

VADEMECUM

EXHIBITORS

VO

vicenzaoro

the jewellery
boutique show

7 - 11 September 2019
Vicenza

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GENERAL INFORMATION

Exhibition: VICENZAORO SEPTEMBER

Organizer: Italian Exhibition Group S.p.A. (IEG), company generated by the merger between Rimini Fiera and Fiera di Vicenza.

Exhibition venue: Via dell'Oreficeria 16, 36100 Vicenza (Italia)

Exhibition dates and times:

EXHIBITORS	TRADERS
7 th – 10 th September 2019: 8.30 am – 6.30 pm	7 th – 10 th September 2019: 9.30 am – 6.30 am
11 th September 2019: 8.30 am – 4 pm	11 th September 2019: 9.30 am – 4 pm

Exhibition access:

Entry into VICENZAORO is free of charge and reserved exclusively for sector operators. In order to access the Exhibition, it will be necessary to show an identity card/passport/driving licence and the documentation proving the company's activities (e.g. business card, company stamp, trading licence).

Children under the age of 12 are not allowed into the halls: there is a free PLAY ROOM for children over 3 at WEST entrance 1. Children under the age of three must be accompanied by a parent or adult in in the play area.

No dogs or animals of any kind are allowed into the Exhibition Centre, with the exception of guide dogs for the blind.

You are hereby reminded that the sale of goods directly to the public is not allowed.

THE VICENZAORO TEAM

SALES		
Ombretta Battistello	+39 0444 969971	ombretta.battistello@iegexpo.it
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OUTFITTING		
Exhibition Design Office	+39 0444 969993	exhibitiondesign@iegexpo.it
ADMINISTRATION-ACCOUNTING		
Mauro Paduano	+39 0444 969909	mauro.paduano@iegexpo.it
TECHNICAL ASSISTANCE (SATE - Technical Assistance Service for Exhibitors)		
S.A.T.E.	+39 0444 969333	
IT ASSISTANCE		
IT reference	+39 0444 969953	it@iegexpo.it
TRAVEL MANAGEMENT		
Lorella Bacciolo	+39 0444 969077	lorella.bacciolo@iegexpo.it
EMERGENCIES		
	+39 0444 969555	

ITALIAN EXHIBITION GROUP S.p.A. “Vicenza Exhibition Centre”	Tel. +39 0444 969111
Via dell’Oreficeria, 16 36100 Vicenza (Italia)	Fax. +39 0444 969000
	info@iegexpo.it
	www.iegexpo.it

TECHNICAL INFORMATION REGARDING PARTICIPATION
STAND ASSEMBLY AND DISMANTLING PLAN
VICENZAORO SEPTEMBER 2019

OUTFITTING

The outfitting of free areas and stand assembly by external Outfitters, engaged privately by the Exhibitor, may take place in accordance with the calendar below, bearing in mind the relative costs of extending concessions to Outfitters that need to enter the Exhibition Centre earlier than the days when stand assembly and dismantling is free of charge.

Official dates when entry to assemble and dismantle stands is free of charge

Halls	Outfitting	Times
1-4-6-7	From 19.08.2019 to 23.08.2019	7.30 am – 6.30 pm (Mon - Fri)
1-4-6-7-2.2-2.3	From 26.08.2019 to 04.09.2019	7.30 am – 6.30 pm (**)
In all pre-fitted stands <i>the private outfitter engaged to bring in its own goods, will be able to enter</i>	From 3rd to 4th September 2019 <i>on the Exhibitor's prior notification to IEG (by writing to: giampaolo.rizzo@iegexpo.it), the exhibitor's authorized outfitter will be able to ask the SATE (Exhibitor's Technical Assistance Service) for the keys on those dates</i>	8.30 am – 6.30 pm

(**) The Exhibition Centre will be open on Saturday 31st August and Sunday 1st September 2019.

All outfitting must CATEGORICALLY be completed by 6.30 pm on 04.09.2019.

