

# ROME

INTERNATIONAL  
FAIR  
ON MUSEUMS, VENUES  
AND CULTURAL DESTINATIONS

## MUSEUM EXHIBITION | 15-17 November 2023

### TERMS AND CONDITIONS

#### 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 **09.16.2023**. 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

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indicated in the registration form, in any case before the event opens and no later than **09.30.2023**. 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 always maintained. All tariffs are exclusive of VAT and do not include registration fee or supplement for corner positions.

**A) Registration Fee (to be added to participation fees) € 350,00 + VAT.**

**The registration fee is charged to each individual booth holder** and includes 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 digital). NB: should indications not be supplied, the company name supplied for billing will be used), n.1 fire extinguisher, n.1 internal parking space.

**Additional parking places and exhibitor pass can be bought accessing to the online service dedicated to exhibitors or at "Centro Servizi" in Rome Fair on the mounting day.**

**B) Participation fees:**

- **Surface Area Only** (exhibition area starting from 36 sq.m.) **€ 170,00/smq. + VAT.**
- **Custom Fitted Area:** personal quote available upon request to the organization, attaching your project for custom fitted area.
- **Fitted Booth** (exhibition area starting from 16 sq.m. Exclusively for Publishing Houses, Start Ups, Universities and Training Institutions you can buy 9sq.m) **€ 210,00/smq. + VAT** (fitted booth, honeycomb wood structure h 250 cm, moquette floor, 1 spotlight/4mq, banner with company name, furniture kit with 1 table, 3 chairs, 1 desk, 1stool, 1 coat hanger, 1 trashcan) (see attachment "Fitted Booths").

**The Registration Fee and the Participation Fees also include:**

- Service passes for exhibitors and their personnel in proportion to the area of the booth: n.3 exhibitor passes for an area up to 9 sq. m; n.4 exhibitor passes for an area up to 18 sq. m.; n. 8 exhibitor passes for an area to 48 sq. m.; n.12 exhibitor passes for an area to 100 sq. m, and 20 exhibitor passes for an area exceeding 100 sq. m.
- N.1 Pass Auto
- Technical assistance to the exhibitor during the event and during assembly and disassembly of the booths.
- A copy of the official catalogue.
- General surveillance of the halls and general fire prevention.

**C) Electricity supply:**

Each exhibitor must adhere to connection and supply of electrical energy for a minimum of 2 Kw FM single phase, including switch panel and testing at a flat rate of €90.00 + VAT.

**D) 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 09.16.2023 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 2023" 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 09.30.2023;** 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.**

**E) Projects for customized booths**

The exhibitor renting surface area only, and developing his/her own customized booth with his/her own fitter, must submit a plan of the area **at least 30 days prior to the event**, for the approval of the Organization and Fiera Roma, to the following addresses: [commerciale@romemuseumexhibition.com](mailto:commerciale@romemuseumexhibition.com) and [g.dicrescenzo@fieradiroma.it](mailto:g.dicrescenzo@fieradiroma.it). The plan must be in DWG or PDF format, complete with certification of compliance to fire prevention regulations regarding the materials used, indication of the Director of the Works and a declaration in which the Exhibitor undertakes to respect the safety and accident prevention regulations foreseen by Italian law and as foreseen by D. lgs 81/08 and later modifications and integrations. Exhibitors are reminded that, on completion of assembly operations, a declaration of conformity to regulation n. 37, the 22<sup>nd</sup> of January 2008 for electrical installations, must be given to Fiera Roma personnel.

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## 6. REGISTRATION OF REPRESENTED COMPANIES

The exhibitor must undertake (for joint participation, import-export or booth sharing) to specify the company name and relative data of all companies represented, the products, which will be displayed in the booth. 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. TECHNICAL REGULATIONS - SERVICES IN THE FAIR -

Fiera di Roma S.r.l. will provide all the necessary support services for the best use of the space within the event. Exhibitor will receive, via mail, credentials to access the on-line services booking portal (some services are mandatory, some are optional) and the Technical Regulation of the activities that will take place during the event.

The referred technical regulation is intended as integral part of this general regulation and will be considered acknowledged and accepted with the signing of the application form.

**All the services requested by the exhibitors to Fiera di Roma must be paid in advance. Any request received through the application form – and devoid of receipt of payment – will not be accepted by Fiera di Roma.** Before the end of the event, Mens Nova S.r.l. – by its Administration – will provide to the exhibitor the exit voucher that must be shown to the security staff at the exit gates.

Additional exit vouchers for further vehicles can be requested at the Technical Services Desk active in the fair. A single exit voucher is mandatory for each vehicle transporting goods.

## 8. ALLOCATION OF BOOTHS

The organizers establish the planning and allocation of booths 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 booths. Any such planning modifications or re-allocation of booths cannot give rise to requests for compensation or payment of damages of any kind.

