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PARTICIPATION RULES

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0. GENERAL POINTS

0.00 Terminology

In these rules, the exhibitors, suppliers, hall concessionaires and all the participants at an exhibition in any capacity are referred to as “Participants”.

The Société Coopérative à Responsabilité Limitée [limited liability cooperative society] Foire Internationale de Liège is referred to as “Management”.

The events are referred to as “Exhibitions”.

0.01 Validity

The present rules are applicable to all Exhibitions organised by the Société Coopérative à Responsabilité Limitée Foire Internationale de Liège, with effect from 1 January 2003.

The hall concessionaire must also submit to them mutatis mutandis; he shall bring them to the attention of his customers, suppliers and other third parties of his organisation, for whom these rules are also applicable.

0.02 Translation

The French text prevails over all the other texts in the rules and the various forms and tariffs.

0.03 Obligatory nature

The rules are to be strictly interpreted and cannot be considered as purely comminatory.

The participant is obliged to conform, without recourse against the Management, to the rules and to all steps which may be taken by the Management, and to the laws, decrees, regulations directives, etc. of the public authorities and the associations recognised as being of public interest.

0.04 Abandonment of recourse – observance of the rules

The signing and return of the participation agreement imply the abandonment of recourse by the participant, his suppliers and their personnel towards the Management, the acceptance of the conditions of the rules and the steps which may be taken subsequently, and the formal undertaking to observe them.

0.05 Formal undertaking

Any registration constitutes a formal undertaking on the part of the participant.

The contractual relations that exist between the Management and the participant are fundamentally personal. The resulting rights and obligations cannot therefore be transferred or passed on in any form, even free of charge, without the express, prior and written agreement of both parties.

0.06 Verbal agreement

Any verbal agreement requires written confirmation in order to be valid.

0.07 Fees

Payments are made in euro (€), on the due date, to the place and according to the method indicated on the forms.

The area rented is determined by rounding up to the nearest square metre.

The participant may only have use of his site after paying the invoices in full. One month before the opening, the Management may have use of any site whose fees have not been settled in full; the participant remains liable for these nevertheless. The participant shall bear all the costs of fitting out, installation, dismantling, operating, insurance, maintenance and cleaning, of the measures stipulated as regards hygiene, security and/or fire, of the provision of goods and services, and of returning to their original state the building, ground and installations put at his disposal. He receives a tariff for the supplies and services to be provided by the Management. These services cannot under any circumstances involve the responsibility of the Management.

Requests for services must be submitted at the latest 30 days before the opening of the Exhibition. After that date, a 25% increase in the tariff is applied.

0.08 Commercial activity of the participant

The participant is authorised only to take orders for those products specified on the participation agreement.

In accordance with the laws, regulations and decrees, the prices (including V.A.T.) must be permanently and conspicuously displayed.

The products exhibited may only be delivered after the closure of the Exhibition.

The participant is obliged to ensure the industrial protection of the materials and products he exhibits, and this in accordance with the legal provisions in force. These measures must be taken before the presentation of the products and materials concerned, with the Management assuming no responsibility in this domain.

0.09 Security and fire safety

The participant must take every precaution to ensure the security and protection of all persons and all goods remaining inside in the Exhibition.

He alone is responsible for any accidents caused by his personnel and his goods. He shall ensure that the exits are kept free of any obstacle.

He shall conform strictly to the General rules for fire safety measures attached to the present participation rules.

Moreover, in order to meet the requirements of the Intercommunale d'Incendie de Liège et Environs S.C.R.L., namely the **obligatory presence**, on each stand, of a 6 kg multipurpose powder type extinguisher in accordance with NBN S21-014 or a 6 L water spray extinguisher, the Management will **automatically** equip each stand with an extinguisher under conditions it shall determine.

0.10 Violations

Without prejudice to damages, the Management can put an end, without compensation on any account, to any exhibition, operation or concession of anyone who contravenes the present rules or any decrees, laws, regulations, edicts, etc.

0.11 Exclusion

The Management has the right to exclude a participant who contravenes the present rules or who commits serious actions which may call into question the reputation of the Exhibition. It will carry out the expulsion within 24 hours of sending a registered letter expressing the reason for the exclusion.

The site fee, the obligatory handling costs and the invoices for services rendered are due to the Management by way of indemnity, without prejudice to any other damages.

0.12 Inspections and checks

The representatives of the Management and the public authorities or associations recognised as being of public interest have, at all times, the right of access into the participant's site for the purpose of inspecting the condition of the installations, the facilities and the products exhibited.

These representatives will be able to order any works they deem necessary or appropriate or remove anything which in their view is dangerous or harmful.

The participant must keep his site and installations in a perfect state of cleanliness.

0.13 Surveillance

Participants are obliged to conform to the instructions of the Management personnel which prevail over the rules.

The penalty for any improper attitude towards these personnel will be exclusion.

If necessary, the Management can call in the police.

During public access hours, each participant shall ensure the supervision of his stand and the objects exhibited.

Outside the hours fixed by the Management, the participant is not allowed to remain or keep personnel within the Exhibition. He must take all necessary precautions to protect the goods being exhibited, and this from the setting up to the dismantling of his stand.

Any participant who claims to have been wronged by the action of other participants or third parties is not allowed to exercise any recourse against the Management or implicate it.

0.14 Jurisdiction

Disputes are settled supremely by the Management.

Only the French text of the rules is law.

Only the courts of Liège are competent.

Participants shall choose the S.C.R.L. Foire Internationale de Liège as their address for service during the preparation, operating and winding-up periods of each Exhibition.

0.15 Damage

The Management cannot be held responsible for any damage to persons or goods or for the consequences of this.

0.16 Management rights

The Management shall exercise the right of owner over the entire exhibition site.

Access to the exhibition site is prohibited to animals.

The Management is authorised to give orders to persons inside the Exhibition area.

0.17 Visitors

Visitors are obliged to respect the security, order and police regulations decided by the relevant authorities and by the Management.

The Management has the right to forbid access to the Exhibition to certain categories of visitors, at times it shall determine.

0.18 Laws, decrees and regulations

Each participant is obliged scrupulously to apply the laws, decrees and regulations

relating to his activities within the context of the event.

1. THE EVENT

1.00 Object and nature

The Management organises Exhibitions for the purpose of promoting sales between manufacturers, producers and makers or their agents and purchasers.

1.01 Location

The Exhibitions take place in Liège in the exhibition centre and on its esplanades or in any place designated by the Management.

1.02 Duration

The Exhibitions are held at the times fixed by the Management.

The Management reserves the right, without the participant being able to claim any compensation or renounce even partially his undertakings, to decide on the extension or the adjournment for up to 3 months and also, for major and unforeseeable reasons it shall determine, the early closure of the Exhibition. The latter shall not give rise to any reimbursement. The Management is entitled to full payment of the rental fees or fees for services carried out.

If an Exhibition is not able to take place or is postponed by more than 3 months, the Management shall reimburse the sums paid, with the exception of all other costs, such as those incurred in fitting out, transport, publicity, etc.

The fees for services carried out and the obligatory handling fees shall remain due.

