

busworld.®

EUROPE KORTRIJK

20-25 OCT 2017

Terms and conditions

www.busworld.org





Terms and conditions Busworld Europe 2017

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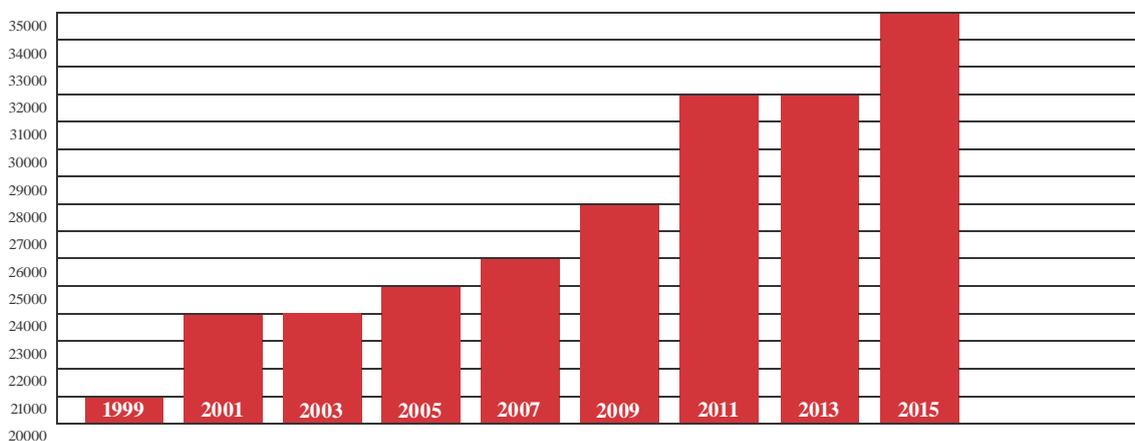
1. Busworld Europe, the international bus and coach exhibition

BUSWORLD, founded in 1971, was the first trade fair for the bus and coach sector in the world and is held every two years. 2017 is the year of its 24th edition.

Busworld comprises three sections: coach and bus builders, accessories and services. All those who supply to coach and bus operators can participate.

The 23rd Busworld Europe (Kortrijk) was held in 2015 and attracted 34,932 professionals, coming from 118 countries.

Of those visitors, 65% was non-Belgian and 23% came from outside Europe.



2. Location and dates

Busworld Europe, the 24th European Coach and Bus Exhibition will take place in Kortrijk Xpo in the Belgian city of Kortrijk (100 km from Brussels).

Busworld will be open for the public from Friday 20 to Wednesday 25 October 2017, always from 10am to 7pm (also see 5).

3. The organisation

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

The organisation therefore rests with an association of bus and coach operators, which explains the strong pull of this fair.



