

# EXHIBITOR MANUAL

SLAS Europe 2023

23-26 May

Brussels, Belgium

Brussels Expo

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## Exhibitor Checklist

Key deadlines and dates to be **respected** by exhibitors.

We advise you to submit all required forms within the given deadlines and to **register your staff before the event in order to comply with order fulfilment deadlines**. Orders sent after the deadline may be subject to a surcharge applied by the different suppliers.

For any questions, please contact Andrea Kielkiewicz, SLAS Exhibits and Sponsorship Coordinator, at [akielkiewicz@slas.org](mailto:akielkiewicz@slas.org).

Deadline	Action	Contact/Link
ASAP	<b>Complete Company Profile</b> Use link and instructions received via email to complete your company profile.	<a href="https://www.conferenceharvester.com/harvester2expw/login.asp?EventKey=TTHKMAML&amp;UserEmail=&amp;UserPassword=&amp;User=&amp;BoothNumber=">https://www.conferenceharvester.com/harvester2expw/login.asp?EventKey=TTHKMAML&amp;UserEmail=&amp;UserPassword=&amp;User=&amp;BoothNumber=</a>
ASAP	<b>Upgrade With Sponsorship</b> Explore options & customize your package.	<a href="mailto:aschermerhorn@discoverSB.com">aschermerhorn@discoverSB.com</a>
16 January 2023	<b>Booth Payment Final Deadline –</b> Deposit is due at the time of booking.	<a href="mailto:akielkiewicz@slas.org">akielkiewicz@slas.org</a>
30 January 2023	<b>Registration Opens: Register Your Staff</b> Please register your staff as soon as possible.  Registration deadline is 15 May 2023.	<a href="mailto:slaseuropereg@discoversb.com">slaseuropereg@discoversb.com</a>
7 April 2023	<b>Early Bird Lead Retrieval Rate Expires</b> <ul style="list-style-type: none"> <li>• Scanners</li> <li>• Data collection system</li> </ul>	<a href="mailto:slaseuropeleads@discoversb.com">slaseuropeleads@discoversb.com</a>
27 April 2023	<b>Early Bird Rate Expires:</b> <b>Booth Services Orders Due via Webshop Link</b> <ul style="list-style-type: none"> <li>• Furniture</li> <li>• Cleaning</li> <li>• Lighting</li> <li>• Electricity</li> <li>• Internet ISDN lines</li> <li>• Signage</li> <li>• Stand constructions</li> <li>• Floral decoration</li> <li>• Floor covering</li> <li>• Extinguishers</li> <li>• Rigging</li> </ul> <p>Booth services must be ordered in advance to ensure availability. <i>Services ordered after this date are subject to availability and price increase.</i></p>	<a href="https://shop.expo.brussels/expo/event/28856/SLAS2023">https://shop.expo.brussels/expo/event/28856/SLAS2023</a>
27 April 2023	<b>Unload and Load Slots for Courier Deliveries/Collections Due</b> Ordering available as of 1 Feb 2023. Official partner is Interflow Logistics.	Anderson Marisa <a href="mailto:anderson.marisa@interflow.ie">anderson.marisa@interflow.ie</a>  Niall Thompson <a href="mailto:niall@interflow.ie">niall@interflow.ie</a>

		<p>or</p> <p><a href="http://www.interflow.ie/SLAS23/delivermycargo">www.interflow.ie/SLAS23/delivermycargo</a></p>
27 April 2023	<p><b>Forklifting Services for Unloading and Reloading Due</b> Official partner is Interflow Logistics.</p>	<p>Anderson Marisa <a href="mailto:anderson.marisa@interflow.ie">anderson.marisa@interflow.ie</a></p> <p>Niall Thompson <a href="mailto:niall@interflow.ie">niall@interflow.ie</a></p>
27 April 2023	<p><b>Catering Orders Due:</b> Official catering partner is Kaat Campo. Catering can be order via a form on the Webshop</p>	<p><a href="mailto:k.campo@becs.brussels-expo.com">k.campo@becs.brussels-expo.com</a> <a href="https://shop.expo.brussels/expo/event/28856/SLAS2023">https://shop.expo.brussels/expo/event/28856/SLAS2023</a></p>
13 May 2023	<p><b>Public Liability Insurance Certificates</b> All exhibitors must upload to the exhibitor portal (Cadmium)</p> <p><i>Insurance may be purchased through Rainprotection Insurance via exhibitor portal (Cadmium)</i></p>	<p><a href="https://www.conferenceharvester.com/harvester2expw/login.asp?EventKey=TTHKMAML&amp;UserEmail=&amp;UserPassword=&amp;User=&amp;BoothNumber=">https://www.conferenceharvester.com/harvester2expw/login.asp?EventKey=TTHKMAML&amp;UserEmail=&amp;UserPassword=&amp;User=&amp;BoothNumber=</a></p>
1 May – 16 May 2023	<p><b>Freight Forwarding/Shipments Order Via Interflow</b></p> <p><b>1 May – USA</b> order deadline 8 May – European order deadline (late booking fees may apply after this date) 11 May – Airfreight deliveries must be received in Brussels 16 May – Truck deliveries to advance warehouse Shipping documents – Direct to Interflow 5 days before arrival of cargo</p>	<p>Anderson Marisa <a href="mailto:anderson.marisa@interflow.ie">anderson.marisa@interflow.ie</a></p> <p>Niall Thompson <a href="mailto:niall@interflow.ie">niall@interflow.ie</a></p>
15 May 2023	<p><b>Raw Space Only Exhibitors</b></p> <p><b>Final Stand Rendering to SLAS</b> <i>(Render stand height max 5m – render approval required)</i></p> <p>Email to <a href="mailto:sarah.durcan@advantagegroup.ie">sarah.durcan@advantagegroup.ie</a></p>	<p><a href="mailto:sarah.durcan@advantagegroup.ie">sarah.durcan@advantagegroup.ie</a></p>
15 May 2023	<p><b>Raw Space Only Exhibitors</b></p> <p><b>Facility Charter Complete: Required by Law</b> It is necessary that you complete the charter for the Exhibitors and their Stand builder <a href="#">here</a>. Further information is available <a href="#">here</a>.</p> <p>The charter document must be returned, together with any risk assessment (s), to the safety coordinator at: <a href="mailto:bruexpo@vincotte.be">bruexpo@vincotte.be</a>. It should be provided before the start of the work.</p> <p><b>Completion of this charter IS OBLIGATORY BY LAW.</b></p>	<p><a href="mailto:bruexpo@vincotte.be">bruexpo@vincotte.be</a></p>
19 May 2023	<p><b>Advance Booking Expires – All Orders Due:</b> <b>Booth Services Orders Due via Webshop Link</b></p> <ul style="list-style-type: none"> <li>• Furniture</li> <li>• Cleaning</li> <li>• Lighting</li> <li>• Electricity</li> <li>• Internet ISDN lines</li> </ul>	<p><a href="https://shop.expo.brussels/expo/event/28856/SLAS2023">https://shop.expo.brussels/expo/event/28856/SLAS2023</a></p>

	<ul style="list-style-type: none"> <li>• Signage</li> <li>• Stand constructions</li> <li>• Floral decoration</li> <li>• Floor covering</li> <li>• Extinguishers</li> <li>• Rigging</li> </ul> <p>Booth services must be ordered in advance to ensure availability.</p>	
<p><b>22 May 2022</b></p>	<p><b>Advance Lead Retrieval Rate Expires</b></p> <ul style="list-style-type: none"> <li>• Scanners</li> <li>• Data collection system</li> </ul> <p>Orders after this date are subject to availability and price increase.</p>	<p><a href="mailto:slaseuropeleads@discoversb.com">slaseuropeleads@discoversb.com</a></p>

## Exhibitor Registration

Exhibitor registration will open 30 January 2023 in the Exhibitor Portal.

Sponsors and exhibitors are entitled to a certain number of complimentary badges according to their corresponding packages. All badges will be assigned using the SLAS Europe 2023 exhibitor registration system.

Booth Allotments	9 sqm	18 sqm	36 sqm
Complimentary Booth Personnel Badge	5	10	20
Complimentary Exhibitor Full Conference Badge	1	2	4
Complimentary Exhibition Only Customer Badges	3	6	12

*All sponsors and exhibitors must register online in advance of the event.*

### Exhibitor Booth Personnel Badge

Exhibitor booth personnel badges grant access to the exhibition hall only. These badges do require advance registration and badge pick up onsite at the conference venue.

