



FREQUENTLY ASKED QUESTIONS USEFUL FOR PARTICIPATION

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GENERAL INFORMATION

Dates and times of the event

EVENT DATES	VISITORS	EXHIBITORS
Wednesday, October 7, 2026	9.00am – 5:30pm	8.00am – 6:00pm
Thursday, October 8, 2026	9.00am – 5:30pm	8.30am – 6:00pm
Friday, October 9, 2026	9.00am – 5:30pm	8.30am – 6:00pm
Saturday, October 10, 2026	9.00am – 5:00pm	8.30am – 5:30pm

Difference between Free Area or Pre-Equipped Stand

Companies that have booked a stand in a **free area** will only have the surface on which to build their stand, the perimeter of which will be delimited on the ground with adhesive tape. **There are no partition walls between one stand and another.**

Companies that have booked a **pre-fitted stand** will have a stand complete with the equipment provided for in the participation document. The official supplier of the event is HENOTO who responds to the following contact details:

☎ **SAIE Set-up Office: tel. + 39 049 5801243 - saie@henoto.com**

Waste Management

It is forbidden for Exhibitors/Fitters/Suppliers, during all phases of the event, to abandon waste materials and/or special waste in the exhibition areas and in the perimeter areas of the Exhibition Centre.

- How should waste and residual materials from set-up and dismantling work be managed?

The disposal of waste and materials remaining during the set-up and dismantling works **must be disposed of by the Exhibitor and/or his representatives**, and the corridors of the pavilions must be kept free of any type of waste material or obstruction. The verification of the correct application of the provisions for the management of waste and residual materials will be carried out by staff in charge of BolognaFiere, present in each pavilion, during the opening hours of the District. The individual anomalies detected will be recorded and transmitted to competent internal bodies.

In the event of non-compliance with the dismantling times and/or inertia by the Exhibitor at the evacuation of the area, the Exhibitor expresses its irrevocable consent for the removal of the area to be carried out ex officio, considering what remains on the stand as waste material to be sent to public landfills and the Exhibitor will be required to reimburse all direct and indirect expenses incurred for the clearance, with a minimum of € 700.00 for every 16.00 m² of surface area and without prejudice to any reimbursement for greater damages.

- How should waste be managed during the days of the event?

The waste produced during the event must be delivered to the ecological islands present and marked in the Exhibition Center and differentiated according to specific types (paper, glass, metal, plastic and undifferentiated).

STAND SET-UP

Stand set-up in the Free Area

For stands in the free area, **set-up** is allowed on the following days and times:

- Friday, October 2, 2026: 8:00 am – 7:00 pm
- Saturday, October 3, 2026: 8:00 am – 7:00 pm
- Sunday, October 4, 2026: 8:00 am – 7:00 pm
- Monday 5 October 2026: 8:00 am – 7:00 pm (with the possibility of continuing until 8:00 pm for the fitters already present in the district)
- Tuesday, October 6, 2026: 8:00 am – 5:00 pm

On 6 October 2026, the day before the inauguration of the Event, from 8.00 am to 5.00 pm, no work will be allowed to set up the stands, nor will it be possible to use BolognaFiere's handling service (unless specifically authorized by the Organizing Secretariat) but only operations for the arrangement of samples, graphics or other activities that involve the use of only hand tools or hand-driven trolleys.

Access methods for machines and equipment weighing more than 6,000 kg or particularly bulky

WARNING!

For the entry of machinery over 6,000 kg that needs handling by crane, please contact:

 **SAIE Technical Office: tel. + 39 3760611604 - ottomanelli@senaf.it**

Standard and Non-Standard Set-ups

The stand fittings, regardless of their surface, are classified into Standard and Non-Standard according to characteristics detailed in the "Technical Regulations" and on "Module 0".

- **Module 0. Mandatory and Deadlines**

For the creation of any set-up, it is mandatory to send BolognaFiere the "Form 0", which can be downloaded from the Exhibitors' reserved area on the forms page of the www.befair.eu website and specifically: **saie.befair.eu**



To be sent no later than the deadline established in the "Technical Regulations of the Event", **07/09/2026**. Otherwise, the Exhibitor will be charged the amount of €500.00 + VAT in addition to any costs indicated on "Form 0".

