

CANAPA MUNDI 2018
ROMA 16th • 17th • 18th FEBRUARY
4th edition

Terms & Conditions

CANAPA MUNDI

4th Edition

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CONTACTS

sales@canapamundi.com for GROW / HEAD / SEED areas

office@canapamundi.com for HEMP INDUSTRY area

ADDRESS

The fair will be held at the Pala Cavicchi (Pala 3, 4, 5)

Via R. B. Bandinelli, 130

00178 – Rome (RM) - ITALY

TIMETABLE

OPENING HOURS FOR VISITORS

Friday, February 16th 11:00 - 20:00

Saturday, February 17th 11:00 - 20:00

Sunday, February 18th 11:00 - 19:00

OPENING HOURS FOR SETTING UP/DISMANTLING (EXHIBITORS)

Thursday, February 15th, 9:00 – 22:00

Friday, February 16th, 8:00 – 11:00

Saturday, February 17th, 10:00 – 11:00

Sunday, February 18th, 10:00 – 11:00 e 19:30 – 22:00

Monday, February 19th, 09:00 – 14:00

In case of special needs in terms of setting up/dismantling timing please contact the organizer

DELIVERIES

Tuesday, February 13rd to Thursday, February 15th, 9:00 – 17:00

WITHDRAWALS

Monday, February 19th, 9:00 – 17:00

Outside the above timetable and in case of unclear and/or uncomplete information on boxes and pallets the organization cannot be held responsible for any loss, damage or theft.

PASSES

Access is allowed only with passes which must be requested ([form](#)) before February 5th.

1. STAND AND CUSTOM

1.1 BOOKING Space reservation for the GROW/SEED/HEAD area: please send the [Stand booking form](#) to sales@canapamundi.com

Space reservation for the HEMP INDUSTRY area: please request and submit the form to office@canapamundi.com

The Organizer will confirm its availability. The booking is valid at the time of the accreditation of the prepayment of space. The final payment must be done no later than January 10th 2018. **In case of incomplete payment after this date, the space is considered available for sale.**

The Organizer has the right to change position or stand measures at his own discretion in the event of technical and organizational needs.

1.2 STAND OPTIONS In the GROW/SEED/HEAD area, you can request a modular stand or bare area, according to zones shown on the interactive map of the website, as indicated in the Stand Booking Form and in the Price List.

In the HEMP INDUSTRY area all stands are modular.

Bare area includes carpet and electrical supply (max 2kw). Modular stand consists of carpeting, two-phase electrical power (max 2kw), a binary with three spotlights (one each 9 sqm), walls, trellis and sign with the Exhibitor's name.

Modular stands with one open side consist of 3 walls and a trellis. Modular corner stands are made up of two contiguous perpendicular walls, a vertical column and a trellis. Modular stands with three open sides are made up of a wall, two vertical columns and a trellis.

In case of a technical necessity, the organization reserves the right to make changes to the stand at its discretion. Any existing structure in the pavilion inside the perimeter of the stand is to be considered as sold area.

The Exhibitor may customize somewhat in the structure by writing to sales@canapamundi.com for GROW/SEED/HEAD area and to office@canapamundi.com for the HEMP INDUSTRY area.

1.3 STAND COSTS Costs of the stands in GROW/SEED/HEAD area can be found on the website canapamundi.com in the GROW/SEED/HEAD price list

Costs of the stands in the HEMP INDUSTRY area must be requested by email to office@canapamundi.com

1.4 STAND LAYOUT In case of modular stand, Exhibitors must send the drawing containing the details required for the setting up and staging of his stand within January 10th, 2018, by means of Annex E "Stand Layout" available in our website. The Exhibitor must specify on the form the orientation of the stand, the walls, the position of the track with spotlights, of the electrical socket and of furnishings.

In case of failure or delay in reception of the form, or approximate compilations, the organization will stage independently and it will not be able for the Exhibitor to ask subsequent changes thereto.

1.5 STAND CUSTOMIZATION In case of modular stand, it will be possible to ask for furniture and services through the Furniture and Services Catalogue, filling and sending the Furniture and Services Application Form no later than January 10th, 2018 to the dedicated email.

