



## GENERAL RULES AND TECHNICAL REGULATIONS

Whereas:

- a) Russotti Gestioni Hotels S.p.A. owns the Hotel known as Rome Marriott Park Hotel located at no. 54, Via Colonnello Tommaso Masala - 00148 Rome - , hereafter known as **HOTEL**;
- c) **CAP Partner**, hereafter known as **COMPANY**, in charge of organising the “**14th Conference of the European Council for Enterostomal Therapy (ECET 2019)**” conference hereafter known as **EVENT**, is interested in using the **HOTEL**’s services and conference areas.

### 1. SET UP OF THE EXHIBITION AREAS

Vehicles carrying exhibition materials may access the premises by using the entrance at no. 54, Via Colonnello Tommaso Masala.

During the set-up and dismantling phases, only commercial vehicles that have been authorized by the **HOTEL**’s **Events Team** will be granted access to the exhibition area, and only during the indicated hours. Parking on the **HOTEL** premises shall be limited to the period of time strictly required for loading and unloading operations. Once these operations are over, vehicles shall promptly vacate these areas.

The **COMPANY/EXHIBITOR** shall be held responsible for loading and unloading, as well as storing exhibition materials on the **HOTEL** premises.

Each exhibitor shall arrange for the transportation of his own goods at his own expense. With regards to the unloading of heavy materials (over 300 kg/m<sup>2</sup>) and placing them in the exhibition area, the **COMPANY** shall inform the **HOTEL**’s **Events Team** and agree terms and conditions for the receipt of the materials with the technical manager of the conference area. Should the response be positive, the companies will be directly responsible for the arrangement of any hoists and trolleys.

Inside the exhibition area only electrical or manual rubber wheeled trolleys are permitted for the transportation of materials.

Should extra staff be required for portorage, transport services or technical assistance, this service will be available - at an extra charge - provided a request is made by the **COMPANY** in due time.

Fitted carpeting and rugs can be laid in the meeting rooms and meeting/exhibition spaces, provided they are simply placed over the floor. The use of glues, adhesives, nails or hooks is not permitted.

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All backdrops, decorations or signposts shall be self-supporting.

The maximum heights for stands is 2.5 mt.

Exhibitors can only access the area from 8.00 am to 8.00 pm during the set-up phase of the exhibition area, Any variation to the aforementioned times must be agreed beforehand with the hotel and shall be charged extra.

All materials used for the exhibition set-up shall hold proof of compliance with fire safety regulations, as stated in item "b", art. 2, of Italian Ministerial Decree 6/7/83 (Official Journal no.201 of 23/7/83) and art. 2, of Italian Ministerial Decree 28/8/84 (Official Journal no.246 of 06/9/84).

The **HOTEL Management** reserves the right to remove dangerous equipment or equipment that does not comply with safety regulations.

**Any damage caused during set-up or dismantling operations will be accounted for and charged to the COMPANY by the HOTEL.**

## 2. MATERIALS SENT AND DELIVERED BY COURIER

For **COMPANIES** having exhibition areas inside the **HOTEL**, and for everything related to shipping, logistics and pick up to and from of material addressed to the **HOTEL**, each **COMPANY** will handle it directly without any type of intermediation by the **HOTEL**

## 3. ELECTRICAL POWER SUPPLY

Should there be a request made by the **COMPANY** to the **HOTEL** for the connection of the stands to the mains electricity supply for lighting (220W, 50Hz), such a request shall be made by **22<sup>nd</sup> May 2019** at the cost mentioned in the general contract.

All additional costs, as well as those related to connection, shall be charged to the **COMPANY** by the **HOTEL**.

Electricity for groups of stands inside the exhibition areas will be provided by the **HOTEL** via small switchboards, provided with a thermo-magnetic differential switch, of a capacity adequate for the supply requested.

Manually connecting the electricity supply or tampering with the electrical equipment is strictly forbidden.

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Each exhibitor shall guarantee protection and care of their own electrical equipment by installing an adequate high-sensitivity thermo-magnetic differential switch in accordance with the law.  
The Exhibitor and the **COMPANY** are required to check their electrical voltage supply upon connection of their installations or equipment.  
The **HOTEL Management** does not guarantee the connection of those stands which do not meet such requirements.

In the exhibition areas, electricity will be provided for lighting and small appliances and office equipment only. The use of refrigerators, electrical calculators, computers, small fans and similar appliances is allowed. The use of engines, gas heaters, electrical heaters and appliances other than those stated above is forbidden.

The Exhibitor and the **COMPANY** will be held responsible for any damage to property or injury to persons due to negligence or non-compliance with the current electrical regulations.  
Such equipment shall be assembled in accordance with the current regulations and CEI Standards, as stated by Act no. 186 dated 1/3/1968 and Act 46/90 of Italian Law and any subsequent amendments and supplements.

