



WEBSHOP Busworld 2019

Dear stand constructor,

As from mid-April, the webshop will be online and accessible through the exhibitor portal www.exhibitorgate.com

For now, you can consult the different services and prices in this pdf version.

*The services marked with * are obligatory. All prices are excl VAT.*

Please consult the online version Mid- April as well, where the references to pictures, PDF-files or other documents will be active. (unlike this document)

ADMINISTRATIVE SERVICES

A1 *	Exhibitor badges
A2 *	Parking
A3 *	Insurance
A4	Indoor & outdoor promo Brussels Expo
A5	Visitor registration
A6	Entrance tickets
A7	Posters
A8	Catalogue
A9	Deliveries through a courier service
A10	Catering
A11	Stand photography

TECHNICAL SERVICES

T1 *	Stand construction
T2 *	Electricity supply
T3	Lights and sockets
T4	Carpet
T5 *	Depot rental
T6 *	Fire extinguisher
T7	Ready to use packages
T8	Water – compressed air
T9	Furniture
T10	Showcases
T11	Floral decoration
T12	Audiovisual material
T13	Cleaning
T14	Refuse disposal – available April
T15	Fork-lift truck
T16	Suspensions
T17	Scissor / telescopic arm lifts
T18	Temporary personnel
T19	Internet-wifi – available April
T20	Transport
T21	Extra build-up day

A1 EXHIBITOR BADGES*!

1.1 Exhibitor badges

Each stand (up to 100m²) is entitled to 4 free exhibitor badges. Each 100m² more entitles the participant to one more free exhibitor badge.

Please upload the names of the stand staff on the exhibitor zone, section 'Badges'.

You can print the badges yourself as from 01/10.

Item	Number
- 4 free exhibitor badges (up to 100m ²)	<input type="checkbox"/> 0
- Extra free exhibitor badges (per entire 100m ² extra)x 0 €
- Extra paying exhibitor badgesx 20 €

1.2 Delivery

The exhibitor badges will NOT be sent by mail. They will be available for you at the fair office at Brussels Expo as from 12/10 at 14:00 hrs, and will only be delivered after full payment of all invoices.

A2 PARKING TICKETS*!

You can find a map of the Brussels Expo car parks in the enclosed PDF.

2.1 Exhibitor car park

As an exhibitor, you can park your car on car park C. A parking ticket costs 10,00 € per entrance. You have to pay your ticket when entering the car park. If you order parking tickets, you can pick these up in the fair office at Brussels Expo during the build-up period and distribute them to your co-workers.

Item	Number
- Parking ticket per entry – car park Cx 10,00 €

2.2 VIP car park M

Exhibitors who opt for a guaranteed VIP parking space can obtain one on the car park M (Keizerin Charlottelaan – entrance Busworld) or car park B, from 17/10/2019 until 23/10/2019 inclusive. As there is a limited number of parking spaces on the VIP car park, the spaces will be allocated in the order that applications are received.

Item	Number
- VIP week ticket – car park M / B 140,00 €

A3 INSURANCE*!

You can find more information in the enclosed PDF.

3.1 Fire insurance: accessories/equipment/contents of your stand (vehicles excluded)

A fire insurance policy covers the movables and contents of the fair. For the accessories/equipment/contents (= NO vehicles) of your stand, this premium is included in the stand fee. The maximum amount covered by this premium is € 125 000. In order to benefit from this insurance cover, participants must fill in this item, stating the value of the stand materials, and that of the exhibited goods and equipment.

When ordering, please mention the gross value of your furniture & equipment + description (so NO buses, coaches or chassis exhibited).

Item	Number
- I wish to use the insurance cover included in the stand fee	<input type="checkbox"/> 0

3.2 Fire insurance: vehicles

Stands with vehicles are obliged to take out a fire insurance policy for their vehicles. The insurance premium runs at € 25 per € 25 000 of insured value.

Please mention below the gross value of the buses, coaches and/or chassis exhibited and add a description of your vehicles. The system will calculate the premium that has to be paid:

Example:

Total value buses/coaches/chassis = 600 000 €

600 000 : 25 000 = 24 € x 25 = 600 € = the premium

Item

- Fire insurance: value vehicles to be insured €

3.3 Optional: insurance all risks

Extra insurance covering theft (**except for goods which simply disappear**), damage or total loss as a result of a recognized accident, either at Brussels Expo or during transport of the exhibited goods/vehicles to and from Brussels Expo.

For more information and exceptions: see enclosed PDF.

Stand equipment/ accessories: 0,30% of the value to be insured + € 10 registration fee.

Vehicles: 0,20% of the value to be insured + €10 registration fee.

Please mention below the gross value and description of the equipment/accessories and/or buses, coaches, chassis exhibited. The system will calculate the premium that has to be paid.

Item

- Insurance all risks: value equipment/accessories to be insured x 0,30%

- Insurance all risks: value vehicles to be insured x 0,30%

A4 INDOOR & OUTDOOR PROMO BRUSSELS EXPO

Make sure that you are seen, influence the visitors upon arrival and lead them to your booth.

The organization offers a wide range of indoor & outdoor visual media. After submitting your application, the organization will contact you to discuss dimensions, deadlines and location possibilities.

Please submit your application by 26 August. Applications will be approved in the order they are received. The organization has the final decision regarding the content and location of below promo possibilities.

Pictures of the various possibilities can be found in the enclosed PDF.
A map with indication of the locations can be found in the enclosed PDF

4.1 Outdoor visual media

Item	Number	Price
- Giant entrance 60m ² / piece	... (max 1)	7.425,00
- Giant exit 50m ² / piece	... (max 1)	7.425,00
- 34m ² postering / side	4.320,00
- Skyboard 120m ² (front/back: 2x 60m ²) / board	9.000,00
- Giant cube (4 sides 28m ²) / cube	9.000,00
- 2m ² excellence / side	445,00
- Advertising cube (4 zijden 4,25m ²) / cube	3.735,00

4.2 Indoor visuele media

Item	Number	Price
- 2m ² Excellence / side	445,00
- Advertising cube (4 sides 4,25m ²) / cube	3.735,00
- Digital advertising Cube (4 zijden 3m ²) / cube	... (max 1)	11.100,00
- Frames in toilets (30 x 42cm) / 150 frames	... (max 1)	7.500,00
- LED screen 2 x 4m ² : rotating slot of 18sec / slot	6.000,00
- LED screen 9,5m ² : rotating slot of 18sec / slot	6.000,00
- 6m ² panel in passage between halls / side	2.580,00
- Digital totem 55 " / package of 10 totems	... (max 1)	18.000,00

Note: Placed on strategic points in Brussels Expo

A5 VISITOR REGISTRATION

Via your smartphone or tablet you can scan the badges of your clients and obtain easily a complete database during the fair. If you want, you can create a survey in advance so you can go over the questions with the visitor after scanning. However, this is not obliged, you can also choose to just start scanning.

