



**A - Z**

**Exhibitor Information**

**The Exhibition for  
Industrial Print Technology**

**20 – 22 November 2018**

# INDEX

A .....	2	Internet / Wifi .....	4
Accommodation .....	2	L .....	4
Animals .....	2	Lost Property .....	4
Audiovisual .....	2	M .....	4
B .....	2	Manning of the Stand .....	4
Badges .....	2	MiCo Technical Assistance .....	4
C .....	2	Musical Reproduction / Copyright .....	4
Carpet / Floor Coverings.....	2	N .....	4
Cash Point .....	2	Networking Cocktail Reception .....	4
Catalogues .....	2	O .....	4
Catering Areas.....	2	Organisers' Offices Mack Brooks .....	4
Children .....	2	P .....	5
Cloakroom .....	2	Parking .....	5
Compressed Air.....	2	Partition Walls.....	5
Conferences .....	2	Photography & Video Recordings .....	5
Customs.....	2	Police.....	5
D .....	3	Press Lounge.....	5
Data Capture .....	3	Promotional Activity .....	5
Declaration Forms (Compulsory).....	3	S .....	5
Deliveries.....	3	Security .....	5
Drop Wires.....	3	Shell Scheme Stands.....	5
E .....	3	Smoking .....	5
Electrical Installations / Electricity Supply .....	3	Space Only Stands.....	5
Emergency .....	3	Stand Catering .....	5
F .....	3	Stand Cleaning .....	5
Fire Extinguishers.....	3	Stand Parties.....	6
Fire Prevention Declaration.....	3	T.....	6
First Aid .....	3	Taxi .....	6
Floral Decorations.....	3	Temporary Staff / Interpreters.....	6
Forwarding / Delivery of Machines / Storage of Empty Crates .....	4	Toilets.....	6
Furniture .....	4	V .....	6
G.....	4	Vehicle Access .....	6
Graphics / Digital Printing Services.....	4	Venue.....	6
I.....	4	W .....	6
Insurance.....	4	Waste Disposal.....	6
		Water Connections .....	6

# A-Z INFORMATION

## A

### **Accommodation**

See Useful Documents section in the Exhibitor Manual for a list of local hotels.

### **Animals**

Animals are not permitted anywhere in the exhibition centre.

### **Audiovisual**

Fiera Milano Congressi SpA

Tel: +39 02 49976133

E-Mail: [inprint2018@fieramilanocongressi.it](mailto:inprint2018@fieramilanocongressi.it)

## B

### **Badges**

#### Build-up/Breakdown

All people and vehicles requiring access during build-up and breakdown must register with Fiera Milano Congressi MiCo to obtain an access pass. See home page of the Exhibitor Manual.

To register on site, please go to the MiCo Office at Gate 13.

#### Exhibition days

Exhibitor badges are free of charge and allow the stand personnel free entry to the exhibition. The allocation of badges to third parties is strictly prohibited. E-Badges will not be posted. After completing the online order using this [link](#), you will receive a confirmation e-mail which will enable you to print your e-badge.

Please ensure that your E-Badge is folded along the dotted lines. Badge holders will be provided on-site.

## C

### **Carpet / Floor Coverings**

Fiera Milano Congressi SpA

Tel: +39 02 49976133

E-Mail: [inprint2018@fieramilanocongressi.it](mailto:inprint2018@fieramilanocongressi.it)

### **Cash Point**

There is an ATM machine near the registration area on Level +1.

### **Catalogues**

An envelope containing a free copy of the exhibition catalogue will be delivered to each stand on the evening of the last day of build-up.

### **Catering Areas**

Catering Areas will be located inside the hall.

### **Children**

Children are not permitted in the halls during build-up and breakdown for safety reasons. Please refer to the MiCo Technical Regulations in their entirety and in particular to point 2.1. On exhibition days, children and young people under the age of 15 may only enter the site if accompanied by a person having parental control over them. A "Responsibility Form" must be signed before entering the site.

### **Cloakroom**

Near the registration area on level +1.

### **Compressed Air**

Exhibitors should note that there is no readily available compressed air system in the hall. Compressed air connections depend on the location in the hall as well as on availability in general.

