

# Accreditation Procedures

## BUILD UP / EVENT / BREAKDOWN

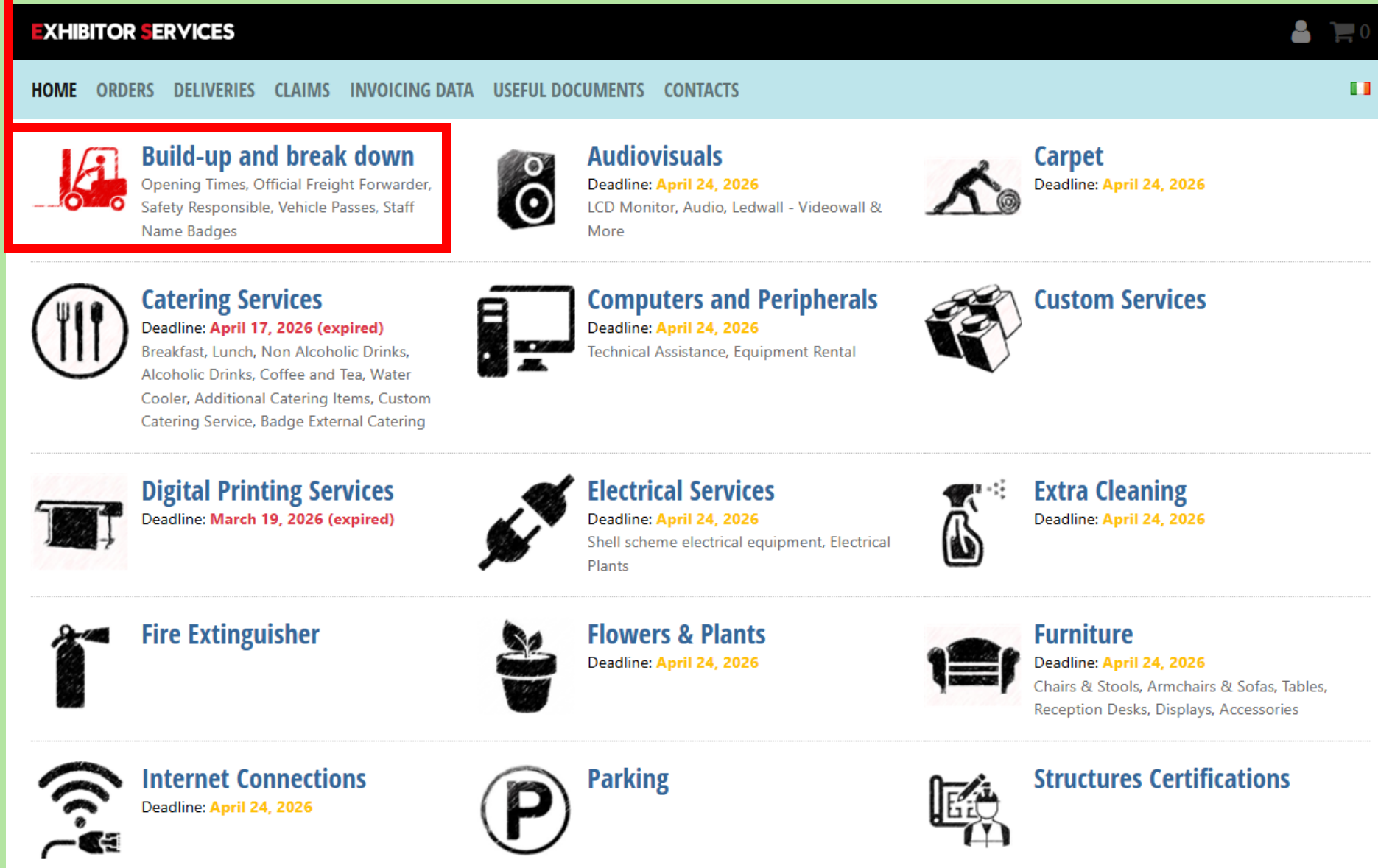
**Vehicles and Pedestrian Accreditation Procedure**  
**BUILD-UP and BREAKDOWN**

