

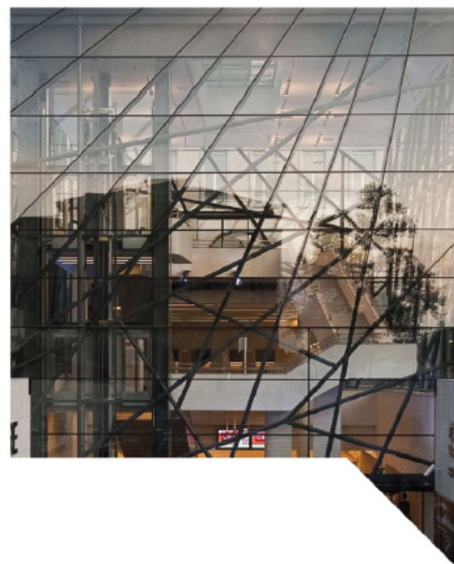
## INFO

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

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

Tel: +32 2 515 13 99

Fax: +32 2 479 47 37



# EXHIBITOR SERVICES MANUAL 2017



IMPROVING CARE AND  
KNOWLEDGE THROUGH  
TRANSLATIONAL RESEARCH  
IN BREAST CANCER



## 04-06 MAY 2017

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# EXHIBITION GUIDELINES

## Introduction

Thank you for exhibiting at SQUARE-BRUSSELS MEETING CENTRE. We are committed to working with you to ensure you get a rewarding experience for you, your company and your visitors.

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

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

We want you to make your participation in this event both successful and enjoyable. Please do not hesitate to contact SQUARE if you have any questions: +32 (0)2 515 13 99 or [exhibitorbook@square-brussels.com](mailto:exhibitorbook@square-brussels.com).

We are looking forward to welcoming you to SQUARE-BRUSSELS MEETING CENTRE.

## General Information

### Congress Organiser:

#### Venue:

#### SQUARE-BRUSSELS MEETING CENTRE

Glass Entrance, Parc du Mont des Arts

1000 Brussels

Belgium

[www.square-brussels.com](http://www.square-brussels.com)

#### Exhibition Area:

The exhibition area is situated in **the Silver Foyer, the Magritte Foyer and the Delvaux Foyer** on level 0 at the SQUARE-BRUSSELS MEETING CENTRE.

#### Set-Up Time:

03/05/2017

13:00–20:00

#### Exhibition Time:

04/05/2017

11:00–19:00 (access to exhibitors from 08:00)

05/05/2017

10:00–17:30 (access to exhibitors from 07:45)

06/05/2017

09:00–12:00 (access to exhibitors from 08:45)

#### Dismantling Time:

06/05/2017

13:00–20:00

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

#### Deadline for order submission on the website:

12/04/2017

*(after this deadline, prices will automatically rise by 20% and items availability will less guaranteed)*



# EXHIBITION GUIDELINES

## SHIPPING GUIDELINES IMPAKT BRUSSELS 2017

### INTRODUCTION

**KRISTAL BVBA, HAVE BEEN APPOINTED BY THE ORGANIZER AS THE OFFICIAL FREIGHT FORWARDER, CUSTOMS CLEARANCE AGENT AND OFFICIAL LIFTING CONTRACTOR.**

It is our commitment to ensure exhibits arrive on time and in good condition for the opening of the exhibition.

This shipping manual will assist you in your preparation for the correct and timely dispatch of exhibits to Brussels. Please follow these instructions closely.

The range of services provided by our company include:

- Transportation, national and international
- Temporary and permanent customs clearance
- On-site handling, labor, forklift, pallet trucks, trolleys
- Labeling, removal and storage of empty boxes and crates, return to stand upon closure of the exhibition.
- Accessible storage for brochures and give-away items during the event
- On-site assistance & supervision

### General

<u>Venue:</u>	SQUARE, Mont des Arts, B – 1000 Brussels		
<u>Build-up:</u>	Wednesday	03/05/2017	13:00 – 20:00
<u>Dismantling:</u>	Saturday	06/05/2017	13:00 – 20:00

If you use your own transport company to pick-up your goods after the exhibition, please note that all goods not evacuated on 14 May at 20.00 will be collected by Kristal. All costs incurred will be charged to the exhibitor.

### INTERNATIONAL CO-ORDINATORS

<b>Kristal bvba</b>	<b>Contact :Johan Hollaender</b>
<b>Brucargo 829a</b>	<b>Tel : + 32 (0)2 7514680</b>
<b>B-1830 Machelen</b>	<b>Fax : +32 (0)2 7514720</b>
	<b>e-mail: <a href="mailto:johan.hollaender@kristal-logistics.com">johan.hollaender@kristal-logistics.com</a></b>



# EXHIBITION GUIDELINES

## Consigning instructions

### AIR FREIGHT

AWB consigned to: Kristal  
Brucargo 829 A  
1830 Machelen  
Belgium  
REF : IMPAKT 2017  
Name Exhibitor / Stand nr

Deadline arrival: 26 April 2017  
Airport destination: BRU (Brussels)

### ROAD FREIGHT to the advanced warehouse

Consigned to: Kristal  
Brucargo 829 B  
1830 Machelen  
Belgium  
REF : IMPAKT 2017  
Name Exhibitor / Stand nr

Deadline arrival: 27 April 2017

### DIRECT DELIVERIES

The venue will not accept deliveries directly to the show site.  
All shipments including courier shipments will have to be shipped to the advanced warehouse.

