EXHIBITOR MANUAL

SLAS Europe 2018

27-29 June 2018

Brussels, Belgium

Published on 03 April 2018
Key contacts

CONFERENCE ORGANISER
SLAS — Society for Laboratory Automation and Screening
100 Illinois Street, Ste. 242
St. Charles, IL 60174
+1-630-256-SLAS (7527)
slas@slas.org
SLAS.org

CONFERENCE VENUE
SQUARE-Brussels Meeting Centre
Glass Entrance, Parc du Mont des Arts
1000 Brussels
+32 0 2 515 13 00
www.square-brussels.com

CONFERENCE SECRETARIAT
MCI Brussels
Boulevard du Souverain 280
1160 Brussels, Belgium
+32 (0)2 739 30 26
europe2018@slas.org

VENUE CONTACTS
STAND SERVICES
For all questions and orders relating to stand services, including furniture, floral and stand fittings, rigging, electricity, compressed air and any other services related to the Square
exhibitorbook@square-brussels.com

Tel: +32 2 515 13 99
Fax: +32 2 479 47 37

FREIGHT FORWARDER
Ziegler Expo Logistics has been appointed as the official Freight Forwarder for the conference.

CONTACT:
square_bruxelles@zieglergroup.com

EXHIBITION & SPONSORSHIP MANAGERS
For all questions relating to exhibition management.
Ms. Victoire Ehlinger
+32 2 789 23 19
europe2018@slas.org

Ms. Mimi Wang
+32 2 789 23 06
europe2018@slas.org

CONFERENCE MANAGER
For general information on the conference.
Mrs. Caroline Dubreucq c/o MCI Brussels
+32 2 789 23 80
europe2018@slas.org

REGISTRATION SECRETARIAT
For all questions relating to participant registration.
Registration Secretariat c/o MCI Amsterdam
Tel : +31 (0) 20 575 4220
Email: slaseurope-registration@mci-group.com

We strongly suggest you put in copy europe2018@slas.org in any email communication with the venue, stand services and freight forwarder.
# Task List — Key dates and deadline

## KEY DATES TO BE RESPECTED BY EXHIBITORS

**EXHIBITOR CHECKLIST**

You will find below an overview of key dates and deadlines. We advise you to submit all required forms within the given deadlines and to register your staff before the event in order to avoid queues on site. Orders sent after the deadline may be subject to a surcharge applied by the different suppliers.

For any questions, please contact Victoire Ehlinger at europe2018@slas.org.

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTION</th>
<th>DEADLINE*</th>
<th>YOUR CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Upon Signing Booking Form</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Complete your Deposit Payment</td>
<td><strong>within 30 days</strong></td>
<td><em>Victoire Ehlinger (email)</em></td>
</tr>
<tr>
<td></td>
<td>Submit your company profile and logo (jpg, eps)</td>
<td><strong>asap within 30 days</strong></td>
<td><em>Victoire Ehlinger (email)</em></td>
</tr>
<tr>
<td></td>
<td>Share your Stand Floorplan</td>
<td><strong>asap</strong></td>
<td><em>Victoire Ehlinger (email)</em></td>
</tr>
<tr>
<td></td>
<td>Advertise your presence &amp; Engage with us on Facebook, Twitter and LinkedIn</td>
<td><strong>asap continuously</strong></td>
<td><em>Facebook—LinkedIn—Twitter</em></td>
</tr>
<tr>
<td></td>
<td>Explore additional visibility options: Catering, App, WiFi...</td>
<td><strong>asap</strong></td>
<td><em>Victoire Ehlinger (email)</em></td>
</tr>
<tr>
<td></td>
<td>Apply for your Visa (if applicable), see <a href="https://diplomatie.belgium.be/en">https://diplomatie.belgium.be/en</a></td>
<td><strong>asap</strong></td>
<td><em>Online—Click here</em></td>
</tr>
<tr>
<td></td>
<td><strong>April</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Send information about your Workshop (description, content, time table, practical information) if applicable</td>
<td><strong>ASAP and no later than 30 March</strong></td>
<td><em>Victoire Ehlinger (email)</em></td>
</tr>
<tr>
<td></td>
<td>Send electronic advertisement for the Pocket Guide (if applicable)</td>
<td><strong>16 April 2018</strong></td>
<td><em>Victoire Ehlinger (email)</em></td>
</tr>
<tr>
<td></td>
<td>Send electronic bag inserts/seat drops (if applicable)</td>
<td><strong>23 April 2018</strong></td>
<td><em>Victoire Ehlinger (email)</em></td>
</tr>
<tr>
<td></td>
<td>Send final stand drawing, risk assessment and copy of insurance</td>
<td><strong>30 April 2018</strong></td>
<td><em>Victoire Ehlinger (email)</em> &amp; <em>The Square</em></td>
</tr>
<tr>
<td></td>
<td><strong>May</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Send design for Lounge Areas branded tables</td>
<td><strong>7 May 2018</strong></td>
<td><em>Victoire Ehlinger (email)</em></td>
</tr>
<tr>
<td></td>
<td>Complete Food &amp; Beverage Order with The SQUARE</td>
<td><strong>14 May 2018</strong></td>
<td><em>Webshop</em></td>
</tr>
<tr>
<td></td>
<td>Complete Shell Scheme Booth Outfit for raw space with The SQUARE</td>
<td><strong>14 May 2018 after, 20% increase on prices</strong></td>
<td><em>Webshop</em></td>
</tr>
<tr>
<td></td>
<td>Complete Electricity Order with The SQUARE</td>
<td><strong>14 May 2018 after, 20% increase on prices</strong></td>
<td><em>Webshop</em></td>
</tr>
</tbody>
</table>

