



The joint International Congress on Innovative Approaches in Head and Neck Oncology (ICHNO) & the European Congress on Head and Neck Oncology (ECHNO)

Exhibitor's Manual

Technical Rules and Regulations

CONTACT LIST

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[Shipping Guidelines](#)

❖ Venue

Square Brussels Convention Center
Glass Entrance, Mont des Arts
1000 Brussels-Belgium
<https://www.square-brussels.com/en/>

M exhibitorbook@square-brussels.com
T +32 2 515 13 99

All Services Offered by the Venue:

- AV IT (flat screens, equipment, Internet access, Wi-fi, printers, tablet, labour)
- Power
- Rigging
- Cleaning
- Hostesses
- Labour
- Forklift with Operator
- Security agent for stand surveillance
- Catering

You can use the personalized link created by Square Brussels for exhibitor services:

<http://squarebrussels.com/en/ICHNO-ECHNO22>

KEY DATES

Aspect	Dates	Description
Congress	3-5 March 2022	ICHNO-ECHNO 2022
Exhibition Booking	9 November 2021	Exhibition space bookings
Stand Builder Registration	21 February 2022	Specific badging is required to enter and work in the building. Please check page 10 for more info.
Exhibition	8 January 2022	Booth designs to be submitted to ESTRO* (for "floor space only" booths)
	1 March 2022	Build-up (08:00-20:00)
	2 March 2022	Build-up (08:00-12:00)
		Build-up (12:00-20:00) no structural work
5 March 2022	Dismantling (11:00-20:00)	
Satellite Symposia	24 January 2022	Proposed program to be submitted to ESTRO
Advertising	24 January 2022	Company Logo for inclusion in the app and Exhibitor Directory
	24 January 2022	Advertisement for Exhibitor Directory**

** Artwork files for the advertisement pages in Exhibitor Directory should be provided in these specs:

-PDF at print-optimised resolution (PDF 1.3) with fonts and images fully embedded

-No trim or crop marks

-Size: 148 x 210 mm (portrait) - No bleed to be foreseen

-All images should be minimum 350 dpi

Table of Contents

1. Access to the venue	6
2. Maps and floorplan	8
2.1. Venue general Overview	8
2.2. Exhibition floorplan	9
2.3 Technical Floorplan	9
3. Access to the exhibition hall	9
3.1. Build-up and break-down for ICHNO-ECHNO	9
3.1.1 <i>DATES OF BUILD-UP*</i>	9
3.1.2 <i>DATES OF BREAK-DOWN*</i>	9
3.2. Exhibition Hours	10
5. Registrations	10
5.1. Exhibitors pre-registration	10
5.2. Onsite Exhibitors registration	10
5.2. Badging and Access Control for Stand Builders	10
7. Payments of Exhibitors' badges	11
8. Types of badges	11
8.1. Exhibitors' badges	11
8.1.1. <i>EXHIBITOR REGULAR BADGES</i>	11
8.1.2. <i>EXHIBITOR FULL BADGES</i>	11
8.1.3. <i>EXHIBITOR COMPLIMENTARY</i>	11
8.2. Visitors' badge	12
9. Space rental – Rates	12
9.1. Floor space only	12
9.2. Floor space + modular shell scheme structure	12
10. Industry Activities	13
10.1 Satellite Symposia	13
10.1.1 <i>AVAILABLE SLOTS AND RATES</i>	13
10.1.2 <i>SATELLITE SYMPOSIUM PACKAGE</i>	13
10.1.3 <i>ACCESS</i>	14
10.1.4 <i>RULES REGARDING THE SATELLITE SYMPOSIUM SPEAKERS</i>	14
10.1.5 <i>SPEAKER'S REGISTRATION</i>	14
10.1.6 <i>SPEAKER'S PRESENTATIONS - PREVIEW CENTRE</i>	14
10.1.7 <i>SETUP AND DISMANTLING</i>	14
10.1.8 <i>FOOD AND BEVERAGE</i>	14
10.1.9 <i>PROMOTIONAL ACTIVITIES</i>	14
10.2 Social Functions/Special Events	15
10.3 Meeting Rooms	15
10.4 Audio and Visual Activities	15
11. Onsite Advertising and Sponsoring	15
11.1 Advertising	15
12. Architectural Guidelines	16

12.1 Booth design and structural plans	16
12.1.1 <i>CLOSED ROOMS/THEATERS /BLACK BOXES</i>	17
12.2 Types of Booths	17
12.2.1 <i>ISLAND BOOTH</i>	17
12.2.2 <i>CORNER BOOTH</i>	17
12.2.3 <i>THREE-WALLED BOOTH</i>	17
12.2 See-through Visibility	17
12.3 Overall height of display	17
13. Technical Specifications of Brussels Convention Center	18
<hr/>	
13.1 Fixtures & Covers	18
13.2 Flooring	18
13.3 Cleaning	18
13.4 Fire Protection	18
13.5 Storage	18
13.6 Food & Drinks	21
13.7 Hiring Conditions of the Rental Equipment	21
13.8 Orders	21
13.9 General Remarks	21

1. Access to the venue

How to reach Brussels Convention Center

Square – Brussels Convention Centre
Glass Entrance
Mont des Arts/Kunstberg
B-1000 Brussels

SQUARE BRUSSELS CONVENTION CENTRE is located in the heart of Brussels, less than 500 m from the Historic City Center and the Grand Place. The Central train station is only 200 m from the SQUARE and it takes less than 30 minutes (by taxi) from Brussels Airport.

