



Academia Ophthalmologica Belgica

November 24 - 26, 2010

Brussels Expo

**BRUSSELS EXHIBITION CENTRE non-profit making ass. – (BRUSSELS EXPO)**

Place de Belgique 1

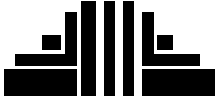
B - 1020 BRUXELLES

Tel. +32 2 474 82 55 - Fax +32 2 474 82 86 – [connections@bruexpo.be](mailto:connections@bruexpo.be)

VAT BE 0406.655.577

## ORDER FORMS

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# Information brochure

## For the stand builder

### A: Checklist for preparing the build up

### B: Guidelines for working safely



Dear exhibitor, stand builder,

September 2008

Enclosed you'll find 2 documents in order to inform you about the safety procedures during the build up period.

The first checklist, is a reminder during the preparatory phase, which is a summary of all kinds of documents you will have to present during your activities. You are not obliged to complete the list which is only a checklist.

The second document are the guidelines for stand builders. The standbuilder should give instructions to the staff concerning the safety procedures. During build up and break-down operations, the safety coordinator will check whether the guidelines have been followed.

If the safety coordinator discovers serious breaches of the rules, he will advise the organiser to stop the activities for a temporary period until safe working procedures are being applied. Therefore, we strongly advise you to prepare your activities and get the appropriate inspection certificates available.

If you follow these safety instructions, you will discover that applying safe working procedures, does not necessarily mean working any slower.

We look forward to a good working relationship.

Eng. Peter Ghooos

Vinçotte Safety Engineer - Safety coordinator

0479 79 02 74



### A: Checklist for preparing the build up



The following documents should be transmitted to the safety coordinator no later than 7 days before the start of the build up:			
	N/A*	OK*	NOK*
Submission of the charter, together with the exhibitor's details and in certain circumstances supplemented with a risk assessment (in the event that problems arise while making the risk assessment, contact your own or external prevention service)			
All materials safety data sheets for chemicals (such as inflammable substances, highly flammable substances, ...)			
Items to be transmitted during the build and break-down of the trade fair or event, in response to the request from the safety coordinator			
Test certificates issued by a Recognized Technical Inspection Service::	N/A*	OK*	NOK*
3-monthly test certificate for you own cables, chains and slings (suspension, lighting, etc.)			
3-monthly test certificate for hoisting equipment			
3-monthly test certificate for tower wagons			
Annual test certificate for safety harnesses			
Test certificates issued by competent individuals, suppliers, Recognized Technical Inspection Service,...	N/A*	OK*	NOK*
Goods lifts (often via suppliers)			
Ladders and stepladders ( in accordance with the Royal Decree of 31/08/2005, you should avoid these as much as possible, or justify their use by means of a risk assessment)			
Mobile scaffolding (also check if you have planned enough working surfaces, rails and stabilisers)			
Work equipment: electrical appliances, tools...			
Driving a fork-lift truck:	N/A*	OK*	NOK*
Proof the driver has been trained to drive a fork-lift truck			
Driver's medical certificate			

N/A\*: Not applicable

OK\*: OK

NOK\*: Not OK



### 1. Working at heights – Royal Decree of 31 August 2005

There are different ways of working safely at heights:

- a (rolling) scaffold
- various types of passenger lifts; under no circumstances should goods lifts be used
- a forklift truck with passenger hoist is permissible, provided that the forklift and the hoist are fully covered by a CE certificate. They should also be tested every 3 months by an external technical inspection service.
- a ladder: SOLELY for brief operations and NOT for repeat operations – a risk assessment should be made in each case to justify the use of a ladder.
- A stepladder: a safer alternative to a ladder, but should comply in full to the same legislation as a ladder.

#### 1.1. Mobile scaffolding

##### - Legislation

- a. The construction of a scaffold should comply with the Royal Decree of 31/08/2005 and with art. 434.7 of the A.R.A.B. as regards the handrails
- b. Use of the scaffold should comply with art. 434.6 of the A.R.A.B.

##### - Practical requirements

1. Until a scaffold is released for use, it is prohibited to step on to it.
2. The scaffold must be stable. Guideline: the height should always be lower than 3x the smallest width
3. The scaffold should be placed on firm ground.
4. The distance between the floor of the scaffold and the walls should amount to a maximum of 20 cm. If this is not possible, a handrail should be placed alongside the wall.
5. The scaffold floors should be firm, close-fitting and free of obstacles.
6. The floors of the scaffolding should not be overloaded. The weight should be distributed evenly across the working surface.
7. When a roller scaffold is in use, the wheels should be blocked as required. Special attention should be paid to the stability and completeness of assembly (handrails, interim rails, frame edges, etc).
8. It is forbidden to stand on the scaffold while it is being moved!
9. A working surface should be positioned every 2.0 metres These should be provided with a trapdoor, so that the scaffolding can be accessed along the inside (so that the correct working height can be reached safely).
10. The scaffold should be entered along the inside.

In addition to these practical tips, we would point out that only authorised individuals are permitted to build, dismantle and use the scaffolding.

During assembly, the manufacturers instructions should be present.

##### - Administration to be provided by the principal

The employer who assembles, dismantles or converts scaffolding should be in possession of:

- the manufacturer's instructions, including the calculation of the strength and stability



## B: GUIDELINES FOR WORKING SAFELY



- assembly, conversion and dismantling instructions, if this is not included with the manufacturer's instructions.
- instructions for use, created by the authorised individual.

The authorised individual checks the scaffold:

- before it is put into use or is re-issued for use
- on a regular basis, to be determined in respect of alterations and the length of time in which the scaffold is in use.
- whenever the stability or rigidity may be endangered.

### 1.2. The use of ladders

The Royal Decree of 31 August 2005 is aimed at severely restricting the use of ladders.

#### Principle:

In principle, ladders may only be used in order to bridge a difference in height. They are not intended for use in operations. This is only permissible where the risk is small (a limited period of time) or if the existing features of the site cannot be altered. The choice of a ladder rather than another means should be justified by means of a **risk assessment**. Otherwise a work platform or a scaffold should be used

#### Legislation:

- The construction of ladders should comply with the Belgian General Regulation on Protection at Work art. 434.2-3
- The following standards are also applicable: NBN I.08.001, I.08.002, I.08.003.
- The use of ladders should comply with the Royal Decree of 31/08/05 (BS 15/09/05).

#### Practical requirements:

1. Ladders should be used in such a way that employees are safely supported at all times. Only light loads should be carried and this should not obstruct the handhold.
2. Only ladders that are constructed in accordance with the applicable standards or code of good practice and that are **in good condition** should be used. Ladders that are not in good condition should immediately be appropriately repaired or removed and destroyed.
3. The ladders should be inspected periodically by an inspector engaged by the contractor or by an external technical inspection service. The approval certificates should be made available to the safety co-ordinator.
4. Repaired ladders should be approved prior to use.
5. The ladders should be provided with antislip rungs.
6. Ladders should be positioned in such a way that their stability at the point of access and during use is secure and that their rungs remain in a horizontal position.
7. The ladder should be positioned at an appropriate angle (about 70°).
8. Ladders should protrude adequately above the access level (minimum of 1.0m), unless other provision is made in respect of a safe handhold.
9. A ladder should never be climbed by more than one person at a time.
10. Employees should ensure that ladders used for electrical work are adequately protected against direct or indirect contact with electrical current.
11. Folded ladders may not be used for sitting on / for "walking around with".



### 1.3. Use of passenger lifts or work platforms

The passenger lift should have a valid test certificate issued by a recognised technical inspection service. Inspection should be carried out in accordance with Belgian OR European legislation. During operations in the buildings or on the grounds of Brussels Expo, the organiser, the manager of Brussels Expo or the safety co-ordinator may request the approval certificate. If this is not available, steps should immediately be taken in order to submit the official documents as soon as possible, to allow the operations to proceed. In the absence of a valid approval certificate, the safety co-ordinator will advise the contractor, exhibitor and/or organiser against using the passenger lift.

It is prohibited to go outside of the rails of a passenger lift without the necessary harness (approved safety harness).

Never carry out repairs to the work platform yourself. Inform the maintenance service or the leasing company of the fault.

### 1.4. Working on lighting bridges

In most cases, lighting bridges are accessible via a, lifting platform or mobile scaffolding, from which the work can be performed. If you have to leave the elevator or mobile scaffolding, you should always be protected against falling. The protection may not take the form of a hip belt. Only an approved safety harness is allowed. You may move about with the help of two hooks, a descent control device or a personal life line.

A safety harness should also be used when moving along the lighting bridge.

## 2. Working with fork-lift trucks

Fork-lift trucks may be operated only by people over 18 years of age, who have been trained for this task. They also need to have a medical certificate (see ARAB art. 124)

The maximum permissible load capacity should never be exceeded.

It is prohibited to ride on the forklift truck except on the seat provided for that purpose (therefore the following are prohibited: persons on the rear acting as an extra counterweight, persons riding on the forks, persons transported in the cabin – unless an additional seat is provided for this).

