



ITMA 2023

**08 — 14
JUNE 2023**

**FIERA MILANO RHO
MILAN . ITALY**

www.itma.com



**EXHIBITOR
PRE-ARRIVAL
GUIDE**



CONTENTS

- I. WELCOME NOTE
- II. ABOUT ITMA 2023 EXHIBITION VENUE
- III. PREPARATIONS BEFORE STAND BUILD-UP
- IV. EXHIBITOR LIAISON OFFICE (ELO)
- V. TECHNICAL SERVICE CENTRES (TSC)
- VI. IMPORTANT OPERATIONS INFORMATION
- VII. MACHINE DEMONSTRATIONS
- VIII. INTELLECTUAL PROPERTY SERVICE
REGULATION (IPR) SECRETARIAT
- IX. EMERGENCIES

I. WELCOME NOTE

Welcome to ITMA 2023, the 19th edition of the world's largest textile and garment technology exhibition. This sell-out exhibition provides you the stage to showcase your latest innovation to an international buyer base visiting ITMA 2023.

We have produced a pre-arrival guide with useful information to assist you in your preparation for ITMA 2023.

Exhibitor support

Our team of dedicated staff will assist you throughout the exhibition and during the preparation stage, including build-up and dismantling. Our exhibitor support team comprises:

- Exhibitor Liaison Executives
- Hall Managers

Set up your ITMAconnect digital space

To complement your efforts to better reach out to your buyers, please be reminded to set up your digital space in ITMAconnect.

You may access your ITMAconnect account regularly to communicate with or accept meeting requests from potential buyers and collaborators.

Last, but not least, we invite you to join our journey towards a more sustainable exhibition. For steps you can take to make your participation more eco-friendly, click [here](#) to download a copy of the green exhibition planning guide.

You are encouraged to download the ITMA app to catch up with the latest updates of ITMA 2023 before you leave for Milan.

We would like to wish you great success for your participation at ITMA 2023. While in Milan, we hope you have some time to explore this cosmopolitan city and enjoy its culinary delights.

Should you require any assistance, you may email us at service@itma.com for operations matters, and for all other exhibitors' services, please contact application@itma.com.

