



CIREA 2023

LA NUVOVA – Roma

Exhibitors' Manual

www.cired2023exhibition.org

PRO4EVENTS
PERFORMANCE FOR YOUR EXHIBITIONS

Document updated on 31 May, 2023
subject to changes



ROME, ITALY
12-15 JUNE 2023

info@pro4events.com

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

Last updates on 31 May 2023

1. Your final stand number may have change > check on pages 6-7
2. Mandatory declaration forms > check the last updated process on pages 11-17

CHECK THE LAST UPDATES

Description	Status	Deadline	Pages
FLOOR PLAN > the venue has updated the floor plan to comply with safety regulations > CLICK HERE	CHECK THE LAST FLOOR PLAN		6
STAND NUMBERS > your stand number may have change CLICK HERE to check your final stand number (updated on 5 May)	CHECK YOUR STAND NUMBER		7
EVENT GUIDE & APP Complete your company's profile to be printed in the event guide & displayed on the mobile app > CLICK HERE included in your package open to exhibitors and co-exhibitors	<i>for exhibitors & co-exhibitors</i>	Deadline to register for the Event Guide > 25 April Deadline to register for the APP > 20 May	7
BUILDING RULES			8-12
TIMES FOR SET-UP & DISMANTLING			13
STANDS			
STANDS on RAW SPACE (= basic stands) > see our offer for a custom made stand by an Italian company EVENTI3			14-15
Construction plan to send for approval (to info@pro4events.com)	<i>for stands on raw space</i>	10 May	14-15
« Electrical project » for electrical systems with power exceeding 6kw	<i>for stands on raw space</i>	10 May	14-15
Declaration of conformity for all the electrical installations	<i>for stands on raw space</i>	10 May	14-15
Fire fighting declaration form	<i>for stands on raw space</i>	10 May	14-15
Correct assembly form to submit upon completion of the set-up & before the start of the event	<i>for stands on raw space</i>	11 or 12 June before 2 pm	14-15
FORMULA + (Shell) STAND	<i>For information only</i>		16

PREMIUM STAND (personalize your stand at your image with logos and graphics + welcome desk + storage room) Graphics have to be sent before 10 April 2023 to cad@huber-messebau.ch + d.alemanni@huber-messebau.ch	<i>Send your graphics</i>	18 April	17
UPGRADE FOR A PREMIUM STAND send a mail to info@pro4events.com	<i>basic or shell stands can upgrade for a premium</i>	Send a mail to info@pro4events.com	17
TRANSPORT, CUSTOMS, HANDLING (loading & unloading) with ESI Contact : laurent.labarrere@group-esi.com		18 May	18
SERVICES for ALL stands			
POWER SUPPLY + electrical panel + multiple sockets mandatory to order + mandatory declaration forms (information on page 19)	<i>mandatory</i>	10 May	19 -21
FURNITURE		10 May	22-24
CATERING		10 May	25-26
STORAGE ROOM for formula + (shell) stands		10 May	27
WIFI & wired internet		10 May	28
AUDIO VISUAL EQUIPMENT (screens, computers, printers)		10 May	29
PLANTS & FLOWERS		10 May	30
CLEANING		10 May	31
RIGGING STRUCTURES (suspension points) > <i>not allowed</i>	<i>not allowed</i>		
GUARDS		10 May	32
INSURANCE			32
MARKETING OFFERS & SPONSORSHIP (<i>first come, first served</i>)			
Electronic invitation card > Click here (included in your package)	-	-	
Advertising page in the Event Guide		Sold out	33-35
Meeting rooms for rental (4 rooms available)		<i>first come, first served</i>	33-35
Speaking opportunity in the Exhibition		<i>first come, first served</i>	33-35
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REGISTRATION TO CONFERENCES > www.cired2023.org/registrations/cired2023		early bird 24 April 2023	35
VENUE			36
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<p>BADGE > registration on line</p> <p>Visitors : registration on https://www.cired2023registration.org/visitors/</p> <p>Exhibitors : a private mail has been sent to the exhibition manager with a dedicated link > if not received, please contact : info@pro4events.com</p> <p>Exhibitors can register as many badges as needed for the staff working on the stand.</p> <p>VISA : if you need and invitation letter to get a visa, please complete the dedicated space directly on the form on line. Contact : marion.caumont@pro4events.com</p>	<p><i>Registrations are open on line for Visitors</i></p> <p><i>Exhibitors should have received a mail with the link</i></p>		39
<p>PARKING (you need to show a ticket at the entrance)</p>	<p><i>Ticket coming soon</i></p>		40
<p>HOTELS</p>			41
<p>ORDER FORM (at the end of this document)</p>		10 May	42 - 47
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<p>Mandatory forms for stands on raw space to info@pro4events.com</p>		Process on page 11	50 - 53
<p>PAYMENT (payment by wire transfer or credit card)</p>			54

Non contractual document – information on this document is subject to change without notice

CONTACTS



Exhibition : www.cired2023exhibition.org

David Flandin (General Management) > david.flandin@pro4events.com

Sandrine Huchez & Marion Caumont (Technical Guide, Orders, Technics)
> sandrine.huchez@pro4events.com / marion.caumont@pro4events.com

General contact : info@pro4events.com

Conferences : www.cired2023.org

Information & Registration on [CIRED 2023](https://www.conftool.org/cired2023/) <https://www.conftool.org/cired2023/>

Early bird 24 April 2023

Venue : ROMA CONVENTION CENTER LA NUVOLA

<https://www.romaconventiongroup.it/en/home/#>

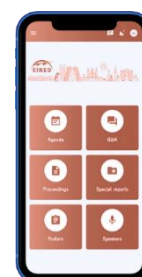
> [Google Map](#) The entrance of the building is located on via Cristoforo Colombo

APP CIRED 2023

Be connected during all your visit in Roma

Available on Google Play and Apple Store

- Login with the general email address you provided on your registration to the Event Guide or create an account
- Choose your own password



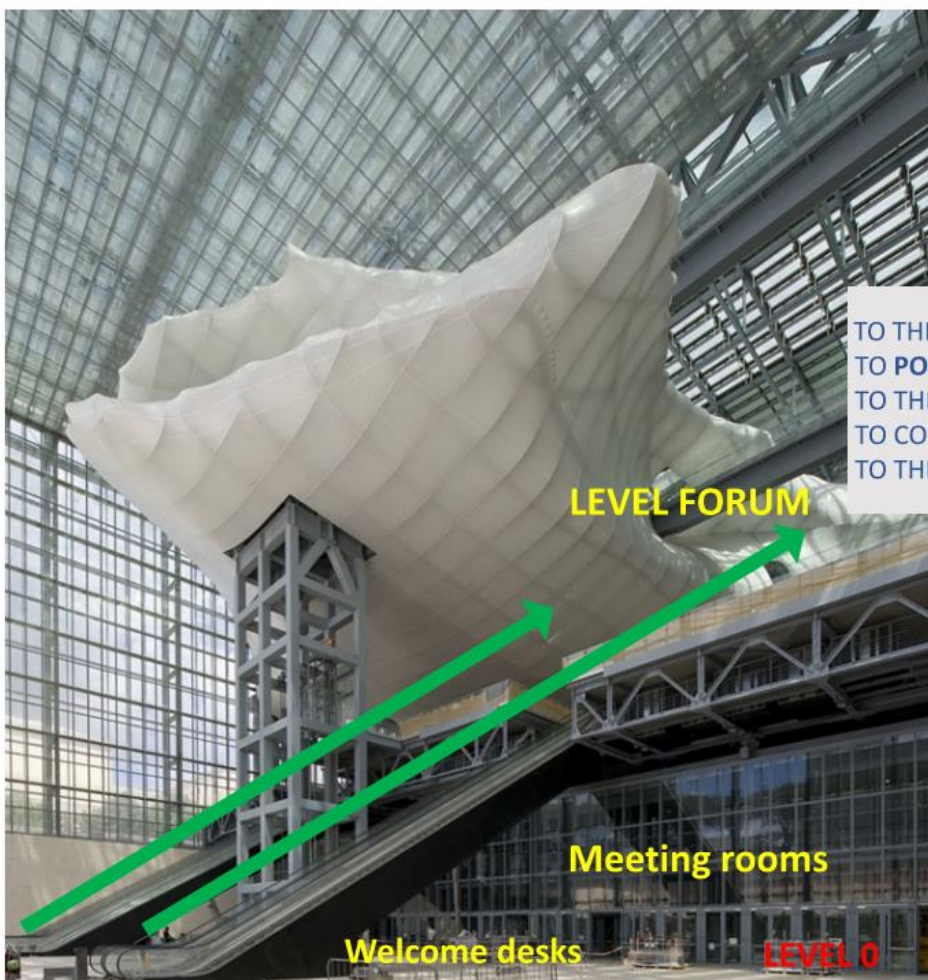
EXHIBITION on level Forum (level 1)

International Conference + Exhibition CIRED 2023 June 12 > 15 ROMA CONVENTION CENTER LA NUVOLA, Rome, Italy



ROMA CONVENTION CENTER LA NUVOLA

ACCESS



TO THE EXHIBITION
TO POSTERS
TO THE AUDITORIUM (Opening Forum)
TO COFFEE BREAKS
TO THE LUNCH AREA



- The entrance of the building is located on via Cristoforo Colombo

EXHIBITION on level Forum (level 1)

International Conference + Exhibition CIRED 2023 June 12 > 15 ROMA CONVENTION CENTER LA NUVOLO, Rome, Italy

NEW INFORMATION !

The venue has updated the floor plan to comply with safety regulations on 8 March 2023



FLOOR PLAN > [CLICK HERE](#)

STAND NUMBERS [CLICK HERE](#) to check your definitive stand number

GUIDE & APP Registration

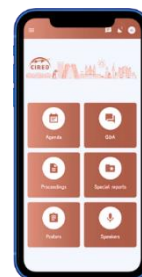
Please, note that **you need to register your company's profile online, to be printed in the Event guide & published on the mobile app (no extra charge)**

Open to exhibitors & CO-EXHIBITORS

1/ Find your stand number on the STAND FORM

2/ Complete the **FORM on line on**

www.cired2023exhibition.org/exhibitors/exhibitors-guide/guidebook-registration



3/ If you have a co-exhibitor, thank you to **send your co-exhibitor** the information + copy to marion.caumont@pro4events.com + info@pro4events.com

Deadline to register for the Event Guide > 25 April

Deadline to register for the APP > 20 May

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

BUILDING RULES

International Conference + Exhibition CIRED 2023 June 12 > 15 ROMA CONVENTION CENTER LA NUVOLO, Rome, Italy

These technical regulations have to be transmitted to your stand contractor.

