



Breakbulk Europe 2015

Antwerp Expo
Antwerp, Belgium

Welcome to exhibiting with Breakbulk Europe 2015.

At Breakbulk, we strive to provide you with the best exhibiting experience. We help you get organized by creating an all-inclusive exhibitor's service manual. Everything you need to plan your exhibit is contained within this manual. We encourage you to thoroughly read the Breakbulk Exhibitors Manual (along with the separate Rules & Regulations) to help you disseminate information to your staff, colleagues and customers.

Please make note of these important dates:

Dates	Action	Location	Time
Monday, 18 May & Tuesday, 19 May 2015	Contractor Only Move In (Raw Space)	Antwerp Expo Antwerp Belgium	08:00 (8:00 am) – Overnight
Tuesday, 19 May 2015	Exhibitor Only Move In (Shell Scheme)		08:00 (8:00 am) – 13:00 (1:00 pm)
Monday, 18 May & Tuesday, 19 May 2015	Educational Workshops	Antwerp Expo, Antwerp Belgium	
Tuesday, 19 May 2015	Welcome Reception & Networking	Antwerp Expo, Antwerp Belgium	
Wednesday, 20 May & Thursday, 21 May 2015	Exhibition & Executive Presentations		

The following exhibitor manual contains an Exhibitor Forms Deadlines Checklist to ensure you are submitting all mandatory and relevant information in a timely manner. Kindly keep this information readily available to avoid missing submission dates. At any time, should you need additional assistance, our exhibition team is here to assist you. A list of our team members follows this welcome letter. We look forward to working with you over the next few months and seeing you soon in Antwerp Belgium!

Yours sincerely,

Mr. Jeremy M. Luski

Vice President, Event Operations & Registration Services
Breakbulk Events & Media

Mr. Adrian van Beuningen

Senior Sales Director, Event Process & Planning
Breakbulk Events & Media



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Contact Details for Organiser

A

Breakbulk US Opco Inc. (Breakbulk Events & Media)
 Attn: Events Department
 2 Penn Plaza East, 12th Floor
 Newark, NJ 07105 USA
www.breakbulk.com

Please Note:
 If an address is required for your **Certificate of Insurance (COI) Form**, please use the one above.

Event Operations & Management:	
Mr. Jeremy Luski <i>Vice President Event Operations</i> Phone: +1 862 368 9938 jluski@breakbulk.com	Ms. Kara Dao <i>Exhibitor Safety and Services Manager</i> Phone: +1 301 739 0664 eventservices@breakbulk.com
For any <u>Exhibitor Operations or Technical</u> assistance, please contact:	Stand Rendering Approvals, EAC forms & Certificates of Insurance:
Ms. Suzanne Dijkema <i>Exhibitor Coordinator</i> Phone +31 20 581 1411 breakbulk@gielissen.nl	Ms. Kara Dao <i>Exhibitor Safety and Services Manager</i> Phone: +1 301 739 0664 eventservices@breakbulk.com
Registration & Customer Service (<u>outside</u> Europe):	Registration & Customer Service (<u>in</u> Europe):
Ms. Joanna Lenck <i>Event Registration & Customer Service Manager</i> Phone: +1 973 220 4827 events@breakbulk.com	2R Event Data Services +31 10 750 6363 bbe@2r.nl
Company Bio, Event Guide Listing, Sponsor Logo & Event Guide Ad	Visa Letter of Invitations
Ms. Vicki Briand <i>Content Program Data & Traffic Manager</i> Phone: +1 251 679 8091 vbriand@breakbulk.com	To receive a Visa Letter of Invitation, each delegate must have a Breakbulk Europe 2015 registration confirmation: Phone: +1 973 220 4827 events@breakbulk.com
Sales & Sponsorship:	
Mr. Adrian van Beuningen <i>Sales Director, Europe & Turkey</i> Phone (EU): +32 2 808 4355 Phone (USA): +1 973 432 5535 avanbeuningen@breakbulk.com	Ms. Christian Thompson <i>Sales Director, America & South America</i> Phone: +1 713 857 7821 cthompson@breakbulk.com
Mr. Gary Tang <i>Sales Manager, Asia / Middle East / India</i> Phone: +852 21329698 gtang@breakbulk.com	Ms. Patricia Souto <i>Sales Manager, South America</i> Phone: +55 21 9 9998 1314 psouto@breakbulk.com
Mr. Nigel Brown <i>Sales Manager, South Africa</i> Phone: +27 79 396 4298 nbrown@breakbulk.com	Mr. Kingsley Ekweariri <i>Sales Manager, West / East / North Africa</i> Phone: +353 89 952 4754 kekweariri@breakbulk.com
Ms. Kathleen Pinson <i>Sales Manager, Breakbulk Magazine</i> Phone: +1 678 954 0552 kpinson@breakbulk.com	Mr. Hamoud Morshed <i>Sales Manager, Middle East</i> Phone: +973 1727 2827 or +966 59 863 6383 hamoud@breakbulk.com

Schedule

B

EXHIBITOR APPOINTED CONTRACTOR (EAC) & STAND BUILDER SET-UP

Exhibitors are not permitted to enter on **Monday, 18 May 2015** due to build-up construction.

(CONTRACTOR ONLY MOVE-IN ONLY)

Monday, 18 May 2015
08:00 (8:00 am) – Overnight

Tuesday, 19 May 2015
08:00 (8:00 am) – 13:00 (1:00 pm)

EXHIBITOR MOVE-IN (SCHELL-SCHEME & DECORATORS)

Main construction work must be finished by 13:00 (1:00 pm) on Tuesday 19 May.