In cases where there is no connection to the system available, exhibitors can hire compressors from the venue or bring their own if they prefer. Exhibitors should contact the venue as soon as possible.

Only the exclusive contractor of Fiera Milano Congressi is permitted to undertake compressed air connections.

Fiera Milano Congressi SpA

Tel: +39 02 499 76133

E-Mail: [inprint2018@fieramilanocongressi.it](mailto:inprint2018@fieramilanocongressi.it)

### **Conferences**

The broad ranging conference programme at InPrint Italy will feature top industry experts offering their insights in three key areas – Functional, Decorative and Packaging print.

This will take place in the Conference Theatre and in the Showcase Theatre.

### **Customs**

Exhibitors who require assistance or clarification of customs procedures should contact the official forwarding agent EXPOTRANS S.p.A., their office is located at Gate 13.

EXPOTRANS S.p.A.

Tel: +39 02 92956098

Fax: +39 02 45402024

E-Mail: [alessandra.dellavedova@expotrans.net](mailto:alessandra.dellavedova@expotrans.net)  
[luca.redepaolini@expotrans.net](mailto:luca.redepaolini@expotrans.net)

Contacts: Alessandra Dellavedova  
Luca Re Depaolini

## D

### Data Capture

A computerised visitor registration will be in operation and exhibitors wishing to register the data of individual visitors to their stands can hire scanning devices (Visit Connect) via this [link](#).

Scanners will be available in the Visit Connect office on level +1 for collection.

### VISIT BY GES

Tel: +44 0844 5860098

E-mail: [visitconnect@ges.com](mailto:visitconnect@ges.com)

### Declaration Forms (Compulsory)

All space only exhibitors must submit the SICU form and its attachments. See Useful Documents section in the Exhibitor Manual.

Please refer to the MiCo Technical Regulations.

### Deliveries

For deliveries to be made before build-up, please contact:

EXPOTRANS S.p.A.

Tel : +39 02 92956098

Fax: +39 02 45402024

E-Mail: [alessandra.dellavedova@expotrans.net](mailto:alessandra.dellavedova@expotrans.net)  
[luca.redepaolini@expotrans.net](mailto:luca.redepaolini@expotrans.net)

Contacts: Alessandra Dellavedova  
Luca Re Depaolini

On exhibition days, deliveries may be made from 08:00 – 09:45 on 20<sup>th</sup> November, from 09:00 – 09:45 on 21<sup>st</sup> and 22<sup>nd</sup> November and from 17:00 – 17:30 on 20<sup>th</sup> and 21<sup>st</sup> November 2018. Please address your delivery to:

InPrint Italy 2018  
Company Name  
Stand No.  
MiCo – Milano Congressi  
North Wing, Level 0  
Via Gattamelata, 5 - Gate 13  
20149 Milan  
Italy

Please make sure that a representative is on your stand to accept your post/delivery, as the Organisers and the venue are not able to sign for or take responsibility for any post/deliveries.

### Drop Wires

Fiera Milano Congressi SpA

Tel: +39 02 499 76133

E-Mail: [inprint2018@fieramilanocongressi.it](mailto:inprint2018@fieramilanocongressi.it)

## E

### Electrical Installations / Electricity Supply

Fiera Milano Congressi SpA

Tel: +39 02 499 76133

E-Mail: [inprint2018@fieramilanocongressi.it](mailto:inprint2018@fieramilanocongressi.it)

Each stand will be guaranteed 3 kW of electrical consumption (electrical equipment not included). Additional kW can be purchased via the Order Form section in the Exhibitor Manual: Electricity Services – kW Extra.

All stand builders who require electrical services must apply for the compulsory Inspection Service. See home page of the Exhibitor Manual.

### Emergency

Police: 113

Fire Brigade: 115

Ambulance: 118

## F

### Fire Extinguishers

According to Italian regulations, each stand must be equipped with 1 fire extinguisher per 50 m<sup>2</sup>.

Fiera Milano Congressi SpA

Tel: +39 02 499 76133

E-Mail: [inprint2018@fieramilanocongressi.it](mailto:inprint2018@fieramilanocongressi.it)

### Fire Prevention Declaration

All space only exhibitors must submit the SICU form and its attachments. See Useful Documents section in the Exhibitor Manual.

