



26 - 29 April • Brussels

**LABELEXPO
EUROPE 2022**

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SPACE ONLY, SHELL SCHEME & PACKAGE STANDS

The exhibition has been sold on the basis of 'Space Only', 'Shell Scheme' or 'Package Stand'.

SPACE ONLY

For more information concerning 'Space only' please refer to 'Stand Construction Regulations' later in this section.

SHELL SCHEME (refer to Shell Scheme Visual) consists of:

- Rear & dividing walls in white laminated panels with white lacquered aluminium system
- Light Grey Carpet
- Fascia and name board with company's name and stand number – ***please complete the Name board form on this link <https://ordering.ges.com/0000404623> and return it to the address shown on the form no later than 22 March 2022***

Note - No electrical supply, lighting or furniture is included in this package. These must be ordered separately.

PACKAGE STAND (refer to Package Stand Visual) consists of:

- Rear & dividing shell scheme walls in white laminated panels with grey lacquered aluminium system
 - Light Grey Carpet
- Fascia and name board with company's name and stand number – ***please complete the Name board in <https://ordering.ges.com/0000404623> and return it to the address show on the form no later than 22 March 2022***
- 3 x spot lights
 - 1 x 500W electrical socket
 - 1 x table
 - 3 x chairs
 - 1 x modular counter (1m x 1.5m)
 - 1 x lockable storage closet (1m x 1m)
 - 1 x literature rack
 - 1 x waste basket

Please note furniture, spotlight and socket quantities vary depending on the size of the package stand

ADDITIONAL SHELL SCHEME OPTIONS

Additional fittings and accessories for the shell scheme can be ordered using the link <https://ordering.ges.com/0000404623>. Order will need to be submitted no later than **15 March 2022**

INTERIOR DISPLAYS ON SHELL SCHEME SITES

The official shell scheme contractors, GES, will, of course, be pleased to provide estimates for such work. Please note that all materials used for the construction of displays must be of a non-inflammable nature.



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STAND CONSTRUCTION REGULATIONS

1. GENERAL

1.1 INTRODUCTION

All work must be carried out in conformity with the requirements of the Rules and Regulations of Brussels Expo & the City of Brussels. Here follows a summary of these regulations while full details can be obtained from Brussels Expo. Should you have any queries, please contact the Organisers. Failure to observe these regulations may result in delays, restrictions and criminal proceedings against the exhibitor.

1.2 NOTIFICATION OF CONTRACTORS

Exhibitors must notify the Organisers as soon as possible of the names of their stand contractors via the **Stand Contractor Information** form in **Section 6**.

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

COSTS

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

2. PLAN PRESENTATION & SUBMISSION FOR APPROVAL

2.1 GENERAL

All space only exhibitors are required to submit full dimensional stand design drawings. Plans must be in English, to a recognised scale not less than 1:50 and be submitted by **1st February 2021**. They should be clearly marked “**RE: LABELEXPO EUROPE**” and sent together with the Space Only Stand Plans form and a completed Risk Assessment to Claire Comery or Pere Ramirez:



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Metro Building 9th Floor
1 Butterwick
London
W6 8DW

☎: +44 (0) 20 8846 2700
Fax: +44 (0) 20 8846 2801
E: ccomery@labelexpo.com
E: pramirez@labelexpo.com

2.2 SINGLE STOREY STANDS OVER 2.5 M AND UNDER 4 M IN HEIGHT

The stand plan should include the following details:

- a) A plan showing location within the exhibition.
- b) A plan view with external dimensions, indicating which sides are open onto gangways, plus the location of any hall column and its dimension to the nearest stand edge.
- c) Elevation views, indicating clearly the heights of all stand fittings.
- d) Details of all walling, platforms, demonstration areas, exhibits, graphics, etc.
- e) Details of materials and fire protection.

2.3 SINGLE STOREY STANDS ABOVE 4 M IN HEIGHT (ONLY APPLICABLE TO ISLAND SITES)

All stands over 4 m in height require plans to be submitted. These plans must include details outlined in section 2.2, together with:

- a) Structural calculations proving the structural stability of the stand.
- b) A method statement detailing the process by which the stand will be built.

Please note that it is unlikely that any two-storey structures will be approved. Any exceptions would need to be receive written approval from the Organiser

2.4 COMPLEX STRUCTURES

All stands deemed as complex structures (Island Site Stands over 4m in Height) also require plans to be submitted, together with structural calculations, a method statement, etc as outlined in section 2.3.

