

5. ASSEMBLY & DISASSEMBLY

5.1. DATES AND TIMES

ASSEMBLY :

The stands can be set up from Thursday, November 30, 2023 till Tuesday, December 5, 2023. The assembly can be done every day from 7:00 AM till 7:00 PM (until 6:00 PM on December 5)

DISASSEMBLY :

Disassembly of stands may begin on Sunday 10 December 2023 as early as 6:00 PM.

From **6:00PM to 8:00 PM** no vehicle will be allowed to enter the Brussels-Expo site. This will allow exhibitors with rolling material to take it out of the hall and move it to parking C in the vehicles line up organized by Fedagrim and the Police.

Vehicles less than 3.5 tons (vans and cars) will be able to enter the halls from **8:00 pm**.

From **10 :00 pm** trucks can enter the hall's premises (but not in the halls themselves) and can park in the firebreak lanes.

Exhibitors who want to work later on 10 December 2023 have to ask it to the organisation, at the secretariat in front of hall 5, latest **on Friday 8 December 2023**.

The dismantling will continue from Monday, December 11, 2023 from 06:00 AM to Tuesday, **December 12 6:00 PM at the latest**. The disassembly can be done during the whole night from Monday to Tuesday without any request for authorization.

Any goods, materials, products, wooden floors and fittings not removed before the agreed deadlines may be removed and stored by FEDAGRIM at the risk and expense of the exhibitor concerned. In addition, the exhibitor will be required to compensate for any expenses paid by FEDAGRIM due to the presence of these objects after the disassembly deadline.

The final instructions and details on the assembly and disassembly procedure will be sent to you later by separate e-mail.

5.2. INSTRUCTIONS

1. General aspects

Exhibition floor space is provided as such (bare ground). FEDAGRIM does not provide any fitting-out elements or sheds.

Any lay-out work must be carried out in compliance with the terms and conditions of these regulations, and in accordance with the provisions in use at Brussels Expo.

Should assembly operations need to be continued on Tuesday 5 December 2023 after 6:00 p.m., prior authorisation FEDAGRIM is required; any resulting extra costs (lighting, surveillance, heating, etc.) will be charged to the exhibitor concerned.

Any plastic or canvas covers covering carpets, furniture, machinery, etc. must be removed by Tuesday 5 December 2023 in the evening at the latest.

Exhibitors and their stand builders are responsible for removing all rubbish (plastic, tarpaulins, nuisance objects,)

2. Assembly of stands

- a. Inventory of area
Available stand spaces are supposed to be in perfect condition at the time they are put at the disposal of exhibitors returned in clean condition after dismantling
- b. Transportation of material, machinery and products
 1. To ensure stands are erected as swiftly and efficiently as possible, exhibitors and their representatives are required to follow the FEDAGRIM's instructions and to use access routes leading directly to their stand.
 2. **Exhibitors and / or stand builders must be in possession of an assembly / disassembly pass for each vehicle (see 5.3.) entering or leaving the site. Vehicles must be unloaded as soon as possible and leave the site as soon as they are unloaded. It is strictly forbidden to leave vehicles / trucks on the site with no activity around. The security firm will pay attention to compliance with these instructions.**
 3. Exhibitors who, due to the location of their stand and/or the size of their material, are forced to access through the stand of a fellow exhibitor, will be required to get in touch with the other exhibitor in order agree on the necessary steps to take to prevent any damage..
- c. Packing crates
 1. Packing crates will carry the name and address of the consignor, both on the inside and the outside of the crates must be placed in such a way as to maintain the free flow of people and objects inside the halls. They must be removed the very same day they were delivered.
 2. A pay warehouse service can be asked by Ziegler Expo Logistics (see 4.4.)
 3. Crates not removed on time shall be removed by FEDAGRIM at the owner's risk and expense.
- d. Gravel
It is strictly forbidden to use gravel or any similar product for decorative purposes, considering the problems involved eliminating the gravel and restoring stands to their original state after the event.
- e. Maximum floor load
The maximum floor load (mentioned in kg/m² on the lay-out plan) must not be exceeded. This also applies to all access used for vehicles and machinery during assembly and evacuation. In addition to the costs for repairing all damages (plus interests that may be applied) the offender will be fined 1,239.50 EUR per offence.
- f. Companies specialised in stand assembly
These companies and other suppliers are required to ask about current regulations on the premises, both in terms maximum floor load and rules pertaining to the proper use of halls. Exhibitors are responsible for any work or services carried out by their suppliers and companies specialising in assembly.

3. Disassembly of stands

a. The exhibitor or his/her representative must be present at the stand on the first day of stand disassembly and as soon as the halls are open. The organiser can assume no responsibility for stands that were left unattended, particularly with respect to damages, theft, etc.

b. Waste removal

Exhibitors are responsible for the evacuation of all their waste (carpets and cumbersome objects). They can either take them back or rent containers via le cleaning company. The order form can be found on the Brussels Expo webshop in the product catalog - Cleaning. If some waste is not evacuated in due time the costs of their evacuation will be charged to the exhibitor.

c. Adhesive tapes, stickers,

Adhesive tapes used for fixing the flooring must be removed from the care of the exhibitor. Otherwise, the cleaning fee will be charged to the exhibitor agrees to settle upon receipt of the invoice.

d. Each exhibitor or agent is required to go to the secretariat located in hall 5 when its dismantling is completed to perform the inventory of its stand place.

5.3. PASSES ASSEMBLY EN DISASSEMBLY

Each vehicle must be permanently equipped with a duly completed pass placed visibly behind the windshield during the assembly and dismantling period.

The passes will be sent, during the month of November, by email to the stand responsible. The exhibitor or his stand builder will have to print these passes, if possible in color.

The final instructions and details on the assembly and disassembly procedure will be sent to you later by separate e-mail.