

## INFO

If you need further information,  
please contact :

### SQUARE-BRUSSELS MEETING CENTRE

Rue Ravenstein, 2  
B-1000 Brussels  
Belgium

Tel: +32 2 515 13 99

Fax: +32 2 479 47 37

[exhibitorbook@square-brussels.com](mailto:exhibitorbook@square-brussels.com)



# EXHIBITOR SERVICES MANUAL 2014

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Ophthalmologica Belgica



26 - 28 November 2014

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## EXHIBITION GUIDELINES

### *Introduction*

Thank you for exhibiting at the SQUARE-BRUSSELS MEETING CENTRE. We are committed to working with you to ensure you get the best return on your investment and that the event you are attending is a rewarding experience for you and your company.

This manual provides essential information as well as useful hints for exhibitors. We encourage you to use this manual not only for the preparation of your exhibit display, but also for a source of reference and information.

If you wish to order standard items for your display such as furniture, AV, lighting, etc... they can easily be ordered in this exhibition manual but you will see that many more items can be ordered to enhance your booth equipment.

We want you to make your participation in this event both successful and enjoyable. Please do not hesitate to contact either SQUARE or the event organisers if you have any questions.

We are looking forward to welcoming you to the SQUARE-BRUSSELS MEETING CENTRE, we hope that you will experience a successful and prosperous exhibition in our venue.



## EXHIBITION GUIDELINES

### ***Deliveries, storage and parking***

#### **1. Deliveries before and after the event:**

Deliveries, if allowed, need to be shipped to :

SQUARE Brussels Meeting Centre  
27, Rue des sols / Stuiversstraat  
1000 Brussels

Parcels need to have the SQUARE label (please use the label at the last page of the document). Please note that without this label the packages won't be accepted.

Deliveries are possible one week before the event on weekdays between 9h30 and 17h30 (not possible during the weekend or holidays).

After the event, if exhibitors would like to have their equipment picked up at SQUARE, this needs to be communicated to the event coordinator of SQUARE. The exhibitor needs to order and coordinate the freight forwarder so that the pick-up can be done maximum one week after the event. Make sure all parcels have the SQUARE delivery label in order to prevent them from being removed (please use the label at the last page of the document).

#### **2. Heavy goods deliveries during the event (build-up and dismantling)**

Note that the congress centre is situated in the centre of Brussels.

It is not allowed to send trucks of more than 8 meters, since the delivery street is a dead-end.

To avoid traffic congestion and to allow a fast and smooth move-in, an unloading slot will be required for all vehicles larger than a car (cars or small vans not higher than 195 cm can park in the fee-paying car park «Albertine» which is directly linked to SQUARE).

The exhibitors will then be allowed to temporary park their lorry in the delivery street to load/unload and use the special freight lift located at the Rue des sols / Stuiversstraat 13, 1000 Brussels (Dimensions: 2.1m high, 2.3m large, 6.7m long, 4000 kg max.) during the time slot that the organisers have confirmed with you.



## EXHIBITION GUIDELINES

All trucks arriving without a slot can only unload and load once the full schedule has been completed. We will provide your own slot in the month of August.

Note that there is no parking allowed out of the given unloading slot in the delivery street (rue des sols / stuiversstraat) or near the congress centre. Trucks need to be removed from the unloading area as soon as unloading has been completed. Trucks can park free of charge around the streets of Brussels' haven or further up the canal (avenue du port).

Parking is provided at the Parking Albertine level -2 (Entrance Place de la justice / Gerechtsplein or Rue des sols / Stuiversstraat) where there is direct access to the exhibition halls. Maximum height is 195 cm.

### **3. Parking & non-heavy goods deliveries during the event (build-up and dismantling)**

In case you do not have heavy goods deliveries, you can park your car at the parking Albertine, Place de la justice / Gerechtsplein at 1000 Brussels (tickets payable at the parking meter). Please park at level -2 which has direct access to the exhibition area. Maximum height is 195 cm. Please do not use the other entrance of the parking located at rue des sol / stuiversstraat at 1000 Brussels which is used and often congested during build-up and dismantling periods.

### ***Forwarding agent***

For transport to and from the venue, you need to arrange with the official event freight forwarder designated by the event's organisers or your own freight forwarder if allowed. The forwarding agent will receive all necessary information by you and should be well informed by your company for further arrangements regarding transportation, storage of goods before and after the exhibition, etc.

The forwarding agent will be solely in charge of all dealings with the Customs Authorities.

It is the responsibility of each exhibitor to find suitable space for the storage of potential empty wrapping during the days of exhibiting. Please contact your forwarding agent or SQUARE (storage during the exhibition is a payable service).

### ***Badging***

Specific badging is required to enter and work in the building. Please make sure to specify to the event organisers the contact details of each member of your team that will need access to the building during the build-up, the event and the dismantling.

Failing to send them this information prior to the build-up will mean that every member of your team will first have to register at 27, rue des sols where they will be granted an access badge in order to be able to enter the exhibition halls, which can lead to time delay.



## EXHIBITION GUIDELINES

### ***Stand construction and dismantling rules***

For the construction of your exhibition booth, please mind the following important information:

- The Exhibitor shall be bound to comply with the regulations issued by the event organisers and with the SQUARE's 'General Terms & Conditions' a copy of which is submitted to every Exhibitor.
- Emergency exits and signs should be kept clear at all times. Also fire extinguishers should not be blocked.
- No fixing of whatsoever and no painting are allowed on walls, doors, gates, outer walls, and parking.
- Stand constructors should respect the Exhibition area decoration: no affixing to drapes, walls and windows.
- Carpet laid out by stand constructors around and on stands should be fire-resistant and a certificate will be asked on site. Carpeting the floor is only allowed if 2-sided tape type BOMA 4123 is used (available on site, please refer to the appropriate order form in this exhibition manual). If tape residues remain after dismantling, exhibitors will be charged the costs of removing those at € 37,5 /10 cm.
- Exhibition cleaning: corridors between stands will be cleaned on a daily basis after the exhibition opening times.
- Boxes and packages should not be stored behind the stands. Also empty packages should not be stored in the Exhibition area. Storage is available on request at SQUARE (payable service).
- All stand equipment should be recovered at the end of the exhibition dismantling schedule. For eventual storage, please contact SQUARE or the event organisers with information on sizes and number of parcels, storage period...). Once the exhibition is finished you should remove all waste of your stand. During the dismantling times, waste bins will be available for your waste. If waste or equipment from your stand is left behind in the Exhibition area for which no specific storage or pick up has been arranged, it will be disposed of after the closing of the halls and a fine of the amount of € 100 will be charged.
- Smoking and serving drinks is not allowed during the Exhibition without specific approval from the venue.
- No Exhibitor may obstruct or allow his goods, decorative materials, furniture, etc. to obstruct or fill open passages and open spaces.
- The Exhibitor shall be obliged to observe all time limits fixed regarding construction, stand set-up, etc.
- The Exhibitor shall be obliged to keep his stand open and suitably staffed during the official opening hours of the exhibition.
- The exhibition building and the equipment therein must not be damaged (for example by nails, screws, etc. in doors and walls...).
- No inflammable decorations or exposed flames may be used at any time. All decoration material of paper and inflammable fabric must be made fireproof and certificate will be asked on site.



## EXHIBITION GUIDELINES

### **Directions**

#### **By rail:**



SQUARE is just across the Brussels Central railway station.

National trains: Get off at Brussels Central and follow the exit signs to 'Mont des Arts – SQUARE'.

International trains (Eurostar, Thalys) arrive into Brussels Midi. From there, it's a simple two-minute train journey to Brussels Central. Just take any train heading north (free of charge: your ticket to Brussels includes commuting from and to any train station in Brussels), get off at the first stop (Brussels Central) and follow exit signs to 'Mont des Arts – SQUARE'.

#### **By air:**



After landing at Brussels International Airport (Zaventem), make your way from the main arrival hall to level -1. Take a direct train to the city centre. After 17 minutes, get off at Brussels Central, and follow exit signs to 'Mont des Arts – SQUARE'.

#### **By road:**



There are 660 parking spaces right underneath SQUARE at the fee-paying car park named Parking Albertine, level -2 (maximum height: 195 cm). You can get in via Place de la Justice – Gerechtsplein at 1000 Brussels, and then walk straight into the building. Please do not use the other entrance at rue des sols / stuiversstraat at 1000 Brussels which is the loading and unloading street during build-up and dismantling periods.



## EXHIBITION GUIDELINES

### SQUARE DELIVERY LABEL

Please inform SQUARE of every package sent directly to the meeting centre prior to delivery.



