



Micro and Nano
Engineering Conference
Turin, September 20th – 23rd, 2021

EXHIBITOR MANUAL

VENUE

CENTRO CONGRESSI LINGOTTO (owned by FCA Partecipazioni SpA)

Via Nizza, 280 – 10126 Turin - Italy

Email: booking@centrocongressilingotto.it

Website: www.centrocongressilingotto.it

ORGANIZING SECRETARIAT

Centro Congressi Internazionale srl

Via San Francesco da Paola, 37 - 10123 Turin - Italy

Tel. +39 011.2446911-17 - Fax +39 011.2446950

E-mail: sponsor@mne2021.org

Website: www.mne2021.org

SHIPPING MATERIAL

Exhibitors should make sure that a representative will be at the stand in order to receive the goods as the organizers will not accept or sign for any goods, exhibits or other materials on behalf of any exhibitor.

The stuff for stands has to be sent only to:

FERCAM SPA

c/o Lingotto

Via Nizza, 294

10126 TORINO

Tel. +39 334 6237 757

Only during event days +39 334 6237 757

e-mail: cristina.may@fercam.com

We suggest you to contact directly the Company in order to verify prices and rules for the shipping, delivering and removing material.

(SEE THE FOLLOWING FORM)

Please take note that Centro Congressi Lingotto, venue of the Congress, doesn't receive any kind of material.

BOOTH

The Booth are given with the following items:

- ✓ moquette
- ✓ 3 walls h. cm 250
- ✓ panel in forex with sponsor name
- ✓ table cm 120 x 60
- ✓ chairs
- ✓ clothes hangers
- ✓ basket
- ✓ n°1 lamp 30 W
- ✓ n°1 multi-socket max 0,5 kW

VIRTUAL BOOTH

- find [here](#) the manual for customization of your virtual booth: please use your google drive folder to insert all the material you would like to upload on the platform. If you haven't received the link for the google drive, just send an email to sponsor@mne2021.org
- find [here](#) a video that explains to you how the booths will appear in the Expo Area and your possibilities of interaction on ibrida.io

EXHIBITION TIMETABLE

Build up

Monday, Sept. 20th from 08.00 am to 02.00 pm

Dismantling

Thursday, Sept. 23rd from 03.30 pm to 08.00 pm.

Please note that the final concert will take place at 05:00 pm and be sure to be able to attend it.

GENERAL RULES AND REGULATIONS

ASSEMBLY REGULATIONS

Paragraph 1 - Preparation of the assigned spaces will begin on the day indicated in the contract and take place between 8.00 a.m. and 6.00 p.m., with the exception of any amendments otherwise communicated to the Exhibitor. Requests for any departure from these guidelines must be lodged with the Organisers in writing, specifying details of the persons involved and giving at least 12 hours' advance notice. Such exceptions involve an extra charge, which will be quoted on request.

Paragraph 2 – Dismantling of the stands will begin on the day indicated and take place between 03.30 pm. and 08.00 p.m., with the exception of any amendments otherwise communicated to the Exhibitor. Commencement of dismantling procedures or, in any event, the removal of materials already on display prior to the stated time, is strictly prohibited.

Paragraph 3 – The structures constituting the stand shall not be more than 2.5 metres in height above floor level. Each individual exhibition stand frontage facing aisles or common sections shall not be concealed by more than 50% of its height with non-transparent panels or curtains that obstruct vision in any way. The Organisers shall vary said limits with notification to the Exhibitors and may, from time to time, grant exceptions to said limits, without other Exhibitors being able to lodge an appeal or others being able to lodge a complaint.

Paragraph 4 – All Exhibitors are strictly obliged to respect the exhibition area's lines of demarcation, which are marked on the floor. Assembly in spaces adjacent to outside walls must be carried out in such a way that the resulting rear wall is self-supporting and stands at least 20 cm away from the pavilion wall. In any event, the partitions being assembled in the designated spaces must not be anchored to the walls or the exhibition area's vault ceiling structure.

Paragraph 5 – No Exhibitor may install in the assigned space to him, furnishings or objects, which would block light, create inconvenience or in any way damage another Exhibitor. FCA Partecipazioni S.p.A. reserves the right to order the removal (at the Exhibitor's expense) of any such installation, which can be prejudicial or damaging to the general order of the event or create inconvenience to other Exhibitors and the public or that was in any case installed without approval.

