



# Rules & regulations – Raw space \*

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## 1. Building height limits

- The maximum height limit for any form of stand fitting, lighting, structures (except for banners, see below) and/or graphic towers for stands with a surface < 36sqm is 4.5m from the hall floor, including platforms.
- The maximum height limit for any other form of stand fitting, lighting, structures and/or graphic towers for stands with a surface equal to or over 36sqm is 6m from the hall floor, including platforms.
- A maximum building height of 4.5m is in place for rear and/or dividing walls.
- The maximum rig height limit for hanging banners is 6m from the hall floor to the top of your banner, including platforms (i.e. top of the banner at 6m)
- Any stand floor/platform above 5cm in height is required to install an access ramp of no more than 8% gradient and 120cm width.
- All levels, differences in level and platforms created within a stand must be accessible to people with disabilities in accordance with the conditions set out in the Italian Law.
- The height of the hall is 11m, with the exception of under the trusses where it is 6m.

*Tip: Contact your neighbouring stand(s) well in advance of the event in order to eliminate the risk of any potential onsite surprises and issues with adjoining wall heights. Please contact the organiser, [exhibitor@enlit-europe.com](mailto:exhibitor@enlit-europe.com), for contact details of your neighbouring stand(s).*

## 2. Walling restrictions

- At least 50% of each open side (each corner) should remain open.
- Stands must be suitably open so as not to cause offence to neighbouring exhibitors or breach fire regulations. Any run of walling facing the gangway or an exhibitors' stand must be made of interest for the visitors and on looking stand.
- Solid walls along gangways, except for rear walls, are not permitted. Solid walling should not exceed 6m in length - walls should have natural physical breaks of at least 2m wide at every 6m. See-through glazed panels or other such features instead of a physical break are not permitted, as they form a physical barrier.
- The stands and walls must be neatly finished from all sides, also from above. Please be aware that:
  - Before getting the approval to build, it is mandatory to submit to the Health & Safety Officer of the Show a detailed plan of how all stands' sides are planned to be finished, including description of materials, measurements and others.
  - The Health & Safety Officer will also inspect all stands prior opening to ensure they're neatly completed on all sides.
- All advertising and logos must be within the specific height limits and must not be sited on the rear or dividing walls, especially where they overhang an adjoining, lower height, stand.
- All raw space exhibitors must erect rear and dividing walls on any part of the stand that does not face an open gangway. All such walls should be:
  - made of one of the following materials:
    - same material as the front of the walls
    - shell scheme material
    - wooden materials
  - dressed in white/ off-white to the rear above 2.5 m
  - carry no company advertisement.
- Please note that fabric material it is not allowed.
- Exhibitors on raw space sites must not use the rear of other stand walls without the consent of the exhibitor concerned.
- Please be aware that if none of these rules will be followed, the organiser will try to make arrangements to fix this issue where possible and this will be at exhibitor expenses.

*Tip: Contact your neighbouring stand(s) well in advance of the event in order to eliminate the risk of any potential onsite surprises and issues with adjoining walls. Please contact the organiser, [exhibitor@enlit-europe.com](mailto:exhibitor@enlit-europe.com), for contact details of your neighbouring stand(s).*

## 3. Exhibition Floor

- The exhibition floor in all the four halls is covered with fiber-reinforced concrete. It is obligatory to cover it by using carpet or platforms.
- Carpet is only provided for Shell Scheme stands, Premium stands and Meeting rooms; therefore, if you have a Raw space stand you must make arrangements to cover the floor of your stand.
- Platforms and carpets are the only permitted covering of the exhibition space, which must be removed by the exhibitor at the end of the event including the removal of adhesive tape.
- Only residue free adhesive may be laid on the floor, in order to not damage the floor.
- The maximum permitted floor loading for goods transportation and stand assembly work is 600kg/sqm.



#### 4. Doors and windows

- Emergency exit doors must open in the direction of the evacuation, in case of evacuating more than 50 people, but under no circumstances they can encroach on the evacuation corridors.
- All emergency exits must be free of obstacles at all times.
- The height of the exit routes must be no less than 2.1m.
- Doors for entry and exit located on the edge of stands must not open outwards onto a gangway.

