

TECHNICAL REGULATIONS OF THE EVENT
SAIE 2026

Table of Contents

1. PRELIMINARY WARNING	3
2. GENERAL PROVISIONS	3
2.A - Date, venue and time of the Show	3
2.B - Availability of stands - delivery	3
2.C - Access to the Quarter during the period of setting up the stands	3
2.D – Removal of samples and fittings. Return of the stands	4
2.E - Payment methods	4
2.F – Insurance - Exemptions, Assumptions and Limitations of Liability	4
3. SET-UPS AND PROHIBITIONS	4
3.A - Definition of the type of equipment and approval procedures	6
3.B - Stand set-up	6
3.C – Warnings	8
4. GENERAL AND TECHNICAL SERVICES	9
4.A - Assistance Services to Exhibitors	9
4.B - Liability for services	9
5. SPECIAL SERVICES	9
5.A - Exhibitor cards and car stickers	9
5.B - Hotel booking service	10
5.C - Sound broadcasts, royalty payments	10
5.D – Activities in the exhibition stands	10
5.E – Online Catalogue and Guide Plan	10
6. POWERS OF SUPERVISION AND POWER OF INTERVENTION OF BOLOGNAFIERE	10
7. AMENDMENTS TO THESE REGULATIONS	11

1. PRELIMINARY WARNING

"BolognaFiere" means BolognaFiere S.p.A.

"Organiser" means Senaf Srl, with registered office in Milan, Via Eritrea 21

2. GENERAL PROVISIONS

2.A - Date, venue and time of the Show

The Show will take place from 7 to 10 October 2026 at the Bologna Exhibition Centre

	VISITORS	EXHIBITORS
Wednesday, October 7, 2026	9:00 am – 17:30 pm	8:00 am – 18:00 pm
Thursday, October 8, 2026	9:00 am – 17:30 pm	8:30 am – 18:00 pm
Friday, October 9, 2026	9:00 am – 17:30 pm	8:30 am – 18:00 pm
Saturday, October 10, 2026	9:00 am – 17:00 pm	8:30 am – 17:30 pm

2.B - Availability of stands - delivery

The stands will be made available to Exhibitors from 2 October 2026 to 5 October 2026 from 8:00 am to 7:00 pm, with the possibility for fitters present inside the exhibition centre to continue work until 8:00 pm.

On 6 October 2026, the days before the inauguration of the event, from 8:00 to 17:00.

The Exhibitor must ensure that the chosen fitters undertake to comply with the aforementioned deadline, including the construction time clause in the contract.

The pre-fitted stands will be made available to Exhibitors starting from 8:00 a.m. on Tuesday 6 October 2026.

2.C - Access to the Quarter during the period of setting up the stands

In order to access the Exhibition Centre during the set-up and dismantling phases, the Exhibitor must register on the <http://saie.befair.eu> website following the instructions provided by BolognaFiere.

From the PASS page, the Exhibitor can authorize the entry to the Exhibition Center of any contractors in charge (fitters, suppliers, couriers, etc.) assigning them a file. The Distributors will receive an automatic email from the system with the credentials to access the Pass portal. We remind you that in Pass, both the Exhibitor (with their account) and the Representative (with their account) will be able to enter the names of their staff and the license plates of their vehicles to print the passes necessary for access to the Exhibition Center, on the days of set-up and dismantling.

For further information, see chapter 2 of the Bologna Exhibition Centre Regulations.

Access to the Exhibition Centre is never allowed to people/vehicles without a pass/admission ticket.

During the period of setting up the stands, the access of people and vehicles to the Exhibition Centre must take place in compliance with the following times:

- Day 2 October 2026: from 8.00 a.m. to 7.00 p.m.
- Day 3 October 2026: from 8.00 a.m. to 7.00 p.m.
- Day 4 October 2026: from 8.00 a.m. to 7.00 p.m.
- Day 5 October 2026: from 8.00 a.m. to 7.00 p.m.
- Day 6 October 2026: from 8.00 a.m. to 5.00 p.m.

with the possibility on the days from 2 to 5 October, for the fitters present inside the Exhibition Center to continue the work for another hour, i.e. until 20:00.

