



EXHIBITOR GUIDE

15 - 16 February 2018

Hall 5 – Pordenone Fiere



1. GENERAL INFORMATION

ORGANIZATOR:

PORDENONE FIERE SpA

Viale Treviso 1 33170 Pordenone - Italy

Tel. +39 0434 232111 Fax +39 0434 570415 o +39 0434 232322

S.A.T.E Office (Service Assistance for Exhibitors)

This is the office to refer for the following: administrative balance, delivering exhibitor's badges, car park passes, technical services, general information, exhibition secretariat.

OFFICE BUILDINGS:

Tuesday 13th February: 8.30-12.30 and 14.00-18.00

S.A.T.E Office is situated at Hall 5 (right entrance) according to the following opening hours:

- Wednesday 14th February: from 8.00 to 19.30
- Thursday 15th February: from 8.00 to 18.00
- Friday 16th February: from 8.00 to 21.00

WEBSITE AND CONTACTS:

Internet: **www.aquafarm.show**

E-mail Chiara Fasolo: fasolo@fierapordenone.it

Email Corrado Rocchi: roccoli@fierapordenone.it

Direct tel.: +39 0434 232.233

PEC: amministrazione@pec.fierapordenone.it

DATES:

15-16 February 2018

EXHIBITION AND CONFERENCE OPENING HOURS:

VISITORS' ENTRANCE:

Thursday 15th February: 9.00 - 18.00 & Happy Hour offered by Pordenone Fiere from 18.30 to 20.00

Friday 16th February: 9.00 - 17.30

Access to the conferences is free only upon registration by exhibit the print@home form.

It is possible to register directly on-site at the reception desk.

THE EXHIBITORS CAN ENTER FROM 8.30 FROM THE CENTRAL GATE

It is forbidden to enter in the Exhibition Center during the closing hours.

During the exhibition, the exhibition vehicles must stand behind the Hall n°5.

SETTING UP:

CENTRAL GATE:

14TH FEBRUARY 2018 FROM 8.30 TO 19.30

EARLY ENTRANCE REQUEST MUST BE SENT TO FASOLO@FIERAPORDENONE.IT WITHIN 9TH FEBRUARY. PORDENONE FIERE RESERVES THE RIGHT TO CONFIRM THE EARLY ENTRANCE.

STAND/CONTACT DESK DELIVERY: 14TH FEBRUARY 2018 AT 9.30

STANDS AND CONTACT DESKS MUST BE FULLY FITTED WITHIN 18.30 ON 14TH FEBRUARY. IT IS FORBIDDEN TO ENTER WITH GOODS AFTER 17.00.

PACKAGING AND ANY MATERIALS MUST BE CLEARED WITHIN 18.00 OF 14TH FEBRUARY IN ORDER TO CLEAN THE PAVILION BEFORE THE OPENING.

STANDS ASSIGNED AND NOT OCCUPIED WITHIN 16.00 ON WEDNESDAY 14TH FEBRUARY WILL BE ASSIGNED TO THIRD PARTIES. PORDENONE FIERE SPA IS NOT OBLIGED TO ASSIGN ANOTHER EXHIBIT ON AREA TO THE LATECOMER EXHIBITOR. IN THESE CASES, PORDENONE FIERE SPA WILL RETAIN ALL THE PAYMENTS MADE BY THE EXHIBITOR COMPANY BY WAY OF COMPENSATION FOR THE NON-MATERIAL DAMAGE. (ART. 12 AQUAFARM 2018 EXHIBITION REGULATIONS).

PLEASE INFORM US IF YOU COME AFTER THE MENTIONED HOURS.

DISMANTLING:

FOR THE DISMANTLING, EXHIBITORS WILL ACCESS THE FAIRGROUND FROM CENTRAL GATE

Friday 16th February from 17.30 to 21.30

Saturday 17th February from 08.30 to 12.30

THE CLEARING OUT MUST BE DONE WITHIN 12.30 OF 17th February.

ATTENTION: After this deadline, PORDENONE FIERE may proceed with the disposal of goods and will also be invoicing the costs to the exhibitor, reserving the right to remove any obstacles. The defaulting exhibitor has no right of redress in this situation.

2. SALES AND ADMINISTRATIVE SERVICES

INSURANCE:

Exhibitor must insure against any risks before entering in the exhibition center.

EXHIBITOR PASS - EXHIBITOR PARK PASS (valid during the exhibition days)

The exhibitor badges are personal and allow access to the pavilions during the exhibition days, those who are lacking **CANNOT** access the pavilion.

The Exhibitor park pass (exposed on the car's dashboard) allow to cars only, (trucks, vans, commercial vehicles, trailers and similar are not allowed), a parking spot in the parking area available during the exhibition.

The passes, which are strictly personal and non-transferable, can be downloaded from the restricted area of the platform after the final payment of the stand and the submission of the papers required for the event attendance.

