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*

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EXHIBITION GUIDELINES</td>
</tr>
<tr>
<td>2</td>
<td>EXHIBITION SPACE BOOKING + ACCESSORIES FOR SHELL SCHEME BOOTH</td>
</tr>
<tr>
<td>3</td>
<td>PREMIUM BOOTH DESIGN</td>
</tr>
<tr>
<td>4</td>
<td>CUSTOMISED BOOTH</td>
</tr>
<tr>
<td>5</td>
<td>DIGITAL PRINTING</td>
</tr>
<tr>
<td>6</td>
<td>LIGHTING EQUIPMENT</td>
</tr>
<tr>
<td>7</td>
<td>FURNITURE</td>
</tr>
<tr>
<td>8</td>
<td>PLANTS &amp; FLORAL DECORATION</td>
</tr>
<tr>
<td>9</td>
<td>AUDIO-VISUAL EQUIPMENT</td>
</tr>
<tr>
<td>10</td>
<td>ELECTRICAL CONNECTIONS</td>
</tr>
<tr>
<td>11</td>
<td>RIGGING POINTS</td>
</tr>
<tr>
<td>12</td>
<td>INFORMATION &amp; COMMUNICATIONS TECHNOLOGY</td>
</tr>
<tr>
<td>13</td>
<td>STAND CLEANING</td>
</tr>
<tr>
<td>14</td>
<td>LABOUR / HOSTESSES / STAND SURVEILLANCE</td>
</tr>
<tr>
<td>15</td>
<td>CATERING SERVICES</td>
</tr>
<tr>
<td>16</td>
<td>GENERAL TERMS AND CONDITIONS</td>
</tr>
</tbody>
</table>
EXHIBITION GUIDELINES

Introduction

Thank you for exhibiting at SQUARE-BRUSSELS MEETING CENTRE. We are committed to working with you to ensure you get 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

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

TERRACE ENTRANCE
(MONT DES ARTS, 1000 BRUSSELS)

RAVENSTEIN ENTRANCE
(MONT DES ARTS, 1000 BRUSSELS)

COUDENBERG ENTRANCE
(MONT DES ARTS, 1000 BRUSSELS)

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

LOADING & UNLOADING of HEAVY GOODS
Grand Hall 1: 13, RUE DES SOLS, 1000 BRUSSELS

LOADING & UNLOADING (Foyers)
(1, COUDENBERG, 1000 BRUSSELS)

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

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.
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).
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!

SQUARE
BRUSSELS MEETING CENTRE

Exhibitor Services Manual 2016

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](mailto:square_bruxelles@zieglergroup.com)

<table>
<thead>
<tr>
<th>Stand Number:</th>
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</tr>
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<tbody>
<tr>
<td>Hall Number:</td>
<td>GRAND HALL 2</td>
</tr>
<tr>
<td>Company Name:</td>
<td></td>
</tr>
<tr>
<td>Stand Builder:</td>
<td></td>
</tr>
<tr>
<td>Freight lift access required (YES / NO):</td>
<td></td>
</tr>
<tr>
<td>Type of vehicle:</td>
<td></td>
</tr>
<tr>
<td>Estimated necessary unloading time:</td>
<td></td>
</tr>
<tr>
<td>Person in charge of deliveries to the venue:</td>
<td></td>
</tr>
<tr>
<td>Mobile Number:</td>
<td></td>
</tr>
<tr>
<td>Preferred schedule during <strong>build up</strong>:</td>
<td>Date:</td>
</tr>
<tr>
<td>Start time:</td>
<td>End time:</td>
</tr>
<tr>
<td>Empties storage</td>
<td>YES / NO</td>
</tr>
<tr>
<td>Preferred schedule during <strong>dismantling</strong>:</td>
<td>Date:</td>
</tr>
<tr>
<td>Start time:</td>
<td>End time:</td>
</tr>
</tbody>
</table>
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 cleanliness on your stand. You can order daily stand cleaning through the SQUARE exhibition guide.

