



# busworld®

EUROPE **BRUSSELS**

18-23 OCT 2019

GENERAL TERMS AND CONDITIONS





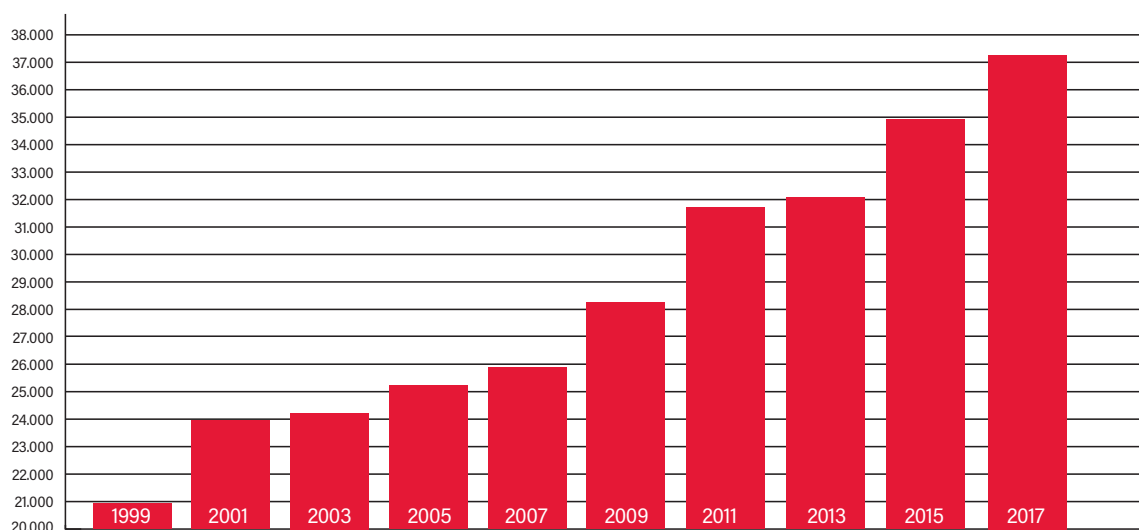
## General terms and conditions

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## 1. Busworld

Busworld is the trade fair for the coach and bus sector worldwide, it is organised every two years; in 2019 it has reached its 25th edition. The 24th Busworld was held in 2017 and was visited by 37.241 professionals, representing 118 countries. Of these 67% were non-Belgian and 23% came from outside Europe.



Busworld comprises two categories:

- coach builders
- accessories and services

All suppliers of coach and bus operators are allowed to attend.

## 2. Date and location

The 25th Busworld Europe will take place in Brussels Expo.

Address:  
Brussels Expo  
Belgiëplein 1  
1020 Brussels

Busworld will be open every day from Friday, October 18th till Wednesday, October 23rd 2019, from 10 a.m. till 7 p.m. On Wednesday October 23rd, Busworld closes its doors at 6 p.m.

[www.brussels-expo.com/en/bezoekers/directions](http://www.brussels-expo.com/en/bezoekers/directions)



### 3. Organisation

Busworld is organised by B.A.A.V. (the legal title for Beroepsvereniging van Autobus- en Autocarondernemers van West-Vlaanderen, statutorily recognised trade association), a sister organisation of the Federation of Belgian Coach and Bus operators (F.B.A.A.).

As such, the organisation rests with a federation of coach and bus operators which explains, in part, the strong 'pull' of this fair among the trade and industry.

Address:

BUSWORLD  
Kasteel van Rumbeke  
Moorseelsesteenweg 2  
BE-8800 ROESELARE

T: +32/(0)51-22 60 60

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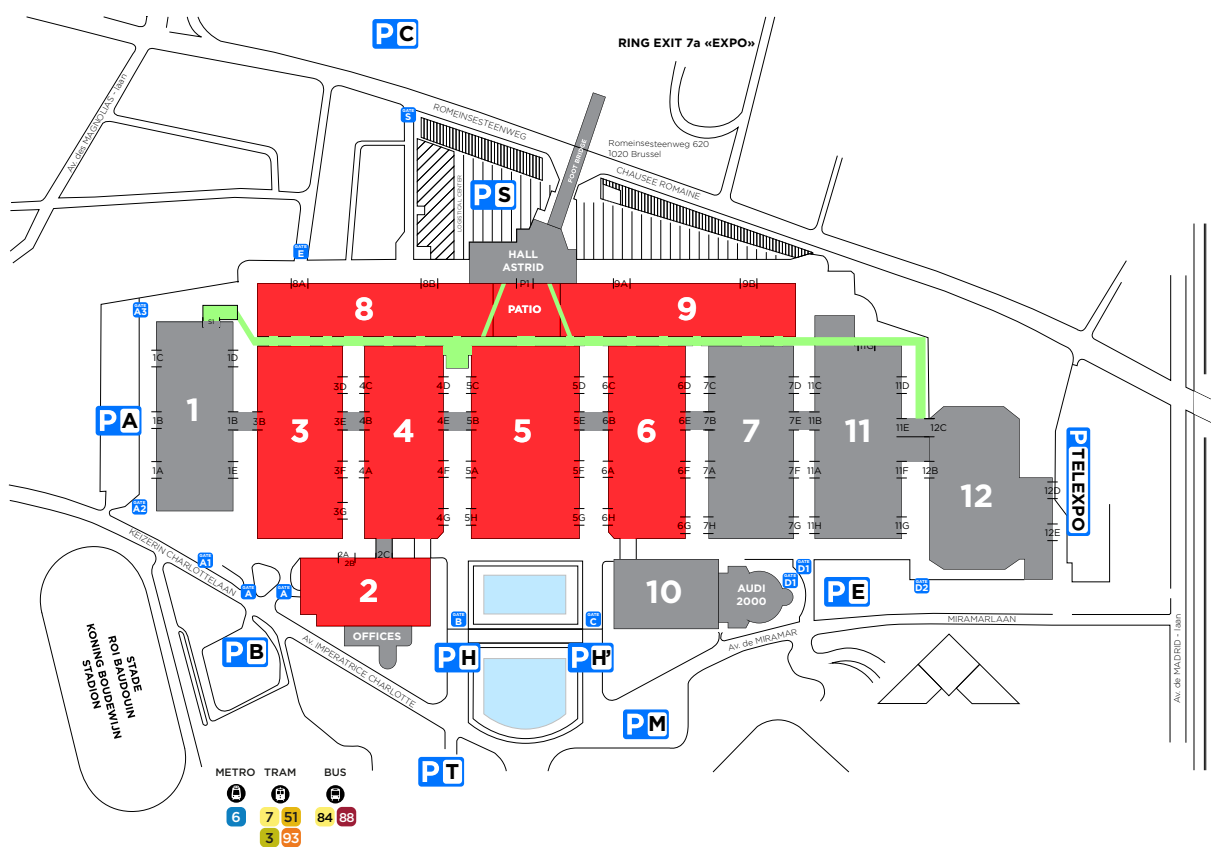
E: [mieke.glorieux@busworld.org](mailto:mieke.glorieux@busworld.org)

