

SHOW TIMETABLE

BUILD UP:

Friday 18 September	0800 – 1800	Machinery Only
Saturday 19 September	0800 – 1800	Space Only exhibitors
Sunday 20 September	0800 – 1800	Space Only exhibitors
Monday 21 September	0800 – 1800	All Exhibitors
Tuesday 22 September	0800 – 1800	All Exhibitors

Please note:

If you need to work later than the specified time, please contact the Organisers Office no later than 3pm on the day. You may be required to pay a 'late-working' fee

OPENING TIMES:

	Visitors	Hall Open to Exhibitors
Wednesday 23 September	1000 – 1700	0700 – 1800
Thursday 24 September	1000 – 1700	0800 – 1800
Friday 25 September	1000 – 1700	0800 – 1800
Saturday 26 September	1000 – 1600	0800 – 2359

Please note:

All stands are supplied with 24hr power. Please ensure all electricity is **turned off** before you leave your stand each evening.

BREAKDOWN:

Saturday 26 September	1630 – 2359	All Exhibitors
Sunday 27 September	0800 – 2000	All Exhibitors
Monday 28 September	0800 – 1800	All Exhibitors

Please note:

Electricity & compressed air supplies to the stands will be terminated at 1700 on **Saturday 26th September**. If you require a temporary supply following that time, please contact Melville Exhibitions for further details.

GENERAL INFORMATION

Accommodation

Resotel have been appointed as the official hotel reservations agent. Tel: +32 2779 3939 Fax: +32 2779 3900

Hotel information, a booking form and maps can be found at www.resotel.be/labelexpo. Alternatively you can go to www.labelexpo.com and select 'Labelexpo Europe 2009' and click on 'Visitor Info' and then 'Hotels' for further details.

Approval of Stand Design

If you intend to build your own stand (other than shell scheme or package stand), you must submit plans to the Organiser for approval of the design **no later than 07 August 2009**. Please send two (2) copies of the design and specifications to:

Claire Farrugia
Operations Manager

Tel: +44 208 846 2706

Fax: +44 208 846 2801

Tarsus

Email: cfarrugia@tarsus.co.uk

Metro Building
1 Butterwick
Hammersmith
London W6 8DL

Stand Plans **must** be accompanied by a signed **Health & Safety Declaration** (see Section 5) and a detailed **Risk Assessment**.

Audio Visual

Audio-visual presentations must be totally contained within the stand area. Sound and noise levels must be kept to a level that does not disturb neighbouring exhibitors. The Organisers reserve the right to turn down volume and move attendees to prevent the gangways from getting obstructed.

DB Systems Ltd. is the recommended supplier of Audio Visual equipment. The order form is in **Section 7**.

DB Systems Ltd
1 Hammersmith Grove
Hammersmith, London,
W60 NB
UK

☎: +44 (0) 203 008 8167

Fax: +44 (0) 845 868 2326

E: enquiries@dbsystems.co.uk

W: www.dbsystems.co.uk

Badges & Passes

Vehicle passes for Build-up/Break-down

Vehicle passes for unloading will be issued on arrival. Drivers will need to report to the gate outside Hall 12 and will be directed to collect a vehicle pass from the I.L.S. office in Hall 12. They should then return to their vehicle and place the pass in the windscreen. They will then be permitted entry and directed to the most appropriate hall and loading door. Vehicle passes are only valid on the day of arrival during build-up or breakdown. Please note these passes are for identification only and **do not** entitle the holder to parking. As soon as the vehicle is unloaded it must be moved outside the gates.

Parking is available around the perimeter of Brussels Expo. Discount parking passes may be purchased in advance from Brussels Expo, please refer to the form in **Section 3**.

Exhibitor badges

Please submit your requirements on-line (from June 1). You will be sent the link to register exhibitor badges via email. Exhibitor Badges are valid throughout the build up, open periods & breakdown. * **Please note that transport on the Metro system in Brussels is complimentary for all those wearing a Labelexpo Europe badge**

Balloons

Exhibitors using gas filled balloons on their stands must adequately secure them to their stand. A charge will be made to the exhibitor for retrieving balloons and repairing any damage to vents.