While driving, the forks should be raised around 15 cm from the ground (in the event of contact with a person, this results in a break that is the easiest to heal – if the contact is with the ankle or knee, healing is difficult).

When parked, the forks should rest on the ground.

The forklift truck should observe the maximum speed. When loaded, the driving speed should not exceed 10km per hour.



### 2.1. Forklift truck as lifting device

A forklift truck is normally only suitable for lifting materials and may only be used for hoisting if it is covered by the correct three-monthly test certificate. If it is not approved for hoisting, it may not be used for hoisting materials under any circumstances.

(I find the above unclear. What is the correct three-monthly test certificate? Explanation is required here concerning the use of a hoisting beam, with emphasis that the equipment in total should be approved as lifting equipment (by EDTC)).

### 2.2. Forklift truck with passenger box

In order to move persons at height with a forklift truck, a specially equipped passenger box is required. The forklift truck and the box should be covered in total by a CE certificate. They should also be tested every 3 months by an external technical inspection service.

## 3. Using goods lifts

A goods lift should only be used for moving materials in the air.

A competent person is required to test the goods lift every year. The most recent test should be clearly shown on the appliance or the more recent report should be available during the activities

If there is some doubt about the latest test date or the condition of the goods lift, the equipment should be tested straightaway.

A goods lift should not be used for moving people in any circumstances.

## 4. Using a circular saw

Using EC-approved appliances.

A major concern with a circular saw, and with electrical hand tools in general, is the risk of electrocution. Therefore it is advisable always to use double insulated equipment. This means being careful to check the condition of the supply cable and plug. In case of the slightest damage to the outside insulation, the supply cable and / or plug has to be replaced.

Before starting the machine, it is advisable to ensure the protective cover is functioning properly. The protective cover has to be used at all times. If the protective cover is blocked, it has to be unblocked before starting the activities. If the protective cover is damaged while work is in progress, the person in charge has to be notified straightaway so the protective cover can be repaired or replaced. It is best to use another circular saw until the protective cover has been repaired.

Do not wear loose-fitting garments, chains or armbands, etc. when sawing. Long, loose hair should be tied up or pinned.

In many circumstances, it is much more pleasant for you and the neighbouring stand (and less work) if the circular saw is fitted with a suction system.



### 5. Using a grinding disk

We often noticed grinding disks being use in an extremely unsafe way.

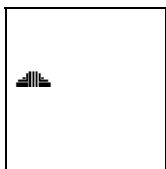
You should clamp items in a bench rather than using your foot to hold them. In the case of larger items, a second worker may be asked to hold the object but even then it is advisable to use a bench. Workers need to have the necessary personal protective equipment (safety goggles, safety shoes and ear protection in some cases).

The operator has to make sure he is not disturbing other workers or neighbouring stands during the grinding operation. Appropriate steps need to be taken to ensure sparks do not fly out into the alleyways or land in other stands.

It is also advisable to have fire extinguishing equipment nearby.

### 6. Welding, working with an open fire

For suche work you need to ask a fire permit



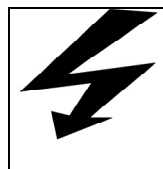
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VAT BE 0406.655.573



## ORDER FORM FOR THE ELECTRICAL CONNECTIONS EXHIBITION : FROM 1 TO 4 DAYS

**PREFERENTIAL TARIFF: ONLY FOR ALL APPLICATIONS SUBMITTED BEFORE 22.10.2010**

<b>FAIR: OPHTALMOLOGIE 2010</b>		<b>HALL:</b>	<b>STAND N°:</b>
COMPANY: .....		PHONE: .....	FAX: .....
STREET: .....		NBR.: .....	BELG. VAT .....
ZIPCODE: .....		INT. VAT .....	
CITY: .....		BANK ACCOUNT NBR.: .....	
COUNTRY: .....		CONTACT PERSON: .....	
BILLING ADDRESS: .....		DIRECT NBR.: .....	
VAT: .....		TEL: .....	
TEL: .....		FAX: .....	
YOUR PURCHASE ORDER NUMBER TO MENTION ON OUR INVOICE : .....			

### **FORMULA A : with switchboard (all tariffs are exclusive VAT (21%))**

Standard connections inclusive of : power consumption + rental and installation of an easy box equipped with automatic differential circuit breaker and outlets + reception of electrical installation by an authorised organisation.

Code	Quantity	Watts	Amp.	EASY BOX	Preferential Tariff	Standard Tariff
T2		2.200	10 mono	1 outlet (fig. 1)	133,84 €	146,78 €
T6		6.000	10 mono	3 outlets (fig. 2)	237,72 €	260,83 €
T9		9.000	16 mono	3 outlets (fig. 2)	272,27 €	299,46 €
T12		12.000	20 tri	6 outlets (fig. 3)	336,45 €	370,10 €
T14		14.250	25 tri	6 outlets (fig. 3)	389,52 €	428,36 €
T18		18.000	30 tri	6 outlets (fig. 3)	448,63 €	493,58 €
T22		22.500	35 tri	6 outlets (fig. 3)	538,95 €	592,97 €
T30		30.000	50 tri	9 outlets (fig. 4)	668,94 €	735,86 €
T40		40.000	63 tri	9 outlets (fig. 4)	755,43 €	830,95 €

### **FORMULA B : without switchboard (all tariffs are exclusive VAT (21%))**

Standard connections inclusive of : power consumption + reception of the electrical installation by an authorised organisation

Code	Quant.	Watts	Amp	Preferential Tff	Standard Tff	Code	Quant.	Watts	Amp.	Preferential Tariff	Standard Tff
6		6000	10 tri	182,83 €	199,77 €	40		40000	63 tri	632,45 €	695,91 €
9		9000	16 tri	227,81 €	249,23 €	50		50000	80 tri	760,52 €	836,88 €
12		12000	20 tri	273,12 €	299,07 €	60		60000	100 tri	957,58 €	1.053,59 €
14		14250	25 tri	331,66 €	364,88 €	80		80000	125 tri	1.171,30 €	1.288,12 €
18		18000	30 tri	399,80 €	439,91 €	100		100000	160 tri	1.331,51 €	1.464,35 €
22		22500	35 tri	483,62 €	532,08 €	125		125000	200 tri	1.496,87 €	1.646,82 €
30		30000	50 tri	562,10 €	618,45 €	150		150000	250 tri	1.650,27 €	1.814,62 €

17	CEE plug – 16 AMP.	36,45 €
18	CEE plug – 32 AMP.	44,25 €
19	CEE plug – 63 AMP.	62,46 €
20	CEE plug – 125 AMP.	78,09 €
28	Electrical box > 40 kW (63 Amp.)	288,29 €
29	Electrical box > 100 kW (160 Amp.)	442,94 €

### **Methods of payment : by Bank Transfer / by Cheque / with Credit Card**

CREDIT CARD No :     -     -     -     EXP. DATE

Verification code Visa/Mastercard :    (3 last digit code on the back of the card)

Verification code American Express :     (4 digit code above your card number)

TOTAL OF YOUR ORDER : ..... € + VAT (21 %) = TOTAL AMOUNT : ..... €

NAME OF CARD HOLDER : ..... SIGNATURE : .....

*I am enclosing an oriented and dimensioned sketch for the installation of the connection*

DATE: ..... NAME: ..... SIGNATURE: .....

**!!!! The access to the roof of the halls is prohibited for unauthorised persons.**

**Advice to foreign exhibitors on refund of VAT** (Order n°4/1988)

All services related to the participation at an international exhibition, ... must be invoiced with the application of Belgian V.A.T., in accordance with the rules of the Belgian V.A.T. law. Exemption of V.A.T. is not applicable in this case.

Every foreign exhibitor is entitled to the repayment of the Belgian V.A.T., if the exhibitor is a similar taxpayer in his own country.

Exhibitors from other E.U. countries should ask for a V.A.T. recovery form from their V.A.T. inspection office in their country of registration.

The exhibitor must submit his application for repayment, fully filled in and in triplicate to :

**The Central V.A.T. Office for foreign tax-liable persons**

**BCAE Remboursement  
Rue des Palais, 48 – 5è Etage  
B - 1030 BRUSSELS  
Tel. : + 32 2 577.40.40  
Fax : + 32 2 579.63.58**

**E-mail : [vat.refund.ckbb@minfin.fed.be](mailto:vat.refund.ckbb@minfin.fed.be)**

Exhibitors from non E.U. countries should address themselves directly to the above address for application form and further information.

There are also services which specialize in recovering the V.A.T. on your behalf.

The request for repayment of the V.A.T. must be accompanied by the original copies of the invoices and credit notes, on which the value –added tax is mentioned. Several invoices and credit notes may be grouped together in the same request.

**Preferential Tariff**

The preferential tariff will be applied if the order form is sent before the date mentioned at the top of the order form. The standard tariff will be invoiced for any change of power after the deadline.

