

VADEMECUM

Exhibitor's guide

Section for stand builders



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MOST IMPORTANT INSTRUCTIONS

Important Tips:



1. **Read this vademecum carefully** in order to be well prepared for your participation to the Furniture Fair Brussels 2022. It contains all practical information regarding your participation. If you have any further questions, please do not hesitate to contact us! We will be happy to help you: +32 2 558 97 20



Lieven Van den Heede
General Manager



Glenn De Maeseneer
Director of Sales &
Business Development



Christine De Visscher
Operations Manager

2. Order on time, prices increase after a certain date (what and when: see on page 8).
3. Keep **regularly an eye on our website** to find the latest Covid-19 information and measures to take.

Mandatory steps to take



- | | | |
|---------------|---|-----------------------|
| As from 15/08 | Create/activate your account for BRUSSELS EXPO's webshop and Order (important information related to prices on page 8) | <input type="radio"/> |
| Before 14/10 | Fill in & send the safety charter to Vinçotte (information on page 12) | <input type="radio"/> |

2. Useful Information, also for stand builders

a. Stand construction

1. Respect the dimension and limits of your stand!
2. Stand building or advertisement in the aisles is prohibited, also on heights (example: banners, flags, etc.).
3. All stands must be completely self-supporting. They cannot be mounted or lean against walls or ceilings.
4. The Standard stand height is 3m.
Unless special agreement has been made, the height of the stand may not exceed 3.5m.

If this height is exceeded and your stand is higher than your neighbour's, it is imperative that the visible rear sides of your construction are finished and painted in a neutral tone. All electrical wiring and cabling must also be concealed.

5. 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. 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 with the following logo's



During the construction, an accredited inspection company will ensure that regulations are respected.

Please note: If it is not the case, adaptations by you will be mandatory.

6. Please be aware of and observe the BRUSSELS EXPO safety regulations. They are available [here](#) or on their website.
7. Electrical installations must comply with the legal Belgian safety standards. Find the details of these in the BRUSSELS EXPO safety regulations.

During the construction, an accredited inspection company will ensure that Belgian regulations are respected.



Please note: If the inspection report is negative, BRUSSELS EXPO is obliged to cut off the power supply to the stand. We therefore advise to ensure that the stand builder remains present until you have received a positive report from Vinçotte.

8. Stands with a storey are subject to approval by a recognised inspection office. In this case please contact the Fair's office.
9. While placing the carpet, the use of low quality tape can result in extra cleaning costs. These costs will be invoiced to the exhibitor.
10. Packaging and waste are to be removed by the exhibitor. 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. Waste containers can be ordered via the webshop on onsite.
11. During the set-up and dismantling period, the aisles have to remain free (min. 1m) at all times.

b. Build up

Dates and build up deadlines :

Starting **Monday**, October 31st : for exhibitors working with their **own stand builder** or building their stand themselves

Starting **Wednesday**, November 2nd : for exhibitors who have ordered **partition panels** from the Furniture Fair

Starting **Thursday**, November 3rd : for exhibitors having ordered **ready-made** stands, for **Holland à la Carte** and **Square**.

Hours : **as from 7 a.m. until 8 p.m**

If necessary, work can start earlier and end later but this has to be reported to the organization in advance.

Please note: 1. Please make sure that you start building up your stand by Thursday 03/11 at the latest.



2. The furniture must be delivered to your stand by Friday 04/11 at the latest.

3. Stand set-up must be completed by 11 a.m. on Saturday 05/11. All aisles must be completely cleared by this time.

Before 31/10 : Pre-construction: Depending on the availability of the halls and against payment

Deliveries: Depending on hall availability.

Please contact us for possibilities and conditions 2022 before 14/10.

Access to the BRUSSELS EXPO venue:

Trucks & vans..... **only on presentation of the appropriate laissez-passer**

Information related to the laissez-passer: page 10

Cars **Limited access and on presentation of the appropriate laissez-passer**

Access moments & pass information: : page 10

People Access allowed, **without pass** or other access card.

Please note: 1. **Unloaded vehicles must leave the venue immediately.**



It is possible to park free of charge in parking C on request to our secretariat at the front of Hall 5.

Attention: To remain parked in parking C during the exhibition, it will be necessary to order a parking pass (via the BRUSSELS EXPO webshop).

