

Exhibitor Guide

BEFORE THE SHOW

Verify the filled forms already presented

- Balance payment
- Exhibition design, for approval, must be uploaded in the exhibitors reserved area (my.expodental.it) **by April 3rd, 2023**

Shipping

To forward the goods in the venue please mention on the label

Rimini Fiera, via Emilia 155 – 47921 Rimini

Expodental Meeting

Name of the Company

Booth refs: Hall – nr.- corridor/corsia

Goods should be in the fairground on **May 16th or 17th and a representative of the company should be on site to retrieve it.**

Floorplan

technical floorplan can be downloaded here:

<https://expodental.it/en/pavilions>

Exhibitor Reserved Area: <http://my.expodental.it>

In this section you can:

- Print your exhibitor badges and the car park
- **Print Badges to access during the set up and dismantling days (new mandatory procedure)**
- Download mandatory documents for customized booths
- **Validate your booth constructor (new mandatory procedure)**
- Buy additional services

To access to this area, you have received an email with username and password. To receive the mail again or to send it to another email address please contact:

exposervices@iegexpo.it , or by phone

Ph. 0541 744 214 - Tel. 0541 744 640

The additional services are:

<p>MARKETING&COMMUNICATION</p> <ul style="list-style-type: none">- Digital photographic service- Lead Generation App - For Exhibitors- Meeting Rooms- Performing rights payment - SIAE <p>TECHNICAL&LOGISTIC</p> <ul style="list-style-type: none">- Certifications - for all stands apart from turnkey fitted stands- Electrical services- Extinguisher rental- Handling goods, goods transport and Aerial Platforms- Rigging service and suspended graphics- Stand surveillance, standfitting extention, advance standfitting- Water services	<p>STAND EQUIPMENT</p> <ul style="list-style-type: none">- Audio and Video systems- Graphics for stand- Plants & flowers- Refrigeration equipment, cooking equipment, washing equipment, miscellaneous equipment <p>STAND SERVICES</p> <ul style="list-style-type: none">- Catering- Exhibitors badges- Exhibitors car park permits- Staff- Stand cleaning- Telephone and Internet facilities
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Compulsory documents for electricity system and fire regulations, are available here: LOGISTICS > Certifications - for all stands apart from turnkey fitted stands

Exhibitor Badge

You can download them directly online from the reserved area <http://my.expodental.it> (see above), the Exhibitor passes and the car park for exhibitors (both free and those purchased by e-commerce). To download and save on mobile or print out credits, just select the "Print Event Badge" menu and follow the instructions.

The parking instead must be downloaded from the "exhibitor kit"> Car pass

It will be the responsibility of each exhibitor to print and / or save these documents on mobile and show them to our employees for entry to the venue and to the exhibitor parking lot.

On this occasion the Exhibitor will receive a free 1 parking lot, valid for 3 days of the event. Additional parking tickets will be available online, in the exhibitor's reserved area (<http://my.expodental.it>) or, during the 3 days of the fair, at the Parking ticket office at the Reception (South Entrance).

Remember that exhibitor badges are valid only for the 3 days of the exhibition but not for set up and dismantling days.

To enter during these days you must register and show your pass at the entrance. You can make registration in the section "Access Management > Staff registration"

Booth constructor registration

From this edition you have to register your booth assembler.

You can do it in this section: "LOGISTICS > Staff registration" and at the end of the page you find "STANDFITTING METHOD". For further details see the **Attached n.1** at the end of this guide.

Customized Booths

Fittings, walls and displayed products may not anyhow exceed a maximum height of 400 cm. And cannot obstruct the visibility of any other exhibitors.

Attention! The booth design for customized area, must be upload for approval, in the reserved area (my.expodental.it) **before the 3rd of April**. For further information, please take a look to the **Attached n.2**, at the end of this guide.

