

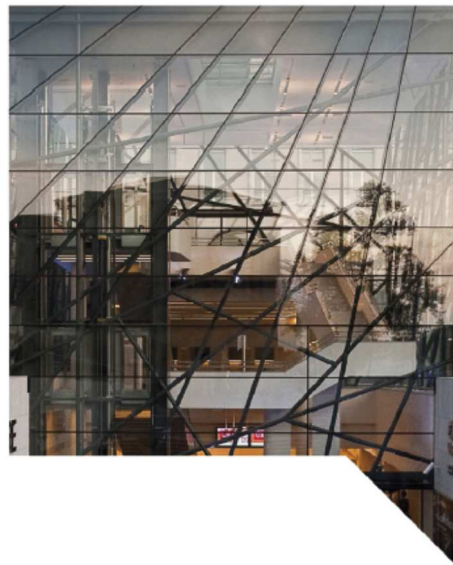
## INFO

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

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

Tel: +32 2 515 13 99

Fax: +32 2 479 47 37



# EXHIBITOR SERVICES MANUAL 2015










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## 7-9 MAY 2015

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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 the best return on your investment and that the event you are attending is a rewarding experience for you and your company.

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

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

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

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



# EXHIBITION GUIDELINES

## Deliveries, storage and parking

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

Deliveries, if allowed, need to be shipped to:

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

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

Deliveries of small packages and Euro-Pallet (not bigger than 120cm x 80cm x 140cm) are possible one week prior to the event on weekdays between 9h30 and 17h30 (not possible during the weekend or holidays).

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

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

In case you do not have heavy goods deliveries, you can park your car at the parking Albertine / Albertina - SQUARE, Place de la justice / Gerechtsplein, 16 at 1000 Brussels (tickets payable at the parking meter). Please park at level -3 and take the lifts "SQUARE - BOZAR" up to level 0 to access the exhibition area. Maximum height is 195 cm.

## 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

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

## SQUARE BRUSSELS MEETING CENTRE

PACKAGE NUMBER (TRACKING NUMBER):	
Forwarding company (DHL, Fedex, TNT, Ziegler...):	
Company Name:	
Contact Person:	
Mobile No:	
Event / Congress Name:	
Event / Congress Dates:	
Hall / Room Name or Number + Stand Name & Number:	
Contact Person on event / stand:	
Number of packages:	
Will the packages be shipped back after the event ?	YES / NO
If yes, please specify a pick-up date:	
Remarks:	
<b>IMPORTANT: all packages have to be delivered on the following address:</b> <b>GL event Brussels - 27 rue des Sols - 1000 Brussels</b> <b>(Tel: +32 (0)2 515 13 81)</b> <b>From Monday till Friday between 09.30 H and 17.30 H.</b>	Delivery address (for pick-up after show):
This delivery label must clearly appear on every package.	



Exhibitor Services Manual 2015



## EXHIBITION GUIDELINES

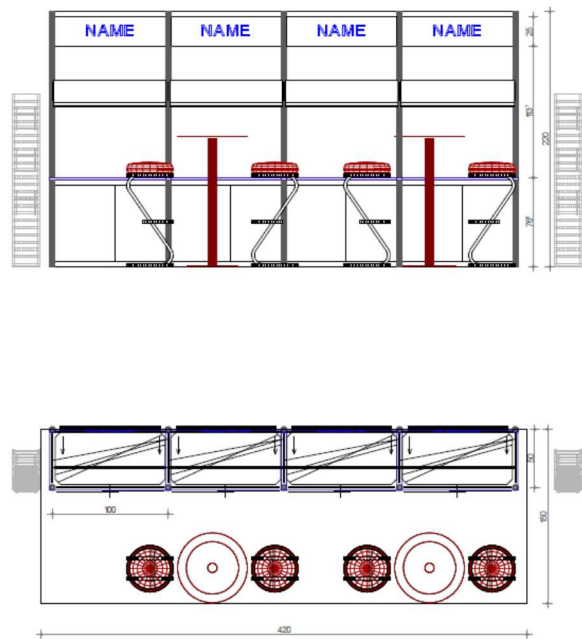
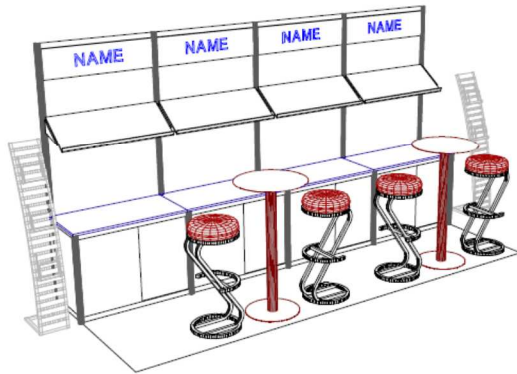
All exhibits must be confined to the spatial limits of their display area, as indicated in the final floor plan.

