

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



EXHIBITOR SERVICES MANUAL 2016



















BRUSSELS

12th UIC ERTMS WORLD CONFERENCE 2016

1 & 2 MARCH 2016

TABLE OF CONTENTS

Please click on the requested title to go directly to the right page

	EXHIBITION GUIDELINES
	EXHIBITION SPACE BOOKING + ACCESSORIES FOR SHELL SCHEME BOOTH
	PREMIUM BOOTH DESIGN
	CUSTOMISED BOOTH
	DIGITAL PRINTING
	LIGHTING EQUIPMENT
	FURNITURE
	PLANTS & FLORAL DECORATION
	AUDIO-VISUAL EQUIPMENT
	ELECTRICAL CONNECTIONS
	RIGGING POINTS
	INFORMATION & COMMUNICATIONS TECHNOLOGY
	STAND CLEANING
	LABOUR / HOSTESSES / STAND SURVEILLANCE
	CATERING SERVICES
	GENERAL TERMS AND CONDITIONS



EXHIBITION GUIDELINES

Introduction

Thank you for exhibiting at SQUARE-BRUSSELS MEETING CENTRE. We are committed to working with you to ensure you get the best return on your investment and that the event you are attending is a rewarding experience for you and your company.

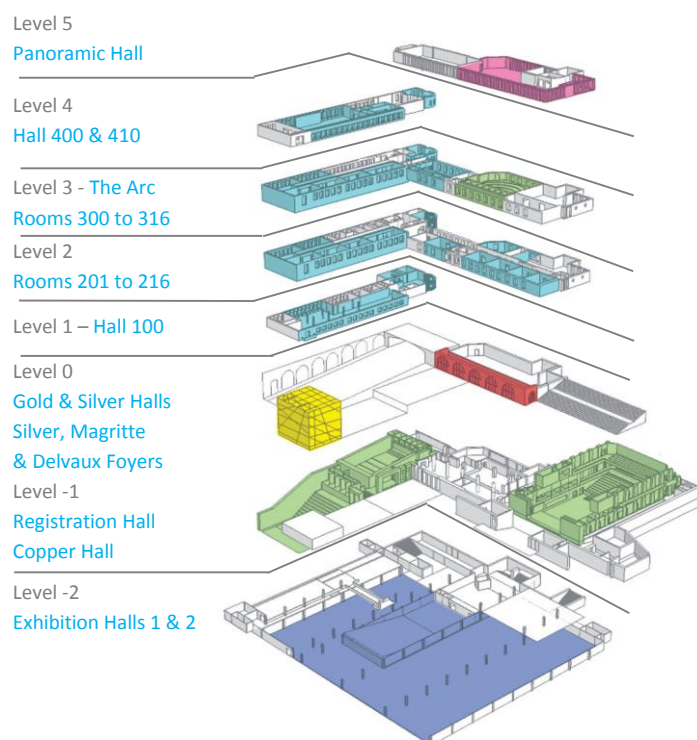
This manual provides essential information as well as useful hints for exhibitors. We encourage you to use this manual not only for the preparation of your exhibit display, but also as a source of reference and information.

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

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

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

Overview of the Congress Centre



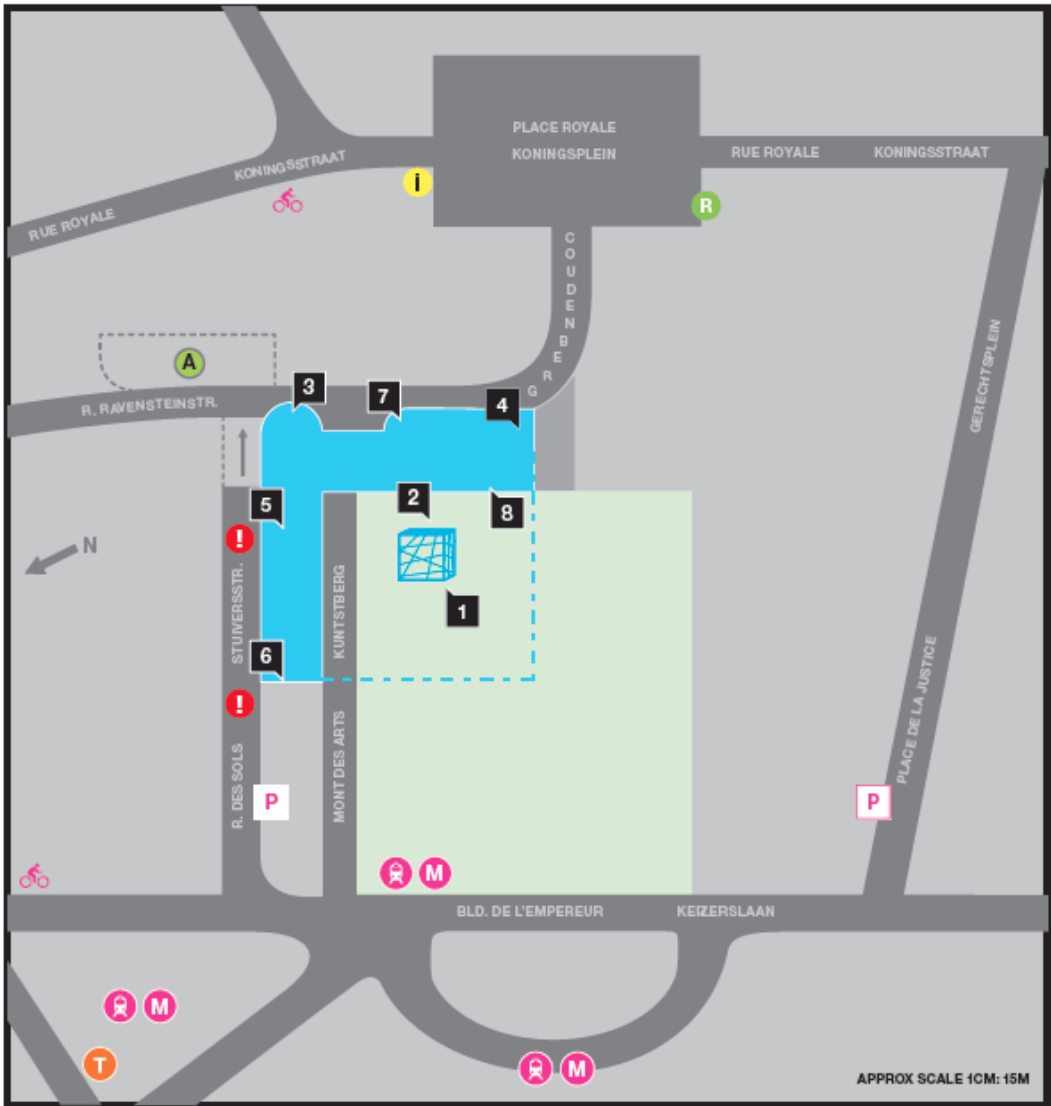
SQUARE-Brussels Meeting Centre is a centrally located venue of 13.500m² meeting space which is housed in the extensive former Palais des Congrès, an elegant, architecturally significant building originally constructed for the 1958 World Expo. Many of the original features, including expansive murals 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 guests 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.



EXHIBITION GUIDELINES

Access to **SQUARE-Brussels Meeting Centre**





 **1** GLASS ENTRANCE, **ERTMS REGISTRATION**
(MONT DES ARTS, 1000 BRUSSELS)

2 TERRACE ENTRANCE
(MONT DES ARTS, 1000 BRUSSELS)

3 RAVENSTEIN ENTRANCE
(MONT DES ARTS, 1000 BRUSSELS)


4 COUDENBERG ENTRANCE
(MONT DES ARTS, 1000 BRUSSELS)

 **5** DELIVERY ENTRANCE
(27, RUE DES SOLS, 1000 BRUSSELS)
ONLY FOR SMALL PACKAGES AND EUROPALLET NOT
BIGGER THAN 120cm x 80cm x 140cm

 **6** LOADING & UNLOADING of **HEAVY GOODS**
Grand Hall 1: 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

General Information

Congress Organisers: Barbara Mouchel mouchel@uic.org
Julie Bourgoignie julie.bourgoignie@infrabel.be
Florence Albert albert@uic.org
Hervé Aubert aubert@uic.org

Venue: **SQUARE-BRUSSELS MEETING CENTRE**
Glass Entrance, Parc du Mont des Arts
1000 Brussels
Belgium