### **Shipping pre-advice**

Full details of dispatch together with copies of invoices, AWB, tracking numbers have to be send upon departure to Kristal by email to [johan.hollaender@kristal-logistics.com](mailto:johan.hollaender@kristal-logistics.com).

### **Case Marking**

All cases must be clearly marked/stenciled on two (2) sides with the following information :

Your Company Name : \_\_\_\_\_  
IMPAKT Brussels 2017 \_\_\_\_\_  
Booth number \_\_\_\_\_ :  
Case Number ( ex. 1/3 – 2/3 ) : \_\_\_\_\_  
Gross Weight \_\_\_\_\_  
Dimensions in cm : \_\_\_\_\_



# EXHIBITION GUIDELINES

## Insurance

It is the exhibitor's responsibility to ensure that his goods are covered by a comprehensive marine insurance policy, which covers the goods at all times i.e. from premises to stand, duration of exhibition and return to premises. On written demand, Kristal or their agents can arrange this for you.

## Return transport

We will contact all exhibitors separately on-site to organize the return of the goods to point of origin or other designated destinations.

## Terms & Conditions of Trading

All business is undertaken by owner's risk.

Tariffs are calculated using current freight and exchange rates. Any major fluctuation in either between now and work-date will be reflected in our final invoice.

Contracting Kristal bvba or their agents implies acknowledgement and acceptance of Kristal bvba conditions of trading.

## Terms of payment

Payment is due on presentation of invoice unless otherwise agreed in writing with Kristal bvba or their agents. In all other cases on-site charges billed at the exhibition will require immediate payment by cash or credit card.

Any disputes or queries relating to invoices originating from this office should be notified to Kristal bvba within five days of invoice date.



# EXHIBITION GUIDELINES

## Unloading Information - Deliveries, storage and parking

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

In case you do not have heavy goods deliveries and you are arriving in a car or small van, you can park your car at the parking Albertine / Albertina - SQUARE, Place de la Justice / Gerechtsplein, 16 at 1000 Brussels (tickets payable at the parking meter). Please park at level -3 which has lifts leading to the exhibition area. Maximum vehicle height is 195 cm. Please do not use the other entrance of the parking located at Rue des Sols / Stuiversstraat at 1000 Brussels which is used and often congested during build-up and dismantling periods. Trolleys are not available at the venue. You are advised to bring your own trolley if you can't hand-carry your items. Contractors will be given an access badge in front of the exhibition hall. Exhibitors should get their badge in the Registration Hall at level 0.

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

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

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

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

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

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

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

Regular schedule  
All days

Entry hours  
07:00 - 01:00

Exit hours  
00:00 - 24:00

## Badging

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

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



# EXHIBITION GUIDELINES

## Stand construction and dismantling rules

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

The Exhibitor shall be bound to comply with the regulations issued by the event organisers and with the SQUARE's 'General Terms & Conditions' a copy of which is submitted to every Exhibitor.

### FIXTURES & COVERS

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

### FLOORING

- Carpet laid out by stand constructors around and on stands should be fire-resistant and a certificate will be asked on site. Carpeting the floor is only allowed if 2-sided tape type BOMA 4123 is used (available on site, please refer to the appropriate order form in this exhibition manual). If tape residues remain after dismantling, exhibitors will be charged the costs of removing those at € 37,5 /10 cm.

### CLEANING

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

### FIRE PROTECTION

- No inflammable decorations or exposed flames may be used at any time. All decoration material of paper and inflammable fabric must be made fireproof and certificate will be asked on site.

### STORAGE

- Boxes and packages should not be stored behind the stands. Also empty packages should not be stored in the Exhibition area. Storage is available on request at SQUARE (payable service).
- All stand equipment should be recovered at the end of the exhibition dismantling schedule. For eventual storage, please contact SQUARE or the event organizers with information on sizes and number of parcels, storage period...). Once the exhibition is finished you should remove all waste of your stand. During the dismantling times, waste bins will be available for your waste. If waste or equipment from your stand is left behind in the Exhibition area for which no specific storage or pick up has been arranged, it will be disposed of after the closing of the halls and a fine of the amount of € 100 will be charged.

### FOOD & DRINKS

- Serving drinks is not allowed during the Exhibition without specific approval from the venue.

### EXHIBITION HALL OPENING TIME

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

### HIRING CONDITIONS OF THE RENTAL EQUIPMENT

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



# EXHIBITION GUIDELINES

## Directions

### By rail:



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

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

### By air:



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

### By road:



There are 660 parking spaces right underneath SQUARE at the fee-paying car park named Parking Albertine / Albertina - SQUARE, level -3 (maximum height: 195 cm). You can get in via Place de la Justice – Gerechtsplein, 16 at 1000 Brussels, and then walk straight into the building.