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

STORAGE:
- Boxes and packages should not be stored behind the stands. Also empty packages should not be stored in the Exhibition area. Storage is available on request at SQUARE (payable service).
- All stand equipment should be recovered at the end of the exhibition dismantling schedule. For eventual storage, please contact SQUARE or the event organizers with information on sizes and number of parcels, storage period...). Once the exhibition is finished you should remove all waste 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 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: [ ] COUNTRY: [ ]
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.

**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.

$\checkmark$ 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: ............................................

**Description** | **Qty** | **Price (per sqm)** | **Total**
--- | --- | --- | ---
Stand with basic equipment (per sqm) | 12 | 500 € | 6000 €
Stand with basic equipment (per sqm) | 24 | 500 € | 12000 €
Stand with basic equipment (per sqm) | 36 | 500 € | 18000 €
Stand with basic equipment (per sqm) | 48 | 500 € | 24000 €

**Supplement badge (per exhibitor)**
See section Badging and Access Control for Exhibitors at page 11.

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplement badge (per exhibitor)</td>
<td>1</td>
<td>100 €</td>
<td>100 €</td>
</tr>
</tbody>
</table>

**IMPORTANT:** Please, fill out your valid VAT number or tax ID

SUB-TOTAL

VAT 21%

TOTAL
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
## ACCESSORIES FOR SHELL SCHEME BOOTH

**STAND:**

**HALL Nr:**

**VAT Nr:**

**COMPANY NAME:**

**BILLING ADDRESS:**

**ZIP:**

**CITY:**

**FAX:**

**TEL:**

**MOBILE:**

**CONTACT:**

**SKYPE:**

**E-MAIL:**

<table>
<thead>
<tr>
<th>Ref.</th>
<th>Description</th>
<th>Price</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1401</td>
<td>Modular partition, white (L: 100cm)</td>
<td>29 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1402</td>
<td>Glass partition (L: 100cm)</td>
<td>70 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1409</td>
<td>Modular full door, white, lockable (L: 100cm)</td>
<td>70 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1412</td>
<td>Flat shelf, white (L: 96,35 cm, depth: 30 cm)</td>
<td>18 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1413</td>
<td>Sloping shelf, white (L: 96,35 cm, depth: 30 cm)</td>
<td>18 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1418</td>
<td>Modular counter unit, white (100 x 150 x 115)</td>
<td>72 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1430</td>
<td>Raised technical floor per sq. (H: 8cm)</td>
<td>20 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1431</td>
<td>Velum (140g /m²) per sq.</td>
<td>12 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1434</td>
<td>Laminated floor per sq. (Classic beech)</td>
<td>29 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1471</td>
<td>Hanging system: hook (per piece)</td>
<td>3 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1472</td>
<td>Hanging system: chains (per pair)</td>
<td>6 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1473</td>
<td>Hanging system: double sided adhesive pastille (14 pieces)</td>
<td>5 €</td>
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</tbody>
</table>

**IMPORTANT:**

Please, fill out your valid VAT number or tax ID

**SUB- TOTAL**

**VAT 21%**

**TOTAL**

---

**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

---

**Payment upon receipt of the invoice**

- **Bank transfer references:**
  GL Events Belgium S.A.
  Chaussée de Vilvorde 158 - 1120 Bruxelles - Belgium
  N° de compte: 191 0509232 45
  IBAN: BE44 1910 5092 3245 - BIC: CREGEBBB
  CBC Banque - Grand' Place 5 - 1000 Bruxelles - Belgium
- **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:**
1. ACCESSORIES FOR SHELL SCHEME BOOTHS
   PICTURES

   ref. 1401  ref. 1402  ref. 1409

   ref. 1412  ref. 1413  ref. 1418

   ref. 1430  ref. 1471  ref. 1472
# ACCESSORIES FOR SHELL SCHEME BOOTH
## INSTALLATION SKETCH

<table>
<thead>
<tr>
<th>Nextdoor stand number:</th>
<th>1 sq.</th>
<th>Back of booth</th>
<th>Nextdoor stand number:</th>
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</thead>
<tbody>
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<td>Nextdoor stand number:</td>
</tr>
</tbody>
</table>

### 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:**
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)

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
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:

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

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

Date: ................................................
Name: ................................................
Signature: ................................................
Company’s stamp: .................................

