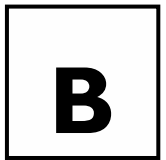




VITRUM 2019

Fieramilano, 1- 4 October 2019



GENERAL REGULATIONS

1. Organization – Date and Venue of the Exhibition

VITRUM Srl, along with Fiera Milano SpA, organizes VITRUM 2019 (Specialized International Exhibition of machinery, Equipment, Accessories and Systems for flat and hollow glass, glass and finished products for the industry), which includes the VHG (Vitrum Hollow Glass) and Vitrum Energy sections, and will be held October 1st to 4th 2019 at the Milan International Fairgrounds in Rho.

2. Opening Hours

The exhibition is open to visitors on the 1st through the 3rd of October from 9.30 am to 6.00 pm, and on the 4th of October from 9.30 am to 5.00 pm non-stop.

The exhibition is open to exhibitors on the 1st through the 3rd of October from 8.30 am to 6.30 pm, and on the 4th of October from 8.30 am to 5.30 pm.

During opening hours Exhibitors must be at their stand, and the products on display must be in open view. The Organizing Committee reserves the indisputable right to change the duration, opening and closing dates and all opening hours of the Exhibition, without being held liable to indemnify the Exhibitor, by giving the Exhibitor notice thereof at least 30 days prior to the originally-scheduled opening date.

Underage children are admitted only if accompanied by an adult, who shall be held to fill out and sign the related liability waiver.

3. Products eligible to be exhibited

The following products may be exhibited at the fair:

A. MANUFACTURING, PROCESSING AND FINISHING OF FLAT GLASS

1. MANUFACTURE OF FLAT GLASS

- 1.1 Raw materials for flat glass manufacture
- 1.2 Additives and auxiliary products for flat glass
- 1.3 Machinery, equipment and systems for raw material treatment and processing
- 1.4 Systems, machines and plants for cullet crushing and processing
- 1.5 Equipment and systems for batching and mixing

2. HANDLING AND STORAGE

- 2.1 Complete handling lines
- 2.2 Machines and equipment for sheet handling
- 2.3 Handling robots
- 2.4 Cranes and bridge cranes for large sheets
- 2.5 Manually-operated and automatic trolleys and sorters
- 2.6 Transport clamps
- 2.7 Suction pads
- 2.8 Energy chain systems and cables for automation; self-lubricating bearings
- 2.9 Other equipment and accessories for flat glass handling and storage

3. STRAIGHT-LINE AND SHAPED CUTTING

- 3.1 Automatic straight-line cutting lines
- 3.2 Complete lines for shaped cutting
- 3.3 Automatic cutting machines for automotive glass
- 3.4 Loading and tilting machines
- 3.5 Cutting tables
- 3.6 Water jet cutting tables
- 3.7 Break-off tables
- 3.8 Combined tables for glass loading, cutting and break-off
- 3.9 Glass cutting optimizers
- 3.10 Armored and laminated glass cutting machines
- 3.11 Shaped and round glass cutting machines
- 3.12 Diamond cutting tools
- 3.13 Other cutting equipment and accessories

4. EDGING AND BEVELING MACHINES

- 4.1 Complete edging lines
- 4.2 Complete beveling lines
- 4.3 Complete lines for automotive glass

- 4.4 Straight-line double-edging machines
- 4.5 Vertical straight-line machines
- 4.6 Beveling machines for round and shaped glass
- 4.7 Straight-line beveling machines
- 4.8 Bevel polishing machines
- 4.9 Machines for corner grinding
- 4.10 Grinding machines for shaped sheets
- 4.11 Belt machines
- 4.12 Horizontal and vertical lathes
- 4.13 Embossing machines
- 4.14 Portable edging machines
- 4.15 Diamond tools for edging and beveling
- 4.16 Polishing wheels
- 4.17 Abrasives and polishing oxides
- 4.18 Abrasive belts
- 4.19 Coolants and flocculants
- 4.20 Other accessories for edging and beveling
- 4.21 Tools for automotive glass edging

5. DRILLING

- 5.1 Automatic drilling lines
- 5.2 Multiple spindle drilling machines
- 5.3 Drilling machines with opposite drilling heads
- 5.4 Column drilling machines
- 5.5 Portable drilling machines
- 5.6 Diamond drills
- 5.7 Other drilling accessories and equipment

6. ENGRAVING

- 6.1 Straight-line engraving machines
- 6.2 Machines for shape engraving
- 6.3 CNC machining centers for engraving
- 6.4 Laser engraving systems
- 6.5 Diamond tools for engraving

7. SANDBLASTING

- 7.1 Sandblasting cabinets/booths
- 7.2 Sandblasting machines and systems
- 7.3 Other sandblasting accessories and products

8. WASHING

- 8.1 Horizontal washing machines
- 8.2 Vertical washing machines
- 8.3 Washing machines for automotive glass
- 8.4 Washing machines for curved glass
- 8.5 Other accessories and products for washing

9. MIRRORS - SILVERING

- 9.1 Conveyors for mirror lines
- 9.2 Painting machines
- 9.3 Drying furnaces for mirrors
- 9.4 Automated and manual silvering equipment
- 9.5 Chemical products
- 9.6 Paints and varnishes
- 9.7 Other equipment and accessories for mirror lines

10. INSULATING GLASS – INSULATING GLASS UNITS

- 10.1 Complete insulating glass lines
- 10.2 Automatic sealing lines
- 10.3 Trimmers for metalized glass
- 10.4 Automatic spacer bending machines
- 10.5 Desiccant filling machines
- 10.6 Spacer cutting saws
- 10.7 Butyl extruders
- 10.8 Hot-melt extruders
- 10.9 Polyurethane extruders
- 10.10 Silicone extruders
- 10.11 Extruders for polysulfide sealants
- 10.12 Gas filling equipment
- 10.13 Desiccants

- 10.14 Spacer bars for insulating glass
- 10.15 Butyl
- 10.16 Polysulfide sealants
- 10.17 Hot Melt
- 10.18 Other sealants
- 10.19 Pantographs
- 10.20 Other accessories and products for insulating glass