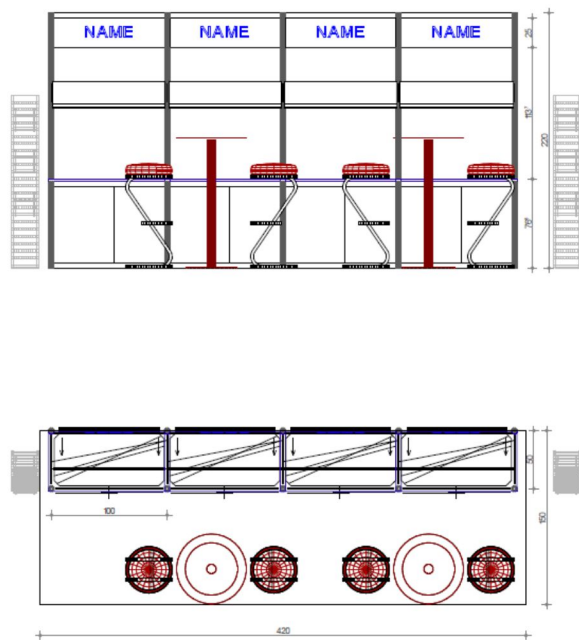
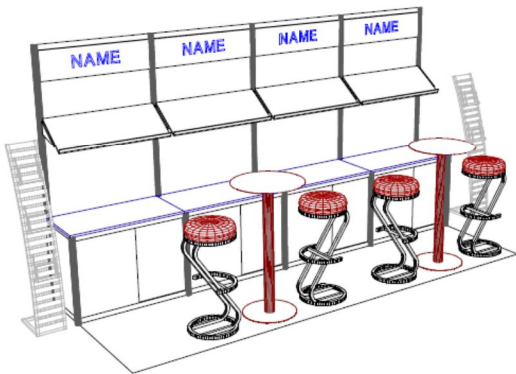
# EXHIBITION GUIDELINES

All exhibits must be confined to the spatial limits of their display area, as indicated in the final floor plan.  
No part of any exhibit may be suspended from the ceiling or attached to any part of the building (walls included).

Four display area options are available:

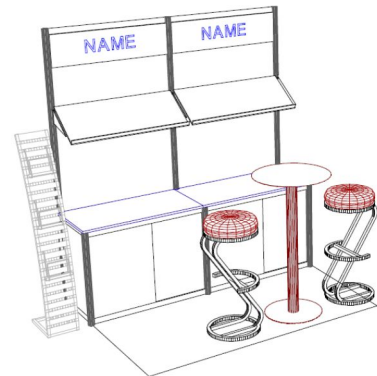
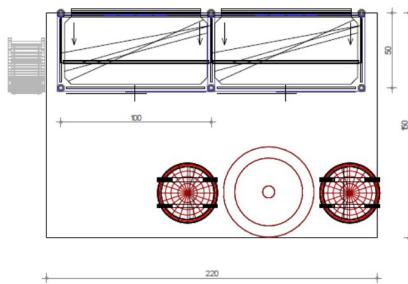
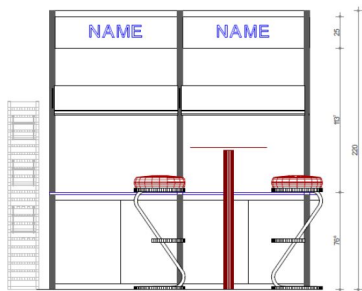
## Option 1:

- Display structure (4 poster boards with built-in shelf)
- Carpet (dark grey)
- Fascia (including company name and display area number)
- 4 high stools
- 2 high tables
- 2 magazine racks
- Electrical connection  
3 000W (1 single phase 230V)



## Option 2:

- Display structure (2 poster boards with built-in shelf)
- Carpet (dark grey)
- Fascia (including company name and display area number)
- 2 high stools
- 1 high tables
- 1 magazine racks
- Electrical connection - 3 000W (1 single phase 230V)

