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

exhibitorbook@square-brussels.com
Tel: +32 2 515 13 99
Fax: +32 2 479 47 37
## TABLE OF CONTENTS

Please click on the requested chapter here under to directly reach the chapter first page

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXHIBITION GUIDELINES</td>
<td>3</td>
</tr>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>General Information</td>
<td>3</td>
</tr>
<tr>
<td>Overview of the Congress &amp; Convention Centre</td>
<td>4</td>
</tr>
<tr>
<td>Access to SQUARE-Brussels Meeting Centre</td>
<td>5</td>
</tr>
<tr>
<td>Directions</td>
<td>6</td>
</tr>
<tr>
<td>Deliveries and collections</td>
<td>7</td>
</tr>
<tr>
<td>Forwarding Instructions</td>
<td>8</td>
</tr>
<tr>
<td>Compulsory Delivery Label</td>
<td>9</td>
</tr>
<tr>
<td>Badging and Access Control for Exhibitors</td>
<td>11</td>
</tr>
<tr>
<td>Parking &amp; non-heavy goods deliveries during the event, build-up and dismantling</td>
<td>11</td>
</tr>
<tr>
<td>Exhibition Halls Floor Plan</td>
<td>12</td>
</tr>
<tr>
<td>Maximum Stand Building &amp; Rigging Heights</td>
<td>13</td>
</tr>
<tr>
<td>Stand construction and dismantling rules</td>
<td>14</td>
</tr>
<tr>
<td>CUSTOMISE YOUR BOOTH</td>
<td>15</td>
</tr>
<tr>
<td>A. 6sqm SHELL SCHEME BOOTH</td>
<td>15</td>
</tr>
<tr>
<td>B. ADDITIONAL BASIC FURNITURE KITS</td>
<td>16</td>
</tr>
<tr>
<td>C. DIGITAL PRINTING FOR SHELL SCHEME BOOTH</td>
<td>16</td>
</tr>
<tr>
<td>DIGITAL PRINTING</td>
<td>20</td>
</tr>
<tr>
<td>FURNITURE</td>
<td>23</td>
</tr>
<tr>
<td>PLANTS &amp; FLORAL DECORATION</td>
<td>24</td>
</tr>
<tr>
<td>AV / ICT</td>
<td>25</td>
</tr>
<tr>
<td>POWER &amp; RIGGING POINTS</td>
<td>28</td>
</tr>
<tr>
<td>STAFF (STAND CLEANING, SECURITY, LABOUR &amp; HOSTESSES SERVICES)</td>
<td>29</td>
</tr>
<tr>
<td>GENERAL TERMS AND CONDITIONS</td>
<td>31</td>
</tr>
</tbody>
</table>
EXHIBITION GUIDELINES

Introduction

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

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

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

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

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

General Information

Congress Organiser: Society of Environmental Toxicology and Chemistry - SETAC

Venue: SQUARE-BRUSSELS MEETING CENTRE
Glass Entrance, Parc du Mont des Arts
1000 Brussels
Belgium
www.square-brussels.com

Deliveries: SQUARE-BRUSSELS MEETING CENTRE
C/o ZIEGLER EXPO LOGISTICS (HUB 2)
Boechoutlaan 107
B-1853 STROMBECK-BEVER

Exhibition Area: The exhibition area is situated in Grand Hall 1&2 on level -2 at the SQUARE-BRUSSELS MEETING CENTRE.

Set-Up Time: 07/05/2017 15:00 – 18:00
Deliveries dispatching on stand: 07/05/2017 by 15:00

Exhibition Time: 07/05/2017 19:30 – 22:00 (access to exhibitors from 19:00)
08/05/2017 08:30 – 18:30 (access to exhibitors from 8:00)
09/05/2017 08:30 – 18:30 (access to exhibitors from 8:00)
10/05/2017 08:30 – 18:30 (access to exhibitors from 8:00)
11/05/2017 08:30 – 14:45 (access to exhibitors from 8:00)

Conference Time: 07/05/2017 07:30 – 22:00
08/05/2017 07:30 – 18:30
09/05/2017 07:30 – 18:30
10/05/2017 07:30 – 18:30
11/05/2017 07:30 – 14:45

Dismantling Time: 11/05/2017 14:45 – 17:00
Exhibitors are obliged to observe all time limits regarding set-up and dismantling hours.

