



GENERAL REGULATIONS

Stelline Conference 2025

(REFERRED TO BELOW AS REGULATIONS)

Art. 1 - DEFINITIONS

"**Exhibition**" is understood to refer to exhibition area, organized in Milan at Piazza Città di Lombardia in the period between **12 and 13 March 2025**.

"**Regulations**" is understood to refer to the present conditions of contract.

The terms "**Organizer**", "**Organization**" and "**Organizers**" are understood to refer to those responsible for the organization of the Exhibition and for drawing up the present contract in their role as lessors of the site and exhibition services - Argentovivo srl.

"**Partners**" is understood to refer to participants at the Exhibition utilising the exhibition areas.

"**Guest Partners**" is understood to refer to participants at the Exhibition who are dependent on other Partners.

"**Location**" means the location associated with the Partner which, depending on the agreements with the Organisation, may be located in the following spaces:

- Stelline in Piazza - Piazza Città di Lombardia - entrance from Piazza Città di Lombardia 1
- Foyer Auditorium - entrance from Piazza Città di Lombardia 1
- Spazio Biagi - entrance Nucleus 4 from Via Melchiorre Gioia 37

Art. 2 - REQUIREMENTS FOR ADMISSION

The Organizer reserves the final right to accept or refuse applications to participate in the Exhibition providing explanations in the case of non-admission. In any case admission is reserved exclusively for Partners whose activities are related to the product categories for which the Exhibition is authorised.

Art. 3 - APPLICATION FOR ADMISSION AND PAYMENT

The application, duly signed in all parts, must be returned to the Organizer via e-mail to bibliostar@argentovivo.it. At the same time as the application is sent the deposit decided by the Organizer for admission should be paid. The balance will have to be paid on receipt of the invoice and, in any case, **no later than 20^h January 2024**.

If the balance is not paid, the Organiser reserves the right not to admit the defaulting Partner to the Exhibition. The right of the Organisers to demand full payment of the amount due increased by a penalty of 20% of the amount due shall in any case be maintained, without prejudice to compensation for damages. Applications for admission not signed and/or not accompanied by the payment of the deposit will not be taken into consideration.

The presentation of the "Application for Admission" implies for the Partner the full acceptance of the present General Regulations as well as the obligation to comply with all the rules and provisions

issued, also at a later date, for the organisation, good functioning and safety of the Exhibition. The "Application Form" constitutes for the Partner an irrevocable contractual proposal for participation.

Art. 4 - ACCEPTANCE

The Organizer reserves the right to alter the location and fitting-out of the Exhibition Space in accordance with his own ultimate requirements. Any eventual alteration will not be subject to objection by the Partner nor to compensation for damages of any type. The Organizer will send to the Partner acceptance in writing of the application presented.

Art. 5 - WITHDRAWAL

Any cancellation by the Partner to participate in the Event, for whatever reason, must be communicated by pec addressed to the Organiser (argentovivo@pec.argentovivo.it). In the event that the Partner communicates by 17 February 2025 the non-participation, the Organiser shall be entitled to retain 50% of the down payment; in the event of cancellation after 17 February 2025 the full amount shall be retained.

Art. 6 - PREPARATION

The Partner will only be able to access the assigned space on 12nd March 2025 from 8.30 a.m.

In accordance with Law 81/2008 in personalising his own stand, the Partner undertakes to observe all technical and safety regulations as well as those concerning liability towards third parties.

In particular

A - No Partner may install in the space assigned to him furnishings and/or objects which could deprive light, disturb or cause harm in any other way to another Partner.

B - The space allocated to partners consists of 1 table + 2 chairs for Gold, Silver and Bronze formulas. For the Base formula, access to the area set up is provided with the use of the available spaces. Customization is done through table signs. The organization may vary what is provided by giving notice to the Partners and may, however, from time to time and at its sole discretion, authorize in writing exceptions to the agreements, duly justified, without this being invoked in any case by other partners and without others being able to complain about the exception itself.