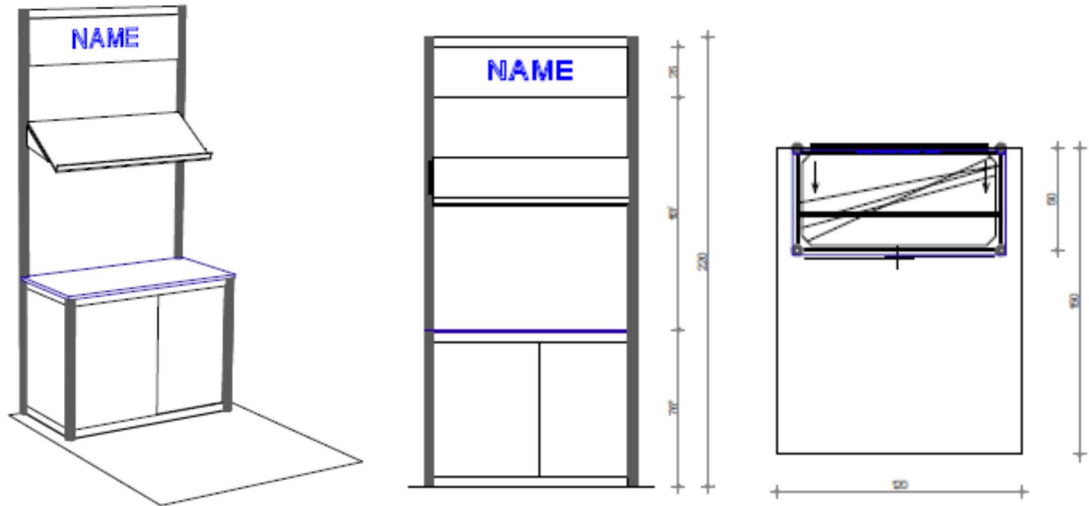




# EXHIBITION GUIDELINES

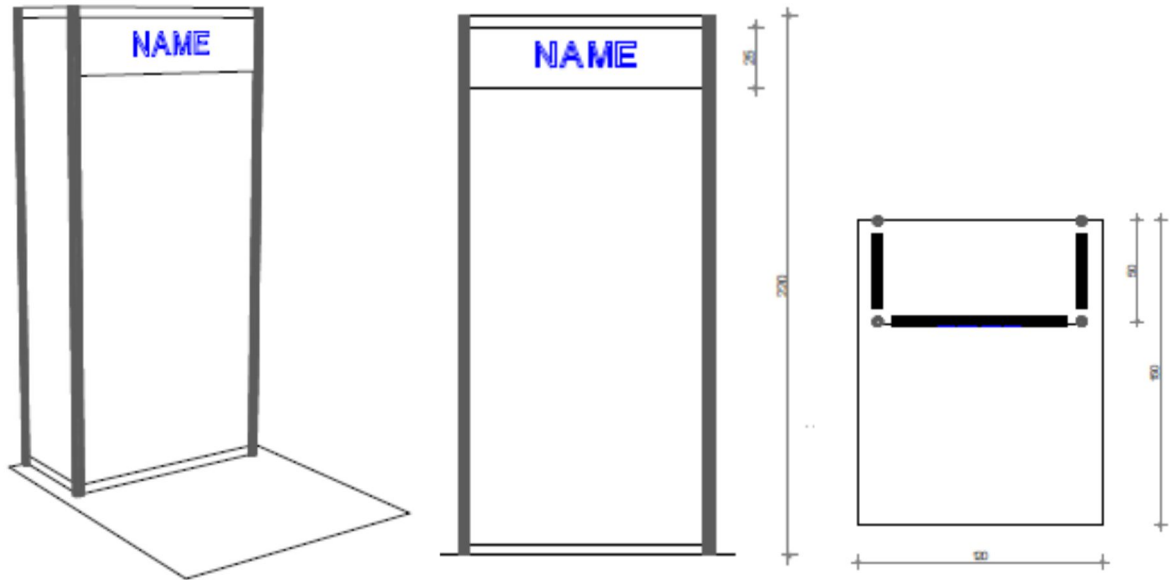
## Option 3:

- Display structure (1 poster board with built-in shelf)
- Carpet (dark grey)
- Fascia (including company name and display area number)



## Option 4:

- Back wall panel only
- Carpet (dark grey)
- Fascia (including company name and display area number)



For extra orders please contact [exhibitorbook@square-brussels.com](mailto:exhibitorbook@square-brussels.com)

Exhibits must be staffed at all times during the Industry display area hours. The Industry display area is to be used only during the specified opening hours.

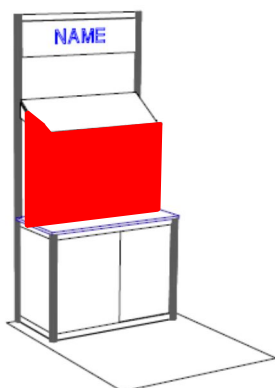
# 1

## DIGITAL PRINTING

**A**

Digital printing on display's lower backwall

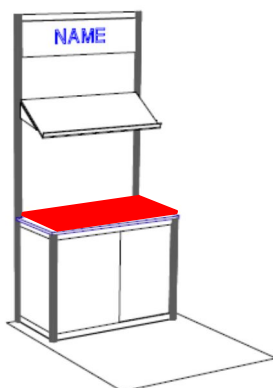
**60€**



**B**

Digital printing on counter unit's top

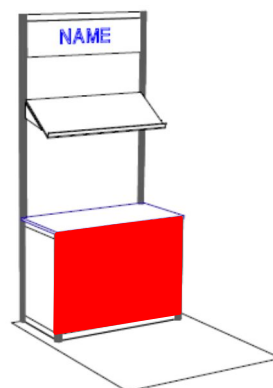
**60€**



**C**

Digital printing on counter unit's doors

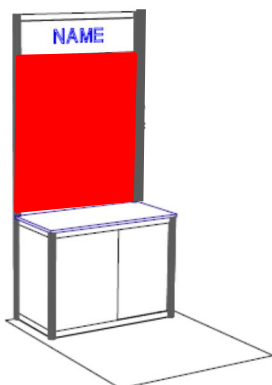
**92€**



**D**

Digital printing on the full counter unit's backwall (without shelf)

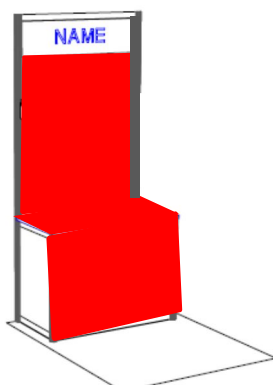
**122€**



**E**

Full digital printing of the display

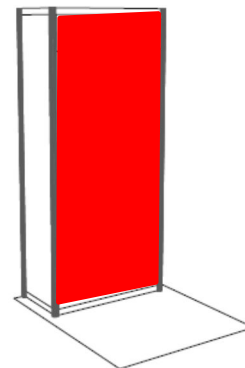
**265€**



**F**

Full digital printing of the panel (option 4 only)

**254€**



**G**

Floor tyle inserted in the carpet (500mm x 300mm)