### First Aid

An ambulance will be located outside the exhibition hall during the event.

In case of an emergency, please call:  
+39 02 4342 7210

The emergency procedure is as follows:

- Indicate the place of the emergency: Pavilion, hall, floor or level...
- Describe the type of emergency (fire - flooding - collapse...)
- Indicate the entity of the emergency (damage to buildings - people)
- Indicate if there are injured persons and if their number is known
- Information of the caller (last name - first name - any phone number). As you communicate the emergency, the Operations Centre is now warning the teams of Emergency Interventions

### Floral Decorations

Fiera Milano Congressi SpA

Tel: +39 02 499 76133

E-Mail: [inprint2018@fieramilanocongressi.it](mailto:inprint2018@fieramilanocongressi.it)

## **Forwarding / Delivery of Machines / Storage of Empty Crates**

EXPOTRANS S.p.A.

Tel : +39 02 92956098

Fax: +39 02 45402024

E-Mail: [alessandra.dellavedova@expotrans.net](mailto:alessandra.dellavedova@expotrans.net)  
[luca.redepaolini@expotrans.net](mailto:luca.redepaolini@expotrans.net)

Contacts: Alessandra Dellavedova  
Luca Re Depaolini

## **Furniture**

Fiera Milano Congressi SpA

Tel: +39 02 499 76133

E-Mail: [inprint2018@fieramilanocongressi.it](mailto:inprint2018@fieramilanocongressi.it)

# **G**

## **Graphics / Digital Printing Services**

Fiera Milano Congressi SpA

Tel: +39 02 49976133

E-Mail: [inprint2018@fieramilanocongressi.it](mailto:inprint2018@fieramilanocongressi.it)

# **I**

## **Insurance**

All exhibitors must be insured before entering the Fiera Milano Congressi gates. Please refer to the MiCo Technical Regulations in their entirety and in particular to section 9 and order form INS in the Useful Documents section in the Exhibitor Manual. Unless exhibitors complete form INS or serve their own declaration to MiCo as per point 6.c on form INS, they will not be granted access to the hall.

## **Internet / Wifi**

Basic free WIFI is available in the exhibition hall.

Name: MiCo\_WiFi\_Guest

Password: fmcgu3st

Should exhibitors require a higher specification, please refer to the IT Services in the home page of the Exhibitor Manual.

# **L**

## **Lost Property**

Cloakroom near the registration area on level +1.

# **M**

## **Manning of the Stand**

Exhibitors are obliged to be present on their stands during exhibition open hours and display registered exhibits. Stands may not be dismantled before the official closing of the exhibition.

## **MiCo Technical Assistance**

The MiCo Technical Assistance office is located near to the registration area, level +1 and will be staffed throughout the build-up, exhibition open days and breakdown.

(Open 17<sup>th</sup> – 23<sup>th</sup> November 2018)

Tel: +39 02 499 76133

## **Musical Reproduction / Copyright**

Exhibitors are asked to limit the running of noisy machinery to fixed demonstration periods and to keep the sound of AV equipment or music to an acceptable level. The Organisers reserve the right to curtail or ban demonstrations if complaints are received.

It is mandatory for Exhibitors who wish to have musical presentations on their stand to apply for a permit with S.I.A.E.

S.I.A.E.

Tel: +39 02 864961

E-Mail: [sede.milano@siae.it](mailto:sede.milano@siae.it)

# **N**

## **Networking Cocktail Reception**

We are pleased to invite all InPrint Italy 2018 exhibitors to a relaxing drinks reception on Tuesday 20<sup>th</sup> November 2018, at 17.00 near the conference area.

Sponsored by

**RICOH**  
imagine. change.

# **O**

## **Organisers' Offices Mack Brooks**

The Organisers' Offices are located on level +1 near the registration area and are staffed throughout build-up, exhibition open days and breakdown.

