



Firenze
Stazione Leopolda

11-12-13
Novembre
2010

Domanda di Partecipazione

Salone
dell'Arte
e del Restauro
di Firenze®

www.salonerestauofirenze.org

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1. PARTICIPATION REQUEST

The subscriber: _____ in his/her capacity as manager/director/legal representative of the organisation/association/company below has read the General Regulations and Technical Regulations and fully accepts all points therein with no exception and requests to participate in the Florence Art and Restoration Fair, which will take place at the Stazione Leopolda (Via Fratelli Rosselli 5, Firenze) from the 11th-13th November 2010.

2. GENERAL INFORMATION

Company Title				
Address				
Postcode - Town - County - Country				
VAT Registration Number.				
Telephone	Fax	Mobile		
E-mail				
Web Site				
Area of Activity				
Billing address (if different from the one above)				

3. STANDS, COSTS AND ADVERTISING

Inscription Fee including mandatory RC terzi public liability, theft and other risks insurance, free wireless, presence on the website of the Fair (www.salonerestauromfirenze.org), presence in the official catalogue, presence in the "Corriere del Salone", 1 copy of the catalogue, 10 free entrance coupons, 3 invitations to the inauguration ceremony.	Tot. Euro	300,00
The subscriber requests the following display space (mark with an X on the preferred option)		
Furnished Stand (€ 215,00 + VAT per msq.)	Msq. (12) (24) (36) (48) (60) (72) (84) (96)	Tot. Euro
Unfurnished Stand (€ 175,00 + VAT per msq.)	Msq. (12) (24) (36) (48) (60) (72) (84) (96)	Tot. Euro
Unfurnished display panel cm 100x250 (€ 400,00 + VAT each)	Number of panels: (1) (2) (3) (4) (5) (6) (7) (8)	Tot. Euro
Total cost of additional furnishings (as stipulated on form 05 available upon request)	Tot. Euro	
Company Banner on the Home Page of the Fair's website (€ 350.00 + IVA)	Tot. Euro	
Colour publicity photo on the back cover of the official catalogue of the Fair (€ 1.800.00 + IVA)	Tot. Euro	
Colour publicity photo on the front inside cover of the official catalogue of the Fair (€ 1.800.00 + IVA)	Tot. Euro	
1 whole inside page in the official catalogue of the Fair (€ 1.200.00+IVA)	Tot. Euro	
½ page in the official catalogue of the Fair (€ 1000.00+IVA)	Tot. Euro	
Graphic design and production of a Poster cm 100x250, printed on forex, to be positioned on a panel (€ 400,00+VAT each).	Tot. Euro	
N.1 editorial and company logo in the "Corriere del Salone del Restauro di Firenze", (€ 350,00+VAT).	Tot. Euro	
1 whole inside page in the "Corriere del Salone del Restauro di Firenze" (€ 900.00+VAT)	Tot. Euro	
½ inside page in the "Corriere del Salone del Restauro di Firenze" (€ 700.00+VAT)	Tot. Euro	
¼ inside page in the "Corriere del Salone del Restauro di Firenze" (€ 500.00+VAT)	Tot. Euro	
Stand cleaning service (€ 50.00+VAT)	Tot. Euro	
Sub Total	Tot. Euro	
VAT 20% of Subtotal	Tot. Euro	
TOTAL (Subtotal + VAT)	Tot. Euro	
20% deposit to be paid upon confirmation of inscription	Tot. Euro	
Remaining total (The subscriber must pay the full amount before the 30th September 2010)	Tot. Euro	

5. PAYMENT

The subscriber has attached the following documents (mark with a cross):

- SIGNED COPY of the General Regulations.
- CHEQUE (non transferable)

N° _____ Bank _____

Made payable to ISTUR CHT FIRENZE

Or

- PHOTOCOPY of a bank money transfer made out to Istur CHT at UNICREDIT BANCA - Via Brunelleschi 11 - 50123 Firenze IBAN Coordinates: IT 69 K 02008 02820 000010382276.

Consent

The Subscriber freely gives consent for his/her data to be used for activities not strictly related to the fulfilment of the contract but provided by the Seller to improve and publicise their services and goods. The Subscriber particularly gives consent for his/her data to be used to receive for promotional initiatives, new product advertising, services and offers from Istur CHT and its partners:

(mark with a cross): YES NO

Date

Stamp – Signature of Legal Representative

PRIVACY

Dear Sir/Madam,

We would like to inform you that in order to provide the services requested, the **Salone del Restauro di Firenze** will need to use your personal data (data already in our possession or to be supplied by you). Your personal data will be inserted into our database and will be treated in full respect of the legislative decree 196 of the 30th June 2003 (Code regarding the protection of personal data). Based on this law the data will be processed under the principles of propriety, legality, transparency and protection of your privacy and rights.