21
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.

![Stand Designs Examples]

**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.
**ORDER FORM**

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---

**DIGITAL PRINTING**

<table>
<thead>
<tr>
<th>Ref.</th>
<th>Description</th>
<th>Price</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Digital printing on vinyl adhesive to install on the panels of your booth: 967mm x 2304mm</td>
<td>275 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Floortile: vinyl adhesive on pvc 3mm inserted in the carpet of your booth + non-slip protection: per sq.</td>
<td>115 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Digital printing on vinyl adhesive for standard fascia: 1000mm x 250 mm</td>
<td>29 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Digital printing on vinyl adhesive, stuck on a pvc 3mm, placed on your table(s). Protective film</td>
<td>On request</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Digital printing on vinyl adhesive to install on the welcome desk of your booth</td>
<td>131 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Digital printed banner (4M x 2M) on wooden panels</td>
<td>1130 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Modification of delivered files</td>
<td>60€/h</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**IMPORTANT:**

Please fill out your valid VAT number or tax ID

---

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  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: ________________________________
DIGITAL PRINTING

PICTURES

A

B

C

D

E

F
DIGITAL PRINTING
TECHNICAL SPECIFICATIONS FOR THE FILES

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

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

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

1. 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**

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**

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

**Bitmap / Raster Artwork**

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

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

---

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

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
<th>Qty</th>
<th>Total</th>
<th>Power needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Track lights with 2 lamps (only for shell scheme stands)</td>
<td>50 €</td>
<td></td>
<td></td>
<td>200 W</td>
</tr>
<tr>
<td>Track lights with 3 lamps (only for shell scheme stands)</td>
<td>64 €</td>
<td></td>
<td></td>
<td>300 W</td>
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<tr>
<td>Track lights with 4 lamps (only for shell scheme stands)</td>
<td>71 €</td>
<td></td>
<td></td>
<td>400 W</td>
</tr>
<tr>
<td>Low voltage armlight</td>
<td>67 €</td>
<td></td>
<td></td>
<td>50 W</td>
</tr>
<tr>
<td>Halogen armlight</td>
<td>65 €</td>
<td></td>
<td></td>
<td>300 W</td>
</tr>
</tbody>
</table>

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Please, fill out your valid VAT number or tax ID

**SUB- TOTAL**

**VAT 21%**

**TOTAL**

---

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  - 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

<table>
<thead>
<tr>
<th>1sq.</th>
<th>Back of booth</th>
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<tbody>
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**Stand number:**

**Name + signature:**
# ORDER FORM

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---

**STAND:**

**HALL Nr:**

**VAT Nr:**

**COMPANY NAME:**

**BILLING ADDRESS:**

**ZIP:**

**CITY:**

**COUNTRY:**

**BILLING ADDRESS:**

**ZIP:**

**CITY:**

**COUNTRY:**

**TEL:**

**FAX:**

**MOBILE:**

**CONTACT:**

**SKYPE:**

**E-MAIL:**

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  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: ..................

