

# **MEGAWATT**

Exhibition & Conference

**18-19**  
November  
**2026**

Milan Bergamo  
Exhibition Center  
Italy

## **TECHNICAL MANUAL**

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### **POWERING PURPOSES:**

*Driving Sustainability  
& Clean Energy  
for a Brighter Future.*

## VENUE

MEGAWATT 2025 will take place from 21st to 22nd October, at the following address:

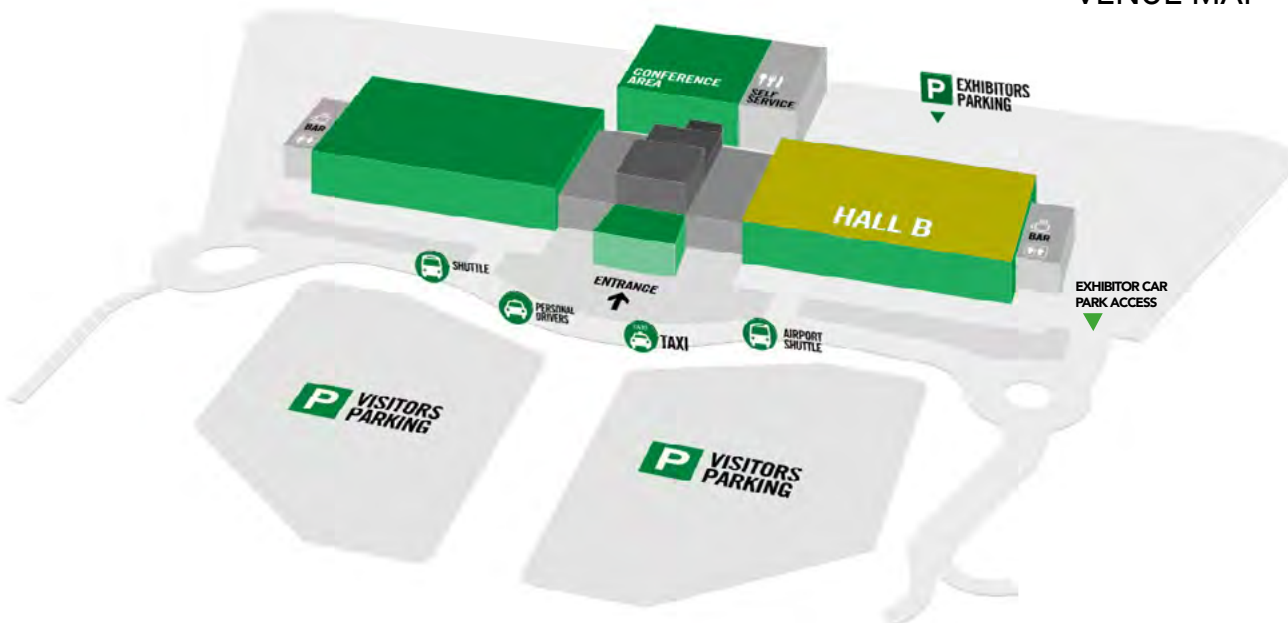
VIA LUNGA  
24125 BERGAMO – ITALY

The event will be held inside the Milan Bergamo Exhibition Center.

The Exhibition will take place in Hall B and the Conference in the conference hall on the ground floor.



## VENUE MAP



**ORGANISER'S OFFICE**

The MEGAWATT Organiser's Office is located at the main entrance of the exhibition venue, serving as a point of assistance for both exhibitors and contractors. Upon arrival, all exhibitors and contractors are required to report to this office to receive up-to-date information and their entrance badges.

The Organiser's Office operates daily from 09:00 to 18:00, starting from the Saturday prior to the opening of the event until the exhibition closes on the final day.

For general inquiries, please contact:

**MEGAWATT SRL**

Via Papa Giovanni XXIII 19, 24030 Orio al Serio (BG) – Italy

Tel. +39 035 4400 205

E-mail: [exhibit@megawattexpo.com](mailto:exhibit@megawattexpo.com), [info@megawattexpo.com](mailto:info@megawattexpo.com)

Web: [www.megawattexpo.com](http://www.megawattexpo.com)

**TECHNICAL SERVICES OFFICE**

The Technical Services Office is located in the same area of the Organiser's Office. This office is dedicated to assisting exhibitors and contractors with technical queries related to exhibition services, on-site orders, stand construction, and the provision of technical documentation and necessary certifications.

Required certifications may include:

"Certificate of Conformity" for the electrical system of your stand.

Fireproof certificates for stand construction materials.

Structural and load calculations when applicable.

Certification of proper installation for stand structures.

For assistance, please contact: [technical@megawattexpo.com](mailto:technical@megawattexpo.com)

**LATE OR EARLY WORKING PROCEDURES**

Any contractor or exhibitor requiring extended working hours outside the official timetable must apply for permission from the Organiser. A written authorization is mandatory to access the exhibition halls during unauthorized hours. No entry or extended presence is allowed without this approval.

**MEGAWATT OFFICIAL SUPPLIERS**

The official suppliers for MEGAWATT are listed at the end of this exhibition manual.

Only MEGAWATT, and the companies explicitly listed as suppliers or contractors in this manual are authorized to contact exhibitors regarding MEGAWATT-related services.

Be cautious of unauthorised companies that might misuse the MEGAWATT name or logo to offer services such as directory listings or advertising opportunities. MEGAWATT is not affiliated with these entities.

For verification or doubts, please contact: [exhibit@megawattexpo.com](mailto:exhibit@megawattexpo.com)

**ACCOMMODATION @ MEGAWATT**

Attendees can book a selection of hotels available on MEGAWATT website [@HotelBooking](#)

**EXHIBITOR AND CONTRACTOR BADGES**

Entrance badges are mandatory for all MEGAWATT attendees. These can only be requested online and are required for exhibitor personnel, suppliers, and contractors.

The number of badges provided to each registered exhibitor is determined by the size of their stand. The Organiser will provide specific details to each company individually.

Approved badges will be sent as PDF attachments via email. Attendees must print and present them at the entrance, where badge holders and lanyards or pins can be collected free of charge if needed.

Exhibitors' badges allow access to the exhibition halls during the build-up, event opening days, and dismantling periods. On event days, exhibitors can enter the halls one hour prior to the official opening time and remain for up to 30 minutes after the closing time.

Exhibitors' badges do not permit entry into the conference room.

Exhibitors who wish to attend conference sessions may do so purchasing a delegate bage for 250,00 Euro per day or 400,00 Euro for two days package, as outlined in the registration form available exclusively online at [www.megawattexpo.com](http://www.megawattexpo.com).

### **Contractors' Badges**

Contractors' badges allow access to the exhibition halls solely during the build-up and dismantling periods.

### **MEGAWATT EVENT GUIDE (CATALOGUE ENTRY)**

Inclusion in the MEGAWATT Event Guide (Catalogue) is mandatory for all exhibitors and is included in the registration fee specified in the Space Application Contract.

The listing includes the exhibitor's contact details and a description of their activities. It is published online on [www.megawattexpo.com](http://www.megawattexpo.com).

Each exhibitor will be notified by the Organisers once the online submission system is available. Exhibitors must complete and submit their catalogue entry form by the specified deadline. In case of non-compliance, the Organiser reserve the right to publish the exhibitor's contact details as provided in their Space Application Contract.

### **Important Notes:**

Only companies that have directly booked a space, or are named as co-exhibitors or hosted/represented by the main stand owner, may submit a catalogue entry.

Exhibitors must inform the Organiser via [exhibit@megawattexpo.com](mailto:exhibit@megawattexpo.com) about their co-exhibitors or hosted/represented companies, providing their names and contact details.

**Sub-leasing or selling exhibition spaces is strictly prohibited.**

### **ACCESS TO EXHIBITION AREA & PARKING DURING BUILD-UP & DISMANTLING**

The delivery of exhibits to stands is managed exclusively by the official freight forwarder. Only vehicles with authorized access granted by the freight forwarder will be admitted to the site during these periods.

A free parking area is available near the main entrance to the Bergamo Exhibition Center. During build-up and dismantling, exhibitors can transport lightweight materials to their stands if they are small, hand-carriable, or transported on trolleys.

### **SECURITY**

**The security of individual stands is the sole responsibility of the exhibitor at all times. Stands should never be left unattended, particularly during the vulnerable build-up and dismantling phases.**

The Organiser provide overnight security during construction and dismantling periods. However, neither the Organiser nor their staff can accept liability for any loss or damage to stands, exhibits, materials, goods, or personal items. Exhibitors must ensure their properties are secure at all times.

In the event of loss or theft, exhibitors should immediately report the incident to the appointed security contractor, who will notify the police and the Exhibition Organiser.

### **Important Security Reminder:**

**Do not leave any items on your stand after packing and removing your exhibits or stand fittings.**

DAY / INFO	Sunday 15 Nov	Monday 16 Nov	Tuesday 17 Nov	Wednesday 18 Nov	Thursday 19 Nov	Friday 20 Nov
EXHIBITION TIME*				9.00 - 18.00	9.00 - 17.00	
CONGRESS TIME				9.30 - 17.00	9.30 - 16.00	
EXHIBITOR DESK & REGISTRATION			8.00 - 16.00	8.00 - 17.00	8.00 - 15.00	
TECHNICAL SERVICE DESK	14.00 - 18.00	8.00 - 18.00	8.00 - 16.00	8.00 - 17.00	8.00 - 17.00	8.00 - 18.00
BUILDERS SET-UP	14.00 - 20.00	8.00 - 20.00	8.00 - 16.00			
DISMANTLING OF STAND AND ELECTRICAL FITTINGS					17.30 - 20.00	8.00 - 18.00

\*Exhibitors and their staff are permitted to be at their stand 1 hour before scheduled opening time each day and stay 30 minutes longer after the event is closed.

DEADLINE	FORM	SERVICE	SEND TO	SENT	APPROVED
18 June	1	PAYMENT/THIRD PARTY AUTHORIZATION	exhibitorservice@megawattexpo.com	<input type="checkbox"/>	<input type="checkbox"/>
10 Sept.	9	TECHNICAL SERVICES	technical@megawattexpo.com	<input type="checkbox"/>	<input type="checkbox"/>
10 Sept.	2	INSURANCE	exhibitorservice@megawattexpo.com	<input type="checkbox"/>	<input type="checkbox"/>
10 Sept.	3	BADGE LICENCE SCANNER	exhibitorservice@megawattexpo.com	<input type="checkbox"/>	<input type="checkbox"/>
10 July	4	EXHIBITOR APPOINTED CONTRACTOR	exhibitorservice@megawattexpo.com	<input type="checkbox"/>	<input type="checkbox"/>
10 Sept.	5	DECLARATION OF CORRECT ASSEMBLY	technical@megawattexpo.com	<input type="checkbox"/>	<input type="checkbox"/>
10 Sept.	6	ELECTRICAL CONFORMITY DECLARATION	technical@megawattexpo.com	<input type="checkbox"/>	<input type="checkbox"/>
10 Sept.	7	DECLARATION OF EQUIPMENTS, PRODUCTS & STRUCTURES	technical@megawattexpo.com	<input type="checkbox"/>	<input type="checkbox"/>
10 Sept.	8	RISK ASSESSMENT	technical@megawattexpo.com	<input type="checkbox"/>	<input type="checkbox"/>
10 Sept.	14	FURNITURE RENTAL	exhibitorservice@megawattexpo.com	<input type="checkbox"/>	<input type="checkbox"/>
10 Sept.	12	AUDIO VISUAL	exhibitorservice@megawattexpo.com	<input type="checkbox"/>	<input type="checkbox"/>
10 Sept.	11	GRAPHICS	exhibitorservice@megawattexpo.com	<input type="checkbox"/>	<input type="checkbox"/>
10 Sept.	13	PLANT & FLOWER RENTAL	exhibitorservice@megawattexpo.com	<input type="checkbox"/>	<input type="checkbox"/>
10 Sept.	10	CLEANING SERVICES	exhibitorservice@megawattexpo.com	<input type="checkbox"/>	<input type="checkbox"/>
5 Oct.	15	ON-SITE HANDLING SERVICES	exhibitorservice@megawattexpo.com	<input type="checkbox"/>	<input type="checkbox"/>
10 Sept.	16	TEMPORARY STAFF	exhibitorservice@megawattexpo.com	<input type="checkbox"/>	<input type="checkbox"/>
10 Sept.	17	SPONSORSHIP GRAPHIC MATERIALS	exhibitorservice@megawattexpo.com	<input type="checkbox"/>	<input type="checkbox"/>
10 Sept.	18	CAR PARKING	exhibitorservice@megawattexpo.com	<input type="checkbox"/>	<input type="checkbox"/>

### RED FORMS ARE MANDATORY FOR RAW SPACE STAND ONLY

Please be aware: only the companies indicated in this manual are the official services suppliers.