11. LAMINATED GLASS LINES

- 11.1 Complete lines for laminated glass
- 11.2 Autoclaves
- 11.3 Temperature chambers
- 11.4 Infrared ovens
- 11.5 Couplers (presses) for laminated glass
- 11.6 Couplers for automotive glass
- 11.7 Machines for resin systems
- 11.8 Protective films
- 11.9 Other accessories and products for laminated glass

12. TEMPERING AND BENDING

- 12.1 Tempering furnaces for flat glass
- 12.2 Bending furnaces
- 12.3 Chemical tempering furnaces
- 12.4 Ceramic paints for tempered glass
- 12.5 Equipment, accessories and products for tempering and bending
- 12.6 Complete bending, tempering and lamination lines

13. MISCELLANEOUS MACHINERY AND PLANTS

- 13.1 Turnkey plants - Engineering - glass for the building industry
- 13.2 Turnkey plants - Engineering - for automotive glass
- 13.3 Reflective glass lines
- 13.4 Machines and systems for enameling
- 13.5 Machines and systems for screen printing
- 13.6 Machines and systems for acid etched glass
- 13.7 Glass marking machines
- 13.8 Glass melting furnaces
- 13.9 Drying furnaces
- 13.10 Wet powdering systems for automotive glass
- 13.11 Laser and other equipment for glass inspection
- 13.12 UV plants
- 13.13 Chopping and milling machines for aluminum and PVC
- 13.14 Demineralizers
- 13.15 Water treatment plants
- 13.16 Other plants
- 13.17 Digital printing

14. SOFTWARE AND SYSTEMS

- 14.1 Management software and systems
- 14.2 Glass cutting optimization and scrap reduction software
- 14.3 Software for vinyl cutting - sandblasting
- 14.4 Process control systems
- 14.5 CAD/CAM Software
- 14.6 Other programs and systems

15. OTHER ACCESSORIES AND EQUIPMENT

- 15.1 Compressors
- 15.2 Metal fittings
- 15.3 Putty and sealants
- 15.4 Plastic profiles
- 15.5 Metal profiles
- 15.6 Special technical products
- 15.7 Safety and protective workwear and equipment

B. VHG - PRODUCTION, PROCESSING AND FINISHING OF HOLLOW GLASS

16. PRODUCTION OF HOLLOW GLASS

- 16.1 Preparation and melting**
 - 16.1.1 Raw materials for hollow glass production
 - 16.1.2 Additives and auxiliary products for hollow glass production
 - 16.1.3 Raw material processing equipment, batching systems, batch charging
 - 16.1.4 Furnaces and tanks for glass melting
 - 16.1.5 Forehearths, feeders, ball-gatherers

16.2 Hot finishing

- 16.2.1 Preheating ovens
- 16.2.2 Annealing lehrs
- 16.2.3 Double belt annealing and decorating lehrs
- 16.2.4 Tempering ovens for hollow glass

16.3 Forming

- 16.3.1 Blowing machines
- 16.3.2 Press and blow machines
- 16.3.3 Presses for hollow glass
- 16.3.4 Spinning machines
- 16.3.5 I.S. machines
- 16.3.6 Glass tubing lines
- 16.3.7 Tube cutting and fire-polishing machines
- 16.3.8 Glassware fire-polishing and grinding machines
- 16.3.9 Burn-off machines
- 16.3.10 Crack-off machines
- 16.3.11 Stemware and brick sealing machines
- 16.3.12 Vacuum flask production lines
- 16.3.13 Vacuum pumps

16.4 Other accessories, tools and machines

- 16.4.1 Molds
- 16.4.2 Conveyors
- 16.4.3 Transfers
- 16.4.4 Loaders and robots for forming machines
- 16.4.5 Loaders and robots for annealing lehrs
- 16.4.6 Refractories
- 16.4.7 Electrodes
- 16.4.8 Burners
- 16.4.9 Thermocouples and thermometers
- 16.4.10 Instruments and check units
- 16.4.11 Electronic driving and control systems
- 16.4.12 Crack-off machines
- 16.4.13 Washing machines for hollow glass
- 16.4.14 Measuring and sorting systems
- 16.4.15 Packaging machines and pelletizers
- 16.4.16 Hot glass scrapers

17. HOLLOW GLASS PROCESSING AND FINISHING

17.1 Hollow glass processing machines

- 17.1.1 Screen printing machines
- 17.1.2 Cutting and etching machines
- 17.1.3 Hollow glass decorating machines
- 17.1.4 Annealing and decorating machines
- 17.1.5 Sealing and stretching machines

17.2 Glass tube processing and finishing machines and equipment

- 17.2.1 Final cutting and re-melting machines
- 17.2.2 Vial making machines
- 17.2.3 Small bottle, syringe and dropper making machines
- 17.2.4 Lamp and LED machines

17.3 Tools, accessories and products for hollow glass processing

- 17.3.1 Other machines, tools and accessories for hollow glass processing
- 17.3.2 Putty, sealants, paints, enamels, chemical products and insulating materials for transfer equipment
- 17.3.3 Annealing lehrs for processing and finishing of glass tubes

18. SPECIAL SERVICES FOR HOLLOW GLASS

- 18.1 Plant Engineering
- 18.2 Driving and controlling equipment and systems
- 18.3 Data processing and automation systems
- 18.4 Laboratory equipment

C. FLAT AND HOLLOW GLASS PRODUCTS AND APPLICATIONS

19. GLASS PRODUCTS AND APPLICATIONS

- 19.1 Hollow glass products
- 19.2 Glass tubes
- 19.3 Glass fibers
- 19.4 Sheet glass
- 19.5 Float glass
- 19.6 Insulating glass
- 19.7 Safety glass
- 19.8 Automotive glass
- 19.9 Tempered glass
- 19.10 Laminated glass
- 19.11 Engraved glass
- 19.12 Glass bricks
- 19.13 Hollow blocks and pellets
- 19.14 Fire-proof glass
- 19.15 Reflecting glass
- 19.16 Patterned and ornamental glass
- 19.17 Antique glass
- 19.18 Wire cast glass