---

### PLANTS & FLORAL DECORATION

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLANTS (baskets &amp; pots not included =&gt; see end of list)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laurus Pyramid (h1,5 to 1,7m)</td>
<td>30 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laurus sphere (h1,7 to 1,8m)</td>
<td>35 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ficus Benjamina (h1,5m)</td>
<td>35 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ficus Benjamina (h 2m)</td>
<td>45 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ficus Benjamina (h 2,5m)</td>
<td>75 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Palm tree (h 1,7 to 1,8m)</td>
<td>35 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ficus Ali (h 1,5m)</td>
<td>35 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Palm tree (h 2,5m)</td>
<td>45 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bamboo (h2 to 2,5m)</td>
<td>35 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buxus sphere (Ø 0,5m) + pot</td>
<td>40 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buxus pyramid (h 1m)</td>
<td>40 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buxus sphere (Ø 0,7m) + pot</td>
<td>50 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buxus sphere (Ø 0,9m) + pot</td>
<td>65 €</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**IMPORTANT:**  
Please, fill out your valid VAT number or tax ID

---

**SUB-TOTAL**  
VAT 21%  
**TOTAL**  

---

Date: ..................................................  
Name: ..................................................  
Signature: ............................................  
Company’s stamp: .....................................
## ORDER FORM

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<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ficus Ali (h 2m)</td>
<td>40 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Column bamboo + basket</td>
<td>45 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Olive-tree (h 1,8m)</td>
<td>45 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Olive-tree (h 2,5m)</td>
<td>125 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aralia (h 1m)</td>
<td>25 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phoenix Robelini (h 2,5m)</td>
<td>45 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phoenix Canariensis (h 2,5m)</td>
<td>125 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dracaena Marginata (h 1,5 m)</td>
<td>30 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pseudosasa &quot;Japonica&quot;</td>
<td>45 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fern 30 cm</td>
<td>15 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fern 60 cm</td>
<td>25 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asparagus 20 cm</td>
<td>10 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asparagus 30 cm</td>
<td>15 €</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**SUB-TOTAL**

**VAT 21%**

**TOTAL**

---

Date: .................................
Name: .................................
Signature: ...........................................

Company’s stamp: ...........................................
# PLANTS & FLORAL DECORATION

**ORDER FORM**

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**STAND:**

**HALL Nr:**

**VAT Nr:**

**COMPANY NAME:**

**BILLING ADDRESS:**

**ZIP:**

**CITY:**

**COUNTRY:**

**TEL:**

**FAX:**

**MOBILE:**

**CONTACT:**

**SKYPE:**

**E-MAIL:**

---

**Illustrations:** [http://library.gl-events.be/Planten-Plantes-Plants/index.html](http://library.gl-events.be/Planten-Plantes-Plants/index.html)

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PLANTS (baskets and pots)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuscan column grey</td>
<td>25 C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teak pot</td>
<td>20 C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuscan pot (green, blue, brown)</td>
<td>20 C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basket (h 1.10 m)</td>
<td>20 C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basket (h 0.80 m)</td>
<td>20 C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basket (h 0.50 m)</td>
<td>15 C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basket (h 0.30 m)</td>
<td>10 C</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FLORAL DECORATION</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fresh flower arrangement (Ø 20 cm)</td>
<td>25 C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fresh flower arrangement (Ø 30 cm)</td>
<td>35 C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fresh flower arrangement (Ø 40 cm)</td>
<td>45 C</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PERSONALISED DECORATION</strong></td>
<td>on request</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specific flower or plants arrangement</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**IMPORTANT:**

Please, fill out your valid VAT number or tax ID.

**SUB-TOTAL**

**VAT 21%**

**TOTAL**

---

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

---

**Date:** ..........................................................  
**Name:** ..........................................................

**Signature:** ....................................................

**Company’s stamp:** .........................................

---

Exhibitor Services Manual 2016
**AUDIO-VISUAL EQUIPMENT**

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flat video and data monitor 32” HD on stand with speakers</td>
<td>425 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flat video and data monitor 40” HD on stand with speakers</td>
<td>610 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flat video and data monitor 55” HD on stand with speakers</td>
<td>850 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flat video and data monitor 65” HD on stand with speakers</td>
<td>1520 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Front projection screen - 4/3 (200x150cm) roller + Projector (3000 LUMENS)</td>
<td>680 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blu-Ray player</td>
<td>65 €</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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  Card Number: ................................................
  Security Code: ............... Amount: .............Exp. date: ..............

