



## **Participants Technical Guide**

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**November 30 - December 1 & 2, 2021**

**Oval Lingotto - Oval entrance**

Via Mattè Trucco  
10126 Torino - Italia

[info@lingottofiere.it](mailto:info@lingottofiere.it) / <http://www.lingottofiere.it>

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## CONTACTS

### General Organization:

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+33 (0) 1 41 86 49 11

## AEFI REGULATORY PROTOCOL (COVID-19)

→ [https://torino.bciaerospace.com/images/2021/Logistics/protocollo\\_manifestazioni\\_covid19.pdf](https://torino.bciaerospace.com/images/2021/Logistics/protocollo_manifestazioni_covid19.pdf)

AEFI – Italian Exhibition and Trade Fair Association - is the representative Association of the national exhibition system. It groups together the major companies and exhibition bodies that own, hold in various capacities, and manage areas specifically dedicated to the development of exhibitions (so-called Exhibition Districts) and directly organise trade fairs and exhibitions.

The objective of this Regulatory Protocol is to provide organisational and operational guidelines aimed at increasing the effectiveness of the precautionary containment measures adopted to combat the COVID-19 epidemic in exhibition environments, during exhibitions and events. The measures indicated follow the logic of protection and implement the provisions of the Legislator and the indications of the Health Authority. These measures must be activated and made operational, on a case-by-case basis, according to a proportionality criterion, scaled in relation to the type of events proposed and based on the expected attendance.

## EVENT SCHEDULE & AGENDA

The schedule is given on an indicative basis, the definitive timetable will be given with your BtoB meetings agenda.

### Aerospace & Defense Meetings Torino 2021

#### **November 30<sup>th</sup>, 2021 (Oval Lingotto)**

08.30am-12.30pm: Booth set-up  
01.30pm: Welcoming of Registered Visitors  
02.00pm-06.00pm: Plenary Conference

#### **December 01<sup>st</sup>, 2021 (Oval Lingotto)**

08.00am-08.30am: Opening of the front desk  
08.30 am-12.30pm: One-to-One meetings & Conferences  
12.30pm-02.00pm: Lunch  
02.00pm-06.35pm: One-to-One meetings & Conferences

#### **December 02<sup>nd</sup>, 2021 (Oval Lingotto)**

08.00am-08.30am: Welcome  
08.30am-12.30pm: Workshops & One-to-One meetings  
12.30pm-02.00pm: Lunch  
02.00pm-05.25pm: Workshops & One-to-One meetings

## RECEPTION DESK

#### Before event:

- Please login to your account B2B matchmaking platform with your credentials login details at <https://meetings.torino.bciaerospace.com/2021/signup.php>.
- Open and **print your badge & meetings schedule** from your home page.
- Bring them with you to the event for fast-track entry. Please note that we cannot scan bar codes from mobile device screens or tablets.

#### Print - Pass

Please print the following documents:

#### Your access passes

- Dang BUI -  **BADGE**
-  **Your schedule**
-  **Your meetings demands**
- **EXHIBITOR GUIDELINES & INFORMATION**

Upon arrival at the venue, please go to the reception desk for registration, health pass check and collect your lanyard(s).

## GREEN PASS / SAFETY MEASURES

#### COVID-19 Green Certificate required to attend the event

Italy moves ahead with the roll-out of the digital document that makes it easier to access events and facilities in Italy and will facilitate travel in Europe from 1 July. **The limit on the Green Pass will be updated on October 01st, 2021.**

As some Countries may have stricter rules, all information can be found on the following website:

[https://infocovid.viaggiaresicuri.it/index\\_en.html](https://infocovid.viaggiaresicuri.it/index_en.html)

#### Covid-19 safety measures



Valid COVID-  
Certificate



Face masks



Social distancing






Hand sanitizer



Frequent cleaning

## BOOTH FEATURES

Basic Package 6 sqm booth 3m x 2m	Deluxe Package 12 sqm booth 6m x 2m or 3m x 4m	Premium Package 24 sqm booth 6m x 4m
		
Spot lights 100 watt Hard walls 1 table 3 chairs Carpet & fascia board <b>* Electric outlet not included (€150 excl. VAT per booth)</b>	Spot lights 100 watt Hard walls 2 tables 6 chairs Carpet & fascia board <b>* Electric outlet not included (€150 excl. VAT per booth)</b>	Spot lights 100 watt Hard walls 1 reception counter 1 lounge area with 1 table and 3 armchairs 1 table + 4 chairs + 1 storage Carpet & 1 large customized fascia board <b>* Electric outlet not included (€150 excl. VAT per booth)</b>

**\* Pictures are non-contractual**

Exhibitors are welcome to bring pop-up stands, rollups and other graphics as long as they fit within the dimensions of the selected booth and do not stick out. In order to customize your space, we strongly recommend you to bring graphics. You must bring necessary materials to hang or paste your graphics (chains, adhesives and so forth).

**It is strictly forbidden to drill into the panels.** You must bring multiple outlets if you're planning to use several devices

**FOR ONLINE MEETINGS, PLEASE BRING YOUR DEVICE / COMPUTER (You must have the appropriate programs (webex) and plugins installed on your device/computer as well as a microphone).**

## BOOTH SET-UP

Set-up time will be running from **08.30 am to 12.30pm on November 30<sup>th</sup>, 2021.**

For exhibitors unable to make it on Tuesday, it is recommended to arrive at the Oval Lingotto at **08.00 am on December 01<sup>st</sup>, 2021**, to complete the set up and personalization of their booths.

