

The following scenarios may occur:

- A. The Exhibitor offers (without the use of any external company or professional) packaged foodstuffs to its guests (this includes the serving of drinks, including water and coffee).**
- The Exhibitor must submit a temporary catering service document that is both a commercial and a health authorisation to the competent ATS. If the event takes place at the Milan Exhibition Centre (Fieramilanocity), the document must be submitted through the **SUEV** counter of the **Municipality of Milan**, while in the case of the **Rho Exhibition Centre**, through the **SUAP ASSOCIATO NORD OVEST MILANO** portal of the **Municipality of Rho**.
  - 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 submit under its own name the **SCIA** (to report the start of the temporary catering service) electronically to the competent Municipality (**SUEV** for the **Municipality of Milan**, for events at the Milan Exhibition Centre and **SUAP ASSOCIATO NORD OVEST MILANO** for the **Municipality of Rho**, for events at the Rho Exhibition Centre). The telematic procedure may vary from municipality to municipality (you should enquire first at the applicable SUEV/SUAP ASSOCIATO NORD OVEST MILANO via [www.Impresainungiorno.gov.it](http://www.Impresainungiorno.gov.it)).

For both the above options (**Option A** and **Option B**), the Exhibitor must access the portal [www.Impresainungiorno.gov.it](http://www.Impresainungiorno.gov.it) and then select the applicable municipality.

To use these portals, the Exhibitor must hold a Pec [Certified E-mail] mailbox and the digital signature of the company's legal representative to submit the telematic file.

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).

- C. The Exhibitor subcontracts an external catering company to provide the service at its stand during the exhibition.**
- The Exhibitor shall prepare a letter of appointment for the catering company to carry out the service at its stand.
  - The Exhibitor must submit (as specified in options **A** and **B**) a temporary catering service document that is both a commercial and a health authorisation to the competent ATS. If the event takes place at the Milan Exhibition Centre (Fieramilanocity), the document must be submitted through the **SUEV** counter of the **Municipality of Milan**, while in the case of the **Rho Exhibition Centre**, through the **SUAP ASSOCIATO NORD OVEST MILANO** portal of the **Municipality of Rho**.
  - The catering company submits to Fiera Milano - ACCESS OFFICE (persons and vehicles) together with the documents specified in Annexes A and B and the **SCIA for catering services**.
  - After Fiera Milano has authorised the catering company to carry out the service, the company collects the access badges from the Access Office and pays for them (Annex C - Information).
  - 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 Annex 1).

**Fiera Milano reserves the right to carry out spot checks; failure to upload to the Fiera Milano portal and failure to hold the Indemnity Letter at the stand will result in a penalty of € 200.00.**

**For further information:**

Suap Rho Municipality Ph +39 02 93 33 24 87

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**



**ANNEX 1**

(Letter of Indemnity)

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

*(remember to load the document on the exhibitors 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

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

**STATES**

- 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.;
- 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;
- 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
- 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.
- declares to be aware of the contents of the DPCM of 17 May 2020 and subsequent amendments as well as to comply with the relevant terms.

In faith

Date \_\_\_\_\_

The Legal Representative  
(Stamp and signature)

**TO BE FILLED BY THE CATERING COMPANY ON ITS OWN LETTERHEADED PAPER**

Dear  
 FIERA MILANO S.p.A.  
 S.S. del Sempione, 28 – 20017 RHO (MI)  
 Dept. Security –Office Accessi (tel. 02-4997. 6892/7091/7303/6172) e-mail [accessi@fieramilano.it](mailto:accessi@fieramilano.it) Ground Floor Service Centre

The undersigned \_\_\_\_\_ in the role of legal representative/special attorney of the Company \_\_\_\_\_ (hereinafter “The Company” or “the applicant Company”) with registered office in \_\_\_\_\_

\_\_\_\_\_ Nr \_\_\_\_\_ CAP \_\_\_\_\_ CITY/Town \_\_\_\_\_ 'VAT number \_\_\_\_\_

Company Code \_\_\_\_\_ nr tel./mob.. \_\_\_\_\_

e-mail address \_\_\_\_\_, under her/his own responsibility

**DECLARES**

On the occasion of the exhibition \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

**the Company will provide catering service at the following stand (s):**

Exhibitor	Hall	Stand	service date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

He also declares to authorize Fiera Milano S.p.A. on the occasion of the preparation / carrying out of catering activities. to carry out, through its own personnel and / or professionals appointed by the same, checks relating to the correct completion of the practices provided for by the regional legislation in force for the administration of food and drinks. Fiera Milano S.p.A. reserves the right in case of negative feedback to contact the ATS and / or the competent services in the area for further information.