Paragraph 6 – Exhibitors are strictly forbidden to make modifications to the premises, to make holes or channels, to remove elements. **Hanging of cables/ropes or objects from the ceiling of the Conference Centre is expressly prohibited.** The cost of repair or replacement of any modification or alteration or damage caused to structures or items furnished by FCA Partecipazioni S.p.A. as ascertained by Security personnel shall be charged to the Exhibitor.

The following must be submitted for the installation of any systems (electric or other) and for all and any structures and installations introduced and constructed:

- Project technical reports signed by an accredited professional
- Declaration of conformity of all the materials used
- Certification of correct assembly and installation

Furthermore, the assembly/disassembly of temporary structures, equipping thereof with audio, lighting and stage setting fittings, and related removal, for musical, cinema, theatrical and entertainment events shall comply with the provisions of the “Decreto Palchi” (Interministerial Decree on the safety of stages and trade-fair installations of July 22, 2014). Such provisions apply to musical, cinema, theatrical and trade-fair events, taking into account the particular requirements inherent in carrying out the related activities) and in accordance with Legislative Decree No. 81/08, Title IV.

Paragraph 7 – The Exhibitor shall be responsible for arranging to have the stand assigned to him cleaned during the event and such cleaning must only be carried out during the hour prior to the daily opening of the event. **No rubbish of any kind can be disposed of outside the stand after that time.** Exclusive cleaning contractors shall provide set rate cleaning services at the Exhibitor’s request via submission of the appropriate form. No exceptions will be granted for work to be done outside the above mentioned times.

Paragraph 8 – Each Exhibitor shall be responsible for the safe custody and surveillance of his stand during the event’s opening hours. Exhibitors are therefore obliged to be present at the stand, together with their staff, one hour prior to the opening of the exhibition venue and to preside over it until closing time in the evening. FCA Partecipazioni S.p.A. shall not be held responsible for any items or goods left unattended inside the stand during event closing times. With regard to night surveillance of his stand, the Exhibitor will be able to avail himself of specially authorised staff through a specific request made to FCA Partecipazioni S.p.A., giving particulars of the operators concerned and after having been issued with an explicit written authorisation.

Paragraph 9 – Exhibitors who intend to install utility power and lighting services where available, must apply on the appropriate forms supplied by FCA Partecipazioni S.p.A. At the Exhibitor’s expense, FCA Partecipazioni S.p.A. will solely arrange for the basic equipment necessary for connection to the general distribution networks of the above mentioned services. **With regard to the provision of electricity, telephone or other such services, FCA Partecipazioni S.p.A. confers those same guarantees and risks given by the suppliers.**

Paragraph 10 – The Organiser must present the proposed stand design, including lighting installations for the assigned space to FCA Partecipazioni S.p.A. at least 10 days prior to the exhibition. Exhibitors are reminded that electricity and other utilities supplies may be installed only by companies that meet the requirements pursuant to the current law, including the Economic Development Ministerial Decree no. 37 of 22 June 2008 and must be fitted professionally.

Paragraph 11 – Access to the interior of the Conference Centre with vehicles or combustion engine machines is permitted only with the fuel tank empty. Exhibitors may carry furnishings and merchandise into the Centre only by hand or with manual-push carrying equipment (with soft rubber wheels). The management and control of receiving operations for goods destined for the Conference Centre at railway station and port/airport arrival points, together with cartage, portage and delivery (and vice versa) has been officially, but not exclusively, entrusted to Schenker Italiana S.p.A. At the Exhibitor’s request, the official carrier may also arrange for the collection of the goods at their origin and deal with all legal formalities related to transport.

Paragraph 12 – At the end of the exhibition, each Exhibitor shall be responsible for clearing out the area assigned to him at his own expense. This will involve the total removal of all materials or left over parts of the assembly, including floor coverings and adhesive tape. The area in question must be returned to FCA Partecipazioni S.p.A. in the same working order and cleanliness as it was found on consignment to the Exhibitor.

Paragraph 13 – All Exhibitors are obliged to observe all current applicable legal regulations regarding occupational health and safety and fire prevention during the period of assembly, operation or dismantling of

the assigned space. FCA Partecipazioni S.p.A. declines any responsibility for any consequences, caused by the Exhibitors and their assembly and fitting-out contractors to people and/or items, deriving from the violation of the cited regulations and reserves the right to compensation to the liable persons.

