



Firenze fiera
Congress and Exhibition Center

REGULATION

FIRENZE FIERA SPA ACCESS MANAGEMENT DURING EVENTS AND EXHIBITIONS

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Firenze Fiera spa

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1. INTRODUCTION

This document includes useful information and details concerning the access management and control system to the congress and exhibition area of Firenze Fiera. This Regulation integrates - and therefore does not replace - any further Regulation, procedures and provisions intended for event and exhibition organisers, booth fitters, exhibitors, and participants, which remain fully effective and binding, along with the current applicable provisions.

Organisers and Exhibitors are responsible for the activities carried out directly by them or on their behalf during the setting-up, the running of the event, and the dismantling of Congresses-Conventions and Events, which are regulated below. In full compliance with what required by the current applicable provisions, the Organiser and the Exhibitors are completely responsible for the procedures concerning the setting-up/running of the event/dismantling operations. Unless otherwise indicated, the contact person of the Organiser and of the Exhibitors for Firenze Fiera, is the Project Manager (P.M.) of Firenze Fiera.

Firenze Fiera reserves the right to make changes to this Regulation at any time, even without prior notice. Such changes shall be aimed, *inter alia*, at improving working conditions, reducing health risks, ensuring the workplace safety, protecting the environment, and improving fire prevention measures.

Please note that, all individuals operating in any capacity on a contract base within the areas managed by Firenze Fiera, shall be in possess of an identity document and respect the existing legislation with regards to employment, with particular reference to employment relationships between the parties and in general with the national and local legislation applicable to the activities carried out.

2. COMPULSORY AND OPTIONAL SERVICES

During the use of exhibition pavilions, the access management and control system, as set out in the subsequent sections, is binding, and can only be provided by Firenze Fiera. The Access System involves all the persons who must access and move inside the Florence Congress & Exhibition Centre (Fortezza da Basso, Palazzo dei Congressi and Palaffari) during the setting-up and/or dismantling phases, and during the running of the event.

To access and move inside the Congress & Exhibition Centre, the Organiser, the Exhibitor and/or the Staff of the Companies operating on their behalf shall be in possess of a special license authorization issued by Firenze Fiera. The operating instructions for this purpose are listed in the subsequent sections.

In addition to the “compulsory” access management and control service, Firenze Fiera may also, upon request and through trusted services, offer services to manage shipments, deliveries, collection, and handling of goods, within the terms defined below. The provision of said services depends on the type of Event, and on the contractual arrangements in place with Firenze Fiera. For further details and specifications, please contact the Project Manager of your Event.

Concerning the handling of goods inside the Congress & Exhibition Centre, the use of electric and motor vehicles and equipment is forbidden without the specific prior written authorization of Firenze Fiera. The use of manual pallet trucks and non-motorised carts is allowed, provided – however – it is fully compliant with regulations applicable and under the exclusive responsibility of the Organiser, and – where appropriate - of the Exhibitor, and of the equipment/vehicle user.

3. ACCESSING THE CONGRESS/EXHIBITION CENTRE AS ORGANISERS

Please, find below the instructions for the Event Organiser to obtain a special license authorization to access and move inside the Congress & Exhibition Centre of Firenze Fiera. You may access the system through the link you received by e-mail, or through www.firenzefiera.it (please, see the menu), by entering the credentials indicated in the e-mail. When the page opens, please select the event in the upper box.

On the right of the business name, you will find a blue PDF button. By clicking on this button, a new page opens with a request to view the D.U.V.R.I. (the Unified Document for the Assessment of Interference Risks among concomitant activities carried out in the same work environment) of the Event, the Annex IV of the “Decreto Palchi” (the new safety regulations for the installation and the dismantling of stand structures - Italian Inter-ministerial Decree dated 22nd July 2014), the Emergency Plan, the Safety Technical Regulations, and the Environment Protection Regulations, to be found in the DOCUMENTS AREA, which you can access by clicking on the business name, located on top left. After viewing these documents, please flag the appropriate boxes and click on SAVE. At this point, the status of the activity (viewing the documents) shall be checked by the Administrator for approval. You will receive an e-mail with the inspection results, both positive and negative.

