

## SLAS Europe 2023 Exhibitor Move-in/Move-out

Exhibitor Move-in/Move-out Questions email or call Call Anderson Marisa [anderson.marisa@interflow.ie](mailto:anderson.marisa@interflow.ie) +353 (0)87 2388185

Item	Description	Date(s) & Time	Location	Contact
<b>Wristbands</b>	Wristbands will be handed out to Exhibitor Builders and Courier Representatives that have prebooked arrival delivery slots via Interflow Logistics for move-in Monday 22 May only.	Monday 22 May 10:00-18:00	Gate A, Brussels Expo Hall 3	Anderson Marisa <a href="mailto:anderson.marisa@interflow.ie">anderson.marisa@interflow.ie</a> +353 (0)87 2388185 Or Niall Thompson <a href="mailto:niall@interflow.ie">niall@interflow.ie</a> +353 (0)86 3805000
<b>Badging/Registration</b>	All participants/exhibitors must be pre-registered for SLAS Europe 2023. Registration Deadline is Mon 15 May 2023. Badges can be picked up at Badge Pick Up Desk, Brussels Expo, Hall 3 Foyer Tuesday.	Tuesday 23 May 07:30-18:00 Wednesday 24 May 08:30-18:30 Thursday 25 May 08:30-18:00	Brussels Expo, Hall 3 Foyer	Registration Customer Service +1-301-263-3458 (Monday–Friday 9am–5pm)  <a href="mailto:slaseuropereg@discoversb.com">slaseuropereg@discoversb.com</a>
<b>Exhibitor Stand Building/Alter Expo</b>	Located in the Exhibit Hall 3. If Exhibitors have questions or need help please direct them to the Alter Expo desk located in the Exhibitor Hall (during move in and out hours) or by phone.	Monday 22 May 10:00 – 18:00 Tuesday 23 May 10:00 – 18:00 Thursday 25 May 18:30 – 22:30 Friday 26 May 08:00 – 12:00 Midday	Brussel Expo, Hall 3	Sarah Schuer <a href="mailto:ssc@alterexpo.be">ssc@alterexpo.be</a> +32 484 92 38 51
<b>Lead Retrieval</b>	For Exhibitors needing to purchase lead retrieval licenses on-site or for on-site support, visit our desk.  You can also contact us via email at <a href="mailto:SLASEuropeLeads@Discoversb.com">SLASEuropeLeads@Discoversb.com</a>	Tuesday 23 May 7:30 - 18:00 Wednesday 24 May 10:00 - 18:30 Thursday 25 May 10:00 - 18:00	Exhibitor Registration – Hall 3 Foyer	SB Expo & Events Chiara Fortunato <a href="mailto:SLASEuropeLeads@Discoversb.com">SLASEuropeLeads@Discoversb.com</a>

Item	Description	Date(s) & Time	Location	Contact
<p><b>Exhibitor Move-in</b></p>	<p>Build up is from 10:00-18:00 Monday 22 May.  <b>Raw space</b> stand build allowed at 10:00. Raw space exhibitors have a schedule for when they are able to access the loading docks via interflow  <i>There is no shell scheme access for Exhibitors on Monday.</i></p> <p>On Tuesday 23 May from 10:00 – 18:00, all deliveries and construction allowed (<b>Raw Space and Shell Scheme</b>)</p> <p><b>Car Passes:</b> Anyone who has not obtained a pass will need to obtain one on-site (located in Hall 3 Foyer). It is the exhibitor’s responsibility to ensure their courier company has the correct passes. Vehicles delivering and collecting from Brussels Expo are not permitted access without a pre-issued pass. More info below.</p>	<p>Monday 22 May*  10:00 – 18:00  Build up Raw space stand build allowed  <i>*No shell scheme access for Exhibitors</i></p> <p>Tuesday 23 May  10:00 – 18:00  All deliveries and construction allowed (Raw and Shell Scheme)</p>	<p>Loading Docks/Exhibit Hall</p>	<p>Sarah Schuer  <a href="mailto:ssc@alterexpo.be">ssc@alterexpo.be</a>  +32 484 92 38 51</p>
<p><b>Exhibitor Move-out</b></p>	<p>All exhibits and stand equipment must be removed from the Hall 3 by 12:00 on Friday 26 May 2023 and all personnel should leave the premise by 13:00.</p>	<p>Thursday 25 May  18:30 – 22:30  Dismantling can begin for exhibitors (<b>all Shell Stand Exhibitors Dismantle &amp; Courier Collection by 22:30</b>)</p> <p><i>18:15 will be dedicated to the return of the priority empty crates and tools by Interflow Logistics. During this period no other service provider, cargo, crates or equipment will be allowed inside the hall.</i></p> <p>Friday 26 May  08:00 – 12:00 Midday (<b>for Raw Stand Exhibitors</b>)</p>	<p>Loading Docks/Exhibit Hall</p>	<p>Anderson Marisa  <a href="mailto:anderson.marisa@interflow.ie">anderson.marisa@interflow.ie</a>  +353 (0)87 2388185  Or  Niall Thompson <a href="mailto:niall@interflow.ie">niall@interflow.ie</a>  +353 (0)86 3805000</p>

