rimini Companies Register no. 00139440408, hereinafter also called "Organizer", organises in Rimini Expo Centre "KEY ENERGY 2020 - International Expo on Sustainable Energy and Mobility", hereinafter "the Exhibition", scheduled from 3<sup>rd</sup> to 6<sup>th</sup> of November 2020.

### Art. 2 - PARTICIPATION PROCEDURE

#### 2.1 APPLICATION FOR PARTICIPATION - rules for the contracting parties

Companies that intend participating in the expo can apply by sending the following documentation (in pdf format) via e-mail to [expo@iegexpo.it](mailto:expo@iegexpo.it):

- 1- an application form (which can be downloaded from the expo's Web site), correctly completed and appropriately undersigned in every part, with company stamp and signature of the legal representative, as well as these expo Rules and Regulations.
- 2- receipt of payment of the deposit + VAT (if indicated in the application form). This payment is optional for the contracting party and, in the event of being paid within the limits indicated in the participation request, gives the right to the benefits indicated in the Exhibiting Area Request Form of the Application Form.

If paid, this deposit will be reimbursed in the event of non-acceptance of the participation application by the Organizer or in the event of the contracting party not signing the proposal of participation.

The Organizer reserves the right to relegate incomplete forms to a waiting list.

Applications will be examined for as long as exhibit space is available.

The Organizer reserves the right to not accept further special requests entered by the contracting party in the "Notes" section.

The Organizer reserves the right to reject applications if there are outstanding administration issues.

With the indication of a different billing name on the invoices/fiscal documents, the contracting party/ declares to Italian Exhibition Group SpA that he/she will assess the proposal of participation that will be sent to him/her, in the interest of the person in whose name the invoice/fiscal document is issued, and by whom he/she has been commissioned.

In the event of any dispute on behalf of the person in whose name the invoice is issued, the contracting party/participant undertakes to settle any outstanding matters with Italian Exhibition Group SpA directly and personally.

#### 2.2 PARTICIPATION PROPOSAL

##### a) rules for participants

Applicants will be informed they have been accepted to participate and notified of the allocated exhibition space via the document entitled "proposta di partecipazione" or "participation proposal."

The participation proposal once filled in, signed and returned by the date indicated therein constitutes official participation contract.

It must be noted that, when sending the proposal for participation, it is necessary to also arrange payment of the deposit, unless already paid within the limits indicated in the participation application. In this case, the deposit does give any right to the benefits indicated in the Exhibiting Area Request Form of the application for participation.

With the indication of a different billing name on the invoices/fiscal documents, the participant declares to Italian Exhibition Group SpA that will participate in the expo, in the interest of the person in whose name the invoice/fiscal document is issued, and by whom he/she has been commissioned.

In the event of any dispute on behalf of the person in whose name the invoice is issued, the contracting party/participant undertakes to settle any outstanding matters with Italian Exhibition Group SpA directly and personally

##### B) rules for contracting parties receiving space in lieu of payment (contra deals):

contracting parties have to:

- 1 – send via e-mail to [expo@iegexpo.it](mailto:expo@iegexpo.it) the appropriate form received from the Organizer, correctly completed and undersigned throughout, with the company stamp and the signature of the Legal Representative, as well as these Rules and Regulations;
- 2 - invoice for receipt of space in lieu of payment, pursuant to the agreements with the Event Manager, made out to Italian Exhibition Group S.p.A., registered offices Via Emilia 155, 47921

The Organizer reserves the right to reject applications if there are outstanding administration issues.

### Art.3 - EXCLUSION FROM THE EXHIBITION

A) The Organizer reserves the right to not accept the application request, in the following cases:

- 1 - the presentation of an application form that is not correctly completed and appropriately undersigned in every part, with company stamp and signature of the legal representative.
- 2 – contracting party's rejection of the pre-arranged exhibiting rates and formats as indicated in Chapter II Part 1 art. 2
- 3 - the Organizer also reserves the right to not accept the application request for significant exhibition organization reasons.
- 4 – in the event of non-compliance or ineffective fulfilment, even if partial, of the behaviour obligations and duties, as per Chap. II Part 4 art. 8.

In the above-mentioned cases 1, 2, 3 and 4 the company will be refunded any deposit paid.

B) The contracting parties agree that the Organizer reserves the right to withdraw the signed proposal of participation if:

- 1 - it has not been sent to the organizer within the deadline foreseen by the application for participation;
- 2 – the company has not paid the necessary deposit within the limits foreseen by the application for participation or when sending the undersigned proposal;
- 3 - there are significant organization reasons.

In the event of case at point 1 and 3, the company will be refunded any deposit made for application, without any other sum being due for withdrawal and the Organizer may consider the space previously involved in the contract free to be rented.

C) The contracting parties agree that the Organizer will have the right to annul the undersigned proposal of participation, with a written communication to the Participant, in the event of non-compliance with or ineffective fulfilment (even if partial) on behalf

of the himself Participant of the behaviour obligations and duties as per Chap. II Part 4 art. 8.

Such non-compliance will result for the participant in the contract being terminated ipso iure, as it constitutes a serious breach of contract, as per art. 1456 of Italian Civil Law.

D) In the event of failure to pay the balance within the limits indicated in Chapter II Part 1 art.3, the Organizer reserves the right to:

- 1- forbid the Participant or any stand fitters commissioned by the Participant to set up and fit out the stand;

and

- 2- Not supply technical services required;

or

- 3- In the event of prefitted stand supplied by the Organizer and/or other IEG group companies, not customize stand with Participant distinguishing features and not supply technical services required;

E) It is specified that, in the case of outstanding administrative matters, even those also due to previous dealings with the Italian Exhibition Group, or in the case in which it is seen that the company is in a clear state of insolvency, the Organizer reserves the following rights:

- 1 - non-acceptance of the application form,
- 2 - later non-acceptance of the undersigned participation proposal,
- 3 - non-acceptance of application by participants with contra-deal arrangements,
- 4 - forbidding the Participant or any stand fitters commissioned by the Participant to set up and fit out the stand.

No compensation will be due the company for any reason and the Organizer will have the right to retain any sum already paid for participation in the expo as partial or complete compensation for the outstanding debts.

F) In all the aforementioned cases, the Organizer will take steps to give adequate written communication.

### Art. 4 - EXHIBITING SPACE

#### A) Exhibition layout

Exhibition layout is at the final discretion of the Organizer, including space that may be arranged in other areas of the exhibition centre.

For expo layout requirements, the Organizer has the right, according to its undisputable judgement, to modify/reduce the standard width of passageways in some halls and some areas in the halls without compromising their safety and visitor circulation and without Participants being able to raise any objection regarding the matter.

#### B) stand allocation

Exhibition space allocation is decided by the Organizer, taking into consideration the overall interests of the Exhibition, the order in which application are received, the area requested and, wherever possible, preferences expressed by the contracting party.

It should also be noted that the plan attached to the participation proposal is to be considered provisional since the neighbouring areas and stands are subject to change.

#### C) modification, reduction, replacement of space

Even in the case of proposal acceptance by the participant, the Organizer nevertheless reserves the right to move, vary or modify the area allocated, in the interest of the show and its assured success.

