



# MO form zero

## Mandatory Form – Standard / Non-Standard Set Up declaration

This form must be sent by 08/05/2026 to : [tecnico3@bolognafiere.it](mailto:tecnico3@bolognafiere.it) - Edited by Exhibitor Company -

Please send an email with object: MO Event Exhibitor Name Hall Stand

EXHIBITING COMPANY NAME \_\_\_\_\_

HALL \_\_\_\_\_ AISLE \_\_\_\_\_ STAND \_\_\_\_\_

Company person in charge \_\_\_\_\_ Phone \_\_\_\_\_

Email address \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Postal Code \_\_\_\_\_ Country \_\_\_\_\_ Phone number \_\_\_\_\_

Email \_\_\_\_\_ VAT number \_\_\_\_\_ Taxpayer code \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

After having read the Technical Rules **The Company declares that the Booth Set Up will be** (mark the item with X):

Set Up Stand By Bologna Fiere

STANDARD –according to the Technical Regulations

*In this case, we take note of your declaration and you don't need any official approval by Technical Office*

NON -STANDARD

*according to the Technical Regulations – stands are considered non-standard if they have one or more of the following:*

- 1) Stand **Height greater than 3,5 m.**;
- 2) Use of metal trussing system with overall length (horizontal beams + vertical posts) **exceeding 32,00 m.** or beam with **free clear span longer than 8,00m.**  
Stand trussing structure with **height greater than 3,5 m**
- 3) Horizontal metal or Non-metal Structures with **free clear span longer than 4,50 m.** In case of stone coating on the structure with the clearance greater than 2,50 m;
- 4) presence of platform with **height greater than 0,80 m.**;
- 5) Double storey stand –any size;
- 6) Outdoor covered structure **exceeding 32 m<sup>2</sup>**

**The stand will be built by: (mark the item with X)**

Its own staff

The following Stand Builder:

Company \_\_\_\_\_

Address \_\_\_\_\_

Managing Director \_\_\_\_\_

Mobile phone \_\_\_\_\_

E-mail \_\_\_\_\_

**Security/ Project Manager on site during assembling and dismantling (Mandatory)**

Name \_\_\_\_\_

Mobile phone \_\_\_\_\_

E-mail \_\_\_\_\_

### **ATTENTION!**

**Non-receipt or late sending of this FORM will result in an extra-charge of 550,00€**

If the Exhibitor presents **more than one project for the same stand or requests to re-evaluate the changes made to an already approved project**, the compatibility check costs (referred to in the table on page 2) will be re-charged for each of the presented projects or for the modification of the already approved design.

If, during the set-up phase, BolognaFiere assesses that the structure does not meet the requirements or identifies precarious situations, it may request a timely adjustment. This adjustment is the Exhibitor's responsibility and must be carried out within the times and methods indicated in the regulations. May the set up be declared as non suitable, BolognaFiere will not authorize its opening to the public. All responsibilities deriving from an unauthorized use of it, will be borne by the exhibitor.

**BolognaFiere reserves the right to send further communications or request changes to the project even after approval.**

**In case of NON Standard Set Up**, it is mandatory to send project/drawings with stamp and signature of an authorized technician and – if requested –technical report.

If the Exhibitor is unable to produce these documents, BolognaFiere will proceed straightly to evaluate the compatibility of the design and to inspect the stand during its setup, with a charge of 404,00€

**In case of NON Standard Set Up built without any prior authorization, BolognaFiere** will proceed, on the basis of the current state of affairs, to the verification of Conformity by charging the Exhibitor with the rates shown in the table on page 2 increased by 50% of the costs due for the Conformity Verification of the structure.