However, even if the status appears as “not approved”, it is still possible to accredit the names of the staff and the vehicles data, but you may not print the related passes and permits, which may only be printed after approval by the Administrator.

To accredit a supplier, please click on ADD FITTER at the bottom right. The form *Choose Fitter* will open; enter the name (or part of it) of the supplier, or the VAT number and click on SEARCH; if the company is included in the list, please flag the name and click on ASSIGN. If it is not, click on the button +1 CREATE FITTER. The form *Choose Fitter* will open. Please, complete it with all the supplier’s data; once data have been entered, click on the button CREATE FITTER - you will be redirected to the previous page; search for the supplier’s company, select it and click on ASSIGN.

You will view the name of the accredited supplier; please, flag and confirm you have viewed the two documents by clicking on the PDF button next to the name (which are, however, included in the list of the five documents already viewed in the previous operation), so that the status of the activity can be approved after the Administrator’s inspection, and the supplier can proceed with printing their personal passes and vehicle permits.

To accredit another supplier, click on ADD FITTER at the bottom right and repeat the above-mentioned procedure.

If, during the activity, you no longer wish to benefit from the accredited supplier, please contact the competent department of Firenze Fiera at accessi@firenzefiera.it to request the cancellation of the supplier.

Personal Accreditation & Printing Passes

Through this procedure, all those accessing the Exhibition Centre during the setting-up and/or dismantling phases are accredited, and their related passes are printed. On the Operations Menu on the left, click on PERSONAL DATA and then on PERSONAL. Click on the button +1 CREATE at the bottom right. A form will appear in which you will enter the first and last name on the same line (filling in the *Function* space is optional) and click on SAVE.

If something goes wrong during the insertion, you may always modify it later, by highlighting it and clicking on the button EDIT. Repeat this procedure for all the names. To print passes, click on the button PRINT at the bottom left. On the left, you will see the name of the persons entered. Flag the names you wish to accredit for the event.

If you remove the flag, any related printed pass will no longer be valid for access. Click on the printer symbol to print the single pass, or on PRINT FOR ALL to print all the passes of the names selected; then, click on PRINT PASS at the bottom left.

Accrediting Vehicles & Printing Permits

Through this procedure, all the vehicles accessing the Exhibition Centre during the setting-up and/or dismantling phases are accredited, and all the related permits are printed.

On the Operations Menu, click on PERSONAL DATA, and then on VEHICLES. Then, click on the button +1 CREATE at the bottom right. A form will open, in which you must enter details concerning the vehicle (compulsory data include the vehicle's registration number, a mobile phone number of a contact person and the length of the vehicle), then click on SAVE. Please, kindly fill in this form in its entirety and repeat this procedure for all vehicles. To print the permits, click on the button PRINT PERMIT at the bottom left. In the right column, you will find the registered vehicles.

Please, flag the vehicles you wish to accredit for the event. If you unflag one, any related printed permit will no longer be valid for access. Click on the printer symbol to print the single permit, or on PRINT FOR ALL to print all the permits of the selected vehicles; then, click on PRINT PERMIT at the bottom left.

Requesting a Quote for Shipment /Handling of Goods

To request a quote for any shipment and goods handling services, please click on the button GOODS HANDLING SERVICES at the bottom left, so that a new entry appears in MRK format. Click on the blue PDF button: the page "Request a quote" will open with the event details; after filling it in in its entirety, click on SAVE at the bottom right. A "Service" page will appear, where you can choose the type of service requested. The three services are:

- Door to door goods delivery/collection: collecting goods at a designated place and delivering them at the Exhibition Centre (booth) and vice versa.
- Goods delivery/collection from Merkur warehouse: delivering goods from Merkur warehouse (of the Company or of the Exhibition Centre) to booth and vice versa.
- Handling goods inside the Exhibition Centre: goods handling service (from vehicle to booth and vice versa) within the Exhibition Centre, using trolleys and forklifts.

