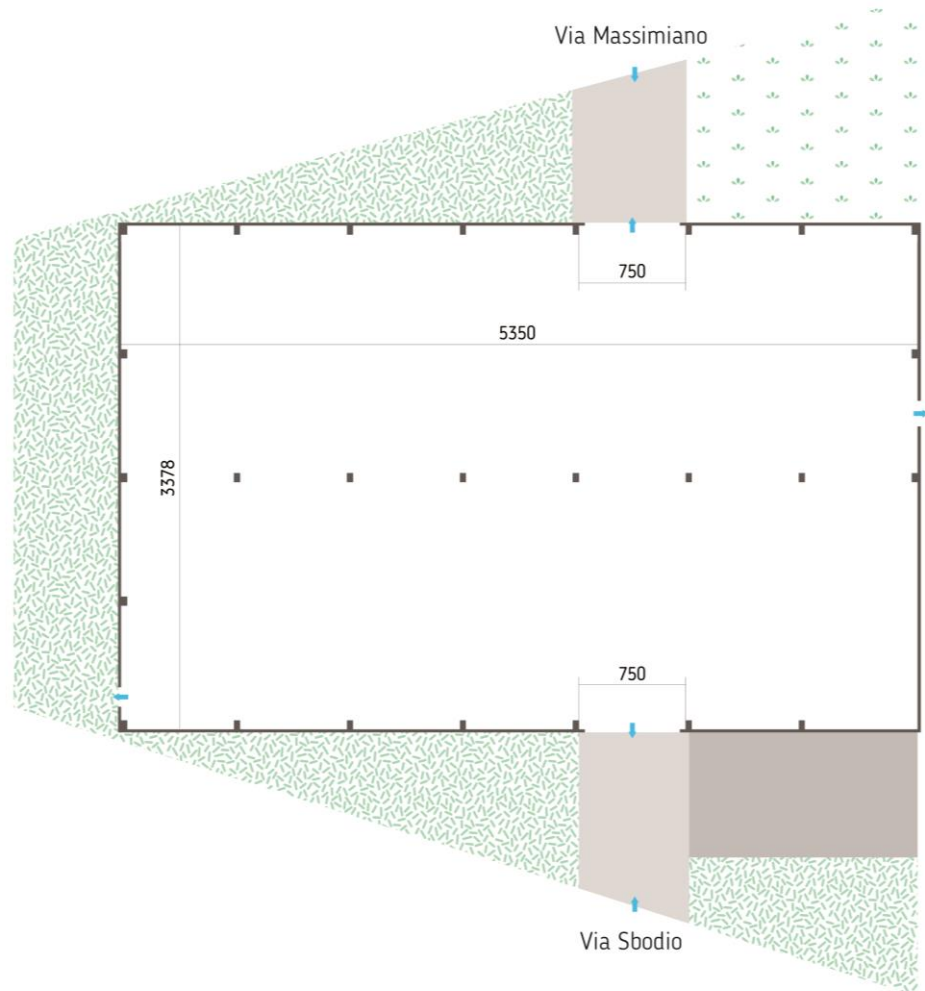


# TECHNICAL SPECIFICATION

Din - Design In 2018

Via Massimiano, 6  
Via Sbodio, 9  
20134 Milano



## SETTING UP - DISMANTLING CALENDAR

### Delivery objects

11-12-13 April from 9 am to 6 pm

### Setting up

14-15 April from 9 am to 6 pm

### Actual expository events

17-21 April from 10 am to 8 pm

22 April from 10 am to 6 pm

### Extraordinary opening evening

Yet to be decided

### Dismantling

22 April from 6 pm to 10 pm

23 April from 9 am to 8 pm

## How to arrive

### BY PLANE:

Linate Milano Linate Airport

Milano Malpensa Airport

Orio al Serio International Airport

### From Milano Linate Airport

BY CAR: from A51 exit 7 - Via Rubattino

PUBLIC TRANSPORTATION: bus 73 to San Babila, stop V.le Corsica-Via Battistotti + bus 54 to Lambrate Station, stop Via Pitteri-Via Oslavia

### From Milano Malpensa Airport

BY CAR: SS336, A8, A4/E64 and A51 direction Via Raffaele Rubattino.

