



Info stand builders

EXHIBITOR PORTAL AND ORDERING SERVICES

All practical and technical info (build-up and pull-out schedule), as well as our webshop (with prices for the Busworld services), can be found on [the exhibitor portal](#) we have sent to the exhibitor.

If the orders will be placed by the stand builder and paid by the exhibitor, login details must be requested from the exhibitor.

If the orders will be placed and paid by the stand builder himself, we will provide you with access and login details at your explicit request.

- Orders reaching us **after 14/08/2023** will be subject to a price **increase of 30%**.
- Orders placed **during build up** will be subject to another price **increase of 20%**.

BUILD UP DAYS

Friday 29 September to Thursday 5 October, each day from 7:00 - 19:00.

Attention: each exhibitor has a personal build up schedule that must be strictly respected.

MANTLING 29/9 - 5/10

FRIDAY	29/sep 08.00	START MANTLING STANDS
MONDAY	2/okt 12.00	VEHICLES AND HEAVY EQUIPMENT MUST BE INSIDE ASAP*
THURSDAY	5/okt 20.00	STANDS MUST BE COMPLETELY FINISHED

MONDAY	2/okt 12.00	START MANTLING STANDS
TUESDAY	3/okt 18.00	ALL HEAVY EQUIPMENT MUST BE INSIDE*
THURSDAY	5/okt 20.00	STANDS MUST BE COMPLETELY FINISHED

WEDNESDAY	4/okt 08.00	START MANTLING STANDS
WEDNESDAY	4/okt 16.00	ALL HEAVY EQUIPMENT MUST BE INSIDE*
THURSDAY	5/okt 20.00	STANDS MUST BE COMPLETELY FINISHED

WEDNESDAY	4/okt 17.00	START MANTLING STANDS
THURSDAY	5/okt 10.00	ALL HEAVY EQUIPMENT MUST BE INSIDE*
THURSDAY	5/okt 20.00	STANDS MUST BE COMPLETELY FINISHED

THURSDAY	5/okt 11.00	START MANTLING STANDS
THURSDAY	5/okt 20.00	STANDS MUST BE COMPLETELY FINISHED

PULL OUT DAYS

Friday 13 October from 7:00 – 19:00 and Saturday 14 October day from 7:00 - 20:00.

Vacation of the stands and a complete clean-up of the stand space should be finished by Saturday evening 14th October at 20:00.

Attention: each exhibitor has a personal pull out schedule that must be strictly respected. Because of the short pull out period, you can also continue working at night if necessary.

