

EXHIBITOR MANUAL FOR BROADBAND WORLD FORUM EUROPE

29 September – 2 October

NPO Brussels Exhibition Center

| Belgiëplein 1 | B-1020 Brussels | Belgium

Introduction

Welcome to the Broadband World Forum Europe Exhibitor Manual. This manual has been compiled to help you plan your participation at Broadband Europe and to ensure a smooth run up to the event. Please read the information carefully, passing on relevant information to your contractors and returning order forms by their due dates. All order forms can be found at the end of the on-line manual.

If you have any queries regarding anything in the manual please contact the Operations Department by either email at dflood@iec.org or by telephone on +312 559-3322. We look forward to working with you towards another successful event.

Contact Details

Venue: **NPO Brussels Exhibition Center
Belgiëplein 1 | B-1020 Brussels | Belgium**

Exhibition Dates: **29 September – 2 October**

Show Management **International Engineering Consortium
300 West Adams Street, Suite 1210
Chicago, IL 60606 USA**

Director of Operations: Don Flood
Phone: +1-312-559-3322
Fax: +1-312-559-3308
Email: dflood@iec.org

http://www.iec.org/events/2008/bbwf/pdfs/bbwfe08_exhibitor_manual.pdf

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IEC Contacts

Meeting Operations:

Agnes Lorincz
Meetings Manager
Phone: +1 312- 559-4609
Email: alorincz@iec.org

Exhibits Operations:

Don Flood
Director of Operations
Phone: +1-312-559-3322
Email: dflood@iec.org

Exhibits and Sponsorship Marketing:

Michelle Klein
Exhibits Marketing Manager
Phone: +1-312-559-3861
Email: mklein@iec.org

Exhibit Sales:

Christine Paplaczky
Exhibits Sales Director
Phone: +1-312-559-4616
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Sponsorship:

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Exhibits Sales Director
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Conference Program/Speaking Opportunities:

Pitsa Madoch
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Speaker Coordination:

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Forum Coordinator
Phone: +1-312-559-3326
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Event Marketing/Corporate Registration:

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Marketing Manager
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Public Relations:

Lisa Reyes
Public Relations Director
Phone: +1-312-559-3325
Email: lreyes@iec.org

Vendor Contacts

Facility Project Manager

Brussels Expo
Vera Viaene
Tel: +32 2 474 82 65
Fax: +32 2 474 86 66
v.viaene@bruexpo.be

Audio Visual Hire

PROCON Event Engineering
Noël Van Langenhoven
Phone: +32 - (0)10 23 99 – 49
Noel.VanLangenhoven@Procon.com

Catering

Ms. Amal El Gayati.
Horeto Expo
Brussels, Belgium
Tel: +32 2 474 82 65
Fax: + 32 2 474 83 95
Email: yss@horeto-expo.com

Cleaning and Waste Disposal

GL Events

Sara Wassenberg :
+ 32 2 474 67 87
swassenberg@glbelgium.com

Monique Winnen :
+ 32 2 474 67 83
mwinnen@glbelgium.com

Electrical Mains & Fittings

Sara Wassenberg :
+ 32 2 474 67 87
swassenberg@glbelgium.com

Monique Winnen :
+ 32 2 474 67 83
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Floral and Plant Hire

GL Events

Sara Wassenberg :
+ 32 2 474 67 87
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mwinnen@glbelgium.com

Furniture Rental

GL Events

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+ 32 2 474 67 87
swassenberg@glbelgium.com

Monique Winnen :
+ 32 2 474 67 83
mwinnen@glbelgium.com

Internet Access

Belgacom
Bernard Mercier
+32 (2) 202.70.49

Lead Retrieval

Trade Show Leads
toms@tsleads.net
Tom Schleisman
Phone: +1-515-276-6911
Fax: +1-515-276-6911

Shipping/Freight Forwarding

Mattias Becker
Kuehne & Nagel
Email: Mattias.becker@kuehne-nagel.com
Phone: 404-675-2936

Security

Brussels Expo
Vera Viaene
Tel: +32 2 474 82 65
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v.viaene@bruexpo.be

Signage and Graphics Requirement

GL Events

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Material Handling

Kuehne & Nagel
 Mattias Becker
 Phone: 404-675-2936
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Stand Design and Construction

GL Events
Sara Wassenberg
 + 32 2 474 67 87
swassenberg@glbelgium.com
Monique Winnen :
 + 32 2 474 67 83
mwinnen@glbelgium.com

Dates and Times**Stand Construction**

Critical to the success of your participation is the timing of your arrival on-site, the building of your stand, and its staffing. After the event, your clearing of valuable graphics and exhibits away from the venue is of course critical. Therefore, please note the following dates and times.