Date \_\_\_\_\_

EXHIBITOR  
(Signature and seal of legal representative)

## Fill in only in case of NON STANDARD set-up

Expecting to create a non-standard set-up in the assigned space and having acknowledged that it is not allowed to install non-standard set-ups without the prior authorization of BolognaFiere

### Exhibitor's Company asks for authorization

To build a SetUp - indicated in the project – and enclosing the following mandatory documentations in a single email:

- **Completed project in the drawings** – dimensioned plan, elevations and sections- 3D views / Axonometry , **signed and stamped by a qualified technician** in accordance with Italian law.
- **in the case of non-standard structures as per points 2) 3) 4) 5)**, in addition to the complete project signed and stamped by a qualified technician, it is also necessary to submit the **Structural Calculation Report** about these items. This report too must be signed and stamped by a qualified technician, including the load conditions that will occur during the assembly and disassembly phases based on the construction methodology envisaged and a detailed description of all the materials making up the work
- For structures and trussing systems, rented from BolognaFiere, the documents listed here will be prepared by BolognaFiere itself and therefore not at the expense of the exhibitor;
- in the case of **covered structures in outdoor areas** referred to in point 6), in addition to the complete project signed and stamped by a qualified technician, it is also necessary to submit the **Structural Calculation Report**. This report must be too signed and stamped by a qualified technician, including the load conditions that will occur during the assembly and disassembly phases based on the construction, methodology envisaged and a detailed description of all the materials making up the work, description and quantification of the relative ballasting for stability purposes and their compatibility with existing structures.

- Additionally, for double storey stand, it is necessary a declaration about the use of the space for private use and that the turnout of the public is regulated by personnel in charge
- Copy of the bank transfer receipt of the payment for the Compliance Verification of the structure, as per the following table.

In case of **NON Standard Set Up**, it is mandatory to send project/drawings with stamp and signature of an authorized technician and – if requested – technical report.

If the Exhibitor is unable to produce these documents, BolognaFiere will proceed straightly to evaluate the compatibility of the design and to inspect the stand during its setup, with a charge of 404,00€

In the case of Double-Storey Stand referred to in point 5) \_or Outdoor covered structures \_point 6), without the required documentation, Inspection and Verification service by BolognaFiere cannot be used to obtain assembly approval so any Set Up operations will not be allowed

If you have a NON standard Set Up, it is compulsory to perform the Structure Compatibility Inspection, that will be executed by authorized technicians appointed by BolognaFiere, at the Exhibitor's expenses as shown on the table on page 2.

Structure conformity verification certificates issued by technicians other than those appointed by Bologna Fiere will not be accepted. The inspection report, for the purpose of non-standard set-ups, will be sent exclusively in PDF format by e-mail to the contact person indicated in the exhibitor's personal data.

The Exhibitor, or the Stand fitter on his behalf, undertakes to deliver to BolognaFiere, at the end of the works, the – FORM B4 - Declaration of correct assembly in which he certifies that the works have been carried out in a workmanlike manner in accordance with the executive project and the calculation delivered and approved.

**NOTE:** By **qualified technician** we mean a qualified technician in accordance with Italian law; the technician will put his/her legible signature, the stamp of the professional register

### Structure Compatibility Inspection

	Unit Amount	
<b>Evaluation of Design Compatibility and Stand Inspection</b> In case the Exhibitor is unable to produce documents /drawings signed and stamped by an authorized technician – or to deliver a requested Technical report	<input type="checkbox"/> € 404,00	€.....
<b>Stand height greater than 3,50 m</b> - Point 1) page 1 and / or <b>beam with clear span longer than 4.5 m.</b> - Point 3) page 1	<input type="checkbox"/> € 202,00	€.....
<b>Trussing System</b> : - Point 2) page 1 and/ or <b>Total Length greater than 32,00m.</b> and/ or <b>beam with clear span longer than 8,00 m.</b> <b>Structure height greater than 3,50 m</b> - Point 1)page 1	Stand Area up to 250 m <sup>2</sup>	<input type="checkbox"/> € 202,00
	Stand Area from 251 m <sup>2</sup> to 500 m <sup>2</sup>	<input type="checkbox"/> € 264,00
	Stand Area over 500 m <sup>2</sup>	<input type="checkbox"/> € 401,00
	Rented from Bologna Fiere S.p.A.	<input type="checkbox"/> € 00,00
<b>Piataform over 0,80 m.</b> - Point 4) page 1	<input type="checkbox"/> € 202,00	€.....
<b>Double-Storey set up</b> - Point 5) page 1	Stand Area up to 150 m <sup>2</sup>	<input type="checkbox"/> € 590,00
	Stand Area over 150 m <sup>2</sup>	<input type="checkbox"/> € 980,00
<b>Covered Outdoor Structure</b> - Point 6) page 1	Stand Area from 32 up to 75 m <sup>2</sup>	<input type="checkbox"/> € 202,00
	Stand Area from 76 up to 150 m <sup>2</sup>	<input type="checkbox"/> € 590,00
	Stand Area from 151 up to 200 m <sup>2</sup>	<input type="checkbox"/> € 980,00
	Stand Area from 201 up to 500 m <sup>2</sup>	<input type="checkbox"/> € 1391,00
	Stand Area over 500 m <sup>2</sup>	<input type="checkbox"/> € 2251,00

