

**Turin February 14 - 15, 2025  
TECHNICAL REGULATIONS OF THE**

*For final confirmation of exhibition spaces it is mandatory to send this form and Form A signed on each page, - to the attention of: Eleonora Pisoni, e-mail [espositori@assiomforex.it](mailto:espositori@assiomforex.it) or to ASSIOM FOREX Servizi S.r.l. Via Monte Rosa, 17 - 20149 Milan, Italy. Phone +39 02 654761  
VAT number 08953850966 billing code SUBM70N PEC [assiomforexservizi@legalmail.it](mailto:assiomforexservizi@legalmail.it)*

**1. COMPLIANCE WITH THE REGULATION**

Exhibitors agree to comply with the rules and regulations set forth herein and not to consider them merely as administrative provisions. Exhibitors also agree to comply with any additional provisions and/or changes that may be introduced and adopted in the interest of the conduct of the event, and changes that the Organizers reserve the right to communicate even verbally.

Any violation of these Rules and Regulations, applicable regulations, and/or the above changes, if any, may result in the immediate exclusion of the Exhibitor as a person or company by the Organizers, without prior notice and without the possibility of obtaining refunds and/or making claims for damages.

**Venue and Date** - The 31° ASSIOM FOREX Congress will take place on **February 14 and 15, 2025** at **Lingotto Congress Center, Via Nizza, 280 - Turin.**

**Opening hours of the Congress**

Friday, **February 14, 2025**, from **2 p.m.** to the end of work (about **6 p.m.**).

Saturday, **February 15, 2025**, from **8:30 a.m.** to **6:30 p.m.** (at the conclusion of the social evening)

**Conditions and Penalties** - Full payment for the spaces must be made **no later than January 25, 2025, to ASSIOM FOREX Servizi S.r.l. with a value date on the same date, unless otherwise agreed** - see Form A. After this date, the space will be assigned to second-option applicants. A penalty of 20 percent of the fee will also be due for payments received after this date, to be paid no later than **January 30, 2025**, under penalty of termination of the contract.

Upon receipt of payment, the exhibition space will be definitively assigned and ASSIOM FOREX SERVICES S.r.l. will send the corresponding invoice.

**Cancellations and Refunds** - **Requests for cancellations must be made in writing.** For cancellations received by January 16, 2025, 50% of the total amount will be due to ASSIOM FOREX Services S.r.l.; after that date, the full fee will be due to ASSIOM FOREX Services S.r.l.

**Method of payment - Payment by means is permissible:**

- Bank transfer in favor of ASSIOM FOREX Servizi S.r.l., VAT number 08953850966 billing code SUBM70N PEC [assiomforexservizi@legalmail.it](mailto:assiomforexservizi@legalmail.it) IBAN IT44 B030 6909 4001 0000 0066 860 at Intesa Sanpaolo - Agenzia 1876 Milan c/c 001227 -- BIC BCITIT33113

**Reason: Booth number - 31st ASSIOM FOREX Congress 2025**

**All bank charges must be borne by the originator.**

## **2. SPACES, SERVICES AND BOOTH SETUPS**

### **2.1 SPACES - TAB A**

Five types of exhibition packages and related spaces are available. The spaces are made available as a **pre-equipped booth** and the related fee shall be paid to ASSIOM FOREX Servizi S.r.l. in the manner and timeframe indicated in Item 1 and Tab A.

**IMPORTANT - The exhibitor will not be allowed to proceed with booth set-up operations unless he/she has paid, within the terms and in the manner indicated in item 1 above and in Form A, the fee due.**

### **2.2 CUSTOMIZATION TIME AND BOOTH RELEASE**

Setting up and dismantling of booths are the responsibility and expense of the Exhibitor, who must take care that **the booth is completely set up by 1 p.m. on Friday, February 14, 2025.**

Access to the fairgrounds will be granted to exhibiting companies' stand fitters who have submitted all the documentation mentioned in Section 2.4 below, equipped with appropriate access badges.