After choosing the service, click on SAVE; a new page will appear requesting specifications concerning the service selected; after completing the form click on SAVE; another page will open requesting business data for invoicing. Click on SAVE and wait for the e-mail with the quote attached. Please, be informed that requesting a quote does not guarantee this service and does not imply any binding agreement. To request more than one service, please go back to the initial page, click on GOODS HANDLING SERVICES, and repeat the same procedure.

Requesting a Massive Authorisation for Booth-Fitters/Exhibitors

To authorise a massive access for Fitters/Exhibitors, you may send a request to accessi@firenzefiera.it, enclosing an Excel file in which you must include a contact person name, a mobile phone number and an e-mail address for each person to be authorised. The competent corporate departments of Firenze Fiera will then take care of enabling and confirming the completion of the authorization procedure.

4. ACCESSING THE CONGRESS/EXHIBITION CENTRE AS EXHIBITORS

Please, find below the instructions for Exhibitors to obtain a special license authorization to access and move inside the Congress & Exhibition Centre (Fortezza da Basso, Palazzo dei Congressi and Palaffari) of Firenze Fiera. Upon first access - through the link you received by e-mail – you can access the opening page, where you will find two boxes. After the first access, the subsequent ones can be made through www.firenzefiera.it (please, see the menu), by entering the credentials indicated in the e-mail.

If, as exhibitor, you wish to use a fitters company, click on the left box FITTER (with a green background); if, as exhibitor, you do not wish to use any fitters company, click on the right box OWN PERSONAL (with a blue background). This choice is not binding, as you can modify it later. You must click on one of the two options. After the selection, an upper box will appear with the name of the event. For each subsequent access, please select the event you are interested in on the upper box; to change the event, click on CHANGE EXHIBITION.

Clicking on the left FITTER box (with a green background) a form - *Choose Fitter* - will appear.

Please, enter the name (or part of it) of the fitters company, or the VAT number, and click on SEARCH; if the company is already included in the list, flag the name and click on ASSIGN. If it is not, click on the button +1 CREATE FITTER. The form *Choose Fitter* will appear; please, complete it with the details of the fitters company; once you have inserted the details, click on the button CREATE FITTER – you will then be redirected back to the previous page; search for the fitters company, select it and click on ASSIGN. The fitters will receive an e-mail with the accreditation from the exhibitor, along with the credentials to access their own private area. By accessing their private area, fitters can autonomously proceed to print their own personal passes and vehicle permits.

To accredit another fitter, click on ADD FITTER at the bottom right and repeat the above-mentioned procedure.

If, during the activity, you no longer wish to benefit from the accredited fitters company, please contact the competent department of Firenze Fiera accessi@firenzefiera.it to request the cancellation of said company.

On the right, you will find a blue PDF button. By clicking on this button, a new page will open with a request to view the D.U.V.R.I. (the Unified Document for the Assessment of Interference Risks among concomitant activities carried out in the same work environment) of the Event, and the Environment Protection Regulations, to be found in the DOCUMENTS AREA, which you can access by clicking on your business name, located on top left.

After viewing these two documents, flag the appropriate boxes and click on SAVE.

Please, repeat this operation for each fitter you wish to accredit.

At this point, the status of the activity (viewing the documents) shall be checked by the Administrator for approval. You will receive an e-mail with the inspection results, both positive and negative.

However, even if the status appears as “not approved”, it is still possible to accredit the names of the staff and the vehicles data, but you may not print the related passes and permits, which may only be printed after approval by the Administrator.

Personal Accreditation & Printing Passes

Through this procedure, all the persons accessing the Exhibition Centre during the setting-up and/or dismantling phases are accredited, and their related passes are printed. On the Operations Menu on the left, click on PERSONAL DATA and then on PERSONAL. Click on the button +1 CREATE at the bottom right.