EXHIBITION CENTRE CLOSING DAYS:

- 24th -25th August 2019

OFFICIAL DAYS FOR STAND ASSEMBLY AND DISMANTLING (ENTRY FREE OF CHARGE):

- From Saturday 31st August to Wednesday 4th September 2019 from 7.30 am - 6.30 pm
- From Thursday 12th to Saturday 14th September 2019 from 7.30 am – 6.30 pm

DISMANTLING

Halls	Dismantling	Times
In all pre-fitted stands <i>the private outfitter engaged to bring in its own goods, will be able to enter</i>	Only on 12.09.2019 <i>The Exhibitor's authorized outfitter will be able to ask the SATE for the keys on those dates</i>	8.30 am-12.30 pm
2.2 -2.3 (***)	From 12.09.2019 to 14.09.2019	7.30 am – 6.30 pm
4-6	From 12.09.2019 to 20.09.2019	7.30 am – 6.30 pm
1-7	From 12.09.2019 to 19.09.2019	7.30 am – 6.30 pm

N.B: The Exhibition Centre will be open on Saturday 14th and Sunday 15th September 2019

All Dismantling activities must CATEGORICALLY be completed within the above dates.

(***) With the exception of those Exhibitors that have signed a specific agreement with IEG S.p.A.

Daily cost

From Monday to Friday

Euro 210.00 + VAT

Saturday and Sunday

Euro 420.00 + VAT

N.B: The above cost will apply as long as there is the minimum presence of three companies inside the same hall. If not, one single company will be responsible for paying the total cost of the day or at least 24 of the extra hours requested and, on prior authorization, any other costs shown in the Technical Regulations, multiplying the above amount by 3.

SANCTIONS AND PENALTIES

All assembly operations regarding stands must be absolutely completed by 6.30 pm on 04/09/2019.

A penalty will be applied to all Exhibitors that do not oblige their outfitting company to respect this deadline to the amount of:

- 500.00 Euro/h until midnight on 04/09/2019;
- 10,000.00 Euro starting from 00.00 am on 05/09/2019.

As of 8.30 am on 05/09/2019, Outfitters will only be able to access the stand for deliveries and small internal finishing touches, without being able to use internal transport means, such as: forklift trucks, platform lifts, electrical pallet transporters, which will, in any case, not be allowed to circulate as of 6.30 pm on 04/09/2019.

Once the terms indicated on the calendar have expired, any defaults regarding dismantling will be subject to a sanction of € 500.00 per day for every space still occupied in each hall and all costs resulting from the demolition and disposal of fittings will also be charged. IEG will also be able to file for damages sustained due to not clearing the areas.

OUTFITTER ACCESS FOR MAINTENANCE DURING THE EXHIBITION

During the days of the exhibition, from 7th to 11rd September 2019, any Exhibitor that needs its own Outfitter to enter the Exhibition area in order to perform urgent maintenance or repairs must first call the SATE (Technical Assistance Service for Exhibitors) on (0039) 0444/969333, to ask for permission. Once authorization has been given, the Outfitter must go to the SATE office located at West entrance 3 to collect the intervention report sheet and a day pass for the turnstiles.

When the work has been done, the Exhibitor must sign the report sheet, indicating the time, and the Outfitter must exit from the turnstiles and hand the signed report sheet in to the SATE office.

EXHIBITION CENTRE TECHNICAL REGULATIONS

By accessing the reserved area on the website (<http://my.vicenzaoro.com>) using the credentials (username and password) sent with participation confirmation, the Exhibitor can download the "Fiera di Vicenza" Exhibition Centre Technical Regulations, which provide all the necessary information regarding stand assembly and dismantling phases, and enter the name of the company/ies that will be accessing the exhibition area. This will allow the company/ies to enter all the necessary and obligatory documents required for verifying the project and, once the documents have been authorized, they will be able to print access badges that will be valid exclusively for stand outfitting and dismantling times.

TECHNICAL REGULATIONS AND SAFETY AT WORK

The Exhibitor, in its position as the outfitting company's employer, in regard to Italian Exhibition Group S.p.A. and for the purposes of safety and third-party liability, shall be responsible for everything connected to the afore-mentioned activities. For all activities carried out on its behalf inside the "Fiera di Vicenza" Exhibition Centre, the Exhibitor shall take full and exclusive responsibility during the outfitting, exhibition and dismantling stages of the show.

The Exhibitor shall be obliged to respect the regulations reported in the "Fiera di Vicenza" Technical Regulations, in the Safety at Work Regulations and in the Interference Risk Assessment Document (D.U.V.R.I.) in force at Italian Exhibition Group S.p.A..

These documents can be downloaded from the reserved area on the (<http://my.vicenzaoro.com>), as well as in the Safety Portal, and signed at the time of participation application acceptance.

