



## 1/3 MANDATORY EXHIBITING AREA REQUEST FORM

### EXHIBITING AREA REQUEST

The company ..... hereinafter referred to as the contractor, is interested in an exhibiting area for INOUT The Contract Community 2024, ask to evaluate a participation proposal with the following requirements:

<p><b>TYPE (For info and prices see Technical Form)</b></p> <p>Pre-fitted Stand <input type="checkbox"/> 16sqm (4x4) <input type="checkbox"/> 32sqm (8x4) Quantity n° _____</p> <hr/> <p>BARE Area <input type="checkbox"/> 32sqm (8x4) <input type="checkbox"/> 48sqm (12x4 or 8x6) <input type="checkbox"/> 64sqm (8x8) <input type="checkbox"/> 96sqm (12x8)</p> <p><input type="checkbox"/> TAILOR-MADE Package as the Participation Proposal you'll receive Sqm ° _____</p> <p><input type="checkbox"/> Other _____</p>	<p><b>OTHERS ITEMS</b></p> <p>Registration Fee COMPULSORY € 300</p> <p>CORNER Surcharge € 350/Each N. _____</p> <p>RED AREA Surcharge +10% <input type="checkbox"/> YES <input type="checkbox"/> NO 1<sup>st</sup> block overlooking the pools</p> <p>RED AREA Surcharge +5% <input type="checkbox"/> YES <input type="checkbox"/> NO 2<sup>nd</sup> block overlooking the main aisle</p> <p>CO-EXHIBITORS Registration Fee € 1.350/Each N. _____</p> <p>Visibility <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Personalized stand <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>WAIVING PRE-FITTED STAND* <input type="checkbox"/> YES Only for area smaller than 32 sqm, see note below *)</p>
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### NOTES – IMPORTANT

For information about application costs, area rates, turnkey booths etc see the Technical Form available on the website [inout@iegexpo.it](mailto:inout@iegexpo.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 kw (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 **31<sup>st</sup> August 2024**. After this date, the following penalties will be applied for dismantling the stand:

€ 850,00+Vat for 16sqm and € 1.700,00+Vat for 32sqm.

For further information about the participation conditions please see Chap. I art.2 of the Exhibition General Regulations available on the website [inout@iegexpo.it](mailto:inout@iegexpo.it)

Application will be accepted on condition that there are no outstanding payments due to the ITALIAN EXHIBITION GROUP SPA.

**WE REMIND YOU THAT THE TOTAL BALANCE MUST BE PAID NOT LATER THAN 2<sup>nd</sup> SEPTEMBER 2024.**

### APPLICATION FORM SIGNATURE

The company \_\_\_\_\_, application form holder, having read the General Rules & Regulations and the Technical Rules and Regulations which it accepts in their entirety by undersigning this form, requests to value an exhibiting proposal in the next edition of INOUT The contract community 2024.

MANDATORY

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Date Stamp and signature of legal representative

**As specific approval of the GENERAL RULES AND REGULATIONS clauses and TECHNICAL RULES AND REGULATIONS indicated below:**

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

**GENERAL RULES & REGULATIONS OF PARTICIPATION**

**Chapter I** art. 2 (participation methods), art. 3 (exclusion from the exhibition or non-provision of services – requisites of application requests – organizer’s withdrawal – annulment of the proposal of participation – payment of balance – outstanding administrative matters), art. 4 point 4.2 (stand allocation), point 4.3 (modification - reduction - replacement of space), art. 5 (transfer- revocation - reduction - withdrawal - non participation);

**Chapter II** art.1 points 1.3.3 and 1.3.4 (mandatory declarations), art. 2 (Rates and compulsory exhibiting formulas), art. 3 (terms and method of payment), art. 4 (official list of participants and digital guide map), art. 5 (exhibition cancellation - suspension), art. 8 (rescheduling of the event: course, duration and times), art. 10 (advertising, flyers, leafletting), art. 11 (retailing), art.12 (public open activities), art. 13 point 13.2 (business meetings), art. 14 (food and beverage distribution).

