

INFO

If you need further information,
please contact :

SQUARE-BRUSSELS MEETING CENTRE

Rue Ravenstein, 2
B-1000 Brussels
Belgium

Tel: +32 2 515 13 99

Fax: +32 2 479 47 37

exhibitorbook@square-brussels.com



EXHIBITOR SERVICES CATALOGUE 2013



2- 4 May 2013



SUARE
BRUSSELS MEETING CENTRE

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VENUE TECHNICAL SPECIFICATIONS

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 modules with built-in shelf)
- Carpet (dark grey)
- Fascia (including company name and display area number)
- 4 high stools
- 2 high tables
- 2 magazine racks

Option 2:

- Display structure (2 modules with built-in shelf)
- Carpet (dark grey)
- Fascia (including company name and display area number)
- 2 high stools
- 1 high tables
- 1 magazine racks

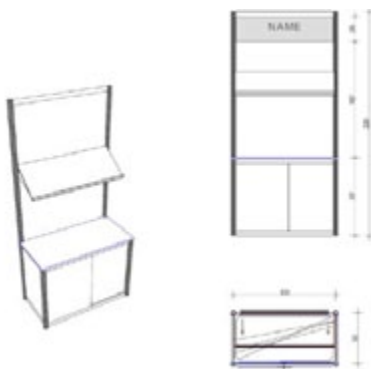
Option 3:

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

Option 4:

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

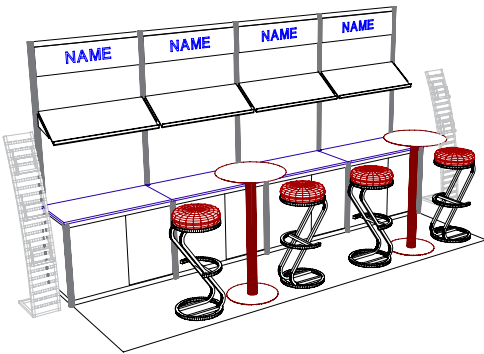
DISPLAY STRUCTURE



For extra orders please contact exhibitorbook@square-brussels.com

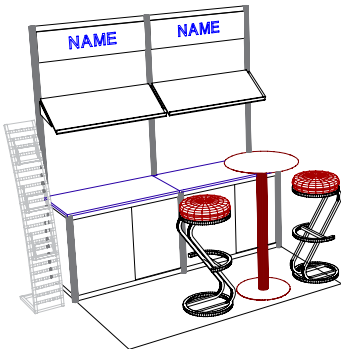
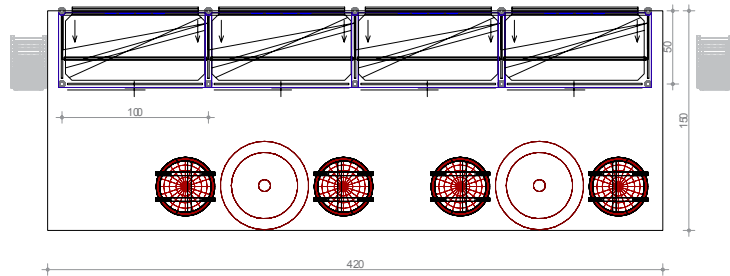
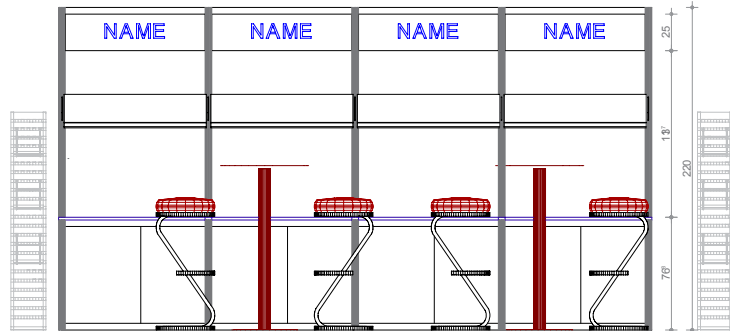
Exhibits must be staffed at all times during the Industry display area hours. The Industry display area is to be used only during the specified opening hours.

IMPAKT Industry Guidelines, last update 1 February 2013
www.impact.org



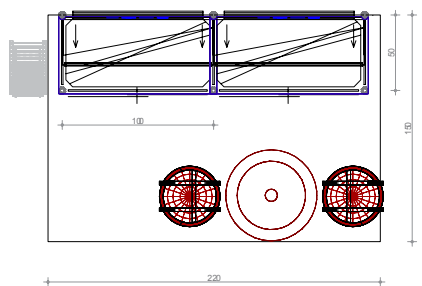
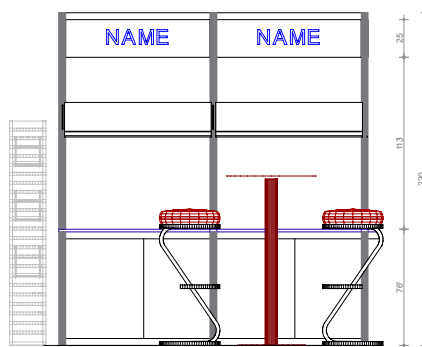
OPTION 1