Aerospace Turin offers hard walled booths. **We strongly recommend you to bring graphics to customize your space.** Noisy machines or sound systems are not allowed. Also ensure that all equipment and graphics you'll bring can actually fit in your booth.

## BOOTH ADDITIONAL FURNITURE

**ADDITIONAL FURNITURE (TABLES, CHAIRS, ...):**

**Our official suppliers "LIGN'EXPO" and "GIPLANET"** offer an entire range of furniture and equipment. You may trade your default furniture or order additional equipment at your own cost.

**1. How to place an order with LIGN' EXPO?** please click [HERE](#).

**All orders must be submitted before November 16th, 2021**

**Contact person: Katel GALY**

36 Chemin de Ginestous, 31200 Toulouse, France

Tél. : + 33 (0) 5 62 75 99 34 – Cellphone : + 33 (0) 6 10 20 03 60 - Email : [katel@lignexpo.com](mailto:katel@lignexpo.com)

**2. How to place an order with GIPLANET ?** please click [HERE](#). **All orders must be submitted before November 13th**

## PRINTINGS

Your booth is made of hard walls that can be personalized with your own graphics. If you booked with us, you would just need to supply your ready-to-print artwork. **ALL ARTWORK MUST BE RECEIVED BY NOVEMBER 05TH, 2021.**

**How to prepare executive files? → click [HERE](#)**

**Standard Booth Size:**

- Graphic on the back wall 6sqm = 2m (L) x 3m (H). For more details on technical specifications, please click [HERE](#)
- Graphic on the back wall 12sqm = 4m (L) x 3m (H). For more details on technical specifications, please click [HERE](#)

**PLEASE SEND YOUR ARTWORK TO GIPLANET**

**Contact person: Ms. Elena Bada**

Tel.: +390495801211 - Mail: [aerospace@giplanetgroup.com](mailto:aerospace@giplanetgroup.com)

## SUPPLEMENTARY SERVICES (i.e. power, water, food, ...)

For all technical orders, not included in your package, you must complete the appropriate form provided in the annexes.

### What services?

- \* any requirement related to power supply
- \* water supply
- \* phone supply or IT
- \* catering ...

Your orders must be submitted to the Oval Lingotto **before November 04th, 2021.**

**Contact:** Italian Office – advanced business events – sede secondaria Italia

Mme. Elena GRAUS – [egraus@advbe.it](mailto:egraus@advbe.it) - Tel. : + 39 06 88 64 49 49

## EATING AREAS

### LUNCH

A seated business lunch will be catered on **December 01<sup>st</sup> and 02<sup>nd</sup>**, for those who have pre-paid for the lunch option during the original registration process (on-line). Access to lunch area will be denied to those who have not pre-paid.

**NB:** If you have not purchased lunch ticket and would like to do so, **urgently email Isabella Balducci** at [ibalducci@advbe.it](mailto:ibalducci@advbe.it) or +0039 06 88 64 49 49 **within Novembre 04<sup>th</sup>**. **The cost for lunch is € 70.00 per person for the 2 days.** Please, specify the date and number of guests in your email.

### COFFEE BREAK

Complimentary hot and cold beverages will be offered to all the participants: **08.00am-10.00am and 02.00pm-04.00pm** during the two days of the event.

## BUSINESS CENTER AND CONFERENCE SERVICE

For your comfort and business needs a business center will be at your disposal : photocopy machine, fax, internet connection.

### Workshops

If you are leading a workshop the conference room will be fully equipped : projector, screen, microphone...

If you are not planning to bring your own laptop and have other queries, please let us know.

**For all your queries and concerns please contact** [mbohssein@advbe.com](mailto:mbohssein@advbe.com)

## SHIPMENT & TRANSPORTATION

All deliveries of equipment for your booth should contain the indication of your company name and the name of the event "AEROSPACE & DEFENSE MEETINGS TORINO 2021". **Each exhibitor has to support individually shipment costs. We shall not be responsible for any shipment & transportation.**

Oval Lingotto  
AEROSPACE & DEFENSE MEETINGS TORINO 2021  
Via Giacomo Mattè Trucco, 70  
10126 Torino TO - Italy

Delivery date within: **November 30<sup>th</sup>, 2021**

Mandatory date for pick up of material: **December 03<sup>rd</sup> – 06.00pm (end of convention).**

For each shipment contact the official sender: **FERCAM S.p.A.**

Via dei Trasporti Nr. 24, 20060 Vignate (Milan), Italy - [www.fercam.com](http://www.fercam.com)

**Contact person: - Ms. Cristina May**

☎ Tel: +39 02 959 33 526 / 📞 334 6237757 / 📠 +39 02 95 66 360 / ✉ [cristina.may@fercam.com](mailto:cristina.may@fercam.com)

