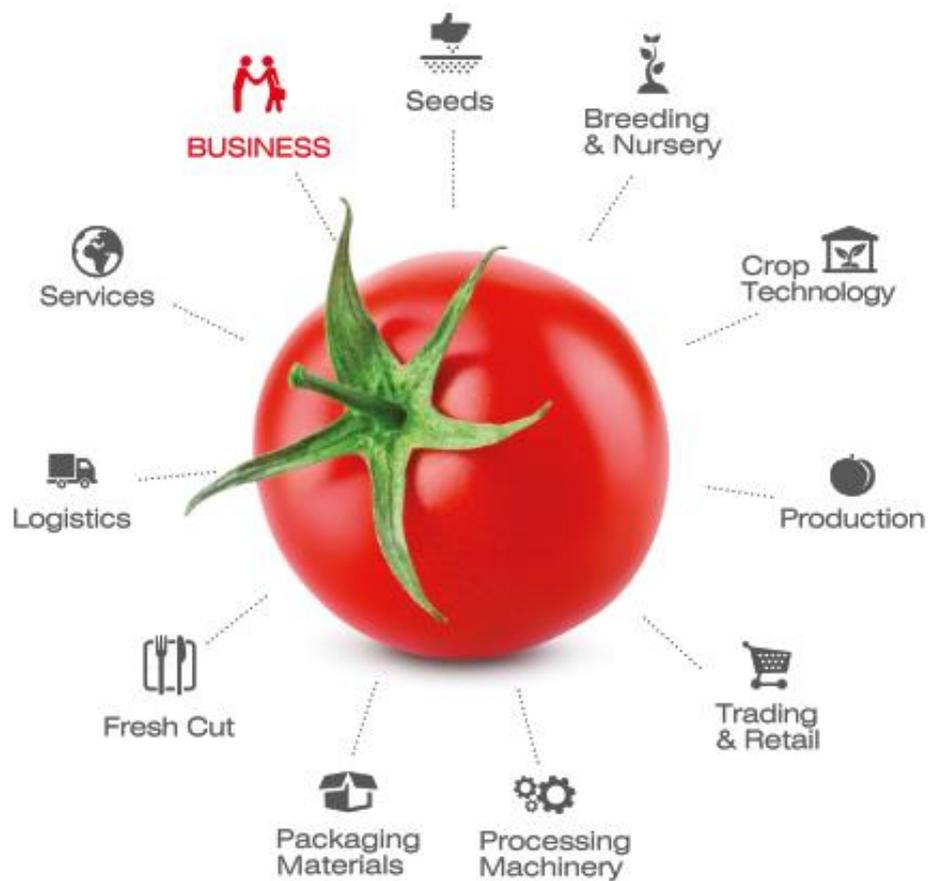


MACFRUIT 2020



Fruit & Veg Professional Show

EXHIBITOR'S GUIDE

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REGISTRATION

Log in to the reserved area via the link <http://espositore.macfrut.com/> using the browser  (43.0)  (9) or  (47.0).

STEP 1 – Registration data

New Exhibitors

If you are a **new exhibitor**, proceed with registration by filling in invoicing data. Specify also if the document delivery address differs from the invoice address and, if so, please enter the related data.

Exhibitor registration

Step 1 Registration data	Step 2 DATA FOR INVOICING	Step 3 Contact data	Step 4 Exhibition space and services required	Step 5 Control and approval
------------------------------------	------------------------------	------------------------	--	--------------------------------

STEP 1 - REGISTRATION DATA

Data for invoicing

Corporate name

Street: Number:

City: ZIP code:

Country: Province:

VAT No.:  Tax code:

Sector of activity: Company type:

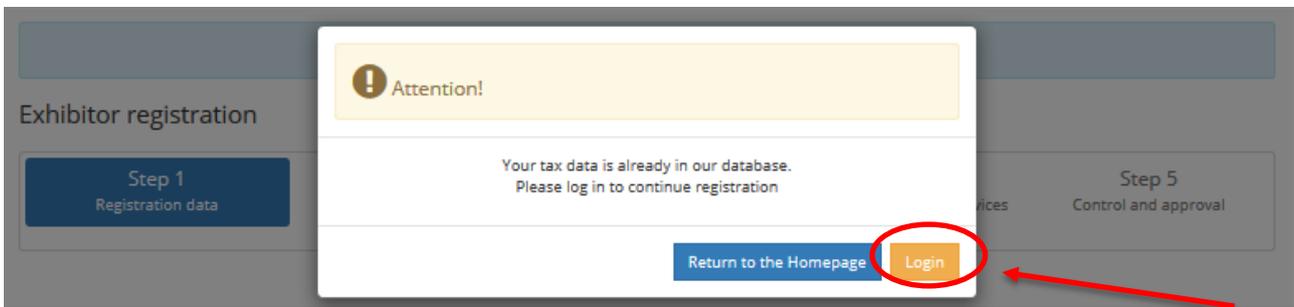
Mailing address

Use the same invoice data

[Next >>](#)

Then proceed to [STEP 2](#)

If tax data (VAT or Tax Code) is already present (the Exhibitor is already registered), click *Login*.