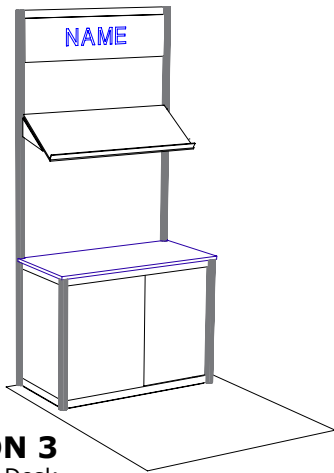
- Complete Desk
- Carpet
- Aida Display
- Ottawa Table 60 - white
- Sam High chair - white
- Electrical Connection - 3 000 W (1 single-phase 230V)



OPTION 2

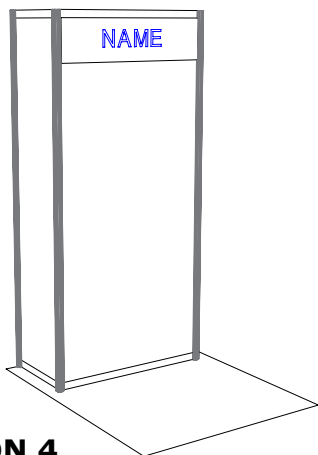
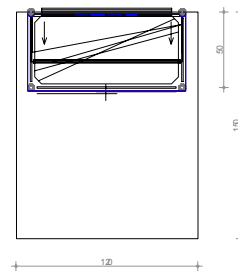
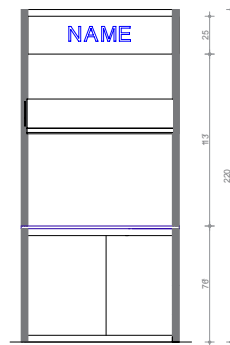
- Complete Desk
- Carpet
- Aida Display
- Ottawa Table 60 - white
- Sam High chair - white
- Electrical Connection - 3 000 W (1 single-phase 230V)





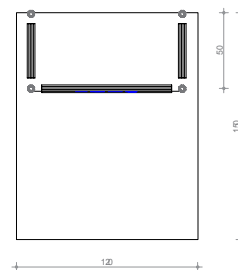
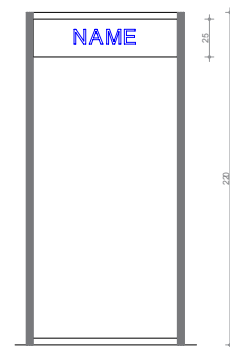
OPTION 3

Complete Desk
Carpet
Electrical Connection - 3 000 W (1 single-phase 230V)



OPTION 4

Panel with digital printing area (please refer to chapter 2)
Carpet
Name display panel
Electrical Connection - 3 000 W (1 single-phase 230V)



DOCUMENT TO RETURN TO: **SQUARE** - Rue Ravenstein, 2 B-1000 Brussels - Belgium
 Tel: +32 2 515 13 99 - Fax: +32 2 479 47 37 - exhibitorbook@square-brussels.com

Please fill out all the billing information (in capital letters), and sign this form to confirm the 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 of the show.

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

ADVICE

By signing this order form, the client agrees to have read and accepted to deliver files adapted to the specifications as written in the technical form. SQUARE can not be held responsible in case that the client doesn't provide the requested image or if material image doesn't match the technical requirements that you will find on the next page.

Ref	Description	Price (€)	Qty	Total
Additional digital signage only available with option 1/2/3 of the Venue Technical Specifications (page 3)				
A	Digital printing on vinyl adhesive for display lower backwall : 967mm x 800mm	29 €		
B	Digital printing on vinyl adhesive, stuck on a pvc 3mm, placed on your table. 550mm x 1100mm / Protective film	58 €		
C	Digital printing on vinyl adhesive for display doors: 2 x (492mm x 436mm)	87 €		
D	Floortile: vinyl adhesive on pvc 3mm inserted in the carpet of your stand + non-slip protection: 500mm x 300mm	87 €		
	Modification of delivered files	60€/h		
IMPORTANT: Please, fill out your valid VAT number or tax ID		SUBTOTAL		€
		VAT 21%		€
		TOTAL		€




IMPORTANT

All orders received within 15 days of the show installation date will incur:

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

Payment upon receipt of the invoice

Bank transfer references
 GL events Belgium S.A.
 Chaussée de Vilvorde 158 - 1120 Brussels - Belgium
 Account NR: 191 0509232 45 Swift Code: CREG BE BB
 IBAN CODE: BE44 1910 5092 3245
 CBC Banque - Grand'Place 5 - B-1000 Brussels - Belgium

Credit card (+2% administration costs):
 Cardholder's Name:.....
 Type of payment:   

Account Number:

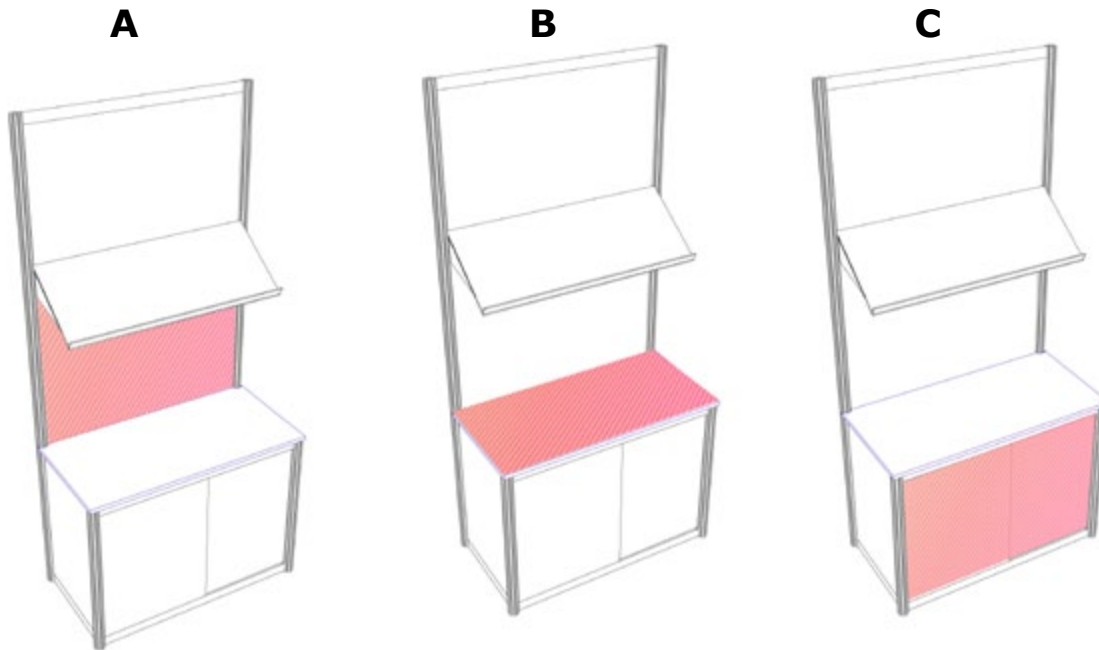
Security Code: Amount: Exp.date:/...../.....

Date:

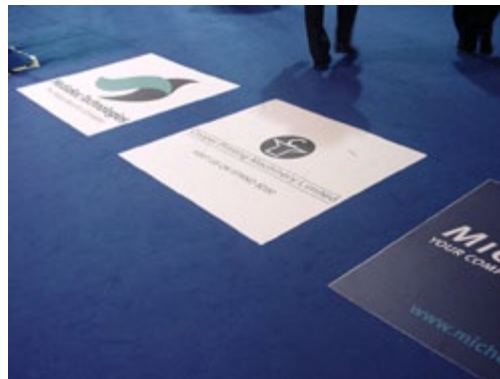
Print Name:

Signature:

Company's stamp:



D



INFO

If you need further information, please contact:
 Marco Breugelmans
graphic@square-brussels.com

SQUARE
 Rue Ravenstein, 2
 B-1000 Brussels
 Belgium

Tel: +32 2 515 13 63
 Fax: +32 2 515 13 20

exhibitorbook@square-brussels.com

DIGITAL PRINTING

TECHNICAL SPECIFICATIONS FOR THE FILES

For more information, please refer to 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 and to make file transfers as seamless as possible. 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. [Please contact graphic@square-brussels.com](mailto:graphic@square-brussels.com) for a quote.

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

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

1. DESCRIPTION OF THE GRAPHIC PRINT

Digital printing on 160gr photo paper
The print is to be put on white PVC of 6 mm
The PVC will be put to melamine-covered wall

2. FILE DELIVERED BY YOUR COMPANY

Suitable formats for images or logos:

A. SOFTWARE

Photoshop (PSD/EPS/TIF/PDF)
Illustrator (EPS/AI/PDF)
Indesign (INDD/PDF)

B. FORMAT

Do work in proportions of: 10%-20%-25%-50%
Specify the desired size of the final image into the name of the file
Add the used font types (screen and Postscript)
Crop the image to the desired image
We recommend saving the original version of your files

C. IMAGES

Save your images in CMYK, even for images in black & white/greyscale
(NEVER use RGB-colours)
Do not use other formats than EPS or TIFF or PDF (without compression)
If necessary, files should be Coded binary
Texts should be vectored (outlined)
before they are converted from Illustrator to EPS
The optimal resolution for the images is:
- Scan A4 at 300 DPI for visuals up to 1sq. m (+/- 40 Mb)
- Scan A3 at 300 DPI for visuals up to 1to 2 sq. m (+/- 70 Mb)
Always **convert the pantone colours to CMYK**
Make the gradation of the colours into a continuous tone
Avoid working with True Fonts and avoid shading in PDF files.

3. IN GENERAL

Add a blueprint saved on a CD ROM or paper

Our prices do not include any modifications or corrections of the delivered file.

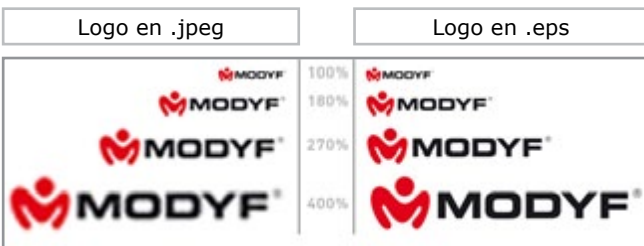
All additional modification will be charged at an hour fee of 60 euros.

DIGITAL PRINTING TECHNICAL SPECIFICATIONS EXAMPLES

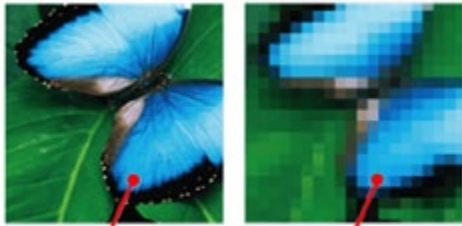


Vector Artwork

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 visual.



