



Welcome to CIRED 2023

ROMA CONVENTION CENTER LA NUVOLA

12 > 15 June

Technical information & Services before the Exhibition



EUROPE'S LEADING INTERNATIONAL
CONFERENCE & EXHIBITION ON POWER
DISTRIBUTION ENGINEERING

For the exhibition > PRO4EVENTS www.cired2023exhibition.org

For the conference > AIM www.cired2023.org

info@pro4events.com

Informations on this document are
subject to changes at any time

Delivery of goods

ESI company will manage ALL the shipments, customs, handling, loading & unloading (including small parcels)

Contact : laurent.labarrere@group-esi.com

No deliveries on site are allowed before Friday 9 June at 1 pm and after the beginning of the event on **Monday 12 June, 2pm.**

➤ [CLICK HERE](#)

Technical informations for your stand builder

SEE ALL THE TECHNICAL INFORMATIONS & SERVICES ON THE EXHIBITORS MANUAL on
www.cired2023exhibition.org/exhibitors/exhibitors-guide/

Building-up and Dismantling



The workers who will access the Venue for the set-up & dismantling must be identifiable by means of an identification card from the company they belong to.

Names of all the staff have to be collected by the Technical department of la Nuvola > send a list to info@pro4events.com

Make sure that all employees have an insurance coverage (worker's insurance).

Building-up

Stands on Raw Space ("free stand projects")

- Saturday 10 June from 12.00 (noon) to 19.00 pm
- Sunday 11 June from 7.00 am to 21.00 pm
- Monday 12 June from 7 am to **14.00 pm** (at the latest)

Formula Plus (shell) stands

Premium stands

- Sunday 11 June from 12.00 (noon) to 21.00 pm
- Monday 12 June from 7 am to **14.00 pm** (at the latest)

Dismantling

Thursday 15 June starting at **18.00 pm & during the night** to Friday 16 June finishing **at 5 am** (in the morning).

BADGES

Welcome desk for Visitors, Exhibitors

on **level 0**

Open from Monday 12 June, 10.00

No badge needed for building & dismantling

WASTE DISPOSAL : Exhibitors (builders) are obligated to dismantle the stand and remove all materials used in its creation (flooring, walling, carpeting) etc. By remove, ROMA CONVENTION CENTER means Exhibitors load it in their trucks and take it from the venue, not that they dump it in the rubbish containers located in the loading bays. In the case of a failure to do so, Exhibitors will be invoiced.

Parking for cars height limited to 2,40 m

FREE ACCESS TO ALL WITH A TICKET > [CLICK HERE](#)

Height limited to **2,40 m** Trucks are not allowed

Access Viale Europa (at the corner between viale Shakespeare and viale Europa)

Parking on street level inside the perimeter of La Nuvola is not allowed

Opening hours :

Monday 12 June 8.00 – 21.00

Tuesday 13 June 8.00 – 19.00

Wednesday 14 June 8.00 – 19.00

Thursday 15 June 8.00 - midnight

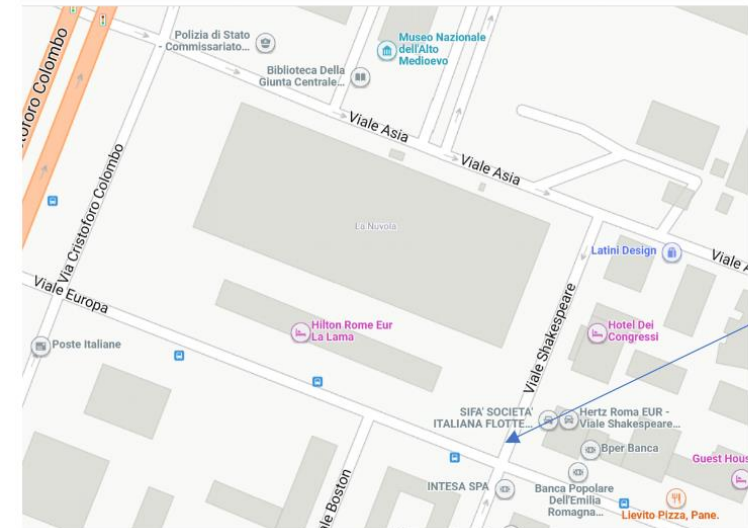


PARKING TICKET
ROMA CONVENTION CENTER LA NUVOLO
CIRED 2023 12 > 15 June

PARKING FOR CARS (height limited to 2,40 m) – free access with ticket

Opening hours :
Monday 12 June 8.00 – 21.00
Tuesday 13 June 8.00 – 19.00
Wednesday 14 June 8.00 – 19.00
Thursday 15 June 8.00 - midnight

Access at the corner between Viale Shakespeare and Viale Europa.
contact : info@pro4events.com



Entrance

Please, note that materials for your stand cannot be handled from the garage “by hand”.