Please read the information on the form which you can find under 'INFO AND DOCUMENTS' on the exhibitor zone, or [click here](#) to read the document.

When ordering, please mention the contact person and his/her email address. This person will receive the license per email.

Item	Number
- VISIT CONNECT License	1 x 175,00 €

Note: Portal access + 1 app for 1 smartphone or tablet, device not included

- Extra Scan App x 95,00 €
------------------	-----------------

Note: Per extra smartphone or tablet, device not included

- Apple tablet used to scan the visitors' badges on the stand x 100,00 €
---------------------------------------------------------------	------------------

*Note: You can collect the tablet at the fair office during the build up.
The tablet must be returned to us on 23 October at 18:30. If you don't return it before that time, 650,00 EUR will be invoiced.*

A6 ENTRANCE TICKETS

6.1 Digital entrance codes

Same as 6.2, except that no tickets will be sent by post. You will receive the codes (indicated in the tickets) by e-mail. This will save you time and money.

When ordering, please mention the e-mail address to which the codes must be sent.

Item	Number
- Digital entrance codes (minimum 20)x 5 €

6.2 Entrance tickets (paper)

The entrance rate at the counter is € 15/person. Below you can order reduction tickets with a minimum of 20 tickets. Visitors can use these tickets to register via the site, and consequently get free access to the fair. You can find more information in the enclosed PDF.

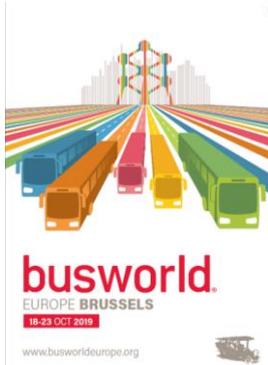
The tickets are valid from 18/10/2019 until 23/10/2019 included. **Unused tickets will not be refunded after the fair.**

When ordering, please mention the address to which the tickets must be sent (company name, contact person, address, country, tel n°)

Item	Number	Total
- Paper entrance tickets (minimum 20)x 5 €	

Invoices will only be sent to companies who are officially registered as exhibitors at Busworld 2019! Invoices cannot be sent to subsidiaries or departments. However, if required, the tickets can be sent directly to a subsidiary or department.

A7 POSTERS



When ordering, please mention the address to which the posters must be sent.

Item	Number
- Posters 0 €

A8 CATALOGUE

The Busworld-catalogue: the sector's reference book!

The catalogue is issued in a practical pocket size in 6500 copies, in English.

Content:

- o plans of the halls
- o alphabetical exhibitor list
- o exhibitor list per sector
- o exhibitor list per hall

All exhibitors appear in the catalogue for free, in all 3 exhibitor lists.

- o booth name / company name
- o booth n°
- o hall n°
- o sector
- o address, telephone and fax n°
- o website and e-mail address

Every exhibitor will be asked for this information in advance

Info: catalogue@busworld.org

As an exhibitor you can take advertising in the catalogue and on www.busworldeurope.org
You can find examples and prices via this link.

A9 DELIVERIES THROUGH A COURIER SERVICE (f.i. TNT, UPS, FEDEX, DHL,...)

The information below is applicable for courier consignments of < 300 kg or max. 1m³ large (in case of larger/heavier consignments, extra costs can be charged).

1. Please address your consignment to:

ZIEGLER EXPO LOGISTICS
Busworld 2019
Boechoutlaan 107
BE-1853 Strombeek-Bever

Ct : Pieter Francken
Tel : +32 (0)2 475 45 47

2. Furthermore, please send ZIEGLER EXPO LOGISTICS a copy of your courier transport document + a written confirmation mentioning
 - Track & Trace n°
 - Hall & booth n°
 - Exhibitor
 - Mobile n° contact person
 - Weight & dimensions
 - Quantity

This info can be e-mailed to Pieter Francken pieter_francken@zieglergroup.com.
Your consignment will then be delivered to your stand.

A10 CATERING

Brussels Expo Catering Service is the exclusive catering partner of Brussels Expo. If you want to work with an external partner (catering company, brewery etc.) you must receive explicit approval (see point 10.1).

For requests, we kindly refer to the enclosed PDF.

Contact: cateringservices@brusselsexpo.be of +32 (0)2 474 88 88

10.1 Price request stand catering / stand catering via external partner

For a personal catering offer, please contact Heidi Luteijn - h.luteijn@becs.brussels-expo.com.

10.2 Stand catering via Brussels Expo catering Service

Xpo Catering is at your disposal for all stand catering services: food, drinks, equipment, draught beer installation (only possible if you also order beer from Expo Catering) as well as the provision of services as such. Everything is delivered to your stand.

10.3 Expo-catering card for your consumptions at Brussels Expo

How it works:

- The catering card will be charged with a standard amount of 125 € at the outset.
- The card should be presented for each purchase; the amount of your purchases will be registered by the electronic cash registers at the sales points at Brussels Expo. You then sign the receipt for your drinks and meals.
- Your actual consumption will be invoiced to you at the end of the event. An overview of your expenditure will be enclosed with the invoice.
- The administrative charge amounts to 5 €, provided that the card is returned within 3 working days after the last clearing-out day after the event. If the card is returned later or not at all, this charge amounts to 10 €.

Item

- Expo catering card

Number

.....0 €

A11 STAND PHOTOGRAPHY

11.1 Standard package

You can have photographs taken of your stand by the official Busworld photographer. Before the end of the event, you will receive the photos via e-mail:

- 5 professional, high-resolution photos, which you are free to use as you like
- 3 photos, each taken from a different angle, plus 2 close-ups (stand, new products etc.)

