



NUOVA FIERA del LEVANTE
23/25 NOVEMBRE
2023



EXHIBITORS

EXHIBITION TIMETABLE

	VISITORS	EXHIBITORS
23 th November 2023	9.30 a.m – 5.30 p.m.	8.30 a.m – 6.30 p.m.
24 th November 2023	9.30 a.m – 5.30 p.m.	8.30 a.m – 6.30 p.m.
25 th November 2023	9.30 a.m – 5.30 p.m.	8.30 a.m – 6.30 p.m.

Entrance Exhibitors during exhibition period (entrance is available only if you have exhibitors pass):
Entrance Italo Orientale – Fiera del Levante – Viale Italo Orientale, Bari

DIFFERENCES BETWEEN RAW SPACE AND PRE-FITTED STANDS

Companies that have booked **raw space without fitting**, will have exclusively the given surface area available to build their own stand, the perimeter of which will be marked out on the floor with adhesive tape. There are no partition walls between stands.

Companies that have booked a **shell scheme booth** will have available an already set-up area, including the equipment as here specified:

BASIC STAND

Includes (for any area) hollow core walls (3 metres), sign with company name, carpet, 1 table, 3 chairs, lighting system, multi-socket, waste bin and coat rack.

PRESTIGE STAND

Includes (for any surface) honeycomb walls (4 metres), sign with company name, carpet (colours to be chosen from the proposed range), a table, 3 chairs, wall graphics (as proposed), reception desk with 1 stool, stool, lighting system, multi-socket, wastebasket and coat rack

The official stand fitter for the event that creates the pre-equipped stands is Spazio Eventi, which can be

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Tel. 02-332039470 - Mail: info@mecspebari.it

contacted at the following addresses

MECSPE stand fitting office: Tel. +39 (0) 80 4552316- mecspe@spazioeventi.org

SET-UP for RAW SPACE

Timetable

-Saturday 18th November 2023: from 8:00 am to 8:00 pm

-Sunday 19th November 2023: from 8:00 am to 8:00 pm

-Monday 20th November 2023: from 8:00 am to 8:00 pm

-Tuesday 21th November 2023: from 8:00 am to 8:00 pm

-Wednesday 22th November 2023: **from 8:00 am to 6:00 pm in order to allow the halls to be cleaned**

Entrance/Exit

Exhibitors Hall 19:

Entrance and exit: ITALO ORIENTALE

Exhibitors New Hall / Nuovo Padiglione, Hall 20

Entrance: AGRICOLTURA- – Fiera del Levante, Viale Vittorio Emanuele Orlando, Bari

Exit :EDILIZIA – Fiera del Levante, Via di Maratona angolo via Verdi, Bari

Altezza massima degli stand in area libera e allestimenti fuori standard

Stands may not exceed the standard height of 3 m

In case of higher heights or in case of non- standard booths, it is requested to send the project, signed by a qualified engineer/architect for approval, to the following addresses: ottomanelli@senaf.it c.c tecnico@mecspebari.it

The structures, whose sides face with neighbouring stands, must be perfectly finished and painted in a neutral, solid colour.

PAY ATTENTION, PLEASE: NO HANGINGS ARE AVAILABLE

Partition of the stands

There is no division among the stands, the perimeter will be marked out on the floor by adhesive tape.

Stand builder 's contact:

Please find here below the contact of stand fitting contractor in order to receive a booth project:

ALLESTIMENTI TM - Via Bitritto 86 – 70129, Bari

Contact: +390805002001 - +393336577198 – allestimentitm@libero.it

Ref. Tecnico: Lorenzo Mirizzi

HENOTO – Via Tolomeo 14/16 – 35028 Piove di Sacco (PD)

Tel. +39049 5801211 – mecspe@henoto.com

Referente: Daria Scacchetti

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NIGRO ALLESTIMENTI - Via delle Mimose S.n.c.- 70026 - Bari
Contact: +390805341093 – +393484058129- info@nigroallestimenti.it
Ref. Tecnico: Geometra Nigro

ROMANO EXHIBIT SRL - Viale delle Margherite, 24.- 70026 - Bari
Contact: +390805365979 – +393357719549 - salvatore@romanoexhibit.it
Ref. Tecnico: Salvatore Demola

SPAZIO EVENTI – Via Torre di Mizzo, 9– 70026 - Bari
Contact: +39080 4552316- mecspe@spazioeventi.org
Ref. tecnico: Fabrizio Fitto

DISMANTLING RAW SPACES

Date and hours

- Saturday 25th November 2023: from 6:30 pm to 8:00 pm – only in case of removal by hand-manoeuvred carts
- Sunday 26th November 2023: from 8:00 am to 8:00 pm
- Monday 27th November 2023: from 8:00 am to 8:00 pm
- Tuesday 28th November 2023: from 8:00 am to 8:00 pm

Stand clearance must be completed by 8:00 p.m. on the indicated dates

The exhibitor assumes sole responsibility for any damage or theft that may occur during and after the exhibition.