Complex structures are defined as any form of construction of any height that would normally be designed by an engineer and / or has been found to provide significant risk via a risk assessment. Examples include:

- Island Stands over 4m in height
- Viewing / service platforms
- Suspended items
- Raised walkways
- Ramps
- Sound / lighting towers
- Temporary tiered seating

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

3. DESIGN OF STAND

3.1 GENERAL

The design of the stand must be such that the stand can be erected and dismantled within the time



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given. Island stands must be open to allow visibility from all directions. **All stand plans for island sites (4 open sides) MUST be approved by the Organiser**

3.2 HEIGHT LIMITS & PARTITION WALLS

Exhibitors are required to construct freestanding partition walls between their own & adjoining stands. These must be to a minimum height of 2.5m and maximum height of 4m for single storey stands over 24sqm in size. Note: Where partitioning walls are constructed over 2.5m in height, it is the responsibility of the exhibitor constructing the wall to dress the rear of the partition wall down to a height of 2.5m in white. **All Space Only stands MUST be approved for construction by the Organiser.**

Maximum height for stands is as follows:

Island stands (open on 4-sides)	5m
Stands 24sqm and above	4m
Stands under 24sqm	3m

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

Any exceptions must be 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 or at all. 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".

Logos and branding are not permitted on the rear face of partition walls when these walls overlook neighbouring stands.

3.3 OPEN FRONTAGES/SOLID WALLS

Stand walls (above 1.5m in height) that are on a gangway facing another exhibitors' stand should NOT exceed 4m in length without an opening or glazed panel of at least 1m in width. Walls should either have natural breaks, glazed panels or open view. In circumstances where an opening or vision panel is not practical, such as the wall of a plant room behind a machine, then a plan must be submitted, and written permission given from the Organiser for an exception to the above rule.

3.4 SPACE ONLY STAND NUMBERING

All Exhibitors should display their company name and stand number prominently on their stand so that they can be viewed from each approaching gangway. This will assist visitors in locating their position within the hall and finding the stands they wish to visit.

3.5 OBSTRUCTING GANGWAYS



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No part of any stand or exhibit, including fascia, signs, lighting, corner posts, etc, shall project into or over the gangway or obscure any fire or exit signs and the Organisers reserve the right to remove any such item.

3.6 LINKING STANDS

Exhibitors who have stands either side of a gangway must be given permission to link their stands. This will be by means of a lightweight lattice structure (Trilite type), positioned at a height no lower than 3 m and no higher than 6 m from the Hall floor. This structure must be completely “open” and purely give an indication that the stands are linked. Full details should be forwarded with stand plans.

Note: Each stand will require its own electrical mains connection.

3.7 PLATFORMS

Platforms are not essential but where they are incorporated into the stand design the following regulations apply. The general height may not exceed 100 mm (4”) but areas may be super-elevated for display purposes. Details of super platforms, above the height of 600 mm (24”) to which people have access must be submitted to the Organiser for approval by the Authorities. Corners should be rounded off and platforms should incorporate a ramp into their design for disabled access to meet the requirements introduced under the recent Disability Discrimination Act.

The flooring must not be less than a nominal 25 mm (1”) thick & be laid with close joints. Platforms must be of a strength and stability sufficient to carry and distribute the weight of the stand fitting, stand personnel, visitors and exhibits having regard to the loading limits of floors.

3.8 DOORS AND WINDOWS

To avoid accidents, all doors and windows along gangway edges must open inwards. Other doors and windows that open outwards should not exceed beyond the site boundaries.

3.9 COLUMNS

Where columns fall wholly or partially within the area of allocated space, they should be encased by the exhibitor on all four sides to a height of 2.5 m. The casing must be self-supporting and may not be fastened to the column.

3.10 SUSPENSION AND FIXING TO THE EXHIBITION PREMISES

The Brussels Exhibition Centre has the exclusive right to approve and supply suspensions and rigging from the roof and building structure. Please refer to the **Suspensions** product when visiting the [Brussels Expo Webshop](#) if you require this service.

Please note that banners suspended from the ceiling are permitted only above stands that **exceed 32**



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square metres in area. 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 rigging department at Brussels Expo for specific information. suspensions@brussels-expo.be (Olivier Gheysens) Tel: + 32 (0) 2 474 82 53

3.12 MEANS OF ESCAPE - ENCLOSED AREAS

Alternative means of escape and adequately maintained general and safety lighting with exit notices illuminated by both primary & secondary lighting systems provided to any enclosed stand.