## 9. DELIVERY, CHECK, OCCUPATION, DISASSEMBLY AND RETURN OF BOOTHS

**PRE-FITTED:** delivery of the booths will take place from 09:00 on the day prior to the event (11.14.2023).

**SURFACE AREA ONLY – COSTUM FITTED AREA:** delivery will take place from 8.00 am on the 11.13.2023.

All assembly operations, on the above-mentioned days, must be concluded by 8.00 pm, except in the case of extension request to be asked within 6.00 pm, at the Centro Servizi, at an hourly cost of €90,00 +VAT.

The exhibitors must occupy the booths and keep them equipped and fitted for the entire duration of the event. Partial or total sub-letting, of the spaces allocated to the exhibitors is strictly forbidden. Booths can be occupied exclusively by the subscriber of the contract and his/her accredited personnel. The presence of partner companies is permitted if previously agreed upon with the organization. Exhibitors with booths have access with their own means of transport only on the days of assembly and at the times established by the organization according to the guidelines laid down by Fiera Roma srl.

Exhibitors must return the booths/spaces, free of any object belonging them by 6.00 pm on the 11.18.2023. Fiera Roma srl and the organization cannot be held responsible for any materials left inside the booths/spaces. Disassembly can be carried out from the 11.17.2023 from 2.30 pm to 6.00 pm and the 11.18.2023 from 8.00 am to 6.00 pm. During disassembly, each exhibitor is responsible for the goods in his/her own booth.

**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 15<sup>th</sup> November from 10.00 am to 5.00 pm

Thursday 16<sup>th</sup> November from 10.00 am to 5.00 pm

Friday 17<sup>th</sup> November from 10.00 am to 2.00 pm

## 10. WITHDRAWAL

Should the Exhibitor withdraw by the 10.16.2023, 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 booth 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 10.16.2023 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.

## 11. FAILURE TO ARRIVE, LATE ARRIVAL

Should the Exhibitor, for any reason whatsoever, fail to take possession of his/her allocated booth within the established times (by 10.00 am on the 11.13.2023 for surface area only and custom fitted area, and by 10.00 pm on the 11.14.2023 for pre-fitted booths) the Organization may decide at their own discretion to re-allocate the booth, 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.

## 12. FITTING AND ASSEMBLY OF STANDS

Assembly of the interior of the booths must be carried out in strict compliance with the "Technical Regulations".

## 13. SURVEILLANCE OF BOOTHS

The organization provides general surveillance of the exhibition halls. Custody and surveillance of the booths during opening hours is responsibility of the exhibitor. Exhibitors displaying objects which can be easily removed must therefore be present in the booth at opening time and remain present until closing time (from 9.00 am to 6.00 pm). It is absolutely forbidden to exceed the space specified by contract. The organization will either remove structures oversized or invoice additional space.

## 14. 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 **09.30.2023** will be included.

**MARKETPLACE:** Along with the booklet will be available the official catalogue of the event which will include advertising pages. Exhibitors interested in advertising can contact the Operative Offices for information and prices. Exhibitors will have to send all multimedia materials of their own digital showcase by and not later than **09.30.2023** to the organizing secretariat.

**ADVERTISING MATERIALS:** Exhibitors will have to send all graphic materials included in their supply by and not later than **09.30.2023** to the organizing secretariat.

## 15. 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 booth. In such case, the exhibitor does not have the right to reimbursement or compensation of any kind. The Technical Regulations are an integral part of the general Regulations.

## 16. 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. 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 oversized 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 reserve 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 reserve 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.

## 17. SAFETY

Inside his/her respective booth, the exhibitor is responsible for complying to safety regulations (D.l.s. 81/80). Exhibitors must abide by all the regulations laid out in the technical regulations and those laid down by Fiera Roma S.r.l. regarding safety and fire prevention, and must deliver to Fiera Roma Srl, 30 days prior to the event, the forms attached to the Regulations duly completed. Failure to comply to safety, fire and accident prevention regulations and to the technical regulations may result in the immediate closure of the booth, and the exclusion from future editions of the event. Exhibitors must nominate one or more "person(s) responsible for the booth" for the booth 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 booth and of any instalments therein and 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.

## 18. DAMAGE- MANDATORY INSURANCE

Organizer requires the fire R.C.T – R.C.O and insurance coverage for every good, 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 Spa." 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. Insurance details are available on the section "Exhibitor Area", attainable on the web site of the Company where is also located the "Form of the ceilings". This form should be returned obligatorily, eventually indicating any greater values that exhibitors consider appropriate to ensure. Organizer disclaims any liability for any kind of damages caused by exhibitor, his staff unless there are exclusively attributable to the organization itself or Fiera di Roma. 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.

## 19. LOUDSPEAKERS AND SOUND TRANSMISSIONS

Sound transmissions, including radio receivers and televisions, are permitted inside the booths, provided that the sound levels do not create disturbance. Fiera Roma S.r.l. can use the loudspeakers installed in the fair for official communications or in case of emergency.

## 20. 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.

## 21. 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 di Roma S.r.l.", "Investimenti Spa." and related or controlled Companies, Mens Nova s.r.l. and other subjects involved in the organization of the event 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.

## 22. 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.

### 23. 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.

### 24. 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

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