



Pordenone Fiere

Exhibitions since 1947

SAFETY REGULATIONS

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REGULATORY FOREWORD

This document is drawn up by Pordenone Fiere SpA, in compliance and fulfilment of the legal information and correct start of the coordination of works obligations referred to in the art. 26 Legislative Decree 81/08 and subsequent amendments. and all regulations directly or indirectly connected to it.

The recipients of this information are therefore companies and/or self-employed workers operating within the "Pordenone Fiere SpA" Exhibition Centre.

This information on risks does not extend to the risks inherent to the activities of contracting companies or individual self-employed workers (paragraph 3 art. 26 Legislative Decree 81/08 and subsequent amendments ii.).

Finally, this document does not replace, but integrates, provisions and contractual obligations of providers and users of services contracted and/or coordinated by Pordenone Fiere SpA, contained in documents such as:

- Exhibition Centre Regulations and General Conditions of Participation in the event
- Various Forms File
- Single Interferential Risk Assessment Document (D.U.V.R.I).

1. EMERGENCY PLAN FOR THE EXHIBITION CENTRE

Pordenone Fiere SpA has an Emergency Plan, designed to regulate behaviour and measures to be adopted in the event of an emergency.

Emergency telephone numbers to call during Events, are:

Switchboard: +39 0434 232111

single emergency number: 112

In the event of an emergency of any nature, the person making the calls must specify:

1. location of the event:
 - Hall number
 - external area
 - service centre/offices
2. type of emergency (fire, flood, ...)
3. extent of the event (damage to things or people)
4. indicate if there are injured people and their number
5. your name
6. any usable telephone number
7. qualification (exhibitor, fitter, etc...)
8. other useful information requested at the moment

The "Pordenone Fiere SpA" Exhibition Centre is equipped with fire-fighting equipment (extinguishers, hydrants, etc.) and its own fire prevention team, present during the Exhibition periods. When a dangerous situation arises, timely notification must be given to the fire prevention team, via the telephones and fire alarms present in the exhibition centre. In the event of a fire, in addition to notifying the employees according to the indicated methods, each company must ensure that each worker remains calm and follows the instructions of the personnel in charge; the exhibitor will be able to intervene with the fire extinguisher which must be available in each stand, as required by the conditions of the Exhibition Centre Regulations and General Conditions of Participation in the Event.

If the evacuation order is given, each worker must avoid running or shouting, must not use the lifts and must head towards the nearest signposted emergency exits.

In the event that anyone smells burning, or notices a fire in progress, the Pordenone Fiere SpA FIRE PREVENTION TEAM must be immediately notified, following the procedure mentioned above.

2. CHARGES BORNE BY COMPANIES

2.1 Obligations of exhibitors

The Exhibitor, as well as any company appointed by him to carry out activities in the exhibition centre, is required to adhere to the current provisions regarding safety and hygiene at work and, in particular, the provisions of Legislative Decree 81 of 9 April 2008 and subsequent modifications and additions.

The Exhibitor, when entrusting the set-up and dismantling works, or any other work or supply within the exhibition centre, must comply with the following:

1. The Exhibitor, as client, if the conditions of application exist, appoints the Safety Coordinator during the Design/Execution, and implementation of the consequent acts, as required by Title IV of Legislative Decree 81/08 and subsequent amendments. However, if the activities do not fall within the scope of application of Title IV of Legislative Decree 81 /08 and subsequent amendments, the Exhibitor must comply with the provisions of the art. 26 of the same decree.

2. Verify, pursuant to Legislative Decree 81/08 and subsequent amendments. the technical-professional suitability of the company holding the set-up contract, as well as of each executing company and self-employed subcontractor. The verification must take place through the acquisition of the certificate of registration with the chamber of commerce, industry and crafts and the self-certification of the contracting company or self-employed workers, regarding the possession of the technical and professional suitability requirements and/or anything else required. by current legislation. Pursuant to the aforementioned decree, art. 26, paragraph 4), the client entrepreneur is jointly liable with the contractor for non-payment of wages and social security and insurance contributions;

3. Provide the same subjects with detailed information on the specific risks existing in the environment in which they are intended to operate, providing them with the District Regulations and General Conditions of Participation in the Event, the Exhibition Centre Safety Regulations, as well as the D.U.V.R.I. (Single Interferential Risk Assessment Document) of the event, produced by the Organizer and Pordenone Fiere SpA, and published on the organisation's website;

4. cooperate, with the employers of the contracting companies, in the implementation of prevention and protection measures from workplace risks affecting the work activity covered by the contract;

5. coordinate protection and prevention interventions from the risks to which workers are exposed, informing each other also in order to eliminate risks due to interference between the work of the different companies involved in the execution of the overall work;

6. in application of the art. 26, paragraph 3, of the aforementioned decree, implement the provisions of the previous points by means of the appointment of the Safety Coordinator in the Design and Execution phase who will have to prepare the Safety and Coordination Plan (PSC) of the stand for the purpose of promoting cooperation and coordination of the activities present (e.g.: set-up works carried out by the entrusted companies interfering with the placement of products to be exhibited or with work carried out directly by the exhibitor, timing of interventions, etc.). The PSC must be kept on the stand at all stages of work in order to be carried out by the entrusted companies and coordinated by the exhibiting company. Even if a single company is envisaged, the employer of the entrusted company and the executing companies must comply with the provisions of the art. 96 of Legislative Decree 81/08 and subsequent amendments;

7. explain, in each procurement, subcontracting or administration contract with the entrusted companies, the costs foreseen for safety pursuant to art. 26, paragraph 5. The Supervisory Authorities may request the verification of contracts in the event of an accident at work due to the consequences of the art. 26, paragraph 4;

8. if work is carried out for the installation of the stand with its own personnel, carry out a risk assessment, pursuant to art. 17, paragraph 1, letter. a) of the Legislative Decree. 81/08 and subsequent amendments;

It is the Exhibitor's obligation to keep, at the stand, all the documents required by current legislation, signed by all the company figures in charge and interested in drafting them. The aforementioned documents must be available to the Supervisory Authority for the entire duration of the set-up and dismantling phases. In this regard, the Exhibitor can consult, on the website, a document attached to the general DUVRI of the event, called EXHIBITORS MEMORANDUM, which lists the documents to be kept in the work areas.