**92€**



**Please take contact for information regarding the dimensions of your graphic files:**

**Contact: Patrick VANDROOGENBROECK**

**e-mail : [patrick.vandroogenbroeck@glbelgium.com](mailto:patrick.vandroogenbroeck@glbelgium.com)**

**Tel : +32/(0)2/474 67 94**

## How &amp; when to send us your graphic files?

**Please send your graphic files before 12/04/2017 to**

**To: [graphic@square-brussels.com](mailto:graphic@square-brussels.com)**

**CC: [patrick.vandroogenbroeck@glbelgium.com](mailto:patrick.vandroogenbroeck@glbelgium.com)**

**For more information, please refer to the next page: Examples**

We will make sure to create your graphics and images up to your expectations. We are committed to partner with you in order to provide the most comprehensive and effective solutions in the trade show industry. The graphic print and production industry is continuously evolving in order to ensure the best quality graphics and images from your digital files. We are pleased to provide you with guidelines for submission of your artwork. If you are not in the position to provide the needed digital artwork for your signage needs, our service is able to assist you. We are capable of providing you with layout services. Additional fees will apply.

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

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

## 1. FILE DELIVERED BY YOUR COMPANY

Suitable formats for images or logos:

### A. SOFTWARE

Photoshop (PSD/EPS/TIF/PDF)

Illustrator (EPS/AI/PDF)

Indesign (INDD/PDF)

### B. FORMAT

Do work in proportions of: 10%-20%-25%-50%

Specify the desired size of the final image into the name of the file

Add the used font types (screen and Postscript)

Crop the image to the desired image

We recommend saving the original version of your files

### C. IMAGES

Save your images in CMYK, even for images in black & white/greyscale

**(NEVER use RGB-colours)**

Do not use other formats than EPS or TIFF or PDF (without compression)

If necessary, files should be coded binary

**Texts should be vectored (outlined)** before they are converted from Illustrator to EPS

The optimal resolution for the images is:

- Scan A4 at 300 DPI for visuals up to 1sq. m (+/- 40 Mb)

- Scan A3 at 300 DPI for visuals up to 1to 2 sq. m (+/- 70 Mb)

Always **convert the pantone colours to CMYK**

**Make the gradation of the colours into a continuous tone**

Avoid working with True Fonts and avoid shading in PDF files.

## EXAMPLES

Our prices do not include any modifications or corrections of the delivered file.  
All additional modification will be charged at an hour fee of 60 euros.

## Vector artwork

.gif

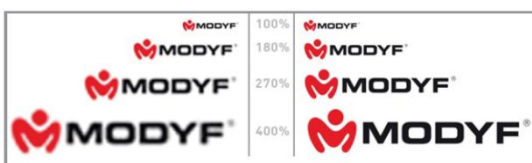
.eps

For the best quality, artwork should be created in vector format (ai or vector eps). Logos taken from websites are generally gifs. Gif files are not acceptable as they will not print clearly. See picture enclosed.

## Artwork in vinyl

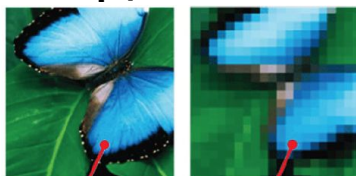
.jpeg

.eps



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

## Bitmap / Raster Artwork



Picture created and printed at a high resolution of 300 dpi

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

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

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

## Suitable formats for images or logos

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

## Suitable media for images or logos files transfer

Media	Preferred format
E-mail attachment	Maximum 5 Mb
FTP server	Mandatory zip or sit compression

Description	Price (Excl. VAT)
<b>LIGHTING EQUIPMENT</b>	
Low voltage armlight	67 €
Halogen armlight	65 €
<b>AV &amp; ICT EQUIPMENT</b>	
Flat video and data monitor 22" HD on wall	212 €
Flat video and data monitor 32" HD on stand with speakers	425 €
Flat video and data monitor 40" HD on stand with speakers	610 €
MacBook Pro 15"	280 €
iMac 21"	245 €
iPad	120 €
Touchscreen	550 €
Laptop 15" (Secure saver Included)	135 €
Printer A4 laser b/w - 25ppm - network	115 €
Printer A4 laser color - 16ppm - network	160 €
Network installation and/or printer installation per hour	75 €
<b>WIRED INTERNET ACCESS</b>	
Wired Internet connection of 1Mb	290 €
Wired Internet connection of 2Mb	580 €
Wired Internet connection of 5Mb	750 €
Wired Internet connection of 10Mb	900 €
Wired Internet connection of 20Mb	1 100 €
Wired Internet connection of 30Mb	1 300 €
<b>WIRELESS INTERNET ACCESS</b>	
For 1 device (Bandwidth 2-3Mb)	140 €
For 1 device (Bandwidth 3-4Mb)	160 €
For 1 device (Bandwidth 4-5Mb)	180 €
For 3 devices (Bandwidth 2-3Mb)	375 €
For 3 devices (Bandwidth 3-4Mb)	435 €
For 3 devices (Bandwidth 4-5Mb)	495 €
For 5 devices (Bandwidth 2-3Mb)	540 €
For 5 devices (Bandwidth 3-4Mb)	640 €
For 5 devices (Bandwidth 4-5Mb)	740 €
For 10 devices (Bandwidth 2-3Mb)	950 €
For 10 devices (Bandwidth 3-4Mb)	1150 €
For 10 devices (Bandwidth 4-5Mb)	1350 €