Exhibitors Hall 19:

Entrance and exit: ITALO ORIENTALE

Exhibitors New Hall / Nuovo Padiglione, Hall 20, Outdoor Area

Entrance: AGRICOLTURA- – Fiera del Levante, Viale Vittorio Emanuele Orlando, Bari

Exit :EDILIZIA – Fiera del Levante, Via di Maratona angolo via Verdi, Bari

Please Note:

the access to the fairground for the samples' removal and fittings will be the following:

Saturday 25 November 2023 - closing of halls at 6.30 p.m.

- Samples' removal at 6.30 p.m.

- Entrance from external parking areas for removal from 7 p.m. (Only for samples' removal with hand trolleys)

ACCESS TO MACHINES WEIGHING MORE THAN 6,000 KG

Access for machines will be on **Friday 17th November 2023** and it can also take place with its own crane according to a specific calendar to be requested from Senaf.

It is strictly forbidden to let in the machines - which need to be placed in the stand of a truck with a crane - on

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days other than those established.

Entry on the day of November 17 is reserved for machines and technicians (no to bodybuilders).

The exit for the machines (according to the same modalities of the early entry) will only be possible on Wednesday 29 November as scheduled.

PRE-FITTED STANDS

Availability of pre-fitted stands:

Pre-fitted stands will be available for exhibitors **from 8:00 am of 22th November 2023**

Removal of material from pre-fitted stands - timetable:

-Saturday **25th November 2023**: from 6:30 pm to 8:00 pm

-Starting from 8:00 am on 27th November the stand fitters will start the dismantling work, all material that will be found in the stands will be removed

Exhibitors Hall 19:

Entrance and exit for setting up and dismantling: ITALO ORIENTALE

Exhibitors New Hall / Nuovo Padiglione, Hall 20, Outdoor Area

Entrance for setting up and dismantling: AGRICOLTURA- – Fiera del Levante, Viale Vittorio Emanuele Orlando, Bari

Exit for setting up and dismantling: EDILIZIA – Fiera del Levante, Via di Maratona angolo via Verdi, Bari

Stand builder's contact:

SPAZIO EVENTI – Via Torre di Mizzo, 9– 70026 - Bari

Contact: +39(0)804552316- mecspe@spazioeventi.org

Ref. tecnico: Fabrizio Fitto

SPAZIO EVENTI will send an email to the **contact person** indicated on the application form, with a link to the personal area where configuring booth and where you can request additional furniture or assistance.

TECHNICAL OFFICE

The technical office is available to exhibitors at the following addresses:

Email: ottomanelli@senaf.it – tecnico@mecspebari.it - Cell. +39 376 0611604

FORMS FOR BOOKING TECHNICAL SERVICES FOR YOUR STAND

Equipment rental and stand service forms:

You can find all the information on your exhibitor's on-line page.

To receive your credentials please contact: sabrina.arcagni@senaf.it

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In particular, we list below the MANDATORY forms to be completed and submitted 'brevi manu'/returned by e-mail to: ottomanelli@senaf.it

Form 1 - ACCREDITATION FOR ACCESS INSIDE THE EXHIBITION CENTRE –
COMPULSORY FOR ALL EXHIBITORS

- Form 1/bis - INFORMATION FOR ACCIDENT PREVENTION AT WORK

COMPULSORY FOR ALL EXHIBITORS

- Form 2 - FIRE PREVENTION CHARACTERISTICS OF SET-UP MATERIALS

COMPULSORY FOR FREE AREAS ONLY

- Form 3 - STATEMENT OF CORRECT ELECTRICAL INSTALLATION

COMPULSORY FOR FREE AREAS ONLY

- Form 3/bis - DECLARATION OF ELECTRICAL INSTALLATION CONFORMITY

COMPULSORY FOR FREE AREAS ONLY

- Form 3/ter - COMMUNICATION OF OPERATING MACHINERY

COMPULSORY FOR ALL EXHIBITORS

- Form 4 - DECLARATION OF CORRECT INSTALLATION OF INSTALLATION MATERIALS

COMPULSORY FOR FREE AREAS ONLY

EXHIBITOR ENTRY PASS AND CAR PASS

Exhibitor entry passes and car passes

Exhibitors will be provided, free of charge, with entry passes in the following quantities:

-N. 30 entry passes

In addition:

-N.1 car pass

How to get Exhibitors Entry Passes and Car Passes

Exhibitors will be provided, free of charge, with 30 entry passes.

Exhibitors will also be given one car parking pass, regardless of the size of the stand, entitling them to park in the space designated by Fiera del Levante.

The Exhibitor's passes will be printed on-line on the Exhibition's website.

The exhibitors car pass, available from the first day of official set-up, will be printable online through the exhibitors portal only for companies that have paid the invoices issued for participation.

