

ROMA CRUISE TERMINAL

OPERATIONS PLAN & GENERAL TARIFFS

(Version 5. 2018 - English Version)

Amended following the inauguration of Terminal Amerigo Vespucci on the 18th of May, 2018

The procedures and tariffs are applicable until the 31st of December 2018 or until the publication of a new set of procedures and tariffs.

In case of a discrepancy between the Italian and English versions, RCT will refer to the Italian version.

1.1 Definitions

In this document:

“RCT” stands for Roma Cruise Terminal S.r.l.

Roma Cruise Terminal was set up in 2005 and is jointly owned by Costa Crociere, MSC and Royal Caribbean Cruises Limited. In 2017, the three shareholders accounted to around 75% of the Mediterranean cruise traffic. In 2007, Roma Cruise Terminal signed a 40 year concession agreement with the Port Authority of Civitavecchia, Fiumicino and Gaeta. As a result of this concession, Roma Cruise Terminal acquired the right to use quays 10, 11, 12 B South, 12 B North, 13 South and 13 North in the port of Civitavecchia. The total berthing length of these quays is around 2.2 km. The total concession area is around 120,000 sqm. RCT also makes use of quay 25 South.

“Clients”: any physical person or a person of a judicial nature, including their suppliers, to whom RCT provides a service.

“Port Agent”: the person indicated and subjected to law 135/77.

1.2 General Rules

This document establishes the general rules that discipline the relationship between RCT, the clients, agents and the procedures applicable to all those who operate within the terminals, quays and offices operated by Roma Cruise Terminal on their behalf or on behalf of their clients. RCT will ensure that all the operations handled in the terminal, offices and quays are authorised by the Port Authority. The tariffs included in this document are published on the RCT website: www.romacruiseterminal.com.

1.3 Disclaimer

Roma Cruise Terminal has taken all reasonable care to ensure that the facts stated in this document are true and accurate in all material respects and that there are no material facts the omission of which would make misleading any statement therein whether of fact or of opinion.

Roma Cruise Terminal accepts no liabilities for the information contained herein or the information contained in, or any omissions from this document.

1.4 Procedure for the compilation of the annual berthing plan

1.4.1 During the year, agents will send their berthing requests by email. The document is to include the following details:

- i. Name of the vessel
- ii. The Cruise Line company
- iii. Date of arrival
- iv. Expected Time of Arrival (ETA)
- v. Expected Time of Sailing (ETS)
- vi. Type of Operation (Transit/Turnaround)
- vii. Expected number of passengers according to operation.
- viii. Ship's data (length and draft)

The above information is to be sent via email to all the following addressees:

- johnportelli@romacruiseterminal.com
- marcoderrico@romacruiseterminal.com
- pietroleoni@romacruiseterminal.com
- cristinacarapellese@romacruiseterminal.com
- rctops@romacruiseterminal.com

1.4.2 RCT will confirm a berth within 48 hours from the receipt of the above information.

1.4.3 Once confirmed the call is inserted in the Annual Berthing Plan.

1.4.4 On Friday, the updated annual berthing plans shall be circulated to the following:

- johnportelli@romacruiseterminal.com
- marcoderrico@romacruiseterminal.com
- pietroleoni@romacruiseterminal.com

- cristinacarapellese@romacruseterminal.com
 - rctops@romacruiseterminal.com
- 1.4.5 The Annual Berthing Plan will be sent to the cruise line companies (port operations department) and to their agents as follows:
- February (11 months before the start of the season) - the first version
 - July (6 months before the start of the season) - second version
 - In November, RCT will issue the definite version that would have been submitted to the Port Authority
- 1.4.6 During the year, RCT will meet the cruise line operators and their agents to verify the data inserted in the berthing plan.
- 1.4.7 In December, the final version will be posted on RCT's website (www.romacruiseterminal.com).
- 1.4.8 When assigning berths, as far as practicable, RCT will adopt the following policy:
- Ships on transit calls will be assigned to quays 10, 11,12V, 13S and 13N.
 - The technical specifications of the ship will determine the berth allocated to that ship.
 - Ships on turnaround calls will be assigned to quays 10 (from May to October), 12 B South, 12 B North and 25 South and to Terminal Amerigo Vespucci. Ships on turnaround calls will be given priority. The quays and terminals, will be assigned in accordance with the size of the ship, the number of passengers disembarking and embarking, the number of transit passengers and the number of luggage, save in the event of any logistical/operational requirement of the terminal operator.
 - Whenever possible, RCT may consider requests for specific quays. In the event that a ship in transit requests specifically the use of quay 25S, even though the other quays (10 to 13 North) are available, extra charges will apply.
 - Despite not being a preferred option, RCT may, for its operational requirements, assign the same terminal to two clients. In such event, the client and their agents will be informed as soon as practicable.
 - RCT will also consider specific requests for quays if the request can be accommodated.
 - Cruise lines are encouraged to submit their berthing requests at least twelve months in advance, to enable RCT issue the first version of the berthing plan in February of each year. Any subsequent requests will be confirmed and then featured in the second version of the berthing plan. In the event of the unavailability of a berth, RCT will immediately inform the line and work with the line to find a suitable solution.
 - During the year, the quays assigned up to the 31st of December may be subject to changes by RCT, as a result of requests by the Maritime Administration and the Port

Authority. RCT will do its utmost to minimise the impact of these changes on its clients and it can in no way be held responsible for such changes and their consequences.

2.0 Weekly Berthing Programme

- 2.1 A berthing meeting is held each Wednesday to finalise the berth allocation for the cruise lines calling that week.
- 2.2 At the end of the meeting, Roma Cruise Terminal will send the weekly berthing plan to the agents.
- 2.3 At least 48 hours before the arrival of the vessel, the agents are to send the following form:

Roma Cruise Terminal

For the attention of:

Civitavecchia

Subject:

Name of Ship:

Date:

With reference to the below mentioned call, we wish to inform you as follows:

E.T.A/E.T.D
Quay
Type of Operation (Transit/Turnaround)
For transit operations:
Number of passengers
For turnaround operations:
Itinerary (EU/Non-EU)
Terminal Requirements
Number of Luggage to be unloaded
Start of unloading of luggage
Start of Disembarkation of passengers
Number of luggage to be loaded
Start of loading of luggage

Start of hand-held luggage
Start of Embarkation of passengers
X-Ray Machines
X-Ray Machines handheld luggage & passengers
Use of Check-In Desks
Supplies

- 2.4 The document is to include all the required information.
- 2.5 RCT will order security, police, shuttle buses and porters on the basis of the request received.
- 2.6 RCT will assign shuttle buses at its sole discretion. At the time of preparing this document, shuttle buses are assigned as follows:
- One shuttle bus per 1,200 passengers in transit and/or embarking/disembarking in Civitavecchia.
 - For each ship call day, RCT will provide one shuttle bus for persons with special needs.
 - The shuttle bus service is offered free to the clients and is incorporated in the RCT tariff.

3.0 General Procedures for the disembarkation of passengers

- 3.1 On the day of the call, RCT personnel will carry out a final check of the terminal and the quays. During the berthing manoeuvres the pilots will be informed about the positioning of the ships (position of ship doors and gangways to ensure a smooth operation).
- 3.2 Prior to the berthing of the ship, the tour buses, taxis and the shuttle buses will be placed in the bays assigned to them by RCT. The excursion buses will be placed as close as possible to the quay exit gates as indicated by RCT.
- 3.3 Once berthing is completed, RCT personnel will ensure that the quays are secure and will start placing crowd control barriers, a safe passenger path corridor from the gangway to the quay exit gate. The corridor is intended to segregate the operation areas (embark/disembark of luggage/provisioning/garbage) to avoid comingling with passengers.
- 3.4 Once the quays are considered secure, passengers in transit and those with a booked excursion will be allowed to disembark.

Figure 1 Coaches and Passengers during disembarkation



4.0 General Procedures for the embarkation of transit passengers

- 4.1 About an hour before the ship's departure, passengers in transit and those returning from an excursion will return to embark. To be allowed entry to the terminal they have to show the boarding card.
- 4.2 At the end of the operation, once all the passengers are on board, the ship is ready to sail. Once the unmooring is completed, the quays and the terminals will be returned to the state they were in prior to the ship's arrival. The passenger stanchions will be removed and the terminals cleaned.



Figure 2: Disembarking transit passengers

5.0 Check-In Procedures in terminals 10, 12 B South, 12 B North (tent) and 25S.

- 5.1 Once the check-in area is open, check-in personnel will set the check-in computers for embarking passengers while the hostesses and stewards will place the crowd barriers and set the queuing lanes in accordance with the requirements set by the Ground Operator. In the baggage hall, once the disembarkation process has completed, the hall will be prepared for luggage handling. Hostesses and stewards with the help of porters, will tag the luggage with the cabin number.
- 5.2 Once inside the check-in hall, the passenger will proceed to the security checks (person and hand-luggage). At the end of the check-in and security checks, the passenger will proceed to the ship, walking along the indicated passenger footpath.



Figure 3: Check-In Operations in Terminal Bramante (12 B South)

6.0 General Procedures for the disembarkation of turnaround passengers for terminals 10, 12 B South, 12 B North (tent) and 25S.

- 6.1 On the morning of the call, RCT personnel will carry out an inspection of the quays and the terminal. During berthing, pilots will be informed of the berth assigned for the ship (position of the ship doors and the gangway) to ensure a smooth operation.
- 6.2 Prior to the berthing of the ship, the tour buses, taxis and the shuttle buses will be placed in the bays assigned to them by RCT. The excursion buses will be placed as close as possible to the quay exit gates as indicated by RCT.
- 6.3 Once berthing is completed, RCT personnel will ensure that the quays are secure and will start placing crowd control barriers, a safe passenger path corridor from the gangway to the quay exit gate. The corridor will segregate the operation areas (embark/disembark of luggage/provisioning/garbage) to avoid comingling with passengers.

- 6.4** Once the quays are considered secure and the ship baggage doors are opened, the porters will start unloading the luggage, which process and means will vary from ship to ship (trolley, cages, and conveyor). Using forklifts the porters will place the luggage in cages or in trolleys to be transported to the terminal where the luggage will be placed in a file and segregated according to colour and numbers, as used by the crew during disembarkation.
- 6.5** Once all the luggage is placed in the terminal, passengers will start to disembark. Hostesses and stewards from the Ground Handling Agency will be present to provide assistance to the passengers. Porters will also be available with trolleys to assist passengers to take their luggage and carry them to their transport.
- 6.6** Port agents representing ships with calls in at least one non-European port, which may berth before 07:00, must send, at least three days before the call in Civitavecchia, a list of passengers to the Customs Department. The list of passengers who need to disembark before 07:00 must include the name, surname, passport number and the nationality of the passenger. RCT cannot be held responsible for any mishaps or additional costs to the client or passengers as a result of the lack of observation of the procedures contained herein and/or as a result of any decision of the Customs Department.

Figure 4: The luggage hall in Terminal Bramante



7.0 General Procedure for the embarkation of turnaround passengers

- 7.1** Once the check-in area is open, check-in personnel will set the check-in computers for embarking passengers while the hostesses and stewards will place the crowd barriers and set the queuing lanes in accordance with the requirements set by the Ground Operator. In the baggage hall, and once the disembarkation process is completed, the hall will be prepared for luggage handling. Hostesses and stewards, with the help of porters, will tag the luggage with the cabin number.

- 7.2** Once passengers start arriving, whether by bus or car, the porters will collect the luggage and if the luggage are not tagged, the above procedure will be repeated. Once the luggage is delivered, the passenger will proceed to the check-in hall, the luggage scanned and placed in the cage and trolley divided by ship deck or in line with the ship's requirements.
- 7.3** Inside the check-in hall, the passenger will complete the check-in procedure, receive the boarding card and proceed to the ship, walking along the indicated passenger footpath.
- 7.4** The loading of luggage will commence once the ship crew is ready to receive the luggage. The luggage divided according to deck will be transported to the ship in cages or trolleys by the forklift and taken to the ship's baggage doors and loaded either by forklift or with the aid of conveyor.
- 7.5** At the end of the operation, once all the passengers are on board, the ship is ready to sail. Once the unmooring is completed, the quays and the terminals will be returned to the state they were in prior to the ship's arrival. The passenger stanchions will be removed and the terminals cleaned.
- 7.6** All the operations outlined above are conducted in line with the RCT's ISPS code.

8.0 Check-in and embarkation procedures at Terminal Amerigo Vespucci

Terminal Amerigo Vespucci will be equipped with two Passenger Boarding Bridges, one of which is already in place. The Passenger Boarding Bridges will be operated by RCT employees, in accordance with the instructions of the supplier of the bridges, Adelte. Between May and December 2018, Terminal Amerigo Vespucci will operate with one finger.

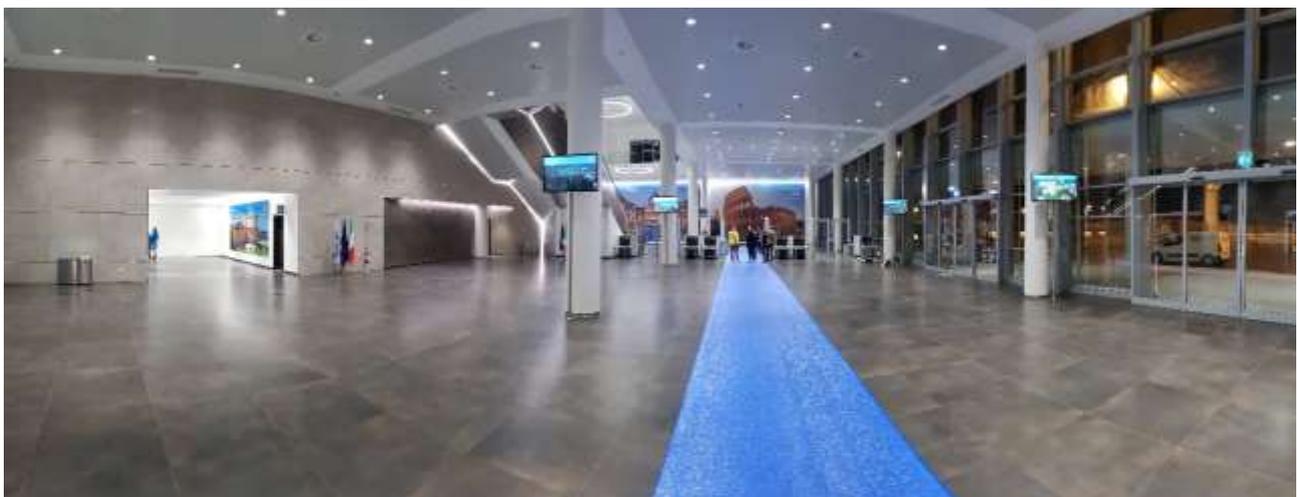


Figure 5: Terminal Amerigo Vespucci: the entrance hall.

- 8.1** Once the check-in area is open (first floor), check-in personnel will set the check-in computers for embarking passengers while the hostesses and stewards place the crowd barriers and set the queuing lanes in accordance with the requirements set by the Ground Operator. In the baggage hall, situated on the ground floor, once the disembarkation process is completed, the hall will be prepared to welcome and handle the luggage of embarking passengers. Hostesses and

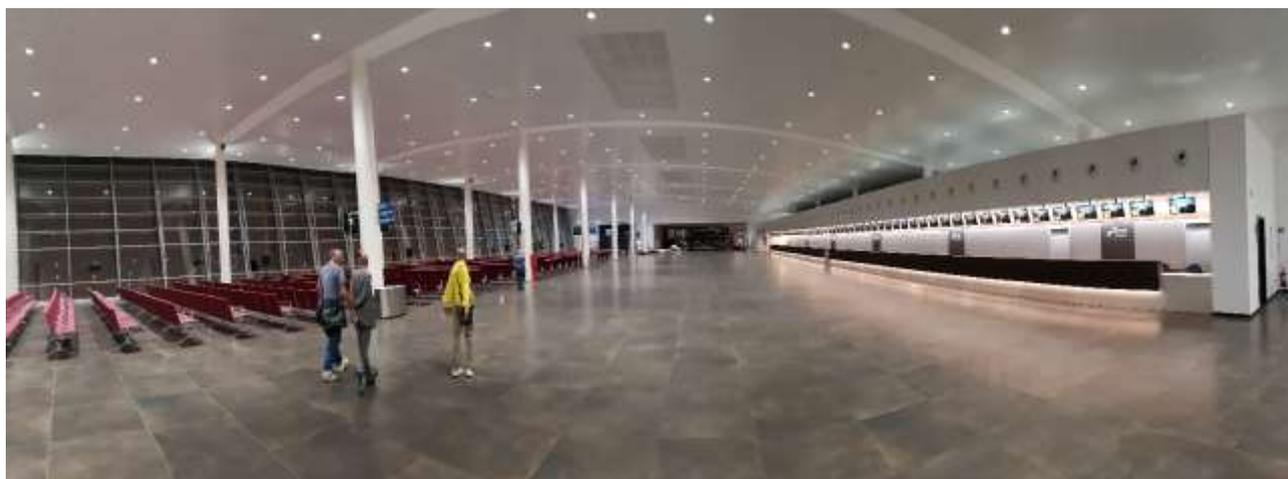
stewards, with the help of porters, will tag the luggage with the cabin number. Passengers including visitors, crew members and technical services' personnel entering Terminal Amerigo Vespucci, are subject to 100% screening.