The photographer visits the fair on Friday 18/10 and on Monday 21/10. When ordering, please mention the date and time the photographer can take the pictures, as well as the e-mail address to which the photos can be sent afterwards (via We Transfer).

Item	Number
- Standard package205 €

11.2 Custom photography

Would you like a more detailed photographic record ? Our professional photographer will be glad to discuss the possibilities with you and explain what it would cost.

When ordering, please mention your details (company name, contact person, tel n°, e-mail address).

Item	Number
- I would like to be contacted by the photographer for a more detailed photographic record	<input type="checkbox"/> 0

T1 STAND CONSTRUCTION*!

Busworld demands the best quality in stand construction, so as to guarantee you an aesthetically comfortable and successful participation. You have 4 options:

Option 1:

- You ordered a shell scheme through the inscription form => see T1.1 a -1.1.1
- You did not order a shell scheme through the inscription form but wish to still do so => see T1.1 a – 1.1.2

In both cases, you can rent extra packages or modular material per single element => see T1.1 b

Option 2: You do not order a shell scheme, but wish to order modular material per single element => see T1.1 b

Option 3: You order a Truss-stand => see T1.2 + T.2 b

Option 4: You rely on an independent stand constructor => see T1.3

T1.1 a SHELL SCHEME

You can find an overview of the elements included in the shell scheme in the enclosed PDF.
2 possibilities:

1.1.1 You have already ordered a shell scheme through the inscription form: please tick

When ordering, please mention the details for your nameplate: Company name – City – Country.

Item	Number
- I have ordered a shell scheme through the inscription form	<input type="checkbox"/> 0

1.1.2 You still wish to order a shell scheme here:

When ordering, please mention the details for your nameplate: Company name – City – Country.

Item	m ²
- Shell scheme per m ²x 47 €/m ²

1.1.3 Packages shell scheme

You can equip your shell scheme with a storage or an electricity package. Single elements can be ordered under point 1.1 b (link naar rubriek).

!! Please indicate clearly on the technical sketch enclosed where the ordered material should be installed

Item	Number
- Storeroom 1m x 1m with curtain in corner of standx 85 €
- Storeroom 1m x 1m with lockable door in corner of standx 155 €
- Storeroom 1m x 2m with curtain in corner of standx 145 €
- Storeroom 1m x 2m with lockable door in corner of standx 210 €
- Electricity packagex 430 €

Note:

- Electricity supply 2200 W (consumption incl.)
- Switch board with 1 socket on the switch board
- Threephase rail of 2m with 4 led spots 15W black
- 1 extra socket (please indicate location on technical sketch)
- Safety clearance by an official organism

T1.1 b MODULAR ELEMENTS

These elements can be ordered by:

- exhibitors who have ordered a shell scheme and would like to add some more items
- exhibitors who have not ordered a shell scheme, but who would like to order some individual elements, f.i. for the construction of a storeroom.

!! Please indicate clearly on the technical sketch enclosed where the ordered material should be installed.

Item	Number
- Additional panel 2m50 H x 1m W <i>Note: Light grey</i>x 60 €
- Additional panel 2m50 H x 0.50m W <i>Note: Light grey</i>x 42 €
- Door with lock 2m50 H x 1m W <i>Note: Light grey</i>x 100 €
- Curtain 2m50 H x 1m W, whitex 25 €
- Coat hooksx 22.50 €
- Ceiling lath per running metre <i>Note: Necessary for mounting central lighting</i>x 14.50 €
- m ² ceiling cloth ecru, placed on shell scheme <i>Note: Only possible if you order a shell scheme stand from the organization</i>x 20.00 €
- 3m of patent chain and 12 hooks (to suspend posters etc)x 20 €
- Sticker on panel 2.50m H per running metre <i>Note: PDF technical chart. Please send us your file by We Transfer before 20 September.</i>€ 170,00
- Print on fabric, fixed in alu frame 2.50m H per running metre <i>Note: Only possible when ordering at least 2 running metres!</i>€ 180,00
<i>PDF technical chart. The fabric in alu frame is put in front of the stand wall. Please send us your file by We Transfer before 20 September.</i>	

When ordering, please mention at what height the shelf/shelves must be mounted.

- Shelf per running metre for storage roomx 20 €
- Shelf per running metre for standx 30 €

When ordering, please mention the details for your nameplate: Company name – City – Country.

- Extra nameplate shell schemex 36 €

T1.2 a TRUSS STAND

This includes a lighting bridge (prolyte) on legs at a height of 4m50, lights included.

Example TRUSS stand



The electricity supply is NOT included! You should order this through section 'T2 Electricity supply'. For your information: consumption per light = 300 W

You can add modular elements to your Truss stand -> see section T1.2 b

<u>Item</u>	<u>Number</u>	<u>Total</u>
- Truss 4x4m + 4 led spots 54W 3500Kx 765 €
- Truss 8x2m + 6 led spots 54W 3500Kx 885 €
- Truss 5x4m + 6 led spots 54W 3500Kx 850 €
- Truss 5x5m + 6 led spots 54W 3500Kx 875 €
- Truss 8x4m + 8 led spots 54W 3500Kx 1.038 €
- Truss 8x5m + 12 led spots 54W 3500Kx 1.150 €
- Truss 10x4m + 12 led spots 54W 3500Kx 1.175 €
- Truss 8x6m + 12 led spots 54W 3500Kx 1.175 €
- Truss 12x4m + 12 led spots 54W 3500Kx 1.245 €
- Truss 10x5m + 12 led spots 54W 3500Kx 1.200 €
- Truss 8x8m + 12 led spots 54W 3500Kx 1.245 €
- Truss 8x10m + 20 led spots 54W 3500Kx 1.485 €
- Truss 20x4m + 20 led spots 54W 3500Kx 1.800 €
- Truss 12x8m + 24 led spots 54W 3500Kx 1.660 €
- Truss 10x10m + 24 led spots 54W 3500Kx 1.660 €
- Truss 12x12m + 28 led spots 54W 3500Kx 1.830 €

Other dimensions or lighting bridges suspended from the roof: price offer on request.