Construction

The maximum height authorised

for any construction in alignment with the gangways and next stands is fixed at **3 m** (platform included).

Be aware that :

Heights are different inside the Forum because of the structure above the floor ("the cloud").
A distance of minimum 1,5 m is required between constructions & the cloud structure.

For all stand projects on raw space, stand builders must send the construction plan to info@pro4events.com for approval.

No suspension from the framework : suspension points are not allowed (rigging structures, hanging points)



Elevated floor stands are forbidden.

Partition walls

In case you want to close partially one of your open sides, it's possible but no more than 50% of your open side length.

Maximum load

The maximum load allowed on the floor of the Forum is **600 kg/sqm**

It is permitted only the use of electric trolleys/pallet trucks with non-marking rubber wheels in good condition

Signs

Illuminated signs are allowed. In no case, they may be intermittent or flashing.

White letters on a green background are forbidden.

Floor & wall protections are required

It is forbidden to dump materials on the floor or attach materials to walls without using covers or siding protectors > use floor protection to avoid marks. Any tape used on floors and walls should be easily removable and leave no residue. Any damage will be invoiced to the exhibitor.

Borings into the ground are strictly prohibited.

ELECTRICITY PACKAGE (not included in the exhibitors' package) - see the order form at the end of this document

All exhibitors (or stand builders), have to order the electricity package for their stand from Pro4events

= power supply + electrical panel + multiple sockets (no plugs on the electrical panel).

+

For electrical systems with power supply exceeding 6kw, **Stand builders have to produce OR order the "Electrical project"**.

+

Stand builders on raw space ("free stand project") have to produce OR order the Declaration of conformity for the electrical installation (stand builders for shell stands and premium stands will produce the form).

> The "ELECTRICAL PROJECT" : all **systems with power exceeding 6 kW** must be accompanied by an 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.

1st case : The stand builder has a qualified professional (or subcontractor) with the required qualifications mentioned above and is able to produce the "Electrical Project".

2nd case: The stand builder has to buy the "electrical project" from Pro4events (complete the order form at the end of this document). **The Technical Department of the venue will check the "Electrical Project" (mandatory).**

Project to be sent to info@pro4events.com before 30 April.

> **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.

1st case : The stand builder is able to produce the Declaration of conformity with the electrical plan (at the end of this document) to be signed by a qualified Italian technician, 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 > **CLICK HERE**

2nd case : The stand builder wants to buy the service from Pro4events (complete the order form at the end of the document).

The Technical Department of the venue will check the Declaration of conformity before, and on site after the installation is done (mandatory).

Stand builders for shell stands & premium stands will produce the declaration of conformity.

Electrical plan & declaration of conformity to be sent to info@pro4events.com before 30 April.

See more information on the electricity installation on page 19

Fire prevention :

Non smoking area

It is forbidden the entrance to combustion vehicles without authorization.

All furnishings and materials must be certified class 1.

“Free stand projects” (basic stands on raw space) : a fire fighting declaration form must be sent to info@pro4events.com > [CLICK HERE](#)

Waste :

At the end of the event it is mandatory to pack and prepare all bulky materials for collection by the carrier. Exhibitors may only carry small materials by hand (shoppers, small boxes, etc.).

Transport :

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.

List of employees and trucks : a list of employees that need to access the area for the set-up & dismantling operations is required by the venue > info@pro4events.com
Make sure that employees have an insurance coverage (worker's insurance).

Forklifts

No forklifts available or for rental on site

Permitted only in the external areas of Level-1 and in the external loading bay of the Forum level and it is subject to authorization of the Technical Department of the Venue.

Transport of materials inside the venue

It is forbidden the use of escalators and panoramic lifts for the transport of materials.

It is forbidden to enter the glass doors on Viale Asia side to transport or unload materials inside the Venue.

Parking

It is forbidden to leave cars or vehicles inside the external areas of the Venue at times other than those allowed for setting up and dismantling the event and during the entire period of the event. *More information on parking at the end of this document.*

Identification of staff

The workers who will access the Venue for loading and unloading operations must be identifiable by means of an identification card from the company they belong to.

Names of all the staff participating in the set-up have to be collected by the Technical department of la Nuvola.

Noise level

The maximum allowed level of noise for advertising is 60 dB (A).

[Make sure to read the Roma Convention Rules](https://www.cired2023exhibition.org/wp-content/uploads/2023/03/EUR_Exhibitors-Manual_ENG_final-on-23-March-2023.pdf) on https://www.cired2023exhibition.org/wp-content/uploads/2023/03/EUR_Exhibitors-Manual_ENG_final-on-23-March-2023.pdf

[We remind you that Exhibitors must also comply with the General Rules on www.cired2023exhibition.org/form/cgv/](http://www.cired2023exhibition.org/form/cgv/)

Basic stands on raw space (“free stand projects”)

What is mandatory :

A/ CONSTRUCTION PLAN FOR APPROVAL

For all stand projects on raw space, stand builders must send the construction plan including the heights, partition walls, open sides, electrical connections (spotlights, type of plugs and sockets with ampere and n° of phases), wired internet, storage room *if needed*, to Pro4events for approval (*Example of plan at the end of this document*).

> info@pro4events.com Deadline : 10 May, 2023

B/ DECLARATION 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.

1st case : The stand builder has a qualified professional (or subcontractor) with the required qualifications mentioned above and is able to produce the “Electrical Project”.

2nd case: The stand builder has to buy the “electrical project” from Pro4events (complete the order form at the end of this document).

The Technical Department of the venue will check every “Electrical Project” (mandatory).

See the rules for the electrical installation on page 12 on https://www.cired2023exhibition.org/wp-content/uploads/2023/03/EUR_Exhibitors-Manual_ENG_final-on-23-March-2023.pdf

Electrical Project to be sent to info@pro4events.com before 30 April 2023.

> 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.

1st case : The stand builder is able to produce the Declaration of conformity with the electrical plan (at the end of this document) to be signed by a qualified Italian technician, 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 > [CLICK HERE](#)

2nd case : The stand builder has to buy the service from Pro4events (complete the order form at the end of the document).

The Technical Department of the venue will check the Declaration of conformity before and on site after the installation is done (mandatory).

Electrical plan & declaration of conformity to be sent to info@pro4events.com before 30 April 2023.

Reminder : the venue will only provide the electrical supply for stands on raw space

Stand builders have to install the electrical panel + electrical connections to multiple sockets, to spotlights, etc. (no plugs are provided on the electrical panel).

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

> Fire fighting Declaration (PI form) > [CLICK HERE](#) + see the form at the end of this document

The declaration form must be sent **before 10 May, 2023**

> to info@pro4events.com

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

+ see the form at the end of this document

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.

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

PRO4EVENTS reserves the right to modify any stand that fails to comply with the present rules and regulations & **with the Roma Convention Center La Nuvola rules** on https://www.cired2023exhibition.org/wp-content/uploads/2023/03/EUR_Exhibitors-Manual_ENG_final-on-23-March-2023.pdf or if any company hired by the exhibitor's fails to comply with the rules, at the sole expense of the exhibitor.

TIMES FOR BUILDING UP & DISMANTLING

International Conference + Exhibition CIRED 2023 June 12 > 15 ROMA CONVENTION CENTER LA NUVOLO, Rome, Italy

Stands must be finished & ready for the public & congress attendees

going to the OPENING FORUM in the Auditorium

on Monday 12 June at 2 pm at the latest

Building-up



Stands on Raw Space (“free stand projects”)

- Saturday 10 June from 12 (noon) to 7 pm
- Sunday 11 June from 7 am to 9 pm
- Monday 12 June from 7 am to **2 pm** (at the latest)

Formula Plus (shell) stands

Premium stands

- Sunday 11 June from 12 pm (noon) to 9 pm
- Monday 12 June from 7 am to **2 pm** (at the latest)

Exhibition Level 1 (FORUM)

Monday 12 June : **2 pm - 8 pm**

Welcome Reception in the Exhibition from 5:30 pm to 8 pm

Tuesday 13 June – Wednesday 14 June – Thursday 15 June : **9 am – 6:00 pm**

Dismantling

Thursday 15 June starting at **6 pm & during the night**
to Friday 16 June finishing **at 5 am** (in the morning).

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.

The workers who will access the Venue for loading and unloading operations must be identifiable by means of an identification card PROVIDED by the company they belong to.

A list of those employees is required by the venue > info@pro4events.com + Make sure that all employees have an insurance coverage (worker's insurance).

STANDS & OBLIGATIONS for Raw space (=basic stands)

International Conference + Exhibition CIRED 2023 June 12 > 15 ROMA CONVENTION CENTER LA NUVOLO, Rome, Italy

Raw space = basic stands (“free stand projects”)

What is included :

- Raw space
 - Event Guide registration (= exhibition catalogue)
 - Electronic invitation cards for the exhibition
 - One copy of the Event Guide
 - Exhibitor registration system (unlimited badges for the staff working on your booth)
 - Access to the Opening Forum on Monday 12 June at 15 :00 pm (Auditorium)
 - Access to the Welcome reception on the exhibition floor (Monday 12 June from 18:00 pm)
- Minimum 18 sq.m – power supply not included

We propose the services of our **ITALIAN STAND BUILDER EVENTI3** if you want to order

A CUSTOM MADE STAND

please, send a mail to commerciale@e23.it / copy to info@pro4events.com

IMPORTANT & MANDATORY

ELECTRICITY PACKAGE TO ORDER (not included in the exhibitors' package)

Complete the order form at the end of this document

= power supply + electrical panel + multiple sockets (no plugs on the electrical panel).

+

For electrical systems with power supply exceeding 6kw, Stand builders have to produce OR order “the Electrical project”.

+

Stand builders on raw space (“free stand project”) have to produce OR order the Declaration of conformity for the electrical installation.

MANDATORY FORMS (see details & process on pages 11 & 12)

> The “ELECTRICAL PROJECT” : **ONLY for electrical systems with power exceeding 6 kW** > an electrical project must be drawn up and signed by a qualified Italian technician and engineer > to be sent to info@pro4events.com before 30 April 2023.
see the process on pages 11 & 12

+ see the Roma convention center rules on https://www.cired2023exhibition.org/wp-content/uploads/2023/03/EUR_Exhibitors-Manual_ENG_final-on-23-March-2023.pdf

> **DECLARATION OF CONFORMITY** for “free stand projects” on raw space only : the electrical installation – 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 > [CLICK HERE](#)

> to be sent with the electrical plan to info@pro4events.com before 30 April 2023.

see the process on pages 11 & 12

> **Fire fighting Declaration (PI form)** > [CLICK HERE](#) + see the form at the end of this document

> to be sent with the electrical plan to info@pro4events.com before 30 April 2023.