By road

There are 660 parking spaces right underneath SQUARE at the fee-paying car park named Parking Albertine / Albertina - SQUARE, level -2 (maximum height: 195 cm).
You can get in via Place de la Justice – Gerechtsplein, 16 at 1000 Brussels

By plane

After landing at Brussels International Airport (Zaventem), make your way from the main arrival hall to level -1. Take a direct train to the city centre. After 17 minutes, get off at the Brussels Central station, and follow the exit signs to 'Mont des Arts / Kunstberg – SQUARE'.

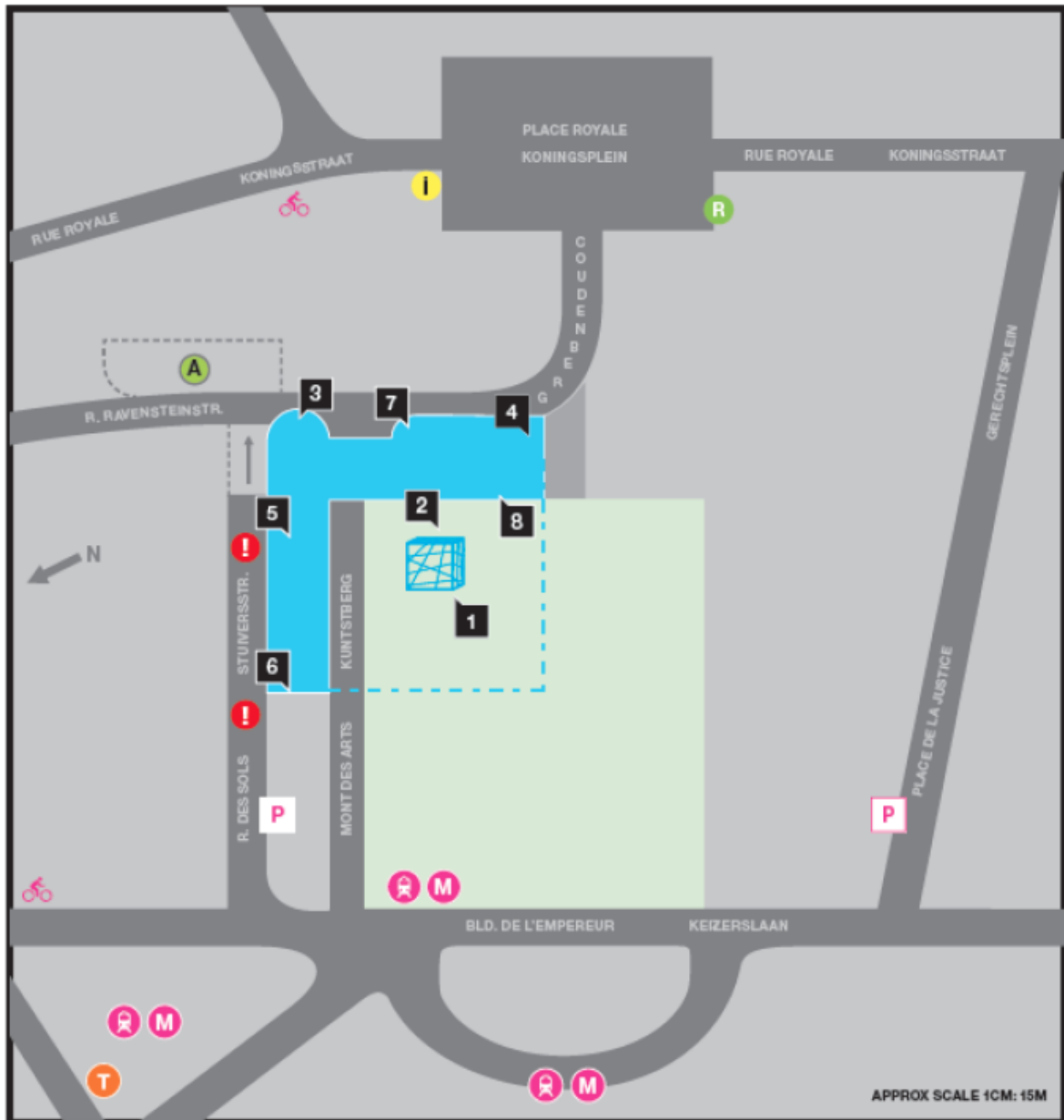
By rail








Square is just across from the Brussels Central railway station.

National trains: Get off at Bruxelles-Central / Brussel-Central and follow the exit signs to 'Mont des Arts – SQUARE'.

International trains (Eurostar, Thalys) arrive into Bruxelles-Midi / Brussel-Zuid. From there, it's a simple two-minute train journey to Brussels Central station. Just take any train heading north (free of charge: your ticket to Brussels includes commuting from and to any train station in Brussels), get off at the first stop (Bruxelles-Central / Brussel-Central) and follow exit signs to 'Mont des Arts – SQUARE'.