1.6 WALL CUSTOMIZATION The walls of the modular stands are covered with acrylic fabric.
It is possible to ask for extra services such as printing and application of wall graphics in AIRTEX® or FOREX®. The cost is 45 € /sqm.

The AIRTEX® is a flexible material, applied in a single towel and giving a smooth effect.

The FOREX® is applied in panels with a thickness of 3 mm, with dimensions of 1x2.5m each. The result is smooth.

Requests for customization of the walls must be received within January 10th, 2018 by sending graphics to the dedicated email address. The graphics must be scaled 1:1, with a 150/300 dpi resolution and accompanied with a description of their position.

The furnishings, as well as walls and other supplies, must be returned at the end of the fair in the same initial state. It is not allowed to apply adhesives on furnishings or walls or make other changes. Costs arising from damages will be charged to the Exhibitor.

1.7 ELECTRICAL SUPPLY The electrical supply is 2 kW for each stand, 220V monophasic, and will be used exclusively for the lighting and setting up stands.

To request a higher power supply, please write to the dedicated email address.

The organizer is expressly exempted from any liability for any damage that the exhibitor would suffer due to the failure to activate the requested service, as well as for the suspension and / or termination of the same for causes not attributable to the Organizer.

2. SPONSORSHIP AND ADVERTISING SERVICES

It is possible to sponsor the event or choose specific advertising services, according to the following options specified on the Sponsor and Advertising Application Form: Platinum Sponsor, Gold Sponsor, Silver Sponsor Page in the catalogue, Half page in the catalogue, coupon in the booklet distributed at the ticket box, Outdoor and Indoor Panels, Outdoor Flags.

The application form must be sent to the email address dedicated by January 10th, 2018.

Outside the area of every Exhibitor's own space advertising is allowed only by means of these services. Any kind of advertisement outside the stand not agreed with the Organizer is strictly forbidden. The organization has the right to remove unauthorized material, and to stop all other unauthorized advertising activities.

3. STAND SETTING UP

3.1 SETTING UP AND DISMANTLING

It will be allowed to assemble the stand only after the contract signature, the full payment of space and extra services and the submitting of the required forms. Each Exhibitor must deal with the stand setting up on his own.

The Exhibitor is obliged to set up the stand in the space assigned: all structures and sign of the stand must not occupy spaces outside the stand perimeter.

Stand setting up and dismantling must take place strictly during the times indicated above. Assembly, disassembly and organization are not allowed during the event. **You cannot remove entirely or partially the stand before the end of the event.** At the end of the event and not before, Exhibitors will remove products and materials installed. In case of non-compliance in clearing the area with the time of dismantling and / or inaction by the Exhibitor, any goods, materials, tools found in the area after the deadline stated in this document will be considered as waste.

Stand setting up and dismantling must be in compliance with the regulations.

It is forbidden to make, during setting up and dismantling, temporary installations which do not comply with current regulations. It is compulsory to use fire retardants and self-extinguishing materials.

Exhibitor is obliged to use electrical equipment complying with local CE-marked regulations.

It is strictly forbidden to make any modifications to the electrical system provided. Any change must be authorized by the organization.

The Organizer reserves the right to remove or edit at the expense and risk of the offending hand, equipment considered as dangerous and/or not suitable for the event, and/or not complying with regulations. The Organizer has the right to remove, at the Exhibitor's expense, any dangerous object having not been previously agreed without entailing a right to compensation or any form of compensation in favour of the Exhibitor.

Failure of these rules entitle the Organizer to take precautionary measures against the Exhibitor acting irregularly in terms of fire prevention and security.

Non-observance of safety rules may be reported to the Judicial Authority. In order to respect of safety legislation, the Organizer may define special regulations concerning access to the exhibition area during the setting up and dismantling phase, for people, goods and vehicles.

The Exhibitor is responsible for returning the assigned space to the organization in the same condition as it was in before the setting up. It is forbidden to alter the host structure and the materials provided by the organization in any way. The Organizer reserves the right to implement all necessary measures to avoid further damage. The organization cannot be held responsible for any damage caused to the structures or alterations thereof. Any costs arising from damage or deterioration of the structures will be entirely charged to the offender.

The organization is not responsible for any accidents and damage or loss of items or equipment left unattended during the setting up and dismantling.