Each exhibitor is entitled to the following exhibitors passes and park passes free of charge:

Stand up to 27 sqm: 8 exhibitors passes + 5 park passes

Stand from 20 sqm to 26 sqm: 7 exhibitors passes + 4 park passes

Stand from 13 sqm to 19 sqm: 6 exhibitors passes + 3 park passes

Stand from 7 sqm to 12 sqm: 4 exhibitors passes + 2 park passes

Stand 6 sqm: 2 exhibitors passes + 1 park passes

SETTING UP AND DISMAN- TLING PASS:

The passes allow fitters to access the pavilions during the set up and dismantling of the stands. **Those who are lacking CANNOT enter the pavilions.**

The passes will be sent after the final payment of the stand and the submission of the papers required for the event attendance.

The exhibitor should park behind the Hall n. 5

TERMS OF PAYMENT:

All due payments shall be done as follows:

- payment in full when you signed the application Form, anyway by and no later than 15/01/2018
- Only if you comply with these terms of payment will you be granted of the right to use the booths and to receive the free admission badges and the exit for this Exhibition.

All payments can be done as follows:

- a) by non-transferable check issued to Pordenone Fiere SpA
- b) by bank transfer to the following Pordenone Fiere Spa bank account

CASSA DI RISPARMIO DEL FRIULI VENEZIA GIULIA Sede di Pordenone

IBAN IT 58 C 06340 12500 07407801018K

SWIFT extra UE check more than 12.500,00 - Intra EU IBSP IT 2U

c) by credit card (Visa, masterCard) at the designated office of Pordenone Fiere and/or online via PayPal specifying the name of this exhibition and/or the invoice number.

d) by payment on the postal account “posta imprese” of Pordenone issued to Pordenone Fiere spa

Postal Account Number 5865628

IBAN postale IT 88 W 07601 12500 00 000 5865628

Please, refer to this exhibition as reason of payment and write the name of your Company, and/or the invoice number.

SIAE FEES:

The use within the stand, of mechanical appliances of sound reproduction, you have to pay the SIAE fee directly to the SIA Office in Pordenone – via Mazzini 56 – tel. 0434-520326.

3. TECHNICAL SERVICES

TELEPHONE CONNECTION:

A telephone connection at a booth, could be requested directly to the technical office of Pordenone Fiere SpA using the form. The request must be done at least 15 days before the beginning of the exhibition. Requests submitted after this period should be subject to examination by the technical office.

ELECTRICAL CONNECTION:

Electrical connection must be made in accordance with D.M. 37/08. and must produce A declaration of conformity must be produced by authorized subjects. If the exhibitor is unable to build the facility as described above, the service could be provided directly by Pordenone Fiere. To request it please use the form and send it at least 15 days before the beginning of the event.

Exhibitors with a raw area and without buying the service from Pordenone Fiere spa, must have to make their own electric system, including life-saving framework and related connections, as required by the aforementioned reference standards.

WIFI CONNECTION:

A WiFi connection is available during the exhibition. Please check the Username and Password at the S.A.T.E offices.

And 'it provided a solution based on Wi-Fi technology, ideal to connect to the Internet without wires, in an extremely fast and safe, withdrawing at the offices of Pordenone Fiere SpA login and password for access.

WI-FI service is available in any area of the Fairgrounds.

STORING AND REMOVING GOODS:

You can contact Schneider Italia Srl for logistic services:

(Contact details: ZARDINI STEFANO T: +39 0434 1671109 – F: +39 0434 571222 – M: +39 348 2481734 e-mail: szardini@schneideritalia.com)

Pordenone Fiere SpA does not take responsibility and it shall not be liable for any loss or damage of the material delivered.

RAW AREAS SETTING UP:

The areas are completely free, without any furniture.

For booths installation, exhibitors may use its own staff, other suppliers of their choice or directly with Pordenone Fiere SpA Technical Office.

IT IS RECOMMENDED TO FOLLOW THE RULES OF LAW REGARDING THE PERSONNEL IN ORDER TO NOT RECEIVE FINANCIAL PENALTIES DUE TO ANY INSPECTIONS OF AUTHORITY.

Exhibitor, having third fitters, should provide all the necessary information (times, dates, regulations, plans of the exhibition area, etc.) in order to enter to Exhibition Centre.

The exhibitor must set up its booth within the space allocated that is normally identified with tapes or signs floor. Exhibitors must not damage neighboring booths. The maximum height will be mt. 3:00 Platforms larger than 80 cm are considered “non-standard.

SURVEILLANCE

PAY ATTENTION: during the opening hours of the event, set-up and clearing, exhibitors are invited to NEVER let the booths unattended and at the end of the day always close them with protections (preferably non-transparent). PORDENONE FIERE SpA does not take any responsibility and the insurance company is not liable for any damage or theft.

The custody and surveillance of exhibition spaces compete ONLY to each Exhibitors, for the entire duration of the Exhibition, both during setting up to dismantling.