**Any non-compliance with the regulations or other instructions stated in the HOTEL Regulations in terms of electrical requirements could lead to the decision by the HOTEL General Management to cut electrical supply to the non-compliant equipment.**

#### 4. MATERIALS FOR EXHIBITION SET-UP

All materials used for the exhibition set-up shall hold proof of compliance with fire safety regulations, in particular:

- flooring materials shall be of a class not greater than 1 (one), in its entirety;
- materials used as horizontal and/or vertical support shall be of a class not greater than 1 (one), in its entirety;
- materials used for curtains and wall covering in the exhibition areas shall be of a class not greater than 1 (one), in its entirety;
- upholstered materials (armchairs, sofas, mattresses, etc) shall be of class 1 IM, in its entirety.

#### 5. SURVEILLANCE

The **HOTEL Management** shall do everything in its power to prevent fires and accidents. However, the Management shall not be held responsible for any theft, damage or loss to the **COMPANY's** goods or goods belonging to Exhibitors, their employees, agents or guests.

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The **HOTEL Management** shall not be held responsible for any theft, loss or damage occurring within the areas used by the **COMPANY**.

Should Surveillance services be required, the request shall be made to the **HOTEL Sales Management** by **22<sup>nd</sup> May 2019** and in accordance with the prices and methods stated in the general contract.

## 6. DAMAGE

Any expenses incurred due to damage to the building, either external or internal, or incurred by third parties (including employees) caused by the **COMPANY/EXHIBITOR** and/or any of its members of staff will be charged by the **HOTEL** to the **COMPANY**.

## 7. OBLIGATIONS AND REGULATIONS FOR THE SET-UP OF THE EXHIBITION AREAS

The **HOTEL** requires the **COMPANY** and its staff to strictly comply with the following rules:

- any floor covering used within the stand shall be placed in a safe way and needs not to be a hazard as stated by Act 13/89 of Italian Law and any subsequent Decree. (for instance, the creation of rising surfaces or lumps on the floor's surface);
- packaging and cumbersome materials shall be removed from the Exhibition Area at the **COMPANY/EXHIBITOR's** own expense;
- the occupation of communal areas and corridors shall be limited solely to the loading/unloading of materials and their handling, and should not obstruct the movement of other vehicles or obstruct exits;

## 8. PREVENTION OF ACCIDENTS AND SAFETY REGULATIONS, RULES AND PROHIBITIONS:

IN ACCORDANCE WITH THE PROVISIONS SET FORTH BY THE FOLLOWING ITALIAN LAWS: D.LGS. 81/08, IMINISTERIAL DECREE 10.03.1998

We remind you that the majority of items listed below are subject to legal inspection and non-compliance of the same is punishable by law.

It is strictly forbidden:

- to use tools and electrical appliances during the set-up phase of the exhibition areas;
- to use inflammable varnish and/or paint;
- to use motorised forklifts for transporting exhibition materials and other products in and out of the **HOTEL** premises. All materials shall be transported by using moderately-sized

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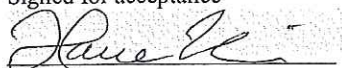
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manually-controlled trolleys. Electrical trolleys can be used for short periods of time in accordance with the allowed working load for each area/floor, provided that written authorisation is given by the **HOTEL's General Management**. The permitted working load limit is also applicable for any non-powered vehicle;

- to introduce inflammable substances of any kind;
- to use appliances resistant to incandescent components;
- to use naked flames;
- to smoke inside the **HOTEL** and in the exhibition areas;
- to use glass panels, unless they are reinforced ones (e.g. VISARM and MESH-REINFORCED GLASS);
- to use compressed gas cylinders, including fire-proof ones, of any size and/or volume;
- to use fabric sheets to cover, even if only partially, the exhibition areas; covering the stand with mesh or something similar is permitted provided the materials are fire-proof and of a class equal to 0 (zero) reaction to fire (e.g. aluminium), of a mesh spacing not smaller than 5cm x 5cm and a thickness not greater than 1cm. The use of meshes made from inflammable material is permitted provided the material is of a class not greater than 1 (one), the mesh spacing is greater than 30cm x 30cm and the wire thickness not greater than 4cm;
- access the exhibition and surrounding areas with bicycles, motorbikes and motor-vehicles in general;
- to bring in animals;
- to use forklifts except during the set-up and dismantling phases of the exhibition areas;
- to cover permanent and temporary exits, fire extinguishers and signs indicating emergency exits, cautions or instructions, in any way, even in part;
- to lay your equipment on sprinklers, false ceilings, columns, beams and the main structures in general;
- the presence of staff in charge of set-up and dismantling operations outside the times permitted;
- to obstruct the air sockets placed at the bottom of the columns of the exhibition hall in any way even partially;
- to treat materials inside the exhibition stands to make them fire-proof;
- to store cardboard boxes or other types of packaging inside the stands or to use them as supporting structures;
- to leave electrical equipment on any stand switched on unattended or switched on outside the opening times of the exhibition;
- to use loudspeakers or other sound devices which could disturb;
- to introduce materials and/or foul-smelling, dangerous or harmful products inside the **HOTEL** premises;

