

# SIGN AND RETURN



## REGULATIONS

### Art. 1 - Name

Twenty-third Antiquarian Book Fair.

### Art. 2 - Aims

The Antiquarian Book FAir sets out to exhibit both the commercial and the cultural nature of these objects in order to bring an ever greater number of enthusiasts closer to the world of books.

### Art. 3 – Organization

The Antiquarian Book Fair is organized by Fondazione Biblioteca di via Senato.

### Art. 4 - Place, date

The Antiquarian Book Fair will take place in Palazzo della Permanente, via Turati 34, Milano, on March 16-18, 2012.

### Art. 5 - Opening and closing times

**The stands will be available for Exhibitors to set up their exhibits on March 14, 2011 from 10.00 to 18.00 and on March 15 from 10.00 until 14.30.** Any stands not occupied before 14.00 on March 15, 2012 will be considered newly available to the Organizer, who will consider the Exhibitor as having withdrawn and without any right to a refund for any reason.

On March 16 and 17, the Exhibition will be open from 11.00 to 19.00 continuously, on March 18 it will be open from 11.00 to 18.00. The Exhibition will be inaugurated on March 15 at 18.30. On March 15 the stands must be left within 14.30 to permit the clean up before the opening.

No overnight presence in the stands is allowed. Suitable checks will be made by the Organizer. **The closing of the Exhibition will take place at 18.00 on March 18. Stands will be taken down on March 18 from 18,30 to 20.00 and on March 19 from 9.00 to 12.00.**

### Art. 6 - Visitors

Visitors will only be allowed to enter the exhibition hall if they are in possession of an entrance ticket.

### Art. 7 - Participation restrictions

At the Antiquarian Book Show is open to all the antique bookshops, subject to space available

### Art. 8 - Admissible exhibits

- a) Antique books
- b) Valuable modern books, bibliographic books
- c) Original prints (by original is meant prints completely designed and executed by the artist, using any technique with the exception of mechanical or photomechanical processes). These prints must not for any reason be taken from books, where book is understood to contain pages of text as well as prints. Prints that make up part of an album without text are therefore admissible
- d) Drawings and watercolours by authors. All works exhibited must have an exhaustive biography. The books must be guaranteed complete; incomplete books, held to be of particular value or rarity, may be exhibited provided their defects are indicated. Prints, drawings and watercolours must be provided with a card specifying the author, the technique, the period and, if one exists, the bibliography. Exhibitors are responsible for guaranteeing their buyers with authenticity and correspondence between the description and reality.

### Art. 9 - Exhibitors' liability

The Exhibitor is guarantor and is personally liable for the authenticity and origin of the exhibits, according to the laws in force (in particular the regulations covered by law n. 1062, 20 November 1971), thus exempting the Organizer of any liability on the matter.

The exhibitor gives consent to photographic, movie and television recordings, etc. on the part of the organizer and for all exhibited material. The exhibitor furthermore gives consent to the publication of such recordings and of all data identifying the exhibitors (company name, address, etc.) by means of any communication media such as: television network newspaper and/or magazines. Internet, CD ROM, videotapes, audiotapes, etc.

For such purpose, the exhibitor declares that he/she has full availability of all exhibited items and of any legal right connected, and to lift the organizer from any liability or demand from third parties that for any reason might ensue against the organizing authorities.

### Art. 10 - Terms of admission

Participation applications must be sent to the Fondazione Biblioteca di via Senato Organizing Secretariat along with:

- a) A photocopy of a proper commercial licence
- b) The enclosed regulations, signed at the bottom
- c) Application form
- d) Deposit payment by bank transfer on IBAN IT 60 K 01030 20600 000001941807; BIC PASCITMMSEG; MONTE DEI PASCHI DI SIENA, AG. SEGRATE – Milano Italia, made out to Fondazione Biblioteca di via Senato. – Reason for payment: Antique Book Exhibition –Company heading. The Organizer reserves the right to accept or reject the application
- e) **THE CHEQUES WILL BE ACCEPTED ONLY IN EURO MADE OUT TO FONDAZIONE BIBLIOTECA DI VIA SENATO**

#### Art. 11 - Participation fee

The participation fee is the fixed lump sum of €3.500,00 VAT included for the stand 3x3, €4.500,00 VAT included for the stand 4x3 and € 5.500,00 VAT included for the shared 4x3 stand.