The Organisers do not endorse any other company to act on their behalf and offer services connected to MEGAWATT, except for those clearly listed in the Exhibition Manual.

**1) ORGANISERS**

MEGAWATT 2025 is organised by MEGAWATT Srl. MEGAWATT Srl, headquartered in Orio al Serio (BG), Italy, at Via Papa Giovanni XXIII 19 holds the **MEGAWATT trademark** and is responsible for organising both conference & Exhibitions. Hereinafter, it will be referred to as the MEGAWATT Organiser.

**2) RULES, REGULATIONS, AND GENERAL POLICIES**

All exhibitors must comply with applicable laws and regulations and are liable for any damage caused by their activities, including the actions of personnel working on their behalf. Exhibitors and their teams must adhere to the rules outlined in this agreement and Italian law, including specific provisions by the MEGAWATT Organiser.

Exhibitors will be charged for any damage caused to the property of others by themselves or their teams. Any breach of these regulations may result in invoiced penalties, eviction from the exhibition site, and/or exclusion from future MEGAWATT events. Non-payment of invoices related to MEGAWATT events may lead to expulsion from the current exhibition and disqualification from future events.

**3) HEALTH, SAFETY, AND ENVIRONMENT (HSE)**

Exhibitors and their sub-contractors are required to comply with the **HSE plan issued by the MEGAWATT Organiser and the directives of the HSE Coordinator**. HSE activities on-site follow Italian safety, health, and environmental regulations for construction areas.

HSE Responsibilities for Stand Builders  
Stand builders must appoint an HSE Manager who:

Ensures the Risk Assessment document is submitted to the MEGAWATT Organiser and kept available at the stand during build-up and dismantling.  
Exhibitors and contractors are responsible for ensuring that all activities at their stands comply with regulations and do not negatively impact others. This includes providing risk assessments, briefing all sub-contractors, and monitoring their compliance.

**4) ACCEPTANCE AND AMENDMENTS TO EXHIBITION REGULATIONS**

The MEGAWATT Organiser retain the right to modify, supplement, or clarify regulations as needed. Updates to the "Technical Rules" or other integral provisions will automatically form part of the "General Rules." By signing the Space Contract, exhibitors agree to comply with all current and future amendments.

**5) FEES, PAYMENTS, AND TERMINATION**

All applicable fees and charges are detailed in this manual or communicated directly in writing by the MEGAWATT Organiser or their appointed contractors. Failure to meet payment deadlines may result in the cancellation of the exhibitor's request. In such cases:

MEGAWATT Organiser reserve the right to reassign the requested space or services to other applicants.  
Payments already made may be retained.  
The Organisers maintain the right to seek compensation for any additional damages.

**6) NO-SHOW POLICY**

If an exhibitor does not occupy their designated space by the day before the event's opening, the MEGAWATT Organisers reserve the right to reallocate the space for other purposes.

**7) DELIVERY OF STANDS**

Shell System Package stands will be made available to exhibitors the day before the event opening. Exhibitors can begin setting up their stands starting at 12:00 AM on this date.

**All stands must be fully constructed and ready by 4:00 PM on the day before the event opening. After this time, only cleaning and graphic fixing is possible (no construction or paint work will be allowed after 4:00 PM)**

**8) RETURN OF STANDS**

Exhibitors may begin dismantling and packing their belongings only after the exhibition has officially closed. All areas must be cleared, and items removed by 6:00 PM on the day after the event closure. Any delays in clearing stands will incur additional charges to the exhibitor.

MEGAWATT Organiser are not responsible for any goods, materials, or items left unattended on the premises. Items left uncollected for more than 30 days may be sold by the Organiser. **The net proceeds, minus any outstanding debts and expenses incurred by the Organiser, will be credited to the exhibitor's account.**

**9) SURVEILLANCE AGAINST THEFT – RESPONSIBILITY FOR THEFT AND DAMAGE**

All exhibitors must have a valid insurance policy covering civil liability for exhibitions, conferences, and similar events. The MEGAWATT Organiser reserve the right to request a copy of this policy before the exhibition opens.

Exhibitors must secure their own insurance for theft and damage. While the MEGAWATT Organiser provide general day and night surveillance services, they assume no liability for exhibited items, devices, equipment, or personal property. Exhibitors are also responsible for any damage caused to the venue, other exhibitors' property, or personal belongings by themselves or their personnel.

Exhibitors displaying high-value items are advised to arrange dedicated stand security. If security personnel other than those provided by the MEGAWATT Organiser's contractor are hired, they must wear neutral clothing to avoid confusion.

To prevent unauthorized removal of items, the MEGAWATT Organiser and their security contractor may inspect vehicles and luggage leaving the premises and request proof of ownership or documentation of the transported goods.

The MEGAWATT Organisers accept no liability for indirect losses suffered by exhibitors and will not cover compensation claims.

**10) PHOTOGRAPHY**

MEGAWATT Organiser have appointed official photographers and videographers to capture images and recordings during the event for promotional purposes. Attendees who do not wish to appear in promotional materials should notify [info@megawatt.com](mailto:info@megawatt.com).

Attendees may not photograph, record, or film other attendees, stands, or events within the venue without explicit consent from the relevant individuals or companies. Members of the press may only take photos, make recordings, or conduct interviews after receiving written authorization from the MEGAWATT Organiser.

**11) ADVERTISING**

Exhibitors are permitted to distribute advertising materials exclusively within their own stands. Advertising or promotional activities in common areas, corridors, or adjacent spaces are prohibited. This includes the distribution of leaflets, brochures, gadgets, or other promotional items.

The display or distribution of materials that may be interpreted as offensive to countries, religions, or individuals is strictly forbidden. Violations of this policy may result in the removal of the exhibitor or their representatives from the event.

The above rules also apply to third parties seeking to conduct advertising or promotional activities within the exhibition premises.

**12) DAMAGE TO STANDS**

Exhibitors utilizing shell schemes packages must return their stands in the same condition in which they were provided. Any damage will be repaired by the MEGAWATT Organiser, with the costs charged to the exhibitor.

Exhibitors will be held liable for damage caused by affixing items to floors, walls, columns, or any part of the stand infrastructure. Damages to equipment supplied by the Organiser or their appointed contractors will also be the responsibility of the exhibitor.

### 13) SALES / DISPLAY OF PRICES

The sale of products within the exhibition premises is strictly prohibited. Any violations will prompt the Organiser to request intervention by the Public Authorities, who may impose penalties or other measures on the responsible party.

To ensure fair participation for all exhibitors, the display of prices for products or services is not allowed within the exhibition area. Any such displays will be immediately removed by the Organiser.

### 14) CONSTRUCTION RULES

- Maximum construction height (custom stands): 4.00 meters.
- Maximum weight limit: 300 kg per square meter in all pavilions and connecting areas.
- Hanging banners: Permitted only for Sponsors stand. Maximum weight 25 kg per hanging point, permitted only within the stand's perimeter and must maintain a minimum distance of 2.00 meters from adjacent stands.
- Finishing: back walls exceeding 3.00 meters must be well finished in white paint.

All stand designs, even those within the maximum limits, must be pre-approved by the Organiser.

#### Visibility Requirements:

Stand elements (e.g., walls, banners) must not obstruct the visibility of neighboring stands.

Exhibitor can close a maximum of the 40% of each side facing an aisle. Should the exhibitors wish to exceed the maximum closing percentage, they must obtain the written approval of the Organiser.

Walls, partitions, or structures exceeding the maximum height adjacent to neighboring stands must be finished and painted white on the reverse side. Failure to comply will result in action by the Organiser, including dismantling or finishing the structure at the exhibitor's expense.

#### Prohibitions:

Forklifts, pallet jacks, and other mechanical vehicles are not allowed in the pavilions, except those provided by the official handling company specified in this manual.

#### Suspended Objects:

Only the MEGAWATT Organiser or their authorised contractors may suspend objects from ceilings or load-bearing structures. Exhibitors requiring this service must submit the relevant order forms as specified in the manual.

#### Floor and Wall Guidelines:

Drilling, nailing, or screwing into floors or walls is prohibited.

Floors may be covered with temporary materials such as carpets or raised platforms, but adhesives or paints directly applied to venue floors are not allowed. Any adhesive residues must be completely removed by the exhibitor or their contractor.

Carpets must not extend beyond the exhibitor's allocated space.

### 15) PARKING

Parking within the exhibition area is zoned, and access is strictly regulated.

Parking inside the venue during exhibition days is available through the registration of the vehicle plate on exhibitor portal, each exhibitor have two free passes, additional passes will be available at request and with a fee of 30 Euro, request for further passes has to be sent to [exhibit@megawattexpo.com](mailto:exhibit@megawattexpo.com)

All exhibitor and attendee can also use the visitor parking located in front of the exhibition entrance at a cost of 15 Euro per access payable directly with telepass or with automatic machines positioned at the right side of the exhibition exit.

Vehicles parked outside authorised zones, without permission, or obstructing traffic will be towed immediately without prior notice to the owner.

**16) SMOKING**

Smoking is strictly prohibited within all MEGAWATT premises, including buildings, tents, and any external areas within a 3-meter radius of the structures. Smoking is also prohibited in outdoor areas where flammable materials are present.

Matches and cigarette butts must be fully extinguished and disposed of in designated waste bins. Any violations will be addressed and penalized in accordance with Italian law.

**17) SANITARY REGULATIONS**

All MEGAWATT attendees, regardless of their role, must adhere to the sanitary regulations in effect in Italy at the time of the exhibition. These may include measures such as social distancing, sanitization, and mask usage.

The organisers will implement all applicable measures and guidelines enforced in Italy, including temperature checks, to prevent the spread of infectious diseases.

Exhibitors are responsible for ensuring that their personnel, suppliers, and contractors comply fully with the sanitary regulations in effect during the exhibition.

