






Vehicle passes and personal badges system


**Build-up and break down**
Opening Times, Shipping Agent, Safety Responsible, Vehicle Passes, Staff Name Badges


**Audiovisuals**
LCD Monitor, Ledwall - Videowall & More


**Catering Services**
Savoury Food, Sweet Food, Cold Refreshments, Hot Refreshments, Water Cooler, Additional Catering Items, Staff, Custom Catering Service


**Electrical Services**
Electrical Plants, 24 hrs Electrical Line


**Extra Cleaning**

**Fire Extinguisher**

**Furniture**
Chairs & Stools, Armchairs & Sofas, Tables, Reception Desks, Displays, Accessories

**Insurance Coverage**
Deadline: **October 23, 2019**

**IT Services**

**Photo and Video Services**

Exhibitor clicks on the category «Build-up and break down». The link sends to the page where the Exhibitor can add plate numbers and name of the staff.



Vehicle passes and personal badges system

🕒 Build-up

Date	Entrance/Exit GATE 12A	Opening/Closing MiCo - Milano Convention Centre
October 24 Raw spaces only North Wing	h. 13.30 - 20.00	h. 14.00 - 19.30
October 25 Raw spaces only North Wing	h. 07.30 - 20.30	h. 08.00 - 20.00
October 26 North Wing	h. 07.30 - 23.59	h. 08.00 - 23.30


PLEASE NOTE: only download/upload operations are allowed (maximum 2 hours). Parking is not permitted

🕒 Break down

Date	Entrance/Exit GATE 12A	Opening/Closing MiCo - Milano Convention Centre
October 28 North Wing	h. 18.00 - 00.00	h. 18.30 - 23.30

📍 Entrance: GATE 12A

via Colleoni, 20149 Milano (MI) - [Map](#)

Exhibitor lands on a page with all the useful information on the build up and breakdown (date and times, entrance Gate, Safety info) and the button to get passes. 

📄 Important Information [Expand](#)

Access to the Congress Area of MICO of authorized people for booths build-up and break down is limited to those who are in possession and wear their own permit, the badge. Each badge must be filled in completely (art. 4 Technical Regulations).

In particular may we draw your attention to the fundamental need to strictly observe all employment rules, none excepted, for all type of contracted workers. In particular, in regard to occupational health and safety, reference should be made to Legislative Decree 81/2008 and the entire regulatory system in force protecting the health and safety of workers.

🚚 Shipping Agent

The officially nominated Forwarder is available for shifting heavy loads (art. 1.2, p.6 Technical Regulations):

Expotrans

☎ +39 02 36669611 – +39 02 36669610 – +39 02 36669600

📠 +39 02 45402024

✉ logistica.onsite@expotrans.net

👤 Safety Responsible

In compliance with the entire legislative and regulatory system in force concerning safety, hygiene and prevention, accidents at work and fire prevention (81/2008 Decree and subsequent amendments and additions and of the "Decreto Interministeriale Palchi 22/07/2014") in order to fulfill the safety requirements in the workplace, Exhibitor **ABRAMO LIMITED** declares to have appointed a safety person in charge within the booth area in the name of: *

Contacts for possible checks by the FMC Safety Office and the competent authorities:

Phone *

E-mail *

[Edit](#)

📄 Vehicle passess/staff name badges for build-up and break down

[Get passes and badges](#)





FIERA MILANO

Pre-registration setting up and breaking down

Setting up and dismantling rules

Accesses and routes in the exhibition center

Online pre-registration of vehicles and staff on setting up and dismantling days

Welcome to the pre-registration system (people and vehicles) for the access during setting up and breaking down. The pre-registration is easy and fast and allows you a quick entrance to the Fairground. You can indicate one or more Stand Builder You will employ for setting up/breaking down. We will send to Stand Builders indicated an e-mail with instructions for pre-registration, so that they could pre-register their vehicles too. For pre-registration you can follow the instructions below:

- control your data and eventually modify data of the person charged with doing setting up and breaking down (button "modify data" in the section "Exhibitor details")
- indicate your Stand Builder (button "refer Stand Builder" in the section "Stand Builders")
- pre-register people and vehicles who will enter the Fairground during setting up and breaking down

Exhibitor Details

Company Name: _____

City: _____

Country: _____

Booth Coordinates: _____

Contact Name: _____

Contact Last Name: _____

E-mail: _____

Telephone: _____

Exhibitor's data

Modify data

Insert stand builder

Refer stand builder

Vehicles for the building up period only

In order to pre-register a vehicle simply insert its number plate. If you insert now the number plate, access procedures to the fairground will be faster. For every pre-registered vehicle you will receive an e-mail containing a barcode; print the e-mail and show it at the fairground entrance gate. Don't make copies of the e-mail because the barcode is unique and allows access to only one vehicle.

