



## EXHIBITION GUIDELINES

### ***Unloading Information - Deliveries, storage and parking***

#### **Build-up and dismantling Information – 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 13/06/2018 - 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 CONVENTION 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**).



# EXHIBITION GUIDELINES

## **Move-in / Move-out Schedule form (compulsory form for access to loading bay)**

<b>DOCUMENT TO RETURN TO <a href="mailto:square_bruzelles@zieglergroup.com">square_bruzelles@zieglergroup.com</a> 13/06/2018 - two weeks prior to the build-up date</b>				
Hall & Stand Number:				
Company/ Exhibitor Name:				
Stand Builder:				
Type of truck:				
Cubic meters (m <sup>3</sup> ) to be unloaded:				
Estimated necessary unloading time:				
Person in charge of the stand building:				
Mobile Number:				
Preferred slot during <b>build up</b> (max. 2h):	Preference order	1 <sup>st</sup> preference	2 <sup>nd</sup> preference	3 <sup>rd</sup> preference
	Date:			
	Start time:			
	End time:			
Preferred slot during <b>dismantling</b> (max. 2h):	Date:			
	Start time:			
	End time:			
<b>Freight lift dimensions: 2.05m high, 2.20m wide, 6.7m long, 4000 kg max.</b>				
Empties storage during show		YES / NO		
Estimated volume of empties:				

Please mention 3 slots. We will examine your requirements and will grant you a slot. We will do our outmost to plan all requests according to your preferences. When your slot is booked, you will get a confirmation by mail.

**IMPORTANT REMINDER: NO PARKING AVAILABLE IN THE DELIVERY STREET. Vehicles parked without authorization will be immediately removed from the street by the local authorities.**



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## Movement of Deliveries

Forklift services, offloading and empty case storage must be arranged in advance through the exclusive appointed freight forwarder, ZIEGLER EXPO LOGISTICS. No other agent/exhibitors or stand constructor can operate/drive their own forklift on-site.

Trolleys are not available at the venue. You are advised to bring your own trolley if you can't hand-carry your items.

The entrances, roads and spaces used to deliver equipment and/or assembly it and installation from the unloading points to the stands must be protected:

- Use of trolleys or other handling apparatus with rubber tyres,
- Use of weight-spreading floors,
- Protection of carpets and floors with a resistant covering to prevent holes being made.

No fixing likely to damage the supports (floors, walls, posts, ceilings) shall be allowed.

Exhibitors are not allowed to drive vehicles onto the exhibition floor.

## Build-up and dismantling Information – 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 the parking Albertine / Albertina - SQUARE, Place de la Justice / Gerechtsplein, 16 at 1000 Brussels (tickets payable at the parking meter). Maximum vehicle height is 195 cm. Please do not use the other entrance of the parking located at Rue des Sols / Stuijversstraat 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.

## Car Park Information for cars of maximum 195 cm height

**Car Park Name:** Interparking Albertina / SQUARE

**Main entrance address:** Place de la Justice 16, 1000 Brussels

**Alternative entrance:** Rue des Sols - Stuijversstraat Brussels

(see map of the above section: [Access to SQUARE BRUSSELS CONVENTION CENTRE](#))

**Total places: 714 / Places for disabled: 14 / Maximal height: 195cm**

Car-Park Tariffs		Normal tariff excl. VAT	Evening tariff excl. VAT(19h - 5h)
Time	Price	Time	Price
1 hour	€ 2,80	1 hour	€ 2,80
1 day	€ 18,00	From 2 to 10 hours	€ 5,00
<b>Lost ticket per day</b>		<b>€20,00</b>	

**Regular schedule**  
All days

**Entry hours**  
07:00 - 01:00

**Exit hours**  
00:00 - 24:00