Exhibitor booth personnel badges grant access for the duration of the event, including access 1 hour before and after public opening hours for set-up and dismantling. For security reasons, exhibitors are always required to wear their badges. **These badges are meant to be used for your company's staff.**

### Exhibitor Full Conference Participant Badge

Exhibitor Full Conference Participant badges grant access to the scientific/education sessions as well as early access to the exhibition hall for set up/dismantle. **These badges are meant to be used for your company's staff.**

### Exhibition Only/Customer Badge

If your package includes complimentary registrations, an email will be sent separately to you with the process and the code to use to register. **These badges are meant to be issued to your valued customers.**

## Registration Desk Hours of Operation

***Badges will not be mailed in advance of the event.***

All participants must be pre-registered for SLAS Europe 2023. Badge pick up hours and location are listed below. **Registration Deadline is 15 May 2023.**

#### Exhibitor Badge Pick Up: Brussels Expo, Hall 3 Foyer

Monday 22 May **Wristband access only on access via Gate A**  
 Tuesday 23 May 07:30-18:00

#### General Registration Hours:

Tuesday 23 May 07:30-18:00  
 Wednesday 24 May 08:30-18:30  
 Thursday 25 May 08:30-18:00

## Lead Retrieval

SLAS is pleased to offer lead retrieval services to exhibitors. Details regarding ordering units will be available within the exhibitor online platform in addition to the below. SB Expos and Events is the official partner of SLAS.

Questions ? [slaseuropeleads@discoversb.com](mailto:slaseuropeleads@discoversb.com)

Early Bird rate	30 January 2023- 7 April 2023
Advance rate	8 April 2023- 22 May 2023
Onsite rates	Start on 23 May 2023

## Registration & Lead Retrieval Contact

Telephone: +1 301 547 3963  
Monday – Friday, 9am-5pm EST (US EASTERN TIME)

Email: [slaseuropereg@discoversb.com](mailto:slaseuropereg@discoversb.com)

## Exhibition Floorplan

A provisional exhibition floor plan portal has been designed in accordance with the regulations of the venue, escape routes and emergency exits.

Please note this is a provisional floorplan that may be adjusted based on final set up closer to conference days.

Our interactive floorplan portal is available

<https://www.conferenceharvester.com/floorplan/floorplan.asp?EventKey=TTHKMAML>

### User Guide

1. Please click on this link:  
<https://www.conferenceharvester.com/floorplan/floorplan.asp?EventKey=TTHKMAML>
2. Add your email address and access key – included in confirmation email.
3. Click login to see your exhibitor portal which has tasks that are needed to be completed to finish your exhibitor portal & virtual exhibition component.

If you have any queries regarding the online floorplan or Cadmium, please contact Andrea Kielkiewicz  
[akielkiewicz@slas.org](mailto:akielkiewicz@slas.org)



## Raw Space Exhibitors ONLY

### Check List Deadlines: Raw Space Exhibitors

Please refer to the above check list deadlines for all exhibitors. The following are specific to raw space exhibitors ONLY

Deadline	Action	Contact/Link
28 March 2023	Plans and full descriptions of complex booths	<a href="mailto:sarah.durcan@advantagegroup.ie">sarah.durcan@advantagegroup.ie</a>
28 March 2023	Use of other suppliers/agencies for logistical and technical purposes (other than the official suppliers) <b>must be advised and pre-approved by SLAS before 28 March 2023</b> . Please provide the name of the appointed agency and which activities will be performed to <a href="mailto:sarah.durcan@advantagegroup.ie">sarah.durcan@advantagegroup.ie</a>	<a href="mailto:sarah.durcan@advantagegroup.ie">sarah.durcan@advantagegroup.ie</a>
13 May 2023	<b>Raw Space only exhibitors</b> <ul style="list-style-type: none"> <li><b>Final Stand Rendering to SLAS</b> <i>(Render stand max 5m – render approval required)</i></li> </ul> Email to <a href="mailto:sarah.durcan@advantagegroup.ie">sarah.durcan@advantagegroup.ie</a>	<a href="mailto:sarah.durcan@advantagegroup.ie">sarah.durcan@advantagegroup.ie</a>
13 May 2023	<b>Raw Space only exhibitors</b> It is necessary that you complete the charter for the Exhibitors and their Stand builder <a href="https://shop.expo.brussels/docs/Appendix%20%20-%20Charter%20for%20exhibitors%20v20190101.pdf">https://shop.expo.brussels/docs/Appendix%20%20-%20Charter%20for%20exhibitors%20v20190101.pdf</a>  Further information is available <a href="https://shop.expo.brussels/docs/04%20general%20information%20GB.pdf">https://shop.expo.brussels/docs/04%20general%20information%20GB.pdf</a>  The charter document must be returned, together with any risk assessment (s), to the safety coordinator at: <a href="mailto:bruexpo@vincotte.be">bruexpo@vincotte.be</a> . It should be provided before the start of the work.  <b>Completion of this charter IS OBLIGATORY BY LAW.</b>	<a href="mailto:bruexpo@vincotte.be">bruexpo@vincotte.be</a>

All raw space stand exhibitors must complete, submit and comply with the following requirements, **failure to complete and comply with the requirement may result in your exhibition stand builder being prevented access to Brussels Expo:**

## Raw Space Stand Charter

**Charter for the Raw Space Stand Exhibitors and their Stand Builder – deadline 15 May 2023**

All raw space stand exhibitors must fill in the charter for the Exhibitors and their stand builder  
It is necessary that you complete the charter for the Exhibitors and their Stand builder

<https://shop.expo.brussels/docs/Appendix%207%20-%20Charter%20for%20exhibitors%20v20190101.pdf>

Further information is available

<https://shop.expo.brussels/docs/04%20general%20information%20GB.pdf>.

The charter document must be returned, together with any risk assessment (s), to the safety coordinator at: [bruexpo@vincotte.be](mailto:bruexpo@vincotte.be). It should be provided before the start of the work and by **15 May 2023**.

**Completion of this charter IS OBLIGATORY BY LAW.**

All stand constructions are subject to regular approval by the Exhibition Logistics team

**Responsibility for proper execution lies with the builder at all times.**

Complex booths that involve work or elements listed below are subject to special prior written authorisation from Brussels Expo which, if authorisation is granted, reserves the right, at the organiser's expense but on prior production of detailed estimates, to entrust the following to a company of its choice and to supervise their execution itself:

- Work relating to heating appliances and smoke ducts
- Work relating to the roofing of buildings or requiring traffic on the roofs for this to be carried out
- Drilling into walls in the fixed construction elements of the halls
- Trenches for pipes
- Foundations intended to bear machinery and, more generally, all underground work.
- Thermal or combustion engines, lasers and other dangerous products
- Machines

\*Please note that Brussels Expo and external parties will need to examine these complex booths. Deadline for plans and full description of complex booths is **28 March 2023**. If the required documents are handed in too late, an approval in time may not be possible.

\*\*Documents submitted later than the periods stipulated above cannot always be reviewed in time. Therefore, approval might not be certain before the start of construction. This may result in dismantling, alterations or blocking the stand. The costs of the structure approval proceedings will be invoiced to the exhibitor.

## Raw Space Stand Render Approval

### Raw Space Stand Final Rendering to SLAS - deadline 15 May 2023

Exhibitors who have purchased a raw space stand, are informed that detailed stand drawings must be submitted for approval to [sarah.durcan@advantagegroup.ie](mailto:sarah.durcan@advantagegroup.ie) no later than **15 May 2023**.

#### Required information for submission:

- Booth size
- Booth height (single level only – height max. 5 meters)
- Views from the front and back of the booth
- Booth number

Dimensions must be in accordance with the stand space purchased and allocated on the floor plan - render stand single level stand height max 5m and should be free standing and built 1.2m from front power boxes against the walls to allow access.

Exhibitors are advised that the procedure for obtaining approval can take a considerable amount of time. Working drawings should therefore be submitted as soon as they are available

## Public Liability Insurance Certificates

### Public Liability Insurance Certificates - deadline 15 May 2023

All stand exhibitors and stand build contractors are required by law to have adequate Public Liability Insurance.

Please upload your documents to the exhibitor portal (Cadmium):

<https://www.conferenceharvester.com/harvester2expw/login.asp?EventKey=TTHKMAML&UserEmail=&UserPassword=&User=&BoothNumber=>

Insurance may be purchased through Rainprotection Insurance via exhibitor portal (Cadmium) as per above link.

# Raw Space Stand Construction Guidelines

## Fixtures & Covers

- Emergency exits and signs should always be kept clear. Also access to fire extinguishers should not be blocked.
- Stand constructors should respect the exhibition area decoration: no affixing to drapes, walls and windows.
- No fixings or painting are allowed on walls, doors, gates, outer walls and parking.
- No exhibitor may obstruct or allow his goods, decorative materials, furniture, etc. to obstruct or fill open passages and open spaces.
- The exhibition building, its doors, walls, furniture & the equipment therein must not be damaged (by nails, screws...).