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

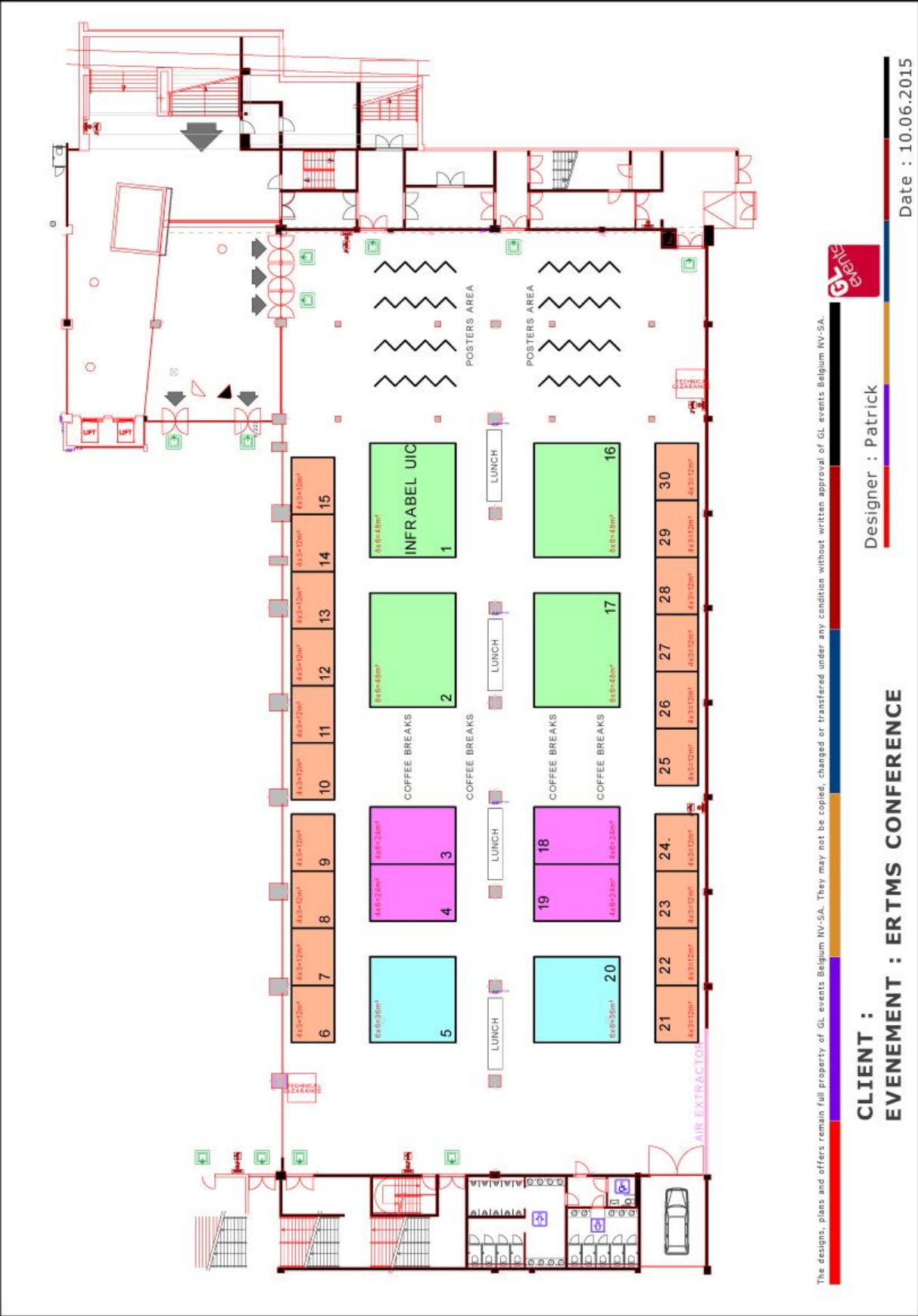
Set-Up Time:	29/02/2016	00:00 – 24:00 hrs
Exhibition Time:	01/03/2016	09:00 – 18:00 hrs
	02/03/2016	09:00 – 16:00 hrs
Exhibitors access:	01/03/2016	07:00 – 09:00 hrs
	02/03/2016	08:30 – 09:00 hrs
Conference Time:	01/03/2016	09:00 – 18:00 hrs
	02/03/2016	09:00 – 16:00 hrs
Dismantling Time:	02/03/2016	16:00 – 24:00 hrs

Exhibitors are obliged to observe all time limits regarding set-up and dismantling hours.



EXHIBITION GUIDELINES

Exhibition Floor Plan



The designs, plans and offers remain full property of GL events Belgium NV-SA. They may not be copied, changed or transferred under any condition without written approval of GL events Belgium NV-SA.

CLIENT :

EVENTEMENT : ERTMS CONFERENCE

Designer : Patrick

Date : 10.06.2015



EXHIBITION GUIDELINES

Directions

By rail:



SQUARE is just across the Brussels Central railway station. National trains: Get off at Bruxelles-Central / Brussel-Central and follow the exit signs to 'Mont des Arts – SQUARE'.

International trains (Eurostar, Thalys) arrive into Bruxelles-Midi / Brussel-Zuid. From there, it's a simple two-minute train journey to Brussels Central station. Just take any train heading north (free of charge: your ticket to Brussels includes commuting from and to any train station in Brussels), get off at the first stop (Bruxelles-Central / Brussel-Central) and follow exit signs to 'Mont des Arts – SQUARE'.

By air:



After landing at Brussels International Airport (Zaventem), make your way from the main arrival hall to level -1. Take a direct train to the city centre. After 17 minutes, get off at the Brussels Central station, and follow the exit signs to 'Mont des Arts / Kunstberg – SQUARE'.

By road:



There are 660 parking spaces right underneath SQUARE at the fee-paying car park named Parking Albertine / Albertina - SQUARE, level -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.



EXHIBITION GUIDELINES

Unloading Information - Deliveries, storage and parking

Build-up and dismantling Information – HEAVY GOODS

Please note that the Congress Centre is situated in the centre of Brussels. It is therefore not allowed to send trucks of more than 8 meters length, since the delivery street is a dead-end. To avoid traffic congestion and to allow a fast and smooth move-in, an unloading slot will be required for all vehicles larger than a passenger car. Cars or small vans not higher than 195 cm can park in the fee-paying car park "Albertine / Albertina – SQUARE" which is directly linked to SQUARE.

Please fill in the move-in / move-out schedule form here under to obtain an unloading slot and return it to Ziegler Expo Logistics two weeks prior to the build-up date at the very latest. The exhibitors will then be allowed to temporary park their lorry in the delivery street to load/ unload and use the special freight lift located at the Rue des sols / Stuiversstraat 13, 1000 Brussels, of which dimensions are: 2.1m high, 2.3m wide, 6.7m long, 4000 kg max. These limits must be respected by exhibitors and their subcontractors such as stand builders, transporters, etc. During deliveries, no obstacle may obstruct the automatic closure of the street-front shutters. See directional map in the following section of this manual: Access to SQUARE-Brussels Meeting Centre.

All trucks arriving without a slot can only unload and load once the full schedule has been completed. Note that there is no parking allowed out of the given unloading slot in the delivery street (rue des sols / stuiversstraat) or near the congress centre. Trucks need to be removed from the unloading area as soon as unloading has been completed. Trucks can park free of charge around the streets of Brussels' haven (**Avenue du port / Havenlaan – 1000 Brussels**).



3.5 km distance
(Approximately 10 minutes drive)

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



EXHIBITION GUIDELINES

Movement of Deliveries

Forklift services, offloading and empty case storage 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. 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. Contractors will be given an access badge in front of the exhibition hall. Exhibitors should get their badge in the Registration Hall at level -1.

Deliveries and collections

SQUARE has appointed an exclusive freight forwarder for the event, contact details are:

ZIEGLER EXPO LOGISTICS

Boechoutlaan, 107 – 1853 Strombeek-Bever

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. Neither the venue nor the organiser 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 Friday 12 February 2016 up to Monday 14 March 2016**.

The freight forwarder will 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. The freight forwarder will charge the exhibitor the receipt, handling, intermediate storage and delivery to the booth. These services / charges are NOT included in the original courier fee.



EXHIBITION GUIDELINES

It is the responsibility of each exhibitor to find suitable space for the storage of potential empty wrapping during the days of exhibiting. Storage space is available at the venue and can be ordered in this manual. Empties storage can also be arranged with ZIEGLER.

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 Monday 14 March 2016.

Forwarding Instructions

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

Name of Event: 12th UIC ERTMS World Conference 2016

SQUARE-Brussels Meeting Centre

Name of Exhibitor – Booth nr

c/o Ziegler Expo Logistics – Boechoutlaan, 107 – 1853 Strombeek-Bever

Latest arrival deadlines:

at Antwerp Seaport: Thursday 18 February 2016

at Brussels Airport: Tuesday 23 February 2016

at Ziegler Expo Logistics warehouse: Thursday 25 February 2016

Cargo originating from outside the EU should be accompanied by

- an 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 AND COURRIER SHIPMENT:

Consignee: Ziegler Expo Logistics – International Department
Boechoutlaan, 107 – 1853 Strombeek-Bever

Notify: 12th UIC ERTMS World Conference 2016
Exhibitor Name: Hall/Stand n°:
c/o Ziegler Expo Logistics

ROAD TRANSPORTS (FOR PARTIAL LOADS & SMALL SHIPMENTS):

Delivery, freight prepaid, FOT to Ziegler Expo Logistics Warehouse
Boechoutlaan, 107 – 1853 Strombeek-Bever – Belgium – Tel +32 (0) 2 475 45 40

IMPORTANT REMINDER:

NO DIRECT DELIVERIES TO SQUARE BRUSSELS MEETING CENTRE!



