

GENERAL RULES

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)** Collective participation (through Consortia, Public Bodies, etc.) is also permitted, provided that the participating companies can be individually identified by their corporate name and by the products referred to in Section 1.A, and that they are in possession of the documentation proving compliance with social security contribution, tax, and occupational health and safety obligations concerning their employees.
- 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 space 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 30th of October 2026**. 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. In the event that 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 undertakes to participate in the event in the exhibition space assigned to them and to accept, without reservation, these General Regulations and any additional provisions that may be adopted at any time by the organizers. In the event of non-compliance, the organizers reserve the right to expel the exhibitor. In such cases, the exhibitor is not entitled to any refund or compensation of any kind and must pay the full amount due for the reservation of the exhibition space.

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. 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 **9th of November 2026**. 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 at € 3,800,00 + VAT, includes:

- **The registration fee** (office fees, administration fees, basic insurance coverage fire - R.C.T. - R.C.O, technical inspection for stand assembly and testing, technical support for exhibitors during the event and during the assembly and disassembly of exhibition space and informative material official event catalogue and site, n.2 exhibition badges).
- **Exhibition space** (exhibition corner with furnishing kit with n.1 personalized desk 1m x 1m, graphic panel for the desk featuring the exhibitor's logo and company name, n.2 stools, a custom-graphic feather totem—graphic file provided by the client; shared electricity)
- **Pop-Up Exhibition** (display of a selection of products—max. 10 items—within the event's Pop-Up Exhibition area, featuring a branded station with the company's logo and name);
- **B2B Agenda** (1 corporate account for the B2B agenda platform to book and organize one-to-one meetings with attending buyers).
- **Welcome Event** (admission for 2 people to the RO.ME Museum Exhibition welcome event)
- **Advertising** (short description of the company on official catalogue)
- **Marketplace** (online product showcase engages attendees with detailed product descriptions through multimedia contents provided by the exhibitor www.romemuseumexhibition.com)

2. OFFER B at € 5,000,00 + VAT, includes:

- **The registration fee** (office fees, administration fees, basic insurance coverage fire - R.C.T. - R.C.O, technical inspection for stand assembly and testing, technical support for exhibitors during the event and during the assembly and disassembly of exhibition space and informative material official event catalogue and site, n.2 exhibition badges).
- **Exhibition space** (pre-fitted 3x3m space with back wall, 3x3m graphic panel for the back wall—graphic file provided by the exhibitor, header panel featuring the exhibitor's logo and company name; furniture kit including one 120x70cm table and three chairs; electricity supply with one power socket);
- **B2B Agenda** (1 corporate account for the B2B agenda platform to book and organize one-to-one meetings with attending buyers).
- **Welcome Event** (admission for 2 people to the RO.ME Museum Exhibition welcome event)
- **Advertising** (short description of the company on official catalogue)
- **Marketplace** (online product showcase engages attendees with detailed product descriptions through multimedia contents provided by the exhibitor www.romemuseumexhibition.com)

B) 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 30th of October 2026 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 Exhibition 2026" 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 9th of November 2026;** 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 is required (particularly in the case of collective holdings, import-export companies or stand-sharing) to specify the company name and related details of all companies represented, whose products he intends to present on his stand.

In the case of collective participations or sharing of stands, for each of the firms represented the exhibitor is required to pay a registration fee which includes what is indicated in point 5.A of this Regulation.

In the case of collective participations of represented foreign companies and their respective related brands, the exhibitor is required to pay a registration fee up to a maximum of 10 represented companies and to prove (with an appropriate self-declaration on the letterhead of his company, to be delivered together with the application for registration) that he is authorized to display the products and/or goods of the represented company.

7. ALLOCATION OF EXHIBITION CORNER

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

8. SETUP OF EXHIBITION CORNER

The event will take place from 2nd to 4th December 2026 at Corsie Sistine – Complesso Monumentale Santo Spirito in Sassia, Via Borgo Santo Spirito 3, Rome, Italy).