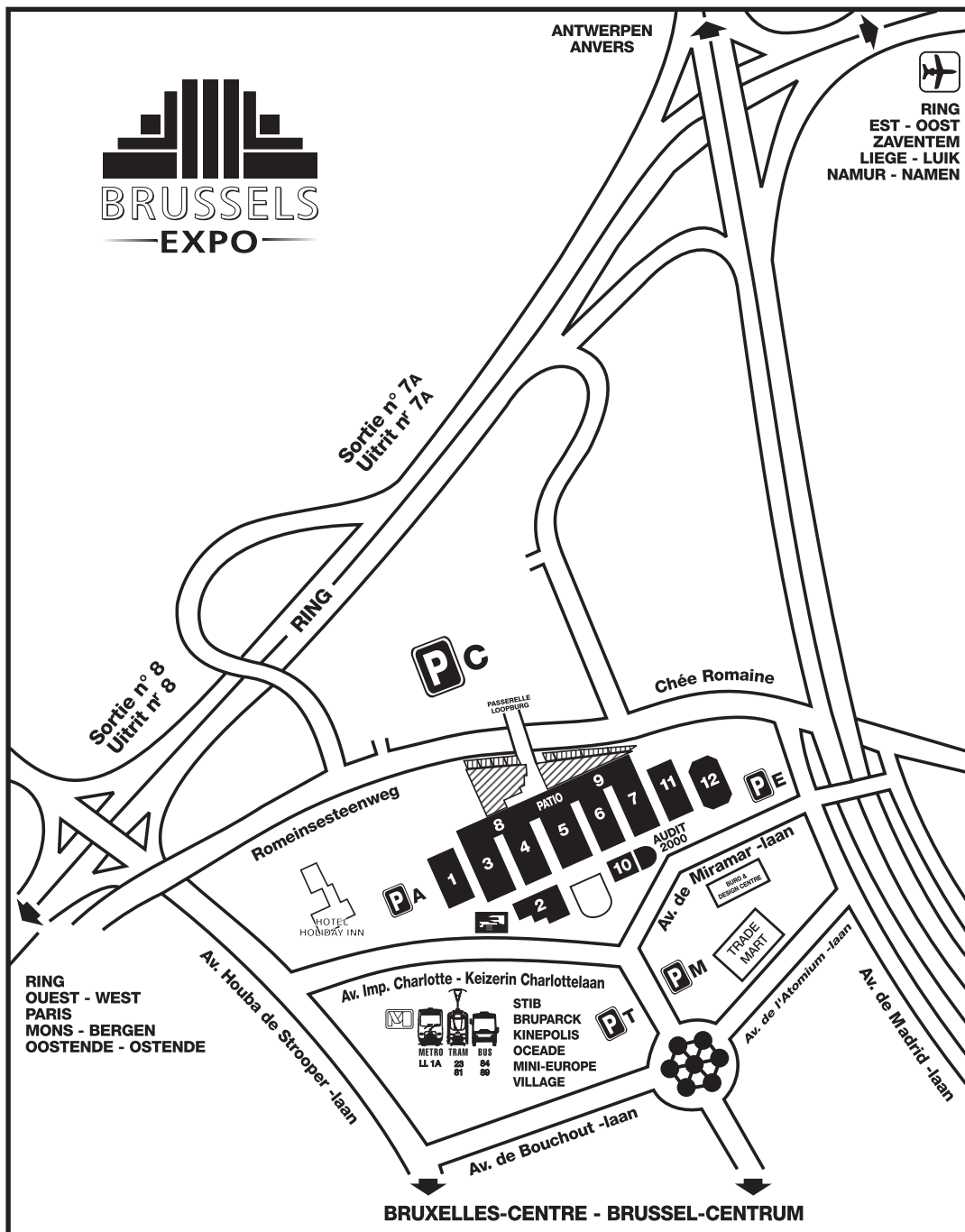
[www.busworld.org](http://www.busworld.org)



## 4. Brussels Expo

Busworld will have 67.000 sqm covered area in 2019. The exhibition complex will consist of halls 2, 3, 4, 5, 6, 8, 9 and the patio.







## 5. Target group and accessibility

The fair is open daily from 10 a.m. till 7 p.m.\* and is intended for professionals only. One day, however, Sunday October 20th, the fair will be open to the general public.

\* Wednesday October 23rd, Busworld closes its doors at 6 p.m.

4 exhibitor's badges (offering permanent admission to the fair for exhibitors) will be issued to all exhibitors. For every additional 100 sqm, the exhibitor will receive 1 exhibitor's badge more. Extra exhibitor's badges can be obtained at a price of EUR 20.

Exhibitors can also obtain tickets for visitors (admission for a single visitor per ticket) at a price of EUR 5.

## 6. Participants

### 6.1 Vehicles

Participation in the exhibition is possible for: all bus builders or importers of chassis, bodywork or complete buses and coaches.

Bodywork builders can only exhibit vehicles that were built on a chassis of exhibiting bus builders. Importers that import multiple brands can exhibit these brands together at their stand, however they must mention this with their registration (in the remarks).

Bus builders and/or importers can jointly exhibit at one stand provided that prior notification was given at the moment of registration. If these bus builders are the subject of, or belong to, individual companies or legal persons then every company or legal person is qualified as an individual bus builder or importer and every company or legal person is liable to pay the basic participation fee.

This rule remains applicable to companies or legal persons that would merger between the time of the registration and the opening of the exhibition.

Exhibits on vehicle stands shall be confined to buses, coaches, frames or accessories and parts designed for that purpose.

