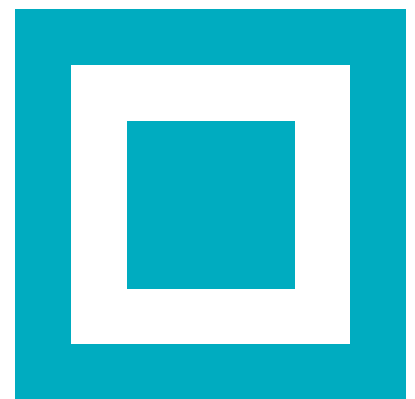
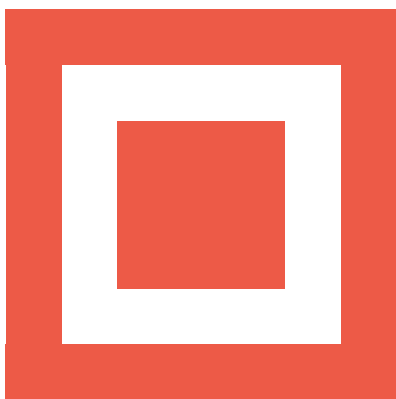


BI-ANNUAL TRADE FAIR

CEBEO TECHNOLOGIE 19

21-23/05/19

BRUSSELS EXPO HALL 5



EXHIBITION MANUAL

YOUR
CONVENIENCE
COMMITMENT

cebeo

A Sonepar Company

CONTENTS

1. PRACTICAL INFORMATION	3
Fair organization	3
Address	3
2. SCHEDULE	4
Construction	4
Fair days	4
Tuesday, May 21, 2019	4
Wednesday, May 22 2019	4
Thursday, May 23, 2019	4
Deconstruction	5
3. PRACTICAL AGREEMENTS STAND CONSTRUCTION	5
Suspension points	6
Safety charter	6
4. WEBSHOP BRUSSELS EXPO	6
5. LEAD REGISTRATION	7
6. PRACTICAL AGREEMENTS	7
General agreements	7
Catering	7
Cleaning	7
Cancellation policy	7
Registration stand employees	7
Wifi	7
Theft	7
Parking	7