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 visual.



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

Bitmap/Raster Artwork

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	
Program	Preferred Format
Adobe Illustrator CS4	ai,eps
Adobe Photoshop CS4	tiff (LZW), jpeg (high quality)
Adobe InDesign CS4	indd (include all links)
Adobe Acrobat	PDF (press quality setting)
QuarkXPress 7	axd (include all links)

Suitable Media for images or logos	
Media	Preferred Format
CD-ROM (CD-R or CD-RW)	Please send hard copy color proofs
DVD-ROM (DVD-R or DVD-RW)	Please send hard copy color proofs
Email Attachments	Limited to maximum size of 5MB
FTP	Mandatory zip or sit compression

ORDER FORM LIGHTING EQUIPMENT

DOCUMENT TO RETURN TO: **SQUARE** - Rue Ravenstein, 2 B-1000 Brussels - Belgium
Tel: +32 2 515 13 99 - Fax: +32 2 479 47 37 - exhibitorbook@square-brussels.com

Please fill out all the billing information (in capital letters), and sign this form to confirm the order*

STAND: _____ **HALL Nr:** _____

VAT Nr _____ **COMPANY NAME:** _____

BILLING ADDRESS: _____

ZIP: _____ **CITY:** _____ **COUNTRY:** _____

TEL: _____ **FAX:** _____

MOBILE: _____ **CONTACT:** _____

SKYPE: _____ **E-MAIL:** _____

IMPORTANT

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

Ref	Description	Price (€)	Qty	Total	Power needed
2211	Low voltage armlight	67€			50W
IMPORTANT: Please, fill out your valid VAT number or tax ID				SUBTOTAL	€
				VAT 21%	€
				TOTAL	€

Prices include installation, maintenance, and removal.

IMPORTANT

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- immediate payment will be required
- Products might be substituted

Payment upon receipt of the invoice

Bank transfer references

GL events Belgium S.A.
Chaussée de Vilvorde 158 - 1120 Brussels - Belgium
Account NR: 191 0509232 45 Swift Code: CREG BE BB
IBAN CODE: BE44 1910 5092 3245
CBC Banque - Grand'Place 5 - B-1000 Brussels - Belgium

Credit card (+2% administration costs):

Cardholder's Name:.....
Type of payment:
Account Number:
Security Code: Amount: Exp.date: / /

Date:
Print Name:
Signature:
Company's stamp:

ORDER FORM AUDIO-VISUAL EQUIPMENT



DOCUMENT TO RETURN TO: **SQUARE** - Rue Ravenstein, 2 B-1000 Brussels - Belgium
Tel: +32 2 515 13 99 - Fax: +32 2 479 47 37 - exhibitorbook@square-brussels.com

Please fill out all the billing information (in capital letters), and sign this form to confirm the order*

STAND: **HALL Nr:**

VAT Nr **COMPANY NAME:**

BILLING ADDRESS:

ZIP: **CITY:** **COUNTRY:**

TEL: **FAX:**

MOBILE: **CONTACT:**

SKYPE: **E-MAIL:**

IMPORTANT

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Hiring conditions:

The equipment has to be insured against «all risks».
The exhibitor remains responsible for the equipment until the authorised 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.

Description	Price (€)	Qty	Total
Flat video and data monitor 22" HD	185 €		
Flat video and data monitor 32" HD with speakers on stand	425 €		
Flat video and data monitor 40" HD with speakers on stand	610 €		
LCD projector (2.250 LUMENS)	485 €		
DVD player	40 €		
DVD Blu-ray player	75 €		
IMPORTANT: Please, fill out your valid VAT number or tax ID		SUBTOTAL	€
		VAT 21%	€
		TOTAL	€

Price includes delivery, set-up, pick-up, and dismantling.

Please contact AV specialist for any equipment and services not listed
thibaut.ropa@square-brussels.com

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Payment upon receipt of the invoice

Bank transfer references

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Chaussée de Vilvorde 158 - 1120 Brussels - Belgium
Account NR: 191 0509232 45 Swift Code: CREG BE BB
IBAN CODE: BE44 1910 5092 3245
CBC Banque - Grand'Place 5 - B-1000 Brussels - Belgium

Credit card (+2% administration costs):

Cardholder's Name:.....
Type of payment:
Account Number:
Security Code: Amount: Exp.date:/...../.....

Date:
Print Name:
Signature:
Company's stamp:

ORDER FORM ELECTRICAL CONNECTIONS

DOCUMENT TO RETURN TO: **SQUARE** - Rue Ravenstein, 2 B-1000 Brussels - Belgium
Tel: +32 2 515 13 99 - Fax: +32 2 479 47 37 - exhibitorbook@square-brussels.com

Please fill out all the billing information (in capital letters), and sign this form to confirm the order*

STAND: _____ **HALL Nr:** _____

VAT Nr _____ **COMPANY NAME:** _____

BILLING ADDRESS: _____

ZIP: _____ **CITY:** _____ **COUNTRY:** _____

TEL: _____ **FAX:** _____

MOBILE: _____ **CONTACT:** _____

SKYPE: _____ **E-MAIL:** _____

IMPORTANT

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Description	Price (€)	Qty	Total
3 000 W (1 single-phase 230V)	160 €		
6 000 W (2 single-phase 230V)	295 €		
9 000 W (3 single-phase 230V)	385 €		
IMPORTANT: Please, fill out your valid VAT number or tax ID	SUBTOTAL		€
	VAT 21%		€
	TOTAL		€

SQUARE is the exclusive electrical provider

OUR SERVICE INCLUDES:

- Installation of electrical box fitted with a 30mA differential circuit breaker.
- Installation of electrical box by qualified personnel in the required location. Pick-up.