Exhibitors that have already registered

1. Enter your credentials (username and password) used last year.
2. If you don't have your credentials, you can retrieve your password via e-mail by clicking the

button  below on the right.

The credentials will be sent to the email address of your contact person.

3. Check the COMPANY PROFILE to verify that the data is correct.



This section contains the data of your last participation.

If you need to make any changes, you can edit the information by clicking the EDIT button below on the right.

4. Check CONTRACTS REQUIRED for data regarding the invoice, sending and the administrative contact person.

If they have changed, please contact [our offices](#).

IMPORTANT! This data, if not changed, will be used for registering to the current edition of MACFRUT.

5. To register to the current edition of MACFRUT, click REGISTRATION.



6. Check the product sector and the type of activity. If you need to make changes, please contact [our offices](#). Proceed to [STEP 4 – Area and services requested](#)

STEP 2 – Data for invoicing

Choose the method of sending, to receive the invoice by post do not check the option and continue. To receive the invoice by e-mail, specify the data of the administrative contact person (mandatory fields).

STEP 3 – Contact data

Enter the contact person's data for trade fair organisation. All communications regarding the trade fair will be sent to the contact person.

STEP 4 – Exhibition space and services required

In this area, you can choose how to participate in MACFRUT.

If you have any special requests, please contact [our offices](#) for a custom quote.

Exhibitors – Co-exhibitors – Represented companies

In this STEP, you must specify if **Co-exhibitors** or **Represented companies** will be present at the trade fair in addition to the main Exhibitor.

By **co-exhibitor** we mean the presence of another company and of one of its operators at the stand. By **represented company**, instead, we mean that the products of another company will be present at the stand, but not a representative of such company. After approval, the data of the co-exhibitors and/or represented companies will have to be entered in the catalogue.

The registration of co-exhibitors and represented companies guarantees the following services:

Services	Exhibitors	Co-Exhibitors	Represented companies
Registration in the catalogue	✓	✓	✓
Possibility to display products and information material at the stand	✓	✓	✓
Access to your reserved area	✓	✓	
Managing your catalogue data	✓	✓	
Insurance (multi-risk insurance for exhibitors/participants, third party civil liability insurance)	✓	✓	
Access to the B2B platform	✓	✓	
Choosing the package and area	✓		
Possibility of requesting additional services	✓		
Contact person for the registration process and invoicing	✓		

The options available

The options available to participate in MACFRUT with a stand are:

Option	Services included	Early Booking Rate (until 31 December)	Standard Rate (from 1 January)
AREA + STAND 16 sq. m.	- Registration fee (€500) - Exhibition Area (4m x 4m) - Set-up - 1kW single-phase electricity	€3,200.00	€3,500.00
AREA + STAND 32 sq. m.	- Registration fee (€500) - Exhibition Area (8m x 4m) - Set-up - 2kW single-phase electricity	€6,200.00	€6,500.00

Option	Services included	Early Booking Rate (€140/sq. m.)	Standard Rate (€150/sq. m.)
AREA ONLY RED* 32 sq. m.	- Registration fee (€500) - Exhibition Area	€ 4.980,00	€ 5.300,00
AREA ONLY RED* 48 sq. m.	- Registration fee (€500) - Exhibition Area	€ 7.220,00	€ 7.700,00
AREA ONLY RED* 64 sq. m.	- Registration fee (€500) - Exhibition Area	€ 9.460,00	€ 10.100,00
AREA ONLY RED* 96 sq. m.	- Registration fee (€500) - Exhibition Area	€ 13.940,00	€ 14.900,00
AREA ONLY RED* 128 sq. m.	- Registration fee (€500) - Exhibition Area	€ 18.420,00	€ 19.700,00

Option	Services included	Early Booking Rate (€ 120,00/sq.m. until 80sq.m. and € 100,00/sq.m. for stand exceeding 80 sq.m.)	Standard Rate (€130/sq. m.)
AREA ONLY GREEN* 32 sq. m.	- Registration fee (€500) - Exhibition Area	€ 4.340,00	€ 4.660,00
AREA ONLY GREEN* 48 sq. m.	- Registration fee (€500) - Exhibition Area	€ 6.260,00	€ 6.740,00
AREA ONLY GREEN* 64 sq. m.	- Registration fee (€500) - Exhibition Area	€ 8.180,00	€ 8.820,00
AREA ONLY GREEN* 96 sq. m.	- Registration fee (€500) - Exhibition Area	€ 10.100,00	€ 12.980,00
AREA ONLY GREEN* 128 sq. m.	- Registration fee (€500) - Exhibition Area	€ 13.300,00	€ 17.140,00

* The AREA ONLY option is available for companies wishing to participate with a [customised stand](#).
To receive a quote, please contact **our official fitter** by writing to: allestimenti@macfrut.com

Additional packages

In this STEP you can add the HOSPITALITY + LUNCH PACKAGE, which can only be purchased in conjunction with one of the Area solutions.