19.19	Low-emission glass
19.20	Enameled glass
19.21	U-profiled glass
19.22	Silvered glass
19.23	Frosted (givr�) and special glass
19.24	Mirrors for furnishing and bathroom fixtures
19.25	Shower cubicles
19.26	Stained, decorative and leaded glazing
19.27	Processed products for the building industry
19.28	Processed products for the furniture industry
19.29	Accessories and small metal parts
19.30	Other products

D. SPECIAL CATEGORIES

20. SERVICES

20.1	Data processing systems and automation
20.2	Research, development and environmental protection
20.3	Technical and scientific press, trade literature
20.4	Trade Shows, Exhibitions and Fairs
20.5	Associations
20.6	Other services

E. VITRUM ENERGY -

21. PRODUCTS AND SYSTEMS

21.1	Glass and accessories for thermal and acoustic insulation
21.2	Low-E and/or solar control glass
21.3	Coated glass for energy saving (self-cleaning, water-repellent, anti-touch, etc.)
21.4	Glass for photovoltaic modules
21.5	Flat glass for solar thermal panels
21.6	Glass tubes for solar thermal panels
21.7	Glass fibers and glass wool
21.8	Ceramic glass for ovens, cook tops, etc. (glass ceramic hobs)
21.9	Films (PVB – EVA) for the production of photovoltaic modules
21.10	Materials for thin films
21.11	Shading and darkening systems (Venetian blinds, etc.)
21.12	Ventilation, cooling and aeration systems
21.13	Radiating panels, glass radiators
21.14	Skylights, Velux-type windows
21.15	Energy saving windows and frames
21.16	Other equipment, products and systems

4. Machinery on display and/or for demonstrations

For demonstration purposes, machinery and equipment can be operated, as long as:

- they do not disturb neighboring stands and visitors by way of excessive noise, heat, vibrations, fumes from solvents, etc.
- if positioned flush with the aisles they are protected by fixed barriers, even transparent ones, or otherwise be sufficiently set back from the aisles and separated by distancing barriers, equipped with safety and warning signs that prevent contact with dangerous parts. If the controls for the machines exhibited are located on the aisle side, machines must be set back enough to keep the machine operator from blocking the aisle
- they comply with the prevailing European Union Directives on machine safety (2006/42/EC), and therefore must bear a CE mark, listing the characteristics required by said Directive
- Exhibitors can display and operate CE Directives non-compliant machinery provided that a dedicated sign clearly indicates the non-conformity of such machines and the impossibility of purchasing them until they have been brought into conformity (Art. 6, comma 3, 2006/42/EC) (Art. 3, comma 7, Legislative Decree No. 17 dated 27/01/2010).
- should it be necessary for the machinery to operate without protective devices for reasons of demonstration, inspection or maintenance, the Exhibitor shall implement safety measures (removable barriers, rigid protective shields, etc.) apt to ensure a level of protection equivalent to that required by the regulations. Protective components, when removed, must in any case be placed alongside the machine, in a clearly visible location.
- for operating machines and equipment legally required to be tested, certification must be obtained from the designated organizations and made available to the appropriate authorities and supervisory bodies in case of inspection.

N.B. it is strictly forbidden to operate machines and/or equipment driven by internal combustion engines inside the pavilions. The fuel tanks of such machines and/or equipment on display must always be kept empty and the batteries disconnected.

Furthermore, compliance with the provisions set forth in the "Technical Regulations" is mandatory.

Exhibitors are liable for any damage to persons or property resulting from the operation of machines displayed at their stand. Any dangerous conditions found by the relevant authorities will lead to automatic shut off of electric power until normal safety conditions have been restored.

5. Exhibitors admitted

Italian and foreign manufacturers and distributors of products referenced in Art. 3, as well as their agents, representatives and dealers will be admitted as Exhibitors. If a manufacturer directly exhibits his own products, these cannot be presented by an agent, representative or dealer, except under specific authorization by the Organizing Committee.

Co-Exhibitors – It is also possible to submit applications for admission of Co-Exhibitors hosted in an Exhibitor's stand. To this end, the Exhibitor is required to fill out Form D for each Co-Exhibitor and pay the € 210.00 + VAT fee for listing in the Vitrum 2019 print and on-line catalog. As stated in Art. 7, each Co-Exhibitor will be required to pay an insurance premium of €100.00 for coverage up to €25.000.

6. Application for Admission

The Application Form, filled out and duly signed by the legal representative of the applying firm, must be returned to VITRUM Srl, Via Petitti 16, 20149 Milan, Italy no later than **22 February 2019**. **Only applications completed and signed in accordance with the General Regulations, and accompanied by payment as specified in Art. 8 will be taken into consideration.** VITRUM retains the indisputable right to accept or reject applications for admission. By signing the "Application Form" and the "General Regulations", the Exhibitor formally commits himself to participate in the Show and accepts the conditions set forth in the General Regulations and any and all additions, changes or exceptions to the same subsequently enacted by the Organizer. Reservations for space measuring less than 12 sq. m will not be accepted unless otherwise authorized by the Organizing Committee.

6a Requirements for traceability of financial flows

6a.1 – In its performance of services under the General Regulations, Vitrum Srl is required to comply with all financial flow traceability requirements set forth in Art. 3 of Law No. 136 dated 13 August 2010, as amended. More specifically, if the Exhibitor is a public body and/or a public company and/or in any event considered a "contracting authority" pursuant to the aforementioned law, Vitrum Srl:

- assumes, under penalty of nullity of this Agreement, all financial flows traceability obligations set forth by Art. 3 of Law No. 136 dated 13 August 2010, as amended, also with respect to its subcontractors across the entire chain of companies involved in the contract to any effect;
- undertakes to use one or more bank or postal accounts held at banks or at Poste Italiane S.p.A, dedicated, also on a non-exclusive basis, to the specific public contract received;
- undertakes to immediately inform the contracting authority and the Prefecture – Territorial Government Office – locally responsible for the notification of the failure to comply with requirements for financial flow traceability by its counterparty and to terminate the contract also with respect to relationships with its subcontractors.