**18) SPECIFIC WITHDRAWAL CLAUSE**

In the event of non-compliance with any obligations by an Exhibitor, the Organiser reserve the right to terminate the space contract immediately. Notification of cancellation will be issued in writing to the Exhibitor.

**19) ARBITRATION CLAUSE**

All parties agree to submit any disputes arising from the execution or interpretation of these Regulations to the jurisdiction of the competent court in Bergamo, Italy.

## 1. TECHNICAL RULES

The Organiser prescribe the following norms for the use of stands and the presentation of events at MEGAWATT.

Furnishings, accessories, materials, objects on display, and the installation and use of stands must comply with Italian laws on safety, fire and accident prevention, and environmental protection.

The Organiser reserve the right to remove or modify any installations or stands at any time if they have not been authorized in advance or fail to comply with these norms or additional regulations issued by the Organiser. Costs and risks for such removal or modifications will be borne by the exhibitor.

## 2. SPACE-ONLY DESIGNS/PROJECTS

**Exhibitors must submit the following documents to the Organisers by September 10, 2026 (deadline postponement must be required in writing and will be sole discretion of the Organisers to accept or decline the requests) :**

- Booth design, including 3D views, floor plan, and sections with full measurements in meters for stand walls and elements.
- Floor plans and detailed construction drawings (with full measurements in meters) for special building work and structures, accompanied by a technical report signed by qualified technicians.
- Drawings showing the placement of equipment and machinery on display. The plans must include the exhibiting company's name, pavilion number, and stand number.
- Description of materials used for stand setup.
- List of materials treated with Class 1 or Class 2 fireproofing products, along with the respective certificates.
- Diagrams for electrical and compressed air systems, if applicable.
- Design and plans for any hanging banners, including their position and load-bearing structures (if applicable).
- All order forms, per the dates and guidelines provided by the Organiser in this manual and additional regulations.
- Certificates of conformity for electrical equipment and associated engineering projects, if required.
- HSE document and Risk Assessment.
- Contractor documentation required by Italian laws for construction and dismantling phases.

### Submit the documents to:

MEGAWATT (MEGAWATT 2026 exhibition Organiser)

E-mail: [documents@megawattexpo.com](mailto:documents@megawattexpo.com)

## 3. TECHNICAL RULES FOR THE STAND DISPLAY PLAN

When designing and arranging the stand, exhibitors must adhere to the following norms:

### 3.1 CONSTRUCTION RULES

a) All materials used in stands (partitions, backdrops, structures, platforms, coverings, fabrics, ceilings, curtains, etc.) must be fireproof or treated with fireproofing products as per Italian regulations: - Ministry of the Interior Circular 12 (17.5.80) - Ministerial Decrees dated 6.7.83, 26.6.84, and 28.8.84 (Official Gazettes no. 201 of 23.7.83, no. 234 of 25.8.84, and no. 246 of 6.9.84).

The use of non-compliant plastic materials (e.g., panels, sheets, expanded polystyrene), fabrics in non-fireproof synthetic fibers, paints, varnishes, and adhesives that do not meet Class 1 or Class 2 fireproof standards is prohibited.

Fireproof treatments for display materials (e.g., combustible fabrics and structures) must be carried out before these materials are brought into the pavilion and set up in stands.

Any materials present in a stand must be accompanied by a valid fireproofing certificate.

b) The **STANDARD height construction is 4.00 m. The maximum weight permitted in all Pavilions is 300 kg per square meter.** Exhibitors wishing to build walls or structures or display items exceeding the maximum weight or height limits must contact the MEGAWATT Organiser to arrange special solutions and obtain written official authorisation.

d) The backside of any wall, partition, or structure exceeding the standard height of 3.00 mt must be well-finished, painted white, and free of images, advertisements, or branding. Failure to comply will result in a €500 fine, and the Organiser may require the exhibitor or stand builder to rectify the issue immediately. Any associated costs will be charged to the exhibitor.

e) No structure, wall, or item may exceed a height of 4.00 m.

g) Stand designs must not obstruct the view of neighbouring stands, ensuring at least 60% of the perimeter remains unobstructed.

h) Items exceeding the maximum weight will not be admitted without prior authorization from the Organiser.

i) Forklifts and pallet jacks not operated by the official freight forwarder are prohibited from entering the pavilions.

j) Materials used for display must be specially constructed and finished to minimize on-site assembly.

k) Continuous curtains and ceilings are prohibited. Counter ceilings, grilles, or honeycomb structures are allowed, provided they do not block pavilion aeration or ventilation. Agreement on the type of structure must be reached with the Organiser beforehand.

l) Building pedestrian steps on the stand perimeter as access is prohibited.

m) Obligatory routes, rooms, or areas without access to a corridor are not allowed.

n) The installation of mirrors and glass is allowed if adequately protected.

o) Construction of air conditioning systems that transfer treated air into the hall is prohibited.

p) Continuous walling or closure using panels or similar elements is permitted if:

- At least one opening per side is present (not including the entrance).
- Openings are at least 1.20 m wide and 2.20 m high.
- Closure with opaque elements does not exceed 60% of the stand perimeter for each side.

q) Installing technical stands at entrances, corridors, or exits (including emergency exits) is not permitted without prior written authorization from the Organisers. Unauthorized installations will be removed at the installer's expense.

r) All rooms, including storage areas, must be easily accessible, with doors opening outward for safety purposes.

s) Closed rooms must have ventilation to ensure air circulation.

t) Corridor areas must remain clear. Mobile or fixed display elements or products must not encroach on corridor space. For any construction exceeding limits or differing from these rules, exhibitors must consult the MEGAWATT Organiser to ensure compliance with MEGAWATT regulations.

### **3.2 SAFETY PRESCRIPTIONS FOR WORK AT HEIGHT**

Stand builders, contractors, and suppliers must comply with regulations for using PPE (Personal Protective Equipment) such as hardhats, safety shoes, suitable work clothing, and when required, gloves, safety glasses, and safety vests.

Working at heights must follow Italian laws, and safety vests are mandatory for work above 2 meters. work must be carried out at the exhibitor's expense.

Ladders must be metal and comply with Italian/EU regulations. Users must keep their feet below 2 meters or on the third step before the ladder platform for stability and safety.

### **3.3 CAFETERIAS/REFRESHMENTS AREAS**

Exhibitors wishing to set up a small cafeteria or refreshment area for serving food and drinks (free of charge) must adhere to the following prescriptions where technically feasible:

- a) Comply with national food distribution laws in force.
- b) Present a SCIA to the Municipality of Bergamo [page link](#).
- c) Acquire health booklets for the staff involved in the service from the local health office (all the staff using for the service must have HACCP certificate).
- d) Fit the area with appropriate water supply and waste equipment.
- e) Obtain approval for the layout, including a plan showing the refreshment area with various technical connections (e.g., electricity).

The obligation to observe national food and drink serving regulations is the exclusive responsibility of the exhibitors, even when plans have been approved and authorized by the organisers.

### **3.4 BUSINESS OFFICES/KIOSKS**

In addition to adhering to Article 1, exhibitors must:

- a) Ensure that the dimensions of these areas are proportionate to the stand's total area.
- b) Position these areas at least 100 cm from the corridors if the access door opens towards them.
- c) Ensure these areas are always accessible to security and fire prevention staff, even when the pavilions are closed.
- d) Avoid storing excessive quantities of packaging, flammable materials, and printed matter.

### **3.5 EXCEPTIONS TO HEIGHT OF DISPLAYS**

Exceptions to the maximum height of displays may be granted if the following conditions are met:

- Organiser deem the stand area sufficient to justify the request and ensure visibility to neighboring exhibitors or structures is not obstructed.
- A minimum distance of 2 m is maintained from neighboring stands.
- A minimum distance of 1.5 m is maintained from ventilator convectors, security exits with panic bars, and other critical points to ensure accessibility.
- The display does not disturb or cover overhead signs positioned by the organisers.
- Conformance to the regulations concerning assembly and dismantling of the display is guaranteed.

### **3.6 RAISED STRUCTURES**

The construction of raised platforms is prohibited unless specifically authorized by the organiser.

### **3.7 PROJECT AND LISTENING ROOMS**

In addition to conforming to Article 1.5, exhibitors must adhere to the following regulations concerning fire prevention in public showrooms:

- a) Sound-absorbing structures must be made of fireproof materials (e.g., fiberglass wood or rock wool). Non-fireproof plastic materials or those not of Class 1 are strictly prohibited and must be documented for compliance.
- b) Only seated individuals are permitted in these rooms. Standing is not allowed. Clearly visible "No Smoking" signs must be placed inside these rooms and adhered to at all times.

### **3.8 ADVERTISING COMPETITIONS AND AWARDS**

Exhibitors may conduct trading activities within their stands exclusively for their companies and representatives. Promotions and advertising materials are restricted to the products for which they were granted exhibition access.

Any presentation unrelated to the event's core theme, even if complementary to the display, must receive prior authorization. Vehicle or similar displays, even if sponsored by exhibitors, must be approved by the organisers, considering safety regulations and other exhibitors' rights.

Written permission from relevant authorities is required for displaying signs relating to competitions organized by associations, institutions, media, or journals.

Prior authorization from the organisers is necessary for placing any advertising materials in event corridors or common areas, including distributing brochures, leaflets, or similar items.

These rules apply to all exhibitors, co-exhibitors, hosted and represented companies, suppliers, advertising and consultancy agencies, and any other entities conducting promotional activities within the exhibition area.

### **3.9 ADVERTISING TAXES**

Exhibitors must pay the tax as laid down in Presidential Decree 639 of 26.10.72 to the local representative of the related authority.

### **3.10 SOUND/VIDEO BROADCASTING**

Exhibitors intending to use video content within their stand or during any part of the event must comply with current copyright regulations regarding audiovisual material.

- If the video content includes only royalty-free music and does not contain any copyrighted works, no SIAE license is required.
- **If the video contains copyrighted music or works by third-party authors, the exhibitor is required to obtain the appropriate license from SIAE in advance.**

Exhibitors are strongly advised to retain documentation proving:

1. The ownership or authorized use of the video materials;
2. The royalty-free nature of any music used (e.g., licenses, declarations, or terms of use).

In the event of inspections by the authorities during the exhibition, the exhibitor must be able to provide such documentation upon request.

For further information on applicable licenses and procedures, please refer to the official SIAE website: [www.siae.it](http://www.siae.it).

## **4. SUSPENSION FROM THE CEILING**

The maximum weight allowed for hanging objects from the ceiling is 25 kg.

Only the official contractor is authorized to hang objects from ceilings or load-bearing structures.

Refer to the order form for suspending objects. Multiple suspension points may be required to achieve the desired positioning.

## **5. FLOORS**

Nailing, screwing, drilling, or otherwise modifying the floor is strictly prohibited.

Floors may be covered with panels, carpets, linoleum, or similar materials, but adhesive use or painting is prohibited.

Exhibitors are responsible for removing tape from the floor. Failure to do so will result in a €500 fine.

Exhibitors are liable for any floor damage caused by equipment installation.

Maximum floor load: 300 kg/sqm. Carpets must not extend beyond the exhibitor's stand area.

## **6. WHEELCHAIR ACCESS**

For stands with a depth or width of 3 m or more and a raised floor/platform from 4 cm or higher, suitable wheelchair access is required. Ramps must:

- Be at least 1,000 mm wide.
- Have defined sides.
- Maintain a gradient no steeper than 1:12.