**OTHERWISE, ACCESS WILL NOT BE ALLOWED.**

**It is recommended that the following times be strictly adhered to for the customization and placement of materials**

- **Friday, February 14, 2025 from 9 a.m. to 1 p.m.**

**Release**

Saturday, **February 15, 2025 from 5 p.m. to 7 p.m.**

Booths must be **imperatively released and left clean as taken over by the Exhibitor by 7 p.m. on Saturday, Feb. 15, 2025.**

### **2.3 TECHNICAL ASSISTANCE TO EXHIBITORS**

The Organizer is at the disposal of Exhibitors to provide all technical details about the general services arranged within Il Lingotto Convention Center.

The following additional services may be requested by filling out the appropriate forms made available to exhibitors:

- Additional furniture rental
- Rental of electrical equipment and supplies
- On-site rental of video materials
- Plant and Flower Rental
- Catering Service
- Hostess Service
- Digital Printing Services
- Customized Services

Any requests for assistance should be sent to:

[eleonora.pisoni@assiomforex.it](mailto:eleonora.pisoni@assiomforex.it) (in copy at [espositori@assiomforex.it](mailto:espositori@assiomforex.it)) or by phone at 02 654761.

## **3. EXHIBITION SPACE MANAGEMENT**

### **3.1 SPACE ALLOCATION**

Allocation of spaces respects the chronological order of reservation. ASSIOM FOREX Servizi S.r.l. reserves the right to change the location of the stand, even if it has already been assigned, or to vary its size, if this becomes necessary due to technical causes or organizational needs. **In such cases, no refunds will be given.**

**IMPORTANT - In the event of force majeure and/or technical or organizational reasons, ASSIOM FOREX Servizi S.r.l. reserves the right to vary the Exhibition floor plan, booth locations, times and anything else that may be necessary without any reimbursement being claimed by Exhibitors.**

### **3.2 EXHIBITOR REGISTRATION - BOOTH STAFF DURING THE CONGRESS**

Each Exhibitor will receive badges for booth personnel present during the Congress hours: 10 badges for Platinum exhibitors; 7 badges for Gold exhibitors; 5 badges for Silver exhibitors, 3 for Bronze and Steel. Additional badges are at a cost of €250 + vat. **The badges are named, cannot be given to third parties and for security reasons must be worn for the duration of the Congress.**

The list of personnel must imperatively be received by ASSIOM FOREX Servizi S.r.l. (e-mail [espositori@assiomforex.it](mailto:espositori@assiomforex.it)) **no later than January 31, 2025.** Any substitution must be received in writing no later than 6 p.m. on Friday, Feb. 7, 2025. Substitutions not received in writing and not directly communicated by the exhibiting company contact person will not be accepted.

Each Exhibitor (staff at the booth) will be able to **pick up their badge from 2 to 5 p.m. on Thursday, February 13, and from 9 a.m. on Friday, February 14, 2025, at the registration desk.** Any other needs must be arranged with the Exhibit contact person (Eleonora Pisoni - e-mail [espositori@assiomforex.it](mailto:espositori@assiomforex.it))

### **3.3 RESPONSIBILITIES**

ASSIOM FOREX Servizi S.r.l. and Il Lingotto Convention Center shall not be liable for violations, loss or damage that may be caused to Exhibitor, its employees or property for any cause whatsoever, during the period of storage before and after the Exhibition and throughout the duration of the Exhibition.

The Exhibitor, upon signing the attached form, releases the aforementioned from any and all recourse for loss, damage or violation to materials or persons. The Organizers and the Lingotto Convention Center also shall not be responsible for damages due to causes or situations beyond their control such as war, panic, mobilization, riots, strikes, fires, floods, acts of sabotage and/or terrorism, impediments of various kinds to primary speakers, or other similar conditions that could cause substantial changes to the Congress program, postponement to another date, cancellation of the same, impede the normal course or even the implementation of the Exposition. **NO REFUNDS ARE PROVIDED IN THESE CASES.**

In any case, the Exhibitor is civilly and criminally liable for all damages to persons and property caused by the equipment, structures or anything else present in the area made available, as well as by its own actions or those of its Collaborators, Suppliers and/or Appointees.

### **4. SANCTIONS AND PENALTIES**

The Exhibitor and the Outfitter, if any, appointed to act on its behalf shall be liable for noncompliance with the provisions contained in these Rules and Regulations and shall be jointly and severally liable for all resulting liabilities, if any.