The provisions set out in the previous points provide, in the event of non-compliance, sanctions for employers, managers and supervisors, according to current legislation.

2.2 Obligations of fitters and contractor companies

Companies must:

1. in the event that the works fall within the scope of application of Title IV, assess the risks deriving from the execution of the works involved in the aforementioned contract, through the development of the Operational Safety Plan. This document must contain the identification, analysis and evaluation of the specific safety and health risks of the company and the work, with respect to the use of equipment and operating methods, which can be explained with diagrams and instructions for the assembly/disassembly of the stand, and is completed with the identification of whatever applicable personal protective equipment. The POS must possess the minimum contents required by Annex XV to Legislative Decree 81/08 and subsequent amendments;
2. verify, according to the above-described methods, the technical-professional suitability of any subcontractors;
3. comply with current regulations in terms of safety and hygiene at work during the execution of the works;
4. transmit to any subcontractors all information received from the Exhibitor, including the DUVRI of the Event and, if applicable, the Security and Coordination Plan;
5. stipulate any subcontract in writing, making the Subcontractor also assume the obligations and charges set out in this document at its own expense;
6. keep all the above documentation and the one required by law available at the stand.

As mentioned, the general Interferential Risk Assessment Document (D.U.V.R.I.) of the Exhibition Center can be viewed in the exhibitor's reserved area, containing an indication of the risks of the activities. If the exhibitor and/or a (its) contracting company detects risks not highlighted in this document, they must report them according to the methodology indicated in the site itself.

2.3 Safety competences

Organization of the Prevention and Protection Service Pordenone Fiere SpA:

- Legal Representative of Pordenone Fiere SpA s.r.l,
- Head of the Prevention and Protection Service;
- Technical Office Manager (functionally responds to the Employer);
- Competent doctor;
- Firefighting and first aid workers;
- Operational services that organize and coordinate the production activities of Pordenone Fiere SpA;

Furthermore, the Organizers' skills in matters of safety can be found on the Exhibition Centre website.

3. ACCESS TO THE EXHIBITION CENTRE

Access to the exhibition centre will only be permitted to people legitimately in possession of a regular entry document, a document which must be kept during the entire period of stay in the fairgrounds and which must be shown at every request from the service staff.

For the public, except in particular cases, this document consists of the entry ticket.

For suppliers, exhibitors, fitters and anyone else who needs to access the exhibition centre for any reason during set-up and dismantling, entry can only take place if in possession of the appropriate entry ticket issued by the Organizer or Pordenone Fiere SpA.

The Exhibitor is responsible for meeting the technical-professional requirements of the companies that, on his behalf, will intervene in the exhibition centre.

In any case, access of people and vehicles to the exhibition centre remains subject to the methods and provisions set out below.

3.1 Vehicle access and rules for internal vehicular traffic

Access to the exhibition centre will be allowed, through authorized driveways, exclusively to vehicles equipped with specific authorization and to the people in them, provided they have the entry document. Parking of vehicles within the exhibition centre will only be permitted in the designated spaces (with display of the access document) and no later than the closing time of the exhibition centre. Strictly forbidden are the unloading and parking of containers or detachable parts of vehicles. In case of failure to comply with the aforementioned provisions, Pordenone Fiere SpA may remove the vehicle from the area, at the risk and expense of its owner and/or the holder of the access authorization.

Pordenone Fiere SpA, and the Organizer may define, also for the purposes of workplace safety legislation, particular access criteria to the exhibition centre during set-up and dismantling works, as well as limit vehicle access and/or provide for charges in case of permanence of vehicles beyond the permitted spaces and/or times.

With regard to the use of vehicles or trolleys within the exhibition centre, companies must strictly comply with the regulations and prohibitions in force.

In particular:

- it is forbidden to enter the exhibition pavilions with vehicles without specific authorization from Pordenone Fiere SpA; access to means of transport and lifting may be permitted as long as they are electric (electric trolleys) or equipped with a catalytic converter and the engine is turned off immediately during loading and unloading of materials;
- it is always forbidden to enter the exhibition pavilions with internal combustion vehicles;
- the speed of vehicles must always be less than 15 km/hour;
- in case of prolonged stops with vehicles, the engine must be turned off;
- it is mandatory to park only in the spaces designated for this purpose;
- it is forbidden to block the routes dedicated to emergency traffic, escape routes or accesses to the pavilions by stopping your vehicle;
- as soon as the unloading of goods is finished, each vehicle must be moved away from the shelters and entrances to the pavilions.

4. CHARACTERISTICS OF THE EXHIBITION CENTER 4.1 Characteristics of the pavilions

Maximum permissible loads

It is forbidden to overload the floor of the exhibition pavilions with distributed loads exceeding 1000 kg/m² and, in the case of higher concentrated loads, it is mandatory to implement measures aimed at distributing the load on the floors, so as not to exceed at any point the aforementioned limit; It is forbidden to enter the pavilions with wheeled vehicles having a maximum total weight, when fully loaded, exceeding 3,5 tons.

4.2 Use of lifting equipment

Lifting systems used inside the exhibition pavilions (and outside), non-manual and with a lifting capacity exceeding 200 kg, must be equipped with regular homologation with the related booklet, verified by the supervisory bodies during the last year and checked with regard to ropes and chains over the last 3 months, or equipped with a use and maintenance manual with related CE marking of conformity with European standards (Machinery Directive). Their use must be limited to the assigned work area and, if this is not possible, it is necessary to temporarily delimit the area involved in the lifting subject to prior authorization by Pordenone Fiere SpA, preventing access by outsiders to the works and suspending the manoeuvre if any outsider enters the dangerous area until the danger is removed.