From A51 Exit 7 -via Rubattino

PUBLIC TRANSPORTATION: MXP1 direction Milano Nord Cadorna + Metro M2 direction Cascina Gobba, stop Lambrate Fs + Bus 39 direction Redecesio (Segrate), stop Via C. Flaminio-Via Saccardo

### From Orio al Serio International Airport

BY CAR: A4/E64 and A51 direction Via Raffaele Rubattino a Milano

From A51 Exit 7 - Via Rubattino

PUBLIC TRANSPORTATION: Train RE\_2 direction Milano Centrale stop Milano Lambrate (go on walking for about 1 km)

### BY TRAIN:

#### From Milano Centrale Railway Station

PUBLIC TRANSPORTATION: Metro M2 direction Cascina Gobba, stop Lambrate Fs + bus 39 direction Redecesio (Segrate), stop Via C. Flaminio-Via Saccardo

#### From Milano Porta Garibaldi Railway Station

PUBLIC TRANSPORTATION: Metro M2 direction Cascina Gobba, stop Lambrate Fs + bus 39 direction Redecesio (Segrate), stop Via C. Flaminio-Via Saccardo

#### From Milano Rogoredo

PUBLIC TRANSPORTATION: Metro M3 direction Comasina stop Centrale Fs + Metro M2 direction Cascina Gobba, stop Lambrate Fs + bus 39 direction Redecesio (Segrate), stop Via C. Flaminio-Via Saccardo

#### From Milano Lambrate

Walk for about 1 km

### BUS

Bus 39 Loreto - Pitteri

Bus 54. - N54 Lambrate FS M2 - Duomo

Bus 75. C.na Gobba M2 - Via Pitteri

Bus 924. Lambrate FS M2 - Segrate

### BY CAR

From A51 east bypass exit 7 - Via Rubattino

## SPACE TYPOLOGIES:

### Dimensions Din Space

5 m<sup>2</sup>: 3,2 m x 1,6 m

10 m<sup>2</sup>: 3,2 m x 3,2 m

25 m<sup>2</sup>: 3,2 m x 7,8 m

50 m<sup>2</sup>: 3,2 m x 15,7 m

### Din Surface

1 m<sup>2</sup>: 1 m x 1 m



## 1. SHIPPING

All the objects shall be shipped to the location of the exhibition

**Promotedesign.it presso MTS - Metalspeciali s.r.l.**

**Via Sbodio, 9**

**20134 Milano**

**Providing the courier with the above data is very important.**

All the participants shall deliver in person the objects that will be exhibited or having them delivered by a courier, only on the days 11-12-13 April 2018 from 9 am to 6 pm. During these days the location remains open only for the reception of the objects. Promotedesign.it will place the packages in the space assigned to the participant, who has to arrange his/her own objects only on the 14th and 15th of April 2018 from 9 am to 8 pm.

All the objects arrived in the wrong days and hours won't be accepted.

Vans, trucks and vehicles can be temporary parked inside the location ONLY for the unloading/loading time.

The exhibitor has to make sure that every box has a shipping/storage label with:

Exhibitor's name

Exhibitor's phone number

Address of the exhibition location

At the end of the event all the exhibitors shall personally or with a courier collect their own goods, only on the 22nd of April from 6 pm to 10 pm and on the 23rd of April from 9 am to 8 pm.

It won't be allowed to collect the goods outside of those dates and hours.

The exhibitor shall pack his/her own products in order for them to be ready for the shipping even if the shipping will be done by courier. Promotedesign.it will give the package ready for the shipping to the courier.

### COURIER:

For what concern the courier, it can be used an exhibitor's own courier or Promotedesign.it can provide one. For further information and costs call 0039 0236580208 or send an e-mail to [fuorisalone@promotedesign.it](mailto:fuorisalone@promotedesign.it).

### **IMPORTANT! FOR GOODS COMING FROM COUNTRIES NOT IN THE EUROPEAN COMMUNITY**

Please do not forget to fill the Carnet ATA.

Carnet ATA an international customs document valid for the temporary export of good for countries that are not in the European Community and that adhere to the ATA Convention, and for some European Countries, that allows the holder to temporarily import goods without payment of normally applicable duties and taxes, including value-added taxes.

It is usually asked to the Chamber of Commerce of the city of belongings.

It allows to avoid the customs duty and VAT, if the goods are imported back to the country within the terms stated in the carnet. It is a valid alternative to the normal procedure of temporary export and import, which simplify the procedures of custom clearance and exonerate the sender from the obligation of depositing a caution or the total amount of the custom taxes as a guarantee.

During the past events, exhibitors with intercontinental delivery that didn't use the Carnet ATA, had many troubles with the custom clearance procedure and high customs taxes!

Promotedesign.it can help you with the documents necessary for the delivery.

Promotedesign.it does not provide trans pallet or lift trucks to move the goods, and for this reason they have to be asked to the transport company or brought by the exhibitor. For boxes over 60 kg, ask the delivery with tail lift.