A form will appear in which you will enter the first and last name on the same line (filling in the *Function* space is optional) and click on SAVE.

If something goes wrong during the insertion, you may always modify it later, by highlighting it and clicking on the button EDIT. Repeat this procedure for all the names.

To print passes, click on the button PRINT PASS at the bottom left. If you participate in more than one event, when you click on PRINT PASS, a new window will open requesting which event you wish to print a pass for, among the ones in which you participate; please, select the event and click on OK. On the left, the names of the persons entered will appear. Flag the names you wish to accredit for the event.

If you remove the flag, any related printed pass will no longer be valid for access. Click on the printer symbol to print the single pass, or on PRINT FOR ALL to print all the passes of the names selected; then, click on PRINT PASS at the bottom left.

Accrediting Vehicles & Printing Permits

Through this procedure, all the vehicles accessing the Exhibition Centre during the setting-up and/or dismantling phases are accredited, and all the related permits are printed. On the Operations Menu, click on PERSONAL DATA, and then on VEHICLES. Then, click on the button +1 CREATE at the bottom right.

A form will open, in which you must enter details concerning the vehicle (compulsory data include the vehicle's registration number, a mobile phone number of a contact person and the length of the vehicle), then click on SAVE. Please, kindly fill in this form in its entirety and repeat this procedure for all vehicles.

To print the permits, click on the button PRINT PERMIT at the bottom left. If you participate in more than one event, when you click on PRINT PERMIT, a window will open requesting which event you wish to print the permit for, among the ones in which you participate; please, select the event and click on OK. In the right column, you will find the registered vehicles.

Please, flag the vehicles you wish to accredit for the event. If you unflag one, any related printed permit will no longer be valid for access.

When you flag the vehicle, a new form opens – *Select Parking*. Through this form, you can choose the date at which the vehicle can access the Exhibiting Centre, the time slot if indicated/requested, and the internal parking area of the Exhibiting Centre if indicated/requested.

You can make this choice by clicking on the BOOK button next to the slot, and then on CONFIRM THE BOOKING. Each slot specifies the date, the time slot, the number of spaces still available and any internal parking area. When the number of parking spaces available is low, the slot will become yellow; it will become red when the spaces available are about to finish.

If you remove the flag, the booking is cancelled. Bookings cannot be modified. If you wish to assign a new slot to a vehicle, you should unflag your selection and proceed with a new booking or accredit the vehicle once again. Click on the printer's icon to print the single permit, or on PRINT FOR ALL to print all the permits of the selected vehicles; then, click on PRINT PERMIT at the bottom left. You may book more slots at the same time, even for different dates: a single permit will be printed, which will be valid for all the selected slots.

Requesting a Quote for Shipment/Handling of Goods

To request a quote for any shipment and goods handling services, please click on the button GOODS HANDLING SERVICES at the bottom left, so that a new entry appears in MRK format.

Click on the blue PDF button: the page "Request a quote" will open with the event details; after filling it in its entirety, click on SAVE at the bottom right. A "Service" page will appear, where you can choose the type of service requested. The three services are:

- Door to door goods delivery/collection: collecting goods at a designated place and delivering them at the Exhibition Centre (booth) and vice versa.

- Goods delivery/collection from Merkur warehouse: delivering goods from Merkur warehouse (of the Company or of the Exhibition Centre) to booth and vice versa.
- Handling goods inside the Exhibition Centre: goods handling service (from vehicle to booth and vice versa) within the Exhibition Centre, using trolleys and forklifts.

After choosing the service, click on SAVE; a new page will appear requesting specifications concerning the service selected; after completing the form click on SAVE; another page will open requesting business data for invoicing.

Click on SAVE and wait for the e-mail with the quote attached.

Please, be informed that requesting a quote does not guarantee this service and does not imply any binding agreement.