T1.2 b TRUSS STAND : EXTRA

!! Please indicate clearly on the technical sketch enclosed where the ordered material should be installed.

<u>Item</u>	<u>Number</u>	<u>Total</u>
- Panel 2m50 H x 1m W Trussx 60 €	
<i>Note: Light grey</i>		
- Black cloth hanging from the Truss (4m50 H) per running metrex 15 €	
- Personalized banner 1m H per running metre Trussx 44 €	
<i>Note: Is attached to the top of the truss.</i>		
<i>PDF technical chart. Please send us your file via We Transfer before 20 September, as well as a drawing of your stand indicating where exactly the banner should be placed.</i>		
- Personalized banner 4m50 H per running metre Trussx 169 €	
<i>Note: Covers the entire height.</i>		
<i>PDF technical chart. Please send us your file via We Transfer before 20 September, as well as a drawing of your stand indicating where exactly the banner should be placed.</i>		
- Door (with lock) Trussx 100 €	
- Curtain white 2m50 H x 1m W Trussx 25 €	
- Extra spot for Truss (54W 3500K)x 30 €	

When ordering, please mention the color you want (color chart in enclosed PDF)

- Carpet per m ² Trussx 7 €
-----------------------------------	------------

When ordering, please mention the details for your nameplate: Company name – City – Country.

- Nameplate Trussx 93 €
-------------------	-------------

Example TRUSS with panels



Example TRUSS with black cloth



Example TRUSS with banner 1m H



Example TRUSS with banner 4m50 H



T1.3 OWN STAND CONSTRUCTION / STAND CONSTRUCTOR

In order to avoid any problems on the spot, we kindly request you to send a plan of your stand **before 26/08/2019** to :

Busworld services
 Fao Gretl Ranson
gretl.xpo@busworld.org

If we do not receive any design, access and authority to set up the stand may be refused.

Item	Number	Total
- I construct my stand myself	<input type="checkbox"/> 0	

When ordering, please mention the details of your stand constructor (Company name – Contact person – Address – Tel n° – E-mail – VAT n°)

- My stand will be constructed by an independent stand builder	<input type="checkbox"/> 0	
----------------------------------------------------------------	----------------------------	--

T2 ELECTRICITY SUPPLY*!

You can find the technical information in the enclosed PDF.

!! Please indicate clearly on the enclosed technical sketch where exactly the ordered electricity supply should be installed. If not indicated, the organization will decide on this. For any changes requested after installation, all man-hours will be charged (62 € per hour).

Included:

- Power consumption
- Installation
- Safety clearance by an official organism

1.2 Electricity package

Item	Number
- Electricity packagex 430 €

Note

- *Electricity supply 2200 W (consumption incl.)*
- *Switch board with 1 socket on the switch board*
- *Threephase rail of 2m with 4 led spots 15W black*
- *1 extra socket (please indicate location on technical sketch)*
- *Safety clearance by an official organism*

2.2 "Easy Box": power supply with switch board and sockets

Item	Number
- 2.200W / 10 mono - 1 sockets on boardx 290 €
- 6.000W / 10 mono - 3 sockets on boardx 526 €
- 9.000W / 10 mono - 3 sockets on boardx 615 €
- 12.000W / 20 tri - 6 sockets on boardx 757 €
- 14.250W / 25 tri - 6 sockets on boardx 855 €
- 18.000W / 30 tri - 6 sockets on boardx 992 €
- 22.500W / 35 tri - 6 sockets on boardx 1.200 €
- 30.000W / 50 tri - 9 sockets on boardx 1.500 €
- 40.000W / 63 tri - 9 sockets on boardx 1.850 €

2.3 Power supply with cable only (without plug)

Under point 3.3 "Electrical material", you can order a plug/switch board.

Attention: if you use your own electrical material (CEE plugs or switchboards), please go to the fair office afterwards to get the power turned on on your stand

Item	Number
- 6.000W / 10 trix 415 €
- 9.000W / 16 trix 526 €
- 12.000W / 20 trix 640 €
- 14.250W / 25 trix 750 €
- 18.000W / 30 trix 902 €
- 22.500W / 35 trix 1.084 €
- 30.000W / 50 trix 1.308 €
- 40.000W / 63 trix 1.501 €
- 50.000W / 80 trix 1.818 €
- 60.000W / 100 trix 2.285 €
- 80.000W / 125 trix 2.856 €
- 100.000W / 160 trix 3.328 €
- 125.000W / 200 trix 3.868 €
- 150.000W / 250 trix 4.388 €

T3 LIGHTS AND SOCKETS

!! Please indicate clearly on the technical sketch enclosed where the ordered material should be installed. If not indicated, the organization will decide on this. For any changes requested after installation, all man-hours will be charged (62 € per hour).

3.1.General lighting

Item	Number
- Threephase rail of 1m + 2 euroled spots 54W white95 EUR
- Threephase rail of 2m + 3 euroled spots 54W white143.50 EUR
- Threephase rail of 1m with 3 led spots 15W black95 EUR
- Threephase rail of 2m with 4 led spots 15W black128 EUR
- Additional led spot 15W for rail black25 EUR
- Additional euroled 54W for rail white30 EUR
- Tripod with 4 led spots 50W67.50 EUR

3.2 Detail lighting

Item	Number
- Spot on arm 220 V / 4.6 W alu34 EUR
- Spot on arm led 30W34 EUR

3.3 Sockets

Item	Number
- Socketx 22 €
- 4-socket outletx 35 €
- Socket for machine 3 phase 16 Ax 52.50 €
- Socket for machine 3 phase 32 Ax 69.50 €
- CEE plug – 16 Ax 75 €
- CEE plug – 32 Ax 89 €
- CEE plug – 63 Ax 128 €
- CEE plug – 125 Ax 156 €
- Electrical switch board > 40 kW (63 Amp.)x 573 €
- Electrical switch board > 100 kW (160 Amp.)x 874 €

T4 CARPET

You can find the color chart in enclosed PDF.
(For your information: the colour of the carpet in the corridors is red.)

When ordering, please mention the color you want.

Item	Number
- Carpet per m ²x 7 €/m ²

Note: Includes installation, plastic cover sheet, removal after the fair.