On 6 October, the day before the inauguration of the event, from 8:00 to 17:00 no stand preparation work will be allowed, but only operations of arrangement of samples, graphics or other activities that involve the use of only hand tools.

Extensions are not allowed on the days of sample preparation. (day 6 October)

2.D – Removal of samples and fittings. Return of the stands

Access to the Exhibition Centre for the removal of samples and installations will be as follows:

- Day 10 October 2026: from 5.30 pm to 8.00 pm
- Day 11 October 2026: from 8.00 a.m. to 7.00 p.m.
- Day 12 October 2026: from 8.00 a.m. to 7.00 p.m.
- Day 13 October 2026: from 8.00 a.m. to 7.00 p.m.

with the possibility for the fitters and exhibitors present inside the Exhibition Center to continue the work for another hour, i.e. until 20.00 on 11, 12, and 13 October.

On 10 October from 8.00 a.m. to 6.00 p.m. the exit of materials from the Exhibition Center will not be allowed. From 5:30 p.m. to 8 p.m. on October 10, only samples with hand carts are allowed. Entry from the outdoor parking lots for sample removal is allowed only from 6 p.m.

Any advances with respect to the set-up days or any extensions to the scheduled times must be authorized by the organizer while for extensions of the timetable on the set-up days you can proceed by writing to the email vendite@bolognafiere.it

The access of vehicles to the areas and pavilions will be regulated as for the set-up works (see article 2.C).

The evacuation of the stands, wherever located, must be completed by 20.00 on 13 October 2026

In the event of failure by the Exhibitor to comply with the dismantling times and/or inertia 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 remained 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 square meters. surface area 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 Show and during the set-up and afterwards.

2.E - Payment methods

The payment of the fees due for participation in the Exhibition must be made within the time and in the manner provided for in the application form.

2.F – Insurance - Exemptions, Assumptions and Limitations of Liability

During the opening hours of the halls, the Exhibitor must supervise his stand directly or through his own staff. BolognaFiere, while providing for the entire duration of the Exhibition and for all the days scheduled for the preparation and clearing of the stands a general day and night surveillance service inside the Exhibition Centre during closing hours to the public and exhibitors, is exempt from any and all liability for theft and/or damage that may occur to the detriment of the Exhibitor. The Exhibitor shall also be liable to BolognaFiere for all direct and indirect damages which, for any reason, are attributable to him or to personnel operating on his behalf (including damage caused by set-ups or systems carried out by the Exhibitor or by third parties appointed by him, even if tested by BolognaFiere). Compensation for damages

caused by theft or damage that may occur to the Exhibitor, even outside the opening hours of the pavilions (including all the days scheduled for the preparation and clearing of the stands), will only be made through insurance coverage and within the limits/conditions provided therein.

The Exhibitor will benefit from the following insurances stipulated by BolognaFiere and agreed with the Organiser:

- a) All Risks guarantee (including fire and theft) for material and direct damage to furniture, fittings, equipment and goods on the stand, excluding money, valuables, valuables and the like and excluding software installed on computers and excluding damage due to loss of use of furniture, fittings, equipment and goods during the period of the Show: coverage € 40,000.00 at absolute risk (including fire and theft), with an absolute deductible of € 300.00 for each damage increased to € 600.00 for damage occurring after the end of the event;
- b) Third Party Liability guarantee, including fire damage: single ceiling € 50,000,000.00;
- c) guarantee for Civil Liability towards workers: maximum per claim € 3,000,000.00 with a limit of € 2,000,000.00 per person;
- d) waiver by the Insurer of any recourse against all Exhibitors, Senaf and BolognaFiere.