Exhibitors do not have direct access to warehouses for the pallet-storage. The staff of the organization will remove them from the stand before the opening time for visitors and to bring them back to the stand during the dismantling phase. Exhibitors cannot use the pallet truck, platforms or other machinery and equipment in the structure. They must always refer to the staff of the organisation. It is possible to require portorage service by sending the Furniture and Services Application Form by January 10th 2018.

The service must be requested for a minimum of one person for 4h. The cost is 18 € / h.

3.2 OPERATORS ACCESS TO THE STAND Only personnel with passes can enter in the exhibition space during the setting up and the dismantling. It is mandatory for companies to hire staff within the terms of law, in particular with respect to contractual conditions, workplace safety and insurance status.

Exhibitor, aware of the liability and criminal penalties provided for by law, false statements and false declarations, having regard to the provisions of Italian and European law, with reference to the work of fitting out and dismantling the exhibition space, declares to be in rules with the payment of contributions to its employees, has assessed the risks to the safety and health of its employees in accordance with the law and has prepared the relevant risk assessment document. It also declares that the workers involved in the assembly and disassembly work have been informed and trained in accordance with the law in relation to the risks of their duties, which have been judged appropriate by the medical officer responsible for carrying out those duties, which are in possession of the necessary individual safety devices that the company has the organization, the means and work equipment needed to carry out the activities and that they all comply with the provisions in force on the prevention of accidents at work and are verified and maintained in accordance with the prescriptions in the user manuals and maintenance manuals.

3.3 BARE AREA SETTING UP REGULATIONS For stands booked as bare area and set up by the Exhibitor, the measures of the structure have to meet exactly those previously agreed. The maximum height of the stand must be 3.5 meters, unless differently agreed with the Organizer.

The stand will have to be set up inside the space delimited by the carpet, or, alternatively, from the adhesive tape on the floor.

All materials used by Exhibitors for setting up their stands must be fire-resistant and comply with current regulations. All the documents certifying the viability of the structures and the suitability of the materials required for the issuance of the authorization from the control bodies, must be sent by the Exhibitor to the Organizer no later than the deadline of January 10th, 2018.

In particular: "[Annex A - Electrical System Setting Up](#)", "[Annex B - Electrical System Conformity](#)", "[Annex C - Materials Setting Up](#)"

In case of failure to provide such documentation or if this it is considered not appropriate by the competent authorities, the Exhibitor will not be able to install his own structures. In this case, there will not be any reduction in the total amount, as indicated in the "Stand and Services Contract - Canapa Mundi III Edition" .

The Organizer cannot be considered legally responsible of any breach of the rules by the Exhibitor. Any responsibility concerning setting up and the activity implementation is in charge to the Exhibitor, who expressly exonerate the Organizer for any damage caused to himself and / or to third parties by the setting up or due to wrong calculations or imperfect construction.

4. CLEANING

The Organizer will take care at his own expense of the general cleaning of the exhibition hall and passages between the stands.

It remains in charge of the Exhibitor cleaning his own exhibition space before, during, and after the event.

The garbage or materials left in place by the Exhibitor at the end of the event or during the same will be collected by the Organizers in 20-liter garbage bags and the Exhibitor will be charged EUR 25.00 for each bag used.

5. SHIPPING AND RETURN PRODUCTS

5.1 SHIPPING OF GOODS Pallets of goods can be delivered to Pala Cavicchi from Tuesday February 13th to Thursday February 15th, from 09:00 to 17:00.

The number to call for delivery is +393332615132 or + 393337631454

On the goods delivered in the fair location must be clearly specified the Exhibitor's name and stand number. Exhibitor is obliged to make sure that "[Annex F - shipments location](#)" is stuck on every box, package or pallet delivered.

In case of pallets/boxes/packages delivered before Tuesday February 13th, and / or outside timetable indicated in this paragraph and / or without precise indications on Exhibitor and booth number, the organization cannot be held responsible for any loss, theft or damage.

5.2 GOODS COLLECTION After the fair the removal of the goods shall take place on Monday 20th from 9:00 a.m. to 17:00 p.m. Pallets/Boxes/Packages which must be collected by the courier must indicate clearly the Exhibitor's name, the total number of pallets to be collected, the name of the company in charge of the withdrawal, the final destination.