2. **Trailers may never be detached and left on the BRUSSELS EXPO venue.**

3. **Trucks, vans, cars and trailers are not allowed in the exhibition halls.**

Catering :

Two catering points will be opened during the set-up: at the front of Hall 5, with a varied cold and hot selection, and near the Patio, with tasty Belgian fries.

c. Dismantling

Dates and break down deadlines :

From Wednesday 09/11 at 6 pm.


Please note: All dismantling activities are prohibited before the closing time of the Fair.

Hours: **from 6 pm, continuously** (also at night).

Ultimate evacuation deadlines:

Until **Thursday 10/11 - 2 pm**: for exhibitors in Square, **Holland à la Carte** or who ordered a **ready-made stand** or **partitioning panels from the Furniture Fair**.

Until **Friday 11/11 - 2 pm**: for exhibitors working with their own **stand builder** or building their stand themselves

- Please note:**
- 
1. Carpets, tapes and waste must be removed by the exhibitor. The exhibitor must return the stand area in the same condition as received. Any soiling and/or damage will be repaired by the Furniture Fair at the exhibitor's expense.
 2. If the complete evacuation of a stand area is not carried out within the stipulated deadline, the Furniture Fair may remove the elements present, at the exhibitor's expense and risk.


Access to the BRUSSELS EXPO venue:

Trucks & vans..... **only on presentation of the appropriate laissez-passer**

Information related to the laissez-passer: page 10

Cars **No access**

People Access allowed, **without pass** or other access card.

- Please note:**
- 
1. The trucks must assemble in Parking C, where they will be grouped by hall.
 2. Lorries < 3.5 t must wait on parking C until all heavy goods vehicles have entered the venue. They don't participate in the convoy.
 3. Labourers and stand builders are not allowed into the exhibition area before 6 p.m.
 4. Loaded vehicles must leave the venue immediately.
 5. Trailers may never be detached and left on the BRUSSELS EXPO venue.
 6. Trucks, vans, cars and trailers are not allowed in the exhibition halls.

Catering :

There is no catering point open during the break down.

d. Ordering goods and services

Depending on the type of service, you must place an order with BRUSSELS EXPO or the Furniture Fair.

Goods and services managed and invoiced by BRUSSELS EXPO :

- | | | |
|--|---|------------------------------------|
| 1. Electrical connection | 6. Parking | 13. Carpet & mounted floor |
| 2. Connection to water supply | 7. Stand cleaning | 14. Catering services on the stand |
| 3. Suspension points* | 8. Logistics (f.ex. forklift with driver) | 15. Hostesses |
| 4. Internet** | 9. Stand furniture | |
| 5. Fire extinguisher (mandatory for stand > 72m ²) | 10. Floral decoration | |
| | 11. Audiovisual material | |
| | 12. Electrical equipment | |

*This year, the suspension points in Hall 5 must all be placed at a height of 10m.

**A free WIFI connection, non guaranteed, is available in the halls of BRUSSELS EXPO. However, we recommend that exhibitors for whom a connection is indispensable, order an internet connection.

Goods and services can only be ordered online on the BRUSSELS EXPO webshop.

Create or activate your account for Brussels Expo's webshop :

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

You will also find a link to the webshop on your online personal exhibitor's page.

Please note: Order in time, prices increase after a certain date!



Preferential tariff : until 26/09! -> Standard as from 27/09 until 29/10

-> Last-minute as from 30/10

BRUSSELS EXPO staff are at your disposal for any questions, by phone : +32 2 658 42 55 or by

