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### 1. Read this vademecum carefully!

### 2. Most important information:

- a. Go to your personal online account (for downloading the standplan, ordering, adapting company data, etc.)
- b. Order on time, prices increase after a certain date (where and when: see on page 6).
- c. Documents for exhibitors and stand builders will be sent the first week of October (information on page 9 and 10).

### 3. First and most important steps to take:

- a. Send this vademecum and the link to your personal online account to your stand builder .
- b. Send us photo & logo in high resolution.
- c. Create/activate your account for Brussels Expo's webshop (information on page 6).
- d. Fill in and send the safety charter to Brussels Expo.

### 4. For 2019, pay attention to:

- a. **All orders** (to both Furniture Fair and Brussels Expo) are **only possible online**. You'll find all information on your **personal online account and on page 6 of this document**.
- b. On Wednesday **November 6<sup>th</sup>**, the **fair closes at 6 p.m.** It is forbidden to start packing or dismantling before 6 p.m.
- c. On page 7 and 8 you'll find 2 practical time schedules. Please take a look.
- d. **Dismantling** work must be **completed by 2 p.m. on Friday**, November 8<sup>th</sup>.
- e. Standard height is 3m. When your stand construction is higher than 3m, you have to finish the back of your own stand.
- f. Respect the dimension and limits of your stand!
- g. All exhibitors with a stand > 72m<sup>2</sup> must have a fire extinguisher on their stand.
- h. All **electrical installations and/or fire safety appliances inside your stand area must remain unobstructed and accessible at all times** (doors has to open fully and the staff has to be able to stand at least at 1m from the electrical cabinets).
- i. At the start of the dismantling, trucks < 3.5 t are not allowed to enter the site before the convoy has fully entered.
- j. During the set-up and dismantling period, the alleys have to remain free (min. 1 m).
- k. Parking S has been closed. It is not longer possible to order parking arrangements for this parking lot.
- l. The possibilities for advanced build-up days are very limited in 2019. Please contact us on time for more information!
- m. Order on time: In 2019, be extra careful to **order suspensions points on time (before the 23<sup>th</sup> September 2019)**.



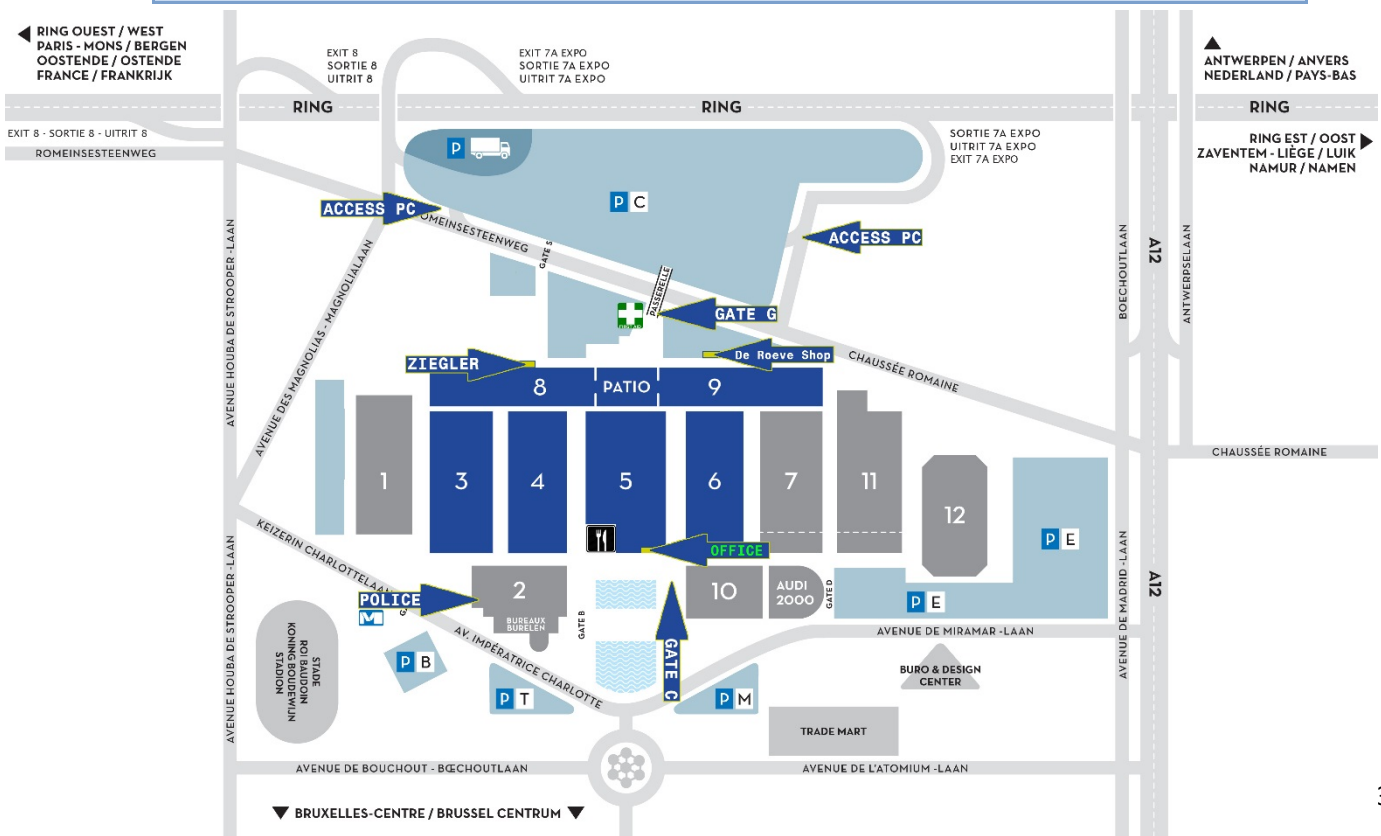
## 1. Introduction

Dear exhibitor, read this vademecum carefully in order to be well prepared at the opening of the fair. It contains all practical information regarding your participation. If you have a specific question that you can't find in this service file, please contact us, we will be glad to help!

Don't forget that this vademecum is **available online on your personal online account**, which allows you i.a. to download your standplan and links to the Brussels Expo webshop to order goods and services. The link to your account has been sent to you by email.

## 2. Accessibility

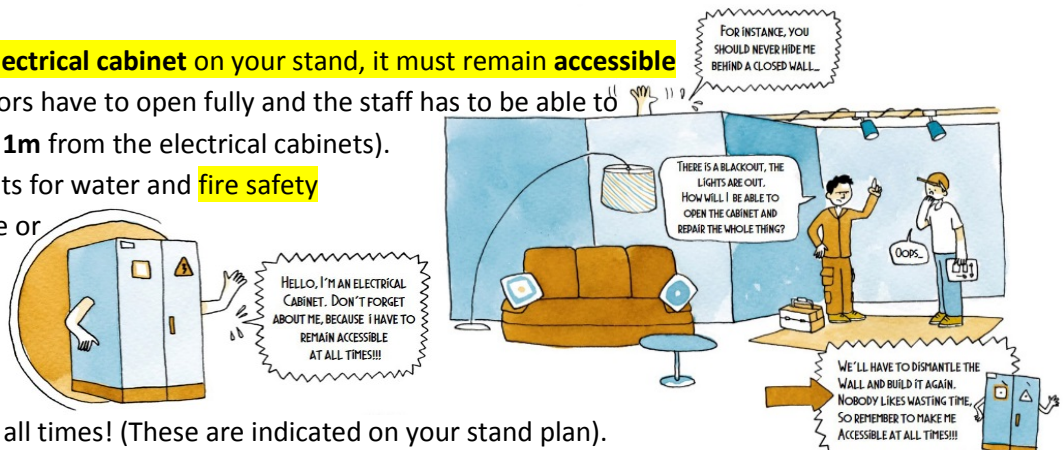
Brussels Expo – address for visitors & deliveries:	Furniture Fair headquarters:
<p><b>BRUSSELS EXPO</b> Belgiëplein 1 1020 BRUSSELS, BELGIUM</p>	<p>FURNITURE FAIR BRUSSELS Hof Ter Vleestdreef 5b7 1070 BRUSSELS, BELGIUM</p>
<p>Tel.: +32 2 558 97 20 Fax.: +32 2 558 97 30 Email: adm@meubelbeurs.be</p>	
<p>During the fair we move our offices to the site of Brussels Expo. The Furniture Fair's office is situated at the main entrance of Hall 5 (on the right). Opening hours: as from Monday October 28<sup>th</sup> from 8 a.m. until 8 p.m.</p>	



### 3. Information for stand builders

#### a. Stand assembly

- Download your standplan on your personal online account.
- Respect the dimension and limits of your stand!
- Stand building or advertisement in the alleys is prohibited, also on heights (example: banners, flags, etc.).
- All stands must be completely self-supporting. They cannot be mounted or lean against walls or ceilings. Prior approval must be sought for stands over 3.5 meters high.
- When your stand construction is higher than your neighbours' and higher than the **standard height of 3m**, you have **to finish the back of your own stand neatly and in a neutral colour**. Wiring has to be hidden away.
- Stands with one or more storeys are subject to approval by a recognised inspection office. In this case we would ask you to contact the Fair's office for advice.
- While placing the carpet, the use of low quality tape can result in extra cleaning costs. These costs will be invoiced to the exhibitor.
- **Packaging and waste are to be removed by the exhibitor himself**. If this is not the case, the extra costs will be invoiced to the exhibitor. Try to store your waste in a straightforward and tidy way, this way other exhibitors will not consider it as a collective dump. Refuse containers can be ordered online.
- **If you have an electrical cabinet on your stand, it must remain accessible at all times**. (Doors have to open fully and the staff has to be able to stand at least at **1m** from the electrical cabinets). Connection points for water and **fire safety** appliances inside or outside the stand area must **also** remain accessible and unobstructed at all times! (These are indicated on your stand plan).
- The specific regulations and conditions concerning fire safety and electrical equipment will be sent to you on request or can be found on your personal online account. A recognized control organism will see to it.
- During the set-up and dismantling period, the alleys have to remain free (min. 1m) in order not to block the passage for other exhibitors.
- **Private cars are not allowed** during the set-up and the dismantling of the Fair. You will receive one authorisation (laissez-passer car) to unload for thirty minutes on Thursday afternoon October 31<sup>st</sup>, on Friday afternoon November 1<sup>st</sup>, and on Saturday November 2<sup>nd</sup> (the whole day).
- Vehicles (cars, lorries, trailers) are not allowed in the halls. All vehicles must leave the area around the halls immediately after unloading. Lorries and trailers may be parked after unloading on parking C. Inform the organizers office before driving to Parking C. If lorries and trailers wish to stay on parking C during the fair, a permit for this purpose is necessary and can be ordered online via Brussels Expo's webshop.
- Trailers may not be picked off in the area between the halls.



## b. Set-up

- Starting Monday, October 28<sup>th</sup> for exhibitors building their own stand or working with their own stand builder.
- Starting Wednesday, October 30<sup>th</sup> for exhibitors having ordered partition walls.
- Starting Thursday, October 31<sup>st</sup>, for exhibitors having ordered ready-made stands, for Holland à la Carte and Square.
- The staff can start the set-up at 7 a.m. until 8 p.m. If necessary, they can start to work earlier and end later but this has to be reported to the organization committee in advance or during the set-up period itself in the Furniture Fair's office in front of Hall 5.
- Set-up before Monday, October 29<sup>th</sup> is possible on payment of a fee, contact our organization for more information.
- All vehicles entering the site of Brussels Expo must hold a "laissez-passer" (can be downloaded via your personal online account). **Laissez-passer forgotten:** available at the Furniture Fair's office at **5€ apiece**. Don't forget your stand builder!
- The staff (without or within the vehicle) do not need to have a special entry pass to get access to the exhibition site.
- The goods must be in place on Friday, November 1<sup>st</sup> at the latest, and the **installation** of your stand must be **completed by 11 a.m. on Saturday, November 2<sup>nd</sup>**. **From this moment on, all alleys must be cleared.**
- Whilst the fair is being set up, exhibitors and their staff can buy a hot meal, soup, sandwiches and drinks at the entrance of Hall 5.

## c. Dismantling

- The packing of goods, dismantling of the stand, loading and leaving the area can only begin once the Fair has closed, that is on **Wednesday, November 6<sup>th</sup> at 6 p.m.** Dismantling is possible **day and night until Friday 2 p.m.**
- Labourers and stand builders are not allowed into the exhibition area before 6 p.m.
- Lorries must assemble in Car Park C. For practical reasons, they will be organised into groups before gaining access to the halls. The correct grouping arrangements and the correct routing for lorries going in and out will be sent out with the final instructions. Please pay attention: At the start of the dismantling, **trucks < 3.5 t** are not allowed to enter the site before the convoy has fully entered. (Should this be a problem for you, please do contact us.)
- All carpet, tape and rubbish are to be removed by the exhibitor.
- **Exhibitors undertake to leave their stand at the end of the Fair in the same condition as which they found it in.** Any damage or mess caused shall be cleared up by the Fair organisers and the costs will be invoiced to the exhibitor in question.
- If the stand space is not cleared in due time, the Fair organisers shall be entitled to remove any material, goods, packaging or carpet still present at the exhibitor's expense and risk.
- Exhibitors in Square, Holland à la Carte or who ordered a ready-made stand, have to clear their stand by Thursday November 7<sup>th</sup> at 2 p.m.
- Dismantling work must be completed by **2 p.m. on Friday, November 8<sup>th</sup>**.

## d. Ordering goods and services

Since 2018, **goods and services can only be ordered online** on the Brussels Expo webshop (except from the services invoiced by the Furniture Fair, see list below).

The link to this account can be found on the Brussels Expo webshop and on your personal account online. The link to this account has been sent by email together with the stand confirmation. For all questions addressed to Brussels Expo please use the following email address (connections@brussels-expo.be) or phone number (+32 (0)2 658 42 55).

Link to the Brussels Expo webshop: <https://shop.expo.brussels/expo/>

Link to personal account online: sent by email (stand confirmation).

Please make sure to order in time, prices increase as from a certain date:

Order via	Preferential rate	Standard rate	Standard rate + 20%
Brussels Expo	Until 23/09/19	As from 24/09/19	As from 28/10/19*

\* Last-minute rate only for suspension points.

\*\* **HALL 3**: Suspension points impossible after 23/09/19

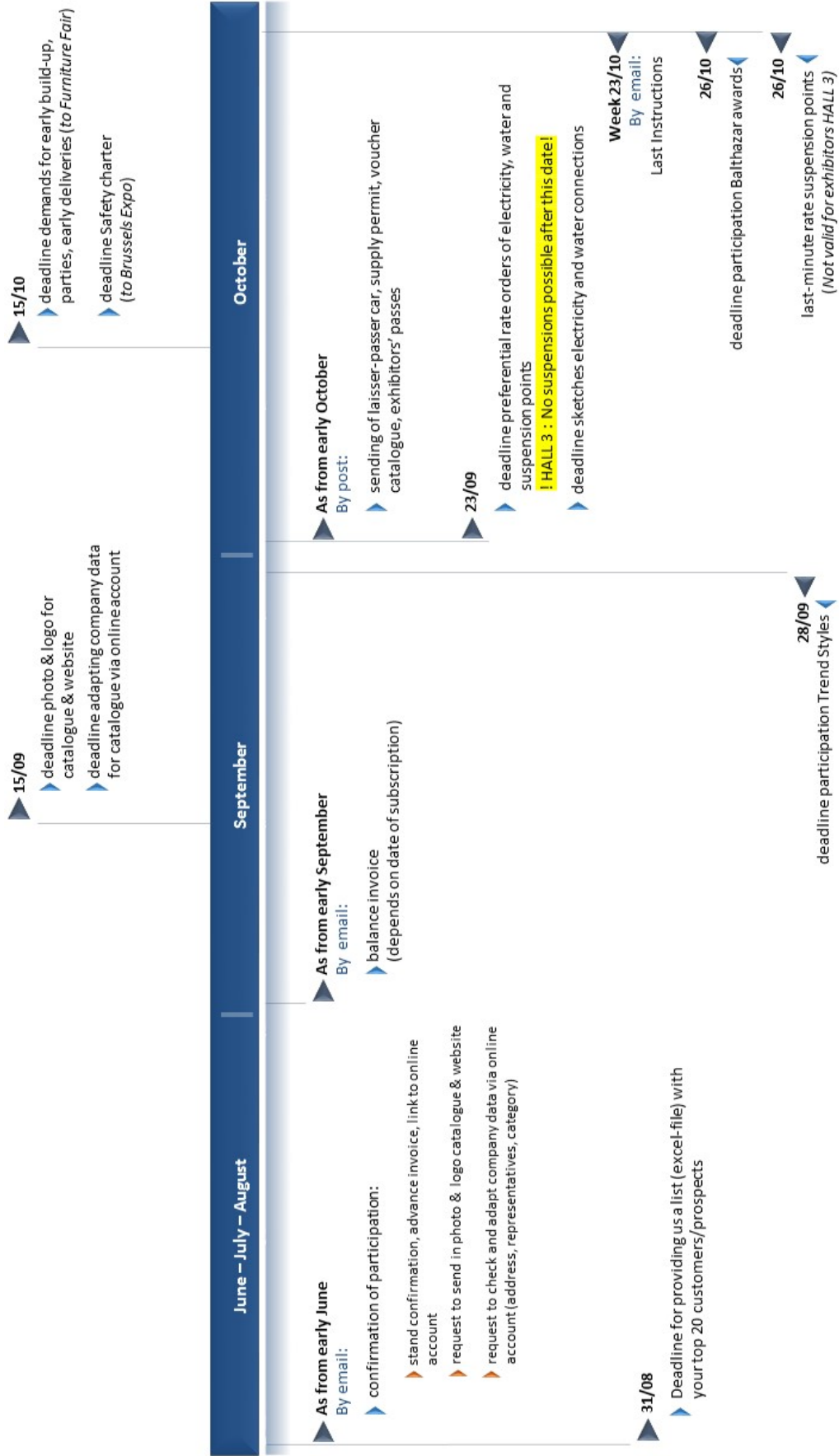
### Ordered goods and services by the organiser Furniture Fair Brussels:

- Ready-made stand construction
- Separate walls & storage room
- Refuse containers
- Additional advertising in catalogue
- Forklift (without driver)

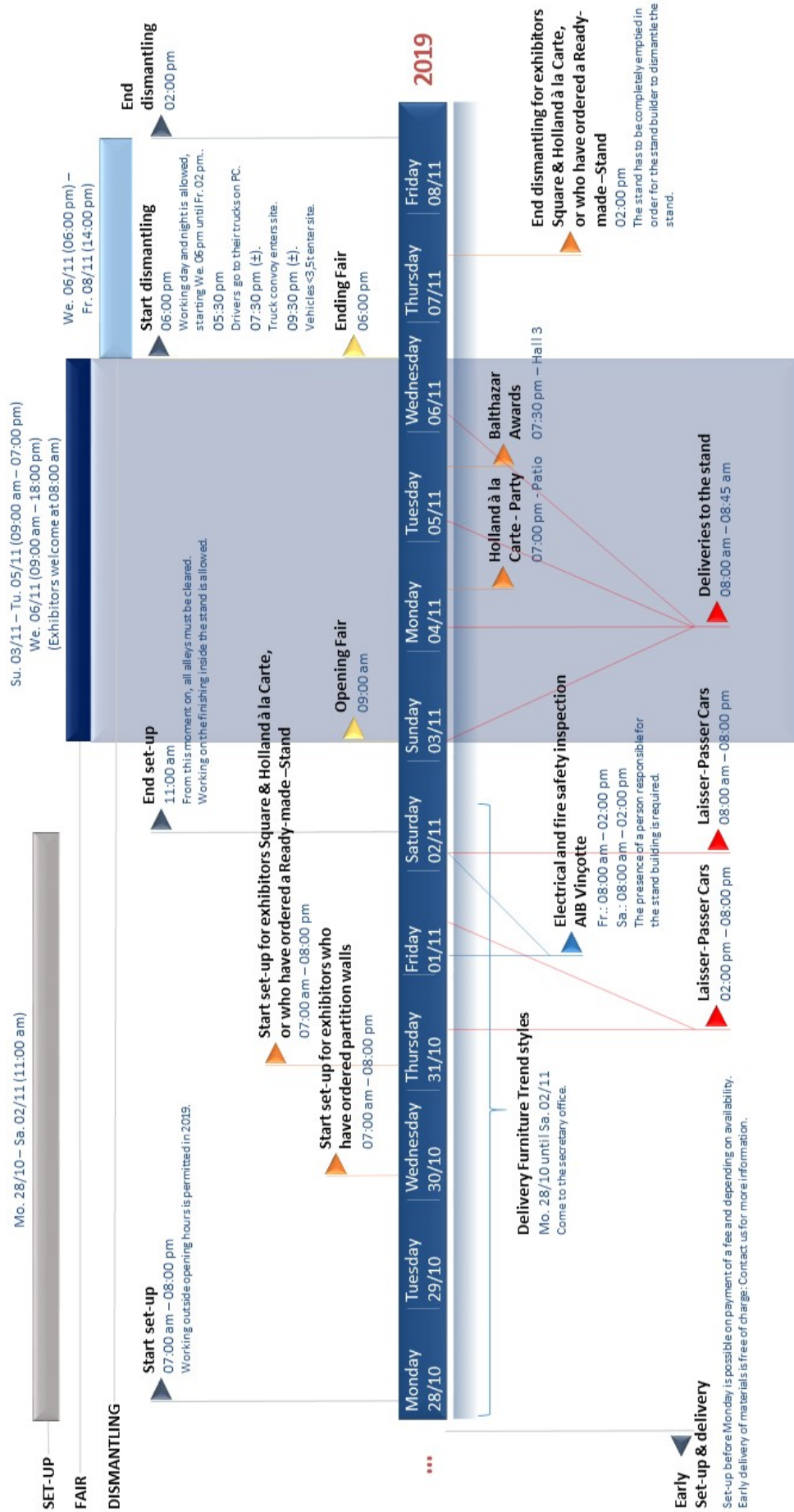
### Ordered goods and services invoiced by Brussels Expo:

- Electricity
- Water
- Suspension points
- Parking arrangements
- Forklift (with driver)
- Stand furniture
- Floral decoration
- Stand cleaning
- Audiovisual material
- Electrical equipment
- Carpet & mounted floor
- Hostess
- Payment terminal
- Catering services on the stand
- Fire extinguisher
- Ziegler Expo logistics
- POS material (flyer.be)
- Miscellaneous: Internet, phone, gas, compressed air, chimney, ect.

## e. Time schedule – preparations



## f. Time schedule – at the fairground





## 4. Documents for exhibitors and stand builders

### 4.1. Access

#### a. Introduction

After having your participation confirmed you will receive different documents needed to guarantee a flawless organization. Below, you will find an enumeration of all these documents with an explanation and the shipping date.

#### b. Laissez-passer

There are 2 kinds of **laissez-passers**: For lorries and cars. Both are for free.

These documents allow exhibitors and their stand builders to get access to the site of Brussels Expo. Every vehicle that enters the site has to have the right laissez-passer and has to leave the site immediately after unloading.

The **laissez-passers for trucks will be available online on your personal account. Please pay attention**: Laissez-passer forgotten: The driver will not be able to enter the site and will have to buy a new one at the Furniture Fair's office at 5€ apiece.

The laissez-passers for lorries are mandatory during the whole set-up and dismantling period. The letters (A,B,C,D,E) indicate in which group the lorries have to assort on parking C before the start of the dismantling.

The laissez-passer **for cars will be sent in early October (by post)**.

Each exhibitor receives **only one** laissez-passer for cars.

