CINEVERSE ROME 2026
OPERATIONAL NOTES FOR ORGANISERS, SUPPLIERS AND STAND CONTRACTORS

Venue: Cinecittà, Teatro 26 – Via Tuscolana 1055, Rome
Event dates: 16–17 October 2026

This document summarises the main operational, technical and safety points to be considered for the organisation of CineVerse Rome at Cinecittà.

It is intended for the working group, the main stand contractor, technical suppliers, Panalight, catering suppliers, food trucks, logistics staff and any other suppliers involved in the production of the event.

1. **Nature of the Cinecittà document**

The document received from Cinecittà is a DUVRI and environmental risk / emergency information document for the Via Tuscolana site.

It should therefore not be treated simply as a general venue handbook, but as a technical safety document to be considered when planning:

- access;
- build-up;
- breakdown;
- suppliers;
- electrical systems;
- handling and logistics;
- food & beverage;
- emergency procedures;
- interference between different activities.

2. **DUVRI and safety coordination**

The event organisers / clients will need to prepare the DUVRI for the activities planned for the event.

The DUVRI must be submitted before any companies involved in build-up, event operations or breakdown enter the site.

All activities that may create interference risks must be coordinated between:

- Cinecittà;
- the organiser;
- the main stand contractor;
- technical suppliers;
- catering suppliers;
- food trucks;
- exhibitors;
- any exhibitor-appointed contractors;
- security;
- portering;
- logistics.

3. **Documentation to be collected**

Depending on the type of activity, companies may be required to provide:

- Chamber of Commerce registration;
- self-certification of technical and professional suitability;
- POS / operational safety plan;
- DURC / social contribution compliance document;
- risk assessment document or permitted self-certification;
- declaration that the company is not subject to suspension or disqualification measures;
- list of personnel involved;
- training certificates;
- medical fitness documentation;
- documentation for machinery, equipment and temporary works;
- material certifications;
- declarations of conformity for electrical systems;

- specific qualifications for electricians, forklift operators, platform lift operators, work at height or other specialist activities.

The documentation process should start well in advance.

4. **Access and authorisations**

All persons entering Cinecittà must be authorised in advance.

The following information must be collected and submitted:

- staff names;
- contractor names;
- exhibitor names;
- supplier names;
- vehicle plate numbers, where required;
- vehicle type;
- access times;
- reason for access.

Ordinary access is regulated by Cinecittà and its internal security team. Any out-of-hours or special access must be requested and authorised in advance.

5. **Access gates**

As a general rule:

- pedestrian access is from Via Tuscolana 1055;
- ordinary vehicles access from the Via Tuscolana vehicle gate;
- heavy and articulated vehicles access from Via Lamaro 12;
- any other gates may only be opened upon request and with Cinecittà's authorisation.

Final access times and procedures must be confirmed with Cinecittà closer to the event.

6. **Internal traffic and parking**

Internal traffic must ensure separation between pedestrian flows and vehicles.

The following must be respected:

- maximum speed of 20 km/h for motor vehicles;

- maximum speed of 10 km/h for electric or similar vehicles;
- priority to pedestrians;
- no parking outside authorised areas;
- no parking in front of emergency exits or technical rooms;
- no storage of materials in unauthorised outdoor areas.

Loading/unloading areas, technical parking and handling areas must be defined in advance.

7. **Build-up as a technical / construction area**

During build-up and breakdown, Teatro 26 must be managed as a technical / construction area.

This requires:

- access control;
- exclusion of unauthorised persons;
- separate routes where necessary;
- barriers or delimitations where required;
- supplier access schedule;
- exhibitor access schedule;
- coordination between stand contractor, electricians, graphics installers, porters and security staff.

Any early access for selected exhibitors on the afternoon of 14 October should only be assessed once the production schedule and safe areas have been defined.

8. **Internal layout, escape routes and fire extinguishers**

Cinecittà has informed us that, as regards the internal distribution of the stands, no critical issues have been identified in relation to emergency exits and internal routes.

However, all fire extinguishers and fire safety equipment inside Teatro 26 must remain accessible at all times.

