

EXHIBITION REGULATIONS

GLASSMAN ITALY 2026

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1. PRELIMINARY INFORMATION

"BolognaFiere" refers to BolognaFiere S.p.A.

"Organiser" refers to Quartz Business Media Ltd – Show Name: Glassman Italy 2026

2. GENERAL PROVISIONS

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

The Exhibition will take place from the date of 4th- 5th to February 2026 = Show Days in the Bologna Exhibition Centre and will be open between the hours of 10:00-17:00 = 4th and 10:00-16:00 = 5th - Show Days

Exhibitors will be able to access the stands between the hours of 08:00-17:00 and 08:00-16:00 = One hour prior to both show open days allowed

On the date of 4th - 5th February 2026, Exhibitors will be able to access the stands from the time of 08:00.

2.B - Stand availability - delivery

The stands and areas will be made available to Exhibitors from the date of **Monday 2nd of February** and must be completed by the time of **6.00 p.m.** on the date of **Tuesday 3rd of February**. The Exhibitor must ensure that the chosen fitter undertakes to comply with the aforementioned deadline, adding the implementation time scales to the contract.

Pre-assembled stands will be made available to Exhibitors from the time of **8.00 a.m.** on the date of **Tuesday 3rd of February**.

2.C - Access to the Centre during the stand set-up period

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

From the PASS page, the Exhibitor can authorise entry to the Exhibition Centre of any appointed companies (fitters, suppliers, couriers, etc.) by assigning them the relative documentation. The Appointees will receive an automatic email from the system with the credentials to access the pass portal. Please remember that on the pass page, both the Exhibitor (with their own account) and the Appointee (with their own account) can enter the names of their own staff and the license plate numbers of their vehicles to print the passes necessary to access the Exhibition Centre during the set-up and dismantling phases.

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

Access to the Exhibition Centre will never be granted to people/vehicles without passes/entrance tickets.

During the stand set-up period, people and vehicles must enter the Exhibition Centre at the following times:

dates 2nd – 3rd February 2026 between the hours of 09:00 and 18:00

with the possibility for the fitters in the Exhibition Centre to continue the work for another hour, i.e., **until 19:00 very latest but should not be required as a 2 day build and usually only 1 day for Glass shows.**

On the date of 3rd February 2026, the day before the opening of the Exhibition, stand set-up work will not be permitted between the hours of 18:00/19:00 and 08:00 (4th February), with only sample set-up, graphics or other activities requiring only the use of manual tools allowed during this time.

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

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

Date 4th February 2026 between 08:00-09:00 and 17:00-18:00

Date 5th February 2026 between 08:00-09:00 and 16:00 Show Closes

with the possibility for the fitters and exhibitors in the Exhibition Centre to continue the work for another hour, i.e., **until 19:00 latest on 3rd February 2026.**

Any advances with respect to the set-up days or any extensions to the scheduled times must be authorised by **Julie Smirke, Operations Manager** and purchased **through the specific Exhibitor requesting if required. No extensions are permitted on sample set-up days.**

Vehicle access to the areas and halls will be regulated as per those for the set-up work (see article 2.C).

On the date of **4th – 5th February 2026** between the hours of **10:00-17:00 and 10:00-16:00**, materials will not be permitted to leave the Exhibition Centre. Between the hours of **08:00-09:00** on the date of **4th - 5th February 2026**, and between the hours **16:00-17:00** on the date of **5th February 2026**, only the removal of samples with hand trolleys is allowed.

The stands, wherever located, must be cleared by the time of 18:00 on the date of **5th February 2026.**

In the event of non-compliance with the dismantling times and/or that the Exhibitor fails to clear the area, the Exhibitor gives its irrevocable consent to BolognaFiere to consider anything left on the stand as waste material to be sent to public waste disposal sites, for which the Exhibitor will be required to reimburse all the related direct and indirect costs, with a minimum of €700.00 per 16.00m², and without prejudice to any reimbursement for further damages.

The Exhibitor assumes sole responsibility for any damage or theft that may occur during the course of the Exhibition, both during and after the set-up phase.

2.E - Payment methods

The fee to take part in the Exhibition must be paid in accordance with the deadlines and in the manner provided for in the application form.

