

B.2. Standard stall

Stalls of a minimum of 6m². Modules of 6, 8, 9, 10, 12 and 15 m² are available for stalls of less than 18m². A 6m² module includes; white melamine partitions on an aluminum grey structure, a rail of 3 x 100W spots, carpet, drop paper double-sided signage, bin for paper, daily cleaning (emptying bin, vacuuming). The carpet can be ordered via your personal online space.

IMPORTANT NOTE :

For standard stalls, electricity connections necessary for the spots etc. are not included in the stall package; they need to be ordered via the adequate form of the technical file.

Stall fee < 18 m² _____ **m² x 205€ excl. VAT//m²** _____ = _____

Stall fee ≥ 18 m² _____ **m² x 222,50€ excl. VAT//m²** _____ = _____

1 corner (priority for stalls > 18 m²) + 5% _____ = _____

2 corners (priority for stalls > 52 m²) + 7% _____ = _____

3 corners (priority for stalls > 78 m²) + 10% _____ = _____

Islet (of minimum 91 m²) + 12 % _____ = _____

Total excl. VAT _____ = _____



B.3. Furnished stall

Stalls of a minimum of 6m². Modules of 6, 8, 9, 10, 12 and 15 m² are available for stalls of less than 18m².

□ FURNISHED STALL A

A 6m² module includes:

white melamine partitions on an aluminum grey structure, a rail of 3 x 100W spots, carpet, drop paper double-sided signage, electrical connection of 500W, nine bookcases (either □ inclined or □ straight shelves), two cabinets, bin for paper, daily cleaning (emptying bin, vacuuming). The carpet can be ordered via your personal online space.

□ FURNISHED STALL B

A 6m² module includes:

white melamine partitions on an aluminum grey structure, a rail of 3 x 100W spots, carpet, drop paper double-sided signage, electrical connection of 500W, nine bookcases (either □ inclined or □ straight shelves), storage room of 1m², bin for paper, daily cleaning (emptying bin, vacuuming). The carpet can be ordered via your personal online space.

Stall fee < 18 m² m² x 249,50€ excl. VAT/m² =

Stall fee ≥ 18 m² m² x 266,50€ excl. VAT/m² =

1 corner (priority for stalls > 18 m²) + 5% =

2 corners (priority for stalls > 52 m²) + 7% =

3 corners (priority for stalls > 78 m²) + 10% =

Islet (of minimum 91 m²) +12 % =

Total excl. VAT =



B.4. "Trendy" stall

Description :

Partitions (h. 250 cm) in painted mdf colours RAL 5021 and RAL 1003, a sign glued to a frieze, carpet tiles, a 70x70 cm table, two chairs, a 150x75 cm table, LED spotlight rail(s) and electrical connection, 3 levels of shelves, a wastepaper basket, daily cleaning (emptying of the basket, vacuuming of the carpet). The carpet can be ordered via your personal online space.

□ STALL OF 8M² :

1 rail of 3 15W LED spots, electrical connection of 500W

2.253,00€ excl. VAT _____ = _____

□ STALL OF 10M² :

2 rails of 2 15W LED spots, electrical connection of 750W

2.726,00€ excl. VAT _____ = _____

□ STALL OF 12M² :

1 rail of 4 15W LED spots, electrical connection of 1000W

3.198,00€ excl. VAT _____ = _____

□ STALL OF 15M² :

1 rail of 3 spots and 1 rail of 2 15W LED spots,
electrical connection of 1250W

3.906,00€ excl. VAT _____ = _____

□ STALL OF 18M² :

2 rails of 3 15W LED spots, electrical connection of 1500W

5.047,00€ excl. VAT _____ = _____

1 CORNER (+ 5%)*

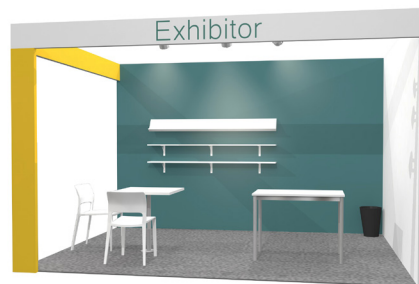
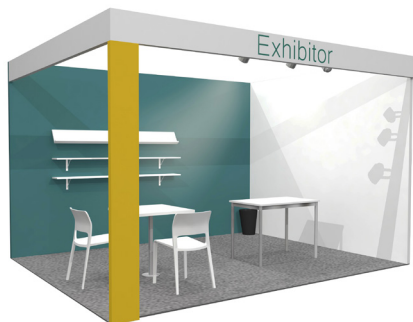
_____ = _____

* Note: corner and surface are allocated depending on the evolution of enrolments.