Moreover, the Exhibitor shall be obliged to send the above-mentioned Regulations to the Companies indicated for outfitting and ensure that they also respect the regulations therein.

The Exhibitor shall be responsible for any damages to things (such as, and merely by way of example, goods, structures and furnishings), to persons or animals that, during the outfitting and dismantling stages, either the Exhibitor itself or its employees or persons engaged, directly or indirectly, may cause to third parties or Italian Group Exhibition S.p.A., whatever the modality in which the damages occur, and shall exonerate and indemnify Italian Exhibition Group S.p.A. from such damages with no right to claim reimbursement or compensation from the latter.

TRANSPORTATION OF GOODS INSIDE THE EXHIBITION CENTRE

In order to book goods loading/unloading services, as outlined in the Technical Regulations, Exhibitors and/or Outfitters and/or Suppliers must previously contact the company that will be transporting the goods inside the Exhibition Centre, the details of which are as follows:

Official Forwarding and Transport Company:

EXPOTRANS SRL

Tel. +39 0444 348629 - Fax. +39 0444 969091

Cell. +39 334 615611

info.fieravicenza@expotrans.net

For anything not explicitly indicated, please refer to the "Fiera di Vicenza" Exhibition Centre Technical Regulations.

INSURANCE

The Exhibitor is obliged to insure:

- the stand and products displayed or, in any case, those kept at the stand, against all risks (including but not limited to: theft, fire, malicious events in general, damage from infiltration or rainfall, natural events in general - breakages, collapse) with the exclusion of the possibility to make any claim to Italian Exhibition Group S.p.A.;
- the Exhibitor's civil liability for any damage caused to third parties and its own employees, as well as any damages caused to Italian Exhibition Group S.p.A. and its employees and/or workers.

Italian Exhibition Group S.p.A. will accept no responsibility for damages caused to persons or objects by whoever or however they may be caused.
You are advised to take all the necessary measures to avoid thefts or inconveniences of any nature, as outlined in the section on Security and Internal Surveillance Regulations.

SECURITY AND INTERNAL SURVEILLANCE REGULATIONS

The Exhibitor is obliged to adhere to the following rules concerning Exhibition Centre security:

- wear the entry badge so that it is clearly visible;
- conduct all talks and negotiations inside the Exhibitor's own exhibition space immediately notifying any suspicious actions to the Police located at West entrance 3 (tel. +39 0444 969943);
- check that, at the end of the exhibition day, the door of the stand is closed, the electrical system is switched off and valuables are in suitable custody;
- maintain stand outfitting and operativity until the Exhibition's official closure at 4 pm on 11th September 2019;
- safely and securely remove all valuables, transporting them from the Exhibition Centre strictly between 4 pm and 6 pm on 11th September 2019.

Should any violation of the above provisions occur, Italian Exhibition Group S.p.A. reserves the right to take the consequent measures which may lead to refusing to accept the Exhibitor's participation at later Exhibitions.

You are hereby reminded that Italian Exhibition Group S.p.A. provides a continual private armed surveillance service from 2 pm on the day before the Exhibition to 2 pm on the day after Exhibition closure.

For further requirements or information, please contact the following offices:

Security Office
West entrance 2
Tel. +39 0444 969910/969947

Police
West entrance 3
Tel. +39 0444 969943

BANNERS INDICATING HALL AND STAND NUMBER

Exhibitors that adopt personalized structures are hereby reminded of their obligation to indicate the stand number.

Italian Exhibition Group S.p.A. provides those Exhibitors that do not have their own with a double-sided banner measuring 20 x 10 cm, indicating the stand number and hall, which the Exhibitor can collect at the SATE office as of 9 am on 4th September 2019

For further information, please contact:

S.A.T.E.
West entrance 3, Hall 8.0
Tel. +39 0444 969333

CONSIGNMENT OF KEYS TO “THE BOUTIQUE SHOW” PRE-FITTED STANDS

The keys to pre-fitted stands will be consigned as of 9 am on 5th and 6th September 2019 in the following areas:

- For Halls 1, 1, 2, 5, 6 and 7: INFO POINT main platform Hall 1;
- For Halls 3 and 3.1:INFO POINT in the tunnel connecting Halls 4-3;
- For Halls 4, 2.1 and 2.2: INFO POINT main platform Hall 4.