1. PRACTICAL INFORMATION

FAIR ORGANIZATION

Anna Vandoorne

Event coordinator Cebeo

+32 (0)56/23 81 11

Cebeo.technologie@cebeo.be

Webshop Brussels Expo

+32 (0)2 474 82 55

connections@brussels-expo.be

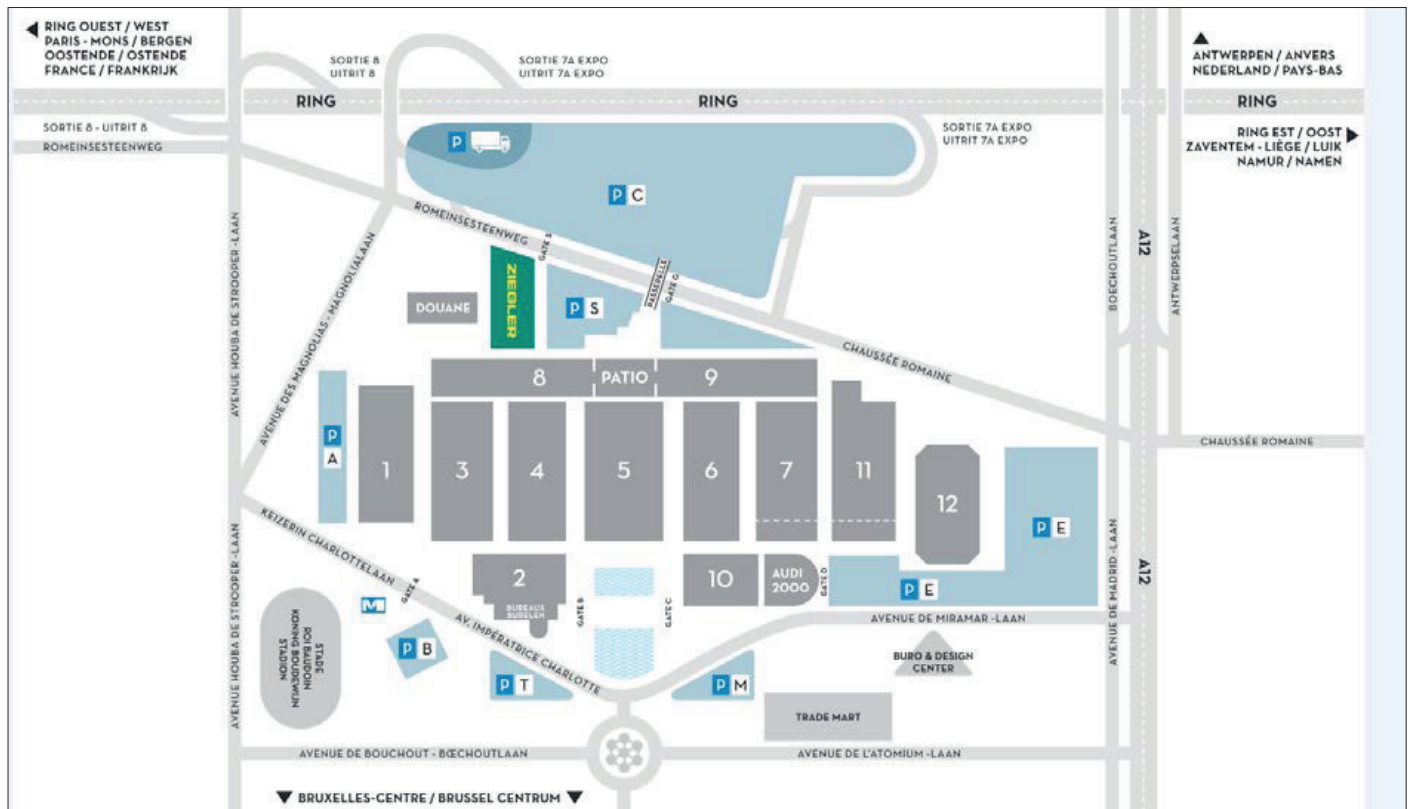
ADDRESS

Brussels Expo

Paleis 5

Belgiëplein 1

1020 Brussels



2. SCHEDULE

CONSTRUCTION

The construction of your stand is planned for Sunday 19 and Monday 20 May from 8 am. **Preconstruction** is possible on Friday 17 and Saturday 18 May also from 8 am, albeit on request and against **payment** of € 1,245.93 per booth, per day. This is a fixed cost price that Brussels Expo charges Cebeo, we invoice this amount.

If you wish to make use of the preconstruction days, please inform cebeo.technologie@cebeo.be no later than 3 May 2019.

On Monday, May 20, all passages must be free by 8 pm so that the carpet can be placed.

Only **small materials** can be brought to the booth on **Tuesday 21 May**. The booth must be fully set up by Tuesday morning 10am.

The instructions for entering and identifying stand builders along with construction cards will be sent no later than one month in advance to the contact person of the fair.

DATE	HOUR	WHAT	INFO
17/05/19	8:00	Pre-setup	€ 1,245.93 excl. VAT per stand
18/05/19	8:00	Pre-setup	€ 1,245.93 excl. VAT per stand
19/05/19	8:00	Start construction	
20/05/19	8:00	Construction day 2	All corridors must be free by 8 pm
21/05/19	08:00 - 10:00	Supply small materials	The booth must be ready at 10 am

FAIR DAYS

Tuesday, May 21, 2019

HOUR	WHAT
10:00	End of construction
11:30	VIP event customers (central stand + Patio)
13:00	Opening fair for exhibitors
14:00	Official opening fair for visitors
17:00	VIP event suppliers (Patio)
20:00	Closing of the booths + networking
22:00	End of the fair

Wednesday, May 22, 2019

HOUR	WHAT
9:00	Opening fair for exhibitors
10:00	Opening fair for visitors
20:00	Closing of the booths + networking
22:00	End of the fair

Thursday, May 23, 2019

HOUR	WHAT
13:00	Opening fair for exhibitors
14:00	Opening fair for visitors
20:00	Closing of the booths Get together Cebeo & suppliers
22:00	End of the fair

DECONSTRUCTION

On Thursday 23 May you can remove valuable or theft-sensitive items from your booth from 8 pm onwards. There is no access via the gates to Hall 5 and no delivery vans or trucks are allowed on the premises.