Under Art. 13 we inform you that the data will be received and processed by manual and computerised means in order to manage the documentation and administrative obligations regarding the **Salone del Restauro di Firenze**. Data and images are used both for internal archiving systems and for educational and/or promotional publications (Catalogue, Editorials, Web Pages, Books etc.)

The **Salone del Restauro di Firenze** is also authorised to transmit data to laboratories and public and private centres that carry out market research and/or statistical analysis operating on a national and international level. The conferral of data is optional. In the case of a refusal to confer data it will not be possible to carry out the abovementioned procedures. Your data will not be communicated to companies and organisations for statistical purposes, advertising communications and similar activities. Inside the Association your data will be processed by the Guarantor for the protection of personal data; the data can also be communicated to personnel in the teaching and administrative offices as they are responsible for processing data. You can apply to the owner of the Association and the manager of data processing to assert your rights as laid out in Article 7 of the d. lgs. N. 196/2003, namely to have confirmation of the existence or non-existence of data referring to you, deletion, change into anonymous form, restriction of the processed data in violation of the law, updating, rectification or rather the integration of data and obtaining a certificate that the aforementioned operations have been brought to the knowledge of those who have received or distributed the data. The manager of the data processing is the Association **ISTUR CHT Associazione No Profit (owner of the trademark Salone del Restauro di Firenze)**, legal address in Via Maggio, 13 – 50122 Florence. In our Association data is processed by employees and co-workers in the field of their respective job descriptions and conforming with the instructions received, solely for the purpose of the specific operations previously indicated. The full list of personnel responsible for data processing is available at the Association's main offices. To obtain a copy you can contact the Secretariat.

Consent

The Client, having acquired the information relative to Article 13 of the d. lgs. 196/2003, is informed about their personal data processing and declares to have received and read the information. In choosing to tick YES the Client freely gives their consent for their data to be used for activities not strictly linked to the fulfilment of the contract, but useful for becoming acquainted with new services offered by the Seller. The Client particularly gives their consent for their data to be used for promotional initiatives, advertisement of new products, services and offers from Istur CHT and its partners.

(mark with a cross)

- YES
- NO

Place and date

Legal Representative

Surname	Name

Signature

GENERAL REGULATIONS

Art. 1 ORGANISATION-TRADEMARK- VENUE-DATES AND TIMES

ISTUR-CHT Associazione no-profit is legally based in Florence, Borgo S. Croce 10 and operationally based in Via Maggio 13. It holds the trademark Salone dell'Arte e del Restauro di Firenze. ISTUR-CHT and its Secretariat (hereafter referred to as Segreteria Organizzativa or the S.O.) is organising the Salone dell'Arte e del Restauro di Firenze (Florence Art and Restoration Fair).

The Florence Art and Restoration Fair will be held in Florence at the exhibition centre run by Stazione Leopolda S.r.l. inside the Stazione Leopolda, Via F. Rosselli, 5, Firenze, from the 11th to the 13th November 2010 with the following opening times: 09:30-18:30; ISTUR-CHT reserves the right to modify the opening times for technical or organisational reasons if necessary. If the Fair is cancelled the exhibitor has the right to a refund of all payments received, without any obligation on the part of ISTUR CHT to provide compensation. The event is open to the public; the entrance ticket costs 10 Euro (full price) and 5 Euro (reduced price).

Art. 2 ADMISSION TO THE FAIR

People who can request to take part in the Fair include: organisations and associations, restoration companies and their associates, professional restorers, schools and universities, and whoever works on an international level in either the public or the private sector in the fields of art in restoration, conservation, diagnostics, restoration and the promotion of cultural and environmental heritage. The exhibition of products and/or services by the same company on various stands from the same operative sector is not permitted. Companies who do not wish to participate directly can request permission for their agents, representatives or dealers to attend, who are required to attach a list of the products they wish to exhibit. The S.O. reserves the right to use its judgement to admit or to exclude companies, organisations or institutions who may or may not come under the abovementioned list of bodies, as they can also choose to exclude products and/or services put forward by them, providing a clear statement of reasons.

Art. 3 PARTICIPATION REQUEST AND INSCRIPTION FEE

The Participation Request must be sent to the S.O. before the 30th July 2010, along with all requests for additional services.

