

GLOBAL EXPERIENCE

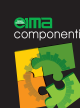


BOLOGNA **9 -13** NOVEMBER **2022**

ACCESS TO THE EXHIBITION CENTER
FOR SETTING UP AND DISMANTLING



INTERNATIONAL AGRICULTURAL
AND GARDENING
MACHINERY EXHIBITION



Showcases

www.eima.it



Organized by FederUnacoma surl in cooperation with BolognaFiere Spa



In order to access the Exhibition Center during setting-up and dismantling, Exhibitors and their Contractors / Suppliers must **mandatorily** register to both the PASS and TERMINAL services.

Registration to one of the two services does not replace or imply the registration to the other one.

TIMETABLE

Hall	SETTING UP												DISMANTLING			
	Fri 28/10	Sat 29/10	Sun 30/10	Mon 31/10	Tue 01/11	Wed 02/11	Thu 03/11	Fri 04/11	Sat 05/11	Sun 06/11	Mon 07/11	Tue 08/11	Sun 13/11	Mon 14/11	Tue 15/11	Mer 16/11
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Hall open



Hall open against a fee
For details please contact
the EIMA Secretariat



Hall open for carry-
on items only



Hall closed



Hall open until 00:00
for taking out carry-
on items only



Please note that November 8 will not be considered a set-up day, therefore stand assembly operations (including painting, carpet laying, finishing, etc.) and arrangement of machines to be exhibited that require the use of vehicles will be strictly forbidden.



On November 13th all Halls will be open until 00:00 to allow Exhibitors to remove carry-on items only

DOCUMENTS REQUIRED TO ACCESS THE EXHIBITION CENTER DURING SETTING UP AND DISMANTLING

	PASS	TERMINAL	EXHIBITOR BADGE	PARKING PERMIT
STAFF	✓	NOT REQUIRED	✗	✗
VEHICLES	✓	✓	✗	✗



REGISTRATION REQUIRED



NOT USABLE

PASS

BolognaFiere's PASS service must be used for registering staff and vehicles that will access the Exhibition Center during setting up and dismantling. **Registration is mandatory** and allows to obtain the access documents that each person and each vehicle shall carry at the time of accessing the Exhibition Center



To access the Exhibition Center on November 8th it will be in any case necessary to present the PASS access documents

1. ACCESS TO PASS

PASS can be accessed from BEFAIR, BolognaFiere's portal.

The screenshot shows the BEFAIR website header with a navigation bar containing links: SHOP, GUIDE, FORMS, CONTACT US, IT/EN, and a user profile icon. A red box highlights the text: "PASS Will Be Available Starting From October 3rd 2022". Below the header is a large banner for "ESPERIENZA GLOBALE BOLOGNA 9-13 NOVEMBRE 2022" with the EIMA International logo. Below the banner, there is a promotional message: "DISCOVER OUR SERVICES WITH PROMOTIONAL DISCOUNT AND BUY WITHIN 10 DAYS FROM THE START OF THE EVENT!". A blue button reads "NEW INTERNATIONAL SHIPPING SERVICE!". Below this is a search bar with the text "COVID-19 EMERGENCY" and a search icon. At the bottom, there is a breadcrumb trail: "Home / EIMA INTERNATIONAL" and a pagination bar with links: Prev, 1, 2, 3, 4, 5, 6, 7, Next. The URL "https://eima.befair.eu" is visible in the address bar.

2. FIRST ACCESS TO PASS

The first time PASS is accessed, the system will ask to specify the type of stand building, choosing among four options

The screenshot shows the "Assignment - EIMA 2022" wizard screen. The left sidebar contains a menu with the following items: MEZZADRINGENIERIA S.R.L., BolognaFiere Pass, Inglese, Management, 1 - Assignment, 2 - Staff Insertion, 3 - Vehicles Insertion, 4 - Staff Selection, 5 - Vehicle Selection, 6 - Print Staff Pass, 7 - Print Vehicle Pass, and Support. The main content area displays a welcome message: "Welcome to the wizard. Initially, it is necessary to choose the type of stand present at the event. Please, click on the box showing the correct type." Below this message are four colored boxes representing different stand types: "Stand Fitter" (green), "Self-made" (teal), "Pre-fitted Stand" (blue), and "No Assignment" (orange). Each box contains a description and a pencil icon for editing.

■ Stand fitter

The stand will be built by a contractor.