Tuesday, 19 May 2015
08:00 (8:00 am) – 13:00 (1:00 pm)

A technical, health & safety inspection will be carried out, and all excess products & packaging materials must be removed from the gangways (aisles) to allow the cleaning of the carpet. Failure to do so will result in the removal of the relevant exhibits.

EXHIBITION HOURS

Exhibitors are allowed into the exhibition halls one (1) hour prior all other delegates.

Tuesday, 19 May 2015

17:00 – 20:00 (5:00 – 8:00 pm)
Exhibitors only are allowed
in exhibition halls at
16:00 (4:00 pm)

Wednesday, 20 May 2015

10:00 – 18:00
(10:00 am – 6:00 pm)
Exhibitors only are allowed
in exhibition halls at 09:00
(9:00 am)

Thursday, 21 May 2015

10:00 – 16:00
(10:00 am – 4:00 pm)
Exhibitors only are allowed
in exhibition halls at 09:00
(9:00 am)

***For reasons of security, all exhibitors are advised to remove all portable and valuable items at the conclusion of each day. Do not to leave your stand unattended until all items are cleared.**

REGISTRATION ON-SITE HOURS

Please note the registration hours are as follows & will take place located in **Hall 3**:

- Tuesday, 19 May 2015
8:00 – 20:00 (8:00 am – 8:00 pm)
- Wednesday, 20 May 2015
8:00 – 18:00 (8:00 am – 6:00 pm)
- Thursday, 21 May 2015
9:00 – 16:00 (9:00 am – 4:00 pm)

EXHIBITOR MOVE-OUT/BREAK-DOWN

Contractor & Forwarder access for stand break-down & dismantling of electrical installations & removal of heavy exhibits can only start during this time.

Thursday, 21 May 2015
16:00 – 22:00 (4:00 – 10:00 pm)

Friday, 22 May 2015
08:00 – 12:00 (8:00 am – 12:00 pm)

Exhibitor Reminder & Deadlines Checklist

C

TASK	DUE DATE	LINK	CONTACT INFORMATION
Book Your Hotel Rooms	Based on availability	Online Housing	Travel Planners breakbulk@tphousing.com , +1 800 221 3531
<i>Hotels are based on availability. For availability, please check the online housing system via the Breakbulk Europe website.</i>			
Register your Exhibition Staff	Immediate	Online Registration	Ms. Joanna Lenck events@breakbulk.com , +1 201 653 0957 (USA EST)
Submit Company Listing for Event Guide	Thursday, 09 April	Event Guide	Ms. Vicki Briand vbriand@breakbulk.com , +1 251 679 8091 (USA CST)
<i>This is required to be submitted by all participating exhibitors.</i>			
Order Catering	Friday, 08 May	Online Catering Link	Ms. Valerie Dhaese Valerie.dhaese@artexis.com T. +32 (0) 9241 94 69; M. +32 (0) 495 50 49 44
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			
Submit Exhibitor Insurance Certificate (COI)	Friday, 03 April	eventservices@breakbulk.com	Ms. Kara Dao eventservices@breakbulk.com +1 301 739 0664 (USA EST)
<i>This is required to be submitted by all participating exhibitors.</i>			
Submit Exhibitor Appointed Contractor Information (EAC)	Friday, 03 April	eventservices@breakbulk.com	Ms. Kara Dao eventservices@breakbulk.com +1 301 739 0664 (USA EST)
<i>This is required to be submitted by all contractors/builders.</i>			
Submit Stand Rendering with Dimensions	Friday, 03 April	eventservices@breakbulk.com	Ms. Kara Dao eventservices@breakbulk.com +1 301 739 0664 (USA EST)
<i>This is required to be submitted by all exhibitors or their contractors/builders in pdf or jpeg with dimensions.</i>			
Submit Stand Additions	Friday, 03 April	Form	Ms. Suzanne Dijkema breakbulk@gielissen.nl T: +31 20 581 1411
<i>This is required to be submitted by all raw space contractors/builders.</i>			
Order Carpet	Friday, 03 April	Form	Ms. Suzanne Dijkema breakbulk@gielissen.nl T: +31 20 581 1411
<i>This is required to be submitted by all raw space contractors/builders.</i>			
Order Floral and Plant	Friday, 03 April	Form	Ms. Suzanne Dijkema breakbulk@gielissen.nl T: +31 20 581 1411
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			
Order Graphics and Artwork	Friday, 03 April	Form	Ms. Suzanne Dijkema breakbulk@gielissen.nl T: +31 20 581 1411
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			
Order Furniture	Friday, 03 April	Form	Ms. Suzanne Dijkema breakbulk@gielissen.nl T: +31 20 581 1411
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			
Order Utilities (Electrical/Air/Water) & Internet (Hi Speed Wired/Wireless)	Friday, 03 April	Form	Ms. Suzanne Dijkema breakbulk@gielissen.nl T: +31 20 581 1411
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			