Anyone who needs to unload material has to ask ESI > laurent.labarrere@group-esi.com

Exhibitors can only carry small banners rolled up in a tube or a small package / bag that 1 person can handle easily by hand.

Elevators are available from the parking lot to the Foyer Level 0 (main entrance) + take the escalators up to the Forum (Exhibition space on level 1).

Mandatory forms

- The “**ELECTRICAL PROJECT**” : all **systems with power exceeding 6 kW** must be accompanied by the “electrical project” drawn up and signed by a qualified Italian technician and engineer in accordance with Ministerial Decree 37/08, registered in the Italian Chamber of Commerce and possessing all the requirements to carry out that specific installation.
- **DECLARATION OF CONFORMITY** : all electrical installations – regardless of power supply – need to be accompanied by a declaration of conformity that certifies the correct installation of the electrical system, in conformity with the current regulation. To be signed by an Italian technician upon the set up of the stand.
> [CLICK HERE](#)

Premium & shell stands : your stand builder will provide the forms

Basic stands : stand builders have to send the forms to info@pro4events
or order the service to PRO4EVENTS before 22 May

ALL FREE DESIGNS STANDS MUST BE APPROVED BY PRO4EVENTS before 22 May > info@pro4events.com

A final check will be done by the Technical Department of the Venue

Mandatory forms > Stands on raw space = basic stands (« free design stands »)

➤ Fire fighting Declaration (PI form) > [CLICK HERE](#)

➤ Correct Assembly Declaration signed by the stand builder (CM form) > [CLICK HERE](#)

The declaration form must be sent on Sunday 11 June or on Monday 12 June morning at the latest, upon completion of the set-up and before the start of the event to the Technical Department of la Nuvola

> cired_eur@e23.it + copy to allestimenti_eur@e23.it + copy to info@pro4events.com

+ Booths with particular complex structures : need a static test made by the Technical Department of la Nuvola.

See more information about the Italian rules for the electrical installation page 12 >

https://www.cired2023exhibition.org/wp-content/uploads/2023/03/EUR_Exhibitors-Manual_ENG_final-on-23-March-2023.pdf

All the forms will be checked by the Technical Department of the venue.

Do not forget to keep a copy of the declaration forms at the booth in case of inspection.

CONTROL OF PLANS

BASIC STANDS = FREE DESIGNS STANDS

Stand builders must send the stand plan with connections to info@pro4events.com before 22 May for validation *(if not already done)*

SHELL & PREMIUM STANDS > exhibitors must draw the plan with connections *(if not already done)*

See the example on the exhibitors manual on pages 50-51 > www.cired2023exhibition.org/exhibitors/exhibitors-guide/

Send it to [info@pro4events](mailto:info@pro4events.com) before 22 May for validation

A final check will be done by the Technical Department of the Venue

Access & Exhibition opening hours

The entrance of the building is located on via Cristoforo Colombo > [Google Map](#)

Welcome desk to get the permanent badge on LEVEL 0

Visitors & exhibitors - opening hours :

Monday 12 June	10.00 – 18.00
Tuesday 13 June	08.00 – 18.00
Wednesday 14 June	08.30 – 17.00
Thursday 15 June	08.30 – 18.00

Exhibitors have to register on line before the event for their e-badge (order as many badges as needed for the staff working on your stand)
> send a mail to info@pro4events.com to get the registration link.