EXHIBITION GUIDELINES

Badging and Access Control for Stand Builders

Specific badging is required to enter and work in the building. Please make sure to specify to SQUARE the contact details of each member of your stand building contractor team that will need access to the building during the build-up and the dismantling. Please provide the following details of the stand builders:

- Contractor First Name and Surname
- Company (Stand Building Company)
- Contact Number
- Number of badges required (each person must wear his/her own badge)

PLEASE RETURN THESE DETAILS VIA E-MAIL TO FLORENCE ALBERT, albert@uic.org AND COPY TO BARBARA MOUCHEL, mouchel@uic.org NO LATER THAN **FRIDAY 12 FEBRUARY 2016**. BADGES WILL BE HANDED OUT AT THE FREIGHT LIFT ENTRANCE.

Failing to send this information prior to the build-up will mean that every member of your team will first have to register at 27, Rue des Sols / Stuiversstraat where they will be granted an access badge in order to be able to enter the exhibition halls, which can lead to time delay.

Badging and Access Control for Exhibitors

Exhibitors are not allowed to attend the Conference. To attend the Conference, they have to register online or on-site. A registration desk will be available in the Congress Center for the exhibitors to receive their badges from **07:00** on **TUESDAY 1 MARCH 2016**. Shell scheme stand dressing in the main exhibition hall will be available from **14:00 – 20:00** on **MONDAY 29 FEBRUARY 2016**.

- ❖ **Each unit of 12 m2 gives your company 1 free badge for the entrance to the exhibition only.**
- ❖ **Supplement badge /exhibitor: 100 Euro/badge.**
- ❖ No access to plenary conference room is allowed without full payment of the conference fees
- ❖ Exhibitors are invited to assist at the opening and closing ceremony of the Conference
- ❖ No discount will be available to companies who bring their own stand.

SPACE: 500 Euros per sq meter, excl. VAT. The charge is for floor surface, standard booth, equipped with walls, 1 table, 4 chairs, carpet, logo, electricity supply, 1 free exhibitor badge per 12 sqm.

IMPORTANT INFORMATION

- ❖ **Representatives claimed to take part in the exhibition are entitled to:**
Coffee-breaks / Lunch / Access to the Exhibition Area.
- ❖ **Are not entitled to visit:** Sessions / Gala dinner.

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

*Move-in / Move-out Schedule form
(compulsory form for deliveries via the freight lift)*

DOCUMENT TO RETURN TO square_bruxelles@zieglergroup.com

Stand Number:		
Hall Number:		GRAND HALL 2
Company Name:		
Stand Builder:		
Freight lift access required (YES / NO):		
Type of vehicle:		
Estimated necessary unloading time:		
Person in charge of deliveries to the venue:		
Mobile Number:		
Preferred schedule during build up :	Date:	
	Start time:	
	End time:	
Empties storage	YES / NO	
Preferred schedule during dismantling :	Date:	
	Start time:	
	End time:	



EXHIBITION GUIDELINES

Stand construction and dismantling rules

STAND DRAWING SUBMISSION: DEADLINE: Exhibitors who have purchased a space only stand, are informed that detailed stand drawings must be submitted for approval to exhibitorbook@square-brussels.com no later than **Friday 15 January 2016**. After this deadline, further change to the final stand design will be allowed up to **Friday 12 February 2016**. Exhibitors are advised that the procedure for obtaining approval can take a considerable amount of time. Working drawings should therefore be submitted as soon as they are available.

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 € 37,5 /10 cm.

CLEANING:

- Exhibition cleaning: corridors between stands will be cleaned on a daily basis after the exhibition opening times.
- Stand cleaning: you are responsible for the cleanness on your stand. You can order daily stand cleaning through the SQUARE exhibition guide.

FIRE PROTECTION: No inflammable decorations or exposed flames may be used at any time. All decoration material of paper and inflammable fabric must be made fireproof and certificate will be asked on site.

STORAGE:

- Boxes and packages should not be stored behind the stands. Also empty packages should not be stored in the Exhibition area. Storage is available on request at SQUARE (payable service).
- All stand equipment should be recovered at the end of the exhibition dismantling schedule. For eventual storage, please contact SQUARE or the event organizers with information on sizes and number of parcels, storage period...). Once the exhibition is finished you should remove all waste of your stand. During the dismantling times, waste bins will be available for your waste. If waste or equipment from your stand is left behind in the Exhibition area for which no specific storage or pick up has been arranged, it will be disposed of after the closing of the halls and a fine 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.

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.

Please fill in this document in capital letters, sign it and return it to Florence Albert, albert@uic.org and copy to Barbara Mouchel, mouchel@uic.org (+33 (0)1 44 49 22 95) in order to confirm your order.

Please fill in this order form to book your floor surface. At the following page, you will see the stand equipment that is already included in the fee. To determine how many walls & open sides you request as well as where they should be located, please contact exhibitorbook@square-brussels.com.

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

IMPORTANT

- By signing this, you agree with our general terms & conditions.
- Please note that the stand spaces allocation will be done on a first-come first-served basis.

Carpet colour selection :

- Black
- Grey
- Red
- Blue
- Green
- No carpet

Description	Qty	Price (per sqm)	Total
Stand with basic equipment (per sqm)	12	500 €	
Stand with basic equipment (per sqm)	24	500 €	
Stand with basic equipment (per sqm)	36	500 €	
Stand with basic equipment (per sqm)	48	500 €	
Supplement badge (per exhibitor) See section Badging and Access Control for Exhibitors at page 11.		100 €	
IMPORTANT: Please, fill out your valid VAT number or tax ID	SUB-TOTAL		
	VAT 21%		
	TOTAL		

SPACE: 500 Euros per sq meter, excl. VAT. The charge is for floor surface, standard booth, equipped with walls, 1 table, 4 chairs, carpet, logo, electricity supply, 1 free exhibitor badge per 12 sqm.

❖ **No discount will be available to companies who bring their own stand.**

Payment upon receipt of the invoice

• Bank transfer references:

UNION INTERNATIONALE DES CHEMINS DE FER
16 RUE JEAN REY
75015 PARIS
Bank account: 04000244000 (bank code : 30007)
IBAN: FR76 3000 7999 9904 0002 4400 043 BIC: NATXFRPPXXX
NATIXIS – PARIS (99999)

• Credit card (+2% administration costs):

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

Date:

Name:

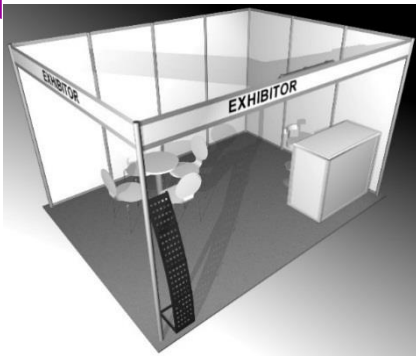
Signature:

Company's stamp:

1

STAND WITH BASIC EQUIPMENT

ERTMS is giving the opportunity to directly book a fully equipped stand. This stand is a shell scheme type. You will find here under the general description of what is composed of:



- Carpet with plastic protection (M3 quality) (please select your colour here above)
- Lacquered aluminium structure 1M x 2.4M high
- Melamine modular partitions
- Header 0,30M high (made with double aluminium straighteners + melamine panel)

Here above is an illustration of a 12 sqm model but you can make your selection among the following possibilities:

- **12 SQM Shell Scheme Basic Booth composed of:**
 - Company name + stand number (1 per open side)
 - Lighting package: 3 spotlights
 - 3kw of electrical connection
 - 1 x 3-way socket (220 v)
 - Daily stand cleaning (including cleaning before the opening & removal of plastic protection)
 - 1 table, 4 chairs, 1 literature rack, 1 paper waste basket, 1 counter unit, 1 high chair
- **24 SQM Shell Scheme Basic Booth composed of:**
 - Company name + stand number (minimum 1 per open side)
 - Lighting package: 6 spotlights
 - 2 x 3kw of electrical connections
 - 2 x 3-way sockets (220 v)
 - Daily stand cleaning (including cleaning before the opening & removal of plastic protection)
 - 2 tables, 8 chairs, 2 literature racks and 2 paper waste baskets, 2 counter units, 2 high chairs
- **36 SQM Shell Scheme Basic Booth composed of:**
 - Company name + stand number (minimum 1 per open side)
 - Lighting package: 9 spotlights
 - 3 x 3kw of electrical connections
 - 3 x 3-way sockets (220 v)
 - Daily stand cleaning (including cleaning before the opening & removal of plastic protection)
 - 3 tables, 12 chairs, 3 literature racks and 3 paper waste baskets, 3 counter units, 3 high chairs
- **48 SQM Shell Scheme Basic Booth composed of:**
 - Company name + stand number (minimum 1 per open side)
 - Lighting package: 9 spotlights
 - 4 x 3kw of electrical connections
 - 4 x 3-way sockets (220 v)
 - Daily stand cleaning (including cleaning before the opening & removal of plastic protection)
 - 4 tables, 16 chairs, 4 literature racks and 4 paper waste baskets, 4 counter units, 4 high chairs

1

ACCESSORIES FOR SHELL SCHEME BOOTH

ORDER FORM

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

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

IMPORTANT

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

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

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

IMPORTANT

All orders received after **12/02/2016** will incur:

- 20% surcharge
- immediate payment will be required
- Products are subject to availability and feasibility or might be substituted

Ref.	Description	Price	Qty	Total
1401	Modular partition, white (L: 100cm)	29 €		
1402	Glass partition (L: 100cm)	70 €		
1409	Modular full door, white, lockable (L: 100cm)	70 €		
1412	Flat shelf, white (L: 96,35 cm, depth: 30 cm)	18 €		
1413	Sloping shelf, white (L: 96,35 cm, depth: 30 cm)	18 €		
1418	Modular counter unit, white (100 x 150 x 115)	72 €		
1430	Raised technical floor per sq. (H: 8cm)	20 €		
1431	Velum (140g /m ²) per sq.	12 €		
1434	Laminated floor per sq. (Classic beech)	29 €		
1471	Hanging system: hook (per piece)	3 €		
1472	Hanging system: chains (per pair)	6 €		
1473	Hanging system: double sided adhesive pastille (14 pieces)	5 €		
IMPORTANT: Please, fill out your valid VAT number or tax ID		SUB-TOTAL		
		VAT 21%		
		TOTAL		

Payment upon receipt of the invoice

• Bank transfer references:

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

• Credit card (+2% administration costs):

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

Date:

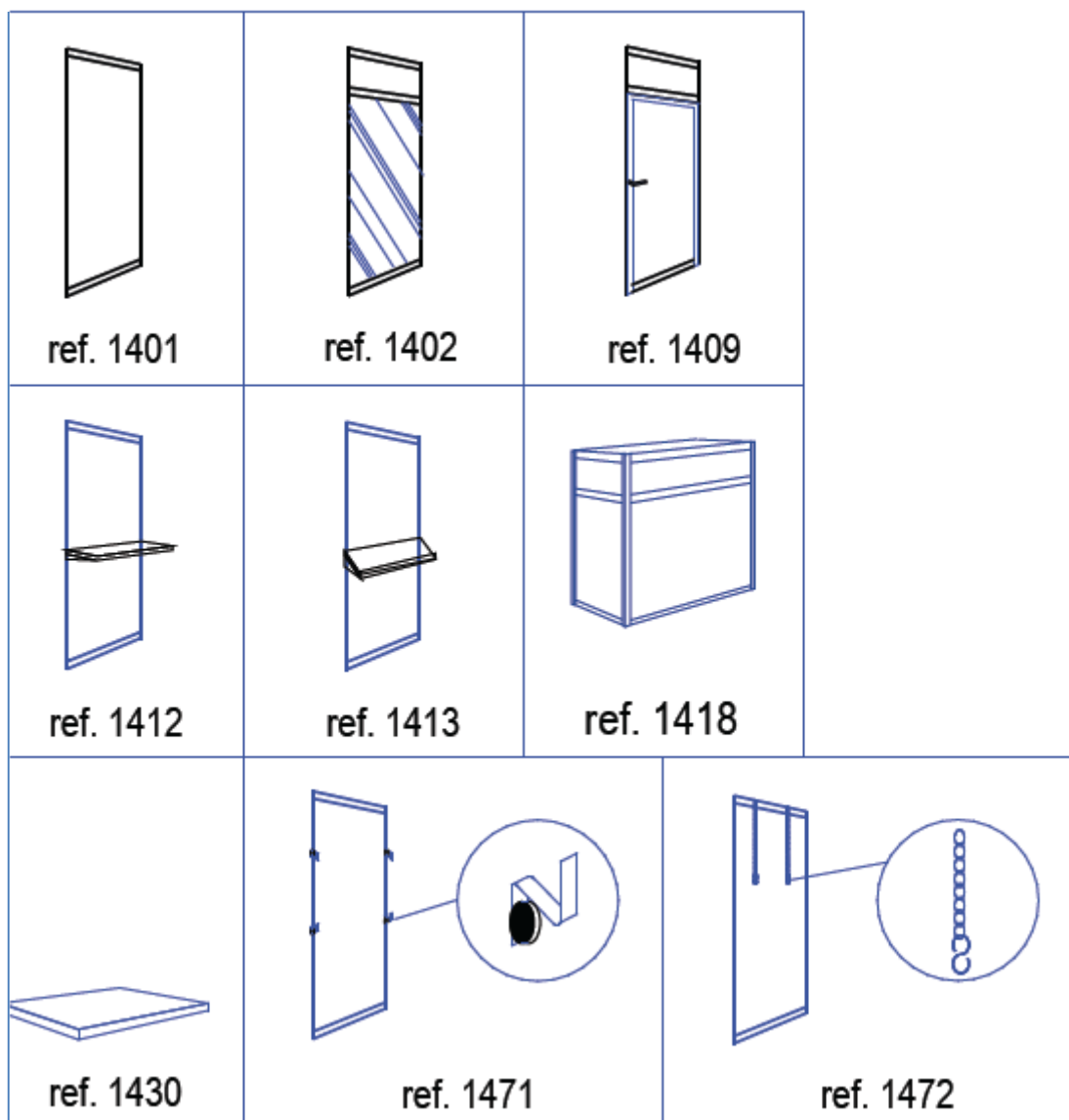
Name:

Signature:

Company's stamp:

ACCESSORIES FOR SHELL SCHEME BOOTH

PICTURES



Nextdoor stand number:

Nextdoor stand number:	1 sq.						Back of booth									Nextdoor stand number:
							Front of booth									

Nextdoor stand number:

Name + signature:

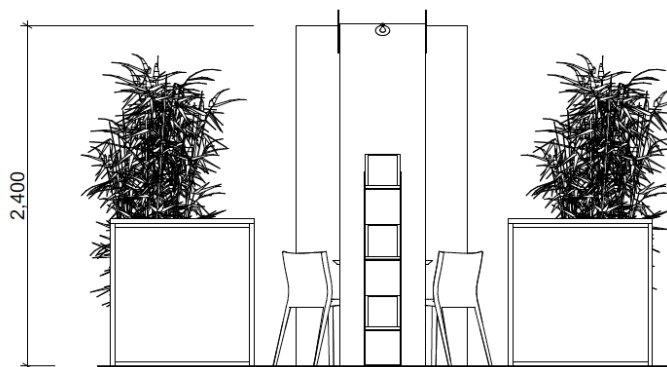
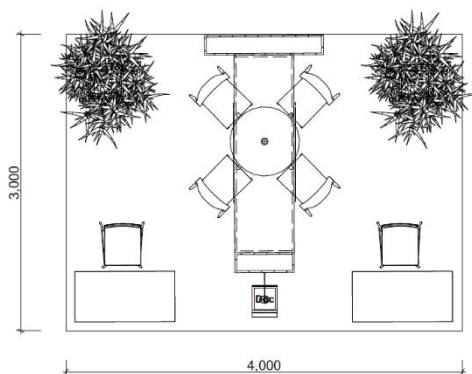
PREMIUM BOOTH DESIGN (NOT INCLUDED IN THE STAND EQUIPMENT OF YOUR STAND SURFACE)

A basic equipment is already included in the fee of your stand surface but SQUARE is offering you the possibility to book a more design structure. This is to be ordered on top of the fee paid for the stand surface.

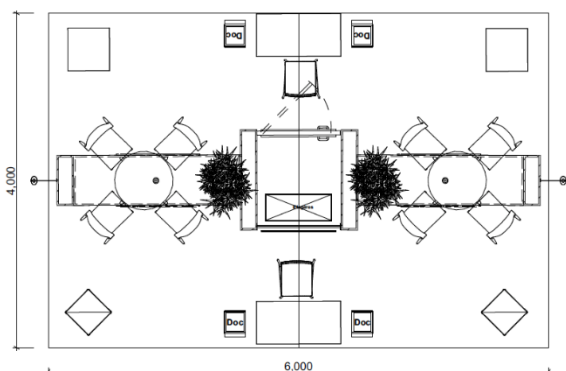


12 SQM Premium Booth:

- Carpet (4m x 3m)
- Painted wooden structure (available colours: white, blue, purple, orange, red, green, yellow)
- Lighting package : 1 spotlight
- 1 x 3kw power connection - 220 v
- 1 x 3-way sockets
- Daily stand cleaning (including cleaning before the opening & removal of plastic protection)
- 1 high table, 6 high chairs, 2 counter units, 2 plants, 1 literature rack
- 2 company names + stand numbers