C - The setting up of spaces in Palazzo Lombardia and Piazza Città di Lombardia has been defined, agreed upon and authorized by Regione Lombardia. Any exceptions may be requested in writing to the Organizer who, having verified feasibility and in its sole discretion, may authorize them under its supervision but at the full expense of the requesting Partner, who will also be charged the relevant restoration costs.

Art. 7 – ACCESS LIMITS

The governmental venue of Palazzo Lombardia forces the observation of obligations during access, **set-up (entrance from March 12 starting at 8:30 a.m.), unfolding and dismantling (by 7 p.m. on March 13)**. It is also necessary to notify the Organizer of the **names of the people that the partners - based on the number of admissions associated with the chosen formula - intend to register as audiences for the sessions**. Registration is recommended **by March 7, 2025**. It will still be possible to get accredited on the days of the Conference by showing a valid ID at the reception desks provided, unless all available seats are filled.

The Organizer has acted in accordance with the regulations therein for the temporary use of all spaces intended to host events in the buildings owned and in use by Regione Lombardia.

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Therefore, partners are allowed to bring promotional material in limited quantities directly to the assigned space or by prior agreement with the Organisers at the offices of Argentovivo (Via Lesmi 6 - 20123 Milan) - which manages these activities on behalf of the Associazione Biblioteche oggi - by 7th March 2024. The tables allow the use of a PC with a monitor of no more than 25/30 inches.

Art. 8 - RETURN - DISMANTLING OF EXHIBITION SPACE

The Partner may proceed to vacate its space on **13rd March 2025 by 7.00 p.m.** The space shall be returned in order and free of people and things, and all materials and set-up remnants shall be removed. The Organiser reserves the right to remove at the Partner's risk and expense all materials and anything else that has not been collected within the prescribed time limit. A Partner who has not completely cleared the stand within the prescribed time limit shall be liable to pay a penalty of up to Euro 1,000.00 without prejudice to any greater damages. The Organiser does not assume any custodial obligations for the materials and goods of Partners cleared directly.

Art. 9 - SURVEILLANCE

The custody and surveillance of the space, and its contents, during the course of the Event is the responsibility of the Partner. The Organiser is therefore not liable for objects or goods left unattended inside the space during the opening and closing hours of the Event to the public

Art. 10 - Partner'S RESPONSIBILITIES

The Partner shall be liable for all damages directly or indirectly caused to the Organiser, the venues, other Partners and any other third parties by it, its employees, auxiliaries and/or collaborators in the course of the Event.

Art. 11 - INSURANCE

Each Partner is invited to take out the following additional insurance policies, which must be shown upon request by the Organiser or the hosting organisations (Lombardy Region and the Municipality of Milan):

- a) **insurance policy** against theft (including damages through burglary) and against fire damage, malicious or negligent damage by third parties and associated risks up to the total value of the goods exhibited and exhibiting structures,
- b) **insurance policy** covering civil liability to third parties.

It is understood that all insurance cover should relinquish any action for compensation from the Organizer and should be valid for the full time period when the Partner and his goods are present in the Palazzo Lombardia and Piazza Città di Lombardia. Failure to take out the above insurance will imply forfeiture by the Partner of any possibility of claiming damages which would have been covered by the above policies, while the Partner will be directly responsible with regard to third parties and will hold the Organizer unaccountable and exempt from any claims that they may formulate against the Organizer.

Art. 12 - EXHIBITION CATALOGUE

The Organizer reserves the exclusive right to publication, distribution and sale of the Exhibition Catalogue. Details required for publication in the catalogue will be supplied by the Partner, under his own full responsibility, by filling in the form (page 1, Application for admission), which is to be returned to the Organizer **no later than 24th February 2025**, together with the consent form, in accordance with Law 675/1996 and subsequent changes and additions. The Organizer and his assistants will not be held responsible in any way for any errors or omissions which may occur in insertions in the catalogue.

Art. 13 - REPRODUCTION RIGHTS

The Partner gives his prior consent to the carrying out of graphic, photographic and/or cinematographic reproductions of the exhibition complex, pavilions and their contents and to the sale of such reproductions by the Organizer.