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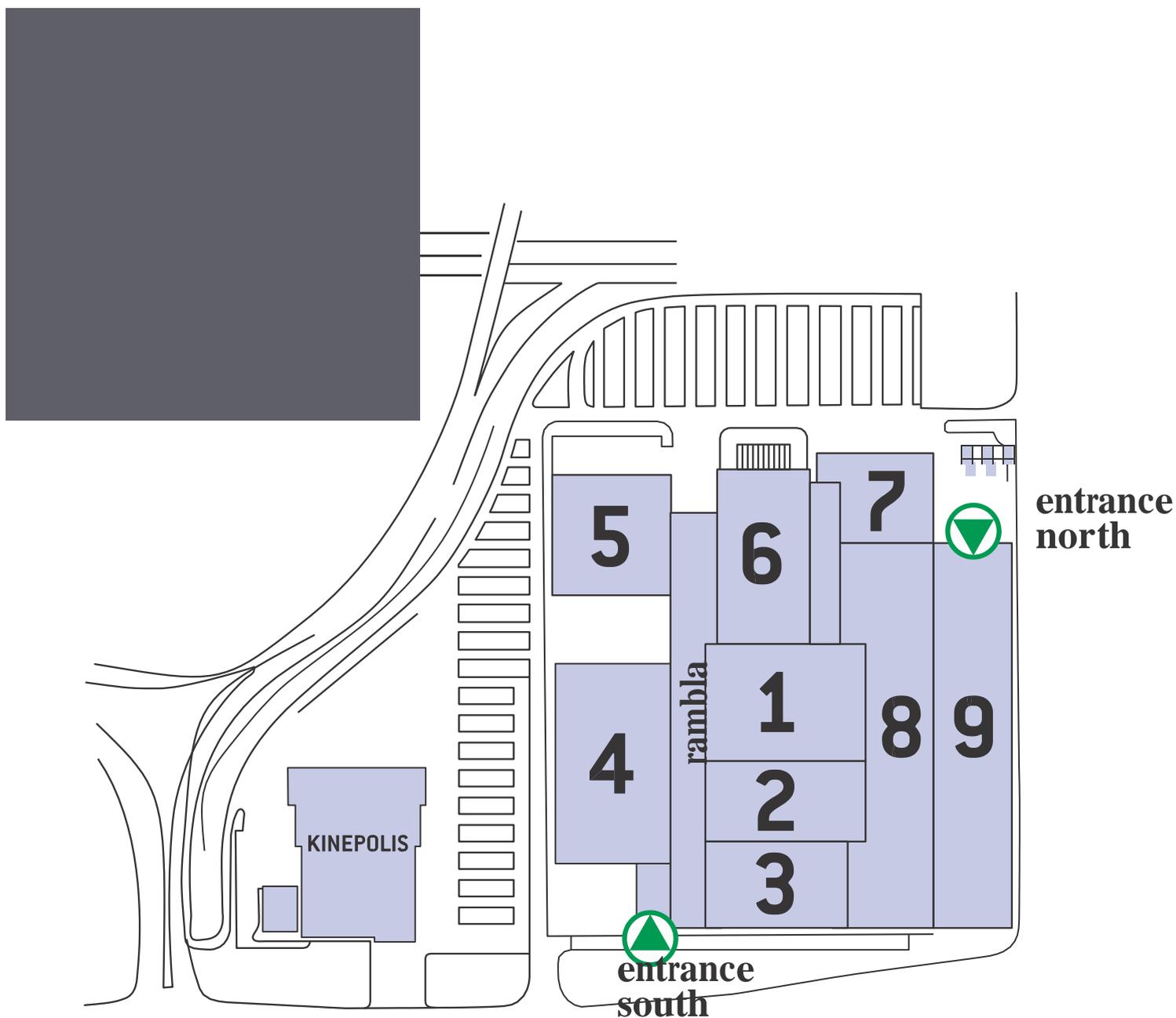
W: www.busworldeurope.org



4. Kortrijk Xpo

The Kortrijk Xpo premises offer a covered area of 61,000 sqm and are easily accessible thanks to their location right next to exit no. 2 (Kortrijk-Zuid) on the Antwerp-Paris motorway (E17).

The exhibition complex consists of 9 halls, a rambla and a conference centre.





5. Target group and accessibility

The fair is open daily from 10am to 7pm* and is intended for professionals only. On one day, however, i.e. Sunday 22 October, the fair will be open to the general public. The entrance fee is 15 euros.

*On Monday 23 October, there will be an evening opening until 10 pm.

*On the last day, Wednesday 25 October, Busworld closes its doors at 6 pm.

6. Participants

Only those who could fall under one of these two categories may participate in Busworld.

6.1. Category VEHICLES

The category vehicles includes all manufacturers or importers of chassis, bodywork or fully finished buses and coaches.

Body frame manufacturers may only exhibit vehicles that are built on a body manufactured by exhibiting manufacturers.

Importers who import multiple brands can exhibit these brands together in their stand, but they must report on their registration form.

Manufacturers and/or importers may exhibit together in one stand provided this is reported beforehand upon registering. IF these manufacturers are registered as or belong to separate companies or legal entities, then each company or legal entity will be deemed a separate manufacturer or importer and must therefore, each company or legal entity must pay the basic participation fee.

This rules continues to apply for companies or legal entities who merge between the moment of registration and the opening of the fair.

Only buses, coaches, chassis or accessories and parts designed for that purpose may be exhibited in the vehicle stands. The exhibited vehicles cannot be older than one season.

6.2 Category ACCESSORIES, SERVICES and such

In addition to the exhibited buses and coaches, stands will be reserved for suppliers of spare parts and accessories, fuel, equipment, insurance, IT, bank and other services, destined for companies from the coach and bus industry.

Exhibitors in this category, who wish to exhibit cars or buses in their stand may do so, if this is reported in advance and if it concerns vehicles built by exhibiting manufacturers or importers. Vehicles may only be exhibited in accessory stands with express permission of the organisation.