#### 5. Hanging banner /ceiling / balloons

- Hanging banners including advertising/logos to be inset by 1 meter from neighbouring stands.
- The installation of aerial structures, such as support systems for lighting and hanging banners, are permitted provided that those structures do not exceed in height 6m and must be contained within the actual stand build/design. After approval by Abraxys, rigging should always be requested via Fiera Milano Congressi.
- Load capacity suspension point is 150kg /4.00m
- The use of balloons as decoration of stands is restricted to previous consultation with the event organiser and Health & Safety Officer Abraxys. Please submit your request latest 1<sup>st</sup> October 2021 to [enlit@abraxysglobal.com](mailto:enlit@abraxysglobal.com)

#### 6. Materials

- All work must be carried out using non-flammable materials.
- All materials used must have a specific fire rating (Italian class or Euro class).
- Requirements are as follows:
  - Stand structure and partitions with class 1 (A2) rating (Italian classification system).
  - Large furniture items (cash till, counter, display unit, separator screens, etc.) with class 2 (B) minimum rating.
  - Wall coverings (natural or plastic materials) with class 2 (B) if on surfaces that belong to classes 0 (A1), otherwise class 1 (A2) rating.
  - Curtains, hangings or loose voiles with class 1 (A2) minimum rating.
  - Firmly fixed floor coverings with class 2 (B) rating is allowed if on surfaces that belong to class 0 (A1), otherwise class 1 (A2).
  - Draped decorative or stand-dressing items (advertising panels if surface area >0.5m<sup>2</sup>, string decorations, small decorative objects etc.) with class 1 (A2) minimum rating.
  - Full canopies with class 2 (B) minimum rating.
  - Ceilings and false ceilings with class 1 (A2) minimum rating.

Please be aware that it is mandatory to have the fire safety construction material declaration for materials used available on each stand approved by Abraxys (see point 14 of this document).

Please note that it is compulsory to have a fire extinguisher at each stand. An additional fire extinguisher is required for every added surface area of 50sqm. Fire extinguishers can be rented via Fiera Milano Congressi E-Service, failure to comply will be fined by the venue.

Please click [here](#) to view the Safety Specification of Fiera Milano on stand build materials regulations and restrictions. (refer to p.70-71,80)

#### 7. Waste Disposal

Please note that, during the assembly and disassembly stages, it is the obligation of the Exhibitor (or its representatives) to remove waste daily from the Exhibition District, disposing of it in accordance with the regulations in force. In accordance with the Technical Regulations, the Exhibitor (or its representatives) is jointly liable for the correct disposal of the waste produced. It is forbidden for the Exhibitor (or its representatives) to dump any kind of waste inside the exhibition areas, both in the assigned space and in the common areas (lanes, roads, etc.).

The ban on waste dumping and the related obligation to properly manage/dispose of the same should be understood as referring to all waste materials and materials resulting from assembly/dismantling work (packaging, materials used such as walls, false ceilings, floor coverings, etc.).

In case of waste dumping inside the Exhibition District, Fiera Milano Congressi will apply a sanction of 5,000€ and reserves the right to bring legal proceedings. In the event of subsequent infringements, Fiera Milano Congressi will collect the access passes of the fitting company responsible for the dumping.

Please refer to the [Albo Nazionale Gestori Ambientali](#) (National Register of Environmental Managers) from which you can select the appropriate waste management company, by region/province/company name/type of waste. The appointed supplier will then be registered by the Exhibitor via Fiera Milano E-service in order to receive the vehicle pass for the loading area (Cargo 1).



## 8. Electrical

It is mutually understood and agreed that the organiser shall use proper and reasonable care to have all power services installed in time for the opening of the show. Proper and reasonable care shall be taken to prevent the interruption of power services during the exhibition. However, the organiser shall not be held responsible for late installation or interruption that may occur.

Please note that in order to comply with the Italian Law, raw stand exhibitors have to request an inspection service of the electrical installations via the webshop our official standbuilder Fiera Milano Congressi.

Please note that in most cases one stand per island will have the mains connection and switch box for the entire island. This means that the mains will be share with other exhibitors and must be accessible at all times.

## 9. Personal Protective Equipment (PPE)

At the Fiera Milano Congressi in Rho, full PPE including safety shoes, helmets and high visibility vest during build-up and breakdown is obligatory. Fiera Milano Congressi reserves the right to deny access to staff lacking the aforementioned equipment. We kindly advise you to arrange it in advance. Last minute PPE can be rented onsite at the hardware store, Ferramenta Bonfanti, located close to the Service Centre by the South Entrance. Please see the map [here](#). Please note that due to Covid-19 regulations, it is compulsory to wear a face mask at all time, both indoor and outdoor. Please be aware that fabric masks are not allowed, only surgical or higher protection masks are allowed.