The above-mentioned fee includes:

- Use of the stand fully furnished
- General day and night surveillance
- Cleaning of the booths
- Promotional acts and institutional publicity of the show
- 2 catalogues
- Passes (max 3)
- General services.

The fee does not include:

- Closed not illuminated bookshelf (2 mt long) instead of shelves equipped with basic furniture € 480,00 Vat included
- Lighting of closed bookshelf € 24,00 /mt Vat included
- Lighting of shelves equipped with basic furniture € 24,00 /mt Vat included
- Dresser € 60,00 Vat included
- Locking up of the open bookshelf equipped with basic furniture € 240,00 Vat included

The entry is regulated by obligatory photographic pass left by Organizing Secretariat, only title of entrance during the days of exhibitions, preparation et disassembly.

The exhibitor can request up to 3 (three) pass to the organizer – for his/her assistants.

All pass issued to exhibitors and their assistants are personal, issued in the name of the individual, and not trasferable to others.

Non-compliance to any of the above rules with result in the following actions being taken:

- Cancellation and withdrawal of the pass held by non-authorized individuals

**It is mandatory for the exhibitor and any assistants to prominently wear the pass to enter and remain within all Exhibition Halls.**

#### Art. 12 - Application procedure

At subscription 50% deposit should be paid as evidence of the confirmation within 20<sup>th</sup> December 2011. The settlement must reach the Organizing Secretariat within February 1st 2012 and no after; failing this, the Exhibitor will lose the right to participate at the Exhibition but will still be obliged to pay the entire fee to the Organizer.

Should the Exhibitor decide for any reason not to participate, he/she will not be entitled to a refund of the sum paid in participation fees.

#### Art. 13 - Participation procedure

**b) Objects and products which are not among the admissible categories may not be exhibited in the stands**

- c) Each Exhibitor may exhibit his/her items only and advertise them only inside the stand
- d) Subjects with a bankruptcy petition underway against them are excluded from the Exhibition
- e) The Organizer reserves the right to refuse admission to the Exhibition. This refusal of admission cannot give rise to any form of compensation.

#### Art. 14 - Admission to the Exhibition and allocation of stands

Admission to the event and the allocation of stands to Exhibitors is determined unobjectionably by the Organizer, who reserves the power to change the position of the stand even if already allotted, or even to change its dimensions for technical reasons or organizational needs should this be necessary.

Partial concession of the stand to another Exhibitor must be communicated to and approved by the Organizer beforehand.

#### Art. 15 - Catalogue

Fondazione Biblioteca di via Senato will see to the compiling of the official Exhibition catalogue without liability for errors or omissions. It will contain:

- a) An alphabetical list of participants displaying their respective stands
- b) One page for each Exhibitor where the bibliographical information of one significant book and its print will be presented.

Exhibitors are liable for the attribution, the declared period and the authenticity of the object reproduced in every single photograph; the **Organizer reserves the right not to publish photographs of any objects counter to the aims of the show in accordance with Art. 8, or else to correct the descriptions given.**

In any case, the Exhibitor promises to exonerate the Organizer of the Exhibition and the catalogue's editor and distributors of any liability or claim concerning the photographic reproduction of the exhibited works, as well as the editing, printing, distribution, sale of catalogues which reproduce the works themselves both at the exhibition and elsewhere. **The Organizer is not liable for imperfect reproductions of colour transparencies provided by the Exhibitor in the printing of the catalogue.**

#### Art. 16 - Entrance formalities for persons and goods

In addition to the Exhibition dates, the Organizing Secretariat will also be open at the Exhibition site on March 14 and 15, 2012, from 10.00 to 18.00.

During those hours on those days, persons and goods will be allowed to enter the exhibition site.

The Exhibitors will receive all the information on the organizational aspects of the Exhibition and undergo checks regarding their administrative- accountancy position.

The entrance of goods is dependent on the correct and punctual fulfilment of the conditions foreseen in articles 10 and 12 of the Regulations.

#### Art. 17 - Exit formalities for persons and goods

**Disassembly will start at 18,30 on March 18, 2012. It is forbidden to start clearing and packing before that time.** After the closing of the Exhibition, the stands must be cleared at the latest by 12.00 on March 19, 2012. Failing this, the Organizer, which does not accept any liability for the goods, materials or other deposited on the stand, may begin to remove and store these at the expense and risk of the defaulting Exhibitor. Should this material remain on the exhibition site after 12.00 on March 19, 2012, the Exhibitor will be obliged to pay the Organizer a post-Exhibition occupation fee for the area.

