

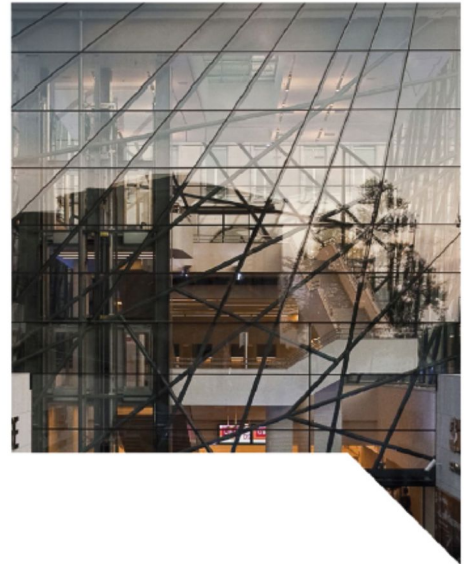
## INFO

If you need further information,  
please contact our Exhibition  
Guide Consultant:

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

Tel: +32 2 515 13 99

Fax: +32 2 479 47 37




















# EXHIBITOR SERVICES MANUAL 2015

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# TABLE OF CONTENTS

	EXHIBITION GUIDELINES .....	3
	Introduction .....	3
	General Information .....	3
	Overview of the Congress Centre .....	4
	Access to SQUARE-Brussels Meeting Centre .....	5
	Directions .....	6
	Deliveries and collections .....	7
	Forwarding Instructions .....	8
	Delivery Label .....	9
	Unloading Information - Deliveries, storage and parking .....	10
	Badging and Access Control for Exhibitors .....	12
	Badging and Access Control for Stand Builders .....	12
	Parking & non-heavy goods deliveries during the event, build-up and dismantling .....	12
	Move-in / Move-out Schedule form (compulsory form for access to loading bay) .....	13
	Exhibition Halls Floor Plan .....	14
	Maximum Stand Building & Rigging Heights .....	15
	Stand construction and dismantling rules .....	16
	1 SHELL SCHEME BOOTH .....	17
	1 PREMIUM BOOTH DESIGN .....	22
	2 CUSTOMISED BOOTH .....	25
	3 BOOTH CARPET .....	26
	4 FURNITURE .....	27
	5 PLANTS & FLORAL DECORATION .....	28
	6 AUDIO-VISUAL EQUIPMENT .....	31
	7 ELECTRICAL CONNECTIONS .....	32
	8 RIGGING POINTS .....	34
	9 INFORMATION & COMMUNICATIONS TECHNOLOGY .....	35
	10 STAND CLEANING .....	38
	11 LABOUR .....	39
	12 HOSTESSES .....	40
	12 STAND SURVEILLANCE .....	42
	13 CATERING SERVICES .....	43
	14 GENERAL TERMS AND CONDITIONS .....	51



# EXHIBITION GUIDELINES

## Introduction

Thank you for exhibiting at 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 as a source of reference and information.

If you wish to order standard items for your display such as furniture, AV, lighting, cleaning, 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 SQUARE-BRUSSELS MEETING CENTRE, we hope that you will experience a successful and prosperous exhibition in our venue.

## General Information

**Congress Organiser:** OB 2015

**Venue:** **SQUARE-BRUSSELS MEETING CENTRE**  
Glass Entrance, Parc du Mont des Arts  
1000 Brussels  
Belgium

**Exhibition Area:** The exhibition area is situated in **Grand Hall 1&2** on level -2 at the SQUARE-BRUSSELS MEETING CENTRE.

<b>Set-Up Time:</b>	23/11/2015	08:00 – 20:00 hrs
	24/11/2015	08:00 – 18:00 hrs

<b>Exhibition Time:</b>	25/11/2015	08:30 – 17:30 hrs
	26/11/2015	08:30 – 17:30 hrs
	27/11/2015	08:30 – 17:30 hrs

<b>Conference Time:</b>	25/11/2015	08:30 – 17:30 hrs
	26/11/2015	08:30 – 17:30 hrs
	27/11/2015	08:30 – 17:30 hrs

<b>Dismantling Time:</b>	27/11/2015	17:30 – 00:00 hrs
	28/11/2015	00:00 – 06:00 hrs

*Exhibitors are obliged to observe all time limits regarding set-up and dismantling hours.*

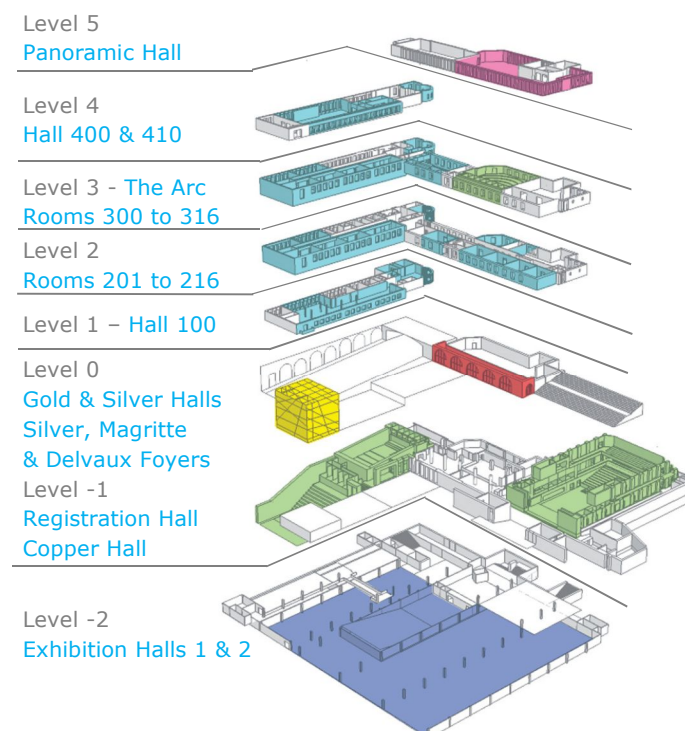


# EXHIBITION GUIDELINES

## Overview of the Congress Centre

SQUARE-Brussels Meeting Centre is a centrally located venue of 13.500m<sup>2</sup> meeting space which is housed in the extensive former Palais des Congrès, an elegant, architecturally significant building originally constructed for the 1958 World Expo. Many of the original features, including expansive murals by Paul Delvaux, René Magritte and Louis van Lint, have been carefully restored and are now juxtaposed with contemporary design conceived by a team of leading European designers.