For further information, please contact:

S.A.T.E.

West entrance 3, Hall 8.0

Tel. +39 0444 969333

PAGAMENTI

The balance for Show participation must be paid within the deadlines foreseen in the participation offer, while costs for any extra services required may be paid within the last day of the Show at the Administration Office (West entrance lobby) from 9 am – 12.30 pm and from 2.30 pm - 5.30 pm. Exhibitors will receive **THE ACCOUNT STATEMENT** at their stands during the show.

The balance can be paid in the following ways::

- bank transfer (made out to Italian Exhibition Group SpA: **BANCA INTESA SANPAOLO**, Vicenza Branch – V.le dell’Industria, 47, SWIFT: **BCITITMM** - IBAN: **IT85 X030 6911 8891 0000 0000 001**, making sure to show and/or transmit the receipt (fax 0444/969.000) to the Administration Office;
- POS
- cash (up to Euro 2,999.99 including VAT);
- cheque.

Entry badges into the Show and car parking passes will be issued on balance payment or on providing the bank transfer receipt.

CUSTOMS

For any requirements in relation to goods customs clearance, Exhibitors are hereby invited to contact the Vicenza Customs Office directly, the details of which are given below:

Ufficio Dogane di Vicenza – Vicenza Customs Office

Via delle Fornaci, 23 - 36100 Vicenza

Tel. +39 0444 828111

Fax +39 0444 828207

dogane.vicenza@agenziadogane.it

EXHIBITION ACCESS

FAST LANE FOR EXHIBITORS

There is a FAST LANE for Exhibitors and Visitors which makes entry into the Exhibition from Halls 7 and 4 easier.

By accessing the reserved area on the website (<http://my.vicenzaoro.com>) using the credentials (username and password) sent together with participation confirmation, Exhibitors can request entry badges through the "Print@Home" system.

At the time of registration, a photo-ID of each person allowed to access must be uploaded (remember to upload a high resolution photograph in order to guarantee visitor recognition).

On their first access to the Fast Lane, Exhibitors must have their entry badge validated with a special stamp by providing a valid ID document/passport. This stamp, which is proof of the badge having been checked, will then allow direct access into the Show from all entrances.

In order to make it easier for Print@Home entry ticket holders to be recognized, the reception desk in Hall 7 will be open from 8.30 am to 7 pm as of Thursday 5th September 2019. Further entry tickets can be validated by presenting the relative ID documents/passports (photocopies are accepted).

In any case, Exhibitors can register directly at the cash desks although the wait may be longer.

Please remember that entry badges are strictly personal and cannot be used by anyone else. Any badges re-issued due to loss or not collected or in excess of a company's allowed number, shall be debited at Euro 21.50 each.

FAST LANE FOR EXHIBITOR OPERATORS/ CUSTOMERS

Exhibitor operators and customers can pre-register at the Exhibition by linking to the VICENZAORO website: (for Italian <http://visita.vicenzaoro.com/ticket>, for English <http://visits.vicenzaoro.com/ticket>) and printing off the voucher that will give them direct access into the Exhibition through the FAST LANE.

GUEST BADGES FOR NON-TRADERS

Exhibitors may request up to a maximum of 10 valid guest badges for non-traders in the reserved area on the website (<http://my.vicenzaoro.com>).

PLAY ROOM

A children's play area is available, free of charge, on the ground floor at West entrance 1 for children of 3 years and over.

Play room staff require a form to be completed in order to have the necessary information for providing the service (child's name, parental contacts, etc.). You are hereby reminded that

each parent (or delegated person) is be responsible for providing meals and drinks for their children and that the play room staff can only provide still water.
Children under 3 years of age may only stay in the area if accompanied by a parent or adult.

Play Room opening times:

- 7th -10th September 2019 from 8.30 am to 6.30 pm;
- 11th September 2019 from 8.30 am to 4 pm.

For further information, please contact the following number (only functional during the Exhibition): +39 0444 969 978.