Package	Services included	Cost
HOSPITALITY + LUNCH 6 PACKAGE	- 6 Overnight stays , i.e. 1 night in a double room for single use (1 person), including breakfast at a hotel affiliated with Cesena Fiera S.p.A., tourist tax not included; - 6 Lunch vouchers , i.e. vouchers for a first or main course, side dish, fruit, 1/2 litre of water, bread and service charge for one person at the trade fair self-service restaurant.	€500
HOSPITALITY + LUNCH 9 PACKAGE	- 9 Overnight stays , i.e. 1 night in a double room for single use (1 person), including breakfast at a hotel affiliated with Cesena Fiera S.p.A., tourist tax not included; - 9 Lunch vouchers , that is, vouchers for a first or main course, side dish, fruit, 1/2 litre of water, bread and service charge for one person at the trade fair self-service restaurant.	€700
HOSPITALITY + LUNCH 12 PACKAGE	- 12 Overnight stays , i.e. 1 night in a double room for single use (1 person), including breakfast at a hotel affiliated with Cesena Fiera S.p.A., tourist tax not included; - 12 Lunch vouchers , i.e. vouchers for a first or main course, side dish, fruit, 1/2 litre of water, bread and service charge for one person at the trade fair self-service restaurant.	€900

For quotes and custom solutions, please contact our **hospitality partner**:

Tel. +39 0547 618569

e-mail: hospitality@macfrut.com

STEP 5 – Control and approval

Contract generation

Once the package has been chosen, the system will generate the contract directly.

The registration fee and VAT are calculated automatically.

The total amount due will be displayed at the bottom of the contract, as well as the **30% amount to be paid as a deposit** in order to complete registration.

Completing registration

Once all STEPS have been completed, the system will send a copy of the contract and of the regulations to the contact person's email address.

From then on, your registration will be processed.

IMPORTANT!

To complete your registration, you must send both the application and the regulations, duly signed, either via certified e-mail (segreteria@pec.cesenafiera.com) or via fax (+39 0547 318431).

Your registration will be confirmed only after Cesena Fiera S.p.A. has received the deposit (equal to 30% of the total amount) and the signed documents.

You will then receive the credentials to access your [reserved area](#) via e-mail, so you can continue to manage your participation.

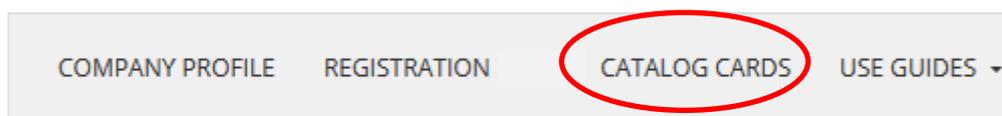
CATALOGUE

After registration is approved, you can **enter the data in the catalogue** by accessing your [reserved area](#).

The deadline for entering and editing the catalogue data is 31 March 2020.

After this date, the company data will not be included in the printed catalogue; however, you will be able to edit your data on the online catalogue until 4 May 2020.

CATALOGUE CARDS



Select the catalogue cards that you want to fill out (exhibitor, co-exhibitor, represented company).

IMPORTANT! Please note that, in accordance with Art. 30 of the General regulations of the event: "Participants shall bear any responsibility for the data to be entered in the catalogue, exempting Cesena Fiera S.p.A. from any responsibility with regard to any false statements made."

Exhibitor company

1. Enter the requested data. **Exhibitors** who have already taken part in Macfrut in the past can copy catalogue data from the previous edition by clicking .
2. Select the product codes related to your business.

IMPORTANT! It is mandatory to select at least one product code.

Check the product codes, since they may have been changed or cancelled compared to the previous edition.

3. The system automatically generates the text in Italian and English according to the selected product sectors.
4. If you wish to enter a different description, you will have to cancel the text generated by the system (without deselecting the codes) and add the new description compulsorily in both languages.
5. Select SAVE to confirm the operation.

Co-exhibitors

Click on the corresponding section. Co-exhibitors can enter their information autonomously.

1. In order to allow **co-exhibitors** to fill in the catalogue form themselves, the **exhibitor** must compulsorily fill in the orange card data (marked with an *), defining the name of the co-exhibitor's contact person, e-mail and telephone number, as well as the username.
2. Then click on the button. 
3. **Co-exhibitors** will receive the login credentials to fill in their catalogue sheet at the e-mail address provided.
4. Proceed as in step 2 for the exhibitor.