The insurance coverage indicated above is governed by the conditions and limitations that the Exhibitor may request from the Organizing Secretariat of the event, and which will be reported in the documentation relating to the event itself. Such coverage does not exclude the Exhibitor's liability for all risks that, according to the Exhibitor's independent assessment, were not guaranteed or that exceeded the coverage limits indicated above.

The Exhibitor must provide the appropriate supplementary coverage. In particular, depending on the existence of a video surveillance system, the Exhibitor acknowledges that, in the event of theft, the relevant report to the Public Authority must be received by the Insurer within seven days of the end of the event and that failure to comply with the deadline may result in the loss of the right to compensation.

The Insurer will also take care of the management of claims and settlement procedures at the end of the event.

In any case, the Exhibitor undertakes to include in the supplementary coverage the insurer's waiver of any action for recourse against the Exhibitors, Senaf and BolognaFiere and failing which must keep them harmless from any action that may be taken against them.

Having taken note of the above, the Exhibitor, in any case, (for himself and for his collaborators or agents) expressly exempts Senaf and BolognaFiere from any liability for losses or failures that for any reason may occur in the exhibition space assigned to him, during the course of the Exhibition or during the preparation and dismantling of the stand, and of what is located therein, and assumes responsibility for any damage caused to third parties by the management of the exhibition space or by what is placed in it, and not covered in the terms and methods indicated above or activated by the Exhibitor himself.

Senaf and BolognaFiere decline all liability for consequential damages, damage to image, loss of turnover, etc. Also for direct damages, the Exhibitor accepts that Senaf and BolognaFiere limit their liability to the limits and ceilings of the insurance coverage indicated above. The Exhibitor agrees to these limitations of liability."

3. SET-UPS AND PROHIBITIONS

MODULE 0 (Zero)

Module 0 allows you to declare the type of set-up you intend to create or to send any request for authorisation to create a Non-Standard set-up.

Module 0 can be downloaded from the modules reserved area of the **www.befair.eu platform**

Each exhibitor is required to send Form 0 by 7 September 2026 to the tecnico2@bolognafiere.it email and to the Organizer to the ottomanelli@senaf.it

3.A - Definition of the type of equipment and approval procedures

The stands are classified into:

- PRE-FITTED fittings
- STANDARD equipment
- NON-STANDARD FITTINGS

The characteristics relating to these categories of installations are reported in Chapter 3.1 of the Bologna Exhibition Centre Regulations.

For Non-Standard fittings, static testing is mandatory, which will be carried out exclusively by BolognaFiere. In return for this, the Exhibitor will be charged the amount corresponding to the type of set-up, indicated in the appropriate Form 0 that can be downloaded from the modules reserved area of the www.befair.eu platform.

It is mandatory to send the following documents for approval to the Technical Office - Venue Management of BolognaFiere, to the email address in chapter 3 (tecnico2@bolognafiere.it) and to the Organizer (ottomanelli@senaf.it) by 7 September 2026:

1. **Module 0**
2. **Design of the set-up** (in the case of Non-Standard set-up, the project must be stamped and signed by a qualified technician)
3. **Other documentation** required (see Module 0)

It is mandatory to send at the end of the set-up work, before the start of the event:

1. **Declaration of correct assembly** to the forms@bolognafiere.it email

If the above documents are not sent by the established date, or are sent late, the exhibitor will be charged the amount provided for in Form 0.

3.B - Stand set-up

The construction characteristics of the fittings are reported in Chapters 3.4 and 3.5 of the Bologna Exhibition Centre Regulations. In particular, for the SAIE 2026 event

Heights and walls

Maximum standard height 3.50 m

The maximum height of the standard fittings is 3.00 m but to take into account the thicknesses due to raised floors, lighting fixtures, supports of the lighting fixtures including lattice ones, an additional margin of 0.50 m will be allowed, so 3.50 m

The set-ups must not harm the aesthetics and visibility of the neighboring stands, in particular, in the case of island (4 open sides) and peninsula (3 open sides) stands, in the construction of continuous delimitation walls, the stand may be closed with elements (panels or other) only up to 50% of each exhibition front, in compliance with the visibility of the stands facing and/or adjacent and will not be accepted set-ups with perimeter walls higher than 3.50 m. All double-sided graphics must be placed at a minimum distance of 2.00 m from the border with the adjacent stands.