After 17:00 p.m. of Monday February 20th and in the case of parcels without clear information, the organization cannot be held responsible for any loss, damage or theft.

5.3 SHIPPING ADDRESS Canapa Mundi c/o Pala Cavicchi
Via R. B. Bandinelli, 130
00178 - Roma (RM)

5.4 During the event it will be possible to stock the empty pallets in the common warehouses.
STORAGE OF PALLETS **Exhibitors do not have access to the common warehouse during the event.**

5.5 Private Internal Warehouse:
STORAGE OF GOODS Exhibitors can request as extra service a warehouse as part of the exhibition area on the Furniture and Services Application Form. The request must be received by January 10th 2018.

5.6 Exhibitors can request as extra service one private external warehouse outside his stand (see options below). Access to this space is granted also during the event. The request must be received by January 10th 2018.
PRIVATE EXTERNAL WAREHOUSE

Private Warehouse by Key	2x2	€ 370
Private Warehouse by Key	3x2	€ 440
Private Warehouse by Key	3x3	€ 510

6. ACCESS TO THE FAIR

6.1 Three-day passes during the fair will be provided to the working personnel of the stand, in order to grant access during the setting-up and dismantling phase, and during the event.
PASSES FOR OPERATORS It is mandatory for each booth to communicate internal staff of the stand that will work during the exhibition days (setting up / dismantling).

The number of passes issued depends on the stand measures:

0	-	20	sqm	=	3 passes
20	-	30	sqm	=	4 passes
30	-	45	sqm	=	6 passes
40	-	50	sqm	=	8 passes
Over		50	sqm	=	10 passes

The passes must be previously requested by sending the form "Passes request" to the dedicated email address no later than Monday February 5th 2018. Passes must be asked for to the fair Organizers upon arrival.

6.2 Two free tickets per day are offered to each Exhibitors for its guests.
FREE TICKETS

6.3 **The Exhibitor can suggest to his customers and industry professionals to apply for accreditation by means of the link on our website. The accreditation has a three-day validity.**
PROFESSIONAL ACCREDITATION The deadline to apply for accreditation is February 5th 2018.

6.4 Access of vehicles is allowed in the forecourt and on the back just for loading and unloading goods and exclusively outside opening hours to the public of the exhibition space, only with a specific permit which has to be requested before 5th of february 2018.
ACCESS OF VEHICLES

During the event and in any case outside opening hours to the public, any loading and unloading operations can be carried through the cargo door of Pala 5 in the square behind it.

7. OTHER OBLIGATIONS AND BANS

The Exhibitor can carry on his activities exclusively in the allocated space.

7.1 It is compulsory for Exhibitor to take full responsibility both of the working performance and the social security and tax status and position of his personnel. Exhibitor is responsible for his own activities, in terms of administrative, civil and penal law, exempting the Organizer from possible consequences arising from activities carried out within the stand assigned.
FOOD OR DRINKS

7.2 It is compulsory for Exhibitor to take full responsibility both of the working performance and the social security and tax status and position of his personnel. Exhibitor is responsible for his own activities, in terms of administrative, civil and penal law, exempting the Organizer from possible consequences arising from activities carried out within the stand assigned.
FISCAL POSITION AND COOPERATION

7.3 The Organizer may require the exclusion of some products such as counterfeit goods, burned CDs or other merchandise which is not in compliance with the laws in force and that has not been specified in this contract.
SELLING RESTRICTIONS

It is absolutely forbidden to display / sell products containing toxic substances, as well as all smart drugs or substances with a THC concentration exceeding the limits set by Italian and European laws.