Balloons must be positioned at a height no more than 6m from the hall floor to the top of the balloon and hang only over your own stand. Helium gas cylinders must be removed from the halls once the balloons are filled. The use of flammable gases is not permitted.

Breakdown Instructions

Refer to the exhibition timetable in the front of this section.

The exhibition closes at **16.00hrs** on **26th September 2009**. Under no circumstances may breakdown commence before this time due to health and safety regulations, and as a courtesy to visitors and fellow exhibitors.

All halls must be completely clear of stands and equipment by **28th September 2009** at 18.00hrs. Overtime space charges will be applied to exhibitors after this time. Please contact **Claire Farrugia**, Operations Manager, (cfarrugia@labelexpo.com) if you have a difficulty regarding this.

Build-Up Period

Refer to the exhibition timetable in the front of this section.

Car Parking

Parking is available within the Brussels Expo site for cars, trucks and lorries at discounted exhibitor rates.

It is advisable to book in advance. Please complete the order form in **Section 3**.

Carpet

The official contractor for carpet is **Melville Exhibitions**. Please click the link below to order your carpet <http://www.melville-online.co.uk/ProductCatalogue.asp?EventID=1654>

All stands are required to have carpet or floor covering.

Shell Scheme and Package Stand exhibitors, your stand will automatically be carpeted with **GREY** carpet.

The gangways will be carpeted in colours pertinent to each hall.

Catering

The official catering concessionaire within Brussels Expo is **Horeto**. For any stand catering or functions at the exhibition please refer to **Section 8** for Horeto. Tel: +32 (0) 2 474 8888. If you have any queries or would like to use your own external caterer please contact Claire Farrugia (Tel: + 44 (0) 20 8846 2706) or email: cfarrugia@tarsus.co.uk for further information

Children

We regret that no one under the age of 18 will be permitted access to this Exhibition. This rule applies to Exhibitors' and Contractors' children during the build-up, open and breakdown periods.

Contractors

A list of 'Official Contractors' is contained in **Section 1** of this manual and Exhibitors are requested to utilise their services wherever possible. Any exhibitors employing non-official contractors are reminded that the contractor will be required to supply a certificate of insurance and risk assessment (see Section 5) to the Organiser before work can be commenced.

Copyright

Please note that the Organiser (Tarsus) have no copyright responsibility in respect of any exhibiting company.

Exhibitors are reminded that third party copyrights should not be infringed. Proper dispensation must be obtained and any royalties due paid prior to the use of materials.

Should any copyright dispute arise, the Organiser (Tarsus) will not be liable for any resulting loss, or damages, sustained by any exhibitor or third party.

Customs Clearance

I.L.S. has been appointed as the official customs brokers for the exhibition. Shipping, Lifting and Handling information and documentation is in **Section 9**.

For further information, please contact them on:

I.L.S.	☎:	+44 (0) 24 76 33 7955
International House	Fax:	+44 (0) 24 76 33 6795
Colonnade Point, Central Blvd	Email:	pgf@i-l-s.co.uk
Prologis Park	Contact:	Paul Flannery
Coventry CV6 4BU		
UK		

Damage to Halls

The Organiser will pass on any charges to the exhibitor for damage to the exhibition halls caused by the exhibitor, his staff or contractor. Refer also to "Dilapidations".

Delivery of Exhibits

Please ensure that you have a member of staff available to accept a delivery.

Packages should be clearly marked as follows:

Name
Exhibiting Company, Stand/Hall Number
Labelexpo Europe 2009
Brussels Expo
Place de Belgique 1
B-1020 Bruxelles
Belgium

Please ensure deliveries are not made before **18th September 2009**. Items delivered before this time will not be accepted.

If your stand is unmanned when the delivery arrives, the courier will come to the Organisers Office. The following will normally apply:

Small Packages, literature, graphics etc

The Organisers Office will accept small packages. Your staff can collect them when they arrive on-site. The organiser will not accept financial liability for such items. Delivery notes will be marked "unchecked". Please ensure your courier will leave items under this situation.