SERVICES FOR EXHIBITORS INSIDE THE EXHIBITION CENTRE

PARKING

A parking space can be reserved during Exhibition days in the car parks adjacent to the Exhibition Centre:

- Internal Parking reserved for Exhibitors
Supervised and with video surveillance
300 bookable places, subject to availability

To reserve internal parking spaces, please complete the form that can be downloaded from the following link: <http://my.vicenzaoro.com>

- The Exhibition Centre's multi-storey Car Park
Covered parking with video-surveillance
500 bookable places, subject to availability
Payment also by Telepass
Access with connection to hall 8.1

To reserve spaces in the Exhibition Centre's Multi-story Car Park, please access the website: <https://www.vicenzaoro.com/it/parcheggi>

- External Parking
Non-supervised
450 bookable spaces, subject to availability

To reserve spaces in the external parking area, please access the website: <http://www.aimmobilita.it/it/fieradivicenza>

Exhibitors that need to reserve a parking space for disabled persons must send a request, together with a recent doctor's certificate or declaration of invalidity, to: Operations Office (Tel. +39 0444 969975; alessandra.scrigner@iegexpo.it).

For further information, please contact:

Operations Office
Tel. +39 0444 969975
alessandra.scrigner@iegexpo.it

WI-FI

Each Exhibiting Company will be given wireless usage for no. 2 users with the same access credentials.

Any additional access to the wireless network will be charged at a cost of Euro 50.00 + VAT for each extra login and password.

Exhibitors can buy and receive access credentials by accessing, with their own credentials, the website <http://my.vicenzaoro.com>

To resolve any technical problems, please contact:

Help Desk

Tel. +39 0444 969892

SAFES

By accessing the reserved area on the website (<http://my.vicenzaoro.com>) using the credentials (username and password) sent together with participation confirmation, Exhibitors with outfitting supplied by Italian Exhibition Group S.p.A. must request the safe service for the entire duration of the Exhibition.

For further information, please contact:

S.A.T.E.

West entrance 3, Hall 8.0

Tel. +39 0444 969333

TRANSLATION AND INTERPRETING SERVICE

A translation and interpreting service is available at the stands and on payment to Exhibitors during the Exhibition and can be ordered in the service section of the reserved area on the website (<http://my.vicenzaoro.com>) using the credentials (username and password) sent together with participation confirmation.

CATERING

By accessing the reserved area on the website (<http://my.vicenzaoro.com>) using the credentials (username and password) sent together with participation confirmation, Exhibitors can request the in-stand catering service.

You are also informed that, for the entire duration of the Exhibition, a VIP RESTAURANT will be open in Hall 7.1 with table service from 12 noon to 3 pm.

Bookings are recommended. Please call: +39 0444 969.824.

STAND CLEANING

By accessing the reserved area on the website (<http://my.vicenzaoro.com>) using the credentials (username and password) sent together with participation confirmation, Exhibitors can request the stand cleaning service during the Exhibition. You are hereby reminded that this service must be carried out exclusively, and on payment, by the Italian Exhibition Group S.p.A. service.

FLOWER ARRANGEMENTS

By accessing the reserved area on the website (<http://my.vicenzaoro.com>) using the credentials (username and password) sent together with participation confirmation, Exhibitors can request floral decorations and arrangements for their stands.

CAR HIRE and CHAUFFEUR-DRIVEN SERVICES

By accessing the reserved area on the website (<http://my.vicenzaoro.com>) using the credentials (username and password) sent together with participation confirmation, Exhibitors can rent a car and book chauffeur-driven services.

EXHIBITOR CATALOGUE AND VO+ MAGAZINE DELIVERY

You are hereby reminded that Italian Exhibition Group S.p.A. will deliver the Exhibitor Catalogue and VO+ VICENZAORO JEWELS & LUXURY MAGAZINE directly to the stand.

JEWELLERY DESIGN COMMISSION

The Jewellery Design Commission is operative inside the Vicenza Exhibition Centre during VICENZAORO and all Exhibitors can summon its services.

Activation is simple: if an exhibiting company notices one or more products that it deems to be a copy/copies of its own in another company's showcase and which therefore could be mistaken for its own product/s, the Exhibitor can appeal to the Commission and petition for an opinion to be taken and possible sanctions to be applied, which may consist of asking for the items to be removed from the showcase and from sale at the Exhibition.

The Jewellery Design Commission is at the disposal of Exhibitors for the entire duration of VICENZAORO and can also supply:

- a) model and product "date certification", which are useful for establishing the precedence of a company's collections in relation to possible imitations;
- b) general and detailed information on how designs can be protected by Italian and European laws.

The Jewellery Design Commission can be found at West entrance 3, Hall 8.0 – Tel. +39 0444 969696.