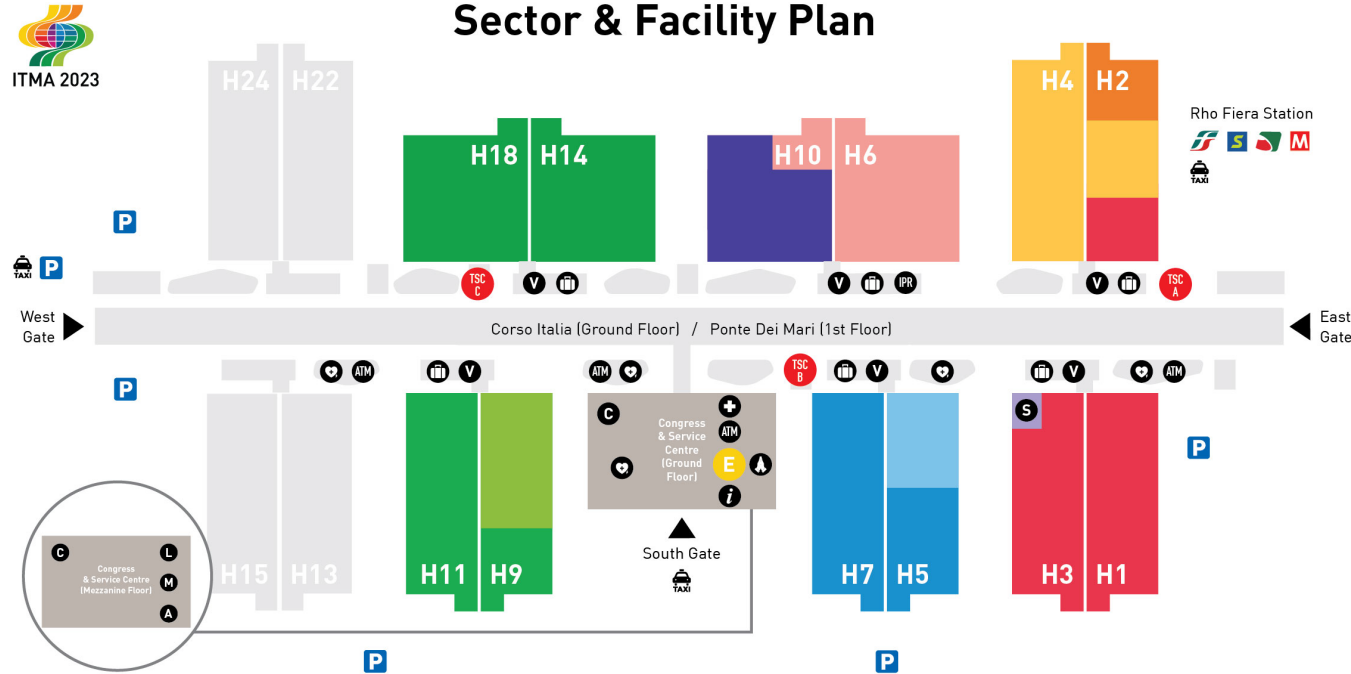
Yours sincerely,



Sylvia Phua
Project Director
ITMA 2023



II. ABOUT ITMA 2023 EXHIBITION VENUE



Sector Plan

■ Chapter 1 Spinning Chapter 2 Winding	■ Chapter 9 Printing & Inks Chapter 14 Colourants & Chemicals	■ Chapter 6 Embroidery Chapter 10 Garment Making Chapter 11 Composites Chapter 13 Logistics Chapter 14 Recycling Chapter 15 Software & Automation Chapter 17 Plant Ops Equipment Chapter 18 Services
■ Chapter 19 Research & Innovation	■ Chapter 4 Weaving Chapter 7 Braiding	
■ Chapter 5 Knitting Chapter 12 Testing	■ Chapter 3 Nonwovens	
■ Chapter 20 Fibres, Yarns & Fabrics	■ Chapter 8 Finishing	

Legend

Ground Floor

● ATM / Bank	● Intellectual Property Rights (IPR) Office
● Automated External Defibrillator (AED)	● Left Luggage
● Conference Rooms	● Prayer Room
● Exhibitor Liaison Office	● Start-Up Valley
● First Aid	● Technical Service Centre (TSC)
● Information Counter / ITMAconnect Help Desk / Lost & Found	● Visitor Registration

Mezzanine Floor

● CEMATEX & Rest of the World Association Offices
● ITMA Club & Group Hospitality Lounge
● Media Centre

Fiera Milano Rho

Strada Statale del Sempione,
28
20017 Rho, Milan, Italy

Getting to the venue

Located in Rho, Fiera Milano Rho is connected to the city centre via a dedicated metro station. It is easily accessible by rail, car, and is relatively near these airports - Milan Linate and Milan Malpensa. Get more information on getting to the venue [here](#).

Accessibility within halls

Use Corso Italia (ground floor) or travellers on Ponte Dei Mari (1st floor) for travel between halls.

Coach pickup/ drop-off point

Available at East, South and West gate.

Disabled access

Elevators available outside hall entrances for access to halls via Ponte Dei Mari or vice versa.

IMPORTANT NOTICE

AED devices are available along Corso Italia and within Congress & Service Centre.

III. PREPARATION BEFORE STAND BUILD-UP

You may access the Organiser services and key services vendors' platforms via our one-stop **ITMA 2023 Exhibitor Centre**.

1. All services must be ordered **by 26 April**. After which, standard rates shall apply.

- **Insurance**

All risk insurance is part of your A11 entitlement. If you require this insurance coverage, please declare the value of the properties present at the exhibition venue in the Property All Risk Insurance form via the Exhibitor Centre.

If you have your own all risk insurance policy and do not need the Organiser's coverage, you are still required to submit your insurance certificate in the Property All Risk Insurance form via the Exhibitor Centre. The Venue requires all exhibitors to have adequate insurance (refer to ITMA 2023 STR Article B9). Those who fail to submit their policy certificate shall be automatically covered by the Organiser's general policy and will be charged with a minimum premium of €200 by the ITMA 2023 appointed Italian licensed insurance broker.

- **Technical & Non-technical Services**

Access the Fiera Milano Exhibitor Portal to:

- order your A11 services entitlements
- Complete the compulsory (electrical requirements) and DUVRI forms for your stand construction.

- **Onsite Logistics Services**

Access the DB Schenker LIFT platform to order your A11 onsite logistics services entitlements.

