

# THE FUTURE IS FURNature

5 - 8 NOV. 2023



MEUBELBEURS  
SALON DU MEUBLE  
BRUSSEL - BRUXELLES



# VADEMECUM

**Part for the stand builder**



<b>IMPORTANT TIPS AND MANDATORY STEPS TO TAKE.....</b>	<b>3</b>
<b>GENERAL ORGANIZATION .....</b>	<b>4</b>
Contacts & Accessibility.....	4
General information	
Stand construction .....	5
Build up .....	6
Dismantling.....	7
Ordering goods and services .....	8
Time schedule .....	9
Access cards	
Laissez-passer for trucks and for cars.....	10
Safety	
Safety regulations.....	11
Safety charter .....	12
Miscellaneous	
Music at the stand .....	13
Security.....	13
ATM machine.....	13
Viapass kilometer charge for trucks of +3.5 tons .....	13
Brussels-Capital Region, Low Emission Zone .....	13
Hotels.....	13



## MOST IMPORTANT INSTRUCTIONS

### Important Tips:



1. **Read this vademecum carefully** to be well prepared for your participation to the Furniture Fair Brussels. It contains all practical information regarding your participation. Also pay close attention to the points of attention and colored elements in this vademecum.

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



**Glenn De Maeseneer**  
Managing Director



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Communication &  
Marketing Manager



**Christine De Visscher**  
Operations Manager

2. Order on time, prices increase after a certain date.

### Mandatory steps to take .....

As from 20/06 Create/activate your account for BRUSSELS EXPO's webshop and Order .....

Before 15/10 Fill in & send the safety charter to Vinçotte.....