**The Company acknowledge that the failure to upload to the Fiera Milano portal and the failure to hold the Indemnity Letter at the stand will result in a penalty of € 200.00.**

He also declares to be aware of the contents of D.P.C.M. (the Prime Ministerial Decree) of 17 May 2020 and the subsequent amendments. and to respect the respective prescriptions

Finally, he declares to be in possession of all the necessary certifications for the performance of the services.

Below are the file number and the protocol number issued by the SUAP of the competent Municipality concerning the S.C.I.A. for catering service to be performed by the Company:

File nr \_\_\_\_\_ Register nr \_\_\_\_\_

The Company will carry out for the Exhibition \_\_\_\_\_:

Nr \_\_\_\_ catering services for the entire exhibition

Nr \_\_\_\_ catering services for 1 day of the exhibition only



In relation to the foregoing, the Company requires:

Nr \_\_\_ pass package (s) for the entire event for Euro 500.00 (+ VAT if due) a total of Euro \_\_\_\_\_ (the package includes passes for service staff + 1 vehicle pass)

Nr \_\_\_ pass package (s) for a single day of the event for Euro 200.00 (+ VAT if due) for a total of Euro \_\_\_\_\_ (the package includes passes for service staff + 1 vehicle pass)

Nr \_\_\_\_\_ pass for additional vehicles € 100 (+ VAT if due) each for a total of Euro \_\_\_\_\_

TOTAL PAID / TO BE PAID Euro \_\_\_\_\_ (+ VAT if due)

Attached is a copy of the certificate of the valid certificate of the Chamber of Commerce registration of the Company (only for companies that perform the catering service within the Venue/s for the first time, unless changes have occurred in the registration).

Date \_\_\_\_\_

**THE APPLICANT COMPANY**  
STAMP AND SIGNATURE



**ANNEX B**

**TO BE FILLED BY THE CATERING COMPANY ON ITS OWN LETTERHEADED PAPER**

Dear  
 FIERA MILANO S.p.A.  
 S.S. del Sempione, 28 – 20017 RHO (MI)  
 Dept. Security –office Accessi tel. 02-49976892/7091/7303/6172; e-mail accessi@fieramilano.it; Ground Floor Service Centre

**Subject: APPLICATION FOR ACCESS PASS TO THE FAIRGROUND FOR A CATERING COMPANY**

The undersigned \_\_\_\_\_, in the role of legal representative/special attorney of the Company \_\_\_\_\_ (hereinafter "the Company" or also "the applicant Company"), with reference to the catering service (s) that will be carried out at the Fieramilano Venue / Fieramilanocity-MiCo Venue (as better specified below), during the exhibition \_\_\_\_\_, under her/his own responsibility

**DECLARES**

that in the period from \_\_\_\_\_ to \_\_\_\_\_ in the execution of the activities performed will employ the following people (own, temporary workers or belonging to any subcontractors in general) and the vehicles specified below, for which access permits to the Site are required:

- Fieramilano (located in Rho)  - FieramilanoCity-Mi.Co (located in Milan)

SURNAME NAME	COMPANY AFFILIATION	ROLE WITHIN THE COMPANY (*)
_____	_____	_____
_____	_____	_____

(\*) owner, director, shareholder, employee, auxiliary, collaborator,

NUMBER PLATE	VEHICLE TYPE	COMPANY AFFILIATION
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____

**COMPANY REFERENCE FOR INFORMATION:**

Name and surname \_\_\_\_\_ Tel/ Cell. \_\_\_\_\_ e-mail \_\_\_\_\_

Following pass application

Surname Name	Company affiliation	Role within the Company
_____	_____	_____
_____	_____	_____
_____	_____	_____

Number plate	Vehicle Type	Company affiliation
_____	_____	_____
_____	_____	_____
_____	_____	_____

In this regard, the undersigned, as legal representative / special attorney of the "Company", under her/his own responsibility:

- 1) declares that the persons indicated in the list must access the Venue/s exclusively by reason of a relationship with the same "Company" and that such persons will carry out activities only in the areas of relevance or in any case in the legitimate availability of the same "Company" and on behalf of the same;
- 2) declares that all the obligations established by current labor law will be respected with regard to the persons indicated in the list, including health and safety in the workplace, and in particular, for employees, the rules on Placement, Pensions and Assistance (including National Institute Insurance) and the National Collective Agreement for the sector \_\_\_\_\_;
- 3) declares to be aware that, in the event of a mismatch between the persons and vehicles indicated in the list and those actually used or of violation of the current legal and contractual provisions, will be subject to reporting to the competent Authorities. She/He also relieves Fiera Milano S.p.A. and the other companies of the Fiera Milano Group from any and all liability regarding the use of people and vehicles, equipment or machines that are improperly used;
- 4) undertakes to promptly communicate any changes that may occur in the staff of people and vehicles, providing for the return of the passes of people and vehicles no longer used;
- 5) unconditionally accepts the rules of the Technical Regulations of the Venues and the rules for accesses of the Fiera Milano Group, undertaking to respect them and to enforce them by the persons indicated on the list under penalty of the penalties provided for therein and also undertakes to ensure that the persons indicated in the list comply with all regulations or provisions of the Fiera Milano Group in the fields of access control and pedestrian and vehicular circulation and operations within the Venues. In particular, it acknowledges that the holders of the pass can remain in the Venues only for the hourly span of the daily work performance and undertakes, jointly and severally with their various employers, to inform them of this obligation;
- 6) undertakes to refrain from using any of the persons indicated in the list who are, at the sole discretion of the Fiera Milano Group, unsuitable;
- 7) relieves Fiera Milano S.p.A. and the other companies of the Fiera Milano Group from any and all liability regarding the use of the persons indicated in the list;
- 8) declares that the vehicles indicated in the list have a vehicle registration document with valid revisions;
- 9) declares that the vehicles indicated in the list are equipped with adequate R.C. valid for damage to persons or property that may be caused during their operation within the Venues for which the application is made;
- 10) declares that the personnel driving the vehicles indicated in the list are in possession of an appropriate valid driving license;
- 11) relieves Fiera Milano S.p.A. and the other companies of the Fiera Milano Group from any and all liability regarding the use - even if undue and irregular and inconsistent with what is indicated in the application- of the vehicles indicated in the list and / or the personnel driving or aboard them;
- 12) declares that the data and information contained in this application or attached to it are true and exact;
- 13) declares to be aware that, in the event that the statements made are untrue or inaccurate and / or in the event of a violation of the law or of the regulations for issuing passes, Fiera Milano S.p.A. and, to the extent of its competence, any other company of the Fiera Milano Group, without prejudice to any reporting of the fact to the competent Public Authorities, reserves the right to revoke any passes issued at any time and to apply the penalties provided for by the Technical Regulations of the Districts. , as well as to take any other legal remedy including compensation for damage;
- 14) declares to be informed that:
  - the provisions in force for the protection of personal data, including Regulation 2016/679 / EU and Legislative Decree no. 196/2003 and subsequent amendments and additions. (hereinafter the "Privacy Law" as a whole) concern the processing of data relating to natural persons ("Personal Data") and are not applicable to legal persons (partnerships and corporations), entities and associations and information referring to these subjects;
  - Personal Data related to the applicant Company, to any subcontractors in general) of the applicant Company and to the client exhibitors of the applicant Company, when operating as an individual company, small business owner or professional, as well as to representatives, to employees, to the auxiliaries, to collaborators (for any reason, including in the form of self-employment) of the applicant Company and of any subcontractors in general of the applicant Company, to other natural third parties, etc., indicated in this application form and / or contained in the documents attached to it, and /or connected to it, or even subsequently released/obtained (such as, for example, "control scannings" of the passes and any handwritten registering on paper of accesses to the Venues made by surveillance staff) are collected and processed by Fiera Milano Spa, as Data Controller pursuant to the Privacy Law, in the terms described in the information notice below;
- 15) undertakes to communicate the contents of this information to any natural persons to whom the Personal Data provided for the purposes given in the same information belong, as well as to ensure that such Personal Data can be lawfully used by Fiera Milano S.p.A. and the Fiera Milano Group for these purposes and to indemnify and / or to keep harmless from liability Fiera Milano S.p.A. and any other company of the Fiera Milano Group for any cost or damage deriving from the violation by the applicant Company of the obligations imposed on it pursuant to the Privacy Law and / or in any case assumed with the signing of this application form, towards Fiera Milan S.p.A. and the Fiera Milano Group.