Ramps outside the stand floor area or walkways are prohibited. Stand designs without clear wheelchair access will not be reviewed.

## **7. SUPPLY AND NORMS FOR ELECTRIC POWER AND TRACTION SERVICES**

All electrical installation work must be carried out by a licensed and qualified electrician registered with the Chamber of Commerce. All materials used must comply with Italian law regulations and be accompanied by the necessary documentation, as outlined in the relevant Forms.

Only the Organiser's appointed electrician is authorized to connect stands to the exhibition's electricity supply and to lay cables to the stands. This electrician is also responsible for ensuring that only approved equipment is connected to the exhibition's electricity supply. The electricity supply will be disconnected 15 minutes after the closing time on the final day of the event.

All electrical devices, such as coffee makers, fan heaters, and similar equipment, must be equipped with timers. Please note that the electrical outlets and distribution boxes will be operational only one hour before the exhibition opens and will be switched off one hour after the exhibition closes each day.

Exhibitors are encouraged to minimize power consumption wherever possible to support environmental sustainability.

### **7.1 GUARANTEE OF ELECTRICAL SUPPLY**

Electricity will be distributed by the organisers with the same characteristics as those supplied by the Electricity Board 220 – 240V– 50Hz.

### **7.2 CALENDARS AND TIMETABLE FOR THE ELECTRICITY SUPPLY SERVICE**

During the event, electric power is available within the official opening hours.

### **7.3 ELECTRICAL STRUCTURES**

Exhibitors are responsible for setting up their electrical systems and ensuring proper functionality. Conformity certificates for electrical systems must be provided to the organisers.

### **7.4 ELECTRICAL CONNECTIONS**

Electrical connections will be carried out at the exhibitor's expense after approval by the organiser's technicians.

### **7.5 TECHNICAL AND SAFETY NORMS FOR ELECTRICAL CONNECTIONS**

Electrical circuits must comply with:

- D.P.R. 547 (27.4.55) in which, is cited Art. 267:
- Electrical circuits and all their parts must be constructed installed and maintained to foresee any danger deriving from accidental contact with the powered elements and the risks of fire and explosion deriving from eventual abnormalities that may be found during operation.
- The EEC regulations (Law 186 of 1.4.68) in particular: 11.2 General norms for electrical structures
- 23.3 Norms for automatic over current switches 23.18 Norms for differential switches
- 64.8 Norms for electrical structures using nominal voltage no greater than 1000 V (+ variants)
- 64.10 Electrical structures in public performance and entertainment areas; As well as the Electro technical Unification Tables (UNEL), where applicable.

The most recent edition of all the norms and tables listed above, including amendments and variants is in each case the valid one.

### **Responsibilities**

The exhibitor exempts the Organiser from all civil and criminal responsibility for any damage to persons or property caused by the staff, materials, or equipment of any kind present in the stand or in any case used by the exhibitor.

### **8. CLEANING AND WASTE DISPOSAL**

Exhibitors are responsible for maintaining their stands in a clean and orderly condition and must ensure that waste is disposed of in compliance with established waste disposal rules. Strict waste sorting guidelines must be followed, and failure to comply may result in financial penalties. All exhibitors are required to sort their waste according to the provided instructions.

### **During Assembly**

Exhibitors are responsible for cleaning their own stands during the assembly period, including on the final day before the exhibition opens. Each exhibitor and stand builder must remove all waste generated during the assembly process and is strictly prohibited from leaving garbage, packaging, or materials of any kind on-site or near other stands.

It is strictly prohibited to use other stands for storing goods, equipment, or waste during the setup process.

**During the Event**

MEGAWATT Exhibition provides daily cleaning services for public aisles and common areas. This includes vacuuming floors, removing waste, and emptying wastepaper baskets. Exhibitors must take food waste to a precise disposal points at their booth. No cleaning services will be carried out within the exhibitors' areas unless the cleaning service is specifically ordered using the appropriate form.

**During Disassembly**

At the end of the exhibition, exhibitors are required to disassemble and remove their own stands (if applicable) or ensure the exhibit area where the stand was constructed is left in good condition. All waste produced during the disassembly phase must be entirely removed by the exhibitor or it's contractor. It is strictly forbidden to abandon waste or debris of any kind in the exhibition area.

The use of other stands to store goods, equipment, or waste during disassembly is strictly forbidden.

Deliveries are regulated by the official handling company EXPOTRANS. Unauthorized vehicles in the exhibition area will be removed at the owner's expense. Small items (up to 30 kg) can be hand-carried.

**Remark**

All exhibitors are responsible for the disposal of goods and waste during the assembly and dismantling periods. If any items are left onsite, the organiser reserves the right to dispose of them and charge the exhibitor for the removal and disposal service.

**9. ASSEMBLY AND DISASSEMBLY**

Exhibitors are required to adhere strictly to the timelines set for the assembly and dismantling of their stands to facilitate efficient planning and coordination. It is essential that this information is communicated to all relevant personnel and contractors responsible for the setup and teardown of the exhibitor's stand.

Please note that dismantling activities are not permitted before the official closure of the exhibition.

**10. DELIVERIES**

All deliveries to the exhibition site are managed exclusively by the official handling company EXPOTRANS and are subject to strict regulations before, during, and after the event. Unauthorized vehicles are prohibited within the exhibition premises, and any such vehicles found parked onsite will be removed at the owner's expense.

Exhibitors, contractors, and suppliers must adhere to the delivery schedules set by the official freight forwarder or as specified by the event organiser.

Only the official handling company is authorized to operate motorized transport equipment, including cranes, forklifts, and pallet jacks, within the exhibition halls. These services must be booked in advance using the designated order form. Small hand-carried materials (e.g., small boxes weighing up to 30 kg) can be delivered into the pavilions without assistance. For heavier materials requiring powered equipment, the services of the official handling company are mandatory.

**11. FIRE PREVENTION**

Temporary furnishings and decorations must be made of non-flammable materials or treated to meet Italian fire safety regulations. The storage or use of flammable gases, liquids, or objects within the exhibition halls is strictly prohibited unless prior permission is obtained from the Organiser. Open flames or any form of fire usage indoors are not allowed. For any uncertainties regarding fire safety regulations, exhibitors must consult with MEGAWATT Exhibition to avoid the risk of non-compliant materials being removed.

**Fire Stations**

Firefighting equipment, including fire extinguishers and fire alarms, must always remain visible and accessible. Fire stations must not be covered or obstructed under any circumstances.

**Emergency Exits and Evacuation Routes**

Emergency exits and evacuation routes must remain unblocked and free of obstructions at all times. No materials, such as posters or decorations, may impede visibility or access in case of an emergency.

**Fire Extinguishers**

Exhibitors with SPACE ONLY stands over 30 sqm must ensure a fire extinguisher is readily available at their stand for the entire duration of the event.

**Smoking**

Smoking is strictly prohibited within the exhibition halls, and the use of open flames or fire in any form is banned.

**11.1 COMPLIANCE WITH LAWS AND REGULATIONS - ACCIDENT PREVENTION**

Exhibitors are obligated to comply with all applicable Italian laws concerning workplace safety, accident prevention, and hygiene. The organiser is exempt from liability for any damages or injuries caused by non-compliance with these regulations by the exhibitor, their staff, or visitors.

**11.2 SAFETY STANDARDS**

Exhibitors and their personnel are required to follow local safety regulations and laws, as well as standards related to worker protection and accident prevention.

**11.3 RULES AND PROIBITIONS**

Upon taking possession of their stand, the exhibitor is responsible for familiarizing themselves and their staff with the pavilion's entrances, exits, and safety features.

**Storage and Use of Materials:** Inks, solvents, and flammable liquids must be stored in designated external storage areas and transported in sealed metal containers. Only the minimum daily quantity needed for operations may be kept in the stand, with appropriate safety measures, including fire extinguishers and "No Smoking" signs.

**Prohibited Substances:** Flammable, caustic, toxic, or irritating materials are not allowed in the pavilions. Exceptions may be granted for inert gases if stored safely. Any demonstration containers for such materials must be displayed empty.

**Packaging and Appliances:** Stands should not store excessive amounts of packaging, promotional materials, or daily-use items. Appliances such as stoves and heaters are prohibited.

**Assembly and Dismantling Periods:**

- Smoking is strictly prohibited inside the pavilions and in areas outside that contain combustible materials. Matches and cigarette butts must always be extinguished with care.
- The guidelines for promptly removing empty packaging materials from the pavilion and cleaning the stands must be diligently followed.

**Exhibition period:** in the evening, before leaving the stand, the Exhibitor must:

- Place wastepaper baskets or containers in the corridor (next to the stand).
- Turn off all electrical equipment in use.
- Ensure no flammable materials are present in the stand.
- Keep any constructed rooms within the stand accessible for entry.

Depositing materials outside your stand area is strictly prohibited.  
Fire hydrants must remain clearly visible and accessible at all times.

**12. SECURITY**

Exhibitors showcasing valuable equipment are encouraged to arrange their own stand security staff. I

**13. INSURANCE**

The organiser will take all precautions they consider necessary to ensure the smooth functioning of the exhibition. However, they are not, under any circumstances, responsible for any loss, damage, or safety of stands, exhibits, materials, or other property belonging to exhibitors or any other individuals.

All exhibitors are advised to obtain insurance coverage for all relevant risks.

Exhibitors are required to have Public Liability insurance providing coverage of at least €2,000,000.00 (two million euros) for damages or injuries. **A copy of the insurance policy from the exhibiting company must be sent to the Organiser within 60 days prior to the exhibition date at [insurance@megawattexpo.com](mailto:insurance@megawattexpo.com)**

**SHELL SCHEME SYSTEM PACKAGE**

To customize your stand, please check Forms 11 through 19. It is also mandatory to send Form 1 and 2 duly filled.

**UPGRADE FROM SPACE ONLY TO SHELL SCHEME PACKAGE**

If you wish to request a Shell Scheme Package for your exhibit space, please contact the Organiser at [sales@megawatt.com](mailto:sales@megawatt.com).

**SPACE ONLY**

It is mandatory to fill in and send Forms 1,2,4,5,6,7,8.

Exhibitor must have 1 fire extinguisher each 30 sqm booth, and send the stand project to [technical@megawattexpo.com](mailto:technical@megawattexpo.com) by September 10th.

Please refer to TECHNICAL RULES from page 10 to 19.

**OFFICIAL SUPPLIER FOR STAND BUILD UP**

The official supplier for stand build up is WMEM S.r.l.s. Enquiry for stand design can be sent to: [info@wmem.it](mailto:info@wmem.it) - Phone +39 035 0666 221 - website [www.wmem.it](http://www.wmem.it)

**FOR EXHIBITORS WITH SHELL SCHEME STANDS:**

Please note that only the event organisers are authorised to apply graphics to the varnished wooden panels of the "Shell" stand packages. For this reason, any custom graphics intended for installation must be ordered exclusively through the official MEGAWATT team (**FORM 11 for additional graphics and deadline submission - included the shell scheme prints already included in the package**).

Exhibitors are not permitted to affix materials directly to the panels; this ensures the preservation of the stand structure and compliance with safety and aesthetic standards. At the end of the event, all elements will be removed by the organisers to restore the booth to its original condition.