8.2 Once passengers start arriving, whether by bus or car, the porters will retrieve the luggage. If the luggage are not tagged, the above procedure will be repeated. Once the luggage is delivered, the passenger will proceed to the atrium. The luggage will be scanned and placed in the cage and trolley divided by ship deck or in line with the ship's requirements.

Once in the atrium passengers will queue to be screened. All hand-held luggage will be screened. Cleared passengers will proceed to the check-in hall situated on the first floor of Terminal Amerigo Vespucci, via a flight of stairs, escalators or an elevator. Once in the check-in hall, the passenger will be given the ship (boarding) card. Once the check-in procedure is completed, passengers can proceed to the ship via the passenger concourse and bridge. The check-in hall is equipped with monitors and speakers which can be utilised by the ground handler and/or ship personnel to impart information to the passengers.

8.3 Terminal Amerigo Vespucci has a VIP lounge, located in the check-in and waiting hall, for the exclusive use of VIP passengers, from where they can complete their check-in. The lounge can be made available upon request by the ship.

Figure 6: Sala Check-In Hall (Terminal Amerigo Vespucci)



8.4 Figures 8 and 9 illustrate the passenger flow schemes in the new terminal. RCT, in accordance with the agency, the ship and the ground handler may modify the passenger flows. Any request for such modifications must reach RCT at least 48 hours before the ship's expected time of arrival and, if required, the agency will seek the approval of the relevant authorities.

8.5 The loading of luggage will commence once the ship crew is ready to receive the luggage. The luggage divided according to deck will be transported to the ship in cages or trolleys by the forklift and taken to the ship's baggage doors and loaded either by forklift or with the aid of a conveyor.

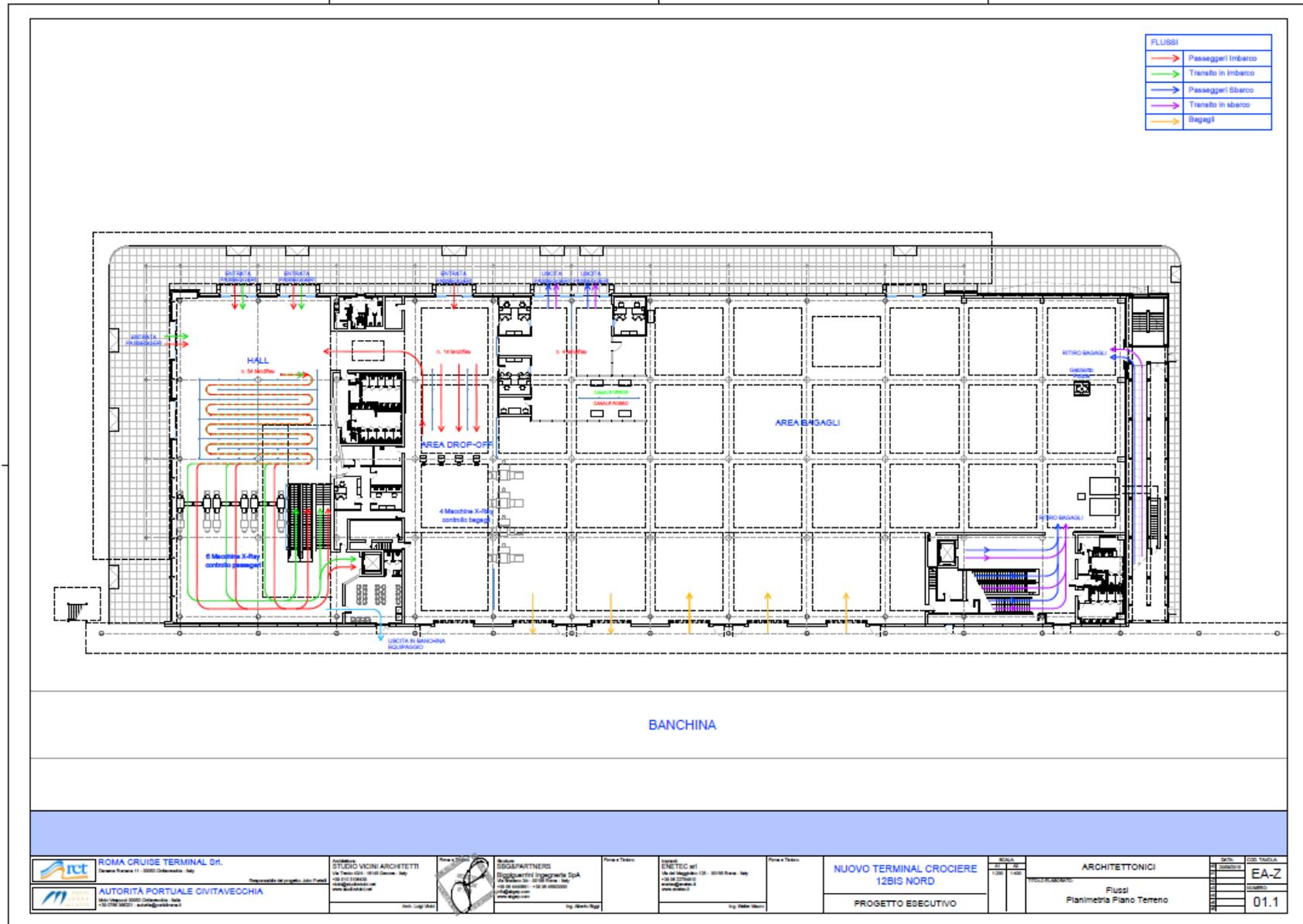
8.6 At the end of the operation, once all the passengers are on board, the ship is ready to sail. Once the unmooring is completed, the quays and the terminals will be returned to the state they

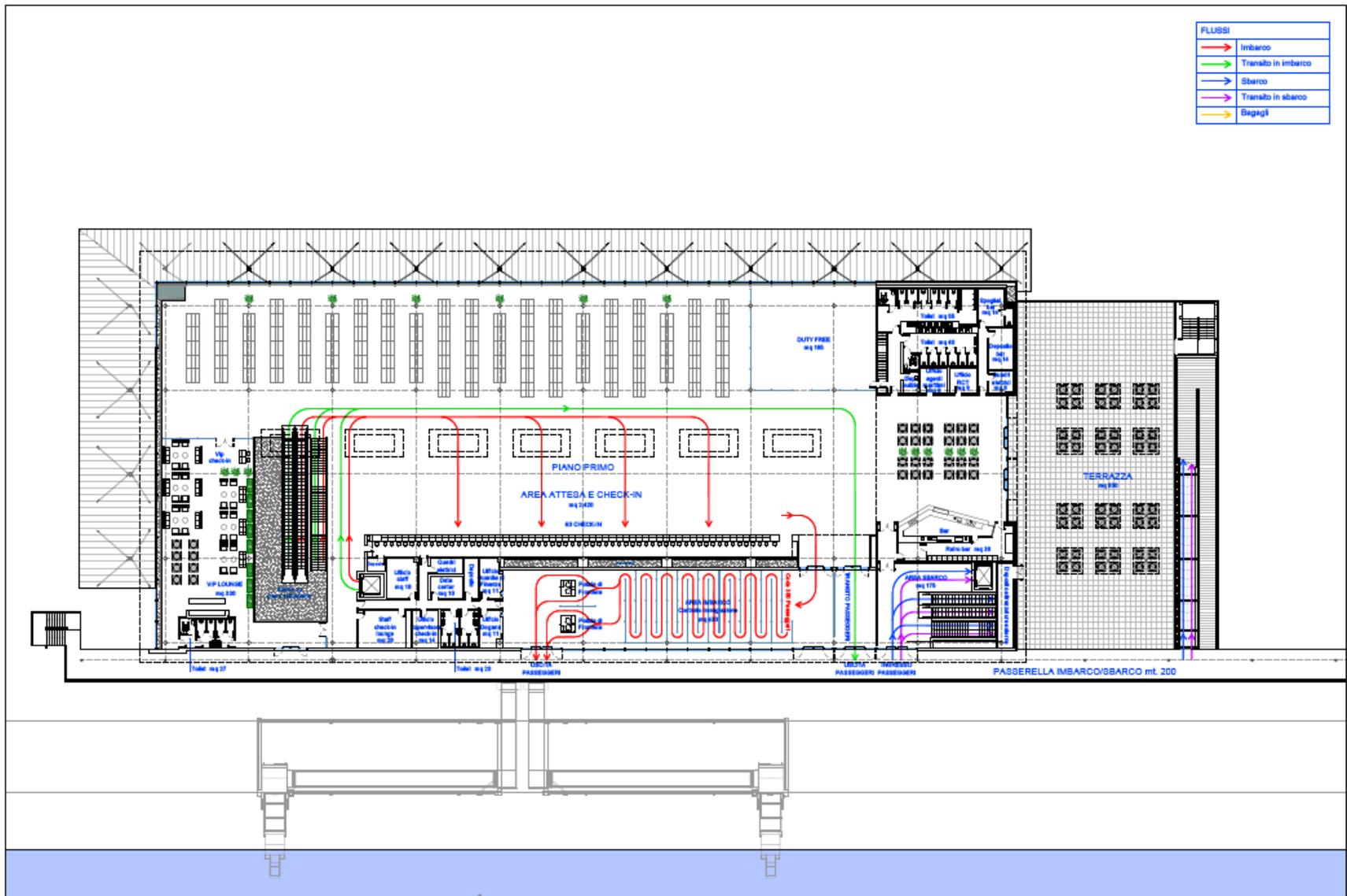
were in prior to the ship's arrival. The passenger stanchions will be removed and the terminals cleaned.

8.7 All the operations outlined above are conducted in line with the RCT's ISPS code.

8.8 No person will be allowed in the check-in hall, if not screened and cleared upon entry in the terminal.

8.9 Ground handling personnel as well as check-in and agency personnel can avail themselves of offices and facilities located in Terminal Amerigo Vespucci. RCT personnel and technicians are available to address requests for assistance. Agencies, ground handlers and check-in staff can request assistance either by sending an email to rct@romacruiseterminal.com or by calling the Operations Foreman on Duty on (0039) 366 184 4141.





9.0 Disembarkation procedure for passengers disembarking in Terminal Amerigo Vespucci.

9.1 On the day of the call, RCT personnel will carry out a final check of the terminal and the quays. During the berthing manoeuvres the pilots will be informed about the positioning of the ships (position of ship doors and gangways to ensure a smooth operation.

9.2 Prior to the berthing of the ship, the tour buses, taxis and the shuttle buses will be placed in the bays assigned to them by RCT. The excursion buses will be placed as close as possible to the quay exit gates as indicated by RCT.

9.3 Once berthing is completed, RCT personnel will ensure that the quays are secure and will start placing crowd control barriers, a safe passenger path corridor from the gangway to the quay exit gate. The corridor will segregate the operation areas (embark/disembark of luggage/provisioning/garbage) to avoid comingling with passengers. Once the quays are considered secure, passengers in transit and those with a booked excursion will be allowed to disembark.

9.4 Figures 8 and 9 illustrate the passenger flow schemes in the new terminal. RCT, in accordance with the agency, the ship and the ground handler may modify the passenger flows. Any request for such modifications must reach RCT at least 48 hours before the ship's expected time of arrival and, if required, the agency will seek the approval of the relevant authorities. In the event that passengers will disembark onto the quay, the areas used for the embark/disembarkation of luggage, supplies and garbage, will be closed so as to avoid any co-mingling with passengers.

9.4 Once the quays are considered secure, the passenger boarding bridge is secure and the ship baggage doors are opened, the porters will start unloading the luggage. The process may vary from ship to ship (trolley, cages, and conveyor). Using forklifts the porters will place the luggage in cages or in trolleys and will transport the luggage to the terminal where the luggage will be placed in a file and segregated according to colour and numbers, as used by the crew during disembarkation.

9.5 Once all the luggage is placed in the terminal, passengers will start to disembark using the passenger boarding bridge and via the escalators, stairs and elevator situated on the first floor of the terminal (in Figure 7, disembarking passengers are indicated via a purple line). Hostesses and stewards from the Ground Handling Agency will be present to provide assistance to the passengers. Porters will also be available with trolleys to assist passengers to take their luggage and carry them to their transport. Disembarking passengers will pass through the terminal and pass in front of the offices of the customs, border police and Guardia di Finanza. Any request to modify the flow of passengers is subject to the approval of the customs office and may be subject to "extra security" charges.

9.6 Port agents representing ships with calls in at least one non-European port, which may berth before 07:00, must send, at least three days before the call in Civitavecchia, a list of passengers to the Customs Department. The list of passengers who need to disembark before 07:00 must include the name, surname, passport number and the nationality of the passenger. RCT cannot be held responsible for any mishaps or additional costs to the client or passengers as a result of the lack of observation of the procedures contained herein and/or as a result of any decision of the Customs Department.

Figure 7: Exit area situated in the luggage hall (Terminal Amerigo Vespucci)



9.7 RCT reserves the right to ask for modifications in the check-in hall, the luggage hall and the terminal if conditions so dictate.

9.8 No one is allowed to modify or shift the facilities and equipment situated inside Terminal Amerigo Vespucci, without the express authorisation of RCT.

9.9 Terminal Amerigo Vespucci has a number of rooms that can be used for storage. Agencies and Ground Handlers wishing to avail themselves of these facilities are to send a request to RCT.

9.10 Terminal Amerigo Vespucci also has a Crew Lounge for the exclusive use of the crew of the ship/s operating in Terminal Amerigo Vespucci. The Crew Lounge is situated on the ground floor of the terminal.

9.11 The “Cruise Bar” and terrace are located on the first floor and are open to the passengers and personnel working in the terminal.

10.0 Passengers with Special Needs

The Ship and its agents will provide assistance (staff and wheelchairs) for special needs passengers. Sufficient wheel chairs and staff should be in place to meet this requirement. Terminal Amerigo Vespucci is equipped with elevators and escalators for persons with special needs.

Figure 8: Emergency Exit and Exit for Passengers with Special Needs



11.0 Procedures for the loading of supplies

On completion of the customs' procedures, the supply trucks will be allowed on the quays and alongside the ships. Once the quays are considered safe for the operation, goods will be offloaded from the trucks. The ship's crew will check the delivered items to ensure that they are in accordance with what was ordered. The goods will be delivered on board the ship, once security clearance is obtained.



12.0 Missing Luggage

Should a disembarking passenger not find a luggage in the terminal's luggage area, the RCT personnel on duty will inform the Ground Operator, who will contact the responsible ship's officer so as to request a check on board the ship. If the luggage is not found, the passenger will be provided with a lost luggage claim form.

11.0 Disposal of unclaimed or withheld luggage

11.1 Any unclaimed luggage found will be handed over to the agent.

11.2 If the RCT operative on duty is in doubt as to the contents of a luggage, the PFSO and Operations Manager are to be informed and the Police called to investigate further. The procedures for the disposal of unclaimed luggage are to be followed in such circumstances.

11.3 The luggage details are to be logged in by the security officer.

11.4 Before handing over any unclaimed luggage to the owners, the agent is to inform the PFSO who is to make a note in his log book including particulars of the owner and the agent making the delivery.

11.5 Any found items in the public areas are to be handed to the PFSO for safe keeping; details of the item and the date when found as well as the location are to be logged.

12.0 Disposal of unattended luggage and packages and items confiscated during screening

12.1 Any unattended luggage or packages found within the RCT grounds and buildings should be notified to the PFSO or his delegate.

12.2 The PFSO or his delegate are to treat such luggage/packages as suspicious, and is to take all necessary precautions to ensure safety of personnel and passengers.

12.3 The PFSO will inform the Ship's Security Officer of any items confiscated during screening. The items will be dealt with in accordance with the instructions of the Ship's Security Officer.

13.0 Passengers who are not allowed on the ship

13.1 In the event that a passenger is not allowed to board the ship, the Ground Handler is informed and is to organise the passenger's return. If the impediment is resolved, the Ground Handler is responsible for organising the transfer of the passenger to the next port of call.

14.0 Passengers who miss their ship

14.1 If a passenger arrives late and the ship has sailed, in the event of a transit passenger, the ship's agent is to arrange the transfer of the passenger to the next port of call. In the event of a turnaround passenger, the passenger is to arrange for his own transfer.