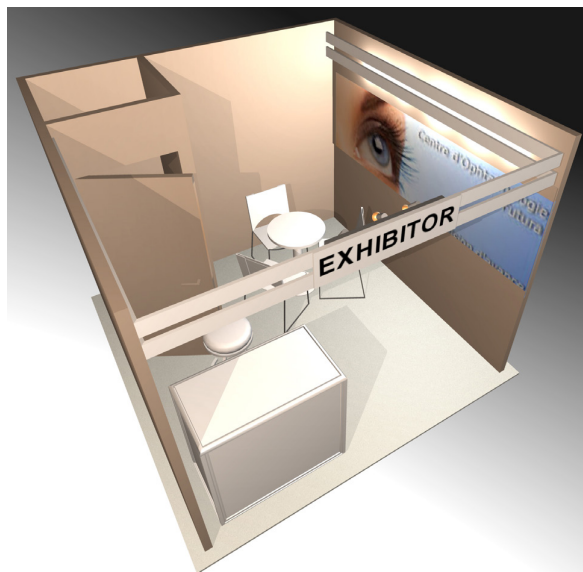
PACKAGES DELIVERY		Package number :
Sender :		
Company Name :		
Contact Person :		
Tel / Mobile No. :		
Event / Congress Name :		
Event / Congress Date :		
Room / Stand Name & No. :		
Company's contact person on Event / Stand :		
Number of packages :		
Please specify if the packages have to be returned after the event.		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, Please specify Pick-up date :		
Remarks :		
<b>IMPORTANT : all packages have to be delivered on the following address :</b>		Delivery Address (for the return) :
GL event Brussels - 27 rue des Sols - 1000 Brussels (Tel : +32 (0)2 515 13 81).		
From Monday till Friday between 07.00 H and 17.00 H.		

The client needs to ask his carrier to pick only the items provided with the package number to be found on top of this document





## SHELL SCHEME BOOTH



### SHELL SCHEME BASIC

#### Included

Traditional painted panels 250cm high (color paint to be chosen).  
 Carpet (color to be chosen).  
 1 name board (100 x 20cm) per open side.  
 1 rail with 3 spots.  
 1 multiplug.  
 1 rail LED of 3 meter long with indirect lightning to enlight your digital print.  
 3m<sup>2</sup> digital print on adhesive textile (3m x 1m).

#### Not included

Electrical connection / Internet / Furniture / Digital printing (your logo) on the fascia board.

DESCRIPTION	Price in EUR excl.VAT
Price for 9m <sup>2</sup>	1 150 €
Price for 12 m <sup>2</sup>	1 250 €

### FURNITURE OPTIONS

**Option 1:** High white desk + 1 stool

**Option 2 :** Digital print on the white desk (60cm x 60cm on adhesive textile)

**Option 3 :** 3 white chairs + 1 white small round table

**Option 4:** 1 storage room of 1m<sup>2</sup> + 1 door

**Option 5:** 3m<sup>2</sup> digital print on adhesive textile

DESCRIPTION	Price in EUR excl.VAT
<b>Option 1:</b> High white desk + 1 stool	145 €
<b>Option 2 :</b> Digital print on the white desk (60cm x 60cm on adhesive textile)	65 €
<b>Option 3 :</b> 3 white chairs + 1 white small round table	150 €
<b>Option 4:</b> 1 storage room of 1m <sup>2</sup> + 1 door	230 €
<b>Option 5:</b> 3m <sup>2</sup> digital print on adhesive textile	280 €



# SHELL SCHEME BOOTH ORDER FORM

DOCUMENT TO RETURN TO: **SQUARE** - Rue Ravenstein, 2 B-1000 Brussels - Belgium  
Tel: +32 2 515 13 99 - Fax: +32 2 479 47 37 - exhibitorbook@square-brussels.com

**Please fill out all the billing information (in capital letters), and sign this form to confirm the order\***

**STAND:**  **HALL Nr:**

**VAT Nr**  **COMPANY NAME:**

**BILLING ADDRESS:**

**ZIP:**  **CITY:**  **COUNTRY:**

**TEL:**  **FAX:**

**MOBILE:**  **CONTACT:**

**SKYPE:**  **E-MAIL:**

## IMPORTANT

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Please contact SQUARE in writing before the end of the show.*

*All changes of invoice due to wrong information will cost 25€.*

Description	Color/Reference	
Painted Panels 250cm H	RAL :	
Carpet (included in shell scheme basic)	<input type="checkbox"/> Black <input type="checkbox"/> Grey <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Green	
<b>IMPORTANT:</b> Please, fill out your valid VAT number or tax ID	<b>SUBTOTAL</b>	€
	<b>VAT 21%</b>	€
	<b>TOTAL</b>	€

**SQUARE is the exclusive electrical provider**

### OUR SERVICE INCLUDES:

- Installation of electrical box fitted with a 30mA differential circuit breaker.
- Installation of electrical box by qualified personnel in the required location. Pick-up.

### LEGAL REQUIREMENTS:

- One connection per booth - 3KW min
- Only authorised persons are permitted to open electrical boxes
- Beyond the electrical box, all installations must be carried out according to the regulations under the supervision of the organizer or the exhibitor.

These prices include installation and consumption for exhibitions running up to 3 days. For longer periods, please contact us for a quote.

**Electricity will be live within 30 minutes of show opening and turned off within 30 minutes of show close**

**Please contact our AV specialist for any equipment and services not listed:**

thibaut.ropa@square-brussels.com

## IMPORTANT

*All orders received after 7th of november 2014 will incur:*



- 20% surcharge
- immediate payment will be required
- Products might be substituted

## Payment upon receipt of the invoice

### Bank transfer references

GL events Belgium S.A.  
Chaussée de Vilvorde 158 - 1120 Brussels - Belgium  
Account NR: 191 0509232 45 Swift Code: CREG BE BB  
IBAN CODE: BE44 1910 5092 3245  
CBC Banque - Grand'Place 5 - B-1000 Brussels - Belgium

### Credit card (+2% administration costs):

Cardholder's Name:.....  
Type of payment:   .....  
Account Number: .....  
Security Code: ..... Amount: ..... Exp.date: ...../...../.....

Date:

Print Name:

Signature:

Company's stamp:



**SQUARE**  
BRUSSELS MEETING CENTRE





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OPTION 1: High white desk + 1 stool	145 €		
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OPTION 4: 1 storage room of 1m <sup>2</sup> + 1 door	230 €		
OPTION 5: 3m <sup>2</sup> digital print on adhesive textile	280€		
<b>IMPORTANT:</b> Please, fill out your valid VAT number or tax ID	<b>SUBTOTAL</b>		€
	<b>VAT 21%</b>		€
	<b>TOTAL</b>		€

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Account Number: .....  
Security Code: ..... Amount: ..... Exp.date: ...../...../.....

Date:

Print Name:

Signature:

Company's stamp:



**SQUARE**  
BRUSSELS MEETING CENTRE



## TECHNICAL SPECIFICATIONS FOR THE FILES

For more information, please refer to next page : Examples

We will make sure to create your graphics and images up to your expectations. We are committed to partner with you in order to provide the most comprehensive and effective solutions in the trade show industry. The graphic print and production industry is continuously evolving, in order to ensure the best quality graphics and images from your digital files and to make file transfers as seamless as possible.

We are pleased to provide you with guidelines for submission of your artwork. If you are not in the position to provide the needed digital artwork for your signage needs, our service is able to assist you.

We are capable of providing you with layout services.

Additional fees will apply.

Please contact our Graphics Manager for any equipment or service not listed here above: [graphic@square-brussels.com](mailto:graphic@square-brussels.com)

For any of your implementations, our graphic department is able to present you the following services:

- Design of images and logo's,
- Scanning,
- Layout,
- Finalization of the files
- Single and double sided signage.

### 1. DESCRIPTION OF THE GRAPHIC PRINT

Digital printing on 160gr photo paper  
The print is to be put on white PVC of 6 mm  
The PVC will be put to melamine-covered wall

### 2. FILE DELIVERED BY YOUR COMPANY

Suitable formats for images or logos:

#### A. SOFTWARE

Photoshop (PSD/EPS/TIF/PDF)  
Illustrator (EPS/AI/PDF)  
Indesign (INDD/PDF)

#### B. FORMAT

Do work in proportions of: 10%-20%-25%-50%  
Specify the desired size of the final image into the name of the file  
Add the used font types (screen and Postscript)  
Crop the image to the desired image  
We recommend saving the original version of your files

#### C. IMAGES

Save your images in CMYK, even for images in black & white/greyscale  
(**NEVER use RGB-colours**)  
Do not use other formats than EPS or TIFF or PDF (without compression)  
If necessary, files should be Coded binary  
**Texts should be vectored (outlined)**  
before they are converted from Illustrator to EPS  
The optimal resolution for the images is:  
- Scan A4 at 300 DPI for visuals up to 1sq. m (+/- 40 Mb)  
- Scan A3 at 300 DPI for visuals up to 1to 2 sq. m (+/- 70 Mb)  
Always **convert the pantone colours to CMYK**  
**Make the gradation of the colours into a continuous tone**  
Avoid working with True Fonts and avoid shading in PDF files.

### 3. IN GENERAL

Our prices do not include any modifications or corrections of the delivered file.

All additional modification will be charged at an hour fee of 60 euros.