The car pass will be usable by one car per day, without the possibility of re-entry.

Printing the entrance documents for the set-up and dismantling period

Through the exhibition's portal, you can download form 1 - ACCREDITATION FOR ACCESS INSIDE THE EXHIBITION CENTRE to accredit companies, people and vehicles and print the entrance documents. To

receive your credential please contact: sabrina.arcagni@senaf.it

VISITORS' ENTRANCE

Entrance ticket price:

Access to the event is free, upon registration

Opening Hours:

- Thursday 23th November 2023: from 9:30 am to 5:30 pm
- Friday 24th November 2023: from 9:30 am to 5:30 pm
- Saturday 25th November 2023: from 9:30 to 5:30 pm

Entrance/Exit

Entrance/Exit Edilizia – Fiera del Levante, Via di Maratona angolo Via Verdi, Bari

Free tickets available for exhibitors:

Exhibitors receive **1000 free tickets** for customers in digital format to be managed through the Exhibitors Portal.

These tickets will be available on the exhibitor portal.

PAYMENT AND EXIT VOUCHER

The final invoice and bank statement will be sent by October 2023. (fine settembre / inizio ottobre)

The payment will have to be made by **30th October 2023**, with a bank transfer to:

Senaf srl

c/c 000005145X41

Banca Popolare di Sondrio – Agenzia 8 Milano IBAN: IT 17 N 05696 01607 00000 5145X41

Entrance for the set-up will not be allowed to Exhibitors who have not paid the final invoice.

SOUND TRANSMISSION – ROYALTY PAYMENTS - SIAE

As a rule, exhibitors are not permitted to use equipment for the reproduction of music and sound. Any exceptions may be authorised in writing.

The authorisation may be revoked with immediate effect at any time by simple written notice.

Any authorisation shall not exempt the Exhibitor from using the equipment in such a way as not to cause disturbance to other Exhibitors and visitors, paying particular attention to regulations on noise pollution (maximum limit allowed by law) and shall also not exempt the Exhibitor from fulfilling, at his own care and expense, the provisions of current copyright laws.

Interested parties may apply directly to S.I.A.E. to complete the necessary paperwork,
SIAE Office - Corso Vittorio Emanuele II, 20/A - Tel. 080 521 0415 - email: bari@siae.it

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OTHER

Waste Disposal

It is forbidden for Exhibitors/Standfitters/Suppliers, during all phases of the event, to leave waste materials and/or special waste in the exhibition areas and perimeter areas of the Exhibition Centre. Waste and residual materials from set up and dismantling work shall be disposed of by the Exhibitor and/or its representatives, and the aisles of the halls shall be kept free of any kind of waste material or encumbrances. The disposal of waste and set-up residues is the responsibility of the Exhibitor and/or its representatives.

For this service you can contact the specialised company:

Schino Ecologia srl
tel. 080.5749170-080.5621492

which will give you a regular quote

Goods shipment to the stand with courier:

It is possible to ship goods to the stand by writing clearly on the box the following information:

Exhibitor "Company Name"

c/o Hall. (.....) booth nr. (....)

Quartiere Fiera del Levante – Lungomare Starita, 4

Entrance Agricoltura – Fiera del Levante, Viale Vittorio Emanuele Orlando, Bari

70132 BARI

It is required to make arrangements with the courier about dates and times for the delivery, in order to be sure to find someone waiting at the stand. The Exhibiting Organizing Office is not allowed to receive goods on behalf of exhibitors. We recommend to insert the clause "delivery to the stand" to prevent that the courier could insist on leaving goods at the gate.

Services included in "Mandatory technical supplies fee":

- Connection, testing and power consumption up to 5 kW
- Fire extinguishers
- WI-FI
- Municipal advertising charges on signs and name of exhibitor
- Ordinary cleaning of the stand

Fire extinguisher legal obligation:

Fire extinguishers will be delivered within the beginning of the exhibition.

Stand cleaning:

The stand cleaning service envisaged in the application includes:
sweeping of the floor, or vacuuming of the same in the case of carpeting
dusting of work surfaces (tables, desks, chairs, etc. excluding vertical surfaces, shelves and exhibits)
incidentally the surfaces left free of clutter will be cleaned;
Emptying of waste bins (only if left on the stand)

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It is important that the protective film of the carpet in your area is removed by the stand fitter, whether pre-furnished or free space, by 6 p.m. on Wednesday 22 November.

Insurance

The Registration fee includes **“All Risks” and Civil Liability insurance.**

Maximum coverages are written on the Exhibition Technical Regulations (available online).

USEFUL NUMBERS

Helpdesk Exhibitors: +39 (0)289362552

Helpdesk Visitors: +39 (0)289362525

Senaf Administrative Office: +39 (0)2332039614 / +39 02332039605

Senaf Technical Office: +39 3760611604

Spazio Eventi Set-up Helpdesk: +39 (0)80 4552316

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