24 SQM Premium Booth:

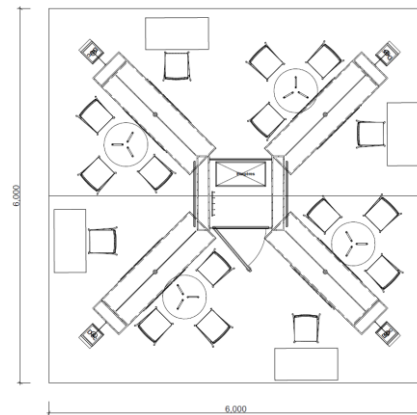
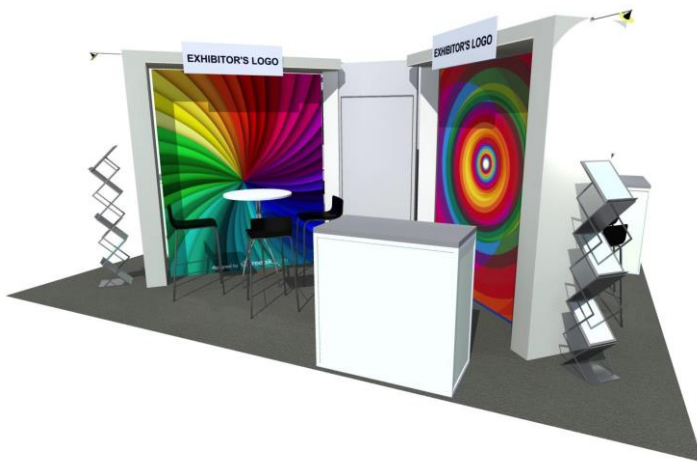


- Carpet (6m x 4m)
- Painted wooden structure (available colours: white, blue, purple, orange, red, green, yellow)
- 1 storage room with lockable door and shelves
- Lighting package : 2 spotlights
- 2 x 3kw power connection - 220 v
- 2 x 3-way sockets
- Daily stand cleaning (including cleaning before the opening & removal of plastic protection)
- 2 tables, 8 chairs, 2 counter units, 2 high chairs, 2 plants, 4 literature racks, 2 Showcases Claudia (50cm x 50cm x 182cm (h)), 2 counters Priscilla B (100cm x 50cm x 112cm (h))

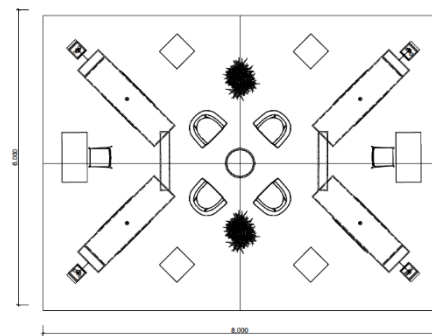
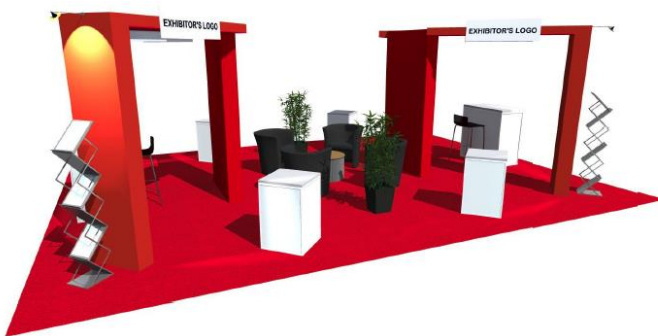
- **PREMIUM BOOTH DESIGN** (Not included in the stand equipment of your stand surface)
- 4 company names + stand numbers

36 SQM Premium Booth:

- Carpet (6m x 6m)
- Painted wooden structure with wooden panels (available colours: white, blue, purple, orange, red, green, yellow) (branding of the panels upon request)
- 1 storage room with lockable door and shelves
- Lighting package : 4 spotlights
- 3 x 3kw power connection - 220 v
- 3 x 3-way sockets
- Daily stand cleaning (including cleaning before the opening & removal of plastic protection)
- 4 high tables, 16 high chairs, 4 counter units, 4 literature racks
- 8 company names + stand numbers



48 SQM Premium Booth:



- Carpet (8m x 6m)
- 2 x painted wooden structures (available colours: white, blue, purple, orange, red, green, yellow) – see dimensions here under
- Lighting package : 4 spotlights
- 4 x 3kw power connection - 220 v
- 4 x 3-way sockets
- Daily stand cleaning (including cleaning before the opening & removal of plastic protection)
- 2 high chairs, 2 counter units, 2 plants, 4 literature racks, 4 sofas, 1 lower table, 4 counters Priscilla B (100cm x 50cm x 112cm (h))
- 8 company names + stand numbers

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

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

IMPORTANT

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

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

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

IMPORTANT

All orders received after **12/02/2016** will incur:

- 20% surcharge
- immediate payment will be required
- Products are subject to availability and feasibility or might be substituted

Description	Price	Qty	Total
PREMIUM BOOTH DESIGN 12 sqm	2 050 €		
PREMIUM BOOTH DESIGN 24 sqm	4 445 €		
PREMIUM BOOTH DESIGN 36 sqm	6 455 €		
PREMIUM BOOTH DESIGN 48 sqm	6 350 €		
IMPORTANT: Please, fill out your valid VAT number or tax ID	SUB-TOTAL		
	VAT 21%		
	TOTAL		

Premium booth is a modular concept and can be personalised to your needs. Please contact graphic@square-brussels.com for further information.

Payment upon receipt of the invoice

• Bank transfer references:

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

• Credit card (+2% administration costs):

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

Date:

Name:

Signature:

Company's stamp:

Dear Exhibitor,

SQUARE is at your disposal for the design, construction and decoration of your modular or customised booth.

Our design office will have the pleasure to guide you through all our possibilities to integrate your company identity in the global exhibition image.

Please find hereunder some examples of stand designs that we have created.



INFO

If you need further information, do not hesitate to send an e-mail to exhibitorbook@square-brussels.com or dial the following number: +32 2 515 13 99.

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

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

IMPORTANT

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

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

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

IMPORTANT

All orders received after **12/02/2016** will incur:

- 20% surcharge
- immediate payment will be required
- Products are subject to availability and feasibility or might be substituted

Ref.	Description	Price	Qty	Total
A	Digital printing on vinyl adhesive to install on the panels of your booth: 967mm x 2304mm	275 €		
B	Floortile: vinyl adhesive on pvc 3mm inserted in the carpet of your booth + non-slip protection: per sq.	115 €		
C	Digital printing on vinyl adhesive for standard fascia: 1000mm x 250 mm	29 €		
D	Digital printing on vinyl adhesive, stuck on a pvc 3mm, placed on your table(s). Protective film	On request		
E	Digital printing on vinyl adhesive to install on the welcome desk of your booth	131 €		
F	Digital printed banner (4M x 2M) on wooden panels	1130 €		
	Modification of delivered files	60€/h		
IMPORTANT: Please, fill out your valid VAT number or tax ID		SUB-TOTAL		
		VAT 21%		
		TOTAL		

Payment upon receipt of the invoice

• Bank transfer references:

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

• Credit card (+2% administration costs):

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

Date:

Name:

Signature:

Company's stamp:

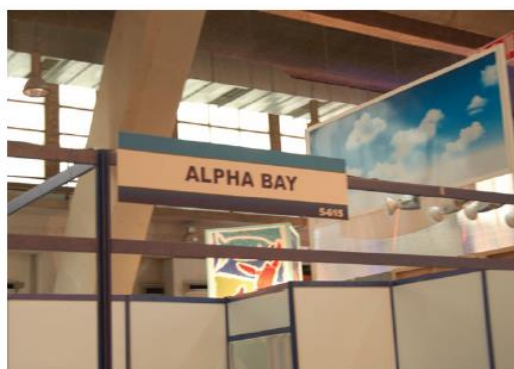
A



B



C



D



E



F



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

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

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

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

1. DESCRIPTION OF THE GRAPHIC PRINT

Digital printing on 160gr photo paper

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

The PVC will be put to melamine-covered wall

2. FILE DELIVERED BY YOUR COMPANY

Suitable formats for images or logos:

A. SOFTWARE

Photoshop (PSD/EPS/TIF/PDF)

Illustrator (EPS/AI/PDF)

Indesign (INDD/PDF)

B. FORMAT

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

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

Add the used font types (screen and Postscript)

Crop the image to the desired image

We recommend saving the original version of your files

C. IMAGES

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

(NEVER use RGB-colours)

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

If necessary, files should be coded binary

Texts should be vectored (outlined) before they are converted from Illustrator to EPS

The optimal resolution for the images is:

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

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

Always **convert the pantone colours to CMYK**

Make the gradation of the colours into a continuous tone

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

3. IN GENERAL

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

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

Vector artwork

.gif

.eps

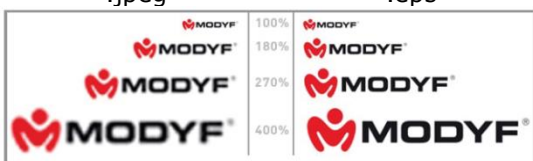


For the best quality, artwork should be created in vector format (ai or vector eps). Logos taken from websites are generally gifs. Gif files are not acceptable as they will not print clearly. See picture enclosed.