## Closed Rooms / Theatres / Black Boxes

Any stand incorporating closed rooms/theatres/black boxes with covered ceilings must include a vision panel or window and will be subject to approval on emergency lighting and exit width.

Please submit copies of the drawings/renders with dimensions as mentioned above and by the 28 March at the latest.

## Back Walls

If you booked a raw space stand and are building a stand including walls, out of respect for the booths behind you, we are kindly requesting that you provide a clean and neutral back wall.

If ever your construction does not allow to do so, please order a shell scheme back wall sending an email to Sarah Schuer [ssc@alterexpo.be](mailto:ssc@alterexpo.be)

## Complex structures

Double decker booth is prohibited at SLAS Europe 2023. Any questions regarding complex structures, please contact Sarah Durcan at [sarah.durcan@advantagegroup.ie](mailto:sarah.durcan@advantagegroup.ie).

### Features subject to statics inspections are:

- All overhead structures, such as portals and all structures suspended from – or affixed to – the ceiling, pre-installed suspension points etc., except for textile-based decorative features which do not pose threats to the physical wellbeing, life, and health of individuals – even if they fall.
- All structures (upper floors not permitted) with walkable stage constructions, except runways and stages constructed from pre-approved stage/platform elements proven to carry at least 5.0 kN/m<sup>2</sup>, and system-compatible safety barriers, handrails, and bannisters up to a height of 0.8 m.
- Expo booth structures and crossbeam truss constructions built to a height of 4 metres or more.
- Free-standing columns and free-standing walls built to a height of 5 metres maximum.
- Custom-built structures, the construction of which is subject to the provision of all essential statics' information (as with items such as tensioned cable constructions, cable suspension bridges etc.)
- The authorities are entitled to conduct additional inspections if considered prudent.

***All structures not subject to an obligation to be inspected must be erected and installed to guarantee requisite structural stability, operational safety and to comply with all the latest applicable technical stand Brussel Expo.***

**Inspection fundamentals:**

Structures and their measurements are evaluated according to the most recent and legally enforceable version of **Norm EN13814 governing the safety of mobile constructions and build-ons for show venues and amusement parks**.

**Procedure:**

Depending on the size and complexity of the event in question, inspections may either be conducted in a single step – when all essential construction work has been completed, or in two steps – involving a walk-around inspection during construction, and a final inspection when all essential construction work has been completed. While conducting these walk-around inspections, the assessor must be given full access to all required construction plans, component approval documents, truss load tables, statics measurements, calculations for suspended loads, as well as the required static calculations for all constructions with upper floors and free-standing wall structures. Structures and their measurements are evaluated according to the specifications of the most recent, legally valid version of **Norm EN13814**.

**Technical/stand building companies therefore need to have all the necessary documentation onsite and show them to the civil engineer upon request.**

## Exhibitors' Civil Liability

The exhibitor is liable for all damage caused to a third party, either by themselves, their personnel or by persons authorised to act on his behalf.

## Compliance with Country Regulations

All structures, materials, special designs, unusual constructions, and all signs shall conform to Belgium safety standards and codes of practice and comply with all relevant statutory authority regulations.

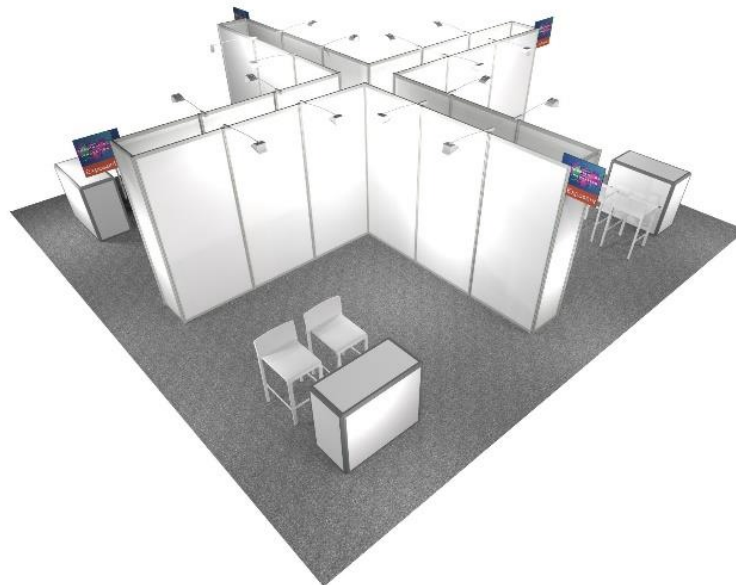
Any display work or materials contravening this clause must be modified to meet requirements.

## Shell Scheme Exhibitors ONLY

### Package Includes

Shell Scheme booths are equipped with the following detailed items: (9 sqm booth)

- Dark grey carpet with plastic foil
- Open shell booth walls (2x 3m)
- Nameboard
- White demonstration counter x1 – lockable
- High stool x2
- Paper bin x1
- Electricity twin socket x1 – 500W
- Long arm led spotlights x 4 (2 per wall)
- Power connection 500W
- 1 Exhibitor Full Conference Badge
- 5 Exhibitor Booth Personnel Badges
- 3 Customer Exhibition Only Visitor Badges
- Company Listing on the website and in the Conference App



### Additional Furniture & Graphics

If you want to order additional furniture or different furniture (at your own charge) or graphics this must be done via the order form link (Webshop): <https://shop.expo.brussels/expo/event/28856/SLAS2023>.

Or directly with Sarah Schuer [ssc@alterexpo.be](mailto:ssc@alterexpo.be) Alter Expo. Discount deadlines for ordering are listed in the checklist above.

## Exhibitor Services

### Webshop

Official exhibition services for SLAS Europe 2023 listed below may be ordered through Webshop <https://shop.expo.brussels/expo/event/28856/SLAS2023>.

- Furniture, electricity/lighting, stand constructions, floor covering, graphics
- IT and Telecommunications
- Rigging
- Stand cleaning
- Rigging
- Catering

All suppliers act on their own behalf in all arrangements with exhibitors and are not agents or employees of the organisers. All services or materials supplied by these companies will be subject to a contract between the suppliers and exhibitors and will be invoiced directly by the suppliers to the exhibitors. Please note that the suppliers may apply their own regulations and instructions to the contracts they use. Therefore, the organisers do not accept any liability or responsibility for any act performed or committed by such suppliers.

### Suppliers Appointed by Exhibitors

Except for some compulsory services listed above, the use of other suppliers/agencies for logistical and technical purposes **must be advised and pre-approved by SLAS before 28 March 2023**.

Please provide **the name of the appointed agency and which activities will be performed to [sarah.durcan@advantagegroup.ie](mailto:sarah.durcan@advantagegroup.ie) by the 15 May 2023**.

Please note that the exhibitor remains responsible for the activities organised by the appointed supplier/agency. It is the exhibitor's responsibility to ensure that all the relevant guidelines, rules and regulations, as well as health and safety regulations, relevant forms and deadlines are passed on to the appointed suppliers/agencies and that the suppliers/agencies act according to these rules and guidelines.

### Stand Cleaning

The exhibition halls and walkways will be cleaned after the set up. Exhibitors are responsible for cleaning their own stand or if pre-ordered Brussels Expo stand cleaners via <https://shop.expo.brussels/expo/event/28856/SLAS2023>. General cleaning service for Exhibition main areas will only be allowed when the exhibition is closed to visitors.

### Electricity

Only authorised Brussels Expo is authorised to provide power points via their switchboard electrical. Additional power needs to be ordered via <https://shop.expo.brussels/expo/event/28856/SLAS2023>.

# Build Up & Dismantle

## Exhibition Timetable

Date	Time	Information
Monday 22 May	10:00 – 18:00	Build Up: Raw Space ONLY <b>Raw space only</b> - stand build allowed from <b>10:00 only – no access will be permitted before this time</b> <b>No shell scheme access for Exhibitors.</b>  <b>No new entry access will be permitted after 18:00 – those in the hall can remain until 20:00</b>
Tuesday 23 May	10:00 – 18:00	All deliveries and construction allowed (Raw and Shell Scheme) – <b>no new entry access will be permitted after 18:00 – those in the hall can remain until 20:00</b>
Wednesday 24 May	10:00– 18:30	Exhibition Open (Access from 9:00 for exhibitors)
Thursday 25 May	10:00 – 18:00	Exhibition Open (Access from 9:00 for exhibitors)
Thursday 25 May	18:15 18:30-23.59	Freight Delivery Begins <b>(NOT BEFORE)</b> Dismantling can begin for exhibitors
Friday 26 May	08:00 – 20.00	Dismantling/Move-Out

Timing of opening hours are subject to change with finalisation of the event schedule. The full SLAS Europe 2023 Event Scheduler will be available in early-May. View the event [Schedule at a Glance \(slas.org\)](https://slas.org). Exhibitors are **required** to keep stands open and suitably staffed during the official opening hours of the exhibition.