6a.2 – The Exhibitor deemed to be the "contracting party" pursuant to the aforementioned law is required to complete the Admission Application under penalty of nullity of the Application itself, with the mandatory CIG code (Tender Identification Code) and – if required – the CUP Code (Unique Project Code) for the underlying public investment.

6a.3 - The Exhibitor deemed to be the "contracting party" pursuant to the aforementioned law is entitled to terminate the contract to the intents and purposes of Art. 1456 of the Civil Code, should Vitrum Srl default on the obligation as per letter b) in paragraph 6a.1 above and/or, in general, default - also with respect to its subcontractors in the chain of companies which may be involved in the contract to any effect - on any requirements for financial flow traceability as per Art. 3 of Law No. 136 dated 13 August 2010, as amended.

7. Participation fees

- The participation fee is set at **€180.00 per sq. m.** and includes all services listed under Art. 11.a. (€6.63 per sq. m) The fee for the construction of raised platforms is set at **€90.00 per sq. m** + standard service costs (€6.63 per sq. m).
- The registration and media service fee for Exhibitors listed as primary owners of the stand is **€210.00** (see Art. 11.b).
- The registration and media service fee for each Co-Exhibitor is **€210.00** (see Art. 11.b).
- The fee for insurance coverage of up to €25,000.00 (for Exhibitors and Co-Exhibitors) is **€100.00**.

If due, 22% VAT, may be applied to the amounts above. Entities exempt from VAT pursuant to article Art. 8/8bis/9 DPR 633/72 and subsequent amendments, will have to attach 3 declarations of intent: one addressed to VITRUM Srl, another one to FIERA MILANO SpA and the third to Tim SpA for any additional services.

As of January 1st 2011, in compliance with Legislative Decree No. 18/2010 implementing EU directive No. 8/2008, **foreign taxable Exhibitors** are no longer required to pay VAT on the stand fee and services for the Show, except for non-VAT payers (e.g. **individuals**). In order to properly identify the type of Exhibitor Vitrum has to receive the VAT number/ID code or other documents proving the principal exhibitor taxable or tax-exempt status (company or individual) prior to issuing the invoice.

Therefore, all Applications for Admission must include the above information, otherwise we will issue and invoice requiring payment of Italian VAT.

In order to comply with the obligations set forth by art. 1, par. 909 of the 27 December 2017 Law (obligation to issue electronic invoices to private individuals effective as of 01/01/2019), Italian Exhibitors shall provide their certified e-mail address (PEC) and/or their 7-digit addressee code to the Organizer.

7a. Discounts and reduced fees

VITRUM grants **25% off the participation fee** applicable to the number of sq. m in excess of the surface area reserved and occupied by the same Exhibitor at Vitrum 2017. The discount will be calculated at the time of invoicing the balance due, after issuance of the stand assignment notice.

VITRUM offers new Sector Exhibitors a 25% discount on participation fees.

8. Terms of payment

Along with the Application for Admission, as specified in Art. 6, the Exhibitor is required to pay the following amounts as **advance deposit**:

- **€90.00 per sq. m of surface area requested**

- **€210.00 for registration and media services provided to the Exhibitor (primary owner of the stand).**

- **€210.00 for registration and media services provided to each Co-Exhibitor.**

The above are subject to 22% VAT, if due. Payment can be made by check payable to FIERA MILANO SpA or by Bank transfer to FIERA MILANO SpA – Banca Intesa Sanpaolo Filiale 00988 Roma – IBAN: IT 15 J 03069 03390 210822770197 – SWIFT/BIC BCITITMM988 listing as payment description: **VITRUM 2019.**

- **The balance of the participation fee** must be paid within 15 days of receipt of invoice and, **in any case, prior to entering the Fairgrounds.** Only Exhibitors who paid their accounts in full within the prescribed terms will be allowed access to the Exhibition Area and the related services.

- **Payment of account statements - Exit Pass** – In the days immediately prior to the show closing date, the Administration of FIERA MILANO SpA will draw up a summary of all outstanding invoices for additional services, supplies, and any other charges. Charges must be disputed within 10 days of the show closing date. Disputes filed after said deadline will not be accepted. The statement will be published on the E-Service platform. The amount due can be paid directly by the Exhibitor's main office via bank transfer or credit card by accessing the E-Service website, at any "Easyservice" digital kiosk or by presenting the billing statement at any of the banks within the Fairgrounds. Removal of displayed products, stand materials and any other materials belonging to the Exhibitor is contingent upon handing the exit passes to security personnel at the fairground exit gates. Such passes will be validated upon verification of the Exhibitors' fulfillment of all contractual obligations specifically assumed towards Fiera Milano and the Organizer.

9. Allocation of stands

The acceptance of admission applications and allocation of stands are totally at the discretion of VITRUM. Due to organizational and technical requirements, VITRUM reserves the right to change, reduce or modify the stand allocated without the Exhibitor being entitled to any refund or any sort of compensation. The Exhibitor will be notified of any such change no later than 30 days prior to the opening of the Show. Displays can only occupy the area and the location indicated in the documents issued by the Organizer.

The full or partial transfer of exhibition space, even if granted free of charge, is strictly prohibited. It is also forbidden to exhibit products not mentioned on the list attached to the Application Form, products made by another company, as well as any form of advertising on behalf of another company. In the event of non-compliance with these regulations, the Organizer may choose to close the stand for reasons attributable to the Exhibitor - without refunding any fees paid, and impose a fine for compensation of any and all damages caused to the Show. Exceptions can be made – upon request - for the use of equipment or materials strictly necessary to demo the products on display, as long as the demonstration does not constitute publicity for companies not exhibiting at the Show, and the brand name of the device used is hidden from view.

10. Withdrawal from participation

If a Company is unable to participate in the Show, and provides evidence of said force majeure, may file a written request to withdraw from the event by

and no later than **31 May 2019**. In this case, Vitrum Srl shall be entitled to retain any amount already paid by the withdrawing company and use the available space as it wishes. If the withdrawal notice is received after the stated deadline, the Exhibitor will have to pay the entire participation fee.

The Organizer also reserves the right to seek compensation for any other damage and/or costs incurred as a result of the Exhibitor's withdrawal.