2. Stands without **approved stand plans** are prohibited from stand construction and will incur a penalty of €500 (Fiera Milano Technical Regulations Article 9.2).
3. ITMAconnect is part of your A11 entitlements. Set up your digital space to enable registered visitors to find you before going onsite. Follow the 3 simple steps to set up your digital space:



Upload company logo and banner



Write company description

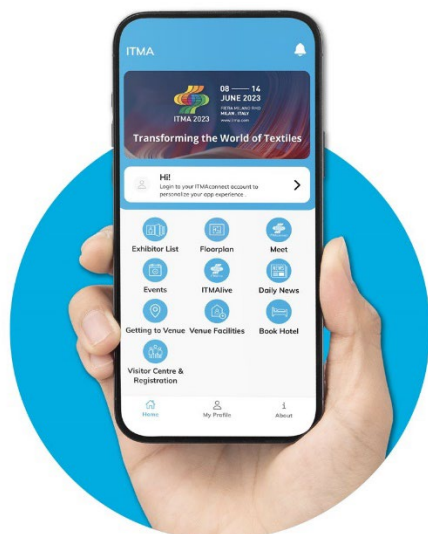


Upload staff profile photo

N.B.: The onsite ITMAconnect Help Desk is next to ELO at the Service Centre.

4. The ITMA 2023 [Exhibitor Centre](#) (accessible via ITMA 2023 website) will remain operational until 31 December 2023. Should you need to archive any documents in your account, download them before the Exhibitor Centre closes.

5. Download the ITMA 2023 App for information at your fingertips:



- Access to ITMAconnect
- Find Venue Facilities including F & B Locations

6. Information on Travel & Accommodation

For exhibitors who need visas to enter Italy, click [here](#) for more information on Visa for Italy and the Schengen area.

If you need accommodation, please contact:

Micodmc

Ms Ilaria Gaglio

Tel: +39 02 4997 6275

itma2023@micodmc.it

7. Badges and permits are required for hall admission: Self-print your badge for hard copy or download your digital badge on your mobile to gain entry. Onsite badge printing at ELO is chargeable at €2.

If you amend the details on your badge, it will invalidate the previous one. Thus, you can only use the updated badge for access.

As part of ITMA's sustainability commitment, you are encouraged to use your own lanyard and badge holders.

Type of Badges	Validity	Remarks
Exhibitor	Stand build-up Show days Stand dismantling	-
Installer (engineers and technicians of exhibitor, not stand builder)	Stand build-up Stand dismantling	Installers who need to access the stand during show days have to register for exhibitor badges
Visitor (exhibitor's guest and employee)	Show days only	-
Contractor (stand builder)	Stand build-up Stand dismantling	-

For **delivery of items** during exhibition hours, a permit is required to gain access into the venue. Contact itma@customerservice.fieramilano.it for assistance.

A catering permit is required for external caterer, during the exhibition period. For assistance, please contact accessi@fieramilano.it.

8. Exhibitors' staff and sales agents briefing during build-up period
- staff and sales agents holding visitor badges:

You have to submit the name list to application@itma.com by 22 May. In addition to holding a valid badge, your guests must present the letter of invitation issued by you for security check at the access points.

Permitted date and time: 7 June 2023, 1400 hours - 1730 hours
Access: East and South gates

Personal protection equipment is required for all who are in the hall during stand build-up and dismantling.

For assistance, contact application@itma.com.

9. Booking of meeting rooms
You may book your meeting rooms via the Fiera Milano Eservice platform via ITMA 2023 Exhibitor Centre:
 1. Rental period: Show days only
 2. Rooms are subject to availability, first-paid-first-serve basis.

IV. EXHIBITOR LIAISON OFFICE (ELO)

Location: Service Centre

Email: application@itma.com

Andrew Lin: andrewlin@itma.com

Penny Lai: pennylai@itma.com

ELO Operating Hours	
Stand build-up	22 May – 3 June 2023 0800 to 2000 hours 4 – 6 June 2023 0800 to 2200 hours 7 June 2023 0800 to 1800 hours
Show days	8 – 14 June 2023 0800 to 2000 hours
Stand dismantling	15 – 20 June 2023 0800 to 2000 hours 21 June 2023 0800 to 1200 hours

Services at the ELO

1. Outstanding payment for Organiser services
 - **Euros only** – only cash and credit card payment
 - **Credit/debit cards** - Only American Express, Maestro, Mastercard, Visa and Debit Cards are accepted. A 3% admin fee will be applicable for credit card payment.
 - **Cash payment** - capped at €4,999.99 (or equivalent in another currency) from 22 May to 21 June (reference to Italian law L.197/2022, article 1, paragraph 384).

Transactions from €5,000.00 and above must be made via credit/debit cards.

2. Onsite additional badges order
3. Assistance to process order (€100 per company. VAT applicable) for the Lead Data Export service.

ITMAconnect staff account holders can activate the Lead Data Export feature from the ITMAconnect platform to enable your staff to export all scanned data securely. This service can also be ordered via the [ITMAconnect eShop](#) from 26 April.

V. TECHNICAL SERVICE CENTRES (TSC)

ITMA 2023 Service Team

For assistance onsite, approach the Hall Managers in the halls or at your TSC located along Corso Italia.

