CINEVERSE ROMA 2026

MAIN RULES FOR EXHIBITORS

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

This document summarises the main operational and safety rules that exhibitors must follow during build-up, event days and breakdown at CineVerse Rome.

These rules are based on Cinecittà's safety regulations and DUVRI document and may be supplemented by further instructions from the venue, the organiser or the safety officers.

1. Access to Cinecittà

All access to Cinecittà must be authorised in advance.

Each exhibitor must provide in advance:

- names of staff attending the event;
- any external contractors appointed directly by the exhibitor;
- any vehicles requiring access;
- vehicle plate numbers, where requested;
- expected arrival times;
- type of materials to be delivered or handled.

No person or contractor will be allowed to access the venue without prior authorisation.

2. Exhibitor-appointed external contractors

Exhibitors may not appoint external contractors, stand builders, technicians, porters, special couriers or other operational suppliers without informing the organiser in advance.

Any external contractor must be authorised before entering the venue and may be required to provide technical, insurance and safety documentation.

The organiser reserves the right to refuse access to any person or company not declared in advance or not compliant with the required procedures.

3. Pedestrian and vehicle access

Access will be managed according to Cinecittà's and the organiser's instructions.

As a general rule:

- pedestrian access is from Via Tuscolana 1055;
- ordinary vehicles access from the Via Tuscolana vehicle entrance;
- heavy and articulated vehicles access from Via Lamaro 12;
- all drivers must follow the instructions given by Cinecittà security staff.

Access may be organised according to specific time slots.

4. Internal traffic and parking

Inside Cinecittà, all vehicles must follow internal traffic rules, signage and security instructions.

Parking is not allowed:

- outside authorised parking areas;
- on pedestrian routes;
- on pavements;
- on pedestrian crossings;
- in front of emergency exits;
- in front of technical rooms;
- in unassigned or unauthorised areas.

Vehicles may only remain parked where expressly authorised.

5. Speed limits

Vehicles must move slowly and with maximum attention to pedestrians.
In particular:

- maximum speed for motor vehicles: 20 km/h;
- maximum speed for electric vehicles, golf carts and similar vehicles: 10 km/h;
- pedestrians always have priority.

6. Loading and unloading

Loading and unloading must take place only during authorised time slots and in authorised areas.
Materials may not be placed:

- in front of doors;
- along emergency routes;
- in front of fire extinguishers;
- in front of hydrants;
- in front of alarm buttons;
- in corridors or circulation areas;
- in unauthorised outdoor areas.

Each exhibitor is responsible for its own materials, products, equipment and packaging.

7. Exhibitor access for stand set-up

Exhibitors will be allowed to access Teatro 26 for internal stand set-up and placement of their own materials from **Thursday, 15 October 2026, from 9:00 AM - 9:00 PM. Friday, 16th October 2026, from 8:30 AM**

Access will only be granted to staff members who have been previously authorised and communicated to the Organising Secretariat, in accordance with the procedures set out in these Exhibitor Rules.

Any different requirements, earlier access requests, special deliveries or specific operational needs must be communicated in advance to the **Organising Secretariat**, who will assess feasibility in coordination with the venue.

8. Booths and stand build

Booths must comply with the technical specifications approved by the organiser.

Structural modifications, rigging, fixing, drilling, painting, additional construction or any unauthorised technical work are not permitted.

Any request to modify the stand must be communicated and approved in advance.

9. Optional Services: Power, Furniture and Graphics

Exhibitors may order additional optional services for their stand, including extra power supply, furniture, monitors, technical items and customised stand graphics.

All available optional services, together with the relevant technical information, costs, order procedures and deadlines, will be available in the Resources section of the official CineVerse Rome website.

Requests must be submitted exclusively through the forms and procedures indicated on the website, so that the organiser can properly manage orders, technical checks, production and coordination with suppliers.

In order to ensure the correct operational management of the event, all orders must be placed within the deadlines communicated by the organiser.

Any requests received after the stated deadlines will be reviewed on a case-by-case basis and may be subject to availability, additional costs or may no longer be possible to fulfil.

The organiser also reserves the right to check the technical compatibility of each request with the stand specifications, venue requirements, general safety rules and the overall build-up plan.

10. Electrical systems

Exhibitors are not allowed to work directly on the venue electrical systems or existing electrical panels.

All electrical requirements must be communicated to the organiser.

The following are not permitted:

- unauthorised electrical connections;
- loose unprotected cables on the floor;
- overloaded sockets;
- use of undeclared equipment;
- modifications to venue electrical panels or systems.

All cables must be protected and positioned so as not to create a trip hazard.

11. Fire safety equipment and emergency routes

Fire extinguishers, hydrants, hoses, alarm buttons, control panels, sirens and fire safety signage must remain visible and accessible at all times.

It is not permitted to:

- cover fire extinguishers or fire safety equipment;
- move them;

- tamper with them;
- place materials in front of them;
- block emergency exits or escape routes.

The organiser may request the immediate removal of any material or structure that interferes with safety requirements.

12. Open flames, gas and heat sources

Gas, gas cylinders, open flames, cooking equipment, hot plates, heating devices or any other heat sources are not allowed unless specifically authorised in advance.

Any activity involving gas, flames, heat, smoke or special equipment must be declared in advance and approved by the organiser and the venue.

13. Food & beverage

Exhibitors may not prepare, serve or distribute food and beverages without prior authorisation.

Any food & beverage activity must comply with:

- hygiene and health requirements;
- HACCP documentation;
- waste management procedures;
- any required permits;
- organiser and Cinecittà instructions.

14. Breakdown / dismantling

No dismantling will be allowed before the official closing of the event.

Exhibitors may start removing their own products and materials after the event closes to the public on Saturday, 17 October 2026, from 17:00 to 21:00.

Light exhibitor breakdown can take place on Saturday evening, subject to venue access procedures and operational coordination.

The main technical breakdown / stand dismantling will take place on Sunday, 18 October 2026, during the venue's authorised working hours, currently expected to be 08:00–21:00, subject to final confirmation by Cinecittà.

All access for breakdown must be coordinated in advance, and vehicles will only be allowed according to the authorised access procedure.

15. Waste and materials after the event

Exhibitors must leave their assigned space free from materials, packaging, waste and uncollected products.

Materials may not be abandoned in the booth, corridors, common areas or outdoor areas.

Any removal or disposal costs may be charged to the responsible exhibitor.

16. Drones, special filming and special equipment

The use of drones is not permitted unless specifically authorised in advance by Cinecittà's management.

Any special filming, complex video equipment, high structures, special technical supports or non-standard activity must be declared in advance.

17. Exhibitor responsibility

Each exhibitor is responsible for:

- its own staff;
- its own contractors;
- its own materials;
- its own products;
- its own equipment;
- compliance with access, build-up, event and breakdown procedures.

Failure to comply with the rules may result in operational restrictions, removal of non-compliant materials or denial of access to the venue.

18. Final notes

These rules are an operational summary. Further instructions may be issued by the organiser or Cinecittà before the event or during on-site activities.

Exhibitors are asked to report any special technical, logistical or operational requirement as early as possible.