15.0 Visitors/guests on board Cruise Ships

15.1 At least 24 hours before the arrival of the guests, the ship's agent is to inform RCT about the guests providing their particulars and the number plate of their means of transport.

15.2 The ship's agent is responsible for the guests.

16.0 Operations Procedures for transit passengers disembarking in Quay 13 (South/North), 10 and 11

16.1 On the day of the call, RCT personnel will carry out a final check of the terminal and the quays. During the berthing manoeuvres the pilots will be informed about the positioning of the ships (position of ship doors and gangways to ensure a smooth operation).

16.2 Prior to the berthing of the ship, the tour buses, taxis and the shuttle buses will be placed in the bays assigned to them by RCT. The excursion buses will be placed as close as possible to the quay exit gates as indicated by RCT.

- 16.3 Once berthing is completed, RCT personnel will ensure that the quays are secure and will start placing crowd control barriers, a safe passenger path corridor from the gangway to the quay exit gate. The corridor will segregate the operation areas (embark/disembark of luggage/provisioning/garbage) to avoid comingling with passengers.
- 16.4 Once the quays are considered secure, passengers in transit and those with a booked excursion will be allowed to disembark.
- 16.5 About an hour before the ship's departure, passengers in transit and those returning from an excursion will return to embark. To be allowed entry to the terminal they have to show the boarding card.
- 16.6 At the end of the operation, once all the passengers are on board, the ship is ready to sail. Once the unmooring is completed, the quays and the terminals will be returned to the state they were in prior to the ship's arrival. The passenger stanchions will be removed and the terminals cleaned.



Figure 9: Mooring Operations

17.0 Operations Procedures for turnaround passengers disembarking through Terminal Bramante (Quay 12 B South)

- 17.1 On the morning of the call, RCT personnel will carry out an inspection of the quays and the terminal. During berthing, pilots will be informed of the berth assigned for the ship (position of the ship doors and the gangway) to ensure a smooth operation.
- 17.2 Prior to the berthing of the ship, the tour buses, taxis and the shuttle buses will be placed in the bays assigned to them by RCT. The excursion buses will be placed as close as possible to the quay exit gates as indicated by RCT.
- 17.3 Once berthing is completed, RCT personnel will ensure that the quays are secure and will start placing crowd control barriers, a safe passenger path corridor from the gangway to the quay exit gate. The corridor will segregate the operation areas (embark/disembark of luggage/provisioning/garbage) to avoid comingling with passengers.

- 17.4 Once the quays are considered secure and the ship baggage doors are opened, the porters will start unloading the luggage, which process and means will vary from ship to ship (trolley, cages, and conveyor). Using forklifts the porters will place the luggage in cages or in trolleys and transport the luggage to the terminal where the luggage will be placed in a file and segregated according to colour and numbers, as used by the crew during disembarkation.
- 17.5 Once all the luggage is placed in the terminal, passengers will start to disembark. Hostesses and stewards from the Ground Handling Agency will be present to provide assistance to the passengers. Porters will also be available with trolleys to assist passengers to take their luggage and carry them to their transport.
- 17.6 Once the check-in area is open, check-in personnel will set the check-in computers for embarking passengers and the hostesses and stewards place the crowd barriers and set the queuing lanes in accordance with the requirements set by the Ground Operator. In the baggage hall, and once the disembarkation process has completed, the hall will be prepared for luggage handling. Hostesses and stewards with the help of porters will tag the luggage with the cabin number.
- 17.7 Once passengers start arriving, whether by bus or car, the porters will retrieve the luggage. If the luggage are not tagged, the above procedure will be repeated. Once the luggage is delivered, the passenger will proceed to the check-in hall, the luggage scanned and placed in the cage and trolley divided by ship deck or in line with the ship's requirements.
- 17.8 Once inside the check-in hall, the passenger will proceed to the security checks (person and hand-luggage). At the end of the check-in process and the security checks and once the passenger has the boarding pass, the passenger will proceed to the ship walking along the indicated passenger footpath. once the passenger has his boarding card
- 17.9 The loading of luggage will commence once the ship crew is ready to receive the luggage. The luggage are divided according to deck will be transported to the ship in cages or trolleys by the forklift and taken to the ship's baggage doors and loaded either by forklift or with the aid of conveyor.
- 17.10 At the end of the operation, once all the passengers are on board, the ship is ready to sail. Once the unmooring, the quays is completed, the terminals will be returned to the state they in were prior to the ship's arrival. The passenger stanchions will be removed and the terminals cleaned.
- 17.11 All the operations outlined above are conducted in line with the RCT's ISPS code.

18.0 Operations Procedures for turnaround passengers disembarking using Terminal 12 B North

- 18.1 On the morning of the call, RCT personnel will carry out an inspection of the quays and the terminal. During berthing, pilots will be informed of the berth assigned for the ship (position of the ship doors and the gangway) to ensure a smooth operation.
- 18.2 Prior to the berthing of the ship, the tour buses, taxis and the shuttle buses will be placed in the bays assigned to them by RCT. The excursion buses will be placed as close as possible to the quay exit gates as indicated by RCT.
- 18.3 Once berthing is completed, RCT personnel will ensure that the quays are secure and will start placing crowd control barriers, a safe passenger path corridor from the gangway to the quay exit gate.

The corridor will segregate the operation areas (embark/disembark of luggage/provisioning/garbage) to avoid comingling with passengers.

- 18.4 Once the quays are considered secure and the ship baggage doors are opened, the porters will start unloading the luggage, which process and means will vary from ship to ship (trolley, cages, and conveyor). Using forklifts the porters will place the luggage in cages or in trolleys and transport the luggage to the terminal where the luggage will be placed in a file and segregated according to colour and numbers, as used by the crew during disembarkation.
- 18.5 Once all the luggage is placed in the terminal, passengers will start to disembark. Hostesses and stewards from the Ground Handling Agency will be present to provide assistance to the passengers. Porters will also be available with trolleys to assist passengers to take their luggage and carry them to their transport.
- 18.6 Once the check-in area is open, check-in personnel will set the check-in computers for embarking passengers and the hostesses and stewards place the crowd barriers and set the queuing lanes in accordance with the requirements set by the Ground Operator. In the baggage hall, and once the disembarkation process has completed, the hall will be prepared for luggage handling. Hostesses and stewards with the help of porters will tag the luggage with the cabin number.
- 18.7 Once passengers start arriving, whether by bus or car, the porters will retrieve the luggage. If the luggage are not tagged, the above procedure will be repeated. Once the luggage is delivered, the passenger will proceed to the check-in hall, the luggage scanned and placed in the cage and trolley divided by ship deck or in line with the ship's requirements.
- 18.8 Once inside the check-in hall, the passenger will proceed to the security checks (person and hand-luggage). At the end of the check-in and security checks, the passenger will proceed with the boarding pass in hand, to the ship walking along the indicated passenger footpath.
- 18.9 The loading of luggage will commence once the ship crew is ready to receive the luggage. The luggage divided according to deck will be transported to the ship in cages or trolleys by the forklift and taken to the ship's baggage doors and loaded either by forklift or with the aid of conveyor.
- 18.10 At the end of the operation, once all the passengers are on board, the ship is ready to sail. Once the unmooring is completed, the quays and the terminals will be returned to the state they were in prior to the ship's arrival. The passenger stanchions will be removed and the terminals cleaned.
- 18.11 All the operations outlined above are conducted in line with the RCT's ISPS code.

19.0 Operations Procedures for turnaround passengers disembarking at Terminal 25 South

- 19.1 On the morning of the call, RCT personnel will carry out an inspection of the quays and the terminal. During berthing, pilots will be informed of the berth assigned for the ship (position of the ship doors and the gangway) to ensure a smooth operation.
- 19.2 Prior to the berthing of the ship, the tour buses, taxis and the shuttle buses will be placed in the bays assigned to them by RCT. The excursion buses will be placed as close as possible to the quay exit gates as indicated by RCT.

- 19.3 Once berthing is completed, RCT personnel will ensure that the quays are secure and will start placing crowd control barriers, a safe passenger path corridor from the gangway to the quay exit gate. The corridor will segregate the operation areas (embark/disembark of luggage/provisioning/garbage) to avoid comingling with passengers.
- 19.4 Once the quays are considered secure and the ship baggage doors are opened, the porters will start unloading the luggage, which process and means will vary from ship to ship (trolley, cages, and conveyor). Using forklifts the porters will place the luggage in cages or in trolleys and will be transported to the terminal where the luggage will be placed in a file and segregated according to colour and numbers, as used by the crew during disembarkation.
- 19.5 Once all the luggage is placed in the terminal, passengers will start to disembark. Hostesses and stewards from the Ground Handling Agency will be present to provide assistance to the passengers. Porters will also be available with trolleys to assist passengers to take their luggage and carry them to their transport.
- 19.6 Once the check-in area is open, check-in personnel will set the check-in computers for embarking passengers and the hostesses and stewards place the crowd barriers and set the queuing lanes in accordance with the requirements set by the Ground Operator. In the baggage hall, and once the disembarkation process has completed, the hall will be prepared for luggage handling. Hostesses and stewards with the help of porters will tag the luggage with the cabin number.
- 19.7 Once passengers start arriving, whether by bus or car, the porters will retrieve the luggage. If the luggage are not tagged, the above procedure will be repeated. Once the luggage is delivered, the passenger will proceed to the check-in hall, the luggage scanned and placed in the cage and trolley divided by ship deck or in line with the ship's requirements.
- 19.8 Once inside the check-in hall, the passenger will proceed to the security checks (person and hand-luggage). At the end of the check-in and security checks, the passenger with the boarding pass in hand, will proceed to the ship walking along the indicated passenger footpath.
- 19.9 The loading of luggage will commence once the ship crew is ready to receive the luggage. The luggage divided according to deck will be transported to the ship in cages or trolleys by the forklift and taken to the ship's baggage doors and loaded either by forklift or with the aid of conveyor.
- 19.10 At the end of the operation, once all the passengers are on board, the ship is ready to sail. Once the unmooring is completed, the quays and the terminals will be returned to the state they were in prior to the ship's arrival. The passenger stanchions will be removed and the terminals cleaned.
- 19.11 All the operations outlined above are conducted in line with the RCT's ISPS code.



20.0 Operations Procedures for turnaround passengers disembarking at Terminal 10

- 20.1 On the morning of the call, RCT personnel will carry out an inspection of the quays and the terminal. During berthing, pilots will be informed of the berth assigned for the ship (position of the ship doors and the gangway) to ensure a smooth operation.
- 20.2 Prior to the berthing of the ship, the tour buses, taxis and the shuttle buses will be placed in the bays assigned to them by RCT. The excursion buses will be placed as close as possible to the quay exit gates as indicated by RCT.
- 20.3 Once berthing is completed, RCT personnel will ensure that the quays are secure and will start placing crowd control barriers, a safe passenger path corridor from the gangway to the quay exit gate. The corridor will segregate the operation areas (embark/disembark of luggage/provisioning/garbage) to avoid comingling with passengers.
- 20.4 Once the quays are considered secure and the ship baggage doors are opened, the porters will start unloading the luggage, which process and means will vary from ship to ship (trolley, cages, and conveyor). Using forklifts the porters will place the luggage in cages or in trolleys and transport the luggage to the terminal where the luggage will be placed in a file and segregated according to colour and numbers, as used by the crew during disembarkation.
- 20.5 Once all the luggage is placed in the terminal, passengers will start to disembark. Hostesses and stewards from the Ground Handling Agency will be present to provide assistance to the passengers. Porters will also be available with trolleys to assist passengers to take their luggage and carry them to their transport.
- 20.6 Once the check-in area is open, check-in personnel will set the check-in computers for embarking passengers while the hostesses and stewards place the crowd barriers and set the queuing lanes in accordance with the requirements set by the Ground Operator. In the baggage hall, and once the disembarkation process has completed, the hall will be prepared for luggage handling. Hostesses and stewards with the help of porters will tag the luggage with the cabin number.
- 20.7 Once passengers start arriving, whether by bus or car, the porters will retrieve the luggage and if the luggage are not tagged, the above procedure will be repeated. Once the luggage is delivered, the passenger will proceed to the check-in hall, the luggage scanned and placed in the cage and trolley divided by ship deck or in line with the ship's requirements.

20.8 Once inside the check-in hall, the passenger will proceed to the security checks (person and hand-luggage). At the end of the check-in and security checks, the passenger with the boarding pass in hand, will proceed to the ship walking along the indicated passenger footpath.

20.9 The loading of luggage will commence once the ship crew is ready to receive the luggage. The luggage divided according to deck will be transported to the ship in cages or trolleys by the forklift and taken to the ship's baggage doors and loaded either by forklift or with the aid of conveyor.

20.10 At the end of the operation, once all the passengers are on board, the ship is ready to sail. Once the unmooring, the quays and the terminals will be returned to the state they were prior to the ship's arrival. The passenger stanchions will be removed and the terminals cleaned.

20.11 All the operations outlined above are conducted in line with the RCT's ISPS code.

21.0 Emergency Response & Fire Points

21.1 Emergency Response & Fire Points are located in the following areas:

a. Fire Points

- Terminal Bramante: see attachment 1
- Terminal 12 Bis North: see attachment 1
- Terminal 25 South: see attachment 1
- Terminal Amerigo Vespucci: see attachment 2.

b. Emergency Meeting Stations

- Terminal Bramante: : see attachment 1
- Terminal 12 Bis North: : see attachment 1
- Terminal 25 South: see attachment 1
- Terminal Amerigo Vespucci: see attachment 2.

c. First Aid Stations

- Terminal Bramante: see attachment 1
- Terminal 12 Bis North: see attachment 1
- Terminal 25 South: see attachment 1
- Terminal Amerigo Vespucci: see attachment 2

21.2 RCT Operations and Security personnel as well as porters and any other RCT official involved in operations are to familiarize themselves with the emergency response and fire points.

22.0 RCT ISPS Code Certification Information

22.1 RCT complies with the latest ISPS Certification Information:

- a. Port ID Number: ITCVV - 0005
- b. UN Locater Code: ITCVV
- c. Port Facility Name: RCT – Roma Cruise Terminal
- d. Description of Port Facility: Cruise terminal
- e. Approval Date: 16/12/2010

23.0 Quay Information:

Quays	10/11	12 V	12	13	25
Length*	475m	150m	560m	795m	700m**
Min draft	7.70m	8.60m	12.8m	13.5m	13.5m
Height of Quay above chart datum	2.15m	2.25m	2.25m	2.25m	2.40m
Bollards	14	7	22	29	7
Space between bollards	27m	22m	25m	25m	27m
Fender Type	SC 1450				
• All data as on date of publication					

** 175m granted to RCT



24.0 Terminal Data

	TERMINAL 10	TERMINAL12 BS	TERMINAL 12 BN	TERMINAL AMERGO VESPUCCI	TERMINAL 25S
Total Area	800mq	1930mq	3000mq	11000mq	4500mq
Luggage Hall	600mq	1280mq	2000mq	3000mq Ground Floor	3000mq
Check-in and waiting area	200mq	650mq	1000mq	4510mq First Floor	1500mq
Check-in desks and ports	5	18 – 25	46	60 - 120	50
Chairs*	100	180	295	913(waiting area, bar e terrace)	424
AC units	2	10	Internal system fed by an external unit	Internal system fed by an external unit.	Internal system fed by an external unit
Distance: Terminal and Quay	10m	10m	60m depending on the distance of the ship	20m	20m
Passenger Boarding Bridges				1 (May – December 2018) 2 (2019)	

25.0 IT Plan

25.1 The Local Area Network (LAN) located at terminals 25 South and 12 Bis North is a structured cabling installation. There is in fact a central patch pane (rack mounted), cables category 5E/6 (CAT 5E/6) and connections RJ45.

Each check-in desk has two sockets to plug in computers.

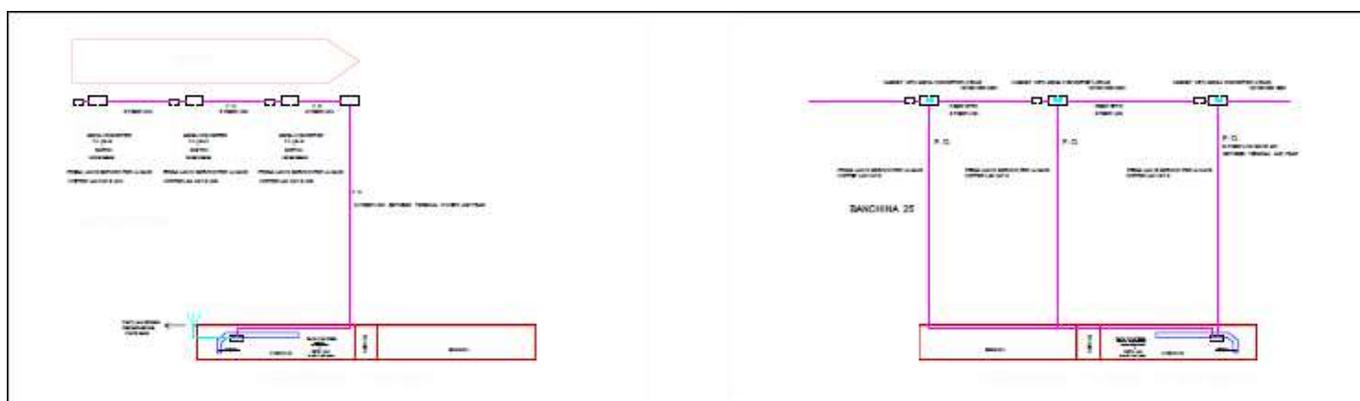
The LAN is managed by a switch (100/1000GB) located inside the rack.

