



26 - 29 April • Brussels

LABELEXPO EUROPE 2022

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EXHIBITOR MANUAL



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CONTACT US

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Daniel Zhao +86 (0) 18717729969 dzhao@labelexpo.com

The address for the event is:

Labelexpo Europe 2022

Your company name
Your hall/stand number
Brussels Expo
Place de Belgique 1
B-1020 Bruxelles
Belgium



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IMPORTANT DEADLINES

ORDER FORM	DEADLINE	CONTRACTOR / RETURN TO	✓ when completed
Insurance* mandatory for all Exhibitors to prove public liability insurance cover	17 April 2022	LABELEXPO TEAM	<input type="checkbox"/> notes:
Lifting & Shipping/Handling	15 March 2022	ILS	<input type="checkbox"/> notes:
Compressed Air	15 March 2022	GES	<input type="checkbox"/> notes:
Electrics & Lighting	15 March 2022	GES	<input type="checkbox"/> notes:
Water & Waste	15 March 2022	GES	<input type="checkbox"/> notes:
Health & Safety Declaration * compulsory for SPACE ONLY exhibitors	1 February 2022	LABELEXPO TEAM	<input type="checkbox"/> notes:
Space Only Plans* compulsory for all for SPACE ONLY exhibitors . Must be accompanied by a Risk Assessment and Health & Safety Declaration	1 February 2022	LABELEXPO TEAM	<input type="checkbox"/> notes:
Stand Contractor Form	1 February 2022	LABELEXPO TEAM	<input type="checkbox"/> notes:
Nameboard * compulsory for all shell/package stands	22 March 2022	GES	<input type="checkbox"/> notes:
Shell Scheme Upgrade Accessories	15 March 2022	GES	<input type="checkbox"/> notes:
Furniture	15 March 2022	GES	<input type="checkbox"/> notes:
Carpet & Floorcovering	15 March 2022	GES	<input type="checkbox"/> notes:
Suspensions & Rigging	24 March 2022	BRUSSELS EXPO WEBSHOP	<input type="checkbox"/> notes
Car Parking	24 March 2022	BRUSSELS EXPO WEBSHOP	<input type="checkbox"/> notes:
Internet Access	24 March 2022	BRUSSELS EXPO WEBSHOP	<input type="checkbox"/> notes:
Telecommunications	24 March 2022	BRUSSELS EXPO WEBSHOP	<input type="checkbox"/> notes:
Stand Personnel/ Translators	24 March 2022	PROTEINE - BRUSSELS EXPO WEBSHOP	<input type="checkbox"/> notes
Audio Visual	26 March 2022	DB SYSTEMS	<input type="checkbox"/> notes:
Floral	24 March 2022	BRUSSELS EXPO WEBSHOP	<input type="checkbox"/> notes:
Catering		BRUSSELS EXPO CATERING	<input type="checkbox"/> notes:
Cleaning & Waste Disposal	24 March 2022	SANIVEST	<input type="checkbox"/> notes:



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EXHIBITION SCHEDULE

BUILD UP:

Thursday 21 st April	08:00 – 18:00	Space Only exhibitors
Friday 22 nd April	08:00 – 18:00	Space Only exhibitors
Saturday 23 rd April	08:00 – 18:00	Space Only exhibitors
Sunday 24 th April	08:00 – 18:00	All Exhibitors
Monday 25 th April	08:00 – 18:00	All Exhibitors

Please note:

If you need to work later than the specified time, please contact the Organisers Office in Hall 5 no later than 3pm on the day. You may be required to pay a 'late-working' fee.

OPENING TIMES:

	Visitors	Hall Open to Exhibitors
Tuesday 26 th April	09:30 – 17:30	0700 – 1900
Wednesday 27 th April	09:30 – 17:30	0800 – 1900
Thursday 28 th April	09:30 – 17:30	0800 – 1900
Friday 29 th April	09:30 – 16:00	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:

Friday 29 th April	16:30 – 23:59	All Exhibitors
Saturday 30 th April	08:00 – 20:00	All Exhibitors
Sunday 1 st May	08:00 – 15:00	All Exhibitors

Please note:

Electricity & compressed air supplies to the stands will be terminated at 17:00 on **Friday 29 April**.