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:

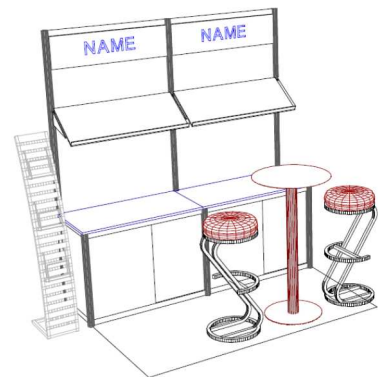
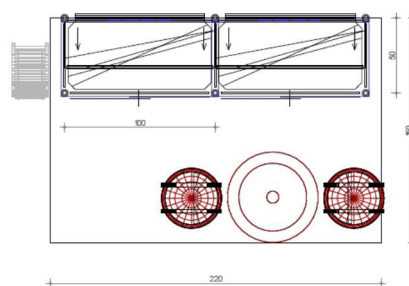
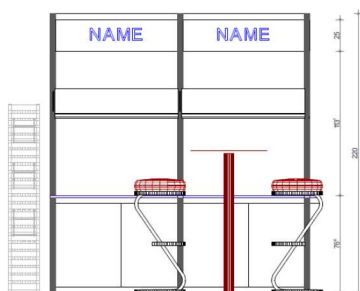
### Option 1:

- 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)



