

## **GENERAL TERMS & CONDITIONS**

### **Article 1: Purpose and legal value**

These general terms and conditions lay down the conditions for participation by exhibitors at the trade fairs organised by Conceptum Exhibitions (hereinafter 'Conceptum').

Any potential dispute between the participants on the one hand, and the organisers of the trade fair on the other hand, shall be brought before the Court of Nivelles, which shall have sole jurisdiction, as expressly agreed between the parties, unless Conceptum elects other courts which have jurisdiction based on the residence or headquarters of the exhibitor. Belgian law applies.

### **Article 2: Official admittance**

Companies or legal persons that wish to have a stand at the trade fair are obliged to fill in a registration form which is available on the trade fair's website. Sending this registration form binds the party signing that form definitively and irrevocably and implies acceptance, without reservation, of these general terms and conditions. Any infringement thereof obliges the participant at fault to comply immediately with these terms and conditions on penalty of immediate exclusion without the right to claim a refund for any amounts already paid or payment of any kind.

On the registration form, the exhibitors are obliged to state the complete list of the products they wish to present. If they are agents or commission agents, they are also obliged to state the names and addresses of the companies whose products they wish to display. Conceptum reserves the right to have any products not stated on the registration form to be automatically removed.

Conceptum may refuse a request for participation at any time without having to justify its decision. Such a refusal of a request for participation shall not give rise to any compensation except the full refund of any advance payments made.

### **Article 3: General obligations of the participants**

#### **Article 3.1: Occupancy - times - dismantling**

A signed registration form obliges the exhibitor in question to occupy the surface area requested for the entire duration of the event. The stands must stay open every day at the set times. It is prohibited to leave the exhibited products covered up during the opening hours. No stand may be taken down prior to the closure of the trade fair. Dismantling must be carried out in accordance with Article 11 below.

#### **Article 3.2: Cancellation terms**

Cancellation terms vary according to each exhibition, each of which has a different focus. However, these terms apply in the absence of other, more specific, terms.

If the exhibitor should decline to use their space, Conceptum may dispose of the space without reservation. If cancellation is received more than 60 days before the exhibition, a penalty of 30% of the rental will be due to CONCEPTUM.

If cancellation is received less than 60 days before the exhibition, the total amount of the rental will be due to CONCEPTUM.

In that case the exhibitor shall **remain liable for full payment of the price of the reserved surface area and, where applicable, all additional costs for any supplementary services already supplied to the exhibitor must be paid.**

All requests for cancellation must be sent by registered mail to Conceptum Exhibitions N.V. in order to be deemed valid.

### **Article 3.3: Subletting**

Any sublet or transfer of all or part of the stand to a third party, in any form whatsoever, even if it is free of charge, is prohibited unless written consent is obtained from Conceptum.

### **Article 4: Payment methods**

Payments stated on the registration form shall be due on receipt of the invoice and at the latest two months before the date of the exhibition.

If registration is submitted less than 30 days before the exhibition, the invoice shall be payable in full.

Payment for any additional expenses, which the exhibitor may order via the technical manual (see below), shall be made in full on receipt of the invoice.

Any additional orders during the trade fair itself must be paid for immediately, with a receipt being issued. The invoice will be sent once the trade fair has ended.

All amounts owed to Conceptum must be paid in EURO to Conceptum Exhibitions N.V. All payments must be accompanied by reference to a client number, an invoice number and the name of the trade fair.

Any delay in payment shall lead, ipso jure, to an interest charge amounting to 12% per annum on the amount owed with no prior notice of default. Moreover, every amount owed that is not paid by the due date shall be subject to a flat-rate charge amounting to 10% of the amount owed. In the event of failure to pay by the due date, Conceptum reserves the right to use the reserved stand and the exhibitor shall continue to be liable to pay the amounts concerned in full.

In order to be deemed valid, any disputes regarding invoicing must be submitted by registered mail within 15 days of the date on which the invoice was sent.

### **Article 5: Stands and their furnishings**

Allocation of the stands will be done by Conceptum, in consultation with the exhibitor if the exhibitor so wishes. It is Conceptum, however, that determines the stands for groups. Conceptum has the final say on the stands assigned or the open-air set-ups for those groups. The definitive allocation of the stand shall occur only after receipt of payment of the invoices by the due dates specified in Article 4. Conceptum may, however, amend the distribution of the stands if this is in the general interest of the trade fair, without having to justify such amendments and without admitting any claims for compensation.

When taking possession of the stand that is to be allocated to them, exhibitors are obliged to specify any damage that may exist in the space(s) with which they are provided. Any complaint in this respect must be submitted to Conceptum on the date on which the exhibitor takes possession of the stand. After that date, any repairs that need to be made shall be charged to the exhibitor.

Exhibitors may furnish the interior of their stand as they wish, on the condition that they do not cause any disturbance to the holders of neighbouring stands or to the overall aesthetics of the trade fair (e.g. they may not put up blank walls). Conceptum, alone, shall be the sole judge in these matters. Within the stands, however, any size reduction, alteration, painting, sticking, or other damage to the walls, floorboards or ceilings, or any other materials provided by Conceptum, is prohibited. Any breach of this rule shall be at the full liability of the exhibitor in the event of damage, disturbance to the neighbours or accidents.

For every stand hired bare, a plan of the intended furnishings must be submitted to Conceptum in good time for approval by its technical coordinators.

If the nature of the goods displayed entails any fire risk, Conceptum may require additional insulation measures or partitions. If one or more of the objects displayed exceeds a weight of 300 kg per square metre, the exhibitor must contact Conceptum in advance to resolve the reinforcement problem that presents itself. Under no circumstances whatsoever may goods be exhibited that exceed the maximum permitted weight of 500 kg per square metre.