LEGAL REQUIREMENTS:

- One connection per stand - 3KW min
- Only authorised persons are permitted to open electrical boxes
- Beyond the electrical box, all installations must be carried out according to the regulations under the supervision of the organizer or the exhibitor.

These prices include installation and consumption for exhibitions running up to 3 days. For longer periods, please contact us for a quote.

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

Please contact AV specialist for any equipment and services not listed.

thibaut.roba@square-brussels.com

IMPORTANT

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Payment upon receipt of the invoice

Bank transfer references

GL events Belgium S.A.
Chaussée de Vilvorde 158 - 1120 Brussels - Belgium
Account NR: 191 0509232 45 Swift Code: CREG BE BB
IBAN CODE: BE44 1910 5092 3245
CBC Banque - Grand'Place 5 - B-1000 Brussels - Belgium

Credit card (+2% administration costs):

Cardholder's Name:.....
Type of payment:
Account Number:
Security Code: Amount: Exp.date: / /

Date:
Print Name:
Signature:
Company's stamp:

INFORMATION AND COMMUNICATIONS TECHNOLOGY

General information:

> Labour:

- Setup & dismantling is 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
 - For the wired connection : Bandwidth of 1Mb (Upload and Download)
 - For the Wifi connection : 3 devices maximum per access with a bandwidth of 1Mb (Upload and Download)

- Options, on request:

- Computer setup
- Possibility of having a dedicated line with guaranteed bandwidth

> Phone:

- Access to an outside line (dial "0")
- Technical support throughout your event
- 50 € 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
- Windows 7 operating system is available upon request and no extra cost.
- Office 2010 is available upon request with no extra cost.
- Apple computers (Laptop or Desktop) are installed with the OS X operating system, iWork 2009 and Microsoft Office 2008
- For copiers, printers and faxes, 1 package of 500 pages is included with white paper and cartridges
- Additional costs for printing:
Pay per print: 0.40 € for color, 0.25 € for black & white
- Print package:
150 €, excluding V.A.T for 500 prints (cartridges included).
For more than 500 prints, there is an additional charge: 0.40 € for color, 0.25 € for black & white.

ORDER FORM

INFORMATION AND COMMUNICATIONS TECHNOLOGY

Please fill out all the billing information (in capital letters), and sign this form to confirm the order*

STAND: HALL Nr:

VAT Nr COMPANY NAME:

BILLING ADDRESS:

ZIP: CITY: COUNTRY:

TEL: FAX:

MOBILE: CONTACT:

SKYPE: E-MAIL:

IMPORTANT

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Description	Price (€)	Qty	Total
Network & Internet access			
1 Wired Internet Connection	240 €		
Additional connection	90 €		
Wireless access	150 €		
Phone			
Analog line + phone	290 €		
Additional Analog line + phone	155 €		
ISDN Line	400 €		
Additional ISDN Line	250 €		
IT Equipment Computer equipment and accessories			
Laptop (Secure saver Included)	135 €		
English «QWERTY» Keyboard	8 €		
MacBook Pro	280 €		
Desktop +17 inch	115 €		
Imac 21 inch	245 €		
Printer A4 laser b/w - 25ppm - network	115 €		
Printer A4 laser color - 16ppm - network	160 €		
Copier b/w - 15ppm - A4	280 €		
Copier color - 20ppm - A4	380 €		
Fax (analog line included)	150 €		
Print Package	150 €		
Flat data monitor 17 "	65 €		
Flat data monitor 19 "	75 €		
Flat data monitor 21 "	90 €		
Network installation and/or printer installation per hour	75 €		
IMPORTANT: Please, fill out your valid VAT number or tax ID			
		SUBTOTAL	€
		TVA 21%	€
		TOTAL	€

Please contact IT specialist for any equipment and services not listed.
christophe.correa@square-brussels.com

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Account NR: 191 0509232 45 Swift Code: CREG BE BB
IBAN CODE: BE44 1910 5092 3245
CBC Banque - Grand'Place 5 - B-1000 Brussels - Belgium

Credit card (+2% administration costs):

Cardholder's Name:.....
Type of payment:
Account Number:
Security Code: Amount: Exp.date: / /

Date:
Print Name:
Signature:
Company's stamp:

6

SKETCH

INFORMATION AND COMMUNICATIONS TECHNOLOGY



Indicate Booth n° this direction:

IMPORTANT

The exhibitor has to sketch his booth on the grid. Please indicate the position of the aisles, the company name or stand number of your neighbours and the place where you want the stand material to be installed.

=Sqm															
															Back of Booth
															Front of Booth

Indicate Booth n° this direction:

Indicate Booth n° this direction:

INFO

A scaled sketch indicating the exact location will 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 invoced.