Deadline for order submission on the website: 19/04/2017
(after this deadline, prices will automatically rise by 20% and items availability will less guaranteed)
EXHIBITION GUIDELINES

Overview of the Congress & Convention Centre

SQUARE-Brussels Meeting Centre is one of the few venues ideally located in the city historical centre. 13.500m² of meeting space is housed in the extensive former Palais des Congrès, an elegant, architecturally significant building originally constructed for the 1958 World Expo. Many of the original features, including expansive murals by Paul Delvaux, René Magritte and Louis van Lint, have been carefully restored and are now juxtaposed with contemporary design conceived by a team of leading European designers.

It provides its visitors with all the very latest amenities - from superb auditoria and exhibition space, to cutting-edge business technology. All this in a strikingly modern ambience. It offers an atmosphere that balances function, inspiration and serenity. With its spectacular views over the Brussels skyline, SQUARE is somewhere to inspire the mind to greater heights and ambition.
Access to SQUARE-Brussels Meeting Centre

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

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

Directions

SQUARE-Brussels Meeting Centre is located in the heart of Brussels, less than 500 m from the Historic City Center and the Grand Place. The Central train station is only 200 m from the SQUARE and it takes less than 30 minutes (by taxi) from Brussels Airport.

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 -2 (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. Please do not use the other entrance at rue des sols / stuiversstraat which is the loading and unloading street during build-up and dismantling periods.
Deliveries and collections

All deliveries need to be sent to the official freight forwarder appointed by SQUARE, at the following address (with the compulsory label hereunder):

**ZIEGLER EXPO LOGISTICS (HUB 2)**
Boechoutlaan, 107 – 1853 Strombeek-Bever – Belgium

Deliveries will be dispatched to your stand on 07/05/2017 by 15:00. If you have a delivery, please take contact with Ziegler in advance:

E-mail: square_bruxelles@zieglergroup.com
Phone: +32 2 475 45 40

---

**Please note that SQUARE will not accept any freight deliveries, including courier shipments prior to or during the build-up of the event.**

It is COMPULSORY to send a PRE-ADVICE by e-mail to Ziegler in advance of every delivery. Otherwise, a penalty will be charged.

---

Neither the venue nor the organizer takes responsibility for any parcels being sent to the venue. All deliveries, except self-offload or hand carried, must be handled by ZIEGLER EXPO LOGISTICS, who will be able to gather all deliveries from 20/04/2017 up to 04/05/2017.

The freight forwarder needs to receive all necessary information by you and should be well informed by your company for further arrangements regarding transportation, storage of goods before and after the exhibition, etc. ZIEGLER EXPO LOGISTICS will be solely in charge of all dealings with the Customs Authorities. For any questions regarding customs formalities, exhibitors must contact ZIEGLER EXPO LOGISTICS at square_bruxelles@zieglergroup.com. All courier shipments will first arrive at Ziegler who will charge the exhibitor the receipt, handling and delivery to the booth.

**These services / charges will be charged at exhibitors’ expense. Basic delivery to stand and pick-up from stand are as follows:**

<table>
<thead>
<tr>
<th>Delivery from Ziegler to stand</th>
<th>Pick-up from stand to Ziegler</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 10 kg or 0.05 m³</td>
<td>Up to 10 kg or 0.05 m³</td>
</tr>
<tr>
<td>Up to 25 kg or 0.10 m³</td>
<td>€ 58.00*</td>
</tr>
<tr>
<td>Up to 50 kg or 0.25 m³</td>
<td>€ 88.00*</td>
</tr>
<tr>
<td>Up to 100 kg or 0.5 m³</td>
<td>€ 110.00*</td>
</tr>
<tr>
<td>Up to 300 kg or 1 m³</td>
<td>€ 135.00*</td>
</tr>
<tr>
<td>Up to 500 kg or 1.5 m³</td>
<td>€ 155.00*</td>
</tr>
<tr>
<td>Up to 800 kg or 2.5 m³</td>
<td>€ 180.00*</td>
</tr>
<tr>
<td>Up to 1000 kg or 3 m³</td>
<td>€ 200.00*</td>
</tr>
</tbody>
</table>

*All rates exclude VAT.

---

Empties storage should be arranged through ZIEGLER only. It is the responsibility of each exhibitor to find suitable space for an accessible storage during the days of exhibiting. No accessible storage space is available at the venue. Please contact Ziegler for further information.