**Sketch (VERY IMPORTANT !)**

**A positioned and dimensioned sketch showing the precise location of the connection must be enclosed with the application, failing which the connection will be made at the technically most convenient location.**

**An additional charge will be made for any change by comparison with the initial sketch requested after the final date for application charge calculated according to work done : 45 EURO/hour + V.A.T.**

**Technical Data**

In all the halls, the alternative current 50 Hz is distributed 3 x 400 V + PEN.

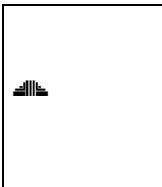
All electrical installations carried out inside stands must comply with the General Regulation on Electrical Installations and the special regulations of the Brussels Exhibition Centre's electricity service.

**Important technical remarks :**

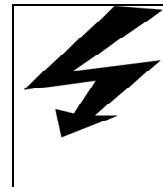
1. Power will be supplied to installations only after payment in full invoices relating to order forms and recovery of the full amount of all sums owing.
2. For any supply of electricity for a period of more than 2 days during the build-up of the trade show an extra demand has to be made.
3. All connections over 10 A, will be invoiced according to the 380 V Three-phase tariff, even if the order concerns a 220 V single-phase connection !!

**General remark :**

If the company, filled out in the case "Billing Address", contests the invoiced performance, the person (the company) who signs this order form still remains responsible for the payment of it.

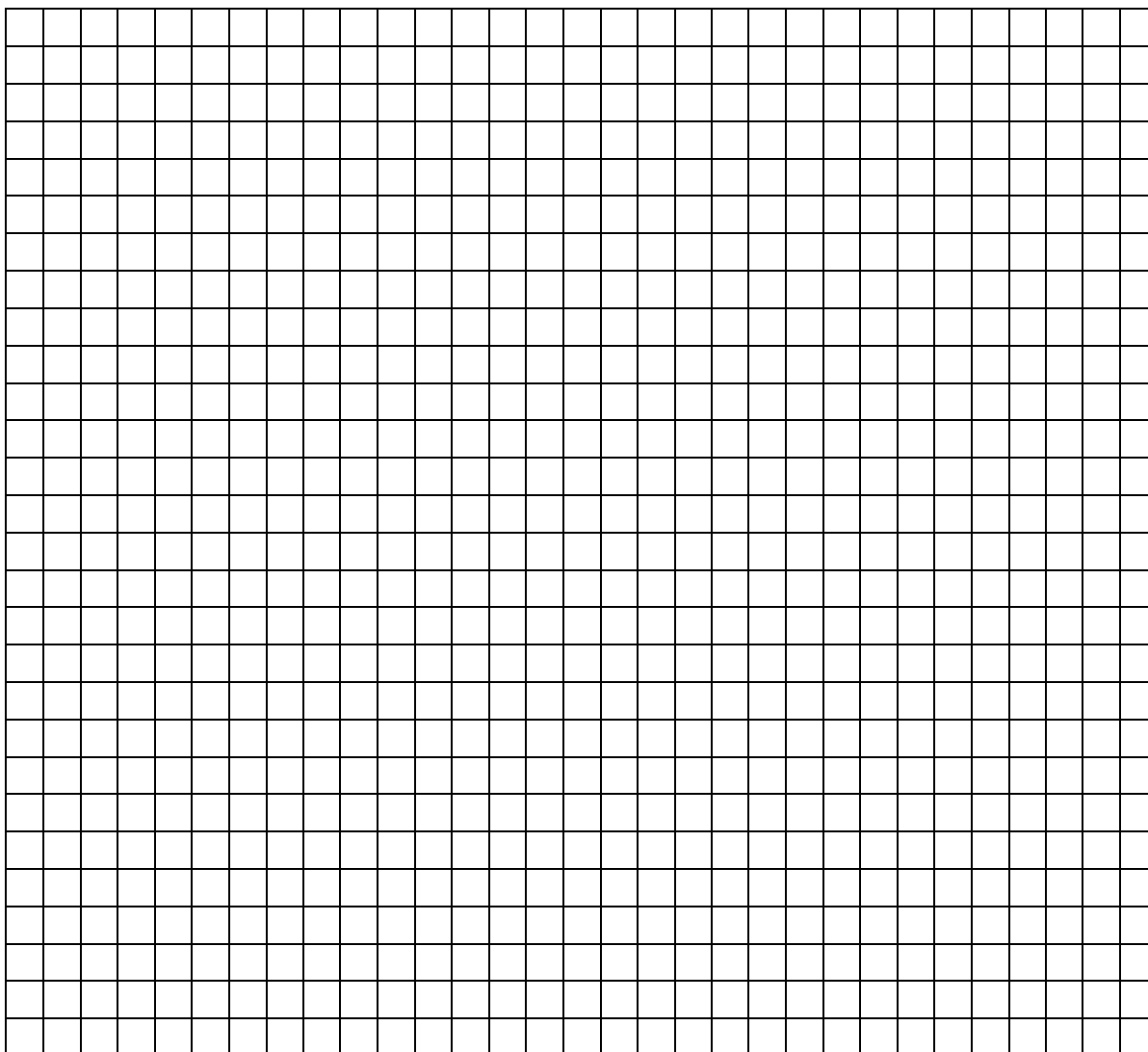


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**ENCLOSURE WITH THE ORDER FORM FOR  
 THE ELECTRICAL CONNECTION (ARRIVAL)  
 (Dimensional) SKETCH**

<b>FAIR: OPHTALMOLOGIE 2010</b>	<b>HALL:</b>	<b>STAND NBR:</b>
COMPANY: .....	PHONE: .....	FAX: .....
STREET: .....	NBR: .....	BELG.VAT.....INT.VAT.....
ZIPCODE: .....	BANK ACCOUNT NBR: .....	
CITY: .....	CONTACT PERSON: .....	
COUNTRY: .....	DIRECT NBR: .....	





**BRUSSELS EXHIBITION CENTRE Non-Profit-Making Assoc. (BRUSSELS EXPO)**  
Place de Belgique 1  
B - 1020 BRUSSELS  
Tel. +32 2 474 82 55 - Fax +32 2 474 82 86  
VAT BE 0406.655.573

## **REGULATIONS ABOUT ELECTRICAL INSTALLATIONS**

### **INTRODUCTION**

The regulations set out by the B.E.C. Non-Profit-Making Association, BRUSSELS EXHIBITION CENTRE, constitute a memorandum about fire safety and electrical hazards, for the use of the exhibitor and his electrician. This memo does not anyway serve as a substitute for the legal requirements book (RGIE) but they complement one another.

### **GENERAL PROVISIONS**

#### **Article 1**

Electrical installations which are fitted in the B.E.C. must entirely be according to the provisions of the General Regulations on Industrial Safety (ARAB-RGIE) and must be installed by skilled professional personnel.

#### **It is advisable in particular to ensure that**

- ⇒ the distribution panel is ALWAYS accessible
- ⇒ use is made of a differential circuit breaker set for a leak current of a maximum of 100mA and with a switching capacity at least equal to the maximum installed capacity.
- ⇒ no use may be made of “domino” block plugs (although multiple socket blocks are allowed), nor of unprotected quick connectors (chocolate blocks), nor of VTLmB wire (side by side). Only double insulated cable is to be used.
- ⇒ the cross section of copper conductors may never be less than :
  - 1,5 mm<sup>2</sup> for lighting equipment and equivalents
  - 2,5 mm<sup>2</sup> for power sockets
  - larger cross sections when heavier electrical loads are demanded. Fuses must be matched to the cross-section of the conductors.
- ⇒ all metal parts of the stands must be earthed
- ⇒ current will be supplied at :
  - 3 x 380 V.+ N. + T. (TN-CS) 50 Hz in all the halls
  - see RGIE.

#### **Article 2**

The BE.C. intervenes only for the realisation of the connection, the furniture of electrical current and eventually the placing of the “easy box”

- the electrical switch boards (“Easy box”) hired and placed by the B.E.C., are suitable for a connection from 2 KW till 40 KW.
- the maximum power delivered on one cable is limited to 150 KW

#### **Article 3**

The user unreservedly undertakes to extinguish all lights and disconnect all electrical apparatus every evening with the sole exception of the refrigerators and computers which are strictly necessary.

#### **Article 4**

The user is formally prohibited from opening the electrical cabinets of the B.E.C. and from tampering with them in any way or for any reason whatsoever, on pain of legal prosecution. He must cause this prohibition to be observed by all persons who have been authorised by the B.E.C.

#### **Article 5**

The user will leave adequate clearance for the B.E.C.'s electrical cabinets when constructing his stand. (a minimum clearance of 1m20 minimum). In no case will be make use of the fittings and conduits of the hall for fixing or locating stand material.

#### **Article 6**

The connection of the electricity supply to the stand is the sole responsibility of the representatives of the representatives of B.E.C. They do this upon the request of the user and upon the submission of a certification report supplied by an official inspecting organisation. The price of connection includes the costs arising from this inspection.

In his own interest, the exhibitor will ensure that he is present on the stand during the visit of the inspector so that he can point out all the parts of installation of the stand to the latter (possibly a second or third connection) and so that he can be personally informed of the certification report, as well as any remarks.