Large items, pallet loads of high value unidentified items:

We will not accept large packages into our care. Your courier will have to leave these on your stand. Alternatively, ship these items with ILS the official shipping company who will hold items until you arrive on site. Please complete the order form in **Section 9**.

Demonstrations

Any exhibitor wishing to operate machinery or carry out mechanical demonstrations on their stand must ensure that these practices constitute no fire or safety hazard, nor interfere with the activities of visitors and exhibitors. All moving parts must be effectively guarded and controls sited beyond public reach. The Organisers reserve the right to curtail any practice that they consider dangerous or detrimental to the show.

All seating for the public should be arranged to meet the requirements of the Local Authority and be sufficient to prevent gangway congestion. (Further information available upon request)

Noise levels must be kept below 80 decibels & not cause annoyance to neighbouring exhibitors and / or the public. In the case of dispute the Organisers' decision is always final we reserve the right to disconnect stand power.

Dilapidations

Exhibitors are responsible for all panels, walls, columns, flooring, shell scheme stands and hired accessories within their stand area and any damages will be made good at the exhibitor's own expense.

IMPORTANT NOTE: All exhibits and stand fitting materials must be cleared from the exhibition hall after the show and charges will be levied for the removal of any abandoned.

Disabled Facilities

Brussels Expo is well served for disabled exhibitors and visitors. Car parking is available to disabled persons free of charge, on a first come first served basis. For full information please call Brussels Expo on + 32 2474 8255 or visit: www.bruexpo.be

Drop Wires

Refer to "Suspensions and Rigging" below

Electrical Services

Melville Exhibitions has been appointed as the official electrical contractor and you can order their services by completing the order forms in **Section 7**. Orders should be returned **no later than 20 July 2009**.

If you have a **space only** stand or **shell scheme** stand electricity is **not included** and you are responsible for placing the orders.

If you have ordered a **Package Stand** from the Organiser, you will automatically receive the following:

Package Stand:

3 x spot lights

1 x 500w socket

Any prefabricated display units already wired must comply, in all respects, with the safety regulations as set by Brussels Expo. The Electrical Contractor will charge the costs of any modifications required to comply with the regulations to the Exhibitor.

Emergency Procedures

Please see the Brussels Expo official Emergency Procedures found in **Section 5** of this manual (Health & Safety section).

Employment of Labour

Exhibitors must ensure that their Contractors and sub-Contractors conduct their industrial relations in accordance with good practice.

Any person who, in the opinion of the Organiser, is carrying out work contrary to the requirements of the Organiser and of the local or other competent authority and of the Landlords of the building, will be required to stop immediately and may be directed to leave the exhibition site.

The Organisers recommend that all contractors employed by Exhibitors should be members of an Exhibition Contractors Association.

Emissions, Exhaust & Fumes

Any exhibit or process which generates blows out or otherwise emits fumes, exhaust or smoke is subject to the requirements of the Control of Substances Hazardous to Health Regulations 1988. All such processes must be arranged to have an effective destructor and filter system and/or an effective exhaust to the outside atmosphere as approved by the Brussels Expo Centre.

The Organisers reserve the right to shut down any machine that is not emissions compliant at any time. In any case machine exhaust outlets should be arranged not to discharge filtered fumes below 4 metres in height and where possible these should be ducted outside the building.

Brussels Expo Centre has technicians who can provide suspension and hanging of necessary ducts.

Fire Regulations

Refer to **Section 5**.

First Aid

There is a First Aid Suite behind Hall 5 at "G" Gate that will be staffed by qualified medical staff during build-up, breakdown and the open hours of the exhibition.

If you need any First Aid assistance contact the Organiser's Office.

Fixing to the Building

As stated in the Rules & Conditions, exhibitors may not fix or attach anything to the structure of the building.