TASK	DUE DATE	LINK	CONTACT INFORMATION
Hire Host or Hostesses for Your Stand (Temporary Staff)	Thursday, 30 April	Staffing	Mr. Wouter Synquintyn wouter@bchospitalityservices.com T: + 32 479 571 334
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			
Order Audio Visual	Friday, 03 April	Audio Visual	Ms. Nele Degeest nele.dg@aspgroup.be T: +32 3 353 19 19
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			
Order Freight Forwarding, Freight Handling or Fork Lift	To Be Determined	Shipping	Ms. Danielle Potter WES Group mailuk@wes-group.com
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			
Order Lighting & Wall Sockets	Friday, 03 April	Form	Ms. Suzanne Dijkema breakbulk@gielissen.nl T: +31 20 581 1411
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			
Order Labor (Man Power)	Friday, 03 April	Form	Ms. Suzanne Dijkema breakbulk@gielissen.nl T: +31 20 581 1411
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			
Order Parking Vouchers	Friday, 03 April	Form	Ms. Suzanne Dijkema breakbulk@gielissen.nl T: +31 20 581 1411
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			
Order Rigging	Friday, 03 April	Form	Ms. Suzanne Dijkema breakbulk@gielissen.nl T: +31 20 581 1411
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			
Order Stand Cleaning & Waste Disposal	Friday, 03 April	Form	Ms. Suzanne Dijkema breakbulk@gielissen.nl T: +31 20 581 1411
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			
Order Stand Security	Friday, 03 April	Form	Ms. Suzanne Dijkema breakbulk@gielissen.nl T: +31 20 581 1411
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			
Order Data Capture/Lead Retrieval Equipment	Thursday, 30 April	Data Capture Leads	Ms. Nicole Hutchison nhutchison@cdsreg.com T: +1 800 746 9734 (USA EST)
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			
Order Local Antwerp Printing and Signage	Thursday, 30 April	Local Printing	Ms. Sophie Auwers administratie@colorcopy2000.be T: +32 3 244 10

VENUE SPECIFICATIONS

D

ANTWERP EXPO LOCATION

Antwerp Expo
Jan Van Rijswijcklaan 191
BE-2020 Antwerp
Phone: +32 (0)3 260 8120
Fax: +32 (0)3 237 87 71

Antwerp Expo is situated at the intersection of the Avenue Van Rijswijck and the Antwerp ring road.
For more information, visit <http://www.antwerpexpo.be/en/accessibility>



By car

- Coming from Brussels by the E19 motorway: take exit 5a 'Antwerpen-Centrum' - follow the direction 'Singel-Zuid' - at the second traffic lights turn left for the Jan van Rijswijcklaan.
- Coming from Ghent by the E17 motorway: take exit 5 'Wilrijk/Berchem' on the ring road.
- Coming from Breda, Hasselt or Turnhout: follow the ring road around Antwerp in the direction of Brussels - take exit 5 'Wilrijk' - follow the sign for Antwerp Expo.

By public transport

- By train: Take the train to Antwerpen Centraal station.
- By tram : Tram 2 : Linkeroever – Hoboken or tram 6 : Luchtbal-Olympiade
- By bus: Bus 17 : Centraal station-Wilrijk-UZA, Bus 22 : Groenplaats-Valaar-UZA or Bus 38 : Schijnpoort-Berchem-Antwerpen Zuid

By plane

The **Antwerp-Deurne Airport** is only **7 km** from downtown Antwerp. Daily flights are available to Londen Heathrow (SN Brussels Airlines), Londen Gatwick (City Flyer) and Londen City (VLM). To reach Antwerp expo, simply take bus 16 to Antwerp Central Station. From there, take tram n°2 or 6. **Brussels National Airport (Zaventem)** is about **40 km** from Antwerp City. The Antwerp Express coach service serves Antwerp every hour. This coach stops at the 'De Keyserlei' and on request at the Crowne Plaza Hotel, 300m from Antwerp Expo. More information on [Brussels Airlines](http://www.brusselsairlines.com)

ACCESS TO THE ANTWERP EXPO HALLS

ADMISSION AND BADGES

You will receive a certain number of badges according to the surface of your stand. Please note the registration hours are as follows & will take place located in **Hall 3**:

Workshop delegates only

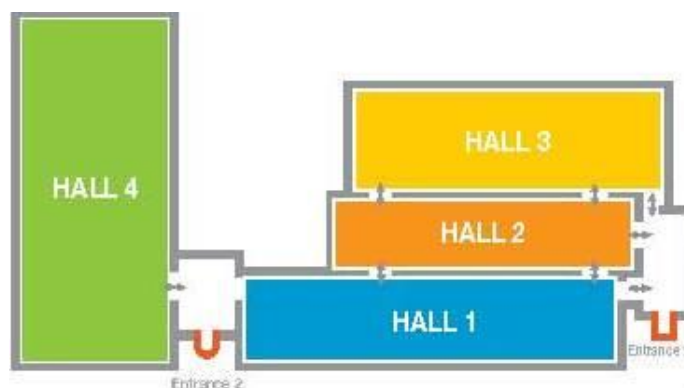
Monday, 18 May 2015: 08:00 – 17:00 (8:00 am – 8:00 pm)

All participants

Tuesday, 19 May 2015: 08:00 – 17:00 (8:00 am – 8:00 pm)

Wednesday, 20 May 2015: 08:00 – 18:00 (8:00 am – 6:00 pm)

Thursday, 21 May 2015: 09:00 – 16:00 (8:00 am – 4:00 pm)



ALCOHOL

If an exhibitor is providing alcohol it is the exhibitors' responsibility to ensure that any person they supply alcohol to is not below the legal age limit in Belgium.

ANIMALS

Animals are not allowed at Antwerp expo. Only guide dogs for persons with disabilities may enter.

BANKING

The nearest cash dispenser is as follows:

ANTWERP EXPO – entrance 2
Jan Van Rijswijcklaan 191
2020 Antwerpen
Belgium

BUSINESS CENTRE

A fax and copy service is available at the offices of Antwerp expo, near entrance 1.

GANGWAYS

For health & safety reasons and to aid the access of other exhibitors, please keep gangways clear of all stand fitting materials and exhibits during build-up and breakdown. Emergency gangways **MUST** be kept clear at all times and anything left in any gangway will be deemed as rubbish by the cleaners and removed.

FIRE & SAFETY REGULATIONS FROM ANTWERP EXPO

Please see Appendix II in the Rules and Regulations information packet.

