



MUSEUM EXHIBITION  
from the 16<sup>th</sup> to 18<sup>th</sup> November 2022  
BIBLIOTECA NAZIONALE CENTRALE DI ROMA

TERMS AND CONDITIONS – 5<sup>th</sup> EDITION

1. ADMISSION

- A) Public and private operators (Italian and foreign), operating in sectors inherent to the event, can exhibit at RO.ME Museum Exhibition.
- B) Participation can be joint (Consortiums, Public Bodies, etc.) provided that the participants can be individually identified by a company name and category according to point 1.A.
- C) Representatives or agents can participate, provided that the companies represented can be individually identified by a company name and category. The representatives and/or agents cannot exhibit goods other than those which refer to the companies explicitly declared upon registration. The representatives and/or agents, upon request of the organization, must provide proof of their role as exclusive representative or agent for Italy.
- D) Admission to the event and the consequent allocation of an exhibition corner, according to art.8 as follows, will be on the basis of availability of the exhibition spaces destined to joint participants, regional participants and to the various individual participants.
- E) The organization reserves the right to refuse admission to the event should they consider, according to their unchallengeable judgment and without need for explanation, that the exhibitor does not meet the necessary requirements for participation.  
Refusal of admission cannot give rise to any form of compensation for damage, loss of profit or interest. Applications for registration to the event cannot include conditions or provisions of any sort and must reach the organization by **the 16<sup>th</sup> of October 2022**. After that date, registration will be taken into consideration exclusively on the basis of availability of space.

2. EXHIBITION OF PRODUCTS

All products and/or services present in the exhibition corners must correspond to the description indicated by the exhibitors in the Form for inclusion in the catalogue which the exhibitor receives and returns, completed, to the operative office. Should products exhibited be found to be counterfeit or should they fail to correspond to the description given in the registration form for inclusion in the catalogue, the organization reserves the right to close the exhibition corner immediately, to withhold the goods until any amounts still due for the rental of the exhibition corner, storage and any other costs are paid, and to exclude the exhibitor from future editions of the event.

3. SALE OF PRODUCTS

According to Regional (Lazio) Law no. 14 of 2.4.1991 - Art.2, the sale of exhibited goods is permitted, only if the exhibitor is in possession of the necessary administrative authorization for retail sale or is in charge of or manager of a trading company. Craftsmen and those industries holding certification of category, issued by the competent body, are exempt from the obligation to possess administrative retail sales authorization. Exhibitors from EU countries must abide by the regulations in force in their own country regarding taxes and revenue. Exhibitors from non-European countries must follow the procedures in force, indicated by the official freight forwarder of the event or by their regular carrier. Each exhibitor must display, clearly visible, the price of every product on sale.

4. ACCEPTANCE OF THE GENERAL REGULATIONS

Upon signing the registration form, the exhibitor is committed to participating in the event in the exhibition corner which will be assigned to him/her and to accepting, without reserves, these regulations, the technical Regulations and all additional regulations which will be adopted, at any time, by Fiera Roma in the general interest of the event. In the case of non-compliance, Fiera Roma reserves the right to expel the exhibitor from the event. In such cases, the exhibitor is not entitled to any refund or compensation of any sort and must pay the entire amount due for exhibition corner reservation.

5. REGISTRATION FORM, REGISTRATION FEE, TERMS OF PAYMENT,  
FAILED ADMISSION

The **registration form**, duly completed and signed by the legal representative, must be sent at [commerciale@romemuseumexhibition.com](mailto:commerciale@romemuseumexhibition.com). The registration form must be accompanied by proof of payment of the deposit of 30% of the total amount, paid to Mens Nova S.r.l. Registrations will be accepted as long as exhibition space is available. **Registration forms which are not accompanied by proof of payment of the deposit will not be held valid to the effects of exhibition corner reservation.** The balance of payment for participation must be paid within the terms indicated in the registration form, in any case before the event opens and no later than the **30<sup>th</sup> of November 2022**. In the case of non-compliance, Mens Nova S.r.l. reserves the right to prevent the exhibitor from participating in the event and to claim compensation for damages resulting from non-compliance. Access to and visibility of the exhibition area must be maintained at all times. All tariffs are exclusive of VAT and do not include registration fee or supplement for corner positions.

