

**TECHNICAL INFORMATION  
ITALIAN PAVILION AT PACIFIC 2019  
Sydney, 8<sup>th</sup> – 10<sup>th</sup> October 2019**

**1. Introduction**

This document contains the technical information for the design and construction of the Italian Pavilion at Pacific Expo 2019.

We require an EXECUTIVE PROJECT complete in all its parts: flooring, structure, walls, artworks and graphics, installations, furnishings, etc, according to the guidelines outlined in this document. It is requested to produce an original design, however consistent with the concepts and architectural structures based on these outlines and on the attached images, referred, as an example, to the Italian Pavilion at AOG 2016 and 2017.

ITA will not recognize any fee/reimbursement for the creation of the design and documentation necessary to support the project.

**2. Contractor's Obligations**

- The Contractor will produce all documentation and rendering, including graphics and logos and visual representations, supported by samples of the materials and furnishing. The final layout is subject to approval by ITA.
- The Contractor will produce all documentation required by the Organizers pertaining to the execution of work (fireproof material certificates, electrical installation).
- The executive project and all materials utilized must be compliant with State laws and guidelines, Rules & Regulations of Pacific Australia, ICC Sydney and local Council, particularly with fire prevention and safety laws.
- The preliminary layout must be adjusted if any of such regulations requires it.
- The Contractor will request the Organisers permission to proceed with the execution of the works according to the terms set out in the contract with ITA.

**3. General Information**

The Italian Pavilion is numbered 2M16 (not final) in the General Exhibition Floor Plan, occupying a total exhibit area of 81 sqm (9mx9m). However, the total usable area is 72 sqm, considering the presence of a 1.5m diameter supporting column in the centre.

The Pavilion will be organized into: meeting room; storage room; hospitality area; three individual booths (one 9sqm and two 12sqm) and two meeting points assigned to our co-exhibitors, each one equipped with basic furniture and personalized graphics.

ITA reserves the right to apply changes to the draft floor plan in a range of +/- 20%. If such changes occur, the contractor will make the adjustments at no additional cost.

#### **4. Pavilion and Stand Construction**

- The concept design adopted should be modern and attractive, reflecting a “Made in Italy” style, and utilizing high quality modular type systems (with the exclusion of octanorm or upgraded types of octanorm).
- The stand construction should be functional for both exhibitors and visitors, simple and elegant, with suitable colors and lighting, allowing maximum visibility.
- The materials used must be of high quality, with luminous and light-colored laminated finishing, maximizing the visibility of the structure and its functionality.
- The furnishings, display elements and artwork will have to contribute to the high standards of the layout and must be delivered in perfect conditions, reflecting good taste and design in the colors and materials chosen, preferably white. The size of the furniture should be proportionate to the space.
- Do not use flammable materials.

#### **5. Project Layout and Guidelines**

##### **A) FLOOR**

We require raised floor, of good quality and attractive finish, washable and anti-slip. As a protection, a plastic film of adequate thickness must be laid out and removed only at the completion of the setup and before the opening of the Show.

##### **B) EXHIBIT AREA**

Please refer to attached *Italian Pavilion Draft Plan*. It is an essential requirement that:

- ✓ No wiring will be visible in the exhibiting area.
- ✓ ITA and its co-exhibitors' logos, stand number and other graphics (to be provided to the Appointed Contractor) will be clearly visible and properly illuminated.
- **Hospitality area**
  - Signage: properly illuminated and in a clear and visible position
  - Institutional Logos (to be provided by ITA):
    - ITALIA – Italian Trade Agency
    - Ministero Sviluppo Economico (Italian Ministry of Economic Development)
    - AIAD (Italian Association, co-organizer)
    - Leonardo Da Vinci - Logo
    - Invest in Italy - Logo
  - High resolution graphics (size, number and position to be discussed upon approval of the executive project)
  - 1 x Information front desks showing ITA logo (approx. W 120 X D 50 X H 100 cm) and equipped with a lockable cabinet with inside shelves for storage + 2 x stools.

- 1 extra lockable cabinet with inside shelves for storage
- 1 x Invest in Italy - Foreign Direct Investment desks showing “Invest in Italy” logo (approx. W 120 X D 50 X H 100 cm) and equipped with a lockable cabinet with inside shelves for storage + 2 x stools
- 1 x 60” LED TV screen with USB slot and video looping capability (wall-mounted)
- 4 x power points (standard 10 Amps) for personal devices and screen
- 1 lounge + 2 armchairs
- 1 coffee table
- 1 x free-standing brochure rack
- 1 x waste paper basket
- 2 flower plants
- **Meeting room (about 15 sqm)**
  - 1 x rectangular table + 6 x chairs
  - 2 x power points (standard 10 Amps)
  - 1 lockable cabinet with inside shelves for storage
  - 1 x waste paper basket
  - 1 x coat rack
- **1 x 9 sqm-booth.**
  - Signage: company’s name, logo and stand number, properly illuminated and visible
  - High resolution graphics on internal wall (size, number and position to be discussed upon approval of the project)
  - 1 x front desks (approx. W 120 X D 50 X H 100 cm or compatible size) with two lockable doors facing inside
  - 1 x table + 4 x chairs
  - 1 x wall shelves, the height in between shelves must be suitable also for a proper displaying of products and promotional material
  - 1 storage cabinet with a lockable door
  - 1 x free standing brochure rack
  - 1 x waste paper basket