HEALTH & SAFETY REGULATIONS

Please see Appendices I and II

SMOKING

As of 1, September 2005, it is prohibited to smoke in any halls within the Antwerp Expo. The no smoking rule is valid for all persons present in the halls as well during the build-up, the exhibition and the dismantling. Please be so kind to have your smoking break outside the hall at the main entrance, instead of at the emergency exits, which need to remain closed for security reasons.

FIRST AID

The medical centre is located at the offices at Antwerp Expo near entrance 1.

DAMAGE & THEFT

Exhibitors must report all incidents to the Organisers and to the Police within 24 hours. The contact details of the police station are:

Politie Kiel
Sint-Bernardsesteenweg 111
2020 Antwerp
Phone +32 3 259 1711

CAR RENTAL

In Antwerp, several car rental companies can be contacted in case you wish to rent a car, such as:

Rent a Car +32 3 218 94 96 <http://www.avis.be/>

EUROPCAR +32 2 721 05 92 <http://www.europcar.be/>



CHILDREN For reasons of Health & Safety, children under 16 are not permitted into the halls during build-up, breakdown and exhibition hours.

DILAPIDATIONS

Exhibitors and their contractors are advised that no fixings can be made to any part of the premises, except by Antwerp Expo's own staff. Any damage to walls, columns, floor, shell schemes, hired accessories or other parts of the premises will be charged to exhibitors.

CARPETING

All Shell Scheme stands are carpeted with standard dark grey. Colour change is possible until **Friday, 3 April 2015**. Only orders received before this date will be charged against early bird prices. Please understand that orders received after the deadline is subject to a **25%** surcharge (regular price). The ordering system closes on the **Thursday, 14 May 2015** after this date a **40%** surcharge on the regular price will be applicable. Space only stands are not carpeted and it is the responsibility of the exhibitors to lay their own appropriate carpet. Gielissen can undertake this if required. Please refer to the online manual or contact them directly:

Gielissen Exhibition & Event Services

Suzanne Dijkema
Exhibitor Coordinator
Email: breakbulk@gielissen.nl
Phone: +31 20 581 1411

Please note:

When fixing your own carpet, please note that only tape, which does not mark the floor, is permitted. All carpet tape must be removed during breakdown and a dilapidation charge will be levied for any stand not complying.

CLOAKROOM

The cloakroom is situation in the main entrance hall 2. There is a pay per use charge to place coats in the cloakroom. The cloakroom will be available to use during the following hours:

Tuesday 19 May 2015:	08:00 – 20:00
Wednesday, 20 May 2015:	08:00 – 18:00
Thursday, 21 May 2015:	08:00 – 16:00

CONTRACTOR & VEHICLE PASSES

No one will be permitted into the exhibition halls during build-up, opening period or breakdown without the appropriate pass. The contractor passes will be issued at the exhibitor services desk in the rear of hall 3 or the security gate. Please complete order form T02 within the online manual to place your order for contractor passes; this is **compulsory**.

CATERING FOR EXHIBITORS

Any stand providing refreshments to exhibition visitors must comply with the Food and Hygiene Regulations in the Appendix I. Please read this information carefully. Your stand catering order must be placed by **Friday, 08 May 2015** through the online catering system at [Breakbulk Europe 2015](#).

Questions regarding the online catering system should be directed to:

Ms. Valerie Dhaese

Food and Beverage Account Coordinator
Artexis Food and Beverage
T. +32 (0)9 241 94 70
M. +32 479 88 72 07
F. +32 (0)9 241 94 75
valerie.dhaese@artexis.com

RESTAURANTS

<p align="center">Antwerp Expo Cafe (together with Brasserie entrance 1) Ms. Valerie Dhaese, Food and Beverage Account Coordinator Artexis Food and Beverage T. +32 (0)9 241 94 70 M. +32 (0) 479 88 72 07 valerie.dhaese@artexis.com</p>	
<p>Brasserie DIKKE MEE G. Legrellelaan 1/3, 2020 Antwerpen T: +32 3 825 06 77 www.dikkemee.be/index.html dikke_mee@yahoo.com jefcouvreur@telenet.be</p>	<p>Danieli il divino Beukenlaan 12 - 2020 Antwerpen T: +32 3 825 37 38 info@danieli-il-divino.be www.danieli-il-divino.be/site/#/home</p>
<p>Brusketta Jan Van Rijswijcklaan 67, 2018 Antwerp T: +32 3 238 26 00</p>	<p>Grand Café deSingel Jan Van Rijswijcklaan 155, 2018 Antwerpen T +32 [0]3 237.71.00 info@grandcafedesingel.be www.grandcafedesingel.be</p>
<p>Radis Noir Desguinlei 186, 2018 Antwerpen T: +32 03 238 37 70 Lunch: 12:00 – 14:00 Dinner: 19:00 – 21:30 Woe & Zon: Gesloten reservatie@ingredients.be www.ingredients.be/nl/restaurant</p>	<p>Restaurant MINERVA Karel Oomsstraat 36 2018 Antwerpen T +32 3 216 00 55 info@restaurantminerva.be www.restaurantminerva.be</p>
<p>Restaurant Living Bar AnnA Crowne Plaza Antwerpen Hotel www.crowneplaza-antwerpen.be T: +32 (0)3 249 57 00</p>	

CLEANING, MAINTENANCE AND REPAIR OF STANDS

PLEASE NOTE THAT CLEANING OF YOUR BOOTH IS NOT INCLUDED IN THE STANDARD BOOTH PACKAGE.

Basic cleaning includes vacuuming, wiping of all available furniture (table, chairs...), and emptying of bins. Please place all rubbish in black bin liners and leave them in the gangway next to your stand at the end of each day.