■ Self-made

The stand will be built by the Exhibitor's own staff

■ Pre-fitted stand

The Exhibitor will avail of a REGULAR or AMERICAN type ready-made stand, booked from the Exhibition Secretariat

■ No assignment

No stand structure will be built

3. ACKNOWLEDGEMENT OF DUVRI AND PRIVACY POLICY STATEMENT

After choosing the stand type, it will be necessary to acknowledge the DUVRI (Combined Interference Risk Assessment Report)

The screenshot shows the 'Assingement - EIMA 2022' web application. On the left is a sidebar with a logo, language selection (Inglese), and a 'Management' menu with options: 1 - Assignment, 2 - Staff Insertion, 3 - Vehicles Insertion, 4 - Staff Selection, 5 - Vehicle Selection, 6 - Print Staff Pass, and 7 - Print Vehicle Pass. Below this is a 'Support' section. The main content area is titled 'Assingement - EIMA 2022' and 'Espositore'. It contains a yellow box with instructions: 'Per approvare una pratica occorre prendere visione del DUVRI e dell'informativa relativa alla privacy oltre che confermare un elenco di dichiarazioni necessarie ad accedere in quartiere. Premere AVANTI per proseguire. / To approve a file, you need to read the DUVRI and the privacy policy and confirm a list of declarations required for access to the centre. Press NEXT to continue.' Below this is a section for the 'DUVRI' document, which is displayed in a Microsoft Word viewer. At the bottom, there is a checkbox labeled 'I declare that I have read the DUVRI document'.

The screenshot shows the 'Privacy disclaimer' web application. On the left is a sidebar with a language selection (Inglese) and a 'Management' menu with options: 1 - Assignment, 2 - Staff Insertion, 3 - Vehicles Insertion, 4 - Staff Selection, 5 - Vehicle Selection, 6 - Print Staff Pass, and 7 - Print Vehicle Pass. Below this is a 'Support' section. The main content area is titled 'Privacy disclaimer' and contains a document viewer for 'inline.do'. The document is titled 'Privacy Policy Statement' and 'Pursuant to Article 13 of Regulation (EU) No. 2016/679'. It includes a section '1. Categories of processed data' and a list of categories. At the bottom, there are four checkboxes for acknowledgment: 'I declare that I have read and accepted the Privacy conditions', 'The company DECLARES: that the company is in possession of the technical-professional suitability for carrying out the requested activity;', 'The company DECLARES: that it will observe and ensure that the personnel who will be employed in the works covered by the contract observe the current legislation on safety at work and in particular the provisions of Legislative Decree 81/2008 and subsequent amendments;', and 'The company DECLARES: that it will verify the technical-professional suitability of any subcontracting companies or self-employed workers, in relation to the works to be outsourced or under contract, also by registering with the chamber of commerce, industry and crafts and will ask the executing companies for a declaration of the average annual workforce, broken down by qualification, as well as a declaration relating to the collective agreement stipulated by the comparatively most representative trade unions, applied to employees (see documentation attached to the DUVRI);'. A 'NEXT >' button is at the bottom right.

Once DUVRI and Privacy Policy Statement have been acknowledged by ticking the boxes, click on **NEXT >**. According to the stand type, the following step will be:

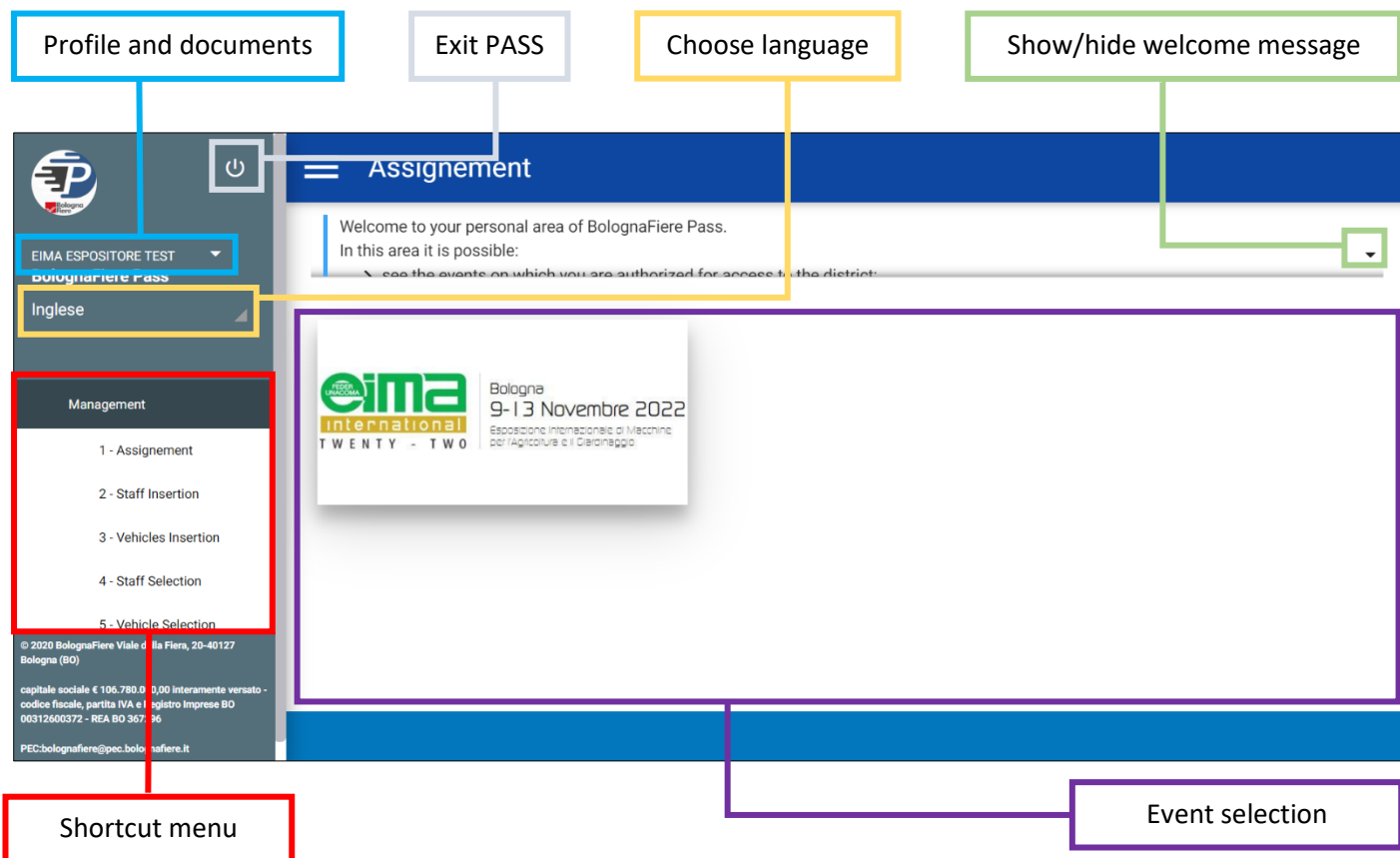
- **Stand fitter** The system will take the user to the assignment phase (see section 5.A of this manual)
- **Self-made** The system will take the user directly to the staff insertion phase (see section 6)
- **Pre-fitted stand** The system will take the user directly to the staff insertion phase (see section 6)
- **No assignment** The system will take the user directly to the staff insertion phase (see section 6)