The number of open stand sides may be modified if required by the Exhibition layout. The Organizer reserves the right, to be exercised at its sole discretion at any time and therefore even during the event, if its layout is modified, or for other reasons, both to change or to reduce any space already allocated or to replace it with another, even in a different area.

In the event of any of these cases arising participants will only have the right to the possible refund of a sum corresponding to the difference between what has already been paid as a participation fee and the effective cost of the area allocated to them.

### Art. 5 – TRANSFER - ANNULMENT – REDUCTION – WITHDRAWAL- NON PARTICIPATION

1- Stands or parts thereof may not be sublet or allocated, even free of charge, without prior authorisation from the Organizer.

2- Any Contracting party who, after having submitted an application for participation, intends withdrawing it must inform the Organizer rapidly, in writing. In this case, any deposit paid will be reimbursed.

3 – Participants who request a reduction in the space allocated in the participation proposal, must promptly inform the Organizer in writing, stating the reasons for these changes.

In this case, the Organizer reserves the right to not accept the request or to accept it and:

- a) reduce the area, maintaining the allocated position and considering the excess space free to be rented.
- b) allocate a new space compatible with the expo layout, considering the space previously involved in the contract free to be rented

In the above cases, the sum to be paid will be recalculated according to the new area and position allocated.

4 - Participants who, after having undersigned the proposal for participation, want to cancel participation in the exhibition, must promptly inform the Organizer, always in writing, stating the reasons for these changes.

Cancellation of participation entails the payment of specific penalties (without prejudice to further damages) as follows:

- a) If the written cancellation reaches the Organizer no later than June 15<sup>th</sup> 2020, the penalty will be equal to an amount corresponding to the registration fee.
- b) If the written cancellation reaches the Organizer after June 16<sup>th</sup> 2020 and no later than September 16<sup>th</sup> 2020, the penalty will be equal to an amount corresponding to the deposit as established in the signed exhibiting proposal.

The amount of the penalties established above at letters a) and b) will be retained from deposit paid, specifying that in the event of that being insufficient or not paid at all, the difference or the entire amount due must be paid within 30 days of the date of written cancellation of participation.

Any sum remaining from deposits paid will be repaid by the Organizer.



# GENERAL RULES & REGULATIONS OF PARTICIPATION KEY ENERGY 2020

## CHAPTER I – METHODS OF PARTICIPATION

cod. ref: RGE\_KEN20

c) Moreover, if the cancellation reaches the Organizer from the date of September 17<sup>st</sup> 2020, the penalty will be equal to an amount corresponding to the entire balance due as established in the signed exhibiting proposal.

d) In the event of participation proposals being signed for acceptance starting from the date September 17<sup>st</sup> 2020, any possible cancellation will involve a penalty equal to the entire amount due as established in the signed proposal.

The above mentioned sums at letters c) and d) due as penalty must be paid at the time of receiving the relative invoice.

5 - Participant who have not occupied their area or begun set-up within 12 noon on the day before the inauguration, will be considered defaulting to all effects and, without prejudice to greater damages, will be obliged to pay as a penalty the sum equal to the entire participation fee; in this eventuality, the Organizer will also have the faculty to use the aforementioned area, assigning it to other interested parties.

6 - In the event of cancellation, participants receiving space in lieu of payment will be subject to the conditions agreed to in the relative contract.

# GENERAL RULES & REGULATIONS OF PARTICIPATION KEY ENERGY 2020

## CHAPTER II – TERMS AND CONDITIONS OF PARTICIPATION

### Part 1

cod. ref: RGE\_KEN20

#### ART. 1 CATEGORIES OF EXHIBITORS ALLOWED TO PARTICIPATE

Participants must be:

- companies exhibiting products and services they manufacture/produce themselves or their agents; exclusive Italian agents, retailers for foreign companies.
  - trade associations, financial organisations and bodies whose institutional role is promotion, research and increasing awareness for this specific sector and its services.
- b.1) In the event of one of the aforementioned units/ agencies/ organisations/ associations organizing a joint participation, it must be noted that:
- companies involved in the joint participation can only exhibit machinery with maximum dimensions of 1.5x1.5 metres;
  - the exhibition of machinery is however nevertheless subject to prior approval by the Organizer.

With regard to letters A) and B), it is specified that:

- Participants are obliged to exhibit and market only and exclusively new products, machinery and equipment, i.e. not previously used for commercial purposes by other owners/managers/venues.
- Every product, machine and service shown during exhibition - property of exhibiting companies or those by them represented or hosted - must be conform to the to the exhibition trade sectors list available here: [http://my.KEY.ENERGY.com/upload\\_janus/modulistica/RIC/catalogoeng.pdf](http://my.KEY.ENERGY.com/upload_janus/modulistica/RIC/catalogoeng.pdf)
- representatives are obliged to indicate in the catalogue section the list of companies they represent and whose products they intend exhibiting. The Organizer reserves the right at any time to request the registered agency agreement or documentation proving this type of relationship;
- companies can request to host other companies on their stands by stating this compulsorily using the co-Participant application form. Organizer reserves the right to authorize this or not.

In the event of Organizer's staff ascertaining any infringement of obligation at points 1, 2, 3 and 4 Organizer reserves the right to start proceedings to seek compensation for the damages.

Any and all responsibility consequent to this, in relation to companies that are guests and/or part of groups, is to be intended as totally borne by the host company and/or the body organizing the group

#### ART. 2 - RATES

Exhibition areas are all easy to see and access.

Exhibit spaces with an area of 16 sq.m. or less are sold complete with stand fittings; therefore all companies requesting an exhibit area of 16 square metres or less must take a pre-fitted stand package (shell scheme) provided by the Organizer, as indicated in the application form.

The participation fee for indoor areas in the Expo Centre Hall for the entire event is as follows:

Turnkey stand type A (basic model)	
16 sq.m 1 open front	€ 4.376,00
16 sq.m 2 open front	€ 4.488,00

The name published on the official catalogue will be printed on the front plate.

Any renunciation of the pre-fitted stand must be communicated within and no later than 1<sup>st</sup> October 2020; after this date a penalty will be applied for dismantling the stand: €500,00.

The price applied in the case of waiving the pre-fitted stand does not entail any price reduction and the amount to be paid is the same of the pre-fitted purchased package. The participation fee for indoor floor space with an area of more than 16 sq.m, in the Expo Centre halls for the entire event is as follows:

Bare Area rates/sqm	1 open side	2 open sides	3 open sides	4 open sides
	€ 167	€ 174	€ 181	€ 186
Large Bare Area rate/sqm	(Min. 64 sq.m) € 160			
Green Area surcharge	+ 15% on the total cost of the area			

Green Area surcharge: 15% surcharge on the total cost of the area for stands with at least one open side on main aisles, placed across two main aisles or located between two main aisles.

Aisle space occupied (subject to authorisation by Rimini Expo Centre Operations Department) by carpeting or overhead linking structures will be invoiced at 50% of the official rate.

The second level of two-storey stands (subject to authorisation by Rimini Expo Centre Operations Department) will be invoiced at 50% of the area fee.

Participants must pay a registration fee (which includes: insurance as specified in Chap. II Part 4 Art. 1, Participants badges in line with the space purchased, inclusion in paper and online catalogues, local advertising tax, one car park permit, wi-fi connection) which is sold at the same time as electronic invitation tickets for customers, available at 1 euro + VAT each. The following options are available:

The following options are available: up to 64 sq.m registration fee 550 euro + 50 invitation tickets at 1 euro each; from 65 to 127 sq.m registration fee 500 euro + 100 invitation tickets at 1 euro each; over 128 sq.m registration fee 400 euro + 200 invitation tickets at 1 euro each.

