

27 - 29 March 2012

Lingotto Fiere, Turin, Italy

A - Z

USEFUL INFORMATION FOR EXHIBITORS



TIMETABLE

Hall 1&2, Lingotto Fiere, Turin, Italy

Build-up

Saturday	24 March	08.00 – 20.00	Construction of stands (only contractors and exhibitors building their own stands).
Sunday	25 March	08.00 – 20.00	Construction continues (only contractors and exhibitors building their own stands).
Monday	26 March	08.00 – 16.00	Exhibitors with shell scheme stands, contractors and exhibitors with their own stands. All goods must be delivered and all gangways must be cleared by 16.00 to allow gangway cleaning and laying of gangway carpet.
		16.00 – 22.00	Final dressing of stands within the stand area.

Exhibition

Tuesday	27 March	10.00 – 17.00	Exhibition hall opens: 08.00 – 17.30
Wednesday	28 March	10.00 – 17.00	Exhibition hall opens: 09.00 – 17.30
Thursday	29 March	10.00 – 16.00	Exhibition hall opens: 09.00

Breakdown

Thursday	29 March	16.00 – 22.00	From 16.30 the technical connections will be disconnected.
Friday	30 March	08.00 - 17.00	Exhibition hall must be completely cleared and returned to its original condition.

**VEHICLES OVER 7.5 TONNES MAY NOT TRAVEL ON THE ROADS IN EUROPE
BETWEEN 22.00 ON SATURDAYS AND 22.00 ON SUNDAYS.**

HOW TO GET TO LINGOTTO FIERE

By Air

It is a 15-20 minute car journey from Caselle Airport into the town centre. A bus service is also available (trips of approximately 30 minutes). The bus stops are just a few metres from the Arrivals exit.

By Train

PORTA NUOVA STATION, situated in the centre of Turin, is 10 minutes by car from Lingotto Fiere. PORTA SUSA STATION, is 20 minutes by car from Lingotto Fiere.

By Bus

Bus Lines 1, 18 and 35 leave from Porta Nuova Station and take approx. 20 minutes to Lingotto Fiere. Bus Line 1 leaves from Porta Susa Station. Journey time to the exhibition centre is approx. 30 minutes.

By Underground

Line 1 (towards Lingotto): 9 stops from Porta Susa, 6 stops from Porta Nuova.

By Car

All the motorways lead onto Turin's ring road. Take the Corso Unità d'Italia exit and follow the signs for Lingotto Fiere.

Transfer

CTA Consorzio Torinese Autoservizi

Info/ Tel. 848.78.87.11

Bookings: prenotazioni@cta-to.com

Quotes: preventivi@cta-to.com

A

Accommodation

E-Way.travel

DMC Sas di E.Mandola C.

Stefania Codecà

Tel: +39 011 851629

Fax: +39 011 2358301

E-mail: info@e-way.travel

Website: www.e-way.travel

Animals

Animals are not permitted anywhere in the Exhibition grounds.

Audiovisual Equipment

EUPHON Communication S.p.A.

Patrizio Faleschini

Tel: 011 6311 790

Fax: 011 6643 224

Cell: 335 789 8199

E-mail: patrizio.faleschini@euphon.it

B

Badges

Exhibitor badges are free of charge and allow the stand personnel free entry to the Exhibition. Badges can be ordered via the link in the "order forms" section of the Online Technical Handbook.

Approximately two weeks prior to the Exhibition, each individual participant will receive an email containing the bar code for their badge. Simply print this email and bring it to the registration area where you will be able to print your badge.

During the build-up and breakdown periods Exhibitors and contractors/stand builders do not require any show badges.

C

Catalogues

A free copy of the show catalogue will be delivered to your stand on the evening of the last day of build-up.

Catering

AUTOGRILL S.p.A.

Alessandro Zese

Tel: +39 011 6670 864

Fax: +39 011 6645 603

Mob: +39 348 0918 659

E-mail: alessandro.zese@autogrill.net

Children

Children under 15 are not permitted within the Exhibition site during build-up and breakdown for safety reasons or during the show days as the Exhibition is for trade only.

Cleaning

Compass Group Italia S.p.A.

Silvia Roccati (prior to the Exhibition)

Maria Cugliari (during the Exhibition)

Tel: +39 011 6634 647

Fax: +39 011 6634 647

E-mail: eurest.services@compass-group.it

On-site mob: +39 335 6985 073

After each Exhibition day all public areas will be cleaned. Should you require stand cleaning, please complete form S in the Exhibitor Handbook.

Cloakroom

A cloakroom is located near the entrance to Hall 3.

D

DropWires / Electrical Installations / Electricity Supply / Water & Compressed Air

GL EVENTS ITALIA S.p.A.

Corrado Angeloni

Tel: +39 011 6644 111

Fax: +39 011 6646 648

E-mail: corrado.angeloni@lingottofiere.it

E

Electricity

For electrical installations within the stand, it is very important to distinguish between the electricity supply (= connection to the main supply of the halls) and the electrical box for the stand (= fuse box, for the electrical system of the stand, containing protective switches). Both of these are necessary for Exhibitors who require electricity on their stands for spotlights, coffee machines, etc.