In case of **Pre-fitted stand** or **No assignment**, the system will only ask to acknowledge the Privacy Policy Statement. It won't be necessary to acknowledge the DUVRI.

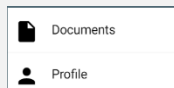
4. HOME SCREEN

Upon accessing PASS from the second time onwards, the following screen will appear



Profile and documents

By clicking here, a drop down menu will appear



Documents allows to access the PASS documents archive (DUVRI, user guide, FAQ)
Profile reports the Exhibitor's profile

Exit PASS

Closes the PASS system

Choose language

Allows to choose the language (Italian or English)

Show/hide welcome message

Shows / hide the welcome message

Shortcut menu

Allows to quickly move from one section of the PASS system to another

Event selection

Allows to select the event for which the Exhibitor wants to generate the documents

To proceed, click on the EIMA International icon



5. ASSIGNMENT

Add stand fitter assignment

Summary

EVENT: EIMA 2022
ID: 19043
TYPE: SELF MADE
STATE: APPROVED

ADD STAND-FITTER ASSIGNMENT
Assign a Fitter for the period of stand installation and dismantling

Stand-Fitters / Suppliers

ID	Type	Stand Fitter/Supplier	State
21741	STAND-FITTER	Prova allestire uff. pass	Not Approved

In this section it is possible to assign a stand fitter, i.e. notify to PASS the Company that, on behalf of the Exhibitor, shall undertake the stand construction and dismantling.

5.A ASSIGN A STAND FITTER

By clicking on the **ADD STAND FITTER ASSIGNMENT** box, a menu will appear. From the menu it will be possible to select among the Companies already in the database or – should the contractor not be included in the database – create a new entry.

Search field

Find by Business Name, VAT Number or TIN

FIND



ID	Business Name	VAT Number/TIN	State	City
<input type="checkbox"/>	lorella@vivalmorselli.it	03061900365	Italy	MEDOLLA - MODENA
<input type="checkbox"/>	m.pasolini@virtuago.it	03343451203	Italy	
<input type="checkbox"/>	alberto@bulzaga.it		Italy	
<input type="checkbox"/>	carla.nunes@reflex.pt	PT 507917197	Portugal	
<input type="checkbox"/>	restaurantvasco@hotmail.com	B12966388	Spain	
<input type="checkbox"/>	mschmitt@around.de	DE 216379265	Germany	
<input type="checkbox"/>	erredesignerfs.ra@gmail.com	02654020391	Italy	
<input type="checkbox"/>	amministrazione@itapro.it	IT03755691007	Italy	ROMA
<input type="checkbox"/>	info@stand4u.it	IT08364280969	Italy	Trezzano Sul Naviglio
<input type="checkbox"/>	magnani@freschimagnani.it	02613391206	Italy	
<input type="checkbox"/>	styling_allestimenti@hotmail.com	IT01792040436	Italy	CIVITANOVA MARCHE
<input type="checkbox"/>	commerciale@freccerosse.eu	IT02783071208	Italy	
<input type="checkbox"/>	standfiere@gmail.com	IT02790730358	Italy	BAISO
<input type="checkbox"/>	skkoczek@hardexpo.pl	PL5220101651	Poland	Ozarów Mazowiecki
<input type="checkbox"/>	SegreteriaAreaBologna@rekeep.com	IT02402671206	Italy	ZOLA PREDOSA