*Additional fees may occur if deadline are not respected
### Task List — Key dates and deadline

#### KEY DATES TO BE RESPECTED BY EXHIBITORS

<table>
<thead>
<tr>
<th>ACTION</th>
<th>DEADLINE*</th>
<th>YOUR CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Internet &amp; Compressed Air Order with The SQUARE</td>
<td>14 May 2018 after, 20% increase on prices</td>
<td>Webshop</td>
</tr>
<tr>
<td>Complete AudioVisual Order with The SQUARE</td>
<td>14 May 2018 after, 20% increase on prices</td>
<td>Webshop</td>
</tr>
<tr>
<td>Complete Hanging Services Requests with The SQUARE</td>
<td>14 May 2018 after, 20% increase on prices</td>
<td>Webshop</td>
</tr>
<tr>
<td>Complete Hanging Form Request <strong>COMPULSORY</strong>&lt;br&gt;Any last minute modifications during the setup will be subject to validation and invoiced by the SQUARE.</td>
<td>14 May 2018 ABSOLUTE DEADLINE</td>
<td><a href="mailto:exhibitorbook@square-brussels.com">exhibitorbook@square-brussels.com</a></td>
</tr>
<tr>
<td>Complete Services Order (cleaning, security...) with The SQUARE</td>
<td>14 May 2018 after, 20% increase on prices</td>
<td>Webshop</td>
</tr>
<tr>
<td>Complete Floral Decoration Order with The SQUARE</td>
<td>14 May 2018 after, 20% increase on prices</td>
<td>Webshop</td>
</tr>
<tr>
<td>Complete Furnishing Order with The SQUARE</td>
<td>14 May 2018 after, 20% increase on prices</td>
<td>Webshop</td>
</tr>
<tr>
<td>Complete Hostesses Order with Tabasco People</td>
<td>14 May 2018</td>
<td>Tabasco People Info (email)</td>
</tr>
<tr>
<td>Send electronic signage (stickers, banners, etc) for printing</td>
<td>14 May 2018</td>
<td>Victoire Ehlinger (email)</td>
</tr>
<tr>
<td>Purchase your Tickets to the Social Events via the main Registration Portal</td>
<td>18 May 2018</td>
<td>Click here</td>
</tr>
<tr>
<td>Send text for the App push notifications if applicable</td>
<td>21 May 2018</td>
<td>Victoire Ehlinger (email)</td>
</tr>
<tr>
<td>Order your Build-up and Dismantling passes</td>
<td>29 May 2018</td>
<td>Victoire Ehlinger (email)</td>
</tr>
<tr>
<td>Sent your PowerPoint Presentation for Snashot Presentation</td>
<td>29 May 2018</td>
<td>Victoire Ehlinger (email)</td>
</tr>
<tr>
<td>Order your exhibitor badges via the Exhibitor Registration</td>
<td>31 May 2018</td>
<td>To be confirmed</td>
</tr>
<tr>
<td>Order participant’s badges via the main Registration Portal</td>
<td>22 June 2018</td>
<td>Click here</td>
</tr>
</tbody>
</table>

*Additional fees may occur if deadline are not respected*
Overview of the Congress Centre

ADDRESS

SQUARE-Brussels Meeting Centre
Glass Entrance, Parc du Mont des Arts
1000 Brussels
+32 (0)2 515 13 00
www.square-brussels.com

DIRECTIONS

By rail:
SQUARE is just across the Brussels Central railway station.
National trains: Get off at Bruxelles-Central / Brussel-Central and follow the exit signs to ‘Mont des Arts – SQUARE’.

By air:
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’.
It is a 30 minutes drive with a Taxi.

By car:
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, and then walk straight into the building. Please do not use the other entrance at rue des sols / stuiversstraat which is the loading and unloading street during build-up and dismantling periods.
The exhibition will be taking place in the Exhibition Halls 1 & 2. The Halls are located at the level -2.