The periods in which cars are allowed inside the exhibition site are clearly indicated on the laissez-passer for cars itself. **Please pay attention**: Except for these periods, cars are never allowed on the site.

#### c. Exhibitors' passes

The exhibitors' passes will be **sent in early October (by post)** and are for free. You receive 1 pass for every 10m<sup>2</sup> with a minimum of 5 and a maximum of 50. These passes are valid the 4 days of the fair. Please don't give these passes to your customers. They will be invited by us, so they can be registrated.

To make sure your best customers are invited, please contact us before August 31<sup>st</sup> .

#### d. Parking arrangements

As from 2018, parking arrangements can be only be ordered online on the Brussels Expo webshop.

All vehicles must leave the area around the halls immediately after unloading. Lorries and trailers may be parked after unloading on parking C. Inform the organizers office before driving to Parking C. If lorries and trailers wish to stay on parking C during the fair, a parking arrangement has to be bought.

**Parking S has been permanently closed.** It is therefore not longer possible to order parkingarrangements for this parking lot.

#### e. Deliveries to the stand

The supply permit for stand provision will be **sent in early October (by post)** and is for free. This document allows the exhibitor to get access to the site of Brussels Expo during the days of the fair from 8 a.m. until 8.45 a.m. in order to arrange some deliveries on the stand (example: catering, catalogues, etc.). After 8.45 a.m., all vehicles must have left the exhibition site. Any vehicle left after this time will be removed by police order. The removal costs will be charged to the owner of the vehicle.

## 4.2. Miscellaneous

#### f. Voucher for catalogue

The voucher for catalogue will be **sent in early October (by post)** and is for free. You can exchange this voucher for the fair's catalogue at one of the entrances or in the Furniture Fair's office.

#### g. Last instructions

The last instructions will be **sent late October by email**. This document contains a summary of all practical information and instructions. Also, new facts can be brought to light. Read this document very carefully to avoid bad surprises!

## 5. Insurance

The “nail to nail all-risk exhibition” insurance is obligatory for every exhibitor. We have taken out a collective insurance policy on behalf of all the exhibitors. **We will automatically invoice you for this compulsory “All-risk exhibition” insurance at 1.2 €/m<sup>2</sup>.**

### Insurance coverage:

This insurance is subject to the general « all-risk exhibition » regulations, and covers all the exhibited goods, indicated in the event of complete or partial destruction, damage, theft or disappearance from the moment they leave your premises until their return. This includes the period during which they remain at the Furniture Fair as well as the loading and unloading. The insurance also covers against strikes and riots. Terrorism is excluded. This cover applies only within the EU and only to direct transport from the exhibitor’s premises to the Furniture Fair and back. Intermediate storage and handling by third parties are not covered. The maximum period during which the insurance is valid is fixed from 22/10 to 16/11.

### Excess:

An excess of 125 € for each case of damage is made chargeable to the exhibitor.

### Insured value in all cases except fire:

- Display materials and goods on display: 154.93 €/m<sup>2</sup> (first risk).
- Breakable objects and electrical equipment (glass, ceramics, marble, mirrors, earthenware, porcelain, spotlights, lamps etc.) and electronic and sound equipment (video and acoustic equipment etc): 92.96 €/m<sup>2</sup> (first risk).
- Goods such as toolkits, hammers, screwdrivers, drilling machines, ladders, mobile phones, laptops, etc. are not covered by the insurance.

Insured value in case of fire (including lightning, explosions, aeroplane crashes): 557.76 €/m<sup>2</sup> (first risk) for display materials and goods on display including breakable objects, electrical equipment, electronic and sound equipment.

### Damages:

**Each case of damage or theft must be reported directly to both the Fair’s office and the police.** The value of the stolen and/or damaged object(s) must be justified by an invoice or proof of purchase.

**No compensation will be paid before all invoices in accordance with the Furniture Fair regulations are settled.**

## 6. Catalogue & Website

### a. Photo & logo catalogue and website (mandatory)

A digital photo of your products in high resolution together with your logo can be uploaded on your personal online account, or be sent by email or through the user-friendly service Wetransfer ([www.wetransfer.com](http://www.wetransfer.com)).

Texts and photos have to be in the our possession **before September 15<sup>th</sup>**!

Photo and logo must meet up with the following requirements:

- **Product photo** (without any special lay-out)
- **Resolution of 300dpi!!!**
- The **minimal dimension** for the photo is **10cm x 15cm**.
- The images have to be saved as TIFF, EPS or Jpeg file.
- The **name** of the picture (the file) should contain the company name.

Per exhibitor one page will be dedicated to his/her information, logo, product photo and description. This participation is mandatory and only costs € 150 (is part of the mandatory participation fees). Adding an additional page is possible at the same price.

The Brussels Furniture Fair cannot be held liable for printing errors, omissions and involuntary mistakes. The courts of Brussels shall have exclusive jurisdiction to hear and determine any dispute.