.gif

.eps

**Vector Artwork**

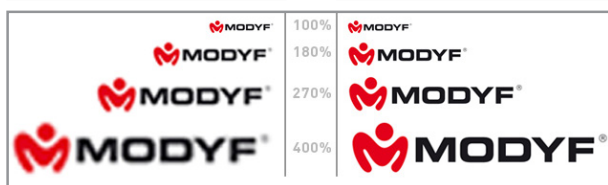
For the best quality, artwork should be created in **vector format (ai or vector eps)**.

Logos taken from websites are generally gifs. **Gif files are not acceptable as they will not print clearly.**

See visual.

Logo en .jpeg

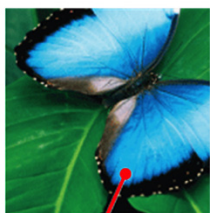
Logo en .eps



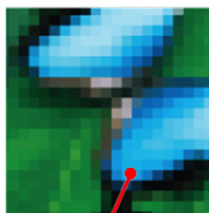
Artwork which is going to be produced in vinyl, for example, solid company logos or text, must be supplied in a **vector format (ai or vector eps)**.

Artwork created in a pixel format, TIFF and JPEG is not suitable.

See visual.



Picture created and printed at a high resolution of 300 dpi



Picture created at a low resolution of 72 dpi will cause the image to be jagged and not crisp

**Bitmap/Raster Artwork**

**JPEG** - We accept this format only when used to compress a file to help transmission. For the best results, your original artworks need to be sent in High Resolution - **300dpi or Vector EPS**.  
See visual.

**PDF** - are ready to print files.  
The format needs to be sent at the correct proportion and print-ready quality.

**Suitable Formats for images or logos**

Program	Preferred Format
Adobe Illustrator CS5	ai,eps
Adobe Photoshop CS5	tiff (LZW), jpeg (high quality)
Adobe InDesign CS5	indd (include all links)
Adobe Acrobat	PDF (press quality setting)
QuarkXPress 7	axd (include all links)

**Suitable Media for images or logos**

Media	Preferred Format
Email Attachments	Limited to maximum size of 5MB
FTP	Mandatory zip or sit compression

# FURNITURE ORDER FORM

DOCUMENT TO RETURN TO: **SQUARE** - Rue Ravenstein, 2 B-1000 Brussels - Belgium  
Tel: +32 2 515 13 99 - Fax: +32 2 479 47 37 - exhibitorbook@square-brussels.com

**Please fill out all the billing information (in capital letters), and sign this form to confirm the order\***

<b>STAND:</b>		<b>HALL Nr:</b>	
<b>VAT Nr</b>		<b>COMPANY NAME:</b>	
<b>BILLING ADDRESS:</b>			
<b>ZIP:</b>		<b>CITY:</b>	
<b>TEL:</b>		<b>FAX:</b>	
<b>MOBILE:</b>		<b>CONTACT:</b>	
<b>SKYPE:</b>		<b>E-MAIL:</b>	

## IMPORTANT

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No claims will be accepted after the exhibition.  
Please contact SQUARE in writing before the end of the show.

All changes of invoice due to wrong information will cost 25€.

For pictures go to:

<http://library.gl-events.be/FURNITURE2013/>

For furniture price list go to:

[http://library.gl-events.be/FURNITURE2013/Price\\_square\\_2013.pdf](http://library.gl-events.be/FURNITURE2013/Price_square_2013.pdf)

Code	Description (table, chair, size, colour, ...)	Price (€)	Qty	Total
<b>IMPORTANT:</b> Please, fill out your valid VAT number or tax ID		<b>SUBTOTAL</b>		€
		<b>VAT 21%</b>		€
		<b>TOTAL</b>		€

## IMPORTANT

All orders received after 7th of november 2014 will incur:

- 20% surcharge
- immediate payment will be required
- Products might be substituted

## Payment upon receipt of the invoice

### Bank transfer references

GL events Belgium S.A.  
Chaussée de Vilvorde 158 - 1120 Brussels - Belgium  
Account NR: 191 0509232 45 Swift Code: CREG BE BB  
IBAN CODE: BE44 1910 5092 3245  
CBC Banque - Grand'Place 5 - B-1000 Brussels - Belgium

### Credit card (+2% administration costs):

Cardholder's Name: .....

Type of payment:   .....

Account Number: .....

Security Code: ..... Amount: ..... Exp.date: .... / .... / .....

Date:

Print Name:

Signature:

Company's stamp:

# PLANTS & FLORAL DECORATIONS

## ORDER FORM

DOCUMENT TO RETURN TO: **SQUARE** - Rue Ravenstein, 2 B-1000 Brussels - Belgium  
Tel: +32 2 515 13 99 - Fax: +32 2 479 47 37 - exhibitorbook@square-brussels.com

**STAND:**  **HALL Nr:**

**VAT Nr**  **COMPANY NAME:**

**BILLING ADDRESS:**

**ZIP:**  **CITY:**  **COUNTRY:**

**TEL:**  **FAX:**

**MOBILE:**  **CONTACT:**

**SKYPE:**  **E-MAIL:**

For pictures go to: <http://www.glbelgium.be/square/plants.pdf>

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Ref	Description plants	Price (€)	Qty	Total
<b>Plants : Basket &amp; pot not included see P20</b>				
3601	Laurus pyramid (height 1,5/1,7m)	30€		
3602	Laurus sphere (height 1,7/1,8)	35€		
3603	Ficus Benjamina (height 1,5m)	35€		
3604	Ficus Benjamina (height 2m)	45€		
3605	Ficus Benjamina (height 2,5m)	75€		
3606	Palmier (height 1,7/1,8m)	35€		
3607	Ficus Ali (height 1,5m)	35€		
3608	Palmier (height 2,5m)	45€		
3610	Bamboo (height 2/2,5m)	35€		
3611	Buxus sphere (Ø 0,5m) + pot	40€		
3612	Buxus pyramide (height 1m)	40€		
3617	Buxus sphere (Ø 0,7m) + pot	50€		
3618	Buxus sphere (Ø 0,9m) + pot	65€		
3640	Ficus Ali (height 2m)	40€		
3642	Column bamboo + basket	45€		
3651	Olive-tree (height 1,8m)	45€		
3652	Olive-tree (height 2,5m)	125€		
<b>IMPORTANT:</b> Please, fill out your valid VAT number or tax ID		<b>SUBTOTAL</b>		€
		<b>VAT 21%</b>		€
		<b>TOTAL</b>		€

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IBAN CODE: BE44 1910 5092 3245  
CBC Banque - Grand'Place 5 - B-1000 Brussels - Belgium

#### Credit card (+2% administration costs):

Cardholder's Name: .....

Type of payment:   .....

Account Number: .....

Security Code: ..... Amount: ..... Exp.date: .... / .... / .....

Date:

Print Name:

Signature:

Company's stamp:



**SQUARE**  
BRUSSELS MEETING CENTRE



# PLANTS & FLORAL DECORATIONS

## ORDER FORM

DOCUMENT TO RETURN TO: **SQUARE** - Rue Ravenstein, 2 B-1000 Brussels - Belgium  
Tel: +32 2 515 13 99 - Fax: +32 2 479 47 37 - exhibitorbook@square-brussels.com

<b>STAND:</b>		<b>HALL Nr:</b>	
<b>VAT Nr</b>		<b>COMPANY NAME:</b>	
<b>BILLING ADDRESS:</b>			
<b>ZIP:</b>		<b>CITY:</b>	
		<b>COUNTRY:</b>	
<b>TEL:</b>		<b>FAX:</b>	
<b>MOBILE:</b>		<b>CONTACT:</b>	
<b>SKYPE:</b>		<b>E-MAIL:</b>	

For pictures go to: <http://www.glbelgium.be/square/plants.pdf>

### IMPORTANT

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No claims will be accepted after the exhibition.  
Please contact SQUARE in writing before the end of the show.

All changes of invoice due to wrong information will cost 25€.

Ref	Description	Price (€)	Qty	Total
3609	Aralia (height 1m)	25€		
3613	Phoenix Robellini (height 2,3m)	45€		
3614	Phoenix Canariensis (height 2,5m)	125€		
3616	Dracaena Marginata (height 1,5m)	30€		
3643	Pseudosasa « Japonica »	45€		
<b>Filled flower tubs and flower arrangements</b>				
3627	Fresh flower arrangement Ø20cm	25€		
3628	Fresh flower arrangement Ø30cm	35€		
3629	Fresh flower arrangement Ø40cm	45€		
3630	Filled flower tube lenght 0.6m	25€		
3631	Filled flower tube lenght 0.8m	35€		
3632	Filled flower tube lenght 1m	45€		
<b>Small green plants</b>				
3644	Fern 30cm	15€		
3645	Fern 60cm	25€		
3646	Asparagus 20cm	10€		
3647	Asparagus 30cm	15€		
<b>IMPORTANT:</b> Please, fill out your valid VAT number or tax ID		<b>SUBTOTAL</b>		€
		<b>VAT 21%</b>		€
		<b>TOTAL</b>		€

### IMPORTANT

All orders received **after 7th of november 2014** will incur:

- 20% surcharge
- immediate payment will be required
- Products might be substituted

### Payment upon receipt of the invoice

#### Bank transfer references

GL events Belgium S.A.  
Chaussée de Vilvorde 158 - 1120 Brussels - Belgium  
Account NR: 191 0509232 45 Swift Code: CREG BE BB  
IBAN CODE: BE44 1910 5092 3245  
CBC Banque - Grand'Place 5 - B-1000 Brussels - Belgium

#### Credit card (+2% administration costs):

Cardholder's Name: .....