#### A) Participation fees:

##### 1. OFFER A - BASIC € 1.500,00 + VAT, includes:

- **The registration fee** (office fees, administration fees, basic insurance coverage R.C.T. – R.C.O. – Policy fire, basic quota, technical inspection for stand assembly and testing, technical and informative material official event catalogue and site, n.2 exhibition badges).
- **Exhibition Corner** (exhibition space with furnishing kit with n.1 personalized desk, n.2 stools; customizable totem with logo and company name, registration fee, shared charging station, wi-fi)
- **B2B meetings** (B2B meetings with buyers and professionals.)
- **Advertising** (short description of the company in the exhibitor's list on romemuseumexhibition.com and on official catalogue.)
- **Marketplace** (online product showcase engage attendees with detailed product descriptions through multimedia contents provided by the exhibitor [www.romemuseumexhibition.com](http://www.romemuseumexhibition.com))

##### 2. OFFER B - SUPERIOR € 2.800,00 + VAT, includes:

- **The registration fee** (office fees, administration fees, basic insurance coverage R.C.T. – R.C.O. – Policy fire, basic quota, technical inspection for stand assembly and testing, technical and informative material official event catalogue and site, n.2 exhibition badges).
- **Exhibition Corner** (exhibition space with furnishing kit with n.1 personalized desk, n.2 stools; customizable totem with logo and company name, registration fee, shared charging station, wi-fi)
- **Slot in programme** (deepen your engagement: n° 1 slot of 30 minutes in the official programme of the event)
- **B2B meetings** (B2B meetings with buyers and professionals.)
- **Welcome Event** 2022 RO.ME Museum Exhibition (2 pax)
- **Advertising** (short description of the company in the exhibitor's list on romemuseumexhibition.com and on official catalogue; n°1/2 advertising page in the official catalogue of the event, newsletter and social media; insertion of brochure and marketing material in the official shopper of the event.)
- **Marketplace** (online product showcase engage attendees with detailed product descriptions through multimedia contents provided by the exhibitor [www.romemuseumexhibition.com](http://www.romemuseumexhibition.com))

#### C) Terms and Conditions of payment:

The registration form, and these regulations, duly completed and signed by the exhibitor or the legal representative, **must reach the operative offices by the 16<sup>th</sup> of October 2022 and must be accompanied by a proof of payment of the deposit of 30% of the total amount due, paid to Mens Nova S.r.l. as indicated in the registration form.**

Payment must be made by check or bank transfer to: "MENS NOVA SRL" – Bank: UNICREDIT S.p.A. – VIA CAVOUR, 21, 00041, Albano Laziale (RM). IBAN: IT 71 R 02008 38864 000106272639 – BIC/SWIFT: UNCRITM1C42- A copy of the bank transfer must be attached. **The reason for payment must be clearly stated and must include the name of the event "Rome Museum 2022" and the Company Name used in this registration form. Registration forms not accompanied by payment will not be taken into consideration.** The organization reserves the right to decide on the acceptance of Applications accompanied by incomplete amounts. Payment of the deposit and the consequent issue of receipt/invoice do not constitute acceptance of registration by the Organization. Should registration not be accepted, the entire sum paid will be returned to the applicant. **The balance of payment of registration fees and participation fees must be paid no later than the 30<sup>th</sup> of November 2022;** invoices issued after that date must be paid immediately. All payments relative to the participation fee and the registration fee and must clearly state the same company name as appears on the registration form. N.B.: All the services included in the registration fee and in the participation fee **(in particular inclusion in the informative) will be guaranteed only if the registration form reaches the organization within the terms indicated.**

## 6. REGISTRATION OF REPRESENTED COMPANIES

The exhibitor must undertake (in particular for joint participation, import-export or exhibition corner sharing) to specify the company name and relative data of all companies represented, the products, which will be displayed in the exhibition corner. For each of the companies represented the exhibitor must pay a registration fee, which includes insertion in the informative. The exhibitor must provide a letter of authorization, on headed paper, of the company represented, to display their products and/or goods. Said letter of authorization must accompany the application for registration.