We must make sure that nothing obstructs:

- fire extinguishers;
- hydrants;

- hose reels;
- fire hoses;
- alarm buttons;
- control panels;
- sirens;
- fire safety signage;
- escape routes;
- emergency exits.

9. **Electrical systems and cabling**

All electrical works must be coordinated with Cinecittà's electrical contacts.

It is forbidden to open or modify existing electrical panels without authorisation.

All power and signal cables must be:

- protected;
- clearly marked;
- positioned so as not to create trip hazards;
- managed with suitable cable ramps or covers;
- coordinated with the stand layout, visitor flows and emergency routes.

Since Teatro 26 has no rigging points, the electrical distribution for central stands must be planned using protected floor cable routes or self-supporting solutions.

10. **No rigging points**

Cinecittà has confirmed that Teatro 26 currently has no rigging points.

Therefore:

- no loads may be suspended from the theatre structure;
- any truss, signage, high-level technical or scenic element must be self-supporting;
- any structure at height must be properly designed and certified;
- all such solutions must be checked with the relevant technical contacts.

11. **Equipment, platform lifts, forklifts and work at height**

All equipment used must be compliant, in good working order and supported by the required documentation.

For platform lifts, forklifts, mobile towers, professional ladders, scaffolding or other operational equipment, the following must be checked:

- declarations of conformity;
- periodic inspection records;
- operator training certificates;
- specific licences or qualifications;
- medical fitness, where required;
- required PPE.

The use of forklifts, cherry pickers or platform lifts must be coordinated with Cinecittà and authorised suppliers.

12. **Catering, food trucks and food & beverage activities**

All catering, bar, hospitality, food truck and food & beverage activities must be declared and coordinated in advance.

For each food & beverage supplier, we must check:

- HACCP documentation;
- health permits;
- methods of storage, preparation and service;
- use of electricity, gas, induction or other heat sources;
- waste management;
- liquid waste, dirty water and washing procedures;
- loading/unloading requirements;
- any additional fire extinguishers or safety measures required.

13. **Gas, open flames and heat sources**

The use of open flames, gas, gas cylinders, welding, cookers, burners or other heat sources must be authorised in advance.

Particular attention must be paid to:

- Frame Bar catering;
- evening event catering;
- food trucks;
- any beverage sponsors;
- any product demonstrations;
- any exhibitor technical equipment.

The use of gas and open flames indoors should be considered not permitted unless specific technical authorisation is granted by the venue.

14. **Materials, scenery and furniture**

Any scenic materials, walls, panels, furniture or decorative elements must be assessed in relation to:

- stability;
- fire reaction;
- footprint;
- access to fire extinguishers;
- escape routes;
- safety during installation and use;
- any required certifications.

For the Touch and Try room, any scenic elements made available by Cinecittà must be authorised and technically checked.

15. **Drones and special filming**

The use of drones is subject to specific authorisation by Cinecittà's management and compliance with applicable regulations.

Any request involving drones, special filming, non-standard video equipment or special technical equipment must be communicated well in advance.

16. **Emergency procedures**

The operational team should prepare an emergency contact sheet including:

- Cinecittà security;
- Cinecittà RSPP;
- facility management;
- electrical maintenance;
- plumbing maintenance;
- internal medical service;
- event organiser contact;
- stand contractor contact;
- electrical supplier contact;
- event safety contact.

Emergency procedures must be shared with the operational staff, registration points, security, stand contractors and key suppliers.

17. **Safety costs**

The event budget should include, where required:

- cable ramps;
- barriers;
- delimitations;
- signage;
- additional fire extinguishers, if requested;
- fire safety staff;
- security staff;
- safety documentation;
- layout adjustments;
- handling or technical supervision services.

18. **Documentation workflow and operational responsibility**

The collection of technical and safety documentation should be centralised in order to avoid delays, duplication or missing documents close to the event.

Alessandro Spinosa will coordinate the collection of the required documentation, liaising with Cinecittà, suppliers, stand contractors and the organising team.

Each supplier will remain responsible for the accuracy, completeness and validity of the documentation relating to its own activities.