Further guest invitations are available to Participant on request with prices and mail-out procedure shown on order form "U", visible in the section Services of restricted area website.

Participants who, subject to the Organizer's authorization, host other companies on their stands are required to pay the sum of € 1.500,00 for each company hosted.

Moreover, a hospitality fee and a registration fee will be charged to Participants who host companies not declared in the co-Participants application form on their stand without authorisation from the Organizer.

Advertising signage on stands positioned at a height of over 3 metres from floor level is subject to payment of a "high visibility" charge of € 32,10 euros per square metre (where sq.m. is calculated as the area of the advertising signage).

Other exhibiting formats and services with relative costs are indicated in the application for participation forms "Exhibiting Rates Form" and "Advertising Rates Form".

Aforesaid costs do not include VAT.

#### Art. 3 - TERMS AND METHOD OF PAYMENT

##### A) Payment of exhibit area

Payment of the deposit and the remainder of the sum indicated on the countersigned proposal of participation must be made via:

bank transfer, made out to: Italian Exhibition Group S.p.A.,  
Bank: BANCA NAZIONALE DEL LAVORO  
Address: Via delle Torri n. 26 - 47121 Forlì - ITALY  
Code IBAN: IT53 T 01005 24200 000000016561  
Code BIC /SWIFT: BNLIITRR

indicating the reason for payment as "ANTICIPO/SALDO (deposit/balance) KEY ENERGY 2020" along with the Participant's trading name.

When this deposit is received, an invoice will be issued for the amount paid.

The balance must be settled, also by bank transfer, no later than **September 16<sup>th</sup> 2020**.

Failure to pay the balance results in the provisions foreseen in Chapter I Art. 3.

##### B) payment of technical services

Any technical services included in the participation proposal must be paid in the same way (deposit followed by balance settlement) and deadline as the stand rates (see letter A).

Outstanding amounts for additional services, including any advertising previously agreed with the Organizer, requested after confirmation of participation, and any other expenses that may have been anticipated by the Organizer on behalf of Participants, must be settled: by online payment with credit card in the section "administrative services" in the Reserved Area, by bank transfer (for bank account see letter a)) or at the cash desk in the Exhibition Centre during exhibition hours.

It must be noted that the staff entrusted by Italian Exhibition Group Spa with the consignment of invoices relative to services to stands is in no way authorized to request or receive cash payment from Participants.

In case of any outstanding sums for services requested by participants represented and/or hosted on other Participants' stands, the Organizer holds the Participant renting the stand responsible for settling them. The relevant payments are to be made in the same way and by the same deadline as specified above.

#### ART. 4 - OFFICIAL CATALOGUE AND EXHIBITION MAP

Without accepting liability or making a commitment of any kind, the Organizer distribute an official catalogue and provides one free hard copy to each participant, using the information provided in the catalogue section, in the reserved area.

The section will be accessible by participants after having undersigned the proposal of participation; the data will be able to be updated for inclusion in the Catalogue until October 1<sup>st</sup> 2020.

Updates received after this date will be accepted, but will only be published in the online version of the Official catalogue.

The information provided in the catalogue entry form will also be used to indicate Participants on the event map.

In the event of Participants not accessing the Catalogue section, or not updating the data in said section within the aforementioned deadline, the Organizer will publish in the printed and online version of the Catalogue the information already in its possession, including the names of possible represented enterprises indicated by the Participant on forms sent in previous years, and it will automatically charge to Participant the sum of 80,00 € each.

In this case, the Participant accepts all costs and responsibility, also in the event of any difference between the data published in the online Catalogue and those published in the printed Catalogue, as well as for any damages, also regarding possible enterprises no longer represented in the current event completely exonerating Italian Exhibition Group SpA from any responsibility.

Participants accept responsibility for the information entered in the Catalogue section; exempting Italian Exhibition Group S.p.A. from any liability for false declarations or declarations damaging others' image, reputation and/or rights of a personal nature, or regarding privacy.

Participants also states to relieve Italian Exhibition Group Spa from any and all responsibility caused by any errors or omissions in the printed Official Catalogue.

Any other technical or promotional indications may be included by Participants on request and will be invoiced.

The exhibition Catalogue is the organizer's only official publication.

Any other promotional publication, excepting official Organizer's publications, is the initiative of unauthorised private individuals.

#### ART. 5 - EXHIBITION CANCELLATION - SUSPENSION

If for any reason, including force majeure, the Exhibition cannot be held, participation confirmations are considered automatically annulled and Management will reimburse participants the fees paid for exhibit area rental.

If, on the other hand, the Exhibition is suspended after the opening;

a) due to force majeure, no reimbursement is due to participants;

b) for any other reason, the Organizer will reimburse participants the proportion of the rental fee calculated against the remaining event time.

In neither case is Italian Exhibition Group S.p.A. obliged to pay participants compensation of any type.

# GENERAL RULES & REGULATIONS OF PARTICIPATION KEY ENERGY 2020

## CHAPTER II – TERMS AND CONDITIONS OF PARTICIPATION

### PART 2

cod. ref: RGE\_KEN20

#### Art. 1 - STAND PLAN

1.1 Stand plans must match the following requirements:

##### A) Fitting

Every company participating in the exhibition must occupy the area allocated with a stand whose technical and aesthetic characteristics are consistent with the event's overall image, and which must include carpeted flooring for the stand.

Participants must always set up, equip and maintain their stands in a manner that does not prejudice the appearance or visibility of nearby stands, or cause any damage to other participants.

Stands must not exceed the allocated areas, indicated by paint or tape lines.

Since exhibition areas do not have partitions, every Participant must install partitions at their own expense to separate their stand from neighbouring participants.

In particular, in the event of perimeter walls exceeding the height of adjacent stands' walls, the former must have a perfect neutral colour finish.

Stands' walls must always be free-standing

In large exhibition areas that include passageways, indicated on the hall floor plan, no stand fittings may obstruct these aisles.

Island stands (with four open sides) and peninsula stands (three open sides), must limit the use of perimeter partitions.

Construction of two-storey stands is possible on condition that the second storey has an area of no more than 100 sq.m. and height doesn't exceed the limits indicated in letter C) point 1, 2, 3 and 4.

All double-sided graphics must be positioned at a minimum distance of 2 metres from boundaries with adjacent stands.

The stand must also show the name of the participating company.

##### B) Non-standard fittings

In case of non-standard type standfitting, Participants must send Rimini Expo Centre Operations Department Stand fitters' Statement of Correct Assembly and a Structural Adequacy Certificate.

All fittings featuring specific characteristics as per chapter 2 FITTINGS at paragraph "Definition of type of stand fittings and approval procedure" of Rimini Expo Centre Technical Rules and Regulations always available on [http://my.KEY.ENERGY.com/upload\\_ianus/modulistica/RIC/regolamento\\_teceng.pdf](http://my.KEY.ENERGY.com/upload_ianus/modulistica/RIC/regolamento_teceng.pdf) are considered "non-standard".