4.3 Emergency exits

From the attached plan, the layout of the escape routes and the location of the emergency exits of each pavilion can be deduced, which must always be free and easily accessible.

During the set-up/dismantling phase of some events, in order to guarantee safety during the processing phases, a system of adequately signposted lanes is envisaged, which must in any case be kept free.

4.4 Fire prevention systems and equipment

All pavilions are equipped with:

- automatic fire detection system;
- push button fire alarm system.

In all pavilions there are fire boxes containing fire extinguishers and/or hose reels and alarm buttons, the location of which can be seen from the plan attached below.

4.5 Safety signs

It is mandatory to scrupulously observe and ensure that the prohibitions, regulations and warnings provided by the safety signs are observed; in particular, as regards traffic routes and lanes intended for emergency services, they must be kept free for both vehicles and pedestrians.

5. INFORMATION ON RISKS (Art. 26 Legislative Decree 81/08 and subsequent amendments)

Information on the risks present during the set-up and dismantling phases of pavilions (Art. 26 Legislative Decree 81/08 and subsequent amendments).

Situation	Risks	Remarks
Accessibility of vehicles inside the exhibition halls	Investments and collisions between people and between vehicles, overloads on the floor, structural damages	No access except for exemptions for particular events and/or specific authorizations
Accessibility of internal combustion vehicles inside the exhibiting halls	Inhalation of exhaust gases (combustion products)	No access except for exemptions for particular events and/or specific authorizations

Accessibility of vehicles without rubber wheels	Structural damages	Total Ban
How to drive vehicles inside the exhibition halls	People run over during manoeuvres, collisions with structural parts during manoeuvres	Driving only by trained personnel, extreme caution during manoeuvres, assistance in signalling
Maximum allowed overload admissible on floor (1000 Kg/sqm)	Breakdowns and structural damages, instability of vehicles and loads	Prohibition of overloads and concentrated loads
Application of loads to the building structure	Collapses and structural damages, damages to the buildings	Prohibition of load applications
Respect of a safe pedestrian circulation during the set-up and the dismantling phases; interferences between different working subjects	Damage caused by materials, injuries because of obstacles on the routes of circulation	Respect of safe walkways when activities are in progress
Solid waste residues after working stages	Stumbles, dangerous crashes, fire	Immediate removal
Respect of safe evacuation of the working areas in case of emergency	Impossibility of immediate abandonment of the pavilion to move to a safe place	Respect of easily accessible emergency ways and exits
Use of machinery and equipment for the necessary works: characteristics in relation to possible interference between the different operating entities	Accident risks in general; hygiene risks in general	Suitability with respect to the legislation in force in terms of hygiene and accident prevention
Use of lifting systems: methods of use with respect to possible interferences between the different working entities.	Falling of lifted and transported materials	Absolute prohibition of introducing unsuitable machines and to expose anyone to suspended loads.
Unfavourable microclimate: work in non-heated spaces	Exposures to air currents, and to uncomfortable temperatures.	In case of cold and non-temperate seasons, heating systems must be activated
Use of compressed or liquefied gases, combustibles, oxidizers or inerts.	Blast, explosion, fire	Prohibition of introduction and use: specific permissions
Use of open flames, ignition of fires, use of compressed gas stoves or liquefied, use of stoves	Fire, explosion	Total prohibition
Cigarette or cigar smoke in the proximity of combustible materials	Fire	Total prohibition

Spreading of dangerous products on floor: fuel oil, petrol, solvents, corrosive substances in general, oils.	Fire, Inhalation of harmful and irritating vapours, damaging to the flooring, falls	Total prohibition
Use of paints and solvents, production of dust or fumes, release of fibres, production of emanation of bad smells.	Inhalation of toxic s or harmful or irritating substances, fire	Prohibitions and regulations
Connection to water and energy services , electricity, compressed air, telephone.	Electrocution, obstructions to circulation and in general relating to improper execution of the connection to the supply and mains points	Obligations and prohibition on connection to the systems performed by unauthorized persons
Introduction in the halls of dangerous materials.	Fire	Obligations and prohibition on the introduction of dangerous materials in the halls

Information on the risks present during the set-up and dismantling phases in the courtyard area of the exhibition halls, in car parks, walkways, goods handling areas (Art. 26 Legislative Decree 81/08 and subsequent amendments).

Situation	Risks	Remarks
Vehicles circulation in the working areas	Runs-over by vehicles	Limited to set-up and dismantling phases during exhibition events
Pedestrian circulation in the working areas	Runs-over of pedestrians by vehicles or lifting equipment in use	Limited to set-up and dismantling phases during exhibition events
Materials falling from above in areas affected by the passage of vehicles, pedestrians and visitors	Impacts of falling materials from above	Limited to set-up and dismantling phases during exhibition events, and to works carried out in height or that require lifting of materials in areas that may be affected by the passage of pedestrians and vehicles
Outdoor work	Exposures to air currents and to uncomfortable temperatures	In case of windy days, cold seasons
Outdoor work	Exposure to unfavourable atmospheric agents	In case of rain or snow
Slippery surfaces	Falls on the ground, sprains	In case of rain, sleet or possible uneven flooring
How to drive vehicles in vehicles lanes	Runs over, collisions against structural elements	In all circumstances
Parking, temporary storage of materials, risk of interference with free circulation and emergency situations	Impossibility of immediate evacuation and immediate rescue	In all circumstances but particularly during the exhibition events
Emergencies	In case of fire, because of the large amount of parked vehicles	Limited to exhibition events

Information on the risks present during the course of exhibition events in exhibition stands (Art. 26 Legislative Decree 81/08 and subsequent amendments).

During the phase examined, in the exhibition halls, the simultaneous presence of set up stands and possible large numbers of people was noted; all preventive behavioural and technical measures must be aimed at preserving the safety, not only of the trade fair operators, but above all of the public attending the event. This sheet analyses the possible dangerous situations and the precautions and behaviours to follow, in particular for the safety of visitors.

