



APPENDIX 7 CHARTER FOR EXHIBITORS AND THEIR STAND BUILDER



Organiser of the fair : **Date of the fair:**

Exhibitor:..... **Hall N° and booth N°:**.....

Dear exhibitor,
Your booth may be set up in two different ways.

Tick where appropriate:

- A. You rent a ready-made **turnkey** booth from the organisers
- B. You set up the booth yourself or you have it done by a stand builder:
In this case we would like to receive further details about the way the booth is to be set up.

Tick where appropriate:

- 1. You will set up a modular stand (height limited 2.75 m)
- 2. You will set up a modular stand (higher than 2.75 m) – only ground floor – no level
- 3. You will set up a stand (higher than 2.75 m) – only ground floor – no level
- 4. You will set up a stand with accessible 1st floor (private or public)
- 5. You will install professional lighting (lighting bridges) or audio-visual equipment

In case 3, 4, 5 the standbuilder needs to add a risk assessment.

Information about the STAND BUILDER.....

Address:..... N°:

Postal code:..... Town/city:

Tel : Fax:.....

The safety site manager : Mobile :

Any subcontractors :.....

| | Contractor's details (name, address, tel) | Description of work (see above B) |
|---|---|-----------------------------------|
| 1 | | |
| 2 | | |

DECLARATION OF INTENT¹

1. The undersigned person returns this **charter**, duly completed and signed, and confirms that he/she has read and clearly understood the safety regulations of BRUSSELS EXPO site. The undersigned hereby undertakes to meet the Safety, Health and Environment-related obligations. The undersigned will provide the information brochure to the stand builder and ask the person to include a risk analysis if necessary (see point B).
2. The undersigned acknowledges having received the BRUSSELS EXPO safety regulations from the organising Committee and will take the necessary steps to inform the undersigned's employees and any (sub) contractors working on the undersigned's behalf about what the safety rules feature.
3. The undersigned person declares that he/she will provide the additional information to the safety coordinator should a work accident, of whatever nature, occur on the stand.

| | | |
|-----------------------|-------------------|-----------|
| / / | | |
| Date | Name and position | Signature |

This document must be returned, together with any risk assessment (s), to the safety coordinator at: bruexpo@vincotte.be It should be provided **before the start of the work**.

¹ Declaration of Intent in keeping with article 29 of the Law on well-being.

Appendix: Request form for a check of the second level

As provided by the safety regulations of BRUSSELS EXPO, an inspection of the multi-level stand must be performed ON SITE by an independent inspection service (ESTC).

We thus ask you to have this document completed and to send it to us as soon as possible (prior to the opening of the trade fair).

In the event that this document is submitted after the deadline, the organisers of the event will be requested to simply prohibit access to the stand.

This document is intended to help you erect your stand in compliance with a number of « good practice » rules.

You have **two possibilities** for complying with the safety regulations of BRUSSELS EXPO ([tick where appropriate](#)):

- You can have this inspection performed by the authorised inspection agency **Vinçotte**.
(Content of the inspection: see point 1 above)
This inspection must be requested from L VAN LEEUW
bruexpo@vincotte.be or +32.476.500.890).

Indicative price: 250 euro – possibly to be modified on the basis of the documents received and the conformity with the structure on site.

Billing Data :

Company name :

Adress :

City :

VAT :

Contact person :

Phone or Mobile :

If the informations above are not properly completed, **the invoice will be sent to the signatory of this form**

- You can have this inspection performed by some other authorised inspection agency, i.e. by

The inspection report must be sent to bruexpo@vincotte.be before the opening of the trade fair, and must remain available at all times at the stand in order to be presented during the fire inspection, before the opening of the trade fair. In the event of non-presentation, BRUSSELS EXPO or its authorised agent will demand that the organisation declares the stand to be inaccessible, and this until presentation of an inspection report established by an authorised inspection agency (ESTC).

Conclusion:

The undersigned declares that he/she has read this document and undertakes to comply with it.

Done at:

On:

Company

Booth no.

Name and Signature:

Position: