

# MANTOVA

LIBRI MAPPE STAMPE

17, 18 May 2025

## PARTICIPATION FORM

mantovalibriestampe@gmail.com

Company name \_\_\_\_\_ Primary contact \_\_\_\_\_

Address \_\_\_\_\_ Postal code \_\_\_\_\_ City \_\_\_\_\_

Country \_\_\_\_\_

ID for VAT \_\_\_\_\_

Phone contact \_\_\_\_\_

E-mail \_\_\_\_\_

People present at the fair (names) \_\_\_\_\_

Name to be figured in the exhibitors list \_\_\_\_\_

**1 table** = € 375 + € 2 tax = **€ 377** tot. (VAT not to be added)

**2 tables** = € 575 + € 2 tax = **€ 577** tot. (VAT not to be added)

### DETAILS FOR BALANCE

Bank transfer to: IBAN IT 36 F085 4223 7000 0000 0176 306 – LA BCC RAVENNATE, FORLIVESE E IMOL. SOC. COOP. Sede di Faenza – in the name of Casanova Elisabetta - Codice BIC ICRAITRRF20

Payment description: Fair Mantova May 2025

*By signing this contract, I ask to participate in the fair, accepting without reserve the attached regulation*

Place and date ....., ...../...../..... Signature/Stamp.....

**MANTOVA**

LIBRI MAPPE STAMPE

Casanova Elisabetta, V. Firenze 75/14 48018 Faenza RA – P.IVA 02598160394 – C.F CSNLBT80S65D458D

**EXHIBITION TERMS AND CONDITIONS**

1. **TRADEMARK.** Mantova Libri Mappa Stampe. Sale at the Fair is allowed in compliance with existing tax laws and regulations.

2. **ORGANISER.** Casanova Elisabetta, Sede, dom. fisc. V.Firenze 75/14 48018 Faenza RA – P.IVA 02598160394 – C.F CSNLBT80S65D458D

3. **VENUE, DATES AND OPENING HOURS.** The Fair will be held on May 17 and 18, 2025 at Museo Diocesano F. Gonzaga (in the cloister), Mantua. Open to the public Saturday, 10 AM – 6:30 PM, and Sunday, 9:30 AM – 1:00 PM. Free entry.

4. **ADMISSION TO THE FAIR.** All Italian and international licensed and unlicensed Exhibitors may participate in the Fair in compliance with existing regional laws and regulations. The exhibitor shall be entitled to display and sell only those exhibits included in the following categories: antique prints and books. The Organiser reserves the right to admit to the Fair other persons not specified in the previous paragraph and exclude from the Fair specific services and items. The Organiser shall be authorised to require the Exhibitor to remove any exhibit, which is not included in the categories of the Fair, and reserves the right in its absolute discretion to exclude from the Fair any person who does not fulfil the eligibility criteria to participate in the Fair.

5. **PARTICIPATION AND ALLOCATION OF STAND SPACE.** The Exhibitor shall submit a duly completed and signed application form to participate in Mantova Libri Mappa Stampe. The Exhibitor's application must be submitted by email to: mantovalibriestampe@gmail.com. The Organiser has the right to make a stand space reallocation in case of unexpected absences, new applications for participation and changes in the availability for use of the spaces.

6. **FEES AND PAYMENT.** The stand space dimensions and costs are: 1 table dim. 2 x 0.80 meters = € 377 tot. - 2 tables dim. 4 x 0.80 meters = € 577 tot.

7. **PARTICIPATION FEE.** The participation fee includes: civil liability insurance (theft and fire excluded); general advertising, marketing, social media campaign of the Fair; exhibitors support service; general cleaning service, general security service. Details for balance: Bank trasfer to IBAN IT 36 F085 4223 7000 0000 0176 306 – LA BCC RAVENNATE, FORLIVесе E IMOL. SOC. COOP. Sede di Faenza – in the name of Casanova Elisabetta - Codice BIC ICRAITRRF20. Payment description: Fair Mantova May 2025

8. **EXHIBITION STAND SET-UP AND DISMANTLING.** Set-up - Friday, May 16th, 10:00 AM - 6:30 PM (to be confirmed; note: from 3:00 PM the Fair will be open to dealers and professionals who do not exhibit). On Saturday and Sunday Exhibitors will have access to the Fair: Saturday from 9:30 AM and Sunday from 9:00 AM. Dismantling – Sunday from 1:00 PM. The Exhibitors shall respect the stand set-up and dismantling times and the Fair opening hours.

9. **EXHIBITOR'S CANCELLATION OR NON-PARTICIPATION.** If the Exhibitor, whose application has been accepted, wishes to cancel his/her participation in the Fair, he/she shall provide immediate written notice to the Organiser, stating and providing documentary evidence of the reasons thereof. If the Exhibitor's written notice is received at least 20 calendar days prior to the opening date of the Fair, the Organiser shall repay 50% of the amounts already paid by the Exhibitor. After the above-mentioned period, failure to participate shall not entitle the Exhibitor to any refund of the paid amount and shall not relieve him/her of the payment of the amount owed to the Organiser.

10. **SECURITY SERVICE.** The Organiser provides a general security service solely for the purpose of ensuring the good running of the Fair. The Organiser assumes no responsibility for any theft, fire, damage or other risks of any nature. The Exhibitor shall be the sole responsible for the custody and safekeeping of the stand space and of the exhibits during the Fair opening hours and set-up and dismantling times.

11. **INSURANCE.** The Organiser takes out appropriate “third party civil liability” insurance with a leading insurance company to hedge against the different kinds of risks. The Organiser declines any and all responsibility for theft, fire and damage to persons or objects caused by third parties during the Fair. The Exhibitor is recommended to take out appropriate insurance for goods, materials, products, machines and equipment used and/or exposed during the Fair. By signing these Terms and Conditions the Exhibitor waives any and all claims that he/she could make against the Organiser.

12. **PROHIBITIONS AND RESTRICTIONS.** The Exhibitor shall not:

- Sublet or transfer, even free of charge, in whole or in part the assigned space to a third party;
- Remain in the stand space outside of the Fair opening hours;
- Occupy a different or more space than that assigned to him/her;
- Display exhibits different from those listed in the application for participation;
- Place audio-visual advertising material outside the stand;
- Leave materials, packaging and/or waste outside the stand;
- Use machines and/or equipment that involve the use of fire and gas emissions without prior authorisation by the Organiser;
- Use nails, screws or any other metalware that could damage the stand space. The Exhibitor will be charged for any damage caused.

13. **FORCE MAJEURE – POSTPONEMENT OR CANCELLATION OF FAIR.** In the event of cancellation of the Fair due to unforeseen events or any other reason the Organiser will immediately notify Exhibitors. In the event of suspension or interruption of the Fair due to unforeseen circumstances of any kind and nature, the Exhibitor shall not be entitled to claim any compensation for damages or repayment of the expenses incurred to book the stand space or transport materials or any other ground.

14. **PROTECTION OF PERSONAL DATA.** Under the General Data Protection Regulation (Regulation (EU) 2016/679) and Italian Legislative Decree N. 196/2003 we hereby inform You that: your data will be processed correctly, lawfully and transparently and we shall protect Your privacy and other fundamental rights. Data collected though this form are required for the performance of contractual and pre-contractual activities and are processed to fulfil tax and legal obligations. Data are processed using paper-based, automated and telematic means. Failure to provide the required data precludes the establishment and continuation of the relationship with the Organiser. The Data Controller is the issuer of this document, i.e. Casanova Elisabetta. In no case we will pass on Your personal data to third parties or use them for purposes other than those specified. You can exercise Your rights at any time and request the removal of Your personal data from our registers as envisaged in Art. 7 of the Italian Legislative Decree 196/2003 sending an email to mantovalibriestampe@gmail.com

[ ] I hereby give consent for my personal data to be processed by Casanova Elisabetta for the purposes stated above.

Date..... Signature .....

[ ] I hereby give consent for my personal data to be published on the Fair website and Social media.

Date..... Signature .....

15. **FINAL PROVISIONS.** The Exhibitor will be deemed to have accepted these Terms and Conditions from the moment when he/she submits the signed application for participation and in any case the Organiser reserves the right to have the Exhibitor sign it before the start of the Fair.

***I declare that I have read and understood these terms and conditions***

The legal representative .....

Date .....