Visitors, clients can register for their e-badge before the event on <https://www.cired2023registration.org/visitors/> (free entrance)

INVITATION FOR VISITORS > [Click here](#)

EXHIBITION ON LEVEL 1 – opening hours :

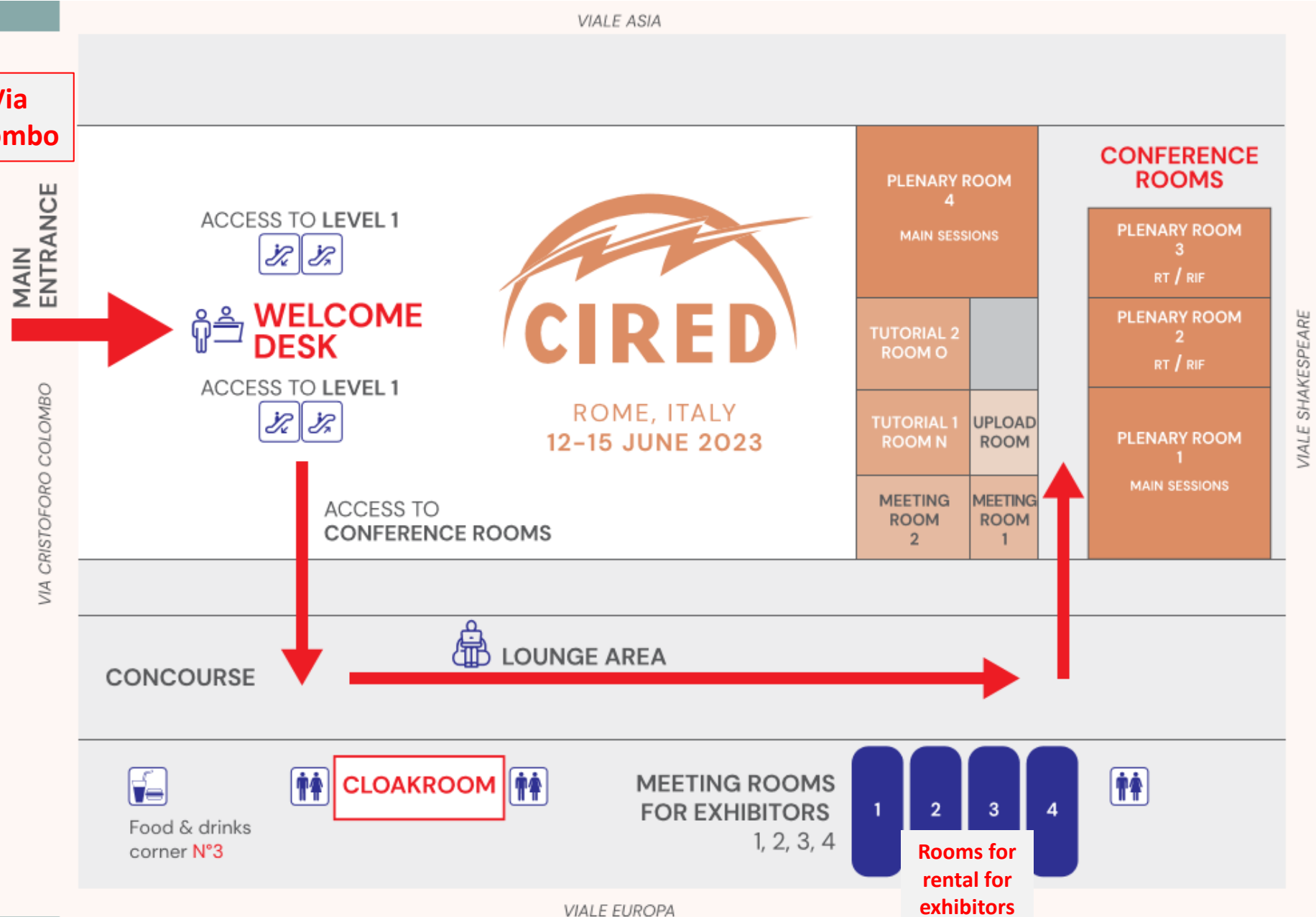
Monday 12 June	14.00 – 20.00
Tuesday 13 June	09.00 – 18.00
Wednesday 14 June	09.00 – 18.00
Thursday 15 June	09.00 – 18.00

The building up of stands must be finished at 14.00 at the latest

The exhibition opens at 14.00 pm

GENERAL FLOOR PLAN

**ENTRANCE Via
Cristoforo Colombo**



EXHIBITION FLOOR on Level 1

The floor plans have been updated on 24 April 2023. Subject to changes.