Type of payment:   .....

Account Number: .....

Security Code: ..... Amount: ..... Exp.date: ...../...../.....

Date:

Print Name:

Signature:

Company's stamp:



**SQUARE**  
BRUSSELS MEETING CENTRE





# PLANTS & FLORAL DECORATIONS

## ORDER FORM

DOCUMENT TO RETURN TO: **SQUARE** - Rue Ravenstein, 2 B-1000 Brussels - Belgium  
Tel: +32 2 515 13 99 - Fax: +32 2 479 47 37 - exhibitorbook@square-brussels.com

<b>STAND:</b>		<b>HALL Nr:</b>	
<b>VAT Nr</b>		<b>COMPANY NAME:</b>	
<b>BILLING ADDRESS:</b>			
<b>ZIP:</b>		<b>CITY:</b>	
		<b>COUNTRY:</b>	
<b>TEL:</b>		<b>FAX:</b>	
<b>MOBILE:</b>		<b>CONTACT:</b>	
<b>SKYPE:</b>		<b>E-MAIL:</b>	

For pictures go to: <http://www.glbelgium.be/square/plants.pdf>

### IMPORTANT

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Ref	Description	Price (€)	Qty	Total
<b>Baskets and pots</b>				
3619	Tuscan column grey (height 0,5m)	25C		
3620	Teak pot (0,5 x 0,5m)	20C		
3621	Tuscan pot (green, blue, brown)	20C		
3623	Basket (height 1,10m)	20C		
3624	Basket (height 0,80m)	20C		
3625	Basket (height 0,50m)	15C		
3626	Basket (height 0,30m)	10C		
<b>Specific flower and plant decoration is possible</b>				
<b>Quote on request</b>				
<b>IMPORTANT:</b> Please, fill out your valid VAT number or tax ID		<b>SUBTOTAL</b>		€
		<b>VAT 21%</b>		€
		<b>TOTAL</b>		€

### IMPORTANT

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- Products might be substituted

### Payment upon receipt of the invoice

#### Bank transfer references

GL events Belgium S.A.  
Chaussée de Vilvorde 158 - 1120 Brussels - Belgium  
Account NR: 191 0509232 45 Swift Code: CREG BE BB  
IBAN CODE: BE44 1910 5092 3245  
CBC Banque - Grand'Place 5 - B-1000 Brussels - Belgium

#### Credit card (+2% administration costs):

Cardholder's Name: .....  
Type of payment:    .....  
Account Number: .....  
Security Code: ..... Amount: ..... Exp.date: ...../...../.....

Date:

Print Name:

Signature:

Company's stamp:

# AUDIO-VISUAL EQUIPMENT ORDER FORM

DOCUMENT TO RETURN TO: **SQUARE** - Rue Ravenstein, 2 B-1000 Brussels - Belgium  
Tel: +32 2 515 13 99 - Fax: +32 2 479 47 37 - exhibitorbook@square-brussels.com

<b>STAND:</b>		<b>HALL Nr:</b>	
<b>VAT Nr</b>		<b>COMPANY NAME:</b>	
<b>BILLING ADDRESS:</b>			
<b>ZIP:</b>		<b>CITY:</b>	
		<b>COUNTRY:</b>	
<b>TEL:</b>		<b>FAX:</b>	
<b>MOBILE:</b>		<b>CONTACT:</b>	
<b>SKYPE:</b>		<b>E-MAIL:</b>	

## IMPORTANT

\*By signing this, you agree with our general terms & conditions

No claims will be accepted after the exhibition. Please contact SQUARE in writing before the end of the show.

All changes of invoice due to wrong information will cost 25€.

### Hiring conditions:

**The equipment has to be insured against «all risks».**  
**The exhibitor remains responsible for the equipment until the authorised staff has collected this equipment.**  
**In case of loss, the equipment will be invoiced at the insurance value, without application of the ageing degree.**  
**Every delivered order will be invoiced and all modifications will be charged.**

Description	Price (€)	Qty	Total
Flat video and data monitor 32" HD with speakers on stand	425 €		
Flat video and data monitor 40" HD with speakers on stand	610 €		
Flat video and data monitor 55" HD with speakers on stand	850 €		
Flat video and data monitor 65" HD with speakers on stand	1.520 €		
Front projection screen - 4/3 (200x150cm) roller + Projector (3000LUMENS)	690 €		
Blu-ray player	65 €		
Audio kit includes: 2 Loudspeakers on stand 1 CD Player 1 Mixing board 1 Wireless handheld microphone	610 €		
<b>IMPORTANT:</b> Please, fill out your valid VAT number or tax ID		<b>SUBTOTAL</b>	€
		<b>VAT 21%</b>	€
		<b>TOTAL</b>	€

Price includes delivery, set-up, pick-up, and dismantling.

**Please contact our AV specialist for any equipment and services not listed:**  
thibaut.roba@square-brussels.com

## IMPORTANT

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- immediate payment will be required
- Products might be substituted

### Payment upon receipt of the invoice

#### Bank transfer references

GL events Belgium S.A.  
Chaussée de Vilvorde 158 - 1120 Brussels - Belgium  
Account NR: 191 0509232 45 Swift Code: CREG BE BB  
IBAN CODE: BE44 1910 5092 3245  
CBC Banque - Grand'Place 5 - B-1000 Brussels - Belgium

#### Credit card (+2% administration costs):

Cardholder's Name:.....  
Type of payment:    .....  
Account Number: .....  
Security Code: ..... Amount: ..... Exp.date: ...../...../.....

Date:

Print Name:

Signature:

Company's stamp:

# ELECTRICAL CONNECTIONS

## ORDER FORM

DOCUMENT TO RETURN TO: **SQUARE** - Rue Ravenstein, 2 B-1000 Brussels - Belgium  
Tel: +32 2 515 13 99 - Fax: +32 2 479 47 37 - exhibitorbook@square-brussels.com

**Please fill out all the billing information (in capital letters), and sign this form to confirm the order\***

<b>STAND:</b>		<b>HALL Nr:</b>	
<b>VAT Nr</b>		<b>COMPANY NAME:</b>	
<b>BILLING ADDRESS:</b>			
<b>ZIP:</b>		<b>CITY:</b>	
		<b>COUNTRY:</b>	
<b>TEL:</b>		<b>FAX:</b>	
<b>MOBILE:</b>		<b>CONTACT:</b>	
<b>SKYPE:</b>		<b>E-MAIL:</b>	

### IMPORTANT

\*By signing this, you agree with our general terms & conditions

No claims will be accepted after the exhibition.  
Please contact SQUARE in writing before the end of the show.

All changes of invoice due to wrong information will cost 25€.

Description	Price (€)	Qty	Total
3 000 W (1 single-phase 230V)	160 €		
6 000 W (2 single-phase 230V)	295 €		
9 000 W (3 single-phase 230V)	385 €		
10 000 W (1 three-phase 16A 400V) + fuse box	425 €		
20 000 W (1 three-phase 32A 400V) + fuse box	565 €		
40 000 W (1 three-phase 63A 400V) + fuse box	900 €		
80 000 W (1 three-phase 125A 400V) + fuse box	1.500 €		
<b>IMPORTANT:</b> Please, fill out your valid VAT number or tax ID	<b>SUBTOTAL</b>		€
	<b>VAT 21%</b>		€
	<b>TOTAL</b>		€

**SQUARE is the exclusive electrical provider**

#### OUR SERVICE INCLUDES:

- Installation of electrical box fitted with a 30mA differential circuit breaker.
- Installation of electrical box by qualified personnel in the required location. Pick-up.

#### LEGAL REQUIREMENTS:

- One connection per booth - 3KW min
- Only authorised persons are permitted to open electrical boxes
- Beyond the electrical box, all installations must be carried out according to the regulations under the supervision of the organizer or the exhibitor.

These prices include installation and consumption for exhibitions running up to 3 days. For longer periods, please contact us for a quote.

**Electricity will be live within 30 minutes of show opening and turned off within 30 minutes of show close**

**Please contact our AV specialist for any equipment and services not listed:**

thibaut.roba@square-brussels.com

### IMPORTANT

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- 20% surcharge
- immediate payment will be required
- Products might be substituted

### Payment upon receipt of the invoice

#### Bank transfer references

GL events Belgium S.A.  
Chaussée de Vilvorde 158 - 1120 Brussels - Belgium  
Account NR: 191 0509232 45 Swift Code: CREG BE BB  
IBAN CODE: BE44 1910 5092 3245  
CBC Banque - Grand'Place 5 - B-1000 Brussels - Belgium

#### Credit card (+2% administration costs):

Cardholder's Name: .....  
Type of payment:   .....  
Account Number: .....  
Security Code: ..... Amount: ..... Exp.date: .... / .... / .....