CLEANING HOURS

Tuesday, 19 May 2015: 13:00 – 16:00 (1:00 – 4:00 pm)
Wednesday, 20 May 2015: 09:00 – 10:00 (9:00 – 10:00 am)
Thursday, 21 May 2015: 09:00 – 10:00 (9:00 – 10:00 am)

- During this time, exhibitors will have access to their exhibit and set-up prior to the exhibition floor opening. Entrance to the hall prior to this will not be permitted.

Basic cleaning does not include:

- The cleaning of actual exhibits
- The cleaning of windows & showcases
- The washing of the floor
- Plastic bags for bins
- Removal of the carpet & stickers
- For cleaning please refer to the online manual or contact:



MAINTENANCE & REPAIR OF EXHIBITION STANDS

Wednesday, 20 May 2015 09:00 – 10:00 (9:00 – 10:00 am)

Thursday, 21 May 2015 09:00 – 10:00 (9:00 – 10:00 am)

No maintenance will be permitted during the opening hours. Maintenance workers/contractors must wear contractor badge provided on day of setup. This **MUST** be shown to security at entrance.

REMOVAL / DISMANTLE OF EXHIBITS

For security, health & safety reasons, exhibitors may not breakdown any aspect of their exhibition stand until show closes on **Thursday, 21 May at 16:00 (4:00 pm)**.

SHIPPING, FORK LIFT SERVICES AND STORAGE:

To order Freight Forwarding, Courier Services, Lift Service or Storage, please contact WES:

WES Group

Contact: Andrew Fleet

Phone: +44(0)20 8508 2224

Fax: +44(0)1223 367 618

mailuk@wes-group.com

COURIER SHIPMENTS

We would strongly advise you to consign your shipment to the appointed freight handling agent **Worldwide Exhibition Specialists Ltd (WES Group)**. The instructions can be found in the order form for freight handling. They will then receive the shipment on your behalf. You need to be aware that this service will attract costs payable by yourselves onsite. Alternatively, consign the shipment to yourselves at your stand at the venue address and agree with the courier company in advance that they will deliver the shipment to your stand. If so make sure you get this confirmed in writing and please ensure that somebody from your stand is there to receive the shipment.

CUSTOMS CLEARANCE

If you send goods from outside the European Union these goods will require customs import into the EU. This service can also be provided by the appointed freight handling agent **Worldwide Exhibition Specialists Ltd (WES Group)** mentioned above.

FREIGHT FORWARDING, LIFTING & STORAGE

Please contact **Worldwide Exhibition Specialists Ltd (WES Group)** for the full address details for freight being sent to the holding warehouse facility or directly by truck to the venue. You will be required to supply comprehensive pre-alerts indicating the quantity of the goods, arrival date at the warehouse or venue and the name of the transport company utilised. WES can also assist you with storage of all materials as well as provide you with lift service.

COURIER SERVICES

At every exhibition a reoccurring challenges is the delivery of packages prior to the arrival of the exhibitors themselves. Therefore we encourage exhibitors having goods delivered by an outside contractor to have a representative at their stand to collect the goods. **All letters and packages sent directly to Antwerp Expo should be addressed as follows:**

- Exhibiting company name
- Contact name
- Stand number & hall number
- Breakbulk Europe 2015
- Antwerp Expo, Jan Van Rijswijcklaan 191
- BE-2020 Antwerpen, Belgium

Courier companies must have the full contact details for the recipient of the package: show name, stand number, hall number, company name, contact name & mobile number. We do advise you to use recorded delivery so that a signature is obtained. **Deliveries must take place between show hours as under no circumstances neither Antwerp Expo nor the Organiser will take responsibility for receiving the package for you**

ELECTRICITY

PLEASE NOTE THAT ELECTRICITY IS NOT INCLUDED IN THE STANDARD BOOTH PACKAGE & THIS IS COMPULSORY. Please make sure that you order a sufficient number of electrical sockets and proper wattage. The stand power will not be switched off. No electrical fittings are to be removed before 16:15 (4:15 pm).

RIGGING (SUSPENSIONS)

- Rigging is possible in most of the halls
- Rigging is only permitted above your stand and must comply with the maximum height of 5 metres from the ground floor in hall 4 and the higher part of hall 1 and 3.80 metres in the lower part of hall 1 and hall 2.
- All hanging must be done by the services of Antwerp Expo
- All rigging with require inspection that will have a fee

Maximum building heights are:

- Hall 4: 5.00 metres
- Hall 2: 3.80 metres
- Hall 3: 3.80 metres
- Higher part of Hall 1: 5.00 metres
- Lower part of Hall 1: 3.80 metres

For both of the above services, please refer to the online manual for ordering or contact:

Gielissen Exhibition & Event Services

Suzanne Dijkema
Exhibitor Coordinator
breakbulk@gielissen.nl
Phone: +31 20 581 1411

INTERNET ACCESS (ADSL high speed wired)

For ADSL high speed wired internet connection, please refer to the online exhibitor manual or contact:

Gielissen Exhibition & Event Services

Suzanne Dijkema
Exhibitor Coordinator
breakbulk@gielissen.nl
Phone: +31 20 581 1411

presentations, then it is highly recommended that you should purchase wired, high band with internet.

INTERNET ACCESS (Wi-Fi)

Wireless internet is **NOW** available free of charge throughout Antwerp Expo!
(Please note: Wireless internet is only suitable for the sporadic checking of e-mails and not guaranteed to work for large amounts of streaming data.)

