

BRUSSELS EXPO



BRUSSELS EXPO

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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 Ghoois

Vinçotte Safety Engineer - Safety coordinator

0479 79 02 74



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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



- 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



REGION CENTRE BRABANT

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Safety co-ordination Brussels Expo

1. Why safety co-ordination?

Statutory obligation:

At the express request of the Ministry of Labour and Employment, from August 2002 safety co-ordination is being carried out on the basis of the Law on Well-being of August 1996.

As a basic document AIB-Vinçotte has compiled a safety co-ordination document. This plan is available in the organiser's secretariat during construction (content: the tasks of the various parties involved, assistance, existing risks due to work by third parties (*see annex*), risks due to the work of the exhibitor or its contractor, etc.)

2. What does it involve?

This safety co-ordination can be compared to safety co-ordination on building sites, but on the other hand the safety co-ordination on building sites is based on Chapter 5 of the Law on Well-being, more specifically, the law on Temporary or Mobile Building Sites, while the safety co-ordinator at the exhibition looks at the whole Law on Well-being and focuses on Chapter 4: Work by external enterprises.

Chapter 4, Art 8:

The employer in whose establishment employees of external enterprises come to work is obliged:

1. to provide the employers of those employees with the necessary information for their employees relating to the risks and measures concerning the well-being of the employees in the performance of their work as they apply in its establishment
2. to make sure that those employees have received the appropriate training and instructions inherent to its business activity
3. to co-ordinate the operations of external enterprises and to ensure co-operation between those enterprises and its own in the implementation of the measures relating to the well-being of the employees in the performance of their work.

The employers of the external enterprises are obliged:

4. to provide the employers for whom their employees are to work with the necessary information about the risks inherent to that work.
5. to assist with the co-ordination and co-operation referred to in the first paragraph, 3°

3. How does this work in practice / what do we expect from the exhibitor and its contractor

In the first instance we expect the stands to be built in a safe manner.

To inform the safety co-ordinator about the work to be performed and the associated risks, the contractor must complete a Safety, Health and Environment charter BEFORE the start of the exhibition (date to be determined by the organiser). This completed charter must be delivered to the organiser (unless stated otherwise in the organiser's manual). **Completion of this charter IS OBLIGATORY BY LAW.**

During the built-up and break-down of the exhibition, the safety co-ordinator tours the exhibition and checks whether the work has been carried out as stated in the charter (or whether the workers or third parties are running unnecessary risks as a result of unsafe working. If the safety co-ordinator finds that unacceptable risks are being taken, he will speak to the workers on the spot to carry out the necessary modifications.

In the event of serious infringements (risk with possibly fatal consequences or risk of permanent disability), the safety co-ordinator will notify the organiser immediately, who may decide to take appropriate action (for example **stopping the work** until the necessary modifications have been made). Some simple examples of serious infringements: mobile scaffolding not built according to the rules of the art, people being moved at a height with the aid of a fork lift truck, etc.)

All infringements identified will be notified by means of a report to the Organiser and Brussels Expo.

Ing. Peter Ghoos, Safety co-ordinator

Annex to information letter for the exhibitors

Two extracts from the general safety plan are attached here.

In the first annex, point 2.2.1. The exhibitor and its contractor, we find the tasks of the exhibitor. In summary this comes down to safe working and completing the safety, health and environment charter in good time.

In the second annex we briefly discuss the existing risks which you should take into account. Both annexes are in the context of an exchange of information about the existing risks.

Annex 1: 2.2.1. Tasks of the Exhibitor and its contractor

He undertakes to comply strictly with his obligations in relation to health, safety and the environment and must apply the laws and European directives with regard to labour and personal protective equipment (PPE).

The exhibitor or his contractor must act in the spirit of the Well-being Act:

It is not enough to act in the narrow sense of health and safety at work. It is necessary to show the necessary interest in the well-being of employees as a whole. This implies not only that unhealthy and unsafe situations must be avoided or eliminated, but also that well-being (i.e. good physical and mental health) must be promoted in a positive way.

Well-being implies an overall duty of care that must be interpreted in a reasonable way. It is not only necessary to take account of prevention principles of a technical nature, but also what is feasible for the company, including from the economic, ethical and industrial relations viewpoint.

This implies that people must "think safe" during the design of the stand, so that an unsafe situation resulting from "poor" design (from the employee safety viewpoint) can be avoided. This safe thinking must permeate the planning phase (e.g.: planning so that working over the heads of other people is ruled out) and the execution phase (e.g.: place handrails immediately and not at the end of the job).

Since the health, safety and environment charter is a basic indicator for the safety co-ordinator, every party concerned who carries out works must complete this charter and provide it to the safety co-ordinator **WELL IN ADVANCE**.

We shall return to the matter of correct and full completion of this charter later.

Since the charter is part of the information of the employer on whose premises employees are due to come to carry out works **completion of this charter is REQUIRED BY LAW.**

If a request has been made to append a risk analysis, and there is no detailed risk analysis available, then (for Belgium) an external prevention service should be contacted. They will be able to draw up the risk analysis with the contractor.

During the construction, the contractor must co-operate with the safety co-ordinator, and make any changes requested by the safety co-ordinator **IMMEDIATELY**, pursuant to Article 5 § 1 of the Well-being Act.

Art5 §1 The employer shall take the necessary regulations to promote the well-being of his employees in carrying out their work.

In doing this, he shall apply the following general prevention principles:

- a) *prevent risks;*
- b) *evaluate risks that cannot be prevented;*

- c) *combat risks at source;*
- d) *replace what is hazardous by what is not hazardous or is less hazardous;*
- e) *give priority to collective protective measures over individual protective measures;*
- f) *adapt the work to the human being, particularly as regards the layout of the workplace, and the choice of equipment and working and production methods, especially to make monotonous work or work that must be carried out at a forced pace more tolerable and reduce its health consequences;*
- g) *to contain risks as far as possible, taking account of changes in the state of the art;*
- h) *limit the risks of serious injury by taking of physical measures, with priority over any other measures;*
- i) *plan prevention and implementation of the policy with regard to the well-being of employees in carrying out their work with a view to a systems approach incorporating the following factors, among others: technology, work organisation, working conditions, industrial relations and environmental factors on site;*
- j) *inform the employee about the nature of his activities, the remaining associated risks and the measures that are aimed at avoiding or limiting these risks:*
 - 1. *on commencement of employment;*
 - 2. *at any time when this is necessary in connection with the protection of his/her well-being;*
- k) *provide appropriate instructions to employees and establishing supporting measures to provide a reasonable guarantee of compliance with these instructions.*

Annex 2: CHAPTER 8. THE RISKS PRESENT

8.1. THE RISKS PRESENT

The risks that we are referring to here are the risks as a result of work by Brussels Expo staff, contractors and subcontractors.

This concerns the opening of ducts and larger holes in the floor of the halls (particularly Hall 5). As far as possible, the employees should point out the ducts. The opening / inspection chamber (access to technical equipment) will always be pointed out. Someone must also warn the people and supervise the works that employees are carrying out in the plant room.

Sometimes the technical duct is not properly closed. There are blocks that are too short to completely seal the opening. Or the wooden blocks do not fit any more and there is unevenness in the seal of the technical duct. People can stumble in either case.

Measure: If this is observed, you should inform the technical service immediately, so that the necessary modifications can be made.

We ask contractors to check that the technical duct is fully closed when they first enter. Faults must be notified to the technical service.

In some cases, the organiser or the exhibitor calls on the "suspension" service. In this case, there is no contractual relationship between the stand builder and the "suspension" contractor, and it is possible that there may be overlapping activities (in other words, working above other people's heads). In that case, it is necessary for the various contractors to make clear arrangements:

- As far as possible, the "suspension" contractor attempts to carry out his works before the works by the stand builder.
- If this is not possible, for whatever reason, the "suspension" contractor will notify the stand builder and any neighbouring stands (this contractor has the co-ordinating role) and ask for the works to be stopped temporarily until the works above the stand are carried out and there are no longer any risks from working overhead.
- The stand builder must co-operate as far as possible with the work of the "suspension" contractor and, at its request, suspend work temporarily to let the "suspension" contractor can do his job.

In extreme cases, there are also risks as a result of major building work on the Halls, but if that is the case, this will be discussed separately (during the memo meeting, for example) with the organisers, the safety co-ordinator and the prevention adviser will inform the organiser at that time, and modify the safety plan accordingly.

8.2. FIRE INSTRUCTIONS:

Concerning fire prevention, we refer primarily to the safety rules of Brussels Expo, specifically Chapter 6.

- It is prohibited to install or have objects installed during the setup of the stand in such away that they hinder the immediate use, access or visibility of:
 - fire-cocks, fire connections, extinguishers, alarm buttons, etc.:
 - Emergency phones:
 - Signage of extinguishers

As part of a possible evacuation of a hall during setup, it is necessary that there should be clear access through the main aisles (passage between 2 gates). If that is not the case, Brussels Expo will remove the goods causing the obstruction, or have them removed.



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ORDER FORM

ELECTRICITY

OB 2011	To be completed by the exhibitor :
From 23/11 until 25/11/2011	Hall n° : 10
Early booking rate until 21/10/2011	Stand n° :

Company : _____ VAT n°: _____
 Street : _____ N°: _____ Contact : _____
 Zip code : _____ City : _____ E-mail : _____
 Country : _____ Tel. : _____ Fax : _____

Billing address : _____ VAT n°: _____
 Street : _____ N°: _____ Tel. : _____ Fax : _____
 Zip code : _____ City : _____ Bank Account n°: _____
 Country : _____ Your purchase order n° to mention on our invoice : _____

The prices on this order form are early booking rates and valid up to 20 working days before the opening of the exhibition, until 21/10/2011. It will allow us to treat your orders in a fast and more efficient way. After this early booking period, we will charge the standard rate (= early booking rate + 20%). Please enclose a sketch of your stand, indicating all ordered connections (cf. the general sketch enclosed).

Formule A : "Easy Box" : switchboard with automatic differential circuit breaker and outlets, power consumption + reception of the installation by an authorised organisation

Code	Quantity	Watts	Amp.	Easy Box	Early booking rate excl. 21% VAT	Total excl. 21% VAT
T2		2.200	10 mono	1 outlet (fig. 1)	134 €	
T6		6.000	10 mono	3 outlets (fig. 2)	238 €	
T9		9.000	16 mono	3 outlets (fig. 2)	273 €	
T12		12.000	20 tri	6 outlets (fig. 3)	337 €	
T14		14.250	25 tri	6 outlets (fig. 3)	390 €	
T18		18.000	30 tri	6 outlets (fig. 3)	449 €	
T22		22.500	35 tri	6 outlets (fig. 3)	539 €	
T30		30.000	50 tri	9 outlets (fig. 4)	669 €	
T40		40.000	63 tri	9 outlets (fig. 4)	756 €	

Formule B : naked cable (without plug), power consumption + reception of the installation by an authorised organisation

Code	Quantity	Watts	Amp.	Early booking rate excl. 21% VAT	Total excl. 21% VAT	Code	Quantity	Watts	Amp.	Early booking rate excl. 21% VAT	Total excl. 21% VAT
6		6,000	10 tri	183 €		40		40,000	63 tri	633 €	
9		9,000	16 tri	228 €		50		50,000	80 tri	761 €	
12		12,000	20 tri	274 €		60		60,000	100 tri	958 €	
14		14,250	25 tri	332 €		80		80,000	125 tri	1,172 €	
18		18,000	30 tri	400 €		100		100,000	160 tri	1,332 €	
22		22,500	35 tri	484 €		125		125,000	200 tri	1,497 €	
30		30,000	50 tri	563 €		150		150,000	250 tri	1,651 €	

Extra :

Code	Quantity	Description	Tariff excl. 21% VAT	Total excl. 21% VAT
17		CEE plug – 16 AMP.	37 €	
18		CEE plug – 32 AMP.	45 €	
19		CEE plug – 63 AMP.	63 €	
20		CEE plug – 125 AMP.	79 €	
28		Electrical box > 40 kW (63 Amp.)	289 €	
29		Electrical box > 100 kW (160 Amp.)	443 €	

You hereby confirm you have taken note of the important information regarding rates, terms and conditions of payment, regulations, etc... specified overleaf on this order sheet, and have accepted these.

Date : **Name :** **Signature :**

1. Rates and terms and conditions of payment

A 20% supplement will be charged on orders (and order changes) applied for within 20 working days before the opening of the exhibition.

Each relocation of a connection that is applied for during the time of pre-construction and construction shall be billed at an extra 45 €/hour (excluding VAT).

Following receipt of the order, Brussels Expo shall raise an invoice. This invoice may be paid by way of bank transfer or by credit card. **If you prefer to transact payment by credit card, please complete and return the payment form enclosed.**

Current shall be supplied to all connections scheduled when all sums owed to Brussels Expo have been settled.

The person (the company) who has signed the present document hereby undertakes to pay these services in the event of dispute by the company whose name is specified in the "Invoice address" section.

2. Sketch

Please add an oriented sketch of your stand indicating the connections ordered (cf. the general sketch enclosed). **If insufficient information is supplied, the connections will be put in place at the technically most advantageous location.**

3. Technical information

Each application (or change to an existing application) sent in after the build-up period has started shall be performed under reservation of feasibility.

Cabling via the ceiling is strictly prohibited.

The 50 Hz alternating current has been divided into 3 x 400 V + PEN

All electrical installations are to be executed in compliance with the General Rules and Regulations for Electrical installations and the requirements set out in the Specific Regulations of Brussels Expo electrical department.

4. Safety

The stands that have a floor surface area greater than 72 m² are required to have appropriate extinguishers in place at all times. Exhibitors can buy an extinguisher if necessary in the on-site shop of De Roeve Lighting, behind hall 9 (phone +32 2 474 85 85).

Please see Brussels Expo Safety Regulations.



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ORDER FORM

**ELECTRICAL MATERIAL
 (INSTALLATION INCLUDED)**

OB 2011	To be completed by the exhibitor :
From 23/11 until 25/11/2011	Hall n°: 10
Early booking rate until 21/10/2011	Stand n°:

Company : _____ **VAT n°:** _____
Street : _____ **N°:** _____ **Contact :** _____
Zip code : _____ **City :** _____ **E-mail :** _____
Country : _____ **Tel. :** _____ **Fax :** _____

Billing address : _____ **VAT n°:** _____
Street : _____ **N°:** _____ **Tel. :** _____ **Fax :** _____
Zip code : _____ **City :** _____ **Bank Account n°:** _____
Country : _____ **Your purchase order n°to mention on our invoice :** _____

The prices on this order form are early booking rates and valid up to 20 working days before the opening of the exhibition, until 21/10/2011. It will allow us to treat your orders in a fast and more efficient way. After this early booking period, we will charge the standard rate (= early booking rate + 20%). Please enclose a sketch of your stand, indicating all ordered connections (cf. sketch enclosed).

Code	Quantity	Description	Watt	Early booking rate excl. 21% VAT	Total excl. 21% VAT
Images on website : www.deroeve.com/lighting					
48		Fluorescent tube (1,2 m) – ref. website : 6040	28 W	21,69 €	
49		Fluorescent tube (1,5 m) – ref. website : 6050	49 W	21,69 €	
53		Track +2 spotlights (100 W) – ref. website : 1102	200 W	36,48 €	
54		Additional spotlight 100 W for track – ref. website : 1105	100 W	8,11 €	
55		Track+2 spotlights halogen(100 W) – ref. website : 1112	200 W	44,53 €	
56		Additional spotlight halogen 100 W for track - ref. website : 1115	100 W	10,91 €	
57		Track +2 spotlights halogen (300 W) – ref. website : 1182	600 W	55,94 €	
58		Additional spotlight halogen 300 W for track – ref. website :1185	300 W	12,15 €	
36		Track +2 spotlights halogen (50 W) – ref. website : 1142	100 W	44,53 €	
37		Additional spotlight halogen 50 W for track – ref. website : 1145	50 W	10,91 €	
50		Halogen arm 150 W – ref. website : 2080	150 W	34,86 €	
63		Halogen 300 W – ref. website : 2000	300 W	34,86 €	
64		Halogen arm 300 W – ref. website : 2050	300 W	36,48 €	
65		Halogen - uplighter (wall) 300 W – ref. website : 2095	300 W	34,86 €	
38		Track + HQI 150 W grey (60°) – ref. website : 2250	150 W	59,54 €	
39		Track + HQI 150 W grey (30°) – ref. website :2260	150 W	59,54 €	
69		HQI 150 W white with plug – ref. website : 2200	150 W	46,61 €	
70		Low-tension built-in spot 12 V – ref. website : 3000	50 W	34,86 €	
71		Low-tension spotlight arm 12 V – ref. website : 3030	50 W	34,86 €	
74		Refrigerator 140 L – ref. website : 7050	150 W	107,69 €	
75		Refrigerator 240 L – ref. website : 7060	200 W	148,84 €	
32		Rental of electrical radiator 3 kW – ref. website : 7410	3000 W	134,69 €	
72		Socket 16A – ref. website : 8305	3000 W	21,68 €	
76		Socket under wooden floor – ref. website : 8330	3000 W	34,26 €	
77		Socket under wooden floor +25m – ref. website : 8335	3000 W	47,44 €	
78		Socket with flat cable - ref. website : 8320	3000 W	53,96 €	
79		Socket with flat cable +25m - ref. website : 8325	3000 W	73,80 €	
80		Socket under carpet – ref. website : 8310	3000 W	34,26 €	
81		Socket under carpet +25m – ref. website : 8315	3000 W	47,44 €	
82		Socket in floor duct – ref. website : 8340	3000 W	53,96 €	
83		Socket in floor duct +25m – ref. website : 8345	3000 W	73,80 €	
73		Socket multi 16 Amp – ref. website : 8405	3000 W	26,34 €	
86		Socket multi under wooden floor – ref. website : 8430	3000 W	38,55 €	
87		Socket multi under wooden floor +25m – ref. website : 8435	3000 W	51,73 €	
88		Socket multi with flat cable – ref. website : 8420	3000 W	58,25 €	
89		Socket multi with flat cable +25m – ref. website : 8425	3000 W	78,09 €	
90		Socket multi under carpet – ref. website : 8410	3000 W	38,55 €	
91		Socket multi under carpet +25m – ref. website : 8415	3000 W	51,73 €	
92		Socket multi in floor duct – ref. website : 8440	3000 W	58,25 €	
93		Socket multi in floor duct +25m – ref. website : 8445	3000 W	78,09 €	

You hereby confirm you have taken note of the important information regarding rates, terms and conditions of payment, regulations, etc... specified overleaf on this order sheet, and have accepted these.