Situation	Risk	Remarks
Safety of structural set-ups	Structural breakdowns	Obligations and prohibitions for the personal and visitors' safety
Safety of plants	Mechanical, electrical, thermal, explosions, blasts, fire	Obligations and prohibitions for the personal and visitors' safety
Safety in case of emergency	Impossibility of immediate evacuation	Obligations and prohibitions for the management of spaces, in particular in terms of circulation lanes and emergency exits
Safety from fires	Fire, evacuation	General behaviour
Safety in case of necessary works with public attending	Interference with the public	Set-up of temporary works in order to eliminate dangers of interference.

6. MAIN PREVENTION MEASURES, NOT EXHAUSTIVE, IN ORDER TO REDUCE THE INCIDENCE OF INJURIES DURING THE SETTING UP WORKS OF THE EXHIBITION STANDS

In this regard, please note that the employer's duties include establish the following measures and devices:

EQUIPMENT FOR WORKING AT HEIGHTS

They can include: scaffolding, self-lifting platforms or other equipment that guarantees similar safety against falling. The ladder can be used for small interventions that do not require the exercise of horizontal force or movements that could put the worker in a state of precarious balance. Other frequent sources of risk are due to cutting tools (cutters, circular saws, etc.), the lack of parapets and protections against falling into the void from the work surfaces of stands and scaffolds and the lack or incorrect use of safety belts. The use of unsuitable means entails a violation of the art. 71 of Legislative Decree 81/08 and subsequent amendments. punishable by imprisonment for 3 to 6 months or a fine of 2,000 to 10,000 euros.

SAFETY PLANNING

In the cases provided for by current legislation, Legislative Decree 81/08 and subsequent amendments, the employer must draw up the Operational Safety Plan (POS) and, in any case, a document referring to safety planning which includes all operational phases, with particular regard to the stand set-up and dismantling plan. By way of example, some of the minimum contents for the drafting of these documents are reported:

1. identification data of the company carrying out the works;
2. the specific tasks carried out by each figure present on the construction site;
3. the list of equipment and machines used for assembling and dismantling the stand;
4. procedures for assembling and dismantling the stand, the related equipment and PPE, accompanied by executive drawings (layout).

LADDERS

In case of work to be carried out above 2 meters in height, ladders cannot be used except in cases where it is not possible to use other equipment (e.g. scaffolding) considered safer (art. 111 paragraph 3 of Legislative Decree 81/08 and ss.mm.ii.).

If ladders are used, the requirements specified in the art. must be respected. 113 paragraph 6 Legislative Decree 81/08 and subsequent amendments):

- they must be positioned in a stable manner
- they must rest on a support that guarantees the horizontal position of the rungs
- they must be fixed or equipped with anti-slip devices or equipped with other equally effective solutions (do not place them on sheets of paper, plastic or anything else that could reduce adhesion)
- they must protrude sufficiently beyond the served surface if there are no other gripping devices
- must be used so that the worker can have safe support and grip at all times
- they must not have wooden strips nailed to the masts
- must be used by only one person at a time
- they must not be placed near doors that open towards them or in places of passage
- you must not stay astride the ladder and you must not move while standing on it.

PLATFORMS ON WHEELS - SCAFFOLDS

- They must be accompanied by the user manual supplied by the manufacturer and must be assembled with all the parts supplied by the manufacturer himself.
- the walking surface must be complete
- the parapet on all sides must be at least 1 m. high and complete with intermediate crosspiece and toeboard
- they must be anchored at least every two floors
- during the assembly and disassembly of the scaffold the worker must be secured with a special safety belt fixed to an appropriate solid support
- to access the deck, the appropriate ladder which constitutes a component of the structure must be used
- when using the platform the wheels must be blocked and the platform must be stabilized with the relevant stabilizers

FORKLIFTS

Indoors, e.g. exhibition halls, vehicles powered by diesel or any other type of fuel that produces and releases harmful substances through combustion cannot be used unless they are equipped with effective antipollution systems.

- they must not be used for transporting and lifting people
- they must be equipped with appropriate acoustic and luminous signalling and warning devices, as well as lighting.

SAFETY BELTS

1. In construction work that exposes people to risks of falling from heights or into cavities, when it is not possible to have protective scaffolding or parapets, the workers involved must use suitable safety belts with braces connected to a retaining rope (UNI EN 361-354-795-365 standards)
2. The length of the retaining rope must be such as to prevent the fall by creating a positioning system (UNI EN 358). If this is not possible (for reasons of mobility of the person), considering that the falling height does not exceed 4 metres, the free fall height must not exceed 60 cm so as to avoid the use of energy absorbers
3. All components of the fall restrain system must be accompanied by the instruction booklet provided by the manufacturer and the retailer (UNI EN 365)
4. For the correct use of seat belts, the information, education and training of the worker with related verification of the state of learning on charge of the employer is also of considerable importance.

ELECTRICAL CONDUCTORS

All wires, plugs and sockets must be adequately insulated. In particular, the electrical cables must be made up of a double protective sheath (in good condition) and the plugs must have a cable connector. Furthermore, the arrangement of cables must be kept under control in order to avoid obstacles in passages and walkways.

CUTTING MACHINES

- they must be equipped with protective caps shaped so that only the active section of the disc remains free during processing
- the start switch must be continuously pressed so that when released the machine stops (or alternative measure of equal effectiveness)
- a device (e.g. spring, counterweight, etc.) that recalls the head to the high rest position, with the guards covering the disc
- they must be equipped with a dust collection system.
- they must be equipped with a solid adjustable cap designed to avoid accidental contact of the worker with the blade and to intercept splinters
- they must be equipped with a dividing knife

CIRCULAR SAWS

- they must be equipped with screens placed on both sides of the blade in the part protruding under the work tables in order to prevent accidental contact.
- they must be equipped with a dust collection system.