2.F – Insurance - Exemption, Assumption and Limitation of Liability

The Exhibitor shall benefit from the following insurance policies taken out by BolognaFiere:

- a) All Risks cover (including fire and theft) for direct physical damage to furniture, fittings, equipment and goods on the stand, excluding cash, valuables, jewellery and the like and excluding the software installed in computers and excluding any cover for loss of use of the furniture, fittings, equipment and goods during the period when the Exhibition is being held: cover €40.000,00 full first loss cover (including fire and theft), with absolute excess of € 300,00 per claim, increased to € 600,00 for damages sustained after the end of the Exhibition.
- b) Third party Liability cover, including fire damages: single limit € 10.000.000,00.
- c) Exhibitor's Employees Liability cover: single limit per claim of € 3.000.000,00 with limit of € 2.000.000,00 per person.
- d) Exhibitors, BolognaFiere and the Organisation Office waive the right to any claims made against the event's insurer.

The above-listed insurance policies are governed by the conditions and limitations which the Exhibitor may request from the Exhibition organising office, and which will be specified on the form contained in the insurance policy form. These insurance policies do not release the Exhibitor from liability in respect of all risks which, according to the independent assessment of the Exhibitor, are not covered or which exceed the limits of cover, as set out above.

The Exhibitor shall take out such supplementary cover, as he deems appropriate. In particular, because of the existence of a system of video controlling of halls, in case of thefts, Exhibitor takes note of presenting or forwarding a written report draft by the Public Authority to the Insurance Company, within seven days after the end of the Exhibition. In default, there might occur the loss of the allowance. The Insurance Company will also handle claims and settlements at the end of the Exhibition.

In any event the Exhibitor hereby undertakes to include in the supplementary insurance cover a clause in which the insurer waives any action of recourse or redress against the Exhibitors, BolognaFiere and the Organisation Office, and in default he shall indemnify and hold it harmless from any action that may be brought against it. Having taken note of the foregoing, the Exhibitor nevertheless (on his own account and for his agents, employees or assistants) expressly relieves BolognaFiere and Intermeeting from any liability for loss or damage which for whatever reason may occur in the Exhibition area assigned to him, and during the installation or dismantling of the area assigned to him, and in respect of anything located therein, and he accepts sole liability for any damage caused to third parties by the management of the Exhibition space or by anything introduced therein, and which is not covered in the terms or manner indicated above or by additional insurance cover taken out by the Exhibitor. BolognaFiere and the Organisation Office will accept no liability for consequential damages, damage to image, loss of revenues, etc. As regards direct damages, the Exhibitor accepts that the liability of BolognaFiere and the Organisation Office is limited to the insurance limits as stated above. The Exhibitor accepts these limits of liability.

3. STAND SET-UP AND PROHIBITIONS

FORM 0 (Zero)

Form 0 allows you to state the type of set-up required or to request authorisation for a Non-Standard set-up.

Form 0 can be downloaded from the reserved area of the platform www.befair.eu

Each exhibitor is required to send Form 0 by 01/02/2026 to the email address tecnico2@bolognafiere.it and to the Organiser to the email address juliesmirke@quartzltd.com.

3.A - Type of set-up and approval procedures

The stand set-ups, regardless of their square footage, are classified as:

- PRE-ASSEMBLED
- STANDARD
- NON-STANDARD

The details of these categories are set out in Chapter 3.1 of the Bologna Exhibition Centre Regulations.

The following documents must be sent for approval to the Ufficio tecnico - Direzione Venue di BolognaFiere, to the email address tecnico2@bolognafiere.it and to the Organisation Office to the email address juliesmirke@quartzltd.com by 12/01/2026:

1. Form 0
2. Stand design plan (in the case of a non-standard set-up, the plan must be stamped and signed by a qualified technician)
3. Other documentation required (see Form 0)
4. Statement of correct assembly (to be provided upon completion of the works, prior to the start of the event)

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

If the aforementioned documents are not sent by the established date, or are sent late, the exhibitor will be charged the amounts indicated in Form 0.

3.B - Stand set-up

The build specifications of the stand set-ups are set out in Chapters 3.4 and 3.5 of the Bologna Exhibition Centre Regulations. Specifically for the Glassman event:

Maximum height

3.50 m

Rigging and suspended loads

Rigging is possible only in halls 14-15-16-18-19 and partially in halls 28-29-30-36-37.

The rigging suspension points on the hall structures must be installed only by BolognaFiere, which will also carry out the testing of the same.

Therefore, to set up rigging, a feasibility request must be sent by email to the technical offices of BolognaFiere in the manner indicated in form A and in copy to the Organiser juliesmirke@quartzltd.com by 12/01/2026.