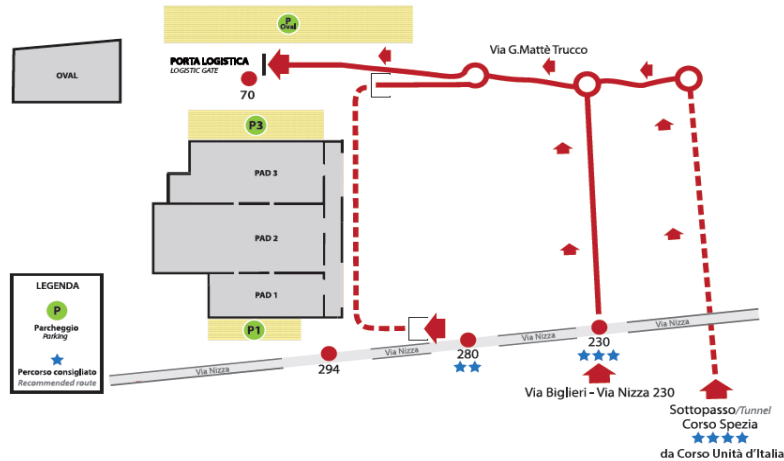
## MOVE-OUT

Exhibitors must have all their materials and equipment cleared from the booths by **06.00pm on December 02<sup>nd</sup>, 2021.** **Your materials and equipment must be picked up by your outbound carrier by 07:00pm** from the exhibition center. **We won't be able to organize it for you.**

**NOTE:** You are recommended to attend all your belongings at all times. BCI Aerospace shall not be responsible for any damage caused to your equipment theft. Any materials or equipment left or unattended by **December 03<sup>th</sup>**, could be taken to a place the organizer deems appropriate at the participant cost and risk

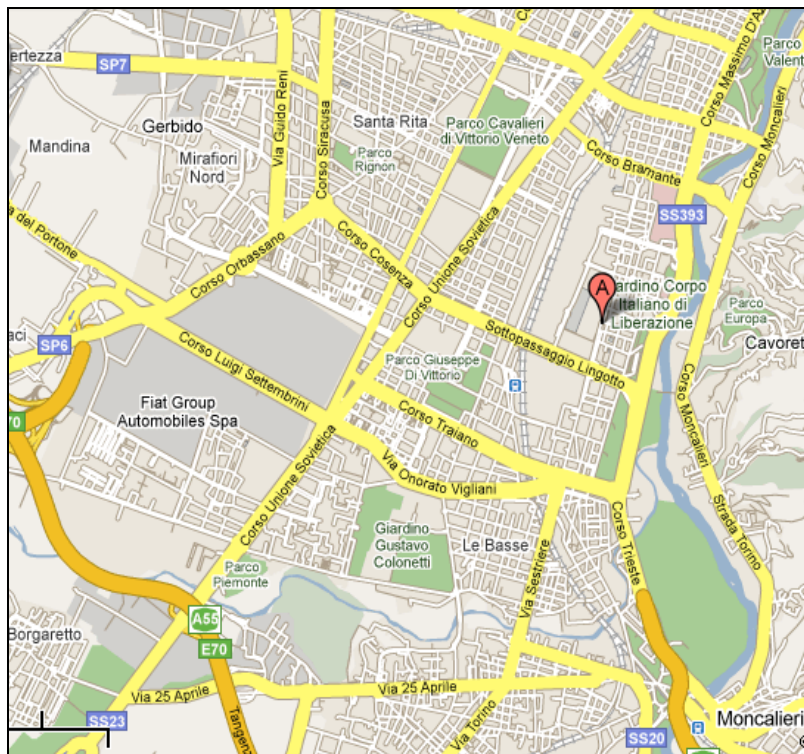
## ACCESS TO THE VENUE - OVAL LINGOTTO

### LOGISTIC GATE FOR EXHIBITOR



### → CAR

**Parking:** In front of the main entrance of the Oval



### → FLIGHTS

**Turin's Caselle Airport** lies 16 kilometres northwest of the city centre. The journey time to the exhibition centre by shuttle bus and taxi is 30-40 minutes using the bypass (recommended exit: C.so Unità d'Italia).

Info: [www.aeroportoditorino.it](http://www.aeroportoditorino.it)

Link with airport( GTT service): [www.comune.torino.it/gtt/aeroporto](http://www.comune.torino.it/gtt/aeroporto)

### → TRAINS

There are three railway stations in Turin:

**Porta Nuova:** 10 minutes by car or 6 stops by underground

**Porta Susa:** 20 minutes by car or 9 stops by underground

Lingotto: 15 minutes by foot using the Passarella Olimpica (Olympic Bridge) or 5 minutes by car

Info: [www.ferroviedellostato.it](http://www.ferroviedellostato.it)

### → TAXI:

✓ Tel 1: +39 (0) 11 57 30

✓ Tel 2: +39 (0) 11 57 37



## HOTELS

We have negotiated the best rates for your accommodation. We strongly recommend you make all your bookings through our partner **SITEA HOTEL** as this is the best way for you to save a great amount of money.

**SPECIAL ROOM RATE (BREAKFAST INCLUDED):**

- **Double Deluxe Room** for single use: € 155.00 per night
- **Double Classic Standard Room** for single use: € 144.00 per night
- Extra person charge: € 30.00 per night
- **City Tax:** € 5.00 per person, per night, not included;

**HOW TO BOOK YOUR ROOMS:**



Please fill in [this document](#) and send your request to [info@grandhotelsitea.it](mailto:info@grandhotelsitea.it) (please put Mrs. Dang BUI - [dbui@advbe.com](mailto:dbui@advbe.com) - on copy).