ASSEMBLY OF TRUSSES

- Carry out the ground assembly of electrical circuits and elements.
- Carefully read the instructions for assembling the structures provided by the manufacturer. Do not omit any element and do not make assembly changes unless expressly foreseen by the manufacturer. Always create the bracing of the structure, where applicable.
- First check the consistency and resistance of the surface on which the structure must rest. If necessary, interpose planks to distribute the load. Never use, as supports for the structure, materials that could break under its weight.
- Always check the perfect verticality of the upright braces (level or plumb line). If necessary, work on the adjustment devices located on the bases of the upright braces themselves.
- Always make sure that ropes, chains, hooks or hangers provided for lifting horizontal elements are in good condition and free from defects that could compromise their resistance.
- Before starting lifting, ensure that people moved away from the area involved in the movement and always position themselves so as to remain outside the area at risk of crushing.
- Start lifting slowly and check that the raised elements remain in a horizontal position.
- Never forget, once the position has been reached, to apply the blocks or safety hooks provided to prevent the horizontal elements of the structure from falling.

It is mandatory to use:

People falling from above
Falling elements during lifting
Overturning of the structure
Crushing

ADJUSTMENT OF HEADLIGHTS

- Walking on the structures is prohibited
- Climbing on the structures is prohibited

The adjustment of the headlights must be carried out using scaffolding. It is forbidden to use the simple ladder to support the structure itself.

BASKET CRANES

Always read the instructions for use provided by the manufacturer. Position the truck on non-soft, flat and practically horizontal ground. Block the vehicle and lower the stabilizers, interposing, in case of unsteady ground, boards or sleepers of adequate resistance.

All manoeuvres must be carried out by the operator on board using the controls in the basket. The controls located on the truck can be used by the operator on the ground only when the operator on the basket is not able to carry out the manoeuvres due to faults or physical impossibility or when movements must be carried out without the operator on board. The basket must not be placed on fixed or mobile structures.

It is forbidden to:

- climb onto the already raised basket;
- descend from the basket not yet in the rest position;
- contemporary access to the basket of two people (unless expressly provided for);
- add superstructures to increase the reachable height;
- use the equipment in the presence of strong wind;
- stress the arm with lateral forces;
- move the vehicle with the basket not in the rest position or with the operator on board;

Attention:

- strictly respect the capacity indicated on the basket
- respect the distance from overhead power lines
- outline and signal the area below the operational area of the basket.

It is mandatory to use

AUTOMATIC DEVELOPMENT SCAFFOLDING

- always read before use the instructions given by the manufacturer in the appropriate use and maintenance booklet and use the scaffolding only in the intended ways;
- check the support base: if it is necessary to place boards to distribute the loads on the ground and carry out the survey of the base to ensure the verticality of the scaffolding;
- compensate for any gaps that are created under the wheels due to the use of levellers by placing wooden boards;
- block the wheels;
- never go up or down by climbing on the structure;
- do not move with people or materials on the scaffolding;
- pay attention to the presence of overhead power lines and always keep a safe distance;
- do not add other structures in order to increase the reachable height;
- unload any extension cables using the appropriate locking systems;
- always retract the scaffolding before each movement and at the end of the work.

People falling from above

Materials falling from above

Overturning of the structure

Electrocutions

It is mandatory to use

7. RULES OF CONDUCT Obligations and prohibitions of the Exhibitor

- It is forbidden to apply loads to the hall structures, walls, lighting poles, etc.;
- smoking is prohibited inside and outside the halls, near combustible materials, even during periods of assembly and dismantling of the stands. The Exhibitor must ensure compliance with the smoking ban inside his own stand;
- it is forbidden to discharge waste water without specific authorisation,
- it is forbidden to lift the covering plates of the tunnels and/or wells;
- it is forbidden to leave tools unattended unless previously disabled in operation or dangerous equipment, as there is a danger of someone coming into contact with them;
- it is forbidden to make direct connections to services (water, electricity, compressed air, telephone) on your own or through third parties not authorized by Pordenone Fiere SpA. As regards the electrical systems, during the set-up and dismantling phases, only the service sockets can be used within the power limits indicated therein. When using them, particular attention must be paid to the positioning of any extensions which must not hinder the practicability of the exhibition centre and must be adequately protected. When using multiple sockets, it must be guaranteed, in compliance with specific accident prevention regulations, that it is impossible, without the use of special tools, to come into contact with live parts. During the dismantling phases, care must be taken to verify that the electrical system has been disconnected beforehand;
- it is forbidden to tamper with the seals or locks of the electricity supply boxes;
- it is forbidden to leave the electricity supply to the system serving the stand switched on during the closing hours of the exhibition centre, even during set-up and dismantling phases;
- it is forbidden to introduce explosive, detonating, asphyxiating or otherwise dangerous materials into the exhibition venue, as well as to introduce or use compressed or liquefied gas cylinders and raise hot air balloons;
- the use of open flames (candles, fireplaces, t-lights, etc.) is prohibited;
- it is forbidden to leave machinery or vehicles on display with a full tank of fuel and the battery connected; the aforementioned conditions must be verifiable by the fire service personnel and by those appointed by Pordenone Fiere SpA and/or the Organiser;
- it is forbidden to abandon any part of the stand fittings in the exhibition centre, such as carpet, earthenware or residues of any kind;
- it is forbidden to operate machinery of any kind that may cause noise;
- it is forbidden to activate radios, videos, recorders, musical instruments and any sound diffusion device above the acoustic level required by current legislation;

- each Exhibitor is obliged to install a suitable fire extinguisher in the stand, in a clearly visible and accessible position, having the characteristics indicated in the safety regulations, and to train its staff present on the stand in the appropriate use of the fire extinguisher itself.
- personnel carrying out the work are required to wear safety shoes in order to avoid the risk of punctures to the feet, due to the presence of waste materials such as nails, glass and also in order to limit the risk associated with crushing the feet;
- the personnel engaged for the setup must wear accident prevention equipment according to the risks associated with the specific activity carried out and depending on the tools used (helmets, protective gloves, goggles/visors, etc.).