> **Correct Assembly Declaration signed by the stand builder (CM form)** upon completion of the set-up and before the start of the event (to be provided on Sunday 11 or Monday 12 June before 2pm)

> [CLICK HERE](#) + see the form at the end of this document

> to be sent to > cired_eur@e23.it (Technical Department) + 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.

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

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

> **Deadline : 10 May, 2023**

It's possible to upgrade to a shell stand

or upgrade to a premium stand

[send a mail to info@pro4events.com](mailto:info@pro4events.com)

PRO4EVENTS reserves the right to modify any stand that fails to comply with the present rules and regulations & with the Roma Convention Center La Nuvola rules on https://www.cired2023exhibition.org/wp-content/uploads/2023/03/EUR_Exhibitors-Manual_ENG_final-on-23-March-2023.pdf or if any company hired by the exhibitor's fails to comply with the rules, at the sole expense of the exhibitor.

STANDS & OBLIGATIONS for Formula + (shell) stands

International Conference + Exhibition CIRED 2023 June 12 > 15 ROMA CONVENTION CENTER LA NUVOLO, Rome, Italy

FORMULA + (Shell) Stand

Stand builder Eventi3

What is included :

= Raw space package

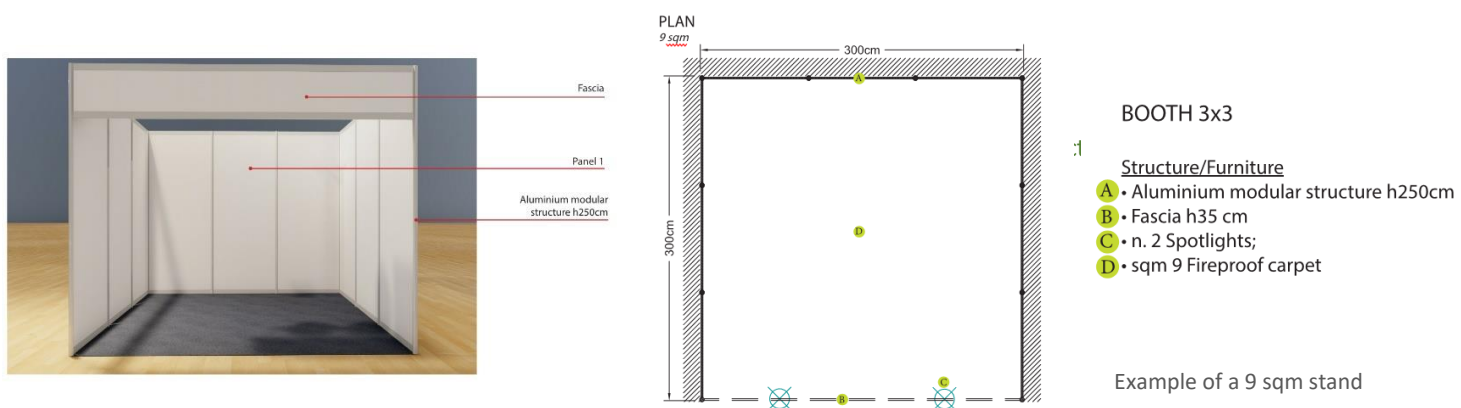
+ Partitioning and division walls

+ Carpet GREY

+ company name on the fascia

+ 2 spotlights on rail / 9 sq.m

Minimum 9 sq.m – Power supply not included



IMPORTANT & MANDATORY TO ORDER (for exhibitors)

POWER SUPPLY

Exhibitors need to order power supply for their stand + electrical panel + multiple sockets (not included in the package)

+ if the electrical installation requires power exceeding 6 kw > an “electrical project” must be drawn up and signed by a qualified Italian technician and engineer. Exhibitors can order this service (if not possible for them to produce the “electrical project”).

> see how to order the service on page 19

MANDATORY FORMS : declarations of conformity of the electrical installation, Fire fighting declaration form, correct assembly declaration form...) will be provided by your stand builder Eventi3 and checked by the Technical Department of the Venue.

It's possible to upgrade to a premium stand

> For company who ordered Formula Plus Shell stand > upgrade for 305 euros / sq.m.

Complete the order form at the end of this document + send a mail to info@pro4events.com

STANDS & OBLIGATIONS for PREMIUM stands

International Conference + Exhibition CIRED 2023 June 12 > 15 ROMA CONVENTION CENTER LA NUVOLA, Rome, Italy

PREMIUM stand personalize your stand at your image

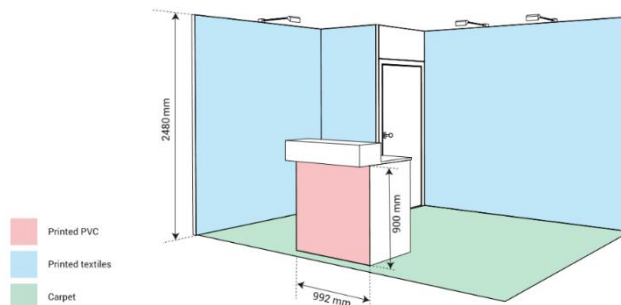
With graphics, a welcome desk, a storage room

What is included :

= Raw space package

- + Partitioning and division walls with company logos and graphics
- + 1 welcome desk with a shelf with company logos and graphics
- + Carpet, personalized choice between 9 colors
- + Storage room 1 sq.m up to 15 sq.m / 2 sq.m for larger stand, closed with key
- + 1 LED spotlight on rail / 3 sq.m

Minimum 9 sq.m - Power supply not included



Example of a 9 sqm stand

Pictures are non contractual, supplied without furniture

[CLICK HERE for more information & dimensions](#)

> Send your graphics to cad@huber-messebau.ch and to d.alemanni@huber-messebau.ch

New Deadline : 18 April, 2023



You may want to add a set of adjustable shelves and wardrobe inside the storage room
> **additional cost = 64 euros**

IMPORTANT & MANDATORY TO ORDER (for exhibitors)

POWER SUPPLY

Exhibitors need to order power supply for their stand + electrical panel + multiple sockets (not included in the package) + if the electrical installation requires power exceeding 6 kw > an “electrical project” must be drawn up and signed by a qualified Italian technician and engineer. Exhibitors can order this service (if not possible for them to produce the “electrical project”).

> see how to order the service on page 19

MANDATORY FORMS : declarations of conformity of the electrical installation, Fire fighting declaration form, correct assembly declaration form...) will be provided by your stand builder Huber Messebau & checked by the Technical Department of the venue.

TRANSPORT, CUSTOMS, HANDLING

International Conference + Exhibition CIRED 2023 June 12 > 15 ROMA CONVENTION CENTER LA NUVOLO, Rome, Italy

Exhibitors should hire the services of ESI company for all shipments,

Loading & unloading > [CLICK HERE](#)

(including small parcels)

Contact : laurent.labarrere@group-esi.com

For your information only :

No deliveries are allowed before Friday 9 June at 1 pm

The delivery company ESI must inform the venue about times of arrival, licence plates of vehicles.

The workers who will access the venue for loading and unloading operations must be identifiable by means of an identification card provided by the company they belong to.

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

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

POWER SUPPLY package for your stand (mandatory)

International Conference + Exhibition CIRED 2023 June 12 > 15 ROMA CONVENTION CENTER LA NUVOLO, Rome, Italy

Please, note that you need to order the power supply package for every type of stand :
Free stand projects on raw space (=basic stands), formula + (shell) stands, premium stands.

1/ Evaluate & order the power you need for your stand,

2/ Order the corresponding electrical panel,

3/ Order multiple sockets (there are no plugs on the electrical panel),

4/ For all systems with power exceeding 6kw, order the service “Electrical project”

(in case you don't have a qualified professional (or subcontractor) with the required qualifications to produce the “Electrical Project”),

5/ DECLARATION OF CONFORMITY for the electrical installation to be signed by a qualified Italian technician
Stand builders for shell stands & premium stands will provide the service.

Stand builders on raw space (“free project stands”) have the possibility to order the service.

The Technical Department of the Venue will check the declaration form before and on site.

ORDER FORM at the end of this document,

+ Indicate the location of the electricity connections you need (type of plugs and sockets with ampere and n° of phases) on the **floor plan**, at the end of this document > to be sent to info@pro4events.com

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

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

Evaluate the power you need for your stand

average power

- Coffee machine : 1,5 kw – 2 kw
- Fridge : 0,2 kw
- Kettle = 1kw
- Microwaves = 1kw
- Laptop = 0,1kw
- Screen : 0,2 kw
- Computer = 0,5kw
- Printer/copy machine = 2,5kw
- 3 led spots = 1kw

Electricity will be supplied **24h/24h**

Due to technical reasons, you will not be able to ask for more Kw power during the Event

Orders cannot be changed after May 15, 2023

1. Order the power needed for your stand :

KW	Unit cost/ €
3 kW single-phase	110,00
6 kW single-phase	170,00
10 kW three-phase	200,00
15 kW three-phase	210,00
18 kW three-phase	260,00
20 kW three-phase	290,00
30 kW three-phase	460,00
40 kW three-phase	620,00

Prices are in Euros and fixed for the duration of the event



Power supply provided by the venue

+

2. Order the electric panel corresponding to the power ordered :

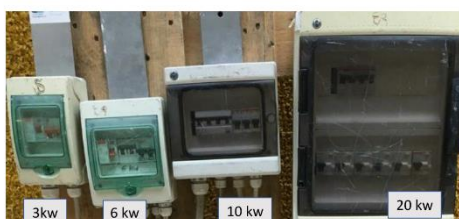
Single-phase electrical panel	70,00
Three-phase electrical panel up to 10 kW	105,00
Three-phase electrical panel from 15 to 18 kW	120,00
Three-phase electrical panel from 30kW to 40Kw	150,00

Prices are in Euros and fixed for the duration of the event



Electrical panel

Be aware that no plugs are on the electrical panel > YOU NEED TO ORDER MULTIPLE SOCKETS
Do not forget to leave an access to the electrical panel during all the event



Example of electrical panel

Suggestion :

Hide the electrical panel inside a storage room

Shell stands > see our offer pages 28 & 45

Premium stands > a storage room is already provided

+

3. Order multiple sockets (mandatory)

Multiple socket	Unit cost/ €
1 Multiple socket (for 3 plugs) up to 1,5 Kw	14,00



Prices are in Euros and fixed for the duration of the event
VAT excluded

+

4/ For all electrical systems with power exceeding 6kw :

All systems with power exceeding 6 kW must be accompanied by an 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.