Date : **Name :** **Signature :**

1. Rates and terms and conditions of payment

A 20% supplement will be charged on orders (and order changes) applied for within 20 working days before the opening of the exhibition.

At stands where a power rating of ≥ 9 kW is to be put in place, Brussels Expo shall supply the compulsory fire extinguisher (see §4 below). The fire extinguisher is included in the price.

Fire extinguishers that are damaged, used or that have vanished shall be billed at 100.00 €(excluding VAT).

Following receipt of the order, Brussels Expo shall raise an invoice. This invoice may be paid by way of bank transfer or by credit card. If you prefer to transact payment by credit card, please complete and return the payment form enclosed.

The person (the company) who has signed the present document hereby undertakes to pay these services in the event of dispute by the company whose name is specified in the "Invoice address" section.

2. Sketch

Please add an oriented sketch of your stand indicating the ordered connections (cf. sketch enclosed). If insufficient information is supplied, the connections will be put in place at the technically most advantageous location.

3. Technical information

Each application (or change to an existing application) sent in after the built-up has started shall be performed under reservation of feasibility.

4. Safety

Please see Brussels Expo Safety Regulations.

Fire extinguisher : At stands where a power rating of ≥ 9 kW is to be put in place, keeping a powder extinguisher is compulsory. As of 80 kW, a CO2 fire extinguisher is compulsory. These extinguishers will be brought to the stand on the last day of construction or on the first exhibition day. The fire extinguishers will be collected from your stand after the exhibition closes. Fire extinguishers that are damaged, used or missing shall be billed (see §1 above). It is recommended for someone to man the stand to handle receipt/collection of the fire extinguisher.



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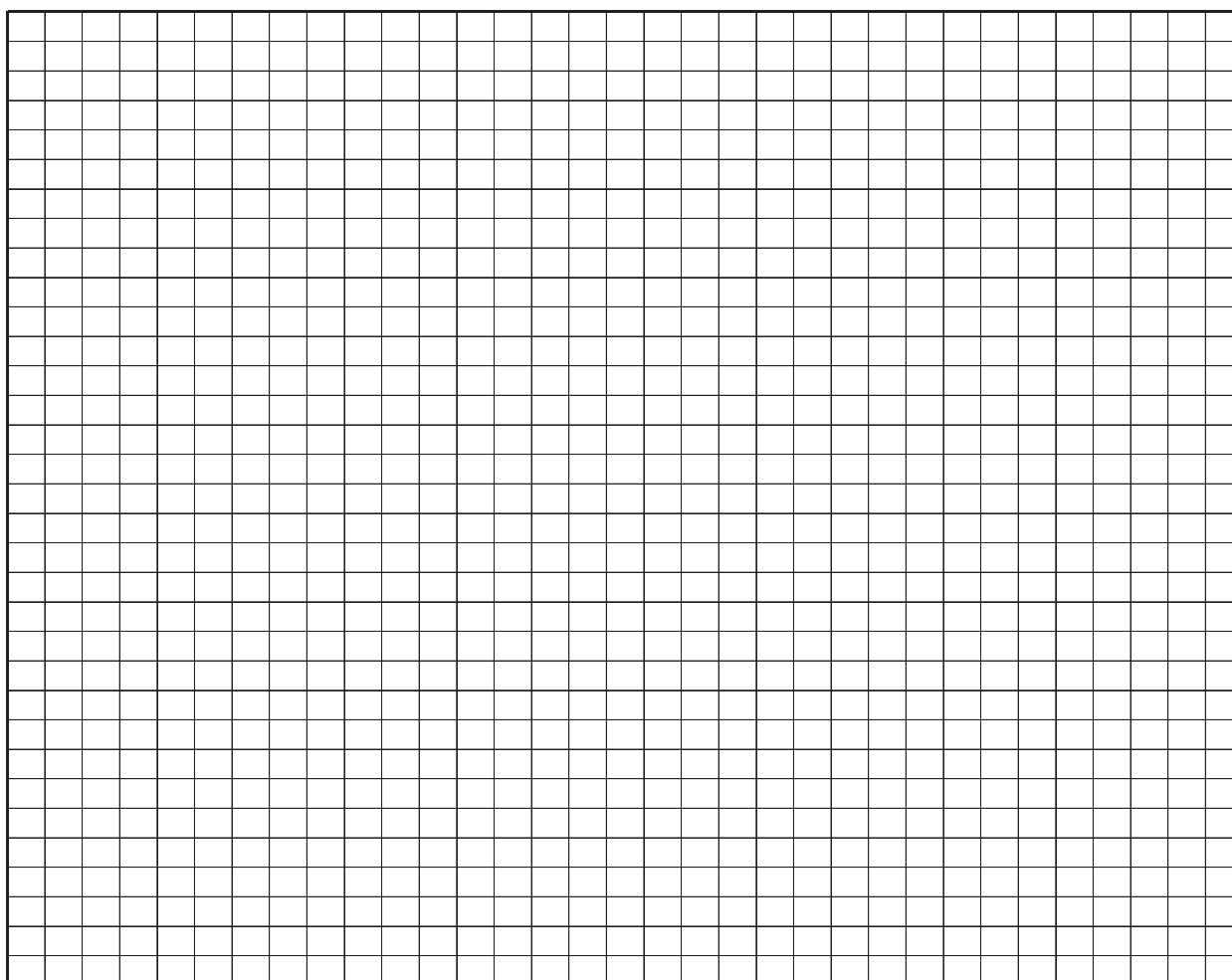
SKETCH

ELECTRICAL MATERIAL

OB 2011	Hall n°: 10
From 23/11 until 25/11/2011	Stand n°:

Company : _____ **Tel. :** _____ **Fax :** _____
Contact : _____ **E-mail :** _____

Please add an oriented sketch of your stand compared to the neighbouring stand and/or the hall indicating all ordered connections, using the ref. website mentioned on the order form. **If insufficient information is supplied, the connections will be put in place at the technically most advantageous location.**



ELECTRICITY

RULES RELATING TO THE SAFETY OF ELECTRICAL EQUIPMENT ON THE STANDS AT FAIRS AND EVENTS

4.1 INTRODUCTION

The present rules and regulations have been established for the following reasons:

- To provide guidelines for exhibitors and their electrical fitters
- To ensure the quality and safety of electrical equipment at the stands
- To prevent electrocution and fire risk

They are by no means intended to replace the regulatory provisions governing electrical installations.

Terminology

1. In all cases, the term **electrical cabinet** is taken to mean the permanent infrastructure in place in and around the exhibition halls, intended for the provision of electrical power, by way of cables drawn all the way to the stands by Brussels Expo.
2. **Distribution boards** on the other hand refer to the temporary “boxes” put in place by Brussels Expo or by the exhibitor at his stand.

4.2 GENERAL PROVISIONS

Electrical installations shall be inspected by a SECT before use, in accordance with RGIE regulations (*General Regulations for Electrical Installations*) in terms of:

1. direct contact risk (art. 30 to 40, 48 and 49)
2. indirect contact risk (art. 68 to 95)
3. fire risk inherent to electrical equipment (art. 104)

The electrical installation is to be put in place in accordance with best practices (art. 5), by qualified and skilled electricians (cf. NBN EN 50110 1998).

Connections, the placement of distribution boards and the supply of electrical power to the stands are exclusively handled by **Brussels Expo** staff or staff authorised by Brussels Expo to this end.

The electrical cabinets inside the exhibition halls must remain accessible at all times. In front of each electrical cabinet, a clear space of a minimum of 1m20 (depth) must be left, free from obstacles, to allow for swift and safe intervention at all times. However, the placing of an awning, a curtain or a (double) door in front of these cabinets is permitted. Please note that the clear width (open during the day) must be greater than 10 cm on either side of the cabinet.

Example: the cabinet measures 1m in width by 2m in height. The clear width left by the door or the awning should have a minimum size of 1m20 in width and 2m10 in height.

4.3 EXHIBITOR'S DISTRIBUTION BOARD

4.3.1 The distribution board

The casing should preferably be made of an insulating material. If the casing is made of metal, it must be earthed by means of a PE connection (to be performed by the person fitting the distribution board).

The distribution board must be accessible at all times and may not be located on the floor. Preferably, it should be located at a height of 1.50 m (and equipped with legs or supports).

In no event may distribution boards be fitted inside spaces that are key-locked !

The level of protection for the entire box must be at least IP 4X.

Unused cable inlets to the distribution panel must be sealed.

4.3.2 The power cable and the general circuit-breaker

The connection, handled by Brussels Expo, from the general distribution board to the stand must be made by means of a flexible cable with a minimum diameter of 5 x 6 mm², with a suitable plug.

When a stand is first set up, an automatic type "A" differential circuit breaker with a maximum capacity of 30mA or less must be installed. This breaker must have cut-off power at least equal to the nominal power made available and come with suitable amperage.

4.3.3 Protection of electrical circuits

Each outgoing circuit (starting out from the distribution board), must be protected by thermal fuses or automatic circuit-breakers in observance of the following criteria:

A) FUSES AND CALIBRATION SOCKETS

Sections to be protected	In	Standard colour code
1,5 mm ²	10 A	Orange
2,5 mm ²	16 A	Grey
4 mm ²	20 A	Blue
6 mm ²	32 A	Brown
10 mm ²	50 A	Green

B) AUTOMATIC CIRCUIT-BREAKERS

Sections to be protected	In	Standard colour code
1,5 mm ²	16 A	Orange
2,5 mm ²	20 A	Grey
4 mm ²	25 A	Blue
6 mm ²	40 A	Brown
10 mm ²	63 A	Green

Placing a unipolar safety device on the neutral lead, on a triphase neutral distributed circuit or as a general protective device in the distribution board is prohibited.

The II circuits (F + N) must be protected on both leads, even if the second is neutral. The terms and conditions set out under Article 128 of the RGIE regulations may be applied provided this is performed in the presence of a skilled worker holding a BA4 or BA5 qualification.

The use of unipolar breakers is permitted in the lighting circuits as long as the "In" is not greater than 16A. This switch must break the phase conductor.

Unipolar breakers may not be used to control electrical outlets.

4.3.4 The earth bus

The distribution board must be equipped with an earth bus to which all PE conductors for the connector cable, all outgoing leads and all possible equipotential links are connected.

4.4 CHOICE OF ELECTRICAL CABLES

This matter is governed by art. 198, 199 and 209 of the RGIE regulations.

The protection lead must be yellow/green (earth connection). Neither of these two colours or any combination thereof may be used for the active conductors.

Blue is reserved for the neutral wire in circuits where there is one.

XVB cables may be used provided they are secured into place across their entire length.

The use of VGVB, VVB and XFVB cables is not allowed in assemblies that are not secured into place.

Cables must be secured into place using appropriate cable clamps.

The use of non-standard cables, such as VTLmb (side by side) for instance is prohibited.

For connections to stands, Brussels Expo exclusively uses VTMB (HO5VV-F) or CTMB (HO7-R-NF) cables (double-insulated flexible cables with a minimum supply voltage of 500 V or similar)

Minimum diameter required for electrical leads:

- 1.5 mm² for lighting fixtures
- 2.5 mm² for mains sockets

Depending on their location, leads must be appropriately protected from any mechanical damage (for instance, cables laid on the floor must be protected by skirting boards).

The metal casings of class 1 appliances (without double insulation) must be earthed.

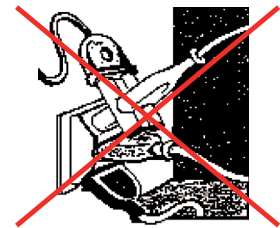
Earth and protection conductors must be an integral part of the power supply cables.

4.5 ELECTRICAL APPLIANCES

4.5.1 Mains plugs

The use of "domino"-type connecting blocks is prohibited (multi-outlet plugs must be used).

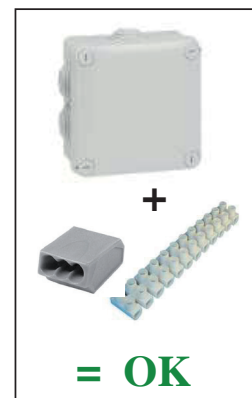
Plugs must comply with the NBN C61-112 standard and must be earthed and equipped with child safety protection.



Switches and visible outlets must be equipped with mounting plates.

4.5.2 Connection of electrical cables

The use of unprotected insulating screw joints is prohibited. Insulating screw joints may be used only in splice boxes with the exception of lighting fixtures, insofar as the insulating screw joint is completely insulated by an element provided in the lighting fixture.



Splice and distribution boxes must be sealed (at cable inlets) using plugs or cable glands

4.5.3 Low-voltage lighting fixtures

No combustible materials may be located within 50 cm of the beam produced by halogen spot lighting or low-voltage lighting fixtures (unless otherwise specified on the fixture).

If spotlights on rails are used:

- The rail may not be placed at a height of less than 2m20 from the floor
- In the traffic/pedestrian areas, a clear height of at least 215 cm must be provided.
- The ends of the rails must be blocked

Very-low-voltage spot lights may not be placed on or in combustible materials.

The use of auto-transformers (recovery transformers) as very-low-voltage power supplies is prohibited. A safety transformer must be used.

All transformers used must comply with NBN standards or harmonised standard (NBN CN 60-742 or NBN CN 61 558).

Transformers must be equipped with a primary and secondary safety device to protect against overload. The secondary safety is not compulsory on short-circuit resistant transformers.

Transformers may not be mounted on support structures or used in a combustible environment (unless designed for this purpose).

4.5.4 Neon lighting (high-voltage discharge lamps)

Transformers must comply with the NBN C 71-050 standard and/or carry the BNL label. Auto-transformers are prohibited. For convectors: NBN 61347-2-10.

A "mortal danger" sign (triangle showing a bolt of lightning) must be affixed onto the transformer and onto the lighting unit.



If the lighting unit is powered by a separate circuit, it must be equipped with a bipolar breaker marked "NEON".

Lamps and transformers must be mounted on non-combustible surfaces.

Electrodes must be covered.

The use of metallic structures or earth conductors as leads is positively prohibited.

4.5.5 Very-low voltage lighting fixtures incorporating exposed leads

The use of very-low-voltage fixtures incorporating live parts or exposed leads may be permitted subject to the following requirements:

- This type of lighting may be used only in an environment where the risk of flammability is low and at a minimum height of 2.5 m above the floor;
- All combustible materials must be kept at least 0.5 m from leads and lighting fixtures;
- The power transformer used must be a safety transformer that complies with NBN standards or harmonised standards;
- The transformer must be equipped with a primary and secondary safety device to protect against overload;
- The transformer's secondary voltage must be limited to 25 V and 12 V respectively for BB1 and BB2 situations (BB1 dry skin, BB2 wet skin);
- Sockets for halogen lamps incorporating bare wires must be connected by pressure screws or other equivalent connections. Sliding rail or alligator clip connections shall not be allowed (due to the risk of sparking);
- Bare wires (cables) must be designed to carry electric current. The use of cables with a fibre core is prohibited.
- The diameter of the supply leads must be such that the maximum current it conducts during normal use does not produce a dangerous rise in the temperature of the leads

4.5.6 Various electrical appliances, machines and other equipment

With the exception of very-low-voltage appliances, the minimum degree of protection must be IP2X. Moreover, electrical equipment that is easily

accessible to the public and not under the supervision of the stand officer in charge, must be provided with a protection level of at least IP4X (meaning that there is no risk of touching bare parts that are 'live' in any way). **For outdoor equipment and installations, please see the next chapter!**

4.5.7 Outdoor installations

Electrical equipment located outside the building must have a minimum protective rating of IP54.

Temporary decorative exterior lighting may be plugged into normal outlets as long as they are located out of reach of the public.

The installation must be protected by a differential circuit breaker of max. 30mA.

4.6 MISCELLANEOUS PROVISIONS

4.6.1 Distribution boards inside the stands

Opening or modifying distribution boards after they have been approved by the SECT is strictly prohibited.

4.6.2 Power-up

Power-up is performed exclusive by **Brussels Expo** authorised staff.

4.6.3 Inspection visit prior to power-up

Each stand is inspected by a SECT, designated by **Brussels Expo**. In their own interest, the stand holder, or a person appointed by the latter, is required to be present during the inspection by the SECT, for the purpose of designating all elements of the equipment and to hear in person any remarks put forward.

If remarks are made, a note is left at the stand specifying all of the violations identified. Stand holders are under obligation to duly act upon these remarks and remedy any violations established. In concertation with **Brussels Expo**, the independent SECT subsequently conducts a second inspection at the stand to re-examine the violations established. Exhibitors are invoiced by Brussels Expo for this type of second inspection.

Power-up is made to occur only after a blank inspection report has been filed.

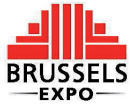
4.6.4 Power-off

Stand holders formally undertake to switch off the lights at their stand each evening and to unplug all electrical equipment. Only refrigerators, computers and other similar equipment may be left plugged in insofar as this is indispensable.

4.6.5 Quality of the power circuit

Stand holders are to personally ensure that voltage stabilisers, no-break mechanisms or surge protectors are put in place for all applications requiring a "pure" electrical network, such as computer equipment for example. Brussels Expo cannot be held responsible for any power cuts of either the internal circuit or the public grid.

The use of (hydrogen) power generators is prohibited.



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ORDER FORM

SUSPENSIONS

OB 2011	To be completed by the exhibitor :
From 23/11 until 25/11/2011	Hall n° : 10
Early booking rate until 14/10/2011	Stand n° :

Company : _____ **VAT n° :** _____
Street : _____ **n° :** _____ **Contact :** _____
Zip code : _____ **City :** _____ **E-mail :** _____
Country : _____ **Tel. :** _____ **Fax :** _____

Billing address : _____ **VAT n° :** _____
Street : _____ **n° :** _____ **Tel. :** _____ **Fax :** _____
Zip code : _____ **City :** _____ **Bank account n° :** _____
Country : _____ **Your purchase order n° to mention on our invoice :** _____

The prices on this order form are early booking rates and valid up to 20 working days before the (pre-) build-up period of the exhibition. It will allow us to treat your orders in a fast and more efficient way. After this early booking period, we will charge the standard rate. Points ordered during the (pre-) build-up period will be charged at the last minute rate. Please enclose a sketch of your stand, indicating all ordered connections (see enclosure).