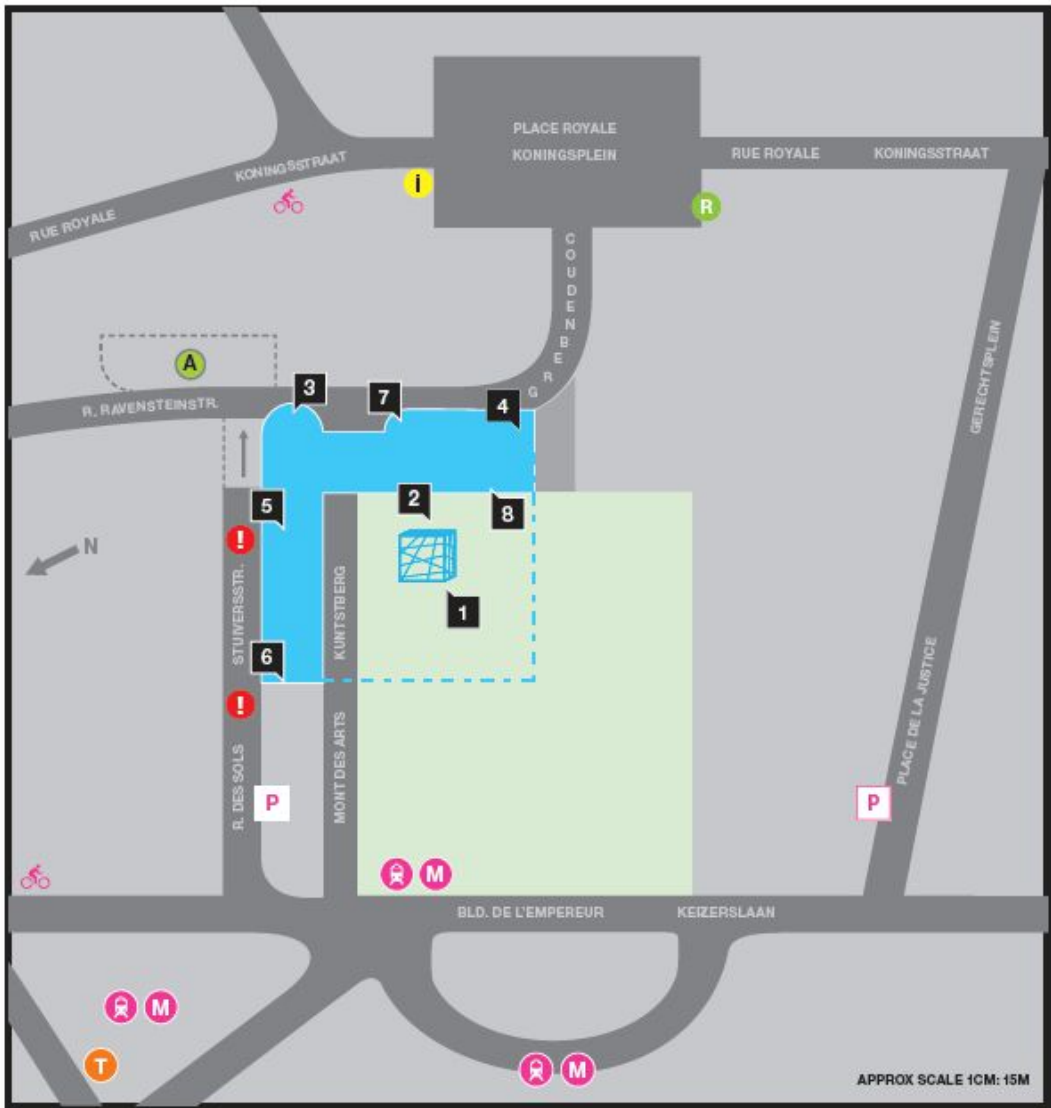
It provides its guests with all the very latest amenities - from superb auditoria and exhibition space, to cutting-edge business technology. All this in a strikingly modern ambience. It offers an atmosphere that balances function, inspiration and serenity. With its spectacular views over the Brussels skyline, SQUARE is somewhere to inspire the mind to greater heights and ambition.





# EXHIBITION GUIDELINES

## Access to SQUARE-Brussels Meeting Centre



**1 GLASS ENTRANCE**  
OB REGISTRATION  
(MONT DES ARTS, 1000 BRUSSELS)

**2 TERRACE ENTRANCE**  
(MONT DES ARTS, 1000 BRUSSELS)

**3 RAVENSTEIN ENTRANCE**  
(MONT DES ARTS, 1000 BRUSSELS)



**4 COUDENBERG ENTRANCE**  
(MONT DES ARTS, 1000 BRUSSELS)

**5 DELIVERY ENTRANCE**  
(27, RUE DES SOLS, 1000 BRUSSELS)  
ONLY FOR SMALL PACKAGES AND EUROPALLET NOT  
BIGGER THAN 120cm x 80cm x 140cm



**6 LOADING & UNLOADING (Grand Halls)**  
(13, RUE DES SOLS, 1000 BRUSSELS)

**7 LOADING & UNLOADING (Foyers)**  
(1, COUDENBERG, 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 OR PLACE DE LA JUSTICE)



CITY BIKES DISPOSAL



BOZAR (DIRECT ACCESS FROM SQUARE)



NO PARKING IN THE STREET



MUSEUM RESTAURANT



## EXHIBITION GUIDELINES

### **Directions**

#### **By rail:**



SQUARE is just across the Brussels Central railway station. National trains: Get off at Bruxelles-Central / Brussel-Central and follow the exit signs to 'Mont des Arts – SQUARE'.

International trains (Eurostar, Thalys) arrive into Bruxelles-Midi / Brussel-Zuid. From there, it's a simple two-minute train journey to Brussels Central station. 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 (Bruxelles-Central / Brussel-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 the Brussels Central station, and follow the exit signs to 'Mont des Arts / Kunstberg – SQUARE'.

#### **By road:**



There are 660 parking spaces right underneath SQUARE at the fee-paying car park named Parking Albertine / Albertina - SQUARE, level -2 (maximum height: 195 cm). You can get in via Place de la Justice – Gerechtsplein, 16 at 1000 Brussels, and then walk straight into the building. Please do not use the other entrance at rue des sels / stuiversstraat which is the loading and unloading street during build-up and dismantling periods.



# EXHIBITION GUIDELINES

## ***Deliveries and collections***

SQUARE has appointed an exclusive freight forwarder for the event, contact details are:

### **ZIEGLER EXPO LOGISTICS**

Parc des expositions - 1020 Brussels – Belgium

E-mail: [square\\_bruzelles@zieglergroup.com](mailto:square_bruzelles@zieglergroup.com)

Phone: +32 2 475 45 40

Please note that SQUARE will not accept any freight deliveries, including courier shipments prior to or during the build-up of the event. Neither the venue nor the organizer takes responsibility for any parcels being sent to the venue. All deliveries, except self-offload or hand carried, must be handled by ZIEGLER EXPO LOGISTICS, who will be able to gather all deliveries **from 06/11/2015 up to 20/11/2015**.

The freight forwarder needs to 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. ZIEGLER EXPO LOGISTICS will be solely in charge of all dealings with the Customs Authorities. For any questions regarding customs formalities, exhibitors must contact ZIEGLER EXPO LOGISTICS at [square\\_bruzelles@zieglergroup.com](mailto:square_bruzelles@zieglergroup.com). All courier shipments will first arrive at Ziegler. The freight forwarder will then charge the exhibitor the receipt, handling and delivery to the booth. These services / charges are NOT included in the original courier fee.

Empties storage should be arranged through ZIEGLER only. It is the responsibility of each exhibitor to find suitable space for an accessible storage during the days of exhibiting. No accessible storage space is available at the venue. Please contact Ziegler for further information.

Forklift services & offloading must be arranged through the exclusive appointed freight forwarder, ZIEGLER EXPO LOGISTICS. No other agent/exhibitors or stand constructor can operate/drive their own forklift on-site. If exhibitors are having their equipment picked up from the venue after the exhibition breakdown has concluded, this needs to be done through ZIEGLER EXPO LOGISTICS. Pick up of items needs to be arranged by the exhibitors in advance and certainly before the end of the event. All items left in the hall by the end of the exhibition dismantling will be removed and disposed of by the cleaning services. Costs may apply for items left behind. After the event, items can be stored at Ziegler **up until 11/12/2015**.



# EXHIBITION GUIDELINES

## Forwarding Instructions

All cargo should be consigned & labelled (both sides) as follows:

Name of Event: OB 2015 – SQUARE-Brussels Meeting Centre  
GRAND HALL 1/2 - Name of Exhibitor – Booth nr  
c/o Ziegler Expo Logistics – Brussels Expo – 1020 Brussels

Latest arrival deadlines:

at Antwerp Seaport: 06/11/2015  
at Brussels Airport: 17/11/2015  
at Ziegler Expo Logistics warehouse: 19/11/2015

Cargo originating from outside the EU should be accompanied by

- a proforma invoice or invoice (in English) with detailed cargo description & CIF value or ATA Carnet
- packing list with individual content, weight & dimensions.

Cargo originating from the EU should only have a packing list.

Seafreight - with express release B/L, freight prepaid consigned to Ziegler Expo Logistics.  
- will be picked up as from arrival at Antwerp port.

Airfreight - with MAWB consigned to Ziegler Expo Logistics, freight prepaid.  
- will be picked up as from arrival at Brussels Airport.

### INSTRUCTIONS FOR SEA / AIRFREIGHT / COURRIER SHIPMENTS:

Consignee: Ziegler Expo Logistics – International Department  
Boechoutlaan, 107 – 1853 Strombeek-Bever.