If the set-up includes glass elements placed in direct contact with the public, the glass used must comply with Regulation (EU) 2024/3110 on Construction Products and must be chosen according to the safety criteria defined by the UNI 7697:2021 standard.

Large or load-bearing glazed elements must be integrated with suitable support structures (e.g. metal frames or other equivalent systems) to ensure their stability and overall safety.

Hangers and suspended loads

Hangings are possible, only in halls 14-15-16-18-19 and partially in halls 28-29-30-36-37.

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.

Therefore, in order to proceed with the construction of the hanging, it is mandatory to send a feasibility request by e-mail to the technical offices of BolognaFiere according to the procedures provided for in form A and a copy to the Organizer (ottomanelli@senaf.it) by 7 September 2026.

If the set-up includes glass elements placed in direct contact with the public, the glass used must comply with Regulation (EU) 2024/3110 on Construction Products and must be chosen according to the safety criteria defined by the UNI 7697:2021 standard.

Large or load-bearing glazed elements must be integrated with suitable support structures (e.g. metal frames or other equivalent systems) to ensure their stability and overall safety.

3.C – Compulsory modules

Below is a list of the BolognaFiere forms relating to the compulsory set-ups and the related deadlines.

FORM	DESCRIPTION	DEADLINE
MODULE A	Suspension Points (For Request for Quote)	07/09/26
MODULE B1	Declaration of correct execution of the electrical system and set-up (Mandatory only for free areas)	Before the start date of the fittings
MODULE B2	Declaration of conformity of the electrical system (Mandatory only for free areas: if the company that makes the electrical system is not Italian, it is not necessary to fill out this form, but fill in Form B5 and purchase the verification of the electrical system from www.befair.eu)	Before requesting an electrical connection
MODULE B3	Declaration of correct assembly (Mandatory only for free areas)	06/10/26
MODULE B4	Declaration of correct installation of the stand materials (Mandatory only for free areas)	06/10/26
MODULE B5	Declaration of correct installation of the electrical system only for companies not registered with the Italian Chamber of Commerce (Mandatory only for free areas: if the company that makes the electrical system is Italian, it is not necessary to fill in this form, but fill in Form B2)	Before requesting an electrical connection
MODULE H	Mandatory Import Notice form for non-EU countries (Mandatory only for free areas)	Before the start date of the fittings

MODULE M	Information on the prevention of accidents at work (Mandatory only for free areas)	Before the start date of the fittings
SR MODULE	Waste management declaration (Mandatory for waste management during set-up and dismantling. Bologna Fiere will carry out checks at the stand)	Before the start date of the fittings
MODULE 0 (Zero)	Declaration of set-up (Mandatory for pre-fitted stands and free areas)	07/09/26
Module D demonstrations	Indemnity for demonstration and exhibition of vehicles (Mandatory for those who demonstrate or exhibit combustion, electric or hybrid vehicles)	06/10/26

PENALTIES FOR LATE OR MISSED DELIVERY

The deadlines listed above cannot be extended and in the event of late submission or failure to send the forms, the exhibitor will be charged with a late payment as indicated in the following scheme:

FORM	DELAY < 24 hours	DELAY > 24 hours	NON-DELIVERY
Form B1 and B3	100 €	300 €	500 €
Form B4	100 €	500 €	1000 €
Module D demonstrations	100 €	500 €	1000 €
Form B2 and B5	No stand electrical system connection will be made		
SR Module	penalties provided for within the form itself;		

In the event of serious non-compliance, BolognaFiere reserves the right to close the stand in part or in full. Failure to deliver the Demonstration Form D, in addition to the penalty, will result in the immediate interruption of the demonstration or exhibition.