Represented company

The data of **represented companies** must be entered directly by the exhibitor.
Proceed as in step 2 for the exhibitor.

ADDITIONAL SERVICES

Additional services can be requested after receiving the official stand allocation from the organisers. Starting from 6 April 2020, the prices for the services will increase by 20%. You can request the services directly at the trade fair, with a 30% surcharge.

CLEANING SERVICE

The service is included in the registration fee.

The cleaning service includes floor cleaning and bin emptying for the entire duration of the event.

SERVICES AVAILABLE IN THE RESERVED AREA

Below is a list of the services you can request in your reserved area:

- COMPRESSED AIR CONNECTION
- WATER SUPPLY CONNECTION
- TELEPHONE, ANALOG LINE, DIGITAL LINE - ISDN, INTERNET CONNECTION
- FURNISHINGS
- ELECTRICITY (**mandatory for customised stands**)
- EARLY ENTRY DURING THE EVENT
- FIRE EXTINGUISHER RENTAL (**mandatory for customised stands**)
- SERC RENTALS
- AUDIO-VIDEO MATERIAL RENTAL
- PLANT AND FLOWER RENTAL
- AERIAL WORK PLATFORM RENTAL
- RENTAL OF REFRIGERATION EQUIPMENT
- RENTAL OF VARIOUS EQUIPMENT (WASHING)
- RENTAL OF VARIOUS EQUIPMENT (COOKING)
- PAYMENT OF COPYRIGHT ROYALTIES (SIAE)
- LORRY PARKING DURING THE EVENT
- EXTENDED SET-UP HOURS
- PARKING CARDS FOR ADDITIONAL EXHIBITORS
- RECEPTION SERVICE/STAFF/HOSTESSES
- [ADDITIONAL SERVICES FOR CONFERENCE ROOMS](#)

Check the expiry dates for requesting each service at the link

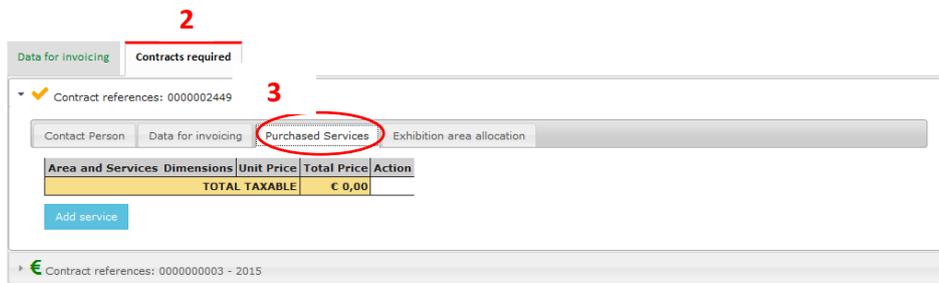
[//public.macfrut.com/deadline/ScadenziarioServiziAggiuntivi.pdf](http://public.macfrut.com/deadline/ScadenziarioServiziAggiuntivi.pdf)

To request additional services:

Requests can be made only after having received allocation in the pavilions.

1. Log in to your [reserved area](#) using your credentials.
2. Access the COMPANY PROFILE (1) and then the CONTRACTS REQUIRED section (2).

- To purchase additional services or verify those already present in the contract, access the PURCHASED SERVICES area (3).



- Click ADD SERVICE to purchase a new service.
- This will open a new page where you can select the type of service to be added.

Service management

Service type:

Nothing selected

NOTE: Dear Exhibitor, in this LINK(public.macfrut.com/deadline/Deadlineforadditionalervicesrequest.pdf) find the expiration date to request additional services. Please note that after the deadline it will be possible to request additional services only by sending the paper form and it will be applied a 20% surcharge.

To purchase services, you can fill out the online form.

- You can change the quantity and the system will calculate the final cost.
- Once you have finished completing the sheet, click  to proceed with the purchase.

Please see the supply regulations relating to the form required to check all the information relating to the service.

- Click "ADD SERVICE" if you want to purchase the service.
- From now on, you can view the new service among your contracts.
If the service does not appear immediately, *refresh* and wait a few minutes.

Service type:

FURNISHINGS (Mod. J)

NOTE: Dear Exhibitor, in this [LINK](https://public.macfrut.com/deadline/Deadlineforadditionalrequest.pdf) find the expiration date to request additional services. Please note that after the deadline it will be possible to request additional services only by sending the paper form and it will be applied a 20% surcharge.

Services

Item Code	Quantity	Unit Price	Total Price
J001	<input type="text"/>	€ 20,00	€ 0,00

Wall coat racks 

Item Code	Quantity	Unit Price	Total Price
J002	<input type="text"/>	€ 20,00	€ 0,00

Clothes rack 

Item Code	Quantity	Unit Price	Total Price
J003	<input type="text"/>	€ 42,00	€ 0,00

Modular back cabinet 

Item Code	Quantity	Unit Price	Total Price
J004	<input type="text"/>	€ 70,00	€ 0,00

White cabinet 

IMPORTANT! To EDIT or DELETE a service, please contact our offices directly.

