

4. STAND : PLAN – GENERAL LAYOUT OF THE STAND - DIRECTIVES

4.1. DIRECTIVES REGARDING STANDS

1. General aspects

Exhibitors and their stand builders are required to strictly comply with the following provisions. Exhibitors must inform their stand builders of these arrangements.

2. Construction, maximum height and partitions

- a. For aesthetic reasons and to ensure a consistent overall lay-out of the event, exhibitors who find it necessary to mark out their stands are recommended to use, whenever possible, posts with a maximum height of 0.90 m connected to each other using either chains or cords.
- b. **An area of 15m wide on either side of the central aisle will be reserved for those booths that do not exceed 3,50m in height, so that the booths located in the central aisle do not hide those located behind them. The adjacent 15m zone will be reserved for booths with a height that does not exceed 4,50m. The exhibited products or material may not, in any event, exceed the above-mentioned height restrictions. Any stands and infrastructure for lighting purposes may exceed the 3.50m height restriction but cannot, under any circumstances, be used to hang banners or any other elements that could alter the overall height of the booth. An empty space must, imperatively, be left between the booth and any elements that are hanging over it. Trussing and infrastructure of the booth will be used exclusively for lighting purposes. A horizontal “ceiling” may be placed over this lighting infrastructure. Trusses and support may be used to hang banners that are maximum 1m high and whose undersides are at least 1.50m above the maximum allowable stand height.**
- c. **Halls 8, 9 and in the patio:** the stand may be higher than 3.5 metres across a depth of 6 meters starting at the hall wall towards the main thoroughfare. As from this point up to the main thoroughfare, the stands may not exceed a height of 3.5 metres (preferably no walls will be set up). Separation panels are no longer allowed as from this point in Hall 8 (6 metres from the hall wall).
- d. **By October 2, 2023 at the latest all exhibitors must submit a measurement plan to FEDAGRIM.** The plan should include the following specifications: length, width and height of the stand. FEDAGRIM only approves the stand in terms of respect of height regulations, attractiveness and respect of the neighbouring exhibitors but not in terms of stability, rigidity, construction materials and security.
- e. FEDAGRIM reserves the right to disassemble any construction erected without proper authorisation as well as any construction erected against authorised provisions. The costs of disassembling the stand will be borne by the exhibitor. The exhibitor shall not take any course of appeal whatsoever against FEDAGRIM regarding the enforcement of these provisions.
- f. It is forbidden to stock-pile several devices, vehicles or trailers within a stand if this exceeds a height of 2.5 m. FEDAGRIM may grant special dispensations following a written request and provided the piled up objects do not obstruct the reading of signs. Special dispensations will not be granted if the overall presentation or aesthetic aspects of the event or safety measures are likely to be put at risk.
- g. It is forbidden to attach stand partitions or exhibited material to the walls and pillars of the Hall by means of nails, screws, etc.

- h. **Suspended material may only be taken care of by the supplier of Brussels Expo.** Exhibitors who wish to hang advertising panels or any other material must submit a request to Brussels Expo. This can be done via the form Rigging and suspension services under the folder “The Technical layout of stand”. If no authorisation was issued to suspend advertising panels or any other material from the ceiling, roof or pillars of the Halls, FEDAGRIM and Brussels Expo will immediately remove all contentious objects at the exhibitor's expense. In case of any resulting damage, the costs of repairing such damages plus any interests that might apply will be borne by the exhibitor.
- i. Those responsible for placing partitions between two stands will also have to arrange for these partitions to be coated on the outside with a white or neutral substance. Partitions higher than 2.50m must also be coated on the outside with a white or neutral substance. This rule will also be applicable for curtains or banners which will be used for separate two stands. Curtains and banners may be personalized on condition that they will be placed inside the stand at least 1.50m from the edge.
- j. Stands with upper stage
1. The exhibitors whose stands have two or more levels are obliged to have their stand inspected by an SECT (*Service Externe pour les Contrôles Techniques* – External Service for Technical Inspections in the workplace, which were formerly called *Organismes de Contrôle Agréé* - Authorised Inspection Agencies). We thus ask you to have the form for Multi-level stand completed and to send it as soon as possible (prior to the opening of the trade fair). You can download the form by [clicking here](#). A plan for the stand must be submitted no later than **October 2, 2021** and must include a ground plan as well as a front view. When preparing the plan please bear in mind that the height of the edge of the stand, seen from an angle of 45° from any point of the stage, may not exceed 2.50 m.
 2. A written permission, issued by FEDAGRIM, is necessary for the construction of a stand with an upper stage.
 3. The stage surface will be billed at 50% of the price per m² of the ground floor surface.
 4. The stability of the staged stand will need to be approved by an authorised institution. A copy of this report must be sent to FEDAGRIM.
- k. Corner stand, heading stand or island stand
The exhibitor who has been attributed a corner stand, a heading stand or an island stand commits to not cover the open sides of his stand along the gangway on **a width superior to 5 meters maximum.**
- l. Exhibitors with stands located on two sides of a walkway may request permission to lay carpets on this walkway. However, exhibitors are not allowed to change the path of the walkways or to obstruct them with obstacles. Exhibitors are responsible for the maintenance of carpets they have laid out and for the security of visitors at these locations.
- m. The exhibitors are obliged to cover the floor of their stand with a carpet and have to keep the side-walls of their stand clean, both on the inside and the outside. Upon written request and provided there is a legitimate reason, FEDAGRIM may agree to another kind of floor covering, or even to a bare floor.