Description	Price (Excl. VAT)
<b>WIRELESS INTERNET ACCESS</b>	
For 1 device (Bandwidth 2-3Mb)	<b>140 €</b>
For 1 device (Bandwidth 3-4Mb)	<b>160 €</b>
For 1 device (Bandwidth 4-5Mb)	<b>180 €</b>
For 3 devices (Bandwidth 2-3Mb)	<b>375 €</b>
For 3 devices (Bandwidth 3-4Mb)	<b>435 €</b>
For 3 devices (Bandwidth 4-5Mb)	<b>495 €</b>
For 5 devices (Bandwidth 2-3Mb)	<b>540 €</b>
For 5 devices (Bandwidth 3-4Mb)	<b>640 €</b>
For 5 devices (Bandwidth 4-5Mb)	<b>740 €</b>
For 10 devices (Bandwidth 2-3Mb)	<b>950 €</b>
For 10 devices (Bandwidth 3-4Mb)	<b>1 150 €</b>
For 10 devices (Bandwidth 4-5Mb)	<b>1 350 €</b>
For 15 devices (Bandwidth 2-3Mb)	<b>1 260 €</b>
For 15 devices (Bandwidth 3-4Mb)	<b>1 560 €</b>
For 15 devices (Bandwidth 4-5Mb)	<b>1 860 €</b>
For 20 devices (Bandwidth 2-3Mb)	<b>1 500 €</b>
For 20 devices (Bandwidth 3-4Mb)	<b>1 900 €</b>
For 20 devices (Bandwidth 4-5Mb)	<b>2 300 €</b>
Autonomous Access Point (Wifi antenna) secured with WPA security methods (WPA2 Key)	<b>350 €</b>

### ICT General Information:

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

- **Phone:**
  - Access to an outside line (dial "0").
  - Technical support throughout your event.
  - 20 € of communication package included.
- **Equipment:**
  - All computers (PC) are installed with Windows XP (English version), Office 2007, antivirus software and Acrobat Reader, with a Belgian AZERTY keyboard.
  - Different screen size available, on request.
  - Windows 7 operating system available, on request.
  - English QWERTY keyboard available, on request.
- **Apple Equipment:**
  - Apple computers (Laptop or Desktop) are installed with the OS snowLeopard operating system, iWork and Microsoft Office.
  - Floor stand for iPad available, on request.
  - iPad 4 (Retina) or iPad Mini available on request.
- **Copiers or printers:**
  - 1 package of 500 pages is included with white paper and cartridges (toner)
  - Copiers: included functions: Copy/Print, paper tray A4 and A3.
  - Detailed costs for printing:
    - A statement (for both colour and b/w) is produced at the end of the event.
    - Per print: 0,4 € for colour, 0,25 € for black and white (no matter for an A3 or an A4 sheet).

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

Beyond this deadline, the following rules are applied:

- When confirmation occurs between 14 days and 6 days\* before the first day of the event set up, an additional fee of 20% is charged on the total amount.
- When confirmation occurs between 5 days\* before the first day of the event set up, an additional fee of 40% is charged on the total amount.

\*Subject to availability and feasibility

### DAILY STAND CLEANING *during the entire show*

Description	Price (Excl. VAT)
DAILY STAND CLEANING during the entire show (per square meter)	€ 10,00

#### ***Are included in the service:***

#### **Cleaning prior to show opening**

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

#### **Daily cleaning of the booth**

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

Description	Price per hour (Excl. VAT) (minimum 4hours)
Security Agent for stand surveillance	€ 55,00
Labour (from Monday to Friday from 8 am to 5 pm)	€ 35,00
Labour (on weekdays from 5pm to 8 am and on week-ends)	€ 50,00
Forklift with operator (from Monday to Friday from 8 am to 5 pm)	€ 95,00
Forklift with operator (on weekdays from 5pm to 8 am and on week-ends)	€ 140,00
Hostess	€ 42,00
Hostess (Sunday fee)	€ 60,00
<b>Spoken languages</b> (upon availability): FR / NL / EN / ... Please ask!	

**Outfit A**

Shirt colour: WHITE / BLUE

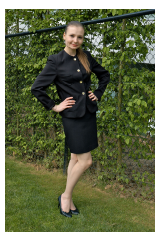
Scarf colour: all colours available

**Outfit B**

Shirt colour: WHITE / BLUE

Skirt colour: LIGHT BLUE

Scarf colour: all colours available

**Outfit C**

Suit colour: BLACK

Scarf colour: all colours available

**Outfit D**

Dress colour: DARK BLUE

Scarf colour: all colours available

**Outfit E**

Dress colour: DARK GREY

Scarf colour: all colours available

**Outfit F**

Dress colour: DARK GREY

Scarf colour: all colours available

**Outfit G**

Dress colour: RED

Scarf colour: all colours available



### Coffee Bar «GUSTO»



#### Hot and Soft Drinks

Coffee and Tea Selection  
Mineral Waters and Fruit Juices

#### Service Equipment

Recyclable Carton Goblets  
Dressed and Decorated Bar

**€ 12,00 excl. VAT during 4 hours**

*Drinks and services equipment included*

- Option 1 - Crockery and glassware  
+ € 3,00 excl. VAT per Guest
- Option 2 - Biscuits, Spiced (gingerbread) Biscuits  
+ € 2,00 excl. VAT per Guest
- Option 3 - Fruit basket for 20 persons  
+ € 33,00 excl. VAT
- Option 4 - Permanent service, 1 waiter during 4h  
+ € 174,00 excl. VAT

