



PROVISIONS FOR STAND DESIGN

1. HEIGHTS AND FINISHES OF FRONTS AND WALLS

Stands must be at least 3 metres high all along the internal and external perimeter of the stand. Where **lower heights** are desired for design purposes or for utilising existing structures, **these must be set back at least 50 cm from the edge of the walkway**; where heights above 3 metres are concerned, there is no set back requirement.

The maximum height allowed in all pavilions without technical constraints of any kind is 6 metres; however, where technical obstructions dictate, different heights must be cleared by the relevant Customer Service department. Walls adjacent to the exhibition spaces of other companies must be painted completely white "to a professional standard." Equally, the upper part of the stands, visible from the balcony, must also be finished "to a professional standard."

Walls abutting the walkways giving access to the fire hydrants or switches form an integral part of the perimeter, and all sides facing onto the walkways must also be finished "to a professional standard."

Subject to agreement with the adjacent company, a white or black curtain of the same height as the perimeter may be fitted, with band banners 10cm wide. Where American beams or metal structures have been used to create the installation, these must always be covered.

Where fire hydrants are located inside stands, there are two different options:

1. Keeping the fire extinguishing device in its original position, leaving a completely unencumbered access route at least 120 cm wide, starting from the front and leading directly to the device; the floor of this area may be customised but there must be no encumbrances such as furnishings or set-up structures, even on the front, for the entire 120 cm width;
2. Moving the fire extinguishing device to the front; this course of action must be agreed with the relevant Fiera Milano department in order to identify the correct positioning (please see the Instructions for the Provision of Temporary Fire Extinguishing Devices), and is subject to payment for the relocation operation as well as a charge for any additional space required, at the same rate as the rest of the allocated space.

We would remind you that, with a view to containing light pollution and avoiding impinging on the walkways and on neighbouring stands, LED lights, graphics, walls or lighting devices on stand fronts may only be installed on condition that they are equipped with light intensity regulation devices. Upon assessment of the overall conditions of the installation and its potential interference, the organisers reserve the right to request the dimming of lights.

2. ENTRANCES, TRANSPARENCIES AND ACCESSES

Without prejudice to the safety and accessibility provisions relating to stands, as set out in the Fiera Milano Technical Regulations, **an overall quota of entrances and transparent sections**

making up no less than 20% of the sum of the free sides must be provided for, arranged in such a way as to render all areas of the stand visible, private areas included.

Emergency exits are excluded from the calculation of this percentage. Closed sides must be architecturally and graphically constructed so as not to create a "blind" wall onto the walkways; it is further noted that glass or mirrored surfaces can also produce reflections of fronts opposite one's own stand.

With regard to accessibility, all visitors must be guaranteed access to the stand, as set out in Article 20 of the General Regulations of the trade fair on Stand Design. Please note that at least one access ramp must be provided where platforms of even minimal thickness are present. Ramps must be contained **within your own space, should not encroach on common walkways, have a slope of no more than 8%**, be clearly indicated and preferably in an easily identifiable and usable position.

3. MEZZANINES

Mezzanines can be provided for use as office spaces and/or client reception areas for stands occupying an area equal to or over 90 square metres.

For technical details, please see the Regulations for Mezzanines drawn up by Fiera Milano, which will be provided along with the official notification of allocation and the 1:100 scale survey of the allocated stand.

4. RIGGING

Suspension structures are allowed, subject to a feasibility check with the relevant Customer Service department, and accordance with the above provisions pertaining to heights on the perimeter and inside the allocated stands.

American truss beams and lighting suspension systems:

These structures (calculated and certified as per current legislation) must be used exclusively for the installation of lighting systems and fixed at a mandatory height of 4 to 6 metres, set back by at least 50 cm from the edge of the stand, regardless of the measurements and height of the same. Different heights, conditioned by the presence of technical impediments, must be checked with the relevant Customer Service department.

If structured in such a way as to form a ring, these may be finished with a ceiling panel. These elements can only be used for the installation of lighting systems, without brackets or other elements that distance the bulbs from the beams, or for handing installation or graphic elements, the maximum upper edge of which should be at 6 metres from ground level.

- **Installation suspension structures:**

Suspension structures are allowed as long as these are **positioned at a height of between 4 and 6 metres**. Different heights, necessitated by the presence of technical impediments, must be checked with the relevant Customer Service department, although the minimum front height cannot be less than 3 metres.

Where the suspension structures are created using American truss beams, these must be covered and unrecognisable.

Where structures are suspended directly or by means of beams, cables or other elements of as small a diameter as possible must be used – compliant with safety rules – and arranged in such a way as not to create a visual barrier above the maximum allowed height.

Under no circumstances may graphic or communication elements the upper edge of which exceeds the maximum stated height of 6 metres be hung.

5. DEADLINES AND REQUIRED DOCUMENTATION

Regardless of the size of the stand, **the installation project and the documentation relating to the materials used** for the construction of the stand **must be uploaded onto the Stand Design section of the Fiera Milano Exhibitor Portal, where they will be examined, as applicable, by the Organiser and the competent Customer Service department on the basis of the allocated stand by 10 February 2025.**

The documentation must include plans, sections, elevations and, if necessary, views and/or renderings that clearly illustrate the characteristics of the installation, the products to be exhibited and the graphics envisaged.

6. USEFUL CONTACTS

For information on stand design
Technical Department
Tel. + 39 02 725941, progetti@salonemilano.it

FIERAMILANO: for information on the characteristics of the pavilions, inspections, parking regulations and hanging problems

Customer Service East
Pavilions 1, 3, 2, 4, 5, 7, 6, 10
Tel. +39 02 4997 7348/7266
isaloni@fieramilano.it

Pavilions 8, 12, 16, 20
Tel. +39 02 4997 7528/6863
isaloni@fieramilano.it

Customer Service West
Pavilions 9, 11, 14, 18, 13, 15, 22, 24
Tel +39 02 4997 7125/7306
isaloni@fieramilano.it

Exhibition Safety Service
Tel. +39 02 4997 7983/6412/6712/6666/7264
sicurezza.mostra@fieramilano.it

Rigging Service
Tel. +39 02 4997 6393/6844/6312/7543/7542
ufficioappendimenti@fieramilano.it, rigging@fieramilano.it

Field Operations
Tel. +39 02 4997 6296/7731
gestione.quartiere@fieramilano.it