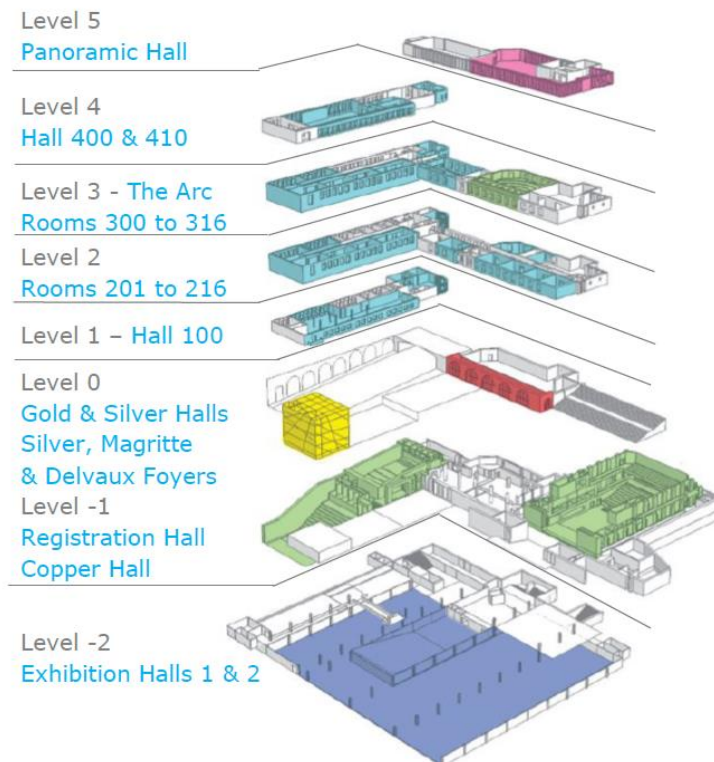
Please note that **access to the building will be conditioned by showing a valid Covid Safe Ticket – CST to the entrances**. This for all visitors, exhibitors, stand builders, technical teams, etc.
This will happen also at Rue des Sols 27 and the CUBE access.



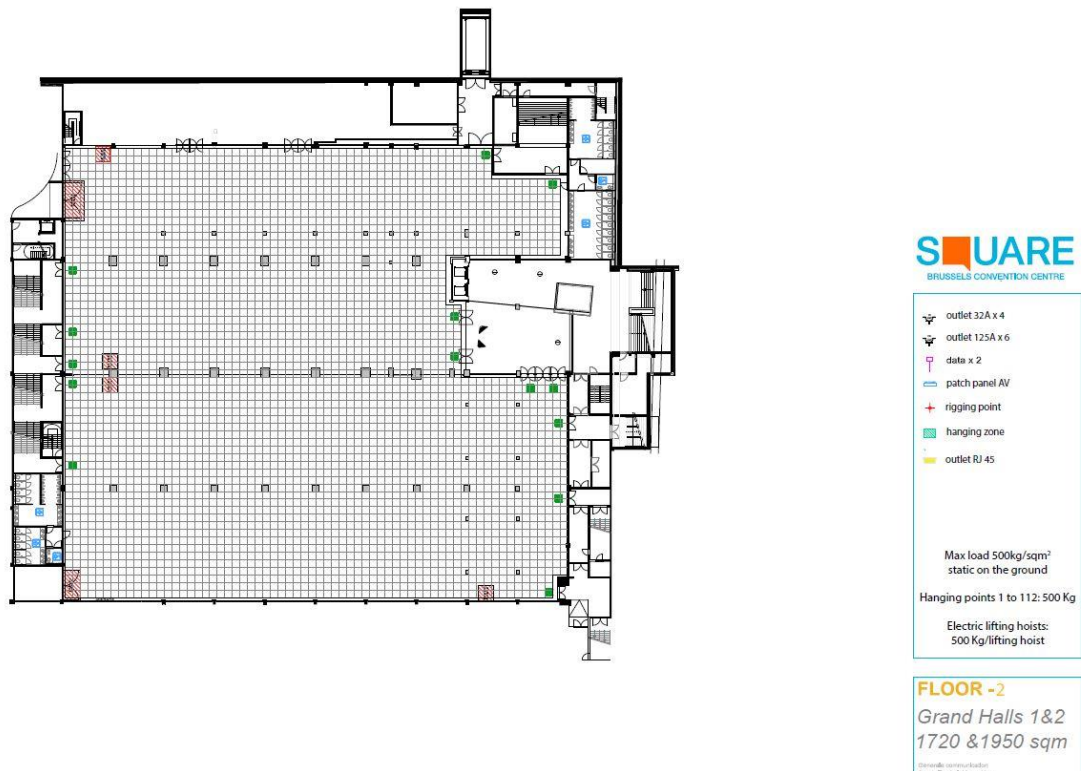
- | | |
|--|--|
| <ul style="list-style-type: none"> 1 GLASS ENTRANCE
(MONT DES ARTS, 1000 BRUSSELS) 2 TERRACE ENTRANCE
(MONT DES ARTS, 1000 BRUSSELS) 3 RAVENSTEIN ENTRANCE
(2, RUE RAVENSTEIN, 1000 BRUSSELS) 4 COUDENBERG ENTRANCE
(3, COUDENBERG, 1000 BRUSSELS) 5 DELIVERY ENTRANCE
(27, RUE DES SOLS, 1000 BRUSSELS)
ONLY DURING BUILD-UP, EVENT & DISMANTLING
ONLY FOR SMALL PACKAGES AND EUROPALLET NOT
BIGGER THAN 120cm x 80cm x 140cm 6 LOADING & UNLOADING (Grand Halls)
(13, RUE DES SOLS, 1000 BRUSSELS) 7 LOADING & UNLOADING (Foyers)
(1, COUDENBERG, 1000 BRUSSELS) 8 DELVAUX ENTRANCE
(MONT DES ARTS, 1000 BRUSSELS) | <ul style="list-style-type: none">  ENTRANCE CENTRAL STATION  ENTRANCE METRO CENTRAL STATION  TAXI  TOURIST INFORMATION  PUBLIC PARKING "ALBERTINE"
(DIRECT ACCESS TO SQUARE)
(3 RUE DES SOLS OR PLACE DE LA JUSTICE)  CITY BIKES DISPOSAL  BOZAR (DIRECT ACCESS FROM SQUARE)  NO PARKING IN THE STREET  MUSEUM RESTAURANT |
|--|--|