7. Compensation performance and services

7.1. General

Participants, as defined in 6, pay to the B.A.A.V. a compensation for the performances and services delivered to the participants in the context of Busworld, as described below and hereinafter referred to as 'participation fee'.

The participation fee varies according to the category under which the participant falls, the size and location of the desired stand and the other services provided by B.A.A.V.

However, the participation fee covers for all participants the following services:

- Costs for heating, lighting and maintenance of the common parts of the hall;
- Participation in various seminars and workshops during Busworld and access to the exhibition grounds for the exhibitor. To that end, each participant receives an exhibitor card which grants permanent access to the fair, per 100 sqm occupied stand space and with a minimum of four.
- Publicity generated by B.A.A.V. for the event Busworld;
- Mention in the catalogue, on the online exhibitor list and the floorplan of Busworld;
- Deployment of employees of the fair who are responsible for the smooth running of the fair;
- Use of a visa department;
- A fire insurance for the exhibited products (although participants from the vehicles category pay a fee, see 14);
- A civil liability insurance for the exhibitors;
- Use of the shuttle services between hotels, Kortrijk's train station and the exhibition halls;
- Use of the shuttles between the car parks and the exhibition halls
- The organization of a press program for the international press (+200 people) with numerous activities;
- The organization of fringe activities both in the exhibition halls and outside;
- The organisation of driving tests and awards with an associated ceremony;
- The provision and maintenance of toilets;
- The provision of bars and restaurants at the venue for staff and customers.

All indicated prices are exclusive of VAT.



7.2. Category manufacturers

The participation fee for participants within the category of manufacturers varies depending on the size and location of the desired stand.

For vehicle stands up to 500 sqm, the participation fee is 121 euros per square meter. For the number of sqm over 500 sqm, we charge 100 euros per sqm.

The advance amounts to half the participation fee with a maximum of € 60,500.

Exhibitors who show less than two buses, coaches or chassis may notice that their space is smaller than the space that was allotted to them. The principle that applies here is that of the balanced placement of all vehicles on the fair. It is also for that reason that exhibitors must indicate the number of vehicles they will show in their stand on their registration form.

The exhibitors are supposed to know and take into account the typical features and safety regulations peculiar to the location of their stand (protruding parts, windows, columns, fire and other safety equipment, uneven floors, electricity, heating and water facilities, emergency and other exits, etc. and the associated safety and other requirements.

7.3. Category accessories and services

The participation fee for participants in the category accessories and services varies depending (i) the size of the desired stand and (ii) the provision of a prefab stand by B.A.A.V. and (iii) the location of the desired stand.

So at the moment of registration, exhibitors of this category choose between:

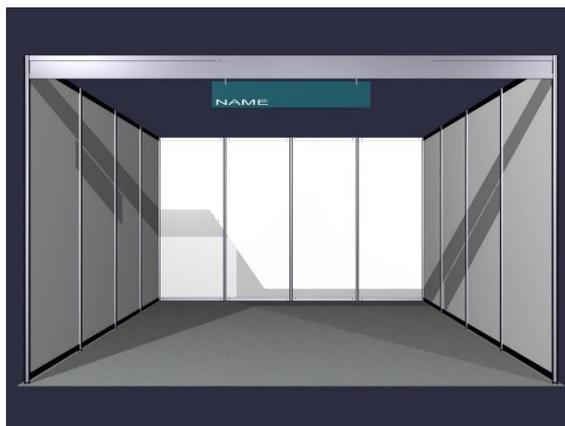
- their own stand (= bare space); or
- a prefabricated stand (= space with three walls, carpet and a frieze for name display)



Your own stand

If, upon registration, you choose for your own stand, then the participation fee is based on the bare area of the desired stand. The participation fee is 3,580 euros for stands that are no larger than 12 sqm (smallest stand available). Per sqm extra, the participation fee increases by 182 euros/sqm, as follows:

area	price in euro
12 sqm	3.580
15 sqm	4.126
18 sqm	4.672
21 sqm	5.218
24 sqm	5.764
27 sqm	6.310
30 sqm	6.856
33 sqm	7.402
36 sqm	7.948
39 sqm	8.494
42 sqm	9.040
45 sqm	9.586
48 sqm	10.132
51 sqm	10.678
54 sqm	11.224
57 sqm	11.770
60 sqm	12.316



A. Prefab stand

If upon registration, you opt for a prefab stand, the participation fee listed under point A (for the bare surface area) is increased by 42 euros/sqm.