All correspondence regarding the catalogue and website comes directly from the Furniture Fair Brussels, en never goes through a third party.

We wish to stress that **the Furniture Fair Brussels has no connections whatsoever with organizations such as International Fairs Directory or Expo Guide** who use the data from our website in order to mislead you.

### b. Your contact data

You can check and/or adapt your contact data for catalogue and website on your online account.

### c. Commodity index

Please indicate on your online account in which categories your products are most suitable. This way, visitors will find your company easily on our website.

## 7. Safety

### a. Safety regulations

AIB Vinçotte has been officially declared by Brussels Expo as the recognised inspection for safety on the exhibition sites.

During the set-up and dismantling of the Fair, the inspector checks that the stands have been built in accordance with safety guidelines. In the event of serious infringements he can stop the work on the stands.

To inform the safety co-ordinator about the work to be performed and the associated risks, the contractor must complete a safety, health and environment charter before the start of the exhibition. **Completion of this charter (see next page) is obligatory by law!** Exhibitors that have not filled out this charter may not start their stand construction!

The complete **safety regulations of Brussels Expo** can be found on your personal online account. Please use the link that has been sent to you by email.

#### **Fire extinguisher:**

All **stands bigger than 72 m<sup>2</sup>** must have a **fire extinguisher**, easily and visibly accessible.

You can purchase a fire extinguisher with De Roeve Lightscape ([info.lightscape@deroeve.com](mailto:info.lightscape@deroeve.com)) via the webshop of Brussels Expo.

#### **Use of gas cylinders:**

Given that gas cylinders, whether they are combustible or not, are liable to explode or be propelled across a considerable distance in the event of overheating or impact, **ALL cylinders (also those used for beer pumps)** must be declared to the Furniture Fair office, specifying the nature of the gas they contain and the location.

#### **Candles:**

The display or use of lit candles (open flames) on stands is not permitted.

#### **Safety working clothing:**

Wearing of safety clothing during set-up and dismantling is mandatory!

## b. Safety charter (mandatory)

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versie 2009/01/12

	<b>BRUSSELS EXPO</b> Belgiëplein 1 1020 Brussels		To send back : Mail: <a href="mailto:bruexpo@vincotte.be">bruexpo@vincotte.be</a> fax : +32 (0)2 474 71 21
<b>SAFETY, HEALTH and ENVIRONMENTAL CHARTER to be completed by the exhibitor</b>			

**Organiser of the Fair :** FURNITURE FAIR 2019

**Date of the fair :** 03 until 06/11/2019

**Exhibitor:** ..... **Hall N° and stand N° :** .....

Dear exhibitor,

Your stand may be set up in two different ways.

Tick where appropriate:

- A. You rent a ready-made **turnkey** stand from the organisers
- B. You set the stand up yourself or you have it done by a stand builder.  
 In this case we would like to receive further details about the way the stand is to be set up. Tick where appropriate:
- 1. You will sets up **a modular stand (height limited to 2.5 m)**
  - 2. You will sets up **a stand (lower than 2.5 m)**
  - 3. You will sets up **a modular stand (higher than 2.5 m) – only ground floor – no level**
  - 4. You will sets up **a stand (higher than 2.5 m) – only ground floor – no level**
  - 5. You will sets up **a stand with accessible 1<sup>st</sup> floor (private or public)**
  - 6. You will install professional lighting (lighting bridges) or audiovisual equipment

In case 2, 4, 5 and 6 the stand builder also needs to add a risk analysis.

Information about the STAND BUILDER .....

Address: ..... N°: .....

Postal code: ..... Town/city: .....

Tel: ..... Fax: .....

The safety site manager : ..... Mobile : .....

**Any subcontractors :** .....

	Contractor's details (name, address, tel)	Description of work (see above B)
1		
2		

### DECLARATION OF INTENT: <sup>1</sup>

1. The undersigned person returns this **SHE charter**, duly completed and signed, and confirms that he/she has read and clearly understood the safety rules applicable at the Brussels Expo site. The undersigned hereby undertakes to meet the Safety, Health and Environment-related obligations. The undersigned will provide the information brochure to the stand builder and ask the person to include a risk analysis if necessary (see point B).
2. The undersigned acknowledges having received the **BRUSSELS EXPO safety rules from the organiser of the exhibition** and will take the necessary steps to inform the undersigned's employees and any (sub) contractors working on the undersigned's behalf about what the safety rules feature.
3. The undersigned person declares that he/she will provide the additional information to the safety coordinator should a work accident, of whatever nature, occur on the stand.

..... / ..... / ..... date	..... name and position	..... signature
-------------------------------	----------------------------	--------------------

This document, together with any risk assessment (s) should be provided to the safety coordinator before the start of the work.

<sup>1</sup> Declaration of Intent in keeping with article 29 of the Law on well-being.