Please note: In case internet is needed to stay on-line for a longer period of time or to do on-line

GRAPHICS, SIGNAGE, FURNITURE & FLORAL

Gielissen Exhibition & Event Services

Suzanne Dijkema, Exhibitor Coordinator
breakbulk@gielissen.nl
Phone: +31 20 581 1411

Please Note:

ORDER BEFORE THE SHOW! NO STOCK IS KEPT ON-SITE: ALL ON-SITE ORDERS WILL BE DELIVERED WITHIN 24 HOURS IF AVAILABLE AND WILL BE SUBJECT TO SURCHARGE.

DATA CAPTURE / LEAD RETRIEVAL DEVICES

Order Online: www.xpressleadpro.com
Use Show Code: BETC054
Questions? Please contact: 1-800-746-9734 or +1-508-743-0197 or nhutchison@cdsreg.com
Please note: NO REFUNDS PRIOR TO 30 DAYS OF SHOW OPENING

*Payment for Lead Retrieval / Data Capture needs are only available in US Dollar currency.

*Early & Advance order cancellations are subject to a **\$100.00 US dollars** cancellation fee

*Onsite orders limited to availability



*Order forms are available on the Breakbulk Europe Website.

HOTEL ACCOMMODATIONS

Lock in the lowest rates at the best hotels in Antwerp today!

Breakbulk has special hotel sleeping room rates throughout Antwerp, Belgium. By booking your hotel sleeping room through Travel Planners/OnPeak Housing Agent (the only official housing agent for Breakbulk Europe 2015), you can receive these exclusive benefits:

- Get the best hotel savings & service!
- First dibs on the most popular hotels
- Guaranteed lowest rates
- No booking or service fees
- Protection from scammers
- Knowledgeable agents are ready to take your calls
- Monday through Friday from 09:00 (9:00 am) - 17:00 (5:00 pm) Eastern Time

For more information & to book your rooms online, please visit:

www.breakbulk.com/breakbulk-global-events/breakbulk-europe-2015/hotel-accommodations
[+1 800 221 3531](tel:+18002213531), [+1 212 532 1660](tel:+12125321660) or breakbulk@tphousing.com.

EXHIBITOR APPOINTED CONTRACTOR (EAC) "NOTIFICATION"

In the best interest of our exhibitors, **Breakbulk** has selected certain suppliers (at rates considered equitable and normal for the area) as Official Contractors for various convention services. If you, the exhibitor, have contracted with any firm other than those appointed by **Breakbulk**, you must complete and return this form no later than **Monday, 31 March 2015**. In addition, it is your responsibility to inform your contractor of the rules governing exhibitor appointed contractors. EAC's are required to provide a certificate of insurance showing minimum liability of \$1 million USD per occurrence, combined single limit, for bodily injury, property damage; also workers compensation; naming **Gielissen Exhibition & Event Services, Breakbulk Events & Media** and **The Antwerp Expo**, as additional insured. EAC's must have all business licenses, work permits and insurance required by local City / State / Country governments and Facility Management before beginning work, and be able to provide Show Management with evidence of compliance. The following information is needed:

Exhibitor information needed:

Company
Contact(s)
Booth # & Name
Address, City, State (if applicable), Country, Postal/Zip Code
Phone #
Mobile #

Contractor appointed by exhibitor- information needed:

Company
Contact(s)
Address, City, State (if applicable), Country, Postal/Zip Code
Phone #
Mobile #

Services contracted: Please share details.

Send your EAC information above to the Exhibit Safety and Services Manager by **Friday, 03 April 2015**.

Attn: Kara Dao
eventservices@breakbulk.com

Please note **Breakbulk Events & Media** requires the Exhibit Safety and Services Manager to oversee all of the floor plan auditing requirements. This includes collection of all plans, visuals, risk assessments, method statements, structural calculations, environmental policies and public liability certificates. The Exhibit Safety and Services Manager will also provide all the paperwork based on the stand plans to the venue and local/government authorities when requested. The completion is when the stands are inspected on site in Antwerp.

MUSIC

Live music is not allowed during show hours. All exhibitors wishing to use live acoustic animations on their stand must get the permission of the Organiser first. Furthermore they must do it in accordance with the following regulation: the maximum sound level must not exceed 80 db(A)- in a 2.5 meter area surrounding each stand. A strict and permanent control will be assured throughout the exhibition to insure that the stipulated sound level is respected. The Organiser reserves all rights to terminate any violation of this regulation.



INSURANCE

The exhibitor and the contractors he may employ are obliged to take out adequate insurance against third party risks (with a minimum cover 1 million single occurrence USD /2 million aggregate USD, at their own costs) before the start of the exhibition and return the order form confirming details of your policy with a copy of your insurance policy (which MUST be in English) to:

Post/Mail:

Breakbulk US Opco Inc. (Breakbulk Events & Media)

Attn: **BB Europe certificate of insurance**

2 Penn Plaza East, 12th Floor

Newark, NJ 07105 USA

Email:

eventservices@breakbulk.com

Subject: **BB Europe certificate of insurance (COI)**

YOU MUST SEND A COPY OF YOUR INSURANCE POLICY / CERTIFICATE OF INSURANCE.

Exhibitor shall at their own expense maintain in effect throughout the Event including move-in and move-out days, and provide to Organizer **at least thirty (30) days** prior to move in to the Event a certificate of insurance showing that there is in effect:

- (i) a Commercial General Liability insurance coverage of not less than 1 million USD single occurrence/2 million aggregate USD combined limit for bodily injury and property damage, including coverage for personal injury, broad form contractual liability, operation of mobile equipment, product and liquor liability (where applicable)

and

- (ii) automobile liability insurance coverage of not less than 1 million USD combined single limit for bodily injury and property damage, including coverage for non-owned and hired vehicles, including loading and unloading operators, in which Organizer and the Event Facility are named as additional insureds. Exhibitor acknowledges that the certificate of insurance requirement in the foregoing sentence shall not be deemed waived, nor shall Exhibitor be relieved of its obligation to provide such certificate, even if Organizer provides Exhibitor with the benefits hereunder without having received such certificate from Exhibitor. Exhibitor also agrees to obtain and maintain in effect throughout the Event workers compensation and employers' liability insurance in such minimum amounts as are required by law or are otherwise consistent with prudent business practice. Exhibitor agrees to waive the right of subrogation of its insurance carrier against Organizer and the Event Facility to recover loss sustained for real and personal property."