## Breakdown Deadline

All exhibits and stand equipment must be removed from Hall 3 by 20:00 on Friday 26 May 2023 and all personnel should leave the premise by 00:00.

## Waste Removal & Cleaning

The used spaces must be returned to the Brussels Expo completely clear of all items and the Exhibition areas restored to its original state. Therefore, external companies will not be allowed to leave any material in the venue. Waste should be removed at every interval possible, and after each day at the latest.



# Exhibitors Deliveries & Collections

## Deliveries & Collections

<b>27 April 2023</b>	<b>Unload and Load Slots for Courier Deliveries/Collections</b>  Ordering available as of 1 Feb 2023 Official partner is Interflow Logistics	Niall Thompson <a href="mailto:niall@interflow.ie">niall@interflow.ie</a> or <a href="http://www.interflow.ie/SLAS23/delivermycargo">www.interflow.ie/SLAS23/delivermycargo</a>
<b>27 April 2023</b>	<b>Book Forklifting Services for Unloading and Reloading</b>	Niall Thompson <a href="mailto:niall@interflow.ie">niall@interflow.ie</a>

Event deliveries will **ONLY** be accepted via **Brussels Expo, Gate A, Hall 3, Av. Impératrice Charlotte , 1020 Brussels** (GPS Coordinates to reach delivery gate A. 50.89768933722916, 4.33476346071922

Access doors are 543 cm wide x 330cm high.

There will be a strict loading schedule in place to ensure that all goods will be delivered to or from the stand within a set time frame. Exhibitors and stand builders should apply to Interflow for unloading slots prior to the event.

## Forklifting Service

**Must Be Pre-Booked – Deadline 27 April 2023**

To speed up the unloading and reloading process, all vehicles over 3.5 ton such as 7.5 ton, 18 ton and 13.6m vehicles or any shipping containers will have to be handled by **Interflow Logistics** and the official SLAS2023 tariff charges will apply.

Brussels Expo do not provide trolleys, pump trucks or forklifts. To pre-book forklift assistance please contact: Anderson Marisa [anderson.marisa@interflow.ie](mailto:anderson.marisa@interflow.ie)

Niall Thompson [niall@interflow.ie](mailto:niall@interflow.ie)

Please note that if you bring your own forklift, it has to be with battery (no fuel) - if you require a forklift, **Interflow Logistics** offer the possibility of renting one. To be able to use the forklift, the driver will need to show a valid driving licence AND a FORKLIFT license

EXHIBITORS CHOOSING OUR DOOR TO DOOR, VIA WAREHOUSE OR AIR/SEA SERVICES DO NOT NEED TO REQUEST A TIME SLOT.

## Deliveries & Collections

**Must Be Pre-Booked – Deadline 27 April 2023**

You **MUST** book unloading slots for any vehicles arriving at the venue. This is mandatory whether you use Interflow forklift services. Time slots will be allocated on a first-come, first-served basis, Stand size and location and method of unloading.

A time slot request can be placed made via the following link [www.interflow.ie/SLAS23/delivermycargo](http://www.interflow.ie/SLAS23/delivermycargo) . (this will be live 1 February 2023) Alternatively, you can email:

Niall Thompson [niall@interflow.ie](mailto:niall@interflow.ie).

Booking access from February 2023. Failure to request a time slot will result in delays in your vehicle being unloaded and reloaded.

**Important:** Please note access through gate A. will be refused until your official loading time. To avoid delays accessing the venue please arrive at your allocated time.



For any courier access issues on arrival at Brussels Expo call +32 (0)476 60 02 92

## Car Passes

Interflow will be sending the passes (as per samples below) to those that book delivery and collection slots.

**It is the exhibitor's responsibility to ensure their courier company has the correct passes. Vehicles delivering and collecting from Brussels Expo are not permitted access without a pre-issued pass.**

Please send your courier companies this emergency telephone (will only be active from 22 May 2023) +32 (0)476 60 02 92.

BRUSSELS EXPO CARPASS BUILD-UP - VIA GATE A 2023		BRUSSELS EXPO CARPASS BREAKDOWN - VIA GATE A 2023	
HYDROGEN EUROPE EVENT		HYDROGEN EUROPE EVENT	
ONLY FOR UNLOADING AND LOADING, NO PERMANENT PARKING !			
PLAQUE D'IMMATRICULATION / KENTENKENPLAAT / NUMBERPLATE			
<input type="text"/>			
NOM / NAAM / NAME		PRÉNOM / VOORNAAM / FIRST NAME	
<input type="text"/>		<input type="text"/>	
GSM / MOBILE		N° HALL	
<input type="text"/>		HALL 3	
DATE / DATUM / DATE			
Build up		Breakdown	
22 Maj 2023 > 10:00 - 18:00		25 Maj 2023 > 18:00 - 00:00	
23 Maj 2023 > 10:00 - 18:00		26 Maj 2023 > 08:00 - 20:00	
			

## Accessibility Route/Gate

Address: Brussels Expo, Gate A, **Hall 3**, av. Impératrice Charlotte Belgique, 1020 Brussels  
GPS Coordinates to reach delivery gate A. 50.89768933722916, 4.33476346071922



## Goods Reception

Advanced shipping to Brussels Expo prior to the congress is not permitted. Freight and Shipments shall be addressed to Interflow Logistics Ltd., the official Freight Forwarder of our congress.

Your products will be delivered by Interflow Logistics Ltd. directly to your booth location on the exhibition floor.

## Shipping and Forwarding

**Before shipping any items to your stand please make sure you get in touch with the official handling company, Interflow Logistics, Ltd.**

Anderson Marisa [anderson.marisa@interflow.ie](mailto:anderson.marisa@interflow.ie)

Niall Thompson [niall@interflow.ie](mailto:niall@interflow.ie)

The venue does not accept deliveries in advance. In order to avoid waiting time and problems accessing the site, Interflow will be operating an advance warehouse facility. All goods can be consolidated at this point and transferred to the stand. As the official agent, Interflow will have priority access during the build-up and break down periods to the halls. This will ensure timely delivery to your stand.

### Important deadlines:

May 1, 2023	USA order deadline order deadline via Interflow (late booking fees may apply after this date)
May 8, 2023	European order deadline via Interflow (late booking fees may apply after this date)
May 11, 2023	Airfreight deliveries must be received in Brussels
May 16, 2023	Truck deliveries to advance warehouse
Shipping documents	Direct to Interflow 5 days before arrival of cargo

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**We strongly recommend that you make use of the advance warehouse facility.**

- **Please note that the venue does not receive, custom clear or store incoming shipments.**
- All shipments arriving at the advance depot must be sent with a pre-advice to the above contact details.
- Advance warehouse delivery address:

### **SHIPMENTS VIA WAREHOUSE.**

#### **Consignee:**

ZIEGLER Expo Logistics  
c/o SLAS 2023, Exhibitor's name: \_\_\_\_\_ / Hall: 3 + Booth: \_\_\_\_\_  
Boechoutlaan, 107  
1853 Strombeek-Bever  
Belgium  
Ph: +32.(0)2.475.45.41

### **AIRFREIGHT (BRU AIRPORT)**

ZIEGLER Expo Logistics  
c/o SLAS 2023, Exhibitor's name: \_\_\_\_\_ / Hall: 3+ Booth: \_\_\_\_\_  
Boechoutlaan, 107  
1853 Strombeek-Bever  
Belgium  
Ph : +32.(0)2.475.45.41

## Storage

Storage is not available at the venue, but storage can be coordinated through **Interflow** for storage at their warehouse.

Anderson Marisa [anderson.marisa@interflow.ie](mailto:anderson.marisa@interflow.ie)

Niall Thompson [niall@interflow.ie](mailto:niall@interflow.ie)

The storage of boxes or any kind of materials in the alleys is strictly forbidden. The storage of empties (including packaging or packing materials) on stands or the exhibition hall is prohibited. Combustible packaging, wood wool, plastic foam and straw must not be stored in the exhibition halls or other facilities open to visitors.