3. Fire precautions

- a. The stand's lay-out and building will be carried out under the exhibitor's full responsibility. Stands must not be made of any highly flammable material or materials which produce toxic gases when heated.
All decorations will be made of barely flammable or carefully fire-proofed materials (category A2). The fire-proofing attestation of these materials must be presented upon request to FEDAGRIM or its representatives, to the representatives of Brussels Expo, to the authorised monitoring organisation in charge of checking facilities, or to the local jurisdiction Fire Department.
All loose decorations must be kept away from heat sources such as spot lights, any kind of lighting, neon signs, machinery in operation, etc.
- b. The back of stands as well as the partitions between two different stands must be made of Class 2 materials according to industry standard NBN S 21-203 (how materials react to fire). Failing this, they will need to meet the following requirements:
 - panels used for the construction of stands should be solid and entirely smooth;
 - these panels may be coated with melamine, laminated plastics, paint, fabric or fully glued papering.
- c. Adjustable partitions are authorised under the following conditions:
 - minimum thickness of panels is 5mm;
 - panels fit into metal or wooden sections over the full height.
- d. Hollow partitions (wood or metal frame + panels) are authorised under the following conditions:
 - total thickness of each panel amounts to a minimum of 6mm (2 x 3 mm).
 - panels must be assembled in such a way that air cannot get inside partitions.Height clearance in walkways, evacuation routes, doors and inclines must be at least 2 meters.
- e. **Fire hydrants, fire detectors, fire extinguishers, booths and electric switchboxes must be kept clear and should be easily accessible at all times.**
- f. Neither the stand construction nor the products you exhibit on the stand may at any time impede access to passages, exits and emergency exits
- g. During the opening hours of the event all doors and emergency exits must be kept entirely clear and unlocked at all times. A single push or any other simple movement should be enough to open them. Those responsible for crowd control within the surrounding premises and halls will be required to report anyone who is caught preventing an exit from being used, one way or another.
- h. At all times, FEDAGRIM may remove or order the removal of any materials, goods or products which present a dangerous level of flammability, fire, explosion or intoxication, or which do not meet the requirements of the fire protection services of the outer Brussels city, the City of Brussels, or Brussels Expo.
- i. Smoking is strictly forbidden in the halls. A number of outdoor covered areas between the halls are provided for smokers, in application of the law of 22 December 2009
- j. It is prohibited to put plants or any other object on stairs. It is further prohibited to suspend fabrics, carpets or any other flammable object along staircase walls.

- k. Hazard detection - emergency tips
Exhibitors are required to inspect their stand both regularly and discretely. Any incident or suspicious object or package should be immediately notified - without creating a panic - to the nearest security guard, to the Secretariat +32.2.658.40.61 and/or to the on-duty services +32.2.658.42.21.
- l. It is strictly forbidden:
1. to show any explosive or flammable materials and products inside the stands;
 2. to show any toxic products inside the stands;
 3. to use any gas or spirit stoves;
 4. to use or show any burners, fireboxes or industrial boilers, or any domestic fireboxes, ovens, heating devices, stoves, etc. operating on natural or liquid gas, without prior written authorization, and provided the specific conditions stated by Brussels Expo are complied with;
 5. to give demonstrations that require the use of oxyacetylene torches;
 6. to show or use any infra-red equipment;
 7. to organise film projections with flammable film;
 8. to place or leave any objects, goods, waste, packaging, crates, paper, straw, wood shavings, leftovers or any other flammable object in the firebreak lanes.
- m. The stands that have a floor surface area **exceeding 72 m²** are required to have appropriate extinguishers in place at all times. Exhibitors can rent extinguishers through their suppliers, provided the appliances supplied have been inspected in observance of applicable legal requirements.
Extinguishers are to be placed or hung up in a duly visible place and must remain fully accessible at all times. Extinguishers are inspected every year.

4. Operating the stands

a. Supplies

During the event, provisioning will only take place between 7:30 and 9:30 a.m and between 6:00 and 8:00 p.m. **It is strictly forbidden to let vehicles in or between the halls. Persons not respecting this rule will have their passes withdrawn by the security.** This arrangement also applies to the regular dealers of Brussels Expo.