There are also 3 data network system (watertight boxes) duly locked and located alongside the quay connected by an optical fibre cabling system and a media converter available for vessels berthed at the quays.

Terminals 10 and 12 S (Bramante) are equipped with a Local Area Network CAT 5/6 and Switches 10/100MB and the Data Network system situated alongside the quay belong to CAT 5/6 straight from the main rack.

For any IT assistance, the clients and port agents can refer to RCT who in turn will contact its own provider. For any assistance before and during the call, clients and agencies are to refer to the RCT personnel on duty.

Payments for services rendered are to be agreed and concluded directly with the IT service provider.



25.2 The LAN network system implemented for Terminal Amerigo Vespucci is the following:

Along the quay there are four connection points that can provide a LAN connection with a fibre optic and a category 6 Lan connection.

The four points are spread at a distance of 60 m between each point along the quay.

The four columns allow for an external connection each protected with an external structure and capable of providing an electrical supply and served with a fibre optic of the type OM3 50/125 micron: a media converter 100/1000Mbps; a category 6 lan connection to enable the ship connect with the check-in area.

The terminal is equipped with 120 check-in ports. The LAN network has a category 6 UTP cable. The check-in area is equipped with (routers), smart switches 100/1000Mbps each of 24 ports capable of connecting with the fibre optic cable thus allowing a connection with the quay (ship).

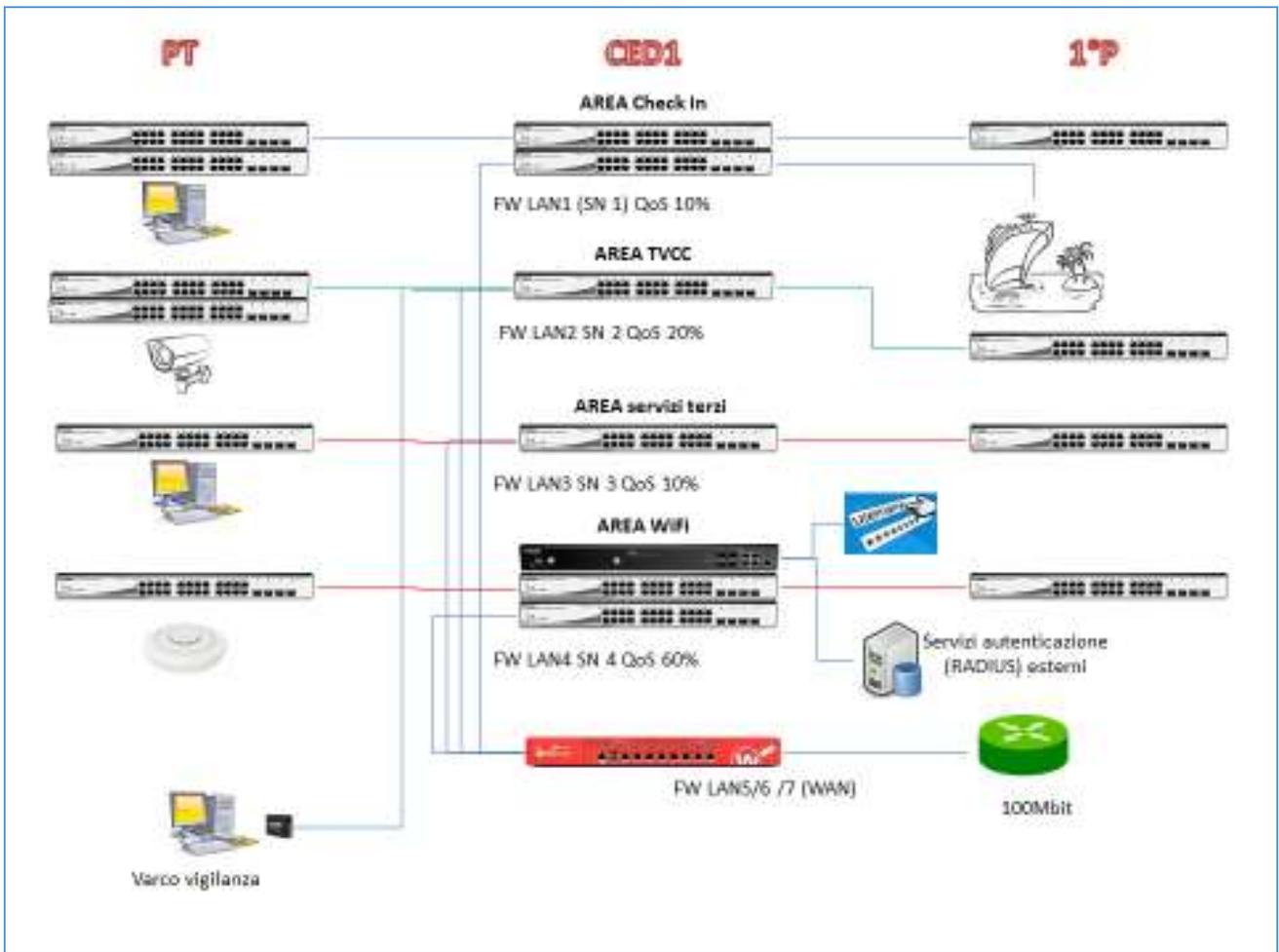


Figure 10: Terminal Amerigo Vespucci Hub System

26.0 RCT Security Equipment

The table below lists the x-ray equipment available in the terminals operated by RCT. As a rule, RCT assigns one x-ray machine per 1000 embarking passenger. RCT may, at its sole discretion decide to increase the number of x-ray machines or following a specific request to add additional equipment with any resulting additional charge for extra security, as per the RCT tariff, being levied to the client making the request.

Terminal	Large Luggage Scanner	Small Luggage Scanner
Terminal Amerigo Vespucci	4	6
12 Bis Sud	2	2
12 Bis Nord	4	3
25 Sud	5	4
10	1	1
10	1	



27.0 Useful Contacts

27.1 All communication and enquiries regarding Roma Cruise Terminal should be directed as follows:

Secretarial/Administrative Assistance:

Tel: +39 0766 366492

Fax: +39 0766 366493

Email: rct@romacruiseterminal.com

Postal Address: Darsena Romana, 11

00053 Civitavecchia (Rm)

Italy

Finance & Administration:

Tel: +39 0766 366492

Fax: +39 0766 366493

Email: rct@romacruiseterminal.co

**Marco D'Errico: Finance & Administration
Manager**

Operations:

Tel: +39 0766 366490

Fax: +39 0766 366493

Email: rctops@romacruiseterminal.com

Duty Officer Mobile: +39 366 1844141

John Portelli: General Manager

Security & Safety (P.F.S.O)

Tel: +39 0766 366491

Fax: +39 0766 366493

Email: pietroleoni@romacruiseterminal.com

Mobile: +39 328 7665960

Pietro Leoni: PFSO

27.2 The offices of RCT are open between Monday and Friday from 08:00 to 18:00. During the weekend, clients, their agents and suppliers can contact the Duty Officer with regards to operational matters and the PFSO on security matters on their respective mobile numbers.

27.3 The offices of RCT are closed on the following days: 1st January (New Year's Day), 6th June (Epiphany), Easter Sunday and the following Monday, 25th April (Liberation Day), 28th April (Santa Fermina, the feast of the patron saint of Civitavecchia), 1st May (Workers' Day), 2nd June (Republic Day), 15th August (Assumption Day), 1st November (All Saints' Day), 8th December (Feast of the Immaculate Conception), 25th December (Christmas) and 26th December (St Stephen/Boxing Day).

28.0 Client's Responsibility

28.1 RCT cannot be held responsible in the event of any requests, complaints and / or claims for damages by third parties for any event and / or inappropriate behavior that are directly attributable to the client, to equipment owned by the client or to their improper use thereof; and / or their improper positioning and / or lack of supervision and / or improper removal at the end of operations.

28.2 RCT assumes no responsibility for any damages, delays or losses due to unforeseeable circumstances or force majeure, for instructions given by the Public Authorities or to be ascribed to interested parties. RCT is also not to be held responsible for any delays due to the performance of customs operations, border police checks on immigration or delays due to traffic problems entering the port, the lack of means of transport or any other cause not attributable to the RCT.

29.0 Client's Obligation

29.1 Clients, their agents, suppliers and all those who operate on behalf of the clients must at all times respect the procedures and regulations established by RCT.

29.2 Clients, suppliers and agents must deploy personnel, machinery and supplies solely authorised by RCT for the handling of passengers, ships, luggage, goods and supplies and to carry out any other work on the quays, in the terminals and the areas operated by RCT unless agreed otherwise with RCT.

Each year, agents and suppliers must ask RCT for its permission to be able to work in the areas operated by RCT. The fees for such permits are found in the tariff. The permit will be issued upon payment of such fees.

29.3 In executing their work, clients, agents and suppliers must not cause damage to the infrastructure, equipment and property of RCT.

29.4 Clients, agents and suppliers cannot remove items, furnishings and fittings from the terminals and areas of RCT unless specifically authorised in writing to do so by RCT.

29.5 Clients, agents and suppliers must seek the authorisation of RCT prior to installing any temporary structure/equipment for the handling of passengers or supplies. The positioning of these items must be in line with any regulation in force on health and safety. No item is to be left unattended and all must be removed at the end of the operation. Items and equipment left unattended will be removed at the sole discretion of RCT and against payment of a fee.

30.0 RCT Tariff

30.1 Turnaround Passengers

30.1.1 RCT will charge a tariff of € 7.85 per embarking and disembarking passenger for the services indicated in sections 5.0, 6.0, 8.0, 9.0, 17.0, 18.0, 19.0 and 20.0. The tariff for a turnaround passenger (embarking and disembarking) is equivalent to € 15.70. The fee is inclusive of luggage handling from the ship to the terminal and from the terminal to the ship and the placing of the luggage in the terminal in line with the request of the client and the agents as well as the iSPS security charge. The fee does not cover any specific requests made by the clients or their agents. These specific requests will be charged separately. In the event of specific requests which are not covered by these tariffs, RCT will inform the clients and their agents of their cost once RCT receives a request for such service/s.

30.1.2 For passengers embarking or disembarking in Civitavecchia but who do not make use of the terminal, the tariff is € 3.35 per passenger. The full charge for a passenger embarking and disembarking in Civitavecchia but who do not make use of a terminal is € 6.70. The tariff does not include the cost for luggage handling but includes the costs for security/iSPS. If luggage handling services are requested even if no check-in operation takes place inside a terminal, the fee charged will be € 7.85 per each embarking or disembarking passenger. The tariff for a turnaround passenger (embarking and disembarking) is equivalent to € 15.70. The fee does not cover any specific requests made by the clients or their agents. These specific requests will be charged separately. In the event of specific requests which are not covered by these tariffs, RCT will inform the clients and their agents of their cost once RCT receives a request for such service/s.

30.1.3 In the event that more stevedores or porteres are requested over and above what is normally provided by RCT, the following tariffs will apply:

- Forklift plus driver: € 208.00
- Stevedore: € 200.00
- Porter: € 200.00

These tariffs and the ones that follow are subject to negotiations and are subject to change. Any modification to the present tariff will be duly communicated.

30.1.4 The charge for the handling of transit passengers (sections 3.0, 4.0 and 16.0) is € 4.35.

30.1.5 For ships berthing at quay 25S, an additional Port Authority tariff of € 1.50 will be added to the transit or turnaround fees. For passengers embarking and disembarking in terminal 25S, the additional cost is € 3.00.

Clients wishing to berth and make use of quays 25S and/or terminal 25S even though there is berthing space available on quays 10,11,12 and 13 must pay an extra security fee as per 30.3. A tariff of € 1,000 inclusive of all costs related to security and to the terminal will be applied.

30.2 Assistance to Agencies

30.2.1 The tariff for the annual authorisation of ground handlers, as per article 45 bis of the navigation Code is € 150 for each single ground handling operator making the request. Any request for modification of the forms prepared by RCT will incur an additional fee of € 50 per document.

30.3 Security/ISPS fees

30.3.1 In addition to the tariffs specified above, any request for additional security will incur an additional fee of € 25 per hour per each security officer for a minimum of six hours.

30.3.2 Any request for K-9 services will incur a cost of € 65 per hour per dog for a minimum of six hours.

30.3.3 Any request for additional x-ray machines above the minimum set by RCT will incur an hourly cost of € 75 per machine for a minimum of six hours. Three security guards will be assigned to each machine.

30.3.4 The service of 100% screening in Terminal Amerigo Vespucci will not include any additional charge to the costs listed in 30.1 above.

30.4 Tariffs for entry permits

30.4.1 Entry permits will be released following the payment of the relative permit fees. Whoever is not in possession of a permit - whether a person or a vehicle - will not be allowed entry to the areas of RCT.

Details on how to obtain a permit can be found on RCT's website (www.romacruiseterminal.com).

30.4.2 Entry permits are subject to the following fees:

- Buses (save shuttle buses): €100 per annum and € 50 per annum for the driver
- Taxi (private cabs (NCC, public taxis, whether booked or not): € 60 per year and € 50 per annum for the driver.
- Trucks carrying ship provisions: € 100 per year and € 50 per annum for the driver
- Authorised persons : € 10 per year.

The tariffs are charged as follows:

- The first three entries – irrespective of the categories listed in 30.4.2 above – are gratis.
- For those who had already paid the entry permit fee, but as on the 31st of December, do not exceed the three entries, RCT will refund the Entry Permit Fee, following a request for a refund sent to dignet@digineteuropa.it and copied to rct@romacruiseterminal.com.
- The Entry Permit Fee (30.4.1 above) must be paid as from the fourth entry.

Thus accredited agencies and operators can insert the details of their employees and subcontractors and their vehicles up to the third entry, even though their employees, subcontractors and vehicles do not have the annual permit. On the fourth entry request, the entry accreditation system will signal the need to effect payment prior to the issuance of the required authorisation together with a request for the entry permit and the completion of other obligations prior to being allowed any future access to the RCT areas.

30.4.3 Only persons and vehicles with a valid entry permit are allowed access to the RCT areas. Any person and vehicle entering the RCT areas must display their permit or means of identification. Passengers accessing the RCT areas must display their ship card. Crew members must display their crew card. Whoever enters the RCT areas must abide with the regulations in force of the Port Authority and the Maritime Administration.

30.4.4 Persons and vehicle with a valid permit to enter the RCT areas, will be subject to checks and controls by RCT personnel in line with the RCT regulations and any regulation currently in force. Whoever refuses to be checked and controlled will be refused entry and will be referred to the competent authorities.

30.4.5 Vehicles entering the RCT areas must observe the national highway code. Drivers must respect all road signage. Whoever contravenes these regulations risks suspension of the entry permit until such time as determined by the PFSO and in line with what is stated in current regulations.

30.5 Fee for the use of equipment

30.5.1 The following tariffs apply to the hiring of equipment required for the movement of ship supplies, on-board equipment and garbage and are inclusive of the fee for the driver as per 30.1.3:

- Fork-lift charge for the movement of provisions: € 156 for each shift of 6 hours
- Heavy-lifting equipment charge for the movement of provisions: € 428 for each shift of 6 hours
- Fork-lift charge for the movement of garbage: € 60 per hour up to a maximum of 3 hours
- Fork-lift charge for the movement of garbage: € 364 after 3 hours and up to a maximum of 6 hours.

The rates described below are subject to negotiations and therefore change. Any change in the tariffs will be duly communicated.

30.6 Ship supplies

30.6.1 Clients may make use of any operator duly authorised by RCT, for the handling of ship supplies. The tariffs for this service may vary according to the service requested by the Clients or their agents.

- For the movement of goods via RCT and from the quays controlled by RCT: € 18 per tonne.
- For the movement of goods via RCT and through the warehouses of CFFT and only for quay 25S:
€ 20 per tonne

30.7 Overnight Stays

Ships on overnight stays shall be charged € 2 per LOA for 24 hours.

30.8 Military Ships

For military ships berthed on RCT's quays, a tariff of € 2 per LOA for the first 48 hours will apply after which the tariff will be increased to € 5 per LOA

30.9 Yachts

Yachts berthed on RCT quays are subject to a tariff of € 25 per LOA for 24 hours.