### **Empty Case Storage**

For public safety and security of exhibits priority for the dismantle period on **Thursday, 26 May 2023 beginning 18:15 will be dedicated to the return of the priority empty crates and tools by Interflow Logistics. During this period no other service provider, cargo, crates or equipment will be allowed inside the hall.** If you need empty case storage, please contact **Interflow**. An economy and priority empty case storage service is available. Economy empties returned after the priority empty cases.

## Parking

Visitors parking is available at Parking C. GPS coordinates for the Parking area. 90238057775014, 4.3327318450651555

Please read the Brussels Expos parking rules (<https://shop.expo.brussels/docs/Carparkrules.pdf>). There are no truck parking spots available on the premises of Brussels Expo. Prices are displayed at the car parking entrance.

You may pre-book parking slots via this link: <https://parking.tickets.brussels-expo.com/> Cost is estimated €10.00, hours dependant.

Brussels Expo enjoys a central position. Please view the extensive public transport network (<https://www.stib-mivb.be/index.htm?!=en> for tram, bus and underground train), it is easily accessible from anywhere in the city. Buses, trams and underground trains have stops close to the Fairground (200 m). The fairground is located on the Heysel site, near Atomium and includes several car parks with more than 5,000 parking spaces.

## Public Transport

Please view public transport options available via <https://www.brussels-expo.com/visiteurs/transports-en-commun>

## Accommodation

### **Individual Hotel Reservations (Fewer than 8 sleeping rooms needed)**

SLAS has partnered with Brussels Booking Desk to offer discount rates to SLAS Europe 2023 attendees and exhibitors. Reservations are based on availability and rates are offered at the hotel's discretion.

You MUST book through the official SLAS Europe 2023 housing link located in the button below. If you do not book through this link, you can not secure the discounted rate. Rates are based on availability, please book soon as rooms will sell out!

Booking Link: <https://secure.hotel.visitbrussels.be/event/slas-europe/congress/search>

### **Group Hotel Reservations (Booking 8 or more sleeping rooms)**

Please contact Brussels Booking Desk directly for assistance. Contact details are below:

Olivier Nussbaum

[info@brusselsbookingdesk.be](mailto:info@brusselsbookingdesk.be)

T. +32 478 68 65 00

A dedicated person of the Brussels Booking Desk will contact you to further finetune your inquiry

# Security and Emergency Procedures

## Safety & Access Control

All gangways should be maintained and there should be a clear route provided to all Fire Exits.

- Fixed structures, exhibition counters, display cases, cages and the like must be set up in such a manner that they cannot be knocked over, and that there are unobstructed evacuation routes at least 2.5m wide to the exits.
- Glass panels must be protected against breakage.

## Emergency Procedures

In an emergency situation, please follow the directions given by BRUSSEL EXPO.

## Security

SLAS and facility organisers expressly disclaim responsibility for any loss or damage to property of any exhibitor from any cause. To help ensure good security at the show, please follow these points:

- Make one member of your team responsible for your company's safety and security at the exhibition.
- Do not leave cash, handbags/wallets, mobile phones, laptops, clothing, valuables etc. in unlocked drawers, cupboards or on exhibition stands unattended.
- Check all lockable desks and cupboards are locked before leaving your stand.

Please note that build up and breakdown days are high risk periods. You are recommended to work in pairs so that the stand is always manned. Make sure you arrive prior to the official opening time and do not leave your stand at night before the hall is clear of visitors.

## Fire Protection

**No flammable decorations or exposed flames may be used at any time.**

- All carpet and decoration materials of paper and flammable fabric must be made fireproof and will be asked on site.
- Storage paint, liquids, gas or other flammable substances in the booth space is forbidden.
- Any heavy amount of paper, or any other flammable products, should be regularly disposed.
- The display or use of burning, red hot, combustible, explosive, or flammable materials is prohibited.

# Terms and Conditions

Each exhibitor is responsible for agreeing to the terms and conditions for this event at the time of booking. All onsite staff must adhere to these terms and conditions.

I, the undersigned, desire to participate in the Society for Laboratory Automation and Screening's ("SLAS") SLAS Europe 2023 Conference and Exhibition ("Event") In exchange for being permitted to participate in and enjoy the benefits of the Event, I acknowledge and agree to the following:

## 1. PAYMENT OF SPACE

Applications received must be accompanied by a non-refundable deposit in the amount of 30% of the total space rental charges (not including VAT). Deposits are due 21 November 2022. Applications received without such payment will not be processed nor will space assignment be made. The balance of the space rental charge will become due and payable on 16 January 2023.

Applications submitted after 16 January 2023 must be accompanied by payment IN FULL of the space rental charges. Applications received without such payment will not be processed nor will space assignment be made

## 2. CANCELLATION AND REFUNDS

All cancellations of space must be received in writing. If space is reduced, the net reduction of space will be treated as a cancellation of that space. If SLAS receives a written request for cancellation of space prior to 16 January 2023 the exhibitor will be liable for 30% of the total space rental charges. No refunds will be made after 16 January 2023.

No-shows will be treated as cancellations and the exhibiting company will lose all accumulated points toward the following year's space assignments.

It is expressly agreed by the exhibitor that in the event they fail to pay the space rental at the times specified or fail to comply with any other provisions contained in these rules and regulations concerning their use of exhibit space, SLAS shall have the right to reassign the confirmed booth location or to take possession of said space and lease same, or any part thereof, to such parties and upon such terms and conditions as it may deem proper. In the event of a default by the exhibitor, as set forth in the previous sentence, the exhibitor shall forfeit as liquidated damages, the amount paid by him for his space reservation, regardless of whether or not Show Management enters into a further lease for the space involved.

In case the exposition shall not be held for any reason whatsoever, then and there upon the rental and lease of space to the exhibitor shall be terminated. In such case the limit claim for damage and/or compensation by the exhibitor shall be the return to the exhibitor of the pro rata amount already paid for space for this specific event.

Sponsorships: Full payment is due at time of reservation.

## 3. SPACE RENTAL

Whenever possible, space assignments will be made by SLAS in keeping with the preferences as to location requested by the exhibitor. Priority Points will be utilized to determine space selection.

SLAS, HOWEVER, RESERVES THE RIGHT TO MAKE THE FINAL DETERMINATION OF ALL SPACE ASSIGNMENTS IN THE BEST INTERESTS OF THE EXHIBITION.

## 4. USE OF SPACE, SUBLETTING OF SPACE

No exhibitor shall assign, sublet or share the space allotted with another business or firm unless approval has been obtained in writing by SLAS. Exhibitors are not permitted to feature names or advertisements of non-



exhibiting manufacturers, distributors or agents in the exhibitor's display, parent or subsidiary companies excepted.

Exhibitors must show only goods manufactured or dealt in by them in the regular course of business. Should an article of non-exhibiting firm be required for operation or demonstration in an exhibitor's display, identification of such article shall be limited to the usual and regular nameplate, imprint or trademark under which same is sold in the general course of business. No firm or organization not assigned exhibit space will be permitted to solicit business within the Exhibit Areas.

## **5. SAFE MEETING GUIDELINES**

SLAS will adhere to and publish safe Event guidelines developed in conjunction with the Event facility and applicable governing bodies. By registering for this Event, participants agree to abide by the guidelines in place at the time of the live Event. Safety guidelines will be communicated to registrants via email and the Event website in advance of arrival at the Event facility.

## **6. EXHIBITORS AUTHORIZED REPRESENTATIVE**

Each exhibitor must name one person to be his representative in connection with installation, operation and removal of the firm's exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary and for which the exhibitor shall be responsible. The exhibitor shall assume responsibility for such representative being in attendance throughout all exposition periods and this representative shall be responsible for keeping the exhibit neat, manned and orderly at all times. For their own safety and protection, persons under the age of eighteen (18) may not staff the booth or assist in the move-in and/or move-out of any exhibit.

## **7. INSTALLATION AND REMOVAL**

SLAS reserves the right to fix the time for the installation of a booth prior to the Show opening and for its removal after the conclusion of the Show. Any space not claimed and occupied by two (2) hours prior to the published Show opening time may be resold or reassigned without refund. Installation of all exhibits must be fully completed by the opening time of the exposition.

Exhibits must be staffed during all Show hours and may not, to any extent, be dismantled before the official Show closing. Any early dismantling or packing shall be considered a breach of this agreement and may affect future applications.

## **8. ARRANGEMENT OF EXHIBITS**

Each exhibitor is provided an Official Exhibitor Kit. The Exhibitor Kit describes the type and arrangement of exhibit space and the standard equipment provided by SLAS for booth construction. All booth space must be arranged and constructed in accordance with the guidelines, provisions and limitations contained in the Exhibitor Kit. If, in the sole opinion of SLAS, any exhibit fails to conform to the Exhibitor Kit guidelines, or the provisions set forth herein, such exhibit will be prohibited from functioning at any time during the exposition. Exhibits not conforming may be dismantled or modified, at cost to the exhibitor, at the sole judgment and discretion of SLAS.