Prefitted booths

The exhibitor who needs a pre-fitted shell scheme, can order it here:
https://www.expodental.it/wp-content/uploads/2023/01/preallestito_EN.pdf

Furniture is not included and can be ordered here:
<https://www.expodental.it/wp-content/uploads/2023/02/Listino-Arredi-aggiuntivi-EN.pdf>

Official stand constructor is PROSTAND, whose office is located in Hall South. The person in charge is Ms. Marga Sardini, Mob. +39 347 4512366
marga.sardini@prostand.com

IN THE FAIRGROUND

OPENING HOURS FOR VISITORS

- Thursday May 18 from **9.30 a.m.** to **6.00 p.m.**
- Friday May 19 from **9.30 a.m.** to **7.00 p.m.**
- Saturday May 20 from **9.30 a.m.** to **6.00 p.m.**

OPENING HOURS FOR EXHIBITORS

- Thursday May 18 from **8.30 a.m.** to **6.30 p.m.**
- Friday May 19 from **8.30 a.m.** to **7.30 p.m.**
- Saturday May 20 from **8.30 a.m.** to **8.00 p.m.**

PROHIBITION OF DIRECT SALE

During the Exhibition, it is forbidden for Exhibitors and their representatives to sell the products on display to the public

Catalogue

The official catalogue will be distributed for free at the entrance to all the Visitors and Exhibitors.

Leafleting

The leafleting will be allowed **ONLY inside the selected areas**, meaning the fountains area between the pavilions.

Exit Voucher

Exit voucher will be delivered at the booth on Friday May 20 from 12 a.m. only to the exhibitors who have already payed all the invoices from Rimini Fiera and Promunidi


































Booth setting up and dismantling procedures

The procedures will be explained in the following pages.

We focus that in the setting up days, Wednesday 17th May is "**BUFFER DAY**": only cars and van **will be allowed to PARK by the side of the pavilion**, and works construction must be ended

During the show, cars can enter by the side of the pavilion just for one hour leaving a caution of euro 100.

TRAFFIC REGULATION AT EXPODENTAL 2023

	DAYS	HOURS	TYPE OF VEHICLES ALLOWED	ACCES MODE			
	Friday 12 th May	8 am – 7 pm	  	SHOW UP AT THE WEST ENTRANCE			
SETTING UP	Saturday 13 th May	8 am – 7 pm	  	SHOW UP AT THE WEST ENTRANCE			
	Sunday 14 th May	8 am – 7 pm	  	SHOW UP AT THE WEST ENTRANCE			
	Monday 15 th May	8 am – 7 pm	  	SHOW UP AT THE WEST ENTRANCE			
	Tuesday 16 th May	8 am – 6 pm End of works construction	  	SHOW UP AT THE WEST ENTRANCE SHOW UP AT			
	BUFFER DAY Wednesday 17 th May	8 am – 6 pm	  	SHOW UP AT THE WEST ENTRANCE SHOW UP AT ONLY EXHIBITORS			
	DISMANTLING	Saturday 20 th May	6 pm – 8 pm	  ONLY WITHDRAWAL OF SAMPLES	ONLY EXHIBITORS Entry allowed only with “PERMIT FOR WITHDRAWAL OF SAMPLES FROM STANDS”		
Sunday 21 st May		8 am – 7 pm	  	SHOW UP AT THE WEST ENTRANCE			
Monday 22 rd May		8 am – 7 pm	  	SHOW UP AT THE WEST ENTRANCE			
  	DURING THE SETTING UP AND DISMANTLING TIMES CARS ARE NOT ALLOWED TO ENTER THE FAIRGROUND. Cars can park in the WEST 1-2 or SUD 1-2 car park areas On payment of a deposit (€ 100,00 max 1 hour), you can use the trolleys for the transport of goods to stands. In the WEST and SOUTH entrances, on payment of a deposit (€ 100,00 max 1 hour), you can use the trolleys for the transport of goods to stands. The service is available for all the period (setting up and dismantling)						
BUFFER DAY	On the buffer day, only cars and vans will be allowed to enter the pavilion, with a deposit of € 100.00, and they will be allowed to park for a maximum of 1 hour. TRUCKS CANNOT ENTER The exhibitors of Padd. A1 and A3 will enter from the SOUTH and will use the station car park as a buffer while the exhibitors in the Padd. C1-C3 will enter from the WEST and use the avenue as a buffer						
	VAN UP TO MAX. 3,5 T		VAN UP TO MAX. 3,5 T		ARTICULATED TRUCKS		CARS

STAFF REGISTRATION

It is necessary to register all the people who will have to access the district during the set-up phases. Registration must be done in the "**LOGISTICS - PERSONAL REGISTRATION**" section in the exhibitor reserved area; after registration, print the relevant pass with QR code and present it to the staff present at the entrances.