4. MATERIALS

4.1 TIMBER

All timber less than nominal 25 mm (1 inch) in thickness and plywood, hardboard, blockboard and chipboard less than 18 mm (3/4") must be rendered flameproof by a recognised process to a Class 1 standard when tested in accordance with BS 476 part 7 - 1971. Ply-Hard and pulp boards which have been rendered flameproof in a manner approved shall be branded with a recognised mark

4.2 PLASTICS

The use of plastic of a grade less than Class 1 BS 476 Part 7 - 1971, whether in stand construction or display arrangements is prohibited. Limited amounts of plastic materials of a grade better than Class 3 can be permitted providing the details are submitted prior to construction.

4.3 TEXTILE FABRICS

Textile fabrics - unless incombustible - may not be used for partitioning stands or for forming offices or the back or sides of stands and so far as they may be used for decorative treatment of such portions, the fabric must be backed with materials similar to that required for the construction of the stands. They shall be fixed taut to the backing board and secured at floor level by a skirting board not less than 75 mm deep.

4.4 PAINTS

All painting must be carried out in water paint. Finishes that have a base of oil or cellulose must not be applied on site.

4.5 CARPET TAPE

When fixing your own carpet, please note that only approved floor tapes may be used. These are Sealex No 71, Solo 814 (white), Stickatack B7 (Yellow), Vaspac (White), Borna 4108, Advanced AT324 (Black). You must remove all carpet tape at the close of the exhibition and charges will be levied for non-compliance.

5. GASES



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5.1 MAINS SUPPLY

Brussels Expo Centre is solely responsible for the supply and connection of natural gas. Compressed air, water and waste services can be ordered through GES link <https://ordering.ges.com/0000404623>. Services will be supplied via under floor service ducts and must be controlled by a mains stopcock fitted in rigid metal piping and in an accessible position on your stand.

Please note that orders MUST be placed before the **15 March 2022** to avoid significant surcharges

5.2 COMPRESSED GASES

All stands proposing to use compressed gases must first obtain written approval from the Fire Office – no use will be permitted without this authorisation. Details can be submitted to the Organisers and should show the gases or liquid proposed and the sizes of their cylinders or vessels with their working pressures. Where compressed air, oxygen, hydrogen, dissolved acetylene or liquid under pressure is supplied in steel cylinders, such cylinders must bear test marks in accordance with Government recommendations and may only be brought into the halls with the prior consent of the Fire Officer. Other vessels containing liquids or gases under pressure must be fitted with approved safety valves and a certificate in respect of a recent pressure test by a recognised authority must be available for inspection for each vessel.

Cylinders must not be stored on the stand but in the gas cylinder store under control of the Fire Officer and exhibitors should liaise directly with the lifting contractor concerning their transportation between the store and the exhibitors' own stand.

All piping for compressed air, gases, etc must be of rigid tube with welded or screwed connections.

6. HAZARDOUS ITEMS/PROCESSES

6.1 COSHH

Under COSHH, the use of all toxic & hazardous substances is prohibited without written approval from Brussels Expo Centre. Applications should be accompanied by a risk assessment including details of measures taken protecting employees & workers on adjacent stands and they should be submitted at least one month prior to the exhibition.

6.2 EMISSIONS, EXHAUST & FUMES

Any exhibit or process which generate, 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 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.



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Brussels Expo is offering a complete service to this end for exhibitors who require extraction solutions for their machines. For further information please contact Nathalie Vancamp n.vancamp@brussels-expo.com

6.3 BOILERS, STOVES & FURNACES

Precautions must be taken to prevent the transmission of heat to a combustible part of the stand & to the Hall floor. A suitable non-combustible insulating material of sufficient thickness must be inserted between the equipment & the stand.

6.4 MACHINERY & APPARATUS

All machinery & operated apparatus must be fitted with guards & must only be demonstrated or operated by persons authorised by 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 5hz. 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 stabilisers are requested prior to the return date on the order.

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.

6.5 WELDING

Where welding & other heat generating operations are carried out adequate precautions against damage to property or injury to persons by fire or hot metal are taken.

6.6 RADIOACTIVE SUBSTANCES, LASERS, OBNOXIOUS SUBSTANCES & FLAMMABLE OILS

Specific regulations exist concerning the exhibiting of such items & their use is prohibited without prior permission from the Brussels Exhibition Centre. Please forward written requests to the Organisers giving full details of the intended activity & any control measures to be taken.

6.7 RECYCLING

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



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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 metres 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