##### C) Height

Maximum permitted height is:

- 1- Front row stands (on poolside, or the in case of twin halls, facing and including the central hall): maximum height 5 metres.
- 2- Second row stands (between the second and the third safety exits): maximum height 6 metres.
- 3- Third row stands (after the third safety exit): maximum height 6.5 metres.
- 4- Maximum height of 6 metres for stands that alone entirely occupy one of the following halls: A7C7, A5C5, B7D7, B5D5. In case of two or more stands, the maximum height remains 5 m.
- 5- Stands in the South Foyer maximum height 3 m. Maximum height is intended as being the maximum height that can be reached by any stand element (side walls, the top edge of flown trussing for, brand display and lighting installation or other purposes).

Graphic elements and suspended structures must be assembled on the floor and raised to the appropriate height with motorized or manual lifting devices; same height restrictions as above.

As an exception to the contents of paragraphs 1, 2, 3 and 4 above, exhibited machinery is not subject to these height restrictions.

#### 1.2 STAND DESIGN APPROVAL

All stand plans must be approved by the Operations Department and submitted at least 60 days prior to the opening of the Exhibition (September 7<sup>th</sup> 2020).

Rimini Expo Centre Operations Department reserves the right to consent, at its own judgement, isle or penisle stand plans with one or more sides totally walled up.

Rimini Expo Centre Operations Department reserves the right to consent, at its own judgement, two-storey stand plans exceeding height and surface indicated in previous paragraph only if the firm has complied with safety rules as per Interministerial Public Health- Job Decree of July 22nd 2014

Rimini Expo Centre Operations Department reserves the right to consent, at its own judgement, stand plans featuring size and technical traits different from rules and limits indicated at letters A) B) and C) on condition that they do not prejudice the appearance or visibility of nearby stands.

If a participant does not present any stand plan or does not set up its space as per conditions indicated at letters A) B) and C), it will be obliged to purchase a pre-assembled stand arranged by the Organizer itself

In the event of Participants being in default of any of the above, The Organizer reserves the right to refuse participation in the event and claim, by way of damages, payment for the full amount for the exhibition area.

Rimini Expo Centre Operations Department reserves the right to insist upon modification or removal of standfitting carried out without prior approval or not compliant with the approved design.

Participants are liable for all installation and standfitting and they expressly release Italian Exhibition Group S.p.A. of all obligations for any damage caused to themselves or others by installation errors attributable to incorrect calculations or imperfect construction.

For all non-standard standfitting, it is compulsory to submit the technical documentation required by the Expo Centre's Technical Regulations for each specific case. Generally speaking, this is a technical design report, submitted within and no later than 5 days before the start of set-up and standfitting work and a structural adequacy certificate, signed and stamped by an authorized technician (architect/engineer, member of the appropriate association), the original of which must be consigned within and no later than 24 hours before the start of the exhibition.

If a Participant has not submitted the aforementioned documents within the set time, or has sent incomplete or inadequate certification, the expo centre's Operations Department will proceed directly, with staff commissioned by the Department, and the cost of certification, including any applicable surcharge, will be changed to the Participant in whose name the stand has been rented.

#### Art. 2 - ACCESS TO THE EXPO CENTRE – MOVE-IN – SET-UP

In addition to the indications of the Consolidated Act of Public Safety Laws (TULPS), for further security, access to the expo centre is forbidden to any person in possession of offensive weapons (art. 30 TULPS), as well as any person in possession of toy weapons, stunning devices, explosive and incendiary substances/devices and toxic chemical substances. Exceptions may be granted at the sole discretion of the Organizer.

It must be remembered that, in the event of failure to pay the remainder, i.e. in the case foreseen by Chapter I Art. 3 letters D) and E), Organizer has the right to not permit stand set-up and fitting to either the participating company or any stand fitter appointed by it.

In that case the Organizer, as well as withholding any deposit already paid, and claiming the entire sum agreed on for participation, as indicated in the countersigned proposal of participation, will consider the exhibit area free and it may be allocated to others.

From six months prior to the expo, the hours, official dates and other technical instructions for move-in, set-up and dismantling, which participants undertake to observe via the undersigning of these rules and regulations, can be consulted on the Web site of the Expo in the "EXHIBIT" section.

Participants confirm their acceptance of any changes that, for logistic reasons, Italian Exhibition Group SpA may make to the aforementioned instructions via updates on the Web site.

It must be noted that, on two day prior to inauguration, standfitters cannot access the expo halls; access will only be allowed to Participants, who will only be able to carry out the final work of positioning samples on display.

In the event of any conventional stand fitting work (plastering, cutting, painting, sanding, etc...) being carried out on the two days prior to inauguration, the Organizer will impose a fine of 2,000 euros + VAT.

Any remaining work or modification after evening closing may only be carried out before morning opening, following Rimini Expo Centre Operations Department authorisation and with a special security service charged to the Participant (to be ordered in the reserved area).

Requests for this service must be received by SATE (Exhibitor Technical Assistance Service) no later than noon on the day the authorisation is required. Extensions of working hours on the last installation day must be approved by the Operations Department and will only be granted in exceptional cases. The costs of these services are specified in the "services" section in the reserved area.

Participants who need more fitting days may request them in the reserved area (the service is available on payment).

The pre-fitting timetable will be available from six months before the exhibition on the official website at in the "EXHIBIT" section; Italian Exhibition Group reserves the right to change or modify hours or days for technical reasons, modifications will be promptly communicated at the same URL.

It must also be noted that during set-up and standfitting days the use of cranes or truck-mounted cranes for unloading goods in the expo halls is prohibited; these vehicles can be used in a previous period (precise dates will be announced by Rimini Expo Centre Operations Department in the "reserved area" on the exhibition's Web site).

Modifications to or change of exhibition areas must be authorised by the Organizer and carried out at the applicant's expense.

Participants who have not occupied their area or started standfitting work by noon on the eve of the inauguration will be considered to have withdrawn to all intents and purposes, as per Cap. I art. 5 point 5.

#### Art. 3 – CONTRACTORS and PROVISION OF SERVICES

For stand fitting work, including the rental of any material required for this purpose, Italian Exhibition Group S.p.A. reserves to right to appoint one or more companies as "authorized contractors", whose names will be opportunely communicated to participants, along with the rates for their services.

These services are regulated and invoiced, but not provided directly, by Italian Exhibition Group S.p.A., who therefore does not assume any responsibility regarding any inefficiency or problems with the provision of said services.

The services can be ordered by means of an e-commerce platform accessible with a password, which is sent by Italian Exhibition Group S.p.A. in the months prior to the expo. It must be noted that, when purchasing or ordering a service, the general conditions for their provision (always attached with service details) are intended as being accepted.

It must be remembered that the conditions of provision may be subject to variation, due to the technical nature of the individual service offered.

Payment of the aforementioned services is disciplined as per Chap. II Part 1 art 3 of the Exhibition's General Rules and Regulations

Any complaints regarding the services and/or concerning their invoicing, will only be considered by the Organizers if sent to them in writing within and no later than the end of the exhibition.

Any complaints made after the end of the exhibition will not be taken into consideration and, in this case, Italian Exhibition Group S.p.A. will not be obliged to grant any form of refund or compensation.