Extra charge for storage in a corner inside the stand per m²: _____ **X 170,00€** excl. VAT _____ = _____

Choice of other wall colours per linear metre: _____ **X 22,50€** excl. VAT _____ = _____

Total excl. VAT _____ = _____



* Note: corner and surface are allocated depending on the evolution of enrolments.

B.5. "à la carte" stall

For any request for an "à la carte" stall, please contact us at exposant@flb.be or call 0032 2 290 44 31

B.6. Table Côté Jardin (general shared space)

Location in a collective space. The package includes the fitting out of the space, a chair, a table with tablecloths on trestles of +/- 220x60 cm and an A4 name sign, daily cleaning, general lighting.

REQUIREMENTS:

Publishing houses or companies with an annual turnover of less than 50K and/or a favourable written opinion from the Organiser.

COMPANY NUMBER :

All-inclusive price excluding VAT = **495,00€**

ATTENTION :

Collective spaces must have at least 6 exhibitors. The layout is provided by the Organiser, no modifications will be authorised. We do not authorise the addition of decorative elements, display units or furniture.

3. Summary of your order

Mandatory fee = 185,00€

Stall (your total choice B1 or B2 or B3 or B4 or B5 or B6) =

Total excl. VAT =

VAT 21%

Total incl. VAT =

4. Terms of payment

- A. A deposit of 30% of the total amount of the order stated on the participation contract is to be paid to the account number of the Brussels Book Fair VZW - **ATTENTION new bank account number: Fintro BE 08 1431 1440 2713 - BIC: GEBABEBB**
- B. The balance must be paid by 30 November 2023 at the latest
- C. Exhibitors who register less than 60 days before the opening of the event must pay the full cost of their participation.
- D. Payments by cheque are not accepted.

5. Statement of the exhibitor

The undersigned acknowledges to have read the above terms and conditions of the Brussels Book Fair. (S)He will keep a record of those and consents to respect all parts of the agreement in full.

Date : Location :

Name of the signatory :

Function of the signatory :

Signature preceded by the mention "for agreement" :

Company stamp :

Agreement and Terms & Conditions to be returned to :

Foire du Livre de Bruxelles asbl - Exhibitor Centre
Rue Armand Campenhout n° 72, bte 7 - B
1050 Bruxelles

T : 0032 2 290 44 31
exposants@flb.be

GENERAL REMARK :

You will be able to order inauguration cards, badges, furniture, electrical equipment, parking access...
via your personal online space.

Rules and regulations

Article 1 - General points

The organisation of Brussels Book Fair is ensured by the non-profit making organisation « Foire du Livre de Bruxelles », hereafter known as the Organiser, in full charge of implementing these rules and regulations.

The organising conditions of the fair, among which the dates, duration, place, opening/closing hours and entrance fees are determined and can be changed by the Organiser.

The exhibitor commits himself to respect the instructions provided to him in the technical file, and to have them respected. This file includes all technical information and all the useful instructions regarding stall arrangement and building, and details of safety measures regarding fire prevention and electrical installation. The Exhibitor is responsible for non-compliance with the bill of specifications imposed by the owner of the place, lent to the Organiser for the duration of the event.

If, in case of emergency, unpredictable, economical or health reasons, the Brussels Book Fair got cancelled before January 20, 2024, the total amount of the sums invested by the exhibitors would be reimbursed, with the exception of the mandatory fee according to a time table to be agreed between the exhibitor and the organiser. Past this date, if the event is cancelled, the exhibitor will have the choice between a pro rata reimbursement of the sums committed by the fair to suppliers, or a deferral of the total amount to the following edition.

Article 2 - Conditions of participation and control of admissions

The Organiser determines the different categories of exhibitors and states the naming of the products/services presented. The contracts of participation, to be sent to the organiser's address, will be submitted to an Admission Committee composed of members of the non-profit making organization "Foire du Livre de Bruxelles". This committee is in full charge of approaching and choosing the firms authorised to exhibit at the Brussels Book Fair. If the participation contracts contain any kind of restriction or are not fully completed, they will be taken in on a temporary basis only and without any commitment from the organiser.

The Committee's assignment is to ensure the ethical character of the event and to make sure it complies with the democratic principles and laws of the Belgian Constitution, thereby refusing racist or revisionist publications, as well as any kind of proselytism.

Neither the Organiser, nor the Committee is compelled to motivate its decisions concerning participation requests.