1.03 Force majeure

If for essential reasons outside Management control, and in all cases of force majeure in general, an Exhibition is unable to take place, the Management may demand payment of 25% of the stand rental by way of reimbursement of costs and full payment of the services carried out.

2. BUILDINGS AND ESPLANADES

2.00 Lighting, cleaning, heating and ventilation

The Management is responsible for the lighting, cleaning, heating and ventilation of the communal areas of the halls and esplanades.

2.01 Nature of the floor

The floor, which may not be damaged in any way, is covered in concrete, ceramic or natural stone.

2.02 Permitted load

The floor supports an evenly distributed load of 5,000 kg per m².

2.03 Useful dimensions

Halls	External doors		Roof underfelt
	Height	Width	
1	4.40 m	3.50 m	8 m
2	4.40 m	3.50 m	8.4 and 2.90 m
3	4.40 m	3.50 m	6 m
4			4 and 3 m
5			4 and 2 m
9			10 and 4 m
<u>Passage between halls</u>	Internal doors		
1, 2, 3, 4 and 5	2.80 m	9.20 m	
2 and 3	1.95 m	2.75 m	
9 and 1 and 3	2.80 m	4 m	
9 and 2	2.80 m	4.60 m	

2.04 Technical connections

Each stand may be connected, at the participant's expense, to the electricity, water, telephone and collective aerial networks.

The Management assumes no responsibility on account of the technical supplies.

The connections are the exclusive responsibility of the Management.

The installation within the stand shall be carried out by the participant.

2.05 Bans

The buildings and esplanades may not be damaged in any way; it is forbidden to suspend, hang or tie any object, fitting, installation or material to the components of the halls and the esplanades or to make holes or put nails in the walls or the floor.

3. ADMISSION FORMALITIES

3.00 Participation agreement

The participation agreement must be drawn up on the "participation agreement" form.

The participant shall register under his name where a natural person is involved or under his company name where a properly constituted company is involved.

Participation agreements drawn up other than on the official form shall be null and void, as shall those which are incomplete or not accompanied by the sums of any sort required by the Management.

The Management is not obliged to indicate to the prospective participant, unless the latter requests it, the irregularities in his participation agreement.

One complete participation agreement must be submitted for each request for a separate site.

The participant must be registered in the trade register if he is a trader based in Belgium or with the organisation serving as this in his own country, if he is foreign.

Participation agreements aimed at exhibiting products or services which do not strictly meet the theme and classification of the event defined by the Management shall be inadmissible.

Likewise, requests drawn up by natural or legal persons whose solvency is generally recognised as being doubtful or falsified or whose presence would be likely to affect the coherence or image of the event shall be inadmissible.

The presence of a participant at an earlier Exhibition does not constitute a preference criterion and does not engender any particular right concerning the allocation, surface area, location or configuration of a site.

The returning of the forms and the participation rules shall constitute, on the part of the Management, a simple proposition: the offer comes from the prospective participant and is considered for its part to be a firm order.

If the prospective participant withdraws his offer before the issuing of the admission certificate, he is nevertheless obliged to pay in full the rental fee and the invoices for services rendered.

The options are not valid beyond the 10th day following their date of issue.

3.01 Admission of the participant

The Management has the final decision over the admission of the participants without having to justify its decision which is not subject to any deadline.

The contract is concluded by the sending of the admission certificate, without prejudice however to the application of the present rules in accordance with article 0.04 above.

If, within eight days of the date of this certificate, the participant does not make any written objection, this means that he gives his formal agreement to the site and the surface area allocated to him.

The Management reserves the right to amend this surface area and/or its location.

The participant is obliged to occupy his stand throughout the duration of the Exhibition.

A participation may not be annulled by the participant. The rental price of the stand allocated to the participant remains due in all cases even if the participant, for whatever reason, is prevented from participating.

In the event of withdrawal taking place more than 40 calendar days before the first day of the event, and only after the Management has succeeded in finding a replacement who will honour his debt in full and who will occupy the entire site allocated to him and in so far as all the sites are rented, the defaulting participant will be discharged in return for payment of 25% of the rental price; the fees for services carried out remain due as well as the obligatory handling costs.

If the site of the defaulting participant cannot be allocated to a replacement, the initial participation agreement is not rescinded and the full amount of rental price and the other costs remain due.

If the Management does not accept a prospective participant, it shall reimburse the sums paid without any interest or indemnity.

3.02 Joint participations

The Management may authorise firms to exhibit collectively.

The co-participants, jointly responsible to the Management, shall be represented by a proxy.

A list showing the company name and address of all the participants and a listing of the products exhibited by each of them shall be appended to the joint participation agreement.

4. PRODUCTS

4.00 Conditions of admission

The participation agreement shall stipulate precisely the material and products which will be exhibited and which alone are accepted by the Management.

The Management reserves the right to prevent the entry and installation of products not shown on the participation agreement without the participant being able to lay claim to the slightest compensation.

The participant may not carry out any advertising in any form for companies or firms who are not participating.

The products exhibited may be classified and/or covered by a quantitative restriction (number of participants and surface area of the sites) by the Management.

They must meet all the conditions imposed by the laws and regulations.

The participant undertakes to take all the necessary precautions concerning them and is alone responsible for any accidents which may occur.

The Management may require proof that the products whose admission is requested are manufactured by the participant or that they are being exhibited by a representative or an importer authorised by the manufacturer.

It may request a copy of the contract binding the manufacturer and the participant.

4.01 Miscellaneous bans

The following are not accepted, on pain of the participant being excluded and damages being claimed:

- a) the storage and use of explosive, detonating, fulminating or readily flammable materials (such as oxygen, hydrogen, acetylene, explosives, etc.) and, in general, all products considered dangerous, insalubrious or liable to inconvenience the participants or visitors, such as alcohol, acid, petrol, oil, heating oil, etc. or steam, smoke or combustion gas, unless there is an appropriate extraction device approved by the Management to whom the participant will have submitted a request in this regard.
- b) the positioning of objects or products outside the allocated site.
- c) the untimely distribution of circulars, brochures, sale articles and samples.
- d) noisy demonstrations.
- e) touting in the aisles.
- f) collections other than on the stands reserved for this purpose.
- g) the photographing, drawing, copying, measuring and reproduction of the stands or objects exhibited, without the written authorisation of the Management and the participant. However, the Management is not responsible for breaches of the present provision as a result of employee negligence or violation of their orders.
It reserves the right to take, for advertising purposes, full or partial photos of the event and to authorise their reproduction and sale.
- h) the use of the walls of the premises for attaching stands and products or affixing texts and drawings.
- i) advertising for objects or products which do not appear on the participation agreement.
- j) selling at abnormal prices and also clearance sales and selling off.
- k) the sale of second-hand material and products.

- l) the use of amplification and radio equipment.
- m) any demonstration not in keeping with the object and character of the Exhibition, including protests against the public authorities and political demonstrations.
- n) the distribution of advertising balloons without special permission from the Management. Under no circumstances may these balloons be inflated using combustible gas.
- o) the organisation of tombolas or competitions without the written authorisation of the Management.
- p) objects or products which the Management would refuse.