EXHIBITORS SERVICES



FOOD AND DRINKS CORNER



COFFEE BREAK



START-UP VILLAGE



Start-ups & exhibitors Forum

AUDITORIUM (OPENING FORUM) ACCESS FROM LEVEL 1

EXHIBITORS SERVICES on Level 1 – at the entrance of the exhibition

PRO4EVENTS TEAM > David Flandin – Sandrine Huchez – Marion Caumont
> Contact : info@pro4events.com

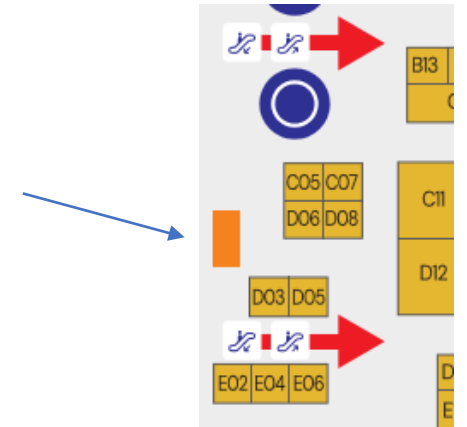
To help you with your stand & orders :

Power supply
Furniture – Audio-visual
Catering - Plants
Wifi & internet connections
Cleaning – Guards, ...

SEE ALL THE TECHNICAL INFORMATIONS & SERVICES ON THE EXHIBITORS MANUAL
on www.cired2023exhibition.org/exhibitors/exhibitors-guide/

It is not possible to cancel orders & invoices after 15 May, 2023 > 100% of the amount invoiced is due

There will be a surcharge of **25 %** for orders placed after **22 May, 2023**



ALL SERVICES

General WIFI speed 500 Mbps - wifi name : CIRED2023 - No access code required

(if you need wired internet, or dedicated wifi connection with password..., please order > info@pro4events.com)

Cloakroom on Level 0 (in the concourse)

Bags, suitcases or other containers must be left at the cloakroom

Monday 12 June	09.00 – 20.30
Tuesday 13 June	08.00 – 18.30
Wednesday 14 June	08.00 – 18.30
Thursday 15 June	08.00 – 18.30

> **FOOD & DRINKS CORNERS** from Tuesday to Thursday : 10 am > 17:00 pm

Participants can enjoy a quick & light lunch for a small fee

1 corner in the concourse/corridor on Level 0

+ 2 corners on level 1 (1 inside & 1 outside with many tables on the terrasse)

It is not permitted to prepare food at the stand

➤ **COFFEE BREAKS** every day : morning & afternoon

Free, open to all

PRINTING DOCUMENTS (if you need to print many documents) :

Tipografia Ostiense Roma

Via Pellegrino Matteucci, 106/C

00154 Roma RM, Italy +393394970271 alessandro@tipografiaostiense.it

Speech in the Exhibition NEW ! Level 1

Exhibitors & start-ups will present their latest innovations during lunch time (12.00 > 14.30)

To order a slot, send a mail to info@pro4events.com

Start-up Village Level 1

10 start-ups will present their latest innovations – 2 awards will be given to the best start-ups.

Vote for the start-up of your choice through the app !

Opening forum OPEN TO ALL – access from Level 1

Monday 12 June at 15.00 in the Auditorium.

Welcome reception OPEN TO ALL – Exhibition floor Level 1

Monday 12 June from 18.00 to 20.00 on the Exhibition floor.

To attend conferences, register before the event on www.cired2023.org

Link > <https://www.conftool.org/cired2023/>

The Gala dinner is on Wednesday 14 June - on registration before the event (with a fee) - for participants to the conferences only



**DOWNLOAD
THE CIRED 2023 APP
to see the last updates**

*Available on the Apple Store
and Google Play Store*

You can download the CIRED 2023 app on the [Google Play store](#) or [Apple store](#).

How to access your account on the app

- > Log in with the general email address you provided on your registration to the Event Guide*
- > Choose your own password

**If you use another email address, you will have to create an account*



Document subject to changes - contact : info@pro4events.com

PRO4EVENTS – 3-17 chemin du Lanfonnet – 74320 Sevrier – France