

RULES ABOUT SETTING UP AND DISMANTLING

DAYS		OPENING HOURS of the halls		TYPE OF VEHICLE ALLOWED	ENTRANCE GATES	
		from	to			
SETTING UP	Tuesday, February 14	7:30 AM	8:00 PM	all types	- PORTA SUD - PORTA EST (pedestrian)	
	Wednesday, February 15	7:30 AM	8:00 PM		- CARGO 1 (GPS + 45°31'22.67",+9°4'51.21")	
	Thursday, February 16	7:30 AM	8:00 PM		- CARGO 5 (GPS + 45°31'14",+9°4'33.76") <i>(open until 12 AM)</i>	
	Friday, February 17	7:30 AM	8:00 PM		- PORTA SUD - PORTA EST (pedestrian)	
	Saturday, February 18 EXHIBITION GOODS INTRODUCTION ONLY	7:30 AM	6:00 PM		- CARGO 1 (GPS + 45°31'22.67",+9°4'51.21") - CARGO 3 (GPS+45°30'59.198",+9°4'51.280") - CARGO 5 (GPS + 45°31'14",+9°4'33.76") <i>(open until 12 AM)</i>	
Exhibitors with pre-fitted booths will only have access on February 18th. PLEASE NOTE: On February 18th only vehicles carrying goods and exhibitors are allowed to enter.						
DISMANTLING	Wednesday, February 22	4:00 PM	5:00 PM	*hand parcels only	- PORTA SUD - PORTA EST (pedestrian)	
		5:00 PM	9:00 PM	all types with Exhibitor car parking or logistics pass	- CARGO 1 (GPS + 45°31'22.67",+9°4'51.21")	
	On February 22nd starting from 4:30 PM only vehicles carrying away goods are allowed to enter. Any dismantling operation will be forbidden.					
	Thursday, February 23	7:30 AM	6:30 PM	all types	- PORTA SUD - PORTA EST (pedestrian) - CARGO 1 (GPS + 45°31'22.67",+9°4'51.21")	
Friday, February 24	7:30 AM	6:30 PM	all types	- CARGO 5 (GPS + 45°31'14",+9°4'33.76") <i>(open until 12 AM)</i>		
NOTES:						
* From 4:30 PM some Fiera Milano activities are scheduled in order to begin the dismantling: fitted carpet removal and electricity motive power disengage in the booths.						
FIERA MILANO reserves the right to direct all incoming cars in the parking area of Largo Nazioni.						
Click here for the days when it is forbidden circulation outside urban areas of the vehicles with a capacity exceeding 7,5 tons.						
Please note that the access to Fairground is authorized after registering the vehicles and people working for the construction of the stands. The surveillance service will spot-check on the validity of the personal badge and its matching with a current ID. Unauthorized people and children under 15 years are not allowed to enter the exhibition areas where setting up and/or dismantling operations are in progress.						
ISSUE OF ACCESS PERMITS <ul style="list-style-type: none"> The pre-accreditation of personnel / vehicles and the printing of the relative access permits must be carried out exclusively in self-provisioning mode (i.e. without going in person to the Logistics Desk of the exhibition centre) using all the operations already active on the reference IT platform; Access to the Logistics Desk, located close to Largo Nazioni, entrance from Cargo 1 and outside Cargo 5, can only take place in exceptional cases, to be agreed by telephone on 02.4997.6304 or by e-mail to logisticafiera@fieramilano.it. 						
For any further information about the setting up/dismantling operations, technical details and provisions for the circulation of vehicles inside the Exhibition Center please refer to Fiera Milano Technical Regulations that can be consulted on our website https://exhibitors.fieramilano.it/ > Technical documents > your Exhibition. In particular we remind you the duty for all subjects working on behalf of Exhibitor, under contract or subcontract, to equip their workers with personal badges (Legislative Decree 81/08 - Art.18, paragraph 1, lett. u - Art. 21, paragraph 1, lett. c - Art. 26, paragraph 8).						
Time extensions As established by Fieramilano Technical Regulation Plan, any legitimate need for a limited extension of the times scheduled for set-up (excluding the day before the event) and take-down must be requested from Customer Service by filling out a special form. The request must be made by 4 pm on the day the extension refers to and Customer Service will give confirmation of authorisation no later than 5.45 pm on the same day. Upon the request, Customer Service will communicate the hourly flat rate fee to be paid to Fiera Milano to cover expenses.						
On the day before the event: <ul style="list-style-type: none"> it is forbidden to carry out stand fitting operations not previously authorised by the Organiser in accordance with Fiera Milano; extensions for set-up operations cannot be authorised beyond the scheduled closing time. 						
Non authorised presence at the stand outside of permitted times. Fiera Milano (Customer Service also with the support of Security Service) applies a penalty of € 250 for each hour's presence at the stand or fraction thereof outside of the permitted times, notwithstanding compensation for greater damages.						