GENERAL REGULATIONS

Paragraph 14 – It is strictly prohibited to draw, copy, measure, photograph or reproduce the items exhibited, except where explicit written authority is obtained from the Exhibitor concerned. Exhibitors may not object to the graphic, photographic and/or cinematographic reproduction of the Lingotto Conference Centre and its contents or to the sale of such reproductions if arranged by FCA Partecipazioni S.p.A.

Paragraph 15 – The management of any form of advertising is reserved exclusively for FCA Partecipazioni S.p.A. or those it delegates. Any form of advertising that involves loud voices or the use of loudspeakers or other sound equipment, as well as the distribution of catalogues, price lists and any type of advertising material outside the assigned space is strictly prohibited.

Paragraph 16 – The projection of films and the playing of music utilising appropriate equipment are subject to the payment of royalties. Detailed information regarding procedures to be followed and fees to be paid shall be provided by the S.I.A.E. (Società Italiana Autori ed Editori - Corso Stati Uniti, 20 - 10128 Torino - tel. 011 516561), with whom the Exhibitor must come to an agreement in advance. The Exhibitor must be in possession of a permit issued by S.I.A.E. prior to the event. During the Exhibition, representatives from the S.I.A.E. shall visit the stands to make the necessary checks regarding the observance of current laws regarding royalties.

Paragraph 17 – Exhibitors are required to comply with the provisions contained within these Regulations, together with any other set by public safety authorities (the Police). Any infringement may result in the immediate, temporary or permanent expulsion of the Exhibitor who may have breached the rules and this shall not give him the right to reimbursement or compensation of any kind.

Paragraph 18 - FCA Partecipazioni S.p.A. reserves the right to modify the Lingotto Conference Centre's opening and closing times, without this giving rise to any claims for reimbursement or compensation by the Exhibitors.

Paragraph 19 – FCA Partecipazioni S.p.A. reserves the right to issue further rules and regulations, which will be compulsory and become effective immediately. FCA Partecipazioni S.p.A. shall give advance notice of such in writing.

Paragraph 20 – The Organiser, who shall be considered as guarantor with respect to FCA Partecipazioni S.p.A., is solely responsible for ensuring that Exhibitors adhere to the above mentioned regulations.

INSURANCE

Each Exhibitor is obliged to furnish his own insurance policy, which shall be extended to include all areas of the exhibition and cover theft, fire and related risks or damages caused to third parties within the Conference Centre complex. Any consequences that could result from either the lack of or insufficient insurance coverage remain the responsibility of the Exhibitor. The Organizer, together with the exhibitors, shall decide for a suitable insurance coverage amount.

RULES FOR THE INSTALLATION OF ELECTRICAL SYSTEMS IN STANDS

Paragraph 1 – Total observance of the conditions outlined in Paragraph 13 of the Assembly Regulations is an essential requirement for gaining approval to install electrical systems in exhibition stands.

Electrical systems must be installed by qualified contractors who meet the requirements of the current law and the Economic Development Ministry Decree no. 37 of 22 January 2008 and amendments; only appropriate materials may be used with a seal of quality issued by a recognised body in the EU-EES and installed professionally.

FCA Partecipazioni S.p.A. allows the connection to its electrical distribution switchboards, but design, implementation and certification of the system should be fully made and paid by the user (subject to otherwise contractually agreed)

The obligation to draft the design for the installation, transformation and extension of electrical wiring plants is pursuant to the current law and the Economic Development Ministry Decree no. 37 of 22 January 2008 and amendments.

The Exhibitor undertakes to verify the distribution network voltage personally at the time of connection of his electrical system. In any case, the Exhibitor releases the Company and the official supplier of the electrical systems from any responsibility for any damage that could result to persons or property further to non-verification or for any other reason.

Paragraph 2 – The installation of all the electrical systems must be completed prior to the opening of the exhibition.

The guidelines, which must be adhered to in the installation of an electrical system, are as follows:

a) Laying down of interlocked socket-outlet with fuses from a magneto-thermal differential circuit breaker comparable to the power utilised and sensitivity equal to 30 mA (0.03 Ampère) for deliverable power over 2 KW single-phase.

The breaking capacity of the circuit breaker installed by the Exhibitor (circuit breaker and differential protection) must never be less than 10 kA for three-phase with neutral circuits and 6 kA for single-phase ones. These circuit breakers must limit short-circuit currents and their let-through energy. It's forbidden to use pipes or electrical panels with metal structures.