If the maximum weight capacity is not respected, distribution plates will need to be installed at the exhibitor’s expense.

The organisers will make initial stand space assignments according to the order in which forms with accompanying payment are received. The organisers reserve the right to grant or deny permission to exhibit if the payment instructions are not followed.

On receipt of the order form, an invoice for 100% of the rented space will be issued. 50% of the payment is required within 30 days of the invoice issuing, the remaining 50% needs to be received before 15th March 2018.

Space allocation is made on a first come first served basis.

<table>
<thead>
<tr>
<th>Level</th>
<th>Floor Area</th>
<th>Ceiling Height</th>
<th>Max Floor Weight</th>
<th>Wi-Fi</th>
<th>Power &amp; Data Ports</th>
</tr>
</thead>
<tbody>
<tr>
<td>-2</td>
<td>Hall 1 &amp; 2</td>
<td>Variable</td>
<td>Variable</td>
<td>Available</td>
<td>The Power and Data ports come from the floor, this service is upon request.</td>
</tr>
</tbody>
</table>

**LEVEL +5**
Pavilion Hall

**LEVEL +4**
Circle 410
Hall 400

**LEVEL +3**
Circle 310
Hall 330
Arc Rooms
The Art Fairy

**LEVEL +2**
Circle 210
209
207
205
203
201 A
201 B
111
Circle 110

**LEVEL +1**
Hall 500
Square & South Lift Access

**TERRACE**
Rothenberg Entrance

**LEVEL 0**
Silver Hall
Copper Hall
Silver Fairy
Magritte Fairy
Delancey Fairy

**LEVEL -1**
North & South Lift Access
Copper Fairy
Glass Entrance
Regenerative Hall

**LEVEL -2**
Ground Halls 1 & 2
**Conference Registration & Access**

**EXHIBITION HALL OPENING TIME**

- The Exhibitor shall be obliged to observe all time limits fixed regarding construction, stand set-up, etc.
- The Exhibitor shall be obliged to keep his stand open and suitably staffed during the official opening hours of the exhibition.

<table>
<thead>
<tr>
<th>For Exhibitors</th>
<th>Registration desks</th>
<th>Exhibition Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday 26th June</td>
<td>12:00 - 18:00</td>
<td>08:00 - 18:00</td>
</tr>
<tr>
<td>Wednesday 27th June</td>
<td>07:30 - 19:00</td>
<td>08:00 - 19:00</td>
</tr>
<tr>
<td>Thursday 28th June</td>
<td>07:30 - 18:00</td>
<td>08:00 - 18:30</td>
</tr>
<tr>
<td>Friday 29th June</td>
<td>07:30 - 12:00</td>
<td>08:00 - 12:00</td>
</tr>
</tbody>
</table>

**REGISTRATION & BADGES**

Sponsors and exhibitors are entitled to a certain number of complimentary passes according to their corresponding package and can buy additional passes at the following fees:

- Early Bird fee until 31 May 2018: 180 € excl VAT
- Regular fee as 1st June 2018: 220 € excl VAT

Please note that the exhibitor badges and additional exhibitor badges grant access to the exhibition hall only. Badges will be nominative and name of the company and country will be mentioned.

You will receive an email soon to be able to book your free exhibitor badges &/or any additional one.

**Additional Exhibitor badges**

If you want to order any extra exhibitor badges you can do it via the link you will receive per email.

**Additional Congress Badges**

If you want to order delegate badges, please do so via the online registration platform.

**ACCESS TO THE GALA DINNER**

If you want to order some tickets to the Walking Gala Diner which is organized at the BELvue Museum, you can do it online, via the registration link you will receive per email.

Gala dinner fee: 120 € excl VAT

**BADGES & ACCESS FOR EXHIBITORS**

Exhibitor staff badges will be available for onsite pick-up at the Exhibitor Registration Desk in the registration area of the congress centre.

In case the exhibitor badges are picked up by one company representative (group pick-up), the person receiving the badges is responsible for distributing them, so please do not forget to inform your colleagues about this.

No badges will be reprinted for individuals who will arrive to pick up their badge if it has already been collected by the group leader.

**Build-up and Dismantling passes**

Exhibitors should inform SLAS Europe how many passes they will require, which will be needed to enter the Square for security reasons. These passes will be delivered at the delivery bay.

**QUESTIONS**

If you have any questions or need assistance with registration, please contact

Registration Secretariat c/o MCI Amsterdam
Tel: +31 (0) 20 575 4220
Email: slaseurope-registration@mci-group.com

**Click here** for more registration information & fees.
ORDER ON THE SQUARE WEBSITE

Exhibitors can order services, food & beverages and furniture from the SQUARE webshop.

Download the Stand Construction and Dismantling rules here.

Please note that Exhibitors are obliged to observe all time limits regarding set-up and dismantling hours.