Sufficient quantities of power sockets are permanently available in the halls for installation purposes.

#### **Article 7**

Requests for connection must be submitted at the very latest 4 weeks before the opening of the Fair.

A dimensioned sketch showing the orientation of the stand and the exact location of the connection will be attached to the request. In the absence of this drawing the request will be carried out at the most convenient place for B.E.C.'s electricians.

Request who are not in our possession on the date mentioned on the order form, will be considered as late requests. In this case, standard tariffs will be applied. Moreover the provision of the requested power cannot be guaranteed.

#### **Article 8**

The user waives all recourse against the B.E.C., its representatives or the City of Brussels arising from damage of whatsoever nature and duration caused directly or indirectly to his installations and activities as well as those to his neighbours arising from the electrical installations, the supply and the quality of the current.

The user should therefore take care to safeguard his installation with a voltage stabiliser for all applications requiring a high quality supply.

#### **Article 9**

The users remains responsible with respect to B.E.C. for all damage which he may cause to the installations including the disappearance of equipment (particularly in the case of a standard flat rate connection)

The user must take out insurance cover for these risks, and the policy will formally waive all recourse by the insurer against B.E.C., its appointees, and the City of Brussels.

#### **Article 10**

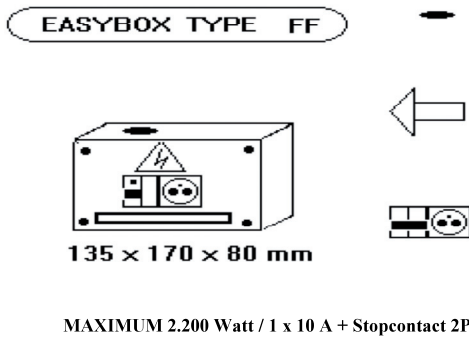
All breach of the provisions of these regulations will give rise to the immediate disconnection of the electricity supply. The same action will be carried out in the event of a failure to pay the invoice or the deposit for the connection or in

case of any unexpected circumstance able to be prejudicial or cause danger to persons or to goods, as well in case of prohibition orders from the Fair Organiser.

## **Article 11**

In the event of dispute, only the Courts at Brussels are competent to hear disputes arising from these regulations.

Fig. 1

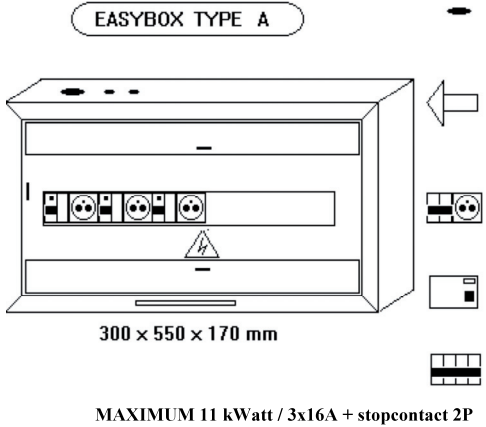


entrées pour câble / kabelingangen / cable holes

bornes pour divers raccordements / bornen voor diverse aansluitingen / power blocks for connections

disjoncteur différentiel 0.03 A / verliesstroomschakelaar 0.03 A / A.C.D. switch 0.03 A  
prise avec disjoncteur bipolaire / 2 polige automaat + stopcontact / socket with 2p switch

Fig. 2



entrées pour câble / kabelingangen / cable holes

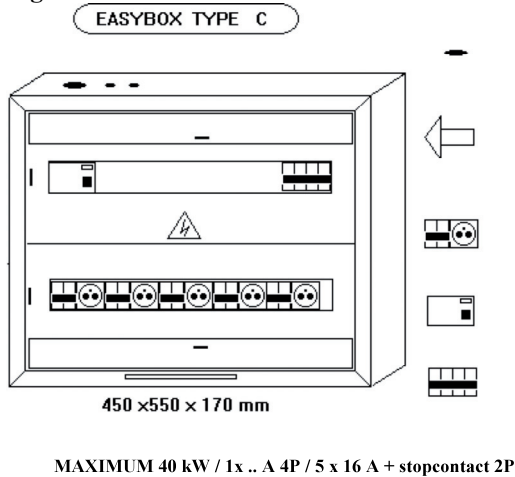
bornes pour divers raccordements / bornen voor diverse aansluitingen / power blocks for connections

prise avec disjoncteur bipolaire 16 A / 2 polige automaat 16 A + stopcontact / socket with 2p switch 16 A

disjoncteur différentiel 0.03 A / verliesstroomschakelaar 0.03 A / A.C.D. switch 0.03 A

disjoncteur 4p (à déterminer) / automaat 4p (te bepalen) / 4p fuse switch (to determinate)

Fig. 3



entrées pour câble / kabelingangen / cable holes

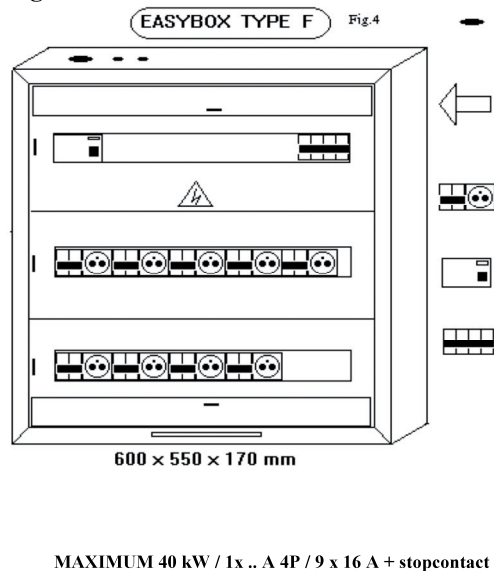
bornes pour divers raccordements / bornen voor diverse aansluitingen / power blocks for connections

prise avec disjoncteur bipolaire 16 A / 2 polige automaat 16 A + stopcontact / socket with 2p switch 16 A

disjoncteur différentiel 0.03 A / verliesstroomschakelaar 0.03 A / A.C.D. switch 0.03 A

disjoncteur 4p (à déterminer) / automaat 4p (te bepalen) / 4p fuse switch (to determinate)

Fig. 4



entrées pour câble / kabelingangen / cable holes

bornes pour divers raccordements / bornen voor diverse aansluitingen / power blocks for connections

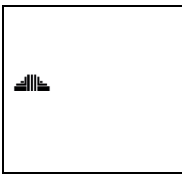
prise avec disjoncteur bipolaire 16 A / 2 polige automaat 16 A + stopcontact / socket with 2p switch 16 A

disjoncteur différentiel 0.03 A / verliesstroomschakelaar 0.03A / A.C.D. switch 0.03 A

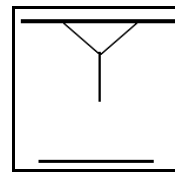
disjoncteur 4p (à déterminer) / automaat 4p (te bepalen) / 4p fuse switch (to determinate)

**Fig. 3 & Fig. 4:**

Prises triphasées sur demande (raccordements machines) / 3-fasige stopcontacten op aanvraag (aansluitingen machines) / 3p switch on demand (connections machinery)



**BRUSSELS EXHIBITION CENTER Non-Profit Association (BRUSSELS EXPO)**  
 Place de Belgique 1  
 B - 1020 BRUSSELS  
 Tel. + 32 2 474 82 53 – Fax + 32 2 474 83 94 – connections@bruexpo.be  
 RPM Brussels - VAT : BE 0406.655.573



## ORDER FORM : SUSPENSIONS

<b>EXHIBITION: OPHTALMOLOGIE 2010</b>	<b>HALL:</b>	<b>STAND NBR:</b>
COMPANY:.....	PHONE:.....	FAX:.....
STREET:.....	NBR.:.....	BELG. VAT.....INT.VAT.....
ZIP CODE:.....	BANK ACCOUNT NBR.:.....	
CITY:.....	CONTACT PERSON:.....	
COUNTRY:.....	DIRECT TEL NBR.:.....	
BILLING ADDRESS:.....	VAT:.....	
.....	TEL:..... FAX:.....	
YOUR PURCHASE ORDER NUMBER TO MENTION ON OUR INVOICE : .....		

*This order form is made up on condition that The Brussels Exhibition Centre N.P.A. considers the suspension as feasible. The BEC has to receive the order form at least three days before the (pre-) built-up period.*

CODE	Description	Number	Tariff per suspension point (+ VAT 21%)		
			Preferential (P) Term >=20 days	Standard (S) Term <20 days	"Last Minute" ( C) Term < 48hr
	<b>Price per suspension point</b>				
	Hall 2 . 4 . 6 . 8 . 9 . 10 . 11		119,58	172,55	215,06
	Pall 1 . 3 . 5 . 7 . 12		151,40	218,47	272,31
	Safety Control AIB (per point) required		12,98	12,98	12,98
	<b>Type of suspension point : Make your choice</b>		Steel cable (max 50 kg/point)		
			Chain (+50 kg/point - maximum weight differs per hall)		

TARIFF P: APPLICABLE FOR EACH ORDER IN OUR POSSESSION MINIMUM 20 DAYS BEFORE THE 1<sup>ST</sup> (PRE)BUILT-UP DAY

TARIFF S: STANDARD TARIFF, APPLICABLE FOR EACH ORDER IN OUR POSSESSION LESS THAN 20 DAYS AND MINIMUM 3 DAYS BEFORE THE 1<sup>ST</sup> (PRE) BUILT-UP DAY

TARIFF C: APPLICABLE FOR LATE ORDERS , ON CONDITION THAT SUSPENSION IS FEASIBLE (ACCES, WEIGHT LIMITS,..)