#### Art. 4 - DAMAGES

4.1 Participants undertake to avoid damaging plaster and flooring and to use trestles or frames to hang or hold objects. During stand installation, Participants and their contractors undertake to use only water-based paint.

In particular in case of fitted stands it is forbidden to fix posters or any kind of graphic panels with nails, pushpins or double-sided tape.

Exhibitors can use transparent adhesive tape and/or hooks and chains that can be hung to the top of the walls.

It is forbidden to use stands' plumbing system or that of the expo centre's public toilets to dispose of food and solid, liquid or semi-liquid waste, toxic, corrosive or pollutant substances.

Any damage must be compensated and exhibited products will be held as security. Management has the right to claim against this material without prejudice to other forms of compensation.

# GENERAL RULES & REGULATIONS OF PARTICIPATION KEY ENERGY 2020

## CHAPTER II – TERMS AND CONDITIONS OF PARTICIPATION PART 2

cod. ref: RGE\_KEN20

**4.2** During the entire set-up and standfitting period, Participants are required to keep aisles and passageways clear of all material, waste and equipment, in order to ensure free circulation of vehicles and people.

All waste material must be placed on the appropriate containers in the aisles. In the event of painting, plastering or any other work that could mark the flooring being foreseen, participants must use protective nylon sheets at least 1m. wide.

In the event of failure to use protective nylon sheets or floor staining, the Organizer will impose a fine of 500 euros + VAT. plus cleaning or restoration of the area costs

### **Art. 5 - SAFETY STANDARDS – FIRE PREVENTION – ELECTRICAL SYSTEMS**

All materials used for stands (partitions, backdrops, various structures, platforms, coatings, fabrics, ceiling panels, carpets, etc) must be incombustible, fireproof at origin or fireproofed in accordance with current legislation and subsequent integrations and amendments. Consequently, prior to the event, Participants must send Italian Exhibition Group S.p.A. Operations Department the Fireproofing Certificate and test report for the materials they wish to use, as indicated in greater detail in the specific "Fire Prevention Form."

Each stand must be equipped with fire extinguishers having a capacity of at least 34° 233BC, with a ratio of one (1) per 100 sq.m. of exhibition space. Moreover, fire extinguishers must be placed in central positions on the stand.

Failure to comply with safety and prevention standards entitles Italian Exhibition Group S.p.A.to:

- prevent the defaulting stand fitter from working in the Exhibition Centre.
- exclude the Participant from participating in the event and in any others organized by Italian Exhibition Group.

All electrical installations on stands are the responsibility of the Participant, who will ensure they are realized with best working standards and compliant with current standards. After all stand electrical installation work is completed, every Participant and stand fitter must submit the "Declaration of the Electrical System's conformity to Workmanlike Standards" (the form can be downloaded from the reserved online area in the "Technical Services" section) and relative compulsory attachments, completed and signed by a qualified technicians, attesting the compliance of the systems with a professional-standard installation (as per Italian Ministerial Decree 37/2008).

This documentation must be sent to [certificazioni.rm@iegexpo.it](mailto:certificazioni.rm@iegexpo.it) within and no later than 36 hours before the opening of the expo, alternatively, a printed copy can be consigned (with the same deadline) at the S.A.T.E. desk.

A copy of the statement of compliance and compulsory attachments must always be available on Participants' stands. Stands' electrical systems must only be connected to the Italian Exhibition Group electricity supply by official Italian Exhibition Group electricians.

In the event of documentation being lacking or incomplete, Italian Exhibition Group will not authorize connection to the expo centre's electricity supply.

All electric components must comply with C.E.I. standards and have the ISQM mark or equivalent for foreign countries.

### **Art. 6 - WORKPLACE SAFETY**

Participants must comply with current workplace safety legislation and in particular the provisions of Italian Legislative Decree 81/2008 and subsequent modifications and amendments. They must also comply with Italian Exhibition Group S.p.A.'s DUVRI (document for the evaluation of interference risks), downloadable from section "services" - > "Documents" in the Reserved Area.

When arranging set-up standfitting, dismantling or any other type of work to be carried out on Exhibition Centre premises or grounds, Participants must:

- ensure the technical and professional suitability of all contractors also by checking their Chamber of Commerce registration;
- check regular payment of contributions on behalf of contracting companies, having them consign a copy of their DURC (certification of payment of social security contributions);
- verify his own contractors comply with current worksite safety legislation;
- give a copy of the DUVRI (document for the evaluation of interference risks) drafted by Italian Exhibition Group S.p.A., gathering comments or suggestions from the suppliers/stand fitters/contractors and reporting them immediately to Rimini Expo Centre Operations Department.
- moreover, in the event of several companies being involved, participants must produce its own DUVRI (document for the evaluation of interference risks) regarding its area of competence.

If stand fitting work falls within construction sites regulations, i.e. Italian Legislative Decree 81/2008 Chapter IV, the participant must comply with all obligations foreseen in the above decree, such as the appointment of a safety Coordinator, processing of a Safety and Coordination Plan complete with SOP (document detailing its standard operating procedures)

Upon signing these provisions on the application form, participants declare they have read the contents of Italian Exhibition Group S.p.A. DUVRI carefully and agree to comply with its requirements, as well as to provide copies of the DUVRI to their suppliers/stand fitters/contractors.

### **Art. 7 - STAND REMOVAL**

Stands must not be dismantled totally or in part before the end of the event and exhibited materials may not be removed before the event closes.

Participants who infringe this rule will be fined an amount equivalent to half the gross rental of their stand.

Upon settlement of outstanding amounts (see Cap. II Part 1 art. 3), Participants will receive a SAMPLE REMOVAL PERMIT, required to begin stand dismantling work and remove exhibited products.

Failure to settle invoices authorises Management to refuse to issue the SAMPLE REMOVAL PERMIT and withhold the goods and fittings on the Participants' stand as compensation.

Participants who have outstanding payments with the Organizer at the end of the expo/event will not have the right to pick up their Sample Removal Permit and will therefore not be authorized to begin dismantling work.

In the event of Participants failing to pay the sum due immediately, the organizer will withhold, with a right compensation, the goods and stand fitting material on the Participants' stand.

Six months before the exhibition, the dismantling and removal work timetable will be available on the official website in the "EXHIBIT" section; Italian Exhibition Group reserves the right to change or modify hours or days due to technical reasons, modifications will be promptly communicated at the same URL.

It must also be noted that during dismantling days the use of cranes or truck-mounted cranes for loading goods in the expo halls is prohibited; these vehicles can be used later (precise dates will be announced by Rimini Expo Centre Operations Department in the "reserved area" on the exhibition's Web site).

Waste material left in the Expo Centre authorizes the Organizer to impose a fine of 1,000 euros + VAT as well as charging the offender with the cost of disposal as indicated in service form N2.

If the Participants does not complete stand dismantling by the stated deadline, without other formality the Management may remove any material on the Participants' behalf, and at their expense and risk. 30 days from the end of the exhibition, without other formality, the Organizer may arrange for the sale of any materials and samples that Participants have not removed. The Organizer will deduct from sale revenue any amount still owed by Participants and will keep the remaining amount at the latter's disposal for a maximum of 6 days, after which the amount will be confiscated by the event Organizer, who accepts no liability for materials and products left in the Exhibition Centre. At the Participant's expense and risk, the event Organizer may arrange for the materials and products to be taken elsewhere.