Art. 14 - OPENING TO THE PUBLIC AND ACCESS FOR EXHIBITORS

The Exhibition will be open to the public on **Wednesday 12 and Thursday 13 March 2025 from 9.00 am to 6.00 pm**. Partners will be able to access their stations half an hour before the scheduled opening to the public. The Organiser reserves the right to change the dates and opening and closing times of the Exhibition, without this giving rise to any claim for reimbursement or indemnity on the part of the Partner.

Art. 15 - CANCELLATION

In the event that the Exhibition, for whatever reason, should not take place, the Partner will be immediately informed and the amount paid will be retained in advance for the 2026 edition unless otherwise agreed; any further or different damages or compensation are explicitly excluded.

Earlier closures or temporary suspensions will not be grounds for the Partner to claim compensation, damages or reimbursement for whatever reason.

Art. 16 - OBSERVANCE OF LAWS AND REGULATIONS

The Partner must respect all provisions of the law and regulations which are applicable including, for example, laws protecting copyright, regulations of the S.I.A.E. (Society of Authors and Publishers), public safety

provisions, provisions concerning fire prevention, accidents, work hygiene, work safety and, especially, the provisions of Law 81/2008 and subsequent changes and additions.

In particular, the Partner is required to observe current regulations with regard to work safety and, especially, the provisions of Law 81/2008 (formerly Law 626/94 and Law 494/96) and subsequent changes and additions. The Partner shall promote the coordination action, also considering the specific risks of working inside Palazzo Lombardia and Piazza Città di Lombardia, defined in a non-exhaustive, but merely illustrative, manner by these guidelines. It must make the various parties who will be called upon to work inside Palazzo Lombardia aware of the prohibitions, prescriptions and risks present. The Organisation declines all responsibility for any fact or consequence deriving from failure to comply with the aforementioned legal provisions and reserves the right to claim damages of any kind in any forum where damages of any kind are caused to the Organisation as a result of any non-compliance.

Art. 17 - METHOD OF CANCELLATION

Violation of the rules laid down in articles 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16 and in the "General Provisions" will give the Organizer the right to cancel the present contract and demand the payment of a penalty of Euro 1.000,00 for damages caused, in addition to payment by the Partner of all sums owed and compensation for any further damage. Payment of the penalty can be required independently of the cancellation of the contract. Cancellation will take effect immediately after communication by the Organizer to the Partner of the decision to apply this right. If the Organizer should take this step during the course of the Exhibition, the Partner must immediately cease any activity within the Exhibition Space and arrange for its dismantling within the time period indicated by the Organizer. The Partner agrees not to make any objection and leaves the protection of his rights to possible subsequent judgement.

Art. 18 - ABANDONMENT

The Partner may not abandon the Exhibition Space during the course of the Exhibition. If nevertheless this should happen, for whatever reason, the Organizer will have the right to dismantle any material left, at the risk and expense of the Partner, and **a fine of Euro 1.000,00 will be charged to the Partner as compensation.**

Art. 19 - RECEIPT OF GOODS AT CONGRESS CENTRE

The management and control of goods receipt operations at the conference venues is only permitted by prior agreement with the Organiser. The Organiser shall remain extraneous to civil and criminal liability in connection with operations carried out by the Partner on its own account. The venues do not have a warehouse for the conference. Partners are therefore invited to send any materials as indicated in article 6 of these regulations, that is to say to the **offices of Argentovivo (Via Lesmi 6 - 20123 Milan) - which manages these activities on behalf of the Associazione Biblioteche oggi - by 7th March 2024, specifying company name and place of destination (Stelline in Piazza, location n°).**

Art. 20 - RESPONSIBILITY FOR GUEST PARTNERS

The Partner undertakes to make the Regulations known to, and respected by, Guest Partners and will be personally responsible for any violation or non-fulfilment attributable to them.