#### Art. 18 - Preparation of the stands

The stands will be supplied with a sign indicating the name of the exhibiting company.

All materials used to prepare stands must be fireproof class 1 or class 2, originally fireproof or fireproofed (the relative certificate must be displayed).

Fireproofing must not be done on the exhibition site.

Once the Exhibition is over, the Exhibitor alone is obliged to return everything to its original state at his/her own expense.

Before leaving the stand, he/she is obliged to have its state of wear checked.

Any damage caused by the Exhibitor must be made good by him/her before removing goods and exhibited materials. Therefore in defence of its rights and reasons as creditor, therefore, the Organizer may forbid the removal of goods or furnishings from the stand, and it reserves the right to request the seizure of the goods and other objects on the stand if this is believed to be auspicious and in its own interests.

In order to ensure constant access to passageways and exhibition halls and to avoid the accumulation of easily inflammable material at the stands, the Exhibitor is obliged to see to the removal of any reusable packaging from the hall immediately after having unpacked the goods (not later than 14.30 on March 19, 2012).

#### **Art. 19 - Technical facilities**

Electrical energy is always available during Exhibition hours.

The lighting of the stand is included in the supplied fittings. The electric current supplied is single phase 220 V 50 Hz alternating current with earthed conductors.

#### **Art. 20 - Promotion and publicity service**

The Organizer will take care of promotion and publicity in every form useful to the interests of the Exhibition; it will take every valid initiative towards that end and, if necessary, will use photographic reproductions of exhibited items, chosen at its discretion and without expense.

#### **Art. 21 - Restrictions**

Without effect upon the other restrictions contained within the Regulations, the participant is expressly forbidden:

- a) To fix advertising posters, photographs, transfers or stickers to the outside of the stands or to the signs provided by the Organizer to direct visitors around the Exhibition. Any damage done to the structures of the exhibition site will be charged to the single Exhibitors
- b) To exhibit, even inside the stands, means of communication concerning competitions announced by bodies, organizations, daily or weekly newspapers or specialized magazines or in any case any message which is not strictly linked to the items exhibited
- c) To use forms of propaganda which, in the opinion of the Organizer, are harmful to other Exhibitors, the Exhibition or the Organizer itself. Every form of publicity outside the stands, such as walkers in the passageways and in the neighbourhood of the exhibition site, is forbidden
- d) To distribute free gifts which are a form of advertising. It is also prohibited to anyone to receive printed or other advertising material from the stands without the Organizer's consent beforehand
- e) To leave materials (including promotional or advertising) near his/her stand**
  - f) To make preparations or do work not expressly authorized, or prohibited by these regulations
  - g) It is forbidden to exhibit works the distribution or import of which is prohibited by Italian law
  - h) To bring in inflammable, explosive or in any way dangerous materials, liquefied, compressed, poisonous or irritant gasses. Materials used in stand reparation, provided these are not the actual exhibits, must be fireproof or self-extinguishing. **It is strictly forbidden to smoke in the exhibition halls.**  
The use of wood working machines, welders, oxyacetylene-welding equipment, riveting gun equipment, and any machine which uses an internal-combustion engine is prohibited.  
By reason of the above and for safety reasons, all on-site operations which involve the working of raw materials, alteration or overall painting in the halls or on the stands are forbidden.  
It is obligatory to allow access to the fire hydrants and not obstruct them at any time, to allow the free movement of the window opening handles and to bring the stands in line with safety regulations as far as the accessibility of emergency exits is concerned. All Exhibitors are reminded to fully observe local public safety laws, as well as strictly observing all rules concerning the safety of workers and accident prevention both for personnel and visitors.
- i) To let or sublet the stand to others or have others replace him/her, even without accepting payment, at the allotted stand
- j) To carry out acoustic transmissions inside the stands**
- k) To bring animals onto the exhibition site**
- l) To use plastic materials (also in the form of panels), expanded sheets etc. which are not class 1 fireproof

#### **Art. 22 - Failure to hold the Exhibition**

Should the Exhibition not take place due to the negligence of the Organizer, the participant is entitled to a refund of the sum paid for the allocation of the stand and the fee for all services requested and not yet provided, with the deduction of the expenses already incurred by the Organizer to these ends.