## 7. ALLOCATION OF EXHIBITION CORNER

The organizers establish the planning and allocation of exhibition corners according to the nature of the activities and the needs of the participants in order to guarantee the success of the event; the organization reserves the right, for safety reasons or in order to ensure the best possible presentation of the exhibition area following the absence of one or more exhibitors and to modify the allocation of the exhibition corners. Any such planning modifications or re-allocation of exhibition corners cannot give rise to requests for compensation or payment of damages of any kind.

## 8. OCCUPATION OF EXHIBITION CORNER

The event will take place from 16th to 18th November 2022 at the Biblioteca Nazionale Centrale of Rome.

**EXHIBITION CORNERS:** the delivery of exhibition corners and exhibitor badges will take place on **15th November 2022**.

The exhibitors must occupy the exhibition corners and keep them equipped for the entire duration of the event. Partial or total subletting of the assigned spaces is strictly forbidden. Exhibition corners may be occupied exclusively by the subscriber of the contract and his/her accredited personnel. The presence of partner companies is permitted only with the prior consent of the organization. Exhibitors with exhibition corners are allowed access by own means of transportation only on the days of setting and dismantling for loading and unloading operations and at the times and forms established by the organization. The setting-up will be allowed from 7:00 to 17:30 on 15th November 2022. The dismantling will take place starting from 14:30 to 17:30 on 18th November 2022.

Exhibitors must return the exhibition corners/spaces, free of any item belonging to them by 17:30 on 18th November 2022, with the exclusion of any liability for all abandoned materials. During setting up and dismantling, each exhibitor is responsible for all the goods located in his/her own exhibition corner.

**MARKETPLACE:** Exhibitors will have to send all multimedia materials of their own digital showcase by and not later than **30.10.2022** to the organising secretariat.

**ADVERTISING MATERIALS:** Exhibitors will have to send all graphic materials included in their supply by and not later than **30.10.2022** to the organising secretariat.

## 10. WITHDRAWAL

Should the Exhibitor withdraw by the 30<sup>th</sup> of November 2022, only the amount of deposit, either paid or due to organizer, as indicated in point 5 of these regulations, will be withheld or requested as compensation, on condition that the exhibition corner left free be re-allocated to another exhibitor. Otherwise, the exhibitor will have to pay the entire amount of the participation fee and the registration fee as indicated in the registration form. Withdrawal later than from 30<sup>th</sup> of November 2022 will result in the organization withholding the amount already paid and exacting the amounts due for the payment of the entire participation fee and the registration fees indicated in the registration form.

## 10. FAILURE TO ARRIVE, LATE ARRIVAL

Should the Exhibitor, for any reason whatsoever, fail to take possession of his/her allocated exhibition corner within the established times (11.15.2022) the Organization may decide at their own discretion to re-allocate the exhibition corner, in the interest of the other exhibitors. In any case, the exhibitor may then use spaces still unoccupied and, in the case of absence at the time of opening, must pay the amount agreed at the time of signing the contract, this being an essential condition of the contract itself. The amounts paid or still due by the exhibitor for the payment for participation will be withheld and/or demanded as compensation and nothing can be requested by the exhibitor for any reason. The organization reserves the right to exclude the exhibitor in default from successive editions of the event.

## 11. SURVEILLANCE OF EXHIBITION CORNER

Exhibitors displaying objects which can be easily removed must therefore be present in the exhibition corner at opening time and remain present until closing time (from 9.00 to 18.00). It is absolutely forbidden to exceed the space specified by contract. The organization will either remove structures oversized or invoice additional space.

## 12. INFORMATIVE BOOKLET AND CATALOGUE

The organization will provide, **without liability for errors or omission**, an information booklet which will include a list of exhibitors, and information to facilitate the public in visiting the event. The information published will be based on the data supplied in the registration form. Due to printing deadline, **only the exhibitors who will provide their data not later than the 30<sup>th</sup> of October 2022 will be included.**

## 13. MODIFICATION OF REGULATIONS AND SUPPLEMENTARY REGULATIONS

The organization reserves the right to establish - departing from these regulations - rules and regulations judged to be useful for the best possible execution of the event and inherent services. Such rules and regulations have the same authority as these regulations and are part of the same. Should the exhibitor fail to abide by any of the rules or regulations, the organization reserves the right to provide for closure of the exhibition corner. In such case, the exhibitor does not have the right to reimbursement or compensation of any kind.