11. Services included in the participation fee

a) The basic **participation fee** includes, in addition to the stand surface area, includes the following:

- "Specialized" VITRUM logos, as applicable
- 1 (One) car parking space on the grounds
- Wi-Fi service
- Stand number sign
- Listing in the official catalog
- 1 (one) copy of the catalog
- Entrance passes for company employees
- Client invitations
- Stand cleaning service
- Fire extinguishers as required by law
- City advertising tax dues (see Art. 23)

- Payment of copyright royalties for audio/visual equipment installed within the stands, subject to taxation requirements. This however does not cover dues for live performances (by singers and/or musical instruments) which the Exhibitor must pay at the SIAE offices in the city. This also includes any rights governed under Art. 72 and 73 bis of law No. 633/1941 due to performing artists and phonographic producers holding rights on recordings, and by SCF-Consortio Fonografici on their behalf.

It does not include rights due to performing artists and record producers under Art. 73 of the aforesaid law for records and music videos played at fashion shows, and in DJ settings with or without dance performances. The organizers of said events are therefore invited to contact SCF – Consortio Fonografici, Via Leone XIII 14, in Milan, to comply with the requirements set forth by the prevailing laws.

- Electrical power installation up to 10 kW

- General surveillance of pavilions and general fire prevention. Special surveillance services can be requested from Fiera Milano Spa, and paid for through the E-service platform.

b) **The fee** for standard Media service includes: on-line catalog, virtual stand setup containing general data, stand location, product categories, "Specialized" Vitrum sections, brands, etc. for both the Exhibitors and the companies they represent, as well as Exhibitor and represented company matches. The profile also includes a brief description and two images.

12. Additional car parking

Parking can be booked for the entire duration of the show using the E-service at the rates provided in the virtual store.

13. Official Catalog

VITRUM provides for the publication of the Official Show Catalog, which contains the following information:

- General information and services
- Map of the Fairgrounds
- Alphabetical index of Exhibitors with stand number
- Represented Manufacturers and Co-Exhibitors listing
- Products directory
- List of Exhibitors by product type

The product numbers corresponding to the manufacturer's product line, or for products displayed by agents, representatives, distributors and dealers must be listed on the appropriate form and returned along with the Application Form. Any changes must be communicated in writing at least 40 days prior to the Show opening date; any changes received after that date may not be included.

VITRUM, while promising to exercise the utmost diligence in compiling the official catalog, disclaims any responsibility for possible errors or omissions and, if necessary, will remedy such omissions or errors in the time and manner it deems most useful and appropriate. The foregoing also applies to any other promotional, informative or service-related publication prepared by the Organizer.

14. Handling of materials, goods and packaging - Customs

The costs of all operations pertaining to introducing into the Fairgrounds, unloading, placement in the stand, dismantling, and re-shipment of machines, equipment, exhibit materials and stand fittings will be paid by the Exhibitor.

For safety reasons, Exhibitors and Stand Fitters working on their behalf are prohibited from using their own forklifts, self-propelled cranes, overhead platforms etc., inside the Fairgrounds. In this regard, and to ensure strict compliance with the applicable safety standards they should contact the Official Forwarding Agents. The foregoing requirements do not apply to vehicles with a crane arm onboard which may work inside the pavilions only

if duly equipped with pipes that convey exhaust fumes outside the pavilions themselves. In some cases, exemptions can be obtained by submitting a properly justified request to the Servizio Logistica Quartiere di Fiera Milano (Quartiere Fiera di Milano Logistics Service), listing the name of the driver and accompanied by documents certifying the suitability of the vehicles to be used. If authorization is given, the applicants will be charged for the administrative fees and authorization processing fees (more details are available from the Servizio Logistica Quartiere di Fiera Milano). The official Fiera Milano SpA forwarding agents are available to perform any operation pertaining to the introduction and customs clearance of machines and materials, including crane and pickup service, storage and re-delivery of packaging materials, as well as the re-shipment of materials at the end of the Exhibition. For more details, refer to Art. 5 of the Technical Regulations.

15. Declared value – Insurance – Liability Limitations

15.1. Declared value – The Exhibitor and Co-Exhibitors are required to declare the overall “actual value” of goods, machinery, equipment and fittings they plan to bring into and/or use in the Fairgrounds, also on behalf of the brands represented, by completing the form provided for this purpose and attached to the on-line forms. In lack of said declaration, the minimum coverage afforded per article Art. 15.2 below shall be deemed to apply without prejudice to Fiera Milano’s right to check any declaration submitted. In the event of a claim, if the value declared by the Exhibitor differs from the actual value of the insured goods, the insured value shall in any case be that declared by the Exhibitor. In any case, the Insurer is entitled to compensate the damage pursuant to the proportional criteria as set forth in Art. 1907 of the Civil Code.

15.2. "All Risks" Policy – Exhibitors and Co-Exhibitors' property (risk of terrorism and sabotage excluded)

– The Organizer and Fiera Milano require that goods, materials, fittings and equipment brought into and/or used at the Fiera Milano Fairgrounds by Exhibitors and Co-Exhibitors be covered by an “All Risks” insurance policy, with a clause waiving the insurer’s right of recourse against Third Parties, including Fondazione Fiera Milano, Fiera Milano SpA, their associated companies, the Organizer and any third party involved in organizing the exhibition.

The coverage provided by Fiera Milano is for an insured capital of **€25,000.00**. The premium amounts to **€100.00 + VAT**, if due, and will be charged by VITRUM on the same invoice as the stand fees.

Exhibitors who need to insure property for a value in excess of €25,000.00 may do so by filling out the declaration of value form, as stated in the Technical Regulations of Fiera Milano.

The Exhibitor may increase the automatically insured capital by completing and signing the “INS” form attached to the on-line forms. A 10% deductible shall apply to every claim for theft, with a minimum of **€250.00**. **Said deductibles shall double** for thefts reported after the Exhibition ends. If the Exhibitor has already taken out an “All Risks” policy valid for fairs and exhibitions to cover the goods, machinery, equipment and fittings brought into and/or used at the Fiera Milano Fairgrounds - with a waiver by the Insurer for compensation against third parties that includes Fondazione Fiera Milano, Fiera Milano SpA, its associated companies, the Organizer and any third party involved in organizing the exhibition – said Exhibitor is nonetheless required to sign the insurance form attached to the on-line forms and return it together with a signed statement by his own legal representative and by the insurance company stating that the aforesaid goods are insured under an “All Risks” policy for an amount that is no less than the coverage provided under the General Regulations (as per the facsimile included in the INS form). In this case, the amount previously invoiced for insurance will be taken off the outstanding balance.