If you require a temporary supply following that time, please contact GES for further details

ALL EXHIBITS STAND FITTINGS AND WASTE MUST BE CLEARED FROM THE SITE BY 15:00 ON SUNDAY 1 MAY. FAILURE TO MEET THIS DEADLINE WILL RESULT IN A PENALTY FEE. ANYTHING LEFT IN THE HALL AFTER THIS TIME WILL BE TREATED AS WASTE



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OFFICIAL CONTRACTORS CONTACT

Audio Visual	DBPIXELHOUSE 1 Hammersmith Grove Hammersmith London W60 NB, UK	☎: +44 (0) 845 226 3083 Email: hiredesk@dbsystems.co.uk Web: www.dbsystems.co.uk
Car Parking	Brussels Expo Place de Belgique 1 B-1020 Bruxelles Belgium	☎: +32 (0) 2 474 8255 Email: connections@brussels-expo.be Web: Brussels Expo Webshop
Carpet	GES Silverstone Drive Gallagher Business Park Coventry, CV6 6PA UK	☎: + 44 (0) 2476 380 180 Email: labelexpoeurope@ges.com Web: https://ordering.ges.com/0000404623
Catering	Brussels Expo Catering Services Place de Belgique 1 B-1020 Bruxelles Belgium	Heidi Luteijn ☎: +32 (0) 498/56 80 54 Email: h.luteijn@brussels-expo.com Kaat Campo ☎: +32 (0) 478/23 68 28 Email: k.campo@brussels-expo.com Frederic David ☎: +32 (0) 488/86 31 81 Email: f.david@brussels-expo.com
Connections	Brussels Expo Exhibitor Services Place de Belgique 1 B-1020 Bruxelles Belgium	Anne-Marie Coppens ☎: +32 2 474 83 37 Email : connections@brussels-expo.be Ariane Mertens ☎: +32 2 474 82 49 Email : connections@brussels-expo.be Web: Brussels Expo Webshop
Cleaning	Saninvest SA Rue du Verregat 1 1020 Brussels Belgium	☎: +32 (0) 2 478 37 19 Fax: +32 (0) 2 478 44 02 Email: mail@saninvest.be Contact: Patrick Bonneel
Compressed Air	GES Silverstone Drive Gallagher Business Park Coventry CV6 6PA, UK	☎: +44 (0) 2476 380 402 Email: labelexpoeurope@ges.com Contact: Cheryl Farrell Amanda Griffin Web: https://ordering.ges.com/0000404623
Electrics	GES Silverstone Drive Gallagher Business Park Coventry CV6 6PA, UK	☎: +44 (0) 2476 380 402 Email: labelexpoeurope@ges.com Contact: Cheryl Farrell Amanda Griffin Web: https://ordering.ges.com/0000404623



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Exhaust Solutions	Brussels Expo Exhibitor Services Place de Belgique 1 B-1020 Bruxelles Belgium	Nathalie Vancamp ☎: +32 2 474 85 26 ☎: +32 476 26 15 33 Email: n.vancamp@brussels-expo.be Web: Brussels Expo Webshop
Floral	Van de Velde Kluisstraat 49, 9940 Kluizen Belgium	☎: + 32 9 357 33 96 Email: verhuur@plantenvdv.be Web: www.sierplantenvandelde.be
Furniture	GES Silverstone Drive Gallagher Business Park Coventry CV6 6PA, UK	☎: + 44 (0) 2476 380 180 Email: labelexpoeurope@ges.com Web: https://ordering.ges.com/0000404623
Internet Access	Brussels Expo Place de Belgique 1 B – 1020 Bruxelles Belgium	☎: +32 2 474 8253 Email: o.gheysens@brussels-expo.be Web: Brussels Expo Webshop
IT Equipment	DBPIXELHOUSE 1 Hammersmith Grove Hammersmith London W60 NB UK	☎: +44 (0) 203 008 8167 Email: labelexpoeurope@dbsystems.co.uk Web: www.dbsystems.co.uk
Lifting/ Forwarding & Customs	I.L.S. International House Colonnade Point Central Boulevard Prologis Park Coventry CV6 4BU UK	☎: +44 (0) 24 7633 7955 Email: djb@i-l-s.co.uk Web: www.i-l-s.co.uk Contact: David Bourne
Photography	Studio Vercammen Photography Kommelbergstraat 20 2600 Berchem, Antwerp Belgium	☎: + 32 (0) 476 72 10 27 Email: info@studiovercammen.be Contact: Bart Vercammen
Shell Scheme	GES Silverstone Drive Gallagher Business Park Coventry, CV6 6PA UK	☎: + 44 (0) 2476 380 180 Email: labelexpoeurope@ges.com Web: https://ordering.ges.com/0000404623