---

**Date:** ................................................
**Name:** ................................................
**Signature:** ............................................
**Company’s stamp:** ..................................
## ELECTRICAL CONNECTIONS

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

### 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 € |  |  

**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.

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**Date:** ...............................................................  
**Name:** ...............................................................  
**Signature:** ...............................................................  
**Company’s stamp:** ...............................................................
## ELECTRICAL CONNECTIONS

### INSTALLATION SKETCH

<table>
<thead>
<tr>
<th>Nextdoor stand number:</th>
<th>1sq.</th>
<th>Back of booth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**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:**
10 RIGGING POINTS

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rigging point for loads up to max 50kg*</td>
<td>160 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rigging point for loads from 51kg to 200kg*</td>
<td>250 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rigging point for loads over 200kg* on request</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

* All loads must be secured with a safety!

---

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  - Security
  - Code: ……….. Amount:………..Exp. date:……………………

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---

**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.
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- **Credit card (+2% administration costs):**
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  - Type of payment: VISA / MASTERCARD / AMEX
  - Card Number: 
  - Security Code: 

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### INFORMATION & COMMUNICATIONS TECHNOLOGY

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Network &amp; Internet Access</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 wired Internet connection</td>
<td>240 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional connection</td>
<td>90 €</td>
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<tr>
<td>Wireless access</td>
<td>150 €</td>
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<tr>
<td><strong>Phone</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Analog line + phone</td>
<td>290 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional analog line + phone</td>
<td>155 €</td>
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<tr>
<td>ISDN line</td>
<td>400 €</td>
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</tr>
<tr>
<td>Additional ISDN line</td>
<td>250 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>IT Equipment, Computer Equipment &amp; Accessories</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laptop (secure save included)</td>
<td>135 €</td>
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<td></td>
</tr>
<tr>
<td>English &quot;QWERTY&quot; keyboard</td>
<td>8 €</td>
<td></td>
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<tr>
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<td>iMac 21&quot;</td>
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<td>A4 b/w laser printer – 25 ppm – network</td>
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<td>A4 colour laser printer – 16 ppm – network</td>
<td>160 €</td>
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<tr>
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<td>LCD screen 21&quot;</td>
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<td>Network installation and / or printer installation (per hour)</td>
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**IMPORTANT:**
- Please, fill out your valid VAT number or tax ID

**SUB-TOTAL**

**VAT 21%**

**TOTAL**

---

Date: .............................................

Name: .............................................

Signature: .............................................

Company’s stamp: .............................................
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:
## STAND CLEANING

**STAND:**

**HALL Nr:**

**VAT Nr:**

**COMPANY NAME:**

**BILLING ADDRESS:**

**ZIP:**

**CITY:**

**FAX:**

**TEL:**

**MOBILE:**

**CONTACT:**

**SKYPE:**

**E-MAIL:**

---

### 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.

---

### 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
--- | --- | --- | ---
STAND CLEANING (per square meter) | 5 € | | |

**IMPORTANT:**
Please, fill out your valid VAT number or tax ID

---

### 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

---

### 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: .................................
## ORDER FORM

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Payment upon receipt of the invoice

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  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: ...............
**HOSTESSES**

**STAND:** .............................................
**HALL Nr:** .............................................
**VAT Nr:** .............................................
**COMPANY NAME:** .............................................

**BILLING ADDRESS:** ..........................................................................................................................

**ZIP:** ............................................. **CITY:** ............................................. **COUNTRY:** .............................................
**TEL:** ............................................. **FAX:** .............................................
**MOBILE:** ............................................. **CONTACT:** .............................................
**SKYPE:** ............................................. **E-MAIL:** .............................................