Notify: OB 2015  
Exhibitor Name:  
Grand Hall 1/2  
Stand n°:  
c/o Ziegler Expo Logistics

### ROAD TRANSPORTS:

1. Partial loads, small & courier shipments (through Ziegler Expo Logistics only):  
Delivery, freight prepaid, FOT to Ziegler Expo Logistics Warehouse  
Boechoutlaan, 107 – 1853 Strombeek-Bever – Belgium – Tel +32 (0) 2 475 45 40

#### IMPORTANT REMINDER:

**NO DIRECT DELIVERIES TO SQUARE BRUSSELS MEETING CENTRE!**

2. Full Trailer Loads (FTL): directly at SQUARE only after receiving your slot confirmation from ZIEGLER EXPO LOGISTICS





# EXHIBITION GUIDELINES

## *Delivery Label*



Package number (tracking number):	
Forwarding company (Ziegler, DHL, Fedex, TNT...):	
Company / Exhibitor Name:	
Stand Number:	
Contact Person of the Exhibiting Company:	
Mobile number:	
Event / Congress Name:	<b>OB 2015</b>
Event / Congress Dates:	<b>25 – 27 NOVEMBER 2015</b>
Hall Number:	<b>GRAND HALL 1/2</b>
Total number of packages:	Package no. _____ on _____
<p>IMPORTANT: all packages have to be delivered to the following address:</p> <p><b>ZIEGLER EXPO LOGISTICS</b> <b>Brussels Expo - 1020 Brussels – Belgium</b></p>	





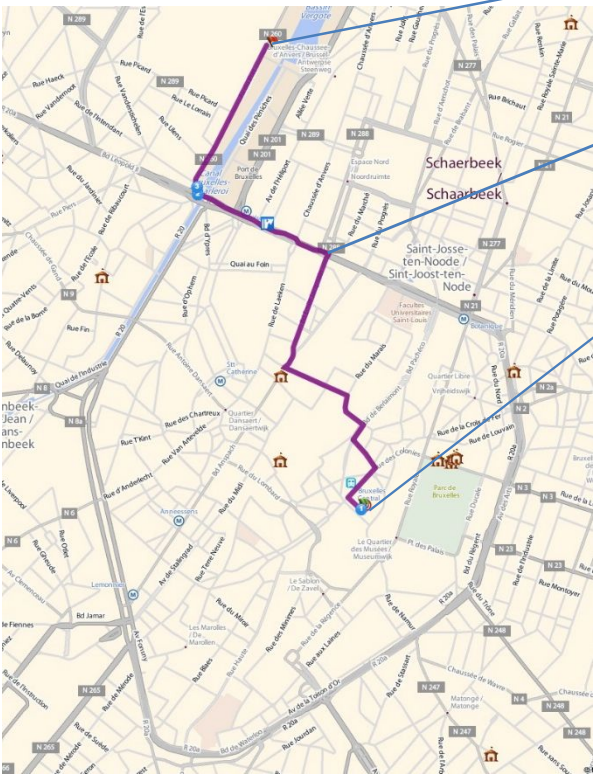
# EXHIBITION GUIDELINES

## Unloading Information - Deliveries, storage and parking

### Build-up and dismantling Information – HEAVY GOODS

Please note that the Congress Centre is situated in the centre of Brussels. It is therefore not allowed to send trucks of more than 8 meters length, 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 passenger car. Cars or small vans not higher than 195 cm can park in the fee-paying car park "Albertine / Albertina – SQUARE" which is directly linked to SQUARE. **Please fill in the attached move-in / move-out schedule form to obtain an unloading slot and return it to Ziegler Expo Logistics two weeks prior to the build-up date at the very latest.** The exhibitors will then be allowed to temporary park their lorry in the delivery street to load/unload and use the **freight lift** located at the Rue des sols / Stuiversstraat 13, 1000 Brussels, of which dimensions are: **2.1m high, 2.3m wide, 6.7m long, 4000 kg max.** These limits must be respected by exhibitors and their subcontractors such as stand builders, transporters, etc. During deliveries, no obstacle may obstruct the automatic closure of the street-front shutters. See directional map in the following section of this manual: Access to SQUARE-Brussels Meeting Centre.

All trucks arriving without a slot can only unload and load once the full schedule has been completed. 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 (**Avenue du port / Havenlaan – 1000 Brussels**).



3.5 km distance  
(Approximately 10 minutes drive)

SQUARE-Brussels Meeting Centre  
Rue des sols / Stuiversstraat  
1000 Brussels



# EXHIBITION GUIDELINES

## Movement of Deliveries

Forklift services, offloading and empty case storage must be arranged through the exclusive appointed freight forwarder, ZIEGLER EXPO LOGISTICS. No other agent/exhibitors or stand constructor can operate/drive their own forklift on-site.

Trolleys are not available at the venue. You are advised to bring your own trolley if you can't hand-carry your items.

The entrances, roads and spaces used to deliver equipment and/or assembly it and installation from the unloading points to the stands must be protected:

- Use of trolleys or other handling apparatus with rubber tyres,
- Use of weight-spreading floors,
- Protection of carpets and floors with a resistant covering to prevent holes being made.

No fixing likely to damage the supports (floors, walls, posts, ceilings) shall be allowed.

Exhibitors are not allowed to drive vehicles onto the exhibition floor.

## Build-up and dismantling Information – NON HEAVY GOODS

In case you do not have heavy goods deliveries and you are arriving in a car or small van, you can park your car at the parking Albertine / Albertina - SQUARE, Place de la Justice / Gerechtsplein, 16 at 1000 Brussels (tickets payable at the parking meter). Please park at level -2 which has direct access to the exhibition area. Maximum vehicle height is 195 cm. Please do not use the other entrance of the parking located at Rue des Sols / Stuiversstraat at 1000 Brussels which is used and often congested during build-up and dismantling periods. Trolleys are not available at the venue. You are advised to bring your own trolley if you can't hand-carry your items. Contractors will be given an access badge in front of the exhibition hall. Exhibitors should get their badge in the Registration Hall at level -1.

## Car Park Information for cars of maximum 195 cm height

**Car Park Name:** Interparking Albertina / SQUARE

**Main entrance address:** Place de la Justice 16, 1000 Brussels

**Alternative entrance:** Rue des Sols - Stuiversstraat Brussels

(see map of the above section: [Access to SQUARE Brussels Meeting Centre](#))

**Total places: 714 / Places for disabled: 14 / Maximal height: 195cm**

Car-Park Tariffs		Normal tariff		Evening tariff (19h - 5h)	
Time	Price	Time	Price	Time	Price
1 hour	2,50€	1 hour	2,50€		
2 hours	5,00€	From 2 to 10 hours	5,00€		
3 hours	7,50€				
4 hours	10,00€				
5 hours	12,50€	<b>Lost ticket per day</b>		<b>20,00€</b>	
From the 6th hour	15,00€				

**Regular schedule**  
All days

**Entry hours**  
07:00 - 01:00

**Exit hours**  
00:00 - 24:00



# EXHIBITION GUIDELINES

## **Badging and Access Control for Exhibitors**

Exhibitors will receive their exhibitor badges at Registration and will gain access to the exhibition hall from 14:00 to 18:00 hrs on 24/11/2015. Shell scheme stand dressing in the main exhibition hall will be available from 14:00 to 18:00 hrs on 24/11/2015.

## **Badging and Access Control for Stand Builders**

*Please note that this paragraph is only meant for stand builders and not for employees of the exhibiting companies.*

Specific badging is required to enter and work in the building. Please make sure to specify to SQUARE the contact details of each member of your stand building contractor team that will need access to the building during the build-up and the dismantling. Please provide the following details of the stand builders:

- Contractor First Name and Surname
- Company (Stand Building Company)
- Contact Number
- Number of badges required (each person must wear his/her own badge)

PLEASE RETURN THESE DETAILS VIA EMAIL TO [ga@advancedfair.com](mailto:ga@advancedfair.com) NO LATER THAN 06/11/2015 (15 days prior to event). BADGES WILL BE HANDED OUT AT THE FREIGHT LIFT ENTRANCE.

Failing to send 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 / Stuiversstraat where they will be granted an access badge in order to be able to enter the exhibition halls, which can lead to time delay.

## **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 / Albertina - SQUARE, Place de la justice / Gerechtsplein, 16 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 sols / stuiversstraat at 1000 Brussels which is used and often congested during build-up and dismantling periods.



