



ITALIAN TRADE AGENCY

Los Angeles Office

Annex 1

TECHNICAL DESCRIPTION

**LEASING OF DISPLAY STRUCTURE, FURNITURES, GRAPHICS, AND OTHER RELATED SERVICES
ITALIAN PAVILION AT
BIO INTERNATIONAL CONVENTION 2023
5-8 JUNE, BOSTON (MA)**

1. GENERAL INFORMATION

The Italian Trade Agency is organizing an official participation in **BIO International Convention 2023**, to be held at BOSTON CONVENTION & EXHIBITION CENTER and will occupy an exhibit space of **2,000 sq. ft., Booth no. 2065**.

This document contains technical information for the setting-up and the furniture of the Italian Pavilion at BIO International Convention 2023.

2. PROJECT LAYOUT AND GUIDELINES

It should be noted that the planimetric distribution of the stations could be modified, and the Appointed Contractor must comply with all changes which may occur up to the opening of the Exhibition, but only on the specific instructions of the ITA-Italian Trade Agency.

Pictures, catalogs, etc. must be attached to the bid documentation in order to identify the proposed materials which will be used for the construction of the Italian Pavilion (structures, panels, flooring, furnishings, lights, cubes, shelves, etc.).

With reference to the notes on the graphic layout, the "Executive Project" shall be carried out as follows:

2.1 Flooring

All area surfaces must be covered with a rubber mat (to hide electrical cables), and **camel color** carpet finish, plus an **off white** runner (**SEE PROJECT DRAW**).

As a protection of the floor, a plastic film of adequate thickness must be laid out and it will be removed only at the completion of the set-up, including the arrangement of exhibits in each location.

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2.2 Structures

Please refer to the attached rendering when designing the modules hosting our start-up companies and the reception area /storage area.

For storage/office ITA: Wall height 11' 6" ft realized with BEMATRIX type aluminium frame system with printed fabric (the graphics applied over the entire surface), including door with keylock.

2.3 Graphics

The graphics will be as follows:

- G1) "ITALIA" logo, plus other logos (to be provided)
- G2) Graphic panel for n. 4 sides storage walls (to be provided)
- G3) White panel W 4' 2" ft x H 1' 3" ft of back panel workstation: Company Logo + Number Booth + Company name
- G4) n. 4 Totem self standing 1' 6" ft x 1' 6" ft x 9' ft with graphic provided by ITA

Hanging Banner

- G5) n. 3 four sides Hanging Banner 6' 6" ft x 6' 6" ft x 6' 6" ft, with "ITALIA" logo on all sides
(SEE PROJECT DRAW)

THE GRAPHIC PROJECT WILL BE PROVIDED BY ITA TO THE APPOINTED CONTRACTOR, who will be responsible for the graphic setup and printing.

In order to verify that the printed artwork complies with the colors and display ordered by ITA, the Appointed Contractor must present proof of it to ITA for verification before its installation and in a reasonable time frame for possible corrections and final approval.

2.4 Electrical and lighting system

The lighting system must contain the following:

For workstations

- Each workstation should have at least n.1 electricity outlet
- N. 2 spotlight Led for each workstation, as per the rendering project

For ITA AREA (storage):

- n. 12 LED spotlights (power not less than 100 W) clamped on partition wall
- n. 2 LED spotlight (power not less than 100 W) inside storage
- n. 4 electricity outlets in storage
- n. 2 electricity outlets for the information desk
- n. 2 electricity outlets for an open lounge area

2.5 Furniture

All furnishings and accessories should be of good quality and in good shape. These should be the basic characteristics of the furnishings:

For workstations (see project)

N. 22 workstations (n. 11 double workstations)

Each individual workstation should have the following basic furniture (see project):

- 1 panel cm W 4' 8" ft x H 9' ft white color, with 3" lateral wood finish on each side
- 1 rectangular table top, MDF, 4' 2" ft x 3' 6"
- 1 low lockable cupboard
- 1 waste basket in grey color
- 1 company logo's + number position + company name vinyl print
- 2 chairs white color
- 1 electrical socket

For ITA Area:

FRONT DESK

- 1 information desk L 10' ft x W 2' 6" ft, MDF, white color with backlit front panel
- 3 stools white color
- 2 waste baskets grey colour
- 1 TV LCD 60" with USB for playing video AVI, MKV or MPG (rear information desk)
- 1 Notebook with WINDOWS 10 and OFFICE (1 for information desk)
- 1 color printer/copy/scanner A4 LaserJet + adequate paper supply (for information desk)
- 2 flower arrangements

OPEN LOUNGE AREAS

- 6 single armchairs white color
- 2 low coffee table white color

- 3 low wall, white color, with plants inside (see project)
- 1 meeting table with 6 office chairs white color
- 2 waste baskets grey color

STORAGE

- 2 racks with shelf W 200 x H 180 cm (6.56 x 5.90 ft)
- 2 MDF lockable cabinet (3,28 x 3,28 x 1,64 ft) white color
- 2 waste baskets grey color
- 3 Clothes hanger
- 2 coffee machine type LAVAZZA (including electrical connection), with n° 1000 pods espresso coffee and relative supplies (coffee cups, sugar, stirs, napkins, etc...)
- 5 water bottles (5 gallons) and water dispenser

2.6 WiFi

Provision of internet via WIFI router (minimum two routers) for at least n. 50 connections.

SPECIAL CONDITIONS

The Appointed Contractor must:

- Prepare at its own care and expenses every document requested by the Organizer, for the execution of the setting up, the certificates of fire safety, electric system scheme for lighting and motive power, etc;
- Submit the executive Project, at his/her own expense, to the Boston Convention & Exhibition Centre - Bio International Convention for final approval and authorization.
- Guarantee the cleaning of the Italian Pavilion and furnishings during the entire duration of the show;
- Ensure maintenance with specialized staff during the entire Exhibitions period.

IMPORTANT: Please refer to the exhibitor manual for move-in / move-out policy.