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Bespoke Stand Design	GES Silverstone Drive Gallagher Business Park Coventry, CV6 6PA UK	Contact: Rick Molenaar ☎: + 31 611 85 86 63 Email: rmolenaar@ges.com Web: https://ordering.ges.com/0000404623
Stand Personnel/ Translators	Proteine Avenue Lambeaulaan 91 B-1200 Brussels	☎: +32 2 733 0701 Email: melissa@proteine.be Web: www.proteine.be Contact: Melissa Ballieux
Travel & Accommodation	C'accomodation 122 Avenue de l'Atlantique B-1150 Brussels Belgium	☎: +32 (0) 2779 3939 Email: N.Krasicka@caccommodation.com Contact: Natasha Krasicka
Suspension Points, Trussing & Internet	Brussels Expo Exhibitor Services Place de Belgique 1 B-1020 Bruxelles Belgium	Olivier Gheysens ☎: +32 2 474 82 53 Email: suspensions@brussels-expo.com Web: Brussels Expo Webshop
Water & Waste	GES Silverstone Drive Gallagher Business Park Coventry CV6 6PA UK	☎: +44 (0) 2476 380 402 Fax: +44 (0) 2476 380 409 Email: labelexpoeurope@ges.com Contact: Cheryl Farrell Amanda Griffin Web: https://ordering.ges.com/0000404623
Webshop – Brussels Expo Exhibitor Services	Brussels Expo Exhibitor Services Place de Belgique 1 B-1020 Bruxelles Belgium	Anne-Marie Coppens ☎: +32 2 474 83 37 Email : connections@brussels-expo.be Ariane Mertens ☎: +32 2 474 82 49 Email : connections@brussels-expo.be Web: Brussels Expo Webshop



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A-Z GUIDE

ACCOMMODATION & TRAVEL AGENT

C'accommodation have been appointed as the ONLY official hotel reservations agent for Labelexpo Europe. Tel: +32 2779 3939 Fax: +32 2779 3900

Hotel information, a booking form and maps can be found at
<https://booking.accommodationbooking.eu/en/22LABEL/2>

Please note we have added the information in the hotels who have given us the information "Covid Safe".

While we can't tell you where to book your hotels, we would advise you to use C'accommodation.

Dealing with any other hotel agent is at your own risk and we won't be able to help if you have any issues.

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 1st February 2022** Please email the design and specifications to:

OPERATIONS DEPARTMENT

Claire Comery ccomery@labelexpo.com

Pere Ramirez pramirez@labelexpo.com

Stand Plans **must** be accompanied by a **Stand Contractor Form**, a signed **Health & Safety Declaration Form** and a detailed **Risk Assessment**. All these forms can be downloaded from Section 6: Order Forms of the Manual.

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.

DBPIXELHOUSE is the recommended supplier of Audio-Visual equipment. The order form is in **Section 6**.