4.02 Packaging

Packaging must be removed by the participants on a daily basis. It may not remain inside the Exhibition area.

4.03 Waste

Combustible waste must be taken out on a daily basis.

4.04 Provision of supplies to the stands

Detailed instructions are provided for each Exhibition.

4.05 Taking out products, equipment and material

The Management shall fix the deadline for vacating the premises for each Exhibition. The penalty for late move-out will be a fine.

The Management and the insurers accept no responsibility concerning objects which have not been removed within the allotted time.

The participant must hand back the rented site, in its pre-occupation state, within a period of 10 days; failing this, the Management will carry this out at the participant's expense.

The Management may, automatically, at the expense and risk of the participant and without notice, deposit in the participant's name, in a public warehouse, the objects and materials which were not removed or which were held as surety for the participant's participation being completed properly.

After 6 months, with the participant having been duly warned, the objects not removed will be sold publicly.

The net profit of the sale will be credited to the participant's account.

Any removal of products or stand is forbidden while a fee of any sort remains unpaid or while any damage has not been repaired by the participant.

4.06 Additional arrangements for catering stands

1. Deep fryers must be fitted with metal lids and fire blankets must be fixed to the partition next to the appliances.

2. Deep fryers may not be installed near to or beneath an electrical installation (housing, RCD, sockets).

3. Where possible, a hood with sufficient external extraction shall be installed. In other cases, a hood equipped with chemical filters must be used.

4. In all cases, these installations must have received a favourable opinion from the Management.

5. STAND

5.00 Site

The rented site is personal and may not be sublet or exchanged or transferred, even partially, free of charge or for a consideration.

It must be occupied for the duration of the opening hours of the Exhibition. The penalty for any absence will be a fine.

The site shall be made available to the participant as soon as he has cleared his account.

A participant who is authorised to occupy a site reserved for an aisle or who creates a traffic path within his stand must pay the rental for the total surface area over which he is based.

A participant who occupies a stand with one or more corners shall pay a supplement per corner under conditions determined by the Management.

The Management has the option to make changes to the layout plan without the participant being able to claim an entitlement to any compensation.

The plans communicated to the participants and the marking on the floor of the halls shall include points and marks which are as precise as possible. It is however for the participant to ensure their conformity before fitting out his stand. The Management cannot be held responsible for any differences which may be noticed between the points and marks indicated and the actual dimensions of the site.

5.01 Layout plan

At least 6 days before the beginning of the fitting-out work, the participant shall submit to the Management, in double copy, his draft set-up and decoration and communicate the name and address of any decorator.

The stand may only be installed after written agreement from the Management which has the right to stop any works which do not conform to the approved plan and to carry out the removal of the installations at the participant's expense, risk and peril.

Partitions along the edge of the paths and aisles are prohibited.

Side partitions shall have a maximum height of 2.44 m from the bare floor.

Participants are requested to make contact with their neighbours.

This way of proceeding allows common agreement to be reached over the height of adjoining partitions.

The Management has the final decision in contentious cases.

5.02 Stand erection

The Management may oppose any installation all the time a fee, of whatever nature, remains unpaid.

The participant may only bring his equipment into the Exhibition area if he has an installation permit.

Participants shall construct, operate and dismantle their stand at their own risk and peril and under their own responsibility.

The material used must be fireproof and meet all the safety standards in force.

The buildings and esplanades may not be damaged in any way; it is prohibited to hang, fix or tie any object, fitting, installation or material to the components of the halls and esplanades or to make holes or put nails into the walls or the floor. Any breach of these rules will lead to the damage being made good at the participant's expense.

Each additional level shall be invoiced at half the cost of the site.

The safety devices and the installations and areas of communal use must remain freely accessible.

It is therefore prohibited to set up any installation liable to impede free access.

5.03 Set-up, dismantling and move-out times

The Management shall fix the deadlines for setting up, dismantling and moving out.

The installation of products which can only be set up by borrowing the site of other participants must be completed on the date indicated in each particular case by the Management.

The Management is entitled to have use of any stands whose erection has not been started 48 hrs before the opening; the fees of all sorts are nevertheless the responsibility of the participant.

The participant is obliged to be present on his stand from the beginning of the dismantling and until his stand is entirely moved out. The Management may oppose any removal as long as a fee, in whatever regard, remains unpaid. The moving out of the stands, products and goods must be carried out by the participant within the deadlines and times determined by the Management.

After these deadlines, the Management will be able to transport the objects and the stand to a place of its choice, at the participant's expense, risk and peril, without being able to be held responsible for any total or partial damage.

6. SERVICES

6.00 Conditions

The cost of the services appears in the "tariff for supplies and provisions".

The deadline for returning orders is set at 30 days before the opening of the Exhibition.

Late orders shall lead to an increase in accordance with article 0.07 Fees.

6.01 Equipment rented or loaned

The participant is responsible for the equipment rented or loaned by the Management and the concessionaires.

6.02 Collective TV and radio aerial

The participant shall make contact with the company VOO (T. +32 (0)800 800 25).

6.03 Insurance

The participant and his insurers abandon all recourse against the Management, exhibitors, concessionaires or participants in whatever regards and the employees of all these bodies and persons.

Participation of the participant in the policies taken out by the Foire:

a) Third-party liability

This **obligatory** insurance covers the Management and the participants against claims lodged by third parties in the event of an accident occurring within the Exhibition area.

The funds covered are 2,478,935.25 € per claim, physical injury and material and immaterial damage combined. No excess.

Traffic accidents involving motorised vehicles are excluded from the insurance.

b) All-risks insurance relating to the products and materials exhibited and the fitting-out of the stand

This insurance is recommended for all the objects exhibited and for the equipment and fittings on the stand even if these are rented free of charge or for a consideration.

The participant may take this out by completing the "All-risks insurance" document. The unit value of the objects exhibited shall be detailed herein at the cost price delivered to the Exhibition excluding any profit.

The risks are covered for the period and the journey indicated on the insurance declaration.

Objects of great value or which are easily transportable by hand are only covered against theft and disappearance if they are in shut away in locked display cupboards during the day and in a locked safe overnight; they are only covered from the day before the opening to the day after the closure of the Exhibition at 10.00 hrs.

The following are excluded from the benefit of the policy: inherent defect, fair wear and tear, damage resulting from the simple operation of or the lack of maintenance of the objects insured, obvious inadequacy in packaging, rust and oxidisation of the material exposed to the open air, risks of war, securities, assessed valuations, stamps, money, change, notes, clothing and personal items.

Risks of breakage are covered solely in the event of a straightforward accident other than an accident of handling or usage.

The theft of goods, foodstuffs or beverages in any place where tasting or distribution takes place is excluded, except in the event of theft by burglary or breaking and entering, theft with violence or following a straightforward accident, including fire.

The insurance rates shall appear on the tariff of suppliers and services.

The insurance declaration shall be sent directly to the insurer whom it must reach before the shipping of the goods.

The premium relating to the insurance shall be paid to the Foire Internationale de Liège – F.I.L.

c) Fire risks

As soon as he takes out the F.I.L.'s third-party and all-risks insurance policies and abandons all recourse against the F.I.L., the participant is guaranteed free of charge against occupant's or tenant's fire risks.