Formula A : Suspensions without rent of chain hoists

Code	Quantity	Description	Early booking rate excl. 21 % VAT	Standard excl. 21 % VAT	Last Minute excl. 21 % VAT
G1		Point in Hall 2, 4, 6, 8, 9, 10 of 11	120,00 €	180,00 €	216,00 €
M1		Point in Hall 1, 3, 5, 7 of 12	152,00 €	228,00 €	273,60 €
		Demand of more than 50 points per stand	On request connections@bruexpo.be		
CTL		Safety control AIB (per point) required	13,00 €	13,00 €	13,00 €

Type of suspension point : make your choice
 steel cable max. 50 kg/point chaine (+50 kg/point – max. weight ≠ per hall)

Formula B : Suspensions with rent and installation of chain hoists

Code	Quantity	Description	Early booking rate excl. 21 % VAT	Standard excl. 21 % VAT	Last Minute excl. 21 % VAT
G1TAK		Point in hall 2, 4, 6, 8, 9, 10 of 11	229,00 €	343,50 €	412,20 €
M1TAK		Point in hall 1, 3, 5, 7 of 12	261,00 €	391,50 €	469,80 €
CTL		Safety control AIB (per point) required	13,00 €	13,00 €	13,00 €

You hereby confirm you have taken note of the important information regarding rates, terms and conditions of payment, regulations, etc... specified overleaf on this order sheet, and have accepted these.

Date : **Name :** **Signature :**

1. Rates and terms and conditions of payment

Early booking rate : applicable for each order in our possession minimum 20 working days before the 1st (pre) build-up day
Standard rate : applicable for each order in our possession less than 20 working days and minimum 3 working days before the 1st (pre) build-up day
Last Minute : applicable for late orders, on condition that suspension is feasible (access, weight limits ...)

Complex works are included as part of an in-depth study by Brussels Expo. The rate applied for such items depends on the number of items ordered. Specific price application from 50 points.

Following receipt of the order, Brussels Expo shall raise an invoice. This invoice may be paid by way of bank transfer or by credit card. **If you prefer to transact payment by credit card, please complete and return the payment form enclosed.**

The person (the company) who has signed the present document hereby undertakes to pay these services in the event of dispute by the company whose name is specified in the "Invoice address" section.

2. Sketch

To ensure a correct execution of the suspension works, please specify the following information on the sketch :

- 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.)

3. Technical information

Each application (or change to an existing application) sent in after the build-up has started shall be performed under reservation of feasibility.

In case of possible last minute executions of suspension items (whether in change or in supplement to the original items ordered), the work area must be evacuated at the instruction of Serviscene (= the performer). This work area can also take in adjacent stands. This step is necessary to act in compliance with statutory obligations on risk prevention. Any extra costs shall be at the charge of the exhibitor.

The hire of the hoist includes the installation of the hoist to Serviscene's suspension point, putting away the chain inside the chain bags during the build-up and taking out the chain during stand dismantling and removing the hoist from the suspension point. All hoists shall be put in place before the 1st day of build-up period. All hoist chains shall be put away during the last day of the build-up and the hoist chains shall be lowered during any given day of the stand construction period (the exact day depends on the Halls accessibility). Serviscene shall contact the customer to arrange this date. During the Last Minute period, the hire depends on accessibility to the Halls and the availability of the equipment.

As it is not unlikely for persons to walk or stand still underneath the suspended loads, when using (manual or electric) hoists for the suspension of loads inside the Halls, we insist on:

- either the useful load of the hoists to be divided by two (e.g., a 500 kg hoist is permitted to lift no more than 250 kg)
- or to use safety cables or chains to secure the hoists (doubling the suspensions).

As the capacity of the nylon turnbuckle sets is not guaranteed at temperatures above 100°C and given the specific risks of fire (stands), of high temperatures (spots) and of the presence of persons underneath the suspended loads, suspensions by way of turnbuckle sets are not permitted.

Metal cables in a nylon sleeve however are acceptable.

Light fittings (spots, lasers, rails, speaker cabinets,...) must be attached to be light bridges each separately.

When using cable clamps, their number and application is to comply with the manufacturer's requirements and all applicable rules and standards.

In all cases, the cables and chains you use to suspend equipment overhead must have a minimum 8 to 10 breaking strength (or the service load as specified in the catalogue is to be divided in two).

Access to the roof structure is strictly prohibited.

Brussels Expo examines the application on the assumption that it has been approved by the event's Organising Committee. Brussels Expo alone is entitled to approve suspensions of decorative objects, lighting structures or other objects in general, to the overhead structure of the Halls.

Only Brussels Expo is authorised to put in place suspension items. In case of breach of this specification, the exhibitor shall be billed 500 €/per item, raised with the specific costs (authorised inspection body) and any repair costs for damage inflicted as part of this breach. In addition, Brussels Expo shall be within its rights to remove the object without the infringer's consent, with any costs and risks involved therein entirely at the charge of the exhibitor. Brussels Expo declines all and any liability for any damage in this respect. At all times the Organising Committee will be notified of the fraud established.

For all suspensions, Brussels Expo shall call on the services of an officially authorised inspection body. The costs involved in said inspections shall be billed to the exhibitor on the basis of the unit price as specified in the order sheet.

The exhibitor is responsible for the information transmitted to Brussels Expo by him regarding his project, as well as for the structural consistency of the objects suspended. Transmitting erroneous information shall automatically void the agreements in place between Brussels Expo and the exhibitor and exclude all and any liability on the part of Brussels Expo in case of accidents.

4. Safety

Please see Brussels Expo Safety Regulations.

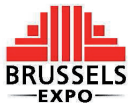
SUSPENSIONS

2.9 SUSPENSIONS AND MOUNTINGS

All stands and decorative elements must be self-supporting without being suspended from ceilings, attached to walls or any Brussels Expo infrastructure in place.

Exceptions to this policy can be made only at the request of the Event Organisers and in observance of the following procedure:

- For each derogation, the Event Organisers are to send **Brussels Expo** a written application in timely fashion, specifying all relevant details that shall enable Brussels Expo to arrive at an accurate assessment of the situation in-situ. **Brussels Expo** shall not be required to justify its rejection of any requests, against which no appeal can be filed.
- **Brussels Expo** shall designate a prime contractor who shall be responsible for all suspension works (i.e. this contractor shall provide the anchor points) as well as a SECT (inspection agency) recognised within the RGPT framework, assigned to approve plans and design calculations before construction on the one hand and to inspect the construction as such before the event opens
- The exhibitor shall handle the suspensions from the anchor points himself or have this work performed on his behalf.
- The reports of this SECT (in 3 copies), carrying no remarks and/or finding no faults, are to be transmitted into the hands of **Brussels Expo** before the event opens.
- The requesting party must take out "Third-Party" insurance which expressly covers the risks related to these suspended elements. This policy is to specify that no recourse shall be sought against **Brussels Expo**.
- Organisers as well as exhibitors are strictly prohibited from going onto the roof or making their way into suspended ceilings. Access to these areas is strictly reserved to prime contractors acting on behalf of **Brussels Expo**. Any breaches of this rule shall be penalised.



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ORDER FORM

WATER

OB 2011	To be completed by the exhibitor :
From 23/11 until 25/11/2011	Hall n°: 10
Early booking rate until 21/10/2011	Stand n°:

Company : _____ **VAT n°:** _____
Street : _____ **N°:** _____ **Contact :** _____
Zip code : _____ **City :** _____ **E-mail :** _____
Country : _____ **Tel. :** _____ **Fax :** _____

Billing address : _____ **VAT n°:** _____
Street : _____ **N°:** _____ **Tel. :** _____ **Fax :** _____
Zip code : _____ **City :** _____ **Bank Account n°:** _____
Country : _____ **Your purchase order n° to mention on our invoice :** _____

The prices on this order form are early booking rates and valid up to 20 working days before the opening of the exhibition, until 21/10/2011. It will allow us to treat your orders in a fast and more efficient way. After this early booking period, we will charge the standard rate (= early booking rate + 20%). Please enclose a sketch of your stand, indicating all ordered connections (cf. the general sketch enclosed).

Formula A : waterconnections Hall Level				
Code	Quantity	Description	Early booking rate excl. 21% VAT	Total excl. 21% VAT
1A		Intake (1/2") + outlet (5/4") + kitchenunit (90x50cm) with water heater 10L.	288 €	
1B		Intake (1/2") + (5/4") + kitchenunit (90x50cm) without water heater	200 €	
2		Intake (1/2") + outlet (5/4")	181 €	
4		Intake (1/2")	126 €	
5		Outlet (5/4")	126 €	
3		Miscellaneous connections (water heater, dishwasher)	24 €	

Formula B : waterconnections 1st Floor				
Code	Quantity	Description	Early booking rate excl. 21% VAT	Total excl. 21% VAT
1AE		Intake (1/2") + outlet (5/4") + kitchenunit (90x50cm) with water heater 10L.	347 €	
1BE		Intake (1/2") + (5/4") + kitchenunit (90x50cm) without water heater	259 €	
2E		Intake (1/2") + outlet (5/4")	236 €	
4E		Intake (1/2")	163 €	
5E		Outlet (5/4")	163 €	
3E		Miscellaneous connections (water heater, dishwasher)	31 €	

Extra :				
Code	Quantity	Description	Early booking rate excl. 21% VAT	Total excl. 21% VAT
25		Rent water heater 10L. (2.200 W)	88 €	
FLEX		Fill and drain of a swimming pool until 2m³ (jaccuzzi)	80 €	
EAU		Fill and drain of a swimming pool from 2m³ (jaccuzzi)		

On request connections@bruexpo.be

Each appliance that is connected to the water distribution network must be compliant with NBN-EN 1717 and approved by BELGAQUA. Below, please specify which type(s) of application(s) are to be put in place at the stand that require a special permit for the use of aerosol producing water objects (see § 4 below):

Swimming pool, whirlpool, pond Filtering system Air humidifiers and nebulisers

You hereby confirm you have taken note of the important information regarding rates, terms and conditions of payment, regulations, etc.... specified overleaf on this order sheet, and have accepted these.

Date : **Name :** **Signature :**

1. Rates and terms and conditions of payment

A 20% supplement will be charged on orders (and order changes) applied for within 20 working days before the opening of the exhibition.

Each relocation of a connection that is applied for during the time of pre-construction and construction shall be billed at an extra 45 €/hour (excluding VAT).

Following receipt of the order, Brussels Expo shall raise an invoice. This invoice may be paid by way of bank transfer or by credit card. **If you prefer to transact payment by credit card, please complete and return the payment form enclosed.**

Current shall be supplied to all connections scheduled when all sums owed to Brussels Expo have been settled.

The person (the company) who has signed the present document hereby undertakes to pay these services in the event of dispute by the company whose name is specified in the "Invoice address" section.

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

Water heater 10L. : 150 € (excluding VAT)

Kitchenunit with water heater : 150 € (excluding VAT)

Kitchenunit without water heater : 150 € (excluding VAT)

2. Sketch

Please add an oriented sketch of your stand indicating the connections ordered (cf. the general sketch enclosed). **If insufficient information is supplied, the connections will be put in place at the technically most advantageous location.**

3. Technical information

Each application (or change to an existing application) sent in after the build-up has started shall be performed under reservation of feasibility.



Kitchenunit (90x50cm) with water heater 10l

All connections to the water distribution network and the devices and appliances concerned must be compliant with the requirements set out by the Brussels Water Distribution Intermunicipal Company (*Brusselse Intercommunale voor Waterdistributie (BIWD)*), the NBN-EN 1717 standard and the requirements held out by BELGAQUA. All devices and applications that are connected need to be approved by BELGAQUA. For further information on this matter, please contact BELGAQUA directly (www.belgaqua.be).

In case of non-conformity, Brussels Expo technical services shall declare the water connection unfit and pump out all non-compliant devices and appliances at the charge of the exhibitor, without compensation. BELGAQUA may also draw up an irrevocable report during its inspection of the stand.

4. Safety

Please see Brussels Expo Regulations.

5. 3. USING WATER

Only the water distributed by the Compagnie Intercommunale Bruxelloise des Eaux network (IBDE) may be used.

The water supply and water evacuation works are handled by Brussels Expo, at the expense of the exhibitor and charged at the applicable rate. Connection requests must be submitted to Brussels Expo's Connection Department (connections@bruexpo.be)

The water for fire hoses and fire hydrants may not be used.

Exhibitors of installations that use water in a closed circuit (total or partial recovery of the installation's feed water by way of a pump or any other system) or installations with stagnant water **AND** likely to cause water dispersion in the shape of aerosols are to put in place thermometers to warn the public and the inspection agencies that the water being used is too cold and may pose a health risk.

The temperature of the water used is never allowed to be higher than 20° C. The water must be replaced at least once every day or, if not, the exhibitor is to ensure it is chlorinated, starting out with 3 to 5 mg/l (ppm) free chlorine at the start of the day, by adding a hypochlorite solution. Each appliance shall be inspected three times during the course of the day. Chlorine levels should never lie under 2 mg of free chlorine per litre of water.

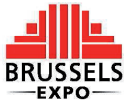
Before switching on the installations at the start of the fair, the exhibitor is to ensure that all parts and components of the installation are duly disinfected.

The use of decorative water features and fountains that are likely to cause water dispersion in the shape of aerosols is prohibited.

The exhibitor is under obligation to check, by way of inspections at regular intervals, that the temperature of the water that sits inside each demonstration appliance/installation with a closed-circuit does not exceed 20° C, that this water is replaced on a daily basis or that the checks performed go to show that chlorine levels meet with applicable standards, i.e. at least 2 mg of free chlorine per litre of water.

For each demonstration appliance, these data are to be recorded and kept in a journal, specifying the date and the time of the check as well as the time when the water was replaced.

The Event Organisers are under obligation to include an ad hoc regulation as part of the general regulations. During the course of the fair and at the expense of the exhibitor, the Event Organisers are to order an inspection of the water quality to be performed by an independent laboratory which shall also make sure the log journal is correctly kept.



BRUSSELS EXPO
 Belgiëplein 1
 B - 1020 BRUSSELS
 Tel. +32 2 474 82 53 - Fax +32 2 474 83 94 – connections@bruexpo.be
 RPM Brussels – Brussels Expo n.p.o. - VAT BE 0406.655.573

ORDER FORM

INTERNET

OB 2011	To be completed by the exhibitor :
From 23/11 until 25/11/2011	Hall n°: 10
Early booking rate until 21/10/2011	Stand n°:

Company : _____ **VAT n°:** _____
Street : _____ **n°:** _____ **Contact :** _____
Zip code : _____ **City :** _____ **E-mail :** _____
Country : _____ **Tel. :** _____ **Fax :** _____

Billing address : _____ **VAT n°:** _____
Street : _____ **n°:** _____ **Tel. :** _____ **Fax :** _____
Zip code : _____ **City :** _____ **Bank account n°:** _____
Country : _____ **Your purchase order n°to mention on our invoice :** _____

The prices on this order form are early booking rates and valid up to 20 working days before the opening of the exhibition, until 21/10/2011. It will allow us to treat your orders in a fast and more efficient way. After this early booking period, we will charge the standard rate (= early booking rate + 20%). Please enclose a sketch of your stand, indicating all ordered connections (cf. the general sketch enclosed).

Code	Quantity	Description	Early booking rate excl. 21% VAT	Total excl. 21% VAT
STD		Standard connection (RJ45 WAN connection)	180 €	
		B2B connection (VPN connections with a guaranteed throughput)		
512		B2B connection of 512 kb/s	335 €	
1		B2B connection of 1 mb/s	510 €	
2		B2B connection of 2 mb/s	680 €	
4		B2B connection of 4 mb/s	905 €	
4+		B2B connection of more than 4 mb/s	on request connections@bruexpo.be	
CAB		Additional connection (max. 4)	80 €	

You hereby confirm you have taken note of the important information regarding rates, terms and conditions of payment, regulations, etc... specified overleaf on this order sheet, and have accepted these.

Date : **Name :** **Signature :**

1. Rates and terms and conditions of payment

A 20% supplement will be charged on orders (and order changes) applied for within 20 working days before the opening of the exhibition.

Each relocation of a connection that is applied for during the time of pre-construction and construction shall be billed at an extra 45 €/hour (excluding VAT).

Changes to the type of Internet connection, applied for by the exhibitor during the build-up, can be performed only if this is unlikely to cause any problems at the stands of other customers who are connected to the Internet over the same Internet line. The rate for these supplementary services is 125 €/hour (excluding VAT).

Communication and account fees are included in the price.

Following receipt of the order, Brussels Expo shall raise an invoice. This invoice may be paid by way of bank transfer or by credit card. **If you prefer to transact payment by credit card, please complete and return the payment form enclosed.**

Current shall be supplied to all connections scheduled when all sums owed to Brussels Expo have been settled.

The person (the company) who has signed the present document hereby undertakes to pay these services in the event of dispute by the company whose name is specified in the "Invoice address" section.

2. Sketch

Please add an oriented sketch of your stand indicating the connections ordered (cf. the general sketch enclosed). **If insufficient information is supplied, the connections will be put in place at the technically most advantageous location.**

3. Technical information

Each application (or change to an existing application) sent in after the build-up period has started shall be performed under reservation of feasibility.

Your PC needs to have a network card (UTP interface). Over a standard Internet connection, you are allowed to connect up to a maximum of 5 PCs via a hub. If you do not have your own hub, you can always order extra connection points.

Configuration Mail Server : SMTP address = smtp.colt.net

The Internet connection at the scheduled connections will become operational on the last day of the build-up, as of 02:00 pm. Brussels Expo makes a WIFI connection available free of charge inside the Halls to enable you to use your computer. However please be advised that this connection is not guaranteed and limited.

On no account can Brussels Expo be held liable for any temporary service interruptions or breakdowns, interrupted or lost data or unauthorised information that is sent over the connection. By signing this order sheet, you are consenting to the terms and conditions specified herein.