Artwork in vinyl

.jpeg

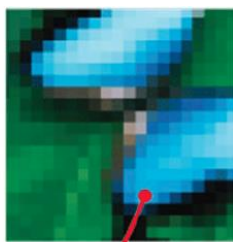
.eps



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

Bitmap / Raster Artwork

Picture created and printed at a high resolution of 300 dpi



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

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

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

Suitable formats for images or logos	
Software	Preferred format
Adobe Illustrator CS5	ai, eps
Adobe Photoshop CS5	Tiff (LZW), jpeg (high quality)
Adobe InDesign CS5	Indd (including all links)
Adobe Acrobat	PDF (press quality setting)
QuarkXPress 7	Axd (including all links)

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

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

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

IMPORTANT

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

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

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

Description	Price	Qty	Total	Power needed
Track lights with 2 lamps (only for shell scheme stands)	50 €			200W
Track lights with 3 lamps (only for shell scheme stands)	64 €			300W
Track lights with 4 lamps (only for shell scheme stands)	71 €			400W
Low voltage armlight	67 €			50W
Halogen armlight	65 €			300W
IMPORTANT: Please, fill out your valid VAT number or tax ID	SUB-TOTAL			
	VAT 21%			
	TOTAL			

IMPORTANT

All orders received after **12/02/2016** will incur:

- 20% surcharge
- immediate payment will be required
- Products are subject to availability and feasibility or might be substituted

Payment upon receipt of the invoice

• Bank transfer references:

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

• Credit card (+2% administration costs):

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

Date:

Name:

Signature:

Company's stamp:

LIGHTING EQUIPMENT INSTALLATION SKETCH

Nextdoor stand number:	1sq.							Back of booth						
								Front of booth						

IMPORTANT

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

Stand number:

Name + signature:

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

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

IMPORTANT

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

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

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

Catalogue: <http://library.gl-events.be/FURNITURE/index.html>

Prices: <http://library.gl-events.be/FURNITURE-RENTAL/index.html>

Code	Description (table, chair, dimensions, colour...)	Price	Qty	Total
IMPORTANT: Please, fill out your valid VAT number or tax ID		SUB-TOTAL		
		VAT 21%		
		TOTAL		

IMPORTANT

All orders received after **12/02/2016** will incur:

- 20% surcharge
- immediate payment will be required
- Products are subject to availability and feasibility or might be substituted

Payment upon receipt of the invoice

• Bank transfer references:

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

• Credit card (+2% administration costs):

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

Date:

Name:

Signature:

Company's stamp:



PLANTS & FLORAL DECORATION



ORDER FORM

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

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

Pictures: <http://library.gl-events.be/Planten-Plantes-Plants/index.html>

IMPORTANT

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

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

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

IMPORTANT

All orders received after **12/02/2016** will incur:

- 20% surcharge
- immediate payment will be required
- Products are subject to availability and feasibility or might be substituted

Description	Price	Qty	Total
PLANTS (baskets & pots not included => see end of list)			
Laurus Pyramid (h1,5 to 1,7m)	30 €		
Laurus sphere (h1,7 to 1,8m)	35 €		
Ficus Benjamina (h1,5m)	35 €		
Ficus Benjamina (h 2m)	45 €		
Ficus Benjamina (h 2,5m)	75 €		
Palm tree (h 1,7 to 1,8m)	35 €		
Ficus Ali (h 1,5m)	35 €		
Palm tree (h 2,5m)	45 €		
Bamboo (h2 to 2,5m)	35 €		
Buxus sphere (Ø 0,5m) + pot	40 €		
Buxus pyramid (h 1m)	40 €		
Buxus sphere (Ø 0,7m) + pot	50 €		
Buxus sphere (Ø 0,9m) + pot	65 €		
IMPORTANT: Please, fill out your valid VAT number or tax ID	SUB-TOTAL		
	VAT 21%		
	TOTAL		

Payment upon receipt of the invoice

• Bank transfer references:

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

• Credit card (+2% administration costs):

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

Date:

Name:

Signature:

Company's stamp:



PLANTS & FLORAL DECORATION



ORDER FORM

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

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

Pictures: <http://library.gl-events.be/Planten-Plantes-Plants/index.html>

IMPORTANT

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

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

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

IMPORTANT

All orders received after **12/02/2016** will incur:

- 20% surcharge
- immediate payment will be required
- Products are subject to availability and feasibility or might be substituted

Description	Price	Qty	Total
Ficus Ali (h 2m)	40 €		
Column bamboo + basket	45 €		
Olive-tree (h 1,8m)	45 €		
Olive-tree (h 2,5m)	125 €		
Aralia (h 1m)	25 €		
Phoenix Robellini (h 2,5m)	45 €		
Phoenix Canariensis (h 2,5m)	125 €		
Dracaena Marginata (h 1,5 m)	30 €		
Pseudosasa "Japonica"	45 €		
Fern 30 cm	15 €		
Fern 60 cm	25 €		
Asparagus 20 cm	10 €		
Asparagus 30 cm	15 €		
IMPORTANT: Please, fill out your valid VAT number or tax ID	SUB-TOTAL		
	VAT 21%		
	TOTAL		

Payment upon receipt of the invoice

• Bank transfer references:

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

• Credit card (+2% administration costs):

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

Date:

Name:

Signature:

Company's stamp:



PLANTS & FLORAL DECORATION



ORDER FORM

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

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

Illustrations: <http://library.gl-events.be/Planten-Plantes-Plants/index.html>



IMPORTANT

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

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

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



IMPORTANT

All orders received after **12/02/2016** will incur:

- 20% surcharge
- immediate payment will be required
- Products are subject to availability and feasibility or might be substituted

Description	Price	Qty	Total
PLANTS (baskets and pots)			
Tuscan column grey	25 €		
Teak pot	20 €		
Tuscan pot (green, blue, brown)	20 €		
Basket (h 1,10 m)	20 €		
Basket (h 0,80 m)	20 €		
Basket (h 0,50 m)	15 €		
Basket (h 0,30 m)	10 €		
FLORAL DECORTAION			
Fresh flower arrangement (Ø 20 cm)	25 €		
Fresh flower arrangement (Ø 30 cm)	35 €		
Fresh flower arrangement (Ø 40 cm)	45 €		
PERSONALISED DECORATION			
Specific flower or plants arrangement	on request		
IMPORTANT: Please, fill out your valid VAT number or tax ID	SUB-TOTAL		
	VAT 21%		
	TOTAL		

Payment upon receipt of the invoice

• Bank transfer references:

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

• Credit card (+2% administration costs):

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

Date:

Name:

Signature:

Company's stamp:

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

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

IMPORTANT

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

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

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

Description	Price	Qty	Total
Flat video and data monitor 32" HD on stand with speakers	425 €		
Flat video and data monitor 40" HD on stand with speakers	610 €		
Flat video and data monitor 55" HD on stand with speakers	850 €		
Flat video and data monitor 65" HD on stand with speakers	1 520 €		
Front projection screen - 4/3 (200x150cm) roller + Projector (3000 LUMENS)	680 €		
Blu-Ray player	65 €		
IMPORTANT: Please, fill out your valid VAT number or tax ID	SUB-TOTAL		
	VAT 21%		
	TOTAL		

IMPORTANT

All orders received after **12/02/2016** will incur:

- 20% surcharge
- immediate payment will be required
- Products are subject to availability and feasibility or might be substituted

Payment upon receipt of the invoice

• Bank transfer references:

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

• Credit card (+2% administration costs):

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

Date:

Name:

Signature:

Company's stamp:

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

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

IMPORTANT

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

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

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

IMPORTANT

All orders received after **12/02/2016** will incur:

- 20% surcharge
- immediate payment will be required
- Products are subject to availability and feasibility or might be substituted

Description	Price	Qty	Total
3 000 W (1 single-phase 230V)	160 €		
6 000 W (2 single-phase 230V)	295 €		
9 000 W (3 single-phase 230V)	385 €		
10 000 W (1 three-phase 16A 400V) + fuse box	425 €		
20 000 W (1 three-phase 32A 400V) + fuse box	565 €		
20 000 W (1 three-phase 63A 400V) + fuse box	900 €		
80 000 W (1 three-phase 125A 400V) + fuse box	1 500 €		
These prices include installation and consumption for exhibitions running up to 3 days. For longer periods, please contact us for a quote. IMPORTANT: Please, fill out your valid VAT number or tax ID	SUB-TOTAL		
	VAT 21%		
	TOTAL		

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 authorised persons are permitted to open electrical boxes
- Beyond the electrical box, all installations must be carried out according to the regulations under the supervision of the organizer or the exhibitor.