Date:

Print Name:

Signature:

Company's stamp:

# ELECTRICAL CONNECTIONS

## SKETCH

Indicate  
Booth n° this  
direction:

## IMPORTANT

*The exhibitor has to sketch his booth on the grid. Please indicate the position of the aisles, the company name or stand number of your neighbours and the place where you want the stand material to be installed.*

Indicate  
Booth n° this  
direction:

## INFO

*A scaled sketch indicating the exact location will be attached to the order form, without instructions from your side, the items will be placed at the most technical convenient location. For all changes afterwards, extra costs will be invoiced.*

Indicate  
Booth n° this  
direction:

Indicate  
Booth n° this  
direction:

Hall + Stand Nr

Print Name + Signature

# RIGGING POINTS

## ORDER FORM

DOCUMENT TO RETURN TO: **SQUARE** - Rue Ravenstein, 2 B-1000 Brussels - Belgium  
Tel: +32 2 515 13 99 - Fax: +32 2 479 47 37 - exhibitorbook@square-brussels.com

**STAND:**  **HALL Nr:**

**VAT Nr**  **COMPANY NAME:**

**BILLING ADDRESS:**

**ZIP:**  **CITY:**  **COUNTRY:**

**TEL:**  **FAX:**

**MOBILE:**  **CONTACT:**

**SKYPE:**  **E-MAIL:**

### IMPORTANT

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Please contact SQUARE in writing before the end of the show.

All changes of invoice due to wrong information will cost 25€.

Description	Price (€)	Qty	Total
Rigging point for loads up to Max 50kg *	160 €		
Rigging point for loads from 51 to 200kg *	250 €		
Rigging point for loads over 200kg *	on request		
NB: * = Load must be secured with a safety!			
<b>IMPORTANT:</b> Please, fill out your valid VAT number or tax ID	<b>SUBTOTAL</b>		€
	<b>VAT 21%</b>		€
	<b>TOTAL</b>		€

### Important remarks:

Rigging plan subject to approval 20 days prior to the event,  
Please specify dead-off height,  
These prices include installation for exhibitions running up to 3 days.  
For longer periods, please contact us for an adapted quote.

**Please contact our AV specialist for any equipment and services not listed:**  
thibaut.ropa@square-brussels.com

### IMPORTANT

All orders received after 7th of november 2014 will incur:

- 20% surcharge
- immediate payment will be required
- Products might be substituted

### Payment upon receipt of the invoice

#### Bank transfer references

GL events Belgium S.A.  
Chaussée de Vilvorde 158 - 1120 Brussels - Belgium  
Account NR: 191 0509232 45 Swift Code: CREG BE BB  
IBAN CODE: BE44 1910 5092 3245  
CBC Banque - Grand'Place 5 - B-1000 Brussels - Belgium  
**Credit card (+2% administration costs):**

Cardholder's Name: .....

Type of payment:   .....

Account Number: .....

Security Code: ..... Amount: ..... Exp.date: .... / .... / .....

Date:

Print Name:

Signature:

Company's stamp:



**SQUARE**  
BRUSSELS MEETING CENTRE



## RIGGING POINTS

### SKETCH

Indicate  
Booth n° this  
direction:

**IMPORTANT**

*The exhibitor has to sketch his booth on the grid. Please indicate the position of the aisles, the company name or stand number of your neighbours and the place where you want the stand material to be installed.*

Indicate  
Booth n° this  
direction:

**INFO**

*A scaled sketch indicating the exact location will be attached to the order form, without instructions from your side, the items will be placed at the most technical convenient location.  
For all changes afterwards, extra costs will be invoiced.*

Indicate  
Booth n° this  
direction:

Indicate  
Booth n° this  
direction:

Hall + Stand Nr

Print Name + Signature



## INFORMATION AND COMMUNICATIONS TECHNOLOGY

### General information:

› Labour: (Setup & dismantling) included in the price

### › Network and Internet access:

- Included in the price:
  - Line installation
  - Rj45 male Ethernet connector
  - One IP address per connection through an internal DHCP server
  - Technical support throughout your event
- Options, on request:
  - Computer setup
  - Possibility of having a dedicated line with guaranteed bandwidth
- Wifi
  - 3 Simultaneously devices maximum per access, more devices access on request.
  - Limitation of the bandwidth per user of 1Mb (upload and download, higher bandwidth on request.

### › Phone:

- Access to an outside line (dial "0").
- Technical support throughout your event.
- 20 € of communication package included.

### › Equipment:

- All computers (PC) are installed with Windows XP (English version), Office 2007, antivirus software and Acrobat Reader, with a Belgian AZERTY keyboard.
- Different screen size available, on request.
- Windows 7 operating system available, on request.
- English QWERTY keyboard available, on request.

### › Apple Equipment:

- Apple computers (Laptop or Desktop) are installed with the OS snowLeopard operating system, iWork and Microsoft Office.
- Floor stand for iPad available, on request.
- iPad 4 (Retina) or iPad Mini available on request.

### › Copiers or printers:

- 1 package of 500 pages is included with white paper and cartridges (toner)
- Copiers: included functions: Copy/Print, paper tray A4 and A3.
- Detailed costs for printing:
  - A statement (for both color and b/w) is produced at the end of the event.
  - Per print: 0,4 € for color, 0,25 € for black and white (no matter for an A3 or an A4 sheet).

Quotations are valid until 15 days before the first day of the set up of the event.

Beyond this deadline, the following rules are applied:

**-When confirmation occurs between 14 days and 6 days\* before the first day of the event set up, an additionnal fee of 20% is charged on the total amount.**

**-When confirmation occurs between 5 days\* before the first day of the event set up, an additionnal fee of 40% is charged on the total amount.**

\*Subject to availability and faisability

# INFORMATION AND COMMUNICATIONS TECHNOLOGY

## ORDER FORM

DOCUMENT TO RETURN TO: **SQUARE** - Rue Ravenstein, 2 B-1000 Brussels - Belgium  
Tel: +32 2 515 13 99 - Fax: +32 2 479 47 37 - [exhibitorbook@square-brussels.com](mailto:exhibitorbook@square-brussels.com)

**Please fill out all the billing information (in capital letters), and sign this form to confirm the order\***

**STAND:**  **HALL Nr:**

**VAT Nr**  **COMPANY NAME:**

**BILLING ADDRESS:**

**ZIP:**  **CITY:**  **COUNTRY:**

**TEL:**  **FAX:**

**MOBILE:**  **CONTACT:**

**SKYPE:**  **E-MAIL:**

### IMPORTANT

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No claims will be accepted after the exhibition. Please contact SQUARE in writing before the end of the show.

All changes of invoice due to wrong information will cost 25€.

### Hiring conditions:

**The equipment has to be insured against «all risks». The exhibitor remains responsible for the equipment until the authorised staff has collected this equipment. In case of loss, the equipment will be invoiced at the insurance value, without application of the ageing degree. Every delivered order will be invoiced and all modifications will be charged.**

Description	Price (€)	Qty	Total
<b>Network &amp; Internet access</b>			
1 Wired Internet Connection	240 €		
Additional connection	90 €		
Wireless access	150 €		
<b>Phone</b>			
Analog line + phone	290 €		
Additional Analog line + phone	155 €		
ISDN Line	400 €		
Additional ISDN Line	250 €		
<b>IT Equipment Computer equipment and accessories</b>			
Laptop (Secure saver Included)	135 €		
English «QWERTY» Keyboard	8 €		
iPad 2	120 €		
Touchscreen	on request		
MacBook Pro	280 €		
Desktop +17 inch	115 €		
Imac 21 inch	245 €		
Printer A4 laser b/w - 25ppm - network	115 €		
Printer A4 laser color - 16ppm - network	160 €		
Copier b/w - 15ppm - A4	280 €		
Copier color - 20ppm - A4	380 €		
Color copy (per page)	0,35 €		
Black and white copy (per page)	0,20 €		
LCD screen 17 "	65 €		
LCD screen 19 "	75 €		
LCD screen 21 "	90 €		
Network installation and/or printer installation per hour	75 €		
<b>IMPORTANT:</b> Please, fill out your valid VAT number or tax ID			<b>SUBTOTAL</b> €
			<b>TVA 21%</b> €
			<b>TOTAL</b> €

**Please contact IT specialist for any equipment and services not listed:**  
[christophe.correa@square-brussels.com](mailto:christophe.correa@square-brussels.com)

### IMPORTANT

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- 20% surcharge
- immediate payment will be required
- Products might be substituted

### Payment upon receipt of the invoice

#### Bank transfer references

GL events Belgium S.A.  
Chaussée de Vilvorde 158 - 1120 Brussels - Belgium  
Account NR: 191 0509232 45 Swift Code: CREG BE BB  
IBAN CODE: BE44 1910 5092 3245  
CBC Banque - Grand'Place 5 - B-1000 Brussels - Belgium

#### Credit card (+2% administration costs):

Cardholder's Name: .....