For further information, please contact us (Phone: + 32 2 474 82 53 - e-mail: connections@bruexpo.be)

4. Safety

Please see Brussels Expo Safety Regulations.

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

E-mail: expo@newtel.be

Technical hotline : +32 2 612 16 99



Fair : OB 2011

Period :from 23/11 until 25/11/2011 Hall: 10

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 : **21.10.2011**

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.

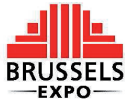
If you wish to dial only national phone numbers. (please indicate)

(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										Stand.....or aisle
FRONT										

Drawn up by : _____ Signature: _____ Date: ___ / ___ / ___



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ORDER FORM

PARKING

OB 2011	To be completed by the exhibitor :
From 23/11 until 25/11/2011	Hall n°: 10
Early booking rate until 21/10/2011	Stand n°:

Company : _____ VAT n°: _____
 Street : _____ n°: _____ Contact : _____
 Zip code : _____ City : _____ E-mail : _____
 Country : _____ Tel. : _____ Fax : _____

Billing address : _____ VAT n°: _____
 Street : _____ n°: _____ Tel. : _____ Fax : _____
 Zip code : _____ City : _____ Bank account n°: _____
 Country : _____ Your purchase order n° to mention on our invoice : _____

Code	Quantity	Description	Tariff (*) excl. 21% VAT	Total excl. 21% VAT
1		Parking pass for standard vehicle (2,50 m x 5 m)	12,40 €	
2		Parking pass for lorry, towing, or mobilhomes (only parked in parking C)	35,95 €	

(*) Note for foreign exhibitors :
 Parking fees are subject to Belgian VAT. This means that applicable Belgian VAT rates will be added to our invoices, leaving foreign recipients of services provided by the parking department unable to reap the benefit of the VAT reverse charge mechanism

Receipt of the parking passes

The parking passes are to be collected during the build-up period. The collection point will be confirmed later on by the organiser.
 No passes will be sent by post.
 Please note : Ordered passes that have not been collected will not be reimbursed.

Allocation of the parking place

The allocated parking space is determined on the basis of the hall where the stand is located, as well on the basis of the capacity of the car parks.

Advertising at the Brussels Expo site

Publicity and advertising on all our car parks is managed by Media Expo. If you wish to run publicity at the Brussels Expo site, please contact this company (www.media-expo.be). If no agreement is in place, the publicity vehicle will be towed at the charge of the owner.

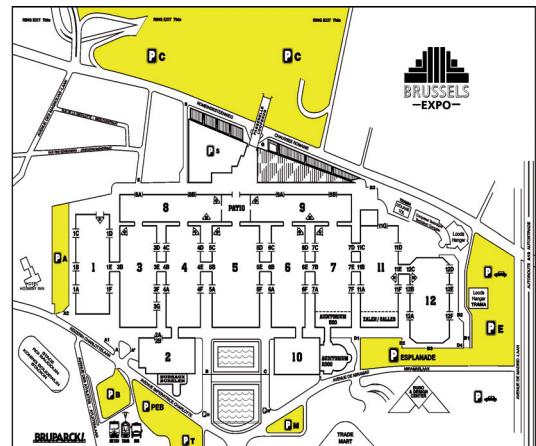
Security

The car parks are unattended. Brussels Expo declines all and any liability in case of damage to vehicles.

Conditions of payment

Following receipt of the order, Brussels Expo shall raise an invoice. This invoice may be paid by bank transfer or by credit card. If you prefer to transact payment by credit card, please complete and return the payment form enclosed.



Date : **Name :** **Signature :**



reserved

Delivered passes :

 Date : Name & signature :

	<p>Brussels Expo Belgiëplein 1 1020 Brussel</p>		<p>To sent to : 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 : OB 2011

Date of the fair: 23/11 au 25/11/2011

Exhibitor: **Hall N° and stand N° :** Hall 10.....

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 1st 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		

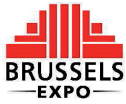
DECLARATION OF INTENT: ¹

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.

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



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GENERAL SKETCH

OB 2011

Hall n°: 10

From 23/11 until 25/11/2011

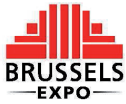
Stand n°:

Company : _____ **Tel. :** _____ **Fax :** _____
Contact : _____ **E-mail :** _____

Please add an oriented sketch of your stand compared to the neighbouring stand and/or to the hall, indicating all ordered connections by using the right code (see legend). If insufficient information is supplied, the connections will be put in place at the technically most advantageous location.

Please also indicate the appliances that has to be connected (dishwasher, pool, oven, cooker hood, gas stove, wood stove, ...)

Legend
 Electricity : **E** Water : **W**
 Internet : **I** Gas : **G**
 Flue : **C** Compressed Air : **A**



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PROCURATION

OB 2011	To be completed by the exhibitor :
From 23/11 until 25/11/2011	Hall n° : 10
Early booking rate until 21/10/2011	Stand n° :

The exhibitor has to complete and resend this procurement, which is destined to his standbuilder or subcontractor. Without these procurement, additional services or last minute modifications cannot be performed !

I HEREBY,

Company : _____ **VAT n°:** _____
 Street : _____ **N°:** _____ **Contact :** _____
 Zip code : _____ **City :** _____ **E-mail :** _____
 Country : _____ **Tel. :** _____ **Fax :** _____

AUTHORISE

Company : _____ **VAT n°:** _____
 Street : _____ **N°:** _____ **Contact :** _____
 Zip code : _____ **City :** _____ **E-mail :** _____
 Country : _____ **Tel. :** _____ **Fax :** _____

to order the following services from the exhibitor's guide :

- 0 Electricity connection
- 0 Electrical material
- 0 Water connection
- 0 Internet connection
- 0 Suspensions
- 0 Gas connection
- 0 Chimney
- 0 Compressed air

for the finishing of the stand, mentioned above.

The undersigned takes note of the fact that BRUSSELS EXPO will immediately invoice those services to the exhibitor.

Date : **Name :** **Signature :**

Company stamp

NOUVELLES REGLES EN MATIERE DE T.V.A. (Taxe sur la Valeur Ajoutée) à partir de 2011

La nouvelle réglementation en matière de TVA permet depuis cette année d'établir des factures* exonérées de TVA belge pour les exposants étrangers professionnels (B to B) participants à des foires et salons en Belgique **à la condition** de pouvoir mentionner sur la facture le numéro d'identification à la TVA pour les pays U.E. ou pour les exposants (hors U.E.) d'être enregistrés comme société dans leur pays. (cf. l'Article 44 de la Directive TVA européenne)

Pour les exposants ressortissants de l'U.E. un contrôle relatif à la validité du numéro d'identification (nom de la société + adresse) à la TVA sera effectué avant facturation.

REGLES EN MATIERE DE RECUPERATION DE T.V.A. (Taxe sur la Valeur Ajoutée)

Les factures* émises aux exposants étrangers avec de la TVA belge peuvent, moyennant le respect des formalités prévues à cet égard, faire l'objet d'une demande en récupération de la TVA belge payée. Pour plus d'information vous pouvez vous adresser à : accountancy@bruexpo.be ou sur le site: http://ec.europa.eu/taxation_customs/taxation/vat/traders/vat_refunds.

* La TVA belge reste redevable pour les droits d'entrée, parkings, catalogue vendus lors de manifestations sur le territoire belge ainsi que les services de catering, hôtellerie, transport,...

NIEUWE REGELS OP HET VLAK VAN B.T.W. (Belasting over de Toegevoegde Waarde) vanaf 2011

De nieuwe reglementering op het vlak van BTW staat vanaf dit jaar toe om facturen* op te stellen die vrijgesteld zijn van Belgische BTW voor de buitenlandse professionele exposanten (B to B) die aan Belgische beurzen en tentoonstellingen deelnemen **op voorwaarde** dat het BTW-identificatienummer voor de EU-lidstaat op de factuur vermeld wordt of dat de exposanten (buiten de EU) als onderneming geregistreerd zijn in hun land van herkomst. (cf. Artikel 44 van de Europese BTW-Richtlijn)

Het BTW-identificatienummer (firmanaam + adres) van de buitenlandse exposanten, die deel uitmaken van de EU, zal een geldigheidscontrole ondergaan voor facturatie.

REGELS OP HET VLAK VAN TERUGGAVE VAN B.T.W. (Belasting over de Toegevoegde Waarde)

De facturen* opgesteld aan de buitenlandse exposanten met Belgische BTW kunnen, volgens de voorziene formaliteiten hieromtrent, het voorwerp zijn van een aanvraag tot terugvordering van de betaalde Belgische BTW. Voor meer informatie kan u zich richten tot : accountancy@bruexpo.be of op de website: http://ec.europa.eu/taxation_customs/taxation/vat/traders/vat_refunds.

* De Belgische BTW blijft van toepassing op de rechten van toegang, parkings, catalogus verkocht tijdens de manifestaties op Belgisch grondgebied alsook op diensten van catering, hotelwezen, transport,...

NEW REGULATIONS ACCORDING TO THE VAT (Value-added Tax) from 2011 on

Since this year, the new VAT regulation allows us to make invoices*, exempted from Belgian VAT, for foreign professional exhibitors (B to B), participating at Belgian fairs and exhibitions, **on condition** that the VAT identification number for the EU-member state is mentioned on the invoice or that exhibitors (outside the EU) are registered as a company in their country of origin (cf. Art. 44 from the European VAT Directive).

The VAT identification number (company name + address) from the foreign exhibitors, belonging to the EU, will be verified on validity before invoicing.

REGULATION ACCORDING TO THE VAT REFUND (Value-added Tax)

The invoices* issued to foreign exhibitors with Belgian VAT can be the subject of an application for reclamation of the Belgian VAT (according to the formalities on this matter).

For more information please contact accountancy@bruexpo.be or the website: http://ec.europa.eu/taxation_customs/taxation/vat/traders/vat_refunds.

* The Belgian VAT is still applicable on the rights from access, parking, catalogues sold during the events on Belgian territory as well as on the services from catering, hotels, transport...



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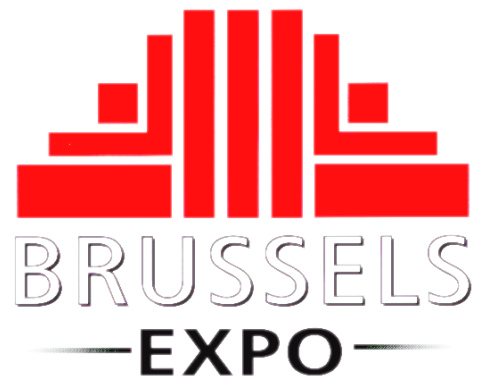
**A COMPLETER SI PAIEMENT PAR CARTE DE CREDIT
 TE VERVOLLEDIGEN INDIEN BETALING VIA KREDIETKAART
 TO COMPLETE IF PAYMENT BY CREDIT CARD**

SALON BEURS EXHIBITION	PALAIS PALEIS HALL10.....	STAND n°
------------------------------------	---------------------------------------	----------------

NOM DE SOCIETE FIRMANAAM COMPANY NAME	Personne de contact + N° mobile Contactpersoon + GSM nummer Contact person + Mobile number
---	--

BONS DE COMMANDE	BESTELBONNEN	ORDER FORMS	MONTANT/BEDRAG/AMOUNT
ELECTRICITÉ	ELEKTRICITEIT	ELECTRICITY	
MATERIEL ELECTRIQUE	ELEKTRISCH MATERIAAL	ELECTRICAL MATERIAL	
EAU	WATER	WATER	
PARKING	PARKING	PARKING	
INTERNET	INTERNET	INTERNET	
SUSPENSIONS	OPHANGINGEN	RIGGING	
GAZ	GAS	GAS	
CHEMINEES	SCHOUWEN	FLUES	
AIR COMPRIME	PERSLUCHT	COMPRESSED AIR	
TOTAL COMMANDE – TOTAAL BESTELLING – TOTAL ORDER		 € +21%TVA/BTW/VAT

N° CARTE CREDIT KREDIETKAART Nr CREDIT CARD No				<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>
DATE EXP. VERVALDATUM EXP. DATE	<input type="text"/>	/	<input type="text"/>	CODE DE VALIDATION (CVV) VERIFICATIE CODE (CVV) CARD SECURITY CODE (CVV)	<input type="text"/>	(<input type="text"/>	<input type="text"/>	<input type="text"/>)
CVV VISA / MASTERCARD = 3 derniers chiffres au verso carte/3 laatste cijfers op keerzijde kaart/3 last digit code on the back CVV AMERICAN EXPRESS = 4 chiffres au dessus n° carte/4 cijfers boven kaartnummer/4 digit codes above cardnumber										
DETENTEUR DE LA CARTE KAARTHOUDER CARD HOLDER				SIGNATURE						
				HANDTEKENING						
				SIGNATURE						



BRUSSELS EXPO

HEALTH & SAFETY REGULATIONS

The present regulations apply to all Brussels Expo members of staff as well as all and any other persons present at the site, whether on a permanent or temporary basis, such as Event Organisers, exhibitors, prime contractors (subcontractors), contractors and visitors.

It is everybody's duty to show due discipline and to assume responsibility at their own level to put in place all measures necessary to prevent accidents, both in their own interest and that of those around them. It is also imperative that everybody makes sure that the members of staff in their

charge are duly provided with the information and relevant instructions to perform their job safely and securely. Any deliberate breaches of the rules and regulations shall be considered as breaches of Brussels Expo's general terms and conditions.

In case of a difference between this English version of this document and the original French version, the French version is applicable.

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INTRODUCTION - PURPOSE

The purpose of the present Health & Safety regulations is to focus attention on health & safety, quality and the environment, on the basis of applicable legal requirements.

Over and above the measures required by law or by the local authorities that apply to the events and exhibitions held on its premises, **Brussels Expo** is within its rights to issue specific instructions.

Pursuant to the Act dated 4 August 1996, **Brussels Expo** has designated a Health & Safety Officer. The Organising Committees, the exhibitors and any other persons directly involved in the event, the construction and dismantling operations for the event must be made to occur under the supervision of their own Health & Safety officers. To this end, they are required to work closely with Brussels Expo's Health & Safety Officer. Instructions issued by Brussels Expo supervisory staff, security guards and Brussels Expo's Health & Safety Officer must be complied with at all times.

Brussels Expo reserves the right to have due compliance with these regulations inspected by the Local Fire Service, a SECT¹, or by its own technical departments. At all times, the inspectorate of the Ministry of Labour is entitled to step in and enforce due observance of its instructions at the site.

In case of non-observance of these regulations, **Brussels Expo** reserves the right to put in place the measures it deems necessary if it is felt these violations constitute a danger to third parties or to the existing infrastructure.

Such measures may include (including but not limited to): refusing access, refusing or cutting gas, electrical power,

¹ SECT: Below, we shall be using the acronym SECT to designate all independent inspections held on Brussels Expo premises within the context of any given fair. SECT stands for "Service Externe pour les contrôles techniques" (*External Service for Technical Inspections*) (stability and suspensions), previously known as "Organismes de Contrôle agréé" (*Recognised Inspection Bodies*) (commissioning of electrical installations) or any other inspections, such as those relating to fire safety ...

compressed air or water supplies and the (provisional or final) closing down of the stand.

1. STATUTORY PROVISIONS

The provisions laid down in the legislative texts specified below apply or may apply.

1. EUROPEAN REGULATIONS:

European Directives apply as soon as they are **implemented into Belgian law** (RD).

2. NATIONAL OR FEDERAL REGULATIONS

such as:

- RGPT (*General Rules and Regulations for the Protection of Labour*)
- the Act dated 4 August 1996 on the welfare of workers in the performance of their work duties).
- Welfare at Work CODEX
- RGIE (*General Regulations for Electrical Installations*)
- NBN standards
- ...

3. REGIONAL DECREES:

such as:

- VLAREM (Flemish Environmental Safety Regulations)
- The instructions issued by the I.B.G.E. (Brussels Environmental Management Institute)
- ...

4. PROVINCIAL DECREES:

such as:

- Disaster contingency plans
- ...

5. LOCAL COUNCIL REGULATIONS:






such as:

- local Police Regulations
- local fire service instructions
- ...

2. HEALTH & SAFETY

2.1 GENERAL CONSIDERATIONS

- Acting in compliance with the instructions given, to be issued respectively by the authorities in the interest of health & safety, all parties concerned (the event organisers, exhibitors, subcontractors, visitors, ...) and irrespective of the event being staged, are required to comply with the instructions, provisions and directions issued or to be issued by **Brussels Expo** in the interest of health & safety.
- When stand construction or stand clearance operations are made to occur, the prime contractors on the site are required to provide and use personal protection equipment (PPE).
- At a minimum, Brussels Expo insists on the use of PPEs when any of the activities specified below are being performed:

Applies to		
Everybody at the stand	Safety shoes	
When handling heavy or sharp objects	Work gloves	
Work at height <i>suspensions, lighting, glazing,...</i> <ul style="list-style-type: none"> • Everybody at the stand • Staff working at height • Staff working on raised platforms or scaffolding 	Helmet or safety cap Safety goggles Fall arrest safety harnesses	  

- The above list is non-exhaustive and specifies the minimum requirements held out by Brussels Expo. After a risk analysis has been conducted, the prime contractor may be forced to put in place additional measures.
- Each person at the site is to duly observe the applicable regulation (RGPT = General Rules and Regulations for the Protection of Labour, Welfare at Work Act).

2.2 "WORKING WITH THIRD PARTIES":

Activities involving third parties are governed by the Welfare of Workers Act. In addition, these activities are also governed by a specific regulation for the prime contractors.

For information purposes, depending on the nature of the activities at the Brussels Expo site, Brussels Expo stresses that:

- the exhibitor is to be considered as an employer at his stand. This is governed by 'employer/employee', 'company/subcontractor', 'working with third parties' legislation.
- although it may differ from applicable regulations of other countries, Belgian legislation shall apply in all cases, regardless of the nationality of the companies involved in events held on our premises, or that of their employees.
- the Labour Inspectorate (which comes under the Federal Public Service of Labour and Employment) holds the same powers of authority as the judicial police.

- General features:

The Act dated 4 August 1996 (Welfare of Workers in the performance of their work duties) addresses the matter of working with third parties.