Forklift services & offloading must be arranged through the exclusive appointed freight forwarder, ZIEGLER EXPO LOGISTICS. No other agent/exhibitors or stand constructor can operate/drive their own forklift on-site. If exhibitors are having their equipment picked up from the venue after the exhibition breakdown has concluded, this needs to be done through ZIEGLER EXPO LOGISTICS. Pick up of items needs to be arranged by the exhibitors in advance and certainly before the end of the event. All items left in the hall by the end of the exhibition dismantling will be removed and disposed of by the cleaning services. Costs may apply for items left behind. After the event, items can be stored at Ziegler up until 26/05/2017.
EXHIBITION GUIDELINES

Forwarding Instructions

All cargo must be consigned & labelled (both sides) as follows:

Name of Event: SETAC 2017 – SQUARE-Brussels Meeting Centre
Name of Exhibitor – Booth number
c/o Ziegler Expo LOGISTICS (HUB 2) – Boechoutlaan, 107 – 1853 Strombeek-Bever

Latest arrival deadlines:
at Antwerp Seaport: 24/04/2017
at Brussels Airport: 02/05/2017
at Ziegler Expo Logistics warehouse: 04/05/2017

Cargo originating from outside the EU should be accompanied by
- a proforma invoice or invoice (in English) with detailed cargo description & CIF value or ATA Carnet
- packing list with individual content, weight & dimensions.

Cargo originating from the EU should only have a packing list.

Seafreight - with express release B/L, freight prepaid consigned to Ziegler Expo Logistics.
- will be picked up as from arrival at Antwerp port.

Airfreight - with MAWB consigned to Ziegler Expo Logistics, freight prepaid.
- will be picked up as from arrival at Brussels Airport.

INSTRUCTIONS FOR SEA / AIRFREIGHT / COURRIER SHIPMENTS:


Notify: SETAC 2017
Exhibitor Name: Hall/Stand number:
c/o Ziegler Expo LOGISTICS (HUB 2)

ROAD TRANSPORTS:

1. Partial loads, small & courrier shipments (through Ziegler Expo Logistics only):
Delivery, freight prepaid, FOT to Ziegler Expo Logistics Warehouse (HUB 2)
Boechoutlaan, 107 – 1853 Strombeek-Bever – Belgium – Tel +32 (0) 2 475 45 40

IMPORTANT REMINDER:
NO DIRECT DELIVERIES TO SQUARE BRUSSELS MEETING CENTRE!

It is COMPULSORY to inform Ziegler in advance of every delivery.

2. Full Trailer Loads (FTL): directly at SQUARE only after receiving your slot confirmation from ZIEGLER EXPO LOGISTICS
**EXHIBITION GUIDELINES**

*Compulsory Delivery Label*

All cargo must be consigned & labelled (both sides) by using the following label:

<table>
<thead>
<tr>
<th>Company / Exhibitor Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sender (if different from exhibitor name):</td>
<td></td>
</tr>
<tr>
<td>Package content:</td>
<td></td>
</tr>
<tr>
<td><em>Please specify if FRAGILE!</em></td>
<td></td>
</tr>
<tr>
<td>Contact Person of the Exhibiting Company:</td>
<td></td>
</tr>
<tr>
<td>Mobile number:</td>
<td></td>
</tr>
<tr>
<td>Event / Congress Name:</td>
<td>SETAC 2017</td>
</tr>
<tr>
<td>Event / Congress Dates:</td>
<td>07/05 – 11/05/2017</td>
</tr>
<tr>
<td>Hall &amp; Stand Number:</td>
<td></td>
</tr>
<tr>
<td>Total number of packages:</td>
<td></td>
</tr>
</tbody>
</table>

**IMPORTANT:** all packages have to be delivered to the following address:

**ZIEGLER EXPO LOGISTICS (HUB 2)**  
Boechoutlaan, 107 – 1853 Strombeek-Bever – Belgium
EXHIBITION GUIDELINES

Movement of Deliveries

Forklift services, offloading and empty case storage must be arranged in advance through the exclusive appointed freight forwarder, ZIEGLER EXPO LOGISTICS. No other agent/exhibitors or stand constructor can operate/drive their own forklift on-site.

Trolleys are not available at the venue. You are advised to bring your own trolley if you can’t hand-carry your items.

The entrances, roads and spaces used to deliver equipment and/or assembly it and installation from the unloading points to the stands must be protected:
- Use of trolleys or other handling apparatus with rubber tyres,
- Use of weight-spreading floors,
- Protection of carpets and floors with a resistant covering to prevent holes being made.
No fixing likely to damage the supports (floors, walls, posts, ceilings) shall be allowed.

Exhibitors are not allowed to drive vehicles onto the exhibition floor.

Build-up and dismantling Information – NON HEAVY GOODS

In case you do not have heavy goods deliveries and you are arriving in a car or small van, you can park your car at the parking Albertine / Albertina - SQUARE, Place de la Justice / Gerechtsplein, 16 at 1000 Brussels (tickets payable at the parking meter). Please park at level -2 which has direct access to the exhibition area. Maximum vehicle height is 195 cm. Please do not use the other entrance of the parking located at Rue des Sols / Stuiversstraat at 1000 Brussels which is used and often congested during build-up and dismantling periods. Trolleys are not available at the venue. You are advised to bring your own trolley if you can’t hand-carry your items. Exhibitors should get their badge in the Registration Hall at level -1.