Additionally, for safety reasons, it is strictly forbidden to use personal power strips or extension cables. Only power devices provided and installed by the organisers are allowed. The use of unauthorised equipment may compromise the electrical system and lead to service failures.

**FOR SPACE-ONLY EXHIBITORS:**

To begin stand construction on space-only sites, exhibitors wishing to use their own contractor must submit the following:

Forms 1, 2, 4, 5, 6, 7, 8 and 9.

**Detailed stand drawings, including plans and elevations, showing maximum and perimeter heights, must be submitted by September 10th, 2026, for approval.** Contractors must pre-register at the organiser's office via the Exhibitor Porlat website to receive their badges.

**IN ORDER TO OBTAIN FINAL APPROVAL FOR YOUR SPACE ONLY STAND DESIGN, PLEASE CONSIDER THE FOLLOWING GUIDELINES:**

- Electrical Supply: Space-only stands are not equipped with a power main box or electrical connection. Ensure you order your main power supply using Form 9 – Technical Services, including a Declaration of Conformity for your stand's electrical installation.
- Provide a floor plan indicating the desired location of the main power cable. Note that power cables generally originate from the floor. Power cable cannot be guaranteed if plans are submitted after the deadline.

- **Stand Height:** The maximum permissible stand height is 400 cm. For stands exceeding this height, you must obtain written approval from the organizers. For structures above 4.00 meters and for hanging structures, structural calculations signed by a qualified engineer must be submitted.
- **Approval Conditions:** Approval will only be granted if the proposed stand does not obstruct visibility for neighboring stands & complies with all documentation and regulatory requirements.

The following FORMS are MANDATORY for all the Stands:

- Form 1 - Payment / Third Party Authorization Form
- Form 2 - Insurance
- Form 8 - Risk Assessment

MANDATORY Only for Space Only:

- Form 4 - Exhibitor Appointed Contractor
- Form 5 Declaration of Correct Assembly
- Form 6 - Electrical Conformity Declaration
- Form 7 - Declaration of Equipments, Products & Structures.
- Form 9 - Technical Services

It is also mandatory that the Exhibitor ensures that their contractor's personnel will carry all the needed DPI as per Italian law.

ITALIAN Contractors must provide, for all the parties involved, also the following documentations:

- CCIA (visura camerale) current and valid, with attached copy of the document of the business owner.
- DURC, current and valid.
- Employees documentation (UNILav, courses, documents, etc.)
- List of equipment used.

Contractors upon registration, must adhere to the building regulations of the show site on the use of equipment and handling of material, and working at heights, as per regulations.

All personnel belonging to contractor companies working for the build-up or dismantling operations or providing services to exhibiting companies inside the exhibition and conference centre must always wear a name badge.

Badges can be collected at the Exhibitors' Registration Desk located at the main entrance of the exhibition and conference centre.

We strongly recommend that Exhibitors submit their contractors' badges request using the form available via the Exhibitor portal, in the Exhibitor Dashboard. For instructions, please contact MEGAWATT - Exhibition Organiser, [exhibit@megawattexpo.com](mailto:exhibit@megawattexpo.com). Please be informed that handwritten badges' request forms will not be accepted.

On the following pages you will find the FORMS that the Exhibitors or their suppliers will have to fill in for the correct formal process or request support services at their exhibition space:

**THE FORMS INDICATED IN RED, ARE MANDATORY ONLY FOR RAW SPACE STAND:**

- FORM 1 - Payment / Authorization to Third Parties
- FORM 2 - Insurance
- FORM 3 - Badge Licence Scanner
- FORM 4 - Exhibitor Appointed Contractor
- FORM 5 - Declaration of Correct Assembly
- FORM 6 - Electrical Conformity declaration
- FORM 7 - Declaration of equipments, products & structures
- FORM 8 - Risk assessment
- FORM 9 - Technical Services
- FORM 10 - Cleaning Services
- FORM 11 - Graphics
- FORM 12 - Audio Visual
- FORM 13 - Plant & Flower rental
- FORM 14 - Furniture rental
- FORM 15 - On-site handling Services
- FORM 16 - Temporary Staff
- FORM 17 - Sponsorship Graphic Materials
- FORM 18 - Parking



Exhibitor Company Name:		Stand #:
Exhibitor Company Address:		Order Deadline: <b>10th September 2026</b>
City, State / Country, Zip Code:	Phone:	Mobile Phone:
Order Contact:	Email:	
Date:	Company Stamp and Signature:	

**EXHIBITOR COMPANY DECLAR THAT IT HAS THE FOLLOWING INSURANCE COVERAGE:**

- 1. Cover Title: Exhibitor Liability**  
**Standard Limit: €2,000,000 per occurrence.**  
**Summary of Coverage:** Covers the legal obligation to pay compensation, legal fees, and related expenses arising from accidental death, personal injury to third parties, and/or damage to their property while at the venue.
- 2. Cover Title: Exhibitor Expenses**  
**Standard Limit: €20,000**  
**Summary of Coverage:** Protects against the loss of non-recoverable expenses due to the event's cancellation, postponement, curtailment, abandonment, or relocation; inability to open or operate your stand/space because of damage to exhibitor property, transit delays, or damage to the venue; late or non-arrival of exhibits or personnel; failure to vacate the venue within the agreed timeframe; and reasonable costs incurred to mitigate a loss, provided it is beyond your control.
- 3. Cover Title: Exhibitor Property**  
**Standard Limit: €20,000**  
**Summary of Coverage:** Covers physical loss or damage to property under your responsibility, including exhibits, stands, displays, equipment, furnishings, stationery, and promotional materials brought to the venue for the event.

The exhibitor is required to provide MEGAWATT with an extract of their insurance policy confirming the specified coverage limits and its validity.

In the event that the policy does not meet the required coverage, the exhibitor must request an extension or amendment from their insurer to include requested coverage for the event dates, as well as the assembly and dismantling periods.

Failure to comply will result in the exhibitor not being authorised to participate in the event.

**BADGE SCANNING LICENCE**

Exhibitor Company Name:		Stand #:
Exhibitor Company Address:		Order Deadline: <b>10th September 2026</b>
City, State / Country, Zip Code:	Phone:	Mobile Phone:
Order Contact:	Email:	
Date:	Company Stamp and Signature:	

**QUICKLY CAPTURE YOUR LEADS!**

Download Badge Scanneing licence on your mobile phone to capture leads quickly and securely. Just scan the visitor badge and the informations are yours. At the end of the show, you can retrieve data and start converting new leads into business opportunities.

**EASY ACCESS AND DOWNLOAD!**

Your data is stored, and you can have easy access to it from the last day of the show. Leads can be downloaded into excel files (including name, surname, company, position, email, telephone number, etc.) and imported into any CRM system.

**APP DOWNLOAD:**

\_link upon request\_

**Badge Scanneing licence cost is 250,00 EUR + VAT for each device.**

**PLEASE FILL IN TO CONFIRM YOUR ORDER (CAPITAL LETTERS):**

We hereby confirm our order for no. \_\_\_\_\_ (indicate quantity of scanners) Badge Scanning licence and accept general and specific regulations of this service.

**THE CONFIRMATION OF THIS ORDER AND ITS RECEIPT BY MEGAWATT S.R.L. IS DEEMED CONCLUSIVE EVIDENCE OF THE CUSTOMER'S AGREEMENT TO PAY THE TOTAL COSTS OF SERVICES ORDERED FROM THIS SPECIFIC FORM. ORDERS CANNOT BE PROCESSED IF FORM 1 WAS NOT RECEIVED DULY SIGNED.**

## EXHIBITOR APPOINTED CONTRACTOR

Exhibitor Company Name:		Stand #:
Exhibitor Company Address:		Order Deadline: <b>10th July 2026</b>
City, State / Country, Zip Code:	Phone:	Mobile Phone:
Order Contact:	Email:	
Date:	Company Stamp and Signature:	

### MANDATORY ONLY FOR RAW SPACE STANDS

It is **MANDATORY** to send back this form accompanied by the drawings of your proposed stand design on or before **March 15th, 2025**, for approval.

**Drawings must include stand plan and elevation and should indicate maximum and perimetral heights.**

Contractor Company Name:		Contact Person Name & Surname:
Adress:		
City, State:	Phone:	Mobile Phone:
Country, Zip Code:	On-site Mobile Phone:	
Email:	Contractor Company Stamp and Signature:	

### CONTRACTOR'S CHECKLIST: The following FORMS and DOCUMENTS are MANDATORY.

- Form 1 – Payment / Third Party Authorisation
- Form 4 – Exhibitor Appointed Contractor
- Form 5 – Declaration of correct assembly
- Form 6 - Electrical conformity declaration
- Form 7 – Declaration of equipments, products & Structures
- Form 8 – Risk Assessment
- Form 9 – Technical Services
- Certification of materials used
- STRUCTURAL LOAD CALCULATION (Redacted by an engineer) only for hanging structures
- DURC (Single Document of Contribution Regularity)
- VISURA CAMERALE /Chamber of commerce

The Contractor is also invited to register the badges for its personnel via the Exhibitor portal.

Approval for build-up of your stand will be given **ONLY** once you send in all those forms duly filled, followed by payment within the given terms.

Please ensure that your contractor's personnel will be carrying full DPI (work clothes, safety helmet, safety glasses, safety shoes) in full compliance with Italian working laws.

**DECLARATION OF CORRECT ASSEMBLY**

**MANDATORY ONLY FOR RAW SPACE STANDS**

Deadline: 10th September 2026

For safety and accident prevention purposes:

The undersigned .....  
In his/her function of .....  
of the company.....  
based in (city, nation) .....  
Address .....

responsible for the assembly of the following structure:

Stand #: .....  
Exhibitor Company Name .....

temporarily installed in BERGAMO at the following event:  
MEGAWATT Exhibition & Conference 2025 organised by MEGAWATT SRL

- Having read the assembly instructions.
  - Verified the stability and the correct assembly based on the asseveration (certification) of static suitability.
- of the valid structure kept at the organiser's headquarters.

**DECLARE**

- To have utilized high-quality materials for the stand construction that comply with the current Italian technical and product standards.
- To have assembled the materials and structures in accordance with the prevailing Italian legal, technical, and product standards, as well as following the assembly instructions provided by the manufacturers (if applicable) and outlined in the use and maintenance manual, adhering to industry best practices.
- To have ensured, in the selection of materials and their assembly, that they are suitable for the intended use and the specific environment in which they are installed, confirming their full compatibility.
- To have adhered to the safety standards mandated by applicable laws, technical provisions, product regulations in force, and guidelines outlined in good practice regulations during the construction of the set-up.

In particular, the realization was made with the following materials:

**FITTINGS STRUCTURES:**

**DECLARATION OF CORRECT ASSEMBLY**

**OTHER:**

**DESCRIPTION OF THE SET-UP:**

Place and Date, .....

Legal representative signature

.....