- 7.4 DAMAGE TO GOODS OR PERSONS** The Organizer is not liable for damages caused to people or the personnel. Exhibitors or visitors attending the event.
The Organizer is not liable for damages to persons or property caused by equipment and facilities made available by Pala Covicchi structure and / or its personnel.
Only the Exhibitor will respond of any damage caused by him and/or his staff and/or his installation and/or his displayed goods. The Exhibitor is responsible for the safe-keeping of his stands for the entire duration of the fair, including assembling and dismantling days. **Therefore the Exhibitor is recommended by the Organizer to subscribe a specific insurance.**
- 7.5 FIRE-FIGHTING MEASURES** The Exhibitor is obliged to set up exclusively his own space and use only flame-retardant and self-extinguishing materials. The Exhibitor must not obstruct crossings, emergency exits, ramps, corridors and escape routes.
Smoking it is strictly forbidden in all indoor areas of the fairgrounds.
Lighting fires, flames, producing high temperatures, use gas cylinders methane and / or LPG, accumulating waste or combustible waste is strictly forbidden.
- 7.6 INTELLECTUAL PROPERTY** Displayed products and goods, as well as the stands housing them, may not be photographed, filmed or otherwise reproduced without the authorization of both Exhibitors and Organizer. Distributing and reproducing general views as well as interior and external details are at the sole Organizer discretion.
- 7.7 MUSIC, SMELLS, LIGHTS, EXHIBITIONS** Sounds emissions, lights and smells provoking, at the sole judgment of the Organizer, nuisance to visitors or other Exhibitors, are forbidden.
- 7.8 SURVEILLANCE** The Organizer provides surveillance during day and night.
Nevertheless, he cannot be held responsible for theft or damage to the stand or the goods displayed.
The Exhibitor is responsible for the supervision of his stands, equipment and goods during setting up and dismantling phases as well as during the exhibition.
- 7.9 VALIDITY OF THE CONTRACT** The Organizer, represented by the President, or any other person designated by him as a supervisor, has the right - at any time during the working hours - to carry out controls in compliance with the spaces assigned and to verify the respect of obligations arising from this contract.
The Exhibitor must sign and send the [“Tenancy and Services Agreement Canapa Mundi IV Edition”](#) together with the annexes required for the specific case:
- If the Exhibitor hires external companies for setting up his stand: [ANNEX A](#) Correct execution of electric installation and equipment, [ANNEX B](#) Conformity of electrical system in case of electrical system installation, [ANNEX C](#) Correct installation.
 - In case a specific construction of space is required: [ANNEX E](#) Stand layout
 - In case of shipments and deliveries: [ANNEX F](#) Shipments location
- The Organizer has the right to unilaterally terminate the contract in case of breach of the obligations, unless the applicant is entitled to be indemnified under any circumstances.
In case the Exhibitor does not respect all the articles contained in the “Terms and Conditions IV Edition” , [“Tenancy and Services Agreement Canapa Mundi IV Edition”](#) and its annexes, the Organizer is not responsible for any legal, economic and / or visual consequences and the Organizer can seek for compensation against the Exhibitor. Moreover, the Organizer has the right to remove those guilty from the event and / or from the stand, without recognizing to the removed Exhibitor the reimbursement of the sums due for the rental of space and services.
The Organizer can integrate and cancel the previous provisions, and / or modify them. In this case, the Organizer must inform the Exhibitor.
- 7.10 WITHDRAWAL** In case of withdrawal, justified and communicated in writing by January 10th 2018 the Organizer will return the amount collected by deducting 20% of the amount due, as a forfeit. In case of withdrawal within 30 days before the event the total amount due for space rental and other amounts relating to additional services requested and accepted, including sponsorship services, will be charged to the Exhibitor.
- 7.11 POSTPONEMENT AND INTERRUPTION OF THE EVENT** The Organizer has the exclusive right to change the dates, postpone the event, reduce or cancel it without the obligation to recognise a reimbursement to the Exhibitor.
The Organizer is committed to send promptly information in case force majeure events occur until the opening day of the event.

- 7.12 EXCEPTIONAL EVENTS** Due to force majeure events or to any other exceptional event independent from the willingness of the Organizer, dates of the Fair can be changed, i.e. the event can be cancelled without involving any legal responsibility of the Organizer. In this case, the Organizer, after discharging commitments toward third parties and re-paying costs of organization already incurred for services already provided, will share among the Exhibitors residual obligations, proportionally to the undersigned amount of the square meters, in the limits of the payment already made by the Exhibitor. Eventual residual amounts will be shared among the participating Exhibitors. Installation and special installation expenses requested by the Exhibitor will be entirely refunded by the Exhibitor.
- The Exhibitor turns down asking for compensation for eventual damages by legal or extrajudicial means.
- 7.13 DISPUTES** In case of disputes the jurisdiction is exclusively the court of Rome. This text has been written both in Italian and English, but only the Italian version is deemed authentic.