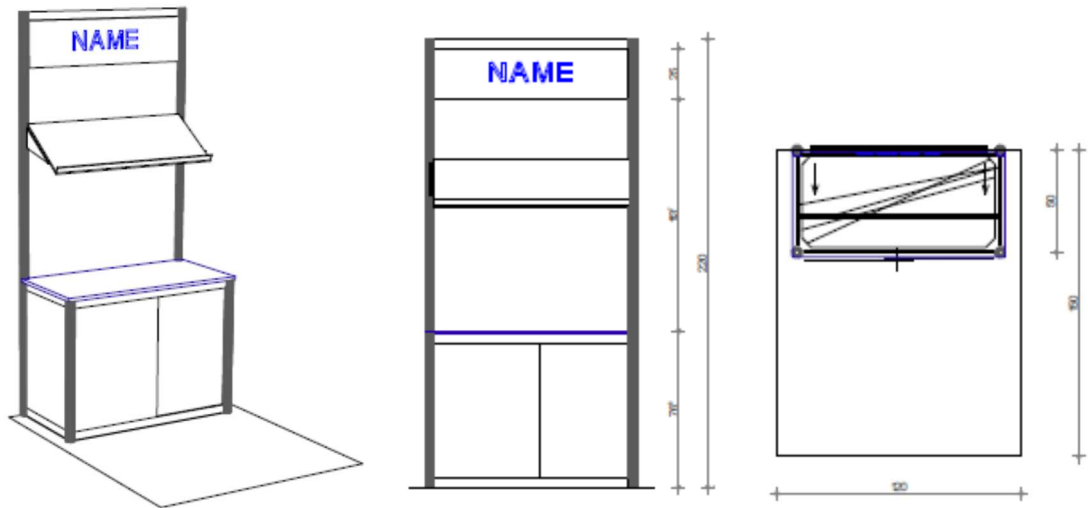




# EXHIBITION GUIDELINES

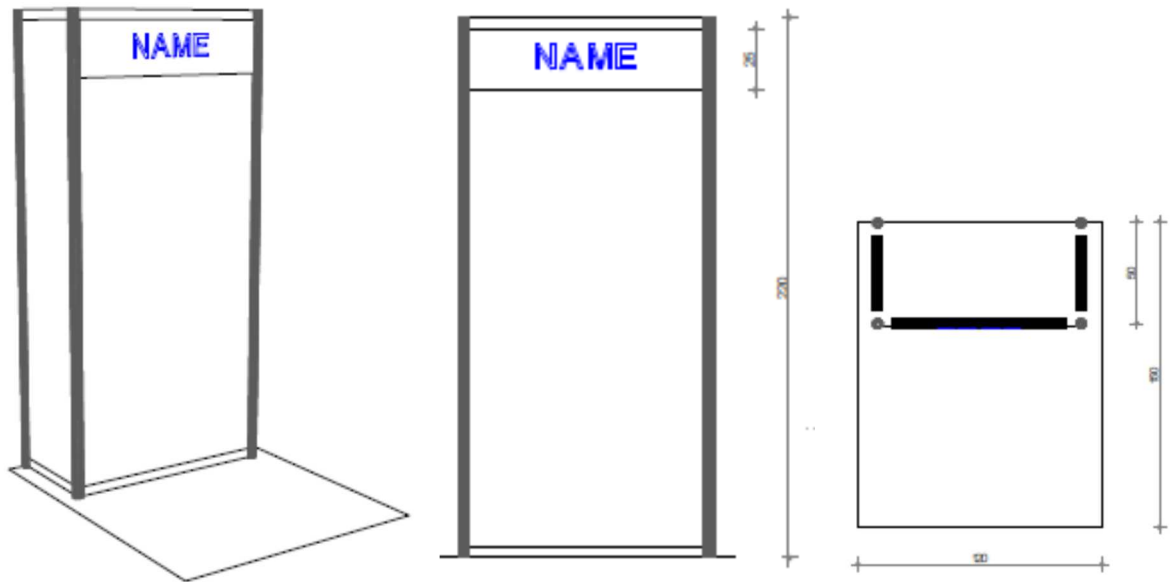
## Option 3:

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



## Option 4:

- Back wall pannel 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

## ORDER FORM

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

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

## IMPORTANT

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

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

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

## IMPORTANT

All orders received after **22/05/2015** will incur:

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

Ref.	Description	Price	Qty	Total
<b>For options 1, 2 &amp; 3</b>				
<b>A</b>	Digital printing on display's lower backwall	<b>60 €</b>		
<b>B</b>	Digital printing on counter unit's top	<b>60 €</b>		
<b>C</b>	Digital printing on counter unit's doors	<b>92 €</b>		
<b>D</b>	Digital printing on the full counter unit's backwall (without shelf)	<b>122 €</b>		
<b>E</b>	Full digital printing of the display	<b>265 €</b>		
<b>F</b>	Full digital printing of the panel (option 4 only)			
<b>For option 4</b>				
<b>G</b>	Floor tyle inserted in the carpet (500mm x 300mm)	<b>92 €</b>		
	Modification of delivered files	<b>60€/h</b>		
<b>IMPORTANT:</b> Please, fill out your valid VAT number or tax ID		<b>SUB-TOTAL</b>		
		<b>VAT 21%</b>		
		<b>TOTAL</b>		

## Payment upon receipt of the invoice

• **Bank transfer references:**

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

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

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

Date: .....

Name: .....

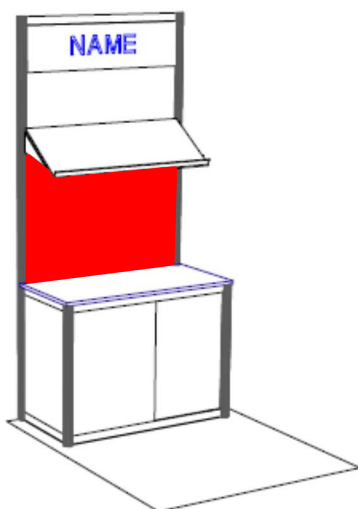
Signature:

Company's stamp:

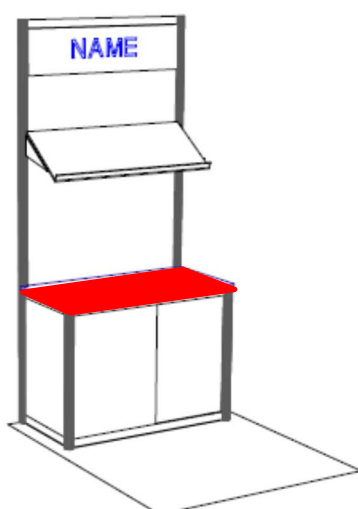
# 1

## DIGITAL PRINTING PICTURES

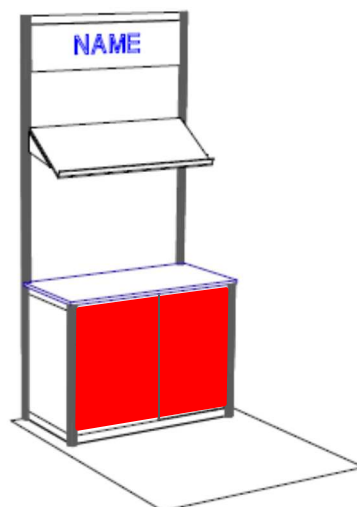
**A**



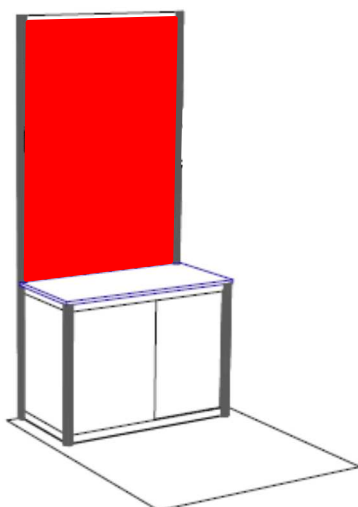
**B**



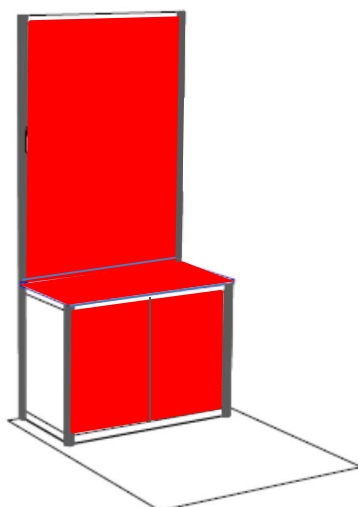
**C**



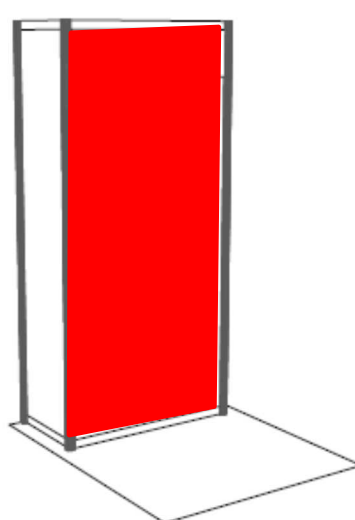
**D**



**E**



**F**



**G**

Exhibitor Services Manual 2015



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

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

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

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

## **1. DESCRIPTION OF THE GRAPHIC PRINT**

Digital printing on 160gr photo paper

The print is to be put on white PVC of 6 mm

The PVC will be put to melamine-covered wall

## **2. FILE DELIVERED BY YOUR COMPANY**

Suitable formats for images or logos:

### **A. SOFTWARE**

Photoshop (PSD/EPS/TIF/PDF)

Illustrator (EPS/AI/PDF)

Indesign (INDD/PDF)

### **B. FORMAT**

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

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

Add the used font types (screen and Postscript)

Crop the image to the desired image

We recommend saving the original version of your files

### **C. IMAGES**

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

**(NEVER use RGB-colours)**

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

# DIGITAL PRINTING

If necessary, files should be coded binary  
**Texts should be on stored (rulled)** before they are converted from Illustrator to EPS

TECHNICAL SPECIFICATIONS FOR THE FILES

The optimal resolution for the images is:

- Scan A4 at 300 DPI for visuals up to 1sq. m (+/- 40 Mb)
- Scan A3 at 300 DPI for visuals up to 1to 2 sq. m (+/- 70 Mb)