Island booths maximum height restriction is 5 meters. SLAS does not allow end cap booths (booths comprised of or encompassing a 3x6 meter space exposed to aisle on three sides). Sufficient area must be provided within the exhibit space for the comfort and safety of persons watching demonstrations and other promotional activities.

For specific guidelines at the Brussels Expo, please review their current event guidelines. Per SLAS design guidelines, every RAW (space only) booth MUST submit their booth rendering before the show. For (RAW) space only booths, you must purchase or bring carpet/flooring.

Exhibitor Plan Review. Booth construction plans and layout arrangements for island booth spaces, or involving other unusual construction features, must be submitted for approval at least sixty (60) days prior to the opening of the exposition.

## **9. EXHIBITS AND PUBLIC POLICY**

Each exhibitor is charged with knowledge of all local laws, ordinances and regulations pertaining to health, fire prevention and public safety, while participating in this exposition. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor. No part of the building shall be defaced in any manner, nor shall signs or other articles be posted, nailed, taped or otherwise affixed to any pillars, doors, walls or other parts of the building. Any and all damages, losses, expenses and/or costs resulting from failure to observe this notice shall be payable by the exhibitor.

The exhibitor must, at his expense, maintain and keep in good order his exhibit and the space for which he has contracted.

SLAS and service contractors have no responsibility pertaining to the compliance with laws as to public policy as far as individual exhibitor's space, materials and operation is concerned. Should an exhibitor have any questions as to the application of such laws, ordinances and regulations to his exhibit or display, SLAS will endeavor to answer them.

Exhibitors must comply with all local fire regulations and guidelines. All booth decorations including carpeting must be flame-proofed and all hangings must clear the floor. All exits, hallways, aisles and fire control apparatus must remain clear and unobstructed at all times. Electrical equipment and wiring must conform with National Electrical Code Safety Rules. Use of butane or bottled gas is not permitted. Use of propane and hazardous materials is prohibited. Use of balloons is prohibited.

Independent contractors must conform to regulatory guidelines and must be signatory to a current local collective bargaining agreement.

## **10. STORAGE OF PACKING CRATES AND BOXES**

Unattended freight in any display space as of one hour prior to Show opening will be removed and stored at the exhibitor's sole risk and expense.

Exhibitors will not be permitted to store packing crates and boxes in their booths during the exhibit period; but these, when properly marked, will be stored and returned to the booth by service contractors. It is the exhibitor's responsibility to mark and identify his crates. Crates not properly marked or identified may be destroyed. SLAS assumes no responsibility for the contents of crates or boxes improperly labeled as "empty."

The removal and return of large crates that cannot be handled by hand trucks will be charged for at prevailing rates. Crates, boxes or other exhibit materials unclaimed by the exhibitor after the Show will be removed at the exhibitor's expense. Exhibitors will be billed by the service contractor for removal time and materials at prevailing rates. Neither SLAS, the service contractor nor the exhibit facility shall assume any liability whatsoever for loss or damage.

All material must be packed and ready for shipment according to the dismantle timings in the Exhibitor Service Kit. Any material not called for by said time and date will be shipped at the exhibitor's expense, by a carrier selected by the official drayage contractor. No one under the age of 18 will be permitted on the exhibit floor during installation and dismantle hours.

## 11. SOCIAL ACTIVITIES

Any social function or special event planned by an exhibiting company to take place during the Event must be pre-approved by SLAS. Exhibitor agrees to withhold sponsoring hospitality suites/rooms or other functions during official conference and exposition activities, including exhibit hours, social functions, educational seminars, and any other related activities scheduled by SLAS. Distribution of exhibitor materials is not permitted to attendee sleeping room doors, SLAS meeting rooms or anywhere else in the hotel and/or exhibit facility except in the specified booth space.

## 12. OPERATION OF EXHIBITS

SLAS reserves the right to restrict the operation of, or evict completely, any exhibit, which in its sole opinion, detracts from the general character of the exposition as a whole. This includes, but is not limited to, an exhibit which, because of noise, flashing lights, method of operation, display of unsuitable material, is determined by SLAS to be objectionable to the successful conduct of the exposition as a whole. Use of so-called “barkers” or “pitchmen” is strictly prohibited.

All demonstrations or other promotional activities must be confined to the limits of the exhibit space. Sufficient space must be provided within the exhibit space for the comfort and safety of persons watching demonstrations and other promotional activities. Each exhibitor is responsible for keeping the aisles near its exhibit space free of congestion caused by demonstrations or other promotions.

**Alcoholic Beverages.** Exhibitors may not serve alcoholic beverages in the exhibit hall unless approved by SLAS.

**Direct Sales.** No sales are permitted within the exhibit area at any time, but orders may be taken for future delivery.

**Contests, Drawings and Lotteries:** All unusual promotional activities must be approved in writing by SLAS no later than 60 days prior to the opening of the exposition.

**Literature Distribution.** All demonstrations or other activities must be confined to the limits of the exhibitor’s booth. Distribution of circulars may be made only within the space assigned to the exhibitor distributing such materials. No advertising circulars, catalogues, folders or devices shall be distributed by exhibitors in the aisles, meeting rooms, registration areas, lounges or grounds of the host facility. Trade publishers are prohibited from soliciting advertising during the Show. Trade publications may be distributed from their booth, but automatic distribution is prohibited.

**Copyright Licensing.** Exhibitor is solely responsible for obtaining any required licenses to broadcast, perform, or display any copyrighted materials including but not limited to music, video, and software. Exhibitor shall indemnify and hold harmless SLAS and facility against cost, expense or liability which may be incident to, arise out of or be caused by Exhibitor's failure to obtain requisite license.

**Sound.** Exhibits which include the operation of musical instruments, radios, sound projection equipment or any noise making machines must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent exhibitors and their patrons, nor cause the aisles to be blocked. Operators of noisemaking exhibits must secure approval of operating methods before the exhibit opens. SLAS shall be the sole judge of what constitutes appropriate sound levels.

**Live Animals.** Live animals are prohibited.

**Balloons.** At no time are exhibitors allowed to bring helium balloons into the facility. Helium tanks cannot be brought into the facility. All air and gasses must be ordered through your Event Services Manager.

**Candles.** Candles are permitted for dining setting for the ballroom and exhibit halls so long as the flame from the candle does not exceed the height of the required fire safe enclosure. All candles and required encasements to be used must be approved by SLAS.

**Weapon Policy.** Weapons of any type, functional or non-functional, such as firearms, swords, knives, throwing knives, crossbows, stars, bows, boomerangs, darts, tazers, etc. are strictly prohibited within facilities, and they may not be used or displayed at scheduled events. The facility strictly prohibits all persons from carrying a handgun, firearm, or prohibited weapon of any kind while on property or within the facility, regardless of whether the person is licensed to carry a handgun. This policy applies to all employees, contractors, temporary employees, clients, visitors and guests. Only on-duty law enforcement agents, who have been given prior authorization by the facility and SLAS to carry a weapon on the property, will be permitted to carry firearms.

Replica weapons are allowed but require express written authorization for the use and/or possession by the facility. Replica weapons must only be used as props or display and will be allowed if the replica weapon is inspected, approved and peace bonded by the Chief of Public Safety prior to entry into the facility. The facility reserves the right in its sole discretion to revoke the use of replica weapons within.

**Booth Representatives.** Booth representatives, including models or demonstrators, must be properly registered and wear badges. Spouses are invited to visit the exhibit hall only with appropriate credentials. Booth representatives are prohibited from entry into another exhibitor's booth without permission of that exhibitor and from photographing or examining another exhibitor's booth without permission from that exhibitor.

**Irregular Activities.** All giveaway items must be submitted for approval to Show Management three (3) weeks prior to the opening of the exposition. All exhibitors distributing approved "stick-ons" may not place the "stick-ons" on the attendees' badges.

**Robot Demonstrations.** Exhibitors must adhere to rules and regulations set forth by SLAS. Click here to view the [Robot Safety Policy](#).

**Bell Persons/Couriers.** Neither bell persons from surrounding hotels nor couriers are allowed in the building or on the show floor. Deliveries must arrive at the loading dock area, to be moved by contract laborers or received by contract laborers at the doors.

**Distribution of Flyers.** The distribution of flyers is prohibited in all Brussels Expo public areas. Additionally, adhesive-backed decals may not be given away or utilized. Any costs incurred by the Brussels Expo for the removal of these items will be charged to the Licensee.