Exhibitor Installation Days

DATES	ACCESS FOR	ACCESS HOURS
Friday, 26 September	space only	13:00 – 22:00
Saturday, 27 September	space only	08:00 – 22:00
Sunday, 28 September	all exhibitors	08:00 – 22:00
Monday, 29 September	all exhibitors	08:00 – 22:00

IMPORTANT NOTE: The facility is accessible for exhibitor installation only during the hours indicated above. Exhibitors will not be permitted access to the exhibition hall outside of these stated hours.

Upon arriving on-site, you will be directed to the most appropriate entrance and all drivers must follow the instructions given by the marshalling team at the site.

All personnel representing the exhibitor or his agents on the exhibit floor during installation and dismantling (that will not need access to the floor during official show hours) can obtain a temporary set-up/dismantle badge at the entrance to the show floor.

All stands must be completed with exhibits in place by 10:00 am on Tuesday, 30 September.

Exhibitor Registration/Badge Pick-up

DATES	REGISTRATION HOURS
Sunday, 28 September	16:00 – 18:00
Monday, 29 September	08:00 – 18:00
Tuesday, 30 September	08:00 – 18:00
Wednesday, 1 October	08:00 – 18:00
Thursday, 2 October	08:00 – 11:00

All personnel representing the exhibitor or his agents on the exhibit floor during the official show hours must be properly identified with the official exhibitor badge. Exhibitor registration will open during the setup of the exhibition and through the duration of the show. All exhibitors are to register their personnel in advance. The exhibitor's authorized representative must certify if any additions or changes in registration made during the conference.

Exhibition Days

DATES	EXHIBITOR ACCESS	OPEN HOURS
Tuesday, 30 September	09:00	12:00 19:00
Wednesday, 1 October	09:00	12:00 – 19:00
Thursday, 2 October	08:00	11:00 –15:30

IMPORTANT NOTE: Exhibit hours will be strictly enforced. Exhibitors with the appropriate badge (badges containing the Exhibitor extended tab ONLY) will be permitted on the show floor prior to the opening of the exhibition. Conference attendees will be permitted on the show floor during show hours only. If a meeting is scheduled at your exhibit space, please make sure that all staff attending the meeting has the necessary exhibitor badge or they will not be granted access to the show floor.

Exhibitor Dismantle

DATES	ACCESS HOURS
Thursday, 2 September	16:00 – 22:00
Friday, 3 September	08:00 – 17:00

All exhibits will close promptly at 15:30 on Thursday, 2 October 2008. Exhibitors are not to be dismantled or removed, in whole or in part, prior to the official closing at 15:30. Beginning at this time, empty exhibitor boxes/crates will be returned. To expedite this process, exhibitors are requested not to interfere with the return of empty crates by confining dismantling their stand to their stand area only.

All freight not called for by the conclusion of exhibitor dismantle hours on Friday, 3 October will be shipped by a carrier selected by the official drayage contractor at the exhibitor's expense.

DEADLINES	
29 July 2008	Exhibitor Profile for Program Guide
29 July 2008	Exhibitor Hot Technology Write-Ups
29 August 2008	Lead Retrieval Order Form
15 August 2008	Internet Access Order Form
1 September 2008	Insurance Forms
30 August 2008	Lighting and Electrics Order Form
30 August 2008	Shell Scheme Extras Octanorm Order Form
30 August 2008	Telecommunications Order Form
30 August 2008	Traditional Panel Extras Order Form
30 August 2008	Water & Waste Order Form
30 August 2008	Stand Cleaning Order Form
30 August 2008	Shell Scheme Only Fascia Name board Order Form
30 August 2008	Stand Layout Form
30 August 2008	Audio Visual Order Form
24 September 2008	Stand Personnel, Complimentary, and Reduced Registrations Due

ACCOMMODATIONS

The following link will lead you to the hotels have been secured as the official hotels of the Broad Band World Forum Europe 2008:

Brussels http://www.iec.org/events/2008/bbwf/conference/hotel_travel.asp

AUDIO VISUAL HIRE

TBD

BADGES AND CONFERENCE PASSES

Exhibitor Badges: All exhibitors must apply for badges for their stand personnel. You are permitted to have up to four (4) exhibitor personnel badges per 9 square meters of stand space. It is also permissible, due to shift changes, correction, etc., to surrender an exhibit badge to the Exhibitor Registration Desk for replacement.