SERVICES USING PAPER FORMS

The forms can be downloaded from the website.

The services include:

- GOODS HANDLING / PORTERAGE (FORM I)
- TRANSPORT OF MATERIALS AT THE TRADE FAIR AND RETURN (FORM I2)
- FOOD AND DRINKS - HEALTH AUTHORISATION (FORM C)

EXTRA SERVICES VIA QUOTE

DIGITAL PHOTO SERVICE & VIDEO SHOOTING

MASTER FOTO di Ricci Mirco

Tel. +39 0547/2588

E-mail: mirco@masterfotocesena.it

CATERING SERVICE

provided by: SUMMERTRADE

E-mail: catering@macfrut.com

INSURANCE SERVICE

Aon S.p.A. | Linea aziendale

Contact person: Arianna Lorenzi

C.so Aurelio Saffi 31 | 16128 Genova (GE), ITALY

Tel. +39.010.8989.350 | Fax: +39.010.8989261

arianna.lorenzi@aon.it

www.aon.it

ADVERTISING ON THE CATALOGUE

For info, please contact Media Consulting

Tel. +39 054721349

E-mail: advertising@macfut.com

ADVERTISING AT THE TRADE FAIR CENTRE

For info, please contact [our offices](#)

ACCOMMODATION

You can book a hotel during the trade fair days and take advantage of the discounted prices offered by hotels affiliated with the trade fair through our **hospitality partner**:

For info and quotes, please contact Viaggi Manuzzi

Tel. +39 0547 618569

e-mail: hospitality@macfrut.com

You can request the [HOSPITALITY + LUNCH PACKAGE](#) in your reserved area.

CONFERENCE AND MEETING ROOMS

MACFRUT exhibitors can book conference and meeting rooms at the trade fair centre during the exhibition, at no extra cost.

For information on booking rooms and meeting areas, please contact our offices.

Services in conference rooms

Exhibitors shall bear the costs for any services required for the conference rooms.

Services available:

- Headphones
- Interpreting
- Room division with plants
- Video recording
- Catering

For bookings, information and quotes, please contact [our offices](#).

PRE-FITTED STAND (AREA + STAND option)

Stands with AREA + STAND solution include the following services and furnishings in the package:

Set-up	16 sq. m.	32 sq. m.
Varnished white wooden walls, matt effect (H. 290 cm)	✓	✓
Floor carpeting (in the colour "GRASS" green)	✓	✓
Frame with black fabric ceiling	✓	✓
Storeroom with hinged door	1m x 1m	2m x 1m
"Castelli" desk (160 cm x 80 cm x H. 72 cm)	1	2
White frame chairs (plastic seat and stainless steel structure)	3	6
Wooden reception desk with honeycomb core and water-based lacquer finish (white) with a white wood effect top (100 cm x 40 cm x H. 100 cm)	1	2
Wooden stool	1	2
Standing coat hanger	1	1
Waste paper bin	1	2

Electrical system	16 sq. m.	32 sq. m.
Electrical board	1	1
Electrical socket (220 V)	1	2
Halogen lamps (300 W, warm white)	2	4

Graphics	16 sq. m.	32 sq. m.
Four-colour digital graphics sign (180 cm x H. 40 cm) with company logo	1	2
Print on removable PVC sticker 290 x 300 cm (wall as shown in the image)	1	2
Print on removable PVC sticker 100 x 100 cm (desk as shown in the image)	1	2



CUSTOMISED STAND (AREA ONLY option)

If you purchased a stand with an AREA ONLY option, you can request a quote from our official fitters (allestimenti@macfrut.com).

Exhibitors with **customised stand** (AREA ONLY) with a fitter other than the official fitter must accredit their fitter.

The fitter must upload the necessary documentation in the reserved area.

IMPORTANT! for customised stands, you will need to hire a fire extinguisher to be placed inside your stand.

ACCREDITING FITTERS

1. Log in to your [reserved area](#) using your credentials.
2. In the CONTRACTS REQUIRED section, select FITTER
3. Search or add your fitter to the list to send the necessary login credentials.

FORMS TO BE SUBMITTED

Once the exhibitor has accredited his fitter by e-mailing the login credentials to the fitter's reserved area, the fitter must access it to upload the technical documentation.