Indicate Booth n° this direction:

Hall + Stand Nr

Print Name + Signature

DOCUMENT TO RETURN TO: **SQUARE** - Rue Ravenstein, 2 B-1000 Brussels - Belgium
Tel: +32 2 515 13 99 - Fax: +32 2 479 47 37 - exhibitorbook@square-brussels.com

Please fill out all the billing information (in capital letters), and sign this form to confirm the order*

STAND: _____ **HALL Nr:** _____

VAT Nr _____ **COMPANY NAME:** _____

BILLING ADDRESS: _____

ZIP: _____ **CITY:** _____ **COUNTRY:** _____

TEL: _____ **FAX:** _____

MOBILE: _____ **CONTACT:** _____

SKYPE: _____ **E-MAIL:** _____

IMPORTANT

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* S/T: Straight Time (Monday through Friday From 08.00 AM to 05.00 PM)

* O/T: OverTime (All other times)

Date	Shedule	Worker	Total	Labour Rate-€
*S/T Labor Rate 35 €/hours excl.VAT				
..... /..... /20...h.... toh....			
..... /..... /20...h.... toh....			
..... /..... /20...h.... toh....			
*O/T Labor Rate 50 €/hour excl.VAT				
..... /..... /20...h.... toh....			
..... /..... /20...h.... toh....			
*S/T Forklift with Operator 95 €/hour excl.VAT				
..... /..... /20...h.... toh....			
..... /..... /20...h.... toh....			
..... /..... /20...h.... toh....			
*O/T Forklift with Operator 140 €/hours excl.VAT				
..... /..... /20...h.... toh....			
..... /..... /20...h.... toh....			
Requested Language(s)*:				
.....				
*Upon availability				
IMPORTANT: Please, fill out your valid VAT number or tax ID		SUBTOTAL	€	
		VAT 21%	€	
		TOTAL	€	

ADVICE

All rates are subject to change if necessitated by increased labour, and/or material costs

IMPORTANT

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

Payment upon receipt of the invoice

Bank transfer references

GL events Belgium S.A.
Chaussée de Vilvorde 158 - 1120 Brussels - Belgium
Account NR: 191 0509232 45 Swift Code: CREG BE BB
IBAN CODE: BE44 1910 5092 3245
CBC Banque - Grand'Place 5 - B-1000 Brussels - Belgium

Credit card (+2% administration costs):

Cardholder's Name:.....
Type of payment:   
Account Number:
Security Code: Amount: Exp.date: /..... /.....

Date:
Print Name:
Signature:
Company's stamp:

ORDER FORM HOSTESSES/HOSTS

DOCUMENT TO RETURN TO: **SQUARE** - Rue Ravenstein, 2 B-1000 Brussels - Belgium
Tel: +32 2 515 13 99 - Fax: +32 2 479 47 37 - exhibitorbook@square-brussels.com

Please fill out all the billing information (in capital letters), and sign this form to confirm the order*

STAND: **HALL Nr:**

VAT Nr **COMPANY NAME:**

BILLING ADDRESS:

ZIP: **CITY:** **COUNTRY:**

TEL: **FAX:**

MOBILE: **CONTACT:**

SKYPE: **E-MAIL:**

IMPORTANT

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

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

Hostesses (min. 4 hours) : 35 €/hour excl.VAT				
Date	Working hours	#Persons	#hours	Total
.... /.... /20...	...h... to ...h...			
.... /.... /20...	...h... to ...h...			
.... /.... /20...	...h... to ...h...			
.... /.... /20...	...h... to ...h...			
.... /.... /20...	...h... to ...h...			
.... /.... /20...	...h... to ...h...			
.... /.... /20...	...h... to ...h...			
.... /.... /20...	...h... to ...h...			
.... /.... /20...	...h... to ...h...			
.... /.... /20...	...h... to ...h...			
.... /.... /20...	...h... to ...h...			
.... /.... /20...	...h... to ...h...			
.... /.... /20...	...h... to ...h...			
.... /.... /20...	...h... to ...h...			
Requested Language(s)*:		SUBTOTAL		€
.....		VAT 21%		€
*Upon availability		TOTAL		€
IMPORTANT: Please, fill out your valid VAT number or tax ID				

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Type of payment:
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BILLING ADDRESS:

ZIP: **CITY:** **COUNTRY:**

TEL: **FAX:**

MOBILE: **CONTACT:**

SKYPE: **E-MAIL:**

Rates (01/01/2012)	weekday	weekday night	Sunday	Sunday night	Saturday	Saturday night
Stand Surveillance	€ 40.02	€ 49.03	€ 48.03	€ 57.03	€ 46.03	€ 55.03
	Bank Holiday (BH)	Bank Holiday night	BH Sunday	BH Sunday night	BH Saturday	BH Saturday night
	€ 52.03	€ 61.04	€ 60.03	€ 69.04	€ 58.03	€ 67.04

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Date	Working hours	#Persons	#hours	Total
.... /..... /20...	...h.... to ...h....			
.... /..... /20...	...h.... to ...h....			
.... /..... /20...	...h.... to ...h....			
.... /..... /20...	...h.... to ...h....			
.... /..... /20...	...h.... to ...h....			
.... /..... /20...	...h.... to ...h....			
.... /..... /20...	...h.... to ...h....			
.... /..... /20...	...h.... to ...h....			
.... /..... /20...	...h.... to ...h....			
.... /..... /20...	...h.... to ...h....			
.... /..... /20...	...h.... to ...h....			
.... /..... /20...	...h.... to ...h....			
.... /..... /20...	...h.... to ...h....			
.... /..... /20...	...h.... to ...h....			
.... /..... /20...	...h.... to ...h....			
			SUBTOTAL	€
			VAT 21%	€
			TOTAL	€
IMPORTANT: Please, fill out your valid VAT number or tax ID				

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Type of payment:
Account Number:
Security Code: Amount: Exp.date:/...../.....

