

STAND CONSTRUCTION ORDER FORM - ATELIER

Registration deadline: **31.03.2026**

Send to: **operations.sps@italy.messefrankfurt.com**

Requests arriving after the deadline the price will have an increase of 30%, requests arriving during set-up days will have an increase of 50%, during the fair days the increase will be 100% (Requests received after March 31 are always subject to verification and reconfirmation)

EXHIBITOR DATA (Mandatory fields)

Company Name _____ Hall _____ Booth n° _____ Sqm _____ Open sides _____

Contact person _____ Phone number _____

E-mail _____ Purchasing order (PO) * NO YES _____

Date _____ Stamp and signature _____

INVOICING (Fields required ONLY if different from above data)

Company Name _____ Address _____

Zip Code _____ Town _____ Country _____

VAT ID _____

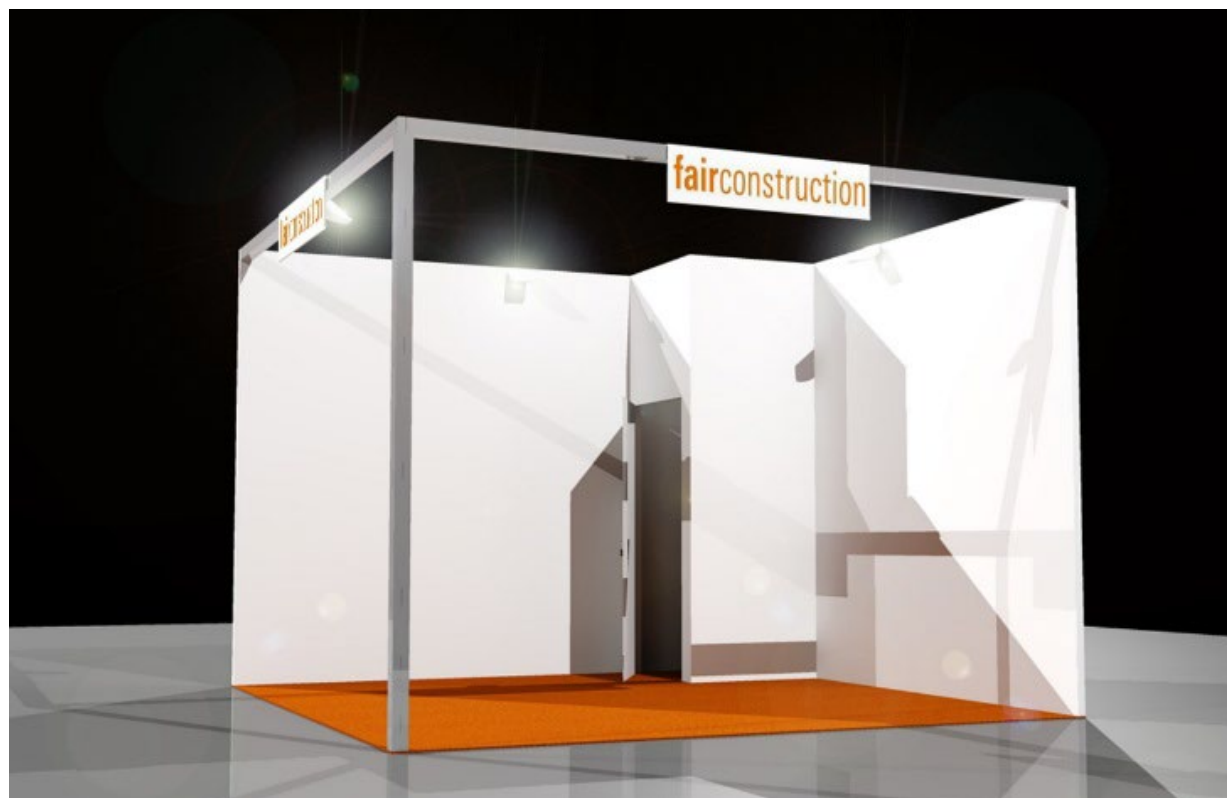
Contact person _____ Phone number _____

E-mail _____ Purchasing order (PO) * NO YES _____

Invoicing code _____ Signature _____

Date _____ Company Stamp _____

* 1) Without the purchasing order within 30 days from the application submission date, we will send an invoice without the PO.



Picture by way of example. The structure will be adapted to confirmed raw space with confirmed dimensions and open sides.