Deadline for order submission on the website is 04/06/2018
(after this deadline, prices will automatically rise by 20% and items availability will less guaranteed)

1. Go the the Square webshop by clicking here.
2. Enter your email address :
   - If you have already an account:
     Enter your password, then click on «Ok» button
   - If you have not an account:
     Click on «No, I don’t have an account» , then click on «Ok» and fill the form.
3. Indicate your booth number
4. Select your items
5. After confirmation of the order, you will receive a confirmation by email, as well as your invoice payable by bank transfer.

For any question, please contact The Square at exhibitorbook@square-brussels.com
PROVISIONAL FLOORPLAN

A provisional exhibition floor plan has been designed in accordance with the regulations of the congress venue and with the intention of maximising each individual stand’s exposure.

Please note this is a provisional floorplan, which will be revised based on the actual stand sizes, taking into account escape routes and emergency exits.

Our floorplan is available online here.

TIME TABLE

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Description</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>26/06</td>
<td>8h-18h</td>
<td>Exhibition Stand Set-Up</td>
<td>Exhibition Halls</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Shell Scheme stands as from 13:00</strong></td>
<td></td>
</tr>
<tr>
<td>27/06/2018</td>
<td>12.00-19.00</td>
<td>Exhibition &amp; Posters Open</td>
<td>Exhibition Halls</td>
</tr>
<tr>
<td>27/06/2018</td>
<td>17.30-19.00</td>
<td>Welcoming Reception</td>
<td>Exhibition Halls</td>
</tr>
<tr>
<td>28/06/2018</td>
<td>08.00-18.30</td>
<td>Exhibition Open</td>
<td>Exhibition Halls</td>
</tr>
<tr>
<td>28/06/2018</td>
<td>18.45-21.45</td>
<td>Dinner</td>
<td>BELvue Museum</td>
</tr>
<tr>
<td>29/06/2018</td>
<td>08.00-12.00</td>
<td>Exhibition Area Open</td>
<td>Exhibition Halls</td>
</tr>
<tr>
<td>29/06/2018</td>
<td>13.00 - 22:00</td>
<td>Exhibitors Dismantling</td>
<td>Exhibition Halls</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Stand Builders allowed as from 13:30</strong></td>
<td></td>
</tr>
</tbody>
</table>

Timing of opening hours are subject to change with finalisation of the Conference Programme.

A detailed schedule of the social functions will be available at a later stage.

Please note that all exhibitors should be in their booth 30 minutes before the official opening hour.
OFFICIAL SERVICE PROVIDERS

Exhibition services at the SLAS Europe 2018 in Brussels are provided by MCI Benelux S.A., the congress venue Square Meeting Center, and other designated official service suppliers. The list of official suppliers together with their contact details is available on the previous page of this manual.

All suppliers act on their own behalf in all arrangements with exhibitors and are not agents or employees of the organisers. All services or materials supplied by these companies will be subject to a contract between the suppliers and exhibitors and will be invoiced directly by the suppliers to the exhibitors. Please note that the suppliers may apply their own regulations and instructions to the contracts they use. Therefore, the organisers do not accept any liability or responsibility for any act performed or committed by such suppliers.

SUPPLIERS APPOINTED BY EXHIBITORS

With the exception of some compulsory services/suppliers (such as electricity, water etc.) the use of other suppliers/agencies for logistical and technical purposes is permitted, provided that the exhibitor informs the organisation secretariat of the name of the appointed agency and which activities will be performed.

Please note that the exhibitor remains responsible for the activities organised by the appointed supplier/agency.

It is the exhibitor’s responsibility to ensure that all the relevant guidelines, rules and regulations as well as health and safety regulations, relevant forms and deadlines are passed on to the appointed suppliers/agencies and that the suppliers/agencies act according to these rules and guidelines.

EXHIBITOR CHECKLIST

Please read the Exhibitor Task List carefully and respect the deadline in order to ensure smooth preparations.

The task list has been designed so you can use it as a working document and keep track of those tasks you have completed by ticking off the checkbox.

For any questions, please contact Victoire Ehlinger or Mimi Wang.

Download the Exhibitor Task List
Content Packages

VENDOR WORKSHOP

In order to support your goals, SLAS offers the opportunity to organize your own one-hour company workshop or training session in a branded private breakout room for up to 45 people in theater style.

Including:
- Room with furniture and AV equipment (screen and beamer)
- SLAS will market the workshop on the Conference website, the pocket guide and the registration system.
- Participants can register for the workshop upon general registration. All participants can register for the workshops.

To view the available slots go to slaseurope2018.org/sponsorship-availability

5-MIN SNAPSHOT PRESENTATION

Benefit from the presence of a wide audience during a session to engage people to know more about your company. Create curiosity about your brand and products and invite them to your booth to engage with them on a personal level after your session.