Date:
Print Name:
Signature:
Company's stamp:



- SQUARE FOOD AND BEVERAGES SOLUTIONS -

PROPOSAL BOOTH

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 Service 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

19,75€ VAT excl. per Guest 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



GL events
BRUSSELS SA

Rue Ravensteinstraat 2
B-1000 Brussel
www.square-brussels.com

Gusto +32 (0)2 515 13 28

f&boffice@square-gusto.eu
VAT BE 898 218 515

Food «EXPRESS»

- ✓ **Surprise bread - (40 Pieces)** **60,00 € VAT excl.**
- ✓ **Basket of sandwiches - (25 Pieces)** **50,00 € VAT excl.**
- ✓ **Basket of pastries - (25 Pieces)** **32,50 € VAT excl.**
- ✓ **Basket of mini pastries - (40 Pieces)** **40,00 € VAT excl.**
- ✓ **Tray of mini cakes - (56 Pieces)** **45,00€ VAT excl.**
- ✓ **Tray of Macarons - (72 Pieces)** **75,00€ VAT excl.**
- ✓ **Fruits basket - (3 kg)** **45,00€ VAT excl.**
- ✓ **Tray of fresh vegetables** **30,00€ VAT excl.**
- ✓ **Tray of zakouskis - (40 Pieces)** **45,00€ VAT excl.**



KIT✓ **Basic Kit**

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

25,00 € VAT excl.✓ **Coffee Kit - (100 Pads)**

1 nespresso machine
 100 coffee pads
 Plastic cups
 Milk
 Sugar

295,00 € 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

75,00 € VAT excl.✓ **Water fountain Kit**

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

125,00 € VAT excl.

SERVICE

✓ Drink package

1 hour service, 3 hours forfait

120,00 € VAT excl.

✓ Cocktail package

2 hours service, 4 hours forfait

160,00 € VAT excl.

Drinks « A la Carte »

✓ The « Bubbles »List (75 Cl)

Cava Brut « Dom Potier »

19,90 € VAT excl.

Champaign Jacquart Brut Mosaïque

35,00 € VAT excl.

Champaign Taittinger Brut

42,00 € VAT excl.

Champaign Drappier, Carte d'Or Brut

50.90 € VAT excl.

✓ White Wine List (75 Cl)

White Wine Réserve

14.50 € VAT excl.

Domaine de Pomes, Côtes de Gascogne

15.60 € VAT excl.

Château La Brie, Bergerac

16,80 € VAT excl.

PouillyFumé, DomaineThibault

18,60 € VAT excl.

Sancerre, DomaineReverdy

21,00 € VAT excl.

Coucheroy, Pessac Léognan

19,90 € VAT excl.

Meursault, DomaineBoissard Lardy

36,90 € VAT excl.

✓ Red Wine List (75 Cl)

Red Wine Réserve

14.50 € VAT excl.

Château Bel Air, Bordeaux

16.90 € VAT excl.

Château Patached'Aux, Médoc

21,90 € VAT excl.

Château Lamarzelle-Cormey, St Emilion GCC

22.40 € VAT excl.

Château de Rochemorin, Pessac-Léognan

23.90 € VAT excl.

Château La Bastide Dauzac, 2007, Margaux

28.30 € VAT excl.

Château Beau Site, St Estephe

31,20 € VAT excl.

✓ Softs (100 Cl)

Coca, Coca Light, Fanta, Sprite et Tonic.

3.25 € VAT excl.



✓ **Beers**(Bottles)

Jupiler	2.75 € VAT excl.
Hoegaarden	3.50 € VAT excl.
Kriek	4.00 € VAT excl.

✓ **Alcohol**

J&B, J-Walker, Gordon's, Absolut.	39,00 € VAT excl.
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✓ **Hot drinks**

Coffee, tea 1,8L	9,00 € VAT excl.
Hot Chocolate 1,8L	8,00 € VAT excl.
240 milk caps	18,00 € VAT excl.
Sugar cubes (1 kg)	6,00 € VAT excl.





DOCUMENT TO RETURN TO : Valerie Wouters
Tel. +32 2 515 1328 - f&boffice@square-gusto.eu

Please fill out all the billing information (in capital letters), and sign this form to confirm the order*

STAND: _____ **HALL Nr:** _____

VAT Nr _____ **COMPANY NAME:** _____

BILLING ADDRESS: _____

ZIP: _____ **CITY:** _____ **COUNTRY:** _____

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MOBILE: _____ **CONTACT:** _____

SKYPE: _____ **E-MAIL:** _____

IMPORTANT

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ADVICE

Terms and conditions: All prices are excluded VAT and excluded delivery costs of 15 € by each order lesser than 50 €.