CONTACT

☎: +44 (0) 845 226 3083

Email: hiredesk@dbpixelhouse.com

Web: <https://www.dbpixelhouse.com>



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BADGES & PASSES

Vehicle passes for Build-up/Break-down – Heavy Good Vehicles & Contractor Vehicles

Vehicle passes for your contractors to unload heavy goods vehicles will be issued on arrival. Drivers will need to report to Parking C where all vehicles will be registered, vehicle passes issued and vehicles held until they are permitted to enter the hall ground via the most appropriate gate. Our traffic team and security will assist with the flow of traffic and will instruct vehicles when they are permitted to enter. Passes should be placed in the windscreen of the vehicle. 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.

Vehicle Passes for Build Up– Small Exhibitor Vehicles

We will be issuing offloading passes in advance to all exhibitors. These will be emailed and can be printed before arriving at the show site. Access for **exhibitor only cars** to drop off stand material will be through G gate (see access map in the Parking section of the manual). Offloading passes will be valid for a maximum of 1 hour.

Car Parking

Parking is available around the perimeter of Brussels Expo. Please refer to the Map in Section 3 of this Manual. Please refer to the Section 6 and the Brussels Expo Web Shop [Brussels Expo Webshop](#)

Contractor Passes – BUILD UP & BREAKDOWN

All contractors must register for individually named passes for the build-up and breakdown of Labelexpo Europe. This will be strictly enforced. **It is imperative that you complete the STAND CONTRACTOR INFORMATION form in Section 6 of the Manual so we know who will be building your stand.** Contractor badges can be printed at home or downloaded on your phone and the registration link will be available in due course

Contractor Passes – SHOW DAYS

ALL contractors that **need access to the halls** on all 4-show days must complete an accreditation process for photo ID badges. Build-up/breakdown contractor badges will NOT be permitted.

More information about how to order contractor badges and costs will be provided to exhibitors and contractors in due course.

Exhibitor badges

Please submit your requirements on-line. You will be sent the Exhibitor Portal link to register exhibitor badges in due course. Exhibitor Badges are valid throughout the build-up, open periods & breakdown.

Please note that transport on the Metro system/Tram and Buses in Brussels is complimentary on show open days only. A metro ticket can be collected on showing your exhibitor badge in the registration areas in Halls 3 and 11 from **Monday 25 April** onwards.

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.



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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 **Friday 29 April 2022**. 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 **Sunday 1 May 2022 at 15:00**.

Please contact **Claire Comery**, Operations Director, (ccomery@labelexpo.com) if you have a difficulty regarding this.

BUILD-UP PERIOD

Refer to the exhibition timetable in the front of this section

BADGES

More information to follow shortly

CAR PARKING

Parking is available within the Brussels Expo site for cars, trucks, and lorries at discounted exhibitor rates. Please note that the only car park where lorries can park is Parking C

It is advisable to book in advance. Please book your parking via the [Brussels Expo Webshop](#)

CARPET

The official contractor for carpet is **GES**. Please visit <https://ordering.ges.com/0000404623> to place your carpet order.

All stands are required to have carpet or floor covering.

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

The gangways will be carpeted in **DARK GREY** throughout

CATERING

The official catering concessionary is **Brussels Expo Catering Services**. For any stand catering or functions at the exhibition please refer to [Brussels Expo Webshop](#)

CONTACTS

Heidi Luteijn 📞: +32 (0) 498/56 80 54

Email: h.luteijn@brussels-expo.com

Kaat Campo 📞: +32 (0) 478/23 68 28

Email: k.campo@brussels-expo.com

Frederic David 📞: +32 (0) 488/86 31 81

Email: f.david@brussels-expo.com

If you have any queries or would like to use your own external caterer, please contact Rebecca Woodhouse email: help@labelexpo.com for further information



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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.

COMPRESSED AIR

GES has been appointed as the official compressed air contractor for Labelexpo Europe. Please visit <https://ordering.ges.com/0000404623> to place your compressed air order.