Please note that:
- SLAS can only accommodate 2 companies per session
- A session entails a 5-minute speaking slot

PHOTO SHOOT

Make sure to be visible in our photo library by sponsoring the photo shoot and get your logo linked to the pictures of the event. Price for 1-day covering.

For any additional information about the Content Packages, please contact Victoire Ehlinger at europe2018@slas.org

USER GROUP MEETING

Take advantage of organizing your own user group meeting during the Conference, an ideal way to get your customers’ feedback on new products, developments etc.

The user group meeting is by invitation only, therefore, you have the right to invite your targeted audience. Information about the session will be included in the pocket guide.

To view available slots go to slaseurope2018.org/sponsorship-availability
Exhibition packages

BOOTH PACKAGE

Raw booth:
No shell scheme structure or furniture is included in the raw booth packages sold. Please make sure you order these via the exhibitors online order platform.

9 sqm includes:
- 1 electricity socket 1500W,
- 1 exhibitor badge
- Name on the pocket guide, website and app

18 sqm includes:
- 1 electricity socket 1500W
- 2 exhibitor badges
- Name on the pocket guide, website and app

If you wish to add some extra furniture to your booth, please order these at your charge via the exhibitors online order platform.

27 sqm includes:
- 1 electricity socket 1500W
- 3 exhibitor badges
- Name on the pocket guide, website and app

Equipped booth:
9 sqm includes:
- Shell scheme, name board (1.3 x 0.30 m high), arm lights, grey carpet.
- 1 table
- 1 chair
- 1 wastebasket
- 1 electricity socket 1500W
- 1 exhibitor badge
- Name on the pocket guide, website and app

18 sqm includes:
- Shell scheme, name board (1.3 x 0.30 m), arm lights, grey carpet
- 1 table
- 3 chairs
- 1 wastebasket
- 1 electricity socket 1500W
- 2 exhibitor badges
- Name on the pocket guide, website and app

Innovation Avenue Booth
For start-ups only
This booth includes:
- 1 electricity socket 1500W
- 1 table and 1 chair
- 1 exhibitor badge
- Name on the pocket guide, website and app

Please note that On Site Exhibition Management Desk will be open throughout the Exhibition set-up, opening and dismantling period. The desk will be located in the Exhibition area.
IMPORTANT INFORMATION & GUIDELINES TO RESPECT

OBLIGATIONS OF THE EXHIBITOR

Exhibitors are obliged to strictly adhere to the provisions of the safety regulations and those specific to the event, detailed in the schedule of conditions given to them by the organiser.

The layout work must be complete at the time of the approval visit by the safety manager (in the case of a standard layout) or at the time of the visit from the ‘Commission Départementale de Sécurité’ (in the case of a different layout). The exhibitor must take all measures to ensure that these layouts, fixtures and features can be examined in detail.

The exhibitor or his qualified representative must be present during this approval visit. He must make available to the safety manager and/or the members of the ‘Commission Départementale de Sécurité’ all information concerning the installations and materials comprising the stand, except for those covered by a recognised quality mark.

The exhibitor must submit any special authorisation requests or special declarations to the safety manager or to the Prefect within the deadlines mentioned in the document « The Obligations of the Exhibitors ».

Download The Stand Construction and Dismantling rules

SECURITY

The show management and the Organisers of the event expressly disclaim responsibility for any loss or damage to property of any exhibitor from any cause.

To help ensure good security at the show, please follow these points:

• Make one member of your team responsible for your company’s safety and security at the exhibition.

• Do not leave cash, handbags, mobile phones, valuables etc. in unlocked drawers, cupboards or on exhibits on your stand,

• Do not leave wallets in unattended clothing,

• Check all lockable desks and cupboards are locked before leaving your stand,

Please note that build up and breakdown days are high-risk periods. You are recommended to work in pairs so that the stand is manned at all times.

Make sure you arrive prior to the official opening time and do not leave your stand at night before the hall is clear of visitors,

Should you have small valuables, which you wish to leave on your stand you are advised to provide yourself with lockable steel cabinets or other safe storage areas.

INTERNAL EMERGENCY PLAN

Please click here to download the Emergency Plan

COMPANY INTERNAL CODES

Please make sure to apply and follow your own internal codes in addition to the ethical codes and nation state legislation. It is the responsibility of the sponsor to follow and respect the ethical codes and nation state legislation together with their own internal codes.
Stand construction guidelines

MEASUREMENTS

Stand space is defined as square metres (m²) up to the maximum height as indicated under height restriction.

- Shell scheme stands: The height of the shell scheme stands’ back wall is 2.40 meters.
- Free-build stands: The height of the free-build stands is 3.50 meters. 25% of the stand can be up to 4.00 meters high. This maximum height should include the technical floor of the stand, any lighting and/or lighting fixtures.
- Part of the exhibition hall have lower ceiling and therefore the height of the stand cannot exceed 2.20 meters. Please check the floorplan or contact Victoire Ehlinger (email) to have more information.

