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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 (via your personal online account) , prices increase after a certain date (see on page 6).
- c. Documents for exhibitors and stand builders will be sent the first week of October.

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. Order an electricity connection.
- d. Send us your stand plan with indication of electricity (and water) connection.
- e. Fill in and send the safety charter to Brussels Expo.

4. For 2017, 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**.
- b. On Wednesday **November 8th**, 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 10th.
- 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 > 72m²** must have a **fire extinguisher** on their stand.
- h. All electrical installations must remain open and accessible at all time (doors has 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 remain accessible and unobstructed at all times!
- i. WIFI is available in the halls via login-page, a separate internet connection can be ordered.
- j. At the start of the dismantling, trucks < 3.5 t are not allowed to enter the site before the convoy has fully entered.
- k. During the set-up and dismantling period, the alleys have to remain free (min. 1 m) in order not to block the passage for other exhibitors.



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 these service files, 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 to order and to download your standplan. The link to your account has been sent to you by email. Don't hesitate to contact us should you have lost the link.

2. Accessibility

Brussels Expo – address for visitors & deliveries:

BRUSSELS EXPO
Belgiëplein 1
1020 BRUSSELS, BELGIUM

Furniture Fair headquarters:

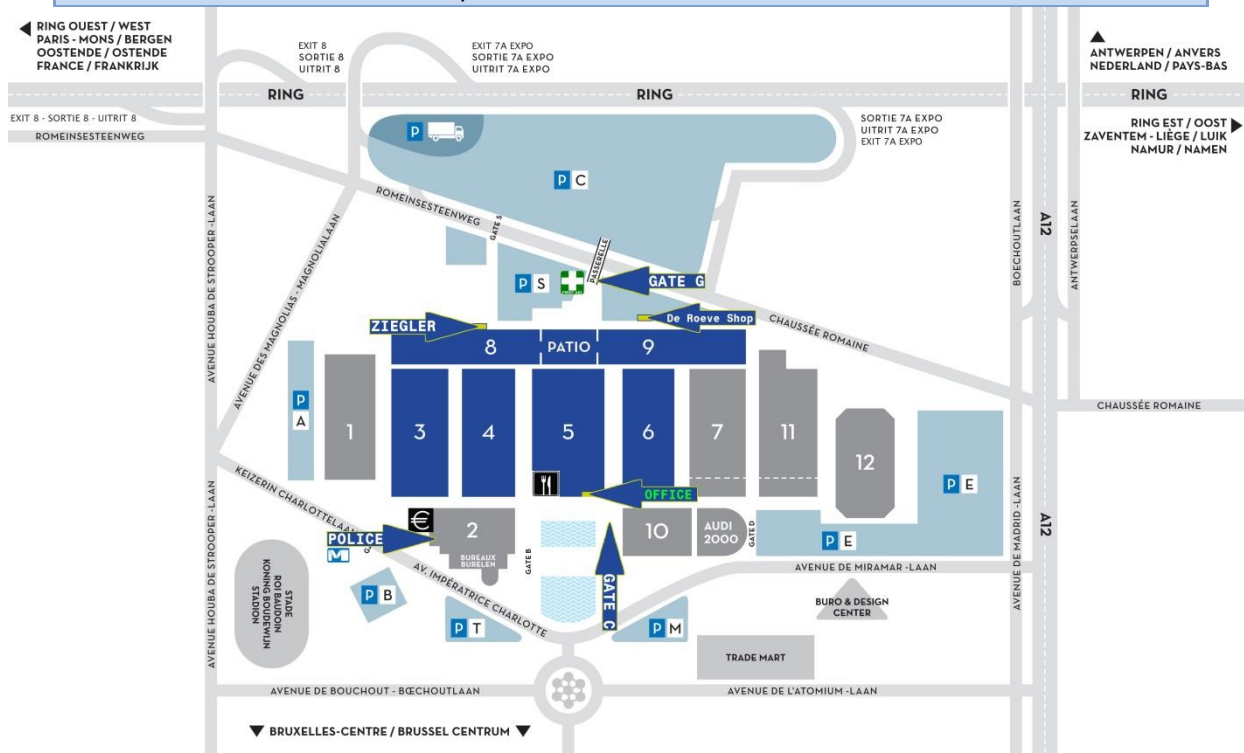
FURNITURE FAIR BRUSSELS
Hof Ter Vleestdreef 5b7
1070 BRUSSELS, BELGIUM

Tel.: +32 2 558 97 20

Fax.: +32 2 558 97 30

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 October 30th from 8 a.m. until 8 p.m.



