

The following scenarios may occur:

**A. The Exhibitor offers pre-packaged food directly (without using any external company or professional) to the guests as part of an event .**

- In the case of an event held at the Milan Exhibition Centre (Fieramilanocity), the Exhibitor must submit a health notification file to the relevant ATS (Italian Health Service Agency) through the **SUEV** desk at the **Municipality of Milan**; in the case of an event at the **Rho Exhibition Centre** , no such file *is required* as the tasting of food from its packaging is not classified as "serving".
- The Exhibitor shall in any case be fully responsible for compliance with general hygiene regulations and the protection of consumer health.
- The Exhibitor must upload on the **Exhibitors portal** of Fiera Milano - **Card Section - Manage Documents - Compulsory Documents**, the Letter of Indemnity filled in on letterhead, signed and stamped (see template in Attachment 1).

**B. The Exhibitor shall directly prepare, preserve and/or serve the food.**

- The Exhibitor must send the SCIA (to report the start of a temporary catering activity) to the relevant Municipality (Milan Municipality for events held at the Milan exhibition centre and Rho Municipality for events held at the Rho Exhibition Centre) in his own name, using a specific digital procedure that may vary from one Municipality to the other (you should check with the relevant SUAP beforehand by accessing the website [www.Impresainungiorno.gov.it](http://www.Impresainungiorno.gov.it)):

- The main telematic portals used by municipalities are:

- o [www.Impresainungiorno.gov.it](http://www.Impresainungiorno.gov.it) (call center number: +39 06 64892892)
- o <https://starweb.infocamere.it>

Detailed information can be found directly on the indicated portals or by calling the dedicated number.

- To autonomously use such portals the Exhibitor must be in possession of a Pec mailbox along with the digital signature of the legal representative of the company
- A completed indemnity letter printed and stamped on Exhibitor's headed paper (see facsimile Annex 1) will be raised and loaded onto the "**mandatory documents**" section of Fiera Milano Exhibitor platform

**C. The exhibitor instructs an external catering company to perform a service at its stand during a trade fair.**

- The exhibitor prepares a letter of assignment to the catering company for the performance of the service at its stand.
- The catering company submits the request for access permits to Fiera Milano - Uff. ACCESSI (persons and vehicles) together with the documentation required under Annexes A and B.
- Following FIERA MILANO authorisation to perform catering activity, the Catering Company will collect passes at Uff ACCESSI and complete relative payments. (ANNEX C – Information)
- A completed indemnity letter printed and stamped on Exhibitor's headed paper (see facsimile Annex 1) will be raised and loaded onto the "mandatory documents" section of Fiera Milano e-service platform
- The Catering Company, soon after having been appointed, will present the SCIA by telematic transfer to the Municipality of reference; this to declare the start of a temporary administration.

**For further information:**

Rho Municipality Ph +39 02 933 32209/388 (Contact [cportal.it](http://cportal.it))

Milano Municipality – Ph. +39 02 884 671 01 --+39 0288445852

<https://www.comune.milano.it/aree-thematiche/Impresa/sportello-unico-attivita-productivee-suap>

It is possible to purchase a **SCIA consulting** and/or **practical management service** on the e-service platform. The service is available in the section **CATERING - Requested Scia**



**FIERA MILANO**

**ANNEX 1**

(Letter of Indemnity)

**COMPILATION CAN BE PRINTED OUT ON EXHIBITOR OWN HEADED PAPER**

*(remember to load the document on the e-service platform in the mandatory documents section)*

DATE.....

Messrs  
Fiera Milano S.p.A.  
SS Del Sempione, 28  
20017 Rho (MI)

With the present, the Company ..... as exhibitor of the event ..... (hereinafter, the "Event")

**COMMUNICATES**

that during the course of the above Event in the days from the ..... to the ....., at the pavilion ..... stand ....., will provide the administration of gastronomic gifts

- o either directly
- or
- o through the Undertaking Catering (state the name of the Undertaking) .....