Circuit breakers with different sensibilities shall not be admitted.

A separate outlet being supplied power by a 0.3 A sensitivity circuit breaker shall only be permitted for electrical machines.

The smallest section permissible is 1.5 mm².

The cable requested for terminal distribution circuits, inside of stand fittings, should never be less than the following values: 2.5 mm² for electric power circuits; 1.5 mm² for lighting circuits, with the obligation of verifying the coordination of circuit breakers with the cable section, in order to protect the system against overload and short circuit.

When the power supply branch takes place directly from terminal block, the minimum cross-section of the conductors to be used must be chosen, as well as on the basis of the power used, also in coordination with the characteristics of the switch circuit breaker which are subtended.

The above switches shall be installed fixed to the wall or in any case, no less than 0.50 metres from ground level.

b) All electrical installations must be fitted with insulated multipolar cables, in accordance with CEI 20-22 regulations.

In addition, the conductors requested must own the characteristic of low emission of halogen (LSOH: Low Smoke and Zero Halogen).

All the extensions shall be created with the appropriate connecting terminals (insulated caps, etc.), which shall be enclosed in boxes with a degree of protection of at least IP 40.

c) Grounding: all the fixed electrical appliances that are part of the stand, all the power points, all the metal structures, the metal moulding, etc., must be grounded by utilising the specially provided yellow/green insulated protective wire.

Winding the wires around the framework of the stand is not permitted. The specially provided lugs or clamps must be used.

The power points must be of the type that is protected by a return spring cover or with shielded holes.

The power point distributing electricity to machines and appliances with power greater than 1000 Watts must be equipped with an automatic circuit breaker or protection valves on all phases and available immediately at the source.

d) The above-mentioned power points must fixed at a level no less than 20 cm from the ground.

All the spotlights and particularly those equipped with halogen lamps must be placed in a non-accessible position and in any case, far away from flammable materials.

Furthermore, a glass shield must protect halogen lamps and manufacturer's instructions regarding minimum distances to be kept with respect to other solid bodies must be followed.

e) Crossing of the cables within the area of the stand is permitted but only if protected by a conduit capable of being stepped on, duly indicated and not simply taped down.

FIRE PREVENTION REGULATIONS

Paragraph 1 – The only materials to be used in the assembly of the stands are those approved in observance of the fire prevention regulations in force (Interior Ministry Decree of 10 March 2005 and amendments), following the fire resistance categories and based on tests conducted by legally recognised bodies.

Paragraph 2 – Walls and curtains must be made of materials categorised no higher than Class 1.

The floor materials must be categorised no higher than Class 2. However, when access to a fire exit can only be gained by transiting the stand, Class 0 materials must be used.

The materials used to build ceilings or ceiling curtains must be certified as Class 1 and ceiling tested or drip-proof tested. The combination of two combustible materials on walls and ceilings is only permitted if the composite material formed has been certified according to specifications outlined in Paragraph 1.

Paragraph 3 – All assembly materials must be installed strictly in accordance with guidelines stated in their Certificate of Approval. Flame retarding products must only be used on materials referred to in ministerial or legally recognised laboratory testing certificates.

Paragraph 4 – Materials having to be treated with flame retarding products must undergo this treatment before they are brought into the Lingotto Conference Centre. The flame retarding treatment must be accompanied by the required formal declaration, which includes: a) the Exhibitor's company name and Stand number; b) a list of the materials that have undergone the treatment; c) the date of the treatment; d) the measurements of the treated surfaces; e) the main technical characteristics of the product used; f) the personal data of the person who carried out the treatment, who must endorse the document certifying that the treatment has been carried out correctly.

Paragraph 5 – All treatments must be accompanied by certificates of testing which attest to each individual treatment's validity as specified in Paragraphs 1 and 2, together with evidential documentation regarding the treatment's origin.

Paragraph 6 – The use of non-certified plastic materials, non-flame retarding synthetic fibre cloth, nitrocellulose and oil varnishes and paints, cane products, mats, lattice-work and blinds made of thin wooden slats or similar, wallpaper and any material not accompanied by the formal certificate of approval cited above is prohibited.