**EVENT Parking Pass Accreditation Procedures**

# **Vehicles and Pedestrian Accreditation Procedure**
















## **BUILD-UP and BREAKDOWN**

a. Go to the «Build-up and Break down» section on your of Exhibitor Services page



**EXHIBITOR SERVICES** 👤 0

HOME ORDERS DELIVERIES CLAIMS INVOICING DATA USEFUL DOCUMENTS CONTACTS 🇮🇹

 <b>Build-up and break down</b> Opening Times, Official Freight Forwarder, Safety Responsible, Vehicle Passes, Staff Name Badges	 <b>Audiovisuals</b> Deadline: <b>April 24, 2026</b> LCD Monitor, Audio, Ledwall - Videowall & More	 <b>Carpet</b> Deadline: <b>April 24, 2026</b>
 <b>Catering Services</b> Deadline: <b>April 17, 2026 (expired)</b> Breakfast, Lunch, Non Alcoholic Drinks, Alcoholic Drinks, Coffee and Tea, Water Cooler, Additional Catering Items, Custom Catering Service, Badge External Catering	 <b>Computers and Peripherals</b> Deadline: <b>April 24, 2026</b> Technical Assistance, Equipment Rental	 <b>Custom Services</b>
 <b>Digital Printing Services</b> Deadline: <b>March 19, 2026 (expired)</b>	 <b>Electrical Services</b> Deadline: <b>April 24, 2026</b> Shell scheme electrical equipment, Electrical Plants	 <b>Extra Cleaning</b> Deadline: <b>April 24, 2026</b>
 <b>Fire Extinguisher</b>	 <b>Flowers &amp; Plants</b> Deadline: <b>April 24, 2026</b>	 <b>Furniture</b> Deadline: <b>April 24, 2026</b> Chairs & Stools, Armchairs & Sofas, Tables, Reception Desks, Displays, Accessories
 <b>Internet Connections</b> Deadline: <b>April 24, 2026</b>	 <b>Parking</b>	 <b>Structures Certifications</b>

## b. Safety rules recommendation

The image shows a screenshot of the MiCo website with a popup notification. The website header includes 'EXHIBITOR SERVICES' and a navigation menu with items like HOME, ORDERS, DELIVERIES, CLAIMS, INVOICING DATA, USEFUL DOCUMENTS, and CONTACTS. A sidebar on the left lists various services such as AUDIOVISUALS, CARPET, CATERING SERVICES, etc. The popup, titled 'MiCo cares about your safety!', contains the following text: 'Within the places where you will work it will be compulsory to use the minimum personal protective equipment (PPE)'. It features a cartoon illustration of a worker wearing a yellow protective helmet, orange safety glasses, and a high-visibility orange and white vest. Three blue arrows point from the text labels 'Protective Helmet', 'High Visibility Jacket', and 'Safety Shoes' to the corresponding items on the worker. The popup also includes the text 'Thanks for your cooperation!' and a blue 'Close' button in the bottom right corner. A red arrow points from the text 'b. Safety rules recommendation' to the top of the popup.

**EXHIBITOR SERVICES**

HOME ORDERS DELIVERIES CLAIMS INVOICING DATA USEFUL DOCUMENTS CONTACTS

► BUILD-UP AND BREAK DOWN

- AUDIOVISUALS
- CARPET
- CATERING SERVICES
- COMPUTERS AND PERIPHERALS
- CUSTOM SERVICES
- DIGITAL PRINTING SERVICES
- ELECTRICAL SERVICES
- EXTRA CLEANING
- FIRE EXTINGUISHER
- FLOWERS & PLANTS
- FURNITURE
- INTERNET CONNECTION
- PARKING
- STRUCTURES CERTIFICATION
- TEMPORARY STAFF
- WASTE COLLECTION

### MiCo cares about your safety!

Within the places where you will work it will be compulsory to use the minimum personal protective equipment (PPE)

Protective Helmet

High Visibility Jacket

Safety Shoes

Thanks for your cooperation!