1.3.1 RAISED FLOOR

The floor in the halls of Brussels Expo is not level. You can order a raised floor which will be ready for you when you start building up (see personal build-up schedule).

This floor is made up of individual, detachable, 1m² tiles and ensures easy access to the technical installations below for modification or if additional elements need to be added. Technical file: PDF.

Prices are valid for stand of 50m² or more!

- They are available in different colors and finishes
- There is a 5cm gap between the ground and the raised floor
- The floor is always level, regardless of the level of the floor beneath
- High resistance and stability
- The possibility to drill or screw through the 22mm tiles to ensure the stability of your stand at a cost of 25.00€ per damaged tile
- Possibility to place a 1m-wide ramp for wheelchairs

!! Please indicate clearly on the technical sketch enclosed where the wheelchair ramp should be installed and what tiles will be damaged.

When ordering, please mention the color you want:

- Tiles: white / grey / brown / red / black / wenge / zebra stripes / oak / concrete
- Wheelchair ramp plain color: white / grey / brown / red / black / wenge / zebra stripes / oak / concrete

Item	Number
- Basic construction floor (wood) /m ² with alu plinth x 21,00€
<i>Note: Finishing (carpet, vinyl, laminate flooring,...) is provided by the exhibitor</i>	
- Tile/m ² with alu plinth: x 32,00 €
- Wheelchair ramp aluminium x 35,00 €
- Reinforcement (10cm x 20cm) until max 1500kg/pointx 15,00€
- Standard cable entryx 5,00 €
<i>Note: A hole will be made in the m² tile (cfr your technical sketch) for socket, without specific dimensions</i>	
- Special cable entry (on specific location) 25€/entry
<i>Note: A hole will be made in the m² tile cfr the specific dimensions given by the exhibitor, f.i. 2m47 from the left and 3m51 from below.</i>	
- Damaged tile/m ² because of drilling, screwing, painting, taping by the client x 25,00 €

Doubts? Send your technical plan to your contact person of the Busworld services team and we will help you with your order. If you would like information about a customized raised floor, please send us an e-mail.

T5 DEPOT RENTAL*!

5.1 Packaging material during the fair

The safety regulations of Brussels Expo prohibit storage of packaging material behind the stands. You can have this collected by our services and stored in separate storage areas. There is no access to these storage areas during the event. This service includes collecting from and returning to the stand. The storage height is limited to 2.50m.

When ordering, please indicate whether you need goods from the storage area during the fair (what, on what date, quantity, remarks,...)

Item	Number
- I do not order any storage/depot	<input type="checkbox"/> 0
- Depot rental empty packaging material per m ³x 65 €
- Depot rental full packaging material per m ³x 72 €
- I need goods from the depot area during the fair	<input type="checkbox"/> 0

When your packaging materials are ready to be collected, please ask for the depot stickers at the fair office and put them on your material. All packaging materials with a sticker will be collected by our services.

The packaging will be brought back to your stand during the night of 23/10/2019 to 24/10/2019.

T6 FIRE EXTINGUISHER*!

Regulations Brussels Expo:

“Per 70m², each stand must be equipped with at least one multipurpose ABC powder fire extinguisher containing at least 6 kg and bearing a label certifying annual testing. The extinguisher must be mounted in a clearly visible and easily accessible location. Exhibitors can hire extinguishers complying with these regulations.

It is also compulsory to place an additional extinguisher in the immediate vicinity of any appliances used at the stand for cooking or involving a flame.”

The stand will be inspected by the official inspection body for electrical installations appointed by the organization, 24 hours prior to the opening at the latest, to ascertain whether or not the required fire extinguisher is present. If there is no fire extinguisher, the stand will be closed for reasons of unsafety.

Item	Number
- I will bring my own fire extinguisher	<input type="checkbox"/> 0
- Fire extinguisherx 35 €

T7 READY-TO-USE PACKAGES

Available online in April

T8 WATER – COMPRESSED AIR

!! Please indicate clearly on the technical sketch enclosed where the ordered supply should be installed. If not indicated, the organization will decide on this. For any changes requested after installation, all man-hours will be charged (62 € per hour).

8.1 Water supplies

Included:

- connection to the water distribution network
- water consumption.

Item	Number
- Intake (1/2") + outlet (5/4") + kitchen unit with water heater 5Lx 618 €
<i>Note: You need to order an extra socket for the water heater ("T3 Lights and sockets") and indicate this on the technical sketch.</i>	
<i>Kitchen unit = 87,80cm W x 50cm D x 90cm H</i>	
- Intake (1/2") + outlet (5/4") + kitchen unit without water heaterx 431 €
<i>Kitchen unit = 87,80cm W x 50cm D x 90cm H</i>	
- Intake (1/2") + outlet (5/4")x 391 €
- Intake (1/2")x 270 €
- Outlet (5/4")x 270 €
- Connection of your appliance (water heater, dishwasher...) by Brussels Expox 55 €

Each appliance that is connected to the water distribution network must be compliant with NBN-EN 1717 and approved by BELGAQUA.

8.2 Compressed air

Standard compressed air installation: 7 bar – 600 l/minute

It is not allowed to use compressors during the fair.

Item	Number
- Compressed air main supply / 1 st busx 625 €
- Compressed air extra supply / busx 110 €
- Connection of your appliance / bus by Brussels Expox 125 €

Note:

The price of the compressed air includes delivery to the stand (gutter) of a rubber tube which has a 3/4" regulating valve as its tip, the installation and the removal of the connection material. **The connection of the an appliance/bus is not included.**

The compressed air connections are scheduled to be activated every fair day, from 30 minutes before the opening of the fair, until 30 minutes after its ending. During the build-up and dismantling days, the compressed air connection is not scheduled to be activated.

T9 FURNITURE

On the online webshop, you can find a selection out of our complete range of furniture that is for hire. You can find the complete range in the enclosed catalogue + price list. If you find your choice in the catalogue, but not in the list below, please send your order (prices included) by e-mail to your contact person of the Busworld services team.

T10 SHOWCASES

Available online in April

T11 FLORAL DECORATION

All plants are delivered in a plastic pot anthracite.

