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EISENWARENMESSE

INTERNATIONAL **HARDWARE** FAIR ITALY 2025

TECHNICAL GUIDELINES



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1. FAIRGROUND



	EXHIBITORS PARKING		VISITORS ENTRANCE		EMERGENCY ASSEMBLY POINT
	BUS PARKING		EXHIBITORS ENTRANCE	PAD. A	EXHIBITION AREA I HALL A
	CITYLINE BUS STOP		RECEPTION	PAD. B	EXHIBITION AREA I HALL B
	VISITORS PARKING		RESTAURANT	EST. A	OUTDOOR AREA A
	MOTORCYCLE AREA PARKING		CONFERENCE CENTRE	EST. B	OUTDOOR AREA B
	DISABLED PARKING		ACCESS CONTROL		

2. THE VENUE

WHERE WE ARE

BERGAMO FAIR

Via Lunga s.n.

24125 Bergamo

EXTERNAL DETAILS

The building is divided into four main areas:

1. Entrance Core

Located at the main entrance, it includes:

- Entrance, reception and checkroom
- Luggage storage, supervisory and support offices
- Ticket offices and restrooms
- Bar and first aid station
- State Police office and fire station
- Service electrician's office
- Food court with self-service and table service restaurant
- Support services and connecting tunnels.

2. Office Core

Located above the entrance hall, it covers two floors and has operational and support offices.

3. Convention Center Core

Include:

- Caravaggio Conference Hall, with 440 seats, divisible, complete with conference studio, attached services, mezzanine with booths for simultaneous translation and control room
- Colleoni Hall with 35 seats
- Various small rooms, offices (also accessible from the outside area), reception and restrooms
- Support warehouse and technical rooms.

4. Exhibition Areas

Halls A and B constitute the main exhibition area, which is served by underground technical facilities, warehouses, maintenance rooms and bars. There are also restrooms for the public and standfitters, as well as rooms dedicated to technical facilities.

The outdoor exhibition area, paved in asphalt, is equipped with sub-services and facilities required for events, with access via ground manholes.

3. ACCESS TO THE EXHIBITION CENTRE / GENERAL SERVICES

LOGISTICS

For safety reasons, exhibitors and builders working on their behalf are forbidden to use lift trucks, self-propelled cranes, aerial platforms, hydro cranes, transport vehicles equipped with booms, cranes, etc. owned by them in the exhibition centre. Access to the halls by all other internal combustion vehicles is prohibited. Inside the halls or in the build-up area, trucks must proceed at walking pace.

For the use of crane trucks and exceptional lifts with an operator, please contact the partner companies directly (ask the Organiser).

During the loading and unloading of goods, it is forbidden to obstruct emergency traffic routes, escape routes or entrances to the halls by stopping your vehicle.

ACCESS REGULATIONS AND CIRCULATION OF MOTOR VEHICLES

The circulation of vehicles in the Bergamo Exhibition Centre is regulated by the Highway Code. Attention is drawn to strict compliance with the horizontal and vertical signs and the speed limit prescribed in the Exhibition Centre at 10 km/hour.

- It is forbidden for vehicles to enter the halls. For the unloading and transport of bulky and heavy materials, exhibitors may contact Schenker Italia (see Exhibitor Manual) and reserve the goods handling equipment (forklift truck); the forklift truck is only allowed to be used by authorised personnel.
- It is forbidden to keep vehicle engines running while the vehicles are parked for loading and unloading.
- It is strictly forbidden to park vehicles at driveways, hoist accesses, fire hydrants, emergency exits and in areas in front of public utilities (First Aid, Fire Brigade, Police).

Due to the intensity of vehicle traffic within the fairgrounds, during the fair build-up and dismantling period, drivers are required:

- To strictly observe the routes and parking areas indicated by the Supervisory and Security Staff.
- Not leaving vehicles parked at night inside the Exhibition Centre after the closing time of the halls.

It is forbidden for unauthorised vehicles to enter the Bergamo Exhibition Centre.

VIDEO SURVEILLANCE

The exhibition centre has a video surveillance system consisting of cameras controlled by the Emergency Operations Centre.

The system is set up and operated as required by current standards.

STAND CLEANING

Stand cleaning must be completed by the evening closing time of the event or in the morning before opening to the public. During the defined access hours, the exhibitor may use his own personnel or personnel of companies delegated by Promoberg.

FIRE-FIGHTING SERVICE

A fire-fighting service operates in the exhibition centre on the days when the fair is being set up, held and dismantled. For emergency calls: Tel. +39 035 3230911.

SURVEILLANCE - DAMAGES - INSURANCE

Koelnmesse, which does not assume any obligation for the safekeeping of the products and goods displayed or stored on the vehicles parked inside the structure, without its own responsibility, provides a night and day surveillance service; however, it declines all responsibility for all risks, natural and force majeure, none excluded. The exhibitor expressly exonerates the organisers of all liability for damages, direct or indirect, that may be caused by his own acts or omissions and/or those of his staff and/or other exhibitors or third parties in general.

Normal control and surveillance of the areas granted shall be carried out by the assignees during the opening of the exhibition centre to the public, as well as during the set-up and dismantling periods.

The exhibitor shall be liable for any damage caused to third parties (persons and property) directly, by the exhibited products, set-ups, installation of electrical and water systems, constructions, advertising installations, means of transport used, moving machinery and his own personnel.

The exhibitor shall take delivery of the rented objects and installations made on his behalf and shall be liable for them to all effects towards the delegates or concessionaires of the individual services or third parties.

The areas and in general all spaces must be returned to the condition in which they were handed over.

Exhibitors shall bear the costs of restoration due to changes made or damage caused.

Koelnmesse accepts no liability for damage and injury to people or property caused by anyone or in any way.

Koelnmesse/Promoberg provides insurance cover for Third Party Liability and Fire, but not for THEFT; therefore, exhibitors are invited to take out an insurance policy with the company of their choice.

BANK

During the fair, a Bancomat service is in function at the Intesa San Paolo Bank counter and at the Banco BPM counter located inside the central gallery.

CATERING

During the days of the event, the self-service in the central gallery will be operational, as well as the bar service inside each hall. Special conditions are provided for exhibitors, to be agreed directly with the event organiser.

REQUEST FOR HEALTH AND HYGIENE ADVICE

Koelnmesse does not allow the general administration of food or beverages. Exhibitors who plan to handle and serve food and beverages on their stands and for their guests must submit the SCIA on the portal of the Municipality of Bergamo. ([LINK](#))

MUSICAL PERFORMANCES AND PROJECTIONS DURING THE EVENT

Pursuant to Law No. 633 of 22/4/1941 'Protection of copyrights', exhibitors intending to play music or projections on their stands must contact the Bergamo S.I.A.E. branch to formalise authorisation; they must also avoid causing disturbance or damage to third parties.

For specific information on this matter, please contact the S.I.A.E. secretariat on the following number +39 035 248660.

REMOVAL OF WASTE MATERIAL

Exhibitors are reminded, during the build-up and dismantling period, to place all waste material (cartons, packaging, boxes, etc.) in the special bins located in the designated area. Companies are obliged to collect all set-up material.

The organiser shall arrange for the collection and disposal of waste produced by exhibitors within the Fairground, except for:

- a) Wooden materials and wood derivatives such as: partition walls, flooring, large packing cases, pallets, etc.
- b) Carpeting
- c) Products, semi-finished products and offcuts from demonstrations of machines in operation in the stands.
- d) Promotional material consisting of brochures, flyers, etc.
- e) Waste that can be classified as special dangerous and non- dangerous.

The uncontrolled deposit of waste, with damage to people and the environment, is prohibited by law and constitutes an offence punishable under criminal law.

Where appropriate, the organisation will report the matter to the competent authorities. For the removal of waste traceable to items a), b), c), d) above, which is abandoned in the halls, a minimum charge of €500 + VAT will be applied. For waste under item e), the disposal costs incurred by the organisation will be charged.

4. EMERGENCY PLAN

SAFETY INFORMATION

This information, in the implementation of the provisions of Legislative Decree 81/08, is intended to inform all those working in the Exhibition Centre of the rules of behaviour in the event of events defined as 'States of Emergency'.

To this end, it is specified that the events to be considered as 'States of Emergency' are:

- Evacuation
- Medical emergency
- Mild fire (or early fire)
- Severe fire (or advanced fire)
- Collapse or structural failure
- Threats or acts of sabotage
- Accident in areas managed by third parties
- Explosions
- Gas leakage
- Natural disaster
- Blackout of MV/LV switchboards and/or transformers

The fair has an Emergency Plan, which regulates behaviour and measures to be taken in the event of an emergency.

The organiser is manned by personnel trained to deal with emergencies in the event of fire and provide first aid.

BEHAVIOURAL RULES

The exhibitor must strictly comply with the safety regulations in force and orient himself within the area in which he operates by identifying, by means of the evacuation plan plans on display, the emergency exits and firefighting means available.

The exhibitor must never interfere with the work of the safety officers, and only at the latter's request may he make his own working skills and experience, knowledge of machines and other equipment available.