In accordance with article 0.09, the Management shall **automatically** equip each stand with an extinguisher.

Catering participants shall conform scrupulously to article 4.06 Additional arrangements for catering stands.

In the event that the participant has erected buildings or halls, these must be specially insured at his own expense against fire risks and recourse from neighbours.

He is obliged to make a special request for coverage, failing which he is not insured.

d) Damage

In the event of damage, the participant must, within 48 hrs of noticing the damage:

1. make a written, detailed and costed declaration of this, in double copy, to the Management;
2. if it involves a theft, lodge a complaint with the Commissariat de Police [police station] responsible for the territory of the F.I.L.

6.04 Entry cards, invitation cards and/or business cards

These cards shall be distributed exclusively by the participants who may not resell them.

The participant shall receive a quota of free cards per m² rented.

Details of this quota are given on the leaflet for each event and/or on the tariff.

The Management shall sell additional cards under the terms of the tariff.

6.05 Catalogue and/or unaddressed catalogue

Catalogue

a) Directories

The Management may produce directories of participants and/or brands and/or products.

These directories are drawn up on the basis of the information given by the participants, which the Management reserves the right to amend.

The participant shall be entitled to a free entry for himself and for each of the firms he represents in each of the directories produced.

Additional entries shall be paid for according to the tariff published by the Management.

b) Advertising

The Management requires each participant to take out a minimum advertisement.

The advertisement shall be accepted under the terms of the tariff.

The Management reserves the right to publish.

It does not assume any responsibility regarding damage to films, proofs, drawings, CDs, diskettes, etc.

c) Errors or omissions

The Management accepts no responsibility as regards any errors or omissions which may exist in the catalogue.

Unaddressed catalogue

This is produced on the occasion of events open to the general public.

The Management requires each participant to take out a minimum advert under the terms of the tariff.

Participants' entry in an alphabetical list of participants showing:

Name, full address, telephone number, stand number and brief listing of the participant's products and/or activities.

Since the list of participants is closed 15 working days before the event, the Management does not guarantee the insertion of participants who have registered late; the cost of the minimum advert is due if this advert has been produced. The Management accepts no responsibility as regards any errors or omissions.

6.06 Partitions

The Management rents partitions under conditions it shall determine.

6.07 Water and waste

The water supply and drainage work is carried out by the Management, at the participant's expense, based on the tariff.

The equipment shall remain the property of the Management.

The installation within the stand is the responsibility of the participant and must be carried out using rigid tubes.

The taps and valves must be permanently accessible by the Management.

6.08 Electricity

The distribution of electrical energy is via a triphase alternating current of 50 Hz, at a voltage of 380 V between phases and 220 V between phase and neutral.

a) Connecting the stands

The connecting of the stands is done solely by the Management, under the terms of the tariff, at the participant's request.

This includes the renting and positioning of the connection cables and a semi-flush EEC-type box with a socket-base:

II + T	up to 16 A - 220 V
III + N +T	up to 32 A - 220/380 V
III + N +T	up to 63 A - 220/280 V

Each participant is obliged to have his own electrical connection. He may not sell any current.

If the power used is greater than the power installed, the participant is liable for the highest fee, the alteration costs and a penalty.

The connection box and the general or particular switches must be permanently accessible by the Management.

The supply of current covers the period from the opening to the close of the Exhibition and this only during the periods of participant access.

The extension of the supply period either before or after the Exhibition or outside the hours of participant access must be covered by a special connection.

b) Installation on the stands

The installations on the stands are executed and maintained by the participant or his installer.

They must be carried out according to the prescriptions in the Règlement Général pour les Installations Electriques (R.G.I.E.) [General regulations for electrical installations].

They must be protected by a 300 mA (internal installations) or ideally a 100 mA general circuit-breakers.

In the event of a 20 A monophase or a 10 A triphase connection, the installation must be distributed over several circuits.

The fuse boxes must be armoured.

The power factor of any installation must be 0.8 minimum.

Non-regulation fuses, cords and ribbon cables are prohibited as are so-called "domino" multiway adaptors even with an earth pin.

Cables encased in rubber or plastic are permitted from a 1.5 mm² bore upwards **for lighting circuits only.**

Only earthed sockets are permitted.

It may be possible for the installation within the stand to be provided for rental by the Management, under conditions it shall determine.

c) Inspection and reception

Before being switched on, any installation must be checked by a safety body chosen by the Management.

The Management has the right to refuse an installation or to suspend the supply for as long as the participant has not remedied a situation deemed unacceptable by the Management.

6.09 Participant badges and/or cards

Intended exclusively for the participants, these are issued under conditions determined by the Management.

They are strictly personal and give permanent right of access to the exhibition premises during the hours reserved for the participants.

6.10 Stand cleaning

The Management may undertake the cleaning of the stands under conditions it shall determine.

6.11 Participants' parking

Special car parks, reserved for participants' cars, are accessible with a season ticket, the cost of which is fixed by the Management.

In all cases, the Management accepts no responsibility on account of any accidents which may occur within its car parks.

6.12 Photography

Photographers must carry a written permit, issued by the Management, for each of the Exhibitions.

A proof of each photo taken must be given to the Management.

6.13 Telephone connection

The Management shall forward to BELGACOM the connection requests sent to it. Customer service 0800/33200

6.14 Fitted-out stands

The Management may undertake the fitting-out of stands under conditions it shall determine.

6.15 Carpets

The Management shall rent carpets under conditions it shall determine.

6.16 Miscellaneous services

The Management may possibly provide varied services under conditions it shall determine.

6.17 Meeting room

A meeting room with a capacity of 100 people is at the disposal of participants who must provide the sound system and undertake the projection of films and slides.

6.18 Transport, handling and customs operations

The Management may appoint an agent who shall receive the fees directly from the participant according to an approved tariff.

INFORMATION FOR THE ATTENTION OF PARTICIPANTS WHO IMPORT AND SELL PRODUCTS SUBJECT TO ECOTAX

Regulations in force concerning products subject to ecotax.

LEGAL REFERENCES:

- Law of 16 July 1993.
- Royal decree of 23 December 1993 on the distinctive logo to be affixed to beverage containers, batteries and receptacles containing certain industrial products.
- Royal decree of 30 May 1994 on establishing the rate of reuse for beverage containers.
- Ministerial order of 2 May 1996 on the tax system for products subject to ecotax.

WHO IS AFFECTED?

ANY BELGIAN OR FOREIGN PERSON OR BUSINESS WHO SELLS PRODUCTS SUBJECT TO ECOTAX.

WHICH PRODUCTS ARE SUBJECT TO ECOTAX?

Disposable cameras – batteries – receptacles containing certain industrial products – pesticides for agricultural or other use – **receptacles containing non-alcoholic beer – non-alcoholic wine – fruit juice or nectar – beer – wine – vermouth – other fermented beverages – alcohol – spirits** – receptacles containing unconcentrated milk with no added sugar or other sweeteners.

ALL THESE PRODUCTS ARE SUBJECT TO ECOTAX WHATEVER THEIR ORIGIN.