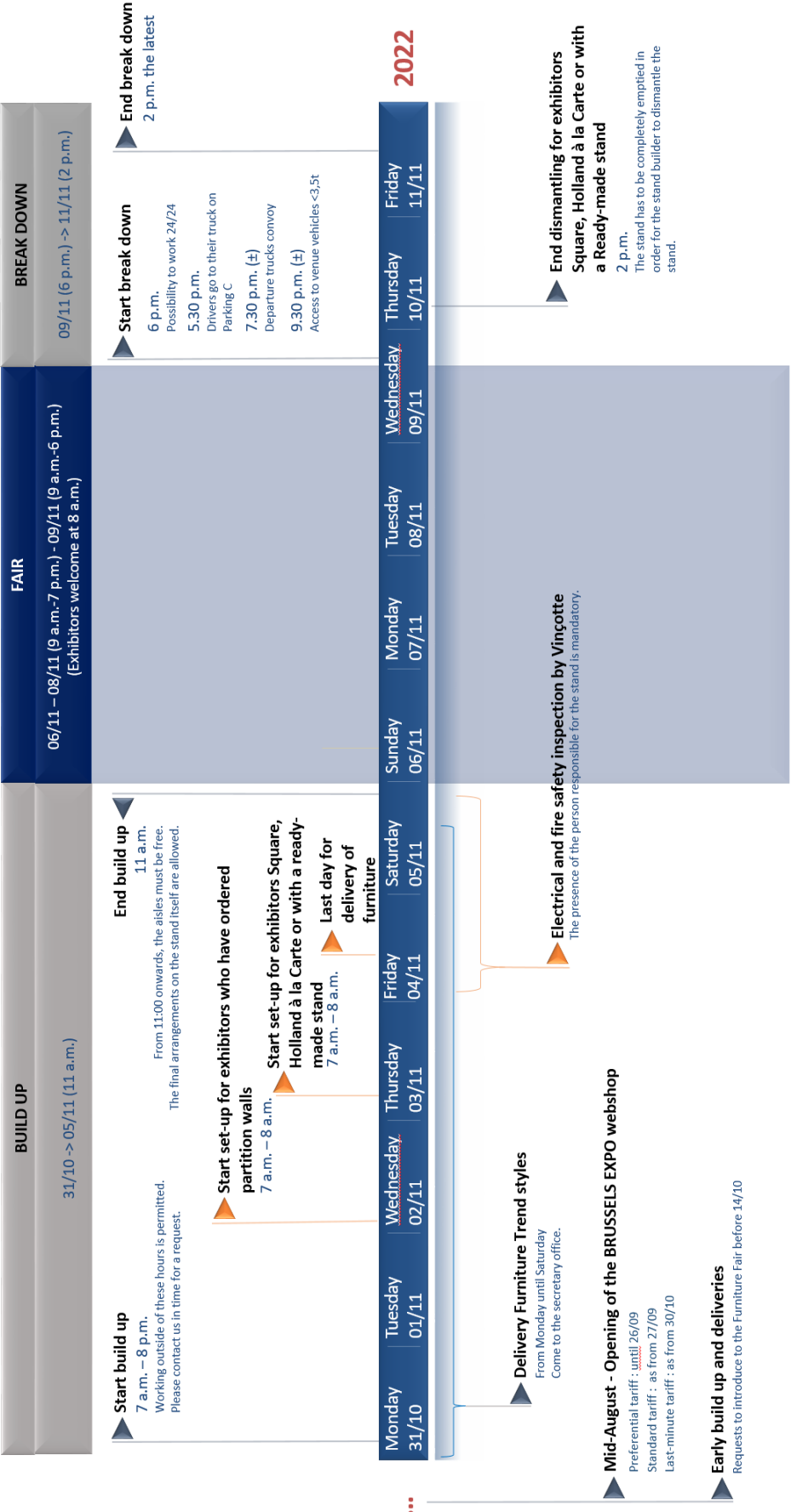
e-mail : connections@brussels-expo.be

Goods and services managed and invoiced by the Furniture Fair :

- | | |
|--|------------------------|
| 1. Ready-made stand construction..... | To order before 15/09 |
| 2. Separate walls & storage room | To order before 15/09 |
| 3. Additional advertising in catalogue | To order before 15/09 |
| 4. Forklift without driver | To order before 27/10 |
| 5. Waste containers..... | Can be ordered on site |

Orders and requests for prices are made via the personal online exhibitor's page. The link to this page has been sent to him.

e. Time schedule



3. Access cards

As part of your participation to the Furniture Fair Brussels, several cards are required to ensure smooth access and good organisation. Below you will find a list of them and some essential explanations.

a. Laissez-passer build up and break down

There are **two types of laissez-passer**: for trucks and cars.

Please note: 1. Every vehicle entering BRUSSELS EXPO's venue must present the appropriate laissez-passer.



2. Please also read the important information on build up and break down (p. 6 & 7).

Laissez-passer for trucks and lorries :

The laissez-passer for trucks is **to be downloaded** from the personal online exhibitor's page.

These laissez-passer are free of charge.

Please note: If the driver arrives without a laissez-passer, he will be obliged to purchase a new one at the organisers office (€5 per card) before being allowed to enter.

Laissez-passers for lorries are compulsory throughout the construction and dismantling period.

