

6<sup>TH</sup> EDITION  
2018

# SEA FUTURE

SEE INNOVATION

EXHIBITION & BUSINESS CONVENTION

LA SPEZIA NAVY BASE 19-23 JUNE 2018

## VENUE & EXHIBITOR MANUAL

UNDER THE PATRONAGE OF



# SECTION 1

## HSSE Guidelines

### 1. Security

As an Exhibitor, you have a legal duty to care for the safety of anyone who may be affected by your activities. You are ultimately responsible for all aspects concerning the safety of your stand during the build-up, open period of the exhibition and tear-down. Please read the guidelines carefully and keep them for your reference, as they affect you, your staff, contractors and visitors during your participation.

All Exhibitors must abide by security procedures as established by the Organizers. Security services will be available onsite during the whole period of the Exhibition. Exhibitors are required to follow site security procedures and cooperate for any requests or concerns raised by the Organizers and security staff.

Exhibitors must report accidents to the Organizers and security onsite immediately. Exhibitors should never leave their belongings, stands and exhibits unattended during the whole period of the exhibition, build-up and tear down stages. Inform security or Organizers immediately if your stock or exhibiting materials are missing. If any safety & security procedure is violated by an Exhibitor or his staff and/or if the Exhibitor or his staff does not abide by the rules, the Organizers and venue reserve the right to close down the stand.

### 2. Contractors Safety Guidelines

All Exhibitors must cooperate with the Organizers to identify any potential hazards and maintain a safe environment for their staff, contractors and visitors.

All Contractors, Sub-Contractors, Suppliers and Employees who will be working at the La Spezia Navy Base are required to comply with safety, health and environmental procedures and guidelines, to carry out work in a safe manner and not to put themselves or others at risk.

**The following procedures and requirements are to be adhered to by Suppliers, Contractors, Sub-Contractors and their employees at all times during the move-in and move-out:**

1. Familiarization with the fire and emergency procedures established at the Venue.
2. Only designated service entrances, lifts and loading docks are to be used for the transportation of staff and materials.
3. All attire worn by contractors, sub-contractors and their employees must have visible company identification. This can be in the form of high visibility vests or uniforms.
4. All persons must wear covered footwear.
5. No thongs, sandals or open-toed shoes are allowed.
6. Alcohol is not permitted in working areas and no-one is allowed to work when under the influence of drugs or alcohol.
7. No-one under 18 years of age is allowed to enter or work on the premises.
8. All contractors, sub-contractors and their employees must use their own tools and equipment, which must be in a serviceable condition and appropriate for the task for which they are to be used. The Venue's equipment cannot be used unless prior approval has been obtained.
9. Proper scaffolding, including ladders and working platforms, must be used for any construction activities within the venue hall and must comply with the relevant safety and health regulations.
10. All contractors, sub-contractors and their employees are strictly prohibited from using the guest toilet facilities or loitering in the guest areas.
11. Smoking is not allowed at any time in the Halls and associated working areas.
12. No food consumption is allowed either at the "back-of-house" service areas and/or in the public spaces.
13. Contractors and sub-contractors must not damage the Venue or any part

## SECTION 1

### HSSE Guidelines

- thereof and cannot make any alterations to the structure of the building.
14. No attachment, fitting or detachment is to be made to the interior or exterior walls, floors, ceiling, or pillars of the building. This includes any equipment or device whatsoever, affixed to, or suspended from, any structure of the building, and includes attachments that would damage any surface or structure in any part of the building. A pre and post site inspection to identify possible damages or cleaning requirements will be conducted and any identified damages will incur into additional charge.
  15. Contractors and sub-contractors will ensure the removal of all debris, rubbish and packing materials from the premises.
  16. It is the responsibility of contractors and sub-contractors to apply for all the necessary permits with the local authorities before starting work in La Spezia Navy Base.
  17. All work performed by contractors and sub-contractors in La Spezia Navy Base must be carried out in a manner which minimises the risk of harm to their employees and those of other contractors.
  18. All contractors, sub-contractors must register with the Organizers and wear the supplied badge at all times when entering the event venue.
  19. Overnight accommodations are prohibited on the venue.