2. Maps and floorplan

2.1. Venue general Overview



2.2. Exhibition floorplan



2.3 Technical Floorplan

<https://www.estro.org/getmedia/4734a933-5f86-436c-b8f8-46e3fbddefd0/2019-Grand-Halls-1-2.pdf.aspx>

3. Access to the exhibition hall

ICHNO-ECHNO 2022 will take place in **Hall 1** between **Thursday 3 March** and **Saturday 5 March**.

3.1. Build-up and break-down for ICHNO-ECHNO

Hours and dates corresponding to the exhibition set-up, opening times and dismantling are those specified by ESTRO in the exhibitors' manual. Any request for additional time for set-up, dismantling and/or additional time in the exhibition hall before or after the exhibiting hours must be made to ESTRO, requires the written approval of ESTRO and might cause additional costs. Regulations will be those specified by ESTRO and the Venue.

3.1.1 Dates of build-up*

1 March Tuesday	08:00-20:00
2 March Wednesday	08:00-12:00
	12:00-20:00 (no structural work)

3.1.2 Dates of break-down*

5 March Saturday	11:00-20:00
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3.2. Exhibition Hours

3 March Thursday	09:30-19:00 (Networking evening will take place in exhibition from 17.45 to 19.00)
4 March Friday	09:30-17:00
5 March Saturday	09:30-11:00

5. Registrations

5.1. Exhibitors pre-registration

Exhibitors pre-registration can be made via email to the ESTRO office (hyilmaz@estro.org) as of **7 February 2022**.

On **7 February**, ESTRO will provide all exhibiting companies with an excel file to be completed with the exhibitors' names and to be returned by email to the ESTRO office.

Onsite, when collecting the exhibitors' badges, the appointed company delegate will have the possibility to update the list of exhibitors' names if needed.

The price for all pre-registered regular exhibitors' badges will be **100€ (excl. VAT)**.

5.2. Onsite Exhibitors registration

Exhibitors badges can only be ordered by the appointed company representative in person. In the case a company delegate not wearing an exhibitor badge needs to access the exhibition hall, he/she will be requested to contact the appointed company representative. If the company delegate cannot contact the appointed company representative, he/she will need to purchase a visitor badge (100€ excl. VAT – valid for the day of purchase) to access the exhibition hall.

5.2. Badging and Access Control for Stand Builders

Please note that this paragraph is only meant for stand builders and not for employees of the exhibiting companies.

Specific badging is required to enter and work in the building. Please make sure to specify to SQUARE (exhibitorbook@square-brussels.com) the contact details of each member of your stand building contractor team that will need access to the building during the build-up and the dismantling. Please provide the following details of the stand builders:

- Contractor First Name and Surname
- Company (Stand Building Company)
- Contact Number
- Number of badges required (each person must wear his/her own badge)

PLEASE RETURN THESE DETAILS VIA EMAIL TO exhibitorbook@square-brussels.com **NO LATER THAN February 21st, 2022** (1 week prior to event). BADGES WILL BE HANDED OUT AT THE FREIGHT LIFT ENTRANCE.

Failing to send this information prior to the build-up will mean that every member of your team will first have to register at 27, Rue des Sols / Stuiversstraat where they will be granted an access badge in order to be able to enter the exhibition halls, which can lead to time delay.

7. Payments of Exhibitors' badges

Payments of exhibitors' badges must be made prior the event via bank transfer (pre-registered badges) or onsite **via credit card**.

8. Types of badges

8.1. Exhibitors' badges

An EXHIBITOR is

- Any employee of the exhibiting company who possesses a business card with the exhibiting company's name and who is registered as exhibitor to the conference
- Any subcontractor registered as exhibitor to the conference by the exhibiting company, working directly for the exhibiting company and dealing with the organization and management of the booth during the exhibition timings.

All EXHIBITORS must be registered at the conference as such and must wear their exhibitors' badges inside the conference center.

Note: Exhibitor badges are not available for any other professionals.