Always **convert the pantone colours to CMYK**

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

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

## 3. IN GENERAL

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

### Vector artwork

.gif

.eps

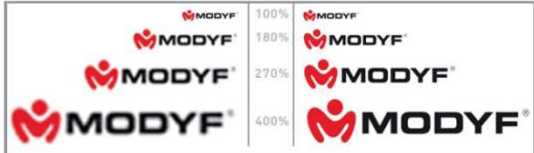


For the best quality, artwork should be created in vector format (ai or vector eps). Logos taken from websites are generally gifs. Gif files are not acceptable as they will not print clearly. See picture enclosed.

### Artwork in vinyl

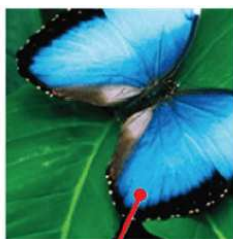
.jpeg

.eps

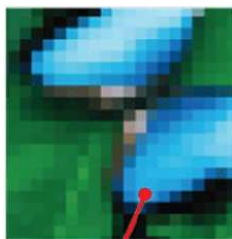


Artwork which is going to be produced in vinyl, for example, solid company logos or text, must be supplied in a vector format (ai or vector eps). Artwork created in a pixel format, TIFF and JPEG is not suitable. See picture enclosed.

### Bitmap / Raster Artwork



Picture created and printed at a high resolution of 300 dpi



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

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

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

# LIGHTING EQUIPMENT

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

## ORDER FORM

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

Suitable media for images or logos files transfer	
Media	Preferred format
E-mail attachment	Maximum 5 Mb
FTP server	Mandatory zip or sit compression

STAND: \_\_\_\_\_

HALL  
Nr: \_\_\_\_\_

### IMPORTANT

COMPANY  
NAME: \_\_\_\_\_

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

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

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

CITY: \_\_\_\_\_

COUNTRY: \_\_\_\_\_

FAX: \_\_\_\_\_

CONTACT: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

### IMPORTANT

All orders received after **22/05/2015** will incur:

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

Description	Price	Qty	Total	Power needed
Low voltage armlight	67 €			50W
Halogen armlight	65 €			300W
<b>IMPORTANT:</b> Please, fill out your valid VAT number or tax ID	<b>SUB-TOTAL</b>			
	<b>VAT 21%</b>			
	<b>TOTAL</b>			

### Payment upon receipt of the invoice

#### • Bank transfer references:

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

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

Cardholder's name: .....

Type of payment : VISA / MASTERCARD / AMEX

Card Number: .....

Security

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

Date: .....

Name: .....

Signature:

Company's stamp:

# Exhibitor Services Manual 2015

## LIGHTING EQUIPMENT INSTALLATION SKETCH

Nextdoor stand number:	1sq.													

**Back of booth**

**Front of booth**

 Nextdoor stand number: |

### IMPORTANT

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

Stand number:

Name + signature:



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

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

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Description	Price	Qty	Total
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 €		
<b>IMPORTANT:</b> Please, fill out your valid VAT number or tax ID	<b>SUB-TOTAL</b>		
	<b>VAT 21%</b>		
	<b>TOTAL</b>		

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IBAN: BE44 1910 5092 3245 - BIC: CREGBEBB  
CBC Banque - Grand' Place 5 - 1000 Bruxelles - Belgique

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

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

Date: .....

Name: .....

Signature:

Company's stamp:

## 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

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

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

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

Description	Price	Qty	Total
<b>Network &amp; Internet Access</b>			
1 wired Internet connection	240 €		
Additional connection	90 €		
Wireless access	150 €		
<b>Phone</b>			
Analog line + phone	290 €		
Additional analog line + phone	155 €		
ISDN line	400 €		
Additional ISDN line	250 €		
<b>IT Equipment, Computer Equipment &amp; Accessories</b>			
Laptop (secure saver included)	135 €		
English "QWERTY" keyboard	8 €		
iPad 2	120 €		
Touchscreen	on request		
MacBook Pro	280 €		
Desktop + 17" screen	115 €		
iMac 21"	245 €		
A4 b/w laser printer- 25 ppm - network	115 €		
A4 colour laser printer - 16 ppm - network	160 €		
b/w copier - 15 ppm - A4	280 €		
Colour copier - 20ppm - A4	380 €		
Colour copy (per page)	0,35 €		
b/w copy (per page)	0,20 €		
LCD screen 17"	65 €		
LCD screen 19"	75 €		
LCD screen 21"	90 €		
Network installation and / or printer installation (per hour)	75 €		
<b>IMPORTANT:</b>		<b>SUB-TOTAL</b>	
Please, fill out your valid VAT number or tax ID		<b>VAT 21%</b>	
		<b>TOTAL</b>	