30.10 Gazebos

A fee of € 1,200 per one unit of gazebo of 70sqm will be charged to the clients or agents making the request, plus the costs for mounting the gazebo.

30.11 Other Fees

RCT reserves the right to charge other fees not contemplated in this document. The tariff may vary from time to time and they will be communicated to the agent and client within 48 hours from the receipt of the request.

30.12 Payment Conditions

30.12.1 Fees must be settled within 30 days from the date of the issue of the invoice.

30.12.2 Late payments may be subject to interest according to the rates set by law.

30.12.3 The invoice will be prepared and addressed in accordance with the details of the party making the request.

30.12.4 Any request for the issuance of a new invoice or a modification to the request and details of the client, will incur a charge of € 20 for each single document.

30.12.5 Any objection for an invoice issued by RCT must be addressed to the Finance and Administration Manager not later than 15 consecutive days from the date of the issue of the invoice. The objection will be handled within 30 consecutive days from the date of the receipt of the objection. Unless decided otherwise, objections that do not follow this procedure will not be considered.

30.12.5 For any dispute, the competent tribunal will be that of Civitavecchia.

31.0 Other Services

31.1 Flights above the RCT areas

Flights with piloted drones of any shape, size and weight are strictly prohibited. Authorisation may only be granted at the discretion of RCT to holders of a valid license issued by the civil aviation authorities.

31.2 Photos and Filming

Whoever is interested in taking photos or filming in the areas controlled by RCT must seek the prior authorisation of RCT, the Port Authority, the Maritime Administration and Customs. With regards to RCT, the written request must be sent to the PFSO. The request must specify the scope of the filming and photo shoot, including for which organisation (including media house and publication) the shoot is being made. Any image that may harm the reputation of RCT and the port of Civitavecchia cannot be published.

RCT must be cited in the film and photo. The films and photos can only be used for the scope for which the request was originally made and must be kept by the author and not third parties. A copy of the film and

the photos must be sent to RCT's PFSO. The filming and the photos must respect the security, health and safety regulations in force.

32.0 Information Sharing

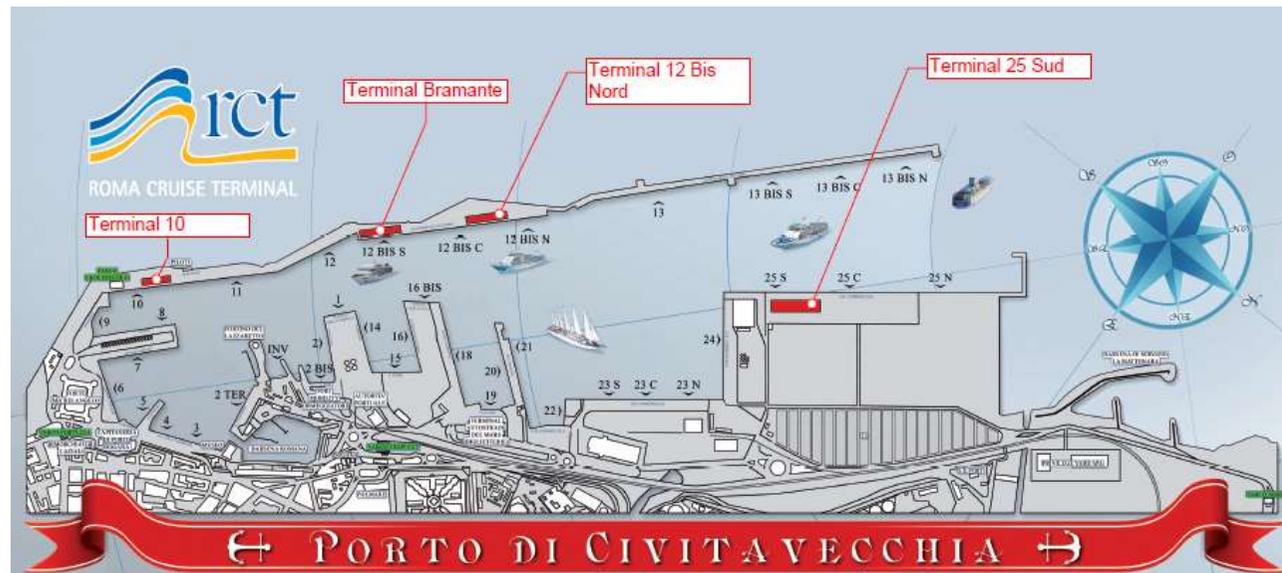
RCT promotes the notion of information sharing with its clients and agents. Whoever wishes to receive an email alert from RCT or documents and procedures which RCT publishes from time to time is invited to send an email to the General Manager John Portelli at johnportelli@romacruiseterminal.com specifying the information which is required.

INFORMATION AS ON DATE OF PUBLICATION



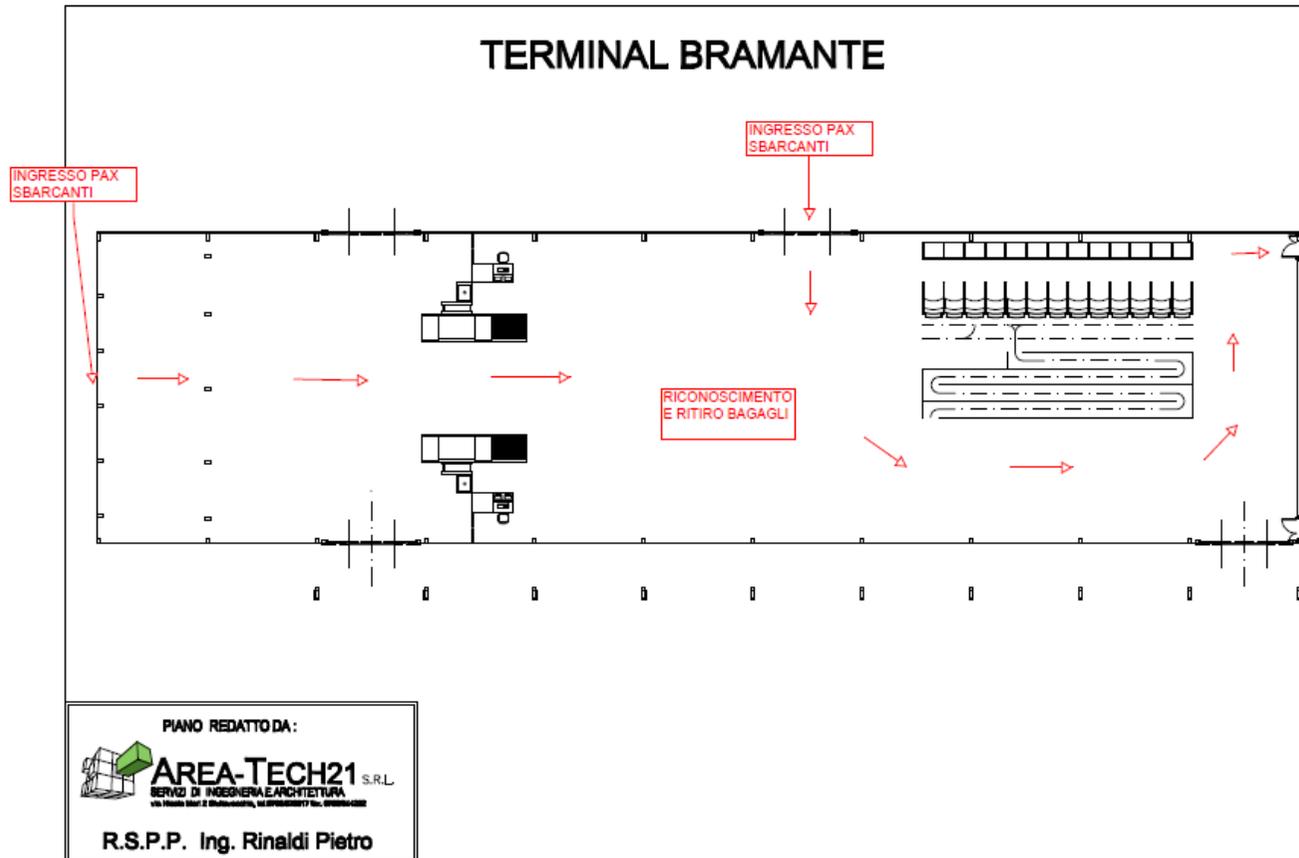
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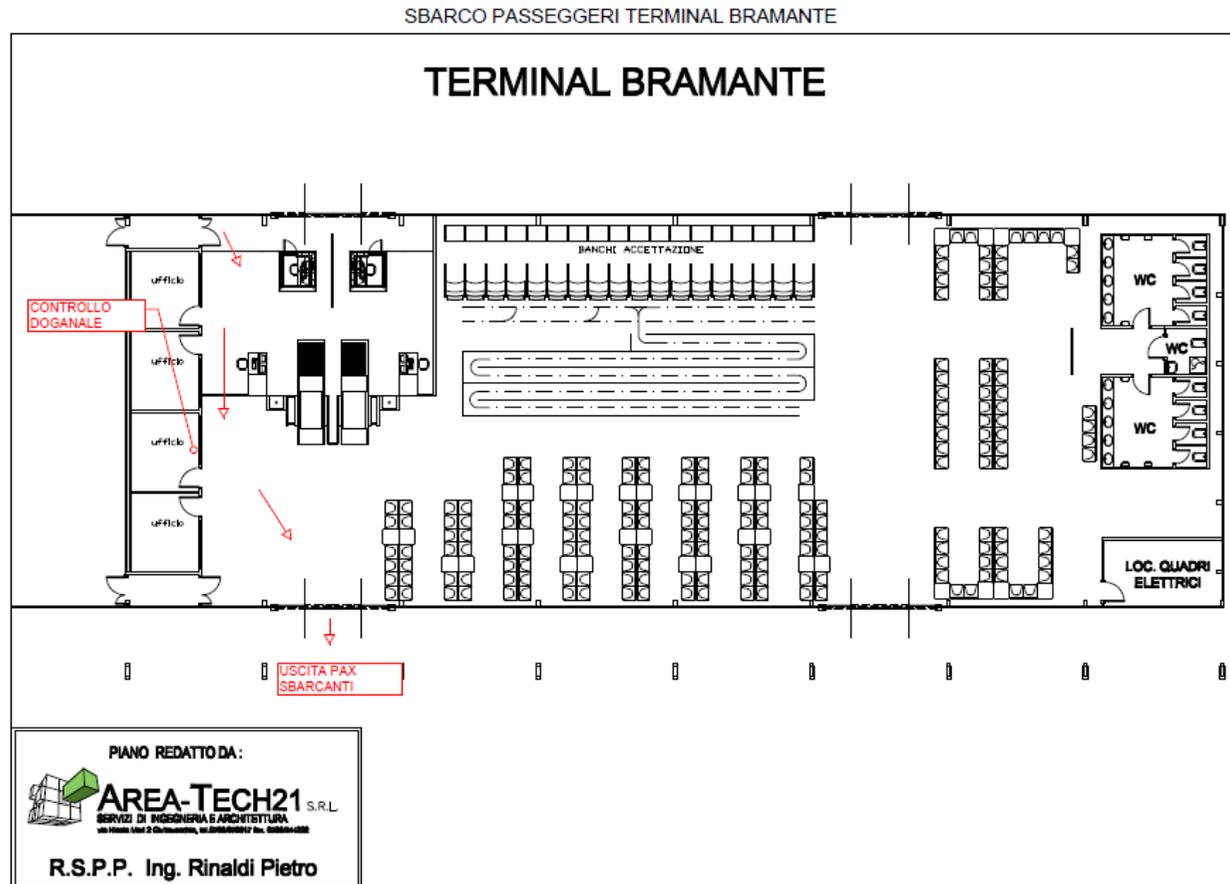


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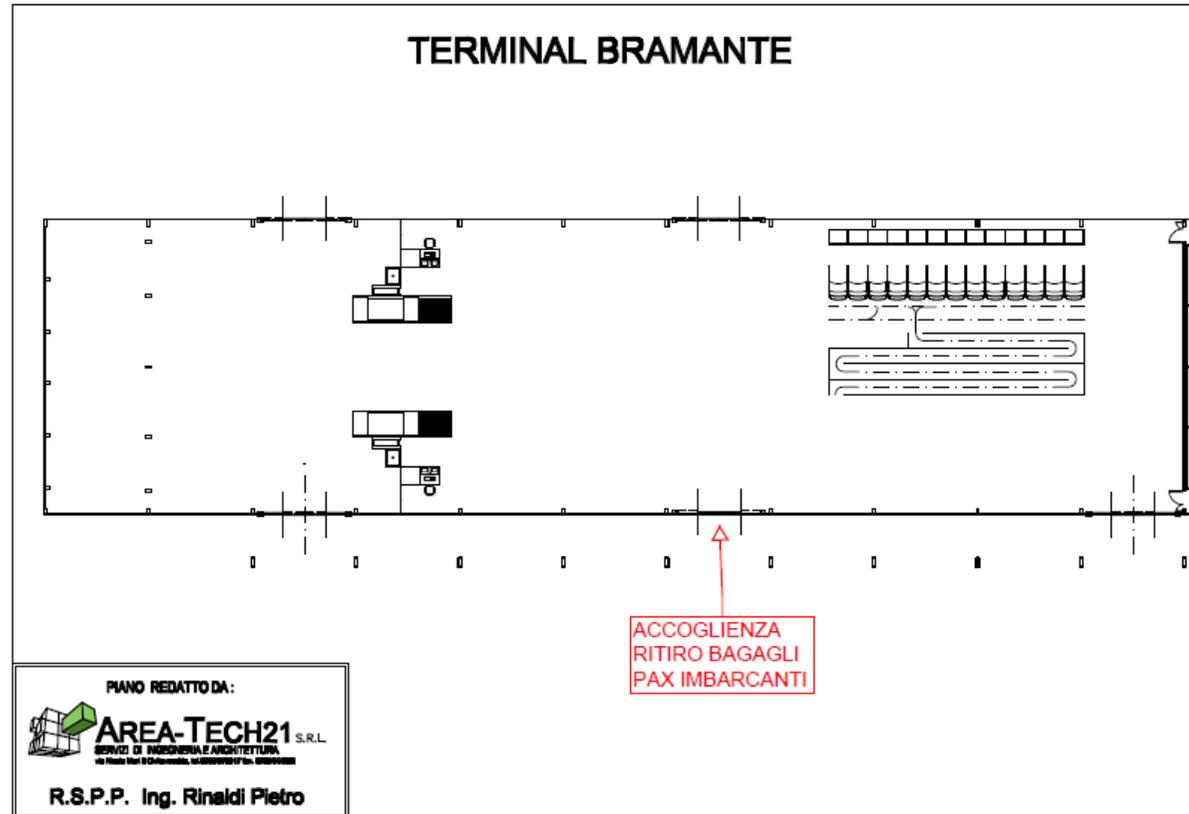