The applicant for exhibiting will therefore have to provide full information about the nature and contents of the publications to be exhibited. Participation acceptance is materialised by a written reply from the Organiser to the Exhibitor. Taking part to one or more editions of Brussels Book Fair offers no priority of automatic admission to further editions.

The organiser has a right to cancel the convention, even after ratification, in case the Exhibitor has not complied with all the terms and conditions of these rules and regulations. Participation to the event is non-transferable. An exhibitor is not allowed to sublet or share the space reserved in his name, even for free. Signing the participation contract implies an obligation to occupy the allocated stall during the full duration of the event. A space that would not in effect be occupied by noon on the day before the event will be allocated to another applicant without prior notice and by operation of law, after which the Exhibitor will have no right to any damage claims and will have to honour his financial commitments.

Article 3 - Withdrawal

In case of withdrawal within 80 days before the event or in case of non-occupation of the stall for any kind of reason, the sums already paid or still due, whether partially or totally, for stall renting, belong to the organiser as a compensation payment, even in case of re-allocation of the stall to another exhibitor.

During that same period of 80 days, the Exhibitor may not reduce the surface of the space reserved. The organiser must be notified of withdrawal by registered post.

Article 4 - Particular provision

The Exhibitor undertakes to apply, on their stall during the manifestation, the list price set by the editor, without discounts.

Article 5 - Rates

Rates are mentioned in the participation contract and can be changed by the Organiser in any case he or she finds it necessary to do so. All prices are meant exclusive Belgian VAT of 21%.

Article 6 - Conditions de paiement

Payments must be made within the following times:

A A deposit of 30% of the total amount of the order mentioned on the agreement of participation is to be transferred on the Brussels' Book Fair bank account: Fintro BE08 1431 1440 2713;

B The amount has to be paid for November 30, 2023, at the latest.

C Exhibitors who register less than 60 days prior to the event must pay the file costs and the full price of rental, inclusive VAT, upon receipt of the corresponding invoice.

D Payments by cheque are not accepted.

Article 7 - Non-payment

In case of non-payment within agreed-on times, the organiser has the right to use the space reserved, whereas the Exhibitor remains completely bound by his obligations as a subscriber and is compelled to pay the full sums requested. The Exhibitor will be given the space only after all his commitments to the Organiser are met.

Article 8 - Insurance

Beyond the compulsory public-liability insurance, the Exhibitor will have the stall equipment and goods exhibited, whether those equipment and goods belong to him or not, insured by an expert insurance

agency appointed by the Organiser.

In case of accident, damage, terrorist attempt or partial or total cancellation in case of force majeure (including terrorist threat or health risk) decided by or imposed upon the Organiser, the Exhibitor waives his claim of a lawsuit against: the non-profit organisation "La Foire du Livre de Bruxelles", the Tour & Taxis site, all the participants to the event, the leaders, representatives, administration and staff of those people or institutions.

The Exhibitor can take out insurance for cancellation of the Fair due to threats, notably terrorist threat or health threat, at their expense. The special rules and regulations, and insurance terms and conditions are fully listed in the technical file. The Exhibitor will have to conform to any security measure taken by the Organiser or imposed to the latter.

Article 9 - Allocation of spaces, distribution of stalls and layout

The Organiser chooses the way spaces are allocated. He freely draws up the setting of the Brussels Book Fair, and the distribution of spaces, taking as far as possible the wishes expressed by the Exhibitor into account. If necessary, priority can be granted in accordance with area and date of receipt of application contract. The Organiser may alter the layout and the areas booked in case of necessity. He does not commit himself to providing the full areas mentioned in the applicant's form. The Exhibitor commits himself to submitting his stall layout to the organiser for agreement, if the stall was not built by the latter.

The Organiser may alter the spaces and layout, and even the area if necessary, but those alterations do not allow the Exhibitor to terminate his contract.

The Exhibitor will receive a map mentioning the place of his stall and its measures, as accurately as possible. However, it is the Exhibitor's role to ensure that they conform to his layout. The Organiser may not be held liable for slight differences between the measures mentioned and the real dimensions of the place. The Organiser may in no way book a space and guarantee its allocation from one edition of the Fair to another.

Article 10 - Putting up and decorating stalls

Putting up stalls follows the general map of the event, as conceived by the Organiser. Exceptions are possible if requested beforehand and by writing to the Organiser, and only if they comply with the conditions mentioned in the technical file of the Exhibitor.

Decoration of all bare stalls must be submitted to the Organiser for approval, in order to leave enough space for neighbour stalls and for the visitors walking by. Every change in stall height must be approved by the Organiser.