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## GENERAL ORGANIZATION

### Contacts & accessibility

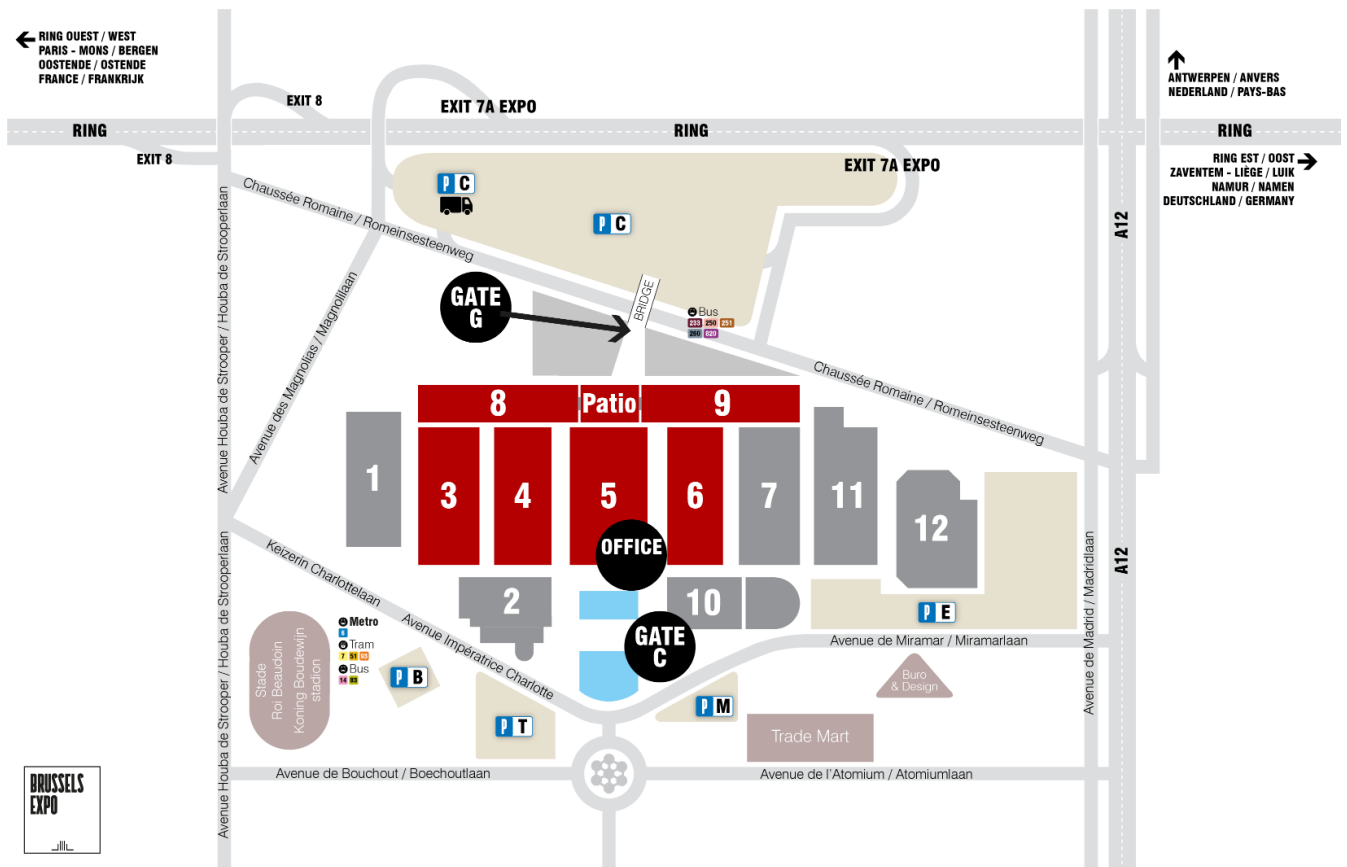
**Deliveries & visitors:** BRUSSELS EXPO  
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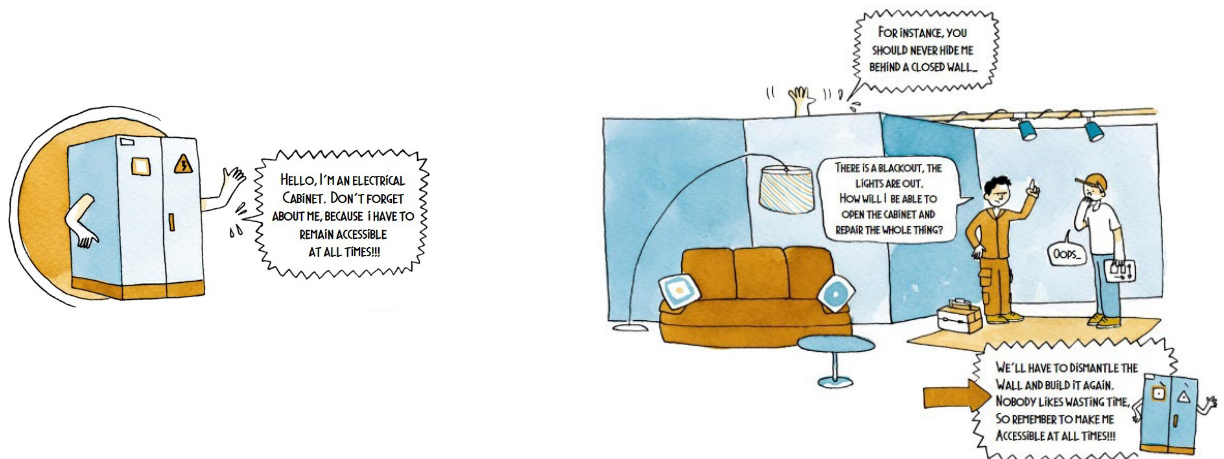
As from 30/10, you'll find us each day, from 8 a.m. to 8 p.m., at the front of Hall 5.



# Useful Information

## Stand construction

1. Download your stand plan on your personal online exhibitor's page.
2. **Respect the dimension and limits of your stand!**
3. **Stand building or advertisement in the aisles is prohibited**, also on heights (example: banners, flags, etc.).
4. **All stands must be completely self-supporting.** They cannot be mounted or lean against walls or ceilings.
5. **The standard stand height is 3m. If this height is exceeded or not reached and it differs from that of your neighbor's construction, it is imperative that the visible rear sides of the constructions are finished and painted in a neutral tone. All electrical wiring and cabling must also be concealed.**
6. **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.....



7. **Electrical installations must comply with the legal Belgian safety standards.** The details of these can be downloaded from your personal online exhibitors' page. During the construction, an accredited inspection company will ensure that Belgian regulations are respected.
8. Stands with a storey are subject to approval by a recognized 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 must remain free (min. 1m) at all times.**

## Build up

### Dates and build up deadlines :

- Starting **Monday**, October 30<sup>st</sup> : for exhibitors working with their **own stand builder** or building their stand themselves
- Starting **Thursday**, November 2<sup>nd</sup> : 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 02/11 at the latest.**



2. **The furniture must be delivered to your stand by Friday 03/11 at the latest.**

3. **Stand set-up must be completed by 11 a.m. on Saturday 04/11. All aisles must be completely cleared by this time.**

Before 30/10 : Pre-construction: Depending on the availability of the halls and against payment

Deliveries: Depending on hall availability.

