

WELCOME TO THE BIOBEURS

Dear Biobeurs exhibitor,

You will shortly be participating in _____
These booking forms allow you to
order all of the products and services you may need to make your participation in the exhibition a success.

How does this booking form work?

We want to make everything as easy as possible, so we've developed a digital booking form, on which all of the services and products offered by Brabanthallen 's-Hertogenbosch can be ordered easily. Please fill-in this form as completely as possible and send a signed copy back to our Service Desk.

- On the first page, you need to fill in all of your details. These details are automatically filled in for you on the subsequent pages.
- The last page of this document needs to be signed in order to indicate that you are entitled to place an order on behalf of your company.

Which forms can you find in this document?

In this document you will find the following forms:

- Stand construction
- Furniture
- Electrical connections
- Internet connections
- Water supply and drainage
- Parking
- Stand cleaning
- Waste
- Forklift

Questions?

contact the servicedesk on
+31 (0)73 629 39 00
or e-mail:
servicebalie@brabanthallen.nl



All prices stated are exclusive of VAT.
Subject to price changes and other amendments

To return this form to our Service Desk please complete the booking by ticking the 'Agree' check-box. After that you can send the form using the send button on the last page. The form will then automatically arrive at our Service Desk who will handle your booking with great care. You will always receive a confirmation of your order within 2 working days.

NOTE: If the PDF is automatically opened in a browser, the send button does not work, you must first save the PDF to your computer and open it with "Adobe" or "Adobe Acrobat DC"

We hope your preparation goes well and wish you every success for Biobeurs 2023.

GENERAL INFORMATION

Waste

Environmental protection in general and more specifically waste removal issues, have meant our venue takes concepts such as 'separation of waste' and 'the polluter pays' very seriously. That means that any rubbish you create whilst at our venue, has to be taken back with you to your own business. If you would like us to take care of removal for you, you can request this from our venue. Materials and rubbish left behind following the set-up or dismantling period, will be stored or disposed of by our venue as we see fit and at the expense and risk of the participant. Please also be advised that after the dismantling period, the stand area must be returned free of sticky tape.

Attaching Materials

Attaching materials to walls, ceilings, or the roof construction to hang up stand ceilings, stand awnings, brackets etc. is not permitted. If you would like to use hanging points, please request them from the Service Desk prior to the exhibition. Painting or sticking things to the walls and floors, hammering, drilling, tacking into walls or floors or damaging them in any other way is also not permitted. The cost of any damages to our venue will be charged to the exhibitor responsible.

Fire Safety

Our venue sets high standards for fire safety. In accordance with fire regulations, emergency exits must be kept free at all times and there fire extinguishers must be freely accessible. Further instructions can be found in the fire regulations document for our venue, that will be provided to the event organiser.

Emergencies

Our venue has a well-trained emergency response team that is called out to emergencies. In the event of an emergency, you should follow carefully any instructions you are given by these members of staff. You can recognise the staff members concerned by their retro-reflective safety vests.

Electricity

Equipment may only be connected to our venue's electrical circuit by our own technical staff or by an installation engineer that we've appointed specifically for that purpose. Exhibitors can construct the installation on the stand concerned themselves. However, this must be constructed properly and above all safely as described in the NEN 3140 standard. Technical staff from our organisation may visit your stand to check that the installation you have constructed complies with the aforementioned standard. Any instructions they give you must be followed at all times.

Noise

The projection of images, amplification of noise through speakers and any music played, must be set at a level that does not disturb those around you.

Internet

Would you like to show visitors your website or simply use the internet during the exhibition? Of course you can do that at our venue. During the Biobeurs, the organization provides a secure Wifi network for exhibitors.

SSID: **Biobeurs-standhouders**

Password: **stand2023**

Insurance

The venue cannot be held liable for theft, damage to stands, to goods or damages during transport. Exhibitors are advised to arrange their own insurance for this purpose.

Water

- Anyone using and/or applying water in any way whatsoever, may only access this water via a connection booked with our venue and provided by our in-house installer MTD Nederland BV.
- The installation and provision of a temporary drinking water supply is an integral part of management planning measures with regard the legal provisions for legionella prevention. Everyone must comply with this regulation.
- Obtaining water from tap points, such as fire hose reels, is strictly forbidden from a public health and fire safety point of view. It is also forbidden to bring water with you.
- All aerosol-forming equipment such as fountains, sprayers, showers, bubble baths, air humidifiers and atomizers are forbidden.
- Exhibitors should comply fully with any inspections carried out by the exhibition organisers, the venue and/or inspection agencies.