**All reservations are subject to availability.**

# ANNEXES



ADDITIONAL FURNITURE (LIGN'EXPO)

	<p><b>BASIC FORMULA</b> <b>COMPLEMENTARY ORDER</b> Please fax us this document.. ( F 0033 562 759 939 ) or email at <a href="mailto:katel@lignexpo.com">katel@lignexpo.com</a></p>		
Company		Stand number	
Contact		Email	
Adress			
Phone		Fax	

ARTICLE	IMAGE	REF.	PRICE excl,VAT (per item)	Qty	TOTAL excl,VAT
EUROPA CHAIR		1225	10,00 €		
SLIM CHAIR		1140	30,00 €		
BLACK ROUND TABLE Ø80 cm		80923	60,00 €		
BLACK TABLE 110 x 70 cm		8021	50,00 €		
BLACK STOOL		4215	30,00 €		
BLACK COUNTER		8011	90,00 €		
MARINE DISPLAY STAND		4049	55,00 €		
SHOW CASE		810	180,00 €		
GLASS DISPLAY 180cm high X 50 X 50		850	190,00 €		
GLASS DISPLAY 180cm high X 100 X 40		860	250,00 €		
Date - Signature – Agreement			TOTAL excl, VAT		
			(**) Payment conditions: orders shall not be taken in consideration without payment to LIGN'EXPO.		

WWW.LIGNEXPO.COM

TOUT NOTRE CATALOGUE SUR



GiPlanet spa, Sede legale e operativa: Via Tolomeo, 14/16  
int B - 35028 Piove di Sacco (PD)  
P.IVA | C.F. | R.I. di Padova: 03275590283 | R.E.A. PD-  
297316  
SDI: SA0PL6Q | Capitale Sociale € 411.875,00 i.v.  
Società soggetta a direzione e coordinamento di BF Servizi  
Srl - CF: 03821790379

Preventivo # SO005797/2021\_r1

spett.le: GIPLANET SPA  
VIA TOLOMEO, 14/16  
PIOVE DI SACCO PD 35028  
Italia  
all'att.ne: COMMERCIALE GIPLANET





Shipping address:  
GIPLANET SPA  
VIA TOLOMEO, 14/16  
PIOVE DI SACCO PD 35028  
Italia  
☎ 049\_5801211  
IVA: IT03275590283  
Codice fiscale: 03275590283

rif. interno: ENRICO BERGAMIN

Evento: AEROSPACE DEFENCE TORINO 11-2021  
Location: LINGOTTO FIERE










Data preventivo: 14/10/2021 12:00:48  
Data di consegna: 28/11/2021  
Data di scadenza: 13/11/2021

OGGETTO: ARREDO

Descrizione		Prezzo			
		Quantità	unitario	Imposte	Importo
• Arredo •					
	[AR0101.052] SEDIA FEMME (COLORE: BIANCO OPACO) [52 X 54 X H81 cm]	1,0 pz	40,00	22	40,0
	[AR0101.004] SEDIA SELENA (COLORE: GRIGIO) [54 X 53 X H81 cm]	1,0 pz	20,00	22	20,0
	[AR0102.061] SGABELLO GLOSS COCO (COLORE: BIANCO) [44 X 39 X H82 cm]	1,0 pz	50,00	22	50,0
	[AR0105.042] POLTRONA PIPER (N) (VARIANTE POLTRONA: SINGLE) [50 X 67 X H68 cm]	1,0 pz	220,00	22	220,0



GiPlanet spa, Sede legale e operativa: Via Tolomeo, 14/16  
int B - 35028 Piove di Sacco (PD)  
P.IVA | C.F. | R.I. di Padova: 03275590283 | R.E.A. PD-  
297316  
SDI: SA0PL6Q | Capitale Sociale € 411.875,00 i.v.  
Società soggetta a direzione e coordinamento di BF Servizi  
Srl - CF: 03821790379

Descrizione	Prezzo			
	Quantità	unitario	Imposte	Importo
 [AR0204.095] TAVOLO OPEN MEDIUM [50 X 50 X H50 cm]	1,0 pz	65,00	22	65,0
 [AR0501.001] VETRINA ILLUMINATA SMALL [42 X 100 X H100 cm]	1,0 pz	300,00	22	300,0
 [AR0501.003] VETRINA MIDI [39 X 53 X H183 cm]	1,0 pz	300,00	22	300,0
 [ARTAV002.001] TAVOLINO BISTRO (RIPIANO: TONDO 70CM BIANCO LACCATO, ALTEZZA cm: 70, COLORE BASAMENTO: BIANCO) [70 X 70 X H70 cm]	1,0 pz	65,00	22	65,0
 [AR0804.019] PORTARIVISTE FUME' [29 X 24 X H100 cm]	1,0 pz	35,00	22	35,0
 [AR0805.020] PIANTANA TENDINASTRO (BASE: CROMATA)	1,0 pz	46,00	22	46,0
 [AR0807.002] ATTACCAPANNI ORFEO (COLORE: GRIGIO) [20 X 20 X H177 cm]	1,0 pz	20,00	22	20,0
 [003HHA0002] KIT CORTESIA HIGH LEVEL 4 FILI Il Kit Cortesia è costituito da: - 1 elemento metallico apposito per l'incastro nel telaio coverup - 1m di filo in nylon - 1 gancio ad S	1,0 pz	20,00	22	20,0
 [AR0706.001] MACCHINA CAFFE + KIT 96 CIALDE (N) [15 X 30 X H25 cm]	1,0 pz	200,00	22	200,0
				Subtotale: 1.381,00 €
• CovidStop •				



GiPlanet COLEST BABCOON *Magister*

GiWood | GiPrint | GiRent | GiService | GiElectrics | Interevent



## Modalità di preparazione dei file esecutivi *Executive files preparation*

### Tipologia dei file:

- TIFF minimo a 100dpi, compressione alta qualità,
- PDF (qualità tipografica - standard PDF/X-1a:2001),
- EPS file di Adobe Illustrator con testi convertiti in tracciato solo ed esclusivamente per la realizzazione di scritte/loghi in prespaziato.