8.1.1. Exhibitor REGULAR badges

The regular exhibitor's badge gives access to the exhibition hall and the coffee breaks. It does not include the access to scientific sessions.

Validity: duration of the conference.

Cost per badge (excl. VAT): The cost for regular exhibitor's badge is **100€**.

8.1.2. Exhibitor FULL badges

The full exhibitor's badge gives access to the exhibition hall and coffee breaks + access to scientific sessions and social events.

Validity: duration of the conference

Cost per badge (excl. VAT): The cost for full exhibitor's badge is **735€**.

8.1.3. Exhibitor COMPLIMENTARY

Companies exhibiting are entitled to **complimentary** exhibitor's badges as per the booth size.

The type of the complimentary exhibitor's badges (regular or full) depends on the company's corporate membership. The number and type of complimentary exhibitors' badges per 9 sqm booth rented is:

Company status	Number and type of complimentary exhibitor's badge
ESTRO Gold members	1 REGULAR + 2 FULL
ESTRO Corporate members	2 REGULAR + 1 FULL
Non-members	3 REGULAR

8.2. Visitors' badge

A VISITOR is any person not considered as an exhibitor and who needs access to the exhibition hall. All VISITORS must wear a visitor's badge inside the conference center. The visitor's badge gives access to the exhibition hall and coffee breaks.

No access to scientific sessions and social events.

Validity: 1 day (day of purchase)

Cost per badge (excl. VAT): 100€

The visitor's badge must be purchased onsite at the registration desk and can be renewed from day to day.

9.Space rental – Rates

9.1. Floor space only

Location: Exhibition hall.

The cost (excl. VAT) for floor space only is **500€/sqm.**

Cost includes:

- floor space
- 3 complimentary exhibitor's badges per 9 sqm booth rented
- visibility in the online Exhibitor Directory + congress app (including the company logo)

9.2. Floor space + modular shell scheme structure

Location: Exhibition hall.

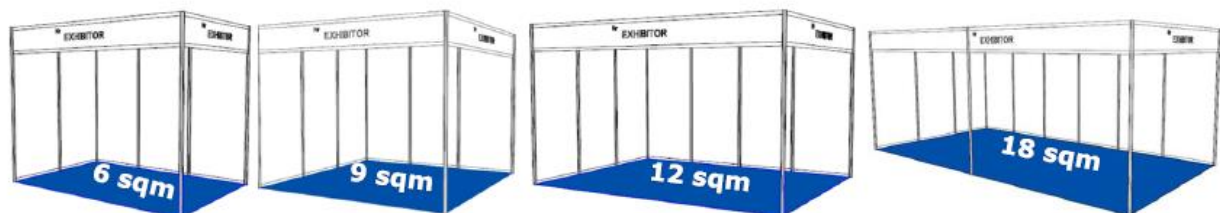
The cost (excl. VAT) for floor space and modular shell scheme is **600€/sqm.**

The modular shell scheme package offered by ESTRO includes:

- Carpet with plastic protection - M3 quality (anthracite grey)
- Lacquered aluminum structure 1x2.4m high
- Melamine modular partitions.
- Header (made with double aluminum straighteners + melamine panel) (1 per open side)
- 1 Company name + stand number per open side.
- 3 lighting spots

+3 complimentary exhibitor's badges per 9 sqm booth rented

+visibility in the online Exhibitor Directory & congress app (including the company logo)



Not included:

- Furniture

- Additional exhibitor orders
- Internet access (public Wi-Fi is free)
- Electricity

Please note that all on-site services (catering, electricity, waste, internet etc.) are managed by Square Brussels Convention Center directly. The contact of each service can be found here:

-Exhibitor Services & Catering

Square Brussels Convention Center

*You can use the personalized link created by Square Brussels for exhibitor services.

<http://squarebrussels.com/en/ICHNO-ECHNO22>

10. Industry Activities

During the congress hours, ESTRO allows exhibiting companies to organize different formats of meetings. Such meetings are limited to staff meetings, briefings, advisory boards, client meetings. Any other type of closed meetings must be approved by ESTRO.

Meetings **including more than 30 guests require the prior approval of ESTRO**. Meetings with similarities to a satellite symposium session are not allowed.

10.1 Satellite Symposia

To be eligible to hold a satellite symposium during the ESTRO Event, the company must be registered as Exhibitor at the ESTRO Event.

ESTRO reserves the right to reject any proposal that is not considered as appropriate to the Event or does not comply with the criteria set forth in the rules and regulations.

10.1.1 Available Slots and Rates

-Thursday 3 March 2022

Exclusive Slot

During lunch break

€45.000

-Friday 4 March 2022

Exclusive Slot

During lunch break

€45.000

10.1.2 Satellite Symposium Package

- Rent of the meeting room for the duration of the symposium
- Standard equipment and room set-up
- AV technician
- 1 hostess
- Possibility of roll-up (dimensions 2m*85cm) displayed the morning before your event in the registration area (artwork to be submitted to ESTRO for written approval). *Each company can produce their own roll-up, or it can be ordered with the satellite symposium packages. **
- Inclusion of the satellite symposium agenda in the congress programme book, app and online programme
- Email blast listing the satellite symposia agenda sent by ESTRO prior the congress to pre-registered participants (in accordance with the GDPR policy)

10.1.3 Access

Participants fully registered to the congress, one day participants, company representatives wearing their exhibitor's badges, speakers and all persons involved in the organization of the satellite symposium (technicians, speaker) wearing the appropriate badge have the right to attend the industry satellite symposium. Exhibitors are not allowed to attend the satellite symposium session of another exhibiting company unless invited.