Friday May 24 you can dismantle your stand from 7:00 to 19:00. The dismantling cards will be mailed to the contact person of the fair no later than 1 month in advance.

3. PRACTICAL AGREEMENTS STAND CONSTRUCTION

Caution! Your reserved area is only floor space without walls and / or floor coverings. You need to provide the exhibition booth and its decoration.

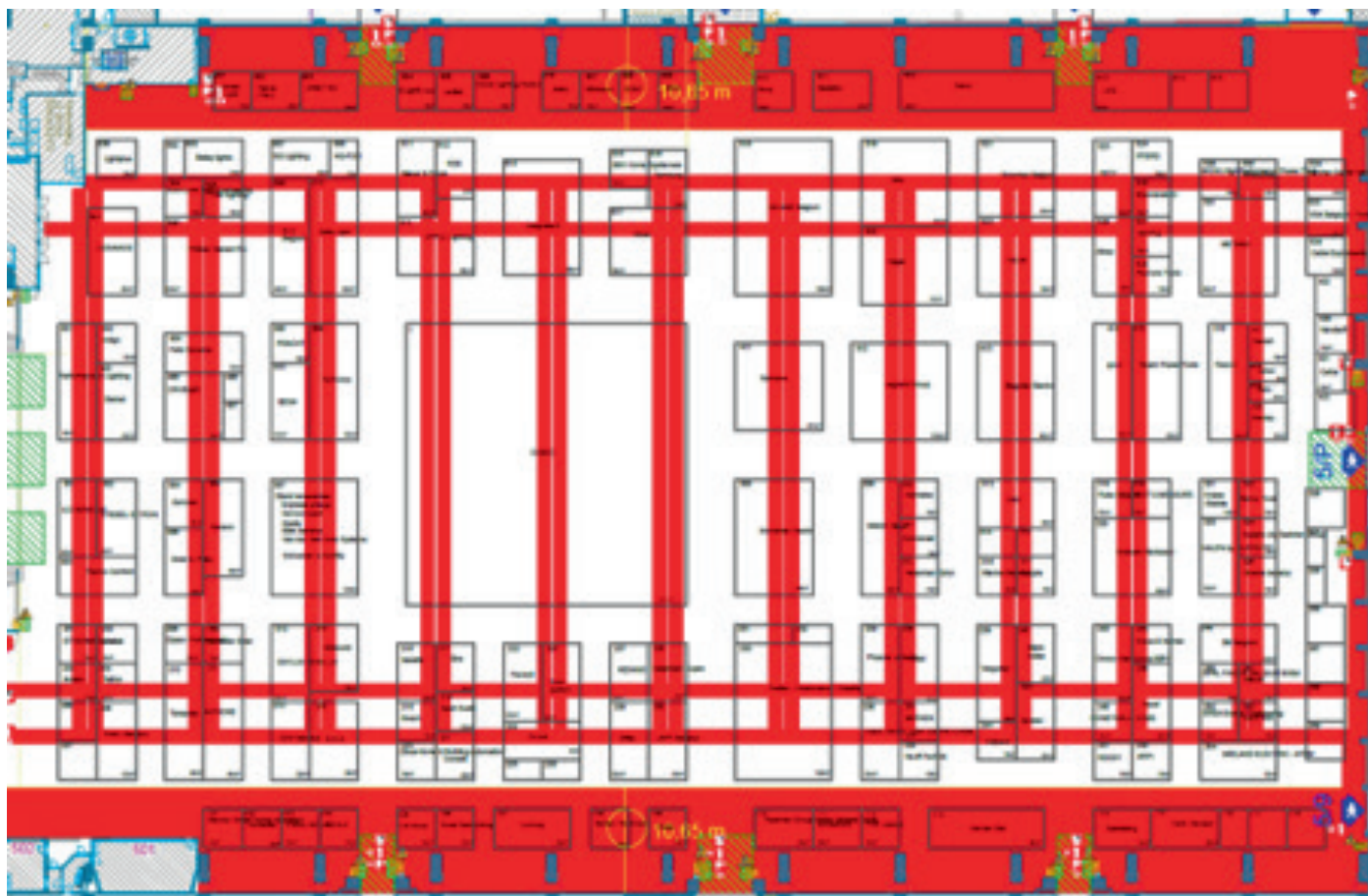
The **maximum** standard **building height** of the **partition walls** is **2,5m**. If you want higher partitions, you may go up to a height of 4m provided you get permission from your neighbors, and you ensure that the exterior of the walls has a white finish. You can request the contact information of your neighbors via cebeo.technologie@cebeo.be.