**€ 22.00 excl. VAT during 8 hours**

*Drinks and service equipment included*

- Option 1 - Crockery and Glassware  
+ € 3,00 excl. VAT
- Option 2 - Biscuits, Spiced (Gingerbread) Biscuits  
+ € 3,00 excl. VAT
- Option 3 - Fruit basket for 20 persons  
+ € 33,00 excl. VAT
- Option 4 - Permanent service, 1 waiter during 8h  
+ € 348,00 excl. VAT

### Drink-Aperitif «GUSTO»

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

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

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

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



**€ 12,00 VAT excl. per guest**

*Equipment and staff included (alcoholic drinks excluded)*

Option 1 - 5 « Pcs Cold Cocktail Appetizers » (\*)  
+ € 9,00 excl. VAT per Guest

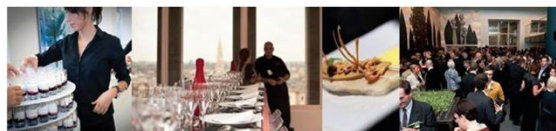
Option 2 - With White and Red Wine « Réserve »  
+ € 4,00 excl. VAT per Guest

Option 3 - With Cava Brut Dom Potier  
+ € 6,00 excl. VAT per Guest

Option 4 - Champagne Vranken  
+ € 10,00 excl. VAT per Guest  
25 Bottles / 100 Persons

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

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



### Permanent Bar «GUSTO»

#### ✓ **Appetizers**

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

#### ✓ **Bar**

Mineral Waters and Soft Drinks  
Fruit Juices and Vegetable Juices  
Coffee & Fresh Mint Tea  
Alcoholic Drinks (= extra, see options)

#### ✓ **Service Equipment**

Trays, Glassware  
Dressed and Decorated Bar

#### ✓ **Service**

For 120 Minutes  
Necessary staff to guarantee an excellent service

**€ 16,00 VAT excl. per guest during 2h**

*Equipment and staff included*

*(alcoholic drinks excluded)*

Option 1 - With White and Red Wine « Reserve »  
+ € 4,00 excl. VAT per Guest

Option 2 - With Cava Brut Dom Potier  
+ € 6,00 excl. VAT per Guest

Option 3 - Champagne Vranken  
+ € 10,00 excl. VAT per Guest  
25 Bottles / 100 Persons

Option 4 - With « Belgian » Beer  
+ € 3,00 excl. VAT per Guest  
150 Bottles (25 cl) / 100 Persons

### KITS

#### ✓ **Equipment Kit**

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

**€ 44,00 excl. VAT**

#### ✓ **Coffee Kit**

1 nespresso machine  
Plastic cups  
Milk  
Sugar  
with 50 coffee pads  
with 100 coffee pads  
additional box of 50 coffee pads

**€ 136,00 excl. VAT**

**€ 191,00 excl. VAT**

**€ 68,00 excl. VAT**

#### ✓ **Belgian Beer Kit**

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

**€ 340,00 excl. VAT**

#### ✓ **Drink'it Kit**

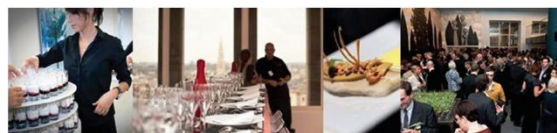
2L of orange juice  
12 bottle of still water (1L)  
12 bottle of sparkling water (1L)  
24 cans of soft drinks (coca, Fanta, sprite)  
24 bottles of 25cl Belgian Beers  
100 plastic glasses

**€ 278,00 excl. VAT**

#### ✓ **Water Fountain Kit**

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

**€ 136,00 excl. VAT**



### FOOD EXPRESS

✓ Surprise bread (40 pcs)	€ 66,00 excl. VAT
✓ Basket of sandwiches (25 pcs)	€ 55,00 excl. VAT
✓ Basket of pastries (25 pcs)	€ 55,00 excl. VAT
✓ Basket of mini pastries (40 pcs)	€ 66,00 excl. VAT
✓ Tray of mini cakes (56 pcs)	€ 66,00 excl. VAT
✓ Tray of macarons (72 pcs)	€ 104,00 excl. VAT
✓ Fruit basket (3kg)	€ 39,00 excl. VAT
✓ Tray of fresh vegetables	€ 33,00 excl. VAT
✓ Tray of zakouskis (20 pcs)	€ 33,00 excl. VAT
✓ Waiter per hour (minimum 2 hours)	€ 44,00 excl. VAT

### THE "BUBBLES" LIST (75 cl)

✓ Cava Brut	€ 22,00 excl. VAT
✓ Champagne Brut Maison	€ 42,00 excl. VAT

### "WHITE WINE" LIST (75 cl)

White Wine Réserve	€ 19,00 excl. VAT
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### "RED WINE" LIST (75 cl)

Red Wine Réserve	€ 19,00 excl. VAT
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### "SOFT" (100 cl)

Coca, Coca Light, Fanta, Sprite and Tonic 100cl	€ 4,00 excl. VAT
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### "BEERS" (Bottles)

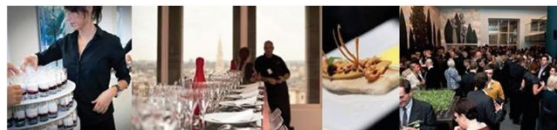
✓ Jupiler 33cl	€ 4,00 excl. VAT
✓ Hoegaarden 33cl	€ 4,00 excl. VAT
✓ Kriek 33cl	€ 5,00 excl. VAT