<b>SECRETARIAL RIGHTS FOR LATE SENDING OF THE FORM 0 after 08/05/2026</b>	€ 550,00	€.....
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<b>Total Amount</b>	€.....
<b>VAT (22%) if requested</b>	€.....
<b>TOTALE (Amount + VAT if requested)</b>	€.....

**Way of payment:** The amount due is to be sent by bank transfer to a current account in the name of Bologna Fiere S.p.A  
**UNICREDIT SPA - CP OP-CUS CARE ITA ROMA C/C 000030012814 IBAN: IT 07 I 02008 05364 000030012814 - BIC - SWIFT UNCRITMMORR**  
**Reason:** Form Zero\_Exhibitor name\_ Show name\_Hall number\_Stand number  
 (Please, attach a copy of the bank account (bank transfer receipt) of the payment)

- This form must be sent by 08/05/2026 to: [tecnico3@bolognafiere.it](mailto:tecnico3@bolognafiere.it)  
**Please send an email with object: MO Event Exhibitor Name Hall Stand**

## Finally, the exhibitor acknowledges that:

- the approval for the Set Up of the project is exclusive competence of Bologna Fiere and declares, as of now, that it complies with any requirements that subordinate said authorization;
- the Authorization for the Set Up of the project issued by Bologna Fiere does not imply approval of the project itself from the safety aspect; the compliance of the project with the safety standards in force is the sole responsibility of the designer;
- the authorization for the execution of the project issued by Bologna Fiere does not exempt the designer or his / her representative from carrying out an inspection in the area where the stand will be located, in order to gain direct knowledge of any impediments existing on site, aimed at condition the design of the stand (technological systems and relative spaces of respect, height of the fixed structures above the stand, etc. ..); the designer must take into account these impediments in the design phase of the set-up;
- If the Exhibitor presents more than one project for the same stand or requests to re-evaluate the changes made to an already approved project, the compatibility check costs (referred to in the table on page 2) will be re-charged for each of the presented projects or for each modification of the – already-approved project.

## OTHER FORMS

We remind you that for each of the standard and non-standard structures indicated above, the installer/Stand builder Company must deliver the following forms to Bologna Fiere - within the foreseen time frame:

- Form B1 "Declaration of correct execution of the electrical system and set-up "
- Form B2 Declaration of conformity of the electrical system "(to be submitted only if the system is installed by an authorized Italian company - registered with an Italian Chamber of Commerce and authorized to install electrical systems (Ministerial Decree 37/2008);  
If the system is installed by a foreign company, this service: "Verification of compliance of the electrical system" can be purchased online on [www.befair.eu](http://www.befair.eu) (Ufficio Vendite – [vendite@bolognafiere.it](mailto:vendite@bolognafiere.it))
- Form B3 "Declaration of correct assembly"
- Form B4 "Declaration of correct installation of set-up materials"
- Form B5 "Declaration of proper installation of the electrical system"
- Form M "Information for the prevention of accidents at work "
- Form SR "Waste management declaration"

These forms can be downloaded from the reserved area of the portal [www.befair.eu](http://www.befair.eu), -Form section- and must be uploaded to the portal or sent to the email address [forms@bolognafiere.it](mailto:forms@bolognafiere.it)