1st case : The stand builder has a qualified professional (or subcontractor) with the required qualifications mentioned above and is able to produce the “Electrical Project”.

2nd case: The stand builder (or exhibitor) has to buy the “electrical project” from Pro4events (complete the order form at the end of this document).

The Technical Department of the venue will check every “Electrical Project” (mandatory).

The “Electrical Project” has to be sent to info@pro4events.com before 30 April 2023.

Prices :

STAND PROJECTS WITH MORE THAN 6 KW	Unit cost/ €
<i>under 6 kw</i>	<i>No need for an electrical project</i>
Electrical project from 6 kw to 12 kw	500,00
Electrical project from 12kw to 18kw	850,00
Electrical project from 18kw to 36kw	1.900,00
Electrical project from 36kw to 100kw	3.500,00
Electrical project > 100 kW	AD HOC QUOTATION

Prices are in Euros and fixed for the duration of the event
VAT excluded

Make sure to bring adapters to Italian sockets & extension cables if needed

+

5/ Declaration form for the conformity of the electrical installation

Obligation ONLY for stand builders on raw space (“free stand project”)

Stand builders for shell stands and premium stands will provide this service

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 a qualified Italian technician**, 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.

1st case : The stand builder has a qualified professional (or subcontractor) with the required qualifications mentioned above and is able to produce the electrical plan & Declaration of conformity form [>CLICK HERE](#)

2nd case : The stand builder has to buy the service from Pro4events (complete the order form at the end of the document).

The Technical Department of the venue will check the Declaration of conformity before and on site after the installation is done (mandatory).

Electrical plan & declaration of conformity to be sent to info@pro4events.com before 30 April 2023.

Price for the service coming soon

Examples :

Total power needed 3 kw > please order :

3 kw x 1 = 110 euros + 70 euros for a single phase panel + 14 euros for 1 multiple socket (order more sockets if needed)
+ price for the service for the declaration of conformity (only for stands on raw space “free stand projects”).

Total power needed 6 kw > please order :

6 kw x 1 = 170 euros + 70 euros for a single phase panel + 14 euros for 1 multiple socket (order more sockets if needed)
+ 500 euros for the “electrical project”
+ price for the service for the declaration of conformity (only for stands on raw space “free stand projects”).

Electrical installation, see the Italian rules from La Nuvola on page 12 > https://www.cired2023exhibition.org/wp-content/uploads/2023/03/EUR_Exhibitors-Manual_ENG_final-on-23-March-2023.pdf

Make sure to bring adapters to Italian sockets & extension cables if needed

FURNITURE

International Conference + Exhibition CIRED 2023 June 12 > 15 ROMA CONVENTION CENTER LA NUVOLA, Rome, Italy

- 1/ Choose your furniture,
- 2/ Complete the ORDER FORM at the end of this document,
- 3/ Send it to marion.caumont@pro4events.com + copy to info@pro4events.com



NA.01 - Black monocoque chair



NA.01_2 - Slim Chair



NA.02 - Black monocoque folding chair



NA.07 - Black office chair with wheels



NA.08 - Plexiglass podium



NA.09 - Wooden white podium



NA.13 - Rectangular white table 160x80x75 cm



NA.14 - Rectangular meeting white table - 160x80x75 cm



NA.15 - Rectangular table with white MDF top - 120x60x75 cm



NA.17 - White painted high bar table - 60x60x110 cm



NA.19 - White faux leather Armchair



NA.20 - White Neuma Armchair



NA.20_1 - Le Corbusier Armchair



NA.24 - Small table - 55x55x45 cm



NA.26 - White painted wood desk with interior shelf - 100x60x100 cm



NA.28 - Slim stool



NA.28_1 - White Bombo stool



NA.28_2 - White stool with wooden legs



NA.29 - Steel chest of drawers - 3 drawers



NA.31 - Cabinet with dosable sliding doors



NA.32 - Black Tendiflex



NA.33 - Coat tree



NA.37 - Wastebasket



NA.23 - White eco-leather sofa



EL.08 - Round table diameter 70 cm h 75 cm

ITEM Code	Type	Unit cost / €
<u>N.A. 01</u>	<u>Black monocoque chair</u>	<u>6,40</u>
<u>N.A. 01 2</u>	<u>White Slim chair</u>	<u>6,40</u>
<u>N.A. 02</u>	<u>Black monocoque folding chair</u>	<u>10,50</u>
<u>N.A. 07</u>	<u>Black office chair with wheels</u>	<u>31,30</u>
<u>N.A. 08</u>	<u>Plexiglass podium</u>	<u>104,10</u>
<u>N.A. 09</u>	<u>Wooden white podium</u>	<u>93,70</u>
<u>N.A. 13</u>	<u>Rectangular white table 160x80x h75 cm</u>	<u>72,90</u>
<u>N.A. 14</u>	<u>Rectangular meeting white table - 160x80x h75 cm</u>	<u>156,10</u>
<u>N.A. 15</u>	<u>Rectangular white table - 120x60x h75 cm</u>	<u>36,70</u>
<u>N.A. 17</u>	<u>White painted high bar table - 60x60x h110cm</u>	<u>83,30</u>
<u>N.A. 19</u>	<u>White faux leather armchair</u>	<u>72,90</u>
<u>N.A. 20</u>	<u>White Neuma armchair</u>	<u>93,70</u>
<u>N.A. 20 1</u>	<u>Le Corbusier armchair</u>	<u>93,70</u>
<u>N.A. 23</u>	<u>White eco-leather sofa</u>	<u>145,70</u>
<u>N.A. 24</u>	<u>Small table - 55x55x h45cm</u>	<u>10,50</u>
<u>N.A. 26</u>	<u>White painted wood desk with interior shelf - 100x50x h100 cm</u>	<u>104,10</u>
<u>N.A. 28</u>	<u>White Slim stool</u>	<u>15,90</u>
<u>N.A. 28 1</u>	<u>White Bombo stool</u>	<u>15,90</u>
<u>N.A. 28 2</u>	<u>White stool with wooden legs</u>	<u>15,90</u>
<u>N.A. 29</u>	<u>Steel chest of drawers - 3 drawers</u>	<u>94,00</u>
<u>N.A. 31</u>	<u>Cabinet with closable sliding doors - 90x40x h73cm</u>	<u>187,50</u>
<u>N.A. 32</u>	<u>Black tendiflex – h90cm</u>	<u>21,00</u>
<u>N.A. 33</u>	<u>Steel coat tree</u>	<u>21,00</u>
<u>N.A. 37</u>	<u>Wastebasket</u>	<u>3,50</u>
<u>E.L. 08</u>	<u>Round table diameter - 70cm h 75 cm</u>	<u>57,00</u>

<u>FRIDGE</u>	<u>FRIDGE 80L</u>	<u>142,10</u>
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<u>BROCHURE HOLDER</u> <u>E.L.06</u>	<u>BROCHURE HOLDER A4 in plexiglass</u>	<u>91,00</u>
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Prices are in Euros and fixed for the duration of the event - VAT excluded

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

CATERING

International Conference + Exhibition CIRED 2023 June 12 > 15 ROMA CONVENTION CENTER LA NUVOVA, Rome, Italy

Exhibitors will find inside the Exhibition :

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

1 corner in the concourse/corridor on Level 0 + 2 corners on level 1 (1 inside & 1 outside behind the Poster area)
at a small price

>COFFEE BREAK AREAS every day : 10:30 > 11:00 & 16:00 > 16:30 (subject to modifications)

Free, open to all

It is not permitted to prepare food at the stand

It's possible to order catering service at the stand or in meeting rooms

- 1/ Choose in the catalogue below,
- 2/ Complete the ORDER FORM at the end of this document,
- 3/ Send it to info@pro4events.com

ITEMS	COST
Rent of coffee machine	€ 62,50
Penalty in case coffee machine does not return	€ 397,50
Pack of 10 coffee pods	€ 18,75
coffee kit (disposable organic cups, sugar, wood palettes) - cost per person	€ 1,25
Assorted sweets (1 kg)	€ 50,00
SUPPLY OF COFFEE AND PASTRIES	
Thermos of coffee (PER LITER)	€ 15,00
Thermos of decaffeinated coffee (PER LITER)	€ 15,00
Bottle of mineral water, sparkling and still (1 lt)	€ 3,75
Cans of Coke	€ 5,00
Cans of Coke Zero	€ 5,00
Cans of Fanta	€ 5,00
Cans of Sprite	€ 5,00
Cans of Cold tea	€ 5,00
Small bottle of fruit juices	€ 5,00
Assorted tea biscuits (1 KG)	€ 43,75
Assorted pastries (1 KG)	€ 43,75
Assorted mini croissants/donuts (PER PIECE) (Minimum 20 pieces.)	€ 18,75
soft chocolate breakfast cake (1 kg)	€ 32,50
fruit salad (per portion)	€ 5,00
DISPOSABLE MATERIAL (COST PER PERSON)	€ 2,50
WAITER ASSISTANCE (ONE PERSON FOR 8 HOURS)	€ 187,50
EXTRA TIME EURO 25,00 PER HOURS	

SAVORY FOOD	
Assorted canapes (each tray-30 pieces aprox.)	€ 50,00
Assorted mini rolls and sandwiches (each tray-25 pieces aprox.)	€ 37,50
Prosecco di Valdobbiadene Valdo (each bottle)	€ 25,00
White wine	€ 25,00
Red wine	€ 25,00
potato chips (450 gr)	€ 12,50
pistachio (750 gr)	€ 31,25
peanuts (1 kg)	€ 18,75
<p>SMALL CATERING SERVICES AT THE STAND</p> <p>SET UP:</p> <ul style="list-style-type: none"> • buffet table with white tablecloth (unless there are already tables/desks that we can use inside the stands) • disposable material (cups, napkins, small plates where needed) • coffee machine with pods if coffee is included in the menu 	
COFFEE BREAK AM with tea biscuits and pastries (for a minimum of ten people) <i>cost per person</i>	€ 15,00
COFFEE BREAK PM with tea biscuits and pastries (for a minimum of ten people) <i>cost per person</i>	€ 15,00
APERITIVE with canapé and small pizzas(for a minimum of ten people) <i>cost per person</i>	€ 25,00
APERITIVE with canapé, small pizzas and small pastries (for a minimum of ten people) <i>cost per person</i>	€ 28,75
SNACK LUNCH (for a minimum of ten people) <i>cost per person</i>	€ 35,00
WAITER ASSISTANCE (ONE PERSON FOR 8 HOURS) <i>The number of waiters required to run the above mentioned services is generally one every 30 people</i>	€ 187,50
COSTS INDICATED DO NOT INCLUD VAT	

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

STORAGE ROOM for FORMULA + (shell) stands

International Conference + Exhibition CIRED 2023 June 12 > 15 ROMA CONVENTION CENTER LA NUVOLA, Rome, Italy

- 1/ Complete the **ORDER FORM** at the end of this document only **if you need a storage room for your formula + (shell) stand.**
- 2/ Indicate the location of the storage room on the **floor plan** at the end of this document.
Do not forget to position your stand (aisle, nearby stand...).
- 3/ Send it to info@pro4events.com

Architecture (1) (2)	Price VAT excluded
Storage room 1,00 m x 1,00 m	205 euros
Storage room 1,00 m x 2,00 m	245 euros

- (1) In addition to Formula Plus shell-stand partitions
- (2) All prices are including delivery and manpower. All damaged items will be invoiced to the exhibitor.