Stand equipment	Stand Area – sqm		
	12-31	32-47	48-63
Carpet Art. 47 (various colours: volturmo, caraibi, mela, rosso, teatro, grigio, cenere, beige; indicate the colour chosen _____)	Yes	Yes	Yes
Wood white painted walls, 3mH, can't be drilled	Yes	Yes	Yes
Cabin 1smq, lockable	Yes	Yes	Yes
Aluminium cross beam system (Maxima) cm 300 h	Yes	Yes	Yes
White led spotlight 50w Art. 30, n° 4 per 16sqm	Yes	Yes	Yes
Multiple socket 220 V Art. 31	1	2	2
"Company Name" lettering acc. to layout, black, helvetica, per open side	Yes	Yes	Yes
Coat stand Art. 49	1	1	1
Wastepaper basket Art. 48	1	1	1
Stand cleaning during last day of set-up	Yes	Yes	Yes

 Art. 61-1 227 volturno	 Art. 61-2 265 caraibi	 Art. 61-3 267 mela	 Art. 61-4 271 rosso
 Art. 61-5 251 teatro	 Art. 61-6 208 grigio	 Art. 61-7 242 cenere	 Art. 61-8 272 beige

✓ Consumption and electrical connection not included.
For the connection to the electrical board of Fiere di Parma, please complete the form B1 of technical manual.

[illegible]

Order summary	
System stand Atelier	177 € x _____ sqm = _____ € +VAT
Total	_____ € + VAT

Please use this space for the planning of the stand (position of storage room, furniture, multiple socket, led spotlights and any other additional extras). Please note that each square corresponds to 1 meter. Use continuous lines for closed walls and dotted lines for open areas. Later you will receive from us a plan for your approval.

A full-page sheet of graph paper featuring a uniform grid of thin, light gray lines on a white background. The grid consists of small squares covering the entire area.

Hall _____ booth n° _____ sqm _____ open sides _____

Any complaint or claim must be notified in writing to OPR SPA or Messe Frankfurt Italia within the last show day. After the closing of SPS Italia 2020, the exhibitor could not avoid or delay the payment of the fees due.

Date _____ Company stamp _____

GENERAL CONDITIONS FOR THE SUPPLY OF SET-UP SERVICES

1. Scope of the Supply.

1.1 These terms and conditions (the "**General Conditions of Supply**") regulate all the activities of the rental/rental supply by Messe Frankfurt Italia ("**MFI**") of exhibition set-ups (the "**Set-ups**").

1.2 The rental supply of the Set-ups (the "**Set-up Services**"), which is the scope of the contract that will be stipulated upon acceptance by MFI of the exhibitor's (the "**Customer**") orders, as indicated in article 2, concerns both the rental supply of the Set-ups for the duration of the event and their installation and relative dismantling at the end of the event.

1.3 The Customer acknowledges that the installation of the Set-ups will be carried out on behalf of MFI by a third party appointed by MFI and therefore expressly authorizes the subcontracting of the relative activities by MFI in favor of said third party.

1.4 The supply includes exclusively what is indicated in the order of the Customer accepted by MFI.

1.5 Any clause and/or provision included by the Customer in its request for supply and/or in any case in its correspondence, contrary to or in addition to these General Conditions of Supply, shall be considered as not included and in any case invalid and/or ineffective and/or not binding for MFI, unless accepted in writing by MFI.

1.6 The applicability of any terms and conditions of purchase of the Customer is excluded. These General Terms and Conditions of Supply shall prevail over any provisions included by the Client in its order or correspondence, unless otherwise agreed in writing.

2. Conclusion of the supply contract: order and order confirmation

2.1 As a general rule, the supply contract is concluded upon the acceptance by MFI of the Customer's order (the "**Order**" or in plural the "**Orders**"). Customer's Orders are only binding on MFI once they are accepted in writing. Customer's Orders are to be considered as irrevocable proposals to purchase, subject to acceptance by MFI.

2.3 The Customer's Order must be placed using the appropriate form on the SPS Italia website (<https://www.spsitalia.it/en/stand-construction>) and sent to the email address indicated therein. MFI's confirmation will be sent by e-mail. Unless otherwise agreed in writing, Orders sent by other means (e.g. telephone orders or in person) will not be accepted.

2.3 Customer's Orders must be placed at least 4 weeks in advance of the start of assembly. If the order is sent after this deadline, MFI reserves the right not to guarantee the supply and in any case will apply a price increase equal to 10%.