Please contact us for possibilities and conditions before 15/10.

### Access to the BRUSSELS EXPO venue:

Trucks & vans >3,5T..... **only on presentation of the appropriate laissez-passer**

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

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.

## Dismantling

### Dates and break down deadlines :

From Wednesday 08/11 **from 6 pm**, continuously (also at night).

**Please note:** All dismantling activities are **prohibited before 6pm**.



### *Ultimate evacuation deadlines:*

Until **Thursday 09/11 - 2 pm**: for exhibitors in Square, **Holland à la Carte** or who ordered a **ready-made stand from the Furniture Fair**.

Until **Friday 10/11 - 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 > 3,5T..... **only on presentation of the appropriate laissez-passer**

Cars..... **No access**

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

- Please note:**
1. **On Wednesday, the trucks must assemble in Parking C, where they will be grouped by hall. 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.**
  2. **Workers and stand builders are not allowed into the exhibition area before 6 p.m.**
  3. **Loaded vehicles must leave the venue immediately.**
  4. **Trailers may never be detached and left on the BRUSSELS EXPO venue.**
  5. **Trucks, vans, cars and trailers are not allowed in the exhibition halls.**



### Catering :

There is no catering point open during the break down.

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

\*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 (possible as from 20/06):

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

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



**Preferential tariff : until 03/10 ! -> Standard as from 04/10 until 25/10  
-> Last-minute as from 26/10**

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](mailto:connections@brussels-expo.be)

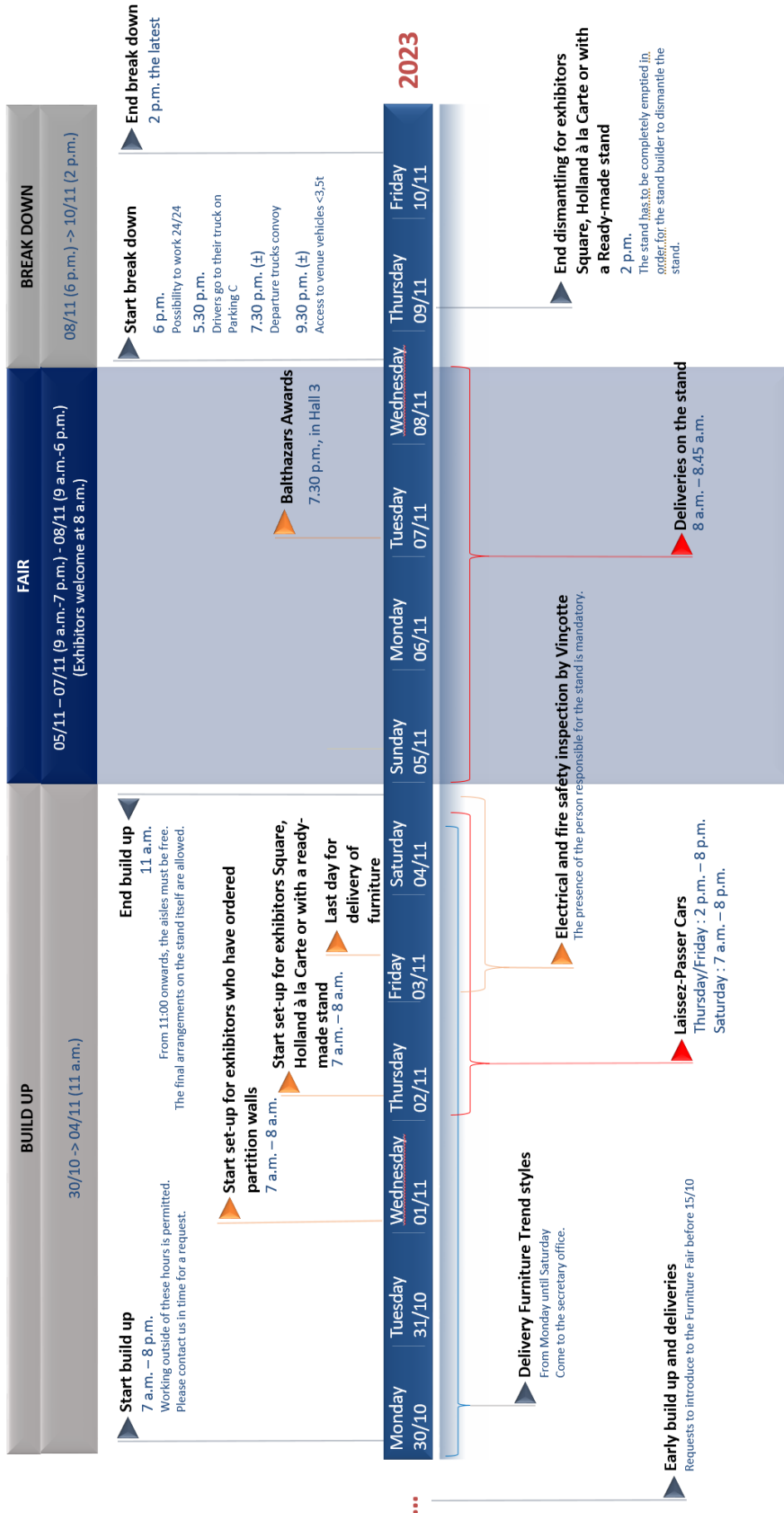
### Goods and services managed and invoiced by the Furniture Fair :