For particular requests regarding the times of reception of the objects, of set up and dismantle, please send an e-mail to fuorisalone@promotedesign.it. During the setting up days end during the event contact the following phone numbers:

Barbara 0039 3286345142 (Italian exhibitors)

Federica 0039 3200167255 (Italian exhibitors)

Gloria 0039 3277135212 (international exhibitors)

Isabella 0039 3924797925 (international exhibitors)

## **2. EXHIBITORY AREAS LAYOUT**

In order to give a better and precise service the Participant shall send within the 18th of March 2018 the layout of the desired setting up. The layout can be sent with a sketch or render.

Furthermore, all the items exhibited in the exhibitor's own space shall be approved in advance by the Promotedesign.it' staff. For this reason the document "... " sent by the Promotedesign.it after the application, will be the one taken into consideration. If the exhibitor wants to have something more in the space this should be seen and approved the the staff within the 18th of March 2018.

## **3. GRAPHICS**

Promotedesign.it' staff will provide a pre-spaced graphic with the exhibitor's details for each space.

## **4. PLACEMENT AND FEATURES OF THE EXPOSITORY AREAS**

Promotedesign.it distributes the places within the location according to the types of the products, to the style and to the size of the exposition place. Therefore, the participant will not choose the position in the location. The areas will be delimited by signs and a banner will the personal details of the participant will be provided. Bases of different heights for the smaller products will also be provided according to the information given on the Product Data Form.

Promotedesign.it will do its best to meet the needs of each participant, guaranteeing the optimal visibility.

## **5. INSTALLATION AND ELECTRICITY**

Every exhibitor is responsible to bring the required installation materials to install the items of the booth (tools, drill, ladder, etc.)

Electricity (220V) will be provided for free only to those participants whose items need electric current like lamps.

The cost of the electricity for different usages (pc, battery charger, cellphones etc.) is 50 € + VAT.

## INSTALLATION OF SUSPENSION LAMPS

Promotedesign.it will help you during the installation of the suspension lamps. The Exhibitor will have to communicate in the Product Data Form the number of suspension points needed. During the setting up, the exhibitors shall have the lamps already connected to an electricity cable not shorter than 8 metres for an Italian outlet.

## 6. PRESENCE OF EXHIBITOR

We recommend you to always be present in the exhibition during opening times in order to interact with the visitors.

## 7. WALLS AND FLOOR

It is not possible to paint the walls or the floors. If you need to drill holes in order to hang your work, it's allowed to drill from 1 to 4 holes in the wall that will be told in advance to the staff of Promotedesign.it

## 8. STORAGE

Inside the location there will be a space designate to storage for the exhibitors' boxes and packages. To facilitate the storage procedure, labels on the boxes with the owner's name are required. Try to reduce the size of the boxes by placing them into each other.

It won't be possible to access the storage during the exhibition. At the end of the show all the material will be given back to the owner in order to pack the products.

## 9. GARBAGE

At the end of the dismantling it is necessary to leave the space in the same conditions in which the staff gave it to the Exhibitors. Promotedesign.it' staff kindly ask not to leave garbage as packing material, plastic, unused boxes etc. All the waste should be collected and left in the areas outside of the location.

The daily garbage during the event can be thrown in the garbage bins placed outside of the location and it is suggested to clean the stand everyday before the closure.

## 10. SERVICES:

TOILET: outside of the location there will be mobile toilets.

PARKING: free parking is available close to the expository space. Parking in the courtyard of the location is forbidden.

## 11. PASS FOR VEHICLES AND EXHIBITOR PASS

The Exhibitor shall indicate in the Product Data Form the number plates/license plate of the vehicles that will be used for the load/unloading and the during the setting up and dismantling days and those used for the event's day as some road will be closed to traffic. The exhibitors can drive there with the Pass for Vehicle that shall be asked to Promotedesign.it' staff together with the Exhibitor Pass.

## 12. SECURITY

The exhibitor is responsible for the security and the insurance of the goods. The location will be opened and closed according to the times stated in the calendar at the beginning of this document. The location has a security alarm system.

## 13. SALES

Direct selling during the Design Week is not allowed. Din - Design In is for exhibition only. Of course, discussions for the sales of the works and making appointments with parties who are interested in the works are allowed.

For this edition as well all the exhibited products will be put on sale on the e-commerce platform Treneed.com. The participation is free and not compulsory. (For all the selling details on Treneed.com please check the related contract)

For further information please write to [info@treneed.com](mailto:info@treneed.com)

Promotedesign.is is at disposal for further information and requests.

Communicating the ideas of layout of the stand and the necessities of wall or electricity as stated in this documents is recommended.

**Useful contacts:**

General information: [fuorisalone@promotedesign.it](mailto:fuorisalone@promotedesign.it)

Press office service: [press@promotedesign.it](mailto:press@promotedesign.it)

Office: 0039 0236580208

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