**Non-compliance with the above will result in the offender being prohibited from working in the La Spezia Navy Base. The Organizers reserves the right to add and/or change any of the procedures and requirements at any time.**

### 3. Personal Protective Equipment (PPE)

Personal protective equipment (PPE) must be worn at all times whilst in the venue during build up periods. PPE will include:

- Fully closed shoes – open shoes, sandals, thongs etc... are unacceptable. The Organizers strongly recommends the use of safety footwear with steel toe-cap. Any persons found to be wearing inappropriate footwear will be immediately asked to vacate the venue.
- Hi-visibility clothing must be worn at all times during the venue build up, tear-down and when in the loading dock areas.
- Hard hats must be worn when standing underneath scaffolding or working areas.
- Eye protection such as safety glasses, goggles or face shields must be worn when operating equipment which can cause risk of injury to eyes or face.
- Gloves must be worn where there is risk of injury to hands or fingers.

### 4. Emergency & Evacuation Procedures

The Venue has emergency and evacuation procedures to enable the successful evacuation of staff, Exhibitors and visitors in case of a fire or other emergencies. The Organizers will assist in the evacuation of large numbers of people if the need arises.

- All emergency exits must be accessible and unobstructed at all times.
- Familiarise yourself with all emergency exits at the venue and follow emergency exit signs in case of evacuation.
- In case of emergency stay calm and avoid spreading panic, inform the Organizers onsite immediately.
- Fire, sparks, welding and inflammable/explosive gas/materials are prohibited at the venue.
- Fire Extinguishers: All exhibits must not restrict access to firefighting equipment and must be designed in accordance with BS Standards and comply with the safety and fire regulations.
- All aisles, corridors, entries and fire exits are to be kept clear at all times.

### 5. Special Hazards

No hazardous substances or dangerous goods are to be brought into the venue without approval. Prior to approval for the use of any hazardous substances or dangerous goods, Organizers will require documentation justifying their use and a risk management plan showing how the risks associated with handling, storage, use and disposal, where necessary, are to be handled.

### 6. Insurance

Exhibitors are required to arrange all risk insurance coverage for the full duration of the exhibition, from the country of origin to the exhibition stand. Exhibitors shall ensure they are fully covered by insurance and take out public liability and comprehensive protection.

It is the responsibility of the Exhibitors to underwrite a contractor's third party liability insurance which covers any accidents or damages during the exhibition. The Organizers will not be responsible for the safekeeping of articles of any kind brought into the venue by delegates, Exhibitors, their agents, contractors, visitors, and/or any other person whatsoever.

### 7. Job Security

The Exhibitor have:

- to observe the applicable provisions on safety at work envisaged by the Consolidated Safety Act, Legislative Decree No. 81 of April 9, 2008 subsequent amendments, in respect to employees and workers
- to read carefully the document Risks Assessment and Emergency Plan related to the exhibition area Floors, prepared by the Organizers of the Event
- to read carefully the Document of the Interfering Risks Assessment prepared by the Organizers during the various phases of: furnishing and decoration of the venue, of the docks and external areas (use of venue is granted by the Navy Base to the Organizers)
- to allow easy passage of the public and to ensure the full viability of the emergency exits, avoiding any obstruction or protrusion that would hinder access to them
- to avoid any possible interference which may slow down the flow of people along the aisles (obstructions, materials piled up in the escape routes and transit aisles in general)
- to study carefully the position of fire-fighting equipment and first aid kits available, avoiding any damage
- Not to smoke inside the venue in accordance with Italian Law 16 January 2003 3, Art. 51
- not to store flammable materials, compressed gases or liquids and toxic or corrosive substances inside the stand
- to inform each Exhibitor's employee about the contents of the above regulations.

If you have any problems concerning Job Security contact the Prevention and Protection Service Manager at:

**CAM Urban Studio - Geom. Cesare Villa**

Via Lunigiana 618 - 19125 La Spezia

Tel 0187302152 - Cell. 3492119054

Email: cam.urbanstudio@gmail.com / cesare@camurbanstudio.com

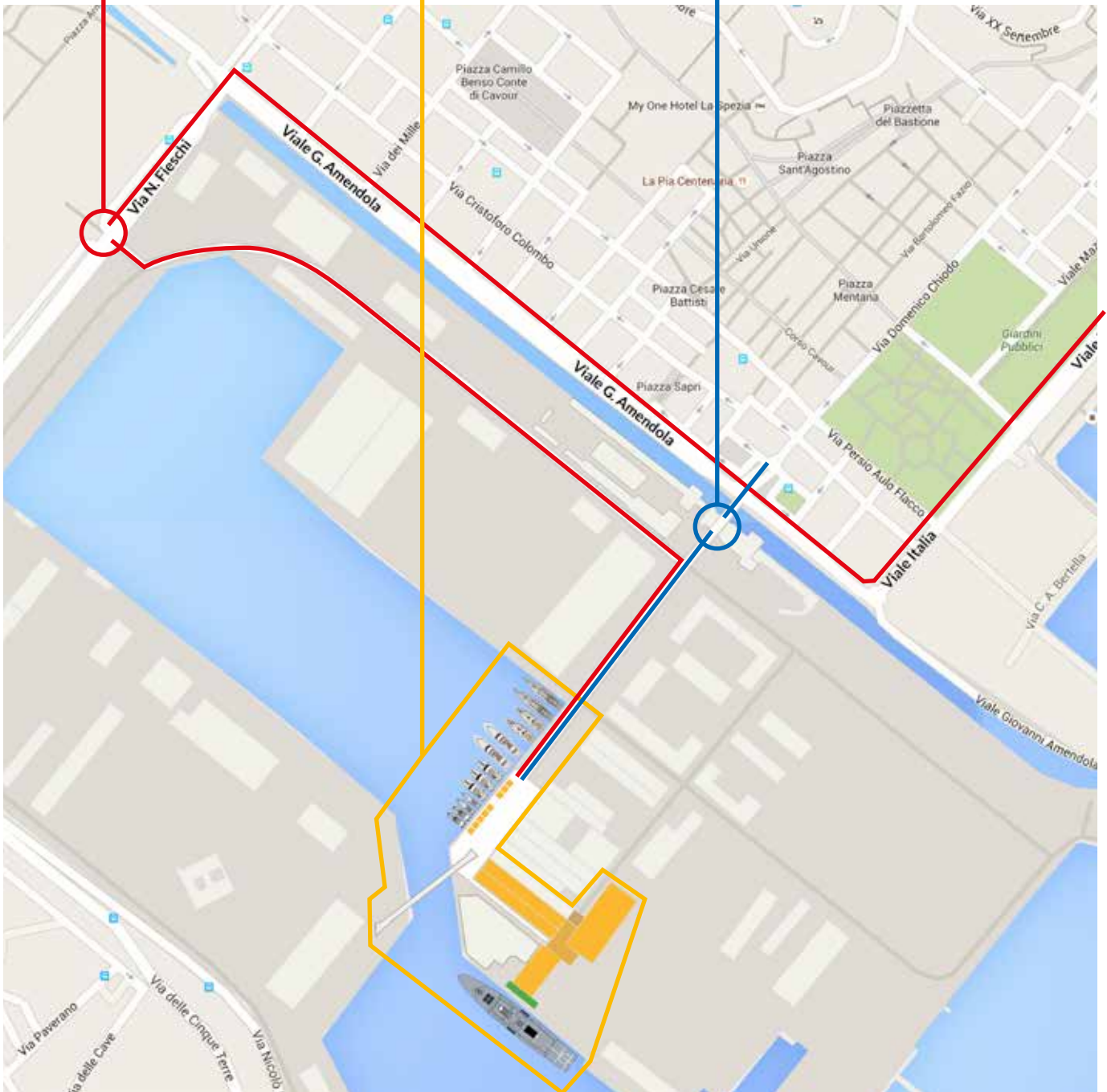
# SECTION 2 EXHIBITION RULES & REGULATIONS

## MAP

**Car route**  
**PORTA OSPEDALE**  
44°06'08.4"N 9°48'37.0"E

**Exhibition  
Area**

**Walking route**  
**PORTA PRINCIPALE**  
44°06'07.6"N 9°49'14.2"E



## 1. Admission

1. All Participants have to register and print their own badges by clicking on the dedicated link on [www.seafuture.it](http://www.seafuture.it).
2. All Participants have to show their ID Documents and printed badges to the Military Staff present at the main entrance of La Spezia Navy Base.
3. The completion of the registration/badge issue procedure does not automatically guarantee access to the Navy Base. Each SEAFUTURE participant must undergo anti-terrorism security checks, required by the Police. You will be informed by e-mail in case of rejection.
4. Participants must wear their Personal Badge at all times and cannot hand it over to anyone else.
5. The latest deadline for registration is 13 June 2018 (Wednesday).
6. It is absolutely forbidden to take pictures or videos with any device outside the Exhibition Area.