**ELECTRICAL CONFORMITY DECLARATION**

Exhibitor Company Name:	Stand #:
-------------------------	----------

The undersigned ....., owner or legal representative of the company (business name)....., operating in the sector ..... , located at Via....., City ..... , Province....., Tel. ...., VAT number..... registered in the Business Register (D.P.R. 7/12/1995, n. 581) of the Chamber of Commerce, (C.C.I.A.A.) of ....., no..... or on the Provincial Register of Craft Businesses (Law 8/8/1985, n. 443) no.....executing the system (schematic description) ..... considered as:

- new system     transformation     expansion     extraordinary maintenance
- other (1).....

commissioned by:..... installed at the premises of Fiera Bergamo located in the Municipality of Bergamo, Via Lunga sn - at the stand of the company ..... on the occasion of the event MEGAWATT Exhibition & Conference in a building intended for use as Fairs and Shows:

**DECLARES**

under personal responsibility, that the system has been built in compliance with professional standards as provided for in Article 6, taking into account the operating conditions and intended uses, specifically:

- adhering to the project drafted under Article 5 by (2);
- following the applicable technical standards (3), Ref. CEI 64/08 and CEI 64/08 Section 711 standards for temporary electrical installations in EXHIBITIONS/FAIRS/STANDS
- installing components and materials suitable for the installation environment (Articles 5 and 6);
- inspecting the system for safety and functionality with positive results, having performed the checks required by standards and legal provisions.

Mandatory Attachments:

- Project under Articles 5 and 7 (4);
- Report detailing the types of materials used (5);
- Executed system diagram (6);
- Reference to previous or partial conformity declarations, if already existing (7);
- Copy of the certificate recognizing technical and professional qualifications.

**MANDATORY ONLY FOR RAW SPACE STANDS**

**ELECTRICAL CONFORMITY DECLARATION**

Place and Date,.....

Technical Manager

Name and Surname.....

(stamp and signature).....

Declarant

Name and Surname.....

(stamp and signature).....

NOTICE TO THE EXHIBITOR COMPANY: Responsibility of the client or owner, Article 8 (9)

Notes:

- 1) For example, in the case of gas systems, "other" may refer to the replacement of a fixed appliance.
- 2) Indicate the name, surname, qualification, and, where applicable under Article 5, paragraph 2, the registration details in the relevant professional register of the technician who prepared the project.
- 3) Cite the technical and legal standards, distinguishing between those for design, execution, and inspections.
- 4) If the executed project is modified during implementation, the final project must include the changes made during the work. The project should reference fire prevention practices (if required).
- 5) The report must include a declaration of compliance for regulated products, supplemented, where applicable, with references to trademarks, test certificates, etc., issued by authorized institutions. For other products (to be listed), the signatory must declare that they comply with Articles 5 and 6. The report must confirm suitability for the installation environment. If relevant for the system's proper functioning, details about the number and characteristics of the installed or installable appliances should be included (e.g., for gas: 1) number, type, and power of appliances; 2) characteristics of the room ventilation system; 3) characteristics of the exhaust system for combustion products; 4) details of the electrical connection of appliances, if applicable).
- 6) The system diagram describes the executed work (a simple reference to the project suffices if it was prepared by a qualified professional and no modifications were made during implementation). In cases of transformation, expansion, or extraordinary maintenance, the intervention should, where possible, align with the existing system diagram. The diagram must reference fire prevention practices (if required).
- 7) References consist of the executing company's name and the declaration date. For systems or parts of systems constructed before the decree's enactment, references to conformity declarations may be replaced by references to compliance declarations (Article 7, paragraph 6). If part of the system was prepared by another company (e.g., ventilation and fume exhaust for gas systems), the declaration must include equivalent references for those parts.
- 8) Example: certificates of checks performed on the system before commissioning or details of cleaning, disinfection treatments, etc.
- 9) Upon completion of the work, the installation company must issue a declaration of conformity for the system in compliance with Article 7. The client or owner must entrust the installation, transformation, expansion, and maintenance of systems covered by Article 1 to companies authorized under Article 3.

**DEADLINE 10th September 2026**

**MANDATORY ONLY FOR RAW SPACE STANDS**

Please send to: MEGAWATT Tel.: +39 035 4400 205 - E-mail: [exhibitorservice@megawattexpo.com](mailto:exhibitorservice@megawattexpo.com)

**DECLARATION OF EQUIPMENTS, PRODUCTS & STRUCTURES**

**MANDATORY ONLY FOR RAW SPACE STANDS**

For static resistance and reaction to fire:

The undersigned .....  
In his/her function of .....  
of the company.....  
based in (city, nation) .....  
Address .....  
responsible for the assembly of the following structure:

Stand #: .....  
Exhibitor Company Name .....

in his capacity as:

- technical appointed by the company fitter;
- legal representative of the company fitter;

DECLARES THAT

1) structures: the designed set-up and products used are eligible for placements in venue for public performance and calculated qualified by a technician (in compliance with italian legislative decree 19/08/96)

AND ALSO THAT

2) fire: The products used respect the performance of reaction to fire and are installed under conditions of the company and test certificates \*

For a right identification of the products used, it's combined, with this declaration, the list showing the references for their identification and the documents certifying the conformity of the products.

The certification submitted is made by no..... attached files related to the layout of the area of set-up, in which is indicated the specific position of all the identifying elements in the following tables.

Place and Date, .....

Legal representative signature  
.....

**DEADLINE 10th September 2026**

**DECLARATION OF EQUIPMENTS, PRODUCTS & STRUCTURES**

**TABLE OF PRODUCT USED**

**Short description of the products and their position inside the attached stand plan:**

**List of attachments:**

<input type="checkbox"/>	declaration of conformity signed by the producer (for approved products)
<input type="checkbox"/>	complete labeling of the CE marking and its accompanying documentation (for CE marked products) <sup>1</sup>
<input type="checkbox"/>	test certificate for products classied (in compliance with the article 2,3 and 10 of the Italian legislative decree 26/06/84)
<input type="checkbox"/>	other

\* a) For the installation of flooring, doors, panels for walls and reiling, all other structures, the class of reaction must not be above 1, in case of CE marking:

- floors (A<sub>2-FL</sub>- s1), (B<sub>FL</sub>- s1), (C<sub>FL</sub>- s1)
- walls (A2- s1,d0), (A2- s2,d0), (A2- s1,d1), (B- s1,d0), (B- s2,d0), (B- s1,d1)
- ceiling (A2- s1,d0), (A2- s2,d0), (B- s1,d0), (B- s2,d0), (max coverege 50% of the stand surfaces)

b) for the installation of curtains, the fire reaction class must not be higher than 1.

c) for the installation of upholstered furniture the fire reaction class must be 2IM and for rigid chairs at least 2.

1. In case it is not possible to retain the CE marking labelling, the CE declaration of conformity or the CE certification of conformity must be attached.

Place and Date, .....

Legal representative signature .....

**DEADLINE 10th September 2026**

Exhibitor Company Name:		Stand #:
Exhibitor Company Address:		Order Deadline: <b>10th September 2026</b>
City, State / Country, Zip Code:	Phone:	Mobile Phone:
Order Contact:	Email:	
Date:	Company Stamp and Signature:	

### DECLARE

**TO HAVE REVIEWED AND ACCEPTED** the provisions contained in the "Technical Regulations" regarding the specific risks present in the workplace where we will operate, the environmental provisions, and the prevention and emergency measures and procedures to be adopted at the exhibition center,

#### specifically:

- TO INFORM OUR EMPLOYEES AND CONTRACTED STAFF** who will operate at your premises.
- TO ASSUME RESPONSIBILITY** for the actions of said employees and contracted staff.
- TO COMPLY WITH ALL CURRENT PROVISIONS** related to workplace safety and applicable environmental regulations pertinent to our activity and the work we will perform.
- THAT THE CONTRACTED COMPANIES** for the work at your exhibition center are registered with the Chamber of Commerce, Industry, Crafts, and Agriculture for the activities they are tasked with performing.
- THAT THE COMPANY AND THE CONTRACTED COMPANIES POSSESS** the capital, knowledge, experience, technical skills, machinery, equipment, resources, and personnel necessary and sufficient to ensure the proper execution of the planned work, at their own risk and with the appropriate organization of required means.
- THAT THE COMPANY AND THE CONTRACTED COMPANIES COMPLY** with the legal employment requirements and are duly registered with INAIL and/or INPS (or equivalent social security institutions).
- THAT THE PERSONNEL WILL BE PROVIDED** with identification badges compliant with current regulations.
- TO INFORM THE SAFETY AND PREVENTION MANAGER** at the exhibition center regarding any specific risks of our activity that differ from those identified by the organiser in the risk assessment document included in the exhibitor's handbook. This includes activities that could interfere with normal work and/or exhibition activities or that could pose potential hazards to the safety of staff, the public, or other companies present at the venue.
- TO OBSERVE ALL SAFETY, PREVENTIVE, AND CAUTIONARY MEASURES** aimed at combating and containing the spread of the COVID-19 virus that are in force at the time of the event (including the anti-COVID protocol of the Bergamo Exhibition Center, WHO recommendations, ministerial and regional decrees, and any other applicable regulations).

### ADDITIONALLY DECLARES THAT IN THE CASE OF INSTALLATIONS CARRIED OUT BY OUR ASSIGNED PERSONNEL:

- THE ELECTRICAL SYSTEMS WILL BE INSTALLED IN COMPLIANCE** with standard practices, and a copy of the compliance certification will be submitted upon completion (as per the attached FORM 6).
- A COPY OF THE INSTALLATION PLAN WILL BE SUBMITTED** to Promoberg for approval (TECHNICAL@MEGAWATTEXPO.COM) at least 60 days prior to the opening date of the fair.

For the company I represent, I declare that the **Safety Prevention and Protection Reference and Responsible Officer** is Mr/Ms. ...., Tel.....

The undersigned ..... assumes full responsibility for the accuracy of the declarations made and releases MEGAWATT from any liability for damages caused to persons and/or property resulting from failure to comply with the above declarations.

COMPANY.....

Place and Date, .....

Legal representative signature & stamp

.....

Exhibitor Company Name:		Stand #:
Exhibitor Company Address:		Order Deadline: <b>10th September 2026</b>
City, State / Country, Zip Code:	Phone:	Mobile Phone:
Order Contact:	Email:	
Date:	Company Stamp and Signature:	

**REQUESTS TO ORDER THE TECHNICAL SERVICES LISTED BELOW**

DESCRIPTION	UNIT COST	Q.TY	TOTAL COST
<input type="checkbox"/> THREEPHASE ELECTRIC CONNECTION up to 3kW	250		
<input type="checkbox"/> THREEPHASE ELECTRIC CONNECTION up to 6kW	450		
<input type="checkbox"/> THREEPHASE ELECTRIC CONNECTION up to 9kW	700		
<input type="checkbox"/> THREEPHASE ELECTRIC CONNECTION (OVER 9 KW IN A SINGLE SUPPLY)	on request		
<input type="checkbox"/> ADSL INTERNET CONNECTION	300		
<input type="checkbox"/> WATER CONNECTION	200		
<input type="checkbox"/> COMPRESSED AIR CONNECTION	250		
<input type="checkbox"/> STANDARD HANGINGS*	250		
<input type="checkbox"/> ELECTRICAL CONNECTION FOR HANGING STRUCTURES	on request		

<b>TOTAL EURO</b>	<b>+ 22% VAT</b>
<b>AFTER DEADLINE + 15% SURCHARGE</b>	

(\*) HANGINGS - Please note that all hanging projects must be submitted to the Organizer for verification. The Organizer will assess whether standard hanging solutions can be applied or if a truss (bridle) system is required to reach the desired hanging point. In such cases, the Exhibitor will receive a dedicated quotation.