### 6.2 Accessories, services and other

Apart from the exhibited buses and coaches, the stands are reserved for suppliers of exchange parts and components, fuel, equipment, insurances, informatics, banks and other accessories or services meant for companies from the coach or bus industry.

Exhibitors from this category, who intend to exhibit coaches or buses at their stand, can do this provided that this was reported in advance and on the condition that it regards vehicles built by bus builders or importers that are also exhibiting. In accessories stands, vehicles can only be exhibited with express consent of the organisers.



## 7. Fees

### 7.1 Vehicles

The fee to be paid by bus builders or importers of chassis, bodywork or complete buses or coaches for their participation in Busworld amounts to EUR 130 per square metre for vehicle stands up to 500 square metres. Per additional square metre exceeding a surface area of 500 square metres, the participant is liable to pay EUR 110 per square metre.

For the vehicle stands that create a floor above their stand EUR 65 per square metre is to be paid.

The advance amounts to half the participation fee to be paid with a maximum of EUR 65.000.

Exhibitors who exhibit fewer than two buses, coaches or pieces of bodywork at their stands may, upon the allocation of the stands, have their designated space reduced. The relevantly applicable principle is that of the balanced placement of all vehicles at the exhibition. The exhibitors shall therefore need to indicate with their registration the number of vehicles and their length.

The participation fee includes the costs for organisation of the exhibition, including the various network events, organisation of lectures and seminars, costs for heating, lighting and maintenance of the shared areas of exhibition areas, provision of several food and drink opportunities, etc.

### 7.2 Accessories, services and other

The participants, other than the bus builders or importers of chassis, bodywork or complete buses and coaches (see 7.1), are liable to pay a fee for the organisation of the exhibition, including the various network events, organisation of lectures and seminars, costs for heating, lighting and maintenance of the shared areas of the exhibition areas, provision of several eat and drink opportunities, etc., as determined below.

Upon registration the exhibitor chooses between:

**- a naked stand**

- upon arrival the exhibitor shall dispose of the bare stand surface;
- minimum stand surface area is 9 m<sup>2</sup> for the price of EUR 3.338;
- per additional m<sup>2</sup> EUR 200/m<sup>2</sup> is charged (see table).

**- a shell scheme stand**

- = a modular stand with a depth of 3 metres, a height of 2.5 metres and a width as required;
- upon arrival your shell scheme stand has been installed (fixed walls, fixed carpeting, and a freeze with the name of the exhibitor);
- minimum stand surface area is 9 m<sup>2</sup> for the price of EUR 3.700;
- per additional m<sup>2</sup> EUR 247/m<sup>2</sup> is charged (see table).





SURFACE AREA	NAKED STAND	SHELL SCHEME STAND
9 m <sup>2</sup>	3.338	3.700
12 m <sup>2</sup>	3.938	4.441
15 m <sup>2</sup>	4.538	5.182
18 m <sup>2</sup>	5.138	5.923
21 m <sup>2</sup>	5.738	6.664
24 m <sup>2</sup>	6.338	7.405
27 m <sup>2</sup>	6.938	8.146
30 m <sup>2</sup>	7.538	8.887
33 m <sup>2</sup>	8.138	9.628
36 m <sup>2</sup>	8.738	10.369
39 m <sup>2</sup>	9.338	11.110
42 m <sup>2</sup>	9.938	11.851
45 m <sup>2</sup>	10.538	12.592
48 m <sup>2</sup>	11.138	13.333
51 m <sup>2</sup>	11.738	14.074
54 m <sup>2</sup>	12.338	14.815
57 m <sup>2</sup>	12.938	15.556
60 m <sup>2</sup>	13.538	16.297

The participation fee is increased by 15% for corner stands, by 25% for half island stands and by 30% for island stands. Anyone who would like this special location is requested to mention this with the registration; where possible and in the order of payment of the advance, this shall be taken into account.



## 8. Participation fee for co-exhibitors

In case you want to participate by exhibiting on a stand that has already been booked, you also need to complete the online registration form. The cost price for an insertion in the catalogue, the online list of participants and the floorplan amounts to EUR 2.500. Non-payment is considered as non-participation.

## 9. Calculation of the VAT

The fee for participation in the Busworld Coach and Bus Exhibition including all associated services is subject to the value added tax. All indicated prices are exclusive of VAT.