*VAT 12% on food
VAT 21% on drinks and on service and material.*

Description	Price (€)	Qty	Day 1	Day 2	Day 3	Total
COFFEE BAR «GUSTO» 4 HOURS Including : Hot and Soft Drinks, Service equipment	10,75 €					
*Option 1 - Crockery and glassware	+ 2,00 €					
*Option 2 - Biscuits, Spiced (gingerbread) Biscuits	+ 1,80 €					
*Option 3 - Fruit basket for 20 persons	+ 35,00 €					
*Option 4 - Permanent service, 1 waiter during 4 hours	+ 160,00 €					
COFFEE BAR «GUSTO» 8 HOURS Including : Hot and Soft Drinks, Service equipment	19,75 €					
*Option 1 - Crockery and glassware	+ 3,40 €					
*Option 2 - Biscuits, Spiced (gingerbread) Biscuits	+ 2,70 €					
*Option 3 - Fruit basket for 20 persons	+ 35,00 €					
*Option 4 - Permanent service, 1 waiter during 8 hours	+ 320,00 €					
IMPORTANT: Please, fill out your valid VAT number or tax ID	SUBTOTAL (food)					€
	VAT 12% (food)					€
	SUBTOTAL (drink)					€
	VAT 21% (drinks)					€
	TOTAL					€

IMPORTANT

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Payment upon receipt of the invoice

Bank transfer references

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Description	Price (€)	Qty	Day 1	Day 2	Day 3	Total
FOOD «EXPRESS»						
Surprise bread - (40 Pieces)	60,00 €					
Basket of sandwiches - (25 Pieces)	50,00 €					
Basket of pastries - (25 Pieces)	32,50 €					
Basket of mini pastries - (40 pieces)	40,00 €					
Tray of mini cakes - (56 pieces)	45,00 €					
Tray of macarons - (72 pieces)	75,00 €					
Fruits basket - (3 kg)	45,00 €					
Tray of fresh vegetables	30,00 €					
Tray of zakouskis - (40 Pieces)	45,00 €					
KIT						
Basic Kit	25,00 €					
Coffee Kit - (100 Pads)	60,00 €					
«Drink'it» Kit	75,00 €					
Water fountain Kit	125,00 €					
SERVICE						
Drink package	120,00 €					
Cocktail package	160,00 €					
IMPORTANT: Please, fill out your valid VAT number or tax ID	SUBTOTAL (food)					€
	VAT 12%					€
	SUBTOTAL (drinks)					€
	VAT 21%					€
	TOTAL					

ADVICE

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VAT 21% on drinks and on service and material.

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CATERING STAND SERVICES

8

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VAT 12% on food
VAT 21% on drinks and on service and material.

Description	Price (€)	Qty	Day 1	Day 2	Day 3	Total
DRINKS « A LA CARTE »						
THE « BUBBLES » LIST (75cl)						
Cava Brut «Dom Potier»	19,90 €					
Champaign Jacquart brut Mosaïque	35,00 €					
Champaign Taittinger Brut	42,00 €					
Champaign Drappier, Carte d'Or Brut	50,90 €					
« WHITE WINE » LIST (75cl)						
White Wine Réserve	14,50 €					
Domaine de Pomes, Côtes de Gascogne	15,60 €					
Château La Brie, Bergerac	16,80 €					
Pouilly Fumé, Domaine Thibault	18,60 €					
Sancerre, Domaine Reverdy	21,00 €					
Couheroy, Pessac Léognan	19,90 €					
Meursault, Domaine Boissard Lardy	36,90 €					
« RED WINE » LIST (75cl)						
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 €					
IMPORTANT: Please, fill out your valid VAT number or tax ID	SUBTOTAL					€
	VAT 21%					€
	TOTAL					€

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VAT 21% on drinks and on service and material.*

Description	Price (€)	Qty	Day 1	Day 2	Day 3	Total
DRINKS « A LA CARTE »						
« SOFTS » (100cl)						
Coca, Coca Light, Fanta, Sprite and Tonic	3,25 €					
« BEERS » (Bottles)						
Jupiler	2,75 €					
Hoegaarden	3,50 €					
Kriek	4,00 €					
« ALCOHOL » (100cl)						
J&B, J-Walker, Gordon's, Absolut	39,00 €					
HOT DRINKS						
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 €					
IMPORTANT: Please, fill out your valid VAT number or tax ID	SUBTOTAL (food)					€
	VAT 12%					€
	SUBTOTAL (drinks)					€
	VAT 21%					€
	TOTAL					€

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- 1** GLASS ENTRANCE
(MONT DES ARTS - KUNSTBERG, 1000 BRUSSELS)
- 2** TERRACE ENTRANCE
(MONT DES ARTS - KUNSTBERG, 1000 BRUSSELS)
- 3** RAVENSTEIN ENTRANCE
(2 RUE RAVENSTEINSTR., 1000 BRUSSELS)
- 4** COUDEBERG ENTRANCE
(3 COUDEBERG, 1000 BRUSSELS)
- 5** DELIVERY ENTRANCE
(27 RUE DES SOLS, 1000 BRUSSELS)
ONLY FOR SMALL PACKAGES AND EUROPALLET
NOT BIGGER THAN 120 CM (L) X 80 CM (W) X 140 CM (H)
- 6** LOADING & UNLOADING
(15 RUE DES SOLS, 1000 BRUSSELS)
- 7** LOADING & UNLOADING
FOYERS
(1 COUDEBERG, 1000 BRUSSELS)

-  ENTRANCE CENTRAL STATION
-  ENTRANCE METRO CENTRAL STATION
-  TAXI
-  TOURIST INFORMATION
-  PUBLIC PARKING «ALBERTINE»
(DIRECT ACCESS TO SQUARE)
(3 RUE DES SOLS, 1000 BRUSSELS)
-  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 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