The participation fee for a prefab stand includes the renting of the space, three walls, fitted carpet and a frieze for name display (all installed).

If your register with a prefab stand, stands smaller than 12 sqm are possible (which is not the case if you register with your own stand). These stands cover a surface area of 9 sqm (3x3). The participation fee for this stand amounts to 3.300 euros.

B. Increase for stand location

Both in case of a registration with your own stand or registration with a prefab stand, the participant may choose to obtain a particular location (to the extent of availability).

The participation fee, as defined in A and B, will in that case be increased by 15% for corner stands, by 25% for end-of-aisle stands and by 30% for island stands. Those who want these or other special



locations must mention so upon registration. This will be taken into account to the extent possible and in chronological order of payment of the advance.

The exhibitors are supposed to know and take into account the typical features and safety regulations peculiar to the location of their stand (protruding parts, windows, columns, fire and other safety equipment, uneven floors, electricity, heating and water facilities, emergency and other exits, etc. and the associated safety and other requirements.

7.4. Co-exhibitors

Participants who fall under the categories 'vehicles' or 'accessories and services', but who do not wish to book their own stand may still participate by exhibiting in a stand that has already been booked. Co-exhibitors are also mentioned in the catalogue, the online list of exhibitors and the floorplan. It is, however, required that co-exhibitors register separately and complete the online participation form.

In such case, the participation fee is 2,000 euros and includes all the services listed under 7.1.

7.5. Additional services

Participants can, in addition to the exhibitor cards included in the participation fee mentioned above, buy extra exhibitor cards at 20 euros per card. Participants can also buy tickets for visiting buyers which entitle to one free entry per card at 5 euros per card.

Exhibitors are also given the opportunity to make use of a number of additional services, such as water, electricity, compressed air and telephone and fax connections, modem lines, rental of carpets, plants and furniture, use of a forklift, purchase of drinks, maintenance of the stand, additional stand equipment, the services of a photographer or auxiliary staff, restaurant and hotel options, parking space for demonstrations and exhibitors, etc.

This must be ordered with the organizers. The participants will receive the online 'services' in due time.

The exhibitors must ensure that all disputes about or deviations from made orders are submitted in writing to the organizers during the fair. Late reactions or reactions that cannot be processed anymore are inadmissible.

8. Guarantee against premature deconstruction, late construction, non-compliance with the orders of the stewards, etc.

Many trade fairs are inconvenienced by stands being taken down prematurely by people who want to return home early. Busworld is noted for its hectic final afternoon, which is usually when some of the biggest deals are closed just before closing time. For this reason, the premature deconstruction of stands not only constitutes a missed opportunity, it also ruins the atmosphere for adjacent stands which are still in the throes of negotiating major contracts.

To prevent this, all exhibitors are required to pay a safety deposit upon registering. Said amount is refunded after the trade fair closes, on condition said party has not vacated its stand prematurely. To that end, on Wednesday 25 October, all exhibitors who are still actively present will be handed a certificate 15 minutes prior to closing time.



The safety deposit will be refunded in full to those participants able to present this certificate during the settlement of account.

This safety deposit may also be used in case of late construction (on which you will receive more info in the 'practical arrangements' and the 'final guidelines') and in case of non-compliance with the orders of the stewards, and in case of abandoning waste when vacating the stand (see item 22).

This safety deposit is to be paid together with the advance (see 13). This deposit amounts to 2,000 euros for stands which cost more than 5,000 euros and to 1,000 euros for stands which cost less than that.

Bus manufacturers pay a 3,000-euro safety deposit.

9. Registration and payment

Participants may register online at www.busworld.org. Registrations should be accompanied by payment of the advance, plus the security deposit mentioned under 12 and VAT (for Belgian participants).

For vehicle stands, the advance amounts to half the stand fee with a maximum of 60,500 €. For the accessories and services stands, the advance amounts to half of the stand fee, with a minimum of 3.000 euros.

Registrations are not official until receipt of payment of the advance + security deposit + VAT. Only from that moment onwards you will appear on the online participants list, and you will be able to choose a stand location.

The chronological order of the registrations is partly determinant in the allocation of stand locations.

The outstanding balance of the stand fee must be paid by 1 May 2017 at the latest.

Payments should be made into bank account KBC BANK, NOORDSTRAAT 38, BE-8800 ROESELARE, account no. 467-5370851-48 (SWIFT NR. KREDBE BB / IBAN BE11 4675 3708 5148).