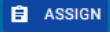
CANCEL

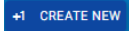
CREATE NEW ASSIGN

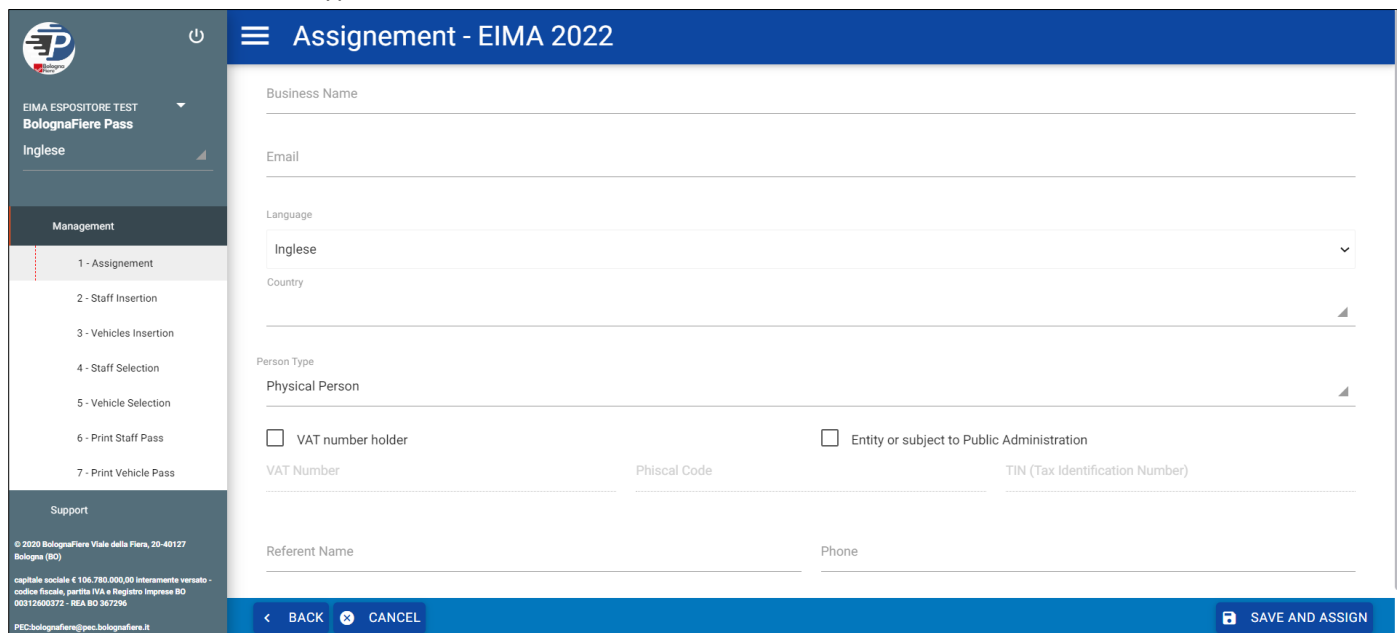
CREATE NEW and ASSIGN buttons

To search for a Company

Use the  **Search field**, that allows to search by Company Name, VAT Number, Fiscal Code or TIN. After typing the data, click on  to perform the search.

If the contractor is present in the database tick the box next to the Company name and click on 

If the contractor is NOT present in the database click on  to add it. A form will open, where all the contractor's data shall be typed in.