THE CONFIRMATION OF THIS ORDER AND ITS RECEIPT BY MEGAWATT SRL IS DEEMED CONCLUSIVE EVIDENCE OF THE CUSTOMER'S AGREEMENT TO PAY THE TOTAL COSTS OF SERVICES ORDERED FROM THAT MOMENT.

**ORDERS CANNOT BE PROCESSED IF FORM 1 WAS NOT RECEIVED DULY FILLED AND SIGNED.**

Place and Date, .....

Legal representative signature

.....

Exhibitor Company Name:		Stand #:
Exhibitor Company Address:		Order Deadline: <b>10th September 2026</b>
City, State / Country, Zip Code:	Phone:	Mobile Phone:
Order Contact:	Email:	
Date:	Company Stamp and Signature:	

**REQUESTS TO ORDER THE TECHNICAL SERVICES LISTED BELOW**

<input type="checkbox"/> 9 sqm booth	30,00 Euro
<input type="checkbox"/> 12 sqm booth	35,00 Euro
<input type="checkbox"/> 16 sqm booth	45,00 Euro
<input type="checkbox"/> 18 sqm booth	50,00 Euro
<input type="checkbox"/> 24 sqm booth	70,00 Euro
<input type="checkbox"/> 32 sqm booth	100,00 Euro

<b>TOTAL EURO</b>	<b>+ 22% VAT</b>
<b>AFTER DEADLINE + 15% SURCHARGE</b>	

Operations included in the service:

- Manual washing of the flooring or vacuuming for the carpet
- Wet dusting of the stand surfaces using cleaning products and microfibre cloths
- **CLEAN OF MACHINES & DISPLAYED OBJECTS IS NOT INCLUDED**

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Place and Date, .....

Legal representative signature

.....

Exhibitor Company Name:		Stand #:
Exhibitor Company Address:		Order Deadline: <b>10th September 2026</b>
City, State / Country, Zip Code:	Phone:	Mobile Phone:
Order Contact:	Email:	
Date:	Company Stamp and Signature:	

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CODE	ITEM	UNIT COST	Q.TY	TOTAL COST
G01	FRONT DESK STICKER PRINTING 100x100 cm	100		
G02	WALL STICKER PRINT CUTOUT	On request		
G03	PVC ONE-SIDED PRINTING 100x300 cm	180		
G04	PVC ONE-SIDED PRINTING 200x300 cm	250		
G05	PVC ONE-SIDED PRINTING 300x300 cm	500		
G06	PVC ONE-SIDED PRINTING 300x400 cm	600		
G07	PVC ONE-SIDED PRINTING (storage door panel) 100x300 cm	250		
G08	PVC ONE-SIDED PRINTING 104x300 cm	190		
G09	PRINTED FABRIC ONE-SIDED 100x300 cm	200		
G10	PRINTED FABRIC ONE-SIDED 200x300 cm	330		
G11	PRINTED FABRIC ONE-SIDED 300x300 cm	580		
G12	PRINTED FABRIC ONE-SIDED 300x400 cm	680		
G13	PRINTED FABRIC ONE-SIDED (storage door panel) 100x300 cm	280		
G14	FOAM BOARD PRINTNG 3mm (per sqm, minimum charge 1 sqm)	60		
G15	FOAM BOARD PRINTING 3mm HEADER LOGO I 100 h 40 cm	40		

<b>TOTAL EURO</b>	<b>+ 22% VAT</b>
<b>AFTER DEADLINE + 25% SURCHARGE</b>	

**PLEASE NOTE:**

Send the logo in high resolution together with this order.

We strongly recommend sending vector files, or with at least 200 dpi. Only the following file formats will be accepted: .pdf, .ai, .eps

**FOR SHELL SCHEME STAND**

Shell Scheme stands must be returned in the same condition in which they were provided. Any remaining graphics, adhesive residues, or damage to the panels caused by self-applied graphics will result in a penalty for damage to the shell scheme. To avoid this, we strongly recommend ordering graphics directly from MEGAWATT. Not only do we ensure precise printing and professional application, but we also handle the removal after the event giving you a hassle-free, all-inclusive solution!

**The cost of the graphics will be based on the effective image square meter provided.**

Please send to: MEGAWATT Tel.: +39 035 4400 205 - E-mail: [exhibitorservice@megawattexpo.com](mailto:exhibitorservice@megawattexpo.com)

## Please adhere to the following guidelines

### **RASTER ART (photos, logos containing continuous-tone images):**

- Art submitted at 1:1 (100%) must have a resolution of no less than 60dpi (100dpi recommended)
- Art submitted at 2:1 (50%) must have a resolution of no less than 120dpi (200dpi recommended)
- Art submitted at 4:1 (25%) must have a resolution of no less than 240dpi (400dpi recommended)

### **VECTOR ART:**

- Logos must be vector-based and have fonts converted to outlines (if using bitmaps, please use high resolution images)

### **FONTS and LINKS:**

- Provide all fonts used in the design. If you cannot provide them, please convert fonts to outlines
- Provide all linked files used in the document. Use the "Package" feature if available. If you're unsure how to collect links, embed them in the document.

### **COLORS (when color matching is required, please follow these instructions):**

- If PMS matching is required, use original Pantone® + Solid Coated® swatches in your artwork. Changing the Pantone® name will result in default CMYK color printing.
- CMYK artwork will be printed "as is"
- Convert RGB to CMYK if possible

### **ARTWORK FOR GRAPHIC PANELS**

- Please note that for printed graphic panels, a margin of 100 mm per side is required. The file must be sized according to the actual wall dimensions available (e.g., wall size 3000x3000 mm, graphic panel file size 3200x3200 mm). Place text and logos starting 250 mm from the edges (e.g., in a 3200x3200 mm graphic file, place logos and text within 3000x3000 / 2950x2950 mm). Extend background images to the edge (full graphic file dimensions).

### **FILE SUBMISSION to [graphics@megawattexpo.com](mailto:graphics@megawattexpo.com)**

< 10 Mb: via email

>10 Mb: via WeTransfer or Dropbox

### **GRAPHIC ARTWORK SUBMISSION GUIDELINES**

Accepted Software: AI, ID, PSD, PDF

Always provide:

- Original files with fonts and links (zipped)
- High-res PDF-X/4 versions of the files

### **Accepted and Supported File Types**

#### **NATIVE FILES:**

- AI (CS6, CS5, CS4...) with embedded links and outlined fonts
- EPS with embedded links and outlined fonts
- INDD with packaged fonts and links

#### **PRINT FILES:**

- High-res PDF/X-4 (preferred)
- AI with PDF content (check option when saving the file)
- EPS with embedded links and outlined fonts

#### **RASTER OR BITMAP ART:**

- Photoshop EPS (preferred, 8-bit preview, Max. Quality JPG compression)
- PSD (make sure font layers are rasterized)
- TIFF, JPG (quality 8 or higher)

## Deadlines & Penalties

### **DEADLINES:**

All graphics to be printed by MEGAWATT, including those included in the Shell Scheme Package, must be submitted no later than **10 September 2026**.

### **GRAPHICS INCLUDED IN THE SHELL SCHEME PACKAGE:**

- All files for prints included in the Shell Scheme Package must respect the general graphics deadline.
- Files submitted between **11 and 20 September 2026** will incur an additional **charge of €150 per print**.
- Files submitted **after 20 September 2026** will **not be guaranteed for printing**. In such cases, the Organizer cannot be held liable, and no compensation will be provided for missing prints.

### **ADDITIONAL GRAPHICS:**

**SUBMISSION DEADLINE: 10 September 2025**

**After deadline + 25% surcharge**

**File Submitted After 20 September 2026 will not be guaranteed for printing.**

Exhibitor Company Name:		Stand #:
Exhibitor Company Address:		Order Deadline: <b>10th September 2026</b>
City, State / Country, Zip Code:	Phone:	Mobile Phone:
Order Contact:	Email:	
Date:	Company Stamp and Signature:	

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**ORDERS CANNOT BE PROCESSED IF FORM 1 WAS NOT RECEIVED DULY FILLED AND SIGNED.**

CODE	ITEM	UNIT COST	Q.TY	TOTAL COST
AV01	32" LCD 16/9 FULL HD	240		
AV02	40"/43" LCD 16/9 FULL HD	350		
AV03	55" LCD 16/9 FULL HD	450		
AV04	60"/65" LCD 16/9 FULL HD	550		
AV05	72"/75" LCD 16/9 FULL HD	950		
AV06	82"/85" LCD 16/9 FULL HD	1.300		
AV07	>90" LCD 16/9 FULL HD	on request		
AV08	LEDWALL (only for raw space booth)	on request		
AV09	TOUCH SCREEN	on request		
AV10	WALL MOUNTED LCD	50		
AV11	BASE MOUNTED LCD	35		

<b>TOTAL EURO</b>	<b>+ 22% VAT</b>
<b>AFTER DEADLINE + 25% SURCHARGE</b>	

**Please indicate the exact point where to install the LCD and items requested within the deadline.**

The listed prices cover the rental of materials for the two days of the exhibition. The Exhibitor is responsible for maintaining the rented items in good condition. To ensure availability, reservations must be made at least 25 days before the event starts.

Prices apply to orders received before the deadline.

The Exhibitor is financially responsible for all orders placed with the supplier. If a stand-building company, agent, or intermediary places an order on behalf of the Exhibitor but fails to settle the payment, the supplier reserves the right to request payment directly from the Exhibitor. If an item is out of stock, we reserve the right to provide a similar alternative.

**PLANT & FLOWER RENTAL**

Exhibitor Company Name:		Stand #:
Exhibitor Company Address:		Order Deadline: <b>10th September 2026</b>
City, State / Country, Zip Code:	Phone:	Mobile Phone:
Order Contact:	Email:	
Date:	Company Stamp and Signature:	

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CODE	ITEM	UNIT COST	Q.TY	TOTAL COST
PF01	FERN POT CM 15	27		
PF02	FERN POT CM 30/40	37		
PF03	DRACAENA CM 120/150	100		
PF04	FICUS BENIAMINA CM. 100/120 POT CM 25	75		
PF05	FICUS BENIAMINA CM. 150/170 POT CM 30	100		
PF06	KENTHIA CM 100/150	60		
PF07	SMALL FLOWER BOWL DIAM. CM 18	50		
PF08	MEDIUM FLOWER BOWL DIAM. CM 30	70		
PF09	ORCHID 2 STEM FLOWER POT WHYTE DIAM. CM 12	40		
PF10	ORCHID 4 STEM FLOWER POT WHYTE DIAM. CM 25	75		
PF11	OTHER FRESH COMPOSITIONS	on request		

<b>TOTAL EURO</b>	<b>+ 22% VAT</b>
<b>AFTER DEADLINE + 25% SURCHARGE</b>	



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Please send to: MEGAWATT Tel.: +39 035 4400 205 - E-mail: [exhibitorservice@megawattexpo.com](mailto:exhibitorservice@megawattexpo.com)

Exhibitor Company Name:		Stand #:
Exhibitor Company Address:		Order Deadline: <b>10th September 2026</b>
City, State / Country, Zip Code:	Phone:	Mobile Phone:
Order Contact:	Email:	
Date:	Company Stamp and Signature:	