In signing the Participation Request the exhibitor fully accepts the General Regulations, the Technical Regulations, and any other requirements or instructions subsequently emitted by the S.O. If there is available space the S.O. reserves the right to use its judgement to accept participation requests that arrive after the 30th July 2010.

The participation request is only valid if it is accompanied by the receipt of the Inscription Fee of euro 300.00, the down payment for the stand and for any other services required including VAT. The full total for the hiring of the stand and any other additional services must be received by the 30th September 2010. If the full total of payments due has not been received by the date stipulated, the space reserved will be forfeited and the deposit retained.

The Inscription Fee includes compulsory R.C.T. civil liability insurance (Responsabilità Civile Terzi), Free Wireless, the presence of the exhibitor on the Internet site (www.salonerestaurofirenze.org), and in the catalogue, presence in the "Corriere del Salone",

1 copy of the catalogue, 10 free entrance coupons and 3 invites to the inauguration ceremony. The Inscription Fee is not refundable in any circumstances but it is valid for the following two years to participate in subsequent editions of the Fair.

Art. 4 LIMITED RESPONSIBILITY

The S.O. accepts absolutely no responsibility for damage caused to third parties through the exhibition of services, products or samples.

Any dispute over the content of products, samples or services on display must be addressed to the exhibitor, who agrees to assume all responsibility, relieving the S.O. of any form or type of liability derived from said display of products, samples or services on the stands of the Fair, including material in publications linked to the event.

Art. 5 CONSIGNMENT OF THE STAND

The S.O. reserves the right to assign spaces without giving a statement of reasons to exhibitors, whose preferences are only of an indicative nature. For organisational reasons the S.O. can modify the type of stand assigned and the exhibiting zone/area provided at any time, even after their assignment, without having to compensate or indemnify exhibitors. If the S.O. cannot assign the type of stand requested and/or the metres squared requested, the monetary difference will be settled upon conclusion of the Fair. Stands cannot be transferred, even partially, to another exhibitor. Upon authorisation from the S.O. stands can be occupied by several exhibitors together who have each paid their own Inscription Fee.

Art. 6 STAND DIMENSIONS AND DISPLAY POSTERS

The Stands can be hired furnished or unfurnished. The minimum size is 12 msq (4 m x 3 m or 6 m x 2 m); The vertical display posters are 100 cm x 250 cm.

Art. 7 STAND DESIGN

In the case of unfurnished stands, the exhibitor must present the furnishing plan of their space to the S.O. which, according to the "Technical Regulations", will declare it to be suitable or unsuitable, stating motives, through the Technical Office. Once technical clearance has been given the exhibitor can take possession of the space to be furnished.

Art. 8 CONSIGNMENT OF THE STAND

The consignment of stands and display areas will take place:

Unfurnished Stands - from 3 p.m. on 9th November 2010 to 6 p.m. on 10th November 2010.

Furnished Stands - from 8 a.m. to 6 p.m. on 10th November 2010.

The stands and display areas must be fully furnished by 6 p.m. on 10th November 2010. Failure to do so will result in the termination of the agreement for breach of contract. In the case of pre-furnished stands the exhibitor must communicate the existence of previous damage to the S.O. as soon as they take possession of the stand.

Art. 9. FURNISHING OF THE STAND

The Stand must be furnished according to the terms laid out in the Technical Regulations. The exhibitor must furnish their stand within the surface area assigned to them. The exhibitor must not exhibit products or any other material in the corridors or communal areas and they must not alter the basic stand furnishings in any way. The graphic design and printing of the exhibitor's

name will be done by the S.O. in order to guarantee conformity. Before furnishing their stand exhibitors must assure that they have been assigned the correct area and position. In the case of unfurnished stands, all responsibility for the furnishings must be exclusively assumed by the exhibitor, who expressly excludes the Stazione Leopolda srl and the S.O. from responsibility for damage caused by defects in design and construction. The S.O. is allowed to examine designs for stands which do not meet required standards and the exhibitor must provide technical drawings and the names of the person/people responsible for the structural design as well as fixtures, fittings and installations. If the required declarations and documentation requested in the Technical Regulations for responsibility of furnishings and electrical installations is not provided, the S.O. can close the stand and adopt necessary measures to guarantee safety, for which the exhibitor will assume all civil and penal responsibility. The S.O. can impose certain rules, according to work safety regulations, governing access to display areas during the set up and take down period. Failure to observe these safety regulations can lead to prosecution.