Furthermore, he must adopt the following behaviour in the event of an emergency:

- Remain calm.
- Avoid transmitting panic to other people.
- Give assistance to those in difficulty if you can be sure of success.
- Scrupulously follow the provisions of this plan and the orders given by the safety officers.
- Leave the building, even in the absence of a specific order, when you believe you are in danger.
- Do not re-enter the building until safety conditions are restored.

The order to evacuate the building (and any re-entry into it) is given solely by the emergency coordination officer via the sound system.

In the event of evacuation, there are 5 collection points as indicated on the map on page 1. There are two collection points per hall and the fifth is located on the entrance forecourt of the exhibition centre.

USEFUL TELEPHONE REFERENCES

Fair Switchboard: 035 3230911

Prevention/Protection Service Manager and Emergency Coordination: 035 3230911

Number to call in case of emergency when there is no trade fair activity: 035 3230911

Emergency number (First Aid, Fire Brigade, Police, Carabinieri): 112

In the event of an emergency of any kind, the person making the call must specify:

- Location of the incident (hall, outdoor area, foyer, conference centre)
- Type of emergencies (fire, collapse, traumatic events, illness, etc.)
- Extent of the incident (damage to buildings, persons, etc.)
- Presence of injured people and indication of their number
- Details of the caller (surname, first name, telephone number if applicable)
- Other useful information required at the time

IN THE EVENT OF A FIRE OR SUSPECTED FIRE OUTBREAK

Since the exhibition centre is equipped with fire-fighting systems (fire extinguishers, hydrants, etc.) and its own fire-fighting team, which is present during exhibition periods, when a dangerous situation occurs, the team must be notified promptly via the telephones and fire alarms in the exhibition centre: FIRE FIGHTING SERVICE (Tel. +39 035 3230911).

In addition to notifying the staff as described above, each exhibitor or company must ensure that everyone remains calm and follows the instructions of the staff in charge.

If an evacuation order is given, each worker must avoid running or shouting, must not use the lifts and must head for the nearest marked emergency exits.

In the event of a medical emergency, the Fair has a First Aid Point capable of handling medical emergencies with an ambulance and personnel trained in First Aid.

In the event of an accident, illness or health emergency of any other kind, the First Aid Point (Tel. +39 035 3230911) must be notified promptly.

To make the intervention of First Aid personnel and vehicles as effective as possible, the utmost cooperation is required so as not to hinder the relevant assistance manoeuvres and not to compromise in any way the practicability of emergency routes.

EMERGENCY EXITS

The emergency exits of each hall must be always kept clear and easily accessible.

Any materials obstructing these aisles will be removed, deposited at the Promoberg warehouses and returned to the fitter/exhibitor at the end of the event.

FIRE-FIGHTING SYSTEMS AND EQUIPMENT

All halls are equipped with:

- Automatic fire detection system
- Push-button fire alarm system
- Sprinkler system
- Fire-fighting boxes containing fire extinguishers and/or hose reels and alarm buttons

The location of the hydrants is indicated on the plans posted inside the facility.

Hydrants must be permanently accessible and immediately usable. It is forbidden to cover fire hydrant boxes with flaps or curtains. Please note that making a fire hydrant unusable is a criminal offence pursuant to Art. 451 of the Criminal Code.

Without prejudice to the above, any work to be carried out adjacent to or at the fire hydrants must be agreed upon and authorised in advance by Promoberg.

The location of the hydrants is indicated on the plans located inside the building.

Hydrants must be permanently accessible and immediately usable. It is forbidden to cover fire hydrant boxes with flaps or curtains. Please note that making a fire hydrant unusable is a criminal offence pursuant to Art. 451 of the Criminal Code.

Any intervention to be carried out next to or at the fire hydrants must be agreed upon and authorised in advance by Promoberg.

SECURITY SIGNS

The prohibitions, prescriptions and warnings provided by the safety signs must be scrupulously observed and enforced.

5. RISK INFORMATION IN THE FAIRGROUND FOR SAFETY PURPOSES

Description of the structure dedicated to safety management:

- **EMPLOYER:**
Chairman of Promoberg S.r.l.
- **PREVENTION AND PROTECTION SERVICE MANAGER:**
Anna Galigani (Tel. 035 3230911)
- **PREVENTION AND PROTECTION SERVICE OFFICER:**
Enrico Scala (Tel. 035 3230931)
- **WORKERS' SAFETY MANAGER:**
Employee delegate by workers
- **EVACUATION OFFICERS AND HELPERS:**
Trained and updated personnel for assisting the public and emergency teams in the event of evacuation
- **CONSULTANTS FOR VERIFICATIONS:**
Professionals who carry out conformity checks on structures and electrical installations set up in the trade fairs, on behalf of Promoberg
- **SWITCHBOARD OPERATOR:**
Employee delegated to telephone emergency management
- **FIRST AID AND FIRE EMERGENCY TEAM:**
Trained Promoberg employees.

The above structure acts to maintain safety standards and adapt when regulatory or structural changes occur.

In the event of an emergency, it intervenes according to the procedures drawn up.

The contact person and coordinator of the activities in the event of an emergency is the Prevention and Protection Service Manager, to whom all players are referred for the management of the event.

During the opening of exhibitions to the public, the standard organisational chart described above is supplemented:

- **FIRE FIGHTERS:** on days when trade fairs are open to the public
- **ITALIAN RED CROCE FIRST AID:** with ambulance on the days when the exhibitions are open to the public
- **SERVICE ELECTRICISTS:** for intervention in electrical emergencies.

The Exhibition Centre is provided with the necessary authorisations issued by the competent Authority to be able to host trade fair events, and that the official suppliers and those who work on behalf of Promoberg are in possession of the requirements provided for by current legislation. If, during the stand set-up and dismantling stages and without prejudice to the need to keep the escape routes formed by the aisles clear, it should become necessary to work in areas other than one's own stand interfering with other workplaces, it will be the responsibility of the individual exhibitor to coordinate his action with that of the managers of the neighbouring stands concerned, whose names are available at the offices of the organiser.

Please note that:

- Exhibits must comply with the Safety Requirements of the EU directives referred to by the CE markings and operate in accordance with the manufacturer's instructions for use.
- In dealing with its suppliers (stand builders and personnel from outside the exhibiting company), the exhibitor must comply with the Legislative Decree 81/08 in accordance with Art. 26 regarding the contract or work contract.
- If the exhibitor proceeds autonomously as the client of the works that are carried out on its behalf in the exhibition centre, it is obliged to check the technical and professional suitability of its contractors and subcontractors, guaranteeing Promoberg the availability of these documents in the event of checks carried out at the unquestionable judgement of the Promoberg managers. Any non-compliance will result in the removal of the non-compliant personnel and the sending of a notice to the client exhibitor.
- For all organisational aspects, the exhibitor must provide the name of the company or companies involved in setting up or dismantling. It remains the responsibility of the exhibitor to coordinate and verify compliance with the requirements of the legislation.
- Stand builders must ensure that the stand construction is carried out under the safest conditions and in compliance with the Technical Regulations, which they must provide for their contractors.

EXHIBITORS' OBLIGATIONS

The exhibitor, like any company appointed by it to carry out activities in the exhibition centre, is obliged to comply with the current provisions on safety and hygiene at work and with the provisions of the Consolidation Act 81 of 9 April 2008 and subsequent modifications and supplements.

The exhibitor, when independently entrusting set-up and dismantling work to its own fitter, or any other work or supply inside the exhibition centre, shall comply with the following:

- Verify, pursuant to Legislative Decree 81/08 and subsequent amendments and additions, the technical-professional suitability of the company holding the set-up contract, as well as of each subcontracting contractor and self-employed worker. Verification must take place by means of the acquisition of the certificate of registration with the Chamber of commerce, industry and handicrafts and the self-certification of the contractor or self-employed workers, regarding the possession of the requirements of technical-professional suitability and/or anything else provided for by the regulations in force. Pursuant to the decree, Article 26, paragraph 4), the client

contractor is jointly and severally liable with the contractor for non-payment of wages and social security and insurance contributions.

- Provide the same subjects with detailed information on the specific risks existing in the environment in which they are destined to work, providing them with the exhibition regulations as well as the general DUVRI (Single Document for the Evaluation of Interference Risks) of the event, produced and supplied by Promoberg.
- Cooperate with the employers of the contractors in the implementation of the measures for the prevention and protection of occupational risks incident to the work activity covered by the contract.
- Coordinate the measures for protection and prevention of the risks to which the workers are exposed, also informing each other to eliminate the risks due to interference between the works of any different companies involved in the execution of the overall work.
- As the client, in application of the provisions of Legislative Decree 81/08 amended and supplemented by Decree 106/2009 and 98 of 9 August 2013 as well as Legislative Decree 22 July 2014 'Decreto Palchi' and its interpretative circular Circular No. 35 of 24 December 2014, if the activities fall within the scope of Title IV of the aforementioned decree (art.88, scope of application), it must implement the measures for cooperation and coordination of activities through the appointment of the Safety Coordinator during the Design and Execution phase who must prepare the Safety and Coordination Plan (PSC) of the stand (e.g. stand set-up works carried out by contractors interfering with activities for the placement of products to be exhibited or with works carried out directly by the exhibitor, timing of interventions, etc.).

It is the obligation of the exhibitor to keep at its stand all the documents required by the regulations in force, at the disposal of the Supervisory Authority for the duration of the set-up or dismantling phases.