There are a few exceptions. For further information, we advise you contact our approved warehousekeeper: la SA MAGEMON, Ile Monsin 85, 4020 LIEGE. ☎ 32 (0)4 240 78 11 - 📠 32 (0)4 240 78 19.

INFORMATION ON THE ARRANGEMENTS DURING THE SET-UP, OPERATING AND DISMANTLING PERIODS.

We would ask you to bring this information to the attention of your personnel and of the various contractors brought in to provide services on your behalf.

0. GENERAL POINTS

00. PARTICIPATION RULES

These instructions form one body with the participation rules.

LOCATION OF AND ACCESS TO THE HALLS AND SERVICES

ACCESS TO THE HALLS FOR SET-UP, OPERATING AND DISMANTLING

Halls 1 and 2: **entry** via quai de Wallonie through the rear esplanade.

Exit according to the instructions from the security personnel.

Halls 3 and 4: via avenue Maurice-Denis through the front esplanade.

Hall 9: access through here is permitted only during the public access hours.

Access through the offices is not permitted.

01. MOVEMENT OF VEHICLES

The movement of vehicles is prohibited in the halls; the floor of the halls lends itself perfectly to transport using hand trucks and trolleys, even for heavy objects.

02. HALL 9

Access through hall 9 is **strictly reserved for people** during the public access hours.

Any traffic of goods, products or materials through here is strictly prohibited.

03. WATER AND ELECTRICITY

All the connections to electricity and water must be turned off at the end of the day.

Participants who need to leave electrical appliances running continuously must request **a night connection**.

All the switches, taps and valves on the stands must be permanently accessible by the security personnel.

We reserve the right to break the locks of any doors which would prevent access to these only if there is a risk of fire or technical accident.

04. SPONTANEOUS PRESENTATION OF ENTRY, TRAFFIC, INSTALLATION AND TRANSPORT PERMITS

All entry, traffic, installation and transport permits must be presented spontaneously at any checkpoint and upon any request by a member of the management or security personnel.

05. EMERGENCY DOORS

The use of the emergency doors is reserved solely for dangerous situations.

The penalty for any improper use will be a fine, the amount of which is indicated in the price list produced for each event.

Any offence will automatically lead to immediate exclusion.

06. OPENING CEREMONY

All the participants are invited to attend.

07. STANDS WITH A FASCIA PANEL

As stipulated in our participation rules in article 5.02, it is strongly recommended, for the proper presentation of the event as a whole, that all stands are fitted with a fascia panel.

WE STRESS THIS POINT IN PARTICULAR AND WE RESERVE THE RIGHT TO ALTER IMMEDIATELY ANY STANDS WHICH DO NOT CONFORM.

08. PROTECTION OF THE FLOOR

Participants with products liable to damage the floor (food products, fat, oil, paint, varnish, etc.) must cover the entire floor of their stand in waterproof plastic.

09. REMOVAL OF WASTE AND PACKAGING

Participants themselves must take their waste and/or packaging out of the halls area.

10. ELECTRICAL CONNECTION BOXES

Connection boxes will be given to interested parties each day of the set-up period, in the electrician's workshop, in hall 2, near stand 2301 (hall 2).

The box will only be handed over upon presentation of the installation permit which is issued by the participants' service.

11. HEAVY AND CUMBERSOME EQUIPMENT

Lorries transporting heavy and cumbersome equipment are permitted to enter the halls, ON THE DECISION AND UNDER THE CONTROL OF THE SECURITY SERVICE IN EACH CASE.

In order to avoid blocking the aisles, lorries shall be parked inside the halls only for the length of the time strictly necessary for unloading the heavy and cumbersome materials.

This measure is being taken on a trial basis and will be revoked immediately if self-discipline is not established.

For your information, we would advise you that S.C.R.L. FOIRE INTERNATIONALE DE LIEGE can make available to participants 2.5-ton to 6-ton hoists with a driver and large tonnage crane, and also a 12-ton electric crane. Cost and reservation information will be communicated on request.

12. LOCATION OF THE STANDS

Permanent marking exists for the stand positions.

Your attention is drawn especially to the following points:

1. the stands fit inside the marks,
2. the marks running along the length of the aisles and passageways must therefore remain visible,
3. no product, substance or material may cover the markings,
4. any damage will be invoiced at the price indicated in the price list produced for each event, with any part metre being counted as a whole metre.

Participants whose stand is the subject of a specific set-up are invited to contact the Management. The same applies to any participants who have a query about their stand.

13. PROTECTION OF THE BUILDING

The fixing of nuts and bolts, hooks, nails, wires, ropes, etc. into and onto the walls, partitions, columns, structures or floor is prohibited.

It is also prohibited to paint, stick, colour or damage the walls, floors, partitions, doors and columns and to hang anything from the roof structure.

Any adhesive laid on the floor shall be removed by you when dismantling.

Any remaining mark will be invoiced at the price indicated in the price list produced for each event.

14. PROTECTION OF THE BUILDING – SECURITY

The security services request that we remind you expressly that it is prohibited to leave anything opposite the safety doors and the hydrants.

They also point out that it is forbidden to hang anything from the roof. They remind us that they are entitled to close not only the stand but also the entire event in the event of non-compliance with these instructions. Moreover, they request the obligatory presence of an extinguisher on each stand.

The Management automatically equips each stand with an extinguisher. The location of this extinguisher is included in the "Services package".

Any extinguisher not returned or handed back in a poor state will be invoiced at the renewal price.

As far as catering participants are concerned, they must conform scrupulously to article 4.06 of the Participation rules.

15. ENTRY CONTROL

The badge reserved exclusively for participants gives the right to free and permanent entry.

The participant shall have a quota of badges, defined in the "**Services package**", according to the surface area rented.

16. BISTRO DES HALLES - CLUB DES EXPOSANTS [Exhibitors' Club]

The passageways between the Bistro des Halles and hall 9 will be closed from 19.00 hrs on Thursday and Friday, from 21.00 hrs on Saturday and from 19.00 hrs on Sunday.

Everybody is asked to make arrangements accordingly.

17. WITHDRAWAL OF GOODS

Supplies of permits are issued at the reception centre.

18. PRESENCE ON THE STAND

A fine, the amount of which is indicated in the price list produced for each event, per breach will be imposed on any absence from the stand either at the beginning of the day or during the day or at the end of the day.

19. PARTICIPANTS' CAR PARKS

Two car parks are available for participants' use:

A. Parking Astrid, Quai de Wallonie

reserved for participants in halls 1 and 2.

B. Parking Denis - Avenue Maurice-Denis

reserved for participants in halls 3 and 4.

Only participants in possession of a season ticket have access to the car parks.

They must occupy the car park indicated.

The occupants of the vehicles must each have an individual badge.

20. INSURANCE

The insurance office representative is at your disposal either via a simple request to the participants' service or at ETHIAS, Rue des Croisiers 24, 4000 LIEGE, tel. 32 (0)4 220 31 11.

21. DISPLAYING OF PRICES

We would point out that in accordance with the laws, regulations and decrees, prices must be permanently and conspicuously displayed.