3. Property of the Set-ups - Custody

3.1 The supply of the Set-ups does not determine any acquisition by the Customer of the ownership of the Set-ups.

3.2 From the moment of delivery of the Set-ups to the Customer until their return to MFI, the Set-ups at the disposal and under the responsibility and custody of the Customer, which is therefore liable towards MFI for any damage caused to them, as well as for their loss and/or destruction.

3.3 Customer shall also be liable for any damage caused by any delay in returning the Set-ups.

4. Condition of the Set-ups - Delivery of the Set-ups - Return of the Set-ups

4.1 All the Set-ups comply with the national and European Community legislation in force at the time of delivery.

4.2 The Set-ups are delivered to the Customer in good conditions. With specific reference to graphic supports (forex, plexiglass, supplementary panels, other), the Customer acknowledges that the management of the service (assembly / disassembly / transport) can determine a physiological deterioration of the same for which MFI cannot be called to answer.

4.3. The Customer undertakes, upon the delivery of the Set-ups, to check that they: a) correspond to the specifications contained in the order; and b) are in good condition. Any complaints/disputes regarding the non-conformity of the Set – ups delivered with respect to the specifications contained in the Order and/or the presence of defects must be sent to MFI no later than the first day of the respective event. Any claims made after this date will be rejected.

4.4 The Client undertakes not to make any changes to the Set-ups, except for the possibility to install accessories or display its own products by drilling holes in the walls if this is provided for in the Order.

4.5 MFI will deliver the pre-assembled stand by 12.00 noon on the day before the start of the event, unless otherwise agreed by the Parties.

4.6 The Client must return the Set-ups to MFI's appointed personnel by the end of the final day of the event.

4.7 Set-ups must be returned in the same condition in which they were delivered. At the time of return, MFI personnel will check the condition of the Set-ups. If any damage to the Set-ups is detected, MFI will assess the value of the damages found, which will be charged to the Customer.

5. Cancellation and/or modification of Orders

5.1 In the event of cancellation of an Order by the Customer, regardless of whether or not such Order has already been confirmed by MFI, the following rules shall apply: (a) in the event of cancellations received no later than eight (8) weeks prior to the opening day of the respective event, no sum and/or penalty shall be payable; b) in the case of cancellations received after the period of eight (8) weeks prior to the opening day of the respective event the Client will be required to pay, as a penalty, 100% of the value of the order.

5.2 In the event that the Customer cancels or otherwise terminates the exhibition space rental agreement in accordance with the terms and conditions of the MFI Fair, the order for the Set-up services will automatically be deemed cancelled by the Customer and the provisions of 5.1 above will apply.

5.3 In the event of changes requested by the Customer to the initial order (regardless of whether the initial order has already been confirmed by MFI), if such changes result in increased costs, an agreement must be made in writing on the different fee due, whose payment will be made in the same manner as the accepted contract. In any case, any requests for changes must be communicated with at least 4 (four) weeks' notice from the start of assembly. MFI has the right not to accept any requests for changes.

5.4 MFI may cancel a confirmed order by written notice to the Customer in the event that the respective event is for any reason cancelled, cancelled, or postponed or if halls and facilities necessary for the execution of the Order are not available. If, at the time of cancellation or postponement, the Customer has already paid the set-up services fee, the following rules will apply: (i) in the event of final cancellation, the Customer will be entitled to a refund of the amount already paid; (ii) in the event of postponement [to another date in the same year], the Order will be considered valid for the new date and MFI will be entitled to retain the amount paid on account of the services to be provided for such new date.

6. Prices

6.1 The prices for the supply of the Set-ups are those indicated in MFI's price list in force at the time of receipt by MFI of the Customer's order. Such prices are binding for the parties.

6.2 Any accessory services requested by the Customer that are not provided for in the contract will be invoiced by MFI to the Customer at the rate of € 40.00 per hour + VAT in force. Accessory services shall mean, by way of example: hanging or fixing pictures or similar, general manpower, unloading and handling of Customer's products, assistance in positioning machines or similar, positioning or restoration of floors following damage caused by the Customer.

6.3 In the event of late payment, interest on arrears will be applicable to the extent and in the manner set out in Legislative Decree 231/02.

7. Invoicing

7.1 Payments must be made by the Customer by the date indicated on the invoice and in any case no later than 72 hours from the start of the event.