• NON sono accettati file in CorelDRAW, QuarkXPress, Adobe InDesign: in tal caso esportare il file selezionando tutto il file, scegliere l'opzione converti in curve e quindi esportare in PDF.

• Sono accettati SOLO TIFF - PDF - EPS con le seguenti caratteristiche:

1. tutti i file devono essere rigorosamente lavorati in scala 1:1 oppure 1:10:  
salvataggio qualità tipografica (scala 1:1) - standard PDF/X-1a:2001  
per misure superiori a 500 cm (scala 1:10) il file deve essere salvato da un minimo di 720dpi.
2. salvare i file SENZA alcun indicatore di pagina come crocini, barre colore ect ect.
3. tutte le immagini devono essere incluse nel file e tutte le font devono essere convertite in tracciato.
4. tutte le sovrastampe devono essere tolte dall'apposito menù: tutti i pantoni e le tinte piatte devono essere convertiti in quadricromia.

### Formato:

- Al formato reale del file dovranno essere aggiunte le abbondanze come indicato nelle pagine precedenti.

### Separazione colore:

Per una corretta stampa le sfumature, le trasparenze e le ombre vettoriali presenti nei file dovranno essere generate come immagine e inserite nell'impaginato. Le sovrastampe vanno tolte dall'apposito menù per evitare che in fase di elaborazione del file possano saltare elementi all'interno dell'impaginato. Tutte le immagini, le tinte piatte e i pantoni DEVONO essere CONVERTITI in quadricromia (CMYK). I pantoni NON vengono gestiti in stampa.

### Profilo colore:

- CMYK - Profilo EuropeISOcoatedFOGRA39.

### Note:

Eventuali contestazioni riguardo i colori, non verranno prese in considerazione se al momento dell'invio degli esecutivi non verranno forniti riferimenti Pantone® o prove colore. Nel caso in cui il file inviato non rispettasse le richieste precedentemente descritte, saranno da stabilire eventuali costi di elaborazione grafica a Vs carico.

### Files Typology:

- At least 100dpi TIFF, high quality compression
- PDF (typographic quality - standard PDF/X-1a:2001)
- Adobe Illustrator EPS files only for cutted vinyls (you have to create the outline of the texts)

• We DO NOT accept any file in CorelDraw, Quark Xpress, Adobe In Design. If you have any, export the file selecting all the graphics and texts, select the option "Convert to curve" and then export in PDF format.

ONLY TIFF - PDF - EPS files are accepted with the following characteristics:

1. all files must be processed strictly in scale 1: 1 or 1:10:  
save in typographic quality - standard PDF / X-1a: 2001;  
size larger than 500cm - (1:10) the file must be saved from a minimum of 720dpi.
2. save files WITHOUT any page markers such as crops, color bars ect ect.
3. all images must be included in the file and all fonts must be converted into traces/curves.
4. all overprints must be removed from the appropriate menu and all Pantone and spot colors must be converted to CMYK color.

### Format:

- You have to add the bleed on each side of the original file format as showed in the previous sheets.

### Colors Separation:

For a correct printing, all the color gradations, the transparencies and the vector shades in the file must be converted into images and inserted in the page/format. Deselect the overprint from the menu, to avoid pop-ups during the processing of the file. All the images, the spot colors and the pantone colors must be converted into the CMYK color model. We do not handle pantone colors in printing.

### Color Profile:

- CMYK - Profilo EuropeISOcoatedFOGRA39.

### Notes:

Colors complaints will not be accepted if the executive files have been sent without any pantone reference or without color proof. In this case, you will be charged for the graphic elaboration.



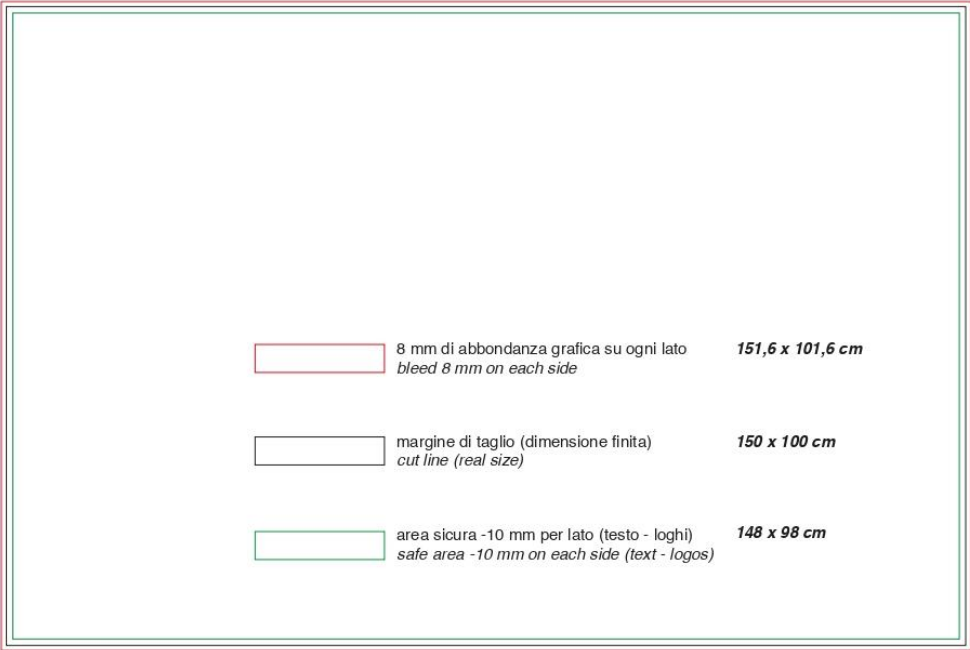
Modalità di preparazione dei file esecutivi  
*Executive files preparation*