## BOLOGNA FIERE CONTACTS

- **Safety Office**  
[antincendioCS@bolognafiere.it](mailto:antincendioCS@bolognafiere.it) - Ph. +39 051.282265
- **Technical Office**  
[tecnico2@bolognafiere.it](mailto:tecnico2@bolognafiere.it) - Ph. +39 051.282488
- **Sales and services office: www.befair.eu**  
[vendite@bolognafiere.it](mailto:vendite@bolognafiere.it) - Ph. +39 051.282816-18
- **Waste management office**  
[gestioneambientale@bolognafiere.it](mailto:gestioneambientale@bolognafiere.it) -
- **Electrical water and compressed air systems**  
[vendite@bolognafiere.it](mailto:vendite@bolognafiere.it) - Ph. +39 051.282816-18
- **Suspensions anchorage office - Francesco Schincaglia**  
[appendimenti@henoto.com](mailto:appendimenti@henoto.com) - Ph. +39 051.282871
- **Pass office - Set-up/Dismantling**  
[pass@bolognafiere.it](mailto:pass@bolognafiere.it) - Ph. +39 051.282403
- **Accounting administration**  
[ammin.fatture@bolognafiere.it](mailto:ammin.fatture@bolognafiere.it) - Ph. +39 051.282883

## TECHNICAL NOTES

### HANGING POINTS:

Suspension points and anchors are allowed only in Halls 14-15-16-18-19, and in some zones in Halls 28-29-30-36-37.

Suspension points for anchoring to the Hall-structures can be provided only by Bologna Fiere (as shown on Form "A", on the portal (BeFair). Please send this request to Francesco Schincaglia-Email: [appendimenti@henoto.com](mailto:appendimenti@henoto.com) -Phone number: +39 051/282871 - respecting the schedule.

Bologna Fiere will perform testing of these rented structures.

The suspended loads and the related suspension systems must be carried out in accordance with the provisions of the Circular Letter of the Ministry of the Interior n. 1689- 01/04/2011 -, or by providing, in addition to the main connection system (e.g. tie rod, band, rope, chain, rod), also a safety connection (e.g. tie rod, band, rope, chain, extensible anti-fall systems, etc.). By "suspended loads" we mean Trussing system (simple or "ring" type) or other types of beams / structures and all related loads (but not limited to: screens, projectors, loudspeakers, lights, motors for lifting of other sub-structures, etc.) that are attached to an upper or lower structure or by means of a lifting device. The above elements must be in possession of all the documents referred to in the aforementioned Circular Letter.

### STRUCTURAL IMPEDIMENTS

Inside the halls, some perimeter stands may have fixed obstacles that do not allow to exceed the height of 3.00 meters. The height is measured also taking into account any platforms, pylons, signs, banners, flagpoles and the like..

### CEILINGS

Ceilings are allowed on Halls 14 - 15 - 16 - 18 - 21 - 22 - 25 - 26 – 33 - 34 - and in some zones in Halls 28-29-30 and 37 are allowed if made with large mesh ceilings that allow the correct use of the sprinkler system and air conditioning in the pavilions. As the diffusion of air conditioning in the halls takes place from the top of the ceiling down, the execution of closed panels or narrow mesh false ceilings prevent the air diffusion inside the stand, limit the air recharge and prevent the maintenance of internal climatic conditions.

### BORDERING WALLS

The walls facing the neighbouring areas must be finished in a workmanlike manner with neutral colours.

### GLAZED WALLS

Glass walls placed in direct contact with the public, or on aisle, must comply with the Construction Products Regulation UE 305/2011, implemented with Legislative Decree no. 16 of 16.06.2017, as well as subsequent amendments and additions;

At the end of the work, the Exhibitor /Stand Builder must deliver the state-of-the-art assembly declaration –Form B4- to the Safety Office of Bologna Fiere, Antincendio Office - [antincendioCS@bolognafiere.it](mailto:antincendioCS@bolognafiere.it)

Large glass walls that have a load-bearing function must be integrated with a suitable metal frame.

For everything not listed here, please refer to the Technical Regulations of the Exhibition

EXHIBITOR

(Signature and seal of legal representative)