- 2 x power points (standard 10 Amps).
- **2 x 12 sqm-booths with no dividing wall, each one equipped with:**
  - Signage: company's logo name and stand number, properly illuminated and visible
  - High resolution graphics on internal wall (size, number and position to be discussed upon approval of the project)
  - 1 x front desk counter (approx. W 120 X D 50 X H 100 cm) with two lockable doors facing inside
  - 1 x table + 4 x chairs
  - 1 x wall shelves, the height in between shelves must be suitable also for a proper displaying of products, and promotional material
  - 1 x storage cabinet with a lockable door
  - 1 x free standing brochure rack
  - 1 x waste paper basket
  - 1 x coat rack or 2 x coat hangers inside the storage
  - 2 x power points (standard 10 Amps)
- **2 Meeting Points, each one equipped with:**
  - double-sided high resolution graphics
  - 1 x small desk + 2 x stools
  - 1 x lockable cabinet
  - 2 x power points (standard 10 Amps)
  - 1 x brochure rack.
- **Storage**

Possibly located in the middle of the exhibit area and accessible from the hospitality area and from one of the two 12 sqm booths, equipped with shelves, 1 x coat rack/2 hangers.
- **Hanging Banner**

1 x double-side hanging banner with "ITALIA" logo.

**PLEASE NOTE**

Any extra requests by the Exhibitors will be at their own expense and will be paid directly to the Appointed Contractor at the price listed on the Exhibitor Manual. ITA co-exhibitors are



not allowed to request any individual structural modification to their booths. The Appointed Contractor will liaise only with ITA team on written instructions.

### **C) GRAPHICS**

The graphics will embody the entire Italian Pavilion, representing the national identity and allowing it to be easily identified from a distance.

The digital images for the artwork will be provided by ITA. The Contractor will be responsible for printing to the stand fitting, presenting proof to ITA in a reasonable time for possible corrections and approval. Printing and installation will be the Contractor's responsibility.

#### **Graphics for ITA's stand**

- ITALIA, Italian Ministry, Leonardo Da Vinci, AIAD and Invest in Italy logos.
- 1 large graphic/image on one of the walls of the hospitality area

#### **Graphics for Exhibitors' stands**

- ITA and Italian Ministry logo
- Company name + logo + booth number, in clear view and in proportion to the area
- Customisation of one of the walls, based on the graphic to be provided.

### **D) ELECTRICAL INSTALLATION AND LIGHTING**

- The Contractor will prepare, based on the General Floorplan and the Exhibitor's requests, the Italian Pavilion's plan indicating the required power for each stand.
- The Contractor will supply and install the electrical layout at his own expense, with all the outlets and switchboards placed in the right locations of the Pavilion, including secondary sockets, cables and any other required to complete the installation.
- Cable and other connections must be hidden to make them invisible and non-obtrusive to visitors and exhibiting Companies.
- The Executive Project must consider the need for a good average lighting and, if necessary, integrate with spotlights, for modern, functional and efficient lighting.
- All sockets must have power 24 hours/day and be fed independently.
- It is the Contractor's responsibility, at his own expense, to request the Organizers to provide the necessary power supply according to the Executive Project.
- The electrical installation must be produced in compliance to Australian Regulations and Requirements of the Exhibition venue.

### **6. Additional Services**

- ***The Contractor must reply to emails within 24 hours*** during the phases of the project development.
- ***Cleaning.*** The Appointed Contractor is responsible for the cleaning, to be undertaken prior to the delivery of the Pavilion and the Show opening. This includes the cleaning of floor, walls, furniture, shelves, front glass-desks, emptying of paper bins. At the Show's opening, the Pavilion must be clean and tidy. Cleaning must be also undertaken for the duration of the Show and after dismantling the Pavilion. Exception to this requirement are samples not yet collected, whose removal is at the expense of the co-exhibitors.
- ***Maintenance*** of the Pavilion is responsibility of the Contractor during the Show.

- **A designated member of the Contractor's team (reachable at a mobile number)** must be available during the construction of the stand and for the duration of the Show, to assure maintenance, assistance and correct service.
- **The Constructor is responsible for the disposal of any waste materials** resulting from his work. Any guidelines by the Show Organisers must be observed.
- **Additional requests:** an adequate number of fire extinguishers; any additional elements and small variations requested by ITA to make the Pavilion attractive and functional.
- **Miscellaneous:** all technical requests from the Exhibitors should be duly acknowledged; the Contractor should provide them, upon request, with hooks, double-sided tape, etc to display photos, posters or frames.
- **Any safety and technical queries** are to be directed to the Exhibition Organisers. Health and Safety regulations may be found in the Exhibition Manual available online on the Organiser's website. It is the responsibility of the Contractor to consult the Manual.