3.D – Warnings

BolognaFiere reserves the right to modify or renew the fittings and systems not included in the above provisions, verifying in advance and necessarily compliance with these characteristics. In the event that BolognaFiere finds even just one shortcoming, it may request a timely adjustment and the Exhibitor will be required to comply.

Any responsibility for the statics and compliance of the set-up materials with the fire regulations currently in force is borne exclusively by the Exhibitor, who expressly exempts BolognaFiere for damages resulting from design and construction defects, including the sizing taken from the detailed drawings of the surfaces occupied.

Any work that involves changes to the state of BolognaFiere's buildings and movable material (reinforcements, modifications, excavations, perforations to fixtures, walls, structures, columns, floors), can only be carried out with prior written authorisation from BolognaFiere, at the expense and responsibility of the participants. This responsibility remains the responsibility of the Exhibitor for the entire period of the Show and until the return of the stand to BolognaFiere. Before the start of the works, the participant is required to pay the Organizer the amount of the expenses necessary for the restoration to its original state, which will be provided directly by the Organizer.

4. GENERAL AND TECHNICAL SERVICES

Within the limits of the facilities at its disposal, BolognaFiere can provide for the supply of electricity, water and compressed air to the individual stands, as well as for the connection of the stands themselves to telephone and data networks.

4.A - Assistance Services to Exhibitors

The Organiser, through its Event Secretariat, is available to Exhibitors to provide all technical information on the general services provided within the Exhibition Centre.

For the services indicated below, the BolognaFiere e-commerce channel is available to purchase the services directly online on the website: www.befair.eu

- Video rental
- Audio system rental
- green furniture rental
- Electrical systems
- Water systems
- compressed air
- Stand cleaning
- Catering
- Goods handling / portage
- Telephone lines and Wi-Fi

It should be noted that the transport, loading and unloading of goods and portage services within the Exhibition Centre are organised exclusively by the official supplier of logistics services of BolognaFiere. Goods of non-EU origin may be displayed as samples upon mandatory communication, with description of the goods, to the e-mail address customs@marconiffm.it

The following services are also available in the Exhibition Centre:

- à la carte restaurants, self-service, bars
- on request personalized coffee break services, cocktails, bars and/or supplies of products directly to the stands.
- insurance company
- ATM service
- parapharmacy (if open)

4.B - Liability for services

BolognaFiere regulates but does not directly produce the services and, therefore, declines any personal responsibility for their execution.

Any complaints must be made in writing directly to the e-mail address vendite@bolognafiere.it

5. SPECIAL SERVICES

5.A - Entrance cards for exhibitors and car stickers

The Exhibitor will be issued, free of charge, 10 entrance cards.

In addition, it is strictly forbidden, for safety reasons, to park vehicles inside the Exhibition Centre during its closing hours. The Exhibitor will also be issued a **free parking card, regardless of the surface area of the stand.** This permit will entitle the car to park in the car parks set up by BolognaFiere until all available spaces are exhausted.

The Exhibitor is responsible for the correct use of these documents and for the behavior of those who use

them.

5.B - Hotel booking service

The hotel booking service is carried out by the Official Supplier of BolognaFiere, appointed for this purpose, to whom the Exhibitor must contact directly, using the appropriate online form in which the conditions and rates are indicated.

This service is also regulated but not organized by BolognaFiere, which therefore declines any responsibility for its execution.

Any complaints must be sent in writing directly to the Official Supplier and must be communicated, for information only, to BolognaFiere.

5.C - Sound broadcasts, royalty payments

Exhibitors are not normally allowed to use music and sound reproduction equipment. Any exceptions may be authorized in writing. The authorization may be revoked with immediate effect at any time, by simple written notice.