15.3. Third party liability insurance – Fiera Milano shall provide coverage for all exhibitors automatically, free of charge, through its General Insurance Policy with a claim limit of no less than €100,000,000.00 (one-hundred million Euros.)

15.4. Limitations of liability -- By signing and returning the Application Form, the Exhibitor expressly releases Fiera Milano and the Organizer from liability for any consequential damages, damages to image, loss in revenues, etc. Also, with regard to any direct damages, each Exhibitor agrees and accepts to hold harmless the Organizer from any and all liability under the insurance coverage as per Art. 15.2.

16. Technical services, cleaning

Within the limits allowed by the existing facilities, running water and other technical services are provided, however hook-up to the nearest outlet and consumption are at Exhibitor’s expense. Supply of electric energy up to 10 kW, as well as cleaning of the stands are included in the Participation Fee (Art. 11).

17. Exhibitors' documents: E-service

After being notified of the stand allocation, the Exhibitor will receive an e-mail containing his personal credentials to access the E-service section of the FIERA MILANO SpA website (<https://eservice.fieramilano.it>), containing

detailed information and a floor plan of the stand, as well as a description of the available utilities.

Documents to request technical services, installation work and various services provided by FIERA MILANO SpA are also available online; the website also offers optional marketing services. The E-service section has a list of the documents which, for technical or safety reasons, must be completed online by the exhibitor. The FIERA MILANO SpA E-service portal also provides a list of the orders made by the Exhibitor for VITRUM 2019 and online accreditation instructions for the “exhibition badges” and for the “stand setup-dismantling badges”.

The Technical Regulations (which supplement the General Regulations and are to the same effect) can be viewed on the www.fieramilano.it website.

18. Access to and setting up of stands

Access to the exhibition materials delivery and shipping area and the time schedule for setting up and dismantling stands are listed in the “Set Up and Dismantling procedures” available on the E-service section and the Fiera Milano website (www.fieramilano.it – Calendar – Exhibitors – Exhibitions – VITRUM - Technical Information). In any case, the stand set up and arrangement of products or merchandise must be completed by 3 pm of the day prior to the Exhibition opening day. VITRUM may dispose of stands which have not been set up within the 24 hours prior to the Show opening at its sole discretion. In this case, the Exhibitor to whom the stand was originally allocated shall remain responsible to pay the Participation Fee and cost of services provided. To ensure an overall cohesive look, stands must be outfitted and furnished according to the Technical Regulations listed below. **The stand fittings shall remain inside the surface area of the allocated stand, and can be as high as allowed by the technical and structural characteristics of the pavilion itself.**

The front may be fitted with closed structures, spanning up to 50% of the front.

All fittings and related systems must be designed in a professional manner and built in compliance with accident- and fire-prevention standards. All safety regulations must also be observed within the scope of work performed by the Exhibitors' chosen subcontractors (for assembly/disassembly and related activities). The construction drawing for any stand occupying a surface equal to or above 100 sq. m, or of height equal to or above 3 m has to be submitted to Fiera Milano for approval at least 60 days prior to the Show opening date. To that effect, the Exhibitor may upload the stand construction drawing to the Fiera Milano E-service portal. Every part of the fittings, furniture and enclosure shall be properly finished on all sides. Fiera Milano and the Organizer shall jointly decide whether or not to approve any special request. The applicable requirements and specific standards will be listed in the “Technical Regulations”, made available at a later date.

19. Prohibitions

In general, anything that might prejudice, disturb or negatively affect the purposes and smooth running of the exhibition is prohibited. The following are specifically prohibited:

- distributing printed and advertising materials outside the exhibition areas
- any form of sound transmission that has not been previously authorized
- performing shows or entertainment of any kind, nature and type
- selling with immediate delivery of products on display
- displaying price tags
- exhibiting machinery, equipment and other devices that do not comply with the safety standards provided for under the law.

Further explanations and details are contained in the Technical Regulations.

20. Dismantling of stands

After the Show closes, stands must be dismantled by and no later than the designated deadline. Inobservance of this rule will result in Fiera Milano SpA (which disclaims all responsibility for any goods, materials or other items left in the stand), arranging for their removal and storage at the sole risk and expense of the defaulting Exhibitor. After two months items that have not been claimed by their rightful owner may be sold at auction, and proceeds net of expenses and costs incurred by the Organizer will be credited to the Exhibitor. Furthermore, Exhibitors who leave goods and materials at the Fairgrounds shall have to pay Fiera Milano SpA, a fee for the period of occupancy beyond the Show closing date.

21. Protection of industrial and intellectual property rights

By signing the application form, the Exhibitor undertakes to assume all civil and criminal responsibilities for everything exhibited in his stand – thereby relieving Fiera Milano and the Organizing Committee of any liability - should any third-party file a claim for infringement of their industrial and/or intellectual property rights over the items exhibited.

The Exhibitor undertakes to respect the industrial property rights of third parties. Any violation ascertained by the appropriate authorities, if notified to VITRUM, does not imply that the latter may adopt restrictive measures against the counterfeiter during the Exhibition, but authorizes VITRUM to

ban the counterfeiter from future Exhibitions.

22. Municipal advertising tax

Without prejudice to the regulations governing participation, the Exhibitor is required to pay Rho's Municipal tax under Presidential Decree 26.10.1972 No. 639. Under the agreements reached with the City of Rho for the benefit of exhibitors, the tax is calculated as a flat fee, and included in the participation fee.