Exhibitors who have failed to pay the stand fee + the deposit for services in full will be refused access to their stand.

It is only from the moment of complete payment that exhibitors can make use of the services of Busworld, especially those of the VISA department.

In the event several exhibitors wish to share a stand, one of them shall act as the responsible party and submit the complete list of participants to the organisers by 1 May 2017 at the latest.

All payments are to be carried out by the responsible party, to whom all receipts will be forwarded.

10. Prevention of tardy stand construction

All exhibitors will be sent the 'practical arrangements': a construction schedule containing deadlines by which the stand is required to be completed and occupied. Construction behind schedule may be sanctioned by the loss of the right of participation and the full amount of the stand fee, or by a partial or full forfeiture of the entitlement to a refund of the safety deposit, or by the non-execution of ordered services.



11. Suppliers

Exhibitors are only allowed to work with suppliers (stand builders, party planners, caterers, elevated platforms, forklifts, cleaning services, etc.) who have been accredited by the organisers. Therefore, this accreditation must be applied for prior to the start of construction of the stand.

Stand fees and services shall be billed to the exhibitors ONLY and, on no account, to their suppliers.

12. Advertising on the stands

In the stands all forms of propaganda and advertising for one's own organisation, services or products are allowed. However, the use of sound is only allowed insofar it originates from product demonstrations, and insofar it does not disturb the adjacent stands. Any film presentation or other type of performance accompanied by a sound track has to be reported to the organisers beforehand. After examining the material, they will decide on the admissibility. Any presentations or sounds for which no written permission was given are not allowed.

When it comes to vehicles exhibited by the manufacturers, publicity on these vehicles is only allowed if it is about the manufacturers or importers and for the own exhibited materials. Are also authorized: mentions in connection with the owner that are painted on the vehicle, the regular and classic panels to be screwed onto the vehicle, insofar these refer to the owner.

All other forms of publicity and all other mentions in, on and around the vehicles must receive the prior written approval of the organizers.

In the "accessories" and "services" stands, only advertising for products or services sold by the company is allowed. If these products and services are sold through bus and coach companies or travel agencies, then no mentions or advertising is allowed, unless with our explicit and written approval.

Exhibitors undertake to refer anyone who seeks a deviation from these rules to the organisers.

13. Decoration and stand building

Participants are free to decorate their stands as they wish. However, if they plan to use unusually large items of equipment, blank walls, special lighting, etc. (which overshadow adjacent stands or which could have a disturbing effect), they must inform the organisers in advance and must comply with the guidelines, if any, that may be imposed to safeguard the interests of other exhibitors. For example, a blank wall cannot be erected if it faces the open entrance front or side wall of another stand or protrudes above it, unless the prior written consent of the organisers has been obtained. This is only allowed on condition that they undertake to harmonize the appearance of these parts of the stand with that of the neighbouring stands in question, insofar as the latter require them to do so.

Permission to put up a self-made stand which exceeds a height of 3.6 m must be sought in advance. The height of accessories or services stands situated in the middle of a hall can be limited in case they take the view away of stands at the end of the hall.

Exhibitors whose self-made stand is contiguous with a prefab stand built by Busworld (see article 10), must make sure that uniformity with this stand is observed.

Especially with regard to height, such stands should not exceed the height of prefab stands, unless detailed plans were submitted in advance and written permission has been obtained from the organisers. Any such approval shall stipulate that any part that protrudes and overlooks the prefab stand is to be decorated in the same colour and have the same outward appearance as the prefab stand.



The exhibitors are reminded in particular that this is a trade fair for public transport and group tourism. Any element in the stands promoting this will be gratefully accepted.

14. Insurance

A fire insurance policy covers the movables and contents of the fair which is compulsory for the vehicle stands.

The insurance premium amounts to 25 euros per 25,000 euros of insured value.

For the accessories and services stands, this premium is included in the stand fee. The maximum amount covered by this premium is 125,000 euros.

In order to enjoy the benefits of this insurance, participants must complete the appropriate form in the service brochure, stating the value of the exhibited materials, goods and stand equipment. Failure to return or a late return of this form will forfeit all rights in respect of this insurance. In such an event, however, a special premium will be charged in order to cover the liability of the organisers, in which the insured value of each exhibited coach or bus will be determined at a lump sum of 300,000 euros. The value of all and any other equipment will be estimated by the organisers. In this case, an invoice will be sent for that amount, plus a fixed administrative charge of 100 euros.