Large stands can obtain a quotation for the laying out of flowers and plants in the stand, to your own choice and taste. Please enclose a plan and a survey of what you want and contact info@dewaele-zonen.be

➔ Big plants in terra cotta pot

Item	Number	
- Taxus 1,20 m ref 143	25 EUR
- Buxus pyramid 80 cm ref 144	25 EUR
- Buxus spherical 50 cm diameter ref 145	25 EUR
- Bamboo 1,50 m ref 146	25 EUR
- Bamboo 1,75 m ref 147	30 EUR
- Bamboo 2 m ref 148	45 EUR
- Palm 1,50 m ref 149	25 EUR
- Palm 1,75 m ref 150	30 EUR
- Palm 2 m ref 151	45 EUR
- Bay tree pyramid 1,50 m ref 152	25 EUR
- Bay tree spherical 1,50 m ref 153	25 EUR
- Ficus 1,50 m ref 154	25 EUR
- Ficus 1,75 m ref 155	30 EUR
- Ficus 2 m ref 156	45 EUR

➔ Exclusive plants

Item	Number	
- Olive tree 2 m – 2,5 m ref 175	50 EUR
- Phoenix Robelinie 2 m – 2,5 m ref 176	50 EUR
- Raffis palm 2 m – 2,5 m ref 177	50 EUR
- Vase in zinc 70 cm filled – zamioculcas ref 178	55 EUR

➔ Accessories

Item	Number	
- Aluminium pot ref 180	17.50 EUR
- Vase in zinc (70 x 35 x 35) ref181	15 EUR

➔ **Small plants in terra cotta pot**

Item	Number	
- Fern ref 140	10 EUR
- Asparagus ref 141	10 EUR
- Hedera Rank ref 142	10 EUR

➔ **Troughs and dishes**

Item	Number	
- Trough 1m ferns ref 161	25 EUR
- Square dish 45x45 flowers & ferns ref 162	35 EUR
- Square dish 60x60 flowers & ferns ref 163	40 EUR
- Round dish 60cm flowers & ferns ref 166	35 EUR
- Round dish 80cm flowers & ferns ref 167	45 EUR
- Trough 80x35x35 flowers & ferns ref 168	50 EUR
- Trough 90x35x35 flowers & ferns ref 169	60 EUR

➔ **Vases in zinc and flowers**

Item	Number	
- Vase in zinc 60x35x35 plants & flowers ref 170	50 EUR
- Vase in zinc 70x35x35 plants & flowers ref 171	60 EUR
- Table arrangement round 15cm	25 EUR
- Table arrangement 40cm high	40 EUR

➔ **Flower garden**

Item	Number
- Installation indoor flower garden per m ² 65EUR

T12 AUDIOVISUAL MATERIAL

PLAY is the official Busworld partner for all your audiovisual needs (only for the press day/entire fair period). Working with a Busworld supplier = daily presence of the supplier during the opening hour of the fair, no transport or accommodation expenses for the staff.

In addition to the items listed below, PLAY also offers video walls, build-in LED tiles, smart lighting, stages, ...

Haven't found what you are looking for? For all your questions, please contact your contact person of the Busworld services team.

The LCD screens of 40" and 55" are delivered with a floor standard unless you explicitly indicate below that the screen must be mounted to a wall.

If you have ordered a shell scheme from the organization and you would like to have the screen mounted to the wall, then this wall needs to be braced. Price = 198.20€.

- The ordered screen must be mounted to a wall, I build my stand myself.x € 0,00
- The ordered screen must be mounted to a wall, I have a shell scheme.x € 198,20

Item	Number
- LCD screen 32" tabletopx 140 €

Note:

*Type : Samsung dm32d
Screen 698.4 x 392.85
With speakers
Resolution 1920 x 1080
Internal mediaplayer via usb
(To be insured 1000 EUR)*

- LCD screen 40"x 215 €
Note:
Type : Samsung dm40d
Screen 885.6 x 498.15
With speakers
Resolution 1920 x 1080
Internal mediaplayer via usb
(To be insured 1500 EUR).
- LCD screen 55"x 325 €
Note:
Type : Samsung dm55d
Screen 1209.6 x 680.4
With speakers
Resolution 1920 x 1080
Internal mediaplayer via usb
(To be insured 2000 EUR).
- LCD screen 65"x 525 €
Note:
4K resolution 3840x2160
Internal mediaplayer via usb
65" or 165cm diagonal
With speakers
Connections HDMI, DVI and displayport
- LCD screen 75"x 800 €
Note:
4K resolution 3840x2160
Internal mediaplayer via usb
75" or 190cm diagonal
With speakers
Connections HDMI, DVI and displayport
- LCD screen 85"x 1100 €
Note:
4 K resolution 3840 x 2160
85" or 216 cm diagonal
Intern loudspeakers
Connections HDMI, DVI and displayport
- LED wall / m² On request
Note: Indicative price: 375€/m² (without installation/configuration). Please contact us for your specific needs regarding configuration and connections to other devices.
 - Tiles 500 x 500 mm, every size possible in steps of 500 mm
 - P3 pitch
 - Riggged or stand on a surface with minimum 50 cm free space behind the wall
 -
- Audio set comprising mixer/amplifier & 2 compact loudspeakers on a stand, ideal for presentations where a speaker, video/computer/MP3/CD audio signals need to be amplified..x 135 €
- Dynamic handheld microphone (to be used with the audio set)x 122 €
- Cordless headset microphone (to be used with the audio set)x 122 €
- Tourguide with 20 headsetsx 350 €
- Apple I-Pad x 80 €
Note:
9.7 " screen
Protectioncase
Latest IOS update
32 Gb storage
Wifi / 4G

T13 CLEANING

13.1 Cleaning of stand space and stand material

Prices per m²!

For stands > 1000m² we make special offers. Please send a e-mail to your contact person of the Busworld services team..

► Removing plastic cover sheet from carpet before the start of the fair (once)

Is done only once, on Thursday 17/10/19 before 16:00 hrs, unless otherwise requested below.

Item	Number
- Removing plastic cover sheet - stand 0-150m ² - per m ²x 0.77 €
- Removing plastic cover sheet - stand 151 -500m ² - per m ²x 0.55 €
- Removing plastic cover sheet - stand 501 -1000m ² - per m ²x 0.34 €
- Removing plastic cover sheet - stand > 1000m ² - per m ²x 0.20 €

► Cleaning stand space (once)

Is done only once, on Thursday 17/10/19 before 16:00 hrs, unless otherwise requested below.

Included: vacuuming carpet, mopping floor, emptying wastepaper baskets, dusting furniture.
Not included: cleaning of stall material and exposed articles.

Item	Number
- 1x cleaning stand space - stand 0-150m ² - per m ²x 1.25 €
- 1x cleaning stand space - stand 151-500m ² - per m ²x 0.95 €
- 1x cleaning stand space - stand 501-1000m ² - per m ²x 0.80 €
- 1x cleaning stand space - stand > 1000m ² - per m ²x 0.68 €

► Cleaning stand space (daily)

Is done each day (7x in total – from 17/10 until 22/10 included).

Included: vacuuming carpet, mopping floor, emptying wastepaper baskets, dusting furniture.
Not included: cleaning of stall material and exposed articles.

Item	Number
- 7x cleaning stand space - stand 0-150m ² - per m ²x 5.50 €
- 7x cleaning stand space - stand 151-500m ² - per m ²x 3.80 €
- 7x cleaning stand space - stand 501-1000m ² - per m ²x 2.85 €
- 7x cleaning stand space - stand > 1000m ² - per m ²x 2.36 €

► Cleaning stand material (once)

Is done only once, on Thursday 17/10/19 before 16:00 hrs, unless otherwise requested below.

Cleaning of stall material and exposed articles.

Item	Number
- 1x cleaning stand material - stand 0-150m ² - per m ²x 2.30 €
- 1x cleaning stand material - stand 151-500m ² - per m ²x 1.65 €
- 1x cleaning stand material - stand 501-1000m ² - per m ²x 1.45 €
- 1x cleaning stand material - stand > 1000m ² - per m ²	<input type="checkbox"/> on request

► Cleaning stand material (daily)

Is done each day (7x in total – from 17/10 until 22/10 included).

Cleaning of stall material and exposed articles.

Item	Number
- 7x cleaning stand material - stand 0-150m ² - per m ²x 16 €
- 7x cleaning stand material - stand 151-500m ² - per m ²x 11.60 €
- 7x cleaning stand material - stand 501-1000m ² - per m ²x 10 €
- 7x cleaning stand material - stand > 1000m ² - per m ²x 9 €

13.2 Cleaning of vehicles

Prices per vehicle!

13.2.1 First cleaning before the fair starts

► Vehicles <9m

Item	Number
- 1x washing ins & outs windscreens, vacuuming, interior and bodywork clean wiping (not the roof) (<9m)x 258 €
- 1x washing inside & outside windscreens, bodywork (<9m)x 164 €
- 1x washing outside windscreens, bodywork (<9m)x 125 €
- 1x washing inside windscreens (<9m)x 55 €
- 1x vacuuming (<9m)x 55 €
- 1x clean wiping (<9m)x 48.50 €
- 1x buffing of roof (<9m)x 115 €
- 1x buffing of bodywork, blackening of tyres (<9m)x 154 €
- 1x chassis (<9m)x 115 €

► Vehicles >9m

Item	Number
- 1x washing ins & outs windscreens, vacuuming, interior and bodywork clean wiping (not the roof) (>9m)x 430 €
- 1x washing inside & outside windscreens, bodywork (>9m)x 326 €
- 1x washing outside windscreens, bodywork (>9m)x 239 €
- 1x washing inside windscreens (>9m)x 87 €
- 1x vacuuming (>9m)x 84.50 €
- 1x clean wiping (>9m)x 62 €
- 1x buffing of roof (>9m)x 213 €
- 1x buffing of bodywork, blackening of tyres (>9m)x 258 €
- 1x chassis (>9m)x 130 €

13.2.2 Subsequent cleanings (check):

► Vehicles <9m

Item	Number
- 6x removing finger stains inside & outside windscreens, vacuuming, interior clean wiping (<9m)	...x 516 €
- 6x removing finger stains on outside windscreens & bodywork (<9m)x 249 €
- 6x removing finger stains on chassis (<9m)x 260 €

► Vehicles >9m

Item	Number
- 6x removing finger stains inside & outside windscreens, vacuuming, interior clean wiping (>9m)	...x 595 €
- 6x removing finger stains on outside windscreens & bodywork (>9m)x 340 €
- 6x removing finger stains on chassis (>9m)x 290 €

T14 REFUSE DISPOSAL

14.1 Rubbish bags

Available in Aprio

14.2 Containers 1100L

Exhibitors may opt to hire 1100 L or 3000 L containers from the organization for their mixed waste. When you need your container, please inform the fair office. The container will be delivered on your stand and removed 2 hours later.

When ordering, please mention on what date you will need the container(s). When doing so, please take into account your personal build-up/pull-out schedule (see Info & Documents on the exhibitor zone).

Prices available in April

14.3 Large amounts of waste

For large amounts of waste, we use a tariff per m³. Please take contact with the fair office once you have collected your waste.

14.4 Cleaning stand space after the fair

The stand space will be delivered to you fully cleaned. Upon termination of the fair, you are to leave the surface in the same condition, after having removed the stand equipment and decoration. So, after the fair, the remnants of carpet adhesive tape and waste material must be removed, otherwise an invoice will be drawn up for:

- the removal of adhesive tape : 20 €/run. m.
- the removal of paint : 85 €/m²
- oil stains : 235 €

T15 FORK-LIFT TRUCK

Only fork lift trucks ordered from the organizers will be permitted to access the premises.

You have to place your order before the build-up period. Any orders placed after 9/10/19 cannot be guaranteed. If you order a fork-lift truck after 9/10/19 (= during the build-up period), an extra charge of 50% will apply and the total amount will have to be settled on the spot. Orders that are placed on the spot will not be given priority over orders placed in advance.

When ordering, please mention on what date and time you will need the fork lift. When doing so, please take into account your personal build-up/pull-out schedule (see Info & Documents on the exhibitor zone).

As soon as your truck has arrived, please inform the fair office or the Ziegler office (Boechoutlaan 107, Strombeek-Bever), so we can pass the order to (un)load to the forklift driver.