After filling all the fields, click on  to complete the assignment procedure

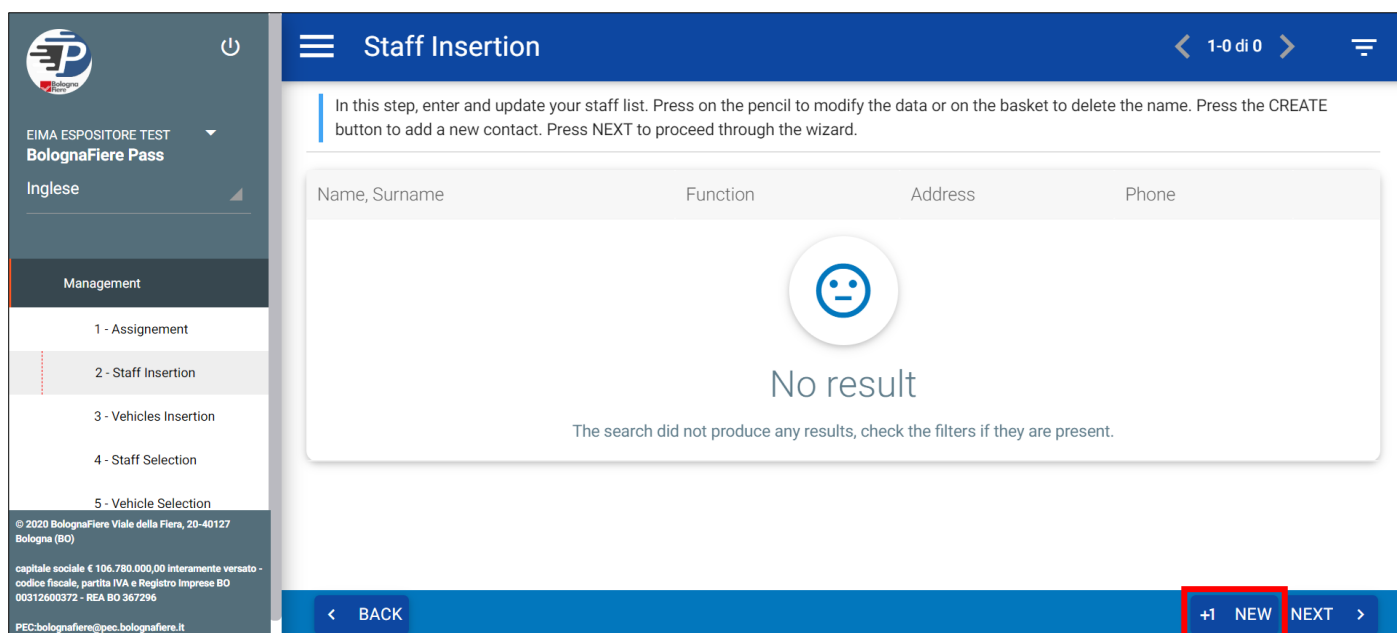


The selected Company will be notified by email about the assignment. The procedure will be fully completed once the Company will accept the assignment.

6. STAFF INSERTION



If the PASS system was already used in the previous edition of Eima International, the staff and vehicles registered at the time will be already available.



To add a staff member click on **+1 NEW**: a form (shown on the right) will appear for typing in the details of the person to be authorized.

Fill up all the fields (scroll down to view the address and telephone fields) and click on **SAVE** to complete the procedure. All fields are required.

Staff

Fill in the necessary data and press SAVE to create / update the data of each person.

Name, Surname

Task

SAVE

EIMA ESPOSITORE TEST

BolognaFiere Pass

Inglese

Management

1 - Assignment

2 - Staff Insertion

3 - Vehicles Insertion

4 - Staff Selection

5 - Vehicle Selection

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capitale sociale € 106.780.000,00 interamente versato - codice fiscale, partita IVA e Registro Imprese BO 00312600372 - REA BO 367296

PEC:bolognafiere@pec.bolognafiere.it

Staff Insertion

1-3 di 3

In this step, enter and update your staff list. Press on the pencil to modify the data or on the basket to delete the name. Press the CREATE button to add a new contact. Press NEXT to proceed through the wizard.

Name, Surname	Function	Address	Phone		
Mary Jones	Sales Manager	1, Abbey Road	222333444555		
John Smith	Marketing Manager	1, Abbey Road	111222333444		

BACK

+1 NEW NEXT

For each person, it will be possible to edit (by clicking on) or delete (by clicking on) the entry.

Upon completion of the staff insertion, click on **NEXT** to move to the next step.

7. VEHICLES INSERTION

If the PASS system was already used in the previous edition of Eima International, the staff and vehicles registered at the time will be already available.

EIMA ESPOSITORE TEST

BolognaFiere Pass

Inglese

Management

1 - Assignment

2 - Staff Insertion

3 - Vehicles Insertion

4 - Staff Selection

5 - Vehicle Selection

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Vehicles Insertion

1-0 di 0

In this step, enter and update the list of your vehicles. Press on the pencil to edit the data or on the trash can to delete the vehicle. Press the CREATE button to add a new medium. Press NEXT to proceed through the wizard.

Plate*	Brand	Model	Trucking Company Name	Phone/Mobile*	Vehicle Type	Phone/Mobile*
--------	-------	-------	-----------------------	---------------	--------------	---------------

BACK

+1 NEW NEXT

To add a vehicle click on **+1 NEW**: a form (shown on the right) will appear for typing in the details of the person to be authorized.

Fill up all the fields (scroll down to view further fields) and click on **SAVE** to complete the procedure. Fields marked with an asterisk are required.

Vehicles List

Fill in the required data and press SAVE to create / update the data of each vehicle.

Brand

Model

Mandatory

Mandatory

License Plate*

Trucking Company Name

Only alphanumeric values are allowed

Driver's Phone / Mobile *

SAVE

EIMA ESPOSITORE TEST
BolognaFiere Pass

Inglese

Management

- 1 - Assignment
- 2 - Staff Insertion
- 3 - Vehicles Insertion
- 4 - Staff Selection
- 5 - Vehicle Selection

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PEC:bolognafiere@pec.bolognafiere.it

Vehicles Insertion

In this step, enter and update the list of your vehicles. Press on the pencil to edit the data or on the trash can to delete the vehicle. Press the CREATE button to add a new medium. Press NEXT to proceed through the wizard.