**!!!!!!! THE ACCESS TO THE CEILING IS STRICTLY FORBIDDEN. VIOLATIONS WILL BE FINED WITH 500 € !!!!!!!!**

➔ Necessary information to assure a correct execution of the suspension points

- The **orientation** of the stand compared to the neighbouring stand and/or to the hall.
- The **exact location** of each point compared to the borders of the stand (co-ordinates (x,y))
- The real **load** of each point. (If none of the points exceeds 100 kg, the total load is sufficient)
- The **height** of the points (= The height of the cable drops, not the height of the load.)

For further information (plans, possibilities,...) : Tel.: +32 2 474 82 53 ; Our web site <http://www.bruexpo.be>

<b>Methods of payment : by Bank Transfer/ by cheque / with Credit Card</b>	
CREDIT CARD Nbr : <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	EXP. DATE <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Verification code Visa/Mastercard : <input type="text"/> <input type="text"/> <input type="text"/>	(last 3 numbers on the back of the card)
Verification code American Express <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	(the 4 numbers above your card number)
TOTAL OF YOUR ORDER : ..... + VAT (21 %) = TOTAL AMOUNT : .....	
NAME OF CARD HOLDER : ..... SIGNATURE : .....	

**P.S :** Each person making use of the suspension points declares that he took note of the conditions stipulated at the back of this order form and that he accept these conditions.

Date: ..... Name: ..... Signature: .....

### IMPORTANT REMARKS

- **THE ACCESS TO THE CEILING IS STRICTLY FORBIDDEN FOR UNAUTHORIZED PERSONS .VIOLATIONS WILL BE FINED MINIMAL WITH 500 € AND A COMPLAINT TOWARDS THE ORGANISER.**
- **Piracy** (= suspensions without authorisation in the existing infrastructure) won't be tolerated. In case of piracy the exhibitor will automatically receive an invoice for 500 per point + specific costs for safety control by an official organism and possible repair costs, due to the violation. Moreover, the object will be removed by Brussels Expo without the exhibitor's approval and at his expense, including all the risks involved. Brussels Expo cannot be held responsible for any possible damage. The organizers will be systematically informed of the fraud.
- To assure the correct execution, it is important to communicate all necessary information concerning the charge: type of material; orientation of the stand; charge (weight), location and height of the points. The B.E.C. has the right to ask for additional information and to refuse incomplete demands.
- **LAST MINUTE ORDER:** The execution of a Last Minute order is on condition that suspension is **feasible** (access, stock, security, ...). In case of possibility of execution of the suspension points, the **work area** of Serviscene needs **to be obligatory evacuated** (this work area may include neighbouring stands). This measure is necessary to be conform to the **legal regulations of the risk prevention**. Any eventual additional cost will be charged to the exhibitor.

### RECOMMENDATIONS CONCERNING THE SUSPENSION OF LIGHTING OR OTHER DECKS.

- Due to the fact that people may be walking or standing under the hanging loads, we require in case of manual or electric hoisting for suspension of loads in the halls :
  - that the useful load of the hoist is divided by two (for example: a 500-kg tackle will hold only 250 kg)
  - that safety cables or chains are used to secure the hoists (double suspension).
- **Spansets** : According to the information from the manufacturer, the capacity of nylon spansets is not guaranteed at temperatures exceeding 100°C. Because of the specific risks of fire (stands), high temperatures (spotlights) and the presence of people under the suspended loads, the use of spansets is not authorised. The use of metal cables in a nylon covering is acceptable.
- Lighting accessories (spotlights, lasers, rails, box lights, etc..) must be secured individually to the lighting decks.
- If bulldog grips are used, the number and installation must comply with the manufacturers' recommendations and to all the standards and rules in force.
- The cables and chains that are used to suspend loads above the public must in any case have a minimum safety rating of 8 to 10 as concerns breakage (or divide the useful load indicated in the catalogue by two).

### GENERAL CONDITIONS FOR SUSPENSIONS

The Brussels Exhibition Centre has the exclusive right to approve suspensions of decorative objects, lighting decks or other general objects at the roofing of the exhibition Halls. **Exhibitors have no access to this roof structure.**

The Brussels Exhibition Centre has the exclusive authority to supply the suspension, based on the exhibitor's proposal. For all suspension points above 50 kg, the B.E.C will make appeal to an official company to approve the suspension. The cost for this control will be charged to the exhibitor, based on the price per point indicated on the order form.

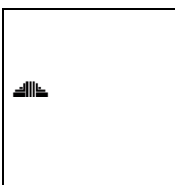
The B.E.C. executes the order on the assumption that it is accepted by the Organising Committee of the event.

**The works will always be charged to the company who ordered the suspensions, at the applicable tariffs.**

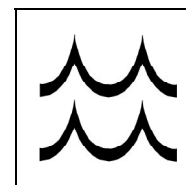
Complex orders will be thoroughly studied by B.E.C. and will result in a specific price offer. The exhibitor has to provide all the needs in time.

The exhibitor is responsible for the information that he gives to the Brussels Exhibition Centre concerning his proposition and the construction of the suspended object. Wrong information (for example: with regard to the weight of the object) automatically implies an immediate nullification of the agreement between The Brussels Exhibition Centre and the exhibitor and exclude all responsibility of B.E.C. by any accident.

The suspension works (fixing and setting of the object) have to be executed in one go without wait. The exhibitor as well as the object need to be present at the moment of suspension.



**BRUSSELS EXHIBITION CENTRE NON-PROFIT MAKING ASS. (BRUSSELS EXPO)**  
 Place de Belgique 1  
 B - 1020 BRUSSELS  
 Tel. +32 2 474 82 55 - Fax +32 2 474 82 86 – connections@bruexpo.be  
 VAT BE-0406.655.573



## ORDER NOTE: CONNECTIONS TO WATER AND DRAINS

**PREFERENTIAL TARIFF FOR ALL APPLICATIONS SUBMITTED BEFORE 22.10.2010**

<b>FAIR: OPHTALMOLOGIE 2010</b>	<b>HALL:</b>	<b>STAND N°:</b>
FIRM: .....	TEL: .....	FAX: .....
STREET: .....	N°: .....	BELG. VAT: .....
POST CODE: .....		INT. VAT: .....
TOWN: .....		BANK ACCOUNT N°: .....
COUNTRY: .....		PERSON TO CONTACT: .....
		DIRECT LINE: .....
BILLING ADDRESS: .....	VAT: .....	
	TEL: .....	FAX: .....
YOUR PURCHASE ORDER NUMBER TO MENTION ON OUR INVOICE: .....		

Code	Quant	Type of connection	Preferential tariff excl. 21% VAT		Standard tariff excl. 21% VAT	
			HALL LEVEL	1 <sup>st</sup> FLOOR	HALL LEVEL	1 <sup>st</sup> FLOOR
1		Intake (1/2") + outlet (5/4") - <b>with</b> hire of sink (1mx0.5m)	199,18 €	258,93 €	239,02 €	310,73 €
2		Intake (1/2") + outlet (5/4") - <b>without</b> hire of sink	180,85 €	235,10 €	217,02 €	282,13 €
3		Miscellaneous connections (water heater, dishwasher, etc...)	23,13 €	30,07 €	27,76 €	36,09 €
4		Intake (1/2'') + stop valve	125,02 €	162,53 €	150,02 €	195,03 €
5		Outlet (5/4 '')	125,02 €	162,53 €	150,02 €	195,03 €
25		Hire of water heater 10 L (2.200 W)	87,76 €		105,31 €	
CL		Ensuring conformity (see § 4 below)	(see § 4 below)		(see § 4 below)	
FLEX		Renting of tube for filling & drain of a swimming pool	On demand <a href="mailto:connections@bruexpo.be">connections@bruexpo.be</a>		On demand <a href="mailto:connections@bruexpo.be">connections@bruexpo.be</a>	

Late requests will only be carried out if equipment is available and depending on installation conditions.

The renting of a tube for filling & draining of a swimming pool includes 1h assistance on the spot (45€).

The technical card-index of the material must be given to the technical for verification of the quantity ordered.

**All appliances connected to the water mains must comply to NBN-EN 1717 and must be recognized by BELGAQUA (cf 4 §).**

### **Methods of payment : by Bank Transfer / by Cheque / with Credit Card**

CREDIT CARD No :     -     -     -     EXP. DATE

Verification code Visa/Mastercard :    (3 last digit code on the back of the card)

Verification code American Express :     (4 digit code above your card number)

TOTAL OF YOUR ORDER : ..... € + VAT (21 %) = TOTAL AMOUNT : ..... €

NAME OF CARD HOLDER : ..... SIGNATURE : .....