Art. 10 MANAGEMENT OF THE STAND

The management of the stand for the duration of the event (from 9:30 a.m. on 11th November 2010 to 6:30 p.m. on 13th November 2010) is the sole responsibility of the exhibitor who is required to respect all the technical and safety regulations indicated by Stazione Leopolda S.r.l. and the Technical Regulations. The Exhibitor must abide by the indications provided by the authorities for Public Safety, fire prevention, work injury prevention and surveillance over areas open to the public. The Exhibitor must be present when the Safety Commission comes to check their stand and must be in possession of all the documentation and certificates regarding the materials in use.

Art. 11 CLEANING OF THE STAND

The S.O., during the event, will organise the cleaning of the corridors and other communal areas. The cleaning of the stand is the responsibility of the Exhibitor who will be able to use their own staff or avail themselves of the cleaning service provided by the S.O.: in which case it will be billed as an additional service.

Art. 12 DISMOUNTING THE STAND

The dismantling of the assigned stand can only begin after the closure of the Fair, from 6:30 p.m. to 10:30 p.m. on 13th November 2010 and from 8 a.m. to 12:30 p.m. on 15th November 2010.

On the last day of the Fair the packaging of exhibited materials for any reason is not permitted before the closure of the Fair to the public. In event of delays the S.O. will oversee the clearing of the space themselves, charging a fine of 500 Euro in addition to any other expenses regarding the operation and compensation for any moral or material damage caused. The stands must be re-consigned in the condition in which they were assigned. Any damage to the stands will be charged to the Exhibitor. The S.O. does not accept any responsibility for products, materials or anything else left unguarded by exhibitors.

Art. 12 SURVEILLANCE

The S.O. will provide a general service of day and night security for the exhibition venue for the duration of the Fair and for the setting up and dismantling days. However, the S.O. accepts no responsibility for damage to third parties or theft of the Exhibitors' property. The Exhibitor must

guard their own stand during the opening hours to the public. the S.O. accepts no responsibility for goods, materials or anything on display left unattended on the stand or throughout the venue of the Fair, nor will it be responsible for any damage caused by the Exhibitor to third parties through the exhibition of certain services, products or samples.

Art. 13 INSURANCE

Exhibitors are obliged to accept the cover of the Civil Responsibility insurance policy stipulated by the S.O. in the interest of each single Exhibitor. The insurance cover is valid for the whole duration of the event. The policy covers the civil responsibility of each single Exhibitor or participant in the event of damage caused to third parties by goods, posters and advertising material, furnishings on the stands, machines including demonstration material and anything belonging to them and in the spaces assigned to them, for themselves and the people responsible for them, including installations set up autonomously or by third parties, or by Stazione Leopolda S.r.l. The abovementioned conditions are part of the policy that the Exhibitor can see in full at the S.O. The cost of this insurance service is included in the Inscription Fee.

Art. 14 PARKING

Thanks to an agreement with Firenze Parcheggio spa, exhibitors can leave their vehicles in the car park Porta a Prato for 10 euros a day (instead of 1,5 euro per hour). To obtain the necessary coupon please contact the S.O. For other parking, drop-off and pick-up conditions please refer to the Technical Regulations.

Art. 15 PROHIBITIONS AND LEGAL OBLIGATIONS

It is expressly prohibited for Exhibitors: to sell their goods with immediate effect on site; exhibit prices, except in the areas where the S.O. has declared it to be possible; exhibit material which is prohibited by Italian law or by the Washington Convention; exhibit products which do not belong to the field of activity indicated on the Participation Request; apply materials with glue, unremovable sticky tape or other kinds of fixings (nails, screws, clamps etc.) on the walls, doors or floors; modify their stand from the layout agreed; yield their stand or exchange it with others, even partially; exhibit posters or sample material, even on an indicative basis, for companies not listed in the Participation Request; exhibit material outside their stand, on pain of immediate removal at the Exhibitor's expense; distribute promotional material outside their own stand; establish storage areas with materials other than those indicated by the S.O.; use food products that emanate strong smells or odours or accept payment for said products; use mobile phones at a high volume; smoke inside the venue ; leave rubbish from their stand in the corridors or communal areas; access the technical installations areas; take photographs, make videos or draw inside the Fair without specific authorisation from the S.O.; collect signatures, make petitions, declarations or advertising without previous permission from the S.O.; attract the public with phonic material, music or vocal means; search for people by means of loudspeakers; diffuse music or sounds without specific written permission from the S.O. with previous payment of royalties and copyrights, without bothering exhibitors or visitors; promote

views or political or religious propaganda, or other activities unrelated to the Fair; affix promotional material on poles, pillars, trees or walls belonging to Stazione Leopolda S.r.l.; bring dogs or other animals into the venue, except for guide dogs; remain on the stand or in the pavilion after the closure of the Exhibition or at unauthorised times without special permission.