TSCs consists of the ITMA 2023 Organiser's Operations team, Technical Service Provider (TSP) and Onsite Logistics Contractor (OLC).

Hall Managers: Onsite stand vetting according to ITMA 2023 regulations and manage operational matters within the halls.

Location	Halls	Hall Managers
TSC A	Halls 1 and 3	Jaye Low jayelow@itma.com
	Halls 2 and 4	Artur Marti arturmarti@itma.com
TSC B	Halls 5 and 7	Bjorn Tan bjorntan@itma.com
	Hall 6	Adeline Siau adelinesiau@itma.com
	Hall 10	Jose Ayala joshayala@itma.com
TSC C	Halls 9 and 11	Melissa Wong melissawong@itma.com
	Halls 14 and 18	Cenk Olcaytu cenkolcaytu@itma.com

Technical Service Provider (TSP)

Services: technical services, stand furniture/decoration, Internet, IT/AV equipment, catering, cleaning, stand staff, issuance of CE mark signs, car parking passes

Email: itma@customerservice.fieramilano.it

Tel: +39 0249976822

Onsite Logistics Contractor (OLC)

Handling of exhibits, attend to requests for lifting/hoisting equipment for positioning of exhibits on stands.

Email: itma2023@dbschenker.com

Tel: +39 331 742 9565, +39 331 742 1693

Hall Operating Hours (Access by Exhibitors & Contractors)	
Stand build-up	22 May – 3 June 2023 0800 to 2000 hours
	4 – 6 June 2023 0800 to 2200 hours
	7 June 2023 0800 to 1800 hours
Show days (exhibitors only)	8 – 14 June 2023 0800 to 2000 hours
Stand dismantling	15 – 20 June 2023 0800 to 2000 hours
	21 June 2023 0800 to 1200 hours

VI. IMPORTANT OPERATIONS INFORMATION

1. Hall access

Personal Protection Equipment is required for all who are in the hall during stand build-up and dismantling (Fiera Milano Technical Regulations Article F).

Minors below age 18: Strictly no access during stand build-up and dismantling period.

Minors of age 16 and above who are registered are allowed access to the halls during the exhibition period. If you wish to apply for such access, you must complete the [consent form](#) and send it to application@itma.com to release CEMATEX and the Organiser from any liability.

2. Exhibitor fast track

During show days between 0800 to 1000 hours, exhibitors have an exclusive fast lane on the ground floor of the East, West and South gates to enter the venue.

3. Evening parties at stands

Permitted time-belt: Between 1800 hours to 2200 hours
€550 per hour chargeable after 2000 hours
€34 per security guard per hour for every 50 attendees

Contact service@itma.com for approval of your parties by 22 May 2023.

4. Overtime application – build-up and dismantling periods

Exhibitors who need to work outside the official periods must apply by 1600 hours on the day concerned with their respective TSC.

Overtime fee:

2000 hours – 2200 hours: €650 per hour

2200 hours – 0000 hours: €400 per hour

Overtime request is not permitted on 7 June (Wednesday).

Overtime submitted after 1600 hours are subjected to approval and a 20% surcharge.

Should logistics services be required, exhibitors are to liaise with the Onsite Logistics Contractor at the respective TSCs.

5. Stand Dismantling

Stands may be dismantled only from 0800 hours onwards on 15 June 2023. Hand-carried items (accessories, computers, advertising documents, etc) can be removed from the stand on 14 June 2023 from 1600 hours to 2000 hours. A penalty of €500 will be imposed by the Organiser if these regulations are infringed (ITMA 2023 GR, article A16.2).

Decommission of power supply: 14 June at 1600 hours.
Exhibitors who require an extension have to contact itma@customerservice.fieramilano.it or apply with your TSC by 14 June, 1600 hours.

VII. MACHINE DEMONSTRATION

Demonstration Timing for Noisy Machines

ITMA 2023 General Regulations - Article A6 Demonstration of Exhibits with excessive noise in the halls.

Noisy machines can operate for 20 minutes within each hour. Refer to Article A6 for the list of noisy machines.

8 to 13 June demonstration schedule

- 1030 - 1050 hours (first demo of day)
- 1130 - 1150 hours
- 1230 - 1250 hours
- 1330 - 1350 hours
- 1430 - 1450 hours
- 1530 - 1550 hours
- 1630 - 1650 hours
- 1730 - 1750 hours (last demo of the day)

14 June demonstration schedule

- 1030 - 1050 hours (first demo of the day)
- 1130 - 1150 hours
- 1230 – 1250 hours
- 1330 – 1350 hours
- 1430 – 1450 hours (last demo of day)

Full Load Power Test

There will be 4 sessions of full-load power test:

- 5 June (1530 hours)
- 6 June (1030 hours and 1530 hours)
- 7 June (1030 hours)

Machine Safety and Demonstration of Exhibits

Exhibitors must display an exhibition sign on machines in operation that do not bear the CE marking - refer to article B5.1 in the General Regulations.