Access to the room for company organizers is possible for the satellite symposium organizers **30 minutes** before the start of the symposium.

10.1.4 Rules Regarding the Satellite Symposium Speakers

A conference speaker invited to speak at a satellite symposium cannot be financially supported by the inviting company in any way and it will be the responsibility of the satellite symposium organiser to ensure that this is the case.

The speaker cannot speak on the same subject at the main conference and the satellite symposium. As the main conference programme comes first, it is the responsibility of the satellite symposium organiser and of the speaker to ensure that this overlap does not occur.

10.1.5 Speaker's registration

Each company is responsible for the registration of any satellite symposium speakers who are not participating in the official conference program. The visitor's badge allows the access to the satellite symposium room and exhibition hall for the day of the satellite symposia.

10.1.6 Speaker's presentations - Preview centre

For logistical reasons, companies organizing a satellite symposium are required to use the speakers preview center and follow the instructions that ESTRO prepares for its own speakers. Speakers' presentations must be submitted to the preview center **at least 2 hours before** the presentation.

10.1.7 Setup and Dismantling

Companies must adhere to the indicated start and end times of the reserved time slot. Extensions beyond the assigned timings are not allowed under any circumstances. The room should be completely vacated immediately after the end of the satellite symposium. Companies are responsible for removing all materials, waste, etc. from the room before the next scientific session starts. In case of non-compliance, companies may be charged for costs incurred for cleaning or removal of materials. Installations or alterations to the rooms and the standard set-up can only be made with the explicit approval of ESTRO.

10.1.8 Food and beverage

All catering related to the satellite symposium session must be organized and ordered to ESTRO. The lunch box order form will be made available closer to the event.

10.1.9 Promotional Activities

ESTRO encourages independent promotion of approved symposia, with prior written approval of ESTRO and in line with the GDPR (General Data Protection Regulation). Onsite promotion of the satellite symposium will be strictly restricted to the company's booth.

One roll-up of each satellite symposium holder will be displayed at the registration area on the day of their symposium and another one can be placed half an hour before the start of their session in front of the satellite symposium rooms.

10.2 Social Functions/Special Events

Social functions or any special event planned by the Exhibitor during the ESTRO congress (this includes the ESTRO pre-meeting courses and workshops):

- require the prior written acceptance of ESTRO
- must not be held in the same place as any ESTRO activity
- must not be held during the scientific program of the ESTRO Event or during ESTRO activities

The date and place of any industry event / social activity planned by the Exhibitor must be approved by ESTRO. ESTRO shall have full authority to discontinue any function not approved by ESTRO and will not be held liable for any costs incurred by the Exhibitor.

10.3 Meeting Rooms

The meeting rooms are available for exhibiting companies within the congress centre. Please send us your requirements for the meeting rooms and ESTRO will assign a suitable room for your needs.

The rooms can be rented **for ½ day (€ 1,000)** or a **full day (€ 2,000)**.
Beamer is included in the price. Catering can be ordered directly from the official partner of ESTRO.

10.4 Audio and Visual Activities

Lighting and the production of music and/or sound requires the written acceptance of ESTRO, is limited to the perimeter of the Exhibitor's booth and **must be directed towards the interior** of the stand.

All activities including the use of sound should be notified to ESTRO including the information about **duration and frequency** of the sound.

If ESTRO judges that a disturbance is being caused, the Exhibitor will be required to lower or halt the activity immediately. Licensing for copyrighted work is the sole responsibility of the Exhibitor.

The use of live music, dancers or any other similar entertainment activities are not allowed in the Exhibition Hall. **Professional models/hostesses** may be used for demonstration purposes but **may not leave the Exhibitor's booth space parameters** to drive traffic to the booth and/or pass out information or take "polls."

11. Onsite Advertising and Sponsoring

11.1 Advertising

Below you will find an overview of opportunities to increase your brand visibility during the congress. Please note that each opportunity is offered in exclusivity – your logo will be the only one visible when purchasing one of the opportunities. The only exception are the advertisements in the digital Programme Book.