YOUR DETAILS

We kindly request that you have to return this digital booking form before _____

Event: _____

Company name: _____

Address: _____

Postcode: _____

Town: _____

Invoice adress: _____

Invoice Postcode en Place: _____

Contact person: _____

Telephone-number: _____

E-mail adress: _____

Your reference number: _____

Standnumber: _____

VAT-number: _____

STAND CONSTRUCTION

Event: _____

Company name: _____

Address: _____

Postcode: _____

Town: _____

Invoice Address: _____

Invoice Postcode en place: _____

Contact person: _____

Telephone-number: _____

E-mail address: _____

Your reference number: _____

Standnumber: _____

VAT-number: _____

Below you can indicate which stand construction we can provide for you.

If you have specific stand construction wishes, you can contact us by e-mail via: servicebalie@brabanthallen.nl

Description	Number per m2		Price per m2
Space only: Including: anthracite carpet **Exhibitor passes, valid for both days Excluded: electricity (mandatory), walls and furniture	_____	Please note: minimum of 12m2 Preferred stand number: _____	€ 135,00
Stand construction Comfort package: <i>Including:</i> - Walls (white). The walls are 2.5 meters high - Frieze list (white) - Attribution on frieze list (maximum 1 company) - 3kW electricity connection incl. power consumption. - Anthracite carpet. - Lighting (1 duo spot per 6m2) - **Exhibitor passes, valid for both days	_____	Please note: minimum of 6m2 Preferred stand number: _____	€ 175,00
Stand construction Superior package: <i>Including:</i> - Walls (white). The walls are 2.5 meters high - Frieze list (white) - Attribution on frieze list (maximum 1 company) - 3kW electricity connection incl. power consumption. - Anthracite carpet. - Lighting (1 duo spot per 6m2) - **Exhibitor passes, valid for both days - Counter - Low table with 2 chairs - Stand cleaning	_____	Please note: minimum of 6m2 Preferred stand number: _____	€ 210,00
Different carpet color: Green Blue			€ 1,75

Comfort & Superior package: Enter the exact name for the frieze list here:
 (Including 20 letters for comfort and superior package, extra letters €2.75 per letter)

**** Exhibitor passes:**

up to 25 m2	4 pieces
25 - 50 m2	6 pieces
50 - 100 m2	10 pieces
More than 100 m2	15 piece

STAND CONSTRUCTION

Event: _____

Company name: _____

Address: _____

Postcode: _____

Town: _____

Invoice Address: _____

Invoice Postcode en place: _____

Contact person: _____

Telephone-number: _____

E-mail address: _____

Your reference number: _____

Standnumber: _____

VAT-number: _____

Below you can indicate which stand construction we can provide for you.

If you have specific stand construction wishes, you can contact us by e-mail via: servicebalie@brabanthallen.nl

Description	Number	Price per table
Table on business square: <i>Included:</i> - Desk - 124x80x100cm - 3 sides closed, a top frame at 225cm height where a logo can be attached. - 1 exhibitor pass valid for both exhibition days	_____	€ 399,00
Presentation table (without stand construction): <i>Included:</i> - Pallet table - 200 x 80 x 92cm - a low wall on both sides - 3kW power connection & consumption - 2 exhibitors pass, valid for both exhibition days	_____	€ 750,00
Description	Number per m2	Price per m2
BioMechaTech square: <i>Included:</i> - Free stand space, fixed set-up. - Green carpet in stand - **Exhibitor passes valid for both days.	_____	€ 55,00
Substand holder: <i>Included:</i> - Webshop, name freeze list, name on the exhibitors list	_____	Price per exhibitor € 250,00
**Exhibitor passes: Up to 25 m2 4 pieces 25 - 50 m2 6 pieces 50 - 100 m2 10 pieces More than 100 m2 15 pieces		

FURNITURE

Event: _____

Company name: _____

Address: _____

Postcode: _____

Town: _____

Invoice Adres: _____

Invoice postcode en place: _____

Contact person: _____

Telephone-number: _____

E-mail address: _____

Your reference number: _____

Standnumber: _____

VAT-number: _____

Libéma works with reliable partners for hiring furniture. Didn't find what you were looking for? Then request a free quote via: servicebalie@brabanthallen.nl

Delivery:

Usually the furniture will be delivered during construction.

