

# Guidelines Belfair 2019

## General

1. Participation in the trade fair as an exhibitor is reserved for EUROPEAN-PEN INTERNATIONAL-registered practice firms. The participant receives a stand at a location, determined by the COFEP, during the agreed period.
2. Payment must be made before the expiry date mentioned on the invoice. The registration is only valid after payment.
3. The registration fee is normally non-refundable, even if the participant decides to cancel.
4. A stand can be hired for one or two days. One stand can be used only by one practice firm.
5. During the trade fair, there have to be enough students to occupy the stand. The participating PF is also obliged to offer an extensive assortment of products.
6. The trade fair begins on Thursday March 14<sup>th</sup> and Friday March 15<sup>th</sup> at 9.30 a.m. and ends at 15.30 p.m.
7. The participant can decorate the stand as he likes, with regard for the regulations and directions set out by COFEP. The decoration of the stand has to be done on Wednesday March 13<sup>th</sup> between 13.30 p.m. and 19.00 p.m. or on Thursday March 14<sup>th</sup> between 16.30 p.m. and 19.00 p.m..The fair takes place in a professional environment and no exception will be allowed. Participants who do not respect this rule will be forbidden to take part in the fair. Their registration fee will not be refunded. If needed, you will get a parking licence for the setup. During the fair parking space is available nearby (paid).
8. The stand is put at the disposal of the participant (3,5m by 2 m) with one table and four chairs. You will dispose of 1 fence (Heras) that can be covered by cloth ( fire resistant) you bring yourself or provided by COFEP (free). Please make your choice when you register.
9. Connections for electricity, heating and ventilation installations or fire protection equipment, which can be in, above or on the floor of the stand, have to stay clear and easy to reach at any time. There may not be any floor covering.
10. Connections for electricity have been provided at the fair at 15 meters from the stand at the most. The participant will have to bring a multi-outlet extension cord himself.

11. The total electrical capacity for every stand is limited to 600 Watts. This is more than enough for two laptops, a printer and a projector. Additional lighting is possible when you use LED lights or halogen lamps (podium spots are forbidden). Wifi printers are not allowed, so provide cable connection when needed.
12. The participant is not allowed to use the stand in such a way as to bother the other participants or visitors. Noise, blockage of entrances and passages, light or view of any kind has to be avoided. It is forbidden to stock boxes or luggage behind the booth. The evaluation hereof is at the discretion of COFEP.
13. The participants aren't allowed to place or hang goods, furniture, signs and advertising material above or outside of the stand inside the trade fair complex.
14. The participant is obliged to keep the stand in good condition and to clean it.
15. The participant is fully responsible for the materials, products and tools at his stand. COFEP and Brussels Expo take no responsibility whatsoever for damage or theft of materials, products and tools that are available at the trade fair complex. The participant is responsible for the surveillance of his stand during the construction of the stand, during the fair and while cleaning up. It is prohibited to enter the building before or after these hours.
16. The stands may not in any case be cleared before COFEP has given its permission to do so. The fair will end on Thursday March 14th and Friday March 15th at 15.30 p.m.
17. The participant is obliged to leave the stand after clearance in the same condition in which it was given to him by COFEP. If COFEP observe damages or dirt, this will be repaired by COFEP, but the costs will have to be paid by the participant. Immediately after the fair a representative of COFEP will visit all of the stands. The participants who have not correctly cleared out and cleaned their stand will pay a fine of € 50.
18. It is prohibited to serve or consume alcoholic beverages at the stands
19. COFEP and Brussels Expo maintain order in the buildings and territories of the trade fair complex. They provide the necessary regulations and directions for the order and safety and are responsible for the opening of buildings and premises to the public.

## Fire department – Security rule

1. It is strictly forbidden to trespass the limits of the stands as reduced space between the stands might endanger interventions by security services. Those who do not respect this rule will be immediately excluded from further participation.
2. The use of candles, incense and other fire unsafe decoration is prohibited. The use of helium balloons is also strictly prohibited.
3. The decoration material used must be treated with flame retardants.
4. If the participant wants to use electrical appliances (other than laptops, computers, printers and projectors) in the stands during the fair, permission of COFEP is required. The written request with accurate description of the equipment must be sent to the organizer for 2018-12-15 ([belfair@cofep.be](mailto:belfair@cofep.be)). The approval must be submitted when asked for.
5. Smoking is prohibited in the entire building.

## Sales

1. Only sponsors qualified by COFEP and participating PF's are allowed executing sales and promotions at the trade fair complex.
2. Practice firms that do not have an exhibition space at the fair aren't allowed to distribute flyers, leaflets or catalogues at the trade fair complex.
3. During the fair, visitors that are NOT part of a practice firm can use a fair card for their personal purchases. These cards can be bought for € 1 at the COFEP-reception. There is no limitation on the amount of purchases you make with the card. Personal purchases must be realistic (no large quantities).