**Chapter III** art. 1 (damage-insurance), art. 2 (industrial, digital and intellectual property rights), art. 5 (supplementary rules, modifications and compliance to General Rules and Regulations), art. 6 (photographic and video reproductions), art. 7 (acceptance of General Rules and Regulations, official language and competent Court) art. 8 (legislative decree 231/2001, code of ethics and termination)

**Chapter IV** art. 4 (guarantees, liability, force majeure, third party websites), art. 5 (link to third party websites), art. 6 (responsibility of the participant), art. 8 (multimedia materials disclaimer in accordance with law).

**TECHNICAL RULES AND REGULATIONS**

**Letter E** (workplace safety), **Number 1** (stand plan and stand design approval), **Number 2** (access to the expo centre), **Number 3** (stand set-up e dismantling) point 3.1 (official dates and hours), point 3.2 (obligations and prohibitions during set-up or removal operations), point 3.2.2 (smoking regulations), point 3.3 (stand dismantling), **Number 4** (contractors and provision of services), **Number 5** (safety standards - fire prevention), **Number 6** point 6.1 (safety standards - electrical systems), point 6.2 (plumbing systems), point 6.3 (telephone systems) point 6.4 (internet lines), **Number 7** (exhibition safety - security service - responsibility exemption), **Number 8** point 8.6 ((machinery and its use), point 8.7 (regulation of noise levels), point 8.8 (stand cleaning), point 8.9 (waste and food disposal),

MANDATORY

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Date Stamp and signature of legal representative



## 2/3 MANDATORY COMPANY DETAILS

### COMPANY DETAILS INDICATE THE COMPANY INTERESTED IN EVALUATING A PROPOSAL FOR PARTICIPATION IN CAPITAL LETTERS

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Company Name			Legal Representative	
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Address			General phone	
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Town	ZIP code	Country	Fax no.	
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Email		Website		

**CONTACT DETAILS \* - Mandatory**

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Contact Name

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Mobile                      Phone

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Direct email

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

### INVOICING DETAILS \*\*\* INDICATE THE COMPANY INTERESTED IN EVALUATING A PROPOSAL FOR PARTICIPATION IN CAPITAL LETTERS

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Company Name			V.A.T. no./ T.I.N. (mandatory for invoicing)	
-----			-----	
Address			Legal Representative	
-----			-----	
Town	ZIP code	Country	Phone no	Fax no.

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

We remind you that with the indication of a different billing name on the invoices/fiscal documents, 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.

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Date    Stamp and signature of legal representative

### INFORMATION FOR THE PROCESSING OF PERSONAL DATA

Having read the privacy information at the following link [https://my.iegexpo.it/upload\\_ist/Privacy\\_ENG.pdf](https://my.iegexpo.it/upload_ist/Privacy_ENG.pdf), I declare the following regarding the processing of data for autonomous purposes of direct marketing by third party partners of IEG. (purpose 5 of the personal data processing information)

I give my consent     I deny my consent



### 3/3 OPTIONAL CO-EXHIBITOR APPLICATION FORM

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 € 1,350.00 for each of them.

**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 available on the website [inout@iegexpo.it](mailto:inout@iegexpo.it)
- If due, VAT must be added to the Co-Exhibitor's rate which includes the Registration fee with compulsory insurance, n° 1000 web ticket invitations, printed invitation ticket (on request), listing in the catalogue, local advertising tax, n°1 parking permit, wi-fi connection, basic digital package.

1- CO-EXHIBITOR DATA	
Company _____	Contact name: _____
Address _____	
Town _____	Direct phone: _____
ZIP code _____ Country _____	
Phone no. _____ Fax _____	Direct email: _____
Email _____	
Website _____	
2- CO-EXHIBITOR DATA	
Company _____	Contact name: _____
Address _____	
Town _____	Direct phone: _____
ZIP code _____ Country _____	
Phone no. _____ Fax _____	Direct email: _____
Email _____	
Website _____	
3- CO-EXHIBITOR DATA	
Company _____	Contact name: _____
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 sent the original form correctly filled in and 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

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Date
Stamp and signature of legal representative