


**RULES ABOUT SETTING UP AND DISMANTLING**

 <span style="margin-left: 20px;"><b>15_18 Nov 2023</b></span> <span style="margin-left: 20px;">fieramilano Rho</span> <span style="float: right;"><b>Halls 1 - 2 - 3 - 4</b></span>					
DAYS	OPENING HOURS of the halls		TYPE OF VEHICLE ALLOWED	ENTRANCE GATES	
	from	to			
<b>Any time extensions up to 11:30 PM, free of charge - for the days from 10 to 13 November - can be requested to the Customer Service.</b>					
<b>SETTING UP</b>	Friday, November 10	7:30 AM	6:30 PM	<b>all types</b>	- PORTA SUD - PORTA EST (pedestrian)
	Saturday, November 11	7:30 AM	6:30 PM		- CARGO 1 GPS + 45°31'22.67",+9°4'51.21"
	Sunday, November 12	7:30 AM	6:30 PM		- CARGO 3 GPS+45°30'59.198",+9°4'51.280"
	Monday, November 13	7:30 AM	6:30 PM		- CARGO 5 GPS + 45°31'14",+9°4'33.76" (open until 12 p.m)
	Tuesday, November 14	7:30 AM	2:00 PM		
<b>PLEASE NOTE: On November 14th the assembly activities must be finished by 2:00 pm in order to allow Fiera Milano to carry out the very last operations for the exhibition preparation. Only exhibitors are allowed to stay inside their booth until 6 p.m.</b>					
<b>DISMANTLING</b>	Saturday, November 18	6:00 PM	7:00 PM	* hand parcels only	- PORTA SUD - PORTA EST (pedestrian)
		7:00 PM	11:30 PM	all types	- CARGO 1 GPS + 45°31'22.67",+9°4'51.21"
	Sunday, November 19	7:30 AM	11:30 PM	<b>all types</b>	- PORTA SUD - PORTA EST (pedestrian)
	Monday, November 20	7:30 AM	6:30 PM		- CARGO 1 GPS + 45°31'22.67",+9°4'51.21"
	Tuesday, November 21	7:30 AM	6:30 PM		- CARGO 5 GPS + 45°31'14",+9°4'33.76" (open until 12 p.m)
<b>Any time extensions, free of charge - for November 21 - must be requested and agreed with the Customer Service.</b>					
<b>NOTES:</b>					
<b>FIERA MILANO reserves the right to direct all incoming cars in the parking area of Largo Nazioni.</b>					
<b>* From 6.30 pm some Fiera Milano activities are scheduled in order to begin the dismantling: fitted carpet removal and electricity motive power disengage in the booths.</b>					
<a href="#">Click here</a> for the days when it is forbidden circulation outside urban areas of the vehicles with a capacity exceeding 7,5 tons.					
Please note that access to the exhibition center is subject to the pre-accreditation of the vehicles and people who will be involved in the set-up activities. The surveillance service will carry out random checks to verify the validity of the admission tickets and the correspondence with a valid identity document.					
Unauthorized people and children under 15 years are not allowed to enter the exhibition areas where setting up and/or dismantling operations are in progress.					
Except from the exhibitions days, the sale of alcohol and spirit is prohibited from 07.00am to 06.00pm. Only the consumption of 33cl beer or a glass of wine during the lunch break (h.12:00 - 14:00) is allowed.					
<b>ISSUE OF ACCESS PERMITS</b>					
- The pre-accreditation of personnel / vehicles and the printing of the relative access permits must be carried out exclusively in self-provisioning mode using all the operations already active on the reference IT platform;					
- Access to the Logistics Desk, located close to Largo Nazioni, entrance from Cargo 1 and outside Cargo 5, can only take place in exceptional cases, to be agreed by telephone on 02.4997.6304 or by e-mail to <a href="mailto:logisticafiera@fieramilano.it">logisticafiera@fieramilano.it</a> .					
For any further information relating to assembly and disassembly operations, technical details and provisions regarding movement within the exhibition centre, please refer to the Fiera Milano Technical Regulations, which can be consulted on the Fiera Milano website <a href="https://exhibitors.fieramilano.it/">https://exhibitors.fieramilano.it/</a> -> Technical documents -> link to the reference event.					
In particular, it is recalled the obligation, for all subjects who work on behalf of the exhibitor, even under contract or subcontract, to provide their workers with the identification card referred to in articles 18, 21 and 26 of Legislative Decree 81/08.					
<b>TIME EXTENSION</b>					
As established by Fieramilano Technical Regulation Plan, any legitimate need for a limited extension of the times scheduled for set-up (excluding the day before the event) and take-down must be requested from Customer Service by filling out a special form. The request must be made by 4 pm on the day the extension refers to and Customer Service will give confirmation of authorisation no later than 5.45 pm on the same day. Upon the request, Customer Service will communicate the hourly flat rate fee to be paid to Fiera Milano to cover expenses. On the day before the event:					
- it is forbidden to carry out stand fitting operations not previously authorised by the Organiser in accordance with Fiera Milano;					
- extensions for set-up operations cannot be authorised beyond the scheduled closing time.					
In the event of unauthorized permanence on the stand after closing time, Fiera Milano (Customer Service - Exhibitor Assistance, with the support of the Security Service) will apply a penalty of € 250 for each hour (or fraction thereof) permanence on the stand after the permitted time, without prejudice to compensation for damages.					