Contractor Passes: Exhibitor badges will not be made for anyone other than company personnel. All other personnel must check in with security at the door for a temporary badge during move-in/set-up.

BALLOONS

No balloons of any size or type will be permitted for display purposes or giveaways in the show facility. Adhesive backed decals or stickers may not be given out inside the facility or on the premises. "Glitter" is not permitted in carpeted areas of the building.

BRANDING/SPONSORSHIP OPPORTUNITIES

There are a number of areas that can be utilized for possible branding opportunities during the event. Please contact the Christine Paplaczky for a complete list of the banner opportunities available and the relevant applicable charges.

Sponsorship Sales:

Christine Paplaczky

Exhibits Sales Director

Phone: +1-312-559-4616

Email: cpaplaczky@iec.org

CABLING/AERIAL FEEDS

For outside broadcast feeds or if you require terrestrial or satellite television feed, or radio aerial feed to your stand, please inform the Brussels Expo Project Manager listed on page 4.

CARPETING

Carpeting must be ordered thru

GL Events

Sara Wassenberg :

+ 32 2 474 67 87

swassenberg@glbelgium.com

Monique Winnen :

+ 32 2 474 67 83

mwinnen@glbelgium.com

CATERING

The Brussels Expo has an exclusive caterer for the venue and all food and drink must be ordered via them. Exhibitors wishing to organize food and beverages should immediately contact the Brussels Expo.

There is a stand ordering service available where beverages and food can be delivered to your stand. This is to be arranged by individual Exhibitors direct with the Brussels Expo.

CLEANING AND WASTE DISPOSAL

Please order stand cleaning from

GL Events

Sara Wassenberg :

+ 32 2 474 67 87

swassenberg@glbelgium.com

Monique Winnen :

+ 32 2 474 67 83

mwinnen@glbelgium.com

Large items of waste materials to be disposed of prior to the opening of the exhibition must be placed in skips located in the Loading Bay.

The cleaning team will clear bulk rubbish during the build-up and breakdown periods of your exhibition and they will arrange for the disposal of reasonable levels of exhibition rubbish. The cleaning of gangways, public circulation areas, and shell scheme stands is carried out by the cleaning team and the charges for these services are included in your exhibition stand fees. **Cleaning of space-only stands (those stands greater than 3 x 3 in depth)** must be arranged by individual exhibitors direct with the GL Events Project Manager.

Any specific cleaning requirements such as washing and polishing 'special' surfaces should be arranged directly with the Project Manager of GL Events and additional charges would be made for these services.

COAT CHECK ROOMS

Coat Check Rooms are located in the lower level of Hall 7

COMMON AREAS

All common areas must be kept unobstructed at all times. Contractors/Exhibitors/their staff and agents **must keep ALL common areas clear** while building or dismantling stands, exhibits, etc. All exhibits must be kept within the confines of the stand space and demonstrations must not cause undue congestion and/or obstruction of common areas.

COMPLETION OF THE TENANCY

It is the responsibility of the Exhibitor to ensure all exhibits, stand materials, and other items relating to the exhibition are removed by the completion of tenancy. The IEC or Brussels Expo accepts no responsibility for anything left on the premises and has no storage facilities for late collections.

DELIVERIES

The Brussels Expo cannot accept freight shipments on behalf of exhibitors before or during scheduled move in times. The IEC will not be responsible for and will not sign for any shipments via exhibitors without prior notice.

Shipments sent to Brussels Expo prior to the exhibition date will not be stored at the facility.

Please contact Mattias Becker for shipping/receiving information.

Shipping/Freight Forwarding

Mattias Becker

Kuehne & Nagel

Email: Mattias.becker@kuehne-nagel.com

Phone: 404-675-2936

DEMONSTRATIONS/PRESENTATIONS

Exhibitors wishing to operate machinery or carry out mechanical demonstrations at their stand must ensure that this does not constitute a fire or safety hazard, or interfere with the activities of visitors or other exhibitors. All moving parts must be guarded and controls sited beyond the reach of spectators. Please note that you may only demonstrate or hand out literature on your stand – you may not roam the aisles or stand in the lobby or entrance areas to do this.