1. Log in through the link <http://allestitore.macfrut.com/login> using your fitter credentials.

In this area, the fitter must:

1. Upload the project for each exhibitor;
2. Wait for approval;
3. Upload documents relating to occupational safety;
4. Send the forms A and B below for prior checking of correct completion (the originals must be submitted to the trade fair):

- **Form A:** Declaration of conformity with fire prevention standards.
- **Form B:** Declaration of Conformity of the Electrical System up to standard (stamped by the electrician with mandatory attachments: CCIAA and project if required by law);

5. Accreditation for access to the trade fair during set-up and dismantling.

In this area, the fitter will be able to request:

1. Services on behalf of the exhibitor or services on his own account (e.g. extended set-up time).

Non-standard customised stands

As per Art. 11 of the General Regulations, stands must have characteristics that comply with the trade fair regulations.

If the stand is out of size, the stand fitter must submit the necessary documentation to apply for approval. To find out the stand features and download the necessary documentation, please refer to the FITTERS page on the website.

Deadlines for submitting documentation

Below are the deadlines for the steps mentioned above:

BY 31 MARCH 2020

- Presentation of the stand project;

WITHIN 3 DAYS BEFORE THE START OF ASSEMBLY:

- Accredit the workers authorised to work at the site, indicating any subcontractors they may be employed by (e.g. Company, Surname, Name);

Upload the following documents:

- **DUVRI** (Document on the assessment of risk from interference), duly compiled and signed also by the Client (Exhibitor);
- Certificate of registration with the CCIAA (Chamber of Commerce, Industry, Agriculture and Crafts);
- Document attesting the fulfilment of social security duties (DURC);
- **SELF-CERTIFICATION** of the fitting company or of self-employed workers of compliance with technical and professional suitability requirements.
- Self-certification of the fitting company or of self-employed workers of compliance with technical and professional suitability requirements.

(During the entire assembly phase, keep copies of all statutory documents available, in particular: DUVRI, POS, Liability insurance policy (RCT/RTO), DURC, Certificate of registration with the CCIAA, form A and B with the related attachments)

BY 08/05/2018 (day before the opening of the trade fair):

Submit to the Trade Fair administration office, in the original copy and correctly filled out:

- Form A: Declaration of conformity with fire prevention standards.
- Form B: Declaration of compliance up to standard.

Failure to submit form B correctly filled out will not entitle you to electricity supply at the stand.

Set-up and dismantling

SET-UP:

- Thursday 30 April 2020 from 8am to 8pm
- Friday 1 May 2020 from 8am to 6pm
- Saturday 2 May 2020 from 8am to 6pm
- Sunday 3 May 2020 from 8am to 6pm
- Monday 4 May 2020 from 8am to 7pm

DISMANTLING:

- Friday 8 May 2020 from 8am to 8pm
- Saturday 9 May 2020 from 8am to 8pm

IMPORTANT INFORMATION:

During set-up and dismantling operations, all those working for exhibitors, suppliers or fitters shall be obliged to **show an identification card** with their photo, personal details and name of their employer, and wear safety footwear. This obligation shall also apply to self-employed workers. If several employers or self-employed workers are present simultaneously, the client who commissioned the work shall be jointly and severally liable for such obligation.

We would like to remind employers that one of the specific safety obligations is to provide workers with the necessary and suitable personal protective equipment (PPE), which must be used by the workers according to the obligations listed in Art. 78 of the Legislative Decree 81/2008 and subsequent amendments and additions. Given the mandatory use of all necessary and suitable PPE, please bear in mind that the use of safety footwear is mandatory for all operators working at the Trade Fair Centre, both before and after the event.

You will have to show this badge along with the fitters' pass that you will receive once you have accredited yourself in your reserved area.

For further information, please visit the FITTERS page on the website and/or contact the Technical Office of Cesena Fiera.

To send projects: ufficiotecnico@macfrut.com

Security contact person: sicurezza@macfrut.com

The service is free-of-charge and available to all exhibitors and co-exhibitors registered to the current edition of MACFRUT.

This service is designed to pre-book some of the appointments with the visitors/buyers who have joined the incoming programme.

All appointments will take place at the exhibitor's stand.

The service will be available from **30 March 2020**. An e-mail will be sent to your contact person about when you can request appointments.

IMPORTANT! The deadline for making appointments and changing your schedule is **27 April 2020**.

After this date you will no longer be able to make any changes to the schedule.

Please note that the appointments will take place at the exhibitors' stands.

In order to manage the agenda at best, please contact the buyers directly by e-mail or telephone for final confirmation, which you will receive only when the appointment is confirmed.

REQUESTING AN APPOINTMENT

1. Log in to your [reserved area](#) using your exhibitor/co-exhibitor credentials received during registration.

The following sections are used to manage your appointments at the trade fair with buyers.



B2B platform

2. First of all, select your availability.



3. In ADDITIONAL DATA, you can **enter the name with which you want to appear in the B2B area** (e.g. brand name).

This name will not be added to the catalogue and has the sole purpose of facilitating connection with visitors present at the trade fair.

In this section, you can **enter an additional e-mail address** where the appointment requests will be sent.

4. To make appointments, select the BUYER section in the menu and define the filters (*Country, Sector and Activity*) to view the buyers on the platform.