Space only Exhibitors: Please order your electricity supply by completing form A and your electrical box by completing form I in the Exhibitor Handbook.

Shell Scheme A or B Exhibitors: A basic power supply and a shared electrical box are included in the shell scheme price and installation.

Emergency (Fire, etc.)

Lingotto Fiere Control Room

Tel: +39 011 631 3181

F

Faxes & Photocopiers

PRODES UFFICIO s.a.s.

Loris Mazzi

Tel: +39 011 255 006

Fax: +39 011 253 628

Mob: +39 335 835 5432

E-mail: prodesufficio@tiscali.it

Fire Extinguishers

TORINESE ANTINCENDI

Vanessa Virelli (Mon-Fri)

Tel: +39 011 3858 701

Fax: +39 011 4556 237

Email: commerciale@torineseantincendi.com

On-site (Sat-Sun): please go to the Service Center in the "Galleria Visitatori"

Fire Prevention Declaration

GL EVENTS ITALIA S.p.A.

Roberto Perotti

Tel: +39 011 6644 111
Fax: +39 011 6646 648
E-mail: roberto.perotti@lingottofiere.it

First Aid

The first aid post is located at the entrance of Hall 3.

Tel: +39 011 6644 333

Floral Decorations

MARTINI Aree Verdi

Franco Martini

Tel: +39 011 6603 018

Fax: +39 011 6601 519

Mob: +39 335 6115 893

E-mail: martini.areeverdi@gmail.com

Forwarding / Customs / Storage of Empty Crates

SCHENKER ITALIA S.p.A

Mauro Raineri

Tel: +39 011 6644 405/406

Fax: +39 011 6644 407

Mob: +39 339 4955 311

E-mail: mauro.raineri@schenkerit.com

Furniture / Carpet / Shell Scheme Extras / Stand Graphics / Stand Partition Walls

P&P ITALIA S.r.l.

David Sargentini

Tel: +39 011 6810 380

Fax: +39 011 6810 427

E-mail: sargentini@pepitalia.it

On-site mob.: +39 331 6242 616

G

Goods Vehicle Passes

Goods vehicle passes can be found on the final page of this document. They must be displayed in all vehicles used for the delivery of goods during the build-up and breakdown period. Please mark the name and stand number of the exhibiting company and an on-site mobile number on the passes and affix them clearly visible to the windscreen of any vehicle entering the Exhibition site during the build-up and breakdown period. Please note that

unloading time is limited in order to facilitate access and reduce waiting times.

H

Hostesses / Stewards

REAR Soc. Coop.

Samantha Montanari

Tel: +39 011 5360 400

Fax: +39 011 5360 414

Mob: +39 335 7190 192

E-mail: s.montanari@rearonline.it

I

Insurance

TOWERGATE COVEREX

Rebecca Fielder

Tel: +44 (0)1622 607302

E-mail: rebecca.fielder@towergate.co.uk

L

Lost property

Lingotto Fiere Reception

Tel: +39 011 6644 111

M

Mack Brooks Organisers Offices

Technical Office

(open 24th – 30th March 2012)

Sabine Henrich / Chiara Valle

Tel: +39 011 409 5503

Fax: +39 011 409 5508

E-mail: sabine.henrich@mackbrooks.co.uk
chiara.valle@mackbrooks.co.uk

Show Management Office:

(open 26th – 29th March 2012)

Olivia Griscelli / Arianna Rossini

Tel: +39 011 409 5507

Fax: +39 011 409 5508

E-mail: olivia.griscelli@mackbrooks.co.uk
arianna.rossini@mackbrooks.co.uk

Manning of the stand

Exhibitors are obliged to be present on their stands during Exhibition opening hours and

display registered exhibits. Stands may not be dismantled before the official closing of the Exhibition.

Musical Reproduction/Copyright

Exhibitors are asked to limit the running of noisy machinery to fixed demonstration periods and to keep the sound of AV equipment or music to an acceptable level (max 60db).

It is mandatory for Exhibitors who wish to have musical presentations on their stand to apply for a permit with S.I.A.E.

Please see Order Form "SIAE" (Payment of Royalties)

N

Networking Reception

A networking reception takes place on Wednesday 28th March from 17:15pm in the restaurant in Hall 2. The reception is open to all Exhibitors, co-exhibitors and visitors. Please bring your badge.

P

Opening Ceremony

The opening ceremony will be held in the morning on Tuesday 27th March in Sala Rossa in Hall 1.

Operator

Natl./Intl.: Tel: 1254
Natl./Intl. from Mobiles: Tel: 892412
Intl. calls through the operator: Tel: 170

P

Parking

Cars: The Exhibitor car park (P3) is located outside Hall 3 and access will be clearly signposted. Parking is free of charge but spaces are limited and therefore it is on a first come first served basis. Entry is by Exhibitor badge only, car parking passes are not required. Paying visitor car parks (A+B) are also clearly signposted.