Orders should be returned **no later than 15 March 2022** to avoid a 25% surcharge. Please also note that any orders made on site will be subject to an additional 20% surcharge so we would urge you to book early

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 4) to the Organiser before work can be commenced

In line with our work to make our events as sustainable as possible we will be introducing a deposit system for all CONTRACTORS of Space only stands for Labelexpo Europe 2022. A form to this end can be found in Section 6 of the exhibitor manual

Please see below the charge per stand (this is dependent on stand size)

The deposit will be paid on checking in to the lorry park at Parking C with ILS, and refunded to contractors at the end of the show provided the following actions are taken:

- 1) Any waste is left on the stand (please see waste management for further information to this end)
- 2) Any damage occurs to the infrastructure of the hall including floor damage, stains etc
- 3) Late breakdown and material left on the stand

COSTS

- 0-50sqm 500 euros
- 51sqm-200sqm 1000 euros
- 201sqm + 1500 euros

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.

COURIERS

Please be aware that many courier companies are reluctant to deliver to exhibition venues. The Organisers Office will **NOT** accept small packages. We would recommend you utilise the courier service facilitated by our handling agents ILS.



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Further information can be found in Section 5 of this manual. For further information please contact David Bourne djb@i-l-s.co.uk or Kelly Gouveia kelly@i-l-s.co.uk. The courier shipments desk will be located at the ILS office outside Hall 7

COVID GUIDANCE

Labelexpo takes the safety of all exhibitors, visitors and staff very seriously. We are working closely with Brussels Expo to ensure that we provide a safe and secure event for all in meeting local safety standards. We will be monitoring developments very closely and will inform you should regulations change

In addition, Brussels Expo has invested in a world-leading air filtration and recirculation system which means the quality of air inside the hall is the same as the air quality outside, a key factor in stopping the transmission of COVID-19

Further information regarding best practice for stand design post COVID can be found later in the manual

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 5**.

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:	djb@i-l-s.co.uk
Prologis Park	Contact:	David Bourne
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 2022
Brussels Expo
Place de Belgique 1
B-1020 Bruxelles
Belgium

Please ensure deliveries are **NOT** made before:

- **SPACE ONLY EXHIBITORS: Thursday 21 April**
- **SHELL SCHEME EXHIBITORS: Saturday 23 April**

Items delivered before the above dates will not be accepted.



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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, couriers

The Organisers Office will **NOT** accept small packages. We would recommend you utilise the courier service facilitated by our handling agents ILS. Further information can be found in Section 6 of this manual. For further information please contact David Bourne djb@i-l-s.co.uk or Kelly Gouveia kelly@i-l-s.co.uk. The courier shipments desk will be located at the Service Desks at the front of Hall 7

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, we would recommend shipping these items with ILS the official shipping company who will hold items until you arrive on site. Please complete the order form in **Section 5**.

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 a 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 repaired 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 items.

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

Wheelchairs are available on request from the Organisers. Please contact Rebecca Holister for further information help@labelexpo.com

DROP WIRES

Refer to "Suspensions and Rigging" below

ELECTRICAL SERVICES

GES has been appointed as the official electrical contractor. Please visit <https://ordering.ges.com/0000404623> to place your electricity order.



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Orders should be returned **no later than 22 March to avoid significant surcharges**

If you have a **space only** stand or **basic 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 spotlights
- 1 x 500w socket
- (nb: quantity varies depending on stand size)

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.

ELECTRICAL MAINS FOR MACHINERY

Please be aware that all mains power supply to machines need to have RCD protection @ 300ma max. The voltage is 3 phase 400v 50hz. It is essential that ALL equipment is prepared pre-site for the venue voltage and also RCD protection.

Exhibitors are recommended to provide their own transformers when required, however these can also be provided with prior notice at an additional charge. Please contact GES if you require this service (Cheryl Farrell – cfarrell@ges.com)

It is essential that any special requests for large mains supplies (over 200a 3 phase) or general requests relating to RCD protection or Voltage stabilizers are requested prior to the return date on the order form.

Please Note: No mains supplies will be energised unless both GES and the venue are fully satisfied that the installation meets the full requirements of the venue regulations in relation to equipment, cable used and means of protection.

Power order should be returned **no later than 22 March to avoid significant surcharges**

Please visit <https://ordering.ges.com/0000404623> to place your electricity order.

EMERGENCY PROCEDURES

Please see the Brussels Expo official Emergency Procedures found in **Section 4** 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.