For your information, **Premium stands** already have a storage room included in the package.

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

INTERNET / WIFI

International Conference + Exhibition CIRED 2023 June 12 > 15 ROMA CONVENTION CENTER LA NUVOLA, Rome, Italy

WIFI with speed 500 Mbps is included in your package

(covering the needs for up to 8000 participants at the same time)



WIFI NAME : **CIRED2023** / No access code required

If you need MORE INTERNET (wired internet, or dedicated wifi connection with password...)

1/ Complete the **ORDER FORM** at the end of this document,

2 /Indicate the location of the cables & connections, on the **floor plan** at the end of this document,

3/ Send it to info@pro4events.com

INTERNET CONNECTION AT THE STAND		
	Quantity	Unit Rate Vat excluded €
WI-FI BASIC	Dedicated WIFI connection with custom SSID and password up to 10 Mb included (up to 5 devices)	150,00 €
WI-FI BANDWIDTH EXTENSION	10 Mb WI-FI bandwidth extension cumulative up to desired bandwidth - subject to availability of overall bandwidth	20,00 €
CABLE BASIC	Connection of data socket, up to 10 Mb bandwidth included	100,00 €
CABLE BASIC BANDWIDTH EXTENSION	10 Mb cable basic bandwidth extension cumulative up to desired bandwidth - subject to availability of overall bandwidth	20,00 €

Prices are in Euros and fixed for the duration of the event

Exhibitors have to use ROMA CONVENTION CENTER NUVOLA WIFI & Services
Addition of routers, switches, hubs and access points for WIFI are formally prohibited

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

AUDIO VISUAL (screens, computers, printers)

International Conference + Exhibition CIRED 2023 June 12 > 15 ROMA CONVENTION CENTER LA NUVOVA, Rome, Italy

- 1/ Choose your equipment
- 2/ Complete the **ORDER FORM** at the end of this document,
- 3/ Send it to info@pro4events.com

LARGE PLASMA & LCD DISPLAYS			
		Photo	Unit Cost for 4 days :
1	LED Monitor TV 32" with tabletop stand / ground stand PHILIPS BDL3230QL	1	€ 375,00
1	LED Monitor TV 40" with tabletop stand / ground stand PHILIPS BDL4330QL	2	€ 500,00
1	LED TV Monitor 55" with tabletop stand / ground stand PHILIPS BDL5530QL	3	€ 875,00
1	LED TV Monitor 65" with tabletop stand / ground stand NEC E658	4	€ 937,50
1	LED Monitor 48" touch screen with ground stand	4	€ 875,00
Monitors are equipped with:			
<ul style="list-style-type: none"> - hdmi cable - compatibility with pendrive for videos or photos playback (ExFat file system) - resolution 1920 x 1080 			
VIDEO PLAYBACK			
		Photo	Unit Cost for 4 days :
1	DVD BLU-RAY Reader LG BP735	5	€ 125,00
SCREENS/PROJECTORS			
		Photo	Unit Cost for 4 days :
1	LCD 2.500/3.000 AL Video Projector - 1024x768 NEC M322X/NEC NP-M300XG	6a-6b	€ 562,50
1	LCD 4.000/5.000 AL Video Projector - 1024x768 NEC NP-501XG/PANASONIC PT-EX610E	7a-7b	€ 1.125,00
1	Front projection mt. 200x200 screen LIGRA ORION	8	€ 93,75
1	Front projection mt. 300x240 screen STUMPFL VARIO 32	9	€ 375,00
COMPUTERS (DESKTOP/ LAPTOP), TABLETS & PRINTERS			
		Photo	Unit Cost for 4 days :
1	Desktop PC - 17" LCD monitor Assemblato- BENQ GL2250HM	10	€ 312,50
1	Laptop DELL Latitude 3520 43TWW	11	€ 312,50
1	Mac computer APPLE MACBOOK PRO 13" A2289	12	€ 437,50
1	iPad APPLE IPAD AIR 2019	13	€ 187,50
1	LED Monitor 21" / 24" BENQ GL2250HM/ SAMSUNG S22A330NHU/ SAMSUNG F24T400FHU	13a-13b-13c	€ 287,50
1	Wireless mouse/wireless cure light DSAN PERFECT CUE PC-433BP/INTERSPACE INDUS. Microcue 2 L	14a-14b	€ 212,50
1	Multifunction laser printer: A4, color printer (16 pag/min), b/w printer (18 pag/min), copier, scanner BROTHER MFC-L2710DW	15	€ 500,00
Color copies: € 0,45 NET/each			
Additional b/w toner: € 125,00 NET/each			
Reams of paper: € 6,50 NET/each			

Prices are in Euros and fixed for the duration of the event

Please, note that all TV's are supported by a foot (there is no offer for TV's mounted on a wall)



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Make sure to bring adapters to Italian sockets & extension cables

PLANTS & FLOWERS

International Conference + Exhibition CIRED 2023 June 12 > 15 ROMA CONVENTION CENTER LA NUVOVA, Rome, Italy

- 1/ Choose your furniture in the catalogue below,
- 2/ Complete the **ORDER FORM** at the end of this document,
- 3/ Send it to info@pro4events.com

<u>Type</u>	<u>Unit cost/ €</u>
<u>Kentia fosteriana</u>	<u>48,50</u>
<u>Zammio kulcas</u>	<u>32,30</u>
<u>Dracena lemon Dracena tricolor</u>	<u>48,50</u>
<u>Areka</u>	<u>48,50</u>
<u>Photos aurea</u>	<u>48,50</u>
<u>Philodrendon</u>	<u>48,50</u>
<u>Bambù</u>	<u>48,50</u>
<u>Felci</u>	<u>24,30</u>
<u>Phalenopsis</u>	<u>32,30</u>
<u>Sansevieria</u>	<u>40,40</u>
<u>Sterelizia nicolai</u>	<u>96,90</u>
<u>Sterelizia reginae</u>	<u>96,90</u>
<u>Hedge h 150cm</u>	<u>80,80/m</u>
<u>Other essences upon request</u>	<u>AD HOC QUOTATION</u>

Prices are in Euros and fixed for the duration of the event - VAT excluded

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CLEANING

International Conference + Exhibition CIRED 2023 June 12 > 15 ROMA CONVENTION CENTER LA NUVOLA, Rome, Italy

A daily cleaning (floor & surface cleaning & emptying of trash bins) during the time of the Exhibition

on Monday after 2 pm after the set-up, at the same time as the general cleaning of halls,
or Tuesday, Wednesday or/and Thursday (before the opening).

1/ Complete the **ORDER FORM** at the end of this document,

2/ Send it to info@pro4events.com

Daily cleaning	Unit cost/ € PER DAY
Stand up to 16 sqm	20,00 €
Stand up to 35 sqm	38,00 €
Stand up to 65 sqm	1,10 /sqm
Stand more than 65 sqm	0,85/sqm

Prices are in Euros- VAT excluded

Important information - Dismantling :

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 Builders 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.

If help is needed for waste transportation, send a mail to info@pro4events.com

> Exhibitors can only carry small materials by hand (shoppers, small boxes, etc.).

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

GUARDS

International Conference + Exhibition CIRED 2023 June 12 > 15 ROMA CONVENTION CENTER LA NUVOLA, Rome, Italy

1/ Complete the **ORDER FORM** at the end of this document,

2/ Send it to info@pro4events.com

Security staff on your stand during the event From 6 am to 8 pm	Unit cost/ € per operator & per hour
	17,00 €

Prices are in Euros- VAT excluded

Exhibitors are requested to not leave personal items on the stands during the night or during the event.

INSURANCE

International Conference + Exhibition CIRED 2023 June 12 > 15 ROMA CONVENTION CENTER LA NUVOLA, Rome, Italy

The exhibitor must ensure that its employees and its suppliers are covered by insurance and other social security coverages as required by law.

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

MARKETING OFFERS & SPONSORSHIP

International Conference + Exhibition CIRED 2023 June 12 > 15 ROMA CONVENTION CENTER LA NUVOVA, Rome, Italy



CIRED 2023 12-15 June

For registered exhibitors only www.cired2023exhibition.org



PRO4EVENTS
PERFORMANCE FOR YOUR EXHIBITIONS

Reference	<i>First come, First served</i>	Price 2023 (Vat excl.)
OFFER 1	Advertising page in the Event Guide (= exhibition catalogue)	From 1 200 to 4 900 euros SOLD OUT
OFFER 2	Meeting rooms for rental 4 rooms available > first come, first served	1 350 euros for 1 day 3 900 euros for 3,5 days
OFFER 3	Speaking opportunity in the Exhibition in a dedicated conference open space during lunch time	2 200 euros 1 slot of 25 mns <i>Price guaranteed for a minimum of 7 participants</i>

Document updated on February 2023, subject to changes - contact : info@pro4events.com

Detailed information on our offers on the following page.