- **Is it necessary to submit a project for a Non-Standard set-up?**

In the case of Non-Standard set-ups, the Exhibitor is obliged to send the Organiser and BolognaFiere, for approval, the set-up project stamped and signed by a Qualified Technician as well as the documents required by the "Technical Regulations of the Exhibition and by Form 0"



To be sent no later than the deadline established in the "Technical Regulations of the Event", **07/09/2026**. Otherwise, the Exhibitor will be charged the amount of €500.00 + VAT in addition to any costs indicated on "Form 0".

Maximum height of the stands in the free area

The set-ups must be made in such a way as to ensure maximum visibility of the neighboring stands. It is forbidden for exhibitors to close more than 50% of the length of the individual free sides or of the exhibition front either with walls or with furniture or display modules.

The back of the walls bordering other stands must be finished and painted in a solid color with a neutral color.

The **maximum height** of standard equipment is **3.00 m**.

To take into account the thickness due to raised floors, lighting fixtures, supports of lighting fixtures, including lattice supports, an additional margin of 0.50 m. will be allowed at the limit of the height defined above, thus bringing it to a maximum limit of 3.50 m.

- What documents must be submitted for a stand that exceeds the permitted heights?

If you intend to exceed this limit, and for all stands that have characteristics such as to be defined as non-standard, you must **send the listed project, signed by a qualified technician**, by e-mail to the following address:

tecnico2@bolognafiere.it in copy to ottomanelli@senaf.it by **07/09/2026**.

Hanging and hanging structures

Hangings are only possible in **Pav. 16-28-29-30**. The hanging points to the structures of the pavilions can be built exclusively by BolognaFiere, which will also carry out the testing of the same.



Send **feasibility request** by email to appendimenti@henoto.com and a copy ottomanelli@senaf.it by **07/09/2026**

Pre-fitted stand set-up

The stands pre-fitted by Senaf will be made available to exhibitors on **6 October from 8:00 am**.

For pre-fitted stands, it will then be necessary to fill in only Form 0, indicating that your set-up will be a "PRE-FITTED – HENOTO"

- What are the contacts of the official SAIE stand builder who creates the pre-fitted stands?

The official stand builder for the pre-fitted stands is **HENOTO**.



HENOTO – Via Tolomeo, 14/16 - 35028 Piove di Sacco
SAIE Set-up Office: tel. +39 049 5801243 - saie@henoto.com

HENOTO will send **the contact person** indicated in the participation document, by email, a link to access the reserved area of the web portal for the configuration of the space and order any additional furniture or request assistance.

If you need to purchase additional furniture, you can contact HENOTO directly.

Access pass for the set-up phases

Exhibitors, in order to access the Exhibition Centre during the set-up phases, must register on the **saie.befair.eu website** following the instructions provided by BolognaFiere.

Once the registration has been completed, the Exhibitor will have to create their access credentials, which will remain valid for future editions of the Show.

By accessing the "Pass" section, the Exhibitor can also authorise the companies in charge (fitters, suppliers, couriers, etc.), assigning them a file. Distributors will then receive an email containing instructions on how to log in for the first time on the Pass page of the BEFAIR portal and create their credentials.

Please note that, through the Pass section, both the Exhibitor and the Representative — each with their own account — can enter: the names of authorized personnel; the license plates of the vehicles for which access to the Exhibition Center is requested.

These authorizations will be valid only during the set-up and dismantling periods.



If the Exhibiting or Appointed Companies do not view the documentation published on the portal — including the D.U.V.R.I. — **it will not be possible to print badges and access tickets to the Exhibition Center** necessary to operate in the set-up and dismantling phases of the event.

Before the start of the works, the exhibiting companies must communicate the list of companies in charge and the name of the manager who will follow the execution of the works, also through form M "Information for the prevention of accidents at work", available on the **website saie.befair.eu**

STAND DISMANTLING

Dismantling of the stand in the Free Area

For stands in the free area, **dismantling** is allowed on the following days and times:

- Saturday 10 October 2026: from 5.30pm to 8.00pm – only removal of samples with hand trolleys
- Sunday, October 11, 2026: from 8.00 am to 7.00 pm
- Monday, October 12, 2026: from 8.00 am to 7.00 pm
- Tuesday, October 13, 2026: from 8.00 am to 7.00 pm

The fitters and exhibitors already present inside the Exhibition Center will have the opportunity to continue the work for another hour, i.e. until 8.00pm on 11, 12, 13 October.



Access to the Exhibition Centre for the removal of samples and set-ups on Saturday 10 October 2026 will be as follows:

- closing of the pavilions at 5.30pm and removal of samples from 5.30pm,
- entrance from the external car parks for removal from 6.00 pm (Only for removal of samples with hand trolleys).