22. THE CONSUMER'S RIGHT

Everybody is reminded that in accordance with the **Law of 14 July 1991, Section 11 "Sales to consumers concluded outside the vendor's company"**, all contracts must in particular mention the following abandonment clause written in bold type in a box separate from the text on the front of the first page:

Within 7 working days from the day following the signing of a contract, the consumer has the right to abandon his purchase without charge subject to him advising the vendor of this by registered letter. Any clause by which the consumer abandons this right is null and void. As regards meeting the deadline, it is sufficient that the notification is sent before the expiry of the latter.

...

23. ANIMALS

In accordance with the Royal decree of 13.11.78 of the Ministère de la Santé publique et de la Famille [minister of public health and the family] and under article 0.16 of the participation rules, access to the exhibition area is prohibited to animals, except guide dog.

24. LEAVING THE FLOOR AND ALL THE FACILITIES IN PERFECT CONDITION

Each participant is obliged to leave the site he has occupied in perfect condition. All reinstatement costs will be charged to him. He is particularly advised to remove completely all self-adhesive tape.

25. LATE MOVE-OUT

The penalty for any late move-out will be a daily fine, the amount of which is indicated in the price list produced for each event.

26. USE OF THE PUBLIC HIGHWAY FOR PUBLICITY PURPOSES

In the event of using the public highway for publicity purposes, in other words for parking a vehicle or a trailer displaying your own advertising, it is necessary to conform strictly to the local regulations decreed in this regard.

All additional information can be obtained from the Bureau des Taxes communales [local tax office], Cité administrative, 5^{ème} étage, En Potiérue, 5, 4000 Liège, tel. 04/221.92.00.

INFORMATION ON THE USE OF WATER ON THE STANDS

1) Supply of water to the stands.

- A. The water used for exhibition purposes must come from the water distribution circuit.
The use of the water from the fire hoses is therefore strictly forbidden.
The hydrants may only be used in the event of a fire.
- B. The water supply and drain works are carried out by the approved plumber of the Foire Internationale de Liège, at the participant's expense, based on the tariff.

The installation within the stand, which is the responsibility of the participant, will be carried out using rigid tubes observing strict equipment hygiene.

2) Use of water on the stands.

- Regulation is necessary only for the use of water in a closed circuit and for applications which also cause nebulisation.
- Under no circumstances may the water used be at a temperature above 20°C.
- The participant will add 3 milligrammes of chlorine per litre of water.
- The participant will position thermometers to indicate to the public and to the control authorities that the water used is too cold to constitute a health risk.
For each demonstration device, the information must be recorded in an inspection log giving the day and time of the inspection and the water renewal time.
- This log must be accessible at all times.
- In the absence of these arrangements, any use of water in a closed circuit is forbidden.
- If it is not possible to add chlorine to the water (presence of fish or plants in the water), the necessary oxygen should be added on a regular basis.
- Any active participation by the public in demonstrations using water is forbidden.
- Each participant is obliged to cooperate with all the tests, sampling and analyses required by the relevant institutions or by the Foire Internationale de Liège.

GENERAL RULES FOR FIRE SAFETY MEASURES

WARNING.

Without prejudice to the provisions of the Règlement Général pour la Protection du Travail (R.G.P.T.) [General regulations for work protection] in the present regulations and the special provisions imposed by the fire service [Service d'Incendie] with territorial responsibility on account of the design or the particular use of the stand and the room, the materials used for the stands must satisfy standard NBN S21 - 203 "Fire protection in the building – Reaction of materials to fire".

1. EXTINGUISHERS AND ELECTRICAL BOXES.

Electrical boxes and extinguishers must be totally clear and accessible without difficulty at any time.

2. FITTING OUT THE STANDS.

The stands shall be fitted out under the full and total responsibility of the participant and may not be carried out using readily flammable materials or materials which give off noxious gases under the effect of heat; any decoration will be carried out using materials which are not readily flammable or which have been carefully fireproofed (class A2 in accordance with standard NBN S21 - 203).

A fireproofing treatment certificate for these materials must be able to be presented at any time to the territorially competent fire service responsible for checking the installations.

All loose decoration materials must be moved away from any source of heat such as spotlights, any lighting, illuminated signs, functioning equipment, etc.

CONSTRUCTION OF THE PARTITIONS.

The bases of the stands and the partitioning between stands must be made out of class A2 materials in accordance with standard NBN S21 - 203 - "Reaction of materials to fire" or, failing this, they shall satisfy the conditions below:

The panels used for the construction of stands must be solid.

They may be fully covered in melamine, laminate, paint, fabric or wallpaper.

- a) The construction of modular partitions is permitted under the following conditions:
 - the minimum thickness of the panels is 5 mm.
 - the panels will be set into metal or wooden profiles for their full height.

- b) The construction of hollow partitions (wooden or metal structures + panels) is permitted under the following conditions:
- the total thickness of each panel must be a minimum of 6 mm (two times 3 mm).
 - the assembly of the panels is such that it does not allow air to pass inside the partition.

Decoration materials may not be readily flammable nor able to give off toxic gases in the event of a fire; materials which melt at low temperatures are also excluded.

3. WASTE AND PACKAGING.

The stands must be cleared on a daily basis of paper, straw, shavings, food waste and other flammable materials.

The depositing of boxes, containers and packaging is forbidden inside the halls. These items must be removed immediately by the participant. If they are not removed immediately, the Foire internationale de Liège reserves the right to have them removed at the participant's expense.

4. EQUIPMENT EXHIBITED AND/OR STORED.

The presentation of explosive materials on the stands and the storage of flammable products are positively forbidden. The term flammable products is understood to mean: flammable liquids and solid materials which are very flammable or which give off combustible gases upon contact with water or which react violently upon contact with water.

5. FIREBOXES AND KITCHEN INSTALLATIONS.

In general, any source of heat with a naked flame and all combustion appliances, such as ovens, stoves, charcoal fireboxes, heating appliances, deep fryers, etc. and their convection chimneys must be thermally insulated from all neighbouring materials (floors, walls, partitions, ceilings, stand or furniture elements, etc.).

The use of fireguards and ember screens is obligatory.

All necessary measures shall be taken so that the public is unable to access the immediate vicinity of these fireboxes.

A 6 kg ABC powder extinguisher, in accordance with standard NBN S21 - 014, must be placed close to each firebox.

The use of infrared appliances is strictly forbidden. Waste bins must be made out of non-combustible material and fitted with a lid. Extinguishers must be maintained in good working order by an annual inspection and annual servicing; they must be clearly visible and totally accessible. They shall carry the BENOR stamp.

6. INTERNAL COMBUSTION ENGINES.

- a) When internal combustion engines are presented in operation, only the fuel contained in the tank normally fitted by the manufacturer on these engines can be on the stand.

Barrels, bottles or other containers, even empty ones, which may have been used to fill the tanks must be taken out of the halls immediately. Moreover, it is forbidden to fill the tanks during public access hours.