OBLIGATIONS OF BUILDERS AND CONTRACTORS

Companies, if the work falls within the scope of Title IV, must provide for the assessment of the risks deriving from the execution of the works envisaged in the contract, through the drafting of the Operational Safety Plan.

This document must contain the identification, analysis and assessment of the health and safety risks specific to the company and the work, with respect to the use of equipment and the operating methods, which may be explained with diagrams and instructions for the assembly/disassembly of the stand and is completed with the identification of any personal protective equipment. The POS shall have the minimum contents set forth in Annex XV to Legislative Decree 81/08 and subsequent amendments and integrations.

- If the work does not fall within the above scope, the companies must draw up an Operative Safety Plan consistent with the provisions of the DUVRI drawn up by the exhibitor (client).
- Verify, as described above, the technical and professional suitability of any subcontractors.
- Comply with the regulations in force regarding safety and hygiene at work during the execution of work.

- Keep all the above-mentioned and legally required documentation available at the stand.

INTERFERENCE RISK ASSESSMENT DOCUMENT

Risk assessment involves an evaluation of the probability of an event harmful to the health and/or safety of workers and the extent of the possible damage. The systems for carrying out this assessment, the main purpose of which is to establish a scale of priorities and emergencies, can be different.

The most widely used uses 4 probability scales and 4 damage scales. The relevant table is shown below and clearly indicates the criteria used to assess the probability of occurrence and the extent of possible damage. Once damage and probability have been defined, the risk is automatically graded using formula Risk = Probability x Damage.

Major risks (lethal damage, high probability) will have a very high value, minor risks (slight damage, negligible probability) a very low value, with a whole series of easily identifiable intermediate positions. The numerical risk assessment is a starting point for prioritising and scheduling the protection and prevention measures to be taken, and makes it possible to identify a priority scale of measures, for example:

VALUE	LEVEL	DEFINITIONS / CRITERIA
4	Highly probable	<ul style="list-style-type: none"> - There is a direct correlation between the deficiency detected and the occurrence of the assumed harm to workers - Damage has already occurred for the same deficiency detected in the same company or in similar companies or in similar operational situations
3	Probable	<ul style="list-style-type: none"> - The deficiency detected may cause harm, even if not automatically or directly - A few incidents are known in which the deficiency was followed by damage - The occurrence of the hypothesised damage would cause moderate surprises in the company
2	Not probable	<ul style="list-style-type: none"> - The deficiency noted may only cause damage in unfortunate circumstances of occurrence - Only very rare occurrences are known - The occurrence of the assumed damage would cause great surprise
1	Improbable	<ul style="list-style-type: none"> - The deficiency detected may cause damage due to the concurrence of several unlikely independent events - No events are known to have already occurred - The occurrence of the damage would arouse disbelief

VALUE	LEVEL	DEFINITIONS / CRITERIA
4	Very grave	<ul style="list-style-type: none"> - Injury or acute exposure episode with fatal effects or total disability - Chronic exposition with lethal and/or totally disabling effects
3	Grave	<ul style="list-style-type: none"> - Accident or acute exposure episode with partially disabling effects - Chronic exposition with irreversible and/or partially disabling effects
2	Medium	<ul style="list-style-type: none"> - Acute accident or exposure episode with reversible disability - Chronic exposition with reversible effects
1	Live	<ul style="list-style-type: none"> - Acute accident or exposure episode with rapidly reversible disability - Chronic exposition with rapidly reversible effects

This results in a visualisation that considers the breakdown by risk factors and intervention priorities:

EVALUATED RISK:

R>8	Urgently needed corrective actions
4<R<8	Urgently needed corrective actions to be planned
2<R<3	Corrective and/or improvement actions to be planned in the short to medium term
R=1	Improvement actions to be evaluated in the planning phase

This scale depends on the 'severity' of the assessment carried out and the scheduling of interventions also depends on the practical possibility of carrying them out, which may be linked to the technical time required or even the economic availability at the time. In any case, a numerical scale of the type indicated above is useful for a correct assessment and consequent planning of interventions and attention.

For the drafting of this document, the reference items highlighted in the attached table were analysed and evaluated:

Macrocategory	Safety risks
Category	A1) Structures
Reference area	Lighting (normal and in emergency)
Description	Lighting calculation and installation suitable for the rooms, the emergency lamps in the halls are always switched on, as per regulations, the emergency system is uninterruptible and powered by a generator
Risk rating scale	3
Risk solution	The risk of power failure and failure of the emergency power unit is extremely remote
Residual risk	0 because functioning is periodically tested

Macrocategory	Safety risks
Category	A1) Structures
Reference area	Hall lighting
Description	Possibility of unintentional switching off of lights in halls
Risk rating scale	1
Risk solution	Control panels are closed, lockable opening
Residual risk	0

Macrocategory	Safety risks
Category	A1) Structures
Reference area	Hall floors and appurtenances
Description	In the halls the floors are smooth concrete, not slippery. No particular risks are evident. In the car parks the floors are asphalt with drainage sumps. In the visitors' car parks, the parking area is on grassed concrete blocks. The floor in the lobby is marble, the floor in some of the rooms in the conference centre is parquet or tile or marble amalgam.
Risk rating scale	2
Risk solution	The grassed concrete blocks are maintained periodically. Interior floors that can be slippery when wet must be dried promptly, shoe mats are laid in case of rain.
Residual risk	1

Macrocategory	Safety risks
Category	A1) Structures
Reference area	Falling objects in the halls
Description	During set-up operations, the handling of objects, their transport, and their positioning in the exhibition areas can result in objects falling, which, if heavy, can cause injury to fitters and to personnel on duty in the halls. Balanced products and goods must be promptly secured. These work phases are the most critical and require vigilance on the part of all operators.
Risk rating scale	6
Risk solution	Staff ensure that the legally required PPE is used, that goods are not handled at dangerous heights. Situations of hovering goods and products must be promptly reported and remedied, if necessary, by cordoning off the area until resolved.
Residual risk	1

Macrocategory	Safety risks
Category	A1) Structures
Reference area	Damage to extremities
Description	During operations, fitters use fastening systems with screws and nails, which can cause foot injuries if left on the ground. In the halls, fitters sometimes use bladed woodworking machines, which can be a source of danger if they are used without caution or legal protection.
Risk rating scale	4
Risk solution	When setting up, the personnel in charge must wear footwear with PPE, cutting operations with mechanical tools must take place outside the exhibition area, if necessary they must be carried out safely, personnel must keep a distance and be vigilant, in the event of dangerous situations the hall supervisory personnel must be notified, who, if necessary, will impose a power cut on the non-compliant exhibitor. Warning signs are provided.
Residual risk	1

Macrocategory	Safety risks
Category	A1) Structures
Reference area	Stairs
Description	The centre is equipped with closed (within the buildings) and emergency staircases, which are modern and well laid out. Depositing material along the ramps can be dangerous, especially in an emergency.
Risk rating scale	1
Risk solution	Take steps to ensure that no materials or equipment are deposited in the stairwells or along the stairs.
Residual risk	1

Macrocategory	Safety risks
Category	A1) Structures
Reference area	Internal roads
Description	Inside the fenced complex there is a speed limit of 10 km/h, and non-compliance, especially in the vicinity of the halls exposes people to high dangers. The same risk applies to collisions between vehicles in transit or with forklift trucks.
Risk rating scale	4
Risk solution	Personnel keep a watchful eye and keep possible offenders away vertical and horizontal signs are checked periodically, in the event of high influxes the vehicles present are rotated, and parking areas are cordoned off. Those forklift trucks are subject to a licence check.
Residual risk	1

Macrocategory	Safety risks
Category	A1) Structures
Reference area	External roads
Description	The district has dedicated parking spaces for visitors, the area can be accessed by paying for an access ticket and in any case through special driveways, there is a speed limit. The spaces are monitored and staffed.
Risk rating scale	4
Risk solution	Staff keep watch and remove offenders, requesting the intervention of the local police if appropriate.
Residual risk	1

Macrocategory	Safety risks
Category	A1) Structures
Reference area	Exits
Description	Emergency exits are adequate in number and surface area for the prescribed spaces and capacities, and their proper functioning is monitored. Emergency doors in the halls are fitted with shatterproof glass.
Risk rating scale	1
Risk solution	In the event of a breakdown, the staff activates the property maintenance service for a diligent breakdown, and in any case ensures that they are never cluttered with materials.
Residual risk	1

Macrocategory	Safety risks
Category	A1) Structures
Reference area	Window frames
Description	Fire doors in the case of automatic closing can cause shear damage to the ends if the ends are sheared off. The closing of the doors is periodically checked, the process is slow and allows for useful safety margins.
Risk rating scale	1
Risk solution	Periodic inspection of windows and doors as required by law for safety equipment. Checking by personnel to assist in case of evacuation.
Residual risk	1

Macrocategory	Safety risks
Category	A1) Structures
Reference area	Radon
Description	The presence of Radon in the basement is possible, however, as it is not a place of work and only occasionally frequented, the investigation is omitted. However, the premises are ventilated and served by extraction pipes.
Risk rating scale	
Risk solution	
Residual risk	0