The access of vehicles to the areas and pavilions will be regulated as for the set-up works.

- Within what deadline must the clearance of the stand be completed?

The clearance of the stands must be completed **by 8.00pm on the dates indicated.**

Failing this, it will be provided ex officio, considering what is left on the stand as waste material to be sent to public landfills and the exhibitor will be required to reimburse all direct and indirect expenses incurred for the clearance, currently from a minimum of € 300.00 for every 16m² of surface and without prejudice to any reimbursement for greater damages.

The exhibitor assumes exclusive responsibility for damage or theft that may occur both during the course of the exhibition and afterwards.

Pre-fitted stand dismantling

For pre-fitted stands, the removal of materials is allowed **on Saturday 10 October from 5.30 am to 8.00 pm**. From 8.00 am on 11 October, the dismantling operations by the official bodybuilder will begin. Any materials or printed materials present in the stands will be sent for disposal.



Access to the Exhibition Centre for the removal of samples and set-ups on Saturday 10 October 2026 will be as follows:

- closing of the pavilions at 5.30 pm and removal of samples from 5.30 pm,
- entrance from the external car parks for removal from 6.00 pm (Only for removal of samples with hand trolleys).

The access of vehicles to the areas and pavilions will be regulated as for the set-up works.

Access pass for dismantling phases

Exhibitors, to access the Exhibition Centre during the dismantling phases, will be able to use the pass used during the set-up phases. If they do not have one, they must register on the **saie.befair.eu website** following the instructions provided by BolognaFiere.



If the Exhibiting or Appointed Companies do not view the documentation published on the portal — including the D.U.V.R.I. — **it will not be possible to print badges and access tickets to the Exhibition Center** necessary to operate in the set-up and dismantling phases of the event.

Before the start of the works, the exhibiting companies must communicate the list of companies in charge and the name of the manager who will follow the execution of the works, also through form M "Information for the prevention of accidents at work", available on the **website saie.befair.eu**

INCLUDED SERVICES AND FORMS

Services included in the Fee Various essential services

The participation document includes:

- Connection, testing and electrical power consumption up to 5 kw
- Fire extinguishers – the fire extinguishers installed in your stand must be of the type required by current legislation.
- 1 WI-FI internet connection
- Ordinary cleaning of the stand (floor rubbish/carpet vacuuming, dusting of worktops free of clutter, emptying waste bins only if left on the edge of the stand).

- Any requests for additional KW must be made through the BEFAIR website: **saie.befair.eu**

Fire extinguishers obligation

The participation document already includes the supply of fire extinguishers to the extent required by law. The fire extinguishers will be delivered to the stands by the start of the event.

Insurance Coverage

The registration fee for the exhibition, paid together with the security deposit, also includes the "All Risks" insurance coverage and the "Civil Liability".

The technical regulations of the event, available online and on the portal, indicate the ceilings.



If the standard coverage is deemed insufficient, it is possible to request additions using the **Supplementary Insurance Policy** form, available on the saie.befair.eu portal



CONTACTS INSURER: AON S.p.A., Via De' Toschi, 4 - 40122 Bologna, info.fiera@aon.it

During the event it will be possible to contact directly the office at the fair at the Service Center, Block C ground floor, tel. +39 051 282 530

Where can I find the forms for requesting additional technical services and equipment rental?

The forms for booking additional technical services for a fee relating to the stand and for renting equipment are available in the exhibitors' reserved area of the BEFAIR saie.befair.eu portal. Each exhibitor will receive directly from BolognaFiere, after confirming the position on the plan, the link to register on the BEFAIR portal.



For assistance contact BEFAIR:

vendite@bolognafiere.it - +39 051 282816 – 282818 | Active from 8.30 am to 5.30 pm.

ACCESS DURING THE DAYS OF THE EVENT

Exhibitor entrance cards and car sticker

Exhibitors are entitled to:

- N° 10 cards
- N° 1 car pass

How are the Exhibitor Cards and the Car Pass delivered?

The exhibitor will be issued **10 digital entrance cards** and **1 car parking pass free of charge**, regardless of the surface area of the stand, which will entitle the exhibitor to park the car in the car parks provided by BolognaFiere until the available space is exhausted.

The exhibitor cards and the car pass (available from the first day of official set-up 02/10/26) will be downloadable from your exhibitor portal (in the Card Management section) only for companies that have paid the invoices issued for participation.