## EXHIBITION GUIDELINES

**Move-in / Move-out Schedule form (compulsory form for access to loading bay)**

DOCUMENT TO RETURN TO <a href="mailto:ga@advancedfair.com">ga@advancedfair.com</a>				
Stand Number:				
Hall Number:		<b>GRAND HALL 1/2</b>		
Company/ Exhibitor Name:				
Stand Builder:				
Type of truck:				
Cubic meters (m <sup>3</sup> ):				
Estimated necessary unloading time:				
Person in charge of the stand building:				
Mobile Number:				
Preferred slot during <b>build up</b> :	Preference order	1 <sup>st</sup> preference	2 <sup>nd</sup> preference	3 <sup>rd</sup> preference
	Date:			
	Start time:			
	End time:			
Preferred slot during <b>dismantling</b> :	Date:			
	Start time:			
	End time:			
<b>Freight lift dimensions: 2.1m high, 2.3m wide, 6.7m long, 4000 kg max.</b>				
Empties storage during show		YES / NO		

Please mention 3 slots. We will examine your requirements and will grant you a slot. We will do our outmost to plan all requests according to your preferences. When your slot is booked, you will get a confirmation by mail.



# EXHIBITION GUIDELINES

## Exhibition Halls Floor Plan



Exhibitor Services Manual 2015

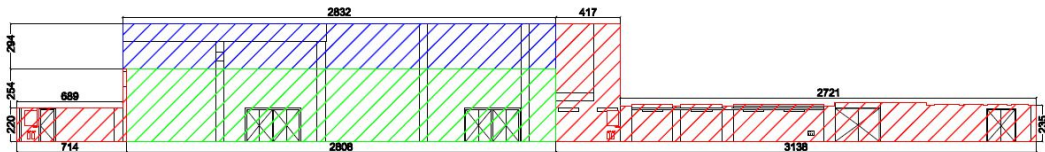




# EXHIBITION GUIDELINES

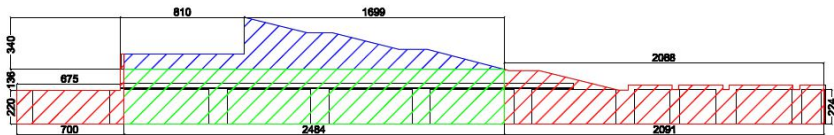
## Maximum Stand Building & Rigging Heights

There are a lot of different ceiling heights in the exhibition halls. Therefore, stand building higher than 240cm is only allowed in the green zones showed here under. Depending on your stand location, the maximum build & rigging height vary between 350cm and 480cm.



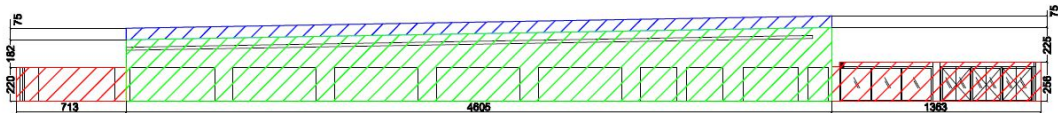
HALL 1 (Kitchen Side)

H Max: 455 cm



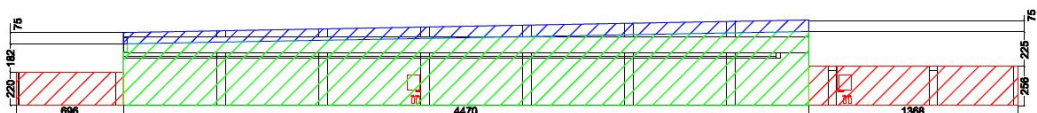
HALL 1 (Shutters Side)

H Max: 350 cm



HALL 2 (Shutters Side)

H Max: from 400 cm to 480cm



HALL 2 (Parking Side)

H Max: from 400 cm to 480cm





# EXHIBITION GUIDELINES

## *Stand construction and dismantling rules*

**STAND DRAWING SUBMISSION:** Exhibitors who have purchased a space only stand, are informed that detailed stand drawings must be submitted for approval to [ga@advancedfair.com](mailto:ga@advancedfair.com) no later than **05/10/2015**. After this deadline, further change to the final stand design will be allowed up to **06/11/2015**. Exhibitors are advised that the procedure for obtaining approval can take a considerable amount of time. Working drawings should therefore be submitted as soon as they are available.

**CLOSED ROOMS / THEATERS / BLACK BOXES:** Any stand incorporating closed rooms/theatres/black boxes with covered ceilings must include a vision panel or window and will be subject to approval on emergency lighting and exit width. Please submit copies of the drawings as mentioned above.

**COMPLIANCE WITH COUNTRY REGULATIONS:** All structures, materials, special designs, unusual constructions, and all signs shall conform to Belgian safety standards and codes of practice and comply with all relevant statutory authority regulations. Any display work or materials contravening this clause must be modified to meet requirements.

### **FIXTURES & COVERS:**

- Emergency exits and signs should be kept clear at all times. Also fire extinguishers should not be blocked.
- Stand constructors should respect the Exhibition area decoration: no affixing to drapes, walls and windows.
- No fixing of whatsoever and no painting are allowed on walls, doors, gates, outer walls, and parking.
- No Exhibitor may obstruct or allow his goods, decorative materials, furniture, etc. to obstruct or fill open passages and open spaces.
- The Exhibition building, its doors, walls & the equipment therein must not be damaged (by nails, screws...).
- No exhibitor will be permitted to span an aisle by ceiling or floor covering.

**FLOORING:** 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 manual). If tape residues remain after dismantling, exhibitors will be charged the costs of removing those at € 37,5 /10 cm.

### **CLEANING:**

- Exhibition cleaning: corridors between stands will be cleaned on a daily basis after the exhibition opening times.
- Stand cleaning: you are responsible for the cleanness on your stand. You can order daily stand cleaning through the SQUARE exhibition guide.

**FIRE PROTECTION:** 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.

### **STORAGE:**

- 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 organizers 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 may apply.

**FOOD & DRINKS:** Serving food & drinks is only allowed during the Exhibition with specific approval from the venue or through the SQUARE official caterer.

### **EXHIBITION HALL OPENING TIME**

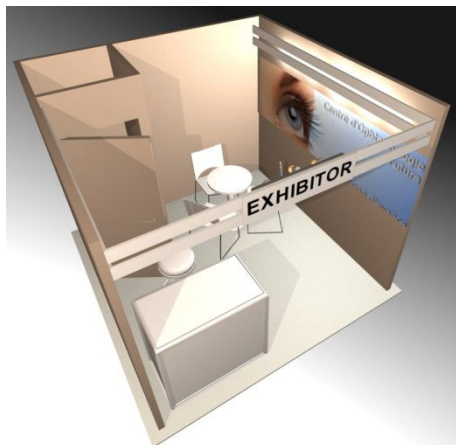
- The Exhibitor shall be obliged to observe all time limits fixed regarding construction, stand set-up, etc.
- The Exhibitor shall be obliged to keep his stand open and suitably staffed during the official opening hours of the exhibition.

**HIRING CONDITIONS OF THE RENTAL EQUIPMENT:** The equipment has to be insured against «all risks». The exhibitor remains responsible for the equipment until the authorized 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.

**GENERAL REMARKS:** The Exhibitor shall be bound to comply with the regulations issued by the event organisers and with the SQUARE's 'General Terms & Conditions'. Failure to comply with any of the aforementioned could result in approval of your stand being withdrawn.



## A SHELL SCHEME BASIC BOOTH

**Included**

- Traditional painted panels 220 or 240 cm 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, Cleaning, Digital printing (your logo) on the fascia board

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

## B FURNITURE OPTIONS

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

**Option 2:** Digital print on the white desk (60 cm x 60 cm 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	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 €

1

## SHELL SCHEME BOOTH

## ORDER FORM

Please fill in this document in capital letters, sign it and return it to [exhibitorbook@square-brussels.com](mailto:exhibitorbook@square-brussels.com) (Tel: +32 2 515 13 99) in order to confirm your order.

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.

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## IMPORTANT

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- 20% surcharge
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- Products are subject to availability and feasibility or might be substituted

Description	Color / Reference	
Painted Panels 220 or 240 cm H (depending on your position of the booth in the exhibition hall)	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	SUBTOTAL	€
	VAT 21%	€
	TOTAL	€

## Payment upon receipt of the invoice

• **Bank transfer references:**

GL Events Belgium S.A.  
 Chaussée de Vilvorde 158 - 1120 Bruxelles - Belgique  
 N° de compte: 191 0509232 45  
 IBAN: BE44 1910 5092 3245 - BIC: CREGBEBB  
 CBC Banque - Grand' Place 5 - 1000 Bruxelles - Belgique

• **Credit card (+2% administration costs):**

Cardholder's name:.....  
 Type of payment : VISA / MASTERCARD / AMEX  
 Card Number: .....  
 Security Code: ..... Amount:.....Exp. date:.....