**Hand-Carry Policy.** The Brussels Expo reserves the right to restrict all freight and package deliveries to the loading dock. Brussels Expo Safety personnel will be on site to direct and assist exhibitors during move-in and move-out. For the convenience and safety of exhibitors and patrons, all freight and material handling must enter and exit the facility through the loading dock. The Licensee and its exhibitors will be allowed to hand-carry one item, one time, in or out of the facility without having to access the loading dock. (Hand-carried freight is defined as one item that can be easily carried by an individual, without the need for dollies or other mechanized equipment.) The General Service Contractor must provide the approved Hand-Carry Policy signs and post them at all entrances to the exhibit halls during the exhibitor move-in, and no less than two (2) hours before the exhibit hall closes on the last exhibit hall date until move-out ends.

No parking is allowed at the entrance of the facility; and the use of passenger elevators for movement of freight is not allowed. All packages are subject to inspection by facility personnel. This policy is strictly enforced at all facility access points.

**Material Handling.** Exhibitors are allowed to perform their own material handling, providing all of the following criteria are met: Exhibit personnel performing the work must be bona fide, full-time employees (“authorized personnel”) of said company. The Licensee may choose to off-load from a company-owned box-truck or rental vehicle, or from a car, van or truck by personnel of the company, provided the vehicle is 24 feet or less in length. Exhibitors may use only hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat trucks are permitted as well. At no time can vendors (A/V, furniture design firm, etc.) unload their items. An approved General Service Contractor (GSC) or the Exclusive Rigging Service Provider (ERSP) must be hired by the Licensee to unload/re-load and push in all vendors.

**Glitter, Confetti, Popcorn & other Materials.** The use of glitter, confetti, sand, or simulated snow types of material, as well as popcorn, is not permitted. Popcorn is not permitted without prior written approval from the Brussels Expo. Additional cleaning charges may apply.

**Hazer/Fogger Equipment.** The Brussels Expo must approve the use of a hazer/fogger or similar equipment. Use is limited to event-related activities. Authorized areas are the ballroom(s), and exhibit hall(s) utilized for general sessions and special events. The use of hazer/fogger equipment by an individual within the exhibit hall display area or meeting rooms is prohibited.

The use of hazer/fogger equipment requires a permit from the local fire department. A fire fighter detail is required for rehearsal time as well as the event wherever the hazer/ fogger equipment is utilized. The number of fire fighters on detail is determined by the Brussels Expo in conjunction with the local fire department. It is the responsibility of the Licensee to obtain the necessary permits through the fire marshal’s office at the local fire department.

Approved use of hazer/fogger equipment will incur a charge from the Brussels Expo to turn on/off fire detection systems.

**13. TRADEMARKS**

SLAS will be held harmless for any trademark, trade name, copyright or patent infringement on any printed materials belonging to or distributed by any exhibitor. Use of the venue logo, design, trademark, trade name, patent, copyrighted work or symbol must be approved in writing by the venue marketing department. No exhibitor may use SLAS’s name or logo(s) without the written consent of SLAS.

**14. PHOTOGRAPHING & FILMING OF EXHIBITS**

Each exhibitor has control over the space it has rented and may prevent those considered its competitors from gaining access to, photographing, or videotaping its exhibit. The taking of pictures, other than by the official photographer/videographer, is expressly prohibited during setup, dismantling and non-exhibit hours. The exhibitor may grant permission to have its exhibit photographed, videotaped, or an audio presentation taped, during exhibit hours. No exhibitor shall deny any reasonable request from Show Management or the official photographer/videographer to photograph or film the exhibit from outside the perimeter of the booth.

## **15. LIST PUBLICATION**

The list of SLAS Europe exhibitors, in whole or in part, shall not be published other than in SLAS official publications.

## **16. SPONSORED CONTENT**

The purpose of a Sponsored Educational Event is to further the knowledge of meeting attendees through product and service displays, education, and demonstrations. The speaker agreement is solely between the sponsoring company and the speaker. SLAS will take no responsibility for the content, instead relying on you, the sponsoring company, to oversee the appropriate material. You warrant that the content and all supporting material will not contain anything illegal, defamatory, or indecent or infringes on any third parties' statutory or common law right, including any intellectual property rights. Products or services exhibited must be pertinent to the attendees' professional interest. Show management reserves the right to request the immediate withdrawal of any presentation that SLAS believes to be injurious to the purpose of SLAS Europe.

## **17. LIABILITY AND INSURANCE**

All property of the exhibitor remains under his custody and control in transit to and from the exhibit hall and while it is in the confines of the exhibit hall. Neither SLAS, its service contractors, the management of the exhibit hall nor any of the officers, staff members or directors of any of the same are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes, and the exhibitor expressly waives and releases any claim or demand he may have against any of them by reason of any damage to or loss of any property of the exhibitor.

It is required that Exhibitors obtain adequate insurance coverage, at their own expense, for property loss or damage and liability for personal injury and include SLAS as an additional insured party. Proof of insurance must be submitted to SLAS, and if requested to SLAS prior to setup of booth space at SLAS 2023 Europe. Insurance may be purchased through Rainprotection Insurance via exhibitor portal (Cadmium)  
<https://www.conferenceharvester.com/harvester2expw/login.asp?EventKey=TTHKMAML&UserEmail=&UserPassword=&User=&BoothNumber=>

Each exhibitor shall be responsible for securing and maintaining the following insurance coverages at the exhibitor's expense: (a) Workman's compensation insurance coverage for exhibitor's employees which shall be in compliance with the local laws. (b) Commercial general liability insurance with policy limits of \$1,000,000 for combined single limit coverage to include: comprehensive form, premises/operations, contractual, broad form property damage and products/completed operations, providing for terms of coverage to be effective from on or before May 23-26, 2023, which shall include exhibitor's move in and move out. Such insurance shall cover any and all damage or injury to any and all persons arising out of such person's attendance at the exhibitor's exhibit during the term of SLAS Europe 2023. (c) Other insurance: Each exhibitor acknowledges that it is responsible for obtaining any additional insurance coverage solely at its own expense, in such amounts as it deems appropriate to comply with its obligations hereunder and for its own protection.

## **18. CONTRACTOR SERVICES**

An official contractor will provide all services in the exhibit area. Complete information, instructions and schedule of prices regarding shipping, drayage, labor for installation and dismantling, electrical service, furniture, etc., will be included in the Exhibitor Services Kit to be forwarded electronically. Under no circumstances will SLAS or the venue assume responsibility for loss or damage to goods consigned to the official contractor. Advance shipments of exhibit material must be made to official contractor as specified in the Exhibitor Services Kit. Should any shipments not be made as specified in the manual, it will be removed by

the official contractor and stored until the hall is ready to accept materials for the exhibition and all costs involved will be charged to exhibiting company. Exhibitors are responsible for all information provided in the Exhibitor Services Kit.

## 19. LABOR

Rules and regulations for union labor are made by the local unions and may change at any time. Where union labor is required because of building or contractor requirements, it will be necessary for the exhibitor to comply with these regulations. Information regarding specific regulations that are applicable may be obtained from the official contractor. Displays, painters, carpenters, electricians, and other skilled labor can be arranged through the official contractor at established rates. Labor order forms will be included in the Exhibitor Services Kit.

## 20. INDEMNIFICATION

Exhibitor agrees that it will defend, indemnify and hold and save the Society for Laboratory Automation and Screening (SLAS), and their respective directors, officers, members, employees, agents, volunteers and other representatives, (collectively "Indemnified Parties") whole and harmless of, from and against all claims, demands, actions, damages, loss, cost, liabilities, expenses and judgments recovered from or averted against the Indemnified Parties on account of injury or damage to person or property to the extent that any such damage or injury may be incident to, arise out of, or be caused, either proximately or remotely, wholly or in part, by an act, omission negligence or misconduct on the part of Exhibitor or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees or of any other person entering upon the Premises leased hereunder with the express or implied invitation or permission of Exhibitor, or when any such injury or damage is the result, proximate or remote, of the violation by Exhibitor or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees of any law, ordinance or governmental order of any kind, or when any such injury or damage may in any other way arise from or out of the occupancy or use by Exhibitor its agents, servants, employees, contractors, patrons, guests, licensees or invitees of the Premises leased hereunder.

Such indemnification of the Indemnified Parties by Exhibitor shall be effective unless such damage or injury may result from the sole negligence, gross negligence, or wilful misconduct of Show Management. Exhibitor covenants and agrees that in case any of the Indemnified Parties shall be made a party to any litigation commenced by or against Exhibitor or relating to this lease or the Premises leased hereunder, then Exhibitor shall and will pay all costs and expenses, including reasonable attorneys' fees and court costs, incurred by or imposed upon the Indemnified Parties by virtue of any such litigation.

