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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. Entrance tickets and other passes 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 2021, pay attention to:

- a. **Dismantling** work must be **completed by 2 p.m. on Friday, November 12<sup>th</sup>**.
- b. Standard height is 3m. When your stand construction is higher than 3m, you have to finish the back of your own stand.
- c. Respect the dimension and limits of your stand!
- d. All exhibitors with a stand > 72m<sup>2</sup> must have a fire extinguisher on their stand.
- e. 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).
- f. At the start of the dismantling, trucks < 3.5 t are not allowed to enter the site before the convoy has fully entered.
- g. During the set-up and dismantling period, the alleys have to remain free (min. 1 m).
- h. Please regularly keep an eye on our website to find the latest Covid-19 information and measures to take.



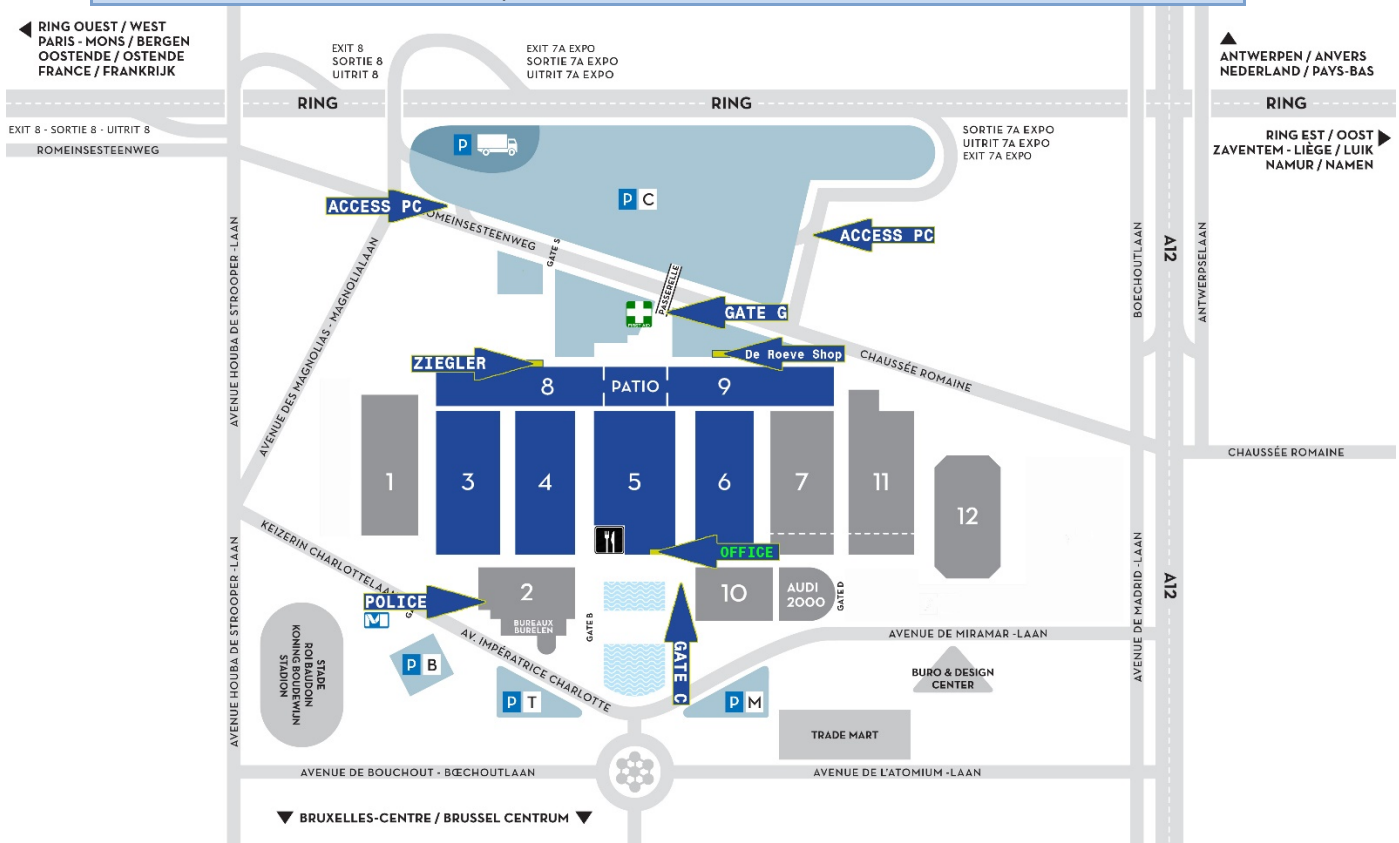
## 1. Introduction

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

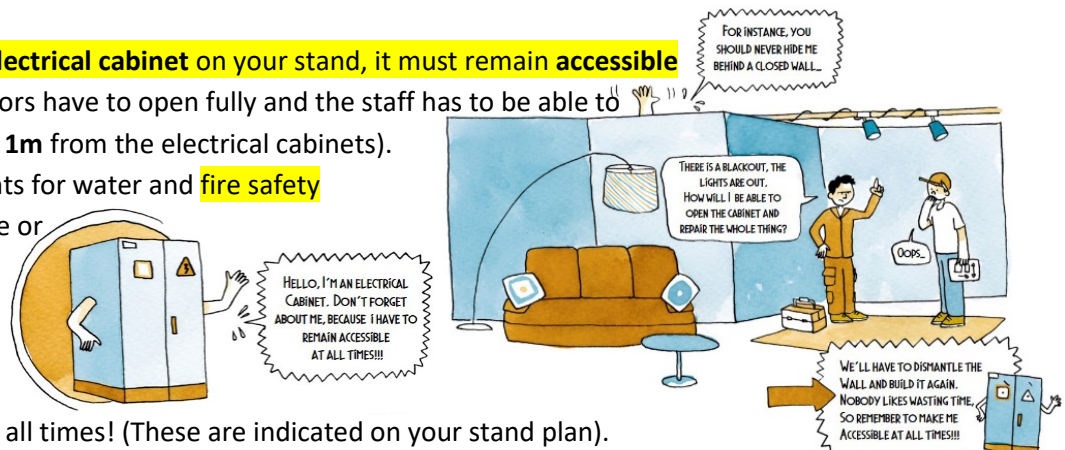
Brussels Expo – address for visitors & deliveries:	Furniture Fair headquarters:
<b>BRUSSELS EXPO</b> <b>Belgiëplein 1</b> <b>1020 BRUSSELS, BELGIUM</b>	<b>FURNITURE FAIR BRUSSELS</b> <b>Hof Ter Vleestdreef 5b7</b> <b>1070 BRUSSELS, BELGIUM</b>
Tel.: +32 2 558 97 20 Email: adm@meubelbeurs.be	
During the 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 November 1 <sup>st</sup> from 8 a.m. until 8 p.m.	



### 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 November 4<sup>th</sup>, on Friday afternoon November 5<sup>th</sup>, and on Saturday November 6<sup>th</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, November 1<sup>st</sup> for exhibitors building their own stand or working with their own stand builder.
- Starting Wednesday, November 3<sup>rd</sup> for exhibitors having ordered partition walls.
- Starting Thursday, November 4<sup>th</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 5<sup>th</sup> at the latest, and the **installation** of your stand must be **completed by 11 a.m. on Saturday, November 6<sup>th</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 10<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 11<sup>th</sup> at 2 p.m.
- Dismantling work must be completed by **2 p.m. on Friday, November 12<sup>th</sup>**.