The Car Pass will be usable by only one car per day, without the possibility of re-entry.

The exhibitor is responsible for the correct use of these documents, and is also responsible for the behavior of those who use them.

Invitation tickets for customers available to Exhibitors

Exhibitors are automatically entitled to **1,000 digital customer invitations**. These invitations are available on the exhibitor portal from the second half of July.

⚠ Each invitation sent is valid for one registration only (unique email) and must be validated by the visitor before entry. Access to the event is free upon registration.

SENDING MATERIAL AND PARCEL STORAGE

How to have materials and goods delivered to your stand?

Please note that if you have material to be delivered to the stand (by couriers such as Bartolini, TNT, DHL, SDA, etc. and/or by third-party suppliers) you must follow the following procedure:

- 1) prepare the material - provided with DDT - clearly indicating on the package:
 Exhibitor's Company Name
 c/o Pad. (Indicate) stand nr. (Indicate)
 Participation in SAIE trade fair
- 2) deliver to the ONLY collection POINT: C.F.P. WAREHOUSE - Via Alfieri Maserati 20/C - 40128 Bologna from 8.00 am to 12.00 pm and 1.00 pm. to 5.00 pm.

Is there a fee for the service?

The **storage service** is subject to a **fee** and must be booked through the BolognaFiere saie.befair.eu portal or, for special requests, by sending an email to vendite@bolognafiere.it. It is possible to recover the package(s) independently, otherwise you can purchase the delivery service directly on the [saie.befair.eu website](http://saie.befair.eu), together with the deposit.

CATERING, EVENTS AND SOUND DIFFUSION

How to request a Catering service

It can be requested through the Bolognafiere catering service. Below are the references:

📞 Food & beverage supply at the stand

Request the price list of products from gestioneffb@bolognafiere.it

📞 Banqueting for events and hospitality services at the stand

Request a quote from gestioneffb@bolognafiere.it

- Is it possible to use our own external catering service?

To obtain the access permit, it is necessary to contact Bolognafiere directly by contacting: Mrs. Carmela Brescia at the address: mc.brescia@wydex.it



In case of daily parking of the catering vehicle, contact:
 Bolognafiere Services Sales Office
 email: vendite@bolognafiere.it | tel: 051 282816

For quotation of the assignment of parking space and additional requests for electricity and / or other necessary for the performance of the service, it is possible to proceed by purchasing on BEFAIR at the following [link](#)

Organization of Events/Special Initiatives at your stand

Any spectacular or entertainment initiative, of any type, nature and characteristics, even if limited to the inside of the stand or aimed at presenting the products, must be subject to prior authorisation by the Organiser and the Operations Division of BolognaFiere.

- Authorization Institutions and permits

It is also the **exclusive responsibility of the Exhibitor** to request and acquire any authorizations from the relevant bodies (health authorities, public security, etc.), and the fulfillment of any copyrights (authors and publishers) and related rights (producers and artists), for the above initiatives, where foreseen.

PAYMENTS

Balance invoice

The **balance** must be paid by **7 September 2026** by bank transfer:
Senaf Srl - Banca Intesa San Paolo, branch 02122
BIC/SWIFT: BCITITMM, IBAN: IT54 G030 6909 5041 0000 0009 266

The payment of the fees due for participation in the fair must be made within the times and in the manner provided for in the participation document.



Please note that failure to pay the amounts due within the deadlines may result in limitations in online access to the Exhibitors' reserved area and delays or impediments in receiving the car permit for access to the car park during the days of the event.

 **Contacts Senaf Administrative Office: +39 02 332039 614**

USEFUL NUMBERS

For information and assistance, you can contact the following references:

- Event Helpdesk Support

Exhibitor Helpdesk	+39 02 89362581
Visitor Helpdesk	+39 02 89362580

- Organizing Secretariat

Organizing Secretariat	+39 02 3320 39460
SAIE Technical Office	+39 376 061 1604
Senaf Administrative Office	+39 02 3320 39614

- Services BolognaFiere

BEFAIR Sales Office	+39 051 282816 – 282818
PASS Office Set-ups	+39 051 282403

- Stand set-up

HENOTO Set-up Helpdesk	+39 049 5801243
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- Hotel and transport reservations

Bologna Welcome	sfloris@bolognawelcome.it +39 051 6583126
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Information for hotels and transport available on the website of the event, at the following [link](#)