Type of payment:    .....

Account Number: .....

Security Code: ..... Amount: ..... Exp.date: ...../...../.....

Date:

Print Name:

Signature:

Company's stamp:



**SQUARE**  
BRUSSELS MEETING CENTRE





# INFORMATION AND COMMUNICATIONS TECHNOLOGY

## SKETCH

Indicate  
Booth n° this  
direction:

**IMPORTANT**

*The exhibitor has to sketch his booth on the grid. Please indicate the position of the aisles, the company name or stand number of your neighbours and the place where you want the stand material to be installed.*

Indicate  
Booth n° this  
direction:

**INFO**

*A scaled sketch indicating the exact location will be attached to the order form, without instructions from your side, the items will be placed at the most technical convenient location.  
For all changes afterwards, extra costs will be invoiced.*

Indicate  
Booth n° this  
direction:

Indicate  
Booth n° this  
direction:

Hall + Stand Nr

Print Name + Signature

# LABOUR SERVICES

## ORDER FORM

DOCUMENT TO RETURN TO: **SQUARE** - Rue Ravenstein, 2 B-1000 Brussels - Belgium  
Tel: +32 2 515 13 99 - Fax: +32 2 479 47 37 - exhibitorbook@square-brussels.com

<b>STAND:</b>		<b>HALL Nr:</b>	
<b>VAT Nr</b>		<b>COMPANY NAME:</b>	
<b>BILLING ADDRESS:</b>			
<b>ZIP:</b>		<b>CITY:</b>	
<b>TEL:</b>		<b>FAX:</b>	
<b>MOBILE:</b>		<b>CONTACT:</b>	
<b>SKYPE:</b>		<b>E-MAIL:</b>	

### IMPORTANT

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Please contact SQUARE in writing before the end of the show.

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\* S/T: Straight Time  
(Monday through Friday  
From 08.00 AM to 05.00 PM)

\* O/T: OverTime  
(All other times)

Date	Shedule	Worker	Total	Labour Rate-€
<b>*S/T Labor Rate 35 €/hours excl.VAT</b>				
.... / .... / 20...	....h.... to ....h....			
.... / .... / 20...	....h.... to ....h....			
.... / .... / 20...	....h.... to ....h....			
<b>*O/T Labor Rate 50 €/hour excl.VAT</b>				
.... / .... / 20...	....h.... to ....h....			
.... / .... / 20...	....h.... to ....h....			
<b>*S/T Forklift with Operator 95 €/hour excl.VAT</b>				
.... / .... / 20...	....h.... to ....h....			
.... / .... / 20...	....h.... to ....h....			
.... / .... / 20...	....h.... to ....h....			
<b>*O/T Forklift with Operator 140 €/hours excl.VAT</b>				
.... / .... / 20...	....h.... to ....h....			
.... / .... / 20...	....h.... to ....h....			
<b>Requested Language(s)*:</b>				
.....				
<b>*Upon availability</b>				
<b>IMPORTANT:</b>		<b>SUBTOTAL</b>		€
<b>Please, fill out your valid VAT number or tax ID</b>		<b>VAT 21%</b>		€
		<b>TOTAL</b>		€

### ADVICE

All rates are subject to change if necessitated by increased labour, and/or material costs

### IMPORTANT

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- 20% surcharge
- immediate payment will be required
- Products might be substituted

### Payment upon receipt of the invoice

#### Bank transfer references

GL events Belgium S.A.  
Chaussée de Vilvorde 158 - 1120 Brussels - Belgium  
Account NR: 191 0509232 45 Swift Code: CREG BE BB  
IBAN CODE: BE44 1910 5092 3245  
CBC Banque - Grand'Place 5 - B-1000 Brussels - Belgium

#### Credit card (+2% administration costs):

Cardholder's Name:.....  
Type of payment:    .....  
Account Number: .....  
Security Code: ..... Amount: ..... Exp.date: .... / .... / .....

Date:

Print Name:

Signature:

Company's stamp:

# HOSTESSES/HOSTS ORDER FORM

DOCUMENT TO RETURN TO: **SQUARE** - Rue Ravenstein, 2 B-1000 Brussels - Belgium  
Tel: +32 2 515 13 99 - Fax: +32 2 479 47 37 - exhibitorbook@square-brussels.com

**STAND:**  **HALL Nr:**

**VAT Nr**  **COMPANY NAME:**

**BILLING ADDRESS:**

**ZIP:**  **CITY:**  **COUNTRY:**

**TEL:**  **FAX:**

**MOBILE:**  **CONTACT:**

**SKYPE:**  **E-MAIL:**

## IMPORTANT

\*By signing this, you agree with our general terms & conditions

No claims will be accepted after the exhibition. Please contact SQUARE in writing before the end of the show.

All changes of invoice due to wrong information will cost 25€.

Hostesses (min. 4 hours) : 35 €/hour excl.VAT				
Date	Working hours	#Persons	#hours	Total
..... /..... /20...	...h.... to ...h....			
..... /..... /20...	...h.... to ...h....			
..... /..... /20...	...h.... to ...h....			
..... /..... /20...	...h.... to ...h....			
..... /..... /20...	...h.... to ...h....			
..... /..... /20...	...h.... to ...h....			
..... /..... /20...	...h.... to ...h....			
..... /..... /20...	...h.... to ...h....			
..... /..... /20...	...h.... to ...h....			
..... /..... /20...	...h.... to ...h....			
..... /..... /20...	...h.... to ...h....			
..... /..... /20...	...h.... to ...h....			
..... /..... /20...	...h.... to ...h....			
..... /..... /20...	...h.... to ...h....			
<b>Requested Language(s)*:</b>		<b>SUBTOTAL</b>		€
.....		<b>VAT 21%</b>		€
.....		<b>TOTAL</b>		€
<b>*Upon availability</b>				
<b>Requested Outfit:</b>		<b>IMPORTANT:</b>		
<b>Women :</b> .....		<b>Please, fill out your valid VAT number or tax ID</b>		
<b>Men :</b> .....				

## IMPORTANT

All orders received **after 7th of november 2014** will incur:

- 20% surcharge
- immediate payment will be required
- Products might be substituted

## Payment upon receipt of the invoice

### Bank transfer references

GL events Belgium S.A.  
Chaussée de Vilvorde 158 - 1120 Brussels - Belgium  
Account NR: 191 0509232 45 Swift Code: CREG BE BB  
IBAN CODE: BE44 1910 5092 3245  
CBC Banque - Grand'Place 5 - B-1000 Brussels - Belgium

### Credit card (+2% administration costs):

Cardholder's Name: .....

Type of payment:   .....

Account Number: .....

Security Code: ..... Amount: ..... Exp.date: .... /..... /.....

Date:

Print Name:

Signature:

Company's stamp:

## **HOSTESSES**

Model Nr1



Model Nr2



Model Nr3



Model Nr4



## **HOSTS**

Model Nr1



Model Nr2



# STAND SURVEILLANCE

## ORDER FORM

DOCUMENT TO RETURN TO: **SQUARE** - Rue Ravenstein, 2 B-1000 Brussels - Belgium  
Tel: +32 2 515 13 99 - Fax: +32 2 479 47 37 - exhibitorbook@square-brussels.com

**Please fill out all the billing information (in capital letters), and sign this form to confirm the order\***

**STAND:**  **HALL Nr:**

**VAT Nr**  **COMPANY NAME:**

**BILLING ADDRESS:**

**ZIP:**  **CITY:**  **COUNTRY:**

**TEL:**  **FAX:**

**MOBILE:**  **CONTACT:**

**SKYPE:**  **E-MAIL:**

Rates (01/01/2013)	weekday	weekday night	Sunday	Sunday night	Saturday	Saturday night
Stand Surveillance	€ 41.56€	€ 50.91€	€ 49.87€	€ 57.03	€ 47.79€	€ 57.14€
	Bank Holiday (BH)	Bank Holiday night	BH Sunday	BH Sunday night	BH Saturday	BH Saturday night
	€ 54.03	€ 63.38	€ 62.34	€ 71.69	€ 56.10€	€ 69.61€

### IMPORTANT

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SECURITY OFFICER				
Date	Working hours	#Persons	#hours	Total
..... /..... /20...	....h.... to ....h....			
..... /..... /20...	....h.... to ....h....			
..... /..... /20...	....h.... to ....h....			
..... /..... /20...	....h.... to ....h....			
..... /..... /20...	....h.... to ....h....			
..... /..... /20...	....h.... to ....h....			
..... /..... /20...	....h.... to ....h....			
..... /..... /20...	....h.... to ....h....			
..... /..... /20...	....h.... to ....h....			
..... /..... /20...	....h.... to ....h....			
..... /..... /20...	....h.... to ....h....			
..... /..... /20...	....h.... to ....h....			
..... /..... /20...	....h.... to ....h....			
..... /..... /20...	....h.... to ....h....			
			<b>SUBTOTAL</b>	<b>€</b>
			<b>VAT 21%</b>	<b>€</b>
			<b>TOTAL</b>	<b>€</b>
<b>IMPORTANT:</b> Please, fill out your valid VAT number or tax ID				

### IMPORTANT

All orders received **after 7th of november 2014** will incur:

- 20% surcharge
- immediate payment will be required
- Products might be substituted

### Payment upon receipt of the invoice

#### Bank transfer references

GL events Belgium S.A.  
Chaussée de Vilvorde 158 - 1120 Brussels - Belgium  
Account NR: 191 0509232 45 Swift Code: CREG BE BB  
IBAN CODE: BE44 1910 5092 3245  
CBC Banque - Grand'Place 5 - B-1000 Brussels - Belgium

#### Credit card (+2% administration costs):

Cardholder's Name: .....