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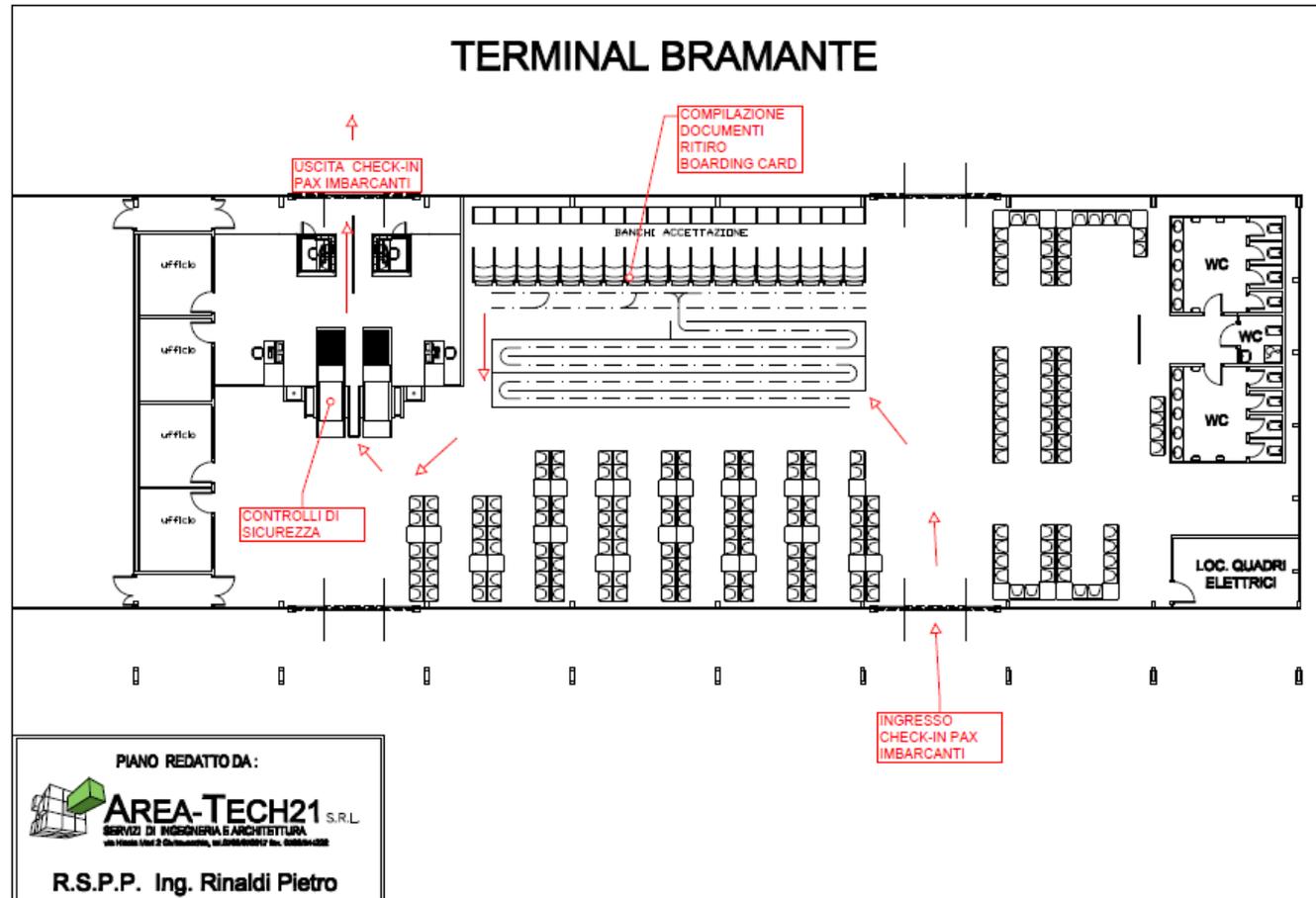
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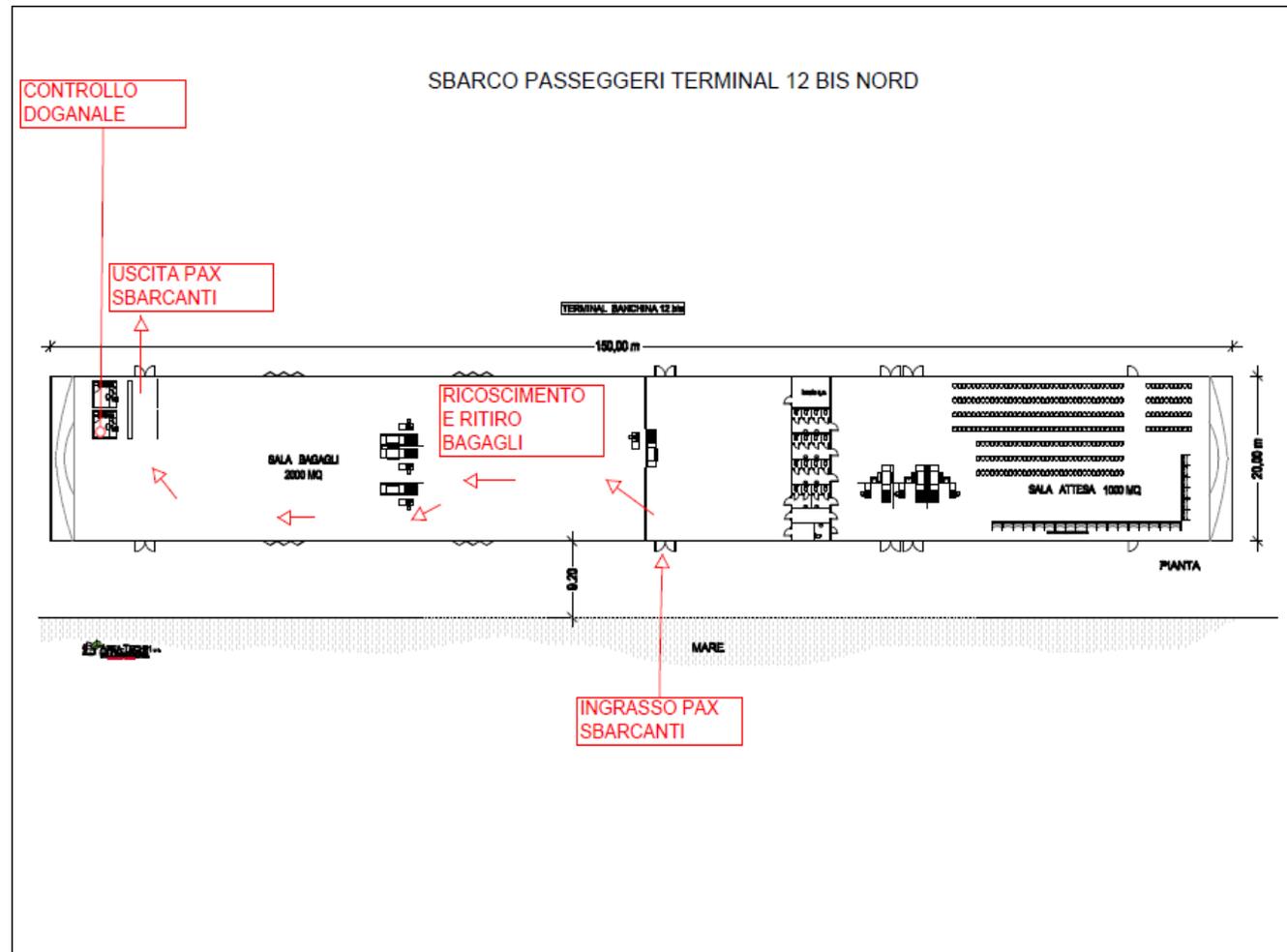


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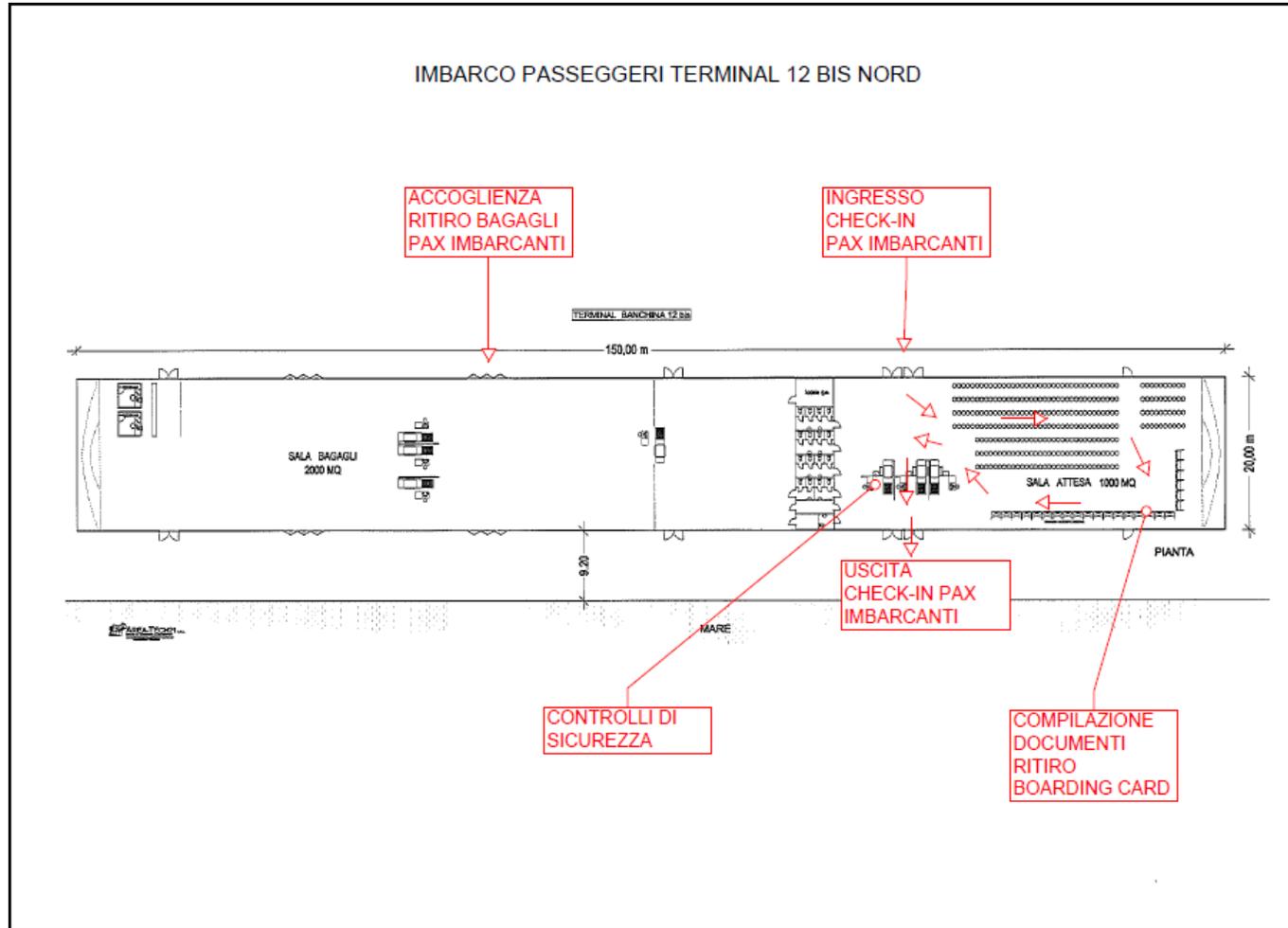
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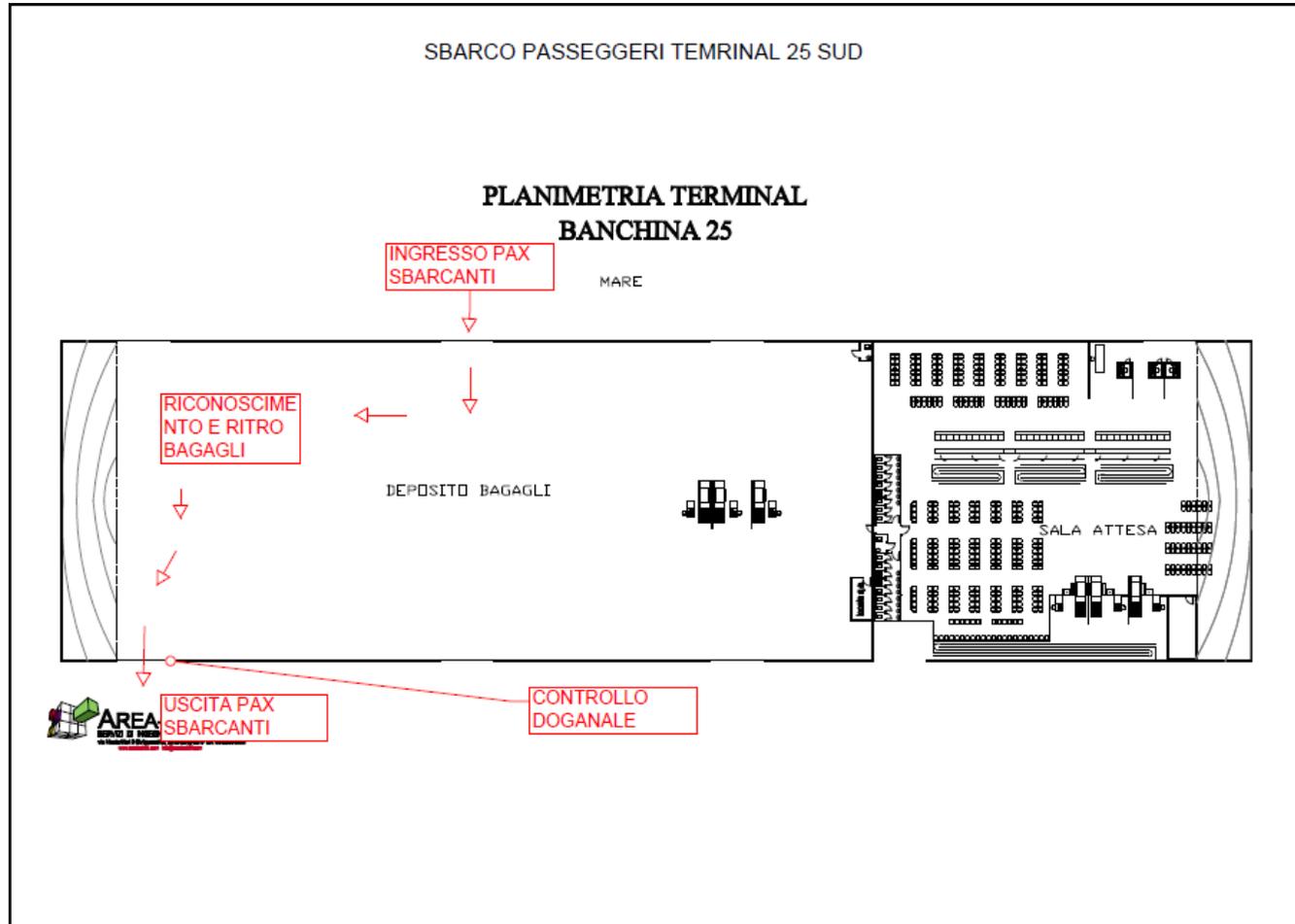
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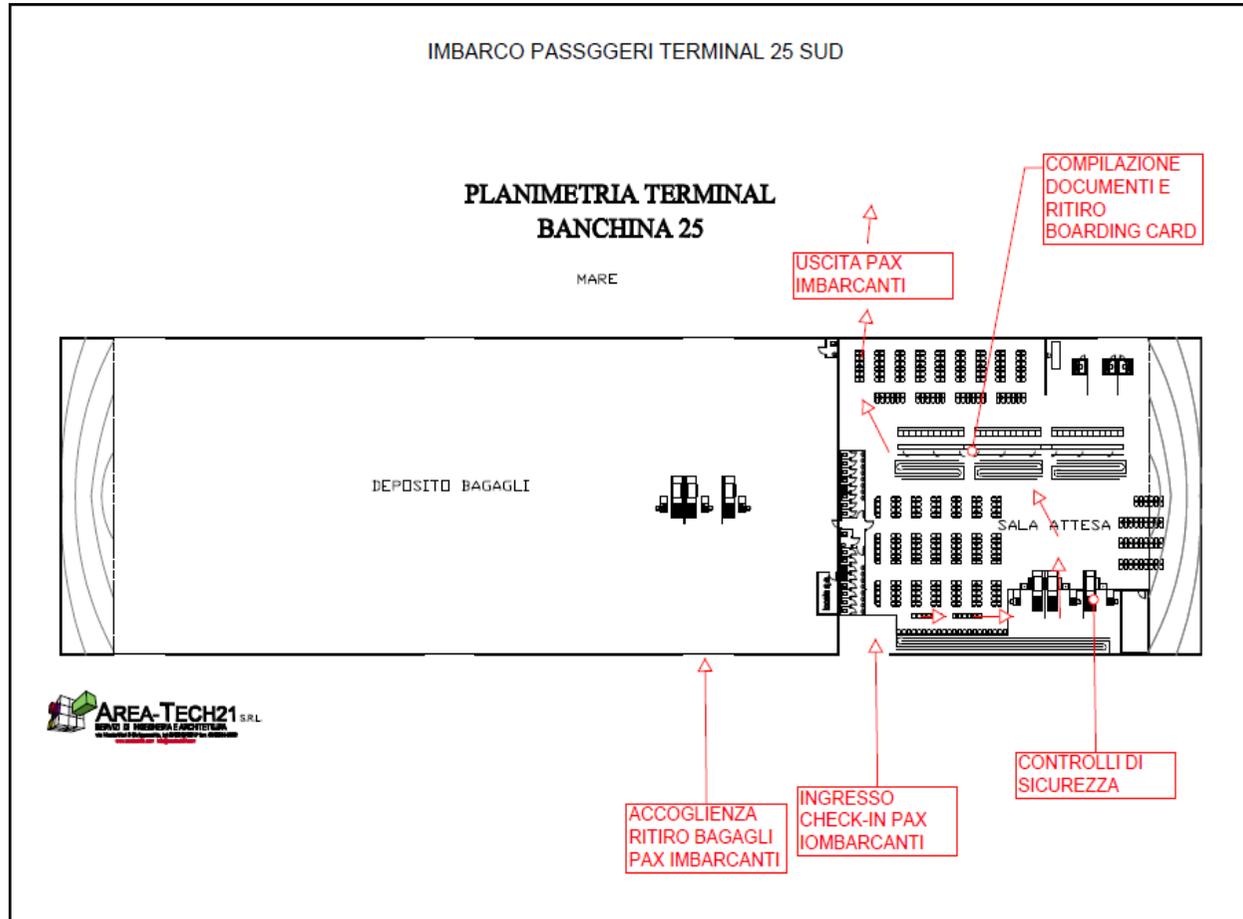
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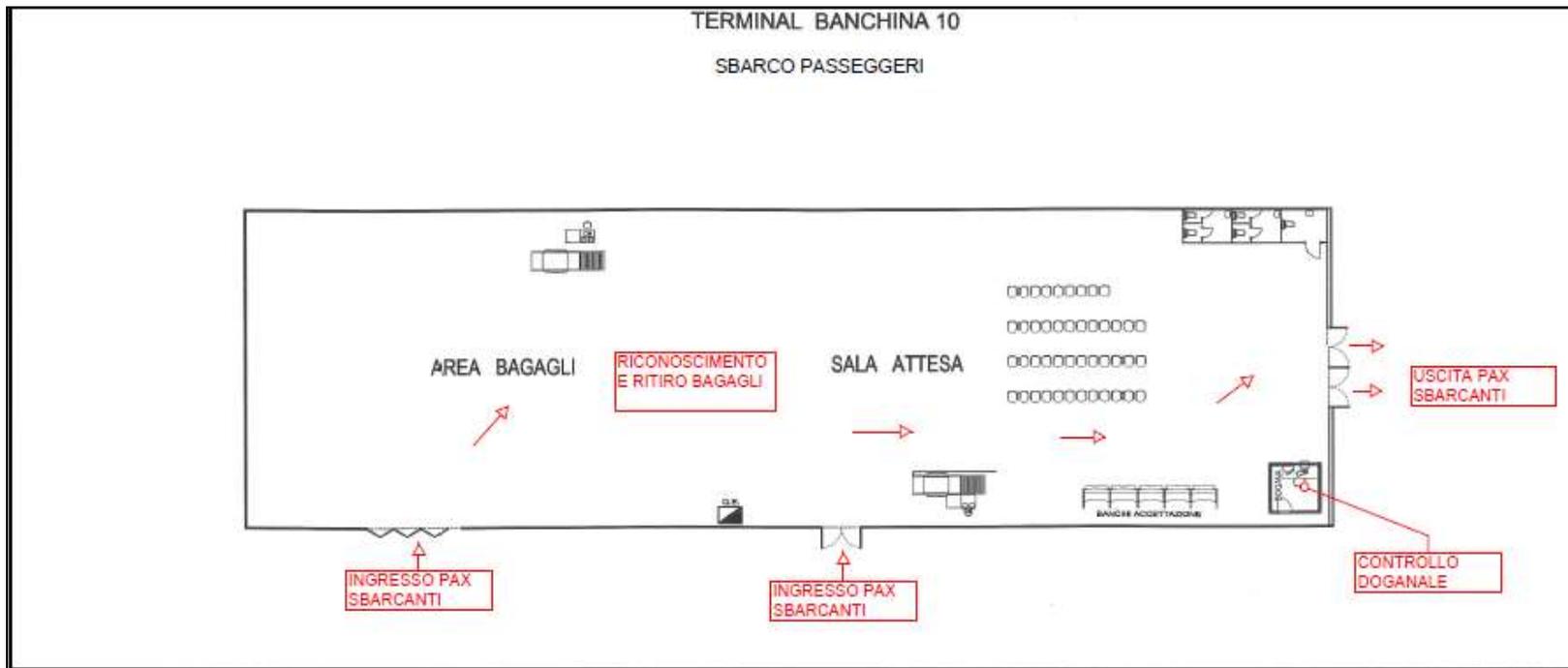
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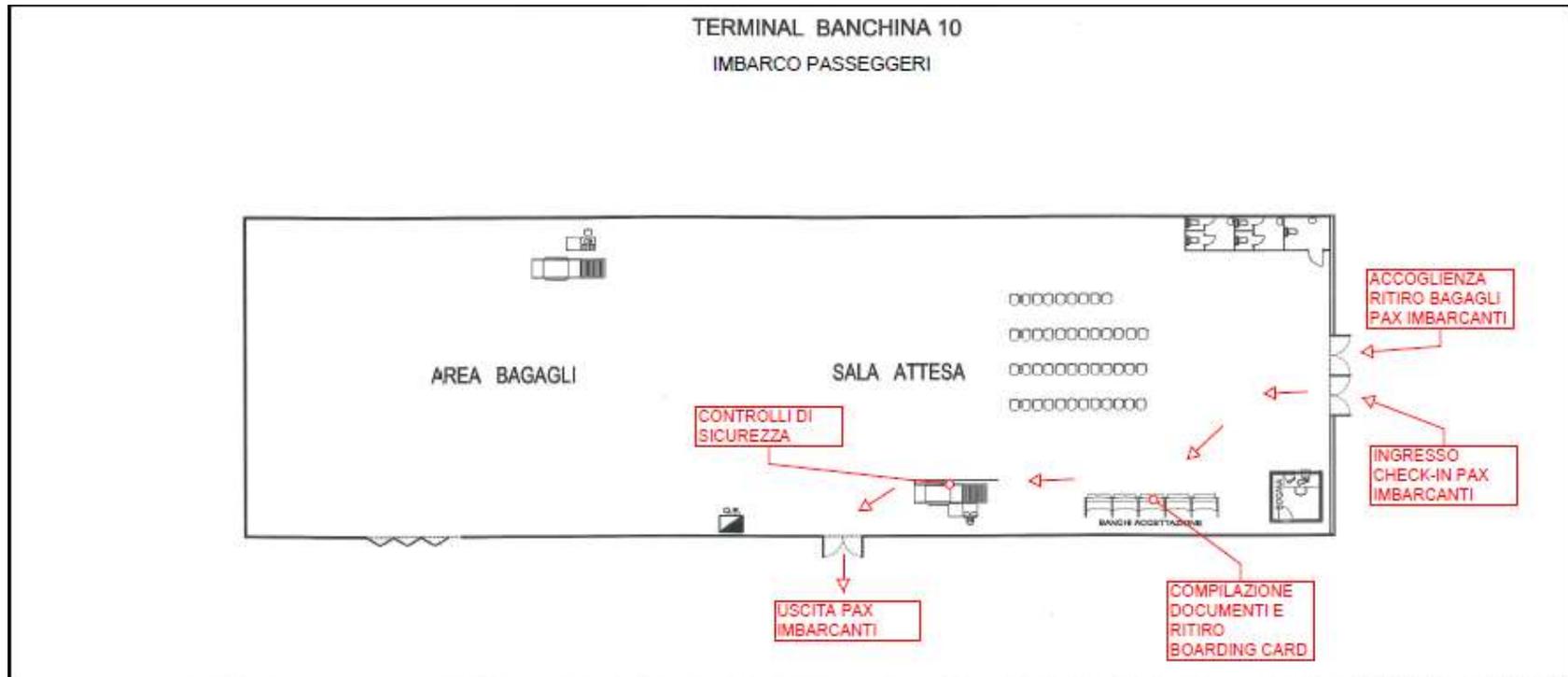
9)