Should the Exhibition not take place due to unexpected or uncontrollable circumstances, participants will not be entitled to a refund and will be expected to pay the whole sum owed for any reason to the Organizer. In every other case, barring unexpected uncontrollable circumstances, in which the Organizer decides to suspend the Exhibition after its opening date, the refund due will be in proportion to the period lost, again after having deducted expenses incurred by the Organizer.

#### **Art. 23 - Exclusion from liability of the Organizer**

In no case is the Organizer or la Società per le Belle Arti ed Esposizione Permanente obliged to pay the participants indemnity of any sort, nor will they be obliged to compensate for any damages not imputable to their own direct liability.

#### **Art. 24 - Insurance**

The Organizer, without personal liability, will provide a day and night surveillance service; it declines all responsibility for natural risks and uncontrollable circumstances. It is therefore obligatory that the Exhibitor be in possession of the following insurance for all goods carried in the fair:

A "All risks" insurance policy for goods, materials, furnishings and equipment belonging to the Exhibitor for the duration of the exhibition.

The copy of the policy must contain a clause stating that the Exhibitor waives the right to compensation from the Organizer or third parties in any way interested in the organization of the Exhibition.

#### **Art. 25 - Decline of liability**

The Organizer of the Exhibition will do everything in its power to avoid accidents of any sort, but declines responsibility for any damages done to or caused by the Exhibitor - according to the terms of the General Regulations of the Hall expressly accepted by the exhibiting companies.

#### **Art. 26 - Surveillance of the stands**

The Organizer provides a general security service for the pavilions. During pavilion Exhibition hours, custody and surveillance of the stands is the responsibility of the respective Exhibitors.

**It is therefore obligatory for the exhibiting companies to be present at the stands with their personnel punctually at opening time and to man the stand itself until the evening closing time.**

The general surveillance service provided by the Organizer does not imply any recognition of liability by the Organizer toward the Exhibitor for damage - either direct or liable - to objects brought onto the Exhibition site belonging to the Exhibitors or provided by them.

**Art. 27 - Additional Rules**

Through its secretariat, the Organizer may issue Rules and provisions which it believes favourable to the better running of the Exhibition and inherent services.

Additional Rules and provisions will be equivalent in value to these Regulations and will therefore have the some binding nature.

**Art. 28 - Respect of the Regulations**

Upon signing the participation application and the Regulations, Exhibitors are bound to respect all the Rules contained herein without reservation or conditions of any sort, as well as all instructions of technical and/or regulatory nature that the Organizer may deem opportune to issue later in written form. Therefore Exhibition participants are obliged to allow the Organizer to carry out propitious checks before, during, and after Exhibition hours. The Organizer may exclude from participation and immediately close the stand of anyone who violates the above-mentioned Regulations, without refunding any amount paid and/or making any compensations. Compensation may be demanded for any major damage to the Organizer.

**Art. 29 - Governing laws**

Herewith the following signing to the participatory application and the present policy, the Exhibitor gives his consent to the use, the communication and the diffusion of the given data.

The Exhibitor admits also to have been rightly informed about the purposes of the above-quoted use as well as the rights ratified by Data protection Law (Legislative Decree, 30th June, 2003 n. 196) which protects people and other subjects regarding the use of their personal data.

**Art. 30 - Nomination of resident Place of Jurisdiction**

The Exhibitor names the organizing secretariat's office as residence for effects of the law. For every and any controversy the Milan law courts will be exclusively competent.

Seal and signature of the owner or  
legal representative

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In accordance with articles 1341 an 1342 of the Civil Code, the exhibitor declares to have carefully read all clauses contained in the above mentioned articles. The exhibitor declares to expressly and specifically accept the articles indicated below:

Art. 5 - Opening and closing times

Art. 9 - Exhibitor's liabilities

Art. 11 - Enrollment fee

Art. 12 - Enrollment formalities

Art. 13 - Admission to the Hall and allocation of all stands

Art. 14 - Catalogue

Art. 15 - Formalities for the entry of people/merchandise

Art. 16 - Formalities for the exit of people/merchandise

Art. 17 - Stands set-up

Art. 20 - Prohibitions

Art. 22 - Limit of the organizing authorities' liabilities

Art. 23 - Insurance

Art. 24 - Decline of liability

Art. 27 - Additional Rules

Art. 28 - Respect of all Regulations

Art. 29 - Participation formalities

Art. 30 - Governing laws

Art. 31 - Nomination of resident Place of Jurisdiction

Seal and signature of the owner or  
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