The organisers decline all responsibility with regard to theft, damage or other risks. Exhibitors who wish take out insurance against these risks must do so at their own initiative.

The civil liability of the organisers and exhibitors is automatically covered in the stand fee.

15. Arranging the vehicles

The exhibitors must follow the organisers' instructions when arranging the vehicles and, in particular those about the order and timing of driving the vehicles in and out of the halls and the direction in which they must align.

There must be at least 1.5 metres between the vehicles on exhibit and no vehicle may be positioned at less than one metre from the outer perimeter of the stand.

All vehicle batteries must be disconnected as soon as the vehicles have been positioned at their definite location. In addition, it is strictly forbidden to have their engines running during the fair.

16. Safety

Exhibitors will strictly observe all safety regulations. This implies, for example, that protruding objects

or parts of stands should not be constructed in the aisles, nor may any obstacles be placed in the stands and that

emergency exits as well as the fire-fighting facilities, including the signposting thereof, must be clearly

visible and kept clear at all times.

The 'practical arrangements' will contain all the safety regulations as well as the layout and scale drawings of the halls, which show the strategic locations of the emergency exits and fire-fighting facilities.



Exhibitors will carry out the orders given by the fire brigade to the letter and also follow the safety comments on electrical equipment which will be made by special agents during their round of inspection.

All electricity must be switched off after leaving the stands in the evening. The exact location of the switch box must be clearly marked on a plan which is to be handed in with to the secretariat.

For each vehicle stand, a safety officer must be appointed whose name must be given to the organisers.

Failure to observe these regulations may lead to the closing of the stand in question, without giving right to any form of compensation.

17. Construction and clearing

The stands will be made available to the exhibitors as from Saturday morning 14 October. However, there are stands that may not be worked on until later because of general restrictions on accessibility during the construction works. A precise timing will be given in the 'practical arrangements'.

Stands may be cleared from 07:00 a.m. on Thursday 26 October. The exhibition area must be cleared completely by Friday evening 27 October at 08:00 p.m. at the latest. The abovementioned dates are open to alteration.

Clearance of certain stands or stand sections may be imposed at an earlier time when said stands are located in front of exits or are causing an obstruction in passageways which are required for the smooth vacation of other stands.

After the trade fair, the stand area used by the exhibitors should be left in a clean state, without any traces of adhesive tape, paint, other remnants, chewing gum, oil stains or other dirt. In addition, all waste shall be removed by the exhibitors themselves. The container space used for the waste will be charged from the exhibitors. Disposable, one-off stand materials, partitions or other goods must not be discarded into the communal skips, but should be taken away by the stand holder himself.

Costs incurred as a result of the stand being left behind dirty will give rise to a rightful claim of the safety deposit (item 12). Upon final departure from their stand, exhibitors are required to notify the hall steward of the hall their stand is located in, to demonstrate that they are vacating their stand in a clean condition. The hall steward will then write out a certificate enabling stand owners to reclaim their safety deposit. Failure to receive such a certificate will occasion the full cost of cleaning to be invoiced at their expense.

18. Cancellations

In the event of cancellation, the advance as specified under article 13 will remain due. If the cancellation is made after 30 June 2017; the total stand fee is payable.

19. Stand crew

At least two weeks before the start of stand construction, exhibitors will provide the organisers with a list of names of all those manning the stand.



20. Complaints - invoices

Complaints will only be considered insofar they are lodged no later than 11 December 2017. Late complaints will be inadmissible.

21. Generalities

Registering and/or taking part in the fair involves the approval of all items of these 'general terms and conditions' and the approval for using any communicated internet sites, without further authorization or compensation, or linking it to the website or any other information platforms of Busworld. Deviations of these general terms and conditions are only possible with the express and written consent of the organisers.

Registration is irrevocable and obliges the registrant to fully observe these general terms and conditions and any guidelines or dispositions issued later.

The organisers reserve the right, without formalities or the possibility of recourse, to resolve all foreseeable or unforeseeable cases arising from these 'General Terms and Conditions' and any stand holder complaints. Their decisions are enforceable with immediate effect.

22. Additional information

Additional information can be obtained at the following address:

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W: www.busworldeurope.org

The undersigned hereby confirms having taken note of and to agree with the Terms and Conditions of Busworld Europe (Kortrijk) 2017.

Signature + date