

# 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](https://my.expodental.it)) **by April 1st, 2024**

### 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 14<sup>th</sup> or 15<sup>th</sup>** 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](mailto:exposervices@iegexpo.it) , or by phone

**Ph. 0541 744 214 - Tel. 0541 744 640**

The additional services are:

<p>MARKETING&amp;COMMUNICATION</p> <ul style="list-style-type: none"><li>- Digital photographic service</li><li>- Lead Generation App - For Exhibitors</li><li>- Meeting Rooms</li><li>- Performing rights payment - SIAE</li></ul> <p>TECHNICAL&amp;LOGISTIC</p> <ul style="list-style-type: none"><li>- Certifications - for all stands apart from turnkey fitted stands</li><li>- Electrical services</li><li>- Extinguisher rental</li><li>- Handling goods, goods transport and Aerial Platforms</li><li>- Rigging service and suspended graphics</li><li>- Stand surveillance, standfitting extention, advance standfitting</li><li>- Water services</li></ul>	<p>STAND EQUIPMENT</p> <ul style="list-style-type: none"><li>- Audio and Video systems</li><li>- Graphics for stand</li><li>- Plants &amp; flowers</li><li>- Refrigeration equipment, cooking equipment, washing equipment, miscellaneous equipment</li></ul> <p>STAND SERVICES</p> <ul style="list-style-type: none"><li>- Catering</li><li>- Exhibitors badges</li><li>- Exhibitors car park permits</li><li>- Staff</li><li>- Stand cleaning</li><li>- Telephone and Internet facilities</li></ul>
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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](http://my.expodental.it)) **before the 1st 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](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](mailto:marga.sardini@prostand.com)

## IN THE FAIRGROUND

### OPENING HOURS FOR VISITORS

- Thursday May 16 from **9.30** a.m. to **6.00** p.m.
- Friday May 17 from **9.30** a.m. to **7.00** p.m.
- Saturday May 18 from **9.30** a.m. to **6.00** p.m.

### OPENING HOURS FOR EXHIBITORS

- Thursday May 16 from **8.30** a.m. to **6.30** p.m.
- Friday May 17 from **8.30** a.m. to **7.30** p.m.
- Saturday May 18 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 18 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, cars **will NOT be allowed to PARK by the side of the pavilion**, but they should be parked in the West (Ovest) or South (Sud) entrance, where a dolly rent service will be available

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 2024

	DAYS	HOURS	TYPE OF VEHICLES ALLOWED	ACCES MODE
<b>S E T T I N G  U P</b>	Sunday 12 <sup>th</sup> May	6 am – 12 pm	  	SHOW UP AT THE WEST ENTRANCE
	Monday 13 <sup>th</sup> May	6 am – 12 pm	  	SHOW UP AT THE WEST ENTRANCE
	Tuesday 14 <sup>th</sup> May	6 am – 12 pm	  	SHOW UP AT THE WEST ENTRANCE
	Wednesday 15 <sup>th</sup> May	<b>7 am – 9 pm</b>	  	SHOW UP AT THE WEST ENTRANCE
<b>D I S M A N T L I N G</b>	Saturday 18 <sup>th</sup> May	<b>6 pm – 8 pm</b>	  <b>ONLY WITHDRAWAL OF SAMPLES</b>	<b>ONLY EXHIBITORS</b> Entry allowed only with “PERMIT FOR WITHDRAWAL OF SAMPLES FROM STANDS”
	Sunday 19 <sup>th</sup> May	8 am – 7 pm	  	SHOW UP AT THE WEST ENTRANCE
	Monday 20 <sup>th</sup> May	8 am – 7 pm	  	SHOW UP AT THE WEST ENTRANCE
  		<p><b>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</b></p> <p>On payment of a deposit (€ 100,00 max 1 hour), you can use the trolleys for the transport of goods to stands. In the <b>WEST and SOUTH entrances</b>, 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)</p>		

	<b>VAN UP TO MAX. 3,5 T</b>		<b>VAN UP TO MAX. 3,5 T</b>		<b>ARTICULATED TRUCKS</b>		<b>CARS</b>
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## 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).