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

Payment upon receipt of the invoice

• Bank transfer references:

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

• Credit card (+2% administration costs):

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

Date:

Name:

Signature:

Company's stamp:

ELECTRICAL CONNECTIONS INSTALLATION SKETCH

Nextdoor stand number:

Nextdoor stand number:	1sq.							Back of booth						
								Front of booth						

Nextdoor stand number:



IMPORTANT

Nextdoor stand number:

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

Stand number:

Name + signature:

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

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

IMPORTANT

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

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

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

IMPORTANT

All orders received after **12/02/2016** will incur:

- 20% surcharge
- immediate payment will be required
- Products are subject to availability and feasibility or might be substituted

Description	Price	Qty	Total
Rigging point for loads up to max 50kg*	160 €		
Rigging point for loads from 51kg to 200kg*	250 €		
Rigging point for loads over 200kg*	on request		
Remark: * A rigging plan must be sent 20 days prior to the build-up date. This plan must include : <ul style="list-style-type: none"> • 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. * All loads must be secured with a safety!			
These prices include installation for exhibitions running up to 3 days. For longer periods, please contact us for an adapted quote. IMPORTANT: Please, fill out your valid VAT number or tax ID	SUB-TOTAL		
	VAT 21%		
	TOTAL		

Payment upon receipt of the invoice

• Bank transfer references:

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

• Credit card (+2% administration costs):

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

Date:

Name:

Signature:

Company's stamp:

General information:

- **Labour** (Setup & dismantling): included in the price
- **Network and Internet access:**
 - Included in the price:
 - Line installation
 - Rj45 male Ethernet connector
 - One IP address per connection through an internal DHCP server
 - Technical support throughout your event
 - Options, on request:
 - Computer setup
 - Possibility of having a dedicated line with guaranteed bandwidth
 - Wifi
 - 10 Simultaneously devices maximum per access, more devices access on request.
 - Limitation of the bandwidth per user of 5Mb (upload and download, higher bandwidth on request.
- **Phone:**
 - Access to an outside line (dial "0").
 - Technical support throughout your event.
 - 20 € of communication package included.
- **Equipment:**
 - All computers (PC) are installed with Windows 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: 0,4 € for colour, 0,25 € for black and white (no matter for an A3 or an A4 sheet).

Quotations are valid until 15 days before the first day of the set up of the event.

Beyond this deadline, the following rules are applied:

- When confirmation occurs between 14 days and 6 days* before the first day of the event set up, an additional fee of 20% is charged on the total amount.
- When confirmation occurs between 5 days* before the first day of the event set up, an additional fee of 40% is charged on the total amount.

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

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

IMPORTANT

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

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

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

IMPORTANT

All orders received after **12/02/2016** will incur:

- 20% surcharge
- immediate payment will be required
- Products are subject to availability and feasibility or might be substituted

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

Payment upon receipt of the invoice

• Bank transfer references:

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

• Credit card (+2% administration costs):

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

Date:

Name:

Signature:

Company's stamp:

Nextdoor stand number:

Nextdoor stand number:	1 sq.							Back of booth						
							Front of booth							

Nextdoor stand number:

Nextdoor stand number:



IMPORTANT

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

Stand number:

Name + signature:

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

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

IMPORTANT

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

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

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

Description	Price	Qty	Total
STAND CLEANING (per square meter)	5 €		
IMPORTANT: Please, fill out your valid VAT number or tax ID	SUB-TOTAL		
	VAT 21%		
	TOTAL		

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

IMPORTANT

All orders received after **12/02/2016** will incur:

- 20% surcharge
- immediate payment will be required
- Products are subject to availability and feasibility or might be substituted

Payment upon receipt of the invoice

• Bank transfer references:

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

• Credit card (+2% administration costs):

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

Date:

Name:

Signature:

Company's stamp:

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

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

IMPORTANT

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

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

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

IMPORTANT

All orders received after **12/02/2016** will incur:

- 20% surcharge
- immediate payment will be required
- Products are subject to availability and feasibility or might be substituted

Date	Schedule	Total of hours	Qty	Total amount
Labour rate, straight time*: 35 € excl. VAT * from Monday to Friday from 8 am to 5 pm				
...../...../20.....h..... toh.....h	€
...../...../20.....h..... toh.....h	€
Labour rate, over time*: 50 € excl. VAT * on weekdays from 5pm to 8 am and on week-ends				
...../...../20.....h..... toh.....h	€
...../...../20.....h..... toh.....h	€
Forklift with operator, straight time*: 95 € excl. VAT * from Monday to Friday from 8 am to 5 pm				
...../...../20.....h..... toh.....h	€
...../...../20.....h..... toh.....h	€
Forklift with operator, over time*: 140 € excl. VAT * on weekdays from 5pm to 8 am and on week-ends				
...../...../20.....h..... toh.....h	€
...../...../20.....h..... toh.....h	€
IMPORTANT: Please, fill out your valid VAT number or tax ID			SUB-TOTAL	
			VAT 21%	
			TOTAL	

Payment upon receipt of the invoice

• Bank transfer references:

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

• Credit card (+2% administration costs):

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

Date:

Name:

Signature:

Company's stamp:

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

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

IMPORTANT

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

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

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

IMPORTANT

All orders received after **12/02/2016** will incur:

- 20% surcharge
- immediate payment will be required
- Products are subject to availability and feasibility or might be substituted

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

Payment upon receipt of the invoice

• Bank transfer references:

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

• Credit card (+2% administration costs):

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

Date:

Name:

Signature:

Company's stamp:

HOSTESSES

AVAILABLE OUTFITS

Make your choice



☐ **Outfit A**

Shirt colour (make your choice): WHITE / BLUE

Scarf colour:



☐ **Outfit B**

Shirt colour (make your choice): WHITE / BLUE

Skirt colour: LIGHT BLUE

Scarf colour:



☐ **Outfit C**

Suit colour: BLACK

Scarf colour:



☐ **Outfit D**

Dress colour: DARK BLUE

Scarf colour:



☐ **Outfit E**

Dress colour: DARK GREY

Scarf colour:



☐ **Outfit F**

Dress colour: DARK GREY

Scarf colour:



☐ **Outfit G**

Dress colour: RED

Scarf colour:

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

STAND: HALL Nr:

VAT Nr: COMPANY NAME:

BILLING ADDRESS:

ZIP: CITY: COUNTRY:

TEL: FAX:

MOBILE: CONTACT:

SKYPE: E-MAIL:

IMPORTANT

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

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

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

IMPORTANT

All orders received after **12/02/2016** will incur:

- 20% surcharge
- immediate payment will be required
- Products are subject to availability and feasibility or might be substituted

Rates					
Week, day shift	Week, night shift	Saturday, day shift	Saturday, night shift	Sunday, day shift	Sunday, night shift
Day = between 6am and 10pm Night = between 10pm and 6am					
41,56 €	50,91 €	47,79 €	57,14 €	49,87 €	57,03 €

Security Agent				
Date	Hours	Total of hours	Qty	Total amount
...../...../20.....h..... toh.....h	€
...../...../20.....h..... toh.....h	€
...../...../20.....h..... toh.....h	€
...../...../20.....h..... toh.....h	€
...../...../20.....h..... toh.....h	€
...../...../20.....h..... toh.....h	€
...../...../20.....h..... toh.....h	€
...../...../20.....h..... toh.....h	€
...../...../20.....h..... toh.....h	€
...../...../20.....h..... toh.....h	€
...../...../20.....h..... toh.....h	€
...../...../20.....h..... toh.....h	€
...../...../20.....h..... toh.....h	€
...../...../20.....h..... toh.....h	€

Payment upon receipt of the invoice

• Bank transfer references:

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

• Credit card (+2% administration costs):

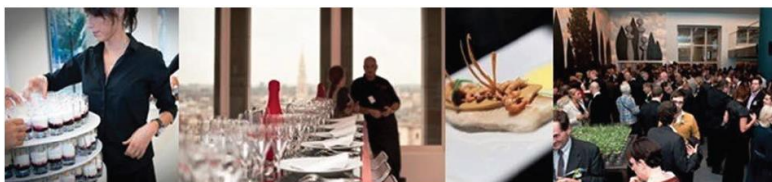
Cardholder's name:.....
 Type of payment : VISA / MASTERCARD / AMEX
 Card Number:
 Security Code: Amount:.....Exp. date:.....

Date:

Name:

Signature:

Company's stamp:



Coffee Bar «GUSTO»



- ✓ **Hot and Soft Drinks**
Coffee and Tea Selection
Mineral Waters and Fruit Juices

- ✓ **Service Equipment**
Recyclable Carton Goblets
Dressed and Decorated Bar

10,75 € VAT excl. during 4 hours

Drinks and services equipment included

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

19,75 € VAT excl. during 8 hours

Drinks and service equipment included

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

Drink-Aperitif «GUSTO»

- ✓ **« Appetizers »** Tasty Appetizers, Crudités According to Market Supply
Olives, Grilled Dried Fruit, Cheese Cubes & Crackers
4 Plates / 100 Persons
- ✓ **Bar** Mineralwaters & Fruit Juices
Alcoholic Drinks (* Supplementary)
- ✓ **Service Equipment** Trays, Glassware
Dressed and Decorated Bar
- ✓ **Service** For 60 Minutes
Necessary Staff to Guarantee an Excellent Service



10,75 € VAT excl. per guest

Equipment and staff included (alcoholic drinks excluded)

- Option 1 - 5 « Pcs Cold Cocktail Appetizers » (*)
+ 7,50 € VAT excl. per Guest
- Option 2 - With White and Red Wine « Réserve »
+ 3,50 € VAT excl. per Guest
- Option 3 - With Cava Brut Dom Potier
+ 4,75 € VAT excl. per Guest
- Option 4 - Champaign Vranken
+ 8,75 € VAT excl. per Guest
25 Bottles / 100 Persons

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

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



Permanent Bar «GUSTO»

✓ Appetizers

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

✓ Bar

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

✓ Service Equipment

Trays, Glassware
Dressed and Decorated Bar

✓ Service

For 120 Minutes
Necessary staff to guarantee an excellent service

13,95 € VAT excl. per guest during 2h

*Equipment and staff included
(alcoholic drinks excluded)*

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

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

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

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

KITS

✓ Basic Kit

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

40,00 EUR VAT excl.