Date: .....

Name: .....

Signature:

Company's stamp:

Please fill in this document in capital letters, sign it and return it to [exhibitorbook@square-brussels.com](mailto:exhibitorbook@square-brussels.com) (Tel: +32 2 515 13 99) in order to confirm your order.

STAND:		HALL Nr:	
VAT Nr:		COMPANY NAME:	
BILLING ADDRESS:			
ZIP:		CITY:	
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Description	Price	Qty	Total
OPTION 1: High white desk + 1 stool	145 EUR		€
OPTION 2: Digital print on the white desk (60cm x 60cm on adhesive textile)	65 EUR		€
OPTION 3: 3 white chairs + 1 small round white table	150 EUR		€
OPTION 4: 1 storage room of 1m <sup>2</sup> + 1 door	230 EUR		€
OPTION 5: 3m <sup>2</sup> digital print on adhesive textile	280 EUR		€
<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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**For more information, please refer to the 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. 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.

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.

## Vector artwork

.gif

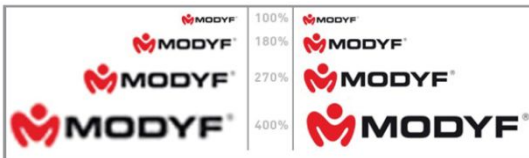
.eps

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 picture enclosed.

## Artwork in vinyl

.jpeg

.eps

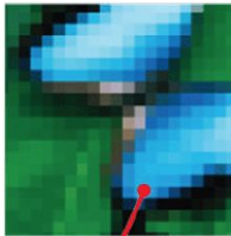


Artwork which is going to be produced in vinyl, for example, solid company logos or text, must be supplied in a vector format (ai or vector eps). Artwork created in a pixel format, TIFF and JPEG is not suitable. See picture enclosed.

## Bitmap / Raster Artwork



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

**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	
Software	Preferred format
Adobe Illustrator CS5	ai, eps
Adobe Photoshop CS5	Tiff (LZW), jpeg (high quality)
Adobe InDesign CS5	Indd (including all links)
Adobe Acrobat	PDF (press quality setting)
QuarkXPress 7	Axd (including all links)

## Suitable media for images or logos files transfer

# 1

## PREMIUM BOOTH DESIGN

A design and colourful alternative to basic shell scheme stands. The premium booth designs are modulare and can be adapted to your stand surface.

### 1-Arch Module: 1 360 EUR (VAT excl.)



This budget **includes**:

- A 1-arch structure
- 1 fascia with exhibitor's name
- A carpet
- An electrical connection of 3kW
- Integrated lights
- Choice of colour

This budget does not include the following add-ons:

- The 40" screen on stand
- The counter unit
- The branding on the counter unit
- A literature rack

These add-ons can be ordered through the corresponding order forms.

### 1-Arch Module: possible add-ons

Branded black-out panel

184.4cm x 200cm

**285 EUR excl. VAT**

40" screen on stand

**610 EUR excl. VAT**

Screen masking (fully branded)

120cm x 220cm

**185 EUR excl. VAT**

Literature rack

**65.72EUR excl. VAT**

Counter unit with high stool

**180 EUR excl. VAT**

+ branding option (102cm x 102cm)

**115 EUR excl. VAT**





# PREMIUM BOOTH DESIGN

**2-Arches Module : 1 895 EUR (VAT excl.)**



This budget **includes**:

- A 2-arches structure
- 2 fascia with exhibitor's name
- A carpet
- An electrical connection of 3kW
- Integrated lights
- Choice of colour

This budget does not include the following add-ons (these add-ons can be ordered through the corresponding order forms):

- The design counter unit

## 2-Arches Module : possible add-ons



Signage on top  
**250 EUR exc. VAT**

White black-out panel  
184.4cm x 200cm  
**130 EUR excl. VAT**

Table: **58,57 EUR excl. VAT**

Chair: **32,86 EUR excl. VAT**

Design counter  
**250 EUR excl. VAT**



1

# PREMIUM BOOTH DESIGN

## ORDER FORM

Please fill in this document in capital letters, sign it and return it to [exhibitorbook@square-brussels.com](mailto:exhibitorbook@square-brussels.com) (Tel: +32 2 515 13 99) in order to confirm your order.

STAND:		HALL Nr:	
VAT Nr:		COMPANY NAME:	
BILLING ADDRESS:			
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MOBILE:		CONTACT:	
SKYPE:		E-MAIL:	

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Description	Price	Qty	Total
1-ARCH MODULE	1360 €		
Requested colour:			
2-ARCHES MODULE	1895 €		
Requested colour:			
White black-out panel	130 €		
Branded black-out panel	285 €		
40" screen on stand	610 €		
Fully branded screen masking	185 €		
Literature rack	65,72 €		
Counter unit with high stool	180 €		
Branding of the counter unit	115 €		
Signage on top (for 2-arches modules only)	250 €		
Table	58,57 €		
Chair	32,86 €		
Design counter	250 €		
<b>IMPORTANT:</b> Please, fill out your valid VAT number or tax ID	SUB-TOTAL		
	VAT 21%		
	TOTAL		

### Payment upon receipt of the invoice

#### • Bank transfer references:

GL Events Belgium S.A.  
Chaussée de Vilvorde 158 - 1120 Bruxelles - Belgique  
N° de compte: 191 0509232 45  
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Cardholder's name:.....  
Type of payment : VISA / MASTERCARD / AMEX  
Card Number: .....  
Security Code: ..... Amount:.....Exp. date:.....

Date: .....

Name: .....

Signature:

Company's stamp:



Dear Exhibitor,

SQUARE is at your disposal for the design, construction and decoration of your modular or customised booth.

Our design office will have the pleasure to guide you through all our possibilities to integrate your company identity in the global exhibition image.

Please find hereunder some examples of stand designs that we have created.



### INFO

If you need further information, do not hesitate to send an e-mail to [exhibitorbook@square-brussels.com](mailto:exhibitorbook@square-brussels.com) or dial the following number: +32 2 515 13 99.

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Description	Price	Qty	Total
Carpet (M3) per sq. (plastic protection, installation and removal included)	6,25 €		
Please mark the chosen carpet colour hereunder			
○ Black	0 €		
○ Grey	0 €		
○ Red	0 €		
○ Blue	0 €		
○ Green	0 €		
Roll of authorised double-sided tape at SQUARE (25m per roll) (if your carpet is not ordered via SQUARE)	4 €		
Please, fill out your valid VAT number or tax ID	SUB-TOTAL		
	VAT 21%		
	TOTAL		

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Please find pictures of all orderable furniture through the following link: <http://library.gl-events.be/FURNITURE/index.html>.  
Please find the price list through the following link: <http://library.gl-events.be/FURNITURE-RENTAL>.

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

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For pictures, see <http://library.gl-events.be/Planten-Plantes-Plants>