	Number	Description	Price
Brochure rack	_____	Height 171cm, width 26cm, depth 29,5cm.	€ 90,00
Counter (closed)	_____	White lockable counter. Height 100cm, Width 100cm, Depth 50cm.	€ 100,00
Bar stool	_____	bar stool with backrest, chrome legs and black seat.	€ 35,00
Plastic design chair	_____	Plastic chair with back and armrest.	€ 9,99
White standing table	_____	Standing table 80x80cm.	€ 55,00
White sitting table	_____	White sitting table 160x80	€ 60,00

ELECTRICITY CONNECTIONS

Event: _____

Company name: _____

Address: _____

Postcode: _____

Town: _____

Invoice Address: _____

Invoice postcode en place: _____

Contact person: _____

Telephone-number: _____

E-mail adress: _____

Your reference number: _____

Standnumber: _____

VAT-nummer: _____

You can specify the type of electrical connections you need below.

Raised floor: Yes No

Number	Description	Price
_____	Day power 16A/230V max. 3kW & three-way connection. (2-day event)	€ 175,00
_____	Day power heavy supply 16A/400V max. 9kW exclusive distribution box (2-day event)	€ 350,00
_____	Day power heavy supply 32A/400V max. 18kW exclusive distribution box (2-day event)	€ 465,00
_____	Day power junction box 3 groups including 16 Amps 9kW (2-day event)	€ 523,25
_____	Day power junction box 6 groups including 32 Amps (2-day event)	€ 647,30
_____	Extension cable 220V (10 metres)	€ 25,00

- Should you require extra electrical connections, changes or additional work on the first set-up day or during the exhibition, we will have to charge an extra € 74.00 per hour for this service. In addition it should be noted that the technical department is not on-site continuously.
- All materials remain the property of Libéma.
- Libéma is not responsible for damages due to system faults or failures.

INTERNET CONNECTIONS

Event: _____

Company name: _____

Address: _____

Postcode: _____

Town: _____

Invoice Adres: _____

Invoice postcode en place: _____

Contact person: _____

Telephone-number: _____

E-mail adress: _____

Your reference number: _____

Standnumber: _____

VAT-number: _____

You can specify the type of internet connections you would like us to provide for you below.

Number	Description	Price
_____	Cable internet connection 5/5 Mb	€ 425,00
_____	Cable internet connection 10/10 Mb	€ 799,00
_____	Cable internet connection 20/20 Mb	€ 1450,00

- During the Biobeurs, the organization provides a secure Wifi network for exhibitors.
SSID: **Biobeurs-standhouders**
- It is not allowed to create your own wireless network in the stand. Wireless routers may not be used on the stand. This causes interference with nearby stands. Libéma always reserves the right to turn off wireless networks that cause interference.
- Any resulting damage cannot be recovered from Brabanthallen 's-Hertogenbosch.

WATER CONNECTIONS

Event: _____

Company name: _____

Address: _____

Postcode: _____

Town: _____

Invoice Adres: _____

Invoice postcode en place: _____

Contact person: _____

Telephone-number: _____

E-mail address: _____

Your reference number: _____

Standnumber: _____

VAT-number: _____

You can indicate below whether you will require a temporary water supply. Please read the document containing general information regarding the rules for water supply.

Number	Code	Description	Price
_____	100	Main water connection (supply and drainage pipe for dishwasher/rinsing machine), includes connection of one appliance	€ 294,50
_____	101	Main water connection (supply and drainage), includes connection of one appliance	€ 290,00
_____	102	Main water connection (supply only), including connection of one appliance	€ 210,00
_____	105	Extra (appliance) connection on code 101 or 102. Maximum of 2 appliances and 3 meters from main connection.	€ 109,50

PARKING

Event: _____

Company name: _____

Address: _____

Postcode: _____

Town: _____

Incoice Adres: _____

Invoice postcode en place: _____

Contact person: _____

Telephone-number: _____

E-mail adress: _____

Your reference number: _____

Standnumber: _____

VAT-number: _____

During the event period, parking tickets are required to be able to leave the site.