CLEANING

General cleaning service is provided by Pordenone Fiere whereas booth/ stand cleaning is not included and the exhibitor is responsible for it.
To request the cleaning service inside your booth please contact Pordenone Fiere S.p.A

4. SERVIZI GENERALI

UFFICIO ALLESTIMENTI: For personalized booths or extra furnitures please contact Pordenone Servizi:
- Michele Pavan: tel. + 39 0434/232.252 +39 348/4443868
e-mail: allestimenti@fierapordenone.it
- Geom. Catherine Lorenzetti: tel. +39 0434/232294
e-mail: ufficio.tecnico@fierapordenone.it

SNACK BAR: Snack bar at Hall 5

RAILWAY STATION: Pordenone, Via Mazzini 82 - Tel. +39 0434 520616

TAXI SERVICES: Railway station - Tel. +39 0434 521460
Piazza XX Settembre 14 Tel. +39 0434 520240
Radio Taxi - Tel. +39 0434 368020
Taxi n°20

RENT CAR: AVIS - Viale Grigoletti 42 - Tel. +39 0434 21925
EUROPCAR - Via F. Martelli 20 - Tel. +39 0434 524690
HERTZ - Viale Dante Alighieri 44/A - Tel. +39 0434 520200
SIXT - Via Levante 3 - Porcia (PN) - Tel. +39 0434 21376

HOTEL http://www.aquafarm.show/wp-content/uploads/2017/07/WEB_CONVENZIONE-PORDENONE-TURISMO-AQUAFAR_ENG.pdf

5. DIRECTIONS

BY CAR:

From Milan:

- Highway A4 to Venice (Venezia)
- Continue along the A27 in the direction of Belluno; when in Conegliano, take A28 towards Portogruaro.
- Exit Pordenone Centro/Fiera
- Follow the signals for the Fair, which is about 500 m from the highway exit

From Austria/Udine e Slovenia/Croatia/Trieste:

- Highway A4 to Venice (Venezia)
- When in Portogruaro, take A28 in the direction of Conegliano
- Exit Pordenone Centro/Fiera
- Follow the signals for the Fair, which is about 500 m from the highway exit

BY TRAIN:

Pordenone train station is located in Via Pola 1, about 1 km from the Fair, which is less than 15 minutes walk away and connected by buses n. 2, 3 and Linea Rossa.

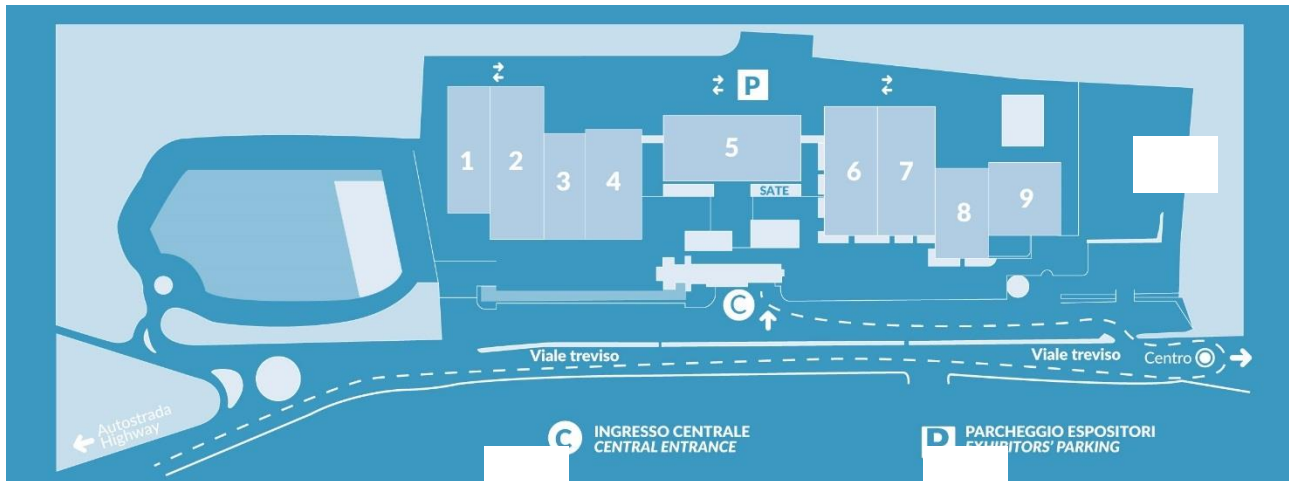
BY PLANE:

Pordenone is located near the following airports:

- VENICE AIRPORT - [VCE] VENEZIA - <http://www.veniceairport.it/>
- TREVISO AIRPORT - [TSF] TREVISO - <http://www.trevisoairport.it/>
- AEROPORTO FRIULI VENEZIA GIULIA - [TRS] RONCHI DEI LEGIONARI - <http://www.aeroporto.fvg.it/>
- AEROPORTI MILANO MILANO - <http://www.sea-aeroportimilano.it/>

6. EXHIBITOR ENTRANCE: CENTRAL GATE

PORDENONE FIERE SPA
VIALE TREVISO 1
33170 PORDENONE



**VALID DURING SETTING UP/DISMANTLING
AND DURING THE EXHIBITION PERIOD**

CENTRAL GATE