**Property Damage.** Show Management nor Exhibitor shall be responsible for any loss of or damage to property of the other party hereto, including, but not limited to, loss or damage occasioned by theft, fire, smoke, acts of God, public enemy, riot, civil commotion or other insurable casualty, and Show Management and Exhibitor expressly waive any claim for liability against the other party hereto with respect to any such loss or damage. In the event that such occurrence results in cancellation of the exposition, each party hereby releases the other from obligations under this contract. Accordingly, it shall be the responsibility of Show Management and Exhibitor, respectively, to secure its own insurance or otherwise protect itself and its property against such loss or damage.

**Use of Certain Property.** Exhibitor will assume all costs arising from the use of patented, trademarked, or franchised materials, devices, processes, or dramatic rights used on or incorporated in the exhibitor's space. Exhibitor shall indemnify, defend, and hold harmless SLAS, Show Management, the City and their officers, directors, members, agents, and employees from and against all claims, demands, suits, liability, damages, losses, costs, attorneys' fees and expenses of whatever kind or nature, which might result from or arise out of use of any such material(s) described above.

## **21. WAIVER**

Show Management shall not be deemed to waive any of its rights hereunder unless such waiver is explicitly stated as a waiver in writing and signed by Show Management. No delay or omission by Show Management in exercising any of its rights shall operate as a waiver of such rights and a waiver of rights in writing on one occasion shall not be construed as a consent to or a waiver of any right or remedy on any future occasion.

## **22. ATTORNEYS' FEES**

Should Show Management find it necessary to employ an attorney or attorneys to enforce any of the provisions of this agreement or to protect in any manner its interest or interests under this agreement, Show Management, if it is the prevailing party, shall be entitled to recover from the other party all reasonable costs, charges, and expenses including attorneys' fees.

## **23. STATEMENT OF CONDUCT**

SLAS has adopted the following Statement of Conduct. By agreeing to the terms and conditions within Event registration, you are agreeing to abide by this Statement of Conduct. SLAS reserves the right to remove a non-compliant participant from the Event without refund.

## **24. EVENT CANCELLATION**

SLAS reserves the right to cancel this Event due to circumstances beyond the control of the organization. In the Event of cancellation, SLAS will do its best to make attendees aware of the cancellation in a timely fashion. Refunds of exhibition fees are not guaranteed in these circumstances, but SLAS will make every effort to refund fees less expense incurred by SLAS at the time of cancellation.

## **25. PRIVACY POLICY**

[United States](#)

[EU/UK](#)

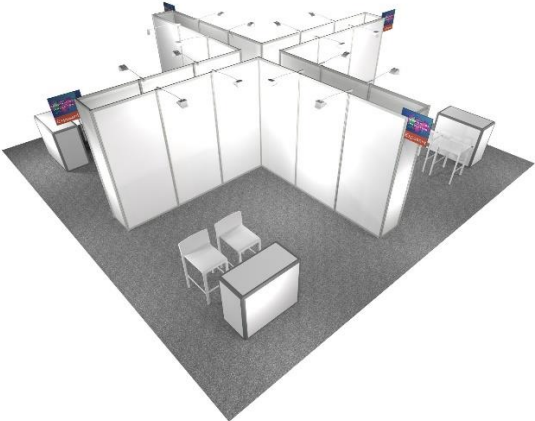
## **26. OTHER REGULATIONS**

Any and all matters not specifically covered by the preceding rules and regulations shall be subject solely to the decision of Show Management.

THE SHOW MANAGEMENT SHALL HAVE FULL POWER TO INTERPRET, AMEND, AND ENFORCE THESE RULES AND REGULATIONS, PROVIDED EXHIBITORS RECEIVE NOTICE OF ANY AMENDMENTS WHEN MADE. EACH EXHIBITOR AND ITS EMPLOYEES AGREES TO ABIDE BY THE FOREGOING RULES AND REGULATIONS AND BY ANY AMENDMENTS OR ADDITIONS THERETO IN CONFORMANCE WITH THE PRECEDING SENTENCE. EXHIBITORS OR THEIR REPRESENTATIVES WHO FAIL TO OBSERVE THESE CONDITIONS OF CONTRACT OR WHO, IN THE OPINION OF SHOW MANAGEMENT, CONDUCT THEMSELVES UNETHICALLY MAY IMMEDIATELY BE DISMISSED FROM THE EXHIBIT AREA WITHOUT REFUND OR OTHER APPEAL.



## Key Contacts

Venue		
<b>Brussels Expo</b> 1 Place de Belgique 1020 Brussels Belgium <a href="https://www.brussels-expo.com/">https://www.brussels-expo.com/</a>	<b>Exhibitor Delivery Access</b> <b>Entrance Registration:</b> Brussels Expo, Gate A, <b>Hall 3</b> , av. Impératrice Charlotte Belgique, 1020 Brussels	<b>Main Entrance/Attendee &amp; Exhibitor Registration:</b> <b>Hall 3</b> Entrance, av. Impératrice Charlotte, 1020 Brussels
Stand Services		
<b>Stand Building: Alter Expo</b> Orders and questions related to stand services inc. Furniture, Lighting, Electricity, Signage, Stand Constructions, Floor Covering, Graphics, Etc.	Sarah Schuer <a href="mailto:ssc@alterexpo.be">ssc@alterexpo.be</a> <a href="https://www.alterexpo.com/en">https://www.alterexpo.com/en</a>	
<b>Shell Scheme Stands</b> are equipped with the following detailed items: (9 sqm booth) <ul style="list-style-type: none"> <li>• Dark grey carpet with plastic foil</li> <li>• Open shell booth walls (2x 3m)</li> <li>• Nameboard</li> <li>• White demonstration counter x1 – lockable</li> <li>• High stool x2</li> <li>• Paper bin x1</li> <li>• Electricity twin socket x1 – 500W</li> <li>• Long arm led spotlights x 4 ( 2 per wall)</li> <li>• Power connection 500W</li> <li>• Exhibitor Full Conference Badge (€765 value each)</li> <li>• 5 Exhibitor Booth Personnel Badges</li> <li>• 3 Customer Exhibition Only Visitor Badges (€155 value each, for customer use only)</li> <li>• Company Listing on the website and in the Conference App</li> </ul>		
<b>Shell Stand (Upgrades) &amp; Raw Stand Orders (Furniture, Lighting, Electricity, Signage/Graphics, Audio Visual)</b>	Order Form: <a href="https://shop.expo.brussels/expo/event/28856/SLAS2023">https://shop.expo.brussels/expo/event/28856/SLAS2023</a>	
<b>Webshop Services include:</b> <ul style="list-style-type: none"> <li>• Furniture, electricity/lighting, stand constructions, floor covering, graphics</li> <li>• IT and Telecommunications</li> <li>• Rigging</li> <li>• Stand cleaning</li> <li>• Rigging <a href="mailto:suspensions@brussels-expo.com">suspensions@brussels-expo.com</a>            ++3226584253 - Olivier Gheysens</li> </ul>	Services & Order Form: <a href="https://shop.expo.brussels/expo/event/28856/SLAS2023">https://shop.expo.brussels/expo/event/28856/SLAS2023</a>	
<b>Freight Forward: Interflow Logistics Ltd</b>	<a href="https://shop.expo.brussels/expo/event/28856/SLAS2023">https://shop.expo.brussels/expo/event/28856/SLAS2023</a> or directly to:  Anderson Marisa <a href="mailto:anderson.marisa@interflow.ie">anderson.marisa@interflow.ie</a>	

	<p>Niall Thompson  <a href="mailto:niall@interflow.ie">niall@interflow.ie</a></p> <p><a href="http://www.interflow.ie/SLAS23/delivermycargo">www.interflow.ie/SLAS23/delivermycargo</a>  (link live as of 1 Feb 2023)  For any courier access issues on arrival at Brussels Expo call +32 (0)476 60 02 92</p>
<b>Stand Catering</b> <i>No alcohol may be permitted on the stand</i>	Catering contact Kaat Campo <a href="mailto:k.campo@becs.brussels-expo.com">k.campo@becs.brussels-expo.com</a>
<b>Event Registration – Opens 30 January 2023</b> Questions Related to Exhibitor Registration	Registration Customer Service +1.508-743-8572 (Monday–Friday 9am–5pm US EASTERN) <a href="mailto:slaseuropereg@discoversb.com">slaseuropereg@discoversb.com</a>
Conference Organizers	
<b>Exhibits and Sponsorship Coordinator</b>	Andrea Kielkiewicz <a href="mailto:akielkiewicz@slas.org">akielkiewicz@slas.org</a>