## 10. Stand Plan Approval

All exhibitors with a raw space stand MUST provide drawings of the proposed stand for approval.

**Complex Stands** - Deadline 1 October 2021

**Non-Complex Stands** - Deadline 15 October 2021

## 11. Stand Inspection Fee

Please note that there is a mandatory charge for the independent inspection of all raw space stand plans and supporting paperwork. Please complete this form and Abraxys will send you a confirmation invoice/receipt as soon as the payment has been accepted.

The Stand Approval Plan Fee is GBP 165 excl. 20% VAT. After 15<sup>th</sup> October 2021 the fee will increase to GBP 300 excl. 20% VAT.

Please supply your plans, ideally by email or by mail for inspection to:

Abraxys Global Ltd  
10 Barley Mow Passage  
W44PH London  
United Kingdom  
Tel: +44 208 747 2045  
Email: [enlit@abraxysglobal.com](mailto:enlit@abraxysglobal.com)  
Website: [www.abraxys.online/enlit21upload](http://www.abraxys.online/enlit21upload)

Ideally, we would like to receive your plans by email, either as CAD files (.dwg) or Adobe files (.pdf).

All correspondence thereafter will be by email, which will make our response times to you much quicker.

This will also eliminate the need to send in multiple copies of hard copy plans.

The organisers cannot take responsibility for plans that are submitted after the deadline. Construction will not be allowed to commence if plans have not been approved. You will need approval from Abraxys for the stand design and all stand furnishings shall comply with the regulations of Fiera Milano Congressi available [here](#). If you have any questions, please don't hesitate to contact us.

Because site inspections will occur, please bring all relevant certificates of materials being used as you should be able to show these if requested by the venue or organiser. The site inspection will be guided by Abraxys and the Safety



Manager appointed by the organiser who might request the viewing of the above-mentioned documentation and certificates.

## 12. Complex / non-complex stands

### Complex Stand

It is imperative that exhibitors submit their proposed stand design no later than **15 October 2021** to allow time for checking and any alterations necessary prior to the venue management cut-off date. Responsibility lies ultimately with the exhibitor to comply with these regulations and ensure the safety of their stand.

Complex Stands comprehend any construction that demands the development with a competent professional on its design, calculation and also needs a solidity certification or an assessment of significant risks.

Your stand is a Complex Stand if it:

- Platforms and stages over 0.6m in height;
- Features temporary tiered seating;
- Features stairs or staircases;

Required documentation:

- A project describing the construction of the structure, including materials, measurements, load transmission to the hall floor, its height and location. A structural project with static calculations by a competent technician must be provided. Verification of the solidity and stability of the structure against wind (for outdoors structures), static loads, usage loads, etc
- Risk assessment of the structure during build-up and dismantling will also be requested.

### Non-Complex Stands

Non-Complex stands (all other raw space stands) plans must be submitted before **22 October 2021**.

Plans have to be checked before approval to build can be granted. It is important exhibitors submit stand plans for approval by the deadline to allow for any amendments.

## 13. Stand Plan Submission Rules

- Plans must be in English;
- Plans must state the exhibiting company's name and stand number;
- Plans must be to scale (no less than 1:50). Dimensions should be in mm;
- Faxed copies of plans will NOT be accepted;
- Plans must include a [Risk Assessment](#);
- Plans must include a [Method Statement](#);
- Include a layout plan of the stand showing positioning and description of exhibits;
- Ensure access is left to columns where necessary. Such information should be included on plans where relevant;
- Include a description of construction materials used including certification of flame proofing where required;
- If using truss in the construction of the stand, please include details of the system being used.

Please note: Full dimensional drawings, showing all proposed constructional details, must be submitted and approved by organisers before any work is started. The design of each stand must be such that it can be erected and dismantled within the time available.

## 14. Health & Safety

Apart from submitting your technical drawing, we as well request the following documents: Risk Assessment + Health Safety compliance form and a Method Statement. All these documents can be downloaded [here](#).

## 15. Fiera Milano Congressi - Rho Regulations

Please make sure to read the specific regulations of the venue, Fiera Milano Congressi in Rho, please click [here](#).

**\*Please note that all these rules are subject to change**