23. SIAE

With regard to the distribution of audio-visual or multimedia devices containing work or parts of work subject to intellectual property rights under Law 22.4.1941 No. 633, the Exhibitor shall pay the copyright royalties, as well as the authentication cost of the media, as provided for by Art. 181 bis of the aforementioned law. **The illicit use of intellectual property as well as the failure to affix the SIAE stamp on the aforesaid media are punishable by Art. 171 and subsequent of Law 633/41.**

24. Observance of the law

The Exhibitor must observe all laws, regulations and standard practices, especially those regarding personnel, accidents and fire prevention.

25. Cases of force majeure

In the event of force majeure, the dates of the Exhibition might be changed or the Exhibition itself may be cancelled altogether. In case of the latter, any sums available after all expenses have been covered will be divided among the Exhibitors in proportion to the individual payments made, without the possibility of legal recourse of whatever kind or for whatever reason, brought against the Organizer for damages.

26. Claims

All claims must be submitted in writing to VITRUM Srl, who shall make an indisputable decision based on the general interest of the Exhibition.

27. Other rules and regulations

VITRUM reserves the right to immediately exclude from the Show any Exhibitor who has infringed the General Regulations. In this case no reimbursement will be authorized. Any firm excluded from an Exhibition might not be admitted to subsequent Exhibitions. In the event of non-compliance with the regulations of general interest, Fiera Milano SpA and/or VITRUM reserve the right - above and beyond the foregoing - to apply fines or penalties.

28. Vitrum reserves the right to establish rules and regulations at its discretion, as deemed appropriate to better manage the Show and pertaining services. Such rules and regulations carry the same weight as these Regulations and are compulsory.

29. Processing of the Exhibitor's Personal Data

29.1 The exhibitor states to be informed that the provisions of the European (EU) General Data Protection Regulation 2016/679 ("GDPR") concern the processing of natural persons' data ("**Personal Data**") and do not apply to legal persons (companies), organisations and associations and the information ("**Information**") referring to these subjects, for which only the regulations on the electronic trade communications mailing remain, for which it is required to Exhibitor (legal person, organization or association) to provide his/her prior consent to the mailing of such electronic communications for direct marketing purposes.

29.2 Exhibitor's Personal Data, where operating as a sole proprietorship, a small entrepreneur or a professional as well as his/her representatives, members, employees and collaborators provided in the Application form or also issued subsequently, as well as those acquired from third parties (e.g.: partners, commercial information companies, etc.) or during the Event (including, e.g. any photos or video recordings at the stands: see Article n. 30) is collected and processed by Vitrum srl and Fiera Milano S.p.A. as Data Controllers for their own specific activities (the "**Data Controllers**" or "**our Companies**") pursuant to the terms described in the Privacy Note provided in Annex I

29.3 The attached note as referred to in the previous paragraph is provided by Vitrum srl and Fiera Milano S.p.A. in accordance to art. 13 of GDPR and the Exhibitor undertakes to convey it to natural persons (his/her representatives, members, employees and collaborators) whose Personal Data has been provided for the purposes of their participation in the Event and of the provision of the connected services as well as to guarantee that the Personal Data is lawfully processed by our Companies for these purposes and to release from liability and/or to indemnify our Companies for every cost or damage caused by the Exhibitor's breach of the duties of the undertaken obligations towards our Companies in accordance with this article.

Art. 30 – Use of images of the Exhibitor taken during the Show

In relation to the images of the Exhibitor, his/her stand and/or his/her representatives, members, employees and collaborators, taken or recorded in any way (such as, using cameras, video cameras or audiovisual recordings) during the Event, the above-mentioned Exhibitor declares to be aware, pursuant to European (EU) General Data Protection Regulation 2016/679, that Vitrum srl and Fiera Milano S.p.A. may collect and process said images and disseminate them for informative, promotional and commercial purposes and therefore grants Vitrum srl and Fiera Milano S.p.A. the free use of the aforesaid images, for these purposes, as per articles 96 and 97 of Italian Law no. 633/1941, authorising Vitrum srl and Fiera Milano S.p.A. to use them through any means of communication (including, for example, brochures, presentations, catalogues and, in general, all the printed material necessary for the promotion, TV, pay-per-view, etc.) and dissemination via internet (company website, social networks, etc.) or via magazines and other publications, including digital ones, with the rights to adapt and reproduce them for the purposes provided for by the law. For this purpose, the Exhibitor declares and guarantees to have: (i) obtained, if necessary, the authorisation, after appropriate Privacy Note, of the data subjects for the processing of the data regarding their photos, video recordings etc. by Fiera Milano S.p.A. and even by Vitrum srl, including their dissemination for informative, promotional and advertising purposes pursuant to the terms of the European (EU) General Data Protection Regulation 2016/679; (ii) obtained the authorisation for the use and dissemination of the images, pursuant to Articles 96 and 97 of Italian Law no. 633/1941 on copyright, in the above-mentioned terms, from the natural persons portrayed or recorded, their representatives, members, employees and collaborators during the above-mentioned event. In relation to the previous sections (i) and (ii), the Exhibitor undertakes to indemnify and hold Vitrum srl and Fiera Milano harmless from all disputes, actions or claims that may be raised by the above-mentioned persons with regard to the indicated use and disclosure of the relative images described above.

31. Work safety

Every Exhibitor shall scrupulously comply with all statutory regulations, and especially those regarding the health and physical safety of workers as well as the applicable labor and social security laws for the duration of the Exhibition, while setting up and dismantling the stand, and any other related activity.

The Exhibitor also undertakes to comply and to ensure all companies working on his behalf comply with the Technical Regulations of Fiera Milano and subsequent amendments, and with the requirements set forth in Art. 88, paragraph 2-bis of Legislative Decree 81/2008, implemented under Ministerial Decree dated 22.7.2014, issued by the Ministry of Labor and Social Policy and by the Ministry of Health during all set-up and stand dismantling activities as well as any other pertaining or related activities.

The Technical Regulations can be viewed on the www.fieramilano.it website in the "EXHIBITOR" section by clicking on the link to the Exhibition. The Technical Regulations also contain precautionary rules for the safety of the exhibition (fire prevention, electrical systems, environmental protection, etc.) but do not cover compliance with specific safety standards for activities performed or subcontracted by the Exhibitor to other companies (setting up and dismantling stands and related activities). The Exhibitor is responsible for complying with these specific safety standards.