STAND APPROVAL

Exhibitors who have purchased a raw space booth, are informed that detailed stand drawings must be submitted for approval to SLAS and the Square at slaseurope2018@slas.org no later than Monday, 30 April 2018. After this deadline, further change to the final stand design will be allowed up to Monday, 28 May 2018. 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.

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.

COMPLIANCE WITH COUNTRY REGULATIONS:

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.

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.
Stand construction guidelines

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.

WASTE REMOVAL

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.

FOOD AND DRINKS

Food & drinks are an exclusive service provided by SQUARE department. It’s forbidden to bring in your own food and drinks items. Any order has to be done through The Square.

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.

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.

BACK WALLS

If you booked a raw space and are building a stand including walls:
Out of respect for the booths behind you, we are kindly requesting that you provide a clean and neutral back wall.
If ever your construction does not allow to do so, thank you for ordering a shell scheme back wall from the SQUARE via via the exhibitors online order platform.
The storage of boxes or any kind of materials in the alleys is strictly forbidden.
Electrical information

HOW TO ORDER ELECTRICITY

An electricity socket 1.5KW is included in all booth packages, except lounge areas. If you wish to increase the power, please order it at your charge via the exhibitors online order platform.

» Go to the online order platform

Each supply is for a single stand only (fire safety standards to comply with the order of June 25, 1980). Supplying power to the switchboxes is the Square Meeting Centre’s sole responsibility. Any special installations from the switchbox are carried out under the exhibitor’s sole responsibility. For safety reasons, it’s forbidden to modify connections to the electric box.

The electrical supply must be inaccessible to the public but easily accessible to the staff of the stand and the Responsible of the Square Meeting Centre (according to decree of November 19, 2001).

In case of damage or theft, the price of the electric box will be charged twice its rental cost.

ELECTRICAL POWER SUPPLY

- Every stand shall have its own means of electrical isolation, which must be easily accessible.
- External installations must be protected by a safety device known as a Residual Current Device (RCD).
- No exposed means of cable joints will be permitted.
- No lamp-holders using spikes for connections will be permitted.
- Particular attention should be paid to the regulations relating to extra low voltage lighting (SELV).
- Socket outlets must never be closer than 2 metres from a sink unit (unless protected by an RCD and floor sockets must be protected against ingress of water.
- No multi-way adaptors are to be used.
- All electrical equipment is to be suitably guarded with proper consideration for its use.
- Lamps and appliances with high temperature surfaces should be guarded and used well away from combustible materials.
- Permission from Square Meeting Centre is required before using step-up transformers or any form of H.T. lighting.
- All appliances for heating purposes (inc. kettles, cookers or heaters) must be thermostatically controlled.
- The wiring in of stands flexible cords is not allowed. The maximum length of flexible cord to an appliance is 2 metres. Extension leads on reels/drums or in coils of flexible cord are not permitted.
- Plug tops must comply with the appropriate standards and be suitably fused.
- Overhead cables are not permitted to be hung/pulled across aisles/walkways between stands.
Other Stand Services

CLEANING & WASTE REMOVAL

General cleaning of the exhibition hall will take place during exhibition build and prior to the exhibition opening each day. It is the responsibility of each exhibitor to ensure their stand is clean and tidy.

During SLAS Europe 2018 only the gangways of the exhibition will be cleaned every day before the opening of the exhibition.

Cleaning of exhibition stands can be facilitated at a cost to the exhibitor. You can order it on the exhibitors online order platform. Please click here to download the Cleaning & Waste Removal regulation.

INTERNET

Exhibitors are required to order internet at their stand, and are required to indicate the location on the form "Stand Plan» and send it to the LCC.

» Order via the exhibitors online order platform

Addition of routers, switches, hubs and access points for Wifi is formally prohibited.

Internet services provided are from a secure high speed internet connection - Ethernet network on RJ45.

HANGING SERVICES & LIGHTS

It is possible to rent some Hanging services via the Square webshop here.

Above people, every material hanged is allowed if it is fixed so as not to constitute a risk; if it is hanged thanks to 2 different conception systems; if it is checked by a recognized body; if it complies with French or European standards.

Exhibitors are obliged to strictly adhere to the provisions of the safety regulations.

For safety reasons, if the rule is not respected or approved by the Safety manager, the Convention Centre could refuse the set-up of the stand. The rigging staff will be authorized to request to add hanging points.

All loads must be secured with a steel safe cord

Requests must be made before May 14th 2018.

A rigging plan must be sent 20 days prior to the build-up date. This plan must include:
- a quoted top view of the stand with the rigging points positions;
- the booth orientation in the exhibition;
- a side view of the stand showing dead-off heights;
- the total weight of the hanging structure.