The large letter (A, B, C, D, E) on it indicates the group in which a lorry must get into line in parking C, within the context of the dismantling convoy (cf. "Dismantling", on page 7).

Laissez-passer for cars :

The laissez-passer for cars will be **sent by post at the beginning of October to the exhibitor.**

Each exhibitor is entitled to one pass.

Please note: This laissez-passer allows access to the BRUSSELS EXPO site, **limited to half an hour**, on :



1. **Thursday 03/11, afternoon**

2. **Friday 04/11, afternoon**

3. **Saturday 05/11, all day**

Outside these times, cars are not allowed on the venue!

4. Safety

a. Safety regulations

Download [here](#) the BRUSSELS EXPO safety regulations.

Here are a few points from it:

Fire extinguishers:

It is compulsory to place a **fire extinguisher** in a visible position on all **stands larger than 72m²**. You may purchase an extinguisher from the BRUSSELS EXPO web shop.

Use of gas bottles:

This refers to all types of gas in the form of a pressurised bottle. As both combustible and non-flammable gas cylinders can explode or be ejected on impact, ALL gas cylinders (including those those used for beer pumps!) must be reported to the organisers office, together with the nature of the gas. Please provide us with a plan of your stand and indicate where the bottles are located.

Candles:

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

Safety clothing:

It is compulsory to wear safety clothing during build up and break down.

Power supply to the stands:

The electrical installation of all stands is checked by Vinçotte during the build up period.

Please note: If the inspection report is negative, BRUSSELS EXPO is obliged to cut off the power supply to the stand. We therefore advise you to ensure that your stand builder remains present until you have received a positive report from Vinçotte.



b. Safety charter

BRUSSELS EXPO has appointed Vinçotte as an approved organization, to ensure the safety of everyone involved in stand construction.

Please note: During the construction and dismantling of the exhibition, Vinçotte checks that the work is carried out as stipulated in the safety regulations. In the event of serious infringements, work may be stopped.



In order to be informed of the work to be carried out and to have the associated risks assessed, **the completed and signed safety charter has to be sent to Vinçotte by 15/10. This step is a legal obligation! Stands that have not completed the charter may not commence work!**

Questions about the charter may be sent by mail to Vinçotte: bruexpo@vincotte.be

Charter to fill in and send to Vincotte by 15/10

	APPENDIX 7 CHARTER FOR EXHIBITORS AND THEIR STAND BUILDER	
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Organiser of the fair : FURNITURE FAIR Date of the fair: from 6th until 9th of November 2022

Exhibitor: Hall N° and booth N°:

Dear exhibitor,
Your booth may be set up in two different ways.
Tick where appropriate:

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

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

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 INTENT¹

- The undersigned person returns this **charter**, duly completed and signed, and confirms that he/she has read and clearly understood the safety regulations of 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).
- The undersigned acknowledges having received the BRUSSELS EXPO safety regulations from the organising Committee 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.
- 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
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This document must be returned, together with any risk assessment (s), to the safety coordinator at:
bruexpo@vincotte.be It should be provided **before the start of the work**.

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

5. Miscellaneous

a. Music at the stand

Music may not cause hindrance. The sound level must not exceed 80 dB. 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).

- Contact details Sabam : +32 2 286 82 11 or contact@sabam.be.
You can download the application for admission on www.sabam.be.
- Contact details Billijke Vergoeding : +32 2 710 51 00 or info@bvergoed.be.
On the website www.bvergoed.be you will find the necessary information and you can make a declaration.

b. Security

During the Furniture Fair Brussels, the site and the halls are guarded. The monitoring starts on the first day of the build-up and ends on the last day of the dismantling.

c. ATM machine

You will find an ATM in the Astrid hall, where our entrance is located on the side of parking C.

d. 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.

e. Brussels-Capital Region, Low Emission Zone

The Brussels Capital Region is a low emission zone. This LEZ applies to all cars and vans, whether they are registered in Belgium or abroad.

Check if your vehicle is allowed on the following website:

<https://lez.brussels/mytax/en/>

Parking C and gate G are accessible via the Ring without problems.

The following sign indicates that you are entering a low emission zone:



f. Hotels

The official hotel room booking partner of the Furniture Fair is Brussels Booking Desk. You can contact them directly : Tel: +32 478 68 65 00 - E-mail: w.nicolai@brusselsbookingdesk.be