The passes can be ordered by the appropriate form "Passes" under the folder Additional Services before the **17 of November 2023**. These will be sent by post. Passes ordered after this date will be available at the secretariat of the fair in the front of Hall 5.

b. Maintenance

The stands must be maintained in perfect condition. Maintenance should be carried out each day between 6:00 p.m. and 8:00 p.m. Stands that are not perfectly clean by 9:00 a.m. may be cleaned by the cleaning service appointed by FEDAGRIM, on the latter's request and at the expense of the exhibitor.

Non removed waste material, refuse, packaging, etc. will be disposed of by FEDAGRIM at the exhibitor's expense.

c. Waste :

Particular attention will be paid to waste sorting. Several islands consisting of 3 bins will be placed in the halls for sorting paper/cardboard - plastic and residual waste. Exhibitors are also asked to sort organic waste and glass. Glass can be left at the border of your stand. They will be removed every evening when the fair is cleaned. Different coloured bags should be used for different types of waste:

Transparent orange bag: organic waste

Blue bag: plastic waste

White bag: residual waste

Yellow bag: paper/cardboard. Paper/cardboard can also be put in cardboard boxes.

Please put your waste in the appropriate bin bags and place them in the aisles next to your stand when the fair closes.

Each exhibitor will receive one roll of each type of bag. Additional bags should be ordered through the cleaning company GOM, on the same form used for container rental.

d. Canvas covers

At least half an hour before the general public is allowed to enter the event all canvas covers should be removed from exhibited materials and products.

e. Alcoholic beverages

Each exhibitor is allowed to serve free drinks and snacks to his visitors. It is strongly recommended to serve only drinks with a low alcohol content (3 ° to 5 ° of alcohol) to visitors of the fair.

It is strictly forbidden to serve spirits. All beverage services must be finished at 18:00 at the latest.

5. No removal of exhibited objects during the event

a. IT IS STRICTLY FORBIDDEN TO REMOVE EXHIBITED MATERIALS, MACHINES OR PRODUCTS FROM THE STANDS DURING THE EVENT.

b. Even if plants and other decorative elements belong to the exhibitor - and therefore were not rented from a florist or a decorator – the exhibitor is not allowed to distribute these objects to visitors or to his/her employees during the Fair's opening period. This is to prevent the inevitable theft of plants and decorative elements during an unverifiable removal.

4.2. WHO IS BUILDING YOUR STAND ?

NAME EXHIBITOR :.....

BOOTH NUMBER :

I confirm herewith :

that the construction and design of my stand will be executed by :

Name of the company :

Address :

Tel :

Person to contact :

Email :

Mobile :

that I will take care of the construction and design of my stand myself:

Name of the responsible :.....

Mobile :

You can send this form by email to:
v.degreeef@fedagrim.be or events@fedagrim.be

**COMPULSORY FORM TO BE RETURNED BEFORE 2/10/2023 WITH THE PLAN
OF YOUR STAND**

4.3. PLAN OF YOUR STAND

Each exhibitor is required to send us the plan of his stand including the length, width and height of it before **02/10/2023**.

FEDAGRIM gives its approval in terms of respect of the height regulations , aesthetics and good neighborhood but in no case in terms of stability, rigidity, construction materials and safety of the stand.

4.4. ZIEGLER : HANDLING – EQUIPMENT RENTAL - STORAGE

Ziegler Expo, the official appointed Fair Forwarder and on-site handling agent will supply several logistics teams specialized in transport, storage & on-site handlings of exhibition equipment.

For security and efficiency reasons, all handlings in halls with powered engines (cranes, forklifts, scissor/telescopic lifts...) will be exclusively performed and supplied by Ziegler Expo Logistics.

Ziegler offers also services for the pick-up, warehousing and re-delivery of empty packaging and/or equipment.

The empties are brought back on the booths as soon as possible, in accordance with the timing of Fedagrime.

In order to reduce the waiting time to a minimum on the fairground, it is important to order the handlings in advance and by completing the “Handling request” form, with your full address and payment confirmation for invoicing purposes.

Priority will be given to handlings which have been ordered in advance. These will be planned in function of the date of receipt of the order and duly completed payment forms.

The handlings ordered « on the spot », will be raised with 50%

BUILD-UP : FROM THURSDAY 30 NOVEMBER TILL TUESDAY 5 DECEMBER 2023

DISMANTLING : FROM MONDAY 11 DECEMBER TILL TUESDAY 12 DECEMBER 2023 – 06:00PM HALLS MUST BE EMPTY

Your contact person : M. Olivier De Greef
Email: bruexpo@zieglergroup.com
Tel : +32 2 475 45 42
Mobile during the fair : +32.476 600 292

The documents to be completed can be downloaded from the Brussels Expo webshop, category Ziegler. You will also find them in the last pages of this exhibitor's guide.

You will also find them hereunder : [Handling request](#)
[Payment confirmation](#)