Car Park Information for cars of maximum 195 cm height

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

Regular schedule Entry hours Exit hours
All days 07:00 - 01:00 00:00 - 24:00
EXHIBITION GUIDELINES

Badging and Access Control for Exhibitors

Exhibitors will receive their exhibitor or regular badges at Registration and will gain access to the exhibition hall from 08:00 on 07/05/2017. Shell scheme stand dressing in the main exhibition hall will be available from 15:00 on 07/05/2017.

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 -2 which has direct access to the exhibition area. Maximum height is 195 cm. Please do not use the other entrance of the parking located at rue des sols / stuiversstraat at 1000 Brussels which is used and often congested during build-up and dismantling periods.
EXHIBITION GUIDELINES

Exhibition Halls Floor Plan
There are a lot of different ceiling heights in the exhibition halls. Therefore, stand building higher than 240cm is only allowed in the green zones showed here under. Depending on your stand location, the maximum build & rigging height vary between 350cm and 480cm.
EXHIBITION GUIDELINES

Stand construction and dismantling rules

CLOSED ROOMS / THEATERS / BLACK BOXES: Any stand incorporating closed rooms/theatres/black boxes with covered ceilings must include a vision panel or window and will be subject to approval on emergency lighting and exit width. Please submit copies of the drawings as mentioned above.

COMPLIANCE WITH COUNTRY REGULATIONS: All structures, materials, special designs, unusual constructions, and all signs shall conform to Belgian safety standards and codes of practice and comply with all relevant statutory authority regulations. Any display work or materials contravening this clause must be modified to meet requirements.

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, its doors, walls & the equipment therein must not be damaged (by nails, screws...).
- No exhibitor will be permitted to span an aisle by ceiling or floor covering.

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 manual). If tape residues remain after dismantling, exhibitors will be charged the costs of removing those at € 37,50/10 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 cleanliness 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 from 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 may apply.

FOOD & DRINKS: Serving food & drinks is only allowed during the Exhibition with specific approval from the venue or through the SQUARE official caterer. Please contact SETAC (Barbara.koelman@setac.org) for any catering orders.

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.

GENERAL REMARKS: The Exhibitor shall be bound to comply with the regulations issued by the event organisers and with the SQUARE’s ‘General Terms & Conditions. Failure to comply with any of the aforementioned could result in approval of your stand being withdrawn.
CUSTOMISE YOUR BOOTH

A 6sqm SHELL SCHEME BOOTH

Your shell scheme booth is composed of:

- 6sqm carpet with plastic protection (M3 quality)
- Lacquered aluminium structure 1M x 2.40M high
- Melamine modular partitions
- Header (made with double aluminium straighteners + melamine panel) (1 per open side)
- 1 Company name + stand number per open side
- 3 lighting spots
- Removal of plastic protection before opening
- Electricity: 3 000 W (1 single phase 230V with 1 x 3way socket)
- Furniture Kit: 1 rectangular table, 2 chairs (pictures below)

Remarks:

- Shell scheme booths will be ready on **07/05/2017** at **15:00**
1 CUSTOMISE YOUR BOOTH

B ADDITIONAL BASIC FURNITURE KITS

KIT 1 € 220,00
Furniture package:
1 table + 4 chairs
+ brochure rack + waste bin

KIT 2 € 140,00
1 sq. storage booth with
lockable door
(size: 100cm x 100cm)

KIT 3 € 270,00
Welcome Desk + 2 stool +
brochure rack + waste bin

C DIGITAL PRINTING FOR SHELL SCHEME BOOTH
CUSTOMISE YOUR BOOTH

How & when to send us your graphic files?

Please send your graphic files before 21/04/2017 to
To: graphic@square-brussels.com
CC: exhibitorbook@square-brussels.com

Hereunder, you find the references and sizes for sending your artwork files. Please make sure to reference the right letter in the file name.

Branding on panel

✓ Left side panels
  Sticker L1 of 967mmx2304mm (on 1 modular panel of 1mx2m40)
  Sticker L2 of 967mmx2304mm (on 1 modular panel of 1mx2m40)
  Banner CL2M of 1967mmx 2400mm (covering 2 modular panels)

✓ Back panels
  Sticker B1 of 967mmx2304mm (on 1 modular panel of 1mx2m40)
  Sticker B2 of 967mmx2304mm (on 1 modular panel of 1mx2m40)
  Sticker B3 of 967mmx2304mm (on 1 modular panel of 1mx2m40)
  Banner CB3M of 2967mmx2400mm (covering 3 modular panels)

✓ Right side panels
  Sticker R1 of 967mmx2304mm (on 1 modular panel of 1mx2m40)
  Sticker R2 of 967mmx2304mm (on 1 modular panel of 1mx2m40)
  Banner CR2M of 2967mmx2400mm (covering 2 modular panels)

Remark: all ordered banners can be taken after the event. Stickers, on the contrary, are not re-usable after event.