1. Ready-made stand construction ..... To order before 15/09
2. Forklift without driver ..... To order before 25/09
3. Waste containers ..... Can be ordered on site

Orders and requests for prices are made via the personal online exhibitor's page. The link to your page has been sent to the exhibitor by e-mail.



# Time schedule



## Access cards

### 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. **Only a paper version of the pass will be accepted. The driver must be able to leave his document behind his windscreen for the entire time the truck is on the BRUSSELS EXPO venue.**

3. Please also read the important information on build up and break down.

#### 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 paper version of the laissez-passer, he will be obliged to purchase a one at the organizers office (€5 per card) before being allowed to enter the venue with his truck.**



**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.

#### Laissez-passer for cars :

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

**Each exhibitor is entitled to one pass.**

It is free of charge.

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



1. **Thursday 02/11, afternoon**

2. **Friday 03/11, afternoon**

3. **Saturday 04/11, all day**

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

# Safety

## Safety regulations

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

Here are a few important attention points from it:

### Fire extinguishers:

It is compulsory to place a **fire extinguisher** in a visible position on all **stands larger than 72m<sup>2</sup>**. 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 pressurized bottle. As both combustible and non-flammable gas cylinders can explode or be ejected on impact, ALL gas cylinders (including those used for beer pumps!) must be reported to the organizers 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 you remain present until you have received a positive report from Vinçotte.**



## a. Safety charter

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

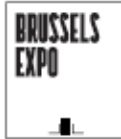
**Please note:** During the construction and dismantling of the exhibition, Vinçotte checks that the work is carried out as stipulated in the safety regulations. In the event of serious infringements, work may be stopped.



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](mailto:bruexpo@vincotte.be)

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



## APPENDIX 7 CHARTER FOR EXHIBITORS AND THEIR STAND BUILDER

Name of the fair: FURNITURE FAIR BRUSSELS 2023      Date of the fair: 05-08/11/2023  
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: \_\_\_\_\_

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 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).
2. 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.
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 must be returned, together with any risk assessment (s), to the safety coordinator at: [bruexpo@vincotte.be](mailto:bruexpo@vincotte.be) it should be provided before the start of the work.

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

## Miscellaneous

### Music at the stand

Music may not cause hindrance. The sound level must not exceed 80 dB. The organization will take action when there are complaints.

Do not forget that you must 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](mailto:contact@sabam.be).  
You can download the application for admission on [www.sabam.be](http://www.sabam.be).
- Contact details Billijke Vergoeding : +32 2 710 51 00 or [info@bvergoed.be](mailto:info@bvergoed.be).  
On the website [www.bvergoed.be](http://www.bvergoed.be) you will find the necessary information and you can make a declaration.

### 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.

### ATM machine

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

### 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).

### 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:



### Hotels

The official hotel room booking partner of the Furniture Fair is Brussels Booking Desk :

<https://www.furniturefairbrussels.be/practical/hotels>