Macrocategory	Safety risks
Category	A2) Machines
Reference area	Protection of start-up equipment
Description	All machinery and installations supporting the exhibition are located out of the reach of the public and operators. Access to the technical rooms is prohibited; all machines are CE-compliant.
Risk rating scale	1
Risk solution	Only authorised technicians are permitted to work on the systems and to enter the relevant rooms.
Residual risk	1

Macrocategory	Safety risks
Category	A2) Machines
Reference area	Protection when using lifting appliances
Description	Lifting appliances are equipped with an intercom system that is connected live to the service and rescue centre in the event of a fault.
Risk rating scale	3
Risk solution	The risk is limited to remaining in a faulty lift. Property personnel are trained to release the lifts to the lower floors and free any occupants.
Residual risk	1

Macrocategory	Safety risks
Category	A2) Machines
Reference area	Protection when using pressure equipment
Description	The lifting appliances are equipped with a door phone system connected live to the service and rescue centre in the event of a fault.
Risk rating scale	3
Risk solution	The risk is limited to remaining in a faulty lift. Property personnel are trained to release the lifts to the lower floors and free any occupants.
Residual risk	1

Macrocategory	Safety risks
Category	A2) Machines
Reference area	Protection during access to tanks and reservoirs
Description	The fire-fighting network also makes use of water reservoirs, located in the basements at the ends of the halls, access is not permitted, and access routes are locked.
Risk rating scale	4
Risk solution	Access to the tanks is forbidden, in case of necessary maintenance it is mandatory to proceed in pairs and with supervised access, a specific intervention plan must be drawn up.
Residual risk	1

Macrocategory	Safety risks
Category	A2) Machines
Reference area	Protection when using lifting and load handling equipment
Description	The organisation has a forklift/lift truck and the personnel operating it are adequately trained and aware of the dangers involved. Maintenance and checks on operation and compliance are the responsibility of the person operating it, the risk of overturning or being run over, however small, can lead to serious damage.
Risk rating scale	8
Risk solution	The entrusting of the vehicle to third parties takes place following verification of the suitability to drive the vehicle, certified by the legal representative of the requesting company.
Residual risk	4

Macrocategory	Safety risks
Category	A2) Machines
Reference area	Work at height
Description	There is no work at height, if necessary, it must be managed with the person in charge and entrusted to qualified companies. If necessary, the person in charge shall draw up the specific and joint interference assessment document.
Risk rating scale	6
Risk solution	Eventually, to be verified
Residual risk	2

Macrocategory	Safety risks
Category	A3) Dangerous materials
Reference area	Combustible materials
Description	There is no work at height, if necessary, it must be managed with the person in charge and entrusted to qualified companies. If necessary, the person in charge shall draw up the specific and joint interference assessment document.
Risk rating scale	6
Risk solution	Eventually, to be verified
Residual risk	2

Macrocategory	Safety risks
Category	A3) Dangerous materials
Reference area	Explosive materials
Description	The organisation has its own forklift truck, charging batteries can release hydrogen: a highly explosive and easily ignited product.
Risk rating scale	4
Risk solution	The batteries are recharged in the room designated for this purpose, with closed compartments and with the ventilation inlets to the outside unobstructed.
Residual risk	1

Macrocategory	Safety risks
Category	A3) Dangerous materials
Reference area	Exhaust fumes
Description	Internal combustion vehicles with exhaust emissions are not permitted in the halls. In the operational phases for exceptional events and low presence of people, it may be induced to allow temporary presence, in which case if the vehicles are inoperative, the engine must be switched off, the doors wide open and the fumes conducted outside. The presence must be implemented for as long as necessary.
Risk rating scale	1
Risk solution	Personnel must be expressly authorised before vehicles are allowed access; if this is the case, they must ensure that the specified procedures are followed.
Residual risk	1

Macrocategory	Safety risks
Category	A4) Electrical installations
Reference area	Suitability of the project
Description	The fairground is newly built, has a CPI and is subject to the inspections imposed by the prefectural commission for the supervision of public entertainment venues, the installations are up to standard and maintained by the owners.
Risk rating scale	1
Risk solution	No design flaws are detected and have not been detected in the past.
Residual risk	1

Macrocategory	Safety risks
Category	A4) Electrical installations
Reference area	Suitability for use
Description	Electrical installations are maintained by the property and used for their original purpose. The temporary installations made available to exhibitors in the halls comply with current regulations; the exhibitors certify through a qualified technician that the temporary installations downstream of the one provided by the organisation comply with regulations. In addition,

	before the opening of exhibition events, an external consultant intervenes on behalf of the organisation to further verify this compliance.
Risk rating scale	4
Risk solution	The probability of accidents for electrical installations is remote. Since the resulting damage is potentially serious, a high-risk class is assigned. A team of electricians is always present on working days in the halls, and they are responsible for the initial inspection of the downstream system (if already installed). Potentially dangerous temporary installations must not be energised. Any arbitrary tampering must be reported to the RSP and stopped. Access to technical rooms and tunnel by unqualified personnel is not permitted.
Residual risk	2

Macrocategory	Safety risks
Category	A4) Electrical installations
Reference area	Intrinsically safe systems in fire/explosion risk atmospheres
Description	The forklift charging room is equipped with a watertight electrical system
Risk rating scale	2
Risk solution	Staff ensure that cable and lamp guards are correctly positioned.
Residual risk	1

Macrocategory	Safety risks
Category	A5) Fire-explosions
Reference area	Presence of inflammable materials in use
Description	It is forbidden to bring flammable substances into the exhibition centre. All the rooms have been set up in accordance with the legal fire regulations, in particular the rooms to which the public has access also refer to the regulations for public entertainment venues. In the halls, the risk of possible fire from temporary set-ups, although limited, can lead to serious damage.
Risk rating scale	4
Risk solution	The organisation has laid down a general regulation and a technical regulation with reference standards that exhibitors and their representatives must adhere to for the classification of the reaction to fire of the exhibits introduced. The introduction of non-fire-retardant exhibits is permitted as long as they are not hazardous. Before the start of the event, an external consultant visits the stands and confirms the suitability of the materials used by the exhibitors, also in relation to the static nature of the set-ups. The RSPP acquires the declarations produced and takes steps to obtain those of the exhibitors.
Residual risk	2

Macrocategory	Safety risks
Category	A5) Fire-explosions
Reference area	Lack of safety signs
Description	Safety signs comply with current standards. During the set-up and dismantling phases, access by unauthorised personnel is not permitted as potentially dangerous work and handling is taking place.
Risk rating scale	3
Risk solution	Periodic verification of signage
Residual risk	0

Macrocategory	Safety risks
Category	B1) Chemical agents
Reference area	Ingestion, skin contact, inhalation
Description	There is no risk of exposition from chemicals as they are not handled. However, some of the construction phases in the halls involve the

	production of sawdust and the use of paints, so allergens to these products may occur.
Risk rating scale	1
Risk solution	The halls during set-up are kept ventilated, driveways are open, and cleaning in the aisles is continuous. Hazardous chemicals are not permitted.
Residual risk	1

Macrocategory	Safety risks
Category	B1) Physical agents
Reference area	Noise, vibrations, ionising and non-ionising radiation
Description	Operators may use small machines to set up the stands; ionising and non-ionising radiation generators are not allowed.
Risk rating scale	1
Risk solution	There is no evidence of annoying noise production during the set-up phases, this period is however very limited in time, for monitoring purposes noise thresholds will be analysed in the future.
Residual risk	1

Macrocategory	Safety risks
Category	B2) Physical agents
Reference area	Microclimate
Description	The working environment is healthy. The rooms open to the public, including the halls, are equipped with heating, air conditioning and air extraction.
Risk rating scale	1
Risk solution	
Residual risk	0

Macrocategory	Safety risks
Category	B2) Physical agents
Reference area	Illumination
Description	The lighting of the rooms was realised in relation to appropriate lighting calculations.
Risk rating scale	1
Risk solution	It can be changed in intensity by switching on all or part of the available lamps.
Residual risk	0

Macrocategory	Safety risks
Category	C1) Work organisation
Reference area	Weary work processes
Description	The organisation's activities, on the days it is open to the public and set up, presuppose the performance of the service, including Saturdays and holidays.
Risk rating scale	6
Risk solution	The organisation equips itself with rotation and delegation systems and monitors the state of consciousness of the operators through designated personnel.
Residual risk	0

Macrocategory	Safety risks
Category	C1) Work organisation
Reference area	Planning health and safety aspects
Description	A further training programme is defined that includes practical skills tests
Risk rating scale	1

Risk solution	The organisation has a training and verification programme, it is the responsibility of the RSP to develop this programme in agreement with the management, extemporaneous verifications will also be implemented with external contractors.
Residual risk	0

Macrocategory	Safety risks
Category	C1) Work organisation
Reference area	Maintaining security conditions
Description	The entity is subject to control and verification by the relevant bodies, it is the entity's responsibility to maintain safety standards and maintenance.
Risk rating scale	4
Risk solution	Failure to comply with the provisions of the supervisory bodies contravenes the provisions of Legislative Decree 81/08, with consequences sanctioned by the Code of Criminal Procedure. Verification records are provided.
Residual risk	1