5. To view further information and make an appointment, click the blue arrows located to the right of the company names.

BUYER

Company Information

Sector:
* Production and trade of fruit and vegetable produce

Main Activity:

Key Products:
* Fresh Fruits

What I am looking for

Sector:
* Phytosanitary products and fertilizers
* Machineries and technologies for sorting and packing
* Machineries and systems for fruit and vegetables growing

Main Activity:
* Multinational Branch
* Producers and Distributors Association
* Exporter

Interested in these products:

Organic
 Ready-to-eat and Fresh-cut
 Tropical

Available time slots
Select the desired time slot and schedule the appointment:

09/05/2018
10/05/2018
11/05/2018

Some buyers feature coloured dots. These represent their interest in organic products (●), fresh-cut products (●) or tropical products (●)

6. Select which day you want to make an appointment.
7. Select the time slot in which you want to request an appointment and click

[Schedule an appointment](#) to send your request.

8. The buyer will receive a **request for an appointment** for the date and time required. **The buyer may accept or decline the appointment.**

CHECK YOUR AGENDA

1. In the AGENDA section, you can view the complete appointment agenda.

In the AGENDA section, you can view the complete appointment agenda.



The AGENDA collects both appointments that have yet to be approved (in red) and those already confirmed (in green).

Mer 10/5	Gio 11/5	Ven 12/5
10:00 => MACFRUT		

2. As soon as the appointment is confirmed (and is shown in green), the exhibitor will receive an e-mail with the contact details of the buyer.

Mer 10/5	Gio 11/5	Ven 12/5
10:00 => MACFRUT		

3. When an appointment is declined/cancelled, it will not appear in the calendar and the system will send an e-mail to inform both participants.
To **cancel** an appointment that has already been made and highlighted in green, you must select the appointment and click CANCEL.
The request will be processed by the organisers who will contact the exhibitor.

IMPORTANT! To **cancel** an appointment that has already been made and highlighted in green, you must select the appointment and click CANCEL.

The request will be processed by the organisers who will contact the exhibitor.

For any other change to be made in the agenda, please contact the organisers.

The platform will be active from **30 March to 27 April**. After this date, you will only be able to move or cancel appointments by contacting the organisers.

For further information, please contact our offices:

Cesena Fiera S.p.A.
Via Dismano, 3845
47522 Pievesestina di Cesena (FC) - Italy
Tel. no. +39 0547 317435
Fax no. +39 0547 318431
business@macfrut.com

EXHIBITOR BADGE

ENTRY CARDS

Reference to Art. 20 of the Regulations

Cesena Fiera S.p.A. offers each Participant an entry card called “Exhibitor Badge”, available free of charge, in a number proportional to the sq. m. required, as shown below:

SURFACE AREAS	BADGES AVAILABLE
from 16 sq. m. to 32 sq. m.	6
from 33 sq. m. to 64 sq. m.	12
from 65 sq. m. to 96 sq. m.	18
from 97 sq. m. to 128 sq. m.	24
more than 129 sq. m.	30

All co-exhibitors are entitled to 2 badges, regardless of the number of square metres requested by the participating company.

Download the badges

Starting from April, and upon the payment of the total amount of the participation, the Exhibitors may download their exhibitor badges via their [reserved area](#) according to the size of the stand.

The Exhibitors may enter the names of their representatives and download the badges in the blue tab, in the section COMPANY PROFILE – Required Contracts.

The Exhibitor Badges are available in a number proportional to the sq. m. requested, as shown below:

from 16 sq. m. to 32 sq. m. -> 6 badges

from 33 sq. m. to 64 sq. m. -> 12 badges

from 65 sq. m. to 96 sq. m. -> 18 badges

from 97 sq. m. to 128 sq. m. -> 24 badges

more than 129 sq. m. -> 30 badges

The co-exhibitors are entitled to 2 badges to access the exhibition centre.

PARKING CARDS

Reference to Art. 21 of the Regulations

Each exhibiting company (including the co-exhibitor) is entitled to 1 parking card, which can be collected from the dedicated office located in the South Hall of the trade fair centre, starting on the first day of set-up.

Such parking cards are valid exclusively for CAR parking.

Please request any extra parking cards in the reserved area as an [additional service](#).

PLACE OF THE EVENT

RIMINI EXPO CENTRE:

Via Emilia, 155 – 47921 Rimini – Italy

East Entrance: Via Constantino il Grande

South Entrance: Via Emilia, 155

HOW TO GET THERE

The Rimini Expo Centre can be easily reached by car, train or plane.

For more detailed information, see the dedicated [page on the website](#).

SET-UP AND DISMANTLING

Set-up

Reference to Art. 10 of the Regulations

Stand fitters wearing their badges may proceed to set up the allocated exhibition areas ONLY on the following days and at the following times:

Tuesday 28 April from 8:00 a.m. to 8:00 p.m.