Branding on fascia

✓ Left side fascia
  Branding FL2M of 2000mmx250mm

✓ Right side fascia
  Branding FR2M of 2000mmx250mm

✓ Front fascia
  Branding FF3M of 3000mmx250mm
CUSTOMISE YOUR BOOTH

Technical specifications for the files

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

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

For any of your implementations, our graphic department is able to present you the following services:
- Design of images and logo’s,
- Scanning,
- Layout,
- Finalization of the files
- Single and double sided signage.

1. FILE DELIVERED BY YOUR COMPANY

Suitable formats for images or logos:

**A. SOFTWARE**
Photoshop (PSD/EPS/TIF/PDF)
Illustrator (EPS/AI/PDF)
Indesign (INDD/PDF)

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

**C. IMAGES**
Save your images in CMYK, even for images in black & white/greyscale
(NEVER use RGB-colours)
Do not use other formats than EPS or TIFF or PDF (without compression)
If necessary, files should be coded binary
Texts should be vectored (outlined) before they are converted from Illustrator to EPS
The optimal resolution for the images is:
- Scan A4 at 300 DPI for visuals up to 1sq. m (+/- 40 Mb)
- Scan A3 at 300 DPI for visuals up to 1 to 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.
1 CUSTOMISE YOUR BOOTH

EXAMPLES

Our prices do not include any modifications or corrections of the delivered file. All additional modification will be charged at an hour fee of € 60,00 (excl. VAT).

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. Se picture enclosed.

Artwork in vinyl

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

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 - 300 dpi 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.

<table>
<thead>
<tr>
<th>Suitable formats for images or logos</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Software</strong></td>
</tr>
<tr>
<td>Adobe Illustrator CS5</td>
</tr>
<tr>
<td>Adobe Photoshop CS5</td>
</tr>
<tr>
<td>Adobe InDesign CS5</td>
</tr>
<tr>
<td>Adobe Acrobat</td>
</tr>
<tr>
<td>QuarkXPress 7</td>
</tr>
<tr>
<td><strong>Preferred format</strong></td>
</tr>
<tr>
<td>ai, eps</td>
</tr>
<tr>
<td>Tiff (IZW), jpeg (high quality)</td>
</tr>
<tr>
<td>Indd (including all links)</td>
</tr>
<tr>
<td>PDF (press quality setting)</td>
</tr>
<tr>
<td>Axd (including all links)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Suitable media for images or logos files transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Media</strong></td>
</tr>
<tr>
<td>E-mail attachment</td>
</tr>
<tr>
<td>FTP server</td>
</tr>
<tr>
<td><strong>Preferred format</strong></td>
</tr>
<tr>
<td>Maximum 5 Mb</td>
</tr>
<tr>
<td>Mandatory zip or sit compression</td>
</tr>
</tbody>
</table>
**DIGITAL PRINTING**

**A**
Digital printing on vinyl adhesive to install on the panels of your booth: 967mm x 2304mm
€ 300,00

**B**
Floortile: vinyl adhesive on pvc 3mm inserted in the carpet of your booth + non-slip protection: per sqm
€ 115,00

**C**
Digital printing on vinyl adhesive for standard fascia: 1000mm x 250 mm
€ 29,00

**D**
Digital printing on vinyl adhesive, stuck on a pvc 3mm, placed on your table(s) (with protective film) up to 80cm diameter
€ 130,00

**E**
Digital printing on vinyl adhesive to install on the welcome desk of your booth
€ 131,00

**F**
Digital printed banner (4M x 2M) on wooden panels
€ 1130,00

Modification of delivered files € 60,00/h
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)
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 1sqm (+/- 40 Mb)
- Scan A3 at 300 DPI for visuals up to 1to 2 sqm (+/- 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 € 60,00 (excl. VAT)
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

- **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

<table>
<thead>
<tr>
<th>Software</th>
<th>Preferred format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adobe Illustrator CS5</td>
<td>ai, eps</td>
</tr>
<tr>
<td>Adobe Photoshop CS5</td>
<td>Tiff (IZW), jpeg (high quality)</td>
</tr>
<tr>
<td>Adobe InDesign CS5</td>
<td>Indd (including all links)</td>
</tr>
<tr>
<td>Adobe Acrobat</td>
<td>PDF (press quality setting)</td>
</tr>
<tr>
<td>QuarkXPress 7</td>
<td>Axd (including all links)</td>
</tr>
</tbody>
</table>