Plate*	Brand	Model	Trucking Company Name	Phone/Mobile*	Vehicle Type	Phone/Mobile*
AA111AA	FIAT	FIORINO		111222444555	VAN	111222444555
BB222BB	LANCIA	YPSILON		444333666777	CAR	444333666777

BACK
+1 NEW
NEXT

For each vehicle, it will be possible to edit (by clicking on) or delete (by clicking on) the entry.

Upon completion of the vehicles insertion, click on **NEXT** to move to the next step.

8. STAFF SELECTION

EIMA ESPOSITORE TEST
BolognaFiere Pass

Inglese

Management

- 1 - Assignment
- 2 - Staff Insertion
- 3 - Vehicles Insertion
- 4 - Staff Selection
- 5 - Vehicle Selection

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PEC:bolognafiere@pec.bolognafiere.it

Staff Selection

In this step you select for which people among your staff to enable the pass for entry, by activating the relative selector. Press NEXT to proceed through the wizard.

Find

ACTIVATED: 0
 ON A MAXIMUM OF: Unlimited

John Smith - Marketing Manager

Grant Access ☐

Mary Jones - Sales Manager

Grant Access ☐

BACK
NEXT


To activate the entry pass, click on the switch next to the person's name . The switch will move to the right and turn blue



By clicking again on the switch, the PASS will be deactivated and the person will not be granted access to the Exhibition Center

Upon completion of this phase, click on **NEXT >** to move to the next step.

9. VEHICLE SELECTION



EIMA ESPOSITORE TEST
BolognaFiere Pass

Inglese

Management

1 - Assignment

2 - Staff Insertion

3 - Vehicles Insertion

4 - Staff Selection

5 - Vehicle Selection


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PEC:bolognafiere@pec.bolognafiere.it

Vehicle Selection


In this step, you select which vehicles enable for entry, by activating the relative selector. It is also possible, if necessary, to enable the vehicles for loading / unloading during the event, by activating the relative selector. Press NEXT to proceed through the wizard.

Find

ACTIVATED: 0 ON A MAXIMUM OF: Unlimited

AA111AA - FIAT FIORINO

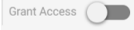
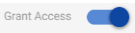
Grant Access ☐

BB222BB - LANCIA YPSILON

Grant Access ☐

BACK

NEXT >


To activate the entry pass, click on the switch next to the vehicle . The switch will move to the right and turn blue .



By clicking again on the switch, the PASS will be deactivated and the VEHICLE will not be granted access to the Exhibition Center

Upon completion of this phase, click on **NEXT >** to move to the next step.

10. PRINT STAFF PASS



EIMA ESPOSITORE TEST
BolognaFiere Pass

Inglese

Management

1 - Assignment

2 - Staff Insertion

3 - Vehicles Insertion

4 - Staff Selection


5 - Vehicle Selection

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PEC:bolognafiere@pec.bolognafiere.it

Print Staff Pass

1-1 di 1

In this step, you print the personal passes activated in the previous steps. You can print them individually by clicking on the printer present on the name, or all together by clicking on the PRINT ALL button. Press NEXT to proceed through the wizard.