To request more than one service, please go back to the initial page, click on GOODS HANDLING SERVICES, and repeat the same procedure.

Requesting a Massive Authorisation for Fitters

To authorise a massive access for Fitters, you may send a request to accessi@firenzefiera.it, enclosing an Excel file in which you must include a contact person name, a mobile phone number and an e-mail address for each Fitters Company. The competent corporate departments of Firenze Fiera will then take care of enabling the Fitters listed in your request and confirming the completion of the authorization procedure.

5. ACCESSING THE CONGRESS/EXHIBITION CENTRE AS FITTERS

Please, find below the instructions for Fitters to obtain a special license authorization to access and move inside the Congress & Exhibition Centre (Fortezza da Basso, Palazzo dei Congressi and Palaffari) of Firenze Fiera. You can access the system through the link you received by e-mail, when an exhibitor accredits the fitters company, or through www.firenzefiera.it (please, see the menu), entering the credentials indicated in the e-mail. When you access the system, the first thing to do is to choose the event, by selecting it on the upper box; to change the event, please click on CHANGE EXHIBITION.

Subsequently, a list will appear with the names of exhibitors accrediting for this event. The status will be "approved" only after the exhibitor's activity has been inspected by the Administrator for approval. However, even if the status appears as "not approved", it is still possible to accredit the names of the staff and the vehicles data, but you may not print the related passes and permits, which may only be printed after approval by the Administrator.

Personal Accreditation & Printing Passes

Through this procedure, all the persons accessing the Exhibition Centre during the setting-up and/or dismantling phases are accredited, and their related passes are printed. On the Operations Menu on the left, click on PERSONAL DATA and then on PERSONAL. Click on the button +1 CREATE at the bottom right. A form will appear in which you will enter the first and last name on the same line (filling in the *Function* space is optional) and click on SAVE.

If something goes wrong during the insertion, you may always modify it later, by highlighting it and clicking on the button EDIT. Repeat this procedure for all the names. To print passes, click on the button PRINT PASS at the bottom left.

If you participate in more than one event, when you click on PRINT PASS, a new window will open requesting which event you wish to print a pass for; please, select the event and click on OK. On the left, the names of the persons entered will appear. Flag the names you wish to accredit for the event.

If you remove the flag, any related printed pass will no longer be valid for access. Click on the printer symbol to print the single pass, or on PRINT FOR ALL to print all the passes of the names selected; then, click on PRINT PASS at the bottom left.

Accrediting Vehicles & Printing Permits

Through this procedure, all the vehicles accessing the Exhibition Centre during the setting-up and/or dismantling phases are accredited, and all the related permits are printed. On the Operations Menu, click on PERSONAL DATA, and then on VEHICLES. Then, click on the button +1 CREATE at the bottom right.

A form will open, in which you must enter details concerning the vehicle (compulsory data include the vehicle's registration number, a mobile phone number of a contact person and the length of the vehicle), then click on SAVE. Please, kindly fill in this form in its entirety and repeat this procedure for all vehicles. To print the permits, click on the button PRINT PERMIT at the bottom left.

If you participate in more than one event, when you click on PRINT PERMIT, a window will open requesting which event you wish to print the permit for, among the ones in which you participate; please, select the event and click on OK.

In the right column, you will find the registered vehicles. Please, flag the vehicles you wish to accredit for the event. If you unflag one, any related printed permit will no longer be valid for access.

When you flag the vehicle, a new form opens – *Select Parking*. Through this form, you can choose the date at which the vehicle can access the Exhibiting Centre, the time slot if indicated/requested, and the internal parking area of the Exhibiting Centre if indicated/requested.

You can make this choice by clicking on the BOOK button next to the slot, and then on CONFIRM THE BOOKING. Each slot specifies the date, the time slot, the number of spaces still available and any internal parking area. When the number of parking spaces available is low, the slot will become yellow; it will become red when the spaces available are about to finish.