**Tessuti**  
*Fabric*

Esempio  
*Example*

**Dimensione finita**  
*Real size*  
150x100 cm

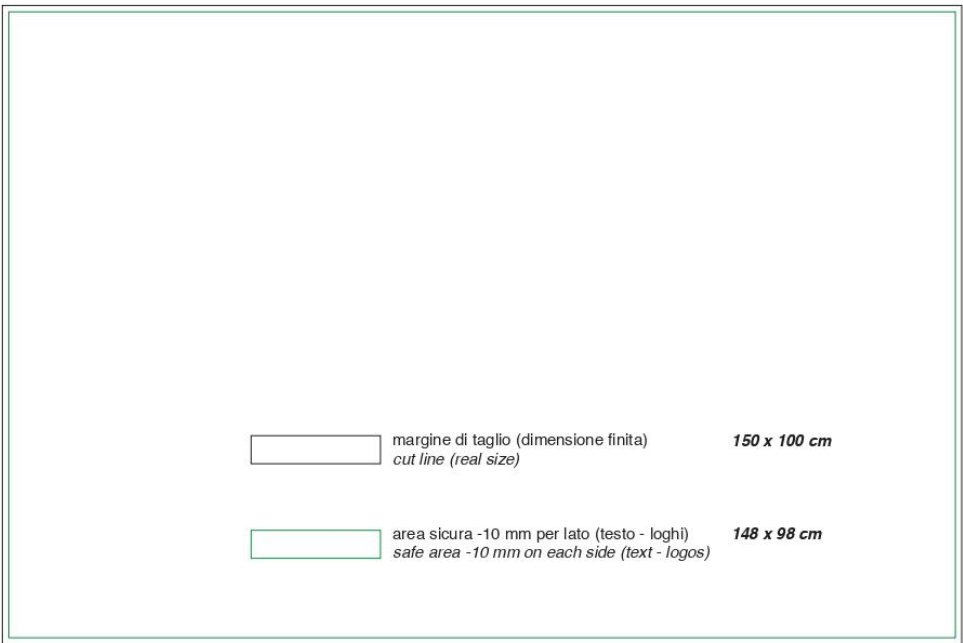
**Abbondanza**  
*Bleed*  
151,6x101,6 cm



**Pannelli rigidi**  
*Rigid panel*

Esempio  
*Example*

**Dimensione finita**  
*Real size*  
150x100 cm







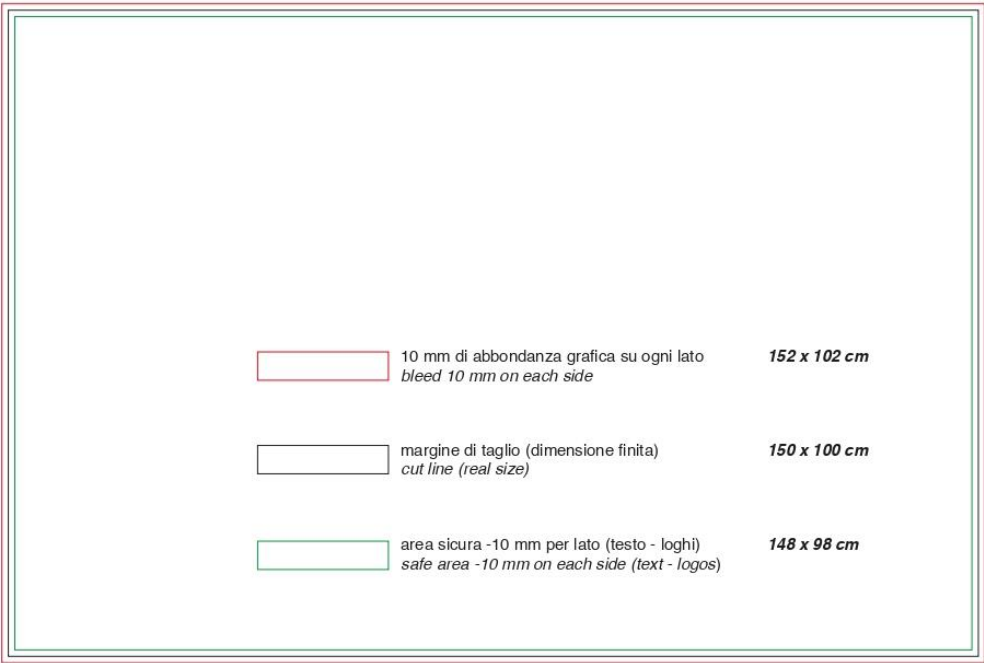
Modalità di preparazione dei file esecutivi  
*Executive files preparation*