Location of demonstrations, presentations, and samplings must be conducted far enough within the stand so that crowds, which gather, are contained within the limits of the stand.

Spectators are not permitted to stand in the aisle or in neighboring stands. Show Management may request modification or elimination of the presentation.

DILAPIDATIONS

The Exhibitor is liable for any damage caused to building floors, walls, columns, iron works, shell scheme, or other leased property. Contractors/Exhibitors, their staff, and agents may not apply paint, lacquer, adhesives, or coating to building columns, floors, or to shell scheme. No bills, signs, floor coverings, or other articles shall be pasted, nailed, taped, or otherwise attached to the walls, floors, ceilings, columns, partitions, shop fronts, or trim except under the direction, and with the written consent of the Brussels Expo Project Manager.

DRINKS LICENSE

Details of our license are available on request and must be adhered to at all times. Please consult the Brussels Expo Project Manager or Catering Manager immediately if you plan on having alcohol available at the event.

ELECTRICAL AND LIGHTING

GL Events has a comprehensive range of electrical services for hire and installation and offers an extensive range of light fittings and flexible power supplies including three phase if required. Their team of electricians can provide a professional and competitive service to Exhibitors for all electrical installations and connections to mains. Please contact the GL Events Project Manager for full details. Each KW, exceeding 3 KW, for each Exhibiting Company, will be charged to the exhibitor

It is not permitted to hang, suspend, or attach any item to the wires or ceiling under any circumstances without the permission of the Brussels Expo Project Manager and the IEC. Hanging banners above exhibit space only stand is permitted based on the approval of the Brussels Expo Project Manager and the IEC Exhibits Manager. Banners that are hung without the approval will be removed at the exhibitor's expense. All banners must be located directly above the exhibiting company's booth.

Signs involving the use of neon or similar gases are permitted with fireman switches and written confirmation from the Brussels Expo Project Manager. Electro flashing signs of low intensity are permitted providing specifications for their use are approved in writing in advance by the Brussels Expo Project Manager.

During the open period of an exhibition, stand mains supply will normally be switched on no later than half an hour before the show opens and switched off no later than half an hour after it closes. Please contact the Brussels Expo Project Manager should you require 24-hour power.

EXHIBITION STANDS

Standard Shell Scheme System is used in most cases when shell scheme is required; Full Stand layout **MUST** be agreed **7 days** prior to the exhibition. Alterations to this agreed floor plan will be subject to surcharge.

Standard shell scheme hire includes the following:

Beech melaminated panels (1,00M X 2,40M)

Grey lacquered aluminium structure

Simple Fascia 4.5cm high

1 spotlight with 3 spots

1 multiplug

Dark Grey carpet in roll with plastic protection (same colour for all the shell scheme stands)

One white signboard with black standard lettering on white background per open side

One kit of furniture:

1 round table

3 chairs

1 paper basket

Any damage to shell scheme or other supplied rentals will be charged accordingly to exhibitors as dilapidations.

EXHIBITOR/CONTRACTOR ACCESS & EGRESS

It is the responsibility of the Brussels Expo and the Organizer to ensure exhibitors and contractors adhere to the following regulations regarding access and egress to and from the Loading Bay.

The exhibitors and contractors must pay particular respect and consideration to local residents especially during build up and breakdown periods.

Under no circumstances will pedestrian access be allowed at the entrance to the Loading Bay.

- Drivers must become aware and observe local traffic restrictions. (Be aware that penalties are likely to be vigorously enforced by the Police and Traffic Wardens.)
- There is likely to be a Police presence before/during/after the exhibitions.
- For event breaking down on Thursday, exhibitors and contractors will, whenever appropriate, be given access to the loading bay and access will be coordinated by the shipping agent. However, entry to the halls will not be given until the event is officially closed.
- Details of the breakdown procedures will be provided to exhibitors and contractors during the build up period.
- There will be no access to the Loading Bay in the last 30 minutes of a build up or breakdown period. The Brussels Expo reserves the right to extend this 'cut off' period. All exhibitors and contractors must comply with the reasonable requests

of the Traffic Marshals. Failure to do so may result in access to the Brussels Expo being denied or vehicles, if within the Loading Bay, will be clamped.

FIRE EXTINGUISHERS

Water, Foam, and CO2 extinguishers will be provided by the Brussels Expo to comply with standard regulations.