The Exhibitor is obliged to: be present on the stand with their staff for the duration of the Fair; use staff provided with a security badge in accordance with current legislation regarding work; maintain the place assigned to them and its furnishings perfectly until the end of the event and oversee its daily cleaning; observe and make sure staff observe the regulations emitted by the S.O.; furnish the areas according to current regulations providing necessary certification; organise their own expenses for the temporary importation of products or material from abroad. If any of these obligations are not respected there will be a contractual fine from 100.00 Euro (one hundred euro) to 1,000.00 Euro (one thousand euro) based on the type of infraction committed and recorded in writing by the S.O. Failure to comply with the technical prohibitions regarding the conservation and safety of people and objects emitted by the S.O or Stazione Leopolda S.r.l. will result in: the immediate cancellation of the contract by written communication from the S.O. to the Exhibitor on their stand; the immediate closure of the stand; the withdrawal of access passes to the Fair venue.

Art. 16 CATALOGUE AND PROMOTION

ISTUR CHT undertakes, at its own expense and without responsibility for errors or omissions, the printing and the distribution of the official catalogue which will contain the profiles of the Exhibitors at the Fair, who complete their requests and are approved before the 30th September 2010.

The catalogue also contains technical reports, photos of the Fair and paid publicity space. ISTUR CHT undertakes, at its own expense, to distribute information (potentially in an summarised or abbreviated form) contained in the participation request on the Exhibitors and their products and/or services presented at the Fair using communication means and techniques it considers to be suitable (prints, CD ROM, internet or others), without any responsibility for omissions, errors or mistakes. For this and other subsequent promotion projects ISTUR CHT can use photos and video recordings of any of the stands or products without any compensation claims from the Exhibitor or people of any kind exhibiting various materials on the Exhibitor's stand.

Art. 17 WITHDRAWAL OR ABANDONMENT

According to the Italian legislative decree D.lgs. 185 of the 22/05/1999, according to the European Directive D97/7/CE, the participant can withdraw from the contract within ten working days of having signed it by sending a fax to the S.O. which must be followed by a letter sent by recorded delivery within 48 hours: in this case they have the right to receive a refund of all payments made. Participants who withdraw before the 30th July 2010, except in the event of a withdrawal with 10 days of the signature, only has the right to receive a refund of the Participation Fee. The Inscription Fee will be

retained by ISTUR CHT and can be used by the withdrawing participant for the subsequent two editions of the Fair.

Participants who withdraw after the 30th July 2010 or those who do not take possession of their stand will default and have to pay the total sum of the stand requested, including compensation to ISTUR CHT for any direct or indirect damage caused. In any case the S.O. can assign the previously requested stand to another Exhibitor. ISTUR CHT can recede from the participation contract at its discretion until two weeks before the opening date of the Fair, and – for reasons pertaining to the organisation of the event and the efficient carrying out of the event - until the day of opening. In this eventuality the S.O. will not be obliged to compensate or indemnify participants but it will refund the Inscription Fees and the Participation Fees it has received. The S.O. reserves the right to exclude defaulting Exhibitors from subsequent editions of the event.

Art. 18 GENERAL OBSERVATIONS

The exhibitor agrees to elect his domicile, according to Italian law, at the premises of the Fair and unreservedly accepts Italian jurisdiction. The exhibitor also agrees to recognise the authority of the Foro di Firenze (Tribunal of Florence). Any complaints must be sent to the management of ISTUR CHT Associazione no-profit no more than 10 days after the end of the Fair for them to be considered valid. For any controversy regarding the interpretation, execution or validity of the present contract the Foro di Firenze will be consulted.

Art. 19 PERSONAL DATA PROCESSING

The exhibitor gives their consent for their personal data to be processed according to Italian privacy law (art. 13 of legislative decree n. 196/2003).

Read, approved and signed.

Place and date,

The Subscriber (stamp and signature)

According to articles 1341 and 1342 of the Civil Code the Participant specifically and expressly approves and accepts the conditions laid out in clauses 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19 in this document "General Regulations".

Place and date,

The Subscriber (stamp and signature)