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Description	Price	Qty	Total
<b>PLANTS (baskets &amp; pots not included =&gt; see end of list)</b>			
Laurus Pyramid (h1,5 to 1,7m)	30 €		
Laurus sphere (h1,7 to 1,8m)	35 €		
Ficus Benjamina (h1,5m)	35 €		
Ficus Benjamina (h 2m)	45 €		
Ficus Benjamina (h 2,5m)	75 €		
Palm tree (h 1,7 to 1,8m)	35 €		
Ficus Ali (h 1,5m)	35 €		
Palm tree (h 2,5m)	45 €		
Bamboo (h2 to 2,5m)	35 €		
Buxus sphere (Ø 0,5m) + pot	40 €		
Buxus pyramid (h 1m)	40 €		
Buxus sphere (Ø 0,7m) + pot	50 €		
Buxus sphere (Ø 0,9m) + pot	65 €		
<b>IMPORTANT: Please, fill out your valid VAT number or tax ID</b>	<b>SUB-TOTAL</b>		
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Description	Price	Qty	Total
Ficus Ali (h 2m)	40 €		
Column bamboo + basket	45 €		
Olive-tree (h 1,8m)	45 €		
Olive-tree (h 2,5m)	125 €		
Aralia (h 1m)	25 €		
Phoenix Robelini (h 2,5m)	45 €		
Phoenix Canariensis (h 2,5m)	125 €		
Dracaena Marginata (h 1,5 m)	30 €		
Pseudosasa "Japonica"	45 €		
Fern 30 cm	15 €		
Fern 60 cm	25 €		
Asparagus 20 cm	10 €		
Asparagus 30 cm	15 €		
<b>IMPORTANT:</b> Please, fill out your valid VAT number or tax ID	<b>SUB-TOTAL</b>		
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Description	Price	Qty	Total
<b>PLANTES (paniers et pots)</b>			
Tuscan column grey	25 €		
Teak pot	20 €		
Tuscan pot (green, blue, brown)	20 €		
Basket (h 1,10 m)	20 €		
Basket (h 0,80 m)	20 €		
Basket (h 0,50 m)	15 €		
Basket (h 0,30 m)	10 €		
<b>DÉCORATIONS FLORALES</b>			
Fresh flower arrangement (Ø 20 cm)	25 €		
Fresh flower arrangement (Ø 30 cm)	35 €		
Fresh flower arrangement (Ø 40 cm)	45 €		
<b>DÉCORATIONS SUR MESURE</b>			
Specific flower or plants arrangement	on request		
<b>IMPORTANT:</b> Please, fill out your valid VAT number or tax ID	<b>SUB-TOTAL</b>		
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Description	Price	Qty	Total
Flat video and data monitor 32" HD on stand with speakers	425 €		
Flat video and data monitor 40" HD on stand with speakers	610 €		
Flat video and data monitor 55" HD on stand with speakers	850 €		
Flat video and data monitor 65" HD on stand with speakers	1 520 €		
Front projection screen - 4/3 (200x150cm) roller + Projector (3000 LUMENS)	680 €		
Blu-Ray player	65 €		
<b>IMPORTANT:</b> Please, fill out your valid VAT number or tax ID	<b>SUB-TOTAL</b>		
	<b>VAT 21%</b>		
	<b>TOTAL</b>		

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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 €		
20 000 W (1 three-phase 63A 400V) + fuse box	900 €		
80 000 W (1 three-phase 125A 400V) + fuse box	1 500 €		
These prices include installation and consumption for exhibitions running up to 3 days. For longer periods, please contact us for a quote. <b>IMPORTANT: Please, fill out your valid VAT number or tax ID</b>	SUB-TOTAL		
	VAT 21%		
	TOTAL		

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**SQUARE is the exclusive electrical provider**

#### OUR SERVICE INCLUDES:

- Installation of electrical box fitted with a 30mAmp 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 authorized 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.

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

#### Payment upon receipt of the invoice

##### • Bank transfer references:

GL Events Belgium S.A.  
Chaussée de Vilvorde 158 - 1120 Bruxelles - Belgique  
N° de compte: 191 0509232 45  
IBAN: BE44 1910 5092 3245 - BIC: CREGBEBB  
CBC Banque - Grand' Place 5 - 1000 Bruxelles - Belgique

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

Cardholder's name:.....  
Type of payment : VISA / MASTERCARD / AMEX  
Card Number: .....  
Security Code: ..... Amount:.....Exp. date:.....

Date: .....

Name: .....

Signature:

Company's stamp:



# ELECTRICAL CONNECTIONS INSTALLATION SKETCH

Nextdoor stand number:

Nextdoor stand number:	1sq.															Nextdoor stand number:

**Front of booth**



## IMPORTANT

Nextdoor stand number:

*A scaled sketch indicating the exact location of the ordered equipment needs to 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.*

Stand number:

Name + signature:

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VAT Nr:		COMPANY NAME:	
BILLING ADDRESS:			
ZIP:		CITY:	
TEL:		FAX:	
MOBILE:		CONTACT:	
SKYPE:		E-MAIL:	

### IMPORTANT

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### IMPORTANT

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Description	Price	Qty	Total
Rigging point for loads up to max 50kg*	160 €		
Rigging point for loads from 51kg to 200kg*	250 €		
Rigging point for loads over 200kg*	on request		
<b>Remarks:</b>  <b>* A rigging plan must be sent 20 days prior to the build-up date. This plan must include :</b> <ul style="list-style-type: none"> <li>• a quoted top view of the stand with the rigging points positions;</li> <li>• the booth orientation in the exhibition;</li> <li>• a side view of the stand showing dead-off heights;</li> <li>• the total weight of the hanging structure.</li> </ul> <b>Please note that the order will not be dealt with until the rigging plan has been approved by the AV department.</b>  <b>* All loads must be secured with a safety!</b>			
These prices include installation for exhibitions running up to 3 days. For longer periods, please contact us for an adapted quote.  <b>IMPORTANT:</b> <b>Please, fill out your valid VAT number or tax ID</b>	<b>SUB-TOTAL</b>		
	<b>VAT 21%</b>		
	<b>TOTAL</b>		

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 Card Number: .....  
 Security Code: ..... Amount:.....Exp. date:.....

Date: .....

Name: .....

Signature:

Company's stamp:

## 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
    - 10 Simultaneously devices maximum per access, more devices access on request.
    - Limitation of the bandwidth per user of 5Mb (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 7 (English version), Office 2013, antivirus software and Acrobat Reader, with a Belgian AZERTY keyboard.
  - Different screen size available, on request.
  - English QWERTY keyboard available, on request.
- **Apple Equipment:**
  - Apple computers (Laptop or Desktop) are installed with iWork and Microsoft Office.
  - Floor stand for iPad available, on request.
  - 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 colour and b/w) is produced at the end of the event.
    - Per print: 0,4 € for colour, 0,25 € for black and white (no matter for an A3 or an A4 sheet).

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<b>MOBILE:</b>		<b>CONTACT:</b>	
<b>SKYPE:</b>		<b>E-MAIL:</b>	

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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 &amp; Accessories</b>			
Laptop (secure saver included)	135 €		
English "QWERTY" keyboard	8 €		
iPad 4	120 €		
Touchscreen	on request		
MacBook Pro	280 €		
Desktop + 17" screen	115 €		
iMac 21"	245 €		
A4 b/w laser printer- 25 ppm - network	115 €		
A4 colour laser printer - 16 ppm - network	160 €		
b/w copier - 15 ppm - A4	280 €		
Colour copier - 20ppm - A4	380 €		
Colour copy (per page)	0,35 €		
b/w 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>SUB-TOTAL</b>		
	<b>VAT 21%</b>		
	<b>TOTAL</b>		

### Payment upon receipt of the invoice

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Card Number: .....  
Security Code: ..... Amount:.....Exp. date:.....

Date: .....

Name: .....

Signature:

Company's stamp:

Nextdoor stand number:

Nextdoor stand number:	1 sq.							Back of booth							Nextdoor stand number:
								Front of booth							

### IMPORTANT

A scaled sketch indicating the exact location of the ordered equipment needs to 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 cette grille à [exhibitorbook@square-brussels.com](mailto:exhibitorbook@square-brussels.com).

Sans instructions de votre part, les articles seront placés à l'emplacement le plus accessible techniquement.

Tout changement demandé après la mise en place occasionnera des suppléments.

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MOBILE:		CONTACT:	
SKYPE:		E-MAIL:	

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Description	Price	Qty	Total
STAND CLEANING during the entire show (per square meter)	5 €		
<b>IMPORTANT:</b> Please, fill out your valid VAT number or tax ID	<b>SUB-TOTAL</b>		
	<b>VAT 21%</b>		
	<b>TOTAL</b>		

Are included in the service:

### Cleaning prior to show opening

- Removal of plastic fold from the carpet
- Vacuuming of the carpet or sweeping up the floor
- Dusting of the counters.

### Daily cleaning of the booth

- Vacuuming or sweeping the floorboard every morning, before opening.
- Collecting of the waste paper bags

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Date: .....