### Suitable media for images or logos files transfer

<table>
<thead>
<tr>
<th>Media</th>
<th>Preferred format</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail attachment</td>
<td>Maximum 5 Mb</td>
</tr>
<tr>
<td>FTP server</td>
<td>Mandatory zip or sit compression</td>
</tr>
</tbody>
</table>
Please find more **pictures** & the references of all orderable furniture through the following link: [http://library.gl-events.be/FURNITURE/index.html](http://library.gl-events.be/FURNITURE/index.html)

Please find the **price list** through the following link: [http://library.gl-events.be/FURNITURE-RENTAL/](http://library.gl-events.be/FURNITURE-RENTAL/)
<table>
<thead>
<tr>
<th>Item Description</th>
<th>Code</th>
<th>Price (excl. VAT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orchids (h33cm)</td>
<td>ORC1</td>
<td>€ 28,00</td>
</tr>
<tr>
<td>Orchids (h70cm)</td>
<td>ORC2</td>
<td>€ 52,00</td>
</tr>
<tr>
<td>Orchids (h75cm)</td>
<td>ORC3</td>
<td>€ 42,00</td>
</tr>
<tr>
<td>Orchids (h83cm)</td>
<td>ORC4</td>
<td>€ 28,00</td>
</tr>
<tr>
<td>Orchids (h120cm)</td>
<td>ORC5</td>
<td>€ 186,00</td>
</tr>
<tr>
<td>Floral decoration (h10cm, d12cm)</td>
<td>COMPR</td>
<td>€ 35,00</td>
</tr>
<tr>
<td>Plants (h60cm, d50cm)</td>
<td>MOUSBALL</td>
<td>€ 68,00</td>
</tr>
<tr>
<td>Plants (h200cm x 200cm)</td>
<td>BAMM</td>
<td>€ 112,00</td>
</tr>
<tr>
<td>Plants (h42cm x 100cm)</td>
<td>ROSSC1</td>
<td>€ 500,00</td>
</tr>
</tbody>
</table>
## AV / ICT

<table>
<thead>
<tr>
<th>Description</th>
<th>Price (Excl. VAT)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AV &amp; ICT EQUIPMENT</strong></td>
<td></td>
</tr>
<tr>
<td>Flat screen 19” on table top without speaker</td>
<td>€ 85,00</td>
</tr>
<tr>
<td>Flat screen 21” on table top without speaker</td>
<td>€ 100,00</td>
</tr>
<tr>
<td>Flat screen 32” HD on stand with speakers</td>
<td>€ 525,00</td>
</tr>
<tr>
<td>Flat screen 40” HD on stand with speakers</td>
<td>€ 750,00</td>
</tr>
<tr>
<td>Flat screen 46” HD on stand with speakers</td>
<td>€ 825,00</td>
</tr>
<tr>
<td>Flat screen 55” HD on stand with speakers</td>
<td>€ 1 050,00</td>
</tr>
<tr>
<td>Flat screen 65” HD on stand with speakers</td>
<td>€ 1 650,00</td>
</tr>
<tr>
<td>Projection Kit: projector with roller screen – 4/3 (200cm x 150cm)</td>
<td>€ 840,00</td>
</tr>
<tr>
<td>Blu-Ray player</td>
<td>€ 80,00</td>
</tr>
<tr>
<td>Laptop 15” (Secure saver Included)</td>
<td>€ 165,00</td>
</tr>
<tr>
<td>Option &quot;QWERTY&quot; keyboard (built in)</td>
<td>€ 9,00</td>
</tr>
<tr>
<td>Desktop + screen 17”</td>
<td>€ 145,00</td>
</tr>
<tr>
<td>MacBook Pro 15”</td>
<td>€ 320,00</td>
</tr>
<tr>
<td>iMac 21”</td>
<td>€ 290,00</td>
</tr>
<tr>
<td>iPad</td>
<td>€ 145,00</td>
</tr>
<tr>
<td>Touchscreen</td>
<td>€ 630,00</td>
</tr>
<tr>
<td>Printer A4 laser b/w - 25ppm - network</td>
<td>€ 140,00</td>
</tr>
<tr>
<td>Printer A4 laser color - 16ppm - network</td>
<td>€ 190,00</td>
</tr>
<tr>
<td>Network installation and/or printer installation per hour</td>
<td>€ 75,00</td>
</tr>
<tr>
<td><strong>WIRED INTERNET ACCESS</strong></td>
<td></td>
</tr>
<tr>
<td>Wired Internet connection of 1Mb</td>
<td>€ 290,00</td>
</tr>
<tr>
<td>Wired Internet connection of 2Mb</td>
<td>€ 580,00</td>
</tr>
<tr>
<td>Wired Internet connection of 5Mb</td>
<td>€ 750,00</td>
</tr>
<tr>
<td>Wired Internet connection of 10Mb</td>
<td>€ 900,00</td>
</tr>
<tr>
<td>Wired Internet connection of 20Mb</td>
<td>€ 1 100,00</td>
</tr>
<tr>
<td>Wired Internet connection of 30Mb</td>
<td>€ 1 300,00</td>
</tr>
</tbody>
</table>
### WIRELESS INTERNET ACCESS