The amounts mentioned under 7 and 8 must be increased by 21% for Belgian participants.

Belgian VAT is not to be paid by foreign exhibitors (only when in possession of a valid VAT-number).

## 10. Safety of publicly accessible exhibition areas

The exhibitors are assumed to be familiar with the typical characteristics and safety rules inherent to the location of their stand (protruding parts, windows, columns, fire and safety installations, unevenness of the floor, electricity, heating and water facilities, emergency and other exits, and the like and the thereto-pertaining safety and other rules) and to take these properly into account.

The exhibitors guarantee the safety of their stands during the exhibition. Any damages, tangible or intangible, that are caused by or at a stand are fully at the expense of the exhibitor who shall, if so required, indemnify the organisers.

To the extent that the exhibitor also guarantees the construction and/or the dismantling of the stand the safety during the construction and/or the dismantling must also be guaranteed. The exhibitors are liable for any and all damages that are caused by them during the construction and the dismantling of their stand and shall, if so required, indemnify the organisers.

The organisers, the owner of the exhibition halls and the fire brigade reserve the right to prevent public access to a certain stand to the extent that this is required for safety reasons. The exhibitor whose stand is temporarily or definitively closed to the public remains liable to pay the full participation fee, without being able to claim any loss of enjoyment. To the extent that the organiser, the owner of the exhibition halls or the fire brigade must intervene in order to ensure the safety of a stand, the exhibitor is held to pay any and all thereto-pertaining costs, including those for a potential dismantling of the stand. If so required, the exhibitor shall indemnify the organisers against any and all costs.



## 11. Security deposit

The security deposit is to be paid together with the advance (see point 12). The amount of the said security deposit is:

- EUR 3.000 for bus builders;
- EUR 1.500 for accessories stands and services stands

This security deposit can be addressed by the organiser in case of:

- **late construction** (also see point 23)  
You receive the specific timing in the document 'practical arrangements'
- **early dismantling** (also see point 23)  
Busworld is known for its important last afternoon; usually important agreements are still being concluded. An early dismantling is consequently not just a serious mistake, it also ruins the atmosphere for other exhibitors and participants who are still discussing agreements. You receive the specific planning in the document 'practical arrangements'
- **non-observance** of the instructions of the hall supervisor
- **abandonment of rubbish** after leaving the stand (also see point 23).
- the (partial) **non-payment of the invoices** of the organisers or Expo Services. This applies to invoices to the exhibitor and invoices to the stand builder/supplier.

After the clearance of your stand you receive a form that guarantees the repayment of this security deposit. Either you or your stand builder must present himself for this to Expo Services after which they shall check your stand area.

The deposit will be refunded at the earliest late November/early December and on the condition that all your bills and those of your stand builder or subcontractor have been settled.

## 12. Registration and payment

Registration takes place online via [www.busworldeurope.org](http://www.busworldeurope.org). The registration must be accompanied by the payment of the advance, increased by the security deposit as intended in point 11 and by the potentially VAT to be paid. A registration is only definitive at the moment of receipt of the payment of the advance, plus the VAT, where applicable, and the security deposit. Only from that moment is one included in the online list of participants and can a stand be selected.

The order of the registrations also decides the allocation of the exhibition areas.

The payment of the balance of the participation fee must take place at the latest on 1st May 2019.

The payments are made to the account at the KBC BANK, NOORDSTRAAT 38, BE-8800 ROESELARE, ACCOUNT NUMBER 467-5370851-48 (BIC KREDBE BB / IBAN BE11 4675 3708 5148).



Exhibitors who fail to proceed with full payment of their total participation fee and the advance due are denied access to their exhibition area.

Only from the moment of payment in full of any and all amounts to be paid, the exhibitors can rely on the services of Busworld, in particular those of the visa department.

If multiple exhibitors want to use the same exhibition area then one of them shall act as the main responsible party and contact person in respect of the organisers and communicate the full list of participants to the organisers no later than on 1st May 2019. The payment in full must also take place by the main responsible party who is jointly and severally liable for the said payment and the payment receipt shall be sent to the same.

An exhibitor who after payment of the advance fails to proceed with payment of the balance due cannot claim reimbursement of the paid advance that is deemed to have been acquired definitively by the organisers. The payment of the advance also implies a waiver of your right to reimbursement.