**STATES**

- o to have full knowledge of the areas in which the administration will take place and to observe and enforce all the legislation in force concerning the administration activity carried out there, in particular on safety and hygiene in the workplace, etc.;
- o to release and completely indemnify Fiera Milano S.p.A. from any action, consequence, damage, expense and burden should arise to the latter from the application of art. 29 of Legislative Decree no. of 10 September 2003 n. 276, and subsequent amendments, as well as further applicable legislation, including the charges incurred by Fiera Milano S.p.A. to defend itself, both in court and out of court, in any cases and disputes generally brought against him by employees and/ or collaborators of those who carry out the service, i.e. by social security, welfare, insurance and/ or Financial Administration;
- o to release and completely indemnify Fiera Milano S.p.A. from any civil, criminal and/or administrative liability for any type of damage or prejudice that may be caused to property and/or persons in performing the administration activities as described above
- o to release and completely indemnify Fiera Milano S.p.A. and its representatives (including managers and employees) for any and whatsoever civil and criminal liability for claims in respect of which the service provider may incur in the performance of the administration activities referred here above.
- o declares to be aware of the contents of the DPCM of 17 May 2020 and of the ss.mm.ii. as well as to comply with the relevant terms.

In faith



Date \_\_\_\_\_

The Legal Representative  
(Stamp and signature)

**ANNEX A**

**COMPILATION CAN BE PRINTED OUT ON UNDERTAKING CATERING OWN HEADED PAPER**

Messrs.  
FIERA MILANO S.p.A.  
S.S. del Sempione, 28 - 20017 RHO (MI)  
SECURITY - Accessi (tel. +39 02-4997/6892) - [accessi@fieramilano.it](mailto:accessi@fieramilano.it)

The underwriter \_\_\_\_\_ as \_\_\_\_\_

Company \_\_\_\_\_

with registered address \_\_\_\_\_ nr. \_\_\_\_\_ Post Code \_\_\_\_\_ City \_\_\_\_\_

VAT Nr. \_\_\_\_\_

Phone/Mobile \_\_\_\_\_ e-mail address \_\_\_\_\_

**STATES**

that during the exhibition \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

**will provide catering service at the following booth/s:**

Exhibitor	Pavilion	Stand	Data service
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

He also declares to authorize, when preparing/performing catering activities, Fiera Milano S.p.A. to carry out, by its own staff and/or professionals appointed by the same, including the Supplier Quality function, checks on the correct implementation of the practices laid down in the regional legislation in force for the administration of food and drink. Fiera Milano spa, reserves the right, in case of negative feedback, to contact ATS and/or the competent services on the territory for further information.

Besides, he declares that he is aware of the contents of the DPCM of 17 May 2020 and of the ss.mm.ii. and to comply with the relevant terms.

Attached to the present Chamber of Commerce Company Registration, copy of the authorizations/ certifications that according to the law the Company is bound to have for the performance of the service.

1 \_\_\_\_\_ 2 \_\_\_\_\_

others \_\_\_\_\_

Note: If part of the documentation is not immediately available on catering company's end, the company has 24 hours to complete the delivery of the material. In the event that the documentation is not delivered, Fiera Milano will not issue the authorization to carry out the catering activity.



Date \_\_\_\_\_

The Legal Representative  
(Stamp and signature)

**ANNEX B**

**TO BE PRINTED OUT ON UNDERTAKING CATERING OWN HEADED PAPER**

Messrs.  
FIERA MILANO S.p.A.  
S.S. del Sempione, 28 - 20017 RHO (MI)  
SECURITY - Accessi (tel. 02-4997/6892) - [accessi@fieramilano.it](mailto:accessi@fieramilano.it)

**Subject: Request for access permits for catering firms**

The undersigned \_\_\_\_\_ of the Company  
\_\_\_\_\_, with reference to the service/s of catering that will carry out near the  
Quarter (indicate the Quarter) during the event \_\_\_\_\_

**DECLARES**

that from \_\_\_\_\_ to \_\_\_\_\_, while performing the activities will employ the following workers and the means specified at the bottom, against which access permits to the District are required:

0 - Fiera Milano (located in Rho)

0 - Fiera Milano City (located in Milan)

SURNAME FIRST NAME

POSITION WITHIN THE ENTERPRISE (\*)

1 \_\_\_\_\_

\_\_\_\_\_

2 \_\_\_\_\_

\_\_\_\_\_

3 \_\_\_\_\_

\_\_\_\_\_

(\*) owner, administrator, employee, partner, employee,

The undersigned declares that with regard to the persons listed above all the obligations provided by the current Labour Regulations have been and will be observed and when it comes to employees, the Employment Regulations, the Social Security and Assistance Laws (including INAIL Insurance) and the Collective Agreement of the sector applied. He also declares to be aware that in the event that the above mentioned names do not match those actually mentioned or in case of violation of the current law and contractual terms, he will be subject to legal proceeding by the competent Criminal and Civil Authorities.