FIRE REGULATIONS

Exhibitors must adhere to the Local Authority and Fire Brigade Regulations. All materials used on exhibition stands or stored within the exhibition area must be **Class 1** (B.S. 476) fire retardant.

FLOOR COVERINGS

Space only exhibitors are required to supply stand carpet.
Aisles will be carpeted.

Please order carpet through GL Events

Under no circumstances may the weight of any equipment or exhibit material exceed the hall's maximum floor load.

Maximum floor load for the first floor- Demo-Promotional Area is: 600 Kg/Sqm

FLORAL AND PLANT HIRE

GL Events

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+ 32 2 474 67 87

swassenberg@glbelgium.com

Monique Winnen :

+ 32 2 474 67 83

mwinnen@glbelgium.com

FURNITURE HIRE

GL Events

Sara Wassenberg :

+ 32 2 474 67 87

swassenberg@glbelgium.com

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+ 32 2 474 67 83

mwinnen@glbelgium.com

GANGWAYS

Exhibitors may only conduct business on their own stands. Under no circumstances will exhibitors be allowed to encroach into the gangways and sales personnel may not operate in the lobby or in the aisles.

GAS

Please add the following instructions received by our Technical Department

It may be possible to use Gas (either inert or inflammable) at the Brussels Expo BUT written authority must be obtained prior to arrival on site from the Brussels Expo Project Manager.

As regards the use of GAS inside the exhibition Area:

- The inert GAS use is possible previous Brussels Expo approval.
- The inflammable GAS use is possible previous Brussels Expo approval only with cylinder to put outside the pavilion and with a right system to carry the GAS at the stand; this system as to be certified by an allowed technician.

GOODS ACCESS

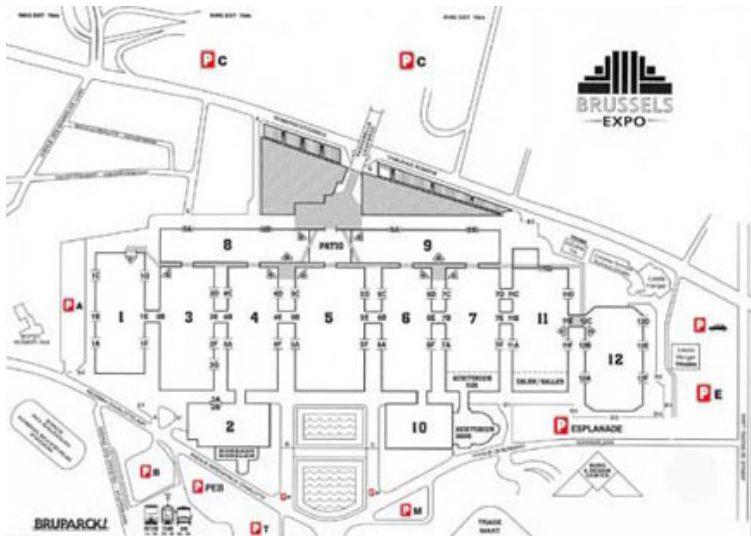
All deliveries of exhibits and goods must heed the instructions of our traffic marshals to ensure an uneventful build-up and breakdown.

HEIGHT LIMITS/RESTRICTIONS

Because of contrasting ceiling heights at the Brussels Expo please read the following carefully. It is strongly recommended that you pay a site visit.

- a) Standard (inline) stand exhibit spaces: exhibit fixtures, components, and identification signs will be permitted to a maximum height of 3 m.
- b) Island stand exhibit spaces: exhibit fixtures, components, and identification signs will be permitted to a maximum height of 6 m.
- c) Peninsula stand exhibit spaces: peninsula stands that abut one another are limited to 4m in height. The back of the stand must be finished. No identification signage can be posted on the back wall facing the abutting stand.

HOW TO GET THERE



For complete directions please log on to the Brussels Expo website at www.bruxpo.be

INSURANCE

Exhibitor agrees to defend, indemnify, and hold harmless International Engineering Consortium (IEC), Broadband World Forum Europe, and their officers, employees, agents successors and assigns (indemnified parties) from any suit or claim for loss or damage (including death, personal injury, and/or property damage) arising out of, or in connection with, Exhibitor's act or failure to act under this agreement. IEC agrees to notify Exhibitor of any claim promptly after IEC receives notice. If Exhibitor fails to acknowledge that it will defend such a claim within ten (10) days of receipt of notice, the IEC shall have the right to do so at Exhibitor's expense. Exhibitor agrees to waive any and every claim which arises in its favor for any and all loss or damage covered by valid and collectible insurance policies to the extent of the insurance proceeds paid with respect thereto. Inasmuch as the waiver will preclude the assignment of the aforesaid claim by way of subrogation to an insurance company (or other person), Exhibitor shall notify its insurers of such waiver.