## 14. PROHIBITION AND RITENTION

**A)** It is generally prohibited anything which might cause damage, disturbance or detriment to the regular execution of the event and its aims. In particular the following are strictly prohibited:

- Transfer, total or partial, to third parties of the areas assigned;
  - Occupation of areas other than or greater than those assigned: **it is absolutely forbidden to exceed the space specified by contract. The organization will either remove structures outsized or invoice additional space;**
  - Activation of machines/machinery or equipment without the authorization of the organization;
  - Exhibition to the public of products and information not pertaining to the sector indicated in the registration form;
  - Exhibition, including the exhibition inside the exhibition corners, of posters or bills regarding competitions held by bodies, organizations, prints of information, unless authorized in writing by the Organization;
  - Photographic and/or TV filming and the category of drawings within the exhibition area without the specific authorization of the Organizer. The Organizers can photograph the exterior and details of the interior of any of the exhibition corners and use the relative reproductions, and cannot be the object of claims for compensation;
  - Staying in the exhibition corners or in the fair during closing times.
  - Staying of vehicles on the exhibition district during closing times.
- B)** Failure to abide by the regulations may result in the immediate closure of the exhibition corner and the exclusion of the exhibitor from future editions of the event.
- C)** Exhibitors are responsible for the content and all the material exhibited in the exhibition corner which should result in accordance with the rules governing the dissemination of cultural products and projects and with exclusive reference to the theme of the event.
- D)** It is also forbidden to leave in the exhibition corners or in the fair products and/or materials after the time allowed for dis-assembly of the event. Beyond that time, the organizers reserves the right to retain such products and/or materials until storage costs and any outstanding sums have been paid. 15 days after the end of the event, the organizers reserves the right to sell the goods retained according to article. 2797 c.c.
- E)** Should the Exhibitor fail to make payment of the amounts due for participation, registration, insertion, services and any other fees due, the Organizers reserves the right to retain the products and/or materials.

## 15. SAFETY

Inside his/her respective exhibition corner, the exhibitor is responsible for complying to safety regulations (D.l.s. 81/80) and later modifications and integrations. Failure to comply to safety, fire and accident prevention regulations and to the technical regulations may result in the immediate closure of the exhibition corner, and the exclusion from future editions of the event. Exhibitors must nominate one or more "person(s) responsible for the exhibition corner" for the exhibition corner assigned for the entire duration of the stay in the fair. This person must guarantee the conformity to current regulations of the fitting of the exhibition corner and of any instalments therein and, in particular, must ensure compliance to the regulations regarding fire prevention and safety. The person responsible must be named and must supply telephone numbers to the organization upon registration. Any variations or integrations to the names must be communicated before the start of works for the event.

All materials used for fitting (dividing walls, panels, frameworks, supports, platforms, coverings, fabrics, curtains, false ceilings, etc.), unless non-combustible, must be fireproof at origin or fireproof according to the Decree of the Ministry of Internal Affairs of 26/6/84 and later modifications and integrations.

## 16. DAMAGE- MANDATORY INSURANCE

Organizer requires the fire R.C.T – R.C.O and insurance coverage for every goods, equipment and items carried by the exhibitor inside the Area of "Fiera di Roma", including waiver of recourse against "Fiera di Roma S.r.l.", "Investimenti S.p.a." and related or controlled Companies, Mens Nova s.r.l. and other subjects involved in the organization of the event. Fiera di Roma provides to the Insurance through a special agreement. If the exhibitor has his own insurance for damages to third parties, workers and fire, valid for fairs and exhibitions, with a waiver clause in respect of Fiera Roma S.r.l, Investimenti Spa, subsidiaries or affiliated companies, and third parties organization of the event may be excluded from the obligation to stipulate the insurance coverage, after sending a special declaration signed by the legal representative of the company and the insurance company, which confirms the insurance coverage not less than that provided by Fiera Roma Srl. As previously stated, the Organizer declines all responsibility for any damages of any kind suffered by the exhibitor or by third parties or caused by actions and / or fault of the exhibitor himself or his staff, by events of any nature and / or by third parties, except those exclusively attributable to the organization of the event, for which the organizer is responsible.