## d. Ordering goods and services

**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 06/10/21	As from 07/10/21	As from 30/10/21

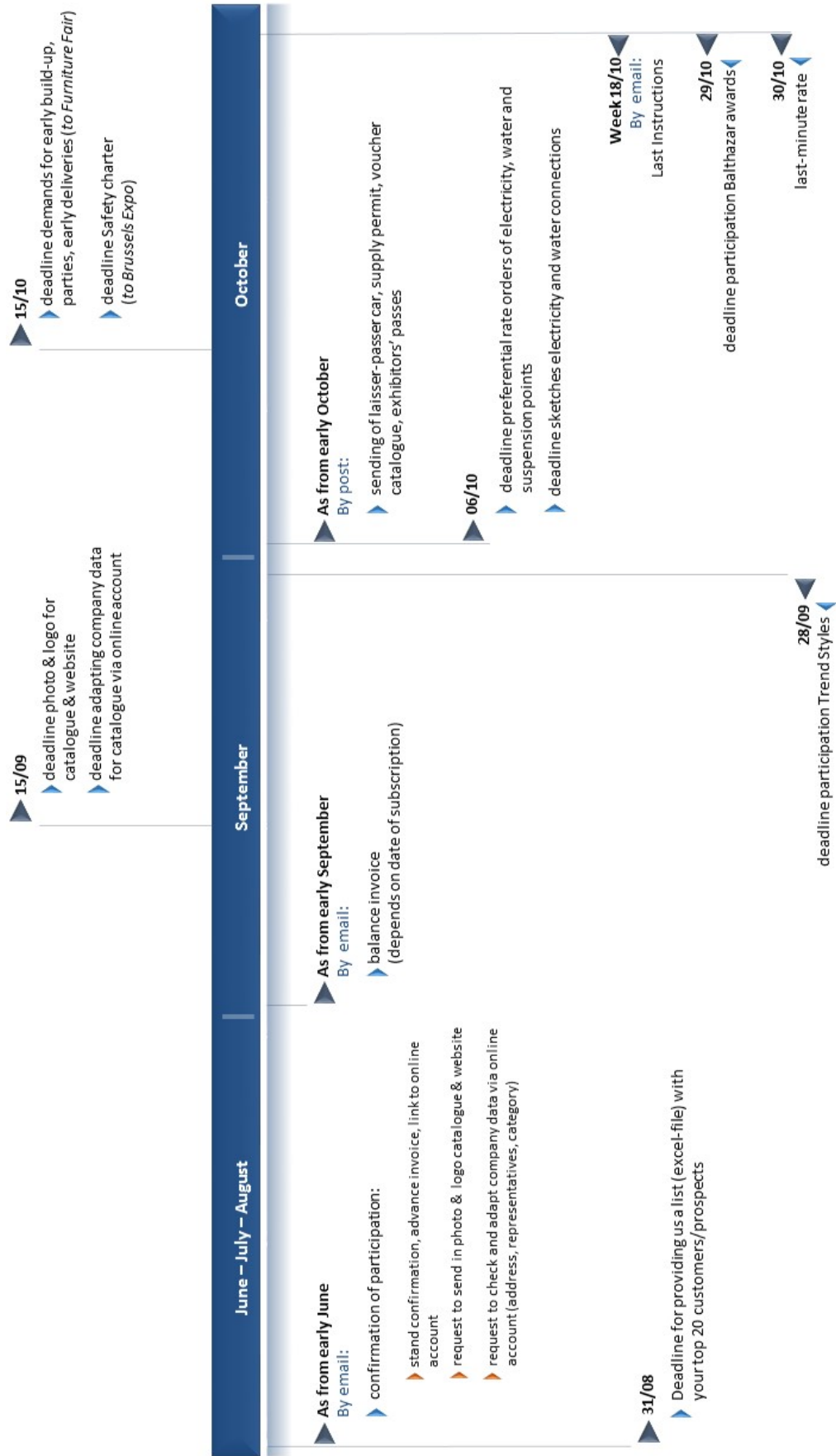
### Ordered goods and services by the organiser Furniture Fair Brussels:

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

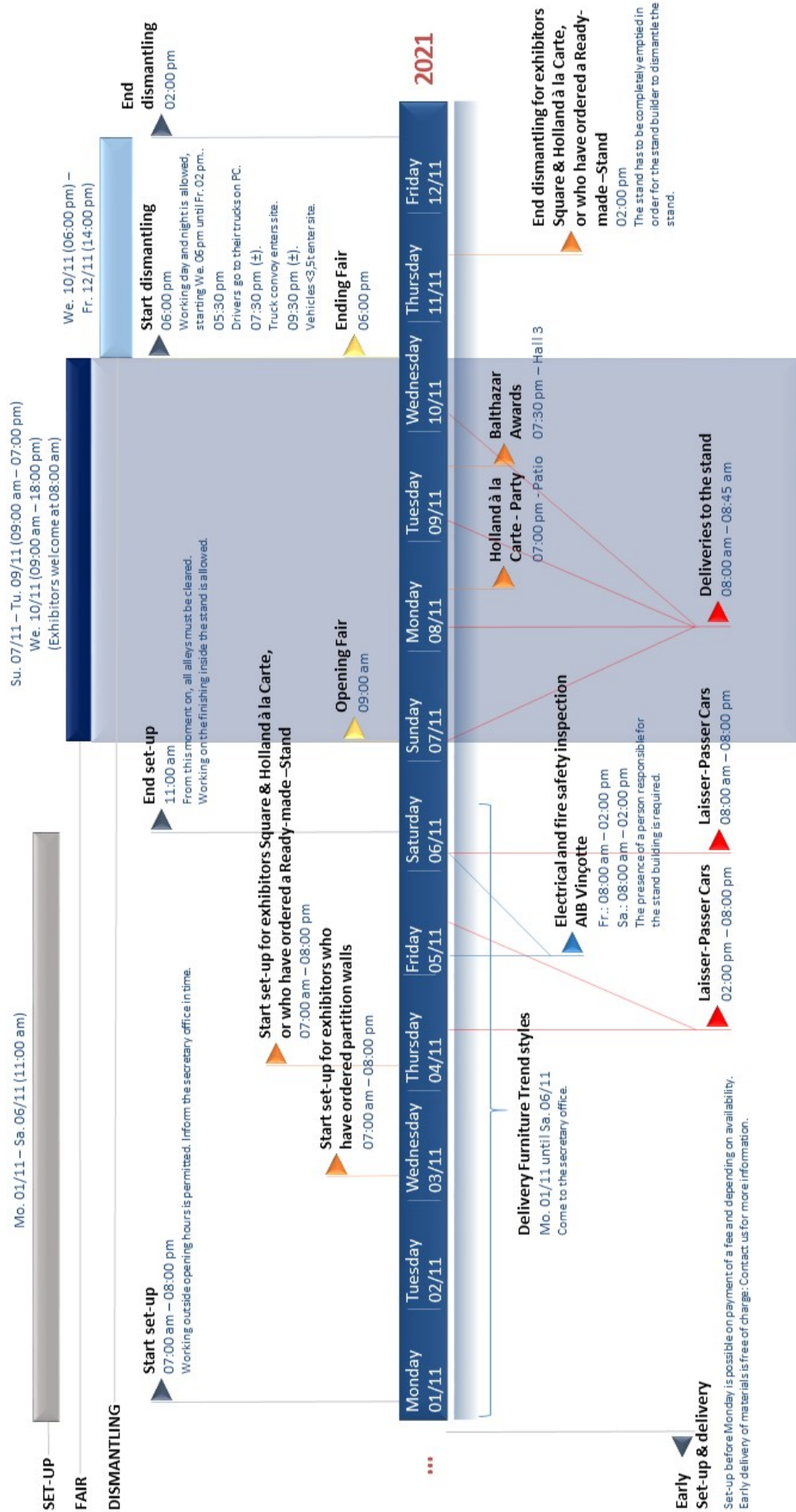
### Ordered goods and services invoiced by Brussels Expo:

- Electrical connection
- Connection to water supply
- Suspension points
- Parking arrangements
- Forklift (with driver)
- Stand furniture
- Floral decoration
- Stand cleaning
- Audiovisual material
- Electrical equipment
- Carpet & mounted floor
- Hostess
- Catering services on the stand
- Fire extinguisher
- Ziegler Expo logistics
- 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 registered.

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

#### d. Parking arrangements

Parking arrangements can 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.**

#### 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! **In 2021, keep a close eye on our website on a regular basis to be informed about the latest Covid-19 information and measures.**