7.2 Failing the full payment of the amount due before the start of the event, MFI reserves the right not to guarantee the supply of Set-up Services.

8. Warranty - Exclusion of liability

8.1 In the event of delayed delivery, partial delivery or defects of the Set-ups delivered, the Client must promptly notify MFI, which undertakes to make the delivery or complete it or eliminate the defects as soon as possible.

8.2 If MFI fails to remedy the delay or partial non-delivery or to eliminate the defects in a reasonable time, the Customer shall only be entitled to a price reduction proportional to the failure/defect of the Set-ups and in any case to an amount that cannot exceed the total price, any other compensation or relief being expressly excluded.

9. Intellectual Property

The supply of the Set-ups does not imply the transfer in favor of the Customer of any property rights (e.g. design) of the Set-ups.

10. Termination

10.1 MFI may, by written notice, terminate any Order in the event of failure to pay the price in full by the start of the event. In this case the Customer will be obliged to pay 100% of the value of the Order as penalty.

10.2 MFI may also terminate the individual Order if, after delivery of the Set-ups, it is ascertained that the Customer uses the Set-ups in such a way as to cause damage to the same. In this case MFI will be entitled to retain 100% of the Order value as penalty.

11. General Provisions

11.1 If individual provisions of these terms and conditions are or become invalid, such invalidity shall not affect the remaining provisions. In such case, both contracting parties undertake to replace the invalid provision with a provision that achieves the closest business purpose envisaged by the invalid provision.

11.2 MFI's terms and conditions valid for the provision of exhibition space as well as other agreements, rules, regulations (e.g. all terms and conditions of the exhibition site or event venue) in connection with the provision and use of the exhibition space shall remain valid and unaffected and shall not be superseded and/or modified in any way by these General Terms and Conditions of Supply or any agreement concerning the Set-ups Services.

11.3 The individual contracts concluded with the acceptance of individual orders are not transferable.

12. Processing of personal data

12.1 For the establishment and execution of this contractual relationship, MFI and the Client will reciprocally process personal data relating to individuals belonging to their respective business organizations. With respect to such data, each party will determine the purposes and means of processing in total autonomy, being, with respect to the same, the independent data controller.

12.2 As a consequence of this, each Party undertakes to process personal data of which it will become aware in the framework of the execution of the Orders, for the sole purposes strictly related to the execution of the Orders themselves, as well as for the fulfilment of legal obligations connected thereto (where applicable) and in full compliance with the national and over-national regulations in force and in particular with the provisions of Regulation (EU) 679/2016 ("**GDPR**"). Each party undertakes to proceed with the communication of personal data necessary for the execution of this contractual relationship to the other party for the sole purpose of the execution of the relationship itself and in compliance with the aforementioned legislation, as well as after implementing all the necessary steps for the proper processing and legitimate communication of the same.

12.3 The parties also undertake to process, also after the execution of the supply related to each Order, the personal data of which they will become aware only for the above mentioned purposes.

12.4 Each party will also keep the other party fully indemnified and unharmed from any cost, expense, responsibility, burden, disbursement (including for legal expenses or sanctions), third parties' claim and any other liability that it may incur due to the violation by the other party of its obligations as autonomous data controller.

12.5 The Parties finally acknowledge that they may mutually process personal data collected during the execution of this contract to promote to the other Party by e-mail - on the basis of their own legitimate interest - MFI or Customer services similar to those subject of this contract.

13. Applicable law - Jurisdiction

13.1 The single contracts concluded with the acceptance of single orders shall be subject to Italian law.

13.2 All disputes concerning the execution and/or interpretation of the single contracts concluded with the acceptance of the single orders shall be the exclusive competence of the Judicial Authority of the Court of Milan. If, however, MFI is a plaintiff, it may have recourse both to the Court of Milan and to that of the Customer's domicile.

Customer

Mr/Mrs/Ms: _____

Position - Office/Quality: _____

Date: _____

Pursuant to and for the purposes of articles 1341 and 1342 of the Italian Civil Code, the Customer declares that he/she has read and expressly accepted the contents of the following articles: Art. 4 State of the Fittings - Delivery of the Fittings - Return of the Fittings; Art. 5 - Cancellation and/or modification of Orders; Art. 8 - Warranty - Exclusion of Liability; Art. 10 Termination; Art. 13 Applicable Law and Conventional Forum.

Customer

Mr/Mrs/Ms: _____

Position - Office/Quality: _____

Date: _____