Moreover, be advised that under none of the foregoing circumstances will Italian Exhibition Group S.p.A. be held responsible for any damage to materials occurring while dismantling, during their removal or while they remain unattended at the exhibition Centre.

### **Art. 8 - ENTRY PASSES**

The Organizer provides each participating company with a number of free entry passes in proportion to the square metres of exhibition space purchased, from a minimum of 4 to a maximum of 50 passes.

Entry passes, parking permits and a catalogue voucher will be available to Participants in Reserved Area approximately one month before the event.

Participants are responsible for all material they receive and, in the event of loss or misplacement, the Organizer is not obliged to issue replacements and may invoice Participants for any replacements requested.

Entry passes are strictly personal and at no time and for no reason may be used by others, even temporarily.

### **Art. 9 - PARKING**

The Exhibition Centre has various parking areas, some of which are reserved for Participants. Access to and parking in these areas are possible after purchasing parking permits (limited availability) in the Reserved Area – ecommerce section.

Parking permits are valid for the entire period of the event .

One parking permit is provided free of charge, included in the participation fee.

Permits are valid only for CARS.

### **Art. 10 - EXHIBITION SAFETY - SECURITY SERVICE**

Although Italian Exhibition Group S.p.A. accepts no obligation or responsibility for security during the exhibition, a 24/7 security service is operative from 9pm on the third day before the event opening until 8am on the day after closing. Nonetheless, participants must monitor their stands and the products exhibited there during Exhibition hours.

Italian Exhibition Group S.p.A. is released from any obligation to keep safe products, material, equipment, machinery, etc. brought near or in the stands by Participants. Italian Exhibition Group S.p.A. will not be held liable in case of theft or damage occurred during set-up or removal operations, or during the exhibition itself and due to causes not attributable to force majeure.

# GENERAL RULES & REGULATIONS OF PARTICIPATION IN KEY ENERGY 2020

## CHAPTER II – TERMS AND CONDITIONS OF PARTICIPATION

### PART 3

cod. ref: RGE\_KEN20

#### Art. 1 – EXHIBITION HOURS

The Organizer has the right to modify the event's duration, opening and closing date, and daily opening hours.

This right does not oblige Italian Exhibition Group S.p.A. to offer participants total refunds or compensation of any kind.

Participants and their staff may enter the Exhibition 30 minutes before opening time and must leave the venue at closing time. The Organizer may authorise extensions of these times on request.

#### Art. 2 - VISITORS

The event is open to trade operators who may visit the exhibition free of charge if they arrive with an invitation from a Participant. In order to access the event, all trade members must demonstrate that they work in the sector by showing a business card or other form of proof of status.

Participating companies are forbidden to supply invitations to visitors who are not trade members.

Access for student groups requires prior authorisation from Italian Exhibition Group Spa Management.

Participants who intend to invite student groups must request prior authorisation from Italian Exhibition Group.

In addition to the indications of the Consolidated Act of Public Safety Laws (TULPS), for further security, access to the expo centre is forbidden to any person in possession of offensive weapons (art. 30 TULPS), as well as any person in possession of toy weapons, stunning devices, blunt instruments, work tools, explosive and incendiary substances/devices and toxic chemical substances. Exceptions may be granted at the sole discretion of the Organizer.

The admittance of juveniles under the age of 18 is prohibited, if not accompanied by an adult.

For further information on tickets, visitor access procedure, invitations for classes of students/schoolchildren and suchlike, please consult the visitor rules and regulations, on the website <http://en.KEY ENERGY.com/visit/info-for-visitors>

#### Art. 3 - CIRCULATION OF THINGS AND PEOPLE

During exhibition days, it is forbidden to obstruct aisles and passageways with material, particularly those near the emergency exits. It is also forbidden to circulate in the expo centre using electrically powered means of personal transport, apart from mobility aids for people with handicaps or disabilities.

#### Art. 4 - SMOKING REGULATIONS

Pursuant to Law 3 of 16 January 2003 and Prime Minister's Decree of 23 December 2003, smoking is strictly prohibited throughout the Exhibition Centre. The smoking ban is notified by appropriate "VIETATO FUMARE" ("NO SMOKING") signs that include indications of the relevant legislation, fines applied to offenders and the names of those tasked to ensure the ban is observed and establish if infringements occur. These signs are located at Exhibition Centre access points and are clearly visible. Other signs are used inside the building to indicate that smoking is not allowed and state simply "VIETATO FUMARE."

Offenders are subject to fines of €25-€ 250. The amount of the fine is doubled in the event of infringements committed in the presence of a visibly pregnant woman, babies or children up to 12 years of age. The Municipal Police, State Police and Italian Exhibition Group officials are responsible for ensuring the ban is observed and establishing if infringements occur.

Smoking is only allowed outside of the Exhibition Centre and under outdoor porticos, indicated by notices to this end.

#### Art. 5 - ALCOHOLIC BEVERAGES, BEVERAGES, FOOD, DIETARY PRODUCTS AND SUPPLEMENTS DISTRIBUTION

Only small amounts of alcoholic beverages, food, dietary products & supplements may be served to visitors and only for tasting purposes, so must be moderate and suitable for eating or drinking on-site.

Above mentioned products must compulsorily be compliant with Italian and European regulations, particularly regarding safety, personal health and the sale of said products.

Italian Exhibition Group S.p.A assumes no responsibility whatsoever in the event that, following checks carried out by the appropriate authorities, infringements are ascertained of the aforementioned regulations; any and every charge, consequence and sanction will be totally borne by the exhibitor in question, who will also be bound to respect all the contractual obligations regarding its participation in the expo.

Participants therefore also personally assume any and every onus and liability in relation to third parties in general in the event of false statements, as well as any damages due to the tasting/offer of products that do not meet legal requirements, totally exonerating Italian Exhibition Group S.p.A. regarding this matter.

Glasses, bottles or other glass objects may not be removed from stands: these items must be placed in areas accessible only to the Participant's staff.

Participants and their staff are bound to comply and ensure compliance with the aforesaid safety requirements, bearing all liability for failure to do so.

#### Art. 6 - MACHINERY AND ITS USE

All exhibited machinery-and vehicles must be new, approved or to be approved for licensing, with the exception of prototypes, which must be provided with a notice clearly stating "prototype."

Exhibited machines and vehicles cannot be operated unless written authorisation (sending the request to email address [logistica.rimini@iegexpo.it](mailto:logistica.rimini@iegexpo.it) and [sicurezza.m@iegexpo.it](mailto:sicurezza.m@iegexpo.it)) has been previously obtained from Management, to who assesses each case before making a final decision on whether to grant this authorisation.

Issuing of authorisation does not imply the Organizer will accept liability or release participants from responsibility for operation of aforementioned machinery. Participants must therefore take all precautions necessary to prevent accidents and fires, reduce noise, eliminate odours and avoid gas emissions. Under no circumstances may machinery or equipment involving the use of fire be operated. Machinery must in no way constitute a hazard or disturbance to others.

For extraction of the fumes produced by cooking of food inside the stand, the Participant must use a special hood with suction block positioned above, complete with 4-stage filters with activated carbon for elimination of the cooking smells produced.

The Organizer reserves the final right to revoke the aforesaid authorisation if it considers that inconvenience of any type could occur.