HOW TO GET THERE

INVITATION LETTER FOR VISA

Italian Exhibition Group S.p.A. can issue invitation letters for those Exhibitors who need to enter Italy with a visa.

For further information, please contact:

VICENZAORO Sales Department
info@iegexpo.it

HOTEL AND FLIGHT BOOKINGS

For assistance in organizing the trip (information and hotel bookings, train and flight tickets), Exhibitors can contact the Exhibition's official travel agency:

BTM (Business Travel Management)
West entrance 1 – Ground floor
Tel. +39 0444 969848
Tel. +39 045 942071
vicenzafiera@btmitaly.it
www.business-travel-btm.com

A **specific portal for HRS** is also available for hotel bookings with favourable prices for VICENZAORO. It can be accessed through the following link:
<https://www.hrs.de/web3?clientId=aXRfX2ZpZXJhZGl2aWNlbnph.0>

SHUTTLE SERVICES

During the days of the Exhibition, free shuttle services will be running from Vicenza railway station and Venice and Verona airports directly to VICENZAORO.

VICENZA RAILWAY STATION/VICENZAORO:

- From VICENZA RAILWAY STATION to VICENZAORO
Service available from 7th to 11th September 2019 at the following times:
from 7.30 am to 7.30 pm, every 20 minutes
Route: Railway station - P.le De Gasperi (for Hotels in the historic town centre) - C.so San Felice (stop at Hotel Cristina) - Viale Verona (stop at Hotel De La Ville) - Viale San Lazzaro (stop at Hotel Tiepolo) - SS11 - Exhibition Centre
- From VICENZAORO to VICENZA RAILWAY STATION
Service available from 7th to 11th September 2019 at the following times:
from 8 am to 7.30 pm, every 20 minutes
Route: Exhibition Centre - SS11 - Viale San Lazzaro (stop at Hotel Tiepolo) – Viale Verona (stop at Hotel De La Ville) - Viale Milano (stop at Hotel Cristina) – Railway station

AIRPORTS/VICENZAORO:

- SHUTTLE BUS from “MARCO POLO” AIRPORT in VENICE to VICENZAORO
Service available from 6th to 11th September 2019 at the following times:
9.15-10.30-12.00-14.30-17.00-18.45

SHUTTLE BUS from VICENZAORO to “MARCO POLO” AIRPORT in VENICE
Service available from 6th to 11th September 2019 at the following times:
7.30-9.00-10.30-13.00-15.30-17.00

- SHUTTLE BUS from “VALERIO CATULLO” VILLAFRANCA AIRPORT in VERONA to VICENZAORO
Service available from 7th to 11th September 2019 at the following times:
11.15-18.30

SHUTTLE BUS from VICENZAORO to “VALERIO CATULLO” VILLAFRANCA AIRPORT in VERONA
Service available from 7th to 11th September 2019 at the following times:
10.00-17.00

For private bookings, at payment, please contact:

- **TRANSFER BY MINIBUS and COACH**
ZANCONATO
Tel. +39 0444 670062 / 455245
Fax +39 0444 674251 / 622226
info@zanconatoviaggi.it
- **RADIO TAXI VICENZA h24**
Taxi transfers to airports
Credit cards accepted
Tel. +39 0444 920600
info@taxivicenza.com

EXHIBITOR PROMOTION

EVENT ORGANIZATION

VICENZAORO organizes exclusive events at Exhibitor stands with a variety of proposals and price solutions.

For information, please contact:

Events Office
Evelina Cretella, Events Specialist
Tel. +39 0444 969957
evelina.cretella@iegexpo.it

SHOW GUIDE and ON-LINE CATALOGUE

By accessing the reserved area on the website (<http://my.vicenzaoro.com>) using the credentials (username e password) sent together with participation confirmation, Exhibitors can update the information in the on-line catalogue which will also appear in the Exhibition's Show Guide.

In order to effectively promote their participation, Exhibitors should insert:

- a short description of their company;
- information about their products;
- company and product photographs.

WEBSITE PUBLICATIONS and NEWSLETTERS

The VICENZAORO website (www.vicenzaoro.com) contains a special section for Exhibitor promotion in which news, such as new product launches, processing and technology innovations, events, special anniversaries, new store openings and any other information of interest to the customer, is published.