INSURANCE (continued)

- Exhibitors who don't have an insurance against third party risks (with a minimum cover of 1 million single occurrence USD /2 million aggregate USD), will **NOT** be allowed to exhibit.
- The exhibitor takes part in the exhibition entirely at his own risk. The exhibitor indemnifies Breakbulk US Opco Inc. from and against all third party claims resulting from or related to any non- or improper performance attributable to the exhibitor or resulting or related to any tort committed by or attributable to the exhibitor.
- Breakbulk US Opco Inc. accepts no responsibility whatsoever for damages which the exhibitor may suffer as a result of his presence at or participation in the exhibition, including loss of, or damage to, the exhibitor goods.
- Breakbulk US Opco Inc. accepts no liability for any damage on whatsoever ground, unless the damage is a result of gross negligence or wilful misconduct of Breakbulk Events & Media or its managerial staff.

Breakbulk US Opco Inc. is not liable in cases of force majeure. Force majeure also sees to the situations where the improper or non-performance of Breakbulk US Opco Inc. is a result of (1) an improper or non-performance of suppliers (of goods or services) of Breakbulk US Opco Inc., (2) the material used by Breakbulk US Opco Inc. or by third parties, or (3) an improper or non-performance of the company who leases the exhibition space to Breakbulk US Opco Inc..

PARKING

Parking for exhibitors is **26.25 Euro per vehicle** inside the enclosure around the halls of Antwerp Expo. This is valid from **Tuesday, 19 May - Thursday, 21 May 2015**. Reservations can be made by ordering from the online manual or you can contact:

For questions, please contact:

Gielissen Exhibition & Event Services

Suzanne Dijkema

Exhibitor Coordinator

breakbulk@gielissen.nl

Phone: +31 20 581 1411

Parking tickets can be collected on site from the Exhibitor Service Desk at the rear of Hall 3. During the build-up and the dismantling of the exhibition, all exhibitors possessing their build-up pass can park freely inside the enclosure around the hall.

YOU CANNOT BLOCK ENTRANCE WAYS BETWEEN HALLS 1, 2, 3 and 4.

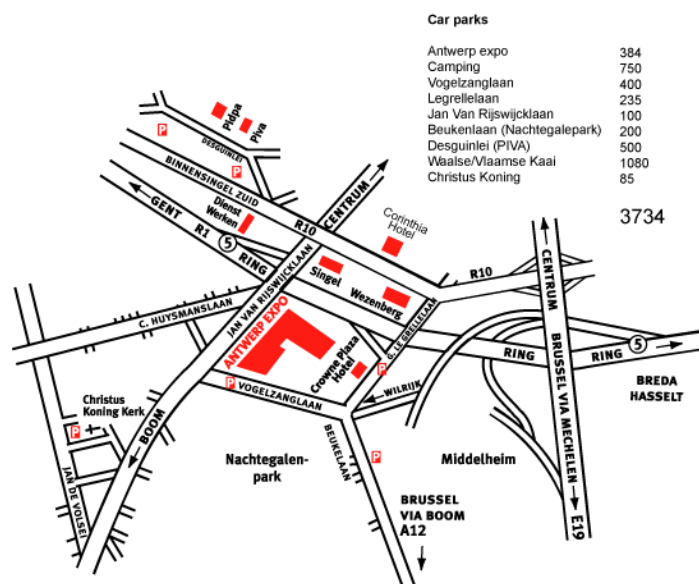
Parking for visitors: there are several parking areas around Antwerp Expo.

Please refer to 'ACCESS TO THE HALLS'-map of parking areas.

Free parking is available on **public roads** on Vogelzanglaan, Le Grellelaan and at several **car parks** in the area (Desguinlei, Beukenlaan).

You can pay to park in the **visitors' car park Vogelzang** next to Antwerp Expo (access via Vogelzanglaan).

There are **invalid parking spaces** for wheelchair users **at both entrances** of Antwerp Expo.



PHOTOGRAPHY (recommended local photographer by Breakbulk)

Mr. Bart Vercammen, Photographer
Bart Vercammen-klein
Phone: +32(0)476 72 10 27
bart@studiovercammen.be

POST OFFICE

The nearest post office is located:
Press shop Huysmans
Camille Huysmanslaan 113
2020 Antwerpen Belgium

LOCAL ANTWERP PRINTER (recommended local printer by Breakbulk)

Ms. Sophie Auwers
administratie@colorcopy2000.be
T: +32 3 244 10
www.colorcopy2000.be

SCOOTER

If you need rent an electronic scooter (due to an injury, disability or handicap), you can contact the following company. All arrangements and costs can be dealt directly with this company: www.scootmobiel.be/

TAXI RECOMMENDATION

Karel Oomsstraat 14, 2018 Antwerpen
T +32 3 238 38 38
www.antwerp-tax.be
info@antwerp-tax.be

VISA LETTER OF INVITATION

Exhibitors from some countries require a visa to enter Belgium. If you need a **visa letter of invitation**, please contact:

- **Ms. Joanna Lenck**, Breakbulk Registration & Customer Service Manager,
events@breakbulk.com

WASTE DISPOSAL

All exhibits and stand fitting materials must be cleared from the venue. Please note that waste removal is not free of charge and must be ordered separately. Space only stands must leave their space in the condition in which they found it. All rubbish (including carpets, adhesive, etc) must be removed from the stand. All products and installation that are not removed will be disposed by the Organiser and subsequently charged to the Exhibitor. To order removal of waste material, please refer to the online manual or contact:

Gielissen Exhibition & Event Services

Suzanne Dijkema
Exhibitor Coordinator
Email: breakbulk@gielissen.nl
Phone: +31 20 581 1411

PUBLIC ADDRESS SYSTEM

During show hours, the public address system cannot be used for exhibitors' or visitors' personal messages.