Type of payment:   .....

Account Number: .....

Security Code: ..... Amount: ..... Exp.date: .... / .... / .....

Date:

Print Name:

Signature:

Company's stamp:



**SQUARE**  
BRUSSELS MEETING CENTRE



**KIT**✓ **Basic Kit**

50 plastic cups  
 100 paper towels  
 25 garbage bags of 100L  
 25 rolls of paper towels  
 25 plastic plates  
 1 bottle opener

**40,00 VAT excl.**✓ **Coffee Kit - (30 Pads)**

1 nespresso machine  
 30 coffee pads  
 Plastic cups  
 Milk  
 Sugar

**125,00 €/day VAT excl.**✓ **Belgian beer Kit**

24 bottles of Jupiler  
 24 bottles of Duvel  
 1 Fridge  
 100 plastic glasses

**350,00 € VAT excl.**

\*Option 1 – waiter for the service 2 hours = 80,00 €

✓ **"Drink'it" Kit**

2L of orange juice  
 12 bottle of still water (1L)  
 12 bottle of sparkling water (1L)  
 24 cans of soft drinks (coca, Fanta, sprite)  
 24 bottles of 25cl Belgian Beers  
 100 plastic glasses

**255,00 € VAT excl.**✓ **Water fountain Kit**

1 water fountain  
 2 bottles of water (18,9L each)  
 200 plastic glasses

**125,00 € VAT excl.**

# CATERING BOOTH SERVICES

## ORDER FORM

DOCUMENT TO RETURN TO : f&boffice@square-gusto.eu  
- Tel. +32 2 515 1328 -

**STAND:**  **HALL Nr:**

**VAT Nr**  **COMPANY NAME:**

**BILLING ADDRESS:**

**ZIP:**  **CITY:**  **COUNTRY:**

**TEL:**  **FAX:**

**MOBILE:**  **CONTACT:**

**SKYPE:**  **E-MAIL:**

### IMPORTANT

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No claims will be accepted after the exhibition.  
Please contact SQUARE in writing before the end of the show.

All changes of invoice due to wrong information will cost 25€.

### ADVICE

Terms and conditions:  
All prices are excluded VAT and excluded delivery costs of 15 € by each order lesser than 50 €.

VAT 12% on food  
VAT 21% on drinks and on service and material.

Description	Price (€)	Qty	Day 1	Day 2	Day 3	Total
<b>FOOD «EXPRESS»</b>						
Surprise bread - (40 Pieces)	60,00 €					
Basket of sandwiches - (25 Pieces)	50,00 €					
Basket of pastries - (25 Pieces)	32,50 €					
Basket of mini pastries - (40 pieces)	40,00 €					
Tray of mini cakes - (56 pieces)	45,00 €					
Tray of macarons - (72 pieces)	75,00 €					
Fruits basket - (3 kg)	45,00 €					
Tray of fresh vegetables	30,00 €					
Tray of zakouskis - (40 Pieces)	45,00 €					
<b>KIT</b>						
Basic Kit	40,00 €					
Coffee Kit - (30 Pads)	125,00 €					
*additional box of coffee pads:	(30,00 €)					
Belgian beer Kit	350,00 €					
«Drink'it» Kit	255,00 €					
Water fountain Kit	125,00 €					
Extra Water fountain bottle (18,9L)	28,00 €					
<b>IMPORTANT:</b> Please, fill out your valid VAT number or tax ID	<b>SUBTOTAL (food)</b>					€
	<b>VAT 12%</b>					€
	<b>SUBTOTAL (drinks)</b>					€
	<b>VAT 21%</b>					€
	<b>TOTAL</b>					€

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Cardholder's Name: .....

Type of payment:   .....

Account Number: .....

Security Code: ..... Amount: ..... Exp.date: .... / .... / .....

Date:

Print Name:

Signature:

Company's stamp:

# CATERING BOOTH SERVICES

## ORDER FORM

DOCUMENT TO RETURN TO : f&boffice@square-gusto.eu  
- Tel. +32 2 515 1328 -

<b>STAND:</b>		<b>HALL Nr:</b>	
<b>VAT Nr</b>		<b>COMPANY NAME:</b>	
<b>BILLING ADDRESS:</b>			
<b>ZIP:</b>		<b>CITY:</b>	
		<b>COUNTRY:</b>	
<b>TEL:</b>		<b>FAX:</b>	
<b>MOBILE:</b>		<b>CONTACT:</b>	
<b>SKYPE:</b>		<b>E-MAIL:</b>	

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VAT 12% on food  
VAT 21% on drinks and on service and material.

Description	Price (€)	Qty	Day 1	Day 2	Day 3	Total
<b>DRINKS « A LA CARTE »</b>						
<b>THE « BUBBLES » LIST (75cl)</b>						
Cava Brut «Dom Potier»	19,90 €					
Champaign Vranken	35,00 €					
Champaign Taittinger Brut	42,00 €					
Champaign Drappier, Carte d'Or Brut	50,90 €					
<b>« WHITE WINE » LIST (75cl)</b>						
White Wine Réserve	14,50 €					
Domaine de Pomes, Côtes de Gascogne	15,60 €					
Château La Brie, Bergerac	16,80 €					
Pouilly Fumé, Domaine Thibault	18,60 €					
Sancerre, Domaine Reverdy	21,00 €					
Couheroy, Pessac Léognan	19,90 €					
Meursault, Domaine Boissard Lardy	36,90 €					
<b>« RED WINE » LIST (75cl)</b>						
Red Wine Réserve	14,50 €					
Château Bel Air, Bordeaux	16,90 €					
Château Patache d'Aux, Médoc	21,90 €					
Château Lamarzelle-Cormey, St Emilion GCC	22,40 €					
Château de Rochemorin, Pessac-Léognan	23,90 €					
Château La Bastide Dauzac, 2007, Margaux	28,30 €					
Château Beau Site, St Estephe	31,20 €					
<b>IMPORTANT:</b> Please, fill out your valid VAT number or tax ID	<b>SUBTOTAL</b>					€
	<b>VAT 21%</b>					€
	<b>TOTAL</b>					€

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#### Bank transfer references

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Cardholder's Name: .....

Type of payment:   .....

Account Number: .....

Security Code: ..... Amount: ..... Exp.date: .... / .... / .....

Date:

Print Name:

Signature:

Company's stamp:



**SQUARE**  
BRUSSELS MEETING CENTRE





# CATERING BOOTH SERVICES

## ORDER FORM

DOCUMENT TO RETURN TO : f&boffice@square-gusto.eu  
- Tel. +32 2 515 1328 -

**STAND:**  **HALL Nr:**

**VAT Nr**  **COMPANY NAME:**

**BILLING ADDRESS:**

**ZIP:**  **CITY:**  **COUNTRY:**

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### ADVICE

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VAT 12% on food  
VAT 21% on drinks and on service and material.

Description	Price (€)	Qty	Day 1	Day 2	Day 3	Total
<b>DRINKS « A LA CARTE »</b>						
<b>« SOFTS » (100cl)</b>						
Coca, Coca Light, Fanta, Sprite and Tonic	3,25 €					
<b>« BEERS » (Bottles)</b>						
Jupiler	3,00 €					
Hoegaarden	3,50 €					
Kriek	4,00 €					
<b>« ALCOHOL » (100cl)</b>						
J&B, J-Walker, Gordon's, Absolut	39,00 €					
<b>HOT DRINKS</b>						
Coffee, tea (1,8 L)	9,00 €					
Hot Chocolate (1,8 L)	8,00 €					
240 milk caps	18,00 €					
Sugar cubes (1 kg)	6,00 €					
<b>IMPORTANT: Please, fill out your valid VAT number or tax ID</b>	<b>SUBTOTAL (food)</b>					€
	<b>VAT 12%</b>					€
	<b>SUBTOTAL (drinks)</b>					€
	<b>VAT 21%</b>					€
	<b>TOTAL</b>					€

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Type of payment:    .....