### Payment upon receipt of the invoice

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

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

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

Date: .....

Name: .....

Signature:

Company's stamp:

# INFORMATION & COMMUNICATIONS TECHNOLOGY INSTALLATION SKETCH

Nextdoor stand number:

Nextdoor stand number:	1 sq.							<b>Back of booth</b>						
							<b>Front of booth</b>							

Nextdoor stand number:

Nextdoor stand number:



## IMPORTANT

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

Stand number:

Name + signature:

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- Products might be substituted

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

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

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

Date: .....

Name: .....

Signature:

Company's stamp:

## HOSTESSES

### AVAILABLE OUTFITS

#### Make your choice



#### ☐ **Outfit A**

Shirt colour (make your choice): WHITE / BLUE

Scarf colour: .....

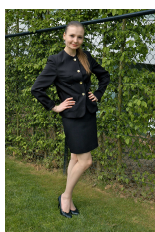


#### ☐ **Outfit B**

Shirt colour (make your choice): WHITE / BLUE

Skirt colour: LIGHT BLUE

Scarf colour: .....



#### ☐ **Outfit C**

Suit colour: BLACK

Scarf colour: .....



#### ☐ **Outfit D**

Dress colour: DARK BLUE

Scarf colour: .....



#### ☐ **Outfit E**

Dress colour: DARK GREY

Scarf colour: .....



#### ☐ **Outfit F**

Dress colour: DARK GREY

Scarf colour: .....



#### ☐ **Outfit G**

Dress colour: RED

Scarf colour: .....