3.C – Mandatory forms

Below is the list of BolognaFiere's forms concerning mandatory stand requirements and the relative deadlines.

MANDATORY FORMS FOR ALL EXHIBITORS

FORM	DESCRIPTION	DEADLINE
FORM 0 (Zero)	Set-Up Statement (Mandatory for pre-assembled stands, and areas set up in-house, by own fitters or carpeted only)	01/02/2026
FORM SR	Waste management declaration (Mandatory for waste management during set-up and dismantling. BolognaFiere will carry out checks at the stand)	01/02/2026

COMPULSORY FORMS FOR AREAS WITH A SET UP

FORM B1	Statement of correct installation of the electrical system and set-up (Mandatory only for areas set up in-house, by own fitters or carpeted only)	01/02/2026
FORM B2	Declaration of conformity of the electrical system (Mandatory only for areas set up in-house, by own fitters or carpeted only: if the company performing the electrical installation is not Italian, it is not necessary to fill in this form; fill in Form B5 and purchase verification of the electrical installation from www.befair.eu)	Before the electrical connection request
FORM B3	Statement of correct assembly (Required only for areas set up in-house, by own fitters or carpeted only)	03/02/2026
FORM B4	Statement of correct installation of the stand materials (Mandatory only for areas set up in-house, by own fitters or carpeted only)	03/02/2026

FORM B5	Statement of correct installation of the electrical system, only for companies not registered with the Italian Chamber of Commerce (Mandatory only for areas set up in-house, by own fitters or carpentered only: if the company performing the electrical installation is Italian, it is not necessary to fill in this form; fill in Form B2 instead)	Before the electrical connection request
FORM M	Information on the prevention of occupational accidents (Mandatory only for areas set up in-house, by own fitters or carpentered only)	01/02/2026

OTHER FORMS THAT MAY BE NECESSARY IN CERTAIN CASES

FORM A	Rigging points (To request a quote)	01/02/2026
FORM H	Mandatory Import Notice form for non-EU countries (Mandatory only for areas set up in-house, by own fitters or carpentered only)	03/02/2026

PENALTIES FOR DELAYED OR NON-SUBMISSION

The deadlines listed above cannot be extended and in the event of late submission or failure to submit the forms, the exhibitor will be charged as indicated in the following table:

FORM	DELAY < 24 hours	DELAY > 24 hours	NON-DELIVERY
Forms B1 and B3	€ 100	€ 300	€ 500
Form B4	€ 100	€ 500	€ 1000
Form D Demonstration	€ 100	€ 500	€ 1000
Forms B2 and B5	The stand will not be connected to the electrical system		
Forms H and SR	Penalties provided for in the form itself		

In the event of serious non-compliance, BolognaFiere reserves the right to completely or partially close the stand.

Failure to submit the Demonstration Form D, in addition to the penalty, will result in the immediate suspension of the demonstration or exhibition.

3.D – Warnings

BolognaFiere reserves the right to have the fittings and systems that do not comply with the above provisions modified or refitted, having previously checked compliance with the aforementioned requirements. In the event that BolognaFiere finds even just one defect, it may request prompt resolution of the same and the Exhibitor will be required to comply.

Responsibility for the structural resistance and compliance of the set-up materials with the fire regulations currently in force is borne solely by the Exhibitor, who expressly releases BolognaFiere from liability for any damages arising from design and construction defects, including the dimensioning as inferred from the detailed drawings of the areas occupied.

Any work that entails changes in the actual state of BolognaFiere's fixed and movable property (reinforcements, modifications, excavations, holes in fixtures, walls, structures, columns, floors), may only be carried out with the prior written authorisation of BolognaFiere and at the expense and under the responsibility of the participants. The Exhibitor maintains this responsibility for the entire period of the Exhibition and until the stand is returned to BolognaFiere. Before the works begin, the participant shall pay

the Organiser the amount necessary to restore the stand to its original state, which will be taken care of by the Organiser.

4. GENERAL AND TECHNICAL SERVICES

Subject to availability, BolognaFiere may provide the individual stands with electricity, water, and compressed air, as well as connection to the telephone and data networks.

4.A - Exhibitor Assistance Services

Through its Exhibition Administration Office, BolognaFiere can provide Exhibitors with technical information on the general services offered within the Exhibition Centre.