For dismantling, the same passes used in setting up can be used.

It is important to **send the proxy to your stand fitter** so that he can register his staff.

The proxy is always carried out from the exhibitor reserved area, LOGISTICS / STAFF REGISTRATION section; at the bottom of the page, the "STAND FITTING METHOD" must be completed, indicating "stand set up by your own stand fitter" and choosing your stand fitter from the list.

If your stand fitter is not included in the list, invite him to register by entering this page:

<https://webservices.riminifiera.it/it/login-allestitore>

It is not necessary to register the vehicles.

CHECK-IN AREA

During setting up and dismantling times, vehicles (trucks, lorries and vans) must arrive at the check-in area in **the WEST 4 parking area**.

Once arrived at the check-in area, the staff will give you a chronological number that give you the possibility to enter inside the fairground when inside a space is availability.

You have one hour for discharging, then trucks must leave the expo center as quickly as possible.

GOODS ENTRANCE

WEST ENTRANCE - from via San Martino in Riparotta, 47921 RIMINI, **CHECK-IN AREA "WEST 4"**

In the **WEST and SOUTH entrances**, on payment of a deposit (€ 100,00 max 1 hour), you can use the trolleys for the transport of goods to stands. The service is available for all the period (setting up and dismantling).

The exhibitors of **Padd. A1 and A3** will enter from the **SOUTH entrance** and will use the station car park as a buffer while the exhibitors in the **Padd. C1-C3** will enter from the **WEST entrance** and will use avenue C as a buffer

TROLLEYS

In the **WEST and SOUTH entrances**, on payment of a deposit (€ 100,00 max 1 hour), you can use the trolleys for the transport of goods to stands. The service is available for all the period (setting up and dismantling).

ACCESS WITH CARS DURING THE EXHIBITION FOR DISCHARGE THE MATERIALS

During the exhibition it is possible to access the fairground, with cars, to discharge the materials for a maximum time of 60 minutes **with a deposit** of € 100.00.