**Information on the processing of personal data (pursuant to the Privacy Law and in particular to the 2016/679 / EU Regulation)**

*The Data Controller of the Personal Data provided by the applicant Company and also released subsequently, as described below, is Fiera Milano S.p.A. based in Milan, piazzale Carlo Magno 1.*

*The Data Protection Officer of Fiera Milano S.p.a. can be contacted at the following addresses:*

*Piazzale Carlo Magno 1 20149 Milan*

*e-mail [dpo@fieramilano.it](mailto:dpo@fieramilano.it)*

*The Personal Data - to any person related - provided by the applicant Company indicated in the application for the pass and / or contained in the documents attached to it and / or connected to it and those released/obtained even subsequently (such as, for example, the "control scannings" of the passes and any handwritten registering on paper of accesses to the Venues made by surveillance staff) are necessary:*

- *for the issue of the authorization (pass) to access the Fieramilano / Fieramilanocity-Mi.Co Venues, for the purpose of carrying out the activities commissioned to the same applicant Company;*
- *for the compliance with the obligations to which the Data Controller is bound by law*
- *for the pursuit of the legitimate interests of the Data Controller for the management of the organizational, technical and security/safety activities of the Venue;*
- *for the possible defense of rights in court.*

*In the absence of such data, it would not be possible to complete the procedure for issuing the pass.*

*It is specified that the Personal Data are entered, in a centralized way, in the "LogisticainFiera" system, to which Fiera Milano S.p.A. and the other companies of the Fiera Milano Group can access. In this context, the other companies of the Fiera Milano Group operate as independent data controllers of the acquired data.*

*Personal Data will be used, also with electronic tools, by structures and personnel authorized by Fiera Milano S.p.A., through methods and procedures, including computerized ones, suitable for the pursuit of the aforementioned purposes and for the management of the related administrative, accounting and tax requirements.*

*Personal Data may be stored for administrative, accounting, tax purposes, for the time required by the reference standards (as a general rule for ten years or in any case until the limitation of rights). For the other purposes of the processing, Personal Data may be stored up to 5 years from the end of carrying out the activities commissioned to the same applicant Company.*

*For the aforementioned purposes, the Personal Data may be communicated by the Data Controller to trusted companies / operators that provide organizational and technical services such as, for example, security and surveillance services; these contractors process personal data on behalf of Fiera Milano S.p.A. and act as "data processors", in compliance with the specific obligations established in the relative service contracts.*

*For the same purposes, the Personal Data may also be accessible or communicated by the Data Controller to other companies of the Fiera Milano Group, to Public Authorities or to other subjects authorized by law who make a legitimate application; these companies of the Fiera Milano Group, Public Authorities and subjects act as independent "data controllers" of the acquired data*

*For the purposes described above, Personal Data are not transferred to countries outside the EU.*

*The provisions of Regulation 2016/679 / EU (articles 15-22) guarantee the natural person concerned (Data Subject) the right to access the data concerning her/him at any time and to obtain a copy, to rectify or integrate them if inaccurate or incomplete, to delete them or obtain the limitation of their processing if the conditions are met, to oppose their processing for reasons related to the particular situation of the same person and, in any case, to their processing for direct marketing purposes, to request the portability of the data provided, if processed in an automated way for the execution of the contract or on the basis of the consent of the same person concerned, as well as to lodge a complaint with the Privacy Authority for the protection of her/his personal data and rights, if she/he believes that they have been violated.*

*For any further clarification or request regarding the processing of Personal Data concerning her/him, the natural person concerned may contact the Data Controller by writing to the e-mail address [accessi@fieramilano.it](mailto:accessi@fieramilano.it); In addition to the exercise of the aforementioned rights, it is possible to contact the Data Controller to obtain an updated list of the categories of recipients of the data and of any data processors designated by Fiera Milano S.p.A.*

16) attaches:



- copy of the information on the processing of personal data signed by each natural person concerned as proof of the communication of the contents of the information itself

Date \_\_\_\_\_

**THE APPLICANT COMPANY**

*Signer with necessary signatory powers*

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STAMP AND SIGNATURE