

TECHNICAL SPECIFICATION

for the award of services for the production, transport, assembly/disassembly and storage of an exhibition stand for the three-year period 2025/2027

INTRODUCTION

RAI COM, the RAI Group's commercial company responsible for distributing RAI rights in Italy and worldwide, on the occasion of the Mipcom marketplace, organised every year by RX GLOBAL in Cannes/France at the Palais des Festivals indoor premises, intends to set up an exhibition stand to represent RAI COM and its commercial activities relating to Mipcom in the years 2025, 2026 and 2027.

SUBJECT

The purpose of this specification is to contract out third party services of production, transport, assembly/disassembly, assistance, restoration and storage of an exhibition stand for Rai Com's participation in the above-mentioned fair for the three-year period 2025/2027. In particular, the successful Vendor will be responsible for:

- producing an exhibition stand complete with all necessary equipment, pursuant to the instructions given in this specification
- transporting all the materials needed to build the stand to the venue at its own expense
- building the stand in the exhibition area assigned to RAI COM, located in the indoor premises of the Palais des Festivals in Cannes, as better specified in the enclosure "Rai Com Exhibition Area", and to deliver it assembled to Rai Com within the schedule and pursuant to the regulations governing the event, as better specified in the annex Technical Guide for Exhibitors)
- dismantling the stand at the end of each event during the three-year period 2025/2027 and, at its own expense, transporting it to and storing it in the warehouses owned or used by the Vendor, as well as restoring any damaged material deemed unsuitable for the next edition of the event
- disposing of the entire stand at its own expense on conclusion of the three-year contract, excluding any objects or materials bearing logos and/or images owned by Rai COM or the RAI Group, should Rai COM request the Vendor to do so.

The Vendor will also:

- support RAI COM during operations prior to the start of the event, providing a technical

supervisor or account manager to assist in processing, completing and submitting all forms - compulsory and otherwise - required by the organiser of the event. The same assistance is also required during the event itself, to be held during the three-year period 2025/2027, in the person of at least one technician who will provide maintenance and/or repairs for the stand and its ancillary materials

- submit in good time the electrical installation specification and certification; the list of equipment, together with make and model, sockets installed on tables and in general in each powered workstation
- submit a list of furnishings with photos if differ from the models indicated in the specification under MISCELLANEOUS FURNISHINGS
- produce/verify the executable files required to print the graphic materials, the native files for which will be made available by Rai Com to the Vendor in good time for their printing
- provide Rai Com's safety manager with the certifications, structural reports and tests required by the Technical Guide for Exhibitors enclosed with this specification and in general by applicable local regulations
- clean the entire stand upon completion of the build, in time for delivery to RAI COM at the previously agreed time (using its own staff and equipment)
- notify the client of any critical issues that may arise before or during the build
- liaise and cooperate as necessary with other contractors to whom RAI COM has entrusted ancillary services such as catering
- collect, from Rai Com's offices in via Umberto Novaro 18 - Rome, the promotional materials, stored on standard pallets (quantity to be defined), and deliver it to the stand in the days prior to the event; the same material shall be returned to Rai Com at the end of the event as instructed by the person in charge on location
- consider included in the economic offer all travel and accommodation expenses, also for any pre-event briefing meetings in Rai Com's offices, and all other necessary equipment and costs attendant on completion of the contract.

MINIMUM REQUIREMENTS FOR PARTICIPATION

In order to ensure that the Rai Com stand will be conforming to the client's requirements and the objectives of the event, the Vendor must have proven experience of many years in the trade fair sector and have produced and installed at least 3 stands in the last 4 years for

national and international events. He must have an in-house team consisting of at least one architect/designer and one project manager with experience in the management of complex builds; the ability to produce design drawings in CAD format and photorealistic 3D renderings; knowledge of and compliance with technical and safety regulations (fire prevention, electrical equipment, access, etc.) and be fully prepared to work within the schedule set out in the HANDOVER AND ACCEPTANCE OF THE STAND section.

TECHNICAL CHARACTERISTICS OF THE EXHIBITION SPACE - MAIN ELEMENTS OF THE STAND

The exhibition space allocated by the organiser of the marketplace (RX Global) to RAI COM is located on Level 01 of the Palais des Festivals (Cannes), as shown in the enclosed layout "Rai Com Exhibition Area" as R7-C1.