Presentation of prefabricated structures, cranes, scaffolding, etc.; machinery displayed in motion, display of machines also in an outdoor area

For the presentation of prefabricated structures, elevators, self-erecting cranes and similar, scaffolding, temporary and general purpose scaffolding, the Exhibitor, in addition to guaranteeing the full application of

all safety, legislative, regulatory and good technical standards, as well as those dictated by experience and prudence for the entire period of stay in the Exhibition Centre, undertakes to scrupulously observe any indications received from Pordenone Fiere SpA.

Machinery of any nature cannot be operated; any exceptions will be issued only in writing by Pordenone Fiere SpA, provided that this does not entail any nuisance or any risk or danger for third parties.

The machinery cannot be driven by combustion engines, and must not involve the use of fuel or gas cylinders.

In the case of presentation of cranes free to rotate under the action of the wind, interference with other cranes and structures placed in the same stand must be avoided, under the sole responsibility of the Exhibitor. It is absolutely forbidden to operate the crane arm, operate the sliding trolley, or make the hook perform up and down manoeuvres. The clauses envisaged for tower cranes, self-erecting cranes and similar are extended, with the necessary application and interpretative modifications, to mobile cranes, furthermore the extended hydraulic arms must be blocked by manual devices.

In any case, the Exhibitor is obliged to equip the machinery and equipment with all the devices necessary to prevent accidents, annoying noises, bad smells and gas and liquid emissions.

The machines, systems, equipment and devices to be displayed must comply with accident prevention regulations and any other legislative, regulatory and good practice requirements, and must be accompanied by the required administrative documentation issued by the competent authorities. The Exhibitor will bear all criminal and civil liability for any injuries and/or damages that may arise to third parties as a result of failure to comply with or violation of the rules and/or instructions in force.

Aspects related to the simultaneous presence of multiple operators

Given the probable simultaneous presence of multiple operators in the same working environment, every company will have to ensure not to carry out any work that could constitute danger to others.

In particular:

– you must not occupy areas outside your stand with your works, and if this is not possible, justified by proven technical needs, escape routes must always be guaranteed and must be verified, by the company that uses the spaces outside its own stand, that this does not constitute a danger for the workers of other companies;

– it is forbidden to accumulate waste material from processing: as it is produced, it will be the company's responsibility to remove it;

– the work of each company must not constitute a danger to other workers;

– as regards the use of vehicles or trolleys within the exhibition centre, companies must strictly comply with the relevant regulations and prohibitions;

– it is forbidden to obstruct the routes dedicated to emergency traffic;

– it is forbidden to abandon dangerous tools or leave vehicles unattended, to prevent anyone from coming into contact with them. As such all instruments, which for particular needs should be left unattended in your stand, must be disabled from operation;

– it is forbidden to abandon set-up materials and/or parts of it so that they could constitute a danger to others.

Since multiple operators are present simultaneously, companies are reminded that the provision of personal protective equipment to their employees in order to comply with the legal terms regarding dust or noise emissions may not constitute certainty of compliance with the legislation due to the presence of operators from other companies. When creating exhibition stands, stand building companies will have to

consider the presence of the public, so solutions must be studied which, in compliance with current regulations, ensure the safety of the public and exhibitors.

8. CRITERIA FOR SETUP

8.1 Characteristics of the materials to be used for the setting up of the stands

In order to ensure the greatest possible efficiency of the overall safety conditions of the Exhibition Centre, Exhibitors must observe and have the stand builders observe the legal regulations regarding fire prevention. In any case, the materials used for the installations must meet the following requirements:

- a) only non-combustible, originally fireproof or fireproof material of European reaction to fire class must be used as per the Ministerial Decree. 15/03/2005 and subsequent amendments;
- b) the use of plastic materials is prohibited, including in panels (for example: expanded polystyrene), which do not belong to European fire reaction class by Ministerial Decree. 15/03/05 and subsequent amendments, corresponding to the relevant "class 1";
- c) the use of non-fireproof synthetic fibre fabric, paint, paints, glues that do not comply with the European fire reaction class as per Ministerial Decree is prohibited. 15/03/05 and subsequent amendments, corresponding to the relevant "class 1" or "class 2", reeds, mats, trellises, curtains made of wooden slats or similar;
- d) the Exhibitor is obliged to proceed with specific fireproof treatments on combustible material that may be introduced into the stand for its set-up. The fireproof treatments on the aforementioned materials must be carried out before their installation on the stands;
- e) it is forbidden to use nitrocellulose or oil varnishes or paints, to keep empty packaging, printed materials or advertising material inside the stands in excess of the daily requirement, to use compressed gas cookers or liquefied products and stoves of any kind;

1. Where non-combustible material is used, the exhibitor must send:

- written declaration certifying the use of the reported material for setting up the stand.

2. Where class 1 and/or class 2 material is used, the exhibitor must send:

- the "test report" on the material released by the Ministry of the Interior - General Directorate of Civil Protection fire prevention studies and experiences centre (Rome-Capannelle) or by legally recognized bodies and laboratories.

3. Where originally fireproof or fireproof material is used, the exhibitor must send:

- for originally fireproof material: the "test report" on the material issued by the Ministry of the Interior - General Directorate of Civil Protection fire prevention study and experience center (Rome-Capannelle) or by legally recognized bodies and laboratories;
- for fireproof material: the "Fireproofing Certificate" drawn up by the person who physically proceeded with the protective treatment, which must include:

- a. the company name of the exhibitor, the pavilion and stand number;
- b. the list of materials subjected to fire-retardant treatment;
- c. the date of fireproofing (not earlier than six months from the start of the Event);
- d. the treated surface;
- e. the main characteristics of the product used (attach relevant certificate); the certificate of guarantee of regular execution by whoever physically carried out the fireproofing works and the consequent commitment to relieve Pordenone Fiere SpA and third parties from any and all liability for any damage that may be caused to people and things of third parties to be compensated.

f. any damage suffered directly by Pordenone Fiere SpA. The products to be used for fireproofing must be approved by the Ministry of the Interior - General Directorate of Civil Protection and Fire Prevention Services or by bodies and legally recognized laboratories.