Cellular phone number: _____

Number plate: _____

Vehicle type:

Submit

Pre-registration for work permits

Pre-registration can be requested for 5 individuals, up to a total of 5

To request pre-registration for an individual, enter the SURNAME and FIRST NAME in the relevant sections and press "SUBMIT".

N.B. The request will take effect only after confirming the pre-registrations. You will receive a QR CODE by an email for each preregistered person. Please print the attached badge and deliver it to the holder, in order to allow access and stay in Fieramilano venue during the setting up and dismantling period.

As regard the work permits for the staff, we inform all Exhibitors and stand fitters that starting from today just individual accreditations can be registered. This innovation will prevent the printing of badges at the totem since what you will receive by e-mail will be already a work permit.

ATTENTION: Please note that all staff must wear their corporate name badges according to the technical regulations, attachment 2, Art. 26 of Law-Decree no. 81/2008, dealing with the agreement contract.

In accordance with and for the purpose of Art. 47 of the Pres. Of the Republic Decree of 28.1.2000 n. 445 aware of penalties established for false and misleading statements provided for by Penal Code and special laws on subject and subsequent civil and contractual liabilities, declares under his own responsibility that the information given above is true and current.

Surname: _____ First name: _____ Birthdate: dd - mn - yyyy

Add

In the logistic system Exhibitor is able to:

- Invite a stand builder (if he is already registered in Fiera Milano System he would already have his own login, if not he can register now).
- Register vehicles who will have access to the MiCo during build-up and break-down days
- Register names of staff who will have access to the MiCo during build-up and break-down days

Struttura del Regolamento Tecnico di Fiera Milano

Contratto di lavoro irregolare e clandestino

Tutti i soggetti che a qualsiasi titolo operano all'interno del Quartiere Fiera devono essere muniti di un documento di identità e rispettare la legislazione vigente in materia lavoro con particolare riferimento ai rapporti di lavoro tra le parti.

Tutti i soggetti che operano per conto dell'espositore in regime di appalto e subappalto, dovranno munire le proprie maestranze del tesserino di riconoscimento di cui agli artt. 18, comma 1, lett. c), 21, comma 1, lett. c), 26, comma 8 del D.lgs. 81/08 e del titolo di accesso al Quartiere Fiera. Il titolo di accesso al Quartiere Fiera verrà rilasciato subordinatamente a:

- dichiarazione telematica dell'esistenza della documentazione contrattuale idonea a giustificare la prestazione lavorativa del dipendente;
- dichiarazione che ogni lavoratore per cui viene richiesto il pass sia regolarmente assunto.

Il tesserino, come previsto dalla norma, dovrà contenere:

- fotografia del lavoratore
- generalità del lavoratore (nome e cognome, data di nascita, data di assunzione)
- indicazione del datore di lavoro
- in caso di subappalto, la relativa autorizzazione (ovvero la data di richiesta di autorizzazione al subappalto rispetto alla quale si è formato il rilascio assente)

I lavoratori assentesi dovranno provvedere al proprio tesserino di riconoscimento che deve contenere:

- le proprie generalità
- la propria fotografia
- l'indicazione del committente

Il personale extrasubordinario dovrà inoltre essere munito di:

- permesso di soggiorno in corso di validità e leggibile o carta d'identità italiana in corso di validità.

L'ingresso è vietato al non addetti ai lavori ed ai minori di 15 anni.

From the Technical Regulations of Fiera Milano

Working Irregular and clandestine work
All persons operating within the Exhibition Center with any position must have an identity document and respect the current labour legislation, with particular reference to labour relations between the parties.