Certificate of Insurance

All Exhibitors will provide the organizer with a copy of and will maintain the following insurance for the entire period of the Exhibition.

- a) Worker's Compensation Insurance to meet statutory requirements and Employers Liability Insurance with limits not less than \$500,000
- b) General Liability Insurance having combined single limit for bodily injury and property damage in an amount not less than \$2,000,000 per occurrence and in the aggregate. Coverage under this insurance shall include Contractual Liability, Product Liability, and Personal Injury Liability.

Certificate of Insurance must be furnished to the IEC by September 1, 2008.

INTERNET ACCESS

Belgacom
Bernard Mercier
+32 (2) 202.70.49

ITEMS LEFT ON SITE

Please note that any goods, materials, deliveries or miscellaneous items left on site at the Brussels Expo without proper authority will be treated as abandoned and disposed of accordingly.

LEAD RETRIEVAL

Lead retrieval services will be offered to exhibitors at the Broadband World Forum.

Trade Show Leads
Tom Schleisman
8123 Hickory Drive
Urbandale, IA 50322 USA
Phone: +1-515-276-6911
Fax: +1-515-276-6911

LIFTING/FREIGHT FORWARDING

Shipping/Freight Forwarding

Mattias Becker
Kuehne & Nagel
Email: Mattias.becker@kuehne-nagel.com
Phone: 404-675-2936 Additional information can be found at the back of this manual.

NAMEBOARDS

All shell-schemes will receive a name-board with their registered name or trade name (up to 26 letters) in black block capital letters. These are produced free of charge, but must be ordered in advance. Display material must not be fixed to the fascia.

NOISE

No loud or obstructive work will be permitted during open hours of the Exhibition; neither will loud operating displays or exhibits producing objectionable odors be allowed.

“During the opening hours of the event the noise level emanating from the Centre shall not exceed 6dBL Aeq, 1 hour, and a maximum root mean square level of 65 dB (A), measured with a sound level meter set to a fast response, at a position 1.2m from the ground and 2m throughout the facility should sound from any event or activity in the Brussels Expo contain a substantial and sustained rhythmic or tonal

characteristic the noise level due to that event or activity shall not exceed 50dBL Aeq, 1 hour with no change to the maximum level.”

Failure to comply with the above noise levels, may result in a fine, enforcement notice or injunction, issued under the Environmental Protection Act 1990 and/or the Control of Pollution Act 1974. Any Exhibitor will render themselves liable for prosecution under these statues in the event that they fail to comply with the regulations above.

ORDER FORMS

Please review the order form deadlines on page 8.

RIGGING

Where banners and signs require rigging, the Brussels Expo and IEC Director of Operations must be contacted and approval on location and installation obtained. Banners must be stitched at the top and bottom and not glued.

SECURITY

The IEC will neither be responsible nor liable, on site and its environs for injury to the person or property of Licensees/Organizers/Contractors/Exhibitors, their guests, employees, or agents.

Although the Brussels Expo has security staff 24 hours a day, their responsibilities cover the general building security only and the efficient operation of general services.

While the organizers are ensuring all reasonable arrangements by way of security cover, we cannot be held responsible for any loss or damage to exhibitors' personnel or property. Exhibitors are advised to use night-sheet and/or install a lockable cabinet on their stands. You are advised not to leave your stand unattended and to take particular care during build-up and break down.

SERVICE DESK

During the event appointed vendors will occupy a counter at the service desk for the convenience of the Exhibitors to assist with orders/changes for services they are providing. This will be located on the event exhibit floor.

SHIPPING

Shipping/Freight Forwarding

Mattias Becker

Kuehne & Nagel

Email: Mattias.becker@kuehne-nagel.com

Phone: 404-675-2936 Additional information can be found at the back of this manual.

SIGNAGE

GL Events

Sara Wassenberg :

+ 32 2 474 67 87

swassenberg@glbelgium.com

Monique Winnen :

+ 32 2 474 67 83

mwinnen@glbelgium.com

All posters, banners, etc must be of a standard approved by the Brussels Expo and IEC and signs must not be affixed to any part of the building without prior consent of the Brussels Expo and IEC Exhibits manager.