*I attach herewith a directional and dimensioned plan for the intake connections and a list of equipment to be connected to the outlet*

DATE: ..... NAME: ..... SIGNATURE: .....

## SPECIFIC CONDITIONS

### 1. Advice to foreign exhibitors on refund of VAT (Order n°4/1988)

All services related to the participation at an international exhibition, ... must be invoiced with the application of Belgian V.A.T., in accordance with the rules of the Belgian V.A.T. law. Exemption of V.A.T. is not applicable in this case.

Every foreign exhibitor is entitled to the repayment of the Belgian V.A.T., if the exhibitor is a similar taxpayer in his own country.

Exhibitors from other E.U. countries should ask for a V.A.T. recovery form from their V.A.T. inspection office in their country of registration.

The exhibitor must submit his application for repayment, fully filled in and in triplicate to :

**The Central V.A.T. Office for foreign tax-liable persons**  
**BCAE Remboursement**  
**Rue des Palais, 48 – 5è Etage**  
**B - 1030 BRUSSELS**  
**Tel. : + 32 2 577.40.40**  
**Fax : + 32 2 579.63.58**

**E-mail : [vat.refund.ckbb@minfin.fed.be](mailto:vat.refund.ckbb@minfin.fed.be)**

Exhibitors from non E.U. countries should address themselves directly to the above address for application form and further information.

There are also services which specialize in recovering the V.A.T. on your behalf.

The request for repayment of the V.A.T. must be accompanied by the original copies of the invoices and credit notes, on which the value –added tax is mentioned. Several invoices and credit notes may be grouped together in the same request.

### 2. Plan & descriptive list

A directional and dimensioned list indicating the exact position of the connection will be attached to the application, failing which the connection will be made in the best position technically. In addition, below the plan the exhibitor should complete the (standard) list of domestic or industrial electrical equipment which will be connected to the mains (dishwasher, pool, etc.) **All incomplete forms will not be handled.**

### 3. Modification / Relocation

Any modification to the initial plan which reaches us after the introduction period will be the subject of an additional invoice for administration at 45 € per hour (+VAT).

### 4. Conformity of the installation

All connections to the water supply system, and the appliances concerned, must comply to the regulations of the Intercommunale Bruxelloise Distribution des Eaux (IBDE), and to the standard NBN-EN 1717 and to the specifications of BELGAQUA. All the equipments must be approved by BELGAQUA. For all further questions please contact BELGAQUA (Mr. Lamotte +32 2 518 85 44).

In case of non-conformity, BRUSSELS EXPO will not authorise the waterconnection and will empty the non-conform appliances in charge of the exhibitor, without compensation. BELGAQUA can also make an official report during the supervision of the stand.

### 5. Return of equipment provided by the PEB

If appliances provided are not returned in good condition, they will be invoiced as follows:

Electric water heater 10 L	= 150 €
Sink unit with tap	= 150 €
Tube	= 250 €

### 6. Important note

The connection will not be put into service until payment for the invoice relating to the order notes has been paid in full and the total of the sums due have been recovered. The person (firm) which has signed this document undertakes to be liable to pay for this service in the event of a dispute by the company whose name is mentioned in the “Invoice address” box.

### 7. Restrictions

Code 1, 2 and 4 : only intend for domestic use (sink, dishwasher ...) Code FLEX : intend for SPA (pool, jacuzzi ...)



## REGULATIONS ON WATER USE.

1. Only water supplied by Compagnie Intercommunale Bruxelloise des Eaux (IBDE) can be used.
2. The water supply and drainage work is carried out by Parc des Expositions de Bruxelles (Brussels Exhibition Centre) at the exhibitor's costs, based on the applicable rates.
3. Water from fire hoses and hydrants must not be used.
4. Anyone exhibiting installations using water in a closed loop system (full or partial recovery of the water fed to the installation by means of a pump or any other system) or installations with stagnant water **AND** likely to cause a dispersion of water in the form of sprays must display thermometers to show the public and monitoring authorities that the water used is too cold to constitute a health risk.
5. The temperature of the water used must never be more than 20° C. The water must be replaced at least once a day or, if not, the exhibitor must ensure that it is chlorinated with an initial value at the beginning of the day of 3 to 5 mg/l (ppm) in free chlorine, by adding a hypochlorite solution. He must check each appliance three times during the day. The chlorine content must never fall below 2 mg of free chlorine per litre of water.
6. Before the installations are started up at the beginning of the fair, the exhibitor must disinfect all parts of the installations.
7. Decorative fountains which may disperse the water in the form of sprays are banned.
8. The exhibitor is obliged to carry out regular checks to ensure that the temperature of the water in each closed loop demonstration appliance / installation does not exceed 20° C, that the water is replaced daily or that the checks prove that the chlorine content complies with the standards laid down, namely a minimum of 2 mg of free chlorine per litre of water.
9. For each demonstration appliance, this data must be recorded in a journal, stating the date and time of the check and when the water was replaced.
10. The organiser is obliged to append specific regulations to his general regulations. He must arrange for an inspection of the water to be carried out during the trade fair, at the exhibitor's costs, by an independent laboratory, which will also check that the monitoring journal is being kept correctly.



## ORDER FORM FOR INTERNET ACCESS

A free WIFI connection, non guaranteed and limited, is available in the halls of Brussels Expo.  
(The prices on this form are applicable for an event with a **duration of 3 days**)  
The internet will be **operational from 2 p.m.** during the last day of the build-up period.

<b>EXHIBITION: OPHTALMOLOGIE 2010</b>	<b>HALL:</b>	<b>STAND NBR:</b>
FIRM: .....	PHONE: .....	FAX: .....
STREET: .....	NBR.: .....	BELG.VAT .....
ZIPCODE: .....		INT.VAT .....
CITY: .....		BANK ACCOUNT NBR.: .....
COUNTRY: .....		CONTACT PERSON: .....
		DIRECT TEL NBR.: .....
BILLING ADDRESS: .....	PHONE: .....	FAX: .....
	VAT: .....	
YOUR PURCHASE ORDER NUMBER TO MENTION ON OUR INVOICE : .....		

During the exhibition you can get an access to the World Wide Web (WWW) through a network connection. Your PC must be equipped with a network interfacing card (UTP-interface). If you order a standard connection, we allow you to connect not more than 5 PC's through a hub. If you don't have the hub you can order additional connections through our service, at a rate of **80€/connection**. Remember there is a **flat rate, no additional communication expenses, no additional internet subscription required**.

If you need any additional information please contact us by phone + 32 2 474 82 53 or by fax: + 32 2 474 83 94  
Email: internet@brusselsexpo.be - Website: <http://www.brusselsexpo.be>

Description	Quantity	Preferential tariff* (excl. VAT)	Standard tariff (excl. VAT)	Total
<b>Standard Connection(s)</b> (connection RJ45 WAN)		<b>180,00 €</b>	<b>200,00 €</b>	
<b>B2B Connection</b> (VPN connections with a guaranteed throughput)				
<b>512 kb/s</b>		<b>335,00 €</b>	<b>385,00 €</b>	
<b>1 mb/s</b>		<b>510,00 €</b>	<b>560,00 €</b>	
<b>2 mb/s</b>		<b>680,00 €</b>	<b>730,00 €</b>	
<b>4 mb/s</b>		<b>905,00 €</b>	<b>955,00 €</b>	
<b>More than 4 mb/s</b>		<b>On request</b>	<b>On request</b>	
<b>Additional connections</b>		<b>80,00 € /connection</b>		
Please fill out the quantities and confirm the total amount of the order.			<b>Total (excl. VAT) :</b>	
<b>Additional service 65,00€ /hour</b>				

\* **IMPORTANT !** The preferential rate is only applicable if you confirm your order before: **22.10.2010**

### General term and condition of the internet services:

Brussels Exhibition Centre will in no event be liable for temporary interruption and for lost or interrupted data, messages, packets, or other information transmitted. The subscriber will comply with these terms.

<b>Methods of payment : by Bank Transfer / by Cheque / with Credit Card</b>	
CREDIT CARD No :	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> EXP. DATE <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/>
Verification code Visa/Mastercard :	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (last 3 numbers on the back of the card)
Verification code American Express :	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (4 numbers above your card number)
TOTAL OF YOUR ORDER :	..... + VAT (21 %) = TOTAL AMOUNT : .....
NAME OF CARD HOLDER :	.....SIGNATURE : .....

**I am enclosing an oriented sketch with the right position of the connection.**

DATE : ..... NAME : ..... DULY STAMPED BY THE COMPANY :

SIGNATURE .....

## **Preferential Rate**

The preferential tariff will be applied if the order form is sent before the date mentioned on the front side of this order form. Otherwise, 20 € will be added for the standard connections and 50 € for the B2B connections.