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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 Organiser and by Brussels Exhibition 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. Brussels Expo are now providing a one stop solution for exhibitors who require extraction. For further information please contact Nathalie Vancamp n.vancamp@brussels-expo.com

FIRE REGULATIONS

Refer to **Section 4**.

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, please contact the Organiser's Office or the nearest Security Guard.

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 or through the [Brussels Expo Webshop](#)

FURNITURE HIRE

GES have been appointed as the official Furniture contractor. For specific questions, please contact the Customer Service Centre Tel: + 44 (0) 2476 380 180 Email: labelexpoeurope@ges.com

Power order should be returned **no later than 22 March to avoid significant surcharges**

Please visit <https://ordering.ges.com/0000404623> to check the furniture options and place your furniture orders.

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 always kept clear.



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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 4** and includes key recommendations and outlines your responsibilities and those of your contractors. **Please read it carefully!** Please also complete and return to the organiser the **Health & Safety declaration form** which can also be found in **Section 5**.

HEIGHT RESTRICTIONS

STAND TYPE & DIMENSIONS	MAXIMUM HEIGHT ALLOWED	NOTES
Island stands (open on 4-sides)	5 METRES	
Stands 32sqm or larger	4 METRES	PLEASE NOTE: adjoining walls must be a maximum height of 4 metres. It is possible to rig a banner to a height of 6.5 metres above your stand (to the top side of the banner/truss) only if it is possible to do so in the location (Please note that for this edition of the show all banners will be rigged at 6.5m for uniformity). It is also possible for the elements in the centre of the stand to rise to 5 metres if there is adequate clearance above the stand
Stands 24sqm to 32sqm	4 METRES	
Stands less than 24sqm	3 METRES	PLEASE NOTE: rigging is not permitted for stands less than 32sqm in size

Please note that it is unlikely that any 2 storey structures will be approved. Any exception to this would need approval in writing from the Organiser. Please contact Claire Comery ccomery@labelexpo.com

Please note that in some instances, due to height restrictions in the halls it may **NOT** be possible to build or rig to the heights mentioned. Please contact the Organiser if you have any questions. This specifically refers to stands on the perimeter of the halls

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 white**. Please note all space only stands above 2.5 m in height require approval from the Organiser. Refer to "Approval of Stand design".

Please also note that more than a 4-metre run of solid wall is **NOT** permitted without an opening or break in the wall of at least 1m in width (or Perspex panelling) at 4m intervals. Any exceptions must be agreed in writing by the Organiser.

HOTELS

C'accommodation have been appointed as the **ONLY** official hotel reservations agent for Labelexpo Europe. Tel: +32 2779 3939 Fax: +32 2779 3900



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Hotel information, a booking form and maps can be found at
<https://booking.accommodationbooking.eu/en/22LABEL/2>

Please note we have added the information in the hotels who have given us the information "Covid Safe".

While we can't tell you where to book your hotels, we would advise you to use C'accommodation.

Dealing with any other hotel agent is at your own risk and we won't be able to help if you have any issues.

IT EQUIPMENT

DBPIXELHOUSE

☎: +44 (0) 845 226 3083
Fax: +44 (0) 845 868 2326
Email: hiredesk@dbpixelhouse.com
Web: <https://www.dbpixelhouse.com>

INSURANCE

While every precaution is taken, Labelexpo Europe cannot accept responsibility for damage to stands/booths or loss of property on any stand or anywhere else at the exhibition, or during its delivery / removal from the building for any reason whatsoever.

The organisers are not responsible for any loss sustained by exhibitors from fire, theft, damage for any reason, or for personal injury or loss to or by any person employed by the exhibitor or third parties.

Exhibitors are required to provide a valid certificate of insurance to the organizer no later than 17 April 2022

The coverage must include the following:

Public Liability:

Standard Cover £2,000,000 (or local currency equivalent amount) any one occurrence; Legal liability of the exhibitor to pay compensation, legal costs and expenses as a result of accidental death or injury to a third party or damage to their property at the venue.