Name Surname	Function	
John Smith	Marketing Manager	


BACK

PRINT ALL

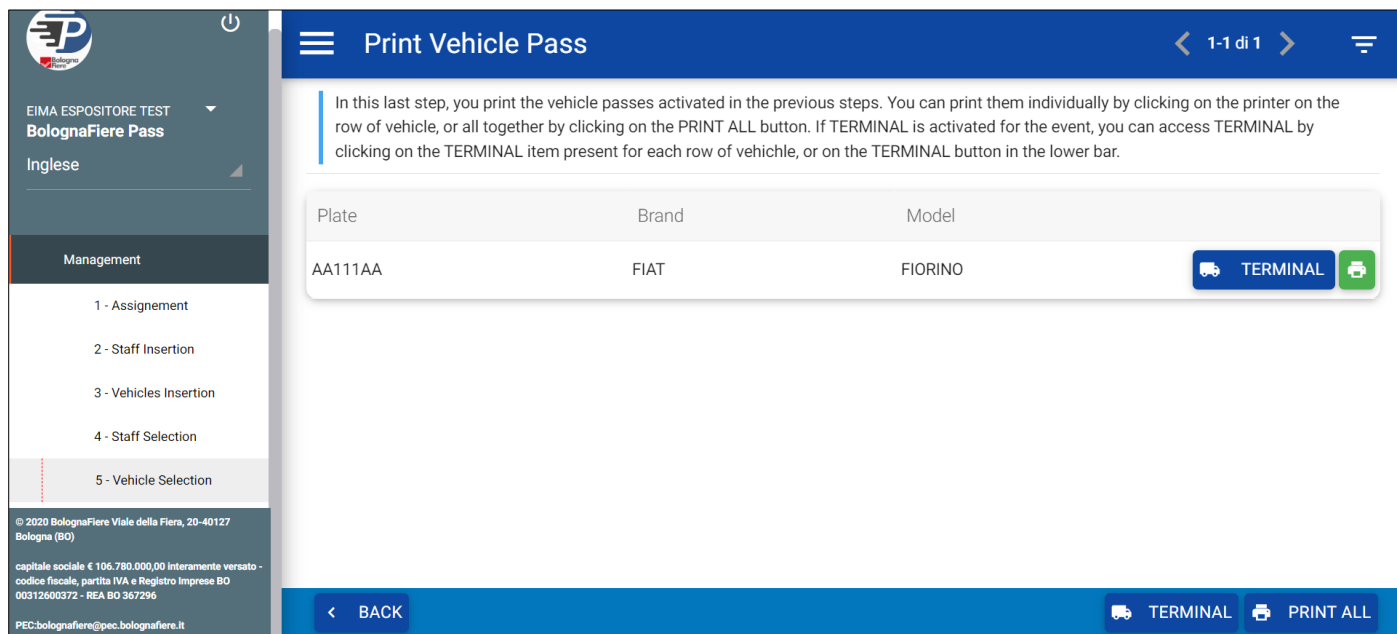
NEXT >

From this page it is possible to print the access documents for the staff.

Click on the  icon to print the single document. Click on  to print the documents of all the people in the list.

Upon completion of this phase, click on  to move to the next step.

11. PRINT VEHICLE PASS



Print Vehicle Pass 1-1 di 1

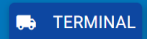
In this last step, you print the vehicle passes activated in the previous steps. You can print them individually by clicking on the printer on the row of vehicle, or all together by clicking on the PRINT ALL button. If TERMINAL is activated for the event, you can access TERMINAL by clicking on the TERMINAL item present for each row of vehicle, or on the TERMINAL button in the lower bar.

Plate	Brand	Model
AA111AA	FIAT	FIORINO

BACK TERMINAL PRINT ALL

From this page it is possible to print the access documents for the vehicles.

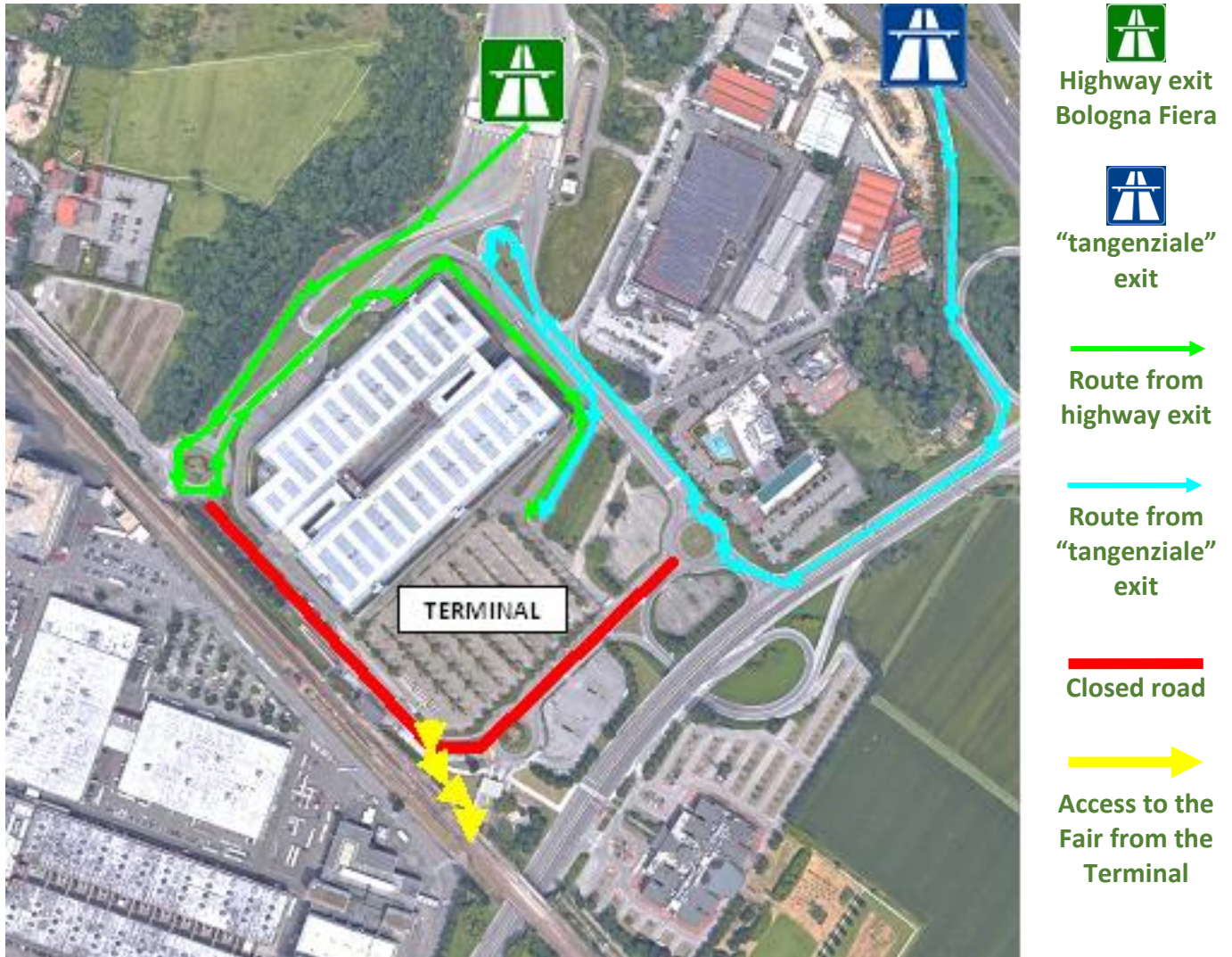
Click on the  icon to print the single document. Click on  to print the documents of all the vehicles in the list.