## **Sketch**

A positioned sketch showing the precise location of the connection must be enclosed with the application. If not doing so, the connection will be made at the technically most convenient position.

## **Configuration Mail Server**

Smtip address = smtp.colt.net

## **Installation or modification of internet cable**

Each request, for a cable connection or modification at the initial plan, sent after the start of the build-up period, will only be executed if feasible. An additional invoice will be made for the administrative costs amounting to 75 € + VAT, possibly increased with costs of placement and costs for supply of an optical fibre cable. The change of the kind of connection, asked by the exhibitor during the build-up, can only be executed if there is no problem for other customers connected to this internet line. The tariff for this additional service will be invoiced at 125 €/hour + VAT.

### **General remark :**

If the company, filled out in the case "Billing Address", contests the invoiced performance, the person (the company) who signs this order form still remains responsible for the payment of it.

## **Advice to foreign exhibitors on refund of VAT (Order n°4/1988)**

All services related to the participation at an international exhibition, ... must be invoiced with the application of Belgian V.A.T., in accordance with the rules of the Belgian V.A.T. law. Exemption of V.A.T. is not applicable in this case.

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The exhibitor must submit his application for repayment, fully filled in and in triplicate to :

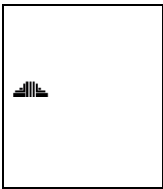
**The Central V.A.T. Office for foreign tax-liable persons**  
**BCAE Remboursement**  
**Rue des Palais, 48 – 5è Etage**  
**B - 1030 BRUSSELS**  
**Tel. : + 32 2 577.40.40**  
**Fax : + 32 2 579.63.58**

**E-mail : [vat.refund.ckbb@minfin.fed.be](mailto:vat.refund.ckbb@minfin.fed.be)**

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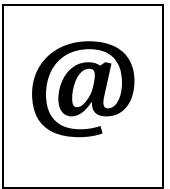
**BRUSSELS EXHIBITION CENTRE Non-Profit Association (BRUSSELS EXPO)**

Place de Belgique 1

B - 1020 BRUXELLES

Tel. + 32 2 474 82 53 - Fax + 32 2 474 83 94 - connections@bruexpo.be

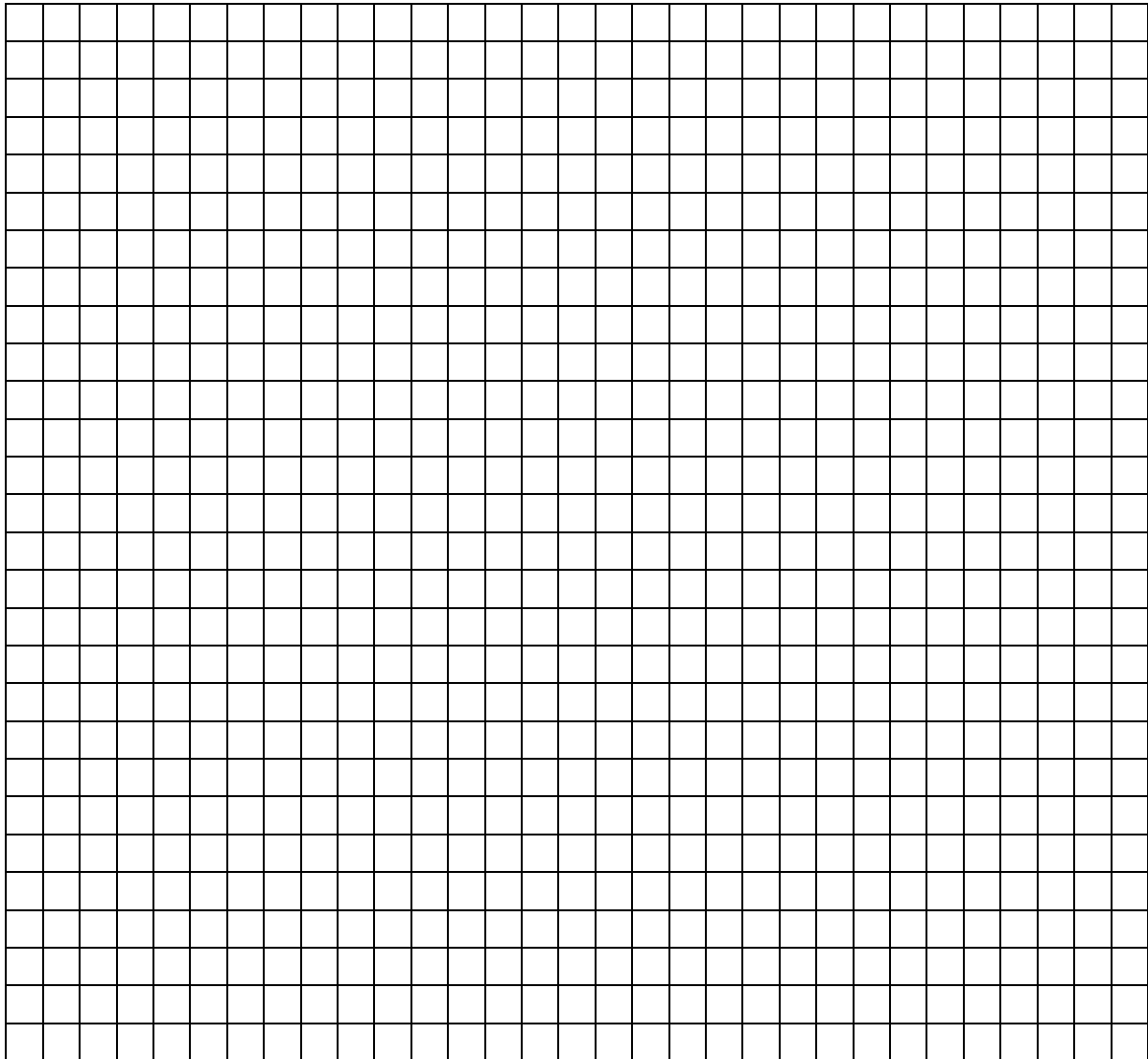
RPM Brussels - VAT : BE 0406.655.573



## ENCLOSURE WITH THE ORDER FORM FOR THE INTERNET CONNECTION

A positioned sketch showing the precise location of the connection

EXHIBITION:OPHTALMOLOGIE 2010	HALL:	STAND NBR:
COMPANY:.....	PHONE:.....	FAX:.....
STREET:.....	NBR: .....	BELG.VAT.....INT.VAT .....
ZIPCODE: .....	BANK ACCOUNT NBR: .....	
CITY: .....	CONTACT PERSON: .....	
COUNTRY: .....	DIRECT TEL NBR.: .....	



## ORDER-FORM FOR TEMPORARY PHONE LINES

**Please return this form to: Newtel SA**

Lozenberg 9 1932 Zaventem  
 Tel: +32 2 730 01 72 Fax: +32 2 609 73 70  
**Technical hotline : +32 2 612 16 99**

E-mail: [expo@newtel.be](mailto:expo@newtel.be)



Fair : Ophtalmologie 2010 Period :from 24 until 26/11/2010 Hall: ..... Stand No.:.....

### Invoicing address

Name:..... Tel:..... Fax:.....  
 Street :..... No:..... VAT No:.....  
 Zip code:.....Town:..... Country: ..... No of bank account:.....  
 Contact Person:..... Direct line:..... E-mail: .....

The purchase order must be returned at the latest 20 business days before the exhibition is starting. Deadline: **22.10.2010**  
 No connection will be carried out regarding this orderform, if the payment has not been settled.  
 If this form is returned after the deadline, the work will only carried out if it is still feasible and the requestor will be charged administrative cost (250,00 ).

In compliance with Newtel's general and specific terms and conditions, I am hereby ordering the following for my stand

Code	LINES	Price (excl.VAT)	Qty	Total
A1	First analog line (incl. cabling + socket + activation + renting of a line + costs to dismantle)	210,00		
A2	Additional analog line (Prices only valid if the work is carried out at the same time as the installation of the first line)	85,00		
A3	Renting a fixed phone Euroset 5010	15,00		
D1	First wireless Dect phone ( activation + hiring of a line + costs to dismantle) + renting a wireless Dect phone Gigaset S3 professional	190,00		
D2	Additional wireless Dect phone (Prices only valid if the work is carried out at the same time as the installation of the first line) + renting a wireless Dect phone Gigaset S3 professional	125,00		
F1	Renting a Fax machine (incl. paper + toner)	50,00		
C1	Callcredit (minimum amount = 1, balance is not repaid, reload is possible during the fair)	50,00		

Prices do not include 21% VAT or call costs. General Conditions : <http://www.Newtel.be/brussels-expo/phoneservices>  
 Newtel can not be held responsible for equipment rented elsewhere.

If you wish to dial only national phone numbers.  (please indicate)

(If you do not select this, you can dial as well national as international numbers).

**Diagram:** please make a sketch below of the sites where you would like the connections installed, marking them with an X and indicating their code. If we receive no sketch, the rear wall will be used. If Newel receives the plan not completed, the connection will be provided near the power cable.