Exhibitors are also advised to obtain insurance coverage for their exhibit and display materials while in transit to and from and for the duration of the expo.

Please send copies of your certificate of insurance to Rebecca Holister

Email: help@labelexpo.com

Tel: +44 (0) 20 8846 2717

Please let us know if your company does not have a Public Liability Insurance. We will issue an invoice for our policy that is valid from **21 April – 1 May 2022**

- The cost of the policy is
 - **£325** for stands 9-36sqm in size
 - **£425** for stands over 36sqm in size
- The insurance is available to exhibiting companies only; contractors must obtain their own insurance to the required level of cover.

Please note Exhibitors are only covered from the day payment is received.



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PAYMENT INSTRUCTIONS: please email Rebecca Holister (help@labelexpo.com) if you need us to provide you with an insurance and we will send you an invoice for it.

PROVIDING AN INSURANCE CERTIFICATE IS COMPULSORY FOR ALL EXHIBITORS. WE WON'T ISSUE EXHIBITOR BADGES TO ANY COMPANIES WHO HAVE NOT PROVIDED PROOF OF INSURANCE.

INTERNET

Brussels Expo is Wi-Fi enabled throughout with a system that has been much improved from previous shows. This will be provided free of charge to all exhibitors & visitors. If you wish to have uninterrupted access you will need to order a hard-wired connection. Please see the form in **Section 6** of the manual

LEAD RETRIEVAL SYSTEM

The Marketing team will provide the log in details and information about the Lead Retrieval System in due course.

LIFTING & HANDLING

I.L.S. has been appointed as the sole official Lifting contractor for the exhibition.

Please complete the forms found in the **Section 6** 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: djb@i-l-s.co.uk

Prologis Park

Contact: David Bourne

Coventry CV6 4BU

UK

METRO TICKETS

Please note that transport on the Metro system/Tram and Buses in Brussels is complimentary on show open days only. A metro ticket can be collected on showing your exhibitor badge in the registration areas in Halls 3 and 11 from Monday 25 April onwards.

NAME BOARD

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 visit <https://ordering.ges.com/0000404623> to download the Nameboard form and send it back to GES by **22 March 2022** specifying the name board 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 name board 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, and we reserve the right to disconnect stand power.

OPENING HOURS

The Exhibition will be open to visitors as follows: -

0930 – 1730 hrs Tuesday 26th April

0930 – 1730 hrs Wednesday 27th April



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0930 – 1730 hrs
0930 – 1600 hrs

Thursday 28th April
Friday 29th April

Refer to the “**Exhibition Timetable**” in the front of this section for further details.

ORGANISER’S OFFICE

The Organiser’s Office will be open on site from **Wednesday 20 April 2022**. 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.

OVERTIME

From Thursday 21st April onwards late working after 6pm is permitted until 8pm but **NOT on Monday 5th April** where the halls must be clear by 6pm for the security sweep (see note below). Late working requests must be reported to the Organiser’s office at the front of Hall 5 no later than 3pm on the day you wish to work late.

Please note that a list of personnel together with the contractor’s name, exhibiting company name and a contact number will need to be submitted.

It is free of charge to work between 18:00-20:00 however if you need to work later between the hours of 20:00 and 22:00 the **hourly** rate for late working is €200. This is payable at the show office at the front of Hall 5. There is **NO** working permitted after 22:00

PERFORMANCE BOND (REFUNDABLE DEPOSIT) – NEW IN 2022

In line with our work to make our events as sustainable as possible we will be introducing a deposit system for all CONTRACTORS of Space only stands for Labelexpo Europe 2022. A form to this end can be found in Section 6 of the manual

Please see below the charge per stand (this is dependent on stand size)

The deposit will be paid on checking in to the lorry park at Parking C with ILS, and refunded to contractors at the end of the show provided the following actions are taken:

- 1) There is **NO** waste left on the stand (please see waste management for further information to this end)
- 4) **NO** damage occurs to the infrastructure of the hall including floor damage, stains etc
- 5) There is **NO** late breakdown and material left on the stand

COSTS

- 0-50sqm 500 euros
- 51sqm-200sqm 1000 euros
- 201sqm + 1500 euros

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**).