Please note that the order or rigging will not be deal with until the rigging plan has been approved by the AV department.

FOOD & BEVERAGES

It is possible to order food and beverages on the Square Webshop available here.

SERVICES ON STAND

Exhibitors can book services on their stand, and are required to indicate the schedule and required outfit on the form "Stand Plan» and send it to the LCC.

Services include (bilingual) reception service, photography, cleaning and handling services.

» Order via the exhibitors online order platform

AUDIOVISUAL

When booking audiovisual services, exhibitors are required to precise the source (USB or VGA or HDMI), dates and time for delivery and removal on the form Stand Plan.

» Order via the exhibitors online order platform

The Square is not responsible for any theft, loss or damage from the moment material is received by the stand manager until it is returned.

In case of damage or theft, the price of the equipment will be charged twice its rental cost.

FURNISHING & FLORAL DECORATION

The prices in the furnishing catalogue, for the duration of the exhibition, include delivery and removal of the furniture.

» Order via the exhibitors online order platform
Build Up & Dismantling

BUILD UP

All gangways should be maintained and there should be a clear route provided to all Fire Exits during the build-up of the event. Click here for the guidelines on Build Up Waste Removal and Build Up Pre-Cleaning.

Stand Setup Deadline

Stands must be completed and excess products and materials removed from the exhibition area no later than 22:00 on Friday, 29 June.

Please anticipate vehicle loading and unloading time.

Safety & Access Control

During build up contractors and exhibitors are requested to wear build up passes at all times. All personnel needs to comply with the Health and Safety regulations of the venue.

Please collect as many passes as you need from the organisers’ office.

DISMANTLING

Please make sure to bring all the leftovers, all documents and papers with you when dismantling the area. Alternatively, you can rent a waste skip.

If you need to order this service, please contact Ziegler at square_bruxelles@zieglergroup.com

Safety & Access for Stand Constructors

For safety reasons, breakdown cannot start before the official end of the show and until all visitors have left the hall. Stand constructors will not be allowed in the exhibition halls before the agreed time in the exhibitor’s time table.

Contactors and exhibitors are requested to wear breakdown passes at all times. Please collect as many passes as you need from the organisers’ office.

Breakdown Deadline

All exhibits and stand equipment must be removed from the halls by 22:00 on Friday 29 June 2018.

Additional Breakdown Time

If additional time is needed for breakdown, please contact the organisers.

Any remaining items will be removed and thrown away.
UNLOADING & LOADING POLICY OF HEAVY GOODS

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 fill in the attached move-in / move-out schedule form to obtain an unloading slot and return it to Ziegler Expo Logistics two weeks prior to the build-up date at the very latest.

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 in the following section of this manual: Access to SQUARE-Brussels Meeting Centre.

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).

We strongly advise you to order and pre-book a delivery slot together with our official freight forwarder Ziegler by sending an email to square_bruxelles@zieglergroup.com

UNLOADING OF NON-HEAVY GOODS

In case you do not have heavy goods deliveries and you are arriving in a car or small van, you can park your car at:

Parking Albertine / Albertina - SQUARE, Place de la Justice / Gerechtsplein, 16 at 1000 Brussels
(tickets payable at the parking meter).

Please park at level -2 which has direct access to the exhibition area. Maximum vehicle height is 195 cm. Please do not use the other entrance of the parking located at Rue des Sols / Stuiversstraat at 1000 Brussels which is used and often congested during build-up and dismantling periods. Trolleys are not available at the venue. You are advised to bring your own trolley if you can’t hand-carry your items. Contractors will be given an access badge in front of the exhibition hall. Exhibitors should get their badge in the Registration Hall at level -1.

BADGING AND ACCESS FOR STAND BUILDER

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 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 06/06/2018. BADGES WILL BE HANDED OUT AT THE FREIGHT LIFT ENTRANCE.
Shipping and forwarding

STORAGE

Square Meeting Centre does not permit storage of any kind for exhibitors.

• Boxes and packages should not be stored behind the stands (it’s forbidden and creates a fire risk). Also empty packages should not be stored in the Exhibition area. Storage is available on request.

• All stand equipment should be recovered at the end of the exhibition dismantling schedule. For eventual storage, please contact Ziegler or the event organizers with information on sizes and number of parcels, storage period...).

• Storage should be ordered via Ziegler sending an email to square_bruxelles@zieglergroup.com.

SHIPPING & HANDLING

Square Meeting Centre requires all deliveries to the venue to be scheduled with the official shipping and handling agent, Ziegler Expo Logistics.

Square Meeting Centre will not accept deliveries prior to the build-up so you are strongly advised to ship via the advance warehouse.

Please contact Ziegler Expo Logistics at square_bruxelles@zieglergroup.com for all shipping and handling and requests.