This not only covers subcontractors who are employers themselves, but also extends to subcontractors with a self-employed status.

The Welfare at Work Act on the one hand regulates the exchange of information, the collaboration and the coordination between the various parties concerned and on the other hand establishes a system under which the employer/prime contractor who is ordering the works to be performed by outside companies may enforce the effective application of relevant regulations by prime contractors.

- The duties of the employer of the establishment (prime contractor) hosting workers from outside companies

The employer of the establishment (= prime contractor) where workers from outside companies (= subcontractors) shall be performing activities is under obligation:

- to provide the employers of said workers with all necessary information, to be passed on to their workers, relating to the risks and measures (in relation to the welfare of the workers whilst performing their work duties) that apply in his own establishment ;
- to make sure these workers have been given the appropriate training and instructions proper to the company's activities;
- to coordinate the activities of the outside companies and to ensure collaboration between these enterprises and his own company with a view to upholding due compliance with the measures relating to worker welfare in the workplace.

- The duties of 3th party company employers (subcontractors):

The 3th party company employers are under obligation:

- to provide the prime contractor/employer under whom his workers shall be performing their work duties, with all necessary information regarding the risks proper to their activities.
- to assist in the coordination of operations and to collaborate with all relevant other parties.

- Works performed by 3th party companies (subcontractors):

The employer of the establishment (= prime contractor) where workers from 3th party companies (= subcontractors) shall be performing activities is under obligation to relieve from their duties any companies he is aware are failing to act in compliance with applicable worker Health & Safety regulations as an employer.

2.3 HEALTH & SAFETY OF WORKERS

- During an event (construction, dismantling, etc), measures must be taken to:
 - warn against risks;
 - assess unavoidable risks;
 - counteract risks at source.

The workers concerned are required to wear and use the necessary personal protection equipment (PPE²) (safety shoes, gloves, helmets or safety caps, safety goggles, fall arrest safety harnesses, etc.) as imposed by the RGPT, and to use the necessary collective protection equipment. Collective protection measures must be made to prevail over individual protection measures.

2.4 EXPEDIENTS

- All expedients, ladders, scaffoldings etc. used must comply with the statutory requirements held out by the RGPT and the CODEX.
- Brussels Expo reserves the right to prohibit the use of defective or dubious expedients. Examples include:
 - unstable ladders or ladders in poor working order
 - platforms and scaffoldings where the validity of the inspection report has expired
 - damaged hand-held tools and machinery
 - equipment whose period inspection is no longer valid (forklift trucks, cranes, platforms,...)
 - other situations that are considered hazardous under RGPT regulations

2.5 WORK EQUIPMENT AND WORK INSTALLATION SAFETY

- Machines and installations are to comply with applicable regulations, and in no event shall be allowed to constitute a hazard to the health and safety of stand staff or visitors.
- Only duly skilled and trained workers are allowed to use and operate such machines and equipment.
- Tools and machines in use must be under supervision at all times or must be unplugged.

² PPE. This acronym designates all Personal Protection Equipment.

2.6 COMPRESSED AIR

- To avoid undue noise levels, the indoor use of compressors is prohibited except for the construction and dismantling of the stands (only portable compressors). Exhibitors who need compressed air during the event are to inquire with Brussels Expo (order sheet available from the “Connections” department - connections@brusselsexpo.be).
- When compressed air is used, the hoses and fittings & mountings must be suited to the pressure levels used.
Fixed pipes must be used wherever possible.
Colour code for compressed air pipes: blue.

2.7 HYDRAULIC SYSTEMS

- Equipment (machines, installations) equipped with hydraulic systems must be treated with care. The necessary safety measures must be put in place to prevent the equipment on display from posing a danger to staff and members of the public alike.
- When hydraulic jack machines are put on display in raised position, due care must be taken to make sure the hydraulic safety systems are supplemented by mechanical safety systems to prevent any unexpected lowering of the jacking system

2.8 STAND FITTINGS AND FURNISHINGS & GENERAL FITTING-OUT

- The standard maximum construction height of the partitions or fixed stand construction elements stands at 250 cm.
- Derogations may be granted by the Event Organisers in agreement with **Brussels Expo** and the Health & Safety Officer.
- Multi-level structures are subject to health & safety and fire prevention requirements.
- The general stability of the stands involving one or several levels is to be approved by a SECT.
- These inspections shall specifically look into:
 - the stability and load-bearing capacity of the construction;
 - the safeties in place to prevent users from falling down the staircase railing (at least 2 bars per railing section);

- the interspace between railing sections;
 - adequate robustness and rigidity of the guard rails;
 - the quality of the various constructions and the use of construction materials such as wood, iron, aluminium, plastics, etc.
 - concordance of the stand 'as built' with the plans and/or the design calculations must be checked during construction
 - entrance and exit capacity per floor
- A specific form to apply for any such inspections (preliminary study of the project) is contained in the special permit outside of the present regulations. This document can be obtained from Brussels Expo or the Health & Safety Officer.
 - A copy of the inspection report by the SECT must be provided to the Event Organisers and to Brussels Expo (or Brussels Expo's designated Health & Safety officer) before the start of the event. The original must be kept available at the stand to be consulted by the various Health & Safety services.

2.9 SUSPENSIONS AND MOUNTINGS

- All stands and decorative elements must be self-supporting without being suspended from ceilings, attached to walls or any Brussels Expo infrastructure in place.
- Exceptions to this policy can be made only at the request of the Event Organisers and in observance of the following procedure:
 - For each derogation, the Event Organisers are to send **Brussels Expo** a written application in timely fashion, specifying all relevant details that shall enable Brussels Expo to arrive at an accurate assessment of the situation in-situ.
Brussels Expo shall not be required to justify its rejection of any requests, against which no appeal can be filed.
 - **Brussels Expo** shall designate a prime contractor who shall be responsible for all suspension works (i.e. this contractor shall provide the anchor points) as well as a SECT (inspection agency) recognised within the RGPT framework, assigned to approve plans and design calculations before construction on the one hand and to inspect the construction as such before the event opens
 - The exhibitor shall handle the suspensions from the anchor points himself or have this work performed on his behalf.

- The reports of this SECT (in 3 copies), carrying no remarks and/or finding no faults, are to be transmitted into the hands of **Brussels Expo** before the event opens.
- The requesting party must take out "Third-Party" insurance which expressly covers the risks related to these suspended elements. This policy is to specify that no recourse shall be sought against **Brussels Expo**.
- Organisers as well as exhibitors are strictly prohibited from going onto the roof or making their way into suspended ceilings. Access to these areas is strictly reserved to prime contractors acting on behalf of **Brussels Expo**. Any breaches of this rule shall be penalised.

2.10 GALLERIES

- The galleries must be calculated at a minimum to withstand the loads set out under NBN B03-103:
 - The seats, footbridges, passageways and stairs:
 - 400 kg/m² for the galleries equipped with permanent seats
 - 500 kg/m² for the galleries equipped with detachable seats or without seats.
- Separate from the evenly distributed loads as specified above, the floors and stairs regardless of location shall be required to resist point loads of 200 kg over a 10 cm x 10 cm surface. In addition, all elements acting as guard rails must be able to withstand a concentrated horizontal strain of at least 50 kg. A horizontal guard rail element must be able to withstand a concentrated vertical load of 100 kg.

The calculation of the galleries may be performed in accordance with EC1 (Eurocode). Although it must be added that this code allows for a greater safety margin.

- General stability is to be approved by a SECT before the stand is occupied (see above as part of the present regulations).

2.11 FLOOR LOADS

- Maximum floor loads are restricted in various locations across the site. The Organising Committee must satisfy itself that applicable rules are duly observed in this respect before submitting its file to the Health & Safety Officer. Maximum load details are specified in the hall description sheets (see website). The maximum load may be exceeded only with the written

permission of Brussels Expo. If a heightened risk of maximum load exceedance exists, Brussels Expo may require supplementary guarantees.

2.12 ON-SITE MOTORISED VEHICLE TRAFFIC

- The maximum speed around the site is 30 km/h. In a number of (clearly signposted) places speed is reduced to just 20 km/h.
- Trespasses against the maximum speed policy are considered serious violations. The driver of the vehicle in question shall be escorted off the premises, have his access badge (or grounds access badge) taken away, with the driver refused further access to the Brussels Expo site.
- Only (internal and external) emergency response vehicles are permitted to exceed applicable speed limits as the only exceptions, if and when the nature of the emergency requires such haste, and requires these vehicles to use their sirens and flash lights.

2.13 LOST AND FOUND

- Items that have been lost and found can be left/recovered from the security duty station at intersection G (see site map in annexe).

2.14 LOCKING AND UNLOCKING OF GATES, ACCESS POINTS AND PASSAGEWAYS

- The locking and unlocking of the gates and doors around the site is the exclusive responsibility of Brussels Expo staff and its designated security service.
- All access points, emergency exits and passageways must be kept unobstructed at all times for emergency evacuation purposes. Passageways and corridors must be kept free from waste and stacked objects. If not, the Health & Safety Officer, Brussels Expo and its designated security service shall put in place the necessary measures to ensure safety, at the expense, risk and peril of the exhibitor or of the Organising Committee.

2.15 WORK AT HEIGHT

- All work at height (at the stands) is to be performed using the appropriate material. Please note! Ladders and stepladders are means of access. As such, it is prohibited to carry out work whilst standing on ladders or stepladders.
- Only installations involving a platform and guard rails may be used to perform work at height. Stand builders are to provide this type of equipment themselves.
- For work at height, it is compulsory to use all protection equipment such as fall arrest safety harnesses and life lines.

- Access to suspended ceilings and rooftops is prohibited unless with the prior written consent of Brussels Expo.

3. ENVIRONMENT

3.1 IONISING RADIATION

- Prior to exhibiting devices or appliances that emit ionising radiation or that have radioactive sources, organisers are first to contact **Brussels Expo** to determine beforehand (at least 3 months before the actual event), and in joint consultation with the FANC (Federal Agency for Nuclear Control) and the Fire Service, under what terms and conditions the exhibition may be staged.

3.2 LASERS

- When laser lights are used, the energy level of the light beams may not exceed 2.5 mW/m². At higher power levels, the light beams may be generated only in a completely confined space.
- Class 1 and class 2 lasers are accepted. Exhibitors are to inform the Health & Safety Officer of the type of laser used (technical fact sheet). If gas lasers are used, the type of gas is to be duly specified.
- The use of lasers that come under class 3 and above is strictly prohibited without additional safety measures and subject to the consent of Brussels Expo or its Health & Safety Officer.

3.3 NOISE

- Noise levels may not exceed 80 dB(A) during the event. During set-up and dismantling, higher noise levels are permitted if the required noise protection devices are available.
- The Event Organisers are to address any applications for the granting of a derogation to **Brussels Expo**.

3.4 HARMFUL FUMES

- If chemical products are used (such as solvents,...) as part of an event, the Event Organisers are to put in place efficacious ventilation in collaboration with Brussels Expo's technical departments so as to prevent any nuisances as much as possible.
- All use of chemical products at an event is to be notified ahead of time.
- The Event Organisers are to address any applications to **Brussels Expo**.

3.5 WASTE

- In application of local regulations, all participants are responsible for the removal of their own waste via Brussels Expo's waste collection facility. For the collection and sorting of waste, participants are to make arrangements with the cleaning company.
- Waste produced during the salon (including liquid waste as well as solid waste such as paper, cardboard, plastic or other materials, ...) must be evacuated from the stands and the areas around the stand each day.
- In no event should liquid waste or other liquid products be poured into the sewer system (or the toilets).
- If participants fail to observe these rules, **Brussels Expo** shall be within its rights to order the waste to be picked up.
To this end, the services of a service provider appointed by **Brussels Expo** shall be called upon at the expense and at the risk of the exhibitor.
- The cleaning/sorting companies designated by the Organising Committees are required to take the waste collected to the waste collection facility located in the proximity of exhibition hall 12, where the waste is processed.
- Hazardous waste (paint, solvents, ...) cannot be removed together with normal waste and must be disposed of at the purpose-provided locations (please contact the cleaning company for further details).

4. ELECTRICITY

RULES RELATING TO THE SAFETY OF ELECTRICAL EQUIPMENT ON THE STANDS AT FAIRS AND EVENTS

A distinction is made between normal commercial connections and specific industrial connections

These regulations are applicable for all commercial type connections. For industrial type connections, specific regulations can be obtained from Brussels Expo.

Below, in annex V, the difference between commercial and industrial connections is explained.

4.1 INTRODUCTION

The present rules and regulations have been established for the following reasons:

- To provide guidelines for exhibitors and their electrical fitters
- To ensure the quality and safety of electrical equipment at the stands
- To prevent electrocution and fire risk

They are by no means intended to replace the regulatory provisions governing electrical installations.

Terminology

1. In all cases, the term **electrical cabinet** is taken to mean the permanent infrastructure in place in and around the exhibition halls, intended for the provision of electrical power, by way of cables drawn all the way to the stands by Brussels Expo.
2. **Distribution boards** on the other hand refer to the temporary “boxes” put in place by Brussels Expo or by the exhibitor at his stand.

4.2 GENERAL PROVISIONS

- Electrical installations shall be inspected by a SECT before use, in accordance with RGIE regulations (*General Regulations for Electrical Installations*) in terms of:
 1. direct contact risk (art. 30 to 40, 48 and 49)
 2. indirect contact risk (art. 68 to 95)
 3. fire risk inherent to electrical equipment (art. 104)
- The electrical installation is to be put in place in accordance with best practices (art. 5), by qualified and skilled electricians (cf. NBN EN 50110 1998).
- Connections, the placement of distribution boards and the supply of electrical power to the stands are exclusively handled by **Brussels Expo** staff or staff authorised by Brussels Expo to this end.
- **The electrical cabinets inside the exhibition halls must remain accessible at all times.** In front of each electrical cabinet, a clear space of a minimum of 1m20 (depth) must be left, free from obstacles, to allow for swift and safe intervention at all times. However, the placing of an awning, a curtain or a (double) door in front of these cabinets is permitted. Please note that the clear width (open during the day) must be greater than 10 cm on either side of the cabinet.

Example: the cabinet measures 1m in width by 2m in height. The clear width left by the door or the awning should have a minimum size of 1m20 in width and 2m10 in height.

4.3 EXHIBITOR'S DISTRIBUTION BOARD

4.3.1 The distribution board

- The casing should preferably be made of an insulating material. If the casing is made of metal, it must be earthed by means of a PE connection (to be performed by the person fitting the distribution board).
- The distribution board must be accessible at all times and may not be located on the floor. Preferably, it should be located at a height of 1.50 m (and equipped with legs or supports).
In no event may distribution boards be fitted inside spaces that are key-locked !

- The level of protection for the entire box must be at least IP 4X.
- Unused cable inlets to the distribution panel must be sealed.

4.3.2 The power cable and the general circuit-breaker

- The connection, handled by Brussels Expo, from the general distribution board to the stand must be made by means of a flexible cable with a minimum diameter of 5 x 6 mm², with a suitable plug.
- When a stand is first set up, an automatic type “A” differential circuit breaker with a maximum capacity of 100mA or less must be installed. This breaker must have cut-off power at least equal to the nominal power made available and come with suitable amperage.

4.3.3 Protection of electrical circuits

Each outgoing circuit (starting out from the distribution board), must be protected by thermal fuses or automatic circuit-breakers in observance of the following criteria:

A) FUSES AND CALIBRATION SOCKETS

Sections to be protected	In	Standard colour code
1,5 mm ²	10 A	Orange
2,5 mm ²	16 A	Grey
4 mm ²	20 A	Blue
6 mm ²	32 A	Brown
10 mm ²	50 A	Green

B) AUTOMATIC CIRCUIT-BREAKERS

Sections to be protected	In	Standard colour code
1,5 mm ²	16 A	Orange

2,5 mm ²	20 A	Grey
4 mm ²	25 A	Blue
6 mm ²	40 A	Brown
10 mm ²	63 A	Green

- Placing a unipolar safety device on the neutral lead, on a triphase neutral distributed circuit or as a general protective device in the distribution board is prohibited.
- The II circuits (F + N) must be protected on both leads, even if the second is neutral. The terms and conditions set out under Article 128 of the RGIE regulations may be applied provided this is performed in the presence of a skilled worker holding a BA4 or BA5 qualification.
- The use of unipolar breakers is permitted in the lighting circuits as long as the “In” is not greater than 16A. This switch must break the phase conductor.
- Unipolar breakers may not be used to control electrical outlets.

4.3.4 The earth bus

- The distribution board must be equipped with an earth bus to which all PE conductors for the connector cable, all outgoing leads and all possible equipotential links are connected.

4.4 CHOICE OF ELECTRICAL CABLES

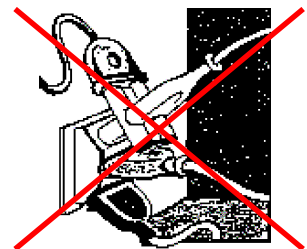
- This matter is governed by art. 198, 199 and 209 of the RGIE regulations.
- The protection lead must be yellow/green (earth connection). Neither of these two colours or any combination thereof may be used for the active conductors.
- Blue is reserved for the neutral wire in circuits where there is one.
- XVB cables may be used provided they are secured into place across their entire length.
- The use of VGVB, VVB and XFVB cables is not allowed in assemblies that are not secured into place.

- Cables must be secured into place using appropriate cable clamps.
- The use of non-standard cables, such as VTLmb (side by side) for instance is prohibited.
- For connections to stands, Brussels Expo exclusively uses VTMB (HO5VV-F) or CTMB (HO7-R-NF) cables (double-insulated flexible cables with a minimum supply voltage of 500 V or similar)
- Minimum diameter required for electrical leads:
 - 1.5 mm² for lighting fixtures
 - 2.5 mm² for mains sockets
- Depending on their location, leads must be appropriately protected from any mechanical damage (for instance, cables laid on the floor must be protected by skirting boards).
- The metal casings of class 1 appliances (without double insulation) must be earthed.
- Earth and protection conductors must be an integral part of the power supply cables.