Particular decoration of stalls is realised by the Exhibitor, under his own liability, and must imperatively comply with the security rules set up by the Organiser and the owner of the place.

The Organiser determines the possibilities of placing posters and displaying of

sounds, lights or audio-visual effects on stalls. Promoting demonstrations and activities on stalls must be presented to the Organiser and receive his written approval.

The Exhibitor is not allowed to hand out fliers or organise other promotion actions outside the perimeter of his stall, unless he receives a written consent from the Organiser beforehand, with mention of the conditions of shooting and sound recording inside the Fair.

In a general way, it is forbidden to disturb other stalls by noisy demonstrations or activities. Namely for security reasons, it is forbidden to place jutting out objects on the outside walls of the stall ; to deteriorate the material at disposal in any way ; to paint or stick posters on the inside or outside walls of the rooms, pillars, railings, etc. Regarding arrangement of stalls, the Exhibitor will have to comply scrupulously with the prescriptions of the technical file. The Exhibitor will accept the place in its present state and hand it back in the same state. The Exhibitor will have to pay for any deterioration caused by his arranging or decorating the place. Every stall must be freestanding.

Inflammable materials will be thoroughly fire proofed (M1 norms). Particular decoration of each stall will have to remain in harmony with the general decoration.

Running of stalls will be beyond reproach. Bulk packing papers, useless objects and staff coats must be kept out of visitors' sight.

Article 11 - Evacuation and reconditioning

The Exhibitor will leave the rooms and spaces within the times indicated by the Organiser. Beyond that deadline, the Organiser will automatically evacuate goods and materials left behind, at the cost, liability and perils of the Exhibitor. Furthermore, a fine of 200,00 euros² per day of delay and per area of 6 m² booked will be applied. The Organiser is in no way responsible for goods left after the deadline. He also reserves the right to keep the goods belonging to an Exhibitor who would not comply with all the terms and conditions of the present Rules and Regulations. No legal step will have to be taken for that matter.

Article 12 - Services

In any case, the Organiser and/or the Tour and Taxis site reserve the right to make use, either directly or through a selected society, of all services connected to the Fair (like restaurants,

cloakrooms, bars, picture-taking, etc.).

The Exhibitors are compelled to ask the Organiser exclusively for all catering services during demonstrations or receptions as part of the Brussels Book Fair. The terms and conditions of this catering service are listed in the technical file.

Article 13 - Sponsoring and promotion

The Exhibitor, as part of the Brussels Book Fair, is not allowed to advertise, promote or sponsor a third party, in any way whatsoever, even by the mere mention of a third party's name, without a written consent of the Organiser beforehand. The Exhibitor may buy entrance tickets for his customers from the Organiser under the conditions described in the technical file. Those tickets may not be used in business activities of any kind. The Exhibitor may not sell those entrance tickets and will make sure that his beneficiaries do not use the ticket in business activities of any kind. The Exhibitor will not use the entrance tickets in order to promote third parties or in collaboration with third parties. Same goes for any access pass or entry card.

Article 14 - Bankruptcy

The Exhibitor's bankruptcy or his proven insolvency will result in the immediate breach of contract between the two parties, with full endorsement of costs and wrongdoing by the Exhibitor.

The organiser will then forbid access to the stall or close it if bankruptcy is revealed during the Fair. The sums already paid remain with the organiser as flat-fee compensation, regardless of the right to claim the potentially unpaid balance of the admission fee.

Article 15 - Implementation of the Rules and Regulations

The Exhibitor commits himself to fully complying with all the clauses whatsoever of the present Rules and Regulations, which must be strictly executed and not be considered as a mere warning notice.

The Organiser decides by himself which measures need be taken regarding the implementation of the clauses mentioned.

By taking part to Brussels' Book Fair, the Exhibitor grants the Organiser every right to take measures he unilaterally finds necessary to defend and save the event's interests and all or part of the exhibitors', as well as any measure found useful or necessary to ensure the safety

of the place, of the exhibitors or of the visitors. Those measures can include access refusal, expulsion, removal or putting down of dangerous products, automatic dismantling of stalls or emergency legal steps regarding seizures. Those measures are charged to the Exhibitor who remains bound to pay all the sums due, owing to his or her participation.

Article 16 - Jurisdiction

In case of dispute, the courts of Brussels will have sole jurisdiction, French-speaking role, after failure of mediation initiated by the most diligent party.

Date : Location :

Name of the signatory :

Function of the signatory :

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