The following instructions are to assist all exhibitors / contractors with the smooth flow of freight to and from events at Square Meeting Centre.

Please note that this service is mandatory and all costs are at your charge.

OFFICIAL FREIGHT FORWARDER

You can contact the Ziegler Expo Logistics team for all your enquiries on the following lines of communication: by emailing to square_bruxelles@zieglergroup.com (or by phone at +32 2 475 45 41.

Shipping Address:

ZIEGLER EXPO LOGISTICS (HUB 2)
Boechoutlaan, 107
1853 Strombeek-Bever
Belgium

All boxes should delivered between June 06 and June 19 2018.

No deliveries will be accepted outside those dates.

PRE-ADVICE OF SHIPMENT

In order to properly monitor the arrival, customs clearance and delivery of the shipments it’s important that Ziegler Expo Logistics is advised of your shipment details:

Notify: Pierre Delhoux at square_bruxelles@zieglergroup.com
Exhibition Name: SLAS Europe 2018
Exhibitor Name: Your Name
Booth Number: Your Booth Number

PARCEL & CASE LABELS

For easy identification, all packages must be marked as follows:

Exhibition Name:
Name of Exhibitor:
Hall Number:
Stand Number:
Case Number:
Gross/Net Weight:
Dimensions:

Please use the official shipment label provided by Ziegler Expo Logistics and the Square available here.
Shipping and forwarding

ADVANCE WAREHOUSE FACILITY

In order to avoid waiting time and problems accessing the site, Ziegler Expo Logistics will be operating an advance warehouse facility. All goods can be consolidated at this point and transferred to the stand. As the official agent, Ziegler Expo Logistics will have priority access during the buildup and break down periods to the halls. This will ensure timely delivery to your stand.

We strongly recommend that you make use of the advance warehouse facility.

DIRECT DELIVERIES

All shipments must be sent pre-paid. Square Meeting Centre does not accept deliveries in advance.

If you wish to have a consignment delivered directly by an independent forwarder to your stand, please ensure that somebody from your organisation is present to accept your delivery on build up day.

A copy of the bill of lading/airway bill and proforma invoice or ata-carnet should also be transmitted. There is no guarantee of on-time and correct handling of any shipments of which the consignee instructions are not respected.

PACKING

We advise strong, bolted, wooden crates or cases for exhibits and displays.

Furthermore we recommend “pallet size” cartons for all loose materials and that the pallet is sealed with plastic wrapping film. Heavy equipment must be placed on skids and provided with lifting or hoisting resources (hoist bolts, skids which can be handled by forklifts etc).

All wooden packaging coming from outside the EU must conform to current regulations – the following information must be marked or stamped on the consignment:

- ISPM15 Logo
- ISO Country Code
- Licence number assigned to the company that performed the fumigation
- Fumigation method (HT or MB treatment used)

DOCUMENTATION

Goods from outside the EEC

For customs clearance purposes we will require copy of the proforma-invoice and packing list. All documents should be in English, showing quantity, value and description of each item.

Goods from EEC countries

All goods originating within the European Economic Community (EEC), will require a packing list showing shippers VAT number.

ATA-carnets

ATA Carnets are recommended for high value shipments (for non EU-shipments).

ONSITE HANDLING

For all orders for on site services, we must have the following details before any work is carried out:

- Dimensions and Total gross weight
- Weight of the heaviest piece
- Type of equipment / manpower required (crane, fork truck, labour etc.)

INSURANCE

It is the responsibility of the exhibitor to ensure that they have adequate insurance for their goods whilst in transit to and from the exhibition, whilst there and / or in storage and also in transit to other destinations.

Ziegler Expo Logistics can insure your goods for you, for more information please get in touch with them at square_bruxelles@zieglergroup.com.
GENERAL TERMS SQUARE & ZIEGLER EXPO LOGISTICS

Payment
SQUARE Meeting Centre will require immediate payment of all charges immediately upon receipt of our invoice. Bank details are specified at the bottom of the invoice sent by the Square. Credit cards are also accepted for account settlement.

Loss or Damage
The Square, MCI Benelux or SLAS Europe or their appointed agents will not accept any responsibility for loss or damage on products or materials left unattended on a stand or items that are inadequately packed.

Delays
Ziegler Expo Logistics or their appointed agents will not accept any responsibility for delay in clearance or delivery for shipments that have not been consigned as per our instructions, shipped without the requested documents or arriving after the mentioned deadlines.

Prepaid
All Cargo must be forwarded to us ‘FREIGHT PREPAID’.

Freight Collect
For all shipments received ‘Freight Collect’ will be subject to an additional surcharge + 10 % and must be paid on site at the stand delivery.

HELPFUL LINKS
- Download the Move In/Move out Schedule form
- View the Warehousing Tariffs
- View the Shipping instructions
- View Cleaning & Waste Removal regulations.