10)



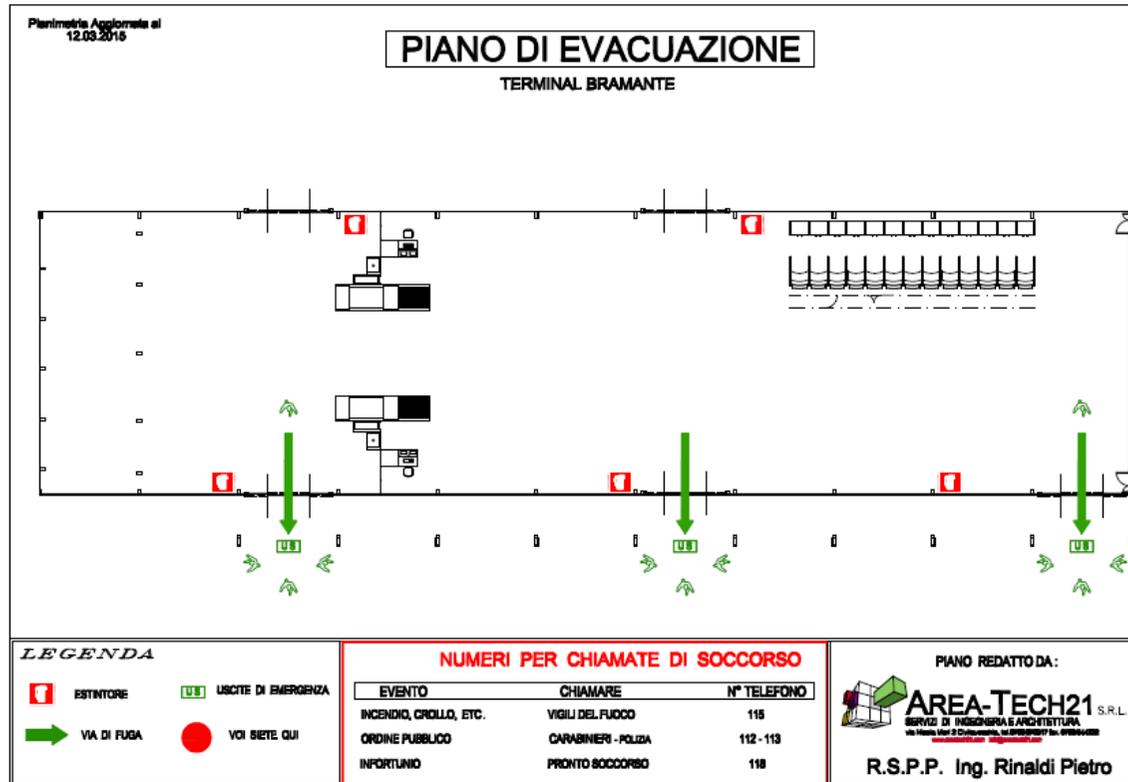
11)



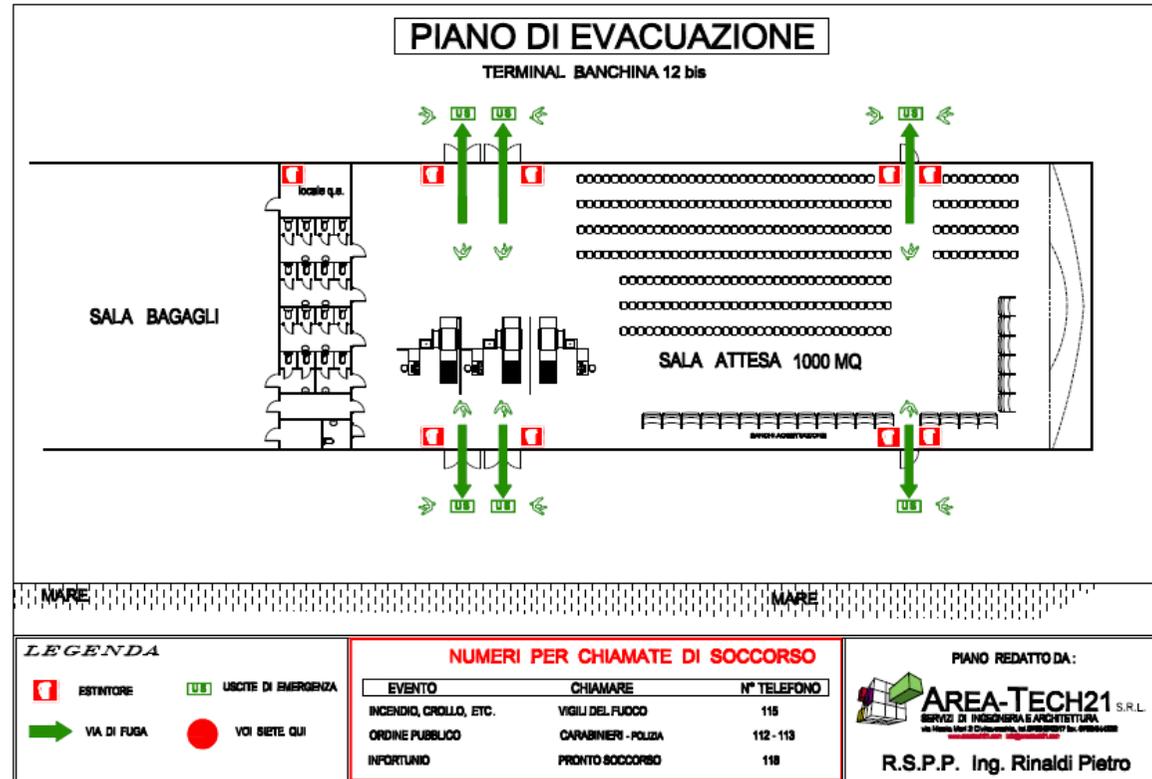
12)