The area covers 143.11 square metres and has 4 internal columns, which have been incorporated into the scenic design: the Vendor will have to check their dimensions and any related supplies with the Fair's technical office.

The stand consists of:

PLATFORM

Platform h 4 cm constructed to enable the passage of all power, data and video cables required to provide the stand's functionalities.

The same will be covered in light Oak wood-effect laminate (approx. 145 sqm), while the surfaces of the service areas may have a different but still washable finish.

The perimeter of the platform must be finished with good quality white angle elements, and must also be equipped with two ramps to enable disabled persons to access the stand, as indicated in the design and required by the event's regulations.

PARTITIONS

The stand's panels are 3 m tall and approx. 87 m in length, as detailed in the enclosed tables of specifications. The walls will be lacquered in white and Rai blue as indicated in the enclosed tables of specifications, with the exception of the walls inside the service areas (indicated in the as numbers 2-3-7), which may have a washable white finish.

All doors (warehouses, offices, kitchen area) must have a white lacquered finish on both sides and be equipped with locks that can be opened with a single type of key (5 copies).

Where indicated there will be ceilings and fascias with a lacquered finish, as follows

no. 4 ceilings, h 50 cm deep, for a total of 8 square metres

no. 5 fascias, h 50 for a total of approx. 15 m length

the ceilings will accommodate a recessed LED lighting system as per the enclosed tables of specifications

The 3 m high back wall of the stand, adjacent to the exhibition centre's toilets, will be decorated with pre-spaced stickers with the RAI COM graphic pattern and logo, covering a total of approximately 50 square metres.

WELCOME DESK AREA

The welcome desk will be located near the shorter side, in front of the escalator, and easily identifiable by visitors entering from the escalator.

The desk, shaped per the design and measuring 430x50 cm, will house 2 PCs and a printer (equipment provided by Rai Com) with cables concealed inside the cabinet.

The desk shall be lacquered white and shall also be equipped with:

- lockable shelves and doors
- n. 2 white Tulip stools (or similar model)
- no. 4 electrical sockets located inside the frame

3D shaped RAI logos with a blue lacquer finish will be placed on the wall for a total of approximately 1.5 square metres (type and final dimensions to be made available with the rest of the graphics).

OFFICE AREA

The office area is located behind the reception area, and can be accessed from inside the stand via a corridor with wall racks for coats and 3 spotlights on booms to illuminate the space.

The offices are to be used exclusively for confidential institutional and/or representative meetings, and are lit with spotlights.

Both must be equipped with a lockable door, free-standing coat hooks, waste bins and electrical sockets.

The largest office (approx. 10 sqm) will be furnished with a meeting table measuring 240x100 cm with a white top and integrated sockets at the centre. The table will accommodate 6 Tulip seats (or similar model). A 50" monitor will be mounted on the shorter wall.

A small white lockable cupboard, measuring 100x40 h 100 cm, will be provided.

The walls will be customised with the Rai Com, Rai Cinema and Rai Kids logos in pre-spaced adhesive graphics for a total of approximately 2 square metres and graphics on 5 mm thick digital printed forex for a total of approximately 1 square metre.

The small office will be furnished with a white Tulip table (or similar model) of diameter 80 cm, and 4 white Tulip chairs (or similar model). One wall will be customised with Rai Com, Rai Cinema and Rai Kids logos in pre-spaced adhesive graphics for a total of approximately 1 square metre and graphics on 5 mm thick digital printed forex for a total of approximately 1 square metre.

RAI COM LOGO ELEMENT

The front of the stand will feature the scenic Rai Com logo (ref. 10 in the enclosed layout), as follows:

- Two-sided **Rai** logo measuring 3x3 m for a total of approx. 9 sq.m., with RAI blue lacquered finish, the RAI logo measuring approx. 2.4x1.3 m recessed, will be made of white opaline material and backlit, at the rear a removable panel will provide access to the technical compartment.
- The 3.8x1.2 m double-sided **Com** sign with a RAI blue lacquered finish supported by a balustrade of visarm glass or transparent polycarbonate as per the enclosed table of specifications.

The entire LOGO RAI COM element shall be lacquered RAI pantone blue as per the RAI style guide (enclosed Logo User Manual).