To facilitate compliance with the obligations set forth in the aforesaid Ministerial Decree dated 22.7.2014, the Organizer has made the documents referenced in Attachments IV and V of the Ministerial Decree available on the Fiera Milano website.

Instances of non-compliance with the aforementioned safety standards, especially when they might compromise the overall safety of the pavilions and attendees, may lead the Organizer and/or Fiera Milano to take action during random safety checks and may result in the immediate closure of the stand. The Exhibitor and all of his subcontractors are liable for any and all other consequences arising from or in relation to their non-compliance with the above-mentioned regulations.

Fiera Milano is authorized to remove from the Fairgrounds the staff of companies/contractors working on behalf of the Exhibitor found not to possess an identification card, pursuant to Art. 18, comma 1, letter u), 21, comma 1, letter c), and 26, comma 8 of Legislative Decree 81/08 and non-EU personnel in possession of the aforementioned card, but not a valid and legible residence permit or a valid and legible ID card.

Notice of the violation will be presented to the company employing and responsible for the expelled personnel.

The Exhibitor who, in his capacity as commissioning party, authorized the company to work on his stand on his behalf, will be notified of the violation.

The Exhibitor is responsible for the compliance with all prevailing regulations of anything built and implemented by him and on his behalf in relation to the fittings, structures, systems and products displayed at his stand as well as any related activity.

Every Exhibitor is required to appoint a "Stand Manager" who, for safety purposes, is responsible for any activity performed on behalf of the Exhibitor for the entire duration of the stay in the Fairgrounds. At his discretion, the

Exhibitor may, under his full responsibility, choose to appoint different "Stand Managers" for each of the three mentioned phases (setting up – show time – dismantling).

The Stand Manager's name and phone number(s) where he may be contacted must be communicated to Fiera Milano prior to the stand being set up, and in any case before the workers and materials gain access to the Fiera Milano fairgrounds.

In lack of a nominee, the "Stand Manager" will be the legal representative of the Exhibiting company. Fiera Milano and the Organizer must be promptly notified of any "Stand Manager" changes, and be provided with the name and contact information of his/her replacement.

Companies supplying services on behalf of Fiera Milano may only access the stand when the "Stand Manager" is present and only after being authorized to do so by the latter. This restriction does not apply to personnel in charge of surveillance and security at the Fairgrounds.

32. Stands surveillance

Fiera Milano Spa provides general security services to the pavilions. Exhibitors are responsible for security at their stands during the Show's hours of operation and they must also directly provide for the safekeeping of materials brought into the stand during the designated set-up and dismantling periods for the Show and during the scheduled open hours. Valuable objects that can be easily transported should be kept in locked drawers or cabinets.

33. Security and safety measures to protect people at the Fairgrounds

In accordance with the provisions of Public Safety Authorities, Fiera Milano has adopted infrastructural, organizational and operational measures deemed suitable to ensure the safety of all people at the Fairgrounds, regardless of the reason for their presence. Fiera Milano therefore holds the indisputable right to implement at its discretion, and as a non-exhaustive example:

a) specific Fairground access and exit procedures (specific routes or reserved lanes, hours, access and traffic flow control systems), which might also be differentiated by category of Fairground users;

b) security checks, which might also involve fixed or portable equipment and technical devices, on people, baggage, personal effects, transport and work equipment, to be carried out at the entrances, within the Fairgrounds and if required at the exits, by staff of Fiera Milano or by its duly designated third parties. Without prejudice to the matter being reported to the Police and their subsequent law enforcement actions, anyone who refuses to undergo a security check will be denied admission to the Fairgrounds, and if already within the Fairgrounds, will be escorted out immediately. Everyone undergoing a security check is expected to fully collaborate, so that the process may be carried out as efficiently and as quickly as the nature of the activity allows. Based on the results of the check, and without prejudice to the matter being reported to the Police or their subsequent law enforcement action, Fiera Milano shall retain the indisputable right to deny access to the Fairground to people or items deemed suspicious. If already

within the Fairgrounds, said individuals will be escorted out immediately, while the owners of suspicious objects will be responsible to immediately remove any suspicious items and bear the costs and responsibility thereof. Fiera Milano is not required to provide storage or safekeeping service for suspicious objects;

c) changes or limitation of access routes and circulation of pedestrian and motor-vehicle traffic within the Fairgrounds, even by means of barriers, New Jersey walls, bollards, and similar devices;

d) forcible removal, at the risk and expense of the owner, of transportation or work equipment, items or personal effects deemed suspicious or that in any case impede the execution of security checks.

The provisions of this paragraph also apply to all Visitors and guests attending the Exhibition.

34. Legal jurisdiction

All provisions within these General Regulations and in all subsequent notifications, integrations, amendments and waivers shall be solely interpreted based on the Italian language version of this document, and governed by the laws of the Italian Republic. The Court of Milan shall have jurisdiction over any legal dispute.

Signed for acceptance:

Date _____ Legal Representative of the Company
(Company stamp and legible signature)

The undersigned Exhibitor explicitly accepts and acknowledges the following articles: **4** (Machinery being displayed and/or demoed); **6** (Application for Admission); **7** (Participation Fees); **9** (Allocation of stands); **10** (Withdrawal from participation); **11**. (Services included in the participation fee); **15** (Declared value – Insurance – Liability Limitations); **18** (Access to and setting up stands); **20** (Dismantling of stands); **25** (Cases of force majeure); **27**(Other rules and regulations); **29** (Use of the Exhibitor's Personal Data); **31** (Work Safety); **32** (Stands surveillance); **34** (Legal jurisdiction).

Date _____ Legal Representative of the Company
(stamp and legible signature)

ORIGINAL TO BE SIGNED AND RETURNED NO LATER THAN 22 FEBRUARY 2019 TO:

VITRUM Srl - Via Petitti 16 – 20149 Milan, Italy - Fiscal code and VAT identification no. 07177790156

Tel. +39/02.33006099 – Fax +39/02.33005630

Web: www.vitrum-milano.it - E-mail: vitrum@vitrum-milano.it