Macrocategory	Safety risks
Category	C1) Work organisation
Reference area	Supervision of operating conditions
Description	The timely verification of the maintenance of ordinary operating conditions is delegated to internal personnel who monitor the condition of the windows and doors, that the escape routes are tidy and clear, that the safety and extinguishing systems are not tampered with, that no materials are deposited to obstruct the escape routes.
Risk rating scale	1
Risk solution	The personnel in charge compile verification reports.
Residual risk	0

Macrocategory	Safety risks
Category	C1) Work organisation
Reference area	Appropriate procedures for dealing with accidents and emergency situations
Description	The organisation has set up a number of procedures for security checks and for implementing the procedures to be adopted in the event of an emergency in as coordinated a manner as possible, the procedures are set out on the following pages.
Risk rating scale	1
Risk solution	The personnel in charge compile verification reports.
Residual risk	0

Macrocategory	Safety risks
Category	C1) Work organisation
Reference area	Manual handling of loads
Description	The internal work process does not involve handling loads, contracting companies, exhibitors and their contractors are required to assess this risk.
Risk rating scale	1
Risk solution	
Residual risk	0

Macrocategory	Safety risks
Category	C1) Work organisation
Reference area	Information security and reliability systems
Description	The organisation is equipped with modern fire and intrusion detection systems, video surveillance, and surveillance. The management of control systems is the responsibility of a limited number of people, trained and/or familiar with the operations of the support means.
Risk rating scale	1
Risk solution	
Residual risk	0

OTHER RISKS EXAMINED: ELECTROMAGNETIC FIELDS

There are no known environments at risk of exposure to electromagnetic fields (ref. Law no. 29 of 25/1/2006).

ASBESTOS RISK

There is no environment, and no work is carried out where asbestos is present (ref. Legislative Decree 25/07/2006 no. 257. asbestos risk).

RISK FROM TOBACCO SMOKE

VIGENT PROHIBITION IN ALL ENVIRONMENTS (Health Ministry Circular of 17/12/2004: interpretative and implementation indications of the prohibitions resulting from the entry into force of Article 51 of Law no. 3 of 16 January 2003 on the protection of the health of non-smokers). At present, the probability of being subjected to such an event and the incidence it would have, rule out the risk of exposure.

RISK ASSESSMENT AND INDICATION OF THE MEASURES TAKEN TO ELIMINATE EXISTING RISKS IN THE ENVIRONMENT IN WHICH THE COMPANIES AND WORKERS ARE TO WORK DURING THE SETTING UP AND DISMANTLING OF HALLS AND THE RELEVANT RULES OF BEHAVIOUR:

SITUATION	RISK	PREVENTION MEASURES
Accessibility of electric vehicles within the halls	Collisions and impacts between people and vehicles, overloading on the floor, structural damage	<ul style="list-style-type: none"> - Driving by trained personnel, extreme caution when maneuvering, assistance when signaling, observing the speed limit (at walking pace). - Conduct vehicles with the utmost care and caution, especially when changing direction between buildings, staying in marked lanes. - Attend to the signs installed on the entrances to the halls. - Motor vehicles at walking pace
Accessibility of internal combustion vehicles within the halls	Inhalation of exhaust gases (combustion products)	No access unless exempted for special events and/or specific authorisation
Accessibility of vehicles without tyred wheels	Structural damage	Absolute prohibition
Application of overloads and concentrated loads	Structural failure and damage, instability of	- Prohibition of applying loads in excess of limits.

exceeding permitted limits	vehicles and loads, damage to equipment	<ul style="list-style-type: none"> - Compliance with hall use restrictions, regarding floor capacities, door dimensions and height limits. - Certifications of structures
Occupation of the roadway with material during assembly and disassembly	Running over by materials, falls due to obstructions on traffic routes, inability to leave the hall immediately to get to a safe place	<ul style="list-style-type: none"> - Maintaining and highlighting the safe passage of traffic routes with the activities taking place. - Maintaining emergency routes and exits easily accessible and clear.
Abandonment of solid waste material from processing	Tripping, dangerous impacts, fire, punctured soles, environmental hazards	<ul style="list-style-type: none"> - Immediate removal of the material by the producer to the appropriate landfill sites - Delimitation of work areas - Protection of feet: anti-puncture - crushing shoes
Use of machines and equipment	Accident risks in general, impacts, crushing, punctured soles, hygiene risks in general	<ul style="list-style-type: none"> - Suitability of machinery and equipment, according to current regulations; - Use by operators of the PPE required by law and compliance with environmental emission limits - Behaviour according to the normal rules of caution and prudence - Vehicle at walking pace
Use of lifting equipment	Fall of lifted and transported materials	Absolute ban on bringing in unsuitable machines and subjecting anyone to suspended loads
Unfavorable microclimate for working in unheated rooms	Exposure to draughts and uncomfortable temperatures	Use of appropriate clothing
Use of compressed or liquefied, combustible, oxidising or inert gases	Burst, explosion, fire	Prohibition of introduction and use
Use of open flames, lighting fires, use of compressed or liquefied gas cookers, use of stoves	Fire, explosion	Absolute ban
Cigarette or cigar smoke in the proximity of combustible materials	Fire	Absolute ban
Spillage of hazardous products on the floor: naphtha, petrol, solvents, corrosive substances in general, oils.	Fire, inhalation of harmful and irritating vapours, damage to flooring, falls	Absolute ban
Use of paints and solvents, production of dust or fumes, release of fibres, emission of unpleasant odours	Inhalation of toxic or harmful substances or irritants, fire	Follow the instructions for use described in the relevant data sheets
Connection to water, electricity, compressed air, telephone	<ul style="list-style-type: none"> - Electrocution, obstruction of traffic and in general relating 	<ul style="list-style-type: none"> - Obligations and prohibition of connection to installations by unauthorised persons - Sign open manholes and mark off areas

	to improper connection to supply points and installations. - Stepping, falling, presence of uncovered manholes	<ul style="list-style-type: none"> - Cleaning transit routes - Behaviour according to the normal rules of caution and prudence - Keep any floor coverings in order
Electrical installation	Electrical risk	<ul style="list-style-type: none"> - Comply with safety signs posted at utility points - Do not work on electrical installations - Constructing temporary electrical installations in accordance with standards
Introduction of dangerous materials into the halls	Fire	<ul style="list-style-type: none"> - Obligations and prohibition of bringing hazardous materials into the halls - Smoking is prohibited - Removal of waste materials from the aisles - Standard electrical installations

RISK ASSESSMENT AND INDICATION OF THE MEASURES TAKEN TO ELIMINATE THE RISKS EXISTING IN THE ENVIRONMENT IN WHICH THE COMPANIES AND WORKERS ARE TO WORK DURING THE SET-UP AND DISMANTLING PHASES IN THE OUTDOOR AREA, CAR PARKS, TRAFFIC ROUTES, GOODS HANDLING AREAS AND RELATED RULES:

SITUATION	RISK	PREVENTION MEASURES
Circulation of vehicles in operational areas	<ul style="list-style-type: none"> - Interventions by vehicles and means of transport - Crossing surfaces - Possible contact between equipment/work vehicles used by different companies 	<ul style="list-style-type: none"> - Carefully observe signs indicating speed limits in areas designated for vehicular traffic. - Carry vehicles with the utmost care and caution, especially when changing direction between buildings, keeping to marked lanes.
Circulation of pedestrians in operational areas	Pedestrian accidents by vehicles and equipment in use	<ul style="list-style-type: none"> - Take care when driving - Parking and transit prohibited in vehicle manoeuvring areas - Obligation to avoid the haphazard presence of material by trying to limit clutter as much as possible to facilitate the transit of people and vehicles
Falling materials from heights in areas through which vehicles, pedestrians or visitors pass	Falling materials	For all work carried out at height or involving lifting materials at height, appropriate safety measures must be taken, and access to the area concerned must be forbidden
Outdoor work	Exposure to draughts, weather and uncomfortable temperatures	Use of appropriate clothing
Slippery surfaces	Flat falls, sprains	Use of appropriate footwear
Parking of vehicles and temporary storage of materials	Impossibility of immediate evacuation and rescue	Parking vehicles in the assigned car parks and spaces: in any case, it is absolutely forbidden to park

		vehicles, vehicles or place materials that obstruct the free movement and in particular the emergency routes and exits and routes intended for access by first aid vehicles.
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RISK ASSESSMENT AND INDICATION OF THE MEASURES ADOPTED TO ELIMINATE EXISTING RISKS IN THE ENVIRONMENT IN WHICH THE COMPANIES AND WORKERS IN THE FOYER AND TICKET OFFICE AREAS ARE TO WORK (ART. 26 LEGISLATIVE DECREE 81/08 AND SUBSEQUENT AMENDMENTS AND ADDITIONS):

SITUATION	RISK	PREVENTION MEASURES
Pedestrian traffic	Hitch, fall	<ul style="list-style-type: none"> - Strictly observe signs indicating cleanliness of transit routes - Beave according to the normal rules of caution and prudence - Keep floors tidy - Keep transit surfaces clear
Presence of installations	<ul style="list-style-type: none"> - Fire - Electrical risk 	<ul style="list-style-type: none"> - Prohibition of heating appliances without authorisation - Standard electrical installations - Prohibition of work on electrical installations - Use of installations according to regulations

RISK ASSESSMENT AND INDICATION OF THE MEASURES TAKEN TO ELIMINATE THE RISKS PRESENT DURING TRADE FAIR EVENTS ON TRADE FAIR STANDS AND RELATED RULES OF CONDUCT (ART. 26 LEGISLATIVE DECREE 81708):

During the phase examined below, in the exhibition halls, there is the simultaneous presence of stands set up and possible large crowds of the public; all behavioural and technical preventive measures must be aimed at preserving the safety, not only of the trade fair operators, but above all the public present at the event.