Floral Decorations

We would recommend Van de Velde as florists for our event. Van de Velde can be contacted on Tel: + 32 9 357 33 96 or Fax: + 32 9 357 73 24 Web: www.sierplantenvandevelde.be

Furniture Hire

Melville Exhibitions have been appointed as the official Furniture contractor. For specific questions, please contact: Shelley Rodham Tel: + 44 (0) 121 780 0386 or Email: shelley.rodham@melville.co.uk

Please complete their order forms by clicking the link <http://www.melville-online.co.uk/ProductCatalogue.asp?EventID=1654> no later than **August 21, 2009**. Please note that prices are quoted in £ Sterling however the invoice will be reflected in both € and £ for your convenience.

Gangways – Build Up & Breakdown

For health & safety reasons and to aid the access of other exhibitors, please keep gangways clear of all stand fitting materials and exhibits during build-up and breakdown. Anything left in the gangways may be deemed as rubbish by the cleaners and disposed of.

Emergency gangways **MUST** be kept clear at all times.

Gratuities

Appointed contractors will carry out all work in good time and you should not be asked for any sort of gratuity to obtain priority service. If monies are solicited, please inform the Organisers immediately.

Health & Safety

As an exhibitor, it is your legal and moral responsibility as far as is reasonably practicable to ensure the health, safety and welfare of everyone sharing your work site at the exhibition.

Information regarding Health & Safety is in **Section 5** and includes key recommendations and outlines your responsibilities and those of your contractors. **Please read it carefully!**

Height Restrictions

Maximum height for stands is as follows:

Island stands (open on 4-sides)	6m
Stands 18 sq. m. or larger	5m
Stands under 18 sq. m.	4m

Refer also to **Section 4** for stand construction rules and regulations. Please note that the **back** of all stands above 2.5 metres **MUST** be dressed and finished in a neutral colour. Please note all space only stands above 2.5 m require approval from the Organiser. Refer to "Approval of Stand design".

Hotels

Refer to "Accommodation".

IT Equipment

DB Systems Ltd
1 Hammersmith Grove
Hammersmith
London, W6 0NB
UK

☎: +44 (0) 203 008 8167
Fax: +44 (0) 845 868 2326
Email: enquiries@dbsystems.co.uk

- Insurance** The exhibitor shall carry public liability insurance against personal injury, death or damage to or loss of property for a limit of indemnity not less than £2,000,000 sterling (or its equivalent). The Organiser will need to see proof of the exhibitors' public liability insurance cover no later than **7th August 2009**
- Internet** Brussels Expo is WiFi enabled throughout however if you wish to have faster access you will need to order a hard wired connection. Please see the form in **section 7** of the manual. Order forms must be returned by **01 September 2009**.
- Lifting & Handling** **I.L.S.** has been appointed as the sole official Lifting contractors for the exhibition.
- Please complete the forms found in the **Section 9** or contact I.L.S. directly:
I.L.S. ☎: +44 (0) 24 7633 7955
International House Fax: +44 (0) 24 7633 6795
Colonnade Point, Central Blvd Email: pgf@i-l-s.co.uk
Prologis Park Contact: Paul Flannery
Coventry CV6 4BU
UK
- Nameboard** If you have contracted with the Organiser a **Shell Scheme** or **Package Stand**, you automatically get a sign on your stand indicating your company name.
- Please complete the form in **Section 6** of this manual by **07 August 2009** specifying the nameboard details you require. If this is not completed, the name will be taken from our records and we cannot guarantee that it will be correct.
- Any corrections to a nameboard on site will be charged.
- Noise Levels** Noise levels must be kept below 80 decibels & not cause annoyance to neighbouring exhibitors and / or the public. In the case of dispute the Organisers decision is always final we reserve the right to disconnect stand power.
- Opening Hours** The Exhibition will be open to visitors as follows: -
1000 – 1700 hrs 23 September
1000 – 1700 hrs 24 September
1000 – 1700 hrs 25 September
1000 – 1600 hrs 26 September
Refer to the "**Exhibition Timetable**" in the front of this section for further details.
- Organiser's Office** The Organisers Office will be open on site from **18th September 2009**. It is situated in the front Hall 5. Service desks for all contractors will also be available at the show to order additional services if required.
- Photography** The official show photographer is Bart Vercammen. Please contact Bart directly for a quote for your individual stand:
Studio Vercammen Photography
Tel: + 32 (0) 476 72 10 27
Email: studio.vercammen@telenet.be
- Press Office** The Press Office will be situated in the front of Hall 7 – lower level.