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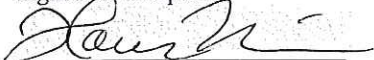
- to obstruct corridors and internal and/or external emergency exits with exhibition materials, products, packaging or other similar objects at any time during the exhibition or during the set-up and dismantling phases.
- to use working equipment or devices which do not comply with current safety laws and regulations (art. 6 paragraph 2 of Italian Legislative Decree 626/94) on the **HOTEL** premises;
- to tamper with or damage in any shape or form any **HOTEL** goods or property

**9. EDITED BY THE CONTRACTORS AND SUB-CONTRACTORS.  
DOCUMENTS NECESSARY FOR THE VERIFICATION OF PROFESSIONAL  
TECHNICAL REQUIREMENTS TO PRODUCE AND SUBMIT TO THE CLIENT:**

- Registration with the chamber of commerce, industry and crafts with type of business activity pertaining to the type of the contract
- Document of risk assessment or self-certification as set out in article 28 of Legislative Decree 81/08
- Specification documentation attesting the conformity of machines, equipment and site clearing works
- List of personal protective equipment supplied to the workers and related delivery reports
- Nomination of the manager of protective and preventative service, of the nominees responsible for implementing fire prevention and fire fighting, evacuation, medical aid and emergency management measures, of the company doctor when necessary
- Name of the workers' safety representative
- Certificates relating to the training of these individuals and workers
- List of workers who appear in the register and their related health and fitness
- Single insurance contribution payment certificate (DURC)<sup>1</sup> as set out in Ministerial Decree of 24/10/07
- Declaration of average annual staff, divided by qualification, accompanied by details of complaints of workers made at the National institute of social security (INPS), at the National institute for insurance against labour accidents (INAIL) and at the Italian bilateral construction industry board, as well as a declaration on the collective contract entered into by the trade union organisations with comparatively more representatives, as applied to employees.
- Declaration stating it is not subject to suspension or restrictive measures as set out in article 14 of Legislative Decree 81/08

<sup>1</sup> DURC Documento unico di regolarità contributiva

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- Notification of the earthing and electrical systems, if any present, including the declaration of conformity of the system (Ministerial Decree 37/08).
- If metallic or crane site clearing work is present, a copy of the report on the likelihood of fulmination of the structure in accordance with regulation CEI 81-10. If the installation is compulsory, the plant is subject to executive design approved by a qualified professional.
- If site clearing work is present, an Assembly, Use and Disassembly plan of the same (PIMUS)<sup>2</sup>.
- For scaffolding, if present, carried out differently to the approval book or of a height exceeding 20 mtr, a plan of the structure is required.
- If there are any lifting devices, quarterly periodic audit logs of the cables or chains. For lifting devices with a capacity exceeding 200kg (cranes, winches, etc), installation report, the quarterly periodic check log of cables or chains, minutes of annual audit.
- If there is any extinguishing equipment, a copy of the audit and fire prevention training register.
- Records of maintenance of machines and equipment.
- Identity card bearing a photograph, particulars of the worker and employer.
- Certificate of suitability of fitting-out materials used (see point 4).

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| <p><b>10. EDITED BY THE SELF-EMPLOYED WORKERS.</b><br/><b>DOCUMENTS NECESSARY FOR THE VERIFICATION OF PROFESSIONAL TECHNICAL REQUIREMENTS TO PRODUCE AND SUBMIT TO THE CLIENT:</b></p> |
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- Registration with the chamber of commerce, industry and crafts with type of business activity pertaining to the typology of the contract
- Specification documentation attesting the conformity of machines, equipment and site clearing works
- List of personal protective equipment supplied
- Certificates attesting their training and their related health
- Single insurance contribution payment certificate (DURC)
- A statement in which the absence of employees and compliance with the provisions set out in article 94 of Legislative Decree 81/08 is stated.
- Identity card bearing photograph and particulars
- Certificate of suitability of fitting-out materials used (see point 4).

<sup>2</sup> PIMUS – Piano di Montaggio, Uso e Smontaggio

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