Furthermore, a selection of this news and information, edited by the VICENZAORO Marketing Team, is included in the Exhibition Newsletter, which is sent periodically to a database of about 100,000 contacts and posted on the social channels.

Exhibitors can participate in this initiative free of charge by sending a short descriptive text of the news they would like published, accompanied by a maximum of 5 relevant photographs, to the following address:

Marketing Office
Stefania Favaro, Marketing Specialist
Tel. +39 0444 969786
stefania.favaro@iegexpo.it

ADV IN EDITORIAL PRODUCTS

Studio Editoriale is the exclusive advertising agency for VICENZAORO.

Exhibitors can purchase a variety of advertising proposals to be inserted in the Exhibition's editorial products:

- Show Guide
- VO+ Daily
- VO+ Magazine

For information:

Studio Editoriale
Via B. Garofalo 31 - 20133 Milano (Italia)
Tel. +39 02 36 59 07 46
info@vo-plus.com

Manager: Federica Frosini
federica.frosini@vo-plus.com

Sales Manager: Ilaria Valerio
ilaria.valerio@vo-plus.com

ADVERTISING SPACE RENTAL

For information on renting advertising space inside the Exhibition Centre, please contact Studio Editoriale, VICENZAORO's exclusive advertising agency, at:

Studio Editoriale
Via B. Garofalo 31 - 20133 Milano (Italia)
Tel. +39 02 36 59 07 46
info@vo-plus.com

Manager: Federica Frosini
federica.frosini@vo-plus.com

Sales Manager: Ilaria Valerio
ilaria.valerio@vo-plus.com

SHOWCASE RENTAL

For information about renting the showcases inside the Exhibition Centre, please contact:

Sales Office
Fabrizio Lombardo, Sales Account Expert
Tel. +39 0444 969904
fabrizio.lombardo@iegexpo.it

For technical assistance and key collection, please contact:

S.A.T.E.
West entrance 3, Hall 8.0
Tel. +39 0444 969333

PANELS and IN-STAND ADVERTISING VIDEOS

Exhibitors can display advertising panels of up to 1 square metre inside their stands. Any additional requests must be authorized by Italian Exhibition Group S.p.A..

Should audio-visual videos be adopted inside the stands, companies must inform Italian Exhibition Group S.p.A. and give copyright details to S.I.A.E. (Italian Copyright Collecting Agency).

For information:

Ufficio S.I.A.E. - Italian Copyright Collecting Agency Office
Via Q. Sella 83/C - 36100 Vicenza (Italia)
Tel. e Fax +39 0444 928674

PHOTO SHOOTS

Photo shoots, by authorized photographers wearing identification badges, are available for Exhibitors interested in having their stands photographed.

Unauthorized photographers are not admitted into the Exhibition Centre.

For information and authorization requests:

Italian and International Press Room

Hall 8.0

Tel. +39 0444 969025

Italian Exhibition Group S.p.A. reserves the right to photograph Exhibitors' stands in order to compile a photo gallery to promote the event.

A selection of the photographs will be published on the following Exhibition website and social channels:

- ❖ www.september.vicenzaoro.com
- ❖ Facebook: VICENZAORO
- ❖ Flickr: VICENZAORO
- ❖ Twitter: @xVicenzaOro
- ❖ Instagram: @VicenzaOro
- ❖ LinkedIn: VICENZAORO

PRESS ROOM

Exhibitors are invited to deliver their own press folders to the Italian and International Press Room (Hall 8.0), attaching the disclaimer for the editorial use of the photographs that will be made available to accredited journalists at the Exhibition.

For information:

Communication & Media Office

Tel. +39 0444 969 129 - +39 0444 969 761

Tel +39 0444 969 025 (only during Show time)

mediavicenza@iegexpo.it

OTHER SERVICES

Map showing where to find:

S.A.T.E. (Technical Assistance Service for Exhibitors)

MEDICAL ASSISTANCE

POLICE STATION

GREEN CROSS/FIRE BRIGADE

LOST & FOUND

WARDROBE

NEWSAGENT/TOBACCONIST

RESTAURANT AND CATERING (VARIOUS)

PRAYER ROOM

**TRENDVISION & MEDIA VILLAGE BOOKSHOP
BUYERS' RECEPTION
JEWELLERY DESIGN COMMISSION**

**OFFICE SPACE
PHOTOCOPY SERVICE
MEETING ROOMS
Tel. 0444.969821**