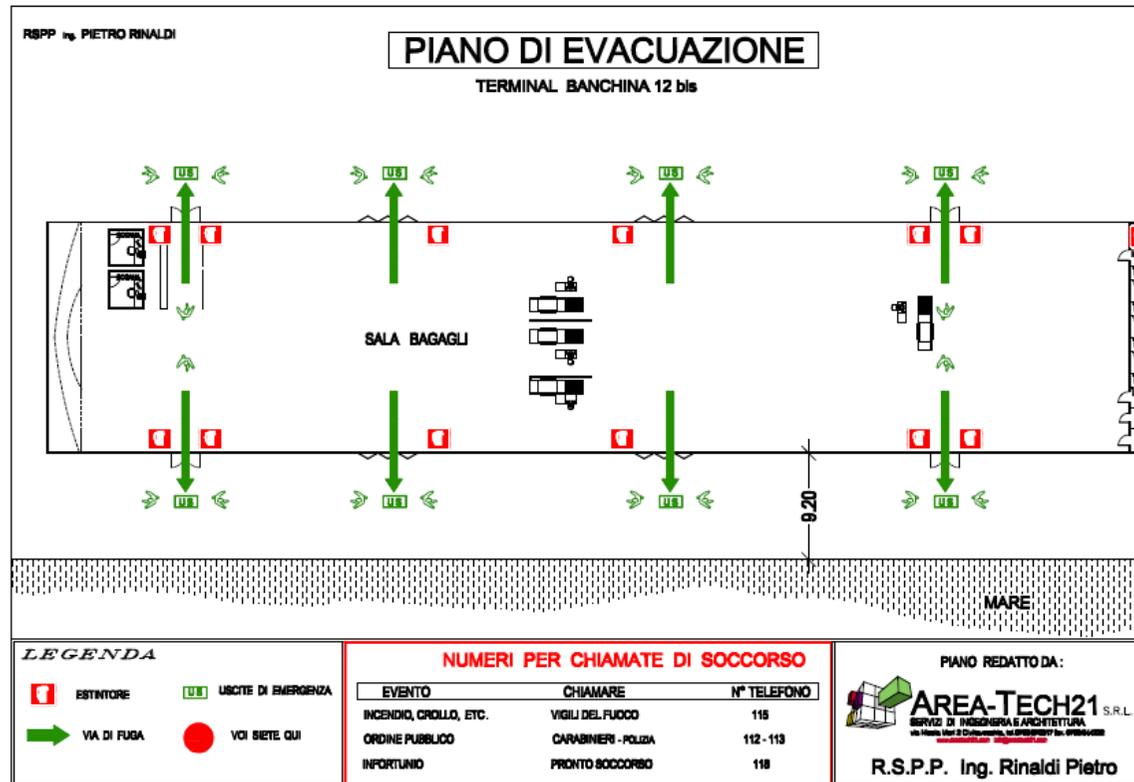
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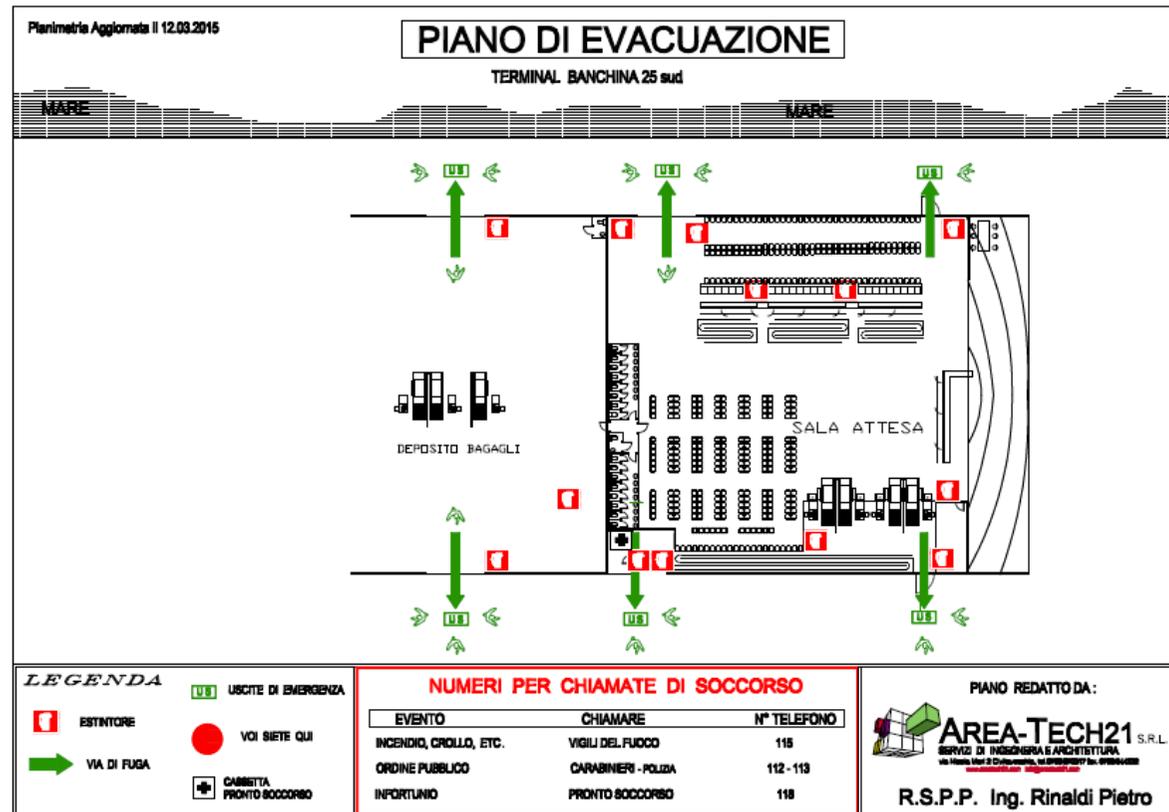
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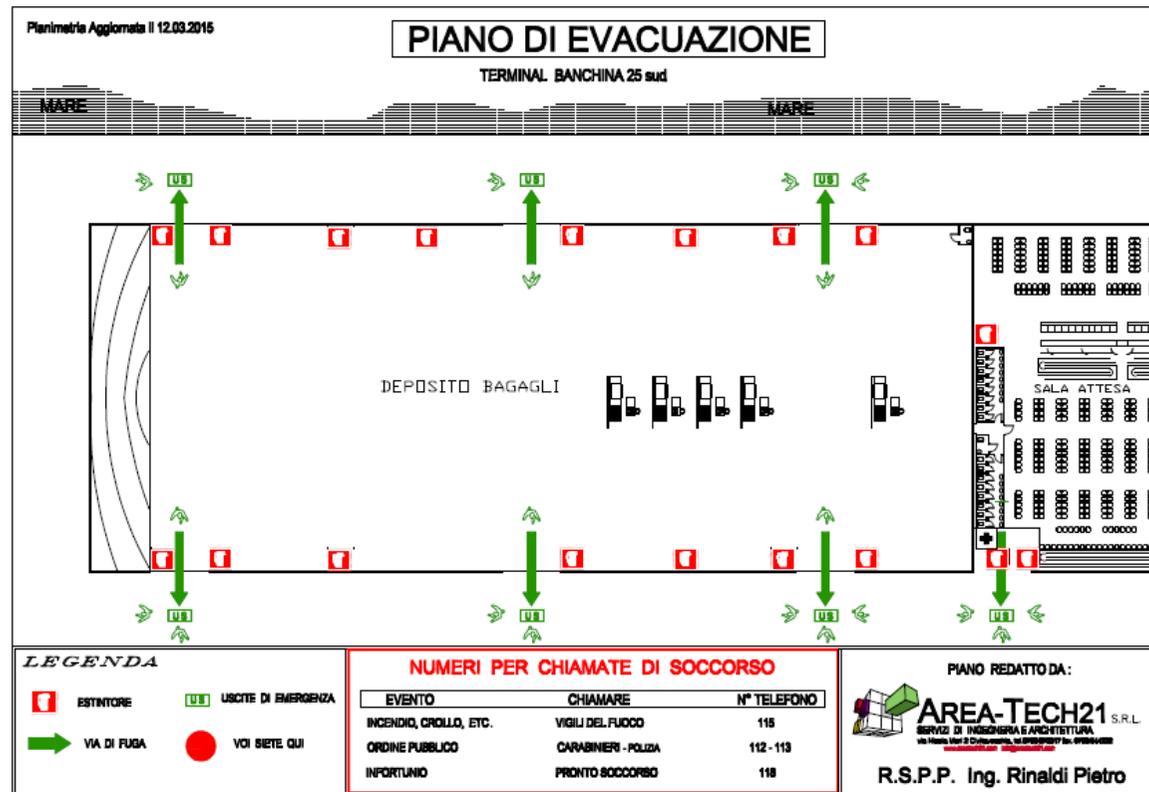
15)



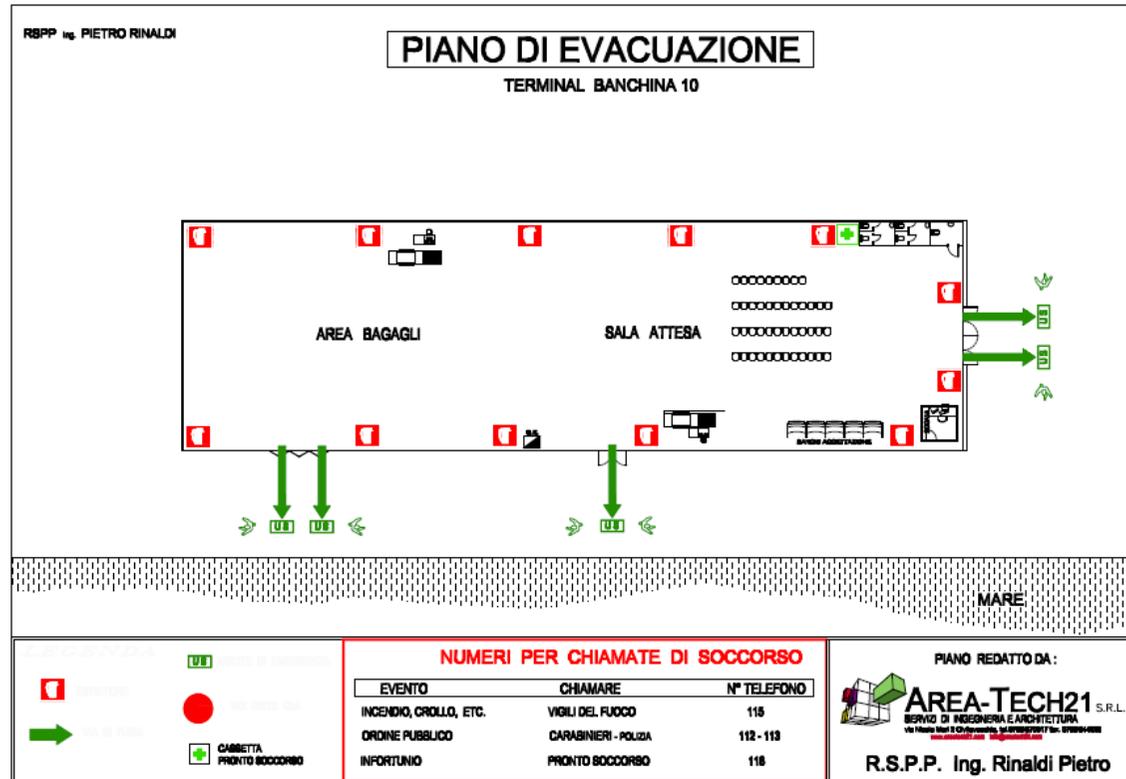
16)



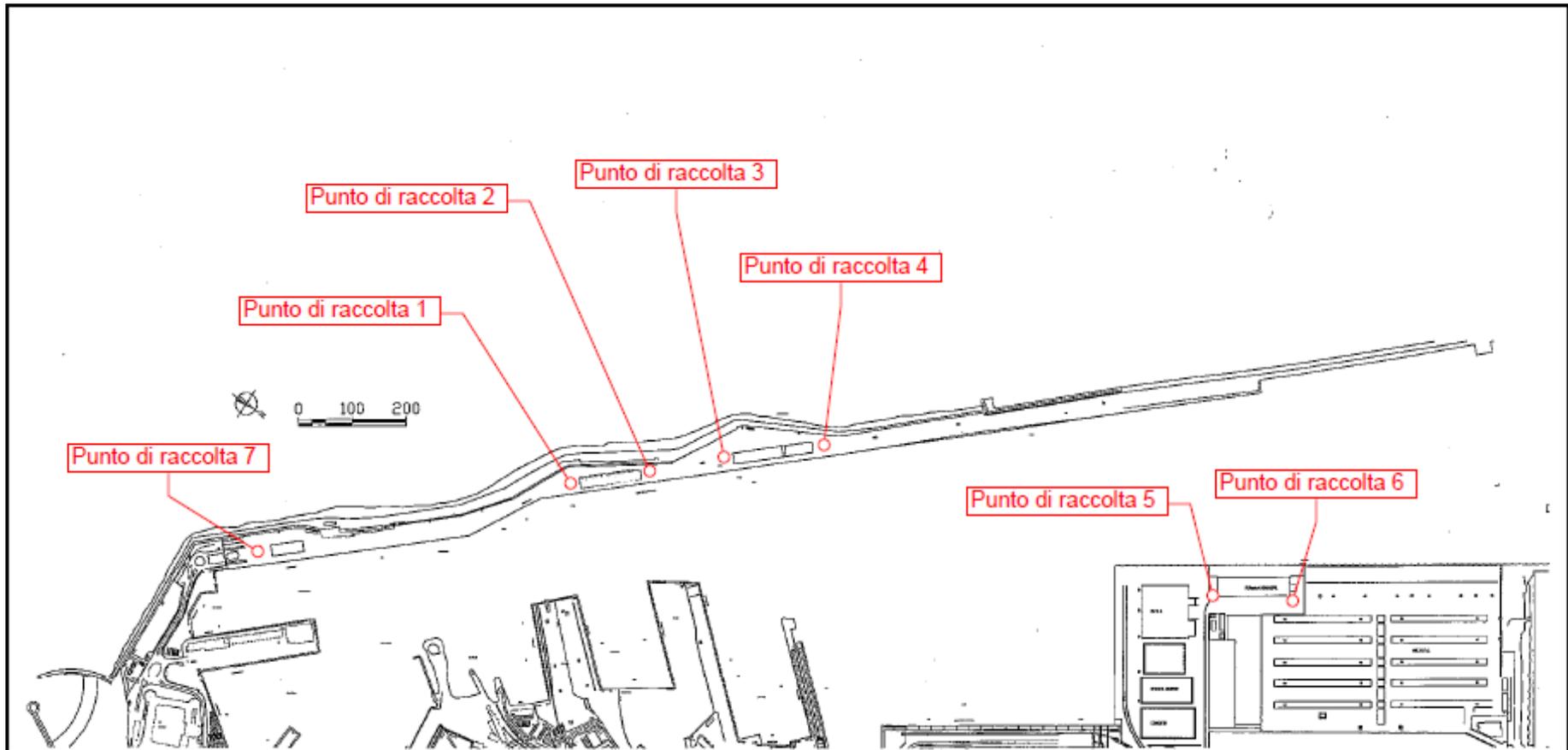
17)



18)



19)

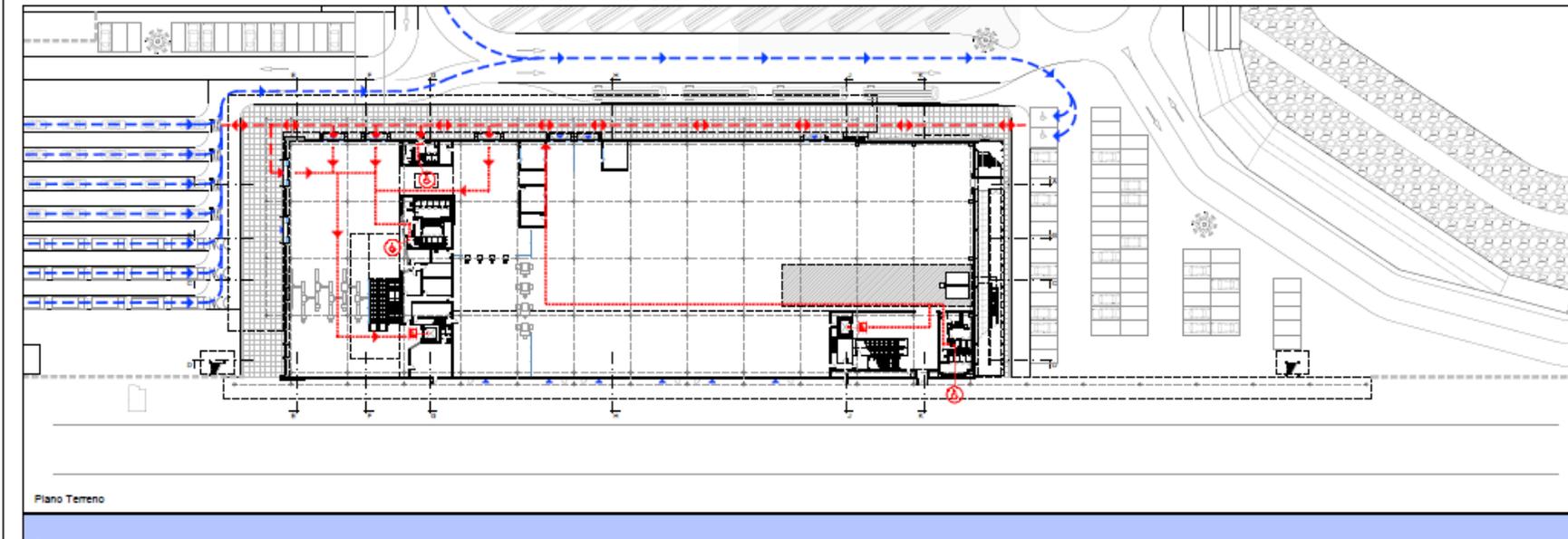


ANNEX 2

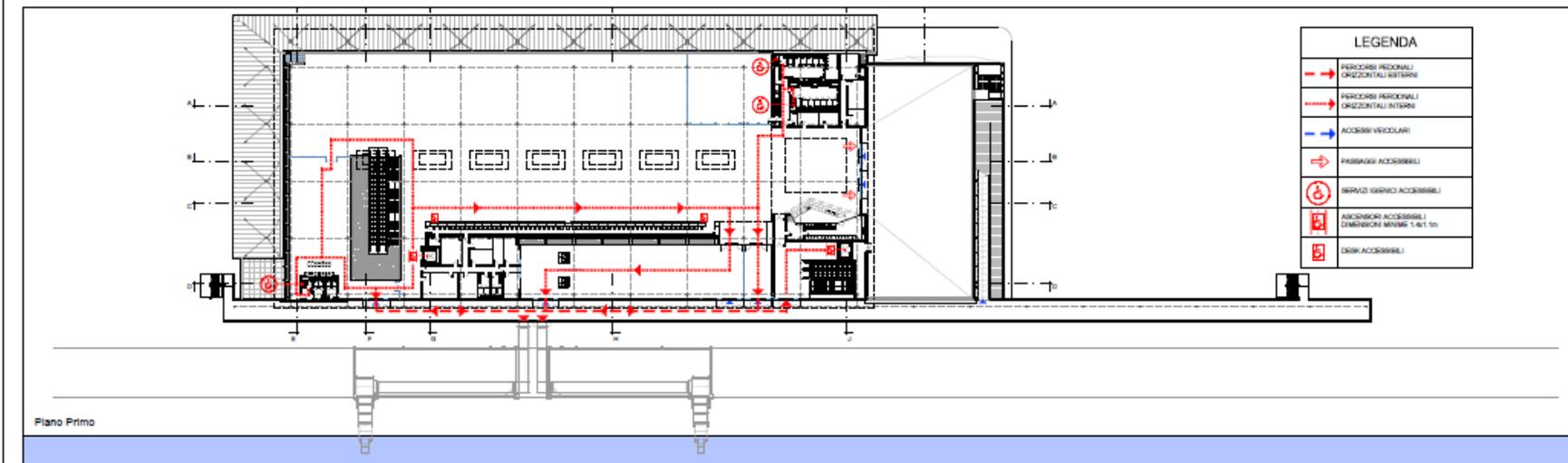
TERMINAL AMERIGO VESPUCCI



Figure 11: Barriere Architettoniche



Piano Terreno



Piano Primo

LEGENDA	
	PERCORSI PEDONALI ORIZZONTALI ESTERNI
	PERCORSI PEDONALI ORIZZONTALI INTERNI
	ACCESSI VEICOLARI
	PASSAGGI ACCESSIBILI
	SERVIZI SERVIZI ACCESSIBILI
	ASCENSORI ACCESSIBILI DIMENSIONI MINIME 1,40x1,10
	DESK ACCESSIBILI

Figure 46: Piano di Evacuazione