## 2. Venue Admission Hours

Day	Time	BUILD UP
Friday- 15 June	09.00 -18.30	Build Up
Saturday - 16 June	10.00 -17.00	Build Up
Sunday - 17 June	10.00 -17.00	Build Up
Monday - 18 June	09.00 -18.30	Build Up
Tuesday - 19 June	09.00 -16.00	Build Up
Day	Time	EVENT
Tuesday - 19 June *	18.00 - 21.00	Official Opening & MMI Tour
Wednesday - 20 June *	08.30 -18.00	Event Day
Thursday - 21 June *		
Friday - 22 June *		
Day	Time	TEAR DOWN
Friday - 22 June	18.00 - 20.00	Tear Down
Saturday - 23 June	10.00 - 17.00	Tear Down
Monday- 25 June	09.00 - 18.00	Tear Down

### Important notes:

- Access the Exhibition Halls during closing time will be allowed only to Military Staff and Organizers
- Neither stand set-up nor transportation of materials will be allowed after 16:00 midday on Tuesday, 19<sup>th</sup> June
- All stands MUST be fully ready for final inspection by Tuesday, 19<sup>th</sup> June at 16:00 midday
- All materials MUST be removed from the gangways and all Exhibitors and Contractors must vacate the Halls by Tuesday, 19<sup>th</sup> June at 16:00 midday
- The Organizers will NOT allow any extension of build-up time after Tuesday, 19<sup>th</sup> June at 16:00 midday

\* During event days Exhibitors are allowed in and out half an hour before and after opening hours

## 3. Build up - Tear Down

- 3.1 In order to access the Navy Base, it is mandatory to send to [info@seafuture.it](mailto:info@seafuture.it) the forms: "Richiesta permesso" ("Access request") and "Elenco merci" ("Packing list"), which can be downloaded from [www.seafuture.it](http://www.seafuture.it), in the download area of the Exhibitors section.
- 3.2 The above-mentioned filled-in forms must be sent at least 3 days before accessing the Navy Base, to comply with the required security checks.
- 3.3 During the build up / tear down days Exhibitors and service staff will access La Spezia Navy Base through "Porta Ospedale" providing ID document and packing list.

## 4. Payment & Cancellation

Deadline for payment of the balance: no later than 31 May 2018.

In order to be accepted by the Organizer, any order made after April 1, 2018 shall include the payment of 100% of the total amount, in accordance with the invoice sent by the Organizer. The allocation of the stand will be finalised on the date when the Exhibitors makes the payment of the total amount. If an Exhibitor

## SECTION 2 EXHIBITION RULES & REGULATIONS

fails to pay the balance on the agreed date, the contract shall be cancelled, under responsibility of the Exhibitor.

The Organizers shall keep the amounts already perceived as cancellation damages. The Exhibitor will declare to be able to pay the balance in full without knowing the features of his space and his stand. The contract can be cancelled by registered letter with acknowledgment of receipt, for any legitimate circumstances beyond the control of the Exhibitor, who must however supply proofs thereof.

A part of the total amount of the contract shall however accrue to the Organizer.

The retained amount is equal to: 50% after 01 April, and until 30 April 2018.

After 1 May 2018, the total amount of the order shall accrue to the Organizers on account of the costs already incurred, including in the event of relocation.

The Organizers reserves the right to claim and/or invoice the company for the cancellation costs as stated in the paragraph above.

### 5. Exhibitors Registration

All Participants have to register and print their own badges by clicking on the dedicated link on the Event website [www.seafuture.it](http://www.seafuture.it).

Deadline for registration is Wednesday, 13<sup>th</sup> June 2018.

### 6. Onsite Service Staff

Exhibitors should provide Exhibitor Badges for all their service staff who will be present at the stand during exhibition hours (hostesses, catering personnel, IT staff etc). Service staff must wear Exhibitors badges at all times during the exhibition period.

**Note:** Any false identification or misuse of Exhibitor badges or the assistance of unauthorised individuals in accessing the Exhibition area is totally prohibited.

### 7. Exhibitors Benefits for each 6sqm space

#### A Exhibitors will benefit from the following:

- 1 Conferences Kit (June, 20-21-22)
- 1 Welcome Cocktail Ticket (June, 19)
- 1 Networking Dinner Ticket (June, 20)
- 1 Italian Navy Band Concert Ticket (June, 21)
- Exhibitors can register on B2Match platform

Exhibitors can invite up to 5 guests.