Exhibition Corner (Offer A): delivery of the exhibition corners and the exhibitor's badges will take place on the **2nd of December 2026. Set-up is permitted between 8:30 am and 10:30 am on December 2nd, 2026.**

Pre-fitted (Offer B): delivery of the exhibition corners will take place on the **1st of December 2026. Set-up is permitted between 3 pm and 6 pm on December 1st, 2026 and between 8:30 am and 10:30 am on December 2nd, 2026.**

Participants shall occupy the exhibition spaces and keep them equipped and set up for the entire duration of the event. Subletting, in whole or in part, of the spaces allocated to the participants is formally prohibited; the exhibition spaces may only be occupied by the signatory to this commitment and its accredited persons. The presence of partner companies is permitted by agreement with the organizer. **Dismantling and dismantling will take place from 2:30 pm to 6:00 pm on December 4th, 2026.** Participants shall return the spaces, free of all items, by 6.00 p.m. on December 4th, 2026, with release of liability for any materials that may still be found within the occupied area. During the set-up and dismantling stages, each exhibitor is responsible for the goods found within his stand space.

MARKETPLACE AND ADVERTISING MATERIALS: Participants must send the multimedia materials for their digital showcase no later than **October 30th, 2026** using the specific form provided by the Organizing Secretariat.

9. WITHDRAWAL

In the event that the Exhibitor withdraw by the 9th of November 2026, 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 9th of November 2026 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 the assigned exhibition space within the time limits set out in Article 8 of these Regulations, the Organisers shall be entitled to reassign the unoccupied space, without prejudice to their right to demand payment of the full amount due and to seek compensation for any additional damages incurred. In such circumstances, the Exhibitor shall not be entitled to any reimbursement, compensation, or claim of any kind or for any reason whatsoever. The Organisers also reserve the right to exclude the defaulting Exhibitor from subsequent editions of the Event.

11. SURVEILLANCE OF EXHIBITION CORNER

Custody and surveillance of the Exhibition Space opening hours is responsibility of the exhibitor. Exhibitors displaying objects which can be easily removed must therefore be present in Exhibition Space at opening time and remain present until closing time (from 8:30 AM to 6 PM).

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 published information will be based on the data provided by the exhibitor. Due to printing deadline, **only exhibitors who provide their details via the specific form provided by the Organizing Secretariat by no later than October 30th, 2026 will be included in the information material.**

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 spaces. 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 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 spaces, 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 space 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)** If 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 space, the exhibitor is responsible for complying to safety regulations (D.l.s. 81/2008 and later modifications and integrations). Failure to comply with the regulations concerning health and safety, fire prevention, the protection of persons from accidents, may result in the immediate closure of the stand, as well as exclusion from future editions of the Event. Exhibitors must nominate one or more "person(s) responsible for the exhibition space" for the exhibition space 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 its own R.C.T., R.C.O and Fire insurance, valid for Fairs and Exhibitions, with clause of renouncement to the claim against Fiera Roma S.r.l., Investimenti Spa, subsidiary or related companies as well as to Mens Nova S.r.l. and third parties interested in the organization of the event, may be excluded from insurance coverage, upon sending a declaration signed by the legal representative and the insurance company, that the above goods are covered by R.C.T. R.C.O. and Fire guarantee an amount not less than that provided by Fiera Roma S.r.l. or greater at the discretion of the exhibitor. 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 audio, video or multimedia products containing original works or parts of works protected under Law 22.4.1941 n. 633, the copyright, as well as the expenses connected to the endorsement of the supports, must be paid in advance according to art. 181/bis of the same Law. Any abusive use of such works constitute penal offence, according to articles 171 and Law 633/41. For any live musical performances (with singer and/or musical instruments) the copyright must be paid to S.I.A.E. directly from the exhibitor at the S.I.A.E. offices located in the city. SIAE reserves the right to carry out any necessary inspections and to apply any applicable ancillary administrative sanctions. The Organisers shall accept no liability whatsoever in this regard.

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, limited to the amounts already paid by the Exhibitors. 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 and Mens Nova 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 Srl and Mens Nova Srl.

20. DAYS AND HOURS OF OPENING TO THE PUBLIC

The event is free upon registration online on the site www.romemuseumexhibition.com:

Wednesday 2nd December from 10.30 am to 6.00 pm

Thursday 3rd December from 9.30 am to 6.00 pm

Friday 4th December from 9.30 am to 2.00 pm

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

THE UNDERSIGNED HEREBY DECLARES, EX.ART 1341 AND 1342 CO. 2 C.C., THAT THEY HAVE READ AND EXPRESSLY APPROVE ALL THE CLAUSES, TERMS AND CONDITIONS SET OUT IN ARTICLES 1, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 18, 19, 20 AS WELL THE PRIVACY POLICY REFERRED TO IN PARAGRAPH 21 (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