# Exhibitor Services Manual 2015







### Coffee Bar «GUSTO»



#### ✓ **Hot and Soft Drinks**

Coffee and Tea Selection  
Mineral Waters and Fruit Juices

#### ✓ **Service Equipment**

Recyclable Carton Goblets  
Dressed and Decorated Bar

#### **10,75 € VAT excl. during 4 hours**

*Drinks and services equipment included*

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

#### **19,75 € VAT excl. during 8 hours**

*Drinks and service equipment included*

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

### Drink-Aperitif «GUSTO»

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

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

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

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



#### **10,75 € VAT excl. per guest**

*Equipment and staff included (alcoholic drinks excluded)*

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

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

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

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

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

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



### Permanent Bar «GUSTO»

#### ✓ **Appetizers**

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

#### ✓ **Bar**

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

#### ✓ **Service Equipment**

Trays, Glassware  
Dressed and Decorated Bar

#### ✓ **Service**

For 120 Minutes  
Necessary staff to guarantee an excellent service

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

*Equipment and staff included  
(alcoholic drinks excluded)*

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

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

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

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

### KITS

#### ✓ **Basic Kit**

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

**40,00 EUR VAT excl.**

#### ✓ **Coffee Kit**

1 nespresso machine  
30 coffee pads  
Plastic cups  
Milk  
Sugar

**125,00 EUR VAT excl.**

#### ✓ **Belgian Beer Kit**

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

**295,00 EUR VAT excl.**

#### ✓ **Drink'it Kit**

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

**255,00 EUR VAT excl.**

#### ✓ **Water Fountain Kit**

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

**125,00 EUR VAT excl.**

✓ **Waiter for the service (2 hours) 80,00 EUR VAT excl.**

# Exhibitor Services Manual 2015

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

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

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Security

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Description	Price	Qty Day 1	Qty Day 2	Qty Day 3	From (h)	Total
<b>FOOD "EXPRESS"</b>						
Surprise bread (40 pcs)	60,00 €					
Basket of sandwiches (25 pcs)	50,00 €					
Basket of pastries (25 pcs)	40,00 €					
Basket of mini pastries (40 pcs)	60,00 €					
Tray of mini cakes (56 pcs)	85,00 €					
Tray of macarons (72 pcs)	85,00 €					
Fruits basket (3kg)	45,00 €					
Tray of fresh vegetables	30,00 €					
Tray of zakouskis (40 pcs)	60,00 €					
<b>KITS</b>						
Basic Kit	40,00 €					
Coffee Kit – 100 pads	175,00 €					
Additional box of 50 coffee pads	50,00 €					
Belgian Beer Kit	295,00 €					
Drink'it Kit	255,00 €					
Water Fountain Kit	125,00 €					
Extra water fountain bottle (18,9L)	30,00 €					
Each order lower than 50 € will incur delivery costs of 15 €  <b>Acronyms:</b> PRS = persons From (h) = from what time the catering service should start  <b>IMPORTANT:</b> Please, fill out your valid VAT number or tax ID						<b>SUB-TOTAL (food)</b>
						<b>VAT 12% (food)</b>
						<b>SUB-TOTAL (drinks)</b>
						<b>VAT 21% (drinks)</b>
						<b>TOTAL</b>

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Description	Price	Qty Day 1	Qty Day 2	Qty Day 3	From (h)	Total
<b>THE "BUBBLES" LIST (75 cl)</b>						
Cava Brut "Dom Potier"	19,90 €					
Champagne Vranken	35,00 €					
Champagne Taittinger Brut	42,00 €					
Champagne Drappier, Carte d'Or Brut	50,90 €					
<b>"WHITE WINE" LIST (75 cl)</b>						
White Wine Réserve	14,50 €					
Domaine de Pomes, Côtes de Gascogne	15,60 €					
Château La Brie, Bergerac	16,80 €					
Pouilly Fumé, Domaine Thibault	18,60 €					
Sancerre, Domaine Reverdy	21,00 €					
Coukeroy, Pessac Léognan	19,90 €					
Meursault, Domaine Boissard Lardy	36,90 €					
<b>"RED WINE" LIST (75 cl)</b>						
Red Wine Réserve	14,50 €					
Château Bel Air, Bordeaux	16,90 €					
Château Patache d'Aux, Médoc	21,90 €					
Château Lamarzelle-Cormey, St Emilion GCC	22,40 €					
Château de Rochemorin, Pessac-Léognan	23,90 €					
Château La Bastide Dauzac, 2007, Margaux	28,30 €					
Château Beau Site, St Estephe	31,20 €					
Each order lower than 50 € will incur delivery costs of 15 €  <b>Acronyms:</b> PRS = persons From (h) = from what time the catering service should start  <b>IMPORTANT:</b> Please, fill out your valid VAT number or tax ID					<b>SUB-TOTAL (food)</b>	
					<b>VAT 12% (food)</b>	
					<b>SUB-TOTAL (drinks)</b>	
					<b>VAT 21% (drinks)</b>	
					<b>TOTAL</b>	

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Description	Price	Qty Day 1	Qty Day 2	Qty Day 3	From (h)	Total
<b>"SOFT" (100 cl)</b>						
Coca, Coca Light, Fanta, Sprite and Tonic	3,25 €					
<b>"BEERS" (Bottles)</b>						
Jupiler	3,00 €					
Hoegaarden	3,50 €					
Kriek	4,00 €					
<b>"ALCOHOL" (100 cl)</b>						
J&B, J-Walker, Gordon's, Absolut	39,00 €					
<b>HOT DRINKS</b>						
Coffee, tea (1,8 L)	9,00 €					
Hot Chocolate (1,8 L)	8,00 €					
240 milk caps	18,00 €					
Sugar cubes (1 kg)	6,00 €					
Each order lower than 50 € will incur delivery costs of 15 €  <b>Acronyms:</b> PRS = persons From (h) = from what time the catering service should start  <b>IMPORTANT:</b> <b>Please, fill out your valid VAT number or tax ID</b>						<b>SUB-TOTAL (food)</b>
						<b>VAT 12% (food)</b>
						<b>SUB-TOTAL (drinks)</b>
						<b>VAT 21% (drinks)</b>
						<b>TOTAL</b>

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

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

Cardholder's name:.....