If machinery or equipment is required to comply with current laws and regulations, Participants must have them examined at their own expense and obtain relevant approval from the competent authorities.

In this regard, Participants of this type of machinery and equipment declare they are in compliance comply with the aforesaid Directive when they sign the application form, thereby releasing Italian Exhibition Group S.p.A. from any ensuing liability.

#### Art. 7 - REGULATION OF NOISE LEVELS ON EXHIBITION PREMISES

As a rule, Participants are not allowed to use audio reproduction equipment to broadcast music and sound. Any exceptions must be authorised by the Organizer, but this does not exempt participants from complying at their own expense with current laws regarding performing rights, according to which they assume all responsibility in any case.

Exhibiting companies who have required to the Organizer to use sound reinforcement equipment, also for the use of public address equipment like microphones, speakers, etc, must use said equipment in such a way as to ensure a noise level that allows a suitable ambience for conducting business and therefore lower than levels in force (Legislative Decree 81/2008, Title VIII, Chapter II).

In any case, the Organizer requires the noise level to be less than 80 db at all times. Specifically, the sound diffusion should be separated from the light plant and the rest of the electrical equipment. The sound diffusion should be directed towards the inside of the stand only.

Moreover, at its sole and exclusive discretion, the Organizer may decide that the sound levels produced by various apparatus or machinery on the Participant's stand appears to be dangerous and/or annoying for the activities being pursued by other operators in the vicinity, and consequently invite (via a written or verbal notification made by one of its staff) a Participant to reduce noise to levels even lower than the decibels indicated herein. Sound levels will be measured by sound meters at the nearest possible point outside the stand area by Organizer's authorized staff.

Failure to comply with the aforesaid dispositions, including the request to reduce noise to levels lower than those specified in the second paragraph above, will give rise to the following actions against the defaulting Participant:

- a) for the first infringement notified, a verbal warning;
- b) for the second infringement, a written warning;
- c) from the third infringement onwards, the Organizer reserves the right to stop the stand's electricity supply and the Participant is not entitled to refunds or compensation. A warning will be given 15 minutes before power is disconnected and may last for up to 3 hours, depending on the final decision taken by the Organizer.

The Organizer also reserves the right to take the appropriate legal action, in order to be awarded compensation for the damages sustained, as this is a question of serious default.

In none of the aforementioned cases may Italian Exhibition Group S.p.A. be held responsible for any damage caused to the Participant and/or material exhibited when envisaged sanctions are applied following the Participant's failure to comply with the provisions herein.

Without prejudice to the abovementioned regulations Italian Exhibition Group S.p.A. cannot be held responsible in any way if a Participant's illicit behaviour causes damage to other participants. Any such controversies must be resolved directly by the Participants in question and Italian Exhibition Group S.p.A. is released from any obligation and/or responsibility.

#### Art. 8 - ADVERTISING

Advertising media are managed by The Organizer, who has the faculty of realizing at its discretion any advertising solution it considers opportune in the entire expo centre area.

While Participants enjoy complete freedom of advertising on their stands, they may not use any form of publicity that causes disturbance or involves direct comparison with other Participants, or which has a negative effect in any way on the event's spirit of trade hospitality.

More specifically, Participants are forbidden to:

- A) carry out any form of advertising/ flyers/ leafletting in indoor and outdoor areas of the Exhibition Centre, except inside their stands;
- B) display billboards and/or samples, even if merely indicative, on behalf of companies not listed in the application or in the catalogue;
- C) perform entertainment or shows of any kind with the aim of presenting products, even only on their own stand, without prior authorization by the Organizer.
- D) Moreover, no company (whether a Participant, guest, or represented at the event) may publish any logos or trademarks on official Organizer's promotional materials except for those agreed in advance with the Organizer.

Without prejudice to the above clauses, all forms of publicity and/or advertising are allowed outside allocated exhibition areas only if previously authorised by the Organizer, and are subject to payment of the fees indicated in the advertising price lists.

Participants are totally and solely responsible for:

- A) any civil, administrative or criminal liability deriving from advertising content;
- B) any civil, administrative or criminal liability deriving from advertising action;
- C) any and all liability with respect to participants and/or third parties in general for its advertising content or infringement of any laws, including those regarding competition.

Failure to comply with the aforementioned restrictions will result in the Participant being subject to a fine of €2,000 (two thousand) for each infringement of the aforementioned regulations ascertained by the Organizer.

The Organizer also reserves the right to lodge further claims for compensation of greater damage sustained.



# GENERAL RULES & REGULATIONS OF PARTICIPATION IN KEY ENERGY 2020

## CHAPTER II – TERMS AND CONDITIONS OF PARTICIPATION PART 3

cod. ref: RGE\_KEN20

### Art. 9 - RETAILING

"On-the-spot" retailing and provision of paid services are strictly prohibited. The Participant accepts any and all responsibility for infringements of this prohibition, releasing Italian Exhibition Group S.p.A. from any consequent liability and/or obligation. Disputes with other operators arising from this infringement, must be settled directly by the Participants involved, releasing Italian Exhibition Group S.p.A. from any relevant responsibility and/or obligation in this regard.

It is also understood that any disputes that may arise between Participants (due to unfair competition, sale of similar products, etc.) must be settled directly by the Participants, and Italian Exhibition Group S.p.A. will be completely exonerated from responsibility in the matter.

### Art. 10- STAND CLEANING - WASTE DISPOSAL

All Participants must arrange for the cleaning of their stands during the hours indicated by Rimini Expo Centre Operations Department. In particular, Participants must leave the stand area in the condition in which they found it, namely free from any adhesive tape, discarded materials and waste.

Rimini Exhibition Centre applies selective waste collection for recycling. During the event, Participants must take recyclables (paper, glass, PVC, tins) to the recycling

stations provided for this purpose in each hall. General waste can be taken to the bins located in the aisles or placed outside of the stand when the fair closes for the day.

The snack bars and catering areas in the Exhibition Centre are equipped for biodegradable material recycling and use biodegradable tableware (plates, glasses, cutlery, etc). All biodegradable waste (food, plates, cups, cutlery, etc) produced in the catering areas should therefore be placed in the biodegradable waste bins provided in these areas.

### Art. 11 - CONFERENCES, CONTESTS, BUSINESS MEETINGS

11.1 Conferences, contests, business meetings and events of various types may be held during the Exhibition.

11.2 Italian Exhibition Group S.p.A. shall not be held in any way responsible in the event that one or more of the scheduled business meetings cannot be held, or in the event that dealings between buyer and Participant do not lead to the desired results; any and all relations between the latter shall be managed exclusively by the two parties involved, exonerating Italian Exhibition Group S.p.A. from all and any responsibility.

# GENERAL RULES & REGULATIONS OF PARTICIPATION KEY ENERGY 2020

## CHAPTER II – TERMS AND CONDITIONS OF PARTICIPATION

### PART 4

cod. ref: RGE\_KEN20

#### Art. 1 - DAMAGES - INSURANCE

Italian Exhibition Group S.p.A. is not liable for damage to persons and property, regardless of how or by whom this might be caused.

After confirmation of participation in the event, Italian Exhibition Group S.p.A. automatically insures individual exhibiting companies that have paid the registration fee as follows:

##### 1) PARTICIPANT'S "COMPANY MULTIRISK" COVERAGE:

What is insured: goods, equipment, furnishings, inclusive of the value of the stand, for € 26,000.