Signage is NOT allowed on any of the internal metal railings, banisters, and/or associated ironwork.

SPACE ONLY STAND REGULATIONS

- The Height Limit for all space only stands is 6 meters. This includes all Stand fitting, walls, lighting, signage and platforms. However all other stand fitting rules apply including that the maximum height for all stand fittings in the interior of the stand is 6 meters.
- No more than 50% of your stand length or width (on any one side) may be used for walling of any kind. (Including solid material, frosted material, draping or translucent material).
- Exhibitors who have stands on either side of the gangway may not link their stands. All gangways must be kept visible and clear of obstructions.
- You are not permitted to carpet or use stickers or equipment of any kind in the gangway.
- All equipment must be placed be 0.5 meters back from the perimeter edge.
- Some Areas of the Exhibition Hall have Height Restrictions please check with your stand contractor for details.

Exhibitors who are building a space only stand are advised to make a site visit. All structures, materials, special designs, unusual constructions, and all signs must conform to Standards and Codes of Practice and comply with Local Council regulations or those of any other Statutory Authority (see Fire Regulations).

The suspension of items from the ceiling or from the balcony or the fixing of items to existing walls or other fitments must be approved by the Brussels Expo Project Manager and the IEC Exhibits Manger. Approval by the Organizer does not constitute anything other than confirmation of acceptance of the overall design. All other Rules and Venue Regulations still apply.

STAND PLAN SUBMISSIONS

Any Space Only stand must provide the organizers with the following:

- a. Two copies of a scale drawing including plans and elevations.

- b. Construction timetable
- c. Method Statement/Health and Safety forms
- d. Full details of fabrics and material being used.

It is imperative that exhibitors submit their proposed stand design no later than September 1, 2008 to allow time for checking and any alterations necessary prior to the venue management cut off date. Responsibility lies ultimately with the exhibitor to comply with these regulations and ensure the safety of their stand. Plans for space only sites must be submitted to the organizers for the normal stand checks where, if **complex structures**, they will then be forwarded to structural engineers and the venue management/ local authority on your behalf and at the exhibitor's expense. Only when all parties are satisfied that the stand design is safe will an official notification be given that you may proceed to construct your stand on site.

Complex Structure

Structures above 4 meters in height, multi-story stands and all suspended items are always considered to be complex structures. The stability and safety of all Complex Structures must satisfy the venue, and event organizer.

Your stand is a Complex Structure if it:

- Is a single story stand above 4m in height
- Is a double deck stand
- Features stairs or staircases
- Features platforms over 600mm high
- Has a Viewing / Service platform
- Has any suspended items over 400kg
- Features sound / lighting towers
- Features temporary tiered seating
- Is a multi-story stand

Single Story Stand under 4meters

You must include:

- Two copies of stand plans showing layout, AV, walling and exhibits
- Two copies of each elevation
- Two copies of the method statement
- Two copies of the risk assessment – this must cover the open period of the show
- Please note all space only stands are required to have a visual inspection during the build up of the show.

Single Story Stands over 4m high

You must include:

- Four copies of the plan view, showing dimensions, positions of AV, walling and major exhibits
- Four copies of each elevation, showing all dimensions
- Four copies of structural calculations / drawings proving structural stability, showing weight loadings etc.
- Four copies of the method statement
- Four copies of the risk assessment – this must cover the open period of the show

The organizer reserves the right to submit any plans to a structural engineer who will charge a fee which is NOT pre-determinable and must be paid by the Exhibitor or their Contractor prior to commencement of the works.

No stand construction will be allowed to commence unless written approval has been obtained from the organizers. If no written approval has been obtained or in the event that the stand is not constructed in accordance with the approved stand design, the organizers shall be entitled to condemn the stand and either dismantle and remove the stand at the exhibitor's cost or cordon off the stand allowing no public access.

STORAGE

Shipping/Freight Forwarding

Mattias Becker

Kuehne & Nagel

Email: Mattias.becker@kuehne-nagel.com

Phone: 404-675-2936 Additional information can be found at the back of this manual.

TAXI SERVICE

There are several taxi stands at the Brussels Expo including one stand at the main entrance near hall 10.

VIP VISITORS

Exhibitors are required to notify the Organizers in advance, of the arrival schedule for all VIP visitors as the Brussels Expo operates a standard protocol procedure, which is to be followed for all VIP visitors.