Machines not conforming to European legislation or not carrying CE marking

These machines can be exhibited and demonstrated at the stand provided they are safe and an exhibition sign displayed on the machine with the following wording:

**Conformity with European Directives:
Although this equipment does not conform with relevant European Directives, it is exhibited lawfully. When supplied within the EU, this equipment will conform to relevant European Directives and will bear a CE mark.**

Machines which are not guarded in accordance with European standards

These machines may or may not have CE marking but have inadequate guarding. In these circumstances the machine may only be operated if it is protected with rigid barriers to keep visitors away from the machine at a safe distance. A sign should be displayed on the machine with the following wording:

**Warning:
This machine is not guarded in accordance with European Standards. Do not attempt to reach into the machine while it is in motion. When supplied within the EU area, this machine will be fully guarded, conform to relevant European Directives and will bear a CE mark.**

Exhibitors may collect the exhibition signs at their TSC and ELO from 22 May.

Appointment of notified body at ITMA

The Organiser has appointed the notified body ICIM to review and verify supporting CE marking documents of machines on display at the exhibition whenever required.

Exhibitors who wish to initiate an investigation against other exhibitors who fail to display appropriate signs or has doubt that the CE mark on the machine may not conform to the EU Directives need to do the following:

- Fill up the CE Marking Non-Conformity Form which can be obtained from the ELO or request a copy of the form from application@itma.com.
- Submit the form to the ELO, together with a processing fee (payable by credit card only) of €1,500:
 - the processing fee will be refunded within 7 days after the exhibition if the investigation by ICIM proved that the complaint is valid.
 - should the complaint be invalid, the processing fee will not be refunded.

Email: itma@icim.it
T: +39 02 72534800

Waste management

Waste accumulated during build-up, exhibition period and dismantling MUST be properly disposed of.

Fabric waste generated during machinery demonstration are collected and removed from the stand during the exhibition period by the OLC (Supplemental Technical Regulations B11.4).

If you wish to keep empty packing materials of machinery and reuse them after the exhibition (Supplemental Technical Regulations B10.7), you MUST inform the OLC by 26 April.

Exhibitors and stand contractors are responsible for the collection, transport, storage and disposal of waste.

Below are some contacts which may be useful to exhibitors who require waste management services:

AMI SERVICE SRL - Authorisation number MI/054349
Email: ami.service@hotmail.it
T: +39 347 2633923

ECO R.O.E. SERVICE SRL - Authorisation number MI/002355
Email: gianluca.garghetti@ecoroe.com
T: +39 320 3482225 / +39 02 33200693

ECO ERIDANIA SPA - Authorisation number GE/000328
Email: angelodinardo@ecoeridania.it
T: +39 328 4020873

VIII. INTELLECTUAL PROPERTY SERVICE REGULATION (IPR) SECRETARIAT

During ITMA 2023, a Trademark and Intellectual Property Service will be set up onsite to provide support to exhibitors to file your complaints and/or start an arbitration proceeding, in case of any infringement of trademark and intellectual property rights of exhibits and services by alleged exhibitors at the exhibition. Download a copy of the ITMA 2023 Protection of Trademark and Intellectual Property Service Regulation [here](#).

Operating hours:
0900 hours to 1700 hours daily from 5 – 13 June
Location: E8 Building, Level 1, IPR Office

Email: eprandoni@jacobacci-law.com
T: +3902781958

IX. EMERGENCIES

Actions to be taken in the case of an emergency:

1. Know where your stand is located within the halls. Exhibitors are expected to observe the safety measures contained in the Technical Regulations, study the Evacuation Plan and locate the nearest emergency exits and fire-fighting facilities. Similarly, you must also know how to reach the assembly point – see Annex A.

A copy of the Fiera Milano Emergency Plan is available for download [here](#).

2. Call the rescue services by dialling the emergency and first aid number: +39 02.4997.7210

The emergency call procedure:

- a) Say where the event has occurred: Pavilion, hall or floor
- b) Describe the type of emergency (fire, flooding, collapse, etc)
- c) Indicate the extent of the incident (damage to buildings, harm to people)
- d) Indicate if there are injured people and their number, if known
- e) Give your name, surname and phone number (if available).

Fiera Milano Operations Centre will activate the relevant emergency teams to respond to the emergency.

ANNEX A – EMERGENCY