---

**HOSTESSES (min. 4 hours): 35 € / hour excl. VAT**

<table>
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<tr>
<th>Date</th>
<th>Schedule</th>
<th>Total of hours</th>
<th>Qty</th>
<th>Total amount</th>
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<td>...........h ...... to ...........h ......</td>
<td>...........h</td>
<td>...........</td>
<td>...........€</td>
</tr>
<tr>
<td>.........../20 ......</td>
<td>...........h ...... to ...........h ......</td>
<td>...........h</td>
<td>...........</td>
<td>...........€</td>
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<td>...........</td>
<td>...........€</td>
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<td>.........../20 ......</td>
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<td>...........€</td>
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<td>...........</td>
<td>...........€</td>
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<tr>
<td>.........../20 ......</td>
<td>...........h ...... to ...........h ......</td>
<td>...........h</td>
<td>...........</td>
<td>...........€</td>
</tr>
</tbody>
</table>

**Spoken languages**

(upon availability)

---

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---

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**PAYMENT**

- 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:........................

---

**ORDER FORM**

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---

**IMPORTANT**

Please, fill out your valid VAT number or tax ID

**SUB-TOTAL**

**VAT 21%**

**TOTAL**

---

Date: ................................................
Name: ................................................

Signature:

Company’s stamp:
### Hostesses Available Outfits

#### Make your choice

<table>
<thead>
<tr>
<th>Outfit</th>
<th>Shirt Colour (Make your choice):</th>
<th>Skirt Colour:</th>
<th>Scarf Colour:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>WHITE / BLUE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>WHITE / BLUE</td>
<td>LIGHT BLUE</td>
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<tr>
<td>C</td>
<td>BLACK</td>
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</tr>
<tr>
<td>D</td>
<td>DARK BLUE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>DARK GREY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>DARK GREY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>RED</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Set your choice by clicking the corresponding box. Each outfit is accompanied by images for visual reference.
STAND SURVEILLANCE

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

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- 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: CREGEBBB
  CBC Banque - Grand' Place 5 - 1000 Bruxelles - Belgique
- Credit card (+2% administration costs):
  Card number: ..............................................................
  Cardholder’s name: ............................................................
  Signature: ..............................................................
  Date: ..............................................................
  Name: ..............................................................
  Company’s stamp: ..............................................................

ORDER FORM

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(Tel: +32 2 515 13 99) in order to confirm your order.

Date: ..............................................................
Name: ..............................................................
Signature: ..............................................................
Company’s stamp: ..............................................................
**CATERING SERVICES**

**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 ‘Moscowite’ Potatoe
- With Salmon Caviar, Rillette of Smoked Trout, Gipsy Style
- « Tasty Appetizers »
- Goose Liver Crémeux, 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

---

### 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.

---

**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
**ORDER FORM**

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:**

---

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---

**IMPORTANT**

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---

**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:**
**14 CATERING SERVICES**

**ORDER FORM**

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---

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  - Type of payment: VISA / MASTERCARD / AMEX
  - Card Number: .................................................................
  - Security Code: ............... Amount: .......... Exp. date: ............

---

**Date:** ........................................

**Name:** ........................................

**Signature:** ........................................

**Company’s stamp:** ........................................

---

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
<th>Qty Day 1 (PRS)</th>
<th>Qty Day 2 (PRS)</th>
<th>Qty Day 3 (PRS)</th>
<th>From (h)</th>
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<tr>
<td>Option 4</td>
<td>2.60 €</td>
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</tr>
</tbody>
</table>

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
## ORDER FORM

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### Acronyms:

PRS = persons

From (h) = from what time the catering service should start

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---

### 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 0590232 45
  
  IBAN: BE44 1910 5092 3245 - BIC: CREGEBBB
  
  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:..............

---

### 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 € |

SUB-TOTAL (food) |  

VAT 12% (food) |  

SUB-TOTAL (drinks) |  

VAT 21% (drinks) |  

TOTAL |  

---

Date: .....................................................