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RECYCLING – NEW WASTE PLAN ROLLS, ETC. – NEW IN 2022

Sustainable development & environmental management are very important to us as organisers. We would therefore strongly recommend that you assist us in recycling waste, especially paper, during the show and also during the break down period. We will have a team patrolling the halls during the breakdown collecting paper recycling so we would encourage you to work with them to separate your waste

LABEL WASTE – it is the responsibility of each exhibitor to remove their own label waste from the show site. As in previous years, ILS will move all used/unused rolls to the paper store in Hall 2. Used rolls will be required to be loaded on your collecting vehicles at the end of the exhibition

If this cannot happen, we have 2 options at your disposal

1) CONTAINER

A large container of 3 cubic meters can be ordered with Sanivest (located at the service desk in the Astrid Hall)

2) ASSESSMENT OF WASTE

Our waste manager will come to your stand/to the paper store and assess the amount of waste and give you a price for removal

UNUSED ROLLS

All UNUSED rolls will be removed by the original supplier so will need to be returned to the paper store in Hall 2

SECURITY

Security Officers will patrol the halls throughout the build-up, open days and breakdown of the exhibition both day and night.

Exhibitors are advised that exhibitions tend to be relatively insecure environments and that security guards cannot solely watch your stand.

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. If you wish to hire additional security or have any particular concerns, please contact Rebecca Holister email:

help@labelexpo.com

Please note that on Monday 25 April we will be conducting a full lockdown and security sweep of the halls. The halls must be clear of all exhibitors, contractors and service providers by 20:00 on this day. There will be NO access to the halls after this time

This means that ALL stands must be ready and finished by 18:00 on this day to allow time to clear the halls

If you leave the premises there will be no re-entry after 17:00 on this day and no vehicles will be permitted inside the gates after 17:00

Only persons with the appropriate exhibitor badge and only accredited contractors (including hostesses, catering staff etc) will be allowed access to the halls from the show morning onwards. The procedure for accreditation of contractors can be found in the badges and passes section above

Deliveries are permitted on the show mornings but ONLY before 9am. For further questions please contact Claire Comery email: ccomery@labelexpo.com



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“SHELL SCHEME” STANDS

Please refer to the ‘Stand Construction, Rules and Regulations’ in Section 4 for full details.

If you have booked a **a) Shell Scheme** or **b) Package Stand** you will receive the following:

a) Shell Scheme includes walling / carpet / name board.

b) Package Stand includes shell scheme walling / carpet / name board / 1 x electrical outlet 500 watts / 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 (please note: package varies depending on contracted stand size)

“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 GES link <https://ordering.ges.com/0000404623> , also provided in Section 6 of the Exhibitor Manual.

STAND CLEANING

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 GES link <https://ordering.ges.com/0000404623> , also provided in Section 6 of the Exhibitor Manual.

SUSPENSIONS & RIGGING

The Brussels Exhibition Centre has the exclusive right to approve & supply suspensions and rigging from the roof and building structure. Please visit the [Brussels Expo Webshop](#) 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.

Please note some restrictions do apply regarding rigging points in certain halls so please contact the Suspensions department at Brussels Expo for specific information. Tel: + 32 2 474 82 53 Email: suspensions@brussels-expo.be (Olivier Gheysens)

For this edition of the show the rigging height for all banners/truss will be 6.5 metres to the top side of the truss/banner

Should you have any questions regarding the rigging height please contact Claire Comery ccomery@labelexpo.com

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.

TEMPORARY STAFF

Proteine have been appointed to provide Hospitality (temporary staff, interpreters and Hostesses) to the stands. Please contact **Proteine** on Tel: 32 (0) 2 733 0701 or use the order form in the [Brussels Expo Webshop](#)



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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 – Priya Patel ppatel@tarsus.co.uk

WATER & WASTE

An order form for the supply of water & waste services can be found in **Section 6**. This should be returned no later than **15 March 2022 to avoid significant surcharges**