Lorries: Lorries cannot be parked in the hall or the loading areas. Lorries can be parked in a specially designated area near P3.

Payment of Services

Please note that most services require payment before your arrival on site. Failure to do so may result in the required items not being installed. Certain services will be invoiced on site and you will be expected to settle the invoice then.

Photographer

SELECT

Luigi Bertello

Tel: +39 011 5506 331

Fax: +39 011 5506 331

Mob: +39 348 3383 574

E-mail: info@luigibertello.com

luigibertello@interfree.it

P.L. (Workplace accident prevention)

GL EVENTS ITALIA S.p.A.

Roberto Perotti

Tel: +39 011 6644 111

Fax: +39 011 6646 648

E-mail: roberto.perotti@lingottofiere.it

Press Office

(open 26th – 29th March)

The Press Office is located outside the Exhibition between the entrances to Hall 1 and Hall 2 and is signposted.

Please bring your press pack on Monday, between 14:00 – 17:00.

Giorgia Brescia / Ken Harris

Tel: +39 011 409 5500 (Giorgia Brescia)

Tel: +39 011 409 5501 (Ken Harris)

Fax: +39 011 409 5502

S

Safety Regulations

Please note that checks will be made on site during build-up and breakdown in order to verify compliance with the regulations concerning Health & Safety in the workplace. Please see General Regulations in the online Technical Handbook, and paragraphs "Accident Prevention and

Safety” and “Fire Preventions Regulations” in the Technical Regulations of Lingotto Fiere. If necessary, the Organisers and the Exhibitor/ stand builder will be notified if these regulations have not been adhered to, which may result in either the work in progress being suspended or the stand being closed. Failure to comply with these regulations may also lead to a penalty imposed by the local Inspection Authorities.

Scanners (Visitconnect)

Computerised visitor registration will be in operation and Exhibitors wishing to register the data of individual visitors to their stands can hire Visitconnect scanners.

SO VISIT LTD

Tel: +44 844 58 600 98

Fax: +44 1923 690691

E-mail: sales@visitconnect.net

Security

The Organisers will provide general security within the Exhibition halls. However, the individual security of stands and exhibits lies within the responsibility of each Exhibitor. Valuables should be locked away overnight and you may want to hire a security guard especially for the night before the show opening and during the first night of breakdown. Stand security guards can only be ordered from the official contractor Rear Vigilanza Privata S.r.l. for a minimum of 4 consecutive hours.

Luca Losa

Tel: +39 011 5627 965

Fax: +39 011 5067 448

On-site mob.: +39 331 4095 772

E-mail: presidenza@vigilanzarear.it

Seminars

CIFI Conferences

27-29 March 2012

Angela Di Cera

Tel: +39 06 4882 129

IATT Workshop

27 March 2012

Tel: +39 06 3972 1997

E-mail: iatt@iatt.info

SIG Conference

28 March 2012

Tel: +39 02 7779 0415/417

E-mail: segreteria@societaitalianagallerie.it

AIF / ANISIG Seminar

29 March 2012

Agnese Mantilli

Tel: +39 06 8456 7352

E-mail: mantillia@ance.it

Space Only Stands

If you have not already done so, please send us your stand design plans for approval as soon as possible. Stands without stand construction approval from the Organisers will not be permitted to build up.

T

Taxi

A taxi rank is located in front of the Exhibition halls.

Tel: +39 011 5737 Pronto Taxi

Tel: +39 011 5730 Radio Taxi

Technical Visits

28 March 2012

ALSTOM

Alstom Savigliano Plant (CN)

GRUPPO TORINESE TRASPORTI (GTT)

Turin Automated Metro

Prototype for the VANAHEIM Project

29 March 2012

GRUPPO TORINESE TRASPORTI (GTT)

Light Rail Workshop

Porta Milano train refurbishment workshop and Piedmont Railway Museum

The detailed programme and information on how to register is featured on www.expoferroviaria.com and www.intertunnel.com.

Telephone Connections / Internet

GL EVENTS ITALIA S.p.A.

Stefano Zecchini

Tel: +39 011 6644 111

Fax: +39 011 6646 648

E-mail: stefano.zecchini@lingottofiere.it

Trolleys

There are no trolleys available at the halls. Exhibitors are advised to bring their own trolleys to transport light exhibits to and from their stand.

V

Venue

GL EVENTS ITALIA S.p.A.

Lingotto Fiere

Via Nizza, 294

10126 Turin

ITALY

Stefano Meriano

Tel: +39 011 6644 111

Fax: +39 011 6646 648

E-mail: stefano.meriano@lingottofiere.it

W

Waste Disposal

Exhibitors are reminded that they are responsible for the removal of all waste during build-up and breakdown. Failure to do so could result in the Exhibitor being charged if waste is found on the stand after their departure from the hall.

ACCESSO PORTA LOGISTICA

LOGISTICS GATE ENTRANCE