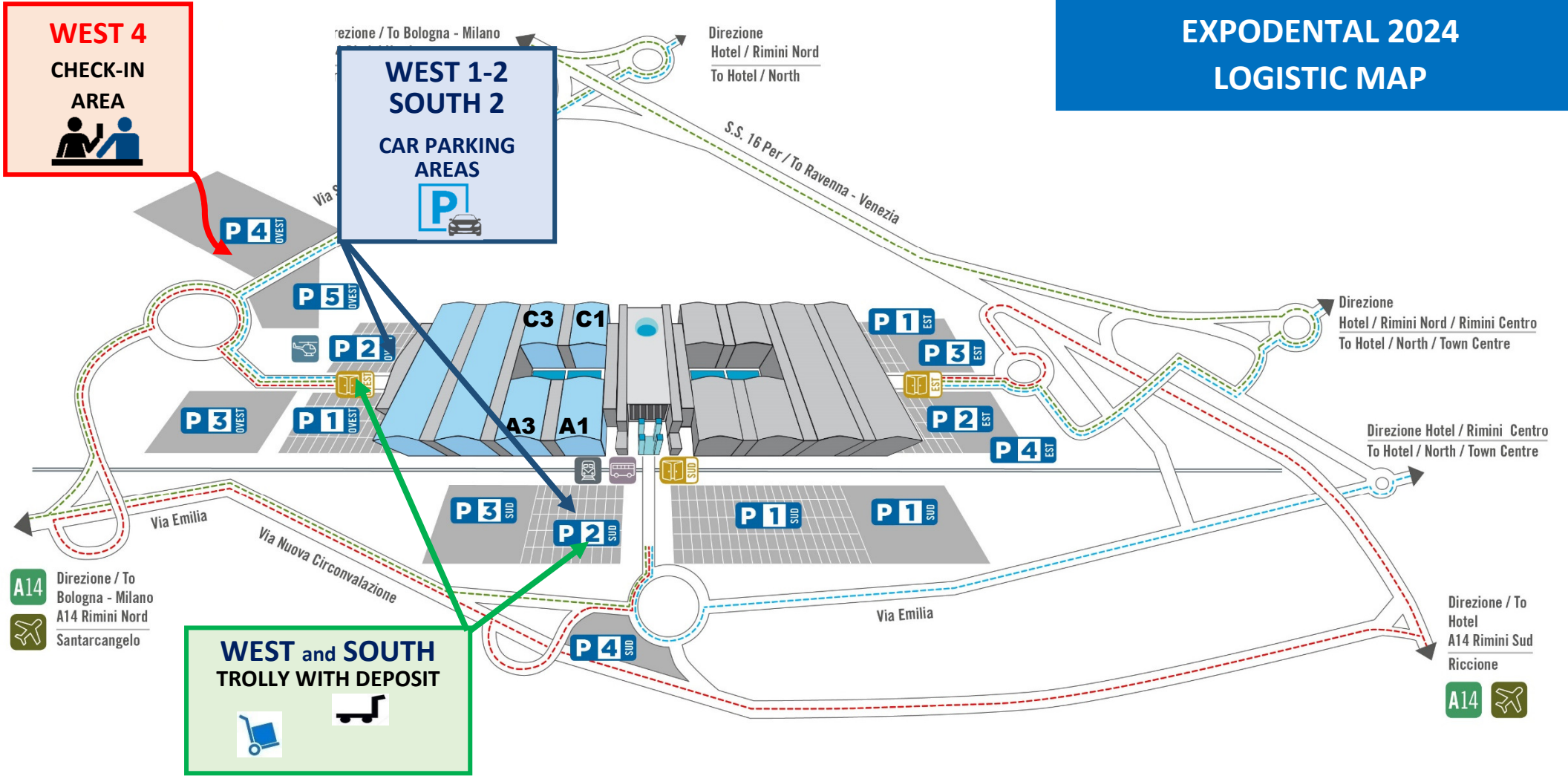
## TROLLEYS

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 2024 LOGISTIC MAP



**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

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# CERTIFICATIONS EXPONENTIAL MEETING 2024

Dear Exhibitor,

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

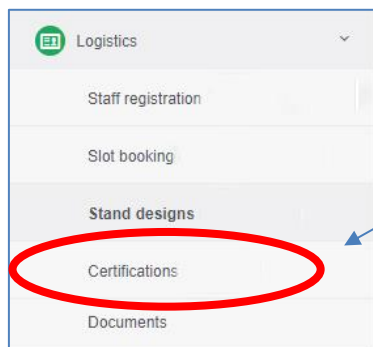
The certifications (compulsory for empty floor space) are the followings:

- ➔ FIRE CERTIFICATE
- ➔ ELECTRICAL CERTIFICATE
- ➔ STATEMENT OF CORRECT ASSEMBLY
- ➔ TECHNICAL DESIGN REPORT
- ➔ FINAL TEST CERTIFICATE

**Fire Certificate, Electrical Certificate and Statement of Correct Assembly forms pre-filled with company data can be downloaded by clicking on the icons.**

## 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

#### 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

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 certification.*

### STEP THREE

Choose the certification you want to send 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 **SEND THE CERTIFICATIONS APPROVAL REQUEST**.

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  
progetti.rn@iegexpo.it

Drag your design's files in or click to select them.  
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 certifications procedure in this section.