<table>
<thead>
<tr>
<th>Description</th>
<th>Price (Excl. VAT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For 1 device (Bandwidth 2-3Mb)</td>
<td>€ 140,00</td>
</tr>
<tr>
<td>For 1 device (Bandwidth 3-4Mb)</td>
<td>€ 160,00</td>
</tr>
<tr>
<td>For 1 device (Bandwidth 4-5Mb)</td>
<td>€ 180,00</td>
</tr>
<tr>
<td>For 3 devices (Bandwidth 2-3Mb)</td>
<td>€ 375,00</td>
</tr>
<tr>
<td>For 3 devices (Bandwidth 3-4Mb)</td>
<td>€ 435,00</td>
</tr>
<tr>
<td>For 3 devices (Bandwidth 4-5Mb)</td>
<td>€ 495,00</td>
</tr>
<tr>
<td>For 5 devices (Bandwidth 2-3Mb)</td>
<td>€ 540,00</td>
</tr>
<tr>
<td>For 5 devices (Bandwidth 3-4Mb)</td>
<td>€ 640,00</td>
</tr>
<tr>
<td>For 5 devices (Bandwidth 4-5Mb)</td>
<td>€ 740,00</td>
</tr>
<tr>
<td>For 10 devices (Bandwidth 2-3Mb)</td>
<td>€ 950,00</td>
</tr>
<tr>
<td>For 10 devices (Bandwidth 3-4Mb)</td>
<td>€ 1 150,00</td>
</tr>
<tr>
<td>For 10 devices (Bandwidth 4-5Mb)</td>
<td>€ 1 350,00</td>
</tr>
<tr>
<td>For 15 devices (Bandwidth 2-3Mb)</td>
<td>€ 1 260,00</td>
</tr>
<tr>
<td>For 15 devices (Bandwidth 3-4Mb)</td>
<td>€ 1 560,00</td>
</tr>
<tr>
<td>For 15 devices (Bandwidth 4-5Mb)</td>
<td>€ 1 860,00</td>
</tr>
<tr>
<td>For 20 devices (Bandwidth 2-3Mb)</td>
<td>€ 1 500,00</td>
</tr>
<tr>
<td>For 20 devices (Bandwidth 3-4Mb)</td>
<td>€ 1 900,00</td>
</tr>
<tr>
<td>For 20 devices (Bandwidth 4-5Mb)</td>
<td>€ 2 300,00</td>
</tr>
<tr>
<td>Autonomous Access Point (Wifi antenna) secured with WPA security methods (WPA2 Key)</td>
<td>€ 350,00</td>
</tr>
</tbody>
</table>
General information on IT Services:

- **Labour** (Setup & dismantling): included in the price

- **Network and Internet Access:**
  - Wi-Fi will be available to all exhibitors and delegates
  - Wired Internet Connexions orderable on the webtool include the following:
    - Line installation
    - Rj45 male Ethernet connector
    - One IP address per connection through an internal DHCP server
    - Technical support throughout your event
    - Guaranteed bandwidth (upload/download)
  - Options, on request:
    - Computer setup

- **Equipment:**
  - All computers (PC) are installed with Windows 7 (English version), Office 2013, antivirus software and Acrobat Reader, with a Belgian AZERTY keyboard.
  - Different screen size available, on request.
  - English QWERTY keyboard available, on request.

- **Apple Equipment:**
  - Apple computers (Laptop or Desktop) are installed with iWork and Microsoft Office.
  - Floor stand for iPad available, on request.
  - 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: € 0,40 for colour; € 0,25 for black and white (no matter for an A3 or an A4 sheet).
6 POWER & RIGGING POINTS

SQUARE is the exclusive electrical provider

OUR SERVICE INCLUDES:
- Installation of electrical box fitted with a 30mAmp differential circuit breaker.
- Installation of electrical box by qualified personnel in the required location.
- Pick-up.