✓ Coffee Kit

1 nespresso machine
30 coffee pads
Plastic cups
Milk
Sugar

125,00 EUR VAT excl.

✓ Belgian Beer Kit

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

295,00 EUR VAT excl.

✓ Drink'it Kit

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

255,00 EUR VAT excl.

✓ Water Fountain Kit

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

125,00 EUR VAT excl.

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

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

STAND: HALL Nr:

VAT Nr: COMPANY NAME:

BILLING ADDRESS:

ZIP: CITY: COUNTRY:

TEL: FAX:

MOBILE: CONTACT:

SKYPE: E-MAIL:

IMPORTANT

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

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

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

IMPORTANT

All orders received after **12/02/2016** will incur:

- 20% surcharge
- immediate payment will be required
- Products are subject to availability and feasibility or might be substituted

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

Payment upon receipt of the invoice

• Bank transfer references:

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

• Credit card (+2% administration costs):

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

Date:

Name:

Signature:

Company's stamp:

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

STAND: _____ HALL Nr: _____

VAT Nr: _____ COMPANY NAME: _____

BILLING ADDRESS: _____

ZIP: _____ CITY: _____ COUNTRY: _____

TEL: _____ FAX: _____

MOBILE: _____ CONTACT: _____

SKYPE: _____ E-MAIL: _____

IMPORTANT

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

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

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

IMPORTANT

All orders received after **12/02/2016** will incur:

- 20% surcharge
- immediate payment will be required
- Products are subject to availability and feasibility or might be substituted

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

Payment upon receipt of the invoice

• Bank transfer references:

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

• Credit card (+2% administration costs):

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

Date:

Name:

Signature:

Company's stamp:

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

STAND:

HALL
Nr:

VAT Nr:

COMPANY
NAME:BILLING
ADDRESS:

ZIP:

CITY:

COUNTRY:

TEL:

FAX:

MOBILE:

CONTACT:

SKYPE:

E-MAIL:

IMPORTANT

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

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

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

IMPORTANT

All orders received after 12/02/2016 will incur:

- 20% surcharge
- immediate payment will be required
- Products are subject to availability and feasibility or might be substituted

Description	Price	Qty Day 1	Qty Day 2	Qty Day 3	From (h)	Total
FOOD "EXPRESS"						
Surprise bread (40 pcs)	60,00 €					
Basket of sandwiches (25 pcs)	50,00 €					
Basket of pastries (25 pcs)	40,00 €					
Basket of mini pastries (40 pcs)	60,00 €					
Tray of mini cakes (56 pcs)	85,00 €					
Tray of macarons (72 pcs)	85,00 €					
Fruits basket (3kg)	35,00 €					
Tray of fresh vegetables	30,00 €					
Tray of zakouskis (40 pcs)	60,00 €					
KITS						
Basic Kit	40,00 €					
Coffee Kit – 30 pads	125,00 €					
Additional box of 50 coffee pads	50,00 €					
Belgian Beer Kit	295,00 €					
Drink'it Kit	255,00 €					
Water Fountain Kit	125,00 €					
Extra water fountain bottle (18,9L)	30,00 €					
Each order lower than 50 € will incur delivery costs of 15 € Acronyms: PRS = persons From (h) = from what time the catering service should start IMPORTANT: Please, fill out your valid VAT number or tax ID					SUB-TOTAL (food)	
					VAT 12% (food)	
					SUB-TOTAL (drinks)	
					VAT 21% (drinks)	
					TOTAL	

Payment upon receipt of the invoice

• Bank transfer references:

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

• Credit card (+2% administration costs):

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

Date:

Name:

Signature:

Company's stamp:

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

STAND: HALL Nr:

VAT Nr: COMPANY NAME:

BILLING ADDRESS:

ZIP: CITY: COUNTRY:

TEL: FAX:

MOBILE: CONTACT:

SKYPE: E-MAIL:

IMPORTANT

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

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

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

IMPORTANT

All orders received after **12/02/2016** will incur:

- 20% surcharge
- immediate payment will be required
- Products are subject to availability and feasibility or might be substituted

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

Payment upon receipt of the invoice

• Bank transfer references:

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

• Credit card (+2% administration costs):

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

Date:

Name:

Signature:

Company's stamp:

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

STAND: _____ HALL Nr: _____

VAT Nr: _____ COMPANY NAME: _____

BILLING ADDRESS: _____

ZIP: _____ CITY: _____ COUNTRY: _____

TEL: _____ FAX: _____

MOBILE: _____ CONTACT: _____

SKYPE: _____ E-MAIL: _____

IMPORTANT

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

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

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

IMPORTANT

All orders received after **12/02/2016** will incur:

- 20% surcharge
- immediate payment will be required
- Products are subject to availability and feasibility or might be substituted

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

Payment upon receipt of the invoice

• Bank transfer references:

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

• Credit card (+2% administration costs):

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

Date:

Name:

Signature:

Company's stamp:

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

STAND: _____ HALL Nr: _____

VAT Nr: _____ COMPANY NAME: _____

BILLING ADDRESS: _____

ZIP: _____ CITY: _____ COUNTRY: _____

TEL: _____ FAX: _____

MOBILE: _____ CONTACT: _____

SKYPE: _____ E-MAIL: _____

IMPORTANT

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

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

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

IMPORTANT

All orders received after **12/02/2016** will incur:

- 20% surcharge
- immediate payment will be required
- Products are subject to availability and feasibility or might be substituted

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

Payment upon receipt of the invoice

• Bank transfer references:

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

• Credit card (+2% administration costs):

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

Date:

Name:

Signature:

Company's stamp:

The purpose of this document is to define the standard terms of sale or leasing of the equipment/products/services for the installation and layout of stands, fairs, exhibitions and other events by SQUARE.

1) APPLICATION

The conditions set out hereunder form a complete set and apply to all the services of SQUARE, regardless of the client's standard terms. Accordingly, any specific provision that alters them must be agreed --expressly and in writing-- between the parties

2) PLANS – MODELS

Any person asking SQUARE to prepare a study, a plan or a model undertakes to either reserve for SQUARE its execution, or to compensate it for any and all expenses incurred as a result of said studies, plans or models. Drafts, plans, etc., shall remain the full property of SQUARE, even in the case of execution. They cannot be executed in any way, nor handed over, or communicated to third parties without the prior written authorisation of SQUARE.

3) OFFERS

As certain modifications may take place during the preparation of the final plans, the prices indicated in our estimates may be increased or decreased.

4) ORDERS An order will only be completed if it is accompanied by a 50% down payment of the amount (all taxes included) of the estimate. The additional services ordered within less than 8 business days prior to the first exhibit day shall be paid in cash at the time of the order. Unless specifically agreed, if an order is placed after the return date indicated on the order form or the estimate, a 20% price increase shall be applied. In addition, for any order placed as of the first exhibit day, the prices will be increased by 20%. The cancellation of an order must be confirmed in writing by the client. If an order is cancelled less than 15 business days prior to the first exhibit day, the down payment collected shall be considered as our permanent property as contractual, lump-sum, irreducible compensation. If an order is cancelled less than 10 business days prior to the first exhibit day, the entire amount (all taxes included) of the order has to be paid.

5) TRANSPORT Regardless of the circumstances, the leased equipment shall travel at the client's risk. The equipment delivered is considered in good condition unless the client submits a written claim within 24 hours of the delivery time. The rental period shall commence at the time that the equipment leaves at GL events warehouses and shall end when the equipment arrives back at the warehouses. Breach or delay shall not give rise to any compensation on the part of SQUARE if they are caused by an act of God or by another thing that can't be for seen

6) DELIVERY

SQUARE shall be fully released from the obligation to perform the work that is the subject of the accepted invoice in the event of force majeure, or in case of events such as military mobilisation, total or partial strike, war, lockout, requisition, fire, flood, transport interruptions or delays, shortages of raw materials, accidents involving tools, or any other cause impeding its activity or that of its suppliers, or giving rise to total or partial idleness for it or its suppliers. In the case of force majeure and/or if stock is unavailable, SQUARE reserves the right to furnish --in lieu of the equipment ordered-- any equivalent equipment fit for identical use. Delivery timeframes are given for information purposes and do not represent firm commitments on our part. Any delays shall not give rise to damages, interest, fines, or termination of orders or retention of equipment. SQUARE reserves the right not to deliver if the down deposit (or cash payment in case of an additional order) have not been paid.

7) RESERVATION OF TITLE

The equipment leased by SQUARE shall remain its entire property. If sold, the merchandise shall remain SQUARE's property until the entire price has been paid. If the client fails to make payment for any portion of the price, the restitution of the equipment may be demanded at any time, by notice sent by registered mail. The client cannot shirk its responsibilities and must immediately fulfil its obligations, failing which it shall incur a daily penalty equivalent to the cost of putting the equipment out of service.

8) EQUIPMENT – LIABILITY

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

9) CLAIMS

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

10) PAYMENT

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

11) SECURITY DEPOSIT

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