### Technical Office

(Open 17<sup>th</sup> November – 23<sup>rd</sup> November 2018)

Emma Gadsby / Paola Lorenzetti

Tel: +39 02 8725 5034

E-Mail: [emma.gadsby@mackbrooks.co.uk](mailto:emma.gadsby@mackbrooks.co.uk)  
[paola.lorenzetti@mackbrooks.co.uk](mailto:paola.lorenzetti@mackbrooks.co.uk)

### Show Management Office

(Open 18<sup>th</sup> November – 22<sup>nd</sup> November 2018)

Olivia Griscelli / Arianna Rossini / Giulia Bigi

Tel: +39 02 8725 4043

E-Mail: [olivia.griscelli@mackbrooks.co.uk](mailto:olivia.griscelli@mackbrooks.co.uk)  
[arianna.rossini@mackbrooks.co.uk](mailto:arianna.rossini@mackbrooks.co.uk)  
[giulia.biggi@mackbrooks.co.uk](mailto:giulia.biggi@mackbrooks.co.uk)

# P

## **Parking**

Car parking for exhibitors on exhibition days - entrance Gate 16 - is 15€/day. It is possible to buy passes in advance via the Exhibitor Manual.

## **Partition Walls**

Exhibitors who have not ordered a shell scheme stand from the Organisers must supply fire resistant floor covering and partition walls of a minimum height of 2.5 m to the perimeter of their stand where they adjoin another stand or the wall of the exhibition hall. Under no circumstances may Exhibitors use the reverse side of walls of neighbouring stands.

Fiera Milano Congressi SpA

Tel: +39 02 499 76133

E-Mail: [inprint2018@fieramilanocongressi.it](mailto:inprint2018@fieramilanocongressi.it)

## **Photography & Video Recordings**

Filming, photographing and reproduction sketching of stands and in particular of exhibits is only permitted, even for private use, if the exhibitor in question has given definite permission beforehand. If films or photographs or sketches are intended for commercial use, it is also necessary to seek written permission from the Organisers.

Official Photographer

Select by Luigi Bertello

Tel: +39 011 9401385

Mob: +39 348 3383574

E-Mail: [info@luigibertello.com](mailto:info@luigibertello.com)

## **Police**

Viale Certosa, 7

20149 Milan

Italy

Tel: +39 02 32 67121

## **Press Lounge**

(Open 19<sup>th</sup> November – 22<sup>nd</sup> November 2018)

The Press Lounge is located in the hall. Please bring your press pack on Monday, 19<sup>th</sup> November 2018, between 14.00 – 17.00.

Giorgia Brescia

Tel: +39 334 3510351

E-Mail: [giorgia.brescia@laeffe.eu](mailto:giorgia.brescia@laeffe.eu)

## **Promotional Activity**

Publicity shall be confined to promotion of exhibited goods and shall not be in breach of statutory regulations or good taste including but not limited to objectification, degradation, harassment or nudity of any person, nor shall it be of an ideological or political nature. The Organisers reserve the right to prohibit the display or distribution of advertising

matter that could give rise to offence and to confiscate the supplies thereof for the duration of the event

# S

## **Security**

The Organisers provide general security within the halls. The individual security of stands and exhibits lies within the responsibility of each Exhibitor. Valuables should be locked away overnight and you may want to hire a security guard especially for the night before the exhibition opening and during the first night of breakdown. Please complete the relevant order form in the Exhibitor Manual if you require a security guard on your stand.

Fiera Milano Congressi SpA

Tel: +39 02 499 76133

E-Mail: [inprint2018@fieramilanocongressi.it](mailto:inprint2018@fieramilanocongressi.it)

## **Shell Scheme Stands**

For further information on shell scheme stands, please see Shell Scheme Packages in the Useful Documents section in the Exhibitor Manual. Exhibitors who have booked a shell scheme stand with the Organisers are requested to fill in the "Fascia board" online form and indicate the company name they wish to display on their fascia board. Should the Exhibitor fail to submit the order form by this deadline, fascia boards will carry the company name as indicated on the stand space contract.

## **Smoking**

Smoking is prohibited within the exhibition halls and connected service areas (restaurants, bars, offices, conference rooms, etc.). In the external areas, no smoking is allowed in the vicinity of combustible materials and in places where the ban is indicated with specific signs.