Name: .....................................................

Signature: .....................................................

Company’s stamp: .....................................................
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(Tel: +32 2 515 13 28) in order to confirm your order.

CATERING SERVICES

**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

---

**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: CREGEBBB
  - 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: ..............

---

**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 € | | | | | 50,90 €
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 € | | | | |
Coucheroy, 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 Émilion GCC | 22,40 € | | | | |
Château de Rochemorin, Pessac-Léognan | 23,90 € | | | | |
Château La Bastide Bauzac, 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%**

---

**SUB-TOTAL**

- **(drinks)**
- **VAT 21%**

---

**TOTAL**

---

**Date:** ..............................................................

**Name:** ..............................................................

**Signature:** ..............................................................

**Company’s stamp:** ..............................................................

---

50
ORDER FORM

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.

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

Date: ........................................
Name: ........................................
Signature: ........................................
Company’s stamp: ........................................

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
<th>Qty Day 1</th>
<th>Qty Day 2</th>
<th>Qty Day 3</th>
<th>From (h)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;SOFT&quot; (100 cl)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coca, Coca Light, Fanta,</td>
<td>3,25 €</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sprite and Tonic</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&quot;BEERS&quot; (Bottles)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jupiler</td>
<td>3,00 €</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hoegaarden</td>
<td>3,50 €</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kriek</td>
<td>4,00 €</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>&quot;ALCOHOL&quot; (100 cl)</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>J&amp;B, J-Walker, Gordon's,</td>
<td>39,00 €</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Absolut</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOT DRINKS</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Coffee, tea (1,8 l)</td>
<td>9,00 €</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hot Chocolate (1,6 L)</td>
<td>8,00 €</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>240 milk caps</td>
<td>16,00 €</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Sugar cubes (1 kg)</td>
<td>6,00 €</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

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:
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SUB-TOTAL (food)
VAT 12%
SUB-TOTAL (drinks)
VAT 21%
TOTAL
**CATERING SERVICES**

**ORDER FORM**

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### Description

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<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ice pack slag</td>
<td>5,00 €</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Garbage bag 25 pcs.</td>
<td>5,00 €</td>
<td></td>
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</tr>
<tr>
<td>Roll of paper towels 2 pcs.</td>
<td>2,50 €</td>
<td></td>
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</tr>
<tr>
<td>Plastic wine glass 20 pcs.</td>
<td>10,00 €</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Plastic champagne glass 10 pcs.</td>
<td>8,00 €</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Plastic plate 50 pcs.</td>
<td>10,00 €</td>
<td></td>
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<tr>
<td>Cups of coffee (for the coffee</td>
<td>25,00 €</td>
<td></td>
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<tr>
<td>machine) 25 pcs.</td>
<td></td>
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</tr>
<tr>
<td>Sponge &amp; cleaning kit</td>
<td>9,00 €</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Plastic glass for soft drinks 25cl 25 pcs</td>
<td>24,00 €</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### SERVICE

| Waiter (per hour)                      | 40,00 € |        |        |          |          |       |

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**Signature:** ........................................................................

**Company’s stamp:** ........................................................................
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 after the first exhibit day, the prices will be increased by 20%. The cancellation of an order must be confirmed in writing by the client. If an order is cancelled less than 15 business days prior to the first exhibit day, the down payment collected shall be considered as our permanent property as contractual, lump-sum, irreducible compensation. If an order is cancelled less than 10 business days prior to the first exhibit day, the entire amount (all taxes included) of the order has to be paid.

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

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

7) RESERVATION OF TITLE
The equipment leased by SQUARE shall remain its entire property. If sold, the merchandise shall remain SQUARE’s property until the entire price has been paid. If the client fails to make payment for any portion of the price, the restitution of the equipment may be demanded at any time, by notice sent by registered mail. The client cannot shirk its responsibilities and must immediately 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-a-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.