LEGAL REQUIREMENTS:
- One connection per booth - 3KW min
- Only authorized 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.

Please note that the order will not be dealt with until the rigging plan has been approved by the AV department.

* All loads must be secured with a safety!

### ELECTRICITY

<table>
<thead>
<tr>
<th>Description</th>
<th>Price (Ex VAT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 000 W (1 single-phase 230V) – Already included in your booth package</td>
<td>€ 400,00</td>
</tr>
<tr>
<td>6 000 W (2 single-phase 230V)</td>
<td>€ 500,00</td>
</tr>
<tr>
<td>9 000 W (3 single-phase 230V)</td>
<td>€ 600,00</td>
</tr>
<tr>
<td>10 000 W (1 three-phase 16A 400V) + fuse box</td>
<td>€ 700,00</td>
</tr>
<tr>
<td>20 000 W (1 three-phase 32A 400V) + fuse box</td>
<td>€ 900,00</td>
</tr>
<tr>
<td>40 000 W (1 three-phase 63A 400V) + fuse box</td>
<td>€ 1500,00</td>
</tr>
<tr>
<td>80 000 W (1 three-phase 125A 400V) + fuse box</td>
<td>€ 2 600,00</td>
</tr>
</tbody>
</table>

### RIGGING POINTS

<table>
<thead>
<tr>
<th>Description</th>
<th>Price (Ex VAT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rigging point for loads up to max 50kg*</td>
<td>€ 250,00</td>
</tr>
<tr>
<td>Rigging point for loads from 51kg to 200kg*</td>
<td>€ 300,00</td>
</tr>
<tr>
<td>Rigging point for loads over 200kg*</td>
<td>on request</td>
</tr>
</tbody>
</table>

Remarks:

* A rigging plan must be sent 20 days prior to the build-up date. This plan must include:
  - a quoted top view of the stand with the rigging points positions;
  - the booth orientation in the exhibition;
  - a side view of the stand showing dead-off heights;
  - the total weight of the hanging structure.

Please note that the order will not be dealt with until the rigging plan has been approved by the AV department.

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

DAILY STAND CLEANING *during the entire show*

<table>
<thead>
<tr>
<th>Description</th>
<th>Price (Ex VAT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAILY STAND CLEANING during the entire show (per square meter)</td>
<td>€ 10,00</td>
</tr>
</tbody>
</table>

*Are included in the service:*

**Cleaning prior to show opening**
- Removal of plastic fold from the carpet
- Vacuuming of the carpet or sweeping up the floor
- Dusting of the counters.

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

OTHER STAFF

<table>
<thead>
<tr>
<th>Description</th>
<th>Price per hour (Excl. VAT) (minimum 4hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Agent for stand surveillance</td>
<td>€ 55,00</td>
</tr>
<tr>
<td>Labour (from Monday to Friday from 8 am to 5 pm)</td>
<td>€ 35,00</td>
</tr>
<tr>
<td>Labour (on weekdays from 5pm to 8 am and on week-ends)</td>
<td>€ 50,00</td>
</tr>
<tr>
<td>Forklift with operator (from Monday to Friday from 8 am to 5 pm)</td>
<td>€ 95,00</td>
</tr>
<tr>
<td>Forklift with operator (on weekdays from 5pm to 8 am and on week-ends)</td>
<td>€ 140,00</td>
</tr>
<tr>
<td>Hostess</td>
<td>€ 42,00</td>
</tr>
<tr>
<td>Hostess (Sunday fee)</td>
<td>€ 60,00</td>
</tr>
</tbody>
</table>

*Spoken languages (upon availability): FR / NL / EN / ... Please ask!*
HOSTESSES
AVAILABLE OUTFITS

**Outfit A**
Shirt colour: WHITE / BLUE
Scarf colour: all colours available

**Outfit B**
Shirt colour: WHITE / BLUE
Skirt colour: LIGHT BLUE
Scarf colour: all colours available

**Outfit C**
Suit colour: BLACK
Scarf colour: all colours available

**Outfit D**
Dress colour: DARK BLUE
Scarf colour: all colours available

**Outfit E**
Dress colour: DARK GREY
Scarf colour: all colours available

**Outfit F**
Dress colour: DARK GREY
Scarf colour: all colours available

**Outfit G**
Dress colour: RED
Scarf colour: all colours available
8 GENERAL TERMS AND CONDITIONS

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 foreseen.

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 fulfill its obligations, failing which it shall incur a daily penalty equivalent to the cost of putting the equipment out of service.

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

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

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

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