## **Space Only Stands**

If you have not already done so, please send your stand design plans for approval as soon as possible to: [inprint2018@fieramilanocongressi.it](mailto:inprint2018@fieramilanocongressi.it)

Stands without stand construction approval from Fiera Milano Congressi will not be permitted to access the hall and build up.

## **Stand Catering**

Compass Group

Silvia Bonichini

Tel: +39 0287255302

E-Mail: [silvia.bonichini@compass-group.it](mailto:silvia.bonichini@compass-group.it)

## **Stand Cleaning**

Daily basic stand cleaning for Exhibitors during the exhibition is included in the contract with the

Organisers and will take place before the exhibitions opens. This includes vacuuming and waste removal but does not include cleaning of exhibits. Exhibitors who have special cleaning requirements or require a skip should contact the appointed cleaning contractor. Excessive waste, abandoned stand fitting materials and hazardous waste left on the stand will incur a charge of removal.

Fiera Milano Congressi SpA  
Tel: +39 02 499 76133  
E-Mail: [inprint2018@fieramilanocongressi.it](mailto:inprint2018@fieramilanocongressi.it)

### Stand Parties

As long as all relevant regulations are observed (please refer to section 7.1.3 on the MiCo Technical Regulations; See Exhibitor Manual) stand parties can be held daily during exhibition opening hours by applying directly to Fiera Milano Congressi. Only your booked stand space can be utilised for entertaining. Tables, chairs and other furniture may not be placed in the aisle at any time. The Exhibitor must ensure that guests remain on his stand and that they do not access other exhibitors' stands. We request that the volume of live or pre-recorded musical renditions is kept at an acceptable level so that stand neighbours are not disrupted.

## T

### Taxi

A taxi rank is located in front of Gate 2, on Viale Eginardo  
Tel: +39 02 4040  
+39 02 6969  
+39 02 8585

### Temporary Staff / Interpreters

Fiera Milano Congressi SpA  
Tel: +39 02 499 76133  
E-Mail: [inprint2018@fieramilanocongressi.it](mailto:inprint2018@fieramilanocongressi.it)

### Toilets

Located in the hall.

## V

### Vehicle Access

Vehicles are not allowed into the hall. Only forklifts belonging to the official forwarder EXPOTRANS are granted access into the hall. Parking in the free parking area near the hall must be restricted to the short period of time required for offloading and loading of goods and equipment. See maps at the end of this document.

### Venue

MiCo – Milano Congressi  
Piazzale Carlo Magno, 1

20149 Milan  
Italy

Tel: +39 02 499 76133  
E-Mail: [inprint2018@fieramilanocongressi.it](mailto:inprint2018@fieramilanocongressi.it)  
Website: [www.micomilano.it](http://www.micomilano.it)

## W

### Waste Disposal

Exhibitors are reminded that they are responsible for the removal of all waste during build-up and breakdown. On exhibition days, stands may be cleaned an hour before the opening of the exhibition. After this time, no refuse of any kind may be deposited outside the stand. The Exhibitor may be charged if waste is found on the stand after his departure from the hall. For additional waste disposal please book this service via the Exhibitor Manual.

Fiera Milano Congressi SpA  
Tel: +39 02 499 76133  
E-Mail: [inprint2018@fieramilanocongressi.it](mailto:inprint2018@fieramilanocongressi.it)

Toner/Ink/Paints, that are not bio-degradable, must be disposed of separately in their original containers showing the dangerous goods label. The use of lavatories, sinks etc. for this type of refuse is strongly prohibited.

### Water Connections

Exhibitors should note that there are no readily available water connections in the hall. Water connections depend on the location in the hall as well as on availability in general. Exhibitors should contact the venue as soon as possible. Only the exclusive contractor of Fiera Milano Congressi is permitted to undertake water connections.