BUSINESS AREA

The Business area (point 9 on the enclosed layout) accommodates 10 b2b meeting stations. They must be suitable for business negotiations and positioned inside the stand, as follows:

Two stations will be equipped with:

- no. 1 white Tulip table (or similar model) of diameter 80 cm
- no. 4 white Tulip seats (or similar model)
- no. 1 power socket module for laptop PCs and charging mobile phones

Each of the remaining 8 stations will be equipped with:

- no. 4 white Tulip seats (or similar model)
- no. 1 supporting surface shaped as per the enclosed table of specifications with dividing walls, to house a partition mounting a 24" All-in-One HP monitor (by Rai Com)
- no. 1 power socket module for laptop PCs and charging mobile phones
- the workstations will be powered and connected to the data network from precisely located openings in the platform, and all cabling must be concealed
- no. 2 double headphone stands (to be defined with Rai Com)

(N.B. All cabling serving the 10 b2be meeting stations must be concealed)

The business area will be equipped with a lighting system consisting of LED spotlights recessed in the central beam, while the rear wall graphics will be illuminated with no. 6 boom-mounted spotlights.

The cladding on the central column of the exhibition hall and the various partitions supporting the fascias will be equipped with 20 customised Plexiglas brochure holders (Rai Com brochures can measure up to 20x20x2 cm).

The interior rear wall will be customised and will have a graphic design consisting of digitally printed forex panels spaced 2 cm apart with illuminated borders, for a total of approx. 30 m in length of striped natural white light. The surface area of the graphics is approx. 20 sqm, as per the enclosed table of specifications.

The area must be equipped with waste bins as required to operate the stand, with a daily supply of bags.

REFRESHMENTS AREA

The refreshments area (point 6 on the enclosed layout) will be reserved for guests of the stand, and serve exclusively for use by the stand itself. A partition wall with a central opening

separates it from the b2b stations, and the space will include an emergency exit leading into the stand's rear corridor.

The space will consist of:

- a 250x60 cm counter for serving drinks for the exclusive use of the caterer, the back of which will be equipped with shelves, one for housing a coffee pod machine and a small refrigerator (to be provided by the Vendor) with approximate dimensions 90x60x60 cm. The interior of the counter must be equipped with all sockets required for the service, and the counter top must include 2 holes for routing cables, with white covers
- a rear wall mounting a 65" monitor, and a rear wall for access to the dedicated storage room
- a bistro area, consisting of a shaped bar top as per the design drawings, located on the perimeter of the stand to accommodate 6 tall white Tulip stools (or similar model). The space must be suitable not only for the consumption of food and beverages, but also as genius stations for which 3 power and data points will be required, located in the upper riveting, as per the enclosed table of specifications
- at the base of the top there will be a planter measuring 0.2x0.5 m for total length of 8 m, with a white lacquered finish as per the enclosed table of specifications. The installer will provide a flower arrangement for the planter, for a total of 8 m in length, of a type to be agreed with the client.

KITCHEN AREA

The kitchen area (point 7 on the enclosed layout) must be concealed from the guests, and accessible from the perimeter corridor on the exhibition centre's toilets side, adjacent to the refreshments area with direct, exclusive access.

Two service sockets with a maximum power consumption of 5 kW are to be provided inside the area, and it will be furnished with shelving and working surface.

TECHNICAL AREAS

The hallway also leads to technical area 1 (point 3 on the enclosed layout), equipped with the server (provided by Rai Com), no. 1 table measuring 100x40 cm, no. 2 folding chairs and no. 1 wardrobe cabinet with key measuring 90x40 cm. The remainder of the space will be for video and data equipment and the main power enclosure, and able to accommodate one or two flight cases for backup equipment. All remaining empty cases must be removed and may

not remain on the stand.

On the opposite side of the stand is technical area 2, (point 3a on the enclosed layout), adjacent to the catering area, which will house the video equipment, per the enclosed table of specifications.

STORAGE AREAS

The space next to the bistro area (point 2b on the enclosed layout) is to be configured for storage, with a sturdy shelving unit for informational materials and a cupboard with approximately 10 lockable compartments for bags and backpacks.

The space surrounding the column in the business area (point 2a on the enclosed layout) must be equipped with a shelf for storing informational materials.

The space next to technical area 2 may also be used for storing informational materials.

MISCELLANEOUS FURNISHINGS

The Vendor will submit a list specifying the make and model of all furnishings to be used if the proposed units are not available, for approval by Rai Com. They must be designer furnishings appropriate to the overall style of the stand.