Duration of coverage: period for which the insured items are on Exhibition Centre premises, including installation and dismantling.

Risks insured: SUMMARY OF COVERAGE (\*)

Fire due to any cause – Lightning – explosion and outbreak produced by not explosive devices - Spontaneous combustion – Road vehicle impact – Theft – Robbery – Weather event - Rainwater or water pipe leakage – Collapse – Breakages (excluding fragile objects) – Falling aeroplane, aeroplane parts or air freight.

Damage caused to insured items by actions carried out by order of public authorities with the aim of preventing or limiting damage is considered the equivalent of the aforesaid events.

Are expressly excluded from this insurance coverage: pilferage and pickpocketing – any damage to precious stones and metals, money and jewels.

Franchise: a general franchise of € 250.00 to be borne by the claimant will be applied to each loss.

In the case of goods exhibited outdoors, the franchise is increased to € 515.00 for each loss.

Reporting incidents: the insured parties (individual Participants) must:

a) inform the insurance company (ZURICH INSURANCE PLC - BERNARDI ASSICURAZIONI SRL address: Via Flaminia, 80 - 47923 RIMINI (ITALY) phone +39 0541 393477 - Fax +39 0541 393478 email: [alessandra@bernardisrl.it](mailto:alessandra@bernardisrl.it)) and Italian Exhibition Group Spa within 48 hours of the loss;

b) in the event of theft immediately report the event also to the public authorities and attach a copy of the report to the claim.

##### 2) PARTICIPANT'S "THIRD PARTY CIVIL LIABILITY" COVERAGE:

What is insured: civil liability of Participants and Participant staff during the period of the exhibition, including stand installation (excluding loading and unloading of goods/materials) and dismantling operations, and any demonstrations or trials; with the exclusion of liability on behalf of the insured party in his role as manufacturer/producer.

Other Participants are considered third parties.

The policy does not cover damage to Participant property and property held for any reason.

Maximum insurable values: € 2,500,000.00 for each loss, with a limit of € 2,500,000.00 for each person suffering bodily injury and € 2,500,000.00 for damage to property.

NB:

(\*) In the event of controversy, the ONLY DOCUMENTS ACCEPTED are the PARTICIPANT'S "COMPANY MULTIRISK" COVERAGE and PARTICIPANT'S "THIRD PARTY CIVIL LIABILITY" COVERAGE, deposited with Italian Exhibition Group S.p.A. The cost for the above insurance coverage is included in the registration fee (see Chapter II Part 1 Art 2) .

Participants can, however, make direct arrangements for the insurance coverage they think most appropriate, independently of the arrangements.

In fact, Participants duly release Italian Exhibition Group S.p.A. from all liability deriving from the presence of goods, equipment, furnishings, stands, etc. on Italian Exhibition Group premises.

#### ART. 2 - INDUSTRIAL AND INTELLECTUAL PROPERTY RIGHTS

The Participant accepts all liability for holding rights on brands, logos, patents, industrial inventions and models, and copyrights applicable to products and/or machinery on display. The Participant therefore holds Italian Exhibition Group S.p.A. harmless from all claims in the event of any such infringement or in the case of breach of competition regulations with regard to other Participants and third parties in general. Any disputes that may arise among Participants or between Participants and third parties must therefore be settled directly by the parties, exonerating Italian Exhibition Group S.p.A. from any liability and/or obligation.

#### Art. 3 – EXHIBITION NAME OWNERSHIP

As well as its trademarks, Italian Exhibition Group S.p.A. claims as its exclusive property the name "KEY ENERGY 2020 - International Expo on Sustainable

Energy and Mobility", and all its variations, abbreviations, simplifications and acronyms, and they may not be used without prior written authorisation by Italian Exhibition Group S.p.A..

#### Art. 4 - CLAIMS

Communications and/or complaints of any kind will only be taken into consideration if made in writing.

#### Art. 5 - GENERAL RULES AND REGULATIONS, SUPPLEMENTS AND MODIFICATIONS

The Organizer reserves the right to supplement and/ or modify the Exhibition's General Rules & Regulations at any time with provisions intended to improve the event. These provisions, in particular those specified in the online Technical Documents of the reserved area, are binding for all concerned, as they are an integral part of these General Rules & Regulations.

In the event of Participant's failure to comply with the General Rules & Regulations, Organizer reserves the right to take appropriate legal action to claim compensation for the damages.

#### Art. 6 - PHOTOGRAPHIC AND VIDEO REPRODUCTIONS

Italian Exhibition Group reserves the exclusive rights to any reproduction via photographs, videos, designs or other media of both the expo centre and the individual stands. Only photographers/video makers authorized by Italian Exhibition Group can operate in the expo centre halls.

The aforesaid photographers/video makers will gather and process photographic and video images and/or interviews regarding products, machinery, material exhibited and/or written material of which participants are the owners and/or producers/manufacturers and/or licensee, exclusively for informative purposes or corporate, advertising and promotional communication, in particular, purely as an example that is in no way exhaustive, by diffusion in daily papers, periodicals, television, posters, informative and/or illustrative brochures, newsletters, Web sites – such as, for example, the Web site [www.iegexpo.it](http://www.iegexpo.it) and connected sites - social network profiles (Facebook, Twitter, Whatsapp, YouTube, Vimeo, and suchlike) in e-books (digital publishing), printed publications (exhibition catalogues, Trendbooks, etc...) in general (the list is given purely as an example and must not be intended as complete).

By signing these Rules and Regulations, participants express specific consent to the aforesaid shooting/recordings and their use as indicated above, without claiming any economic compensation. In the event of participants not intending to authorize the aforementioned photo/video coverage, they must communicate this to the photographer/video maker before it is carried out.

#### Art. 7 - ACCEPTANCE OF GENERAL RULES AND CONDITIONS- OFFICIAL LANGUAGE, APPLICABLE LAW AND COMPETENT COURT

On submission of the application form and following signing of the "participation proposal", applicants:

- A) unconditionally accept the provisions of these Rules and Regulations;
- B) undertake to respect and make their fitting companies/suppliers to respect the Technical Rules and Regulations, always available on the exhibition website and integral part of the application form and consequent signed participation proposal
- C) acknowledge Italian as the official language in any document and communication (included commercial ones) and the applicability of Italian Law;
- D) acknowledge the exclusive competence of the Rimini Courts for any controversy.

#### ART. 8 LEGISLATIVE DECREE 231/2001, CODE OF ETHICS AND TERMINATION

Italian Exhibition Group has approved and adopted the Organization, Management and Control System as per Legislative Decree. 8 June 2001, N°. 231 (hereafter indicated as "System") and its Code of Ethics, which indicates the ethic principles it applies when carrying out its business. These documents are accessible in electronic format on the Web site [www.iegexpo.it](http://www.iegexpo.it) .

Participants declare that they know the regulations in Legislative Decree 231/2001, share the values indicated in Italian Exhibition Group's Code of Ethics and the principles of the aforementioned regulations and intend abstaining from any and all behaviour contrary to them in the execution of this contract.

Any infringement of these principles is considered as a breach of contract and, as such, authorizes Italian Exhibition Group to terminate the existing relations, as per and according to Article 1456 of Italian Civil Law.