Account Number: .....

Security Code: ..... Amount: ..... Exp.date: .... / .... / .....

Date:

Print Name:

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**SQUARE**  
BRUSSELS MEETING CENTRE



# CATERING BOOTH SERVICES

## ORDER FORM

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- Tel. +32 2 515 1328 -

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<b>VAT Nr</b>		<b>COMPANY NAME:</b>	
<b>BILLING ADDRESS:</b>			
<b>ZIP:</b>		<b>CITY:</b>	
		<b>COUNTRY:</b>	
<b>TEL:</b>		<b>FAX:</b>	
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VAT 21% on drinks and on service and material.

Description	Price (€)	Qty	Day 1	Day 2	Day 3	Total
<b>MATERIAL</b>						
Ice pack slag	5,00 €					
Garbage bag 25 pcs.	5,00 €					
Roll of paper towels 2 pcs.	2,50 €					
Plastic wine glass 20 pcs.	10,00 €					
Plastic champagne glass 10 pcs.	8,00 €					
Plastic plate 50 pcs.	10,00 €					
Cups of coffee (for the coffee machine) 25	25,00 €					
Sponge & cleaning kit	9,00 €					
Plastic glass for soft drinks 25cl 25 pcs.	24,00 €					
<b>SERVICE</b>						
Waiter	40,00 € per hour					
<b>IMPORTANT: Please, fill out your valid VAT number or tax ID</b>	<b>SUBTOTAL</b>					€
	<b>VAT 21%</b>					€
	<b>TOTAL</b>					€

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Security Code: ..... Amount: ..... Exp.date: ...../...../.....

Date:

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# ACCESS TO SQUARE BRUSSELS MEETING CENTRE



- 1 GLASS ENTRANCE  
(MONT DES ARTS - KUNSTBERG, 1000 BRUSSELS)
- 2 TERRACE ENTRANCE  
(MONT DES ARTS - KUNSTBERG, 1000 BRUSSELS)
- 3 RAVENSTEIN ENTRANCE  
(2 RUE RAVENSTEINSTRAT, 1000 BRUSSELS)
- 4 COUDEBERG ENTRANCE  
(3 COUDEBERG, 1000 BRUSSELS)
- 5 DELIVERY ENTRANCE  
(27 RUE DES SOLS, 1000 BRUSSELS)  
ONLY FOR SMALL PACKAGES AND EUROPALLET  
NOT BIGGER THAN 120 CM (L) X 80 CM (W) X 140 CM (H)
- 6 LOADING & UNLOADING  
(13 RUE DES SOLS, 1000 BRUSSELS)
- 7 LOADING & UNLOADING  
FOYERS  
(1 COUDEBERG, 1000 BRUSSELS)
- 8 DELVAUX ENTRANCE  
MONT DES ARTS, 1000 BRUSSELS

- ENTRANCE CENTRAL STATION
- ENTRANCE METRO CENTRAL STATION
- TAXI
- TOURIST INFORMATION
- PUBLIC PARKING «ALBERTINE»  
(DIRECT ACCESS TO SQUARE)  
(3 RUE DES SOLS, 1000 BRUSSELS)
- CITY BIKES DISPOSAL
- BOZAR (DIRECT ACCESS FROM SQUARE)
- NO PARKING IN THE STREET
- MUSEUM RESTAURANT

## SQUARE: General terms and conditions

The purpose of this document is to define the standard terms of sale or leasing of the equipment/products/services for the installation and layout of stands, fairs, exhibitions and other events by SQUARE.

### 1) APPLICATION

The conditions set out hereunder form a complete set and apply to all the services of SQUARE, regardless of the client's standard terms. Accordingly, any specific provision that alters them must be agreed --expressly and in writing-- between the parties.

### 2) PLANS – MODELS

Any person asking SQUARE to prepare a study, a plan or a model undertakes to either reserve for SQUARE its execution, or to compensate it for any and all expenses incurred as a result of said studies, plans or models. Drafts, plans, etc., shall remain the full property of SQUARE, even in the case of execution. They cannot be executed in any way, nor handed over, or communicated to third parties without the prior written authorisation of SQUARE.

### 3) OFFERS

As certain modifications may take place during the preparation of the final plans, the prices indicated in our estimates may be increased or decreased.

### 4) ORDERS

An order will only be completed if it is accompanied by a 50% down payment of the amount (all taxes included) of the estimate. The additional services ordered within less than 8 business days prior to the first exhibit day shall be paid in cash at the time of the order. Unless specifically agreed, if an order is placed after the return date indicated on the order form or the estimate, a 20% price increase shall be applied. In addition, for any order placed as of the first exhibit day, the prices will be increased by 20%. The cancellation of an order must be confirmed in writing by the client. If an order is cancelled less than 15 business days prior to the first exhibit day, the down payment collected shall be considered as our permanent property as contractual, lump-sum, irreducible compensation. If an order is cancelled less than 10 business days prior to the first exhibit day, the entire amount (all taxes included) of the order has to be paid.

### 5) TRANSPORT

Regardless of the circumstances, the leased equipment shall travel at the client's risk. The equipment delivered is considered in good condition unless the client submits a written claim within 24 hours of the delivery time. The rental period shall commence at the time that the equipment leaves at GL events warehouses and shall end when the equipment arrives back at the warehouses. Breach or delay shall not give rise to any compensation on the part of SQUARE if they are caused by an act of God or by another thing that can't be for seen

### 6) DELIVERY

SQUARE shall be fully released from the obligation to perform the work that is the subject of the accepted invoice in the event of force majeure, or in case of events such as military mobilisation, total or partial strike, war, lockout, requisition, fire, flood, transport interruptions or delays, shortages of raw materials, accidents involving tools, or any other cause impeding its activity or that of its suppliers, or giving rise to total or partial idleness for it or its suppliers. In the case of force majeure and/or if stock is unavailable, SQUARE reserves the right to furnish --in lieu of the equipment ordered-- any equivalent equipment fit for identical use. Delivery timeframes are given for information purposes and do not represent firm commitments on our part. Any delays shall not give rise to damages, interest, fines, or termination of orders or retention of equipment. SQUARE reserves the right not to deliver if the down deposit (or cash payment in case of an additional order) have not been paid.

### 7) RESERVATION OF TITLE

The equipment leased by SQUARE shall remain its entire property.

If sold, the merchandise shall remain SQUARE's property until the entire price has been paid. If the client fails to make payment for any portion of the price, the restitution of the equipment may be demanded at any time, by notice sent by registered mail. The client cannot shirk its responsibilities and must immediately fulfil its obligations, failing which it shall incur a daily penalty equivalent to the cost of putting the equipment out of service.

### 8) EQUIPMENT – LIABILITY

As of the time that the equipment is made available, delivered or accepted, the client alone shall have custody of the leased equipment and shall alone be liable for any deaths, losses, or damages suffered or caused by this equipment and until it has been returned. The client releases SQUARE from any liability, also vis-à-vis third parties, resulting from normal, abnormal or wrongful use of the equipment, throughout the equipment's leasing or usage period.

Under no circumstances may SQUARE be held liable for any damages what's however, caused by the falling of partitions, accessories, structure or decoration, both during preparation and during the fairs, exhibitions or events, or during their removal. The same shall apply for all damages caused to objects belonging to the client.

**The facilities and equipment are leased in good condition and must therefore be returned in good condition. Any damage or loss shall be invoiced to the client at its actual value, the client must insure the material against this risks.**

SQUARE denies any liability concerning the documents, objects, samples and materials left by the client in the leased equipment or on the stand, whoever performs the assembly or disassembly work. In the event that the client allows the removal and/or restitution of the leased equipment, it shall be responsible for restitution within the stipulated timeframe. If the equipment is not returned within the stipulated timeframe, the client shall be liable for the loss resulting from the tardy restitution, or, if applicable, non-restitution. The client is strictly prohibited from modifying the stand's structure, including partially, as well as from painting, decorating or modifying the colours stipulated, etc., as well as from fixing in any manner whatsoever objects to the structures of the stands. If the client violates this prohibition, SQUARE shall invoice at the normal selling price in effect at this time the replacement or repair of the equipment delivered.

### 9) CLAIMS

All claims must be made to SQUARE in writing during the event; complaints after the event will not be taken into consideration.

### 10) PAYMENT

Our invoices are payable in cash to our address. If payment is not made on a timely basis, the invoices shall incur --automatically and without notice-- monthly interest at the rate of 12% per year. In addition, as compensation, they shall be increased by 10%, with a minimum of EUR 40.

### 11) SECURITY DEPOSIT

Regardless of the type of event, a security deposit may be demanded at the time of the order; the order will not be filled if said security deposit has not been received.

This security deposit shall be returned to the client after full payment has been made of the amounts due, and the equipment has been returned in good condition by the date stipulated. Should the client fail to return the equipment at the end of the event open to the public, or if it has not allowed the supplies to take back the equipment, this equipment shall be considered as permanently lost and the security deposit shall be deducted from the equipment's replacement