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Date	Schedule	Total of hours	Qty	Total amount
<b>Labour rate, straight time*: 35 € excl. VAT</b> * from Monday to Friday from 8 am to 5 pm				
...../...../20.....	.....h..... to .....h.....	.....h		.....€
...../...../20.....	.....h..... to .....h.....	.....h		.....€
<b>Labour rate, over time*: 50 € excl. VAT</b> * on weekdays from 5pm to 8 am and on week-ends				
...../...../20.....	.....h..... to .....h.....	.....h		.....€
...../...../20.....	.....h..... to .....h.....	.....h		.....€
<b>Forklift with operator, straight time*: 95 € excl. VAT</b> * from Monday to Friday from 8 am to 5 pm				
...../...../20.....	.....h..... to .....h.....	.....h		.....€
...../...../20.....	.....h..... to .....h.....	.....h		.....€
<b>Forklift with operator, over time*: 140 € excl. VAT</b> * on weekdays from 5pm to 8 am and on week-ends				
...../...../20.....	.....h..... to .....h.....	.....h		.....€
...../...../20.....	.....h..... to .....h.....	.....h		.....€
<b>IMPORTANT:</b> Please, fill out your valid VAT number or tax ID			<b>SUB-TOTAL</b>	
			<b>VAT 21%</b>	
			<b>TOTAL</b>	

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HOSTESSES (min. 4 hours): 35 € / hour excl. VAT				
Date	Schedule	Total of hours	Qty	Total amount
...../...../20.....	.....h..... to .....h.....	.....h		.....€
...../...../20.....	.....h..... to .....h.....	.....h		.....€
...../...../20.....	.....h..... to .....h.....	.....h		.....€
...../...../20.....	.....h..... to .....h.....	.....h		.....€
...../...../20.....	.....h..... to .....h.....	.....h		.....€
...../...../20.....	.....h..... to .....h.....	.....h		.....€
...../...../20.....	.....h..... to .....h.....	.....h		.....€
...../...../20.....	.....h..... to .....h.....	.....h		.....€
Spoken languages (upon availability)				
<b>IMPORTANT:</b> Please, fill out your valid VAT number or tax ID			SUB-TOTAL	
			VAT 21%	
			TOTAL	

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

Date: .....

Name: .....

Signature:

Company's stamp:



## HOSTESSES

### AVAILABLE OUTFITS

#### Make your choice



#### ☐ **Outfit A**

Shirt colour (make your choice): WHITE / BLUE

Scarf colour: .....



#### ☐ **Outfit B**

Shirt colour (make your choice): WHITE / BLUE

Skirt colour: LIGHT BLUE

Scarf colour: .....



#### ☐ **Outfit C**

Suit colour: BLACK

Scarf colour: .....



#### ☐ **Outfit D**

Dress colour: DARK BLUE

Scarf colour: .....



#### ☐ **Outfit E**

Dress colour: DARK GREY

Scarf colour: .....



#### ☐ **Outfit F**

Dress colour: DARK GREY

Scarf colour: .....



#### ☐ **Outfit G**

Dress colour: RED

Scarf colour: .....

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Rates					
Week, day shift	Week, night shift	Saturday, day shift	Saturday, night shift	Sunday, day shift	Sunday, night shift
Day = between 6am and 10pm			Night = between 10pm and 6am		
41,56 €	50,91 €	47,79 €	57,14 €	49,87 €	57,03 €

Security Agent				
Date	Hours	Total of hours	Qty	Total amount
...../...../20.....	.....h..... to .....h.....	.....h		.....€
...../...../20.....	.....h..... to .....h.....	.....h		.....€
...../...../20.....	.....h..... to .....h.....	.....h		.....€
...../...../20.....	.....h..... to .....h.....	.....h		.....€
...../...../20.....	.....h..... to .....h.....	.....h		.....€
...../...../20.....	.....h..... to .....h.....	.....h		.....€
...../...../20.....	.....h..... to .....h.....	.....h		.....€
...../...../20.....	.....h..... to .....h.....	.....h		.....€
...../...../20.....	.....h..... to .....h.....	.....h		.....€
...../...../20.....	.....h..... to .....h.....	.....h		.....€
...../...../20.....	.....h..... to .....h.....	.....h		.....€
...../...../20.....	.....h..... to .....h.....	.....h		.....€
...../...../20.....	.....h..... to .....h.....	.....h		.....€

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Name: .....

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### Coffee Bar «GUSTO»



#### ✓ Hot and Soft Drinks

Coffee and Tea Selection  
Mineral Waters and Fruit Juices

#### ✓ Service Equipment

Recyclable Carton Goblets  
Dressed and Decorated Bar

#### 10,75 € VAT excl. during 4 hours

*Drinks and services equipment included*

- Option 1 - Crockery and glassware  
+ 2,00 € VAT excl. per Guest
- Option 2 - Biscuits, Spiced (gingerbread) Biscuits +  
1,80 € VAT excl. per Guest
- Option 3 - Fruit basket for 20 persons  
+ 45,00 € VAT excl.
- Option 4 - Permanent service, 1 waiter during 4h  
+ 160,00 € VAT excl.

#### 19,75 € VAT excl. during 8 hours

*Drinks and service equipment included*

- Option 1 - Crockery and Glassware  
+ 3,40 € VAT excl. per Guest
- Option 2 - Biscuits, Spiced (Gingerbread) Biscuits  
+ 2,70 € VAT excl. per Guest
- Option 3 - Fruit basket for 20 persons  
+ 45,00 € VAT excl.
- Option 4 - Permanent service, 1 waiter during 8h  
+ 320,00 € VAT excl.

### Drink-Aperitif «GUSTO»

- ✓ « **Appetizers** » Tasty Appetizers, Crudités According to Market Supply  
Olives, Grilled Dried Fruit, Cheese Cubes & Crackers  
4 Plates / 100 Persons

- ✓ **Bar** Mineralwaters & Fruit Juices  
Alcoholic Drinks (\* Supplementary)

- ✓ **Service Equipment** Trays, Glassware  
Dressed and Decorated Bar

- ✓ **Service** For 60 Minutes  
Necessary Staff to Guarantee an Excellent Service



#### 10,75 € VAT excl. per guest

*Equipment and staff included (alcoholic drinks excluded)*

Option 1 - 5 « Pcs Cold Cocktail Appetizers » (\*)  
+ 7,50 € VAT excl. per Guest

Option 2 - With White and Red Wine « Réserve »  
+ 3,50 € VAT excl. per Guest

Option 3 - With Cava Brut Dom Potier  
+ 4,75 € VAT excl. per Guest

Option 4 - Champaign Vranken  
+ 8,75 € VAT excl. per Guest  
25 Bottles / 100 Persons

(\*) Selected by our chef according to market supply,  
for example:

- ✓ « Minute »-Appetizers, Javanais & Mini Wraps
- ✓ With Smoked Salmon, Grey North Sea Shrimps,  
Goose Liver and Figs
- ✓ Blinis and 'Moscovite' Potatoe
- ✓ With Salmon Caviar, Rillettes of Smoked Trout,  
Gipsy Style
- ✓ « Tasty Appetizers »
- ✓ Goose Liver Crèmeux, Tomatoe Water Mousse,  
Eggplant Caviar, Grey Shrimp Fondant
- ✓ Parma Ham Melon, Cherry Tomatoe with  
Mozzarella & Basil, Larded Salmon, Lemon Grass  
Chicken



### Permanent Bar «GUSTO»

- ✓ **Appetizers**  
Tasty Appetizers, Crudités According to Market Supply  
Olives, Grilled Dried Fruit, Cheese Cubes & Crackers  
4 Plates / 100 Persons
- ✓ **Bar**  
Mineral Waters and Soft Drinks  
Fruit Juices and Vegetable Juices  
Coffee & Fresh Mint Tea  
Alcoholic Drinks (= extra, see options)
- ✓ **Service Equipment**  
Trays, Glassware  
Dressed and Decorated Bar
- ✓ **Service**  
For 120 Minutes  
Necessary staff to guarantee an excellent service

**13,95 € VAT excl. per guest during 2h**

*Equipment and staff included  
(alcoholic drinks excluded)*

Option 1 - With White and Red Wine « Reserve »  
+ 3,50 € VAT excl. per Guest

Option 2 - With Cava Brut Dom Potier  
+ 4,75 € VAT excl. per Guest

Option 3 - Champaign Vranken  
+ 8,75 € VAT excl. per Guest  
25 Bottles / 100 Persons

Option 4 - With « Belgian » Beer  
+ 2,60 € VAT excl. per Guest  
150 Bottles (25 cl) / 100 Persons