If you remove the flag, the booking is cancelled. Bookings cannot be modified. If you wish to assign a new slot to a vehicle, you should unflag your selection and proceed with a new booking or accredit the vehicle once again.

Click on the printer's icon to print the single permit, or on PRINT FOR ALL to print all the permits of the selected vehicles; then, click on PRINT PERMIT at the bottom left. You may book more slots at the same time, even for different dates: a single permit will be printed, which will be valid for all the selected slots.

Subcontractors

Through this procedure, all the subcontractors accessing the Exhibiting Centre during the setting-up and/or dismantling phases are accredited, and the related staff passes, and vehicles permits are printed. On the Operations Menu, click on PERSONAL DATA and then on SUBCONTRACTORS. Click on the button +1 CREATE at the bottom right. A form will open, in which you can enter the business name and the e-mail of the subcontractor; then, click on +1 CREATE AND SELECT.

If something goes wrong during the insertion, you can always modify that later, by selecting it and clicking on the EDIT button. Repeat this procedure for all the subcontractors. The *Subcontractors* page will open, with a list of all the accredit subcontractors. Flag the company you wish to assign to a given event and click on ASSIGN SUBCONTRACTORS – a window will open in which you can choose the event, select it, and click on OK.

After assigning the subcontractor, you can go back to the initial page by clicking on the left menu on MANAGE and then on EVENTS, and click on SUBCONTRACTORS at the bottom right; the *Subcontractors* page will open, with a list of all the accredited subcontractors. Only the assigned subcontractors will appear for the selected event. Click on the PDF button and upload the D.U.R.C. (the Unified Document for the Assessment of Interference Risks among concomitant activities carried out in the same work environment) of the subcontractor, along with a statement in which the contractors declare they assessed the technical-professional suitability of the subcontractor, as envisaged by art. 26 of Italian Leg. Decree 81/08.

To upload the documents, click on UPLOAD. The document uploaded can be viewed by clicking on the little grey cloud icon or deleted by clicking on the red basket. At this point, the status of the activity (uploading documents) shall be checked by the Administrator for approval. You will receive an e-mail with the inspection results, both positive and negative.

However, even if the status appears as “not approved”, it is still possible to accredit the names of the staff and the vehicles data of the subcontractors, but you may not print the related passes and permits, which may only be printed after approval by the Administrator. To accredit the staff and the vehicles and print the relevant passes and permits, click on the left menu on PERSONAL DATA and then on SUBCONTRACTORS; the names of subcontractors will appear: please click on the symbols of the staff and vehicles next to them. The procedure is the same as the one used to accredit the staff and vehicles (see sections “Personal Accreditation & Printing Passes” and “Accrediting Vehicles & Printing Permits”).

Requesting a Quote for Shipment/Handling of Goods

To request a quote for any shipment and goods handling services, please click on the button GOODS HANDLING SERVICES at the bottom left, so that a new entry appears in MRK format.

Click on the blue PDF button: the page “Request a quote” will open with the event details; after filling it in its entirety, click on SAVE at the bottom right. A “Service” page will appear, where you can choose the type of service requested. The three services are:

- Door to door goods delivery/collection: collecting goods at a designated place and delivering them at the Exhibition Centre (booth) and vice versa.
- Goods delivery/collection from Merkur warehouse: delivering goods from Merkur warehouse (of the Company or of the Exhibition Centre) to booth and vice versa.
- Handling goods inside the Exhibition Centre: goods handling service (from vehicle to booth and vice versa) within the Exhibition Centre, using trolleys and forklifts.

After choosing the service, click on SAVE; a new page will appear requesting specifications concerning the service selected; after completing the form click on SAVE; another page will open requesting business data for invoicing.

Click on SAVE and wait for the e-mail with the quote attached.

Please, be informed that requesting a quote does not guarantee this service and does not imply any binding agreement.

To request more than one service, please go back to the initial page, click on GOODS HANDLING SERVICES, and repeat the same procedure.