Exhibitors will receive by e-mail a **promocode** to be forwarded to each guest.

Each guest will have to insert it when registering on Seafuture dedicated link.

#### B Co-Exhibitors will benefit from the following:

- 1 Conferences Kit (June, 20-21-22)
- 1 Welcome Cocktail Ticket (June, 19)
- 1 Networking Dinner Ticket (June, 20)
- 1 Italian Navy Band Concert Ticket (June, 21)

#### C Exhibitors and Co-Exhibitors can buy Extra Tickets:

Extra Tickets are available on [www.seafuture.it](http://www.seafuture.it)

- 1 Conference Kit (June, 20-21-22) € 200,00
- 1 Welcome Cocktail Ticket (June, 19) € 80,00
- 1 Networking Dinner Ticket (June, 20) € 100,00
- Exhibitors can register on B2Match platform

**Please Note:** prices are inclusive of VAT.

#### D Seafuture catalogue:

Exhibitors and Co-Exhibitors will have to provide catalogue data directly via the dedicated Seafuture link by Wednesday, June 6.

#### E Advertising opportunities [€ 1.000,00]:

If interested, please contact: [catalogue@seafuture.it](mailto:catalogue@seafuture.it)

#### EXHIBITIONS WINDOWS

The historical Navy Base hangar, where the Exhibition will be held, can be customized and be visible to all exhibition's participants. Sponsors will personalize the windows of the historical Navy Base hangar with the company logos and an image they will provide. **Windows are 3x6.5 metres wide.**

#### CATALOGUE'S ADVERTISING PAGES

Sponsors will have the opportunity to book one full advertising page (150x210mm.) in the official catalogue that will be distributed during the show.

## 8. Onsite Advertising

All advertising activities of the Exhibitor and his staff must be limited to the exhibition space agreed in the contract.

No advertising or canvassing for business may take place elsewhere in the exhibition halls, corridors, aisles, empty stands, entrances, registration areas, technical session area and on vehicles parked within the venue's car park, without the prior written consent from the Organizers. This includes distribution of leaflets, brochures, journals, etc.

**Notice:** The Organizers bear no responsibility for any statements or image which may cause offense; we suggest to avoid any cultural or historical references on promotional materials.

## 9. Hanging of Banners

Requests to hang posters, flags and banners above Exhibitors' stands are processed and approved by the Organiser's and the venue.

Hanging of posters, stickers, flags and banners on the walls, structures, aisles and floors of the Venue is prohibited as they are meant to be solely used by the Organizers and Sponsors. It is allowed to hang posters in the shell-scheme walls only with removable double-sided tape.

## 10. Dynamic Exhibits

All moving machines must be fitted with appropriate safety devices that function when the machines are in operation. These safety devices should be removed only when the machines are disconnected from the power source.

### **The general guidelines are:**

The working machines must be placed at a safe distance (at least one metre) from visitors.

- Any machinery or device displayed at the venue will be exhibited only inside the stand/booth.
- Only authorised personnel are allowed to operate the machines.
- Any plant and equipment that requires a licensed operator should be operated only by the appointed license holders.
- No machine or display shall be left unattended while in operation.
- Motors, engines, or power-driven machinery must have adequate fire and other appropriate protection against oil and other leakage. The operation of compressors, sprayers, auto trucks and similar machinery, powered by internal combustion engines, is prohibited.

## 11. Noise

The Exhibitors are advised that any audio system or electrical device producing irritating, intermittent and/or sequential sounds/noise is not permitted without prior approval by the Organizers and the Venue.

The distribution of noisemakers such as whistles, crickets, horns, etc... is prohibited. Audio presentations must be confined within the Exhibitor's booth so as to prevent any discomfort to the other Exhibitors, the work of our employees and/or visitors passing through the venue.

**The maximum allowed noise level is 85 decibels.**

## 12. Events/Ceremonies & Activities

Events and activities held by Exhibitors are allowed only within the physical limits of their stands during the opening hours of the Event.

## 13. Painting

The major painting of displays and exhibition materials is not permitted at the venue.

The following guidelines must be adhered to:

- Only non-toxic, primarily water-based, paints are permitted
- Floors are to be covered with plastic over-layer or drop sheets (not newspapers)
- Do not paint near the vertical structures (i.e. walls) of the venue
- Do not wash paint brushes and/or dispose of paint material in the hall toilets.