Fiera Milano Congressi SpA  
Tel: +39 02 499 76133  
E-Mail: [inprint2018@fieramilanocongressi.it](mailto:inprint2018@fieramilanocongressi.it)

# TIMETABLE

MiCo South, Lev. 0, Milan, Italy

## Build-up

		<b>Gate 13</b> Via Gattamelata VEHICLE ACCESS	<b>HALL</b> NO VEHICLES	
Saturday	17 Nov	07:30 – 20:30	08:00 – 20:00	Construction of stands (only Contractors and Exhibitors building stands Space Only).
Sunday	18 Nov	06:30 – 22:30	07:00 – 22:00	Construction continues (only Contractors and Exhibitors building stands Space Only).
		<b>Because of a specific city ordinance in Milan (n.50605 February 28th, 2002), the entering and parking of articulated lorries and semitrailers is forbidden from 7:00 am to 10:00 pm on Sunday. The MiCo Centre is inside this area, therefore drivers subject to these categories must arrive no later than 7:00 am.</b>		
Monday	19 Nov	07:30 – 22:30	08:00 – 16:00	Exhibitors with Shell Scheme stands, Contractors and Exhibitors building stands Space Only. All goods must be delivered and all gangways must be cleared by 16:00 to allow gangway cleaning and laying of gangway carpet.
			16:00 – 22:00	Final dressing of stands <b>within</b> the stand area.

## Exhibition

		<b>Gate 16</b> Via Gattamelata	<b>HALL</b> <b>Gate 3</b> Viale Eginardo	
Tuesday	20 Nov	07:30 – 18:00	08:00 – 17:30	Exhibition Open 10:00 – 17:00
Wednesday	21 Nov	08:30 – 18:00	09:00 – 17:30	Exhibition Open 10:00 – 17:00
Thursday	22 Nov	08:30 – 22:30	09:00 – 16:00	Exhibition Open 10:00 – 16:00

## Breakdown

		<b>Gate 13</b> Via Gattamelata VEHICLE ACCESS	<b>HALL</b> NO VEHICLES	
Thursday	22 Nov	15:30 – 22:30	16:00 – 22:00	From 16:00 the technical connections will be disconnected. All Shell Scheme Exhibitors must remove all portable exhibits and valuable items on Thursday evening.
Friday	23 Nov	07:30 – 17:30	08:00 – 17:00	Exhibition halls must be completely cleared and returned to their original condition.

**VEHICLES OVER 7.5 TONNES MAY NOT TRAVEL ON SOME ROAD IN EUROPE  
BETWEEN 7:00 AM AND 10:00 PM ON SUNDAYS.**



# How to get to MiCo – Milano Congressi

---

For the Gate 3 "Viale Eginardo" entrance:

## By Air

### Linate

Take the "Air Bus" in the area "Arrivi (Arrivals) 6" all the way to Milan Central Station. Here take the Metro Green Line 2, then the Lilac line 5. Get off at "Portello".

### Malpensa

The "MALPENSA EXPRESS" train service to "Porta Garibaldi" station. Here, take the Lilac Line 5 and get off at "Portello".

### Orio al Serio (Milano Bergamo)

The "AUTOSTRADALE" or "AIR PULLMAN" bus service to Milan Central Station. Here, take the Green Line 2 to "Garibaldi", change to the Lilac line 5 and get off at "Portello".

## By Train

### Garibaldi Station

Take the Metro Lilac line 5 (towards San Siro Stadium) and get off at "Portello".

### Central Station

Take the Metro Green Line 2 (towards Assago/Abbiategrasso). Get off at "Garibaldi FS" and take the Lilac Line 5 (towards San Siro Stadium). Get off at "Portello".

## By Car

From any of the ring roads circling Milan follow the signs to Fieramilanocity, or to any of the large Park & Ride car parks located close to these Metro stops:

- Cascina Gobba (1800 cars)      Green Line
- San Donato (1800 cars)      Yellow Line
- Bisceglie (1900 cars)      Red Line
- Lampugnano (2000 cars)      Red Line
- Famagosta (3000 cars)      Green Line

## By Metro

The closest Metro station to the Congress Centre is "Portello", Lilac Line 5. From there walk along Viale Ludovico Scarampo until the corner with Viale Eginardo.