PRO4EVENTS
PERFORMANCE FOR YOUR EXHIBITIONS

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

MARKETING OFFERS & SPONSORSHIP

International Conference + Exhibition CIRED 2023 June 12 > 15 ROMA CONVENTION CENTER LA NUVOLA, Rome, Italy

Offers	Proposition	Where	When	Price 2023 (VAT excluded)
OFFER 1	<p>Your advertising page printed</p> <p>Technical data :</p> <p>Provide a PDF High Definition Deadline : 20 April, 2023</p> <p>1 page = L 150 x H 210 mm + 7mm for the inner margin + 5mm for cut lines and bleed</p> <p>>info@pro4events.com</p>	<p>in the Session Event Guide (= catalogue)</p> <p><i>First come, first served</i></p>	<p>distributed during the Event to delegates, visitors, exhibitors</p> <p>2 500 Event guides will be printed and distributed during the Session</p>	<p>Back cover = 4 900 euros</p> <p>inside front cover = 3 500 euros</p> <p>inside back cover = 2 300 euros</p> <p>Full page 4 colors = 1 200 euros</p>
OFFER 2	<p>Meeting rooms for rental</p> <p>To allow exhibitors organise sales presentations to clients, staff meetings... in dedicated rooms</p> <p>Maximum 90 participants with Theatre style</p>  <p><i>First come, first served</i></p>	<p>4 rooms available on level 0 near the CIRED conference rooms</p> <p>Click here to see the location on the floor plan</p>  <p>Included : WIFI, Power supply, sign board with name of your company outside the room</p> <p>If you want to order furniture, catering, screens or other services, use the order form at the end of this document.</p>	<p>During 1 or 3,5 days</p> <p>From Monday 2pm to Thursday 6 pm</p> <p>Times : Monday 2 pm > 6 pm Tuesday > Thursday : 9 am > 6 pm</p>  <p>Rooms for maximum 90 participants Picture is non contractual</p>	<p>1 350 euros for 1 day</p> <p>3 900 euros for 3,5 days (from Monday 2 pm to Thursday 6 pm)</p>
OFFER 3	<p>Speaking opportunity in the Exhibition</p> <p>Present your company's services, products to CIRED attendees</p> <p>25 mns speech during lunch time</p> <p>Equipment available on the open space : 2 monitors Microphones for speakers Loud speakers</p>	<p>in a dedicated conference open space inside the exhibition</p> <p>open to all</p> <p><i>First come, first served</i></p> 	<p>Tuesday, Wednesday, Thursday</p> <p>Times : 12:00 > 14:25 pm</p> <p>The promotion of the speech has to be done by the Exhibitor</p>	<p>2 200 euros</p> <p>1 slot of 25 mns speech</p> <p><i>Price guaranteed for a minimum of 7 participants</i></p>

Time slot registration OFFER 4

1 SLOT = 25 mns speech	TUESDAY 13 June 2023		WEDNESDAY 14 June 2023		THURSDAY 15 June 2023	
	Price	Select slots	Price	Select slots	Price	Select slots
TIMES <i>subject to changes</i>						
12:00 – 12:25	2 200 euros		2 200 euros		2 200 euros	
12:30 – 12:55	2 200 euros		2 200 euros		2 200 euros	
13:00 – 13:25	2 200 euros		2 200 euros		2 200 euros	
13:30 – 13:55	2 200 euros		2 200 euros		2 200 euros	
14:00 – 14:25	2 200 euros		2 200 euros		2 200 euros	

Time slot registration shall not become effective unless a written confirmation is sent to exhibitor by Pro4events (info@pro4events.com)

Exhibitors must comply with the General Rules on www.cired2023exhibition.org/form/cgv/

ACCESS TO THE EXHIBITION FOR VISITORS & GUESTS

FREE ENTRANCE



> [Click here](#)

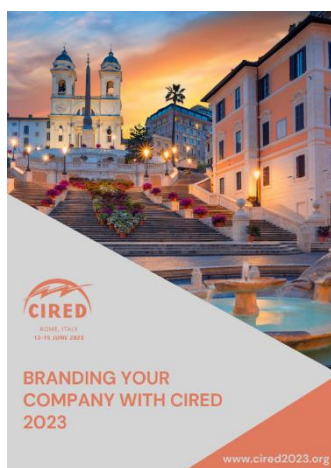
Visitors have to register before the Session on <https://www.cired2023registration.org/visitors/>

ACCESS TO THE CONFERENCE

INFORMATION & REGISTRATION on line > www.cired2023.org/registrations/cired2023

Early bird before 24 April 2023

SPONSOR the CIRE CONFERENCE



> [Click here](#)

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

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

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

VENUE

International Conference + Exhibition CIRED 2023 June 12 > 15 ROMA CONVENTION CENTER LA NUVOLO, Rome, Italy

Address :

Roma Convention Center La Nuvola

The entrance of the building is located on via Cristoforo Colombo

Website



Metro stop EUR FERMI (Line B)

(500/600 mt. walking distance)



HOW TO REACH ROMA CONVENTION CENTER LA NUVOLA

International Conference + Exhibition CIRED 2023 June 12 > 15 ROMA CONVENTION CENTER LA NUVOLA, Rome, Italy

- **By Metro (direct from Termini)**
From Termini Train Station, take the metro line B towards Laurentina.
Get off at EUR Fermi (It is just 10 stops away from Termini Station).
- **From Leonardo Da Vinci Airport Fiumicino (FCO)**
Take the train line FL1 towards Fara Sabina-Orte and stop at the Roma Termini station.
Take the metro line B. Get off at EUR Fermi.
- **From Ciampino Airport (CIA)**
Take the bus towards Anagnina station. There you can take the metro line A towards Battistini. Get off at Termini Station and take the metro line B towards Laurentina. Get off at EUR Fermi.
- **By taxi**
The 2 airports are located 15-20 minutes from the conference center.

The entrance of the building is located on via Cristoforo Colombo

MORE INFORMATION about ROME > [CLICK HERE](#)



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

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

OPENING TIMES

International Conference + Exhibition CIRED 2023 June 12 > 15 ROMA CONVENTION CENTER LA NUVOLA, Rome, Italy

For all participants

Exhibition (Forum level 1)

Monday 12 June : **14:00 pm – 20:00 pm**

Opening Forum in the auditorium (open to all) from 15:00 pm – *access from Level 1*
Welcome Reception in the Exhibition from 18:00 pm to 20:00 pm – *Forum Level 1*

Tuesday 13 June : **9:00 am – 18:00 pm**

Wednesday 14 June : **9:00 am – 18:00 pm**

Thursday 15 June : **9:00 am – 18:00 pm**



WELCOME DESK OPENING TIMES during the event

For the Tutorial participants only:

Monday, 12 June : **08.00 - 09.30 am**

For all Participants :

Monday, 12 June : **10.00 am - 18.00 pm**

Tuesday, 13 June : **08.00 am - 18.00 pm**

Wednesday, 14 June : **08.30 am - 17.00 pm**

Thursday, 15 June : **08.30 am - 18.00 pm**

Bags, suitcases or other containers must be left at the cloakroom (in the concourse on level 0)

CLOAKROOM (Level 0 in the concourse)

Monday 12 June : **9:00 pm – 20:30 pm**

Tuesday 13 June : **8:00 am – 18:30 pm**

Wednesday 14 June : **8:00 am – 18:30 pm**

Thursday 15 June : **8:00 am – 18:30 pm**

Conference time table

PROGRAMME & REGISTRATION on > <https://www.cired2023.org/registrations/>

Early bird registration before 24 April 2023

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

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

E-BADGES – VISA request

International Conference + Exhibition CIRED 2023 June 12 > 15 ROMA CONVENTION CENTER LA NUVOLA, Rome, Italy

Please, note that you need to register on line before the Event to get your E-BADGE

EXHIBITORS BADGES > A private mail has been sent to the exhibition manager on 04 April
If you have not received it, please contact info@pro4events.com

VISITORS BADGES > on <https://www.cired2023registration.org/visitors/>

- Exhibitors can order as many e-badges as needed for the staff working on their stand

VISA invitation letter :

To get an invitation letter for a visa, please complete the dedicated space directly on the form on line.
contact : marion.caumont@pro4events.com

WELCOME DESK OPENING TIMES during the event to collect your final badge

Monday, 12 June : **10.00 am - 18.00 pm**

Tuesday, 13 June : **08.00 am - 18.00 pm**

Wednesday, 14 June : **08.30 am - 17.00 pm**

Thursday, 15 June : **08.30 am - 18.00 pm**

PRO4EVENTS
PERFORMANCE FOR YOUR EXHIBITIONS

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

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

PARKING

International Conference + Exhibition CIRED 2023 June 12 > 15 ROMA CONVENTION CENTER LA NUVOLA, Rome, Italy

Parking for cars & for small vans (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 am to 9 pm

Tuesday 13 June > 8 am to 7 pm

Wednesday 14 June > 8 am to 7 pm

Thursday 15 June > 8 am to midnight

To enter the Parking lot, please show to the security staff **A TICKET >**

<https://www.cired2023exhibition.org/wp-content/uploads/2023/05/PARKING-TICKET-CIRED-2023.pdf>

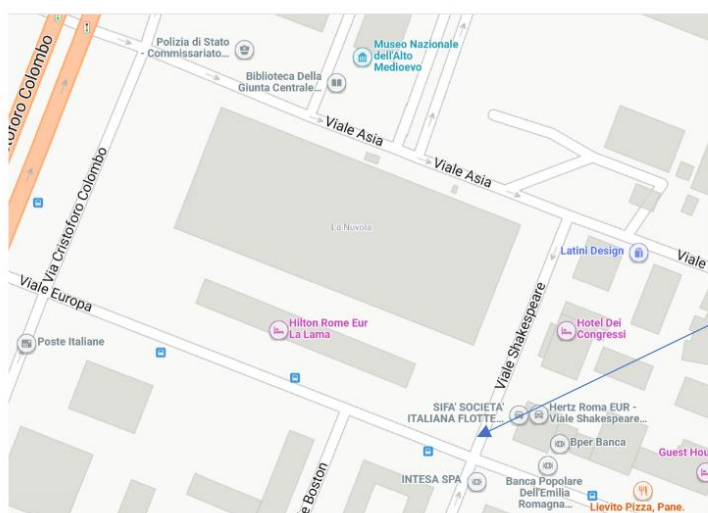
Please, note that materials cannot be handled from the garage “by hand”.

Anyone who need to unload material have to ask ESI > Laurent Labarrere

laurent.labarrere@group-esi.com

(ESI will contact the venue to schedule the delivery of materials).

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).



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

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

HOTELS

International Conference + Exhibition CIRED 2023 June 12 > 15 ROMA CONVENTION CENTER LA NUVOVA, Rome, Italy

Hotels closed to the venue : [CLICK HERE](#)



Want to stay in the **city center** ?

Rome offers a range of possibilities for accommodation.