EXPODENTAL 2023 LOGISTIC MAP

**WEST 4
CHECK-IN
AREA**

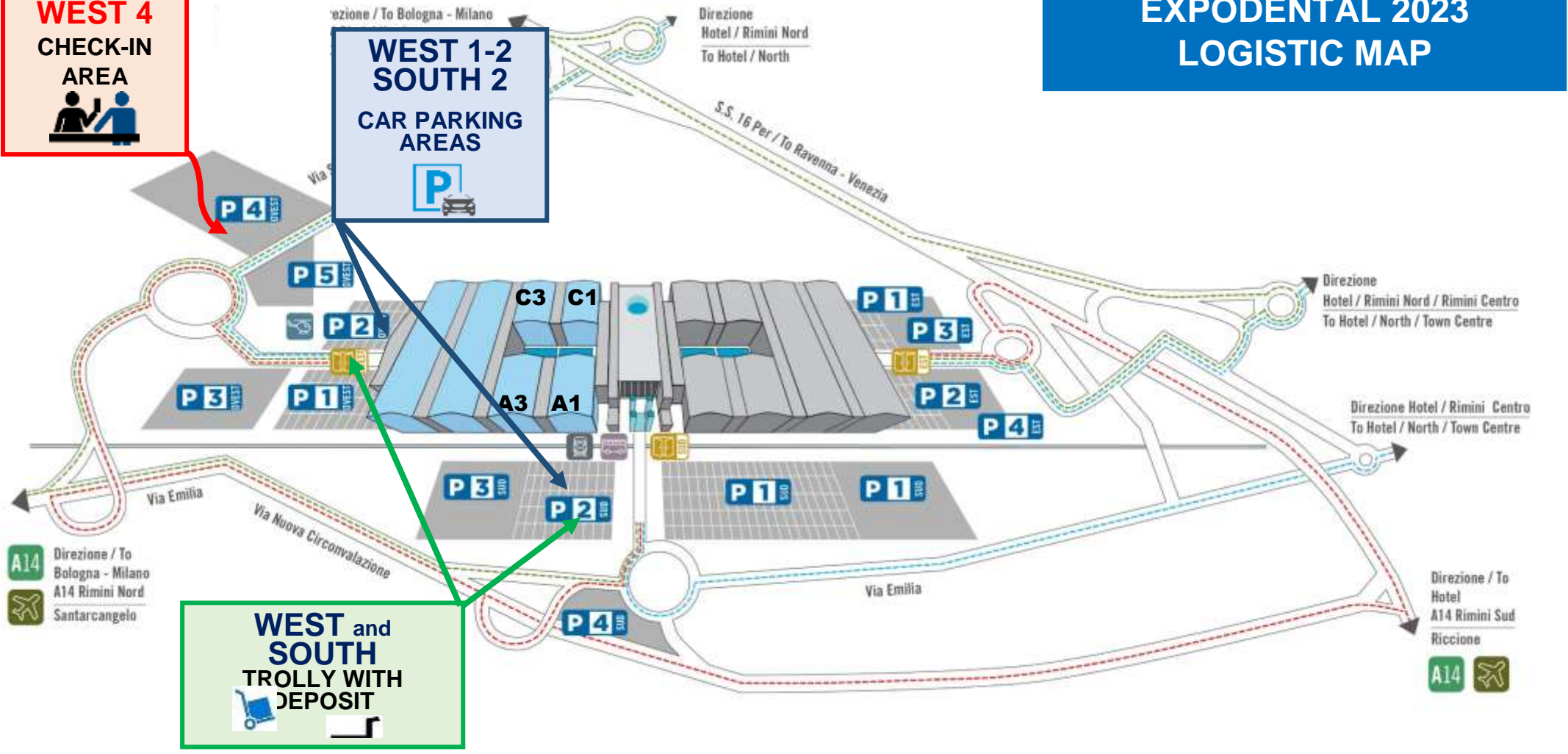


**WEST 1-2
SOUTH 2
CAR PARKING
AREAS**



**WEST and
SOUTH
TROLLEY WITH
DEPOSIT**





**CHECK-IN
AREA**



WEST 4 PARKING AREA
Check in area for vehicles that need to unload

**TROLLEYS WITH
DEPOSIT**



WEST and SOUTH ENTRANCES
Hand trolley delivery service with deposit

**CAR PARKING
AREAS**



SOUTH 2 and WEST 1-2 CAR PARKING AREAS
Exhibitor's car parking areas

Attachment 1

✓ How do I authorize my standfitter to enter the expo centre for set-up and standfitting work on my stand, register his staff and enable him to book slots for loading and unloading goods?

It is **essential that you send your standfitter a proxy** that enables him to enter your reserved area, where he can register his staff carrying out the work and book the slots.

The proxy procedure is also carried out from the *LOGISTICS/STAFF REGISTRATION* section; at the bottom of the page, you must indicate the **STANDFITTING METHOD** chosen.

By choosing "stand set up by your standfitter", the fields to be completed appear that enable your standfitter to receive the proxy.

ACCESS PROCEDURE FOR STAND SET-UP FITTING AND DISMANTLING - EXHIBITORS

To access the trade fair **during setting up and dismantling** is necessary to register all people.

Once you have registered you can print or send via email the badges.

Remember that you will not be allowed access to the fair if you are not in possession of such badges.

In this area, you can not record people for the standfitter.

The standfitter must credit himself through the links that you can send by filling the "Standfitting Method" that you will find below.

People

Reference person	Surname	E-mail	Telephone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First name	Surname	E-mail	Telephone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add a person +](#)

I declare to have read and accept the Expo Centre's Technical Rules & Regulations and Legal Obligations

SAVE

STANDFITTING METHOD

Indicate the method with which your stand is to be set up/fitted out. If your stand is set up by a standfitter appointed by you, enter the company's name and e-mail in the appropriate fields; your standfitter will thus receive a link to be used to obtain the access Passes necessary during set-up, standfitting and dismantling.