**Vinile stampato**  
*Printed vinyl*

Esempio  
*Example*

**Dimensione finita**  
*Real size*  
150x100 cm

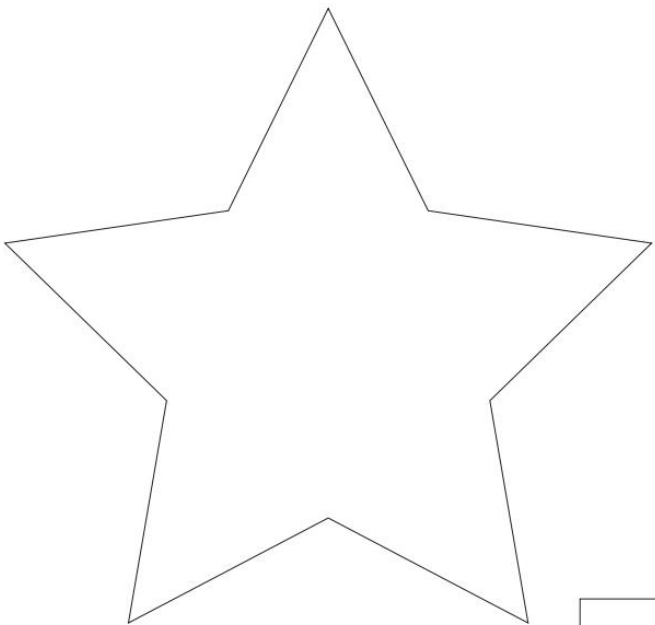
**Abbondanza**  
*Bleed*  
152x102 cm




**Vinile intagliato (prespaziato)**  
*Cut-in vinyl sticker*

Esempio un colore  
*Example one color*

**Dimensione finita**  
*Real size*  
100x100 cm

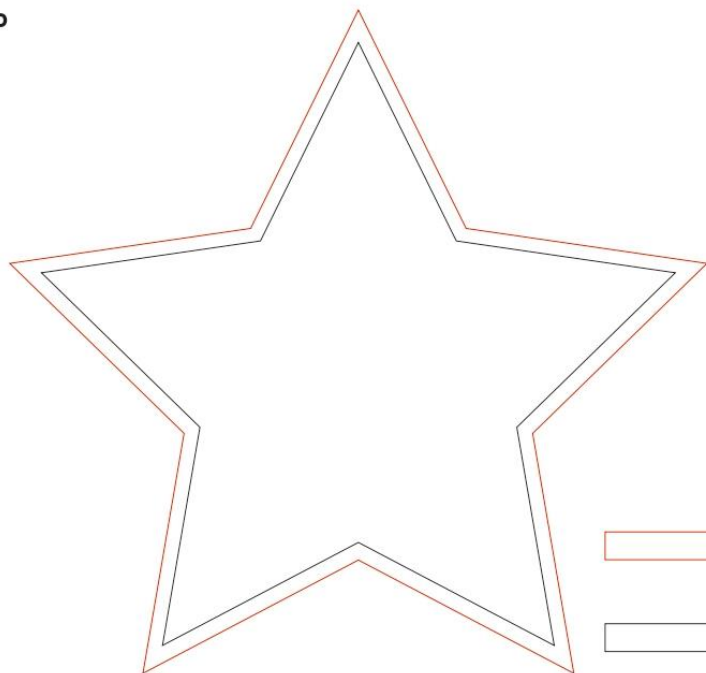


 margini di taglio (dimensione finita)  
*cut line (real size)*  
**100 x 100 cm**



## Modalità di preparazione dei file esecutivi *Executive files preparation*


 **Vinile stampato  
intagliato**  
*Cut-in printed  
vinyl sticker*



Esempio  
*Example*

**Dimensione finita**  
*Real size*  
100x100 cm

**Abbondanza**  
*Bleed*  
102x102 cm

 10 mm di abbondanza grafica su ogni lato  
*bleed 10 mm on each side*

**102 x 102 cm**

 **Cut - margine di taglio (dimensione finita)**  
**Cut - cut line (real size)**

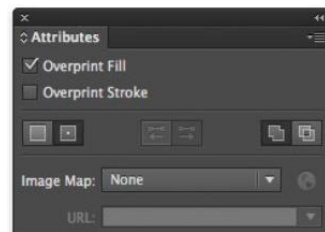
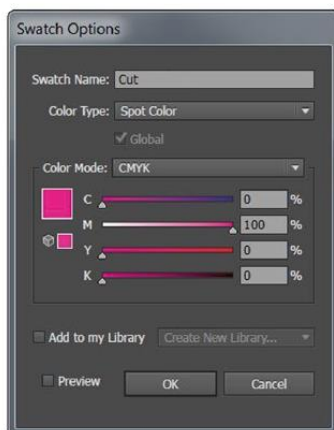
**100 x 100 cm**

## Applicazione del livello di Cut (tinta piatta) *Application of Cut Level (spot color)*

**1 Creare la tinta piatta - Cut**  
*Create a spot color named Cut*

**2 Applicare sovrastampa traccia**  
*Select overprint fill*

**3 Creare il livello Cut, che contiene solo i profili di taglio**  
*Create a level Cut, that contains only the cut contours*