## 17. LOUDSPEAKERS AND SOUND TRANSMISSIONS

Are permitted inside the exhibition corners, use pc/laptop or monitor provided that the sound levels do not create disturbance.

## 18. SIAE

In the case of distribution of sound/video/graphics or multimedia containing works or parts of works protected according to Italian Law 22.4.1941 n. 633, authors' rights duties must be previously absolved, including burdens connected to authentication, according to art.181/bis of the same Law. Any abusive use of such works and/or the absence of the SIAE stamp on the above mentioned formats constitute penal offence, according to articles 171 and Law 633/41. For any live musical performances (with singers and/or musical instruments), authors' rights must be paid to S.I.A.E. directly by the Exhibitor at the S.I.A.E. offices covering the area where the event takes place.

## 19. FORCE MAJEURE

In the case of force majeure, or for reasons beyond the control of the organizers, the date of the event can be changed or the event itself may be cancelled. In the latter case, the organizers, once absolved any obligations to third parties and having covered any costs of organization sustained, will share among the exhibitors, in proportion to the amounts due for the areas reserved, residual sums within the limits of the amount of the deposit. Any amounts available will be reimbursed proportionately to the exhibitors. Expenses for installations and/or special installations ordered by exhibitors must be reimbursed completely by the exhibitors themselves. Fiera Roma Srl cannot be held responsible for any further damage that the single exhibitor may suffer and therefore no claims of any kind can be made against Fiera Roma S.r.l., nor against the organizers.

## 20. DAYS AND HOURS OF OPENING TO THE PUBLIC

The event offers free admission prior to online registration on the site [www.romemuseumexhibition.com](http://www.romemuseumexhibition.com) and will take place at the following times:

Wednesday 16<sup>th</sup> November from 10.00 to 18.00

Thursday 17<sup>th</sup> November from 10.00 to 18.00

Friday 18<sup>th</sup> November from 10.00 to 14.00

## 21. PRIVACY POLICY D.Lgs 196/2003 and GDPR (Reg. UE 679/2016)

The Data Controller is Mens Nova S.r.l with registered office at Via delle Mura,79 – 00049 – Velletri (Rm). The personal data collected may be transferred to a third party, Fiera Roma S.r.l. with sole shareholder, registered office in Rome, Via Portuense n. 1645/1647, which, to the extent of its competence, is the Data Controller. The personal data collected will be used, by both companies, exclusively for the purposes of the execution of this contract unless explicit consent to use it for other purposes is given at the end of this document.

In this sense, we invite you to review, for further details, the attached information.

## 22. COURT OF LAW AND APPLICABLE LEGISLATION

Any controversy relative to the interpretation, execution, validity and settlement of this contract will be disputed exclusively in the Law Courts of Rome. The applicable law is Italian Law. The official text of the General Regulation is that written in Italian.

## 23. STRUCTURE OF ORGANIZATION, MANAGEMENT AND CONTROL- D.Lgs 231/2001

The Exhibitor declares to have read the Structure of Organization, Management and Control pursuant to Legislative Decree no. 231/2001, and therefore to respect and to ensure respect by any partner or employee of the above legislation, accepting its terms and conditions.

DATE

SIGNATURE

I have read and accept the terms and conditions specified in this regulation and the privacy policy referred to in paragraph 22 (mandatory for the execution of this contract) and related policy art.13 GDPR (Mens nova s.r.l.) and art. 14 GDPR (Fiera roma s.r.l. with sole shareholder) in attachment (mandatory for the execution of this contract).

DATE

SIGNATURE

I want to subscribe to the exhibitor's newsletter of Rome Museum Exhibition.

YES

NO