Close

**EXHIBITOR SERVICES** 👤 🛒 0

HOME ORDERS DELIVERIES CLAIMS INVOICING DATA USEFUL DOCUMENTS CONTACTS 🇮🇹

▶ **BUILD-UP AND BREAK DOWN** [Print](#)

- AUDIOVISUALS
- CARPET
- CATERING SERVICES
- COMPUTERS AND PERIPHERALS
- CUSTOM SERVICES
- DIGITAL PRINTING SERVICES
- ELECTRICAL SERVICES
- EXTRA CLEANING
- EXTRA TIME WORK
- FIRE EXTINGUISHER
- FLOWERS & PLANTS
- FURNITURE
- INTERNET CONNECTIONS
- MILAN SERVICES
- PARKING
- RIGGING SERVICES
- STRUCTURES CERTIFICATIONS
- TEMPORARY STAFF
- WASTE COLLECTION
- WATER & COMPRESSED AIR CONNECTIONS

🚗 Vehicles lower than 1.90 mt. height

🚚 Vans

🚛 Trucks

🚚 Articulated lorries

📍 Entrance: [Map](#)

Phase	Date	Opening Hours
<b>Build-up</b>		
<b>Break down</b>		

**⚠️ ONLY LOADING / OFFLOADING operations are allowed (MAXIMUM 2 HOURS).**  
**Parking is NOT permitted.**  
 For safety reasons **it is FORBIDDEN to show up at the Access GATE before the time indicated on the PASS.** Otherwise, vehicles and pedestrian workers will be turned away.

🚶 Pedestrians

- c. Build-up and breakdown page including:
- **Access Gate and times based on stand type (Raw space or Shell scheme)**
  - **Logistics rules;**
  - **Freight forwarder;**
  - **Safety Responsible;**
  - **Technical Regulations.**

- The safety person in charge (or safety coordinator) has drawn up the DUVRI (Unique document of interference risk assessment) for the activities that will be carried out and declares that the original document is available at the booth from the first build up day to be checked by the Competent Authorities. \*

[Edit](#)

### Technical Regulations



**Technical Regulations 2026**

### Acknowledgement

- I declare that I have read and accept the **Technical Regulations** and the **Important Logistics Information** \*

### Vehicle passes/staff name badges for build-up and break down


[Get passes and badges](#)

**FIERA MILANO  
CONGRESSI**


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d. click on «**Get Passes and Badges**»

## e. Logistic System.



# Logistica ad Allianz MiCo






Tradeshow:	
Company name:	
Country:	
Hall & Stand:	
Email:	

[View activity Logs](#)

### Online pre-registration of Vehicles and People

Welcome, please proceed with the registration of Vehicles and people to access to the exhibition.

[Setting up and dismantling rules](#) [Accesses and routes in the Venue](#)

 Stand Builders  Vehicles  Installer Badge registration

- f. Dedicated sections of:
- Stand Builders;
  - Vehicles;
  - Badge registration;

g. Stand Builder accreditation section

Car Passes exhibition days

**Stand Builders**

Vehicles

Installer Badge registration

**Stand Builders**

You can indicate one or more Stand Builder You will employ for setting up/breaking down. We will send to Stand Builders indicated an e-mail with instructions for pre-registration, so that they could pre-register their Vehicles too.

+ Add Stand Builder

h. Select «**Add Stand Builder**».