He undertakes to promptly advise any change in the aforementioned staff and subsequently return the relative permits and to ensure that the above listed persons comply with the Fiera Milano S.p.A. in terms of access control and pedestrian and vehicular traffic within the District

Date \_\_\_\_\_

STAMP AND SIGNATURE

REGISTRATION PLATES

TYPE OF VEHICLE

1) \_\_\_\_\_

\_\_\_\_\_

2) \_\_\_\_\_

\_\_\_\_\_

3) \_\_\_\_\_

\_\_\_\_\_

COMPANY REPRESENTATIVE: \_\_\_\_\_ - Phone/Mobile \_\_\_\_\_

## INFORMATION FOR EXHIBITORS AND SUBCONTRACTING CATERING COMPANIES

According to the Fiera Milano internal regulations, the authorization to provide catering services by subcontracting catering companies during trade fairs is subject to what specified below.

If you wish to use subcontracting catering companies, make the appointed company aware of the following procedure.

The catering company must present to the office "Accessi", at least 5 days before the event, the following:

- The exhibitor's letter of appointment;
- A copy of the Chamber of Commerce Company Registration and documentation relevant to the activities whose licenses are issued by the entitled bodies;
- Declaration (Annex A) of the number of services to be carried out, indicating the coordinates of the stands and the pavilion
- pass requests for vehicles and employees of the catering company (Annex B).

The documentation must be sent to the office "Accessi" at Fiera Milano - SS del Sempione 28 - Rho (MI) - **Centro Servizi** – Ground Floor, side Porta Sud, under the sheltering roof, outside entrance (opening hours: 9:00-12:00/14:00-16.30) or to the following e-mail address: [accessi@fieramilano.it](mailto:accessi@fieramilano.it)

For each individual service provided by the catering company the following rates will apply:

**Rate A - euro 200,00 + VAT** - the rate includes 1 day access to the district, the release of 1 pass for a vehicle with parking permit within the district during the exhibition time and the release of pedestrian passes for employees of the catering company.

**Rate B - Euro 500,00 + VAT** - the rate includes access to the district for the entire duration of the exhibition, the release of 1 pass for a vehicle with parking permit within the district during the exhibition time and the release of pedestrian passes for employees of the catering company.

Pass for **additional vehicles** can be requested at the cost of euro **100,00 each + VAT**.

Payment will be made by the catering company at pass/es collection by credit card, cheque or bank transfer.

Should this procedure not be observed and should further checks carried out by Fiera Milano Spa prove that the catering company is present in a booth performing a catering service missing formal declaration and/or occupy a car parking without displaying a regular pass issued by the 'uff. ACCESSI, **the same will be obliged to pay the pass/es not regularly purchased.**

We also inform the Exhibitors that, if they outsource the service to an external catering company, in accordance with the current legislation Legislative Decree no. 81/08 art. They, as principal, shall verify:

1. that the company is in possession of the documentation of relevant approval of its activities and services issued by the appropriate bodies,
2. that the service staff is employed by the company's organisation and that all taxes, insurance, social security and contribution costs arising from the employment of such staff have been fully paid;
3. that the machines, equipment and temporary works as relevant part of the service comply with the applicable legal terms;
4. that the company complies with the Reg. EC 852/04 terms about health and hygiene self-assessment (HACCP);
5. that the company has provided adequate compulsory health and hygiene training to its staff;
6. that the company has complied with the terms of Legislative Decree no. 81/08 on safety in the workplace
7. that the company is aware of the content of the DPCM of 17 May 2020 and of ss.mm.ii. and is complying with the relevant requirements.

For any further information: **SEC-Accessi** – e-mail: [accessi@fieramilano.it](mailto:accessi@fieramilano.it) – Phone **+39 02 4997.689**