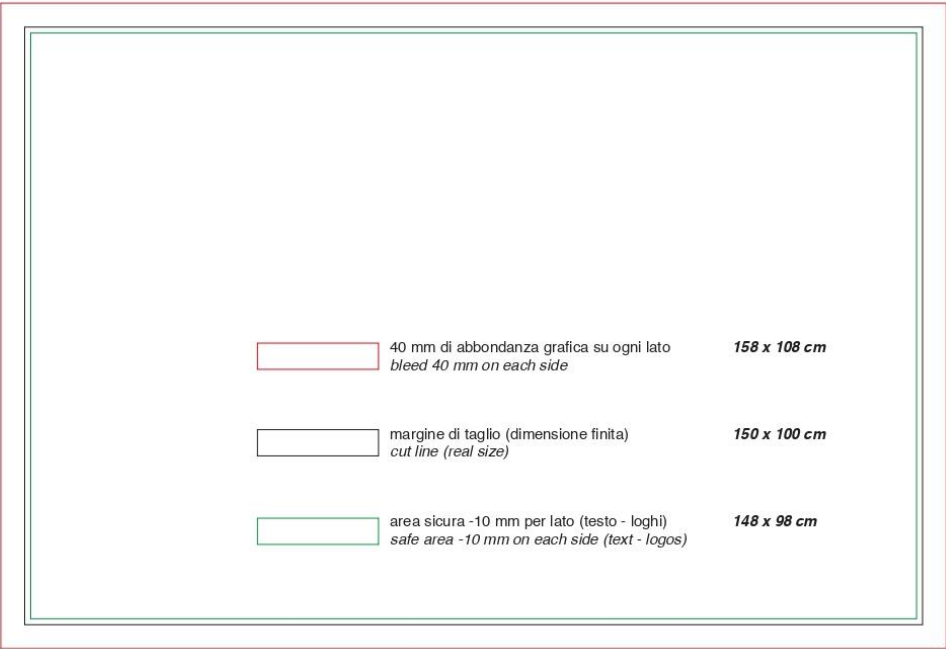
Modalità di preparazione dei file esecutivi  
*Executive files preparation*

 **Telo pvc**  
*PVC banner*

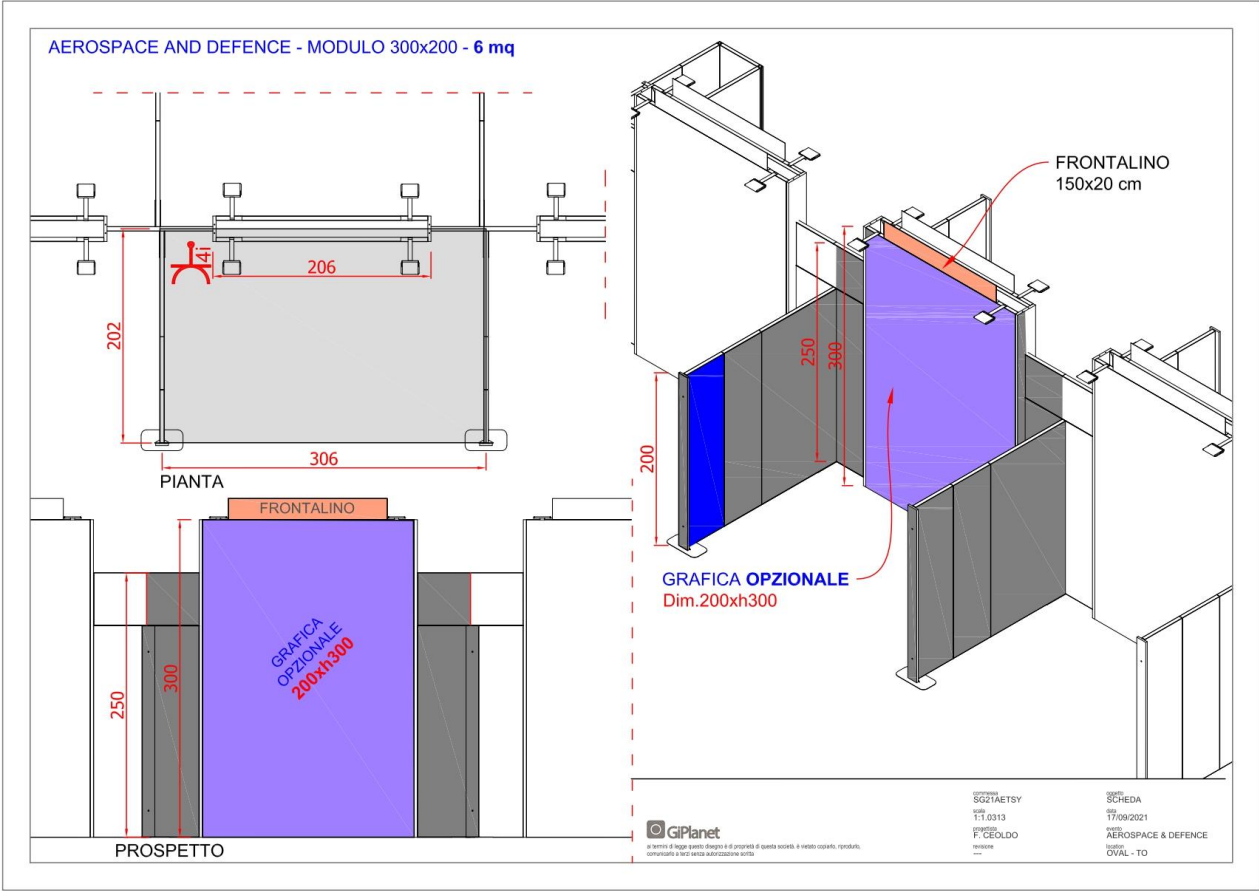
Esempio  
*Example*

**Dimensione finita**  
*Real size*  
150x100 cm

**Abbondanza**  
*Bleed*  
158x108 cm



6SQM



12SQM