## 8. Optimize your participation

### a. Balthazar awards

The Balthazars are the perfect tool in order to optimize your participation at the Furniture Fair Brussels. It is the perfect way to draw additional attention to your collection and your company during the fair (festive award ceremony and adapted promotional material on the stand), as well as afterwards in the press communications by the Furniture Fair.

The winners receive personalized promotional material to use in their communication after the fair.

The nominations and the final selection will be chosen by a jury of professionals fully involved in the sector.

#### General regulations:

- **Participants:** All exhibitors from the Brussels Furniture Fair, both Belgian and foreign. Each participator may enrol maximum 3 articles. The members of the jury decide which stands they will visit and can also withhold non-enrolled articles. The application form can be found on the next page.
- **New products** Only new products will be taken into consideration. By this is understood that the products are developed for the new collection Autumn-Winter 2019/2020.
- **Nominations:** Per category a certain number of products will be nominated. For this purpose, the members of the jury will hand out a well recognisable label that will be applied fully visible by the exhibitor onto the nominated product.
- **Selection of 1 winner and 2 laureates per category:** Out of the nominated products, the jury will select one final winner per category. The jury motivates why these 4 specific products were chosen. Possible criteria are: the design, the originality, a technological novelty, the functionality, a new use of material, environment and sustainable development, timelessness, multi-functionality, etc.
- **And the winner is...** : On **Tuesday evening November 5<sup>th</sup>**, the festive award ceremony will be held around 7.30 p.m. in **hall 3 (bar Square)**. You are warmly invited!







## b. Trend styles

Just as the Balthazar awards, the Trend styles represent a ideal tool to enhance your participation at the fair and draw attention to your new collection.

As every year, our Art Director Siegrid Demyttenaere has developed 3 Trend styles. These trends reflect the tendencies of the next furniture season. Every theme has been developed as a moodboard: A collage of colours, materials, forms, drawings and clarifications. These moodboards are a source of inspiration for the furniture fashion of 2020.

A selection of your new models will be exposed in the passages between the halls. We expose your model in a beautiful and meaningful set-up. The visitor will see your model in a different context, and will be motivated to discover more on your stand. Of course, for every model exposed, we mention the name, the manufacturer and his stand number.

On the next page, you will find the application form to contend for a place in our Trend style showcase. Simply send us a picture, or even a sketch or drawing. **The piece of furniture itself only has to be ready on the day before the opening.**

Below, you'll find some examples of the presentation of the trend passages during last year's edition:





### **c. Extra publicity in catalogue**

Via your online personal account, you can order additional publicity space in our catalogue. The link has been sent to you by email. Don't hesitate to call us for more information (+32 2 558 97 20).

### **d. Press reports**

In order to make the most out of your participation to the Fair we would remind you about the press information service. Bring your press files to the Fair's press office at the VIP desk at the entrance of Hall 5. This information is made available to the press.

### **e. Publicity**

During the fair, all publicity outside your own stand is prohibited! Would you wish for additional advertising during the fair, you can contact our official partner Mediaexpo by email : [management@mediaexpo.be](mailto:management@mediaexpo.be) or by phone +32 2 427 31 59.

### **f. Tips from the organiser to optimise your participation**

You can download this document from your online account. It contains tips to optimise your participation.

### **g. Do you have an extraordinary idea? Please let us know!**

Do you have an extraordinary idea, and can we be of any use? Please inform us so we can help you where possible.

## 9. Miscellaneous

### a. Music at the stand

Music may not cause hindrance. The organisation will take action when there are complaints. Do not forget that you have to make arrangements with **SABAM** (The Belgian Society for Authors, Composers and Publishers) and for the **Billijke vergoeding** ('Fair compensation' fee for the use of recorded music).

- You can contact Sabam by telephone (+32 22 86 82 11) or by email [contact@sabam.be](mailto:contact@sabam.be), or download the request for admission on [www.sabam.be](http://www.sabam.be).
- You can reach the 'Fair compensation' at telephone number +32 2 710 51 00 or by email [info@bvergoed.be](mailto:info@bvergoed.be). You can find detailed information on their website, [www.bvergoed.be](http://www.bvergoed.be).

### b. Internet

A free WIFI connection, non guaranteed, is available in the halls of Brussels Expo. For permanent use we would recommend you to order an internet connection directly at the webshop of Brussels Expo. (The link is to be found on your personal online account.)

### c. Security

During the furniture fair, all halls are being guarded. The security staff starts the first day of the set-up period and ends the last day of the dismantling period.

### d. ATM machine

During the fair you will find an ATM machine at all time at the entrance of the 'Astrid Hall'.

### e. Prohibition against smoking

We remind you that there is a general prohibition against smoking in all exhibition areas where shows open to the general public and to professionals are held. This law applies during the exhibition as well as when it is being set up and dismantled.

### f. Viapass kilometer charge +3.5 tons

Since April 2016, kilometer charge applies for all transport of goods of more than 3.5 tons. You'll find all details and information on [www.viapass.be](http://www.viapass.be).