Art. 21 - PARTICULAR PROHIBITIONS

In particular, Partners are prohibited from the following:

- any form of advertising outside the assigned space. Distribution of publicity material is permitted only in one's own exhibition area and leafleting is expressly forbidden;
- any performance or entertainment initiative, of whatever kind, even if limited to the assigned space and aimed at the presentation of products, without prior authorisation from the Organizers;
- taking photographs and/or films, or similar activities, in one's own stand (when products and/or structures of third parties come within the frame), or in the pavilions or external areas, without prior authorisation from the Organizers.

Art. 22 - USE OF TRADEMARK

The Partner may use the official trademark of the Exhibition in his own communications and printed materials, exclusively with the original form and lettering, only after obtaining explicit written authorisation for its use from the Organizers.

Art. 23 - TREATMENT OF PERSONAL DATA

Information for those concerned, in accordance with Law 196/03 entitled "Code dealing with protection of personal data" and the GDPR - 2016/679.

The Partner should take note that:

- a) the data supplied is necessary for execution of the contract and the provisions of civil and fiscal law;
- b) refusal to supply the data will imply non-stipulation of the contract by the company;
- c) in addition to the above purposes, handling of data is also carried out for objectives of commercial information and the sending of advertising material, i.e. the accomplishment of market research or interactive commercial communication;
- d) communication of data can be carried out also by other parties, entrusted by and/or contractually linked to the Organizers, for the above objectives;
- e) at any time the Partner can exercise his rights (as in art. 7 of the Law cited, subsequently amended by articles 8 and 9) including to oppose, entirely or partly, for legitimate reasons, the handling of personal data concerning him, even if it is pertinent to the objective of the data collection, as well as the handling of personal data concerning him for purposes of sending advertising material or direct sales or the accomplishment of market research or commercial communication;
- f) the data handling proprietor is Argentovivo srl - Via Lesmi 6 - 20123 Milan, Italy;
- g) handling is carried out also by computerised methods and the data is stored in the offices of Argentovivo srl.

By signing the application for admission the Partner also gives his consent that the data concerning him should be subject to all the handling operations listed in art. 4, no. 1, letter a) of the Law cited.

Art. 24 - INTELLECTUAL PROPERTY

It is strictly forbidden to draw, copy, measure, photograph or reproduce in any way any objects exhibited, without explicit written authorisation from the Partner concerned. Partners cannot oppose graphic, photographic or cinematographic reproductions of the exhibition complex and its contents nor the sale of such reproductions, if arranged by the Organizers.

Art. 25 - ADVERTISING

The exercise of advertising in whatever form, is reserved exclusively to the Organizers. Any form of loud advertising, including through the use of audio or visual equipment, is strictly prohibited, as is the distribution of catalogues, leaflets and publicity material of any kind outside the Exhibition Space. Any activity that could disturb or damage the image of the Organizers or the proper functioning of the Exhibition, such as interviews, campaigning for subscriptions etc., is also forbidden outside the Exhibition Space.

However, the Organizers reserve the final right to allow exceptions in this matter, without this necessarily being applied to other Partners and without giving grounds for complaint about the exceptions.

Art. 26 - RESPECT FOR REGULATIONS

Partners are required to follow the provisions of the Regulations, in addition to all other legal requirements for public safety. Any breach may lead to the immediate exclusion, temporary or definitive, of the Partner contravening the rules without any right to reimbursement or compensation of any sort. The Organizers are free to decide on the best use of space vacated as a result of exclusion for breach of the Regulations.

Art. 27 - ISSUING OF NEW RULES

The Organizers reserve the right to issue further rules and provisions, providing prior written notice, with immediate obligatory effect.

Art. 28 - PARTIAL NULLIFICATION

The nullification of one of the articles of the Regulations, or one of their parts, will not invalidate the remaining articles or any of their parts.

Art. 29 - PLACE OF LEGAL JURISDICTION

The sole jurisdiction competent to resolve any legal controversies relating to the current Regulations, or deriving from an Partner's participation in the Exhibition, is the court of justice in Milan.