REAR WALL															
Stand.....or aisle															
FRONT															

Drawn up by : \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

## Order Form Fire extinguishers EXTENSION NUMBER : DRL .....

Stands larger than 72m<sup>2</sup> should have a fire extinguisher at their disposal.  
 De Roeve Lighting provides rental of fire extinguishers.  
 The fire extinguishers should be put / hung up well visibly and the acces to the fire extinguishers should at all times remain unrestricted.  
 The extinguishers are subject to an annual inspection.

The fire extinguishers can be picked up in our warehouse. The warehouse is situated between Hall 9 and 'Romeinse Steenweg'.  
 Pick up and return of the fire extinguisher(s): from Monday till Friday  
 between 08:30h and 12:00h and between 12:30h and 17:00h.  
 A deposit should be paid per rented extinguisher (€200,00)  
 The rent and guarantee amount have to be transferred to our bank account at the moment of the order.  
 FORTIS : 001-4727328-12 - IBAN : BE19 0014 7273 2812 - BIC code : GEBABEBB  
 Used extinguishers will be refilled on the client's expence (€85,0 VAT excl.).  
 Dammaged extinguishers will be charged as new on the clients expence ( €200,00)  
 Ordered extinguishers not called for will be charged anyhow.

	UP	Number	Total
<b>Rental Price fire extinguisher-powder-6kg-per usage VAT Incl.</b>	<b>€40,00</b>	.....	.....
<b>Guarantee by extinguisher:</b>	<b>€200,00</b>	.....	.....
		<b>Total:</b>	.....

Client: .....

Invoice address: .....

.....

VATnr: .....

For refund guarantee:

Account number: ..... IBAN: ..... BIC: .....

Fair: .....

Palace: ..... Standnr: .....

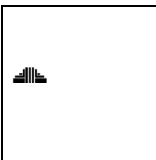
Tel.nr: .....

**Send back this form completely filled in + your proof of payment to:**

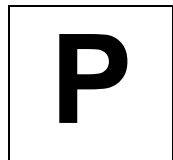
DE ROEVE Lighting bvba/sprl  
**Standverlichting – éclairage de stands**  
 Belgiëplein - Place Belgique 1 – B1020 Brussel/Bruxelles  
 TEL.: + 32 2 474 85 85 - FAX: + 32 2 474 85 86  
 EMAIL: info.lighting@deroeve.com - URL: www.deroeve.com  
 RPR Brussel - Ondernemingsnummer BE 0877.572.559

Signature + date





**BRUSSELS EXHIBITION CENTRE non-profit making association ( BRUSSELS EXPO)**  
 Place de Belgique 1  
 B - 1020 BRUXELLES  
 Tel. +32 2 474 82 55 - Fax +32 2 474 82 86 – connections@bruexpo.be  
 VAT BE 0406.655.573



## ORDER FORM : PARKING PLACE(S)

PLEASE RETURN THIS FORM DULY FILLED IN BEFORE: **22.10.2010**

<b>FAIR: OPHTALMOLOGIE 2010</b>	<b>HALL:</b>	<b>STAND NBR:</b>
COMPANY:.....	PHONE:.....	FAX:.....
STREET:.....	NBR.:.....	BELG.VAT..... INT.VAT.....
ZIPCODE:.....	BANK ACCOUNT NBR.:.....	
CITY:.....	CONTACT PERSON:.....	
COUNTRY:.....	DIRECT NBR.:.....	
BILLING ADDRESS:.....	VAT:.....	
.....	TEL:.....	FAX:.....
YOUR PURCHASE ORDER NUMBER TO MENTION ON OUR INVOICE : .....		

\* **Exhibitors Parkings** : the Exhibitors can order a parking pass in the parkings close to the immediate vicinity of the exhibition premises.

\* **Important** : Companies whose publicity cars remain in the parking lot after opening hours of the exhibition, have to apply to Media Expo (0032/477918205). Cars without authorisation will be removed on the owner's expense.

Code	Quantity	Type of pass valid for the whole duration of the exhibition
1		Parking Pass(es) for standard vehicle(s) (3x5m) at 9,92 /piece (VAT 21 % excl.)
2		Parking Pass(es) for lorry (s), towing, caravans, mobilhomes...at 28,51 /piece (VAT 21 % excl.) <b>Only parked in parking C.</b>

**In case of mistake concerning the number of show days, the Brussels Exhibition Centre will automatically adapt the total cost of the parking pass to the correct number of days.**

The allowed vehicles in these parkings will be placed at the users' own risk.

To ensure effective supervision, it is absolutely indispensable to have the passes clearly visible on the windscreen for the entire period during which the vehicles are parked in the parking facilities

**PARKING PASSES MUST BE PICKED UP AT DISPATCHING DURING THE ASSEMBLY PERIOD. NO PASSES WILL BE SEND BY POST.**

**!! ORDERED PARKING PASSES THAT HAVE NOT BEEN COLLECTED ARE NOT REFUNDABLE.**

### Methods of payment : by Bank Transfer / by Cheque / with Credit Card

CREDIT CARD No :     -     -     -     EXP. DATE

Verification code Visa/Mastercard :    (3 last digit code on the back of the card)

Verification code American Express :     (4 digit code above your card number)

TOTAL OF YOUR ORDER : ..... € + VAT (21 %) = TOTAL AMOUNT : ..... €

NAME OF CARD HOLDER : ..... SIGNATURE : .....



DATE: ..... NAME: ..... SIGNATURE: .....

### For administrative use

Paid on : ..... By .....

Passes delivered on : .....

Returned on : ..... Name & Signature : .....

	<p><b>Brussels Expo</b> Belgiëplein 1020 Brussel</p>		<p><b>Terug zenden documenten:</b> Mail: AIB-SAFETY@BRUEXPO.BE fax : +32 (0)2 474 71 21</p>
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**SAFETY, HEALTH and ENVIRONMENTAL CHARTER to be completed by the exhibitor**

**Organiser of the Fair :** OPHTALMOLOGIE 2010      **Date of the fair** 24/11 until 26/11/2010

**Exhibitor:** ..... **Hall N° and stand N° :** .....

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

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

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

Information about the STAND BUILDER .....

Address: ..... N°: .....

Postal code.: ..... Town/city: .....

Tel : ..... Fax: .....

The safety site manager : ..... Mobile : .....

**Any subcontractors :** .....

	Contractor's details (name, address, tel)	Description of work (see above B)
1		
2		

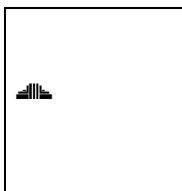
**DECLARATION OF INTENT: <sup>1</sup>**

1. The undersigned person returns this **SHE charter**, duly completed and signed, and confirms that he/she has read and clearly understood the safety rules applicable at the Brussels Expo site. The undersigned hereby undertakes to meet the Safety, Health and Environment-related obligations. The undersigned will provide the information brochure to the stand builder and ask the person to include a risk analysis if necessary (see point B).
2. The undersigned acknowledges having received **the Brussels Expo safety rules from the organiser of the exhibition** and will take the necessary steps to inform the undersigned's employees and any (sub) contractors working on the undersigned's behalf about what the safety rules feature.
3. The undersigned person declares that he/she will provide the additional information to the safety coordinator should a work accident, of whatever nature, occur on the stand.

..... / ..... / .....	.....	.....
date	name and position	signature

This document, together with any risk assessment (s) should be provided to the safety coordinator before the start of the work.

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



**PARC DES EXPOSITIONS DE BRUXELLES A.S.B.L.**

Place de Belgique 1

B - 1020 BRUSSELS

Tel. +32 2 474 82 55 - Fax +32 2 474 82 86

VAT. BE 0406.655.573

**VAT**

**Advice for foreign exhibitors concerning the reclamation for the V.A.T.**

All services related to the participation at an international exhibition, ... must be invoiced with the application of Belgian V.A.T., in accordance with the rules of the Belgian V.A.T. law.

Exemption of V.A.T. is not applicable in this case.

Every foreign exhibitor is entitled to the repayment of the Belgian V.A.T., if the exhibitor is a similar taxpayer in his own country.

Exhibitors from other E.U. countries should ask for a V.A.T. recovery form from their V.A.T. inspection office in their country of registration.

The exhibitor must submit his application for repayment, fully filled in and in triplicate to :

**The Central V.A.T. Office for foreign tax-liable persons**

**Refund department**

**Rue des Palais 48 – 5e Etage**

**B – 1000 BRUSSELS**

**Tel. : + 32 2 577 40 40**

**Fax : + 32 2 579 63 59**

**E-mail : [vat.refund@ckbb@minfin.fed.be](mailto:vat.refund@ckbb@minfin.fed.be)**

Exhibitors from non E.U. countries should address themselves directly to the above address for application form and further information.

There are also services which specialize in recovering the V.A.T. on your behalf.

The request for repayment of the V.A.T. must be accompanied by the original copies of the invoices and credit notes, on which the value-added tax is mentioned. Several invoices and credit notes may be grouped together in the same request.