GRAPHICS

The Vendor will also print and install all graphic materials. This shall be printed using state-of-the-art media and materials pursuant to the enclosed "Project Layout", subject to approval by Rai Com's graphics department in the run-up to the event. The supply of graphic materials includes the printing (digital, four colour) of RAI group commercial logos and generic graphics to be installed in the offices and inside/outside the stand. All graphic files will be delivered by Rai Com to the Vendor no later than 10 days prior to the build.

N.B.: RAL AND PANTONE COLOURS: the white and blue Ral and Pantone colours of the graphic prints must be confirmed by RAI COM. For the use of logos, please refer to the RAI style guide (enclosed Logo User Manual)

TECHNICAL EQUIPMENT

The Vendor will provide the following technical equipment:

no. 1 indoor ledwall, pitch 2.6, recessed into the wall, size 300x200 cm, equipped with audio/video player and no. 2 directional speakers. To be installed on the entrance wall as the stand's business card, opposite the escalator.

no. 1 indoor vertical ledwall, pitch 2.6, recessed into the wall, size 150x250, positioned on the corridor wall.

All ledwalls must be self-supporting and easily inspectable.

- no. 1 90" horizontal monitor, installed on the wall adjacent to the office entrance and viewable by the entire business area
- no. 1 65" horizontal monitor on the back wall of the bar
- no. 1 50" horizontal monitor on the shorter wall of the 6 place office.
- no. 1 70" vertical monitor, recessed into the wall adjacent to the bistro area viewable from the main corridor

The audiovisual content will be produced by Rai Com and delivered to the Vendor (including digitally) no later than 5 days prior to the start date. In this regard, a test viewing of the ledwalls must be arranged at the Palais des Festivals during the installation of the technical equipment. Rai Com may request a test on devices identical to those to be used at the event, one week before the start of the event itself.

HANDOVER AND ACCEPTANCE OF THE STAND

Rai Com will appoint a supervisor to check and test the stand prior to handover. During the three-year period 2025/2027, the stand must be handed over by 6 p.m. on the Saturday before the start of the fair (e.g. for the 2025 edition, the stand must be handed over on 11 October).

Rai Com may also request any minor adjustments and finishing touches the day before the fair.

In the event that parts of the stand are not deemed conforming with the submitted design, the stand fittings are deemed not be professionally made and installed, or the condition of the materials is not perfect, RAI COM reserves the right to contest the consignment.

Any disputes with the marketplace organiser (RX GLOBAL) concerning the build and related operations will be settled by the Vendor. Any additional expenses to be paid to RX GLOBAL, should the stand not be built and handed over by the above deadlines, shall be borne by the Vendor.

All materials (structure, electrical system, furnishings) remain the property of the Vendor, with the exclusion of objects or materials bearing logos/images owned by Rai COM and/or the RAI Group.

Should Rai COM so require, the latter must be disposed of by the Vendor.

The build must comply with the enclosed Technical Guide for Exhibitors issued by RX Global, with sufficient portable fire extinguishers in addition to anything else specified as mandatory equipment or services. The Vendor must also refer to the above-mentioned guide for the choice of construction materials and the regulations governing the assembly/disassembly (e.g. type of materials, platform height, panel thickness, etc.). Failure to comply with the guidelines, if detected by the organiser of the event, shall be resolved by the Vendor at his own expense before the stand opens to the public, and in any case in observance of the schedule for handover to Rai COM.

AT THE VENDOR'S EXPENSE

The Vendor is responsible for:

- submitting all documentation required by the organiser of the event (RX GLOBAL) relating to the build: e.g. layouts of hangings; requests for power points and the amount of electrical power required. The Vendor shall keep Rai COM informed of these communications at all times.
- organising and bearing any costs requested by the organiser of the event (RX GLOBAL) relating to the unloading, assembly and reloading of materials (by way of example: stand access passes, parking, use of forklift trucks, telescopic platforms, manual lifts, etc.) as well as any costs relating to the supply of electricity to the stand, to be paid directly to the organiser of the event pursuant to his instructions.

- storing and safekeeping of empty containers: no empty cases may be left in the stand unless explicitly otherwise indicated and authorised by Rai COM. Should the Vendor deem it necessary, he may store empty containers in the premises of the Palais des Festivals, bearing the attendant costs as per the Palais des Festivals price list.

TERMINATION OF CONTRACT

Upon completion of the contract, the Vendor shall provide Rai COM with the design files (DWG and PDF), including any changes made on site.