SITUATION	RISK	PREVENTION MEASURES
Structural safety of fittings	Structural failure of stands	<ul style="list-style-type: none"> - Compliance with hall use restrictions, regarding floor capacities, door dimensions and height limits - Certification of structures - Regular inspections of the stands are required to check for damage during the event; the presence of fasteners for both horizontal structures (grid ceiling panels) and vertical structures must be carefully checked. - It is forbidden to make structural changes to standard and non-standard

		set-ups and to use the structures improperly (overloading).
Safety in case of work required in the presence of the public	Tripping, falling, presence of uncovered manholes	<ul style="list-style-type: none"> - Employ provisional works to eliminate any dangers to third parties, in particular visitors - Sign open manholes and mark off areas - Cleaning transit routes - Behaviour according to the normal rules of caution and prudence - Keep any floor coverings tidy - Monitoring signs
Animal-related safety	Risks for the public	<ul style="list-style-type: none"> - Provisional works to eliminate any dangers to third parties, in particular visitors - Regular checks on stands for damage during the event - Obligations relating to the proper handling of animals and their welfare
Safety of installations	Explosions, bursts, fire	<ul style="list-style-type: none"> - Prohibition to make modifications to the installations. Check them throughout the event. - Prohibition of smoking - Removals from the aisles - Standard electrical installations
Transit vehicles	Running over by vehicles, means of transport	<ul style="list-style-type: none"> - Respecting road markings and signs - Maintaining the speed limit

RISK ASSESSMENT AND INDICATION OF MEASURES TAKEN TO ELIMINATE INTERFERENCE, SPECIFIC TO COMPANIES CONTRACTED BY BERGAMO TRADE FAIR

Reference area	Cleaning
Description	Surface cleaning service consists of: removing waste material, cleaning litter bins, cleaning carpets, cleaning toilets, restoring toilet facilities, removing waste and placing it in the collection bins in the internal ecological island. Use of suitable equipment and support tools.
Machinery employed	Cleaning machines - Detergents - Brooms - Manual washing systems - Wheeled bins - Spider cranes - Transport vehicles - Forklifts with internal combustion/electric motor
Type of risk assessed	Cleaning and polishing of passage surfaces, possible danger of falling for staff and members of the public. Possible contact between work equipment/vehicles used by the various companies. Obstruction of passage surfaces. Risk of investment, risk of overturning support equipment.
Risk assessed scale	4
Risk solution	Use of PPE. Respect for and application of warning signs. Observance of the time schedules indicated in the work programme relating to the events. The contractor of Fiera di Bergamo is obliged to check, before allowing its workers access to the exhibition areas, that the conditions of the environment do not jeopardise the safety of workers. Use the utmost caution and prudence when moving within the areas affected by mobilisation and demobilisation. In the case of service in enclosed

	<p>areas, use machinery that is suitable for such use. When washing transit areas, mark the area adequately to prevent falls.</p> <p>When transporting materials within the district with a transporter vehicle, make sure that you always have full visibility; when placing material in the collection box, use only means suitable for the purpose. Self-propelled vehicles must absolutely proceed at a walking pace. It is forbidden to stop and pass through the manoeuvring areas of the vehicles. Always keep a distance from suspended and/or moving loads.</p>
Residual risk	1

Reference area	Laying of trusses and signs in general
Description	Positioning and moving the machines. Reaching work heights - Laying cables - Laying down trusses and learning them (lights, graphics, audio and video equipment) - electrical connections - introduction, loading, unloading in halls of material.
Machinery employed	Wire ropes, American eyebolts, hanging equipment - forklifts
Type of risk assessed	Sign-laying and removal activities: risks related to the use of means of transport, loading and unloading activities, lifting at height, falling heavy elements. The simultaneous presence of several companies may cause risks of collision of vehicles, falling elements, risk of falling persons or building structures with risks for workers of other companies as well.
Risk assessed scale	4
Risk solution	<p>Use of PPE and specific anti-fall PPE. Compliance with and application of warning signs. Respect of the time schedules indicated in the work programme relating to the events. The contractor of Fiera di Bergamo is obliged to check, before allowing its workers access to the exhibition spaces, that the conditions of the environment do not create prejudice to the safety of workers. Use the utmost caution and prudence when moving within the areas affected by mobilisation/mobilisation. As far as possible, assemble electrical circuits and elements on the ground. Self-propelled vehicles must proceed at a walking pace in the case of work at height, transit must be prohibited in the area below the machines and equipment being worked on. Do not omit any elements and do not make any assembly changes unless expressly provided for by the manufacturer. Check beforehand the consistency and tightness of the surface on which the structure is to rest. Always check that the uprights are perfectly vertical (spirit level or plumb line). Always ensure that the ropes, chains, hooks or couplings provided for lifting the horizontal elements are in good condition and free from defects that could compromise their strength. Prohibition of parking and transit in the manoeuvring and vehicle areas.</p> <p>Obligation to avoid the haphazard presence of material by trying to limit clutter as much as possible, to facilitate the transit of people and vehicles. Continuous monitoring and cleaning in transit areas, in order to limit the presence of elements/objects etc. is likely to cause injury. Obligation on anyone working at height to report danger. Keep away from suspended and/or always moving loads. Obligation for persons who, for whatever reason, remove covers from manholes to signal the danger in an appropriate manner. The specific obligation to close sumps completely after use is emphasised. Exercise the utmost caution and prudence when moving in the vicinity of manholes. Ensure that the</p>

	double safety device is installed on the chains, chains and apprenticeships. Check the passage of electrical wiring and protections on lamps.
Residual risk	1

Reference area	Carpet laying
Description	Transport and laying of carpet on the floor, adjustment with cutting equipment and fixing with double-sided tape. Covering with pvc.
Machinery employed	Electric or manual conveyor trolley is used for handling. Cutter. Rolls of double-sided adhesive tape. Rolls of carpet.
Type of risk assessed	Carpet laying and removal activities: use of means of transporting material, material storage, risks related to the use of means of transporting materials to be laid or removed, material storage, use of carpet removal equipment. Cutting risk from the use of blades.
Risk assessed scale	4
Risk solution	<p>Use of PPE. Respect for and application of warning signs. Observance of the time schedules indicated in the work programme relating to the events. The contractor of Fiera Bergamo is obliged to check, before allowing its workers access to the exhibition areas, that the conditions of the environment do not jeopardise the safety of workers. Use the utmost caution and prudence when moving within the areas affected by mobilisation/mobilisation. Self-propelled vehicles must proceed absolutely at a walking pace. Prohibition of parking and transit in vehicle manoeuvring areas. Observance of the rules contained in the Highway Code and those established by Fiera di Bergamo in the Technical Regulations, both for drivers and pedestrians as well as for all those present within the area. The obligation to keep transit areas clear and, when this is not possible, the obligation to avoid the disorderly presence of material by trying to limit clutter as much as possible, to facilitate the transit of people and vehicles. Continuous monitoring and cleaning in transit areas, to limit the presence of elements/objects etc. likely to cause injury. Always keep clear of suspended and/or moving loads.</p> <p>Be careful when working in areas where electrical squares have already been laid due to the danger of tripping. If pvc roofing is to be laid, do not leave the electrical boards under the pvc as they are visually not well perceived, also lay continuous adhesive tape between the joints of the pvc sheets to avoid tripping hazards between one sheet and the next.</p>
Residual risk	1

Reference area	Installation/removal of technological equipment for displays
Description	Opening/closing of manholes or down conductors from above for the positioning of electrical panels, water or compressed air supply, telephone/isdn lines.
Machinery employed	Electric or manual trolley, plate lifting hooks, switchboards, pipes, telephone cables, hand tools.
Type of risk assessed	Running over by self-propelled vehicles or risk of contact with equipment used for removing materials, loss of load during transport, collapse of materials in storage conditions. Shock hazard due to electrical conduction - possibility of segregation of uncovered manholes

	with risk of falling inside. Possible shearing of ends when restoring manhole. Tripping.
Risk assessed scale	5
Risk solution	<p>Use of PPE for extremities and suitable footwear. Vertical signposting when installing electrical panels in outdoor areas. Application of safety regulations for working on live electrical installations. Compliance with and application of warning signs. Adherence to the timetable indicated in the work programme relating to the events. The contractor of Fiera di Bergamo is obliged to check, before allowing its workers access to the exhibition areas, that the conditions of the environment do not create prejudice for the safety of workers. Use the utmost caution and prudence when moving within the areas affected by mobilisation/mobilisation. Self-propelled vehicles must proceed absolutely at a walking pace. Prohibition of parking and transit in vehicle manoeuvring areas. Observance of the rules contained in the Highway Code and those established by Fiera di Bergamo, contained in the Technical Regulations, for both drivers and pedestrians as well as all those present within the area.</p> <p>The obligation to keep transit surfaces clear and, when this is not possible, the obligation to avoid the disorderly presence of material by trying to limit clutter as much as possible, to facilitate the transit of people and vehicles. It is the obligation of anyone working at heights to bar access to the area below and to signal the danger. Always keep a distance from suspended and/or moving loads. Obligation for persons who, for whatever reason, remove covers from manholes to signal the danger in an appropriate manner. The specific obligation to close sumps completely after use is emphasised. Exercise extreme caution and prudence when moving around in the vicinity of manholes.</p> <p>If the sump is closed with non-drivable infill plates, the danger must also be signalled vertically with triangular barriers or other visual indicators. Otherwise, there is a risk of breaking through with driveways, with serious risks.</p>
Residual risk	1

RISK ASSESSMENT AND INDICATION OF THE MEASURES TAKEN TO ELIMINATE INTERFERENCE DURING THE MOBILISATION AND DEMOBILISATION WORK PHASES AT THE SAME TIME AS STAND SET UP

1. *Danger of falling objects from above*

Risk of investment by material(s) and/or equipment and/or objects falling from above.