Type of payment : VISA / MASTERCARD / AMEX

Card Number: .....

Security

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

Date: .....

Name: .....

Signature:

Company's stamp:



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

STAND: \_\_\_\_\_

HALL  
Nr: \_\_\_\_\_

VAT Nr: \_\_\_\_\_

COMPANY  
NAME: \_\_\_\_\_BILLING  
ADDRESS: \_\_\_\_\_

ZIP: \_\_\_\_\_

CITY: \_\_\_\_\_

COUNTRY: \_\_\_\_\_

TEL: \_\_\_\_\_

FAX: \_\_\_\_\_

MOBILE: \_\_\_\_\_

CONTACT: \_\_\_\_\_

SKYPE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

## IMPORTANT

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

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

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

## IMPORTANT

All orders received after **22/05/2015** will incur:

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

Description	Price	Qty Day 1	Qty Day 2	Qty Day 3	From (h)	Total
<b>EQUIPMENT</b>						
Ice pack slag	5,00 €					
Garbage bag 25 pcs.	5,00 €					
Roll of paper towels 2 pcs.	2,50 €					
Plastic wine glass 20 pcs.	10,00 €					
Plastic champagne glass 10 pcs.	8,00 €					
Plastic plate 50 pcs.	10,00 €					
Cups of coffee (for the coffee machine) 25 pcs	25,00 €					
Sponge & cleaning kit	9,00 €					
Plastic glass for soft drinks 25cl 25 pcs.	24,00 €					
<b>SERVICE</b>						
Waiter (per hour)	40,00 €					
Each order lower than 50 € will incur delivery costs of 15 €  <b>Acronyms:</b> PRS = persons From (h) = from what time the catering service should start  <b>IMPORTANT:</b> <b>Please, fill out your valid VAT number or tax ID</b>					<b>SUB-TOTAL (food)</b>	
					<b>VAT 12% (food)</b>	
					<b>SUB-TOTAL (drinks)</b>	
					<b>VAT 21% (drinks)</b>	
					<b>TOTAL</b>	

### Payment upon receipt of the invoice

#### • Bank transfer references:

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

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

Cardholder's name: .....

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Card Number: .....

Security

code: ..... Amount: ..... Exp. date: .....

Date: .....

Name: .....

Signature:

Company's stamp:

# ACCESS TO SQUARE-BRUSSELS MEETING CENTRE



- |          |  |  |  |
|----------|--|--|--|
| <b>1</b> | GLASS ENTRANCE<br>(MONT DES ARTS, 1000 BRUSSELS)   |  | ENTRANCE CENTRAL STATION   |
| <b>2</b> | TERRACE ENTRANCE<br>(MONT DES ARTS, 1000 BRUSSELS)   |  | ENTRANCE METRO CENTRAL STATION   |
| <b>3</b> | RAVENSTEIN ENTRANCE<br>(MONT DES ARTS, 1000 BRUSSELS)  |  | TAXI   |
| <b>4</b> | COUDENBERG ENTRANCE<br>(MONT DES ARTS, 1000 BRUSSELS)  |  | TOURIST INFORMATION  |
| <b>5</b> | DELIVERY ENTRANCE<br>(27, RUE DES SOLS, 1000 BRUSSELS)<br>ONLY FOR SMALL PACKAGES AND EUROPALLET NOT<br>BIGGER THAN 120cm x 80cm x 140cm |  | PUBLIC PARKING "ALBERTINE"<br>(DIRECT ACCESS TO SQUARE)<br>(3 RUE DES SOLS OR PLACE DE LA JUSTICE) |
| <b>6</b> | LOADING & UNLOADING (Grand Halls)<br>(13, RUE DES SOLS, 1000 BRUSSELS)   |  | CITY BIKES DISPOSAL  |
| <b>7</b> | LOADING & UNLOADING (Foyers)<br>(1, COUDENBERG, 1000 BRUSSELS)   |  | BOZAR (DIRECT ACCESS FROM SQUARE)  |
| <b>8</b> | DELVAUX ENTRANCE<br>(MONT DES ARTS, 1000 BRUSSELS)   |  | 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 EUR 40.

## 11) SECURITY DEPOSIT

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