### **5. EXHIBITORS' INSURANCE**

In order to be eligible to participate in the Event, each individual Exhibitor must have a Material and Direct Damage policy in the All-Risks form with a waiver of insurers' recourse against Third Parties, including Centro Congressi Il Lingotto and its affiliated companies, to protect goods, machinery, equipment and fittings brought to and/or used in the Convention Center for the full value of said material.

In the event of a claim by its Insurer, the Exhibitor warrants to hold the above-named Persons harmless.

## **6. MERCHANDISE DISPATCH, MERCHANDISE RETRIEVAL AT THE END OF THE EVENT, EXHIBIT SPACE RETURN, CLEANING AND SUPERVISION**

### **6.1 SENDING and RECEIVING GOODS/STANDS.**

Materials for booth set up must be delivered strictly no earlier than February 10, 2025 to:

#### **FERCAM SPA**

*c/o Lingotto  
Nice Street, 294  
10126 TURIN  
Tel. +39 334 6237757  
Ref. Cristina May*

Packages should be labeled in this way:

- **Reference: 31° ASSIOM FOREX Congress - February 14 - 15,**
- **Name of exhibiting company and booth number**
- **Name and phone number of on-site contact person**
- **Destination point: Il Lingotto Conference Center - Via Nizza 280 - 10126 Turin**
- **Numbered in serie 1 of xx**

Exhibitors who wish to do so may bring their goods in person to the convention center starting at 9 a.m. Feb. 14.

### **6.2 MERCHANDISE RECOVERY AT THE END OF THE EVENT**

Recovery of exhibition materials/packages by the Exhibitor inside the booth and bearing the data, clearly legible, of the Exhibitor and the consignee will be carried out by **Fercam S.p.A**, which will collect the materials at its warehouses.

Any unlabeled merchandise left inside the booth for which specific pickup arrangements have not been made with ASSIOM FOREX will be sent to the public landfill 24 hours after the conclusion of the event, at the Exhibitor's expense.

Pickup of any leftover goods will be possible on Monday, Feb. 17 at:

#### **FERCAM SPA**

*c/o Lingotto  
Nice Street, 294  
10126 TURIN  
Tel. +39 334 6237757  
Ref. Cristina May*

Materials must be collected no later than Tuesday, Feb. 18.

Any goods not collected by the specified date will be sent to the public landfill at the expense of the Exhibitor.

**Requests for changes to this schedule** should be made to **ASSIOM FOREX Servizi S.r.l.** (e-mail [eleonora.pisoni@assiomforex.it](mailto:eleonora.pisoni@assiomforex.it)), which, in permitted cases, will give authorization and charge any extra costs to the applicant(s).

**ASSIOM FOREX Services S.r.l. does not assume any responsibility regarding theft, loss, damage of the goods to be withdrawn, holding itself as of now indemnified.**

### **6.3 REDELIVERY OF EXHIBITION SPACE**

At the end of the event, the exhibition space must be returned within the timeframe stipulated in Section 2.2. **in the same state as the delivery.**

### **6.4 CLEANING**

Cleaning during the period of the Exposition is included in the services offered.

## 6.5 SURVEILLANCE

ASSIOM FOREX Servizi S.r.l. shall provide, for the sole purpose of the smooth running of the exhibition, a neighborhood watch service during the hours when the exhibition is closed to the public without, however, assuming any responsibility for theft, damage or risks of any kind, none excluded. **All merchandise in the booth must be insured for its true value.**

During Exhibit and customization and release hours, the Exhibitor is responsible for the supervision of its booths.

Additional surveillance services may be requested at the Applicant's expense.

## 7. APPLICABLE LAW AND EXCLUSIVE JURISDICTION

This contract is governed by Italian law and any dispute arising from its application, execution and interpretation shall be deferred to the exclusive jurisdiction of the Court of Milan.

The Head of the Exhibiting Company declares that he/she has read and accepts in full and without reservation all the clauses contained in these Technical Regulations.

Place and Date

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Stamp and Signature for acceptance (to be replicated on all pages of the Regulations)

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