### **13. Avoiding late mantling**

In due course the 'practical arrangements' are made available to all exhibitors: the mantling and dismantling schedule with the times when the stand must be ready. In case of late mantling the exhibitor shall be held to pay fixed compensation equal to 15% of the participation fee per day of delay in relation to the 'practical arrangements' made available by the organisers.

Late mantling can moreover be sanctioned with the loss of the right to participate to the extent that the late mantling jeopardises the proper organisation of the exhibition. As the occasion arises, the registered exhibitor remains liable to pay the full participation fee without being entitled to reimbursement of the paid security deposit.

### **14. Subcontractors**

The exhibitors can only work with subcontractors (stand builders, party architects, caterers, aerial access platforms, fork-lift trucks, cleaning services, etc.) that were approved by the organisers. The said approval shall therefore be requested prior to the start of the construction.

Invoices for stand fees and services are exclusively settled with the exhibitors and by no means with their suppliers.





## 17. Expo Services

Apart from the services that are included in the participation fee (security, general maintenance of the exhibition halls, climate control, extranet, etc.) the exhibitors are offered the possibility of relying on a number of 'Expo Services', e.g. water, electricity, compressed air, telephone and internet connections, carpet, plants and furniture rental, use of fork-lift truck, purchase of beverages, stand cleaning, additional stand comforts, the services of a photographer, temporary staff, restaurant and hotel options, demonstrations and exhibitor parking space, and so on.

This can be ordered via the organisers. The participants shall in due time receive the online 'Expo Services'.

The exhibitors shall ensure that any and all disputes regarding or deviations from the placed orders are submitted to 'Expo Services' in writing, during the exhibition. Late reactions or reactions that can no longer be checked are not admissible.

## 18. Intellectual property

The exhibitors commit to respect the intellectual property rights (brands, logos, patents, drawings, etc.) of the organisers and the other exhibitors and shall refrain from using initiatives that infringe the same during the exhibition. The exhibitor who fails to respect the intellectual property rights associated with Busworld during the exhibition shall be held to pay the organisers a fixed compensation of EUR 25.000 per infringement. The exhibitor who fails to respect the intellectual property rights of another exhibitor during the exhibition shall be held to pay a fixed compensation to the organisers of EUR 10.000 per infringement. The compensation to be paid to the organisers does not affect the rights of the holder of the intellectual property rights that were not respected. The organiser cannot be held liable for potential infringements of intellectual property rights committed by participants.

Participants who play music at their stand are personally liable for applying for the necessary licences and for paying the necessary copyrights and equitable fee to SABAM (see [www.sabam.be](http://www.sabam.be)).

## 19. Privacy

The organisers make every effort to comply with the obligations vested in them within the framework of the General Data Protection Regulation and shall, in view of the exhibition, appoint an authorised Data Protection Officer.



## 20. Insurances

The organisers take out an insurance policy against fire, for the contents of the stands.

### Bus builders

The insurance premium must be paid by the bus builders in addition to the participation fee. The bus builders shall indicate the value of the equipment and goods exhibited by them on the online form from the 'Expo Services'. The insurance premium amounts to EUR 30 per EUR 25.000 of insured value.

Failing or late submission of this form implies forfeiture of any and all rights. Nonetheless, as the occasion arises, a special insurance premium is charged to cover the responsibility of the organisers in the course of which the value of every exhibited bus and coach is set at a fixed amount of EUR 300.000 and in the course of which the value of the other materials shall be estimated by the organisers. In that case the invoice is sent to the relevant participant with a fixed increase of EUR 100.

### Accessories, services and the like

This premium is included, up to a cover value of at most EUR 100.000, in the stand fee for the stands for accessories, services and the like. If you wish to insure your stand at a higher amount then you can do this individually.

### Liability

The organisers reject any and all responsibility in connection with theft, damage and other risks. The exhibitors who wish to cover certain risks must do so individually.

The organisers exclude any and all liability, both contractually and extra-contractually, including liability deriving from a personal intent or a (serious) error.

## 21. Setup of the vehicles

When setting up the vehicles the exhibitors shall follow the instructions given by the organisers and the latter more specifically in terms of the order and timing of the entering and leaving and the direction that the vehicles shall face when set up.