An industrial paint washroom is located near the loading dock where paint brushes can be cleaned and paint material disposed of. Cleaning charges will apply for any removal of paint stains from any part of the venue.





## 17. Instructions to build up the stand in the bare area

### 1. HEIGHTS AND REGULATIONS FOR FRONTS AND WALLS

The height measurements of the external part of the stand have to be between **2.5** and **5** metres. In any case, the perimeter of the stand must not exceed **5** metres in height and must not hamper or disturb the view of the nearby exhibition spaces.

The above mentioned heights must include all the structures on the front of the stand, including platforms.

If the set-up is made with American beams or metal structures, they can be left in view.

It is possible to install lighting equipment on the front of the stands, provided they are fixed at a height of between 250 cm and the maximum height of the stand, they have a protruding dimension of up to 15 cm, including lamp and fittings/brackets and do not interfere with nearby stands.

The walls adjoining the exhibition spaces of other companies must have a white, professionally made finishing in the part which overlooks nearby stands.

### 2. ENTRIES AND TRANSPARENT PARTS

Subject to the stand security and access regulations, we request that the overall amount of entries and transparent parts is not inferior to 30% of the sum of the free sides. Emergency exits are excluded from the calculation of this percentage. In case of closed sides, we recommend to organise them so as to avoid a blind wall effect on the corridors, in terms of architectural quality and artwork.

### 3. LOFTS

It is forbidden to build lofts for office and/or customers reception use.

### 4. HANGING EQUIPMENT

Hanging equipment of any kind is forbidden.

### 5. ELECTRICITY SUPPLY

Electricity supply, according to the requirements of the project, will be free. It is compulsory to give information about the position of the required plug ins on the map by May 25, 2018, to the e-mail address [forniture@seafuture.it](mailto:forniture@seafuture.it), specifying the amount of required electricity.

### 6. DEADLINES

Regardless of the dimensions of the stand, the build up project and the documents concerning the materials used to build it **must be sent by May 25, 2018** to the e-mail [forniture@seafuture.it](mailto:forniture@seafuture.it). They will be examined by organisers and competent customers services on the basis of the assigned space.

### 7. WARE HOUSE

The participating companies which need to store packaging and boxes, will have to inform organisers in writing to the e-mail address [forniture@seafuture.it](mailto:forniture@seafuture.it) by **May 25, 2018**, stating the sizes. There will be a free of charge transport service for inbound and outbound containers. Requests for this service must be made in advance to [forniture@seafuture.it](mailto:forniture@seafuture.it).

### 8. CONTACTS

For any information about the specific features of the stands, inspections and regulations for the build up, please send an e-mail to [forniture@seafuture.it](mailto:forniture@seafuture.it) or call **T +39 334 6242604**

## EXTRA EQUIPMENT AND FURNITURE

Storage 1 smq € 120,00 - Storage 2 smq € 180,00



Display 40" € 350,00



DVD Player € 70,00



Advertising display (small) € 35,00

Advertising display (high) € 150,00



Fridge 20Lt € 80,00

## GRAPHIC WORKS AND PRINTING SERVICES

Code	Description	Quantity	Euro*
PL_BAN	Fireproof Banner 510 gr.	sqm 1	50,00
PL_BAN	Fireproof Banner 510 gr. (assembly included)	sqm 1	85,00
ESP_YC-3	Eco Roll Up with bag (80x200)	nr. 1	160,00
ESP_HK2/100	Eco Roll Up with bag (100x200)	nr. 1	210,00
ESP_HK1B/150	Eco Roll Up with bag (150x200)	nr. 1	320,00
FX3_30X30	Panel 30x30cm printed forex 3mm	nr. 1	25,00
FX3_30X50	Panel 30x50cm printed forex 3mm	nr. 1	35,00
FX3_50X70	Panel 50x70cm printed forex 3mm	nr. 1	50,00
FX3_70X70	Panel 70x70cm printed forex 3mm	nr. 1	60,00
FX3_70X100	Panel 70x100cm printed forex 3mm	nr. 1	75,00
FX3_100X100	Panel 100x100cm printed forex 3mm	nr. 1	90,00

\* VAT not included

[ For extra equipment and furniture please send an e-mail to [forniture@seafuture.it](mailto:forniture@seafuture.it) ]



### ADMINISTRATION

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[www.seafuture.it](http://www.seafuture.it)

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