Consequences: personal injury, even serious.

Preventive measures:

- Prohibition of parking and transit in vehicle maneuvering areas, and in the case of suspended loads, in exhibition stand construction areas.
- Use of PPE (for example: helmet, safety shoes, etc.).

Interference management:

- Adherence to the timetable indicated in the programme of works for the events
- Obligation of anyone working at height to bar access to the area below and to signal danger
- The person in charge of the contractor commissioned by the exhibitor guarantees that all structures are safe as well as the correct observance of all safety measures before allowing access to the exhibition area to third parties including the service companies contracted by Promoberg.
- The contractor is obliged to check before allowing its workers access to the exhibition spaces that all activities in operation and the conditions of the working environment at that time are safe.
- Before entering the stand ensure that all work at height is suspended and equipment secured.
- The safety officer of each stand ensures that all safety measures for the area under his responsibility are observed.
- The people in charge of the contractors must supervise and control the correct application of the safety regulations contained in this document.

2. *Danger of falling stand construction elements*

Risk of investment by elements used for stand construction. Consequences: personal injury, even serious.

Preventive Measures:

- Obligation for the stand contractor to carry out the setting up of the exhibition spaces in absolute compliance with the rules of good technique and in accordance with all safety regulations
- Use of PPE (for example: helmet, safety shoes, etc.)
- Use of common rules of caution and prudence
- Prohibition of passing under suspended loads
- Prohibition of passing through exhibition spaces being set up.

Interference management:

- Adherence to the timetable indicated in the work programme for the events
- It is mandatory for everyone to contact the stand safety officers before entering the areas managed by individual exhibitors
- Those responsible for each stand must ensure that all facilities are safe
- The contractor is obliged to have the person in charge of stand safety ensure, before allowing their workers access to the exhibition areas, that all activities in operation and the conditions of the working environment at that time are safe
- The supervisors of the contractors must supervise and control the correct application of the safety regulations contained in this document.

3. *Hazard Possible presence of objects on transit routes that could cause injury, particularly to the lower limbs*

Risk of contact with dangerous objects or materials

Consequences: personal injury, even serious

Preventive measures:

- Use of PPE (including but not limited to safety shoes, etc.)
- Prohibition of transit by non-workers

Interference management:

- An obligation for fitters to keep transit surfaces clear and, when this is not possible, an obligation to avoid the haphazard presence of material by trying to limit clutter as much as possible, to facilitate the transit of people.
- Require continuous monitoring and cleaning in the transit areas, to limit the presence of elements/objects etc. likely to cause injuries.
- The people in charge of the contractors must supervise and control the correct application of the safety regulations contained in this document.
- Exercise extreme caution and prudence when moving within the areas affected by mobilisation and demobilisation.

4. *Hazards associated with manoeuvring, including loading and unloading, and with the movement of vehicles in general*

Risk of investment.

Consequences: personal injury, including serious injury.

Preventive measures:

- Compliance with the rules contained in the Highway Code and those laid down by Promoberg, contained in the Technical Regulations
- Observance of warning signs

Interference management:

- Pedestrians must use the common rules of caution and prudence
- Always keep clear of suspended and/or moving loads

5. *Hazards associated with the presence of obstructions in the paths, manholes without covers or slippery floor sections*

Risk of tripping and/or falling.

Consequences: personal injury, even serious.

Preventive measures:

- Warning signs
- Prohibition of transit and crossing for the untrained

Interference management:

- It is forbidden for anyone who has access to the manholes housing the installations to leave the manholes without the correctly positioned cover. Where this is not possible due to technical requirements or for any other reason, the contractor is obliged to guard the manholes in full view, i.e. to signal their open condition in a visible and suitable manner.
- The contractor is obliged to check, before allowing its workers' access to the exhibition areas, that all activities in operation and the condition of the working environment at that time are safe;
- Use the utmost caution and prudence when moving in the vicinity of manholes.
- The people in charge of the contractors must supervise and control the correct application of the safety regulations contained in this document.

WORKING IN EXHIBITION AREAS

In addition to the above, when the company works in exhibition areas, given the simultaneous presence of several workers in the same work environment, it must take care to carry out its work without jeopardising the safety of other workers present by coordinating with neighbouring employers.

It is necessary that:

- No space outside the stand or assigned work areas are occupied for one's own work.
- If this is not possible for obvious technical reasons, the accessibility of escape routes must be guaranteed and the non-interference with the work of neighbouring companies must be verified.

WORKING AT HEIGHT

Care must be taken when carrying out work at height. In addition to the preventive obligations towards its workers, who must be equipped with equipment that complies with standards such as ladders and scaffolding for continuous use, the company must ensure that the area below the work area is sealed off using the most suitable means, so that people not involved in the work cannot gain access to it, even accidentally.

The size of the area to be interdicted must be commensurate with the type of work to be carried out and communicated to Fiera di Bergamo before work begins, so that any interference with other activities already planned can be checked and resolved.

Where deemed appropriate by the Parties, specific coordination meetings will be called.

EXHIBITORS AND COMPANIES CONTRACTED FOR THE SAME, ARE OBLIGED TO INFORM PROMOBERG OF ANY RISKS, FORESEEN IF NOT ASSESSED IN THIS DOCUMENT, TO WHICH THEIR OWN WORKERS AND ANY OTHER WORKERS IN ADJACENT AREAS ARE EXPOSED AS A RESULT OF THEIR ACTIVITY.

6. SAFETY REGULATIONS

COMPLIANCE WITH LAWS AND REGULATIONS

The exhibitor is obliged to observe and to ensure that his contractors observe the public safety laws and regulations as well as the entire system of laws and regulations in force regarding health protection, safety in the workplace, fire prevention and environmental protection:

- Accident prevention
- Work hygiene
- The organisation, protection and safety of work
- Fire prevention (contained in the Ministerial Decree of 10 March 1998)

Exhibitors are reminded of the obligation of all parties working on behalf of the exhibitor under contract and subcontracting arrangements to provide their workers with an identification card in accordance with Art. 18, para. 1, lett. U), 21, para. 1, lett. C), 26, para. 8 of Legislative Decree no. 81/08.

The exhibitor is responsible for compliance with the current rules and regulations of everything carried out on his stand regarding personnel, fittings, structures, installations and exhibited products.

EQUIPMENT OF PERSONNEL WORKING INSIDE THE EXHIBITION CENTRE

All persons operating in any capacity within the Exhibition Centre must be equipped, during the phases of stand assembly and disassembly and the positioning of goods to be exhibited, with suitable PPE (Personal Protective Equipment) in accordance with EU Regulation 2016/425 of 9 March 2016, consisting of safety shoes, in addition to any additional PPE, the choice and use of which remains the responsibility of the Employer and the stand owner.

Promoberg reserves the right to deny access to the Exhibition Centre to personnel without the equipment. During the events, the use of any PPE, related to the work that may be required, remains the sole responsibility of the stand holder.

Exhibitors are not required to wear safety helmets for the sole purpose of interior stand construction and product placement.

CONTROL OF SET-UPS

The exhibitor and the companies commissioned by him are required to observe the laws and regulations of Public Safety. Within this framework, Promoberg maintains permanently active a special security service entrusted to qualified technicians, with the task of enforcing the provisions, having the power to interdict those behaviors deemed to be contrary.

The exhibitor is obliged to comply promptly with the technical prescriptions, allowing, for this purpose, all necessary inspections and verifications.

Failure to comply with the technical prescriptions will result in the suspension of power supply to the power stand.

The inspection activity is part of the safety coordination tasks carried out by Promoberg: in no way can it be understood as relieving the exhibitor, and its assignees, of its responsibilities, nor reducing their scope.