## i. Vehicle accreditation section

Stand Builders **Vehicles** Installer Badge registration

**Vehicles**

Pre-registration can be requested for Vehicles, up to a total of .  
In order to pre-register a Vehicle simply insert its number plate.  
If you insert now the number plate, access procedures to the fairground will be faster.  
For every pre-registered Vehicle you will receive an e-mail containing a barcode; print the e-mail and show it at the fairground entrance GATE.  
Don't make copies of the e-mail because the barcode is unique and allows access to only one Vehicle.

[Request for pre-accreditation](#)

[Insert new Vehicle](#)

Search:

i. Click on «**Insert new Vehicle**» and enter the data to register a Vehicle.



download the **Pass**.

## m. Badge accreditation section

Car Passes exhibition days   Stand Builders   Vehicles   **Installer Badge registration**

### Installer Badge registration

To request pre-registration for an individual, enter the SURNAME and FIRST NAME in the relevant sections and press "SUBMIT".

**N.B. The request will take effect only after confirming the pre-registrations.**  
You will receive a QR CODE by an email for each preregistered Person. Please print the attached Badge and deliver it to the holder, in order to allow access and stay in Allianz MiCo venue during the setting up and dismantling period.

**As regard the work permits for the staff, we inform all Exhibitors and stand fitters that starting from today just individual accreditations can be registered. This innovation will prevent the printing of Badges at the totem since what you will receive by e-mail will be already a work permit.**

**ATTENTION:** Please note that all staff must wear their corporate name Badges according to the technical regulations, attachment 2, Art. 26 of Law-Decree no. 81/2008, dealing with the agreement contract.

In accordance with and for the purpose of Art. 47 of the Pres. Of the Republic Decree of 28.1.2000 n. 445 aware of penalties established for false and misleading statements provided for by Penal Code and special laws on subject and subsequent civil and contractual liabilities, declares under his own responsibility that the information given above is true and current.

Request for pre-accreditation

**Installer Badge registration**

Download the **Badge** ←

n. Select «**Installer Badge registration**» and enter the data to register a person.

# **EVENT Parking Pass Accreditation Procedures**



# Logistica ad Allianz MiCo



Tradeshow:

Company name:

Country:

Hall & Stand:

Email:

 View activity Logs

## Online pre-registration of Vehicles and People

Welcome, please proceed with the registration of Vehicles and people to access to the exhibition.

Setting up and dismantling rules

Accesses and routes in the Venue



Car Passes exhibition days



Stand Builders



Vehicles



Installer Badge registration

- a. Dedicated section of:
- Car Passes exhibition days

download the **Pass** ←

b. Click on «**Add parking**» and enter the data to register the Vehicle

**P** Car Passes exhibition days

Welcome to the parking permits area where registering license plates and have access to the Exhibition Venue during the days written on your Pass.

On the present page you can check your parking permits status and their location.

While proceeding, follow these instructions:

- make sure to enter the license plate for each of the different assignments; in case of not yet known licence plate (e.g. rental car) you can complete the procedure when you know it;
- After entering your license plate for the parking space assigned, print the Pass in colour, if possible.

Any license plate change will be possible under the following conditions:

1. at any time before the event has started.
2. On each day of the exhibition if the Pass has never been read at the GATE.
3. On each day of the exhibition if the Pass has been read for the exit and therefore has been cancelled.
4. On each day of exhibition after 4 pm; the previous changed Pass, will still be valid only for exiting the exhibition venue.

When submitting the license plate do not insert spaces or special characters.  
Permits not corresponding to the license plates present at the entrance, will not be valid for access to the exhibition venue.

This Pass allows the entrance in Allianz MiCo Venue during the days you can see on the Pass, it must be shown to the surveillance staff at the entrance GATE in order for it to be scanned. Once on the fairground, it must be kept visible on the dashboard during the permanence of the Vehicle.

Pursuant to arts. the 5.2 and 9.12 of the Technical Regulations we remind you the prohibition for unauthorized overnight parking (even in the event of a breakdown). The authorization is released by the Customer Service

**No motorcycles allowed**