All stands on the **side** (position numbers 101 - 118 and 601 - 616) of the hall have a **ceiling height of 4m**. The **remaining positions** have a maximum height of **5m**.



SUSPENSION POINTS

You can find the suspension options for the exhibition on the plan below. **Suspension points** are only possible in the **white zones**. You can place your orders for this on the Brussels Expo web shop.



SAFETY CHARTER

You can find the charter for safety at the Brussels Expo web shop. Each stand builder must sign this at the Brussels Expo before the start of the exhibition.

4. WEBSHOP BRUSSELS EXPO

In the price of your booth, only the rent of the floorspace is included. You can place your orders for utilities, internet and other services via the Brussels Expo web shop. Below you can find the important dates for the orders.

IMPORTANT DATA:

08/02/2019 Start of orders
24/04/2019 End of early booking rate
16/05/2019 End of the standard booking rate
19/05/2019 - 23:59 . . End of orders
21/05/2019 - 23/05/2019 .Exhibition period

If you have any questions about the use of the Brussels Expo web shop, you can contact connections@brussels-expo.be or by phone at +32 (0)2 474 82 55.

5. LEAD REGISTRATION

Cebeo is working with **Boabee** for the **lead registration** of the fair. The license fee contains **1 license** which you can use to register the leads on your stand. The license can be used on 3 devices. If you want more licenses, you can order these at € 100 excl. VAT per license via cebeo.technologie@cebeo.be. More information on the use of the Boabee app and the order form for additional licenses can be found in the downloads section on www.technologie.be.

As fair organizer, Cebeo expects you to use the Boabee app in exchange for the free provision of this license. By making use of these licenses you also give Cebeo access to all leads registered on your booth.

6. PRACTICAL AGREEMENTS

GENERAL AGREEMENTS

Music is allowed on your stand but may **not be disruptive** for the other stands. Cebeo reserves the right to stop disturbing activities. Receptions and events on your own stand are not allowed.

Promotional actions are only allowed **on your own stand**. No flyers or other promotional materials may be distributed on the exhibition floor and outside the exhibition hall.

CATERING

Cebeo provides free catering for exhibitors and visitors throughout the fair.

At your own stand you can offer a drink and snack to the visitors but not complete meals. Catering and drinks for your own stand can be ordered via the Brussels Expo web shop.

Alcoholic beverages are not allowed before 17h. Cebeo will not serve them either at its central stand. Exceptions are the VIP events that take place in the Patio and not in Hall 5.

CLEANING

Daily stand cleaning and garbage collection is included in the rent of your floor space. We do, however, ask to sort waste - paper / cardboard and other waste - and place it at the corner of the stand.

CANCELLATION POLICY

In case of **cancellation**, this must be reported in writing to cebeo.technologie@cebeo.be. This is only a cancellation of the **exhibition participation**. If you have already placed orders on the Brussels Expo web shop the moment of cancellation, you should contact Brussels Expo. Cebeo does not intervene here. In case of cancellation of the exhibition participation, the following cancellation costs will be charged:

- 25% of the stand rent in case of cancellation of the registration before 24/04/19
- 50% of the stand rent in case of cancellation of the registration from 25/04/19 until 10/05/19
- 100% of the stand rental in case of cancellation of the registration after 11/05/19

REGISTRATION OF STAND EMPLOYEES

You will be able to register your stand staff starting 1 month before the start of the fair. You will receive the instructions and registration link via e-mail. Each stand employee must be registered and wear his/her badge visibly.

WIFI

Wi-Fi is available in the exhibition hall but Brussels Expo does not guarantee the availability of the network. You can order an internet connection via the Webshop of Brussels Expo.

THEFT

To help prevent theft, it is important to secure all theft-sensitive items and, if possible, to store them safely in the evening or to remove them from your stand. Cebeo is in no way liable for theft on your stand.

PARKING

Parking tickets must be paid and must be ordered through Brussels Expo, you will receive instructions on this. The parking that may be used will also be communicated.