SELECT STANDFITTING METHOD

- Seleziona
- Ready-fitted (shell scheme) area
- Stand set up by Prostand Exhibition Services
- Stand set up by your own standfitter**
- Stand set up by yourselves

STANDFITTING METHOD

Indicate the method with which your stand is to be set up/fitted out. If your stand is set up by a standfitter appointed by you, enter the company's name and e-mail in the appropriate fields; your standfitter will thus receive a link to be used to obtain the access Passes necessary during set-up, standfitting and dismantling.

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- Stand set up by Prostand Exhibition Services
- Stand set up by your own standfitter**
- Stand set up by yourselves

STAND DESIGNS

Dear Exhibitor,

We have pleasure in informing you that in your reserved area there is now a new section **STAND DESIGNS**, to which you can upload the design of your stand to be viewed and approved by our offices.

We wish to remind you that **each and every project must be approved by the IEG Expo Technical Management**, following the Exhibition Rules & Regulation (which you signed).

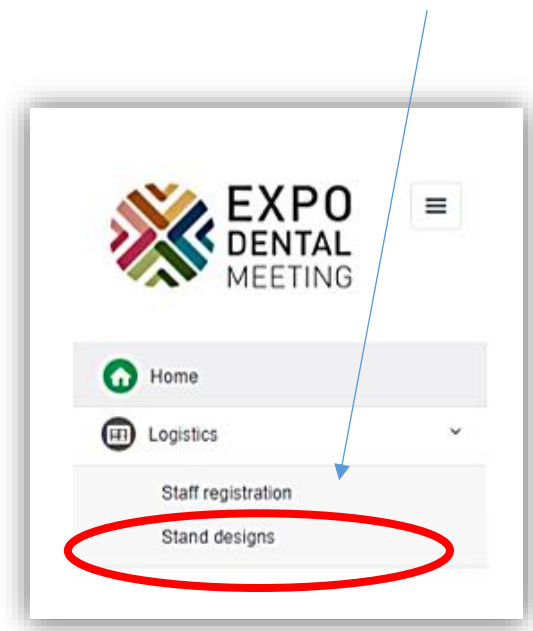
the design of the stand will undergo the assessment of two requisites:
- **architectural** (in compliance with the provisions of the exhibition's general rules & regulations)
- **technical structural**

and will only be approved if both requisites are in compliance with the exhibition's technical rules.

BELOW YOU CAN SEE HOW TO UPLOAD YOUR DESIGN IN THREE STEPS

STEP ONE

Enter the exhibitor's reserved area using the credential you have received and **enter the STAND DESIGNS** section.



STEP TWO

Indicate **the type of space/stand rented**, whether *empty floor space*, or a *pre-fitted area (shell scheme)*; in the latter case, there is no need to upload any design.

TYPE OF STAND

Choose your type of stand:

PRE-FITTED STAND: is the formula "area including the pre-fitted stand" provided by Italian Exhibition Group.

EMPTY AREA: is the formula with "only the area", the stand is build by your stand fitters".

SET-UP IN AN EMPTY EXHIBIT AREA

SET-UP IN A PRE-FITTED AREA

STEP THREE

Upload the design by dragging the file into the dotted box; enter name, surname, e-mail and mobile phone of the person responsible for following the stand design and click on

SEND THE STAND DESIGN APPROVAL REQUEST.

DESIGN STAND'S APPROVAL

Every design regarding stands and stand fittings must be necessarily approved by the Rimini expo centre's technical management and submitted without failure at least **60 days before the opening date of the exhibition/event**.

Rimini expo centre's Operations Office reserves the right to have any stands that are set up and fitted out without approval or are not in conformity with the approved design changed or removed. Any and every liability for the stands and fittings is the responsibility of the participants, who expressly exonerate IEG SpA for any damage caused to themselves and/or third parties by set-up/standfitting defects caused by incorrect calculations or faulty construction.