Attention:

It is important to remember that the fire-retardant treatment on fabrics, if carried out in a workmanlike manner, can retain the protective characteristics, indicated by the company supplying the product, for a maximum of six months; provided that:

- after disassembly the treated fabric is stored and preserved in dry rooms,
- during the aforementioned six months the treated fabric is not subjected to washing or ironing, much less the action of carpet beaters and the like.

Fireproof fabrics are available on the market.

The originally fireproof fabrics must have passed the reaction to fire tests according to the regulations set out in the Ministry of the Interior circular no. 12 of 05.17.1980 and Ministerial Decree. of 06.26.1984.

Pordenone Fiere SpA, at its sole discretion, also through a specific body or its officials, may take, or have taken, samples of the products and materials used for protective treatments and for setting up stands.

Failure to comply with these rules and those on the subject reported in the "Exhibition Centre Regulations", the "Regulations of the Event" and the norms reported in this document, entitles Pordenone Fiere SpA - where it may have ascertained a non-compliance - to take precautionary measures which may result in the injunction of partial or total dismantling of the stand and the declaration of non-usability of the stand itself.

8.2 Suspended loads

Suspended loads and the related suspension systems must be created in accordance with the provisions of the Circular Letter of the Ministry of the Interior dated 01/04/2011, i.e. providing, in addition to the main connection system (e.g. tie rod, band, rope, chain, rod), also a safety connection (e.g. tie rod, band, rope, chain, extendable fall arrest systems, etc.). By "suspended loads" we mean truss structures (simple or "ring" type) or other types of beams/structures and all the related loads (by way of example but not limited to: screens, projectors, audio speakers, headlights, lifting motors of other sub-structures, etc.) which are attached to an upper or lower structure or via a lifting device.

The above elements must be in possession of all the documentation referred to in the aforementioned Circular Letter

8.3 Connections

A. ELECTRICAL

Connection to the power network can only be carried out by personnel of the companies appointed by Pordenone Fiere SpA, who will identify the supply point at their sole discretion. The Exhibitor must, at his own expense, install the connection cable from the supply point described above to his stand panel.

Characteristics of electric current

The distribution system as regards the active conductors is of the three-phase type with neutral, 4 conductors: the power supply is carried out with alternating current with a mains frequency of 50Hz (with a tolerance margin of +/- 2%) and with a three-phase voltage 400 V - single-phase 230 V (with a tolerance margin of +/- 10%).

Pordenone Fiere SpA cannot be held responsible for any variations in the values listed above attributable to the electricity network of the Distributor.

Installation of electrical systems

The systems must be built in a workmanlike manner (Law 186 of 1/3/68 and subsequent amendments) taking into account the characteristics of the installation environment (CEI 64-8 Standard: 711 "Fairs, exhibitions and stands"; 751 "Environments at greater risk in the event of fire"; 752 "Electrical systems in places of public entertainment and entertainment").

The main regulatory references are:

IEC-CENELEC-CEI standards (64-8)

DM 37/08 of 22.1.2008 and subsequent amendments and additions

Consolidated Law 81 of 9 April 2008 and subsequent amendments and additions

All components must bear the CE mark. For the installation of electrical systems, the Exhibitor, pursuant to art. 8, Ministerial Decree 37/08, is required to entrust the works to companies authorized pursuant to art. 3, Ministerial Decree 37/08 and as indicated by the Consolidated Law on safety.

General technical design and safety regulations The Exhibitor has the obligation to check the voltage of the power supply network when connecting his system, exempting Pordenone Fiere SpA, the personnel and/or the companies appointed by it from any and all liability for damages that may arise to people or things as a result of such failure to control, as well as for any other cause. **In any case, electrical systems must be considered permanently live even in the event of a temporary interruption of electricity supply.**

The exhibitor must also take into account the obligation of planning, in compliance with the Art. 5 Ministerial Decree 37/08, signed by a qualified technician.

Each Exhibitor is required to submit to the Organizer the "Declaration of conformity of the system to the best practices" form, drawn up by the installers, duly completed and signed: **in the absence of this document the personnel operating on behalf of Pordenone Fiere SpA will not provide power to the stand.** **Furthermore:**

- it is absolutely forbidden for fitters-exhibitors to open the covers of the wells in the halls;
- it is forbidden to tamper with the seals or padlocks protecting the power sockets of the stands.

For electrical systems carried out by external companies, verification of the conformity of the installations with current CEI Laws and Standards remains the responsibility of the Exhibitor who will have to deliver the project and certification of the systems, carried out by a qualified technician,

The main indications that must be followed in the design and construction of electrical systems are listed below:

Switches

Downstream of the socket supplied by Pordenone Fiere SpA, (for single-phase supply: CEE 2P+T, 16A, 240V, blue socket) or (for three-phase supply: CEE 3P+N+T, 32A, 400V, red socket) a magneto-thermal switch (general omnipolar) must be inserted by the exhibitor from which it is possible to remove power from the system as a whole; this switch must have a breaking capacity of no less than 6kA and with a nominal capacity consistent with the power required to feed the system, coordinated with the power supply line.

As many omnipolar circuit breakers as there will be outgoing distribution lines must be placed downstream of the main switch: up to 5 outgoing circuits can be allowed downstream of the same switch. The differential protection must be guaranteed for all starts, must be highly sensitive and with a setting not exceeding 0.03 A (the use of a single automatic differential magnetothermic switch is permitted for simple systems):

Switches with higher differential calibration in compliance with CEI 64-8 standards will be permitted, only for electric machines, provided they are powered by a dedicated line and not serving other users (in any case the calibration value cannot exceed 0.3 A.

The switches must be placed inside special wall enclosures or fixed at a height of no less than 0.5 m from the walking surface, in a position easily accessible to safety personnel and, therefore, not locked in closets or in other similar housings.

The physical conditions of the operating and protection devices must be such as to allow the reading of the data on the plate; in cases where it is not possible to trace the license plate data, such switches will need to be replaced immediately.