Wednesday 29 April from 8:00 a.m. to 8:00 p.m.

Thursday 30 April from 8:00 a.m. to 8:00 p.m.

Friday 1 May from 8:00 a.m. to 6:00 p.m.

Saturday 2 May from 8:00 a.m. to 6:00 p.m.

Sunday 3 May from 8:00 a.m. to 6:00 p.m.

Exhibitors wearing their badges may access the premises on the following days and at the following times:

Thursday 30 April from 8am to 8pm

Friday 1 May from 8am to 6pm

Saturday 2 May from 8am to 6pm

Sunday 3 May from 8am to 6pm

Monday 4 May from 8am to 7pm

For customised fittings: all stand set-up designs shall be subject to approval by the Technical Department of Cesena Fiera S.p.A. and must be submitted at the latest by **31 March 2020**.

In addition, for customised stands, you will need to hire a fire extinguisher to be placed inside your stand.

For further information on the stand design guidelines and maximum heights, see the fitters page on our website or Art. 11 of the General Regulations.

Access to the trade fair, goods handling and material dispatch

Exhibitors and fitters may access the trade fair centre during set-up days following the logistics plan, which can be found on the [website](#).

The Exhibitors and fitter shall have the exhibitor badges or the fitter badges.

Please notice that the Exhibitors can access the expo centre starting from **Thursday 30 April**.

All goods and materials (including the sending of brochures and promotional materials) must be sent through [Expo Trans](#)

Dismantling

Reference to Art. 16 of the Regulations

At the stands, activities involving the removal of samples, products and manufactured goods may be carried out using only hand trucks/pallet jacks, from **6pm to 8pm on 7 May 2020**, after showing the EXIT CARD.

This card is necessary to begin stand dismantling operations and removal of the exhibited products; this card must be shown at the entrance gates to allow entry and exit for each vehicle.

The **EXIT CARD** will be available in your [reserved area](#) prior to the start of the event and following payment of the total due amount for the stand (including any additional services required).

In any case, we recommend removing any valuable, fragile or easily transportable items from the stands.

Dismantling dates and hours:

Friday 8 May from 8am to 8pm all day long
Saturday 9 May from 8am to 8pm all day long;

IMPORTANT DEADLINES

30 March 2020 Opening of the B2B platform

Until **31 March 2020** Send customised stand projects to the technical department (ufficiotecnico@mafrut.com)

Until **31 March 2020** Payment of the total due amount for participation

Until **31 March 2020** Enter data in the catalogue ([through the reserved area](#))

Until **31 March 2020** Send the graphic files (to allestimenti@macfrut.com) for the realisation of the graphic materials of the packages "Area + Stand"

From **6 April 2020** 20% surcharge on any [additional services](#) requested

Until **24 April 2020** Send any requests to Expotrans for the transport of goods

27 April 2020 Closing of the B2B platform

27 April 2020 Closing of the online requests for services. From 28 April the services can be requested only at S.A.T.E. office on site, with an additional 10% increase of the costs, upon verifying the feasibility of the service.

COMMUNICATIONS WITH THE EXHIBITOR

All communications regarding the trade fair will be sent to the contact person.

Make sure to check the [website](#) and your [reserved area](#) periodically for communications regarding the trade fair.

CHECK LIST

Check the overall status of your participation:

- Enter [data in the catalogue](#)
- Request [additional services](#)
- Accredit [fitters](#) (only for customised stands with external fitter)
- Send all documentation relating to [customised stands](#) (only for customised stands with external fitter)
- Request [transport of goods](#) inside the pavilions
- Request [additional](#) parking cards
- Request [advertising](#) at the trade fair centre
- Request [advertising](#) in the catalogue
- Request conference rooms and meeting areas and related services
- Download [exhibitor badges](#)
- Request appointments through the [B2B platform](#)
- Request [catering](#)
- Request [hostesses and interpreters](#)
- Hotel reservation

IMPORTANT CONTACTS

Check the overall status of your participation:

- HOSPITALITY:
hospitality@macfrut.com
Ph. +39 0547 618511
- B2B:
business@macfrut.com
Ph. +39 0547 317435
- FITTERS & SET-UP:
allestimenti@macfrut.com
You can contact our fitters for a quotation for your customised stand and to forward the material for the graphics in the prer-fitted stands.
- SECURITY:

sicurezza@macfrut.com

- TECHNICAL OFFICE:
ufficio.tecnico@macfrut.com
- TRANSPORT OF GOODS:
info.rimini@expotrans.net
Ph. +39 0541 744 846
- HOSTESS/INTERPRETER:
hostess@macfrut.com
- CATERING:
catering@macfrut.com

If you have any doubts or problems, feel free to contact us:

Cesena Fiera S.p.A.
Via Dismano, 3845
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