### HOT DRINKS

✓ Coffee, tea (1,8 L)	€ 10,00 excl. VAT
✓ Hot Chocolate (1,8 L)	€ 9,00 excl. VAT
✓ Pods of milk x 240	€ 20,00 excl. VAT
✓ Pods of cream x 240	€ 22,00 excl. VAT
✓ Sugar cubes (1 kg)	€ 6,00 excl. VAT

### EQUIPMENT

✓ Ice pack 5kg	€ 10,00 excl. VAT
✓ Garbage bag 25 pcs.	€ 6,00 excl. VAT
✓ Roll of paper towels 2 pcs.	€ 3,00 excl. VAT
✓ Plastic wine glass 20 pcs.	€ 11,00 excl. VAT
✓ Plastic champagne glass 10 pcs.	€ 11,00 excl. VAT
✓ Plastic plate 50 pcs.	€ 11,00 excl. VAT
✓ Plastic glass for soft drinks 25cl 25 pcs.	€ 11,00 excl. VAT



## SQUARE GUSTO – Our commitments and conditions

### Our commitments:

- ✓ Our « SQUARE Gusto » team will give their all to welcome you flawlessly
- ✓ They will be present at least 15 minutes in advance in accordance with the chosen formula

### Our conditions:

- ✓ All our prices are here above are excluding taxes (12% on all food, 21% on all drinks)
- ✓ All our prices are calculated on individual basis, including:
  - The necessary equipment in accordance with the chosen formula
  - Napery and napkins are available in the colours: champagne and white (personalized colours made to order with extra fee)
  - Buffets and tables will be dressed and decorated in accordance with the chosen formula
  - Clearance of equipment
  - Services provision

*NB: The pictures in this document are non-contractual.*



- 1 GLASS ENTRANCE  
(MONT DES ARTS, 1000 BRUSSELS)
- 2 TERRACE ENTRANCE  
(MONT DES ARTS, 1000 BRUSSELS)
- 3 RAVENSTEIN ENTRANCE  
(MONT DES ARTS, 1000 BRUSSELS)
- 4 COUDENBERG ENTRANCE  
(MONT DES ARTS, 1000 BRUSSELS)
- 5 DELIVERY ENTRANCE  
(27, RUE DES SOLS, 1000 BRUSSELS)  
ONLY FOR SMALL PACKAGES AND EUROPALLET NOT  
BIGGER THAN 120cm x 80cm x 140cm
- 6 LOADING & UNLOADING (Grand Halls)  
(13, RUE DES SOLS, 1000 BRUSSELS)
- 7 LOADING & UNLOADING (Foyers)  
(1, COUDENBERG, 1000 BRUSSELS)
- 8 DELVAUX ENTRANCE  
(MONT DES ARTS, 1000 BRUSSELS)

- ENTRANCE CENTRAL STATION
- ENTRANCE METRO CENTRAL STATION
- TAXI
- TOURIST INFORMATION
- PUBLIC PARKING "ALBERTINE"  
(DIRECT ACCESS TO SQUARE)  
(3 RUE DES SOLS OR PLACE DE LA JUSTICE)
- CITY BIKES DISPOSAL
- BOZAR (DIRECT ACCESS FROM SQUARE)
- NO PARKING IN THE STREET
- MUSEUM RESTAURANT

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

#### 1) APPLICATION

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

#### 2) PLANS – MODELS

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

#### 3) OFFERS

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

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

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

#### 6) DELIVERY

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

#### 7) RESERVATION OF TITLE

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

#### 8) EQUIPMENT – LIABILITY

As of the time that the equipment is made available, delivered or accepted, the client alone shall have custody of the leased equipment and shall alone be liable for any deaths, losses, or damages suffered or caused by this equipment and until it has been returned. The client releases SQUARE from any liability, also vis-à-vis third parties, resulting from normal, abnormal or wrongful use of the equipment, throughout the equipment's leasing or usage period. Under no circumstances may SQUARE be held liable for any damages what's however, caused by the falling of partitions, accessories, structure or decoration, both during preparation and during the fairs, exhibitions or events, or during their removal. The same shall apply for all damages caused to objects belonging to the client. The facilities and equipment are leased in good condition and must therefore be returned in good condition. Any damage or loss shall be invoiced to the client at its actual value, the client must insure the material against this risks. SQUARE denies any liability concerning the documents, objects, samples and materials left by the client in the leased equipment or on the stand, whoever performs the assembly or disassembly work. In the event that the client allows the removal and/or restitution of the leased equipment, it shall be responsible for restitution within the stipulated timeframe. If the equipment is not returned within the stipulated timeframe, the client shall be liable for the loss resulting from the tardy restitution, or, if applicable, non-restitution. The client is strictly prohibited from modifying the stand's structure, including partially, as well as from painting, decorating or modifying the colours stipulated, etc., as well as from fixing in any manner whatsoever objects to the structures of the stands. If the client violates this prohibition, SQUARE shall invoice at the normal selling price in effect at this time the replacement or repair of the equipment delivered.

#### 9) CLAIMS

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

#### 10) PAYMENT

Our invoices are payable in cash to our address. If payment is not made on a timely basis, the invoices shall incur --automatically and without notice-- monthly interest at the rate of 12% per year. In addition, as compensation, they shall be increased by 10%, with a minimum of € 40,00.

#### 11) SECURITY DEPOSIT

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