All subjects operating on behalf of the exhibitor as contractor or sub-contractor, must provide their employees with an identification badge as per articles 18, paragraph 1, let c), 21, paragraph 1, let c), 26, paragraph 8 of the Italian Legislative Decree 81/08 and of the right to access the Fair District. The access right to the Fair District will be issued following:

- an electronic communication of the evidence of the suitable contractual documentation to justify the work done by the employee;
- a statement that each worker for whom a pass is requested is regularly employed.

As provided by the norm, the card must contain:

- Photograph of the worker
- Worker's details (name and surname, date of birth, date of hire)
- Name of the employer
- In case of subcontractors, the relevant authorization (i.e. the date of subcontract authorization request, with respect to which the consenting assent has been created)

Subcontractors must provide for their own identification card which must contain:

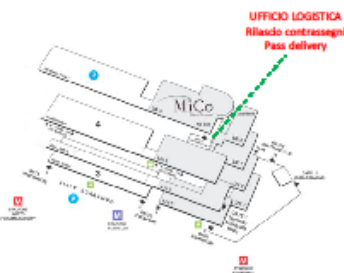
- Their details
- their photograph
- Indication of the contractor

Non-EU workers must also be equipped with:

- valid and legible residence permit or valid Italian identity card

Admission is prohibited to children under 15 years of age.

fieramilanocity



UFFICIO LOGISTICA
Rilascio contrassegni
Pass delivery

Per la lettura ai controlli la tessera deve essere integra: non bagnarla, non piegarla in prossimità del codice. Il documento deve essere stampato su carta bianca.

Please do not wet, crease or fold this document near the QRcode. The document must be printed on the white paper.

Come usare il biglietto
How to use your ticket



After registration, the Exhibitor receive passes for vehicles and for the staff via email.
These passes with the QR Code must be shown at the entrance.



Logistica in Fiera

FIERA MILANO

ESPOSITORE / EXHIBITOR

Manifestazione:	Event
Mobilitazione:	Build-up days
Smobilitazione:	Break-down days
Azienda:	Company
Nazione:	Nation
Coordinate:	Hall and Stand nr

TARGA

PLATE NUMBER

TELEFONO/PHONE

PHONE NUMBER

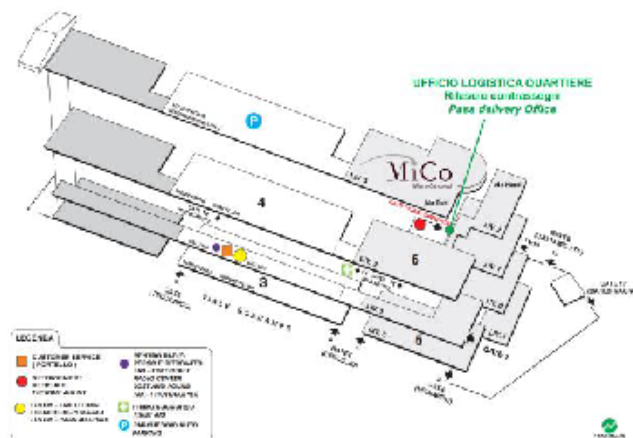


Codice di preaccredito automzzi per accesso nei giorni di allestimento e disallestimento

Per l'accesso diretto al Quartiere presenti questo documento alle PORTE di Ingresso consentite. Il documento dovrà tassativamente rimanere esposto sul cruscotto

Vehicle Pre-accreditation code for Access on set-up and dismantling days

To enter the Fairground from the allowed Gates show this document to Fiera Milano operators. The document must be visibly placed on the wind screen



EVENT

ALLESTIMENTO / SMONTAGGIO

Nome: **NAME**
 Allestitore: **STAND BUILDER**
 Espositore: **EXHIBITOR**
 Coordinate: **Valid from/to**
 Dal/al:
 e Dal/al:

Tessera personale e non cedibile. Valida solo nei giorni indicati nelle «Disposizioni per le operazioni di montaggio e smontaggio».



PERSONAL PASS

EVENT

SETTING UP AND DISMANTLING

Name: **NAME**
 Stand Builder: **STAND BUILDER**
 Exhibitor: **EXHIBITOR**
 Coordinates: **Valid from/to**
 From/to:
 and From/to:

This badge is strictly personal and cannot be transferred. It is only valid during the days shown on the «Rules about setting up and dismantling».



VEHICLE PASS