Lines and cables

The cables must have sections proportional to the load, taking care to respect a safety margin of 30% compared to the maximum allowable capacity. In any case, the minimum usable section is 1.5 mm².

The electrical distribution systems must be carried out with fire-retardant cables and/or ducts with a nominal voltage of no less than 450/750 V, of the type compliant with the CEI Standard for public entertainment venues and at greater risk in the event of fire.

Cables up to 2.5m from the walking surface or within reach of the public must be protected against mechanical damage with suitable protection (rigid pipe, sheath, protection with channel, etc.).

Connections

In accordance with the CEI 64 - 8 standard, the branches must be made with special junction boxes: all cable joints must be made with terminals enclosed in double-insulated boxes with a minimum protection degree of IP44.

The connections of the earth conductors will be made with cable lugs and must be guaranteed against their loosening.

Sockets and plugs

Pursuant to the CEI 64-8 Standard, in places accessible to the public, fixed plug sockets must be of the type with a cover or equipped with socket protection screens and have a dedicated protection device.

In other places, multiple sockets can be grouped under a single protection device but in a number not exceeding 5 (five).

For fixed sockets for domestic or similar use, the insertion axis of the relative plugs must be horizontal and spaced from the walking surface at least 17.5 cm with wall mounting, 7 cm if on ducts and 4 cm if on turrets.

The plugs must have the protective conductor earthed and ensure the inaccessibility of live parts.

Multiple power sockets (triple and/or adapters and/or reducers) are not permitted.

Plug sockets with a capacity greater than 16 A must be equipped with an electrical and mechanical interlock.

Connection of powered appliances via flexible cable. In accordance with the CEI 64-8 standard, connection cables with mobile appliances must have the minimum possible length, for this purpose the sockets must be installed as close as possible to the user.

The use of "extension" cables is permitted as long as they are equipped with a socket with an interlocking device for tensions greater than 16 A, for tensions less than 16 A the mobile plug socket must be equipped with a retention device which prevents its involuntary detachment.

Accessibility of energy supply points and positioning of electrical devices

Pursuant to the legislation, the energy supply points (panels and hatches) must be easily accessible and inspectable and in any case free from any encumbrance to allow verification and connection by the personnel in charge.

In environments where access and/or the presence of the public is permitted, the manoeuvring, control and protection devices must be placed in a place available exclusive to stand staff and Pordenone Fiere SpA staff.

Grounding

In accordance with the CEI 64-8 standard, the distribution system is of the TN-S type: all fixed users making up the stand furnishings, except those with double insulation, all sockets and all metal structures must be earthed on the node supplied by Pordenone Fiere SpA at the time of connection, with the use of a yellow/green protective conductor with a minimum section of 6 mm² and made with special bolted cable lugs or clamps.

By metal structures we mean every metal part of the stand that can be in contact with the public and the electrical system at the same time.

Spotlights and lighting equipment

The lighting fixtures must be resistant to flame and ignition (CEI Standard) and the suspended ones must be mounted so that their movement does not mechanically stress their power cables. For safety purposes, the lighting fixtures must be fixed in a stable manner, as foreseen by the manufacturer, and secured by double safety (chain or steel wire) against accidental falls or failure of their support. For this purpose, the fixing is carried out exclusively with cable ties alone it is not enough.

The lamps must not be within reach of the public, i.e. they must be installed at a height greater than 2.5 m. from the walking surface.

Furthermore, in walkways they must be placed and protected so that they cannot be damaged by impacts or other mechanical actions: all the headlights must be equipped with specific shockproof protection and a fall protection screen in order to avoid the projection of incandescent material in case of breaking.

Pursuant to the CEI 64-8 standard, lighting fixtures must be kept at an adequate distance from illuminated objects, away from combustible materials as per the following table:

- 0.5 m. up to 100W
- 0.8 m. from 101W to 300W
- 1m. from 301W to 500W

For reticular and similar structures supporting the lamps, a certification of correct assembly must be provided at the end of the works, signed by a qualified technician.

B. WATER

The standard water connection is provided inside the stand with a flexible hose equipped with $\varnothing \frac{1}{2}$ " shut-off valves.

Installation of the water system and its execution

The connections of the water systems to the water intakes of the Exhibition Center can only be carried out by the personnel of the companies appointed by Pordenone Fiere SpA.

Inside its exhibition area, the Exhibitor must use first choice materials and equipment and the systems must be designed and built by qualified personnel and in perfect working order in relation to the maximum network pressure (6 bar).

At the end of the installation, the declaration of conformity of the system(s) must be delivered to the Organizer or to Pordenone Fiere SpA. (Legislative Decree 81/08 and subsequent amendments) The Exhibitor exonerates Pordenone Fiere SpA and the companies appointed by it for the water systems from any and all liability for damages that may arise to people or things from such installations.

C. COMPRESSED AIR

To obtain the supply of compressed air, you must complete the appropriate form in the exhibitor's reserved area at least 30 days before the Exhibition. This form contains the supply conditions, rates and operational specifications of the service.

The Exhibitor exonerates Pordenone Fiere SpA and the companies appointed by it for the compressed air systems from any and all liability for damages that may arise to people or things from the improper use of such systems.

D. COMMUNICATION

Installation of the telephone system or WI-FI internet

The connection will be made by the Authorized Supplier, who will - at the end of the Event - deactivate the connection itself.

The Exhibitor is responsible for every action carried out through the use of Internet connectivity and telephone lines made available by Pordenone Fiere SpA and the Authorized Supplier. The Exhibitor undertakes, in particular, not to transmit, process, disseminate, store or treat in any other form s child pornography, pornographic, obscene, blasphemous, defamatory contents and in any case contrary to the law, public order and public morality. In any case, the Exhibitor retains ownership of all information transmitted online, assuming all broader civil and criminal liability regarding its content, with express exemption of Pordenone Fiere SpA from any responsibility and burden of verification and/or control in this regard.