AREA	DESCRIPTION	PRICE
Lanyards (quantity: 1200 units)	Display of your logo on the lanyards distributed to all participants, speakers and ESTRO representatives	€10.000+Production
Health corners in the exhibition hall	Display of your logo in the area where fruits and coffee are distributed and additional visibility by display of your logo on the coffee cups	€10.000+Production
Event App	Display of your logo on the install, welcome and intro screens of the ESTRO event app	€10.000
Exhibitor Directory (digital)	Display of your advertisement in the key document on exhibition & industry for all participants (available on the ESTRO website and via the ESTRO app)	€ 2.000
Programme Overview (physical)	Display of your logo on the handy guide to the congress, featuring both an overview of the programme and a venue map and distributed to all participants	€ 10.000

12. Architectural Guidelines

- The minimum exhibition space allowed is **9 sqm**.
- Booths, part of it or exhibition material may not be covered or removed from the exhibit space during the exhibition opening hours. Unsightly objects must not be placed in public view.
- The floor of the booth must be covered with **carpet**.
- The booth must be delimited with suitable and finished **partition walls** to close off the space on all sides other than the visitors' aisles. Partition walls must not be shared between two booths.
- **Exposed / rear sides of side and back walls** of booths and displays shall be white, plain (without partitions) and kept clean.
- Corner booths, two-walled booths, three-walled booths and **pop-up display** must be complete with **partition walls** located on all sides other than the visitor's aisles.
- ESTRO reserves the right to order the missing parts of the exhibitor's booth at the expenses of the defaulting exhibitor.

12.1 Booth design and structural plans

Booth design and structural plans must be in accordance with ESTRO rules and regulations, the Venue regulations and the exhibitors' manual and must be submitted for approval to ESTRO hyilmaz@estro.org by **8 January 2022**. Booth design and structural plans will be valid once the Exhibitor has received the written approval from ESTRO. Exhibitors who have purchased a space only stand, are informed that detailed stand drawings must be submitted for approval to exhibitorbook@square-brussels.com no later than (45 days prior

to event). After this deadline, further change to the final stand design will be allowed up to 15 days prior to event. Exhibitors are advised that the procedure for obtaining approval can take a considerable amount of time. Working drawings should therefore be submitted as soon as they are available.

All structures, materials, special designs, unusual constructions, and all signs shall conform to Belgian safety standards and codes of practice and comply with all relevant statutory authority regulations. Any display work or materials contravening this clause must be modified to meet requirements.

12.1.1 Closed Rooms/Theaters /Black Boxes

Any stand incorporating closed rooms/theatres/black boxes with covered ceilings must include a vision panel or window and will be subject to approval on emergency lighting and exit width. Please submit copies of the drawings as mentioned above.

12.2 Types of Booths

12.2.1 Island booth

An island booth is an exhibition space with 4 sides open.

Full use of the space is permitted, but the design of the booth must ensure the visibility to neighboring booths, have a suitably open appearance and be accessible from all adjacent aisles. The height of any part of the booth or related objects (excluded hanging banners) located 1 meter or less away from a visitor's aisle must not exceed 2,5 meters.

12.2.2 Corner booth

A corner booth is an exhibition space with 2 mandatory walls and two sides open. The height of any part of the booth or related objects (excluded hanging banners) located 1 meter or less away from a visitor's aisle must not exceed 2,5 meters.

12.2.3 Three-walled booth

A three-walled booth is an exhibition space with three mandatory walls and one side open. The height of any part of the booth or related objects (excluded hanging banners) located 1 meter or less away from a visitor's aisle must not exceed 2,5 meters.

12.2 See-through Visibility

Booth structure, design and equipment display must ensure the visibility to neighboring booths and have a suitably open appearance. Unless prior agreement with neighbor companies, only one-third of the surface area adjoining the public aisles can be fully enclosed.

ESTRO reserves the right to refuse or relocate any booth that fails to conform to this requirement.

12.3 Overall height of display

The maximum height of any booth or related objects (excluding hanging banners) located 1 meter or less away from a visitor's aisle must not exceed **2,5 meters**. In exceptional cases, ESTRO reserves the right to readapt this regulation.

For booth constructions with **height from the floor higher than 5m**: a surcharge of **100€** corresponding to the space rental will apply.

13. Technical Specifications of Brussels Convention Center

13.1 Fixtures & Covers

- Emergency exits and signs should be kept clear at all times. Also, fire extinguishers should not be blocked.
- Stand constructors should respect the Exhibition area decoration: no affixing to drapes, walls and windows.
- No fixing of whatsoever and no painting are allowed on walls, doors, gates, outer walls, and parking.
- No Exhibitor may obstruct or allow his goods, decorative materials, furniture, etc. to obstruct or fill open passages and open spaces.
- The Exhibition building, its doors, walls & the equipment therein must not be damaged (by nails, screws...).
- No exhibitor will be permitted to span an aisle by ceiling or floor covering.

13.2 Flooring

Carpet laid out by stand constructors around and on stands should be fire-resistant and a certificate will be asked on site. Carpeting the floor is only allowed if 2-sided tape type BOMA 4123 is used (available on site, please refer to the appropriate order form in this manual). If tape residues remain after dismantling, exhibitors will be charged the costs of removing those at € 37,50 /10 cm.

13.3 Cleaning

Exhibition cleaning: corridors between stands will be cleaned on a daily basis after the exhibition opening times.

Stand cleaning: you are responsible for the cleanliness on your stand. You can order daily stand cleaning through the SQUARE exhibition guide.

13.4 Fire Protection

No inflammable decorations or exposed flames may be used at any time. All decoration material of paper and inflammable fabric must be made fireproof and certificate will be asked on site.

13.5 Storage

-Boxes and packages should not be stored behind the stands. Also empty packages should not be stored in the Exhibition area. Storage is available on request at SQUARE (payable service).