RULES AND PROHIBITIONS FOR SAFETY PURPOSES

The following are the rules and prohibitions to be observed and enforced:

- a) Flammable substances compressed or liquefied gases, caustic or corrosive substances, toxic, poisonous or irritating substances, explosive, detonating, asphyxiating or dangerous materials shall not be introduced into the halls, and stored in the stands. In special cases, where it is essential to use inert gases for practical demonstrations, upon the exhibitor's request, Promoberg's Safety Service will examine the possibility of granting the use of a gas cylinder. Containers of the above substances may be displayed empty.
- b) It is prohibited to bring into the Fairgrounds and/or employ in the exhibition areas, ionizing radiation generating devices or radioactive materials, even if they are contained in equipment or devices in general. Exceptions are made for equipment for which the activity, radio nuclide concentration or radiation emission is negligible. The exhibitor, and in any case the holder of said substances, must put in place the fulfillments required by the former Presidential Decree of 13.02.64 No. 185, as amended by Legislative Decree of 17.03.95 No. 230 and subsequent additions and amendments. Must submit appropriate complaints to the competent authorities at least 10 days before the introduction of the material into the Bergamo Fairgrounds. A copy of the complaint and any other documentation must be promptly forwarded to Promoberg's Security Service.
- c) It is forbidden to store inside the booths empty packaging, printed matter and advertising material more than the normal daily requirements, defined at the sole discretion of Promoberg Security Service.
- d) During set-up and dismantling periods, it is mandatory to provide immediate clearance of packaging from stands and aisles, which may only be used temporarily for loading/unloading set-up materials or exhibits. However, such temporary occupation must always be carried out in an orderly manner, avoiding making the aisles themselves completely unusable. Promoberg reserves the right to intervene in case of non-compliance with costs to be borne by the exhibitor.
- e) It is forbidden to use the gaps between internal and external walls of the booth as storage of any kind of material.
- f) Machines, if their use is automated, which can produce dust, chips, dangerous or annoying emissions of any kind during operation, must be equipped with a suction system and appropriate filters to prevent their dispersion into the environment.
- g) At the end of each day of each of the set-up, event and dismantling phases, and before leaving the booth, the exhibitor must always:
 - Turn off the circuit breakers that are part of its electrical system;

- Ensure that no burning materials remain in the booth

Failing this, Promoberg will, through its Safety service, disconnect the electrical power.

- h) Personnel responsible for set-ups should wear accident prevention equipment according to the risks associated with the specific activity performed and according to the tools used (hard hats, protective gloves, etc.).
- i) It is forbidden to occupy areas outside one's booth with one's work, and if this is not possible due to proven technical requirements, escape routes must always be secured and it must be verified that this does not pose a danger to neighboring exhibitors.
- j) No operation may be carried out outside the area guaranteed, including for the purpose of avoiding interference with activities in the entity, and the abandonment in the Bergamo Fairgrounds of any waste and waste material from the set-up work is prohibited.
- k) Smoking is prohibited inside the Exhibition Grounds. In the outdoor areas, smoking is prohibited in the vicinity of combustible materials and in places where such prohibition is indicated with appropriate signs.
- l) Hydrants must be visible and immediately usable. It should be noted that making a means intended for extinguishing a fire unserviceable is a criminal offense under Article 451 of the Criminal Code. Any irregularities found will be reported to the appropriate authorities.
- m) Utility boxes of any kind within the exhibition area must be constantly accessible.
- n) It is prohibited to keep radio equipment in operation during the assembly and disassembly operations of the events, including listening to service and security announcements given by means of the public address system in the halls.
- o) Firms exhibiting vehicles or equipment equipped with internal combustion engines in the halls shall ensure that fuel tanks are completely emptied and that accumulator batteries are disconnected.
- p) The exhibitor shall bear all penal and civil liability for any injuries and/or damage that may be caused to third parties because of non-compliance with or violation of the regulations and/or indication.
- q) Lifting the cover plates of culverts and/or manholes is prohibited.
- r) It is prohibited to make direct connections to utilities (water, compressed air, etc.) on one's own or through third parties not authorized by Promoberg.
- s) Any kind of hot work and the presence of open flames is prohibited inside the halls. Considered and/or assimilated to "hot work" are bioalcohol fireplaces, welding activities of any kind, brazing, grinding and cutting with grinder/flex, hot laying of sheeting, other work carried out in the presence of open flame or emission of strong heat.
- t) Regarding electrical installations, only service sockets may be used during set-up and dismantling within the power limits indicated therein. In their use special care must be taken in the positioning of any extension cords, which must not impede the walkability of the district and must be adequately protected. In the use of multiple sockets, it must be ensured, in compliance with specific accident prevention regulations, that it is impossible, without the use of special means, to meet live parts. In the disassembly stages, care should be taken to ensure that the electrical system has been de-energized beforehand.

- u) It is forbidden to abandon any part of the booth fittings, such as carpeting, or residues of any kind in the exhibition grounds. All waste and residual materials at the works must be disposed of by the exhibitor and/or its agents. In case of non-compliance, the Promoberg office will take care of it, at the expense of the exhibitor.
- v) For the use of prefabricated structures, elevators, self-elevating cranes, temporary reinforcement and scaffolding in general, the exhibitor, in addition to guaranteeing the full application of all safety, legislative, regulatory and good engineering standards, as well as those dictated by experience and prudence throughout the entire period of stay in the fairgrounds, also undertakes to scrupulously observe any instructions from Promoberg.
- w) Machinery of any kind may not be operated. Any exceptions must be requested from Promoberg, if this does not involve any nuisance or any risk to third parties. In the latter case, machinery may not be operated inside the halls by combustion engines and must not involve the use of fuel or gas cylinders. In any case, it is incumbent on the exhibitors to equip the machinery and equipment with all necessary devices to prevent accidents, disturbing noises, foul odors, and gas and liquid emissions.
- x) Machinery, systems, equipment and facilities to be exhibited must comply with accident prevention standards and any other legislative, regulatory and good engineering requirements, and must be accompanied by the prescribed administrative documentation from the competent authorities. It will be entirely the exhibitor's responsibility to bear all criminal and civil liability for any injuries and/or damage that may be caused to third parties because of failure to comply with or violation of the regulations and/or indications.
- y) The use of remotely piloted aerial vehicles (drones, etc.) is not allowed within the exhibition grounds.
- z) It is forbidden to use stoves, electric resistance heaters or other similar electrical appliances inside the pavilions.
- aa) The cutting of materials inside the halls is prohibited, except with prior authorization issued by Promoberg under the conditions specified by it. When allowed internally, the fitter/exhibitor must take the necessary measures to contain the dispersion of dust into the air (e.g., localized vacuuming at the points where dust is generated, use of equipment with built-in suction devices, use of high-performance filters, cleaning of the work surface and equipment, etc.).
- bb) In the common areas within the pavilions, during exhibition hours, it is forbidden to drive any mechanical means of transportation, whether without a motor or with a motor, even if electric (bicycles, etc.).

AVAILABILITIES FOR AGILITY AND SAFETY

The exhibitor undertakes to carry out, at his own care and expense within the terms and conditions established by Promoberg, those works that will be necessary for reasons of agility and safety.

Companies that fail to comply with any of these provisions shall promptly and at their own expense comply with the new provisions issued, under penalty of immediate expulsion, without any recognition or reimbursement.

MOVING MACHINERY - OPERATION

Machinery, whether on display or intended to service the products exhibited, may be operated only during the pre-set hours and subject to prior written authorisation from Promoberg, which will assess on a case-by-case basis, at its sole discretion, the advisability of granting such authorisation.

The granting of authorisation does not imply any assumption of liability on the part of Promoberg, nor does it exonerate the exhibitor from any responsibility for the operation of the machinery.

The operation of machines and/or equipment powered by combustion engines is strictly forbidden inside the halls.

The tanks of such machines and/or equipment on display must be kept permanently empty and the batteries disconnected.

Please note that the assigned exhibition space is to be considered a work environment and therefore subject to the provisions of Legislative Decree 81/2008, while machines are also subject to Legislative Decree 17/2010. Implementation of Directive 2006/42/EC relating to machinery and amending Directive 95/16/EC relating to lifts. In this regard, it is recalled that in the presence of machines that do not comply with the Directive, paragraph 7 of Article 3 must be observed, the text of which is given below:

“At trade fairs, exhibitions, demonstrations, and the like, the presentation of machinery or partly completed machinery that does not conform to the provisions of this legislative decree is permitted, provided that a visible sign clearly indicates the non-conformity of said machinery or partly completed machinery and the impossibility of disposing of said machinery before it is brought into conformity. Furthermore, during demonstrations of such non-conforming machinery or partly completed machinery, adequate safety measures shall be taken to ensure the protection of persons”.

The exhibitor must strictly observe, in addition to the special regulations dictated by Promoberg, the relevant legal and regulatory provisions; in particular, the exhibitor must provide insurance against accidents and civil liability and implement all measures and devices for the prevention of accidents and fires, the attenuation of noise, the elimination of unpleasant odours and the avoidance of gas and liquid emissions. If permitted for use, the machinery and accessories shall not constitute a danger to anyone or cause nuisance. In the event of disturbance or inconvenience of a technical nature, danger or injury, Promoberg is entitled to have the operation of the machinery suspended with immediate effect. The exhibitor must keep the manuals and declarations of conformity of each machine on the stand for the entire duration of its presence in the Exhibition Centre.

USE OF LADDERS

Portable ladders should only be used as a workstation at height in cases where the use of other work equipment (e.g. scaffolding, lifting baskets), considered safer, is not justified due to the limited level of risk and short duration of use.

Only portable ladders that comply with and are marked in accordance with Legislative Decree no. 81/2008 as amended or in accordance with UNI EN 131 may be used.