Number	Description	Price
_____	Single exit cards, one-time use (daily rate)	€ 8,27
_____	Parking subscription valid for the whole exhibition period (2 day event)	€16,00

- Parking tickets can be collected from the first day of construction at the service desk of our accommodation.
- Parking on the premises of Brabanthallen 's-Hertogenbosch is at your own risk.
- It is not allowed to leave your car in the parking lot at night.
- The parking passes do not entitle you to a reserved parking space.

STAND CLEANING

Event: _____

Company name: _____

Address: _____

Postcode: _____

Town: _____

Invoice Address: _____

Invoice postcode en place: _____

Contact person: _____

Telephone-number: _____

E-mail address: _____

your reference number: _____

Standnumber: _____

VAT-nummer: _____

If you have specific cleaning requirements, please contact us via servicebalie@brabanthallen.nl

Package	Description	Activities	Number m ² stand	Price per m2
Package 1	Stand cleaning once before opening on 1st event day	Vacuuming the carpet and emptying of rubbish bins in the stand.	_____	€ 2,50
Package 2	vacuuming (2-day event)	Vacuuming the carpet and emptying of rubbish bins in the stand.	_____	€ 2,50

WASTE PROCESSING

Event: _____

Company name: _____

Address: _____

Postcode: _____

Town: _____

Invoice Address: _____

Invoice postcode en place: _____

Contact person: _____

Telephone-number: _____

E-mail address: _____

Your reference number: _____

Standnumber: _____

VAT-number: _____

Description:	Number	Price
Container for wood (1 m³)	_____	€ 60,00
Container fr paper and cardboard (1m³)	_____	€ 45,00
Containerfor general waste (1 m³)	_____	€ 65,00
Plastic rubbish bag (70L) incl. waste disposal	_____	€ 5,00

- Containers will be delivered to your stand. Plastic bags can be collected from the service desk.
- Also, you are advised that you must leave your stand space clean. This also means cleaning the floor to the state in which it was found.
- Materials and waste that remain after the construction or dismantling period will be stored or disposed of by our accommodation at our sole discretion and at the expense and risk of the participant.

FORKLIFT & AERIAL WORK PLATFORM

Event: _____

Company name: _____

Address: _____

Postcode: _____

Town: _____

Invoice Address: _____

Invoice postcode and place: _____

Contactperson: _____

Telephone-number: _____

E-mail adress: _____

Your reference number: _____

Standnumber: _____

VAT-number: _____

Below you can find a forklift with a lifting weight of up to 2.5 tons or a aerial work platform.

		Time indication or part of the day	Driver		Aerial work platform	Forklift
Date set-up	_____	_____	Ja	Nee		
	_____	_____	Ja	Nee		
Date dismantle	_____	_____	Ja	Nee		
	_____	_____	Ja	Nee		

** You indicate your preference with the time indication. However, you must always report to the Brabantallen s'-Hertogenbosch Service Desk to definitively agree on when the forklift will be available to you.*

Contact person for the forklift support on site: _____

Contact phone number: _____

Rates:	Price
First 15 min.	€ 57,50
Following, per 15 min.	€ 47,50
Hire half day (4 hours)	€ 250,00
Hire all day (8 hours)	€ 450,00
Driver, per 30 min.	€ 60,00

You indicate your preference with the time indication. However, you must always report to the Brabantallen s'-Hertogenbosch Service Desk to definitively agree on when the forklift will be available to you.

Our accommodation is protected by you to damage to your goods as a result of loading/unloading with the forklift or aerial work platform.

PAYMENT

After the exhibition the invoice will be sent containing the total costs of all orders and any additional orders at the exhibition. The term of payment of the invoice is 'within 14 days after the date of invoice'.

In case the company is not situated in the Netherlands, the VAT number can be written in the box below. The Dutch VAT calculation can then be omitted when invoicing. In case the VAT number is not filled in, or the data is not complete, we are forced to fully charge the VAT.

VAT number:

- The payer does not have any rights to repayment.

Digitale signature

The undersigned declares that he/she is authorised in the capacity of his/her role to sign this order and/or direct debit instruction. When the box below is filled in, you agree to the general exhibitor and exhibitor conditions (see next pages). You can then send the document directly to servicebalie@brabanthallen.nl via the send button

I agree

☐

If the 'send' button does not work, see how the PDF is opened, if this is in the browser than you have to save it to your computer and open it with 'Adobe' or 'Adobe Acrobat DC'.

You can also choose to send the completed PDF as an attachment to:
servicebalie@brabanthallen.nl