All emergency exits, fire extinguishers and electricity cabinets must remain easily accessible at all times. Consequently, setting up any installation that could in any way hinder easy access thereto is prohibited.

The sale of retail products to take away is prohibited within the exhibition space unless an exception has been made in writing.

The exhibitors are not permitted, without Conceptum's consent, to advertise goods other than those sold by the exhibitor or companies other than those in whose products the exhibitor deals. Exhibitors are also prohibited from distributing promotional material at the entrance, in the communal spaces, and in particular in the passageways of the trade fair unless stated otherwise in an individual agreement. Attaching any kind of advertisement outside the stand and at points other than those reserved for this purpose is also prohibited. Moreover, no inscription may be added to the exterior of the ribbons provided by Conceptum. In the event of an infringement, Conceptum shall have any elements that were added in breach of these conditions removed at the exhibitor's risk and expense and with no prior notice. Exhibitors are not permitted to attract visitors by loud methods (hawking), soliciting or canvassing in ways that may cause annoyance to the neighbouring stands or visitors.

#### **Article 6: Additional services**

Every exhibitor shall receive a technical manual in due course. It contains a complete list of all the practical information regarding the event. The manual also specifies the supplementary services or materials that can be ordered such as electricity, electrical equipment, furniture, water connection, plants and telephones.

Conceptum reserves the right to install a fuse box on the stands or in the storage area if required by the organisation.

Conceptum accepts no responsibility whatsoever for any power cuts, interruptions to the electricity supply or problems with the water supply, irrespective of duration. Exhibitors waive their right to any claim against the organisers in this respect.

#### **Article 7: Cleaning the stands**

The exhibitors are responsible for the general maintenance of the stands. If they wish to have their stand cleaned by an external company, only the specialist firm accredited by Conceptum shall be allowed to carry out the day-to-day cleaning of the stand. An order form for this service is included in the technical manual. For security reasons, the stands may only be cleaned by representatives of that accredited firm.

Exhibitors accept the stand and its furnishings in the condition in which they are found and must return them in the same condition. Specifically, placing hooks or nails in the wall panels of the stands is strictly prohibited, as is the use of non-removable adhesives. Any sticky tape or similar product must be FULLY removed at the

end of the trade fair. Any damage caused by an exhibitor's installations or products shall be charged to the exhibitor.

**Article 8: Third party liability insurance – obligatory**

Conceptum subscribes to a general insurance policy for all exhibitors, which covers the following: the liabilities of all tenants and residents (users of property) contained in Articles 1732 to 1735 of the [Belgian] Civil Code, as well as the liability arising from Articles 1382 and 1386 of the Civil Code for damage to third parties, except when caused by fire, explosion, soot, smoke and steam. The full text and terms and conditions of this insurance policy will be made available to the exhibitor. Participants are obliged to contribute to the cost of this cover by means of a flat-rate contribution to be paid with the advance on the rent for the stand, at the time of submitting their request for participation.

**Article 9: All risks to materials and goods belonging to the exhibitors**

Conceptum accepts no liability for damage caused to exhibitors' goods and materials, irrespective of the cause thereof. By participating in the trade fair, exhibitors moreover waive the right to any claim against the co-owners, tenants and residents of the building for damage caused by the spread of fire or by another cause. Exhibitors and participants in the trade fair must insure their own goods by means of a "nail to nail" ("all risks") framework policy taken out with an official insurer.

**Article 10: Official catalogue and advertising**

Conceptum reserves the right to decide whether or not to issue a catalogue containing the name of the exhibitor and its business address, stand location and the goods exhibited. This information is published in the catalogue free of charge, unless specified otherwise for a particular trade fair. Any errors or omissions of any nature whatsoever that may occur in the drafting of the catalogue or any other form of official communication shall not give rise to any claims against Conceptum or its publishers/printers. Under no circumstances does Conceptum guarantee the inclusion of any information and details that are not provided to it by the deadline of one month before the start of the event.

**Article 11: Setting up - dismantling - access to the halls and stands**

No vehicles whatsoever may enter the exhibition halls unless explicitly stated otherwise. Cars and trucks shall only be allowed access through the adjoining private car park within the specific times provided, which are stated in the instructions from the operators of the exhibition spaces, and only up to the access gate to the halls themselves. The precise dates and times for setting up and dismantling the stands are stated in the technical manual.

All stand locations must be restored to their original condition at the exhibitor's expense and cleared out by midnight on the last day of the exhibition at the latest, unless other conditions are stated in writing by Conceptum.

The exhibitors are liable for any accidents and complaints that may arise from the failure to fulfil these instructions or delays in doing so. Conceptum may have any materials left behind after the stated time removed, and restore the allocated stand to its original condition, charging any costs incurred for these operations to the exhibitors.

If the goods and decorations of the exhibitors are not removed on time, Conceptum may proceed with their removal. In such a case, the goods shall be stored until the exhibitor collects them, against payment of a fee for their removal and storage. If any materials and goods are not claimed by the exhibitor within 15 days after the

end of the trade fair, Conceptum is entitled to sell them. Any expenses related thereto shall be charged to the exhibitor.

**Article 12:**

Conceptum reserves the right at any time, for example in the event of *force majeure* or following a request by the authorities tasked with public safety, to decide to extend or reschedule the exhibition or close it early, or to change its location or opening hours, without being liable to any claim for compensation from the participants. If the trade fair is unable to take place due to unforeseen circumstances or *force majeure*, all reservations shall be cancelled.

In that case, the amount remaining after deduction of any expenses shall be distributed among the participants pro rata, based on the amounts they have paid, without Conceptum being liable for any claims on any grounds whatsoever.