Click on  to access TERMINAL, the system that regulates access to the Exhibition Center with vehicles during setting up and dismantling.

The PASS system is managed directly by BolognaFiere.
For further information please contact
+39 051 282403
pass@bolognafiere.it

TERMINAL


HOW TO REACH THE TERMINAL



ALLOWED DWELL TIME AND SECURITY DEPOSIT

Vehicle type	Maximum dwell time	Security deposit
Car	60 minutes	EUR 300.00
Truck ≤ 35 q	90 minutes	EUR 300.00
Truck > 35 q	240 minutes	EUR 200.00


ACCESS TO THE SERVICE

To access the TERMINAL system, click on the  **TERMINAL** button in the PRINT VEHICLE PASS section of the PASS SYSTEM




To access the Exhibition Center with a vehicle on November 8th it will be in any case necessary to present the TERMINAL access documents


TERMINAL: USER MANUAL


- 


Starting from the October 3rd, 2022, the Company will be able to book the access to the Terminal. In order to avoid any problem, it is strongly recommended to make the booking at least 15 days before the scheduled date of arrival to the Exhibition Center.

No amount will be required for the booking. With the booking only, it won't be possible to print the PASS.
- 


Starting from 24 hours before the scheduled date of arrival to the Exhibition Center, it will be possible to pay by credit card the security deposit. The system will send a reminder email to the address indicated during the registration.





Attention: at the time of the registration, the system will block the entire amount of the deposit. Verify the available credit card plafond.
- 


Once the payment will be processed, it will be possible to print the entry document, to be given to the driver of the vehicle, who will access the Exhibition Center. The document must be presented to the staff in the Terminal area, either as a printout or from a phone / tablet.
- 

Drivers reaching the Terminal without the PASS will be directed to the Drivers Support Center .





Attention: Issuing of the documents at the Terminal will be subject to an additional processing fee.
- 

At the time of entering the Exhibition Center, the staff will give the driver a slip, reporting the entry time and the maximum dwell time.
- 

If a Company does not exceed the maximum dwell time, the security deposit will be refunded.
- 

At the time of exiting the Exhibition Center, the driver shall give the slip received at the entrance for verifying the actual dwell time. The Terminal Staff will issue a receipt, reporting the exit time and the dwell time.



Make sure that the slip is checked, otherwise the security deposit might be withheld even if the dwelling time is not exceeded.
Any complaint must be put forward within 12 hours from the end of the service.
- 

If the vehicle exits **within** the maximum dwell time, the system will automatically release the security deposit within 5 working days.

If the vehicle exits **beyond** the maximum dwell time, the amount paid as security deposit will be withheld and invoiced.

Stand contractors will avail of a dedicated portal for the Terminal service

Oversize load trucks

For information on the access of oversize load trucks – for which the Terminal procedure will not apply - to the Exhibition Center please contact BolognaFiere's PASS: Tel. +39 051 282403 - e-mail pass@bolognafiere.it

Handling service at the Terminal

A handling service is available for downloading the material at the Terminal and have it delivered to the stand. For costs, terms and conditions please contact BolognaFiere's Sales Office: e-mail vendite@bolognafiere.it

A ramp for downloading the machinery will be available at the Terminal.

Parking at the Terminal

Parking inside the Terminal will be free for vehicles that will not access the Exhibition Center and/or will download the goods inside the Terminal.

For further information and assistance please contact:

terminal@cfpbo.it

+39 3408191442 from 03/10 to 16/11

Monday to Friday from 09.00 to 18.00



FEDERUNACOMA Surl

Operational and administrative office:

Italia - 00159 Roma - Via Venafrò, 5

Tel. (+39) 06.432.981 - Fax (+39) 06.4076.370

Registered office: 40127 Bologna - Via Aldo Moro, 64 - Torre I

www.eima.it - eima@federunacoma.it