- b) The engines must be installed on a floor made of noncombustible materials. Exhaust pipes will be kept at a sufficient distance from the wainscoting or any other combustible material. Exhaust gases will be carried directly outside the halls.
- c) ABC powder extinguishers in accordance with NBN S21-014, of a sufficient capacity to put out any fire, shall be placed close to each engine.
- d) The tanks of exhibited cars must be empty of fuel. Their batteries shall be removed (or disconnected).
- e) In the event of an exhibition involving moving vehicles (go-karting, etc.), powerful ventilation of the premises will be provided during competitions and training in order to avoid inconveniencing the public with the exhaust fumes.

The air extraction system in the building must be perfectly operational so as to avoid, at any point in the exhibition, a carbon monoxide (CO) concentration greater than 50 ppm.

A CO detection device will continuously analyse the air in the most polluted area (the stands). This device will have a sonorous and optical alarm set at 50 ppm.

Moreover, a general check will be made every two hours with this same device throughout all the buildings.

7. PARAFFIN HEATERS.

Paraffin heaters are strictly forbidden.

8. INDUSTRIAL BURNERS

- a) Fireboxes and boilers presented in operation must be installed on a masonry block and situated a minimum distance of 2.00 metres from any combustible matter or material. Steps will be taken so that the fuel cannot accumulate inside the firebox in the event of an interruption in the ignition mechanism or any other disturbance.

- b) Heating oil tanks shall be placed outside the halls. They shall be placed in bins made of sheet steel or zinc containing sand and which are capable of containing the total volume of the fuel.
The joints and pipes on the tanks must be totally watertight and fitted with an isolation valve.
- c) The exhaust pipes on the fireboxes and heaters must be firmly fixed to each other and insulated from any combustible material. They shall carry the combustion gases directly out of the halls.

Notwithstanding paragraph b) of the present article, domestic heating appliances which are demonstrated on the stand, together with their combustible oil reserve, must satisfy the following conditions:

- 1) The appliances will be placed on an area made of noncombustible materials. The number of appliances may not exceed three per surface area of 12 m².
- 2) A maximum of 10 litres of combustible oil will be allowed per appliance in the tanks which are part of these appliances or which are placed near them. Appliances whose consumption is greater than 10 litres remain subject to the conditions specified previously in paragraph b).
- 3) An extinguisher with a load of 6 kg of ABC powder, in accordance with standard NBN S21-014, must be permanently situated on the stands that have this allowance.
- 4) The filling of the tanks must be done outside public access hours.
- 5) The combustible oil reserves shall be stored in an enclosure which is inaccessible to the public and situated a minimum of 3.00 metres away from the halls. This enclosure shall be constructed out of noncombustible materials and shall be bowl-shaped so as to retain all the oil stored there in the event of a leak.
- 6) The exhaust pipes shall meet the provisions of paragraph c) above.

9. GAS APPLIANCES.

From now on, in accordance with standard D51-006, gas cylinders are no longer allowed within the confines of the building.

10. PROJECTION OF FILMS - PLATFORMS - AUDITORIUMS.

Without prejudice to the special conditions which may be imposed by the authorisation orders, the fire service with territorial responsibility and the Foire internationale de Liège, the health and safety measures established in Art. 635 and following of the R.G.P.T. are applicable.

When film projections are planned on stands or in closed rooms, authorisation must be obtained in advance from the fire service with territorial responsibility for fire protection.

11. STANDS WITH UPPER FLOOR(S).

The general stability of stands comprising one or more floors must be covered by an approval by an approved body. A copy of the report must be sent to the concessionaire, the original remaining available on the stand to be accessed by the Security Services.

For the upper floors, the width of the staircases, landings, evacuation routes, gangways and doors must be at least 80 cm.

The evacuation staircases must have a useful width which is at least equal, in centimetres, to the number of people required to use them multiplied by 1.25.

12. USEFUL CONTACT DETAILS

Service Régional d'Incendie de Liège (Liège Regional Fire Service)
Rue Ransonnet – 4020 Liège
T. +32 (0)4 344 98 11 | F. +32 (0)4 344 99 09

INFORMATION FOR THE ATTENTION OF TAXPAYERS WHO ARE NOT BASED IN BELGIUM AND WHO CARRY OUT TRANSACTIONS SUBJECT TO V.A.T.

BASIC PRINCIPLE

Individuals and/or companies who are not based in Belgium and who carry out taxable transactions in Belgium are obliged before any transactions to appoint a responsible representative based in Belgium, in accordance with article 55 of the V.A.T. law.

EXEMPTION FROM APPOINTING A RESPONSIBLE REPRESENTATIVE

However, under article 55, paragraph 4, of the V.A.T. law, and in particular point 81 of circular no. 30 of 5 December 1975, given the occasional nature of the transactions and subject to the person or company requesting this, the obligation to appoint a responsible representative may be replaced by a specific permit which should be requested from the Bureau Central de la T.V.A. pour Assujettis Étrangers [Central VAT office for foreign taxpayers], Tour du Sablon, 24th floor, rue Stévens 7, 1000 Brussels (tel. 32 (0)2 552.59.33 or 34, fax 32 (0)2 552.55.51).

Further information may also be obtained from the services de recherche et de documentation de la T.V.A. [V.A.T. research and documentation services], Monsieur Alain PIROTTE, Recherche locale de Liège 1, rue Rutxhiel 8, 4000 LIEGE (tel.: 32(0)4 222.38.80).

V.A.T. RATE TO BE APPLIED FOR FOREIGN PARTICIPANTS

Belgium V.A.T. law requires us to apply the rate of 21 % to all the services you order from us.

However, any foreign participant who is a member of the European Union with a V.A.T. number in his country of origin and with no tax representative in Belgium may take the administrative steps to recover this V.A.T.

To do this, it is necessary to:

- collect all the original invoices you have sent us;
- attach an certificate from your tax service proving that you are subject to V.A.T in your country;
- send your file to the Bureau Central de T.V.A. pour Assujettis Etrangers, Tour du Sablon, 25th floor, Rue J. Stévens 7, 1000 Brussels, tel. 32(0)2 552 59 77 or 40, fax 32(0)2 552 55 42, contact, after completing the refund request form which is issued to you by this same office.

THIS PROCEDURE CONCERNS EXCLUSIVELY THE RECOVERY OF THE V.A.T. APPEARING ON THE INVOICES YOU SEND US

INFORMATION FOR THE ATTENTION OF PARTICIPANTS WHO SELL FERMENTED BEVERAGES AND SPIRITS

Below you will find details of the formalities to be completed for the occasional sales of fermented beverages and spirits during exhibitions.

LEGAL REFERENCES

These formalities are imposed by the Royal Decree on fermented beverages of 4 April 1953 and by the law of 28 December 1983 on the trading licence.

WHEN MUST THE FORMALITIES BE CARRIED OUT?

The formalities must be carried out if you wish to sell, **even free of charge**, fermented beverages (beer, wine, etc.) or spirits (alcohol, spirits).

1) FORMALITIES CONCERNING OCCASIONAL OPERATORS FROM OTHER MEMBER STATES OF THE EUROPEAN UNION

Occasional operators from Member States of the European Union must complete excise formalities if they bring excise products into Belgium.

The formalities must be completed between two approved warehousekeepers, in other words two persons with an excise number, one based in the country of origin of the foreign participant and the other based on Belgian territory.