15.1 Fork-lift truck with driver (per hour)

Prices per hour (min. 1 hour)! All fork-lift trucks have long forks.

Fork-lift truck 10 tons on request: please contact us.

Item	Number
- Fork-lift truck 2,5 tons per hour – with driverx 135 €
- Fork-lift truck 3.5 tons per hour – with driverx 170 €
- Fork-lift truck 5 tons per hour – with driverx 190 €

The build-up timetable of the organization has priority to the dates indicated by the exhibitors!

15.2 Fork-lift truck without driver (per day)

If you hire a fork lift truck without driver the organization cannot be held responsible in case of accidents. The client declares that the hired fork lift truck will only be operated by a person in possession of a valid certificate / license.

Prices per day! All fork-lift trucks have long forks.

Item	Number
- Fork-lift truck 2,5 tons per day – without driver – long forksx 350 €
- Fork-lift truck 3.5 tons per day – without driver – long forksx 475 €

The build-up timetable of the organization has priority to the dates indicated by the exhibitors!

15.3 Pallet jack (per day)

Prices per day!

Item	Number
- Pallet jack 2.5T per dayx 45 €

The undersigned is responsible for all rented material. In case of damage or loss the purchase price will be charged.

T16 SUSPENSIONS

You can send a quotation request to suspensions@brussels-expo.com. We will then send you a quotation, which has to be signed for approval and returned.

Attention: All quotation requests should be sent before 2 September. Past this deadline, your request cannot be guaranteed.

When submitting your request, please make sure that the following information is mentioned:

- a scale drawing of the stand including stand number and orientation (+ mentioning of the neighbouring stand)
- the floor plan of the hall including the precise indication of the desired suspensions in relation to the edges of the stand
- the exact location and the height of the suspension points
- the load per suspension point
- a short description (location, weight, dimensions, material etc.) of the object that you want to hang up

T17 SCISSOR LIFT / TELESCOPIC ARM LIFT

Stand builders and exhibitors can hire an aerial platform type scissor lift or with a telescopic arm. The aerial platforms hired from the organization are the only ones allowed on the Brussels Expo premises.

The driver is NOT included in this service. The organization cannot be held responsible in case of accidents. Ordering = declaring that the hired aerial platform will only be operated by a person in possession of a valid certificate / license.

17.1 Scissor lift

When ordering, please mention on what date and time you will need the scissor lift. When doing so, please take into account your personal build-up/pull-out schedule (see Info & Documents on the exhibitor zone).

Item	Number
- Scissor lift 10m H per day (<5 hrs)x 200 €
- Scissor lift 10m H per (1/2) day (<5 hrs)x 150 €

17.2 Telescopic arm lift

When ordering, please mention on what date you will need the telescopic arm lift. When doing so, please take into account your personal build-up/pull-out schedule (see Info & Documents on the exhibitor zone).

Item	Number
- Telescopic arm lift 12m H per dayx 345 €

T18 TEMPORARY PERSONNEL

18.1 Hostesses

HOSTESS-SELECT is the official Busworld partner for hostess requests.

When ordering a trilingual or quadri-lingual hostess, please complete the form enclosed and send it by e-mail to your contact person of the Busworld services team.

Ordering conditions

Included: exhibitor badge, travel expenses, uniform.

Not included: parking ticket, meal and drink -> **should be provided by the exhibitor.**

You have to order at least 4 consecutive hours. As from the 10th hour, there will be a price increase of 50%.

Please place your order on time! Orders placed after 1/10 cannot be guaranteed anymore.

Item	Number
- Trilingual hostess per hour (min. 4 hrs)x 35 €

- Quadri-lingual hostess per hour (min. 4 hrs)x 38 €

18.2 Stand surveillance

The organizers provide 24-hour security surveillance of the premises, during the build-up period, the event itself and the pull-out period.

Nevertheless, as an exhibitor you can arrange additional surveillance specifically for your stand. **Please order before 16/09/2019 and for at least 5 consecutive hours!**

When ordering stand surveillance, please mention the date and time.

► Stand surveillance weekdays

Item	Number
- Stand surveillance week day (6:00 – 22:00) per hourx 35 €
- Stand surveillance week night (22:00 – 6:00) per hourx 43 €

► Stand surveillance Saturday

Item	Number
- Stand surveillance Saturday (6:00 – 22:00) per hourx 40 €
- Stand surveillance Saturday night (22:00 – 6:00) per hourx 48 €

► Stand surveillance Sunday

Item	Number
- Stand surveillance Sunday (6:00 – 22:00) per hourx 42 €
- Stand surveillance Sunday night (22:00 – 6:00) per hourx 50 €

T19 INTERNET - WIFI

Brussels Expo offers free Basic WiFi to its exhibitors and visitors. However, please be advised this connection is not guaranteed and limited.

All fixed internet connections will be operational as of 14:00 hrs on the last build-up day.
Available in April

T20 TRANSPORT

Schenker is the official Busworld logistics partner.
They offer you a complete transport service.

Their services include:

- Collection from your address and delivery after the show
- (Inter)national transport in Road-, Ocean-, Air-or Express transport
- Assistance with / preparation of transport documents
- Customs formalities on in-and outbound
- Delivery and collection to and from the show site
- Transport to next show
- ...

Contact details:

Schenker Logistics Benelux BV
Fairs & Exhibitions
Vliegveld 756
BE - 1820 Steenokkerzeel/ Brussels Airport
Tel: + 32 2 716 3786
E-mail: busworld@dbschenker.com
Contact : Ms Nataliya Yurchenko

T21 EXTRA BUILD-UP DAY

A tight build-up timetable will be drawn up for this period. It will be sent to you in due course.

Taking into account your personal build-up timetable, you can request extra build-up time for stands in halls 4,5 and 8 from Monday 7 October onwards.

The build-up timetable of the organization will always have priority over the requests of the exhibitors.

21.1 1/1 extra build-up day

7:00 hrs – 19:00 hrs

When ordering, please mention the following information:

- Booth n°
- Date(s) on which you need extra build-up time
- Extra needs

Item

Number

- I have a booth in hall 4, 5 or 8 and need (an) extra build-up day(s) 0