PUBLIC DISTRIBUTION / SPONSORING / SPECIAL EVENTS

All exhibitors are advised that unless they have a contractual agreement with the event organiser, all promotional activities are restricted to the limits of their stand. Under no circumstances can activities take place in the gangways; this includes the use of roaming individuals acting as promotional hostesses. If interested in sponsoring any aspect of **Breakbulk Europe Conference & Exhibition 2015**, please contact:

Mr. Adrian van Beuningen
Senior Sales Director, Event Process and Planning
Phone: +32 2 808 4355
avanbeuningen@breakbulk.com

VAT REFUND

Exhibitors can recover the VAT charged on a wide range of expenses, thereby cutting the cost of exhibiting. For further information please return order form or contact:

Quipsound

Janis Carter
Phone: +44 1959 561 717
Direct line from US: +1 402 697 7100
Fax: +44 1959 564740
j.carter@quipsound.com

Please note that you can also register on the website www.quipsound.com.

WATER (MAIN SUPPLY)

Please refer to the online manual or contact:

Gielissen Exhibition & Event Services

Suzanne Dijkema

Exhibitor Coordinator

breakbulk@gielissen.nl

Phone: +31 20 581 1411

All connections to the water supply must meet the local company (PIDPA) requirements

SECURITY

Security guards will patrol the entire exhibition. However, exhibitors should remember that exhibition halls are vulnerable places and should, therefore, take appropriate precautions against theft. Please refer to the section Security Advice. If you have any valuables we recommend you to hire security staff for your stand. This is your best guarantee against theft.

Breakbulk US Opco Inc. (Breakbulk Events & Media) is not responsible for any damages or losses of exhibitor goods, which the exhibitor may suffer as a result of his presence or participation at the exhibition.

To order security staff, please refer to the online manual or contact:

Gielissen Exhibition & Event Services

Suzanne Dijkema

Exhibitor Coordinator

breakbulk@gielissen.nl

Phone: +31 20 581 1411

Any incidents of theft must be reported to the Organisers immediately as well as to the police station to obtain a theft declaration for your insurance. The police station is located:

Politie Kiel

Sint-Bernardsesteenweg 111

2020 Antwerp

Phone +32 3 259 1711

- **Speak to the Organisers' security company for advice if you have specific concerns.** There is no lockable store for valuable items, such as computer equipment overnight. If you have valuable material on your stand (high-tech material such as plasma screens), make your own arrangements for the night.
- **Plan your arrival and departure from the venue during Build-up & Breakdown.** Ensure that there are at least two representatives setting up and dismantling your stand, so that the stand is never left unattended during these vulnerable periods. Plan to remove all products and portable items from your stand on the first evening of breakdown.
- **Book sufficient staff for your stand during the show.** This ensures it is always staffed. Do not ask a neighbouring exhibitor to watch over your stand while you go for a break. They may become busy and not be able to keep an eye on your stand. Never leave your stand unoccupied during the exhibit hours and wear your booth staff badges at all times during the exhibit hours.
- **Place a lockable cabinet on your stand.** Lock away brief cases, mobile phones, handbags, laptops, etc during the day, even when you are on your stand. If you get busy, you may not notice someone taking them. Please also check all lockable units on your stand before leaving them at night. Always keep the storage room closed and locked and never leave the keys in the locks.
- **Do not position desirable items at the front of your stand.** You may not always be able to keep an eye on them and they may be easily removed.
- **Avoid leaving your stand each evening before visitors are clear of the show.** Likewise, ensure your stand is fully manned by the show opening – remember, however, the halls are open each morning from 08.00 hrs for all exhibitors and their maintenance staff.
- **Report anything of a suspicious nature to the Organisers or security.** Leads can be followed up to avoid incidents of theft.



(RAW) SPACE ONLY STAND APPROVALS (does not apply to shell scheme stands)

Please send the drawings of your stand in **.pdf format** before **Friday, 03 April 2015**.

Ms. Kara Dao
Exhibit Safety and Services Manager
+1 301 739 0664
eventservices@breakbulk.com

Please note **Breakbulk Events & Media** requires the Exhibit Safety and Services Manager to oversee all of the floor plan auditing requirements. This includes collection of all plans, visuals, risk assessments, method statements, structural calculations, environmental policies and public liability certificates. The Exhibit Safety and Services Manager will also provide all the paperwork based on the stand plans to the venue and local/government authorities when requested. The completion is when the stands are inspected on site in Antwerp.

Please make sure you have received your stand approval from **the Exhibit Safety and Services Manager** before **Friday, 03 April 2015**. If we have not issued your stand approval before this date Breakbulk Events & Media has the right to change your stand. **Please note that you will receive a separate email from the Exhibit Safety and Services Manager regarding your stand design.**

Please see the document **"Additional information for space only exhibitors / stand builders"** for more information about stand construction and fitting regulations for space only stands. Please note that plans sent in by e-mail will be responded to quicker and do not send your plans to the Breakbulk Events & Media office.