FREE PARKING AREA  
DURING BUILD UP AND  
BREAK DOWN  
Overnight parking is not  
permitted

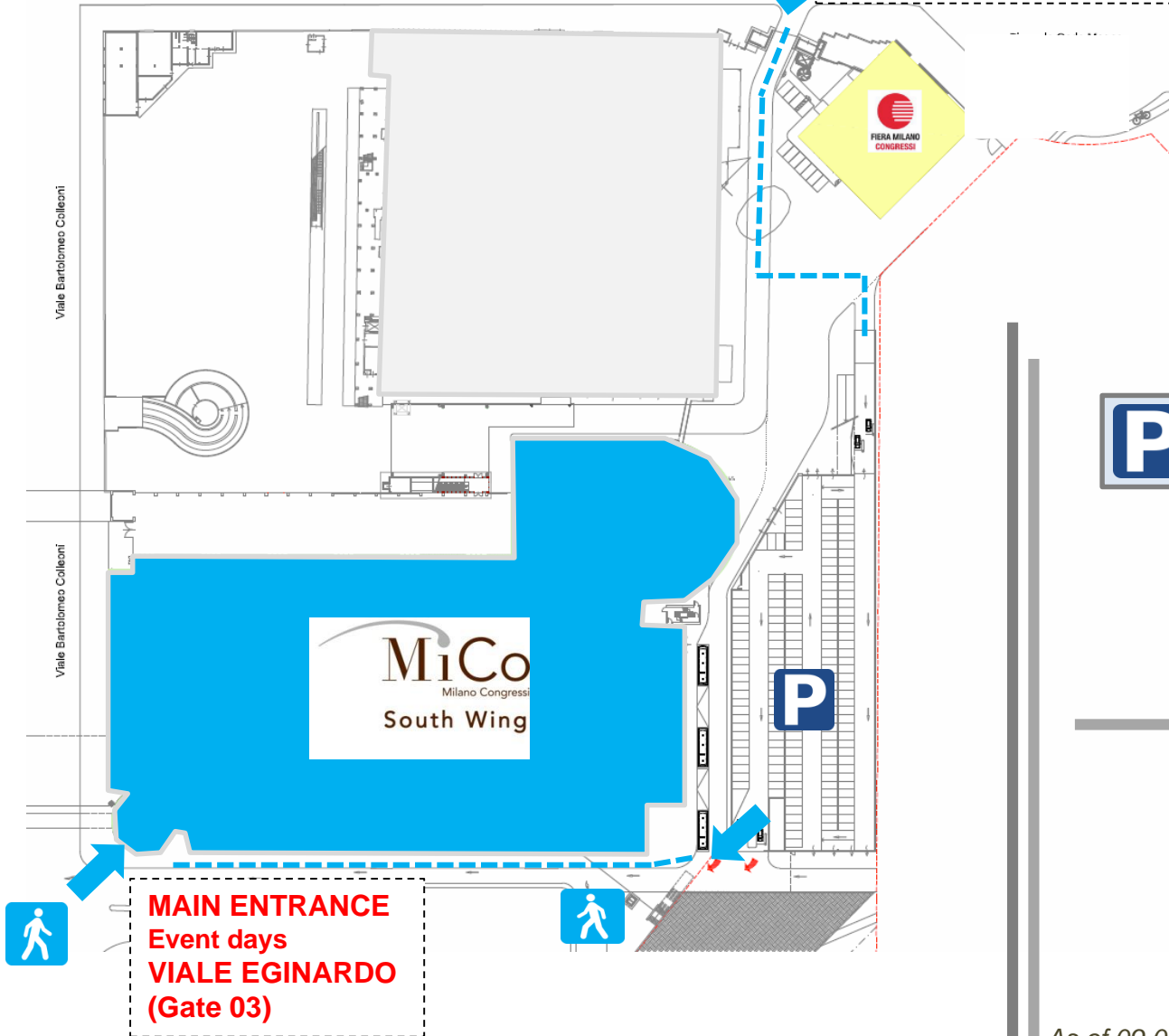
**BUILD UP /  
BREAK DOWN DAYS**

# Exhibition for industrial print technology

**iNPRINT**  
MILAN

MiCo Milan, 20-22 November

**MAIN ENTRANCE**  
Event days  
**VIA GATTAMELATA**  
(Gate 16)



**PARKING AREA FOR EXHIBITORS AND VISITORS DURING EVENT DAYS**  
€ 15,00 per day  
Overnight parking is not permitted

**EVENT DAYS**

As of 09.07.2018

**MiCo**  
Milano Congressi