Stand designs will undergo appraisal regarding the following requisites:

- **architectural** (in compliance with the provisions of the general rules and regulations of the exhibition)
- **technical/structural**

Whenever you wish, you can consult the status of the procedure for the approval of your design in this area.

Below the status of your stand design:

Uploaded = your stand design has been correctly uploaded

Received = Your stand design has been received by IEG Expo Operations Dpt.

Architectural requisites approved = The architectural requisites have been approved

Technical structural requisites approved = The Technical structural requisites have been approved

Technical structural requisites approved with reservations = The Technical structural requisites have been approved, but is necessary to produce the documentation requested

Awaiting final approval from IEG = Your stand design is waiting for the final approval from IEG Expo Operations Dpt.

Approved = Your stand design has been definitively approved

TO ENTER THE DESIGN, DRAG THE FILES INTO THE BOX BELOW.

Indicate name, surname, e-mail and mobile phone N° of the person following the stand design and than click to "SEND THE STAND DESIGN APPROVAL REQUEST".

For information:

Ferdinando Flores - tel. +390541744819

Andrea Silvagni - tel. +390541744887

progetti.rn@iegexpo.it

Drag your design's files in or click to select than.
Are valid only files: pdf, dwg e jpg

name

surname

email

mobile phone

SEND THE STAND DESIGN APPROVAL REQUEST

Once the files are uploaded, it is possible at any time to consult the status of the design's approval procedure in this section.

CERTIFICATIONS EXPODENTAL 2023

Dear Exhibitor,

We have pleasure in informing you that in your reserved area there is now a **new section CERTIFICATIONS**, to which you can upload the certifications of your stand to be viewed and approved by our offices.

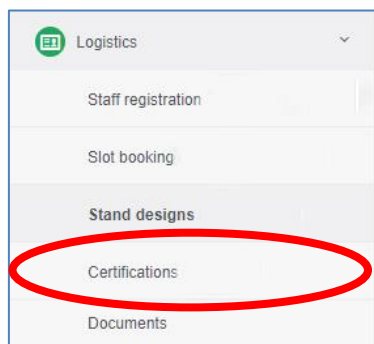
The certifications (compulsory) are the followings:

- **Form A – FIRE CERTIFICATE**
- **Form B – ELECTRICAL CERTIFICATE**

Forms A and B pre-filled with company data can be downloaded by clicking on Electrical Certificate (for form B) or Fire Certificate (for form A).

BELOW YOU CAN SEE HOW TO UPLOAD YOUR CERTIFICATIONS IN THREE STEPS

STEP ONE



Enter the exhibitor's reserved area using the credential you have received and enter the **LOGISTICS-CERTIFICATIONS** section.

STEP TWO

Indicate **the type of space/stand rented**, whether *empty floor space*, or a *pre-fitted area (shell scheme)*; in the latter case, there is no need to upload any design.

TYPE OF STAND

Choose your type of stand:

PRE-FITTED STAND: is the formula "area including the pre-fitted stand" provided by Italian Exhibition Group.

EMPTY AREA: is the formula with "only the area", the stand is build by your stand fitters".

SET-UP IN AN EMPTY EXHIBIT AREA **SET-UP IN A PRE-FITTED AREA**

STEP THREE

Choose the certification you want to send (**ELECTRICAL CERTIFICATE** or **FIRE CERTIFICATE**) and upload it by dragging the file into the dotted box; enter name, surname, e-mail and mobile phone of the person responsible for following the stand design and click on

TO ENTER THE DESIGN, DRAG THE FILES INTO THE BOX BELOW.

Indicate name, surname, e-mail and mobile phone N° of the person following the stand design.

For information:
S.A.T.E - Exhibitors' technical assistance service
tel. 0039 0541 744503
progett1.rn@iegexpo.it

Drag your design's files in or click to select than.
Are valid only files: pdf, dwg e jpg

name surname

email mobile phone

SEND THE STAND DESIGN APPROVAL REQUEST

SEND THE CERTIFICATIONS APPROVAL REQUEST.

Once the files are uploaded, it is possible at any time to consult the status of the certifications procedure in this section.