-All stand equipment should be recovered at the end of the exhibition dismantling schedule. For eventual storage, please contact SQUARE or the event organizers with information on sizes and number of parcels, storage period...). Once the exhibition is finished you should remove all waste from your stand. During the dismantling times, waste bins will be available for your waste. If waste or equipment from your stand is left behind in the Exhibition area for which no specific storage or pick up has been arranged, it will be disposed of after the closing of the halls and a fine may apply.

13.6 Unloading Information – Deliveries, Storage and Parking

Please refer to the [Shipping Guidelines](#) of Kristal Logistics.

Please note that the Congress Centre is situated in the centre of Brussels. It is therefore not allowed to send trucks of more than 8 meters length, since the delivery street is a dead-end and there is no parking space available. To avoid traffic congestion and to allow a fast and smooth move-in, an unloading slot will be required for all vehicles larger than a passenger car. Cars or small vans not higher than 195 cm can park in the fee-paying car park "Albertine / Albertina – SQUARE" which is directly linked to SQUARE. Please contact Kristal Logistics to obtain an unloading slot. The exhibitors will then be allowed to temporary park their lorry in the delivery street to load/ unload and use the freight lift located at the Rue des sols / Stuiversstraat 13, 1000 Brussels, of which dimensions are: 2.05m high, 2.20m wide, 6.7m long, 4000 kg max. These limits must be respected by exhibitors and their subcontractors such as stand builders, transporters, etc. During deliveries, no obstacle may obstruct the automatic closure of the street-front shutters. See directional map below.

All trucks arriving without a slot can only unload and load once the full schedule has been completed. Note that there is no parking allowed out of the given unloading slot in the delivery street (rue des sols / stuiversstraat) or near the congress centre. Trucks need to be removed from the unloading area as soon as unloading has been completed. Otherwise, the vehicle will be immediately removed from the street by the local authorities. Trucks can park free of charge around the streets of Brussels' haven (Avenue du port / Havenlaan – 1000 Brussels).

Access to SQUARE BRUSSELS CONVENTION CENTRE



- | | | | |
|----------|---|--|--|
| 1 | GLASS ENTRANCE
(MONT DES ARTS, 1000 BRUSSELS) | | ENTRANCE CENTRAL STATION |
| 2 | TERRACE ENTRANCE
(MONT DES ARTS, 1000 BRUSSELS) | | ENTRANCE METRO CENTRAL STATION |
| 3 | RAVENSTEIN ENTRANCE
(2, RUE RAVENSTEIN, 1000 BRUSSELS) | | TAXI |
| 4 | COUDENBERG ENTRANCE
(3, COUDENBERG, 1000 BRUSSELS) | | TOURIST INFORMATION |
| 5 | DELIVERY ENTRANCE
(27, RUE DES SOLS, 1000 BRUSSELS)
ONLY DURING BUILD-UP, EVENT & DISMANTLING
ONLY FOR SMALL PACKAGES AND EUROPALLET NOT
BIGGER THAN 120cm x 80cm x 140cm | | PUBLIC PARKING "ALBERTINE"
(DIRECT ACCESS TO SQUARE)
(3 RUE DES SOLS OR PLACE DE LA JUSTICE) |
| 6 | LOADING & UNLOADING (Grand Halls)
(13, RUE DES SOLS, 1000 BRUSSELS) | | CITY BIKES DISPOSAL |
| 7 | LOADING & UNLOADING (Foyers)
(1, COUDENBERG, 1000 BRUSSELS) | | BOZAR (DIRECT ACCESS FROM SQUARE) |
| 8 | DELVAUX ENTRANCE
(MONT DES ARTS, 1000 BRUSSELS) | | NO PARKING IN THE STREET |
| | | | MUSEUM RESTAURANT |

13.6 Food & Drinks

Food & drinks are an exclusive service provided by SQUARE department. It's forbidden to bring in your own food and drinks items.

13.7 Hiring Conditions of the Rental Equipment

The equipment has to be insured against «all risks». The exhibitor remains responsible for the equipment until the authorized staff has collected this equipment. In case of loss, the equipment will be invoiced at the insurance value, without application of the ageing degree. Every delivered order will be invoiced and all modifications will be charged.

13.8 Orders

An order will only be confirmed after full payment has been made. Additional services ordered within less than 5 business days prior to the first exhibit day will be increased by 20%. The cancellation of an order must be confirmed in writing by the client. If an order is cancelled less than 15 business days prior to the first exhibit day, 50% of the payment collected shall be considered as our permanent property as contractual, lump-sum, irreducible compensation. If an order is cancelled less than 10 business days prior to the first exhibit day, 100% of the payment collected shall be considered as our permanent property as contractual, lump-sum, irreducible compensation.

The invoices of Square are payable in cash to our address. The invoices are payable upon receipt to the indicated bank account. If payment is not made on a timely basis, the invoices shall incur --automatically and without notice-- monthly interest at the rate of 12% per year. In addition, as compensation, they shall be increased by 10%, with a minimum of € 40,00.

Please refer to [Square Expo Guide](#) for more information regarding the terms & conditions.

13.9 General Remarks

The Exhibitor shall be bound to comply with the regulations issued by the event organisers and with the SQUARE's 'General Terms & Conditions. Failure to comply with any of the afore mentioned could result in approval of your stand being withdrawn.