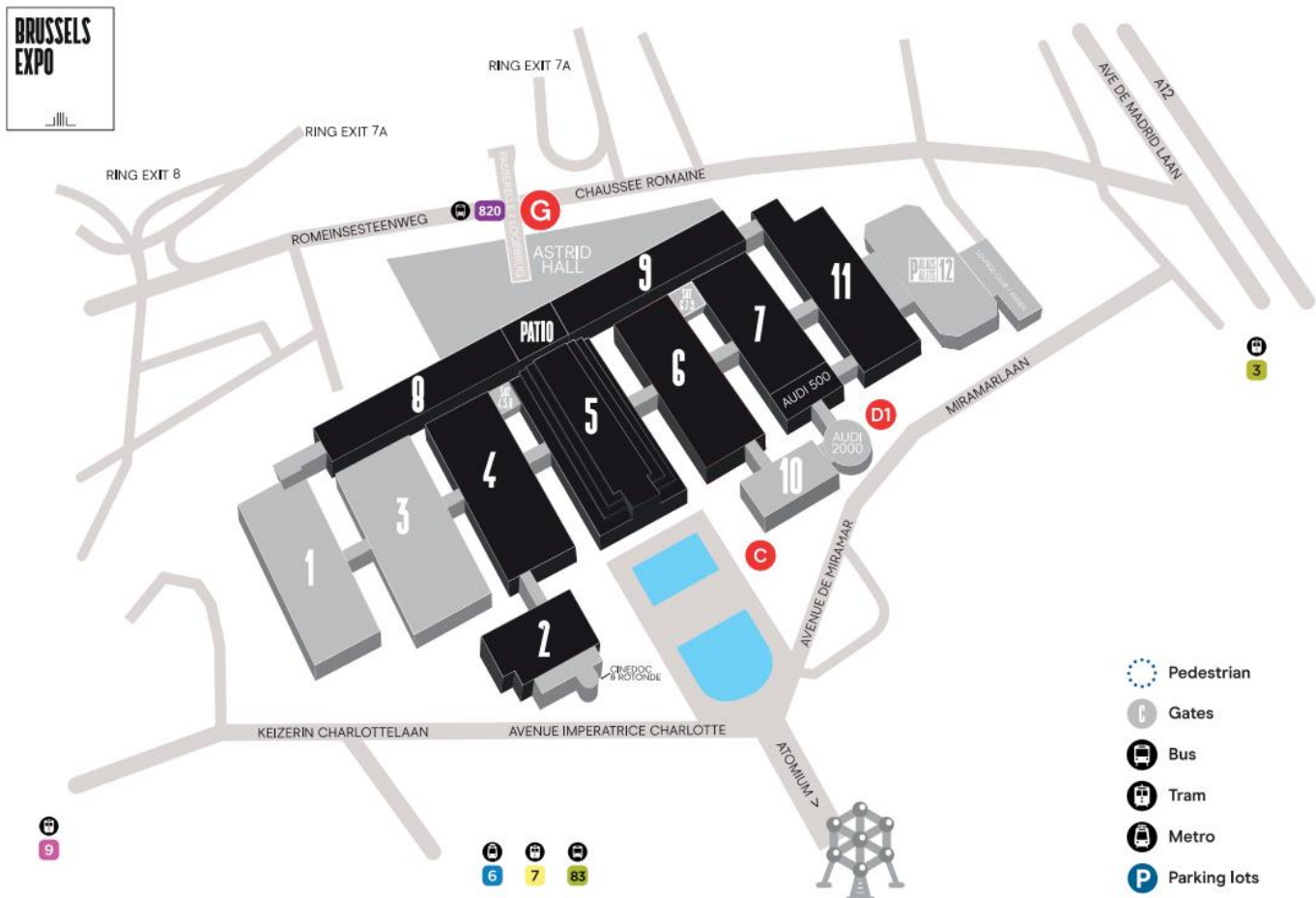
DISMANTLING 13-14/10

FRIDAY	13/okt 07.00	LIBERATION VEHICLES WHERE POSSIBLE
FRIDAY	13/okt 07.00	LIBERATION STANDS
FRIDAY	13/okt NOON	LIBERATION STANDS
FRIDAY	13/okt 15.00	LIBERATION STANDS
FRIDAY	13/okt 19.00	LIBERATION STANDS
SATURDAY	14/okt 07.00	COMPLETE LIBERATION STANDS
SATURDAY	14/okt 20.00	ALL HALLS ARE COMPLETELY EMPTY!

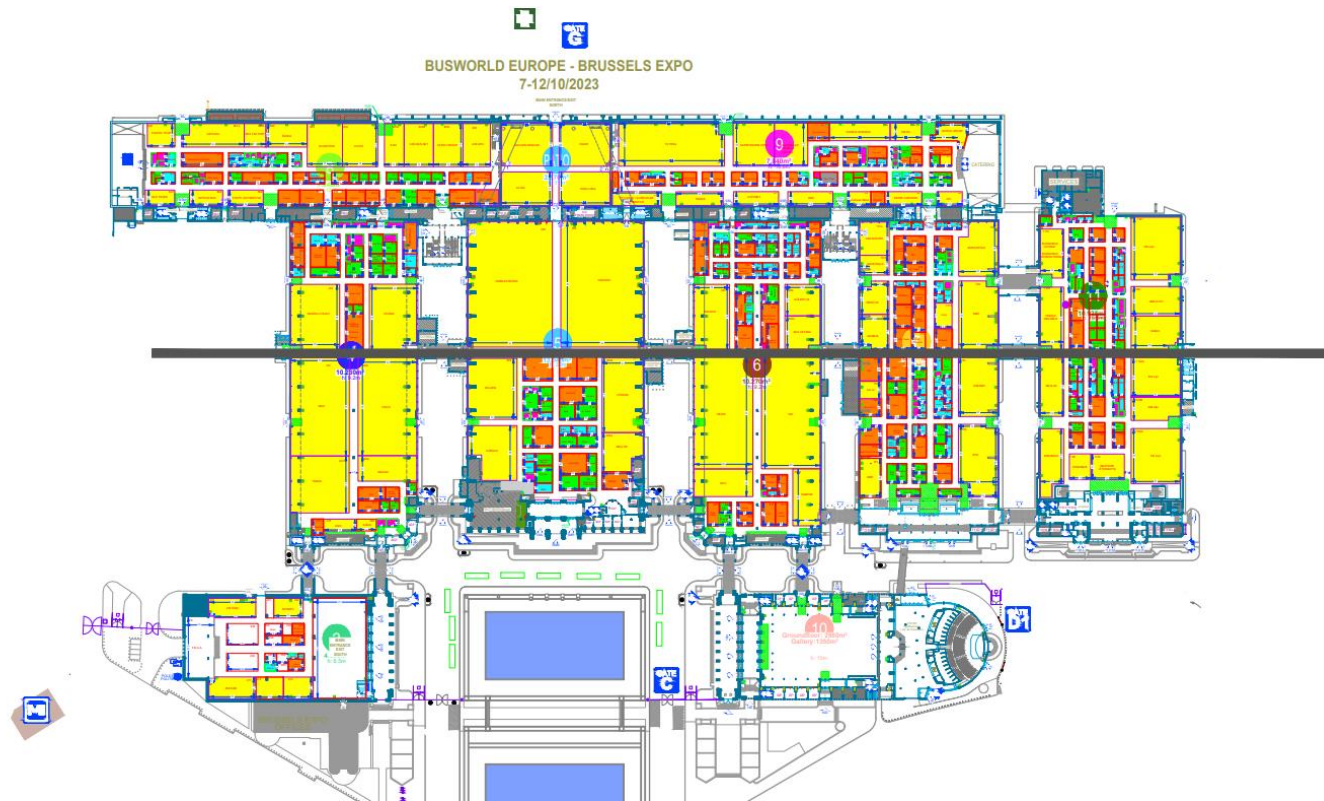
GENERAL INSTRUCTIONS BUILD UP AND PULL OUT