4.5 ELECTRICAL APPLIANCES

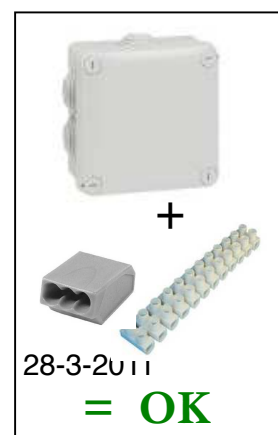
4.5.1 Mains plugs

- The use of "domino"-type connecting blocks is prohibited (multi-outlet plugs must be used).
- Plugs must comply with the NBN C61-112 standard and must be earthed and equipped with child safety protection.
- Switches and visible outlets must be equipped with mounting plates.



4.5.2 Connection of electrical cables

- The use of unprotected insulating screw joints is prohibited. Insulating screw joints may be used only in splice boxes with the exception of lighting fixtures, insofar as the insulating screw joint is



completely insulated by an element provided in the lighting fixture.

- Splice and distribution boxes must be sealed (at cable inlets) using plugs or cable glands

4.5.3 Low-voltage lighting fixtures

- No combustible materials may be located within 50 cm of the beam produced by halogen spot lighting or low-voltage lighting fixtures (unless otherwise specified on the fixture).
- If spotlights on rails are used:
 - The rail may not be placed at a height of less than 2m20 from the floor
 - In the traffic/pedestrian areas, a clear height of at least 215 cm must be provided.
 - The ends of the rails must be blocked
- Very-low-voltage spot lights may not be placed on or in combustible materials.
- The use of auto-transformers (recovery transformers) as very-low-voltage power supplies is prohibited. A safety transformer must be used.
- All transformers used must comply with NBN standards or harmonised standard (NBN CN 60-742 or NBN CN 61 558).
- Transformers must be equipped with a primary and secondary safety device to protect against overload. The secondary safety is not compulsory on short-circuit resistant transformers.
- Transformers may not be mounted on support structures or used in a combustible environment (unless designed for this purpose).

4.5.4 Neon lighting (high-voltage discharge lamps)

- Transformers must comply with the NBN C 71-050 standard and/or carry the BNL label. Auto-transformers are prohibited. For convectors: NBN 61347-2-10.

- A "mortal danger" sign (triangle showing a bolt of lightning) must be affixed onto the transformer and onto the lighting unit.



- If the lighting unit is powered by a separate circuit, it must be equipped with a bipolar breaker marked "NEON".
- Lamps and transformers must be mounted on non-combustible surfaces.
- Electrodes must be covered.
- The use of metallic structures or earth conductors as leads is positively prohibited.

4.5.5 Very-low voltage lighting fixtures incorporating exposed leads

- The use of very-low-voltage fixtures incorporating live parts or exposed leads may be permitted subject to the following requirements:
 - This type of lighting may be used only in an environment where the risk of flammability is low and at a minimum height of 2.5 m above the floor;
 - All combustible materials must be kept at least 0.5 m from leads and lighting fixtures;
 - The power transformer used must be a safety transformer that complies with NBN standards or harmonised standards;
 - The transformer must be equipped with a primary and secondary safety device to protect against overload;
 - The transformer's secondary voltage must be limited to 25 V and 12 V respectively for BB1 and BB2 situations (BB1 dry skin, BB2 wet skin);
 - Sockets for halogen lamps incorporating bare wires must be connected by pressure screws or other equivalent connections. Sliding rail or alligator clip connections shall not be allowed (due to the risk of sparking);

- Bare wires (cables) must be designed to carry electric current. The use of cables with a fibre core is prohibited.
- The diameter of the supply leads must be such that the maximum current it conducts during normal use does not produce a dangerous rise in the temperature of the leads

4.5.6 Various electrical appliances, machines and other equipment

- With the exception of very-low-voltage appliances, the minimum degree of protection must be IP2X. Moreover, electrical equipment that is easily accessible to the public and not under the supervision of the stand officer in charge, must be provided with a protection level of at least IP4X (meaning that there is no risk of touching bare parts that are 'live' in any way). **For outdoor equipment and installations, please see the next chapter!**

4.5.7 Outdoor installations

- Electrical equipment located outside the building must have a minimum protective rating of IP54.
- Temporary decorative exterior lighting may be plugged into normal outlets as long as they are located out of reach of the public.
- The installation must be protected by a differential circuit breaker of max. 30mA.

4.6 MISCELLANEOUS PROVISIONS

4.6.1 Distribution boards inside the stands

- Opening or modifying distribution boards after they have been approved by the SECT is strictly prohibited.

4.6.2 Power-up

- Power-up is performed exclusive by **Brussels Expo** authorised staff.

4.6.3 Inspection visit prior to power-up

- Each stand is inspected by a SECT, designated by **Brussels Expo**. In their own interest, the stand holder, or a person appointed by the latter, is required to be present during the inspection by the SECT, for the purpose of designating all elements of the equipment and to hear in person any remarks put forward.
- If remarks are made, a note is left at the stand specifying all of the violations identified. Stand holders are under obligation to duly act upon these remarks and remedy any violations established. In concertation with **Brussels Expo**, the independent SECT subsequently conducts a second inspection at the stand to re-examine the violations established. Exhibitors are invoiced by Brussels Expo for this type of second inspection.
- Power-up is made to occur only after a blank inspection report has been filed.

4.6.4 Power-off

- Stand holders formally undertake to switch off the lights at their stand each evening and to unplug all electrical equipment. Only refrigerators, computers and other similar equipment may be left plugged in insofar as this is indispensable.

4.6.5 Quality of the power circuit

- Stand holders are to personally ensure that voltage stabilisers, no-break mechanisms or surge protectors are put in place for all applications requiring a "pure" electrical network, such as computer equipment for example. Brussels Expo cannot be held responsible for any power cuts of either the internal circuit or the public grid.
- The use of (hydrogen) power generators is prohibited.

5. GAS AND WATER

5.1 GENERAL PROVISIONS

5.1.1 Inspection

- Gas installations must be inspected by a SECT prior to commissioning. In their own interest, the stand holder, or a person appointed by the latter, is required to be present during the inspection by the SECT, for the purpose of designating all elements of the installation and to hear in person any remarks put forward.
- Provisional inspection report
If remarks are made, a note is left at the stand specifying all of the violations identified. Stand holders are under obligation to duly act upon these remarks and remedy any violations established. In concertation with **Brussels Expo**, the independent SECT subsequently conducts a second inspection at the stand to re-examine the violations established. Exhibitors are invoiced by Brussels Expo for this type of second inspection.
Installations that fail to comply with regulations shall be disconnected.

5.1.2 Important note

- When the exhibition hall is equipped with natural gas (which covers all exhibition halls, except for halls 2 & 10), the use of natural gas cylinders (butane, propane,...) is strictly prohibited.

5.2 NATURAL GAS

- All appliances using natural gas as a fuel and which are exhibited in working order must be connected to **Brussels Expo's** general pipeline.
- Connection requests must be submitted to Brussels Expo's Connection Department (→ connections@brusselsexpo.be).
- Assembly of a natural gas installation (to be put in place by the exhibitor):
 - At the inlet of the installation: a main shutoff valve (BGV/AGB-approved) that is accessible at all times, followed by a T section;
 - Piping made of steel or copper, or flexible metallic tubing specifically designed for the transit of gas;
 - The pipes must be secured into place and be visible across their entire length;

- All pieces of gas-fuelled equipment must have a permanently accessible general cut-off valve (BGV/AGB-approved);
- Appliances must be shut off and shut-off valves (on the equipment and the meter) must be closed each evening as the exhibition closes for the day and whenever the stand is left unsupervised;
- Appliances must be set up in an open area. If this proves impractical, ventilation above and below the equipment must be provided, with a minimum opening of 150 cm².

Pipes	Connections
- Copper	- Crimped coupling for natural gas (with elongated flange - metal on metal); - Strong soldering (melting point > 450°)
- Steel	- Threading, sealing: acrylic fibre with pulp, Teflon. Natural fibres (hemp, etc.) are PROHIBITED. - Soldering.
- Flexible metal hose	- Coupler (sealing: see steel)
- Flexible pipes: PROHIBITED	

- Extraction of combustion fumes: see § 6.15 Vents
- Connecting the appliance (final pipe section):
 - Fixed pipes or
 - Flexible hose pipes (ARBG-approved) for gas equipment mounted on clamp straps secured onto the couplers.

Maximum length: two metres.

The hose's manufacturing date may not be older than 23 months.

- Natural gas appliances:
 - Must carry the CE label at all times (European Directive on gas appliances: 90/396/EEC);
 - No prototypes that fail to carry the CE label are allowed to be used at Brussels Expo.

5. 3. USING GAS CYLINDERS

The use of gas cylinders must be kept down to the strict minimum. An alternative solution should be adopted wherever possible

The term “gas cylinders” as used in this context covers all types of gas supplied in pressurised cylinders. Amongst other things, this includes (although is not limited to): compressed air, butane, propane, acetylene, nitrogen, CO²,...

Given that gas cylinders, whether they are combustible or not, are liable to explode or be propelled across a considerable distance in the event of overheating or impact, **ALL** cylinders must be declared (including drinks equipment) to the secretariat, specifying the nature of the gas they contain.

The Event Organisers are to assemble all declarations on a general floor plan of the exhibition halls used for their event. This floor plan is to be handed to the Health & Safety Officer no later than on the opening day of the fair. This floor plan must be kept at the crisis centre.

All gas cylinders (both those placed indoors and outdoors) must be marked on the floor plan. This plan must be kept at the crisis centre in anticipation of an emergency evacuation. This plan is intended to provide the fire service and other emergency services with every necessary information about the risks involved.

All locations (indoors or outdoors) where a gas cylinder is in place must be clearly indicated (for example, alongside the stand number). This must be done by displaying the MSDS (*Material Safety Data Sheet*) form (a specimen of which you shall find under Annexe IV), i.e. the gas safety form.

- Also see § 6.15 Vents

5.3.1. Combustible gas cylinders (and catalyst/accelerant gas cylinders)

- **This type of cylinder may not be taken inside a building for any reason whatsoever.**
- Under certain conditions and in limited quantities, this type of cylinder may be left outdoors further to the consent of the Event Organisers, Brussels Expo and the Health & Safety Officer.
- Exhibitors must declare any cylinders brought on premises with the Event Organisers' secretariat, clearly specifying the exact location where they are stored and the type of gas involved.
- Any cylinders or tanks containing liquid gas must be kept outside the buildings, in the enclosed areas inaccessible to the public, protected against bad weather and direct sunlight and properly ventilated
- In the enclosures situated outside the buildings, gas cylinders must be stored vertically, allowing for a 25 cm interspace between cylinders, and be secured to a stable support or to the

wall, by means of brackets or chains that are easy to unlock, in order to prevent any possibility of the cylinders falling over. The adjustable knob (or key) must be fixed to the cylinder valve rod.

- The gas-fuelled device must be connected to the cylinder by fixed pipes of no more than 10 metres in length, consisting of metal fittings and with a stop valve accessible at all times close to the device. The pipes must be fixed securely and must always be visible across their entire length. These pipes must never be laid in floor ducts.
- Mechanically-reinforced flexible hoses with solid fixing brackets at either end may be used across a maximum stretch of 2 metres in length.
- Each time the exhibition closes, and whenever the stand is left unattended, the valves of the gas cylinders must be shut off.
- Also see § 6.15 Vents

5.3.2 Non-combustible gas cylinders

- Exhibitors must declare any such cylinders brought on premises with the Event Organisers' secretariat, clearly specifying the exact location where they are stored and the type of gas involved
- They may be placed inside the buildings, but exhibitors are to endeavour to store them outside of the exhibition halls as far as possible.
- The cylinders must be secured with a chain to a stable support.
- In case of fire, the cylinders must be removed from the stands immediately and taken outside the buildings.
- The crisis centre must be informed if the cylinders have not been removed from the stands.
- Only one (gas) cylinder is allowed on the stand. Spare cylinders must be stored outside the buildings.

5. 3. USING WATER

- Only the water distributed by the Compagnie Intercommunale Bruxelloise des Eaux network (IBDE) may be used.

- The water supply and water evacuation works are handled by Brussels Expo, at the expense of the exhibitor and charged at the applicable rate. Connection requests must be submitted to Brussels Expo's Connection Department (connections@bruexpo.be)
- The water for fire hoses and fire hydrants may not be used.
- Exhibitors of installations that use water in a closed circuit (total or partial recovery of the installation's feed water by way of a pump or any other system) or installations with stagnant water **AND** likely to cause water dispersion in the shape of aerosols are to put in place thermometers to warn the public and the inspection agencies that the water being used is too cold and may pose a health risk.
- The temperature of the water used is never allowed to be higher than 20° C. The water must be replaced at least once every day or, if not, the exhibitor is to ensure it is chlorinated, starting out with 3 to 5 mg/l (ppm) free chlorine at the start of the day, by adding a hypochlorite solution. Each appliance shall be inspected three times during the course of the day. Chlorine levels should never lie under 2 mg of free chlorine per litre of water.
- Before switching on the installations at the start of the fair, the exhibitor is to ensure that all parts and components of the installation are duly disinfected.
- The use of decorative water features and fountains that are likely to cause water dispersion in the shape of aerosols is prohibited.
- The exhibitor is under obligation to check, by way of inspections at regular intervals, that the temperature of the water that sits inside each demonstration appliance/installation with a closed-circuit does not exceed 20° C, that this water is replaced on a daily basis or that the checks performed go to show that chlorine levels meet with applicable standards, i.e. at least 2 mg of free chlorine per litre of water.
- For each demonstration appliance, these data are to be recorded and kept in a journal, specifying the date and the time of the check as well as the time when the water was replaced.
- The Event Organisers are under obligation to include an ad hoc regulation as part of the general regulations. During the course of the fair and at the expense of the exhibitor, the Event Organisers are to order an inspection of the water quality to be performed by an independent laboratory which shall also make sure the log journal is correctly kept.

6. FIRE

GENERAL CONSIDERATIONS

- The aim of this overview is to provide information regarding applicable regulations in the area of the design, the construction, fitting-out and the use of stands during exhibitions and events. This overview sets out the general regulations concerning protection against fire. Additional rules of a compulsory nature may exist in some municipalities and/or regions.
- Although the provisions of the RGPT (*General Rules and Regulations for the Protection of Labour*), of the present regulations and special provisions imposed by the local fire service, subsequent to the design or specific purpose of stands or trade fairs remain in effect, their construction and interior fittings must comply with the NBN S21-203 standard on "Protection against fire in buildings - Materials' reaction to fire - High-rise buildings and medium-sized buildings".
- **Brussels Expo** is required to put in place all legally required measures concerning fire protection equipment on its premises. The Event Organisers are responsible for the due implementation of fire protection regulations before the start of the event.
- A drawing showing the location of the stands is to be submitted to the SECT for approval at least 6 weeks before the event gets underway. To facilitate understanding of this diagram, the number assigned to each stand is to be indicated on the drawing submitted for approval, and must be clearly visible on the stand itself.

These drawings must also clearly indicate the location of:

- the fire hydrants;
- the portable extinguishers;
- the fire alarms;
- the electrical cabinets (permanently in place inside the buildings);
- the exits and emergency exits available to the public.

The estimated total number of visitors expected and the maximum number of persons (the total of visitors and exhibitors) that could be present at the event at any one time is also to be specified.

- Once the above drawings and plans have been approved by the SECT, 9 copies of these documents are to be sent to **Brussels Expo** management by the Organising Committee. These copies are intended to be distributed to the various **Brussels Expo** departments and services. If these plans and drawings are available in electronic format, please add the digital file(s) in complement to the paper plans.

- **The electrical cabinets inside the exhibition halls are to be kept accessible at all times.** Before each electrical cabinet, a clear space of a minimum of 1m20 (depth) must be left, free from obstacles, to allow for swift and safe intervention at all times. However, the placing of an awning, a curtain or a (double) door in front of these cabinets is permitted. Please note that the clear width (open during the day) must be greater than 10 cm on either side of the cabinet
Example: the cabinet measures 1m in width by 2m in height. The clear width left by the door or the awning should have a minimum size of 1m20 in width and 2m10 in height

6.1 UNOBSTRUCTED USE OF FIRE-FIGHTING EQUIPMENT

- Participants are prohibited from fitting out their stand or from placing objects inside their stand in such a way that this could interfere with the direct use, access to or visibility of:
 - fire hydrants, connections for fire hoses, extinguishers, alarms, etc.
 - passageways, exits and emergency exits, etc.
 - alarm telephones
 - signposting of fire-fighting equipment
- Only staff authorised by Brussels Expo and the fire service are permitted to use the fire hydrants.
- Access to the hose reels
 - Given the fact that the hose reels are limited in length, it is vital that they are accessible from the corridors.
 - It is prohibited to put up stands in front of the hose reels. All and any derogations from this rule must be clearly indicated on the floor plan. It is only following joint consultation and subject to specific requirements that Brussels Expo and the SECT shall consider accepting a stand in front of a hose reel (e.g. if an unlocked door or a curtain is put in place in front of the reel). This is intended to enable the whole of the reel length to be used in an emergency. All and any derogations from this rule, awarded by Brussels Expo and the SECT must be specified in the fire safety report.
 - Frontal access to the hose reel must remain unobstructed, even if it is easy and straightforward enough to create a passage between the side wall of the exhibition hall and the rear panels of the stands.

6.2 EXTINGUISHERS

- The fire risk or the fire load of an exhibition may require supplementary extinguishers to be put in place (BENOR; one or several extinguishing units; ABC powder, CO₂ or water), at the charge of the Event Organisers.
- The stands with an energy connexion (electricity, gas,...) above 8kW are required to have appropriate extinguishers in place at all times.
- Extinguishers are included in the orders for electricity above 8kW. They will be delivered (before opening) and removed (after the closing) by the company De Roeve (phone: +32 2 474 85 85) witch is present on site.
- Extinguishers are to be placed or hung up in a duly visible place and must remain fully accessible at all times. Extinguishers are inspected every year.
- The stands with a specific fire risk (other than related to electricity), are required to have their own fire protection equipment available as described in the fire permit. (see also article 6.12).