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CODE	ITEMS	COLOR	UNIT COST	Q.TY	TOTAL COST
FR00	BLACK CHAIR	B	20		
FR01	POLYPROPYLENE CHAIR	W	30		
FR02	POLYCARBONATE TRANSPARENT CHAIR	T	70		
FR03	POLYPROPYLENE GROUVYERE CHAIR	T/W	75		
FR04	POLYPROPYLENE & WOOD CHAIR	W	35		
FR05	POLYPROPYLENE & WOOD STOOL	W	60		
FR06	POLYPROPYLENE GROUVYERE STOOL	T/W	90		
FR07	LEATHER-LIKE STOOL	W	50		
FR08	POLYPROPYLENE STOOL	B	90		
FR09	PUFFE	B/W	25		
FR10	LEATHER-LIKE TULIP ARMCHAIR	B/W	120		
FR11	TISSUE & WOOD ARMCHAIR	GRAY/BEIGE	120		
FR12	MODEL LC2 ARMCHAIR	W	200		
FR13	MODEL LC2 SOFA 2 SEATS	W	300		
FR14	LOCKABLE CABINET	W	70		
FR15	RECEPTION DESK 100X100 W 50 CM	W	120		
FR16	SHELF WITH 5 SHELVES 80X38 H160 CM	W	65		
FR17	ROUND TABLE D 80/90 CM (ROUND/SQUARE BASE)	W	70		
FR18	SQUARE TABLE 70X70 CM (ROUND/SQUARE BASE)	W	70		
FR19	SNACK TABLE H 100 D 60/70 CM (ROUND/SQUARE BASE)	W	50		
FR20	DISPLAY 50X50 H 100 CM MAX 50 KG	W	70		
FR21	DISPLAY 100X50 H 100 CM MAX 80 KG	W	100		
FR22	DISPLAY 40X40 H 100 CM + GLASS COVER H 40 CM	W	150		
FR23	DISPLAY L 118 W 50 H 77 CM - GLASS COVER H 27 CM	W	450		
FR24	DISPLAY L 100 W 42 H 100 CM - 2 GLASS SHELVES	T	200		

CODE	ITEMS	COLOR	COST	Q.TY	TOTAL COST
FR25	DISPLAY L 52 W 42 H 185 CM - 2 GLASS SHELVES	T	300		
FR26	DISPLAY L 100 W 42 H 185 CM - 2 GLASS SHELVES	T	500		
FR27	SMALL FRIDGE 60X50 H 85 CM	T	130		
FR28	ESPRESSO COFFEE MACHINES + 80 PODS	W	250		
FR29	KETTLE 1 LT		40		
FR30	PLEXIGLASS BROCHURE HOLDER A4		8		
FR31	ZIG ZAG BROCHURE HOLDER		75		
FR32	CLOTHS HANGER		35		
OTH	OTHER RENTINGS ON REQUEST				

**TOTAL EURO**

**+ 22% VAT**

**AFTER DEADLINE + 25% SURCHARGE**



**FR00**



**FR01**



**FR02**



**FR03**



**FR04**



**FR05**



**FR06**



**FR07**



**FR08**



**FR09**



**FR10**



**FR11**



**FR12**



**FR13**



**FR14**



**FR15**



**FR16**



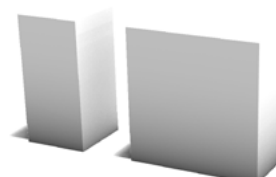
**FR17**



**FR18**



**FR19**



**FR20**



**FR21**



**FR22**



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Exhibitor Company Name:		Stand #:
Exhibitor Company Address:		Order Deadline: 5 October 2026
City, State / Country, Zip Code:	Phone:	Mobile Phone:
Order Contact:	Email:	
Date:	Company Stamp and Signature:	

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CODE	ITEM	COST	Q.TY	TOTAL COST
FK01	FORKLIFT 3 TON (Cost per Hour)	150		
MOV1	Other Handling services	on request		
STR1	Storage of Empty boxes (Min. 3 cbm, cost per cbm)	50		

<b>TOTAL EURO</b>	<b>+ 22% VAT</b>
<b>AFTER DEADLINE + 25% SURCHARGE</b>	

CODE	BUILD UP			BREAK DOWN		
	DATE	HOUR FROM	HOUR TO	DATE	HOUR FROM	HOUR TO
FK01						

**ON-SITE HANDLING SERVICES HOURS:**

DAY 16 November - From 8 am to 4 pm  
 DAY 17 November - From 8 am to 11 am  
 DAY 20 November - From 8 am to 5 pm

Prices apply to orders received before the deadline. Orders will only be processed if this form is completed, signed, and the Exhibitor has submitted Form 1.

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Exhibitor Company Name:		Stand #:
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City, State / Country, Zip Code:	Phone:	Mobile Phone:
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CODE	ITEM	HOURS	COST	Q.TY	TOTAL COST
TS01	HOSTESS OR STEWARD (Hospitality Desk, Info Point ITA/ENG)	4	160		
TS02	HOSTESS OR STEWARD (Hospitality Desk, Info Point ITA/ENG)	9	250		
TS03	HOSTESS OR STEWARD (Hospitality Desk, Info Point ITA/ENG + 1 other language)	4	180		
TS04	HOSTESS OR STEWARD (Hospitality Desk, Info Point ITA/ENG + 1 other language)	9	280		

<b>TOTAL EURO</b>	<b>+ 22% VAT</b>
<b>AFTER DEADLINE + 25% SURCHARGE</b>	

Please be aware that to the Hostess/Steward must be granted 1 hour of break for 9 hour of work and half an hour for 4 hour of work.

**SPONSORSHIP GRAPHIC MATERIALS**

**BILLBOARD**

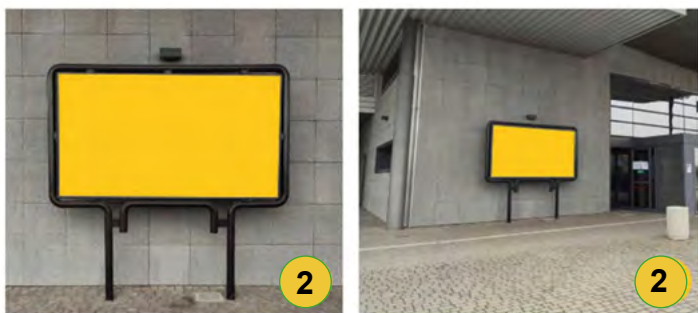


**1**

**DIMENSION**  
630X840 cm

**PRICE**  
5.000 Euro each

**ENTRANCE BOARD**



**2**

**DIMENSION**  
286X160 cm

**PRICE**  
900 Euro

**TEARDROP BANNERS**



**3**

**DIMENSION**  
H 350 cm

**PRICE**  
450 Euro each

**REGISTRATION BANNERS**



**4**

**DIMENSION**  
247X96 cm

**PRICE**  
400 Euro each

**SPONSORSHIP GRAPHIC MATERIALS**

**ENTRANCE BANNER**



**5**

**DIMENSION**  
780X180 cm

**PRICE**  
2.500 Euro

**ENTRANCE BANNER**

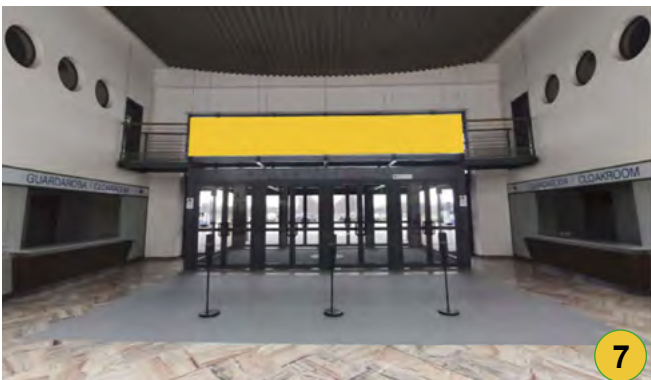


**6**

**DIMENSION**  
350X180 cm

**PRICE**  
1.300 Euro each

**EXIT BANNER**



**7**

**DIMENSION**  
830X120 cm

**PRICE**  
2.800 Euro

**FLOOR ADHESIVE**

**printed  
graphics**

**printed  
graphics**

**8**

**DIMENSION**  
D. 100 cm

**PRICE**  
200 Euro each

D. 80 cm

140 Euro each

## SPONSORSHIP GRAPHIC MATERIALS

Exhibitor Company Name:		Stand #:
Exhibitor Company Address:		Order Deadline: <b>10th September 2026</b>
City, State / Country, Zip Code:	Phone:	Mobile Phone:
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CODE	ITEM	UNIT COST	Q.TY	TOTAL COST
1	BILLBOARD	5.000		
2	ENTRANCE BOARD	900		
3	TEARDROP BANNERS	450		
4	REGISTRATION BANNERS	400		
5	ENTRANCE BANNER	2.500		
6	ENTRANCE BANNER	1.300		
7	EXIT BANNER	2.800		
8A	CARPET TILES DIAM. 100	200		
8B	CARPET TILES DIAM. 70	140		

<b>TOTAL EURO</b>	<b>+ 22% VAT</b>
<b>AFTER DEADLINE + 25% SURCHARGE</b>	

Exhibitor Company Name:		Stand #:
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City, State / Country, Zip Code:	Phone:	Mobile Phone:
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Date:	Company Stamp and Signature:	

THE CONFIRMATION OF THIS ORDER AND ITS RECEIPT BY MEGAWATT SRL IS DEEMED CONCLUSIVE EVIDENCE OF THE CUSTOMER'S AGREEMENT TO PAY THE TOTAL COSTS OF SERVICES ORDERED FROM THAT MOMENT.

**ORDERS CANNOT BE PROCESSED IF FORM 1 WAS NOT RECEIVED DULY FILLED AND SIGNED.**

CAR PARKING PASS EURO 30,00 EACH	No.	
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<b>TOTAL EURO</b>	<b>+ 22% VAT</b>
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**PLEASE NOTE:**

Each exhibitor has 1 pass included, further pass can be ordered via the Form. The pass allow cars to enter directly near the hall and park on Exhibitors Parking.

**PLEASE INDICATE ALL THE FOLLOWING INFORMATION FOR THE PASS TO BE ISSUED:**

PLATE No.	Driver's Name	Driver's Surname	Mobile number

- **Delivery Schedule**

DAY 16 November - From 8 am to 3 pm  
DAY 17 November - From 8 am to 11 am  
DAY 20 November - From 8 am to 5 pm

- **Presence Required**

A company representative (or an appointed person) **must be present at the time of delivery to receive and verify the goods.**

- **Delivery Address (to be clearly indicated on all shipping documents and packages):**

Fiera di Bergamo  
Via Lunga SNC  
24125 Bergamo – Italy

[Exhibiting Company Name]  
[Name, Surname and Phone of the receiving material]  
Hall B – Stand [Stand Number]

- **Unloading Services**

If goods require unloading with a forklift, exhibitors **must book the service in advance.**

- **Pick-up / Return of Goods.**

Exhibitors can pick up all **goods that can be carried out with hands or transport trolleys** on **November 19 from 5.00 pm to 8 pm**  
Collection of **materials of dismantling or heavy components** that require a forklift service is only allowed on **November 20, from 8 am to 5 pm**

# **MEGAWATT**

Exhibition & Conference

**18-19**  
November  
**2026**

Milan Bergamo  
Exhibition Center  
Italy

## **TECHNICAL MANUAL**

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### **OUR CONTACTS**

T. +39 035 4400 205

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[www.MEGAWATTEXPO.com](http://www.MEGAWATTEXPO.com)