3. Information for stand builders

a. Stand assembly

- 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.
- Suspension works: **suspension works** are only carried out on request by the inspection department of the Exhibition Centre in Brussels. If any items need to be hung up, an **application should be made direct to Brussels Expo**.
- **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 electricity, water, telephone, heating or fire safety appliances inside or outside the stand area must 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 2nd, on Friday afternoon November 3rd, and on Saturday November 4th (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. 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.
- Trailers may not be picked off in the area between the halls.

b. Set-up

- Starting Monday, October 30th for exhibitors building their own stand or working with their own stand builder.
- Starting Wednesday, November 1st for exhibitors having ordered partition walls.
- Starting Thursday, November 2nd, 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 30th 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 3rd at the latest, and the **installation** of your stand must be **completed by 11 a.m. on Saturday, November 4th**. **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 8th 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.
- 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 9th at 2 p.m.
- Dismantling work must be completed by **2 p.m. on Friday, November 10th**.

d. Ordering goods and services.

As from 2017, goods and services can only be ordered online via your personal online account. The link to this account has been sent by email (with the stand confirmation and advance invoice). In case you lost the link, you can always ask to send it again.

On this online account, you will also find the link to the webshop of Brussels Expo (for ordering suspension points*, internet connections and telephone lines) and the ordering through third parties.

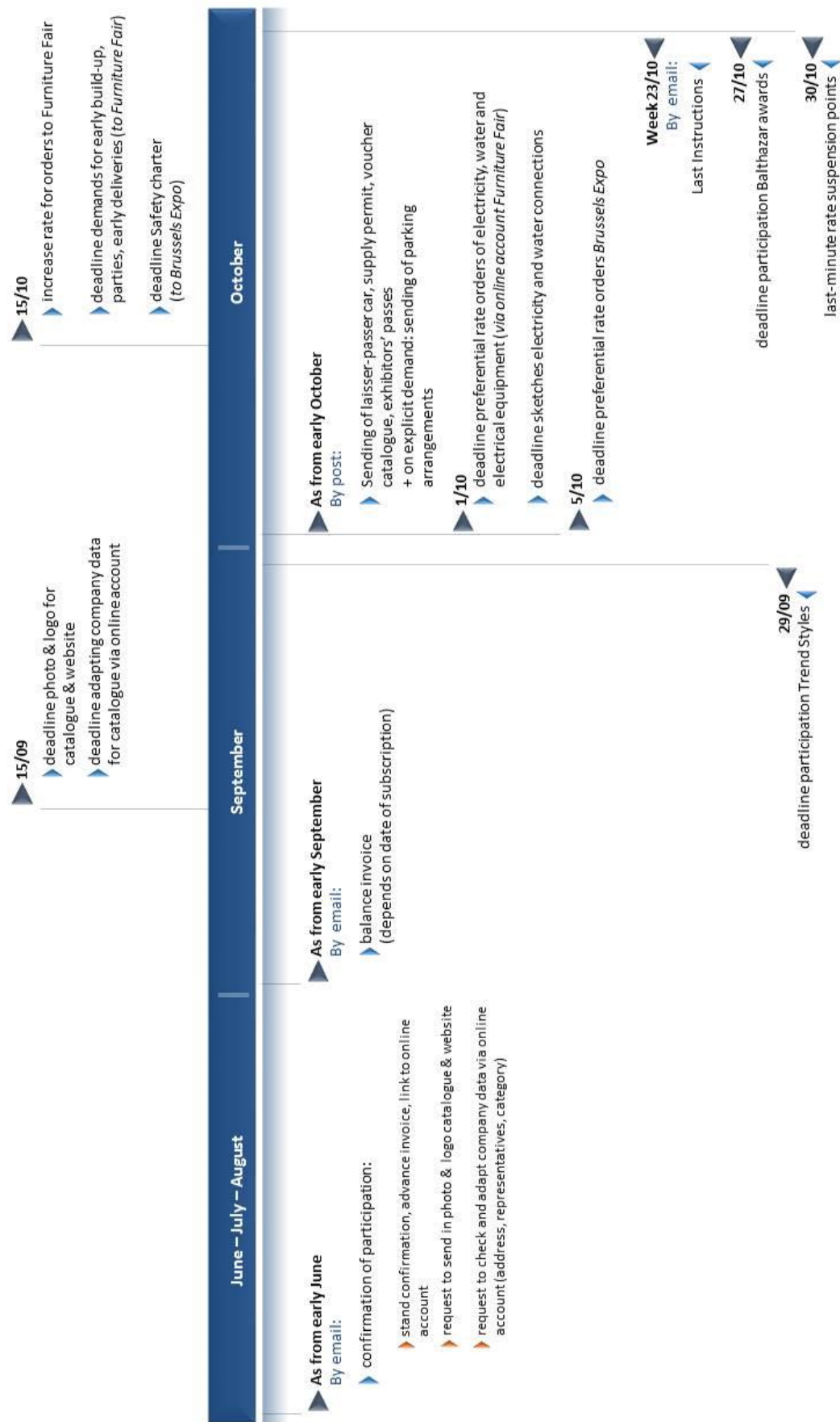
Please make sure to order in time, prices increase as from a certain date:

Order via	Preferential rate	Standard rate	Standard rate + 20%
Furniture Fair Brussels	Until 01/10/17	02/10/17 until 14/10/17	As from 15/10/17
Brussels Expo	Until 05/10/17	As from 06/10/17	As from 30/10/17*
Third parties		Check brochure or order form	

*** Last-minute rate only for suspension points.**

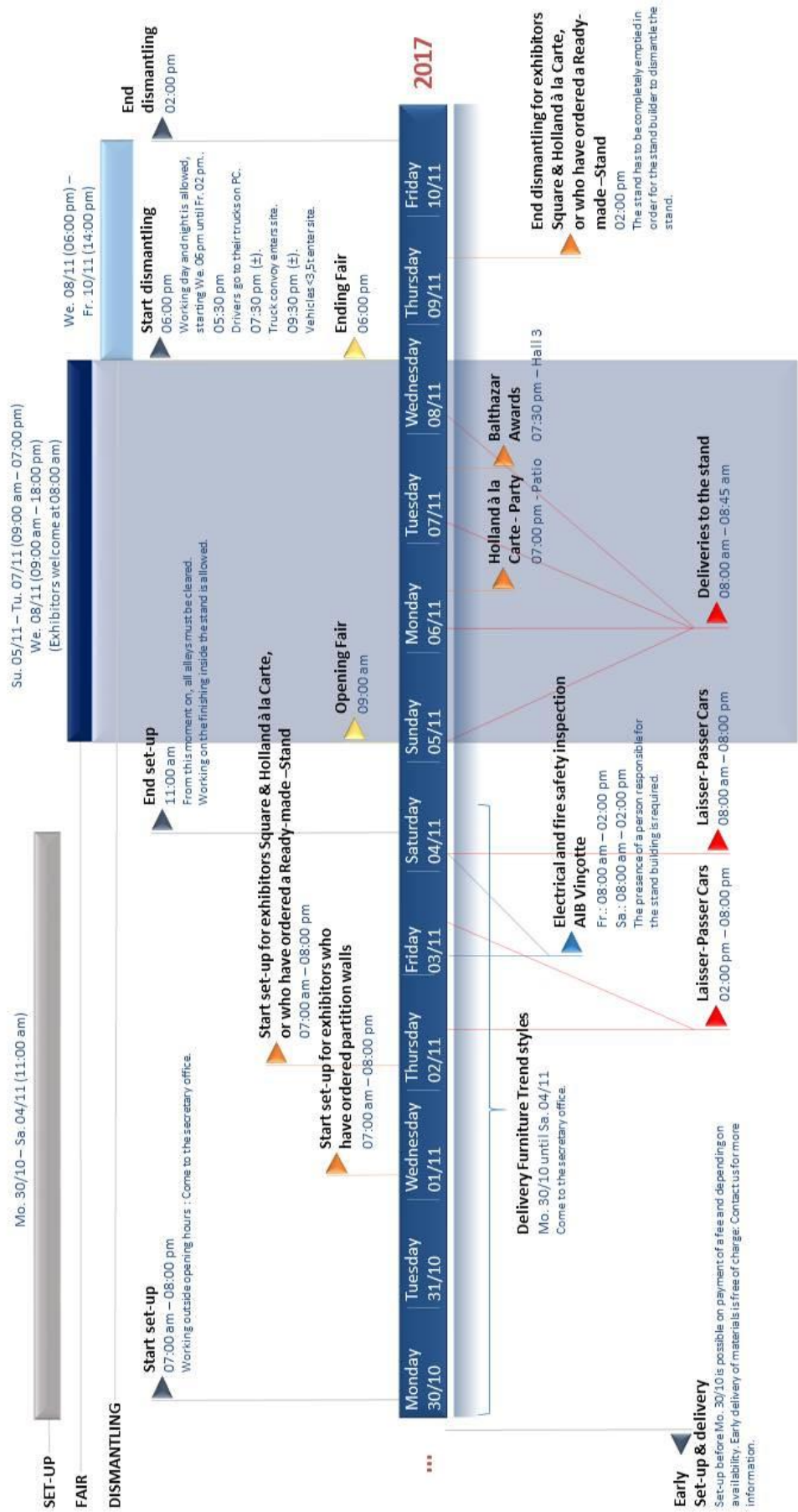
All our services and goods are always invoiced to the exhibitor, never to stand builders.