Any authorization does not exempt the Exhibitor from using the equipment in such a way as not to disturb other Exhibitors and visitors, with particular attention to the regulations on noise pollution (maximum limit allowed by law) and does not exempt from the obligation to comply, at its own care and expense, with the provisions of the laws in force on copyright (authors and publishers) and related rights (producers and artists), carrying out the relevant paperwork at the reference companies. The same applies in the case of distribution of phono-videographic or multimedia supports containing works or parts of intellectual works protected by law, for which the costs associated with the endorsement of the supports are added, with respect to the above.

5.D – Activities in the exhibition stands

Exhibitors must refrain at any time from using the common areas outside their stand for the display of promotional material. BolognaFiere will have the right to remove such material from the common areas and/or to charge the payment of the additional space used. Failure to comply with this rule may result in the closure of the Exhibitor's stand.

5.E – Online Catalogue and Guide Plan

The online catalogue will contain the information provided by the Exhibitors.

The Guide Map will be distributed free of charge during the Show and will contain the list of Exhibitors and their locations updated 45 days before the opening date of the Show.

6. POWERS OF SUPERVISION AND POWER OF INTERVENTION OF BOLOGNAFIERE

BolognaFiere ensures that its regulatory provisions and the general conditions of participation contracts are observed; it is mandatory for those who enter the Exhibition Centre to comply with the instructions and prescriptions that BolognaFiere will give at the entrance and inside it with appropriate signs, with written notices, with ampliphonic notices, as well as through the service staff or by any other means, specifying that the ampliphonic communications and the instructions given by the service staff prevail over other notices.

The Exhibitor is reminded that failure to comply with the rules or the violation of the prohibitions may result in the immediate closure of the stand by the officials or agents of BolognaFiere or the withdrawal of entrance cards and car stickers, all without any right of the Exhibitor to any reimbursement of any kind.

SPECIAL PROVISIONS

6.A - Access with bags or suitcases

BolognaFiere will have the right to prohibit entry to the Exhibition Centre or to individual pavilions with bags, suitcases or other containers, requiring them to be deposited in the cloakroom.

6.B - Access with dogs or pets

Dogs are allowed to enter only if on a leash and equipped with a muzzle or with a special carrier, except for dogs serving disabled people who can access without limitations.

6.C - Prohibition of photographic and cinematographic shooting, and access to the District with cameras

It is forbidden to enter the Exhibition Centre with cameras, film cameras, video recorders and any other type of filming equipment without the prior authorisation of BolognaFiere, and it is forbidden to photograph and film by any means whatsoever the interiors of the Exhibition Centre, the stands, and the goods on display, without the prior consent of BolognaFiere and the owner of the stand.

6.D - Radioelectric equipment

Operators who intend to use radioelectric equipment (transceivers, wireless microphones, radio cameras, etc.) are obliged to use equipment that complies with the regulations (Directive 99/05 EC - CE mark) and to obtain the appropriate authorization (Article 107 paragraph 10 of Legislative Decree 259/2003 - Electronic Communications Code), if necessary, as well as operate in the permitted radio bands. To complete the necessary paperwork, interested parties can refer to the website of the Emilia-Romagna Inspectorate of the Ministry for Economic Development.

<https://ispettorati.mise.gov.it/index.php/servizi/dispositivi-debole-potenza>

7. AMENDMENTS TO THESE REGULATIONS

Any legislative or regulatory provision that may amend the provisions of this regulation shall be considered automatically and immediately applicable even if the regulation has not been amended or amended on these points.

In addition, BolognaFiere has the right to adopt at any time the measures it deems most appropriate and that the Exhibitor must immediately apply, in terms of fire prevention, health and safety at work, prevention of accidents and damages, safety of participants and visitors.

The latter measures may be brought to the attention of the Exhibitors by any means and will prevail over the general provisions previously adopted.