Paragraph 8 – All substantial metal structures must be protected with officially certified products that ensure fire resistance based on fire load density, as stated in Ministry of the Interior Circular No. 91 dated 14/9/1961 and Ministry of the Interior Decree of 9 March 2007.

Paragraph 9 – Each stand must be equipped with certified fire extinguishers (Ministry of the Interior Decree of 7 January 2005. Technical and procedural regulations for the classification and certification of portable fire extinguishers etc.) suitably designed to extinguish Class A, B and C, fires. The equipment must have a capacity of no less than 6 Kg. and have been serviced within the previous six months, located at a ratio of one unit per 50 sq.m. of exhibition space.

In the case of non-fulfilment being ascertained by personnel responsible, the Organiser or FCA Partecipazioni S.p.A. shall be legally authorised to install any missing extinguishers through its official supplier of fire-fighting equipment and at the total expense of the Exhibitor.

Paragraph 10 – Exhibitors are, in a timely manner, also obliged to comply with any other instruction that the Provincial Supervising Commission responsible for public premises shall deem necessary to issue further to its inspection of the site. The Organisers shall give timely notification of any such instruction if necessary. The Exhibitors authorise the Organisation and FCA Partecipazioni S.p.A. to take all the measures deemed necessary for the elimination of non-observance of the above or to safeguard the safety of the Exhibitors and visitors and the orderly running of the Exhibition.

For acceptance

**AREA EQUIPPED WITH POWER SUPPLY ORDER FORM
CENTRO CONGRESSI LINGOTTO**

Fill in and send it back to: sponsor@mne2021.org

CONGRESS _____ DATE _____

COMPANY NAME _____ STAND NUMBER _____

SET UP DATE _____ EVENT DATE \s _____

Requests the supply of electrical services as indicated and quoted hereunder:

Connection type	Socket type	KW	Unit cost per day*	Quantity	Days	TOT
Single Phase	Multiple Socket	Max. 2 kw	€ 35,00			€
Single Phase	16 Ampère 220Volt	Max. 3 kw	€ 50,00			€
Single Phase	32 Ampère 220 Volt	Max. 6 kw	€ 110,00			€

TOTAL AMOUNT FOR SINGLE-PHASE CONNECTIONS: € _____ (VAT 22% excluded)

Connection type	Socket type	KW	Unit cost*	Quantity	Days	TOT
Three Phase	16 Ampère 380 Volt	Max. 9 kw	€ 145,00			€
Three Phase	32 Ampère 380 Volt	Max. 20 kw	€ 210,00			€
Three Phase	63 Ampère 380 Volt	Max. 40 kw	€ 280,00			€
Three Phase	125Ampère 380Volt	Max 80 kw	€ 810,00			€

TOTAL AMOUNT for THREE-PHASE CONNECTIONS: € _____ (VAT 22% excluded)

TOTAL POWER SUPPLY: € _____ (VAT 22% excluded)

*** Prices refer to daily fares (both for build-up and congress days). Please count also the build-up day.**

Date

Stamp and signature of the Legal Representative

ORDER FORM FOR TRANSPORT AND PORTERAGE

Send to:

FERCAM SPA

c/o Lingotto

Via Nizza, 294

10126 TORINO

Tel. +39 334 6237 757

Only during event days +39 334 6237 757

e-mail: cristina.may@fercam.com

CONGRESS _____ DATE _____ BOOTH N° _____

COMPANY _____ BASED IN IN _____

V.A.T. _____ ADDRESS _____

POST CODE _____ CITY _____

TEL/FAX _____ E-mail _____

Requests the supply of the service listed hereunder at the prices quoted:

	Unit cost	Q.ty
Mechanical lifting equipment	Upon Request	
Collection, transport and redelivery to Lingotto at the end of the event of empty equipment (min. 2 cbm.)	€ 45,00 cbm.	
For incoming or outgoing parcels: loading/unloading/storage service, delivery to the stand and collection at the end of the event	€ 50,00 mc.	

22% VAT not included

Specific quotes shall be provided for special requirements not included in the list. Please email the supplier directly.

Payment for equipment hire and services requested shall be made upon presentation of a standard legal document, directly to the authorized supplier, prior to exhibition material being removed from the Conference Centre.

The non-payment of the invoiced amounts authorizes Management not to issue the appropriate exit permit thus retaining goods and assembly materials located within the Conference Centre, together with the right to compensation.

Date _____

Stamp and signature of the Legal Representative