6.3 EXITS/EMERGENCY EXITS

- All exits, emergency exits or evacuation routes are to be duly specified on the floor plans. During exhibition opening times, all doors and gates specified on the plan must be kept open, unobstructed and unlocked. They must be able to open immediately with a mere push or simple action.
- The use of flammable materials is prohibited. It is also prohibited to put up stands in front of doors/gates, emergency doors/gates or in the passageways that could be used as exits by visitors.
- Inside the buildings, the exits and emergency exits must be clearly signposted by way of efficient signboards and emergency lighting.
- Evacuation routes:
 - First and foremost, at a minimum the total width in cm of evacuation routes must be equal to the maximum number of persons present (= visitors + exhibitors).
 - Depending on the type and/or risks of the event, a greater total minimum width of evacuation routes may be required
 - Depending on the nature and/or risk involved in the event, a greater minimum total width of the evacuation routes may be imposed, or the number of visitors may be restricted.

These evacuation routes must be evenly distributed around the exhibition hall. Constrictions, or use for regular travel across the length of the passageways are prohibited.

- General regulations relating to the width of the corridors: evacuation corridors with a minimum 4-metre width are to be provided between stands leading to every side exit in each of the exhibition halls.

In the lengthwise direction inside exhibition halls 1, 3, 4, 5, 6, 7, 11 and 12:

the evacuation corridors are to have a combined minimum width of 8 metres and preferably are to be situated in the extended line of the entrances of said exhibition halls, with each corridor moreover having a width equal to or greater than 3 metres.

In the lengthwise direction inside exhibition halls 2, 8, Patio, 9 and 10:

the evacuation corridors are to have a combined minimum width of 5 metres and preferably are to be situated in the extended line of the entrances of said exhibition halls, with each corridor moreover having a width equal to or greater than 2.50 metres.

Exceptions from the general rule are allowed only if the Event Organisers can justify their request (e.g. on the grounds of the limited number of visitors attending the fair).

- During the event as well as during set-up and dismantling operations, the facilities shall be under permanent surveillance according to precise instructions to facilitate rapid intervention by the emergency services (fire service, police, Red Cross, etc).

6.4 STAND ENTRANCES AND EXITS

- Stands often have no wall on at least one side, have limited floor space and do not include corridors. In such cases, there is no need for particular requirements regarding the signposting of exits.
- In other cases, different measures may prove necessary, such as:
 - Pictograms indicating the location of the exit(s) and emergency exit(s);
 - Installation of emergency lighting

6.5 GENERAL REGULATIONS RELATING TO THE CONSTRUCTION AND THE FITTING-OUT OF STANDS

- The materials used for the construction and general fitting of stands inside the exhibition halls may not be easily flammable or generate toxic fumes as a result of exposure to heat.
- The construction of the stands must comply with the NBN S21-203 standard, i.e.:
 - A3-grade material for the floor covers on a stable sub-floor (concrete, sand,...) ;
 - A2-grade material in other cases ;
 - A2-grade material for vertical partitions and decorative elements;
 - A1-grade material for false ceilings and awnings.
(also see Annexe 1)
- A certificate confirming the fire resistance of these materials must be available to be presented at any time to the local fire service or the recognised bodies charged with the inspection of the on-site facilities or the Health & Safety Officer.
- All suspended fittings must be located at least 50 cm away from any source of heat such as spot lighting, lighting equipment, lit panels, equipment in operation, etc.

Fire-proof impregnation of flammable materials

- Fire-proof impregnation of materials can only be performed by companies with proven competence in this area.
- The certification is to specify the following:
 - description of the material (name, type, colour, etc.);
 - treatment date;
 - the process adopted as well as the impregnation agent;
 - the period of effectiveness of the treatment and any measures to be put in place to maintain effectiveness;
 - the company's stamp, plus the name and signature of the person who performed the fire-proofing treatment.
- Some flammable materials do not respond to treatment to improve fire resistance. Amongst other materials, these materials include:
 - Plastic sheets and panels;
 - Materials with plasticised surfaces;
 - Compacted or stretched synthetic substances;
 - Textiles made of 100% synthetic fibre;
 - Natural or synthetic rubber;
 - Plants;
 - Etc.

- Some materials may be treated during manufacture so as to meet the criteria for inclusion in a specific fire propagation category
- Regardless of whether a certificate has been presented, the local fire service or the SECT are within their rights to require the stand builder or the exhibitor to furnish samples for analysis. Stand builders and exhibitors are under obligation to furnish such samples.

Use of paints and similar products

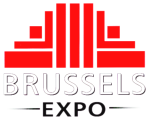
- Oil-based paints, lacquers or other linings that constitute a fire hazard may be used only on A1-grade materials.

Regulations for stands staging cookery demonstrations or demonstrations involving a naked flame, or household heating appliances

- The floor covering must be made from a fire-proof material – carrying a certificate (A3 or equivalent (steel / stainless steel / glass / aluminium sheet). Underneath the naked flame fire source or cookery appliance, an inflammable sheet (A0) in glass, metal, ... must be put in place with a minimum dimension of 50 cm and a width that is 10 cm larger than the opening of the fire source, the cookery appliance, ...
- Built-in appliances must be fitted in such a way that the rack shelf sits at a height of at least 30 cm
- Panels behind appliances in operation and covering passage ducts must be made from a fire-proof material (Promatec or equivalent)
- Preferably, the panels are to be fitted onto metal studs. If using wood rafters, please observe a minimum 10 cm interspace from the insulated vent elements (double wall or a single wall with insulation)

At the request of Brussels Expo and the Event Organisers, AIB Vinçotte shall conduct an inspection to ensure due compliance with the above regulations.

Any breaches of the present regulations shall result in the use of the heating appliance concerned being prohibited, or the outside vents that fail to comply with applicable regulations being dismantled at the expense of the exhibitor concerned, or even the immediate payment of an invoice for the cost of redressing matters, raised on the basis of applicable rates with Brussels Expo's Connections department.



BRUSSELS EXPO HEALTH & SAFETY REGULATIONS

6.6 TEMPORARY STRUCTURES INSIDE THE BUILDINGS

- All structures and constructions intended for temporary use such as galleries, podiums, etc. are to be built in good quality A2-grade materials at a minimum. Wood floors, stairs and other elements are to be securely fixed into place one against the other.
- The clearance underneath podiums, galleries and similar structures, with the exception of evacuation routes, may neither be accessible to the public, nor contain flammable materials.
- Behind, around or underneath the galleries, in all cases an evacuation passage is to be put in place of a width in cm that is equal to the number of persons that can be expected to have to use this evacuation route.
- The galleries are to be equipped with emergency lighting and emergency signs.

No piles or anchoring systems may be driven into the walls or floors in any location whatsoever!

6.7 TEMPORARY STRUCTURES OUTSIDE THE BUILDINGS

- The construction or placement of an infrastructure or a temporary installation (such as marquees, covered passageways, publicity masts ...) must be applied for in writing ahead of time with Brussels Expo (Infrastructure Department) and must be specified on the layout plan to be presented to Vinçotte for approval (fire regulations)
- It is strictly prohibited to secure or attach any such constructions to or in our infrastructure (in firewalls, bluestones, Stelcon or concrete paving stones, walls, floors, earth platforms, ...), including any outdoor roads and thoroughfares, pavements, parking and flower beds whatsoever. All of these provisional installations are to be self-supporting. The general stability of any such structures is only permitted to be buttressed using concrete blocks (or any other type of counterweight).

No piles or anchoring systems may be driven into the walls or floors in any location whatsoever!

6.7 WASTE AND PACKAGING

- Waste, paper, cardboard and other flammable materials intended to be disposed of, must be evacuated from the stands and the areas around the stands on a regular basis. Crates, barrels and packaging may not be kept inside or behind the stands. Empty packaging must be disposed of immediately. The Event Organisers are to make arrangements with the cleaning company to this end.
- The Event Organisers and the exhibitors are required to use the container purpose-provided by the Brussels Expo-approved cleaning companies or the waste collector for the disposal of hazardous waste (paints, solvents, oils, ...).
- If the Event Organisers fail to comply with the above regulations, **Brussels Expo** shall be entitled to order for the waste to be collected by the prime contractor designated by Brussels Expo for the storage of empty packagings, at the expense and the risk of the Event Organisers.
- Also see §3.6

6.8 PRODUCTS ON EXHIBIT

- Chemical products, explosives and other easily combustible products may neither be sold nor put on display unless with the express permission of **Brussels Expo**.

6.9 VEHICLES AND VESSELS POWERED BY PETROL OR DIESEL ENGINES

- During vehicle and vessel fairs, the fuel tanks of said vehicles and vessels may contain only a minimum of fuel (max. 5 litres).
- Barrels, drums and other fuel containers, including empty containers, may not be kept or stored at the stand. Fuel tanks must be kept locked at all times.

6.10 SMOKING BAN

- An overall smoking ban is in place inside Brussels Expo buildings, including the secretariat offices rented by the Event Organisers. In this connection, reference is made to the following statutory legislation:
 - the Royal Decree dated 15/05/1990
 - the Ministerial Order dated 09/01/1991
 - the Royal Decree dated 19/01/2005 on “the protection of workers against tobacco smoke”. This Decree has been in effect since 01/01/2006 and puts in place a smoking ban for all employers, workers and third parties (which also includes people with a self-employed status, exhibitors, customers, ...) in all workplaces. In a nutshell, anyone entering the exhibition halls is under obligation to observe the smoking ban, both during the actual fair or event as well as during set-up and dismantling operations.
- Authorised inspectors shall monitor due compliance with this statutory requirement. These inspectors are vested with the authority to impose and collect fines from anyone found to be in breach of this law.
- Anyone found to be in breach of this law and who is accosted by an inspector on the matter, shall be required to put out their cigarette immediately. Failure to comply shall see the person concerned escorted off Brussels Expo premises on the spot.
- In order to enable workers, exhibitors and visitors to smoke outdoors, Brussels Expo has put in place ash trays/cigarette bins in various strategic locations.

6.11 INFLATABLE OBJECTS

- Inflatable balloons containing **flammable or toxic gases** may neither be used, exhibited nor handed out.
- Only balloons filled with helium or air are permitted.
- Helium cylinders may be used inside the exhibition halls outside of the event’s opening hours.
- During the event, the cylinders must be stored outdoors under lock and key.

6.12 FIRE PERMIT

- The use of fire, fireworks, open flame or heat-source equipment (soldering guns, cutting torches, brazing tools; thawing devices) during set-up or dismantling operations for an event or during the actual fair shall be permitted only subject to a fire permit.
- Fire permits must be applied for IN ADVANCE from Brussels Expo's SIPP (*Internal Health & Safety Department*).
- Please contact Mr. Hans Verdoodt (+32 2 474 81 64, or h.verdoodt@brusselsexpo.be)

See Annexe III for the form.

6.13 CANDLES

- The display or use of lit candles (open flames) on stands is permitted only with a fire permit and after the following safety precautions have been put in place ahead of time:
 - 1 x 6 kg ABC powder extinguisher kept at the stand;
 - candles must be placed on a non-flammable support;
 - no flammable materials may be kept within a 1-metre radius of candles;
 - candles must be out of reach to visitors.

6.14 KITCHENS

- If kitchen installations do not operate exclusively on electrical power – please see § 5: "GAS" ;
- deep fryers must be equipped with a cover ;
- the stand is to have a metal litter bin with a cover;
- the stand is also to have a fire blanket;
- an appropriate fire extinguisher must be kept at the stand;
- each kitchen must have its own cooker hood;
- also see § 6.15 Vents

6.15 VENTS

- Extraction: combustion fumes and exhaust gases may never evacuate within less than a metre of any combustible materials or into confined spaces. Nor are they permitted to be evacuated in the vicinity of Brussels Expo's air treatment installations. Please consult the plans available on Brussels Expo's website for exact locations.
- Number of cooking stoves, built-in ovens or open fires in operation:
 - 1 appliance in operation per 15 m² of stand surface area
 - no more than 3 appliances giving off combustible smoke and fumes connected to one and the same vent duct
- Material for exhaust and flue gas vent connections:
 - Stands underneath the left and right rooftops (exhibition hall 6):
 - To the back of the walls and reaching up to 50 cm above the stand's upper limit:
 - double-walled stainless steel ducts or single-walled stainless steel ducts + insulation
 - Stands located at the centre of the hall:
 - At the back of the walls and reaching up to 50 cm above the stand's upper limit:
 - double-walled stainless steel ducts or single-walled stainless steel ducts + insulation
 - Reaching higher than 50 cm above the stand's upper limit:
 - single-walled stainless steel ducts (or stainless steel hoses with a min 45° slope)
 - Building fronts, glazed window sections or rooftops:
 - double-walled ducts or single-walled ducts + insulation
 - Outdoors, single-walled stainless steel ducts or hoses, connected to a vertical gas exhaust fan, evacuating at least 60 cm above the exhaust vent outlets required for ventilation. Please do not forget to observe the regulations governing indoor electrical installations
 - Outdoor vent supports:
 - Supports may not be secured into place into Brussels Expo infrastructure (walls, metal structures, ...)
 - provide stable temporary fittings & mountings (jigs, ...)
 - No wood (or plastic) supports may be used
 - metal fittings & mountings
 - If the support is placed on the rooftop,
 - first fit a fire-proof plate on the roof cover.

- Extraction of exhaust and flue gases of **natural gas appliances**:
 - Confined combustion:
 - concentric ducts behind the walls and reaching up to 50 cm above the stand's upper limit. For greater heights, a single-walled duct suffices.
 - Open combustion:
 - double-walled ducts or a single walled duct with insulation behind the walls and reaching up to 50 cm above the stand's upper limit. For greater heights, a single-walled duct suffices.

Exhibitors who have failed to order vents in sufficient numbers will be required to act to remedy the situation by paying the amounts specified on the Brussels Expo's order slips as returned, prospectively raised with a fine in the event this should be found to be a case of willful fraud.

Brussels Expo's staff or its appointees are within their rights to conduct spot checks at any time and require appliances to be switched off immediately in the event of non-compliance with the regulations issued by Brussels Expo.

6.16 HOUSEHOLD HEATING APPLIANCES

- Appliances in operation running on fuel (fireplaces, ovens, open fires, heating appliances), and their vents must be hermetically isolated from any nearby flammable materials (floors, walls, partitions, curtains, furniture, stand materials, etc.).

The installation and set-up of these appliances must be made to occur in such a way that the temperature of the flooring or the partition on which they have been placed never exceeds 90° C.

This does not apply when the floor or the partition wall is made from non-flammable materials (see regulations specified on the order sheets).

Only heating appliances that comply with the present regulations are allowed to be effectively lit. Before the event opens, a SECT (designated by Brussels Expo) – shall come to inspect the heating appliances on site (the expenses for these inspections are specified on the order sheet).

- Appliances running on solid or liquid fuel must be located at least 0.5 m from flammable materials. This rule also applies to connection pipes of a small diameter made of metal or other non-combustible materials and used to supply these appliances.
- Exhibitors must put in place fire screens.

- The use of gas-powered appliances using infrared rays and petrol heaters is prohibited without prior written authorisation from Brussels Expo and its Health & Safety Officer.
- These appliances may only be filled up by a duly skilled and authorised person, assigned by the exhibitor who must make sure any members of the public are kept at a safe distance. If, for any which reason, it is impossible to keep the public at a safe distance, the exhibitor is not permitted to fill the heating appliance.
- To prevent leaks, each appliance running on liquid fuel must be placed in a watertight tank. This tank is to be filled with sand and have a capacity of 120% of the volume of the fuel tank.
- The storage of firewood is prohibited except for small amounts (max. ½ stere/appliance), to be stored exclusively outside of the exhibition halls and outside of the hatched zones on the plan available to be consulted on Brussels Expo's website.
- The exhibitor, or his representative, is to make sure that access to the water take-off points that are reserved for the fire crews (indicated by a red letter 'H' against a white background and by a red panel painted on the floor) is kept unobstructed at all times.

In case of breach of the above regulations, the PEB services shall remove all firewood stocks stored in excess or stored incorrectly after first issuing a caution. Exhibitors have no recourse against any such steps.

- In no event may the ashes (even cold) be dumped in the Brussels Expo waste containers. Exhibitors are to ensure ashes are removed by making their own arrangements, (where appropriate) use the container the Organising Committee has provided for this purpose or call on the services of the private operator in charge of waste removal.
- Exhibitors are to ensure the proper extraction of exhaust and flue gases while appliances are in operation (regardless of the type of fuel used).
- Also see § 6.15 Vents

Brussels Expo's staff or its appointees are within their rights to conduct spot checks at any time and require appliances to be switched off immediately in the event of non-compliance with the regulations issued by Brussels Expo.

6.17 INDUSTRIAL BURNERS

- Heaters and heating plants that are exhibited while in operation must be installed on a non-flammable base and must be located at least 2 metres away from any flammable materials. The burner must be designed so that fuel cannot accumulate inside further to a breakdown or malfunction in the appliance
- The fuel tank must be installed outside the exhibition hall, in a metal tank filled with sand, with a capacity of 120% of the volume of the fuel tank. The tank is to be located in a fenced-off area that is not accessible to the public, be made of non-flammable materials and be located more than 3 metres from the exhibition hall.
- The fixed pipes between the burners and supply tanks must be maintained in perfect condition.
- The exhaust pipes must be securely fixed into place and isolated from any flammable materials. The exhaust and flue gases must be evacuated directly outside of the exhibition hall.
- Also see § 6.15 Vents.

6.18 OXYACETYLENE TORCHES

- Demonstrations of oxyacetylene cutting torches must meet the following conditions: fire permit! See 6.12 and 6.15
 - Gas cylinders must be placed outside of the exhibition hall, in an enclosed space that is inaccessible to the public and adequately ventilated.
Cylinders must be protected against being knocked over. Oxygen and acetylene cylinders must be stored separately.
 - The fixed pipes connecting the cylinder to the torch may not exceed 10 metres in length and must be protected from any mechanical loads.
 - No flammable materials may be placed within 2 metres of the torch demonstration area.
- Also see § 6.15 Vents

6.19 PROJECTION OF FILMS- FITTING OUT OF HALLS/GALLERIES - MEETINGS AND CONCERTS

- Permitted only with the approval of the Event Organisers, of the SECT and of **Brussels Expo**.
- Without prejudice to the special requirements that may be imposed by local Police Regulations, by the competent local fire service, other statutory provisions, or by **Brussels Expo**, the health & safety and hygiene measures specified under art. 635 et seq. of the RGPT (*General Rules and Regulations for the Protection of Labour*) shall apply.
- When films are scheduled to be shown inside a room or a closed stand, prior authorisation from the local fire service is required.
- When the halls are equipped with rows of seats, these seats must be latched against each other with slats across the entire row. The rows should have no more than 10 seats each if there is only a single passageway and no more than 20 seats when two passageways exist. The tail ends of the seat rows must be secured into the floor.
- The width of the passageway between the rows must be at least 45 cm. The width may be reduced to 40 cm if the seats have been set up and configured like a gallery. In said case, the steps are to be at least 15 cm in height.
- Two emergency exits must be put in place, situated right across from each other and equipped with self-contained emergency lighting.
- The minimum width of the flights of stairs, level platforms, evacuation routes, galleries and doors must be 80 cm.