At least 1.5 metres of space must be available between the exhibited vehicles and **not a single vehicle shall be placed at less than one metre from the border of the stand.**

Any and all batteries of the vehicles must be deactivated as soon as the vehicles have been placed in the stands. It is moreover strictly prohibited to let the engines of these vehicles run during the exhibition.



## 22. Safety

The exhibitors shall always, during the construction, during the exhibition and during the dismantling of their stands, accurately respect the safety rules. This implies, inter alia, that no protruding parts or stand components can be constructed in the passageways or obstacles can be placed and that the emergency exits and fire facilities and the relevant indications must always remain visible and accessible.

In the 'practical arrangements', which are made available to the exhibitors in due course, the safety rules and hall plans indicating the emergency exits and the fire facilities are provided.

The exhibitors shall comply diligently with the orders issued by each and every competent person (fire brigade, owner of the exhibitors areas, organisers, security staff, etc.) and with the safety comments regarding electrical installations, as communicated by agents specifically encumbered with the same during their inspection round.

Any and all electricity at the stand must be switched off at night when leaving the stand. The place where the switchboard cabinet is located must clearly be indicated on a plan submitted to the secretariat. A safety officer must be appointed and registered with the organisers for all vehicle stands.

The non-observance of these provisions may lead to closing of the stand, without the latter resulting in any form of compensation.

## 23. Mantling and clearance of the stands

You receive the specific timing for the mantling and dismantling of your stand in the document 'practical arrangements'. **Clearance obligations can be imposed to clear a stand or a stand component at a certain time if these stands are placed in front of an entrance or passageway required for the smooth clearance of other stands.**

The exhibition area occupied by the exhibitors must be left behind in a completely pure and clean condition, without traces of tape, paint, residue, chewing gum, oil stains or other waste. In addition, all waste must be disposed of by the exhibitors. The container area use for the waste is passed on to the exhibitors. Once-only disposable stands, walls or other goods cannot be deposited in the containers and must be removed by the exhibitor.

Costs associated with not leaving the stand behind in a pure condition give cause to a claim in respect of the security deposit (see point 11). When definitively leaving their stand area exhibitors must report to 'Expo Services' after which a check is performed of your stand area.

## 24. Cancellations

In case of a cancellation the payment of the advance, as described in point 14, remains to be paid or definitively acquired. If the cancellation takes place after 30th May 2019, the full stand fee is due.





## 25. Stand crew

At least two weeks before the start of the construction the exhibitors shall submit the list of names of the full stand crew to the organisers.

## 26. Complaints - invoicing

Complaints are only taken into consideration to the extent that they were submitted at the latest on 11th December 2019. Complaints not submitted in a timely fashion are inadmissible.

The relationship between the organiser and the participant is exclusively governed by Belgian law. The district courts and the courts of appeal of the judicial district with division in Kortrijk are exclusively competent to take cognisance of each and every dispute that derive from the participation in Busworld or that is related to the said participation. Only the invoicing terms and conditions of the organiser are applicable. The participants expressly waive their general and/or invoicing terms and conditions.

## 27. General

Registration for and/or participation in the exhibition imply that you agree with any and all points of these 'General Terms and Conditions' and that communicated websites, without any further consent or fee, to the website or any other information platform of Busworld can be linked or used by Busworld.

Deviations from these 'General Terms and Conditions' are only possible subject to the express written consent of the organisers.

The registration is irrevocable and compels the registrant to comply fully with these 'General Terms and Conditions' and all later provided guidelines or decisions. The organisers reserve the right to decide, without formalities or possibility of recovery, on any foreseen and unforeseen instances in respect of these 'General Terms and Conditions' and on complaints of participants. The thus reached decisions are immediately enforceable.



## 28. Additional information

Additional information can be obtained at the following address:

BUSWORLD  
Kasteel van Rumbeke  
Moorseelsesteenweg 2  
BE-8800 ROESELARE

T: +32/(0)51-22 60 60  
F: +32/(0)51-22 92 73  
E: [mieke.glorieux@busworld.org](mailto:mieke.glorieux@busworld.org)

### Read and approved

Company name: .....

Name: .....

Function: .....

Date: .....

Company stamp:

Signature: .....