### KITS

- ✓ **Basic Kit** **40,00 EUR VAT excl.**  
50 plastic cups  
100 paper towels  
25 garbage bags of 100L  
25 rolls of paper towels  
25 plastic plates  
1 bottle opener
- ✓ **Coffee Kit** **125,00 EUR VAT excl.**  
1 nespresso machine  
30 coffee pads  
Plastic cups  
Milk  
Sugar
- ✓ **Belgian Beer Kit** **295,00 EUR VAT excl.**  
24 bottles of Jupiler  
24 bottles of Duvel  
1 Fridge  
100 plastic glasses
- ✓ **Drink'it Kit** **255,00 EUR VAT excl.**  
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
- ✓ **Water Fountain Kit** **125,00 EUR VAT excl.**  
1 water fountain  
2 bottles of water (18,9L each)  
200 plastic glasses
- ✓ **Waiter for the service (2 hours)** **80,00 EUR VAT excl.**

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VAT Nr: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_

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Description	Price	Qty Day 1 (PRS)	Qty Day 2 (PRS)	Qty Day 3 (PRS)	From (h)	Total
Coffee Bar «GUSTO» 4h	10,75 €					
Option 1	2,00 €					
Option 2	1,80 €					
Option 3	45,00 €					
Option 4	160,00 €					
Coffee Bar «GUSTO» 8h	19,75 €					
Option 1	3,40 €					
Option 2	2,70 €					
Option 3	45,00 €					
Option 4	320,00 €					
Each order lower than 50 € will incur delivery costs of 15 €					<b>SUB-TOTAL (food)</b>	
<b>Acronyms:</b> PRS = persons From (h) = from what time the catering service should start  <b>IMPORTANT:</b> Please, fill out your valid VAT number or tax ID					<b>VAT 12% (food)</b>	
					<b>SUB-TOTAL (drinks)</b>	
					<b>VAT 21% (drinks)</b>	
					<b>TOTAL</b>	

#### Payment upon receipt of the invoice

##### • Bank transfer references:

GL Events Belgium S.A.  
 Chaussée de Vilvorde 158 - 1120 Bruxelles - Belgique  
 N° de compte: 191 0509232 45  
 IBAN: BE44 1910 5092 3245 - BIC: CREGBEBB  
 CBC Banque - Grand' Place 5 - 1000 Bruxelles - Belgique

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

Cardholder's name:.....  
 Type of payment : VISA / MASTERCARD / AMEX  
 Card Number: .....  
 Security Code: ..... Amount:.....Exp. date:.....

Date: .....

Name: .....

Signature:

Company's stamp:



Please fill in this document in capital letters, sign it and return it to [f&boffice@square-gusto.eu](mailto:f&boffice@square-gusto.eu) (Tel: +32 2 515 13 28) in order to confirm your order.

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

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

### IMPORTANT

All orders received after **05/11/2015** will incur:

- 20% surcharge
- immediate payment will be required
- Products are subject to availability and feasibility or might be substituted

Description	Price	Qty Day 1 (PRS)	Qty Day 2 (PRS)	Qty Day 3 (PRS)	From (h)	Total
<b>Drink-aperitif "GUSTO"</b>	<b>10,75 €</b>					
Option 1	7,50 €					
Option 2	3,50 €					
Option 3	4,75 €					
Option 4	8,75 €					
<b>Permanent Bar "GUSTO"</b>	<b>13,95 €</b>					
Option 1	3,50 €					
Option 2	4,75 €					
Option 3	8,75 €					
Option 4	2,60 €					
Each order lower than 50 € will incur delivery costs of 15 €				<b>SUB-TOTAL (food)</b>		
<b>Acronyms:</b> PRS = persons From (h) = from what time the catering service should start				<b>VAT 12% (food)</b>		
<b>IMPORTANT:</b> Please, fill out your valid VAT number or tax ID				<b>SUB-TOTAL (drinks)</b>		
				<b>VAT 21% (drinks)</b>		
				<b>TOTAL</b>		

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Description	Price	Qty Day 1	Qty Day 2	Qty Day 3	From (h)	Total
<b>FOOD "EXPRESS"</b>						
Surprise bread (40 pcs)	60,00 €					
Basket of sandwiches (25 pcs)	50,00 €					
Basket of pastries (25 pcs)	40,00 €					
Basket of mini pastries (40 pcs)	60,00 €					
Tray of mini cakes (56 pcs)	85,00 €					
Tray of macarons (72 pcs)	85,00 €					
Fruits basket (3kg)	45,00 €					
Tray of fresh vegetables	30,00 €					
Tray of zakouskis (40 pcs)	60,00 €					
<b>KITS</b>						
Basic Kit	40,00 €					
Coffee Kit – 30 pads	125,00 €					
Additional box of 50 coffee pads	50,00 €					
Belgian Beer Kit	295,00 €					
Drink'it Kit	255,00 €					
Water Fountain Kit	125,00 €					
Extra water fountain bottle (18,9L)	30,00 €					
Each order lower than 50 € will incur delivery costs of 15 €  <b>Acronyms:</b> PRS = persons From (h) = from what time the catering service should start  <b>IMPORTANT:</b> Please, fill out your valid VAT number or tax ID						<b>SUB-TOTAL (food)</b>
						<b>VAT 12% (food)</b>
						<b>SUB-TOTAL (drinks)</b>
						<b>VAT 21% (drinks)</b>
						<b>TOTAL</b>

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Date: .....

Name: .....

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Company's stamp:

## ORDER FORM

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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>	
<b>MOBILE:</b>		<b>CONTACT:</b>	
<b>SKYPE:</b>		<b>E-MAIL:</b>	

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Description	Price	Qty Day 1	Qty Day 2	Qty Day 3	From (h)	Total
<b>THE "BUBBLES" LIST (75 cl)</b>						
Cava Brut "Dom Potier"	19,90 €					
Champagne Pommery	35,00 €					
Champagne Taittinger Brut	42,00 €					
Champagne Drappier, Carte d'Or Brut	50,90 €					
<b>"WHITE WINE" LIST (75 cl)</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 (75 cl)</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 €					
Each order lower than 50 € will incur delivery costs of 15 €  <b>Acronyms:</b> PRS = persons From (h) = from what time the catering service should start  <b>IMPORTANT:</b> Please, fill out your valid VAT number or tax ID				<b>SUB-TOTAL (food)</b>		
				<b>VAT 12% (food)</b>		
				<b>SUB-TOTAL (drinks)</b>		
				<b>VAT 21% (drinks)</b>		
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<b>STAND:</b>		<b>HALL Nr:</b>	
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<b>TEL:</b>		<b>FAX:</b>	
<b>MOBILE:</b>		<b>CONTACT:</b>	
<b>SKYPE:</b>		<b>E-MAIL:</b>	

Description	Price	Qty Day 1	Qty Day 2	Qty Day 3	From (h)	Total
<b>"SOFT" (100 cl)</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" (100 cl)</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 €					
Smoothies (1,5 L)	6,00 €					
<p>Each order lower than 50 € will incur delivery costs of 15 €</p> <p><b>Acronyms:</b>  PRS = persons  From (h) = from what time the catering service should start</p> <p><b>IMPORTANT:</b>  Please, fill out your valid VAT number or tax ID</p>					<b>SUB-TOTAL (food)</b>	
					<b>VAT 12% (food)</b>	
					<b>SUB-TOTAL (drinks)</b>	
					<b>VAT 21% (drinks)</b>	
					<b>TOTAL</b>	

<b>STAND:</b>		<b>HALL Nr:</b>	
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<b>BILLING ADDRESS:</b>	.....		
	.....		
<b>ZIP:</b>		<b>CITY:</b>	
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<b>MOBILE:</b>		<b>CONTACT:</b>	
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Description	Price	Qty Day 1	Qty Day 2	Qty Day 3	From (h)	Total
<b>EQUIPMENT</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 pcs	25,00 €					
Sponge & cleaning kit	9,00 €					
Plastic glass for soft drinks 25cl 25 pcs.	24,00 €					
<b>SERVICE</b>						
Waiter (per hour)	40,00 €					
Each order lower than 50 € will incur delivery costs of 15 € <b>Acronyms:</b> PRS = persons From (h) = from what time the catering service should start  <b>IMPORTANT:</b> <b>Please, fill out your valid VAT number or tax ID</b>				<b>SUB-TOTAL (food)</b>		
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				<b>VAT 21% (drinks)</b>		
				<b>TOTAL</b>		

# 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