e. Time schedule – preparations



f. Time schedule – at the fairground

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4. Documents for exhibitors and stand builders

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 10m² 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 do send us an excel list of your top 20 most important buyers before August 31st. The list should contain company name, address, telephone number, emailaddress and complete name of your contact.

d. 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.

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.

f. Parking arrangements

Parking arrangements can be ordered online via your personal account. They will be made available for pick-up at the secretary office during the set-up period. **They won't be sent by post, unless explicitly asked on time (before 01/10)!**

They are not free! We can propose 3 kinds of arrangements: Indoor (parking S, limited) and outdoor (parking C) for cars and arrangements for lorries (parking C).

Parking arrangements for parking A/B/T/M will be available at the secretary office in hall 5. Day tickets are for sale on the car park itself.

Please pay attention: As of October 1st, we stop sending out parking arrangements by post. Parking arrangements ordered at the secretary office itself, will only be handed over with a cash settlement (checks are not accepted).

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

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 €/m².**

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 23/10 to 17/11.

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 €/m² (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 €/m² (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 €/m² (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).

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

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 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 m² must have a **fire extinguisher**, easily and visibly accessible.

You can purchase a fire extinguisher with De Roeve Lightscape (info.lightscape@deroeve.com) or rent one at Van Os-Sonnevelt (www.vanos.eu).

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)

	CHARTER FOR EXHIBITORS AND THEIR STAND BUILDER	
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Organiser of the fair : Furniture Fair Brussels.....**Date of the fair:** 5th until 8th of November 2017

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

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.

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 2017/2018.
- **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 7th**, the festive award ceremony will be held around 7.30 p.m. in **hall 3 (bar Square)**. You are warmly invited!



[illegible]

Please return this form by email vt@furniturefairbrussels.be or fax +32 2 558 97 30

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 2018.

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:



Application form Trend styles – please send in by Friday September 29th

COMPANY
CONTACT PERSON
STAND NUMBER
TEL
E-MAIL
WEBSITE
<p><u>PRODUCT NAME + BRIEF DESCRIPTION + PICTURE:</u></p> <p>1. NAME: BRIEF DESCRIPTION AND PICTURE :</p> <p>2. NAME: BRIEF DESCRIPTION AND PICTURE :</p> <p>3. NAME: BRIEF DESCRIPTION AND PICTURE :</p>

Please return this form by email vt@furniturefairbrussels.be or fax +32 2 558 97 30

c. Extra photos on the website

Via your online personal account, you can order additional space for pictures on our website. The link has been sent to you by email.

d. 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.

e. 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.

f. 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 : sales@mediaexpo.be.

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), by fax (+32 22 30 05 89) or by email contact@sabam.be, or download the request for admission on www.sabam.be. You can reach the 'Fair compensation' at telephone number +32 2 710 51 00 or by email info@bvergoed.be. You can find detailed information on their website, www.bvergoed.be.

b. Internet

A free WIFI connection, non guaranteed and limited, 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' or outside the precinct behind Hall 2 .

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.