<p><b>Shipments, Deliveries &amp; Collections- Interflow Logistics</b></p>	<p>Shipments – Exhibitors to contact official handling company Interflow Logistics. Brussels Expo do not accept deliveries.</p> <p>Deliveries and collections – Exhibitors <b>must</b> pre-book unloading slots for all vehicles arriving at Brussels Expo. This is mandatory whether you use Interflow forklift services.</p> <p>A time slot request can be placed made via the following link: <a href="#">SLAS Freight &amp; On-site Handling</a></p> <p>or email <a href="mailto:anderson.marisa@interflow.ie">anderson.marisa@interflow.ie</a></p> <p>Exhibitors who have questions or need assistance with arriving shipments, missing shipments, empty stickers, or departing shipments should speak with Interflow Logistics at their service desk on-site or by calling them.</p>	<p><i>Pre-book unloading slots by 27<sup>th</sup> April</i></p> <p><b>Service Desk Availability (Hall 3 Foyer)</b></p> <p>Monday 22 May 08:00-18:00</p> <p>Tuesday 23 May 08:30-18:30</p> <p>Wednesday 24 May 08:30-18:00</p> <p>Thursday 25 May 08:30-18:00</p> <p>Friday 26 May 08:00-12:00 Midday</p>	<p>Brussel Expo, Hall 3 Foyer</p>	<p>Anderson Marisa <a href="mailto:anderson.marisa@interflow.ie">anderson.marisa@interflow.ie</a> +353 (0)87 2388185 Or Niall Thompson <a href="mailto:niall@interflow.ie">niall@interflow.ie</a> +353 (0)86 3805000</p>
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# Car Passes

Interflow will be sending the passes (as per samples below) to those that book delivery and collection slots.

It is the exhibitor's responsibility to ensure their courier company has the correct passes. Vehicles delivering and collecting from Brussels Expo are not permitted access without a pre-issued pass.

Please send your courier companies this emergency telephone (will only be active from 22 May 2023) +32 (0)476 60 02 92.

If a courier arrives without having pre-booked, they will be asked to go to the Parking C. GPS coordinates for the Parking area. 90238057775014, 4.3327318450651555 and the courier driver/representative must return to Gate A (refer to below) to be directed to the Interflow Logistic's desk in Hall 3 to be assigned a car pass to gain access to unload to Hall 3.



ONLY FOR UNLOADING AND LOADING, NO PERMANENT PARKING !

PLAQUE D'IMMATICULATION / KENTEKENPLAAT / NUMBERPLATE

NOM / NAAM / NAME      PRÉNOM / VOORNAAM / FIRST NAME

GSM / MOBILE      N° HALL  
      HALL 3

DATE / DATUM / DATE  
Build up  
22 May 2023 > 10:00 - 18:00  
23 May 2023 > 10:00 - 18:00



ONLY FOR UNLOADING AND LOADING, NO PERMANENT PARKING !

PLAQUE D'IMMATICULATION / KENTEKENPLAAT / NUMBERPLATE

NOM / NAAM / NAME      PRÉNOM / VOORNAAM / FIRST NAME

GSM / MOBILE      N° HALL  
      HALL 3

DATE / DATUM / DATE  
Breakdown  
25 May 2023 > 18:00 - 00:00  
26 May 2023 > 08:00 - 20:00

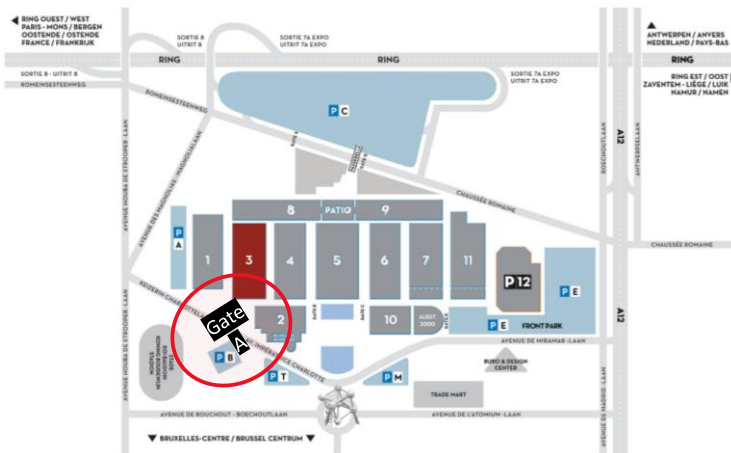


## Accessibility Route/Gate

Address: Brussels Expo, Gate A, **Hall 3**, av. Impératrice Charlotte Belgique, 1020 Brussels  
GPS Coordinates to reach delivery gate A. 50.89768933722916, 4.33476346071922



## ACCESSIBILITY



All late comers who have missed their unloading time slot **MUST** wait until all the other exhibitors have unloaded.  
For move out a removal schedule will be communicated in advance to Exhibitors if ordered via Interflow Logistics.

**Pedestrian Access** via Control A (right next to Gate A).

## Parking

Visitors and Exhibitors can park on **Parking B or T (right in front of hall 3)**. A day ticket can be purchased at the entrance, price for 1 day = 10€ ( maximum height of vehicle is 2.1m).

Large vehicles and couriers may go to **Parking C**. GPS coordinates for the Parking area. 90238057775014, 4.3327318450651555. Parking C is a little walk away, at the back of the site. Parking tickets for the whole of SLAS Europe 2023 (including build up, event and breakdown period) may be purchased by Webshop (exhibitors will have been sent an account link for orders). The price is also €30 per day.

**Gate A** is for loading and unloading only with Car Passes (*refer to Car Passes above*).

Please read the Brussels Expos parking rules (<https://shop.expo.brussels/docs/Carparkrules.pdf>). There are no truck parking spots available on the premises of Brussels Expo. Prices are displayed at the car parking entrance.

Brussels Expo enjoys a central position. Please view the extensive public transport network (<https://www.stib-mivb.be/index.htm?l=en> for tram, bus and underground train), it is easily accessible from anywhere in the city. Buses, trams and underground trains have stops close to the Fairground (200 m). The fairground is located on the Heysel site, near Atomium and includes several car parks with more than 5,000 parking spaces.