We recommend you to stay in one of the many hotels located close to the Termini station

or any other **Metro B stops** > [CLICK HERE](#)

PRO4EVENTS
PERFORMANCE FOR YOUR EXHIBITIONS

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

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



CIRED 2023 12-15 June
LA NUVOLA - Rome



ORDER FORM

> **Deadline 10 MAY, 2023**

To be sent to info@pro4events.com

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 **10 May, 2023**

Company Order form n°/ PO

Date of order

Company name

Stand number /
Number of sqm

Booth representative
name

E-mail

Telephone

Address

European VAT Number

Please, write your company name on each page :

SERVICES

Electricity package (It is mandatory to order power supply & services)
 You will not be able to ask for more kw power after May 1st / no modification is allowed during the event due to technical reasons

Item code	Description <i>(detailed information page 19)</i>	QUANTITY	UNIT PRICE	TOTAL AMOUNT
ORDER THE POWER See on page 19	NUMBER OF KW..... TYPE OF ELECTRICAL PANEL :			
	MULTIPLE SOCKET (with 3 plugs)..... no plugs are provided on the electrical panel + FEE for the "ELECTRICAL PROJECT" ONLY for stands ordering more than 6kw		14 euros for 1 multiple socket mandatory	
	+ FEE for the DECLARATION OF CONFORMITY ONLY For stands on raw space "free stand projects", in case the stand builder cannot produce the declaration of conformity for the electrical installation, to be signed by a qualified Italian technician (see details on page 11).		280 euros	
Example 1 FOR 3KW ordered	3 kw x 1 = 110 euros + 70 euros for a single phase panel + 14 euros for 1 multiple socket with 3 plugs			IMPORTANT : fill in the floor plan on pages 50-51 or ask your stand builder
Example 2 FOR 6 KW ordered	6 kw x 1 = 170 euros + 70 euros for a single phase panel + 14 euros for 1 multiple socket + 500 euros for the "Electrical project" drawn up and signed by an Italian technician. Stand builders on raw space (= basic stands, "free project stands") will have to install the electrical panel & connections to spots & outlets + produce or order the mandatory forms see on pages 11 & 12		Due to technical reasons, you will not be able to ask for more Kw power during the Event	

Make sure to bring adapters to Italian sockets & extension cables if needed

Furniture

Item code	Description <i>(detailed information page 22)</i>	QUANTITY	UNIT PRICE	TOTAL AMOUNT

Catering

Item code	Description <i>(detailed information page 25)</i>	QUANTITY	UNIT PRICE	TOTAL AMOUNT

Storage room for Formula + (shell) stands **(Premium stands already have a storage room included in the package)**

Important : please, fill in the floor plan on page 50-51

Item code	Description <i>(detailed information page 27)</i>	QUANTITY	UNIT PRICE	TOTAL AMOUNT
	Storage room 1,00 m x 1,00 m		205 euros	
	Storage room 1,00 m x 2,00 m		245 euros	

Internet WIFI 500 Mbps is already included in your package (no password) – Order here if you want more internet or wired internet

Important : please, fill in the floor plan on page 50-51

Item code	Description <i>(detailed information page 28)</i>	QUANTITY	UNIT PRICE	TOTAL AMOUNT
	WIFI Basic (dedicated wifi connection)		150 euros	
	WIFI bandwidth extension		20 euros	
	WIRED INTERNET (cable basic)		100 euros	
	WIRED INTERNET (cable basic bandwidth extension)		20 euros	

Audio – visual equipment : screens - computers - printers

Item code	Description <i>(detailed information page 29)</i>	QUANTITY	UNIT PRICE	TOTAL AMOUNT

Plants & flowers

Item code	Description <i>(detailed information page 30)</i>	QUANTITY	UNIT PRICE	TOTAL AMOUNT

Cleaning of your stand

Item code	Description <i>(detailed information page 31)</i>	Number of days	UNIT PRICE per day	TOTAL AMOUNT
	A daily cleaning from Monday to Thursday = floor & surface cleaning & emptying of trash bins Stands up to 16 sqm		20 euros / 1 day	
	Stands up to 35 sqm		38 euros / 1 day	
	More than 35 sqm		1,10 x ... sqm/day	
	More than 65 sqm		0.85 euros x... sqm/day	

Guards : (Security on your stand)

Item code	Description <i>(detailed information page 32)</i>	QUANTITY	UNIT PRICE	TOTAL AMOUNT
	Security guards	Which day(s) ? Time schedule :	17 euros / hour	

MARKETING OFFERS *first come, first served****Advertising page in the Event Guide**

OFFER 1	Description <i>(detailed information page 33)</i>	QUANTITY	UNIT PRICE	TOTAL AMOUNT
Deadline 20 April	Advertise in the Event guide	Back cover	4 900 euros	
		Inside front cover	3 500 euros	
		Inside back cover	2 300 euros	
		Full page 4 colors	1 200 euros	

Meeting rooms for rental (only 4 rooms available – first come, first served)

OFFER 2	Description <i>(detailed information page 25)</i>	QUANTITY	UNIT PRICE	TOTAL AMOUNT
First come First served	Rent a room	1 day	1 350 euros	
		3.5 days	3 900 euros	

Speaking opportunity on the Exhibition floor

OFFER 3	Description <i>(detailed information page 25)</i>	QUANTITY	UNIT PRICE	TOTAL AMOUNT
First come First served	Speaking opportunity		2 200 euros	

SHELL STANDS

UPGRADE from a BASIC to a SHELL STAND *				
Item code	Description	Number of sqm already booked	PRICE TO UPGRADE	TOTAL AMOUNT
	If you booked raw space (basic stand)	sqm	x 100 euros	

PREMIUM STANDS

UPGRADE FOR A PREMIUM STAND *				
Item code	Description <i>(detailed information page 17)</i>	Number of sqm already booked	PRICE TO UPGRADE	TOTAL AMOUNT
	If you booked raw space (basic stand)	sqm	x 405 euros	
	If you booked Formula + (shell) stand	sqm	x 305 euros	

Adjustable shelves and wardrobe inside the storage room of your premium stand				
Item code	Description <i>(detailed information page 17)</i>	QUANTITY	UNIT PRICE	TOTAL AMOUNT
	Shelves and wardrobe FOR PREMIUM STAND	1	64 euros	

Total amount VAT excl./ Total HT			-	€
Fee for Services : + 15 % No service fee invoiced for marketing offers 1, 2, 3 * No service fee invoiced when you upgrade for a shell or a premium stand *			-	€
Fee for the mandatory final check made by the Technical Department of the venue > stand floor plans + electrical installations + mandatory declarations required by the Italian authorities (declaration of conformity for the electrical installation, Fire fighting declaration, correct assembly declaration..) + parking access			290 euros	
VAT / TVA : 22 %			-	€
Total amount VAT incl. Total TTC (€)				€

COMPANY NAME :

First name, Last name :

Date :

Signature / stamp :

IMPORTANT : fill in the floor plan on pages 50-51

An invoice will be issued shortly

Payment is due on receipt of the invoice by TRANSFER or by CREDIT CARD (fill in the form at the end of this document)

Pro4events, 3-17 chemin du Lanfonnet – 74320 Sevrier – France – info@pro4events.com

Plan and technical information CIRED 2023

mandatory for ALL STANDS

Send the floor plan before **30 April, 2023**

BOOTH NUMBER	
Company name	
Booth representative	
Mail address	
Telephone	

Please, draw your stand on the floor plan with services in option :

———— Closed side

-. - -. - . Open side

———— **SR** Storage room (if needed > see our order form)

▲ **Type and position of plugs & sockets** (Ampere and No. of phases)
Be aware that you need to order outlets (see our order form)
no plugs, no outlets are provided on the electrical panel

● **Type and position of spotlights**

Position of the electrical panel on your stand will be decided by the stand builder
Leave an access to the electrical panel during the full event

@ **wired Internet**
if needed > WIFI is already included in your package
see our order form
Indicate the position of cables

It is mandatory to complete the floor plan and return it to
info@pro4events.com

No suspensions (Rigging structures, hanging points) are allowed

DRAW YOUR STAND with or without options



COMPANY NAME :

(1 cm corresponds to 1 m)

Size of your stand : m Xm



	1	2	3	4	5	6	7	8	9	10	11	12
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												

Thank you to indicate on the plan the location of ALL cables.

If the final location of internet cables & electrical panel, storage room, differs from that previously confirmed on this plan, you will be invoiced for the modification.

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

FOR STANDS ON RAW SPACE (= Basic stands, “free project stands”)

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

Deadline 30 April, 2023

Send this form to > info@pro4events.com

**PAY ATTENTION: COMPULSORY FORM
COMPULSORY COMPILATION FOR FREE-PROJECT STAND**

Should this form not be received, access to halls will not be granted. Pursuant to Circular No. 25 of the Minister of the Interior dated 1/8/1963 and subsequent amendments.

Name		Surname	
As	<input type="checkbox"/> Exhibitor	<input type="checkbox"/> Stand builder	
Based in (City, Street, post code)			
Ph. Number		E-mail address	
VAT Number			
Booth number	Sqm	Area	
Assigned stand			

declares that the materials used for the booth set-up are exclusively those listed below.

he also undertakes to use only the material declared, and not replace or modify it, holding the Organiser harmless from any liabilities towards third parties.

ALL DOCUMENTATION RELATING TO THE MATERIALS LISTED BELOW MUST BE SENT, TOGETHER WITH THIS FORM, TO THE EMAIL ADDRESS allestimenti_eur@e23.it AND A COPY MUST BE KEPT AT THE BOOTH IN CASE OF INSPECTION BY THE RELEVANT AUTHORITIES.