The evacuation routes, galleries, doors and slopes must have an effective width that is at least equal, expressed in cm, to the number of viewers that can be expected to have to use these evacuation routes, galleries, doors and slopes to reach the exits.

The stairs must have an effective width that is at least equal to this number, expressed in cm, multiplied

- by a factor 1,25 when the viewers are making their way down to the exits or
- by a factor 2 in the event they are made to walk up a staircase to leave the room.

6.20 TENTS

- Tents must be of A2-grade fabric.
- Decorative materials used inside tents may not be flammable or produce toxic fumes in case of fire. Materials that melt at low temperatures are absolutely prohibited.
- Portable heaters, LPG cylinders, or flammable material or liquids are prohibited inside tents.
- ABC-type powder extinguishers, in proper working order and duly inspected, must be in place inside in the tent, with one extinguisher for every 150 m², in clearly visible and easily accessible locations.
- Exits and emergency exits:
 - For every m² of tent floor surface, 1 cm of exit/emergency exit must be provided, situated right across from each other. These exits/emergency exits are to be left unobstructed at all times, must be made to open out, and be clearly marked. In addition, they are to have their own self-contained emergency lighting. All exits/emergency exits must have a minimum width of 80 cm.
- Electricity is the only source of lighting allowed inside the tents. Moreover, the system is to be equipped with self-contained emergency lighting sufficient to allow for safe evacuation. Emergency lighting must come on immediately after a power cut and remain on for at least 30 minutes.
- A clearance of at least five metres, without any obstacles, including the tent guy wires and their attachment points, must be maintained around the tent to allow easy access for emergency response vehicles.
- Also see § 6.5 and § 6.6.

6.21 EVENING DANCES

- The Event Organisers are to apply for authorisation from **Brussels Expo** to stage evening dances.
- Evening dances held on **Brussels Expo** premises, outdoor grounds or car parks are governed by local Police Regulations.

6.22 GO-KARTING/MOTOCROSS - CAR RACING

- Fuelling must be carried out outside the exhibition hall. The necessary precautions must be taken to prevent environmental pollution during fuelling.
- The fuelling stations must be equipped with a mobile 50-kg powder extinguisher and two portable 9 to 12-kg ABC-type extinguishers. The paddock must have a 9-kg extinguisher for every ten seats. Extinguishers must be visible and accessible
- The race course may not be marked out using easily flammable materials such as straw or hay.

6.23 PROTECTION AGAINST FIRE SURVEILLANCE

- During construction, the event itself and subsequent dismantling operations, the exhibition halls shall be constantly and actively monitored so that any fires are detected and the alarm raised immediately. Fires must be fought using all available means until the fire service arrives.

The fire service must be notified immediately through the central control room (emergency n°+ 32 2 474 82 21), even if the fire can be extinguished with the resources available on-site.

- Staff members present (security guards, technicians, etc.) must be duly informed of the dangers involved in a fire and of the measures to be put in place, including:
 - Due awareness of the safety plans indicating exits and emergency exits, extinguishers, telephones, etc.;
 - Knowledge of the procedures to be observed in case of fire;
 - Adequate training in the use of extinguishers;
 - Sounding the alarm in case of fire;
 - How to stage an evacuation, if necessary;

7. USEFUL ADDRESSES AND TELEPHONE NUMBERS

Emergency number + 32 (0) 2 474 82 21

Body	Address	Contact	Telephone	Fax
BRUSSELS EXPO	Place de Belgique		+ 32 (0) 2 474 82 77	+ 32 (0) 2 474.83.90
EMERGENCY SERVICES				
➤ Security duty station / central control room			+ 32 (0) 2 474 82 71	+ 32 (0) 2 474 83 88
➤ Rescue Team			+ 32 (0) 2 474 82 32	
➤ Ambulance			112	
➤ SIAMU (<i>Fire Brigade and Emergency Medical Service of Brussels Capital-Region</i>)	Avenue de l'Héliport 11 1000 Brussels	Department head	112 ou + 32 (0) 2 208 8111	+ 32 (0) 208.84.40
➤ Poison Control Centre			+ 32 (0) 70 245.245	
POLICE				
➤ 12th Local police division	Avenue H. de Strooper 141 1020 Brussels	Police commissioner Wingelinckx	+ 32 (0)2 279 82 10	
➤ 8th Local police division	Bld. Emile Bockstael 244 1020 Brussels	Police commissioner De Cubber	+ 32 (0)2 279 88 10	
➤ Local police Heysel	Avenue Imp. Charlotte 1020 Brussels	Police inspector Vanderborght Police inspector Van Grembergen	+ 32 (0)2 474 82 30	+ 32 (0) 2 474 82 31
SECT (AIB-Vincotte)		<i>bruexpo@vincotte.be</i>		
➤ Health & safety and fire prevention coordination		Peter Ghoos	+ 32 (0)479 79 02 74	+ 32 (0)2 474 71 21
➤ Electricity		Stijn Van Melckebeke	+ 32 (0)475 90 12 34	+ 32 (0)2 474 71 21
➤ Checking rigging and floor level calculations		Louis Van Leeuw	+ 32 (0)476 50 08 90	+ 32 (0)2 474 71 21

8. ANNEXES

ANNEXE I: COMPARATIVE TABLE OF FIRE CLASSES

CLASSIFICATION OF MATERIALS IN CASE OF FIRE

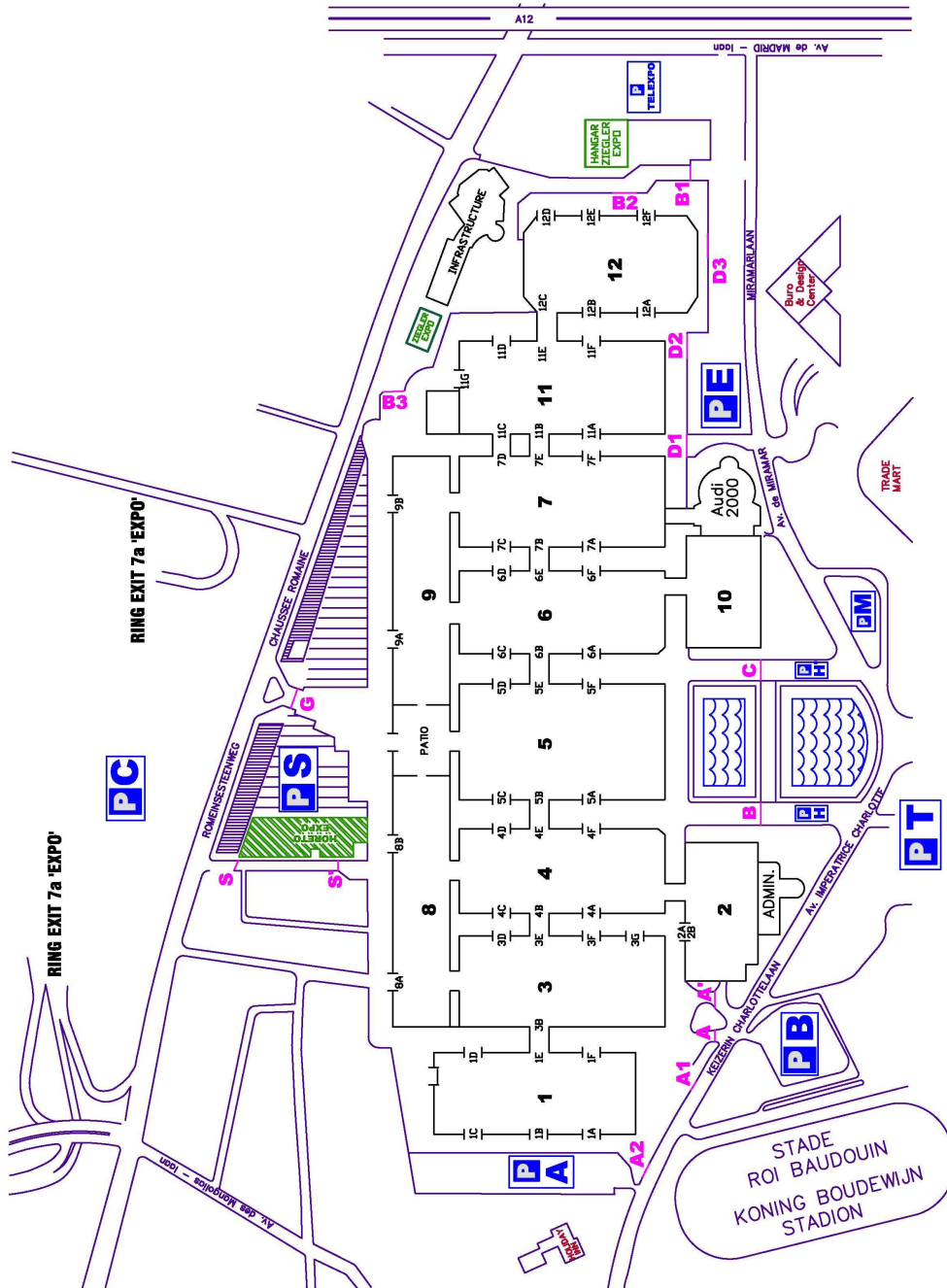
- Based on the results of tests according to the BS-476 (flame spread rate) and NF P92-507 (flammability) standards, the Belgian NBN S21-203 standard ranks materials into 5 classes.
- A0 (non-flammable) and A1 through A4 (flammable with increasing degrees of flammability).
- Classes A1 through A4 more or less match the French (M1-M4) and British (C11-C14) classifications. The Netherlands uses a 5-class ranking system (1-5)

BELGIUM Classification according to NBN S21-203	FRANCE NF P 92-507	UK Testing methods BS 476 P7	NETHERLANDS NEN 3883	GERMANY* <i>DIN 4102</i>
A0 (ISO 1182)	M0 (non-flammable)		0 (NEN 3891)	A
No classification				
A1	M1 (non-flammable)	C11	1	
A2	M2 (slightly flammable)	C12	2	B1
A3	M3 (moderately flammable)	C13	3	B2
A4	M4 (easily flammable)	C14	4	B3
			5	M1

* An exhaustive comparison cannot be made between Belgian, French, Dutch, British and German standards, given that each of these standards have their own testing methods. The classification of the German standard serves to illustrate this.

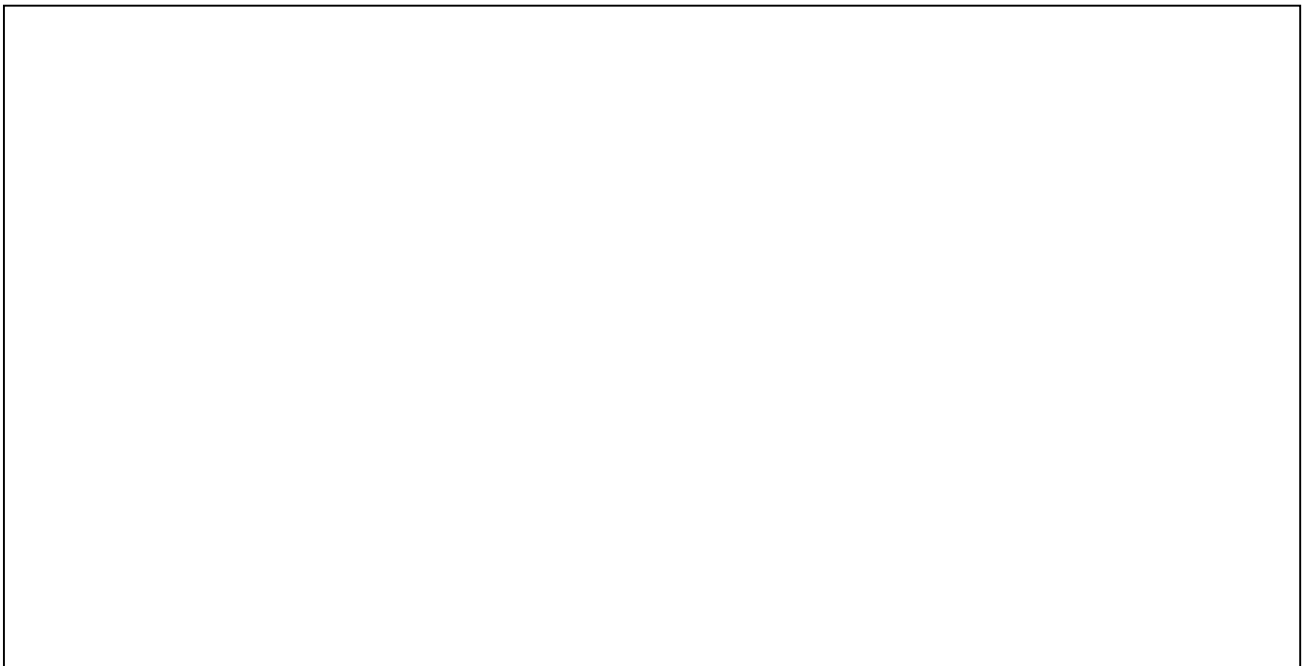
It may well be that a material classified as B1 in Germany is equivalent to a material classified as A1 in Belgium or as M1 in France. In this case, it is incumbent on the user to show that this is indeed the case. If so, the user may use the material in question, e.g., for a false ceiling.

ANNEXE II: SITE MAP



- 1 Applications for fire permits are to be drawn up **ahead of time** by the **contractor's person in charge**, for each work or each work station involved. The application is to be co-signed by the operator set to perform the work.
- 2 Without a valid fire permit, starting the works is emphatically prohibited.
- 3 Applications are to be sent in to:
M. Hans Verdoodt – Safety & Security manager
tel. +32 (0)2 474 81 64 fax: +32 (0)2 474 83 94 h.verdoodt@brusselsexpo.be
- 4 After analysing the application, the Brussels Expo Safety & Security manager shall move to draw up the fire permit. Which is why it is paramount that the application includes the following information:
 - Description of the works to be performed and the materials to be used (welding, grinding, flame cutting,...)
 - A sketch plan detailing the location and a description of the local conditions (members of the public present? confined space? exhaust extraction in place?,.....) of the works to be performed.
- 5 On-site, the **contractor's person in charge** is to scrupulously ensure due compliance with the “measures set out in and imposed by the fire permit”. If a spot check should find these measures not being duly implemented, Brussels Expo shall order the works to be shut down with immediate effect.
- 6 Duration of validity: for the duration of the works, with a maximum of **twenty-four hours** after which the fire permit is to be renewed;
- 7 A copy of the fire permit drawn up shall be handed to the **event's Health & Safety officer** at his next on-site visit, who shall check, approve (initial) and archive-store the copy;
M. Peter Ghooos – Health & Safety Officer - tel. +32 (0) 479 79 02 74 or pghoos@vincotte.be

Sketch plan



ANNEXE IV: SPECIMEN OF MSDS FACT SHEET

Conforme au règlement (CE) n° 1907/2006 (REACH), Annexe II - France

FICHE DE DONNÉES DE SÉCURITÉ



Acetone

1. Identification de la préparation et de la société

Nom et/ou code produit : Acetone
Étiquette No. : 819
Fournisseur/Fabricant : Jotun France S.A.
 22/24 Rue Du President Wilson Bat. A
 92300 Levallois Perret
 Tel: +33 1 45 19 38 80 (mar.)
 Tel: +33 1 45 19 38 81 (prot)
 Tel: +33 1 45 19 38 82 (deco)
 Tel: +33 1 45 19 38 84 (fin.)
 Fax: +33 1 45 19 38 94
 SDSJotun@jotun.no

Numéro de téléphone d'appel d'urgence : SHE Dept. Jotun AS, Norway
 +47 33 45 70 00

Utilisation du produit : Revêtements divers: Solvant.

2. Identification des dangers

Le produit est classé dangereux selon la directive 1999/45/CE et ses amendements.

Facilement inflammable.
 Irritant pour les yeux. L'exposition répétée peut provoquer dessèchement ou gerçures de la peau. L'inhalation de vapeurs peut provoquer somnolence et vertiges.



Facilement inflammable



Irritant

3. Composition/informations sur les composants

Substances présentant un danger pour la santé ou pour l'environnement au regard de la directive sur les substances dangereuses 67/548/EEC

Nom chimique*	Notes	Numéro CAS	Numéro CE	% en poids	Classification
acétone	6	67-64-1	200-862-2	50 - 100	F; R11 Xi; R36 R66, R67
Voir section 16 pour le texte intégral des phrases R mentionnées ci-dessus					

Les limites d'exposition professionnelle, quand elles sont disponibles, sont énumérées à la section 8.

4. Premiers secours

Premiers secours

- Généralités** : En cas de doute, ou si les symptômes persistent, consulter un médecin. Ne rien faire ingérer à une personne inconsciente. En cas de perte de conscience, placer la personne en position latérale de sécurité et consulter un médecin.
- Inhalation** : Emmener à l'air frais. Garder la personne au chaud et au repos. S'il ne respire pas, en cas de respiration irrégulière ou d'arrêt respiratoire, que le personnel qualifié pratique la respiration artificielle ou administre de l'oxygène.
- Contact avec la peau** : Retirer les vêtements et les chaussures contaminés. Laver soigneusement la peau au savon et à l'eau ou utiliser un nettoyant cutané reconnu. Ne pas utiliser de solvants ni de diluants.
- Contact avec les yeux** : Vérifier si la victime porte des verres de contact et dans ce cas, les lui enlever. Rincer immédiatement et abondamment les yeux à l'eau courante pendant au moins 15 minutes en gardant les paupières ouvertes.

ANNEXE V: COMMERCIAL AND INDUSTRIAL CONNECTIONS ELECTRICITY