BUILD UP

- There are 3 Gates/checkpoints from which you can reach the halls of Brussels Expo:
 - Gate G (Romeinsesteenweg)
 - Gate C (Miramarlaan)
 - Gate D1 (Miramarlaan).



- All stands positioned above the horizontal black line: enter/leave via GATE G ! (gps: Romeinsesteenweg / Chaussée Romaine)
- All stands positioned in halls 6, 7 and 11, under the black line: enter/leave via GATE D1 ! (gps : Keizerin Charlottelaan / Avenue Impératrice Charlotte)
- All stands positioned in halls 2, 4 and 5, under the black line: enter/leave via GATE C ! (gps: Keizerin Charlottelaan / Avenue Impératrice Charlotte)



You will receive a build-up card at the gate. Please strictly follow the instructions of the stewards.

Important: inform your transport company/subcontractors of the Gate through which they should access the premises. (see the build-up schedule). Access is only possible with a clear indication of the exhibitor and stand number.

- The build-up gates will be closed on Thursday 5/10 at 16:00.
- All stands must be completed by Thursday 5/10 at 20:00. Stands that are not finished by then lose their deposit.
- Friday 6/10 is press day. If you do not have a press conference at your stand, you do not need to be present. On Friday, you can still decorate your stand. **However, all works that produce noise and/or waste (sawing, drilling, shaving, banging etc) are strictly forbidden on Friday.**

PULL OUT

- On Thursday 12 October there is **NO dismantling**. You can carry portable objects outside through the main entrances, and this until 21:00. (Provide a trolley if necessary)
- No build-up gates will be opened that evening, except for buses/stands located in front of a gate. They are notified by the organizers. Only outgoing traffic is allowed = NO vehicles can enter the premises via the gates.
- During the night of 12 October, all the storage is brought back to the stands.
- All stands must be **COMPLETELY** dismantled on Saturday 14 October by 20:00 at the latest.

CAR PARK

- During build up and pull out , **parking C is for free 24/24** (capacity = 10,000 cars). Parking C is located on the Romeinsesteenweg and can be reached via exit 7A of the Brusselse Ring.
- Trucks can stay in the parking lot during the exhibition. For this, you can buy a season ticket at the Fair Office. (Cost = 180,00 Euro).
- There are no electrical facilities in the car parks.



INSTRUCTIONS STAND BUILDING

STAND DESIGN

The standard construction height is fixed at 2m50. The maximum building height in all halls is 5m50 or 4m50, depending on the exact location of your stand. If you want to build higher than 2m50, you must submit a stand design (mentioning all dimensions and technical details) to Mrs Annelies Detavernier (annelies.xpo@busworld.org) before 14 August 2023.