The foreign warehousekeeper will draw up a DAA document showing the two numbers mentioned above.

The Belgian warehousekeeper receives the DAA document, works out the duties due, and completes the ACC 4 form required to pay these duties.

The total amount of the duties varies according to the type of products brought in.

Following a decision taken by the Ministère des Finances, Administration des Douanes et Accises de Liège [ministry of finance, administration and customs and excise of Liège], all products subject to excise duty held in our facilities by organisations which do not have an establishment in Belgium must be covered by a declaration to our “approved warehousekeeper”, namely: S.A. MAGEMON, Ile Monsin, 4020 Liège – tel. 32 (0) 4 240.78.11, 32 (0) 4 240.78.05 and 32 (0) 4 240.78.06, Monsieur HANEN.

2) FORMALITIES CONCERNING PARTICIPANTS FROM COUNTRIES OUTSIDE THE EUROPEAN UNION

In addition to the excise formalities shown above, some customs formalities identical to those that existed before 1 January 1993 must be completed.

For further information, you can contact the customs office at Bierset Airport, tel. 04/234.38.05. or our forwarding agent, S.A. MAGEMON.

Since customs clearance obligations still exist for the importing of any products from countries outside the European Union or from Member States of the European Union, we strongly advise you to make contact with a forwarding agent in your country of origin or, failing that, with our forwarding agent, S.A. MAGEMON, Ile Monsin, 4020 LIEGE, tel. 04/240.78.11.

SOME USEFUL ADDRESSES:

FOIRE INTERNATIONALE DE LIEGE S.C.R.L

Avenue Maurice-Denis 4
BE- 4000 LIEGE

Tel.: + 32 (0) 4 227 19 34

Fax : + 32 (0) 4 227 18 95

Email: info@fil.be

Internet: <http://www.fil.be>

V.A.T.: **BE- 402.413.903**

R.C. Liège: **64.895**

Bank accounts: **FORTIS 240-0029871-96**
 ING 340-0066645-44
 DEXIA 068-0573450-13

For payments from abroad:

FORTIS: IBAN: BE65 2400 0298 7196

ING: IBAN: BE55 3400 0666 4544 BIC: BBRUBEBB

DEXIA: IBAN: BE08 0680 5734 5013 BIC: GKCCBEBB

TRANSPORT

➤ *Train*

Gare des Guillemins (information, reservations)

Place des Guillemins, 2

BE- 4000 LIEGE

Tel.: +32 (0) 4 241 26 56

Fax: +32 (0) 4 229 22 72

<http://www.sncb.be>

➤ *Taxi*

Liège Tax

Rue du Cimetière, 93
BE- 4030 LIEGE
Tel.: +32 (0) 4 367 50 40
Fax: +32 (0) 4 365 34 24
Email: info@Liège-tax.be

<http://www.liege-tax.be>

Melkior

Quai de Rome, 30
BE- 4000 LIEGE
Tel.: +32 (0) 4 252 20 20
Fax: +32 (0) 4 252 99 49
Email: taxis@melkior.be

<http://www.melkior.be>

Unitax

Rue Alban-Poulet 2,
BE- 4032 LIEGE
Tel.: +32 (0) 4 365 65 65
Fax: +32 (0) 4 366 00 29
Email : taxi@unitax-liege.be

<http://www.unitax-liege.be>

➤ *Bus*

T.E.C. Liège- Verviers (public transport company)

Rue du Bassin, 119
BE- 4030 LIEGE
Tel.: +32 (0) 4 361 91 11
Fax: +32 (0) 4 367 12 00
Email: info.liege-verviers@tec-wl.be

<http://www.infotec.be>

LIEGE AIRPORT SA

Bâtiment 44
BE- 4460 Grace-Hollogne- LIEGE
Tel.: +32 (0) 4 234 84 11
Fax: +32 (0) 4 234 84 04
Email: info@liegeairport.be

<http://www.liegeairport.com>

TOURISM

Office du Tourisme de Liège [Liège tourist office]

Féronstrée, 92
BE- 4000 LIEGE
Tel.: +32 (0) 4 221 92 21
Fax: +32 (0) 4 221 92 22
Email : office.tourisme@liege.be

<http://www.liege.be>

Fédération du Tourisme de la Province de Liège [tourist federation of the province of Liège]

Boulevard de la Sauvenière, 77
BE- 4000 LIEGE
Tel.: +32 (0) 4 237 95 26
Fax: +32 (0) 4 237 95 78
Email: ftpl@prov-liege.be

<http://www.ftpl.be>

Maison du Tourisme du Pays de Liège [tourist office of the Liège region]

Place Saint-Lambert, 35
BE- 4000 LIEGE
Tel.: +32 (0) 4 237 92 92
Fax: +32 (0) 4 237 92 93
Email: ftpl@prov-liege.be

<http://www.ftpl.be>

Liège Congrès ASBL (hotel reservations)

Esplanade de l'Europe, 2

BE- 4020 LIEGE

Tel: +32 (0) 4 343 08 38

Fax: +32 (0) 4 342 59 95

Email: info@liegecongres.be

<http://www.liegecongres.be>

TOWN OF LIEGE**Bureau Administratif de Police de Liège [Liège police administrative office]**

(authorisation requests)

Rue Natalis, 60-64

BE- 4020 LIEGE

Tel.: +32 (0) 4 349 58 27

Fax: +32 (0) 4 349 58 61

Police de Liège [Liège police]

Rue Saint-Léonard, 47

B-4000 Liège

Tel.: +32 (0) 4 228 92 11

<http://www.policeliège.be>

PRACTICAL INFORMATION**Infor- Spectacles** (ticket sales service)

Féronstrée, 92

BE- 4000 LIEGE

Tel.: +32 (0) 4 222 11 11

Fax: +32 (0) 4 221 92 22

<http://www.liege.be>

Maison de la Presse (press conferences)

En haute Sauvenière, 19

BE- 4000 LIEGE

Tel.: +32 (0) 4 222 23 39

Fax: +32 (0) 4 222 24 39

Email: maisondelapresseliège@teledisnet.be

<http://www.maisondepresse.be>

La Poste- Bureau [main post office]

Place du Marché, 32

BE- 4000 LIEGE

Tel.: +32 (0) 4 230 13 20

Fax: +32 (0) 4 230 13 30

<http://www.laposte.be>

Belgacom (customer service)

Rue de l'Université, 30

BE- 4000 LIEGE

Tel.: +32 (0) 4 220 70 20

Fax: +32 (0) 4 220 70 36

<http://www.belgacom.be>

Intercommunale d'Incendie de Liège et Environs [fire service for Liège and the surrounding area] (fire station)

Rue Ransonnet, 5

B-4020 LIÈGE

Tel.: +32 (0) 4 344 98 11

Email: luc.defrere@iile.be

<http://www.liege.be>

Palais des Congrès

Esplanade de l'Europe, 2

BE- 4020 LIEGE

Tel. : +32 (0) 4 340 38 88

Fax: +34 (0) 4 343 20 85

➤ EMERGENCY/USEFUL NUMBERS

1307	Information number
100	Fire brigade (in an emergency)
101	Police (in an emergency)