The services indicated below can be purchased directly through the BolognaFiere e-commerce channel available on the website: www.befair.eu

- video rental
- audio equipment rental
- green furniture rental
- electrical systems
- water systems
- compressed air
- stand cleaning
- catering
- goods handling / portorage
- telephone and wifi

It should be noted that goods transport, loading and unloading and portorage services within the Exhibition Centre are organised exclusively by BolognaFiere's official logistics service provider.

Goods from outside the EU may be displayed as samples provided notification is sent, with a description of the goods, to the email address customs@marconiffm.it

The following services are also available in the Exhibition Centre:

- bar
- personalised coffee break, cocktail, bar and/or product supply services provided on request directly to the stands
- insurance company

4.B - Responsibility for the services

BolognaFiere regulates but does not directly provide the services and, therefore, does not accept any responsibility for their execution.

Any complaints must be sent in writing directly to the email address vendite@bolognafiere.it

5. SPECIAL SERVICES

5.A - Entry passes for exhibitors and car parking badges

The Exhibitor will be issued entry passes, free of charge, in the quantities indicated below:

- 1 stand - 6 passes
- 2 stands - 8 passes
- 3 stands - 10 passes
- over 3 stands - 12 passes

Furthermore, for safety reasons it is strictly forbidden to park vehicles inside the Exhibition Centre during

its closing hours. The Exhibitor will also be issued with a car parking badge free of charge, regardless of the size of the stand. Badge holders will be entitled to park in the car parks set up by BolognaFiere until all available parking spaces are used up.

The Exhibitor is responsible for the correct use of these documents and the behaviour of those who use them.

5.B - Hotel booking service

The hotel booking service is provided by BolognaFiere's Official Supplier, whom the Exhibitor can contact directly using the relative link on the website of the event.

Likewise, this service is regulated but not organised by BolognaFiere, which therefore declines all responsibility for its delivery.

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

5.C - Sound transmission, copyright payments

Exhibitors are not normally permitted to use devices for the reproduction of music and sounds. Any exceptions may be authorised in writing. This authorisation may be revoked with immediate effect at any time, by simple written notice.

Any authorisation does not exempt the Exhibitor from using the equipment in such a way so as to not disturb the other Exhibitors and visitors, particularly with regard to noise pollution regulations (maximum limit permitted by Law). Likewise, the Exhibitor is not exempted from the requirement to comply, at its own expense, with the applicable laws on copyright (authors and publishers) and related rights (producers and artists) and must therefore complete the relative formalities with the companies in question. The same applies to the distribution of audio-video or multimedia supports containing intellectual property protected under the law, for which the costs to approve the use of said supports are added, with respect to the above.

5.D – Activities in the exhibition stands

Exhibitors must refrain at all times from using the common areas outside their stand for the display of promotional material. BolognaFiere shall be entitled to remove such material from the common areas and/or to charge for the payment of the additional space used. Failure to comply with this rule may result in the Exhibitor's stand being closed.

5.E – Online Catalogue and Guide Map

The online catalogue contains the information provided by the Exhibitors.

The Guide Map, containing the list of Exhibitors and their location, will be distributed free of charge during the Exhibition and updated 45 days from the opening date of the Exhibition.

6. OVERSIGHT AND INTERVENTION BY BOLOGNAFIERE

BolognaFiere takes steps to ensure that the regulations and the general conditions for participation are observed, and all those entering the Exhibition Centre are obliged to abide by the provisions and instructions that BolognaFiere Spa issues on entry to and inside the Centre; these may take the form of specific signs, written notices, and loudspeaker announcements and may also be issued by service personnel or by any other means, it being understood that the loudspeaker announcements and the instructions given by the service personnel prevail over any other form of notification.

Exhibitors are reminded that any infringement of the rules or prohibitions may result in the immediate closure of the stand by BolognaFiere officials or agents and the collection of entry passes and car parking badges, all without any right of the Exhibitor to refunds of any kind.

7. AMENDMENTS TO THIS REGULATION

Any provisions of the law or regulations that alter the terms of this regulation will immediately and automatically take effect, even if the Exhibition Regulations have not been amended to reflect said changes. Additionally, BolognaFiere has the right to adopt at any time such measures as are deemed appropriate, which the exhibitor shall immediately apply, with regard to fire prevention, occupational health, accident and injury prevention and the safety of exhibitors and visitors. These measures may be notified to Exhibitors using any means and shall prevail over any general measures previously adopted.

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