Public Address	A public address service will be operative throughout the Exhibition. Please note that this is for official announcements only and is not available to visitors or exhibitors (except in cases of emergency).
Security	<p>Security Officers will patrol the halls throughout the build up, open days and breakdown of the exhibition both day and night.</p> <p>Exhibitors are advised that exhibitions tend to be relatively insecure environments and that security guards cannot solely watch your stand.</p> <p>It is advisable to lock any tools, computers, portable & valuable equipment etc. in a secure area overnight or if this is not possible, to hire a security guard specifically for your stand.</p> <p>If you wish to hire additional security or have any particular concerns, please contact Claire Farrugia or ☎ +44 (0) 20 8846 2706 or Email: cfarrugia@tarsus.co.uk</p>
“Shell Scheme” Stands	<p>Please refer to the ‘Stand Construction, Rules and Regulations’ in Section 4 for full details.</p> <p>If you have booked a a) Shell Scheme or b) Package Stand you will receive the following:</p> <p>a) Shell Scheme includes walling / carpet / nameboard.</p> <p>b) Package Stand includes shell scheme walling / carpet / nameboard / 1 x electrical outlet 500watts / 3 x spotlights / 1 x table / 3 x chairs / lockable storage closet (1mx1m) / 1 x modular counter (1m x 1.5m) / waste basket / 1 x literature rack.</p>
“Space Only” Stands	Please refer to the ‘Stand Construction, Rules and Regulations’ section for full details. If you have booked a Space Only stand you will need to order your own carpet, electrics, furniture, utilities and services using the order forms provided.
Stand Cleaning	<p>All exhibitors are responsible for <u>arranging their own stand cleaning</u> and may employ the services of the official cleaning company or their stand contractor. Note that it is the exhibitors’ responsibility to remove all stand material at the close of the event.</p> <p>Cleaning services and dumpsters and skips for the disposal of stand material, carpet, flooring or trash may be hired using the forms in Section 7. Exhibitors who abandon stand material or excess trash at the close of the expo will be charged for removal.</p>
Suspensions & Rigging	<p>The Brussels Exhibition Centre has the exclusive right to approve & supply suspensions and rigging from the roof and building structure. Please refer to the Suspensions order form in Section 7 if you require this service. Please note that banners suspended from the ceiling are permitted only above stands that exceed 32sqm in size. Banners may only be suspended above the exhibitors’ own stand and must be inside the perimeter of the stand by at least 2 metres on any side.</p> <p>For further information please contact the Suspensions department at Brussels Expo Tel: + 32 2 474 82 53 Email: tech@bruexpo.be</p>

Storage Facilities	Brussels Expo has no storage facilities. If you require storage for non-valuable items such as empty crates, boxes or cartons, please contact I.L.S. (see Lifting & Handling) who will be able to help you.
Telephones	Belgacom have been appointed to provide telecommunications to the stands and you can order their services by completing the order form in Section 7 and returning it no later than 01 September 2009 .
Temporary Staff	K+ Events have been appointed to provide temporary staff, interpreters and hostesses to the stands. Please contact K+ Events on Tel: 32 (0) 2 673 50 86 or use the order form provided in Section 7 to indicate your needs.
VAT Regulations	All services related to the participation at an International Exhibition must be invoiced with the application of Belgian V.A.T in accordance with the rules of the Belgian V.A.T Law. Exemption of V.A.T is not applicable in this case. Please contact the Organiser for further information regarding the procedure for reclamation of V.A.T – Claire Farrugia: cfarrugia@tarsus.co.uk
Visitor Data Capture	Melville Data Services offer various packages of visitor lead capture solutions. Refer to Section 10 for information and an order form or visit the link: http://www.melvilledata-online.co.uk/ProductCatalogue.asp?EventID=1190
Water & Waste	An order form for the supply of water & waste services can be found in Section 7 . This should be returned no later than 20 July 2009 . Melville Exhibitions is the contractor.