- When designing your stand, take into account the pillars, ceiling heights and possibilities of electricity and water supply, which you can see on the technical plans that can be found on the exhibitor portal – section 'Plans'.
- Please take due account of **the configuration of the stand (= number of open/closed sides)** you are building.
- All fuse boxes, fire hoses and emergency doors, as well as the connection of the stand to the electricity grid and to the water grid must remain accessible at all times. The connection of all electrical equipment will be inspected during the build-up period by an official inspection body.
- The **exhibition floors** should be left in their original state after the event. If you are laying carpet in the stand yourself, please ensure that it is attached to the floor with 'Exhibition tape'. When pulling out after the event, you should remove all traces of tape and paint yourself. If any extra expense incurs for the removal of any remaining tape or paint residues, this will be billed to the responsible exhibitor as following:
 - adhesive/tape: 18 EUR/rm
 - paint stains etc.: 84 EUR/m²
 - oil stains: 235 EUR/m²
 - double-sided tape ('exhibition tape', which is easy to remove after the event) can be obtained from the fair office at 15 EUR/roll (50m).
- After dismantling your stand, please sign out at the fair office. We will check whether your stand space is left in the conditions required.
- **If you do not leave the stand space in the conditions required, the deposit paid by your client, the exhibitor, will NOT be refunded.**

FORK LIFT TRUCK

- Only fork lift trucks ordered from the organizers will be permitted to access the premises.
- All our fork-lift trucks have long forks.
- You have to place your order before the build up period. Any orders placed after 28/09/2023 cannot be guaranteed.
- If you order a fork-lift truck after 28/09/2023 (= during the build up period), an extra charge of 50% will apply and the total amount will have to be settled on the spot. Orders that are placed on the spot will not be given priority over orders placed in advance.
- When ordering, please take into account your personal build up/pull out schedule (see exhibitor portal).
- The build-up timetable of the organization has priority to the dates indicated by the exhibitors!
- If you order the forklift service in advance, you will receive the phone number of the forklift service office so you don't have to come all the way to the fair office in hall 5.

SCISSOR LIFT, TELESCOPIC ARM LIFT, MECHANICAL MATERIAL LIFT

- Only scissor lifts / telescopic arm lifts ordered from the organizers will be permitted to access the premises.
- The driver is NOT included in this service. Ordering = declaring that the hired aerial platform will only be operated by a person in possession of a valid certificate / license.
- The organization cannot be held responsible in case of accidents.
- When ordering, please mention on what date and time you will need the scissor lift. When doing so, please take into account your personal build up/pull out schedule.
- If you order the scissor lifts / telescopic arm lifts in advance, they will be put on the stand by our services.

SUSPENSIONS

You can send a quotation request to suspensions@brussels-expo.com. We will then send you a quotation, which has to be signed for approval and returned.

Attention: All quotation requests should be sent before 2 September. Past this deadline, your request cannot be guaranteed.

When submitting your request, please make sure that the following information is mentioned:

- a scale drawing of the stand including stand number and orientation (+ mentioning of the neighbouring stand)
- the floor plan of the hall including the precise indication of the desired suspensions in relation to the edges of the stand
- the exact location and the height of the suspension points
- the load per suspension point
- a short description (location, weight, dimensions, material etc.) of the object that you want to hang up

DEPOT RENTAL

- It is forbidden to store packaging materials or empty boxes behind your stand. You can have this collected by our services and stored in separate storage areas. There is no access to these storage areas during the event.
- The packaging will be brought back to your stand during the night of 12/10/2023 to 13/10/2023.

TRANSPORT

Ziegler Expo Logistics is the official Busworld logistics partner. Ziegler transports your stand material from your company to your booth and back in a timely and safe manner.

Contact details:

Ziegler Expo Logistics
Boechoutlaan 107
B-1853 Strombeek Bever

Ctc : Pieter Francken
Tel: +32 475 95 00 74

Email: busworld@zieglergroup.com

SAFETY

All information and details of safety and environmental requirements can be downloaded from the Exhibitor portal – “Practical & technical information”

MISCELLANEOUS



At the start of the build-up, water and electricity will be provided at your stand, cf. your orders. The connection of all electrical equipment will be inspected during the build-up period by an official inspection body.



It is forbidden to smoke inside the halls. After repeated reminders, further access to the building will be denied.



In the halls, there are special toilets reserved for the build-up and the pull-out period. The toilets are equipped with water tanks for the supply of water and for wastewater (no paint or other liquids please).



The bars and catering points of Brussels Expo will be open during build up and pull out for hot drinks (soup, coffee, tea), sodas, bread rolls, hot and cold snacks and dishes of the day.



All invoices must be paid before 29 September 2023. **Services ordered on the spot, must be paid immediately.** Paying on the spot is possible with credit card. Cheques are not accepted.



Please take into account that all emergency exit doors must be accessible at all times to guarantee an evacuation of exhibitors or visitors if necessary.