	Sqm	Class	Approval code
WALL STRUCTURES AND FABRICS Description and brand of material			
STAGING AND FLOOR COVERINGS Description and brand of the material NAME OF MATERIAL NAME OF PRODUCERS TYPE OF MATERIALS			
CEILINGS AND OVERHEAD SURFACES Description and brand of material			
MATERIAL TREATED WITH FIRE RETARDANT Description and brand of material			



PI

Declaration form

FIRE FIGHTING DECLARATION

Only for Exhibitors with free-project stand

DEADLINE:
PI FORM IS TO BE SUBMITTED 7 DAYS BEFORE THE BEGINNING OF THE SET-UP OPERATIONS

Send this form to:
allestimenti_eur@e23.it

EVENTI 3 SRL
Via Giaronne 10 - 10121 Torino (TO)
Tel. 011 569 36 65
commerciale_eur@e23.it
www.e23.it

**PAY ATTENTION: COMPULSORY-FORM
COMPULSORY COMPILATION FOR FREE-PROJECT STAND**

PLEASE FIND BELOW THE CONVERSION TABLE ABOUT ITALIAN-EUROPEAN GLOSSARY OF MATERIALS FIRE RESISTANCE:

DESCRIPTION	EUROPEAN GLOSSARY			ITALIAN GLOSSARY
	WALL	CEILING	FLOOR	
NON-FLAMMABLE MATERIALS	A1	A1	A1fl	CLASSE 0
NON-FLAMMABLE COMBUSTIBLE MATERIALS	A2 - s1 d0 A2 - s1 d1 A2 - s2 d0 A2 - s2 d1 A2 - s3 d0 A2 - s3 d1 B - s1 d0 B - s1 d1 B - s2 d0 B - s2 d1	A2 - s1 d0 A2 - s1 d1 A2 - s2 d0 A2 - s2 d1 A2 - s3 d0 A2 - s3 d1 B - s1 d0 B - s1 d1	A2fl - s1 A2fl - s2 Bfl - s1 Bfl - s2	Classe 1
HARDY NON-FLAMMABLE MATERIALS	A2 - s1 d2 A2 - s2 d2 A2 - s3 d2 B - s1 d2 B - s2 d2 B - s3 d0 B - s3 d1 B - s3 d2 C - s1 d0 C - s1 d1 C - s2 d0 C - s2 d1	B - s1 d1 B - s2 d1 B - s3 d0 B - s3 d1 C - s1 d0 C - s2 d0	Cfl - s1 Cfl - s2	Classe 2
FLAMMABLE COMBUSTIBLE MATERIALS	C - s1 d2 C - s2 d2 C - s3 d0 C - s3 d1 C - s3 d2 D - s1 d0 D - s1 d1 D - s2 d0 D - s2 d1	C - s1 d1 C - s2 d1 C - s3 d0 C - s3 d1 D - s1 d0 D - s2 d0	Dfl - s1 Dfl - s2	Classe 3
EASILY FLAMMABLE COMBUSTIBLE MATERIALS	NOT RELEVANT			Classe 4
VERY FLAMMABLE COMBUSTIBLE MATERIALS	NOT RELEVANT			Classe 5

IMPORTANT

The following documents/certificates should be attached to this form:

- Declarations of Conformity
- Certificate or Test Report / Declaration of Performance (D.o.P.)
- Material homologation
- For traceability: sales/purchase invoice, order confirmation, delivery note, in which all passages of the materials are described (producer - seller - user)

Date _____

Stamp and signature _____



EVENTI 3 SRL
Via Giannone 10 - 10121 Torino (TO)
Tel: 011 569 38 65
commerciale_eur@e23.it
www.e23.it

PI

Declaration form

**FIRE FIGHTING
DECLARATION**

Only for Exhibitors with free-project stand

DEADLINE:

PI FORM IS TO BE SUBMITTED 7 DAYS BEFORE THE BEGINNING OF THE SET-UP OPERATIONS

Send this form to:
allestimenti_eur@e23.it

Make sure to read the Roma Convention Rules on https://www.cired2023exhibition.org/wp-content/uploads/2023/03/EUR_Exhibitors-Manual_ENG_final-on-23-March-2023.pdf

FOR STANDS ON RAW SPACE (=Basic stands, “free project stands”)

Correct Assembly Declaration signed by the stand builder (CM form)

> [CLICK HERE](#)

To send to the Technical Department of la Nuvola

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

Deadline : on Sunday 11 June or on Monday 12 June morning at the latest (once the set-up operations are completed)

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

PAY ATTENTION: COMPULSORY FORM COMPULSORY COMPILATION FOR FREE-PROJECT STAND

Access to the spaces will not be granted if this form has not yet been received. Pursuant to M.I. circular No. 25 of 1/8/1983 and subsequent amendments.

This form is to be sent to allestimenti_eur@e23.it or delivered directly to the on-site department, signed and stamped by the stand builder.

This form must be delivered once the set-up operations are completed and before using the stand - 24h hours before the beginning of the event.

This declaration is related to the static structures of each booth (platforms, walls, ceiling structures, hanging points).

Name	Surname	
As <input type="checkbox"/> Exhibitor	<input type="checkbox"/> Stand builder	
Based in (City, Street, post code)		
Ph. Number	E-mail address	
VAT Number		
Booth number	Sqm	Area
Assigned stand		

DECLARES AND CERTIFIES the proper assembly of the entire booth structure and its static suitability (please tick the relevant box/es according to the elements included in the structure):

- Having viewed the calculation report
- Of each of its structural components
- Of the overall suspended load system.

He also declares that the aforesaid system has been designed and realized in accordance with the provisions of the Circular No. 1689 of the Ministry of Interior dated 1 April 2011 "Assessment of the stability and safety of suspended loads".

Date _____

Stamp and signature _____



CM

Declaration form

SET-UP DECLARATION
OF STATIC SUITABILITY
SIGNED BY THE STAND
BUILDER

Only for Exhibitors with free-project stand

TO BE FILLED IN AND SUBMITTED
TO THE EMAIL ADDRESS
allestimenti_eur@e23.it

(OR DELIVERED ON-SITE)
ONCE THE SET-UP
OPERATIONS ARE
COMPLETED AND
24H BEFORE THE
BEGINNING OF THE EVENT

Send this form to:
allestimenti_eur@e23.it

EVENTI 3 SRL
Via Giannone 10 - 10121 Torino (TO)
Tel. 011 569.36.65
commerciale_eur@e23.it
www.e23.it

FOR STANDS ON RAW SPACE (=Basic stands, “free project stands”)

Declaration of conformity for the electrical installation

>[CLICK HERE](#) Stand builders have to provide the electrical plan + declaration of conformity to be signed by a qualified Italian technician > [Roma Convention Rules on https://www.cired2023exhibition.org/wp-content/uploads/2023/03/EUR_Exhibitors-Manual_ENG_final-on-23-March-2023.pdf](https://www.cired2023exhibition.org/wp-content/uploads/2023/03/EUR_Exhibitors-Manual_ENG_final-on-23-March-2023.pdf)

Send this form to > info@pro4events.com

Deadline 30 April, 2023

DICHIARAZIONE DI CONFORMITA' DELL'IMPIANTO ALLA REGOLA DELL'ARTE

Il sottoscritto
titolare o legale rappresentante dell'impresa (ragione sociale)
operante nel settore con sede in via
..... n. comune (prov.) tel.

part. IVA
 iscritta nel registro delle imprese (d.P.R. 7/12/1995, n. 581)
della Camera C.I.A.A. di n.
 iscritta all'albo Provinciale delle imprese artigiane (l. 8/8/1985, n. 443) di n.
esecutrice dell'impianto (descrizione schematica)

inteso come: nuovo impianto trasformazione ampliamento manutenzione straordinaria
 altro (1).....

Nota - Per gli impianti a gas specificare il tipo di gas distribuito: canalizzato della 1a - 2a - 3a famiglia; GPL da recipienti mobili; GPL da serbatoio fisso. Per gli impianti elettrici specificare la potenza massima impegnabile.

commissionato da: installato nei locali siti nel comune di
..... (prov.) via n. scala
piano interno di proprietà di (nome, cognome o ragione sociale e indirizzo)

in edificio adibito ad uso: industriale civile commercio altri usi;

DICHIARA

sotto la propria personale responsabilità, che l'impianto è stato realizzato in modo conforme alla regola dell'arte, secondo quanto previsto dall'art. 6, tenuto conto delle condizioni di esercizio e degli usi a cui è destinato l'edificio, avendo in particolare:

- rispettato il progetto redatto ai sensi dell'art. 5 da (2)
- seguito la norma tecnica applicabile all'impiego (3)
- installato componenti e materiali adatti al luogo di installazione (artt. 5 e 6);
- controllato l'impianto ai fini della sicurezza e della funzionalità con esito positivo, avendo eseguito le verifiche richieste dalle norme e dalle disposizioni di legge.

Allegati obbligatori:

- progetto ai sensi degli articoli 5 e 7 (4);
- relazione con tipologie dei materiali utilizzati (5);
- schema di impianto realizzato (6);
- riferimento a dichiarazioni di conformità precedenti o parziali, già esistenti (7);
- copia del certificato di riconoscimento dei requisiti tecnico-professionali.
- attestazione di conformità per impianto realizzato con materiali o sistemi non normalizzati (8)

Allegati facoltativi (9):

DECLINA

ogni responsabilità per sinistri a persone o a cose derivanti da manomissione dell'impianto da parte di terzi ovvero da carenze di manutenzione o riparazione.

Il responsabile tecnico

Il dichiarante

data

(timbro e firma)

(timbro e firma)

AVVERTENZE PER IL COMMITTENTE: responsabilità del committente o del proprietario, art. 8 (10)

Payment is due on receipt of the invoice by TRANSFER or by CREDIT CARD (fill in the form below)

PAYMENT BY TRANSFER

Bank Address / adresse Banque Société Générale Agence ANNECY ROYALE 9B rue Royale 74009 ANNECY - France	Account / compte PRO4EVENTS SARL IBAN : FR76 3000 3030 7000 0206 0438 860 BIC address / SWIFT code : SOGEFRPP SIRET PRO4EVENTS : 480 934 660 00030 TVA / VAT: FR 93 480 934 660	For European countries : EU + Switzerland, Norway, Iceland et Lichtenstein Bank transfer SEPA only or fees will be charged to your company For all others countries : Bank transfer SHARE or fees will be charged to your company
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OR WITH STRIPE by CREDIT CARD > <https://buy.stripe.com/fZe2bzgc72Nd7hm8ww>

or **PAYMENT BY CREDIT CARD with authorization**

Authorization	
Payment by credit card (2 % additional fees)	
Please complete and send back to david.flandin@pro4events.com	

Cardholder Name			
Billing address			
Zip code			
City			
Country			
Credit card type	VISA	<input type="checkbox"/>	Tick the box
	MASTERCARD	<input type="checkbox"/>	

Credit card number (16 digit)	_ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _
Expiration date (MM/YY)	_ _ / _ _
Card ident. number (3 last digits located on the back of the credit card)	_ _ _

Amount to charge	
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I authorize Pro4events to charge the agreed amount listed above to my credit card provided herein.

I agree that I will pay for this purchase in accordance with the issuing bank cardholder agreement.

Signature :

Pro4events, 3-17 chemin du Lanfonnet – 74320 Sevrier – France
 e-mail info@pro4events.com