



Participants Technical Guide

September 19th – 20th, 2018

Square - Brussels Meeting Centre
rue Mont des Arts,
1000 Brussel
Belgique
www.square-brussels.com

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CONTACTS

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advanced business events
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 92513 Boulogne cedex - France
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EVENT SCHEDULE & AGENDA

The schedule is given on an indicative basis, the definitive timetable will be given with your BtoB meetings agenda.

Wednesday, September 19th (Square Brussels Meetings Centre)	Thursday, September 20th (Square Brussels Meetings Centre)
08.00am – 09.00am : Welcoming of exhibitors 08.30am – 12.30pm : Plenary conference 02.00pm – 06.00pm : One-to-one meetings & Workshops	08.00am – 09.00am : Welcoming of exhibitors 09.00am – 12.30pm : One-to-one meetings & Workshops 02.00pm – 05.00pm : One-to-one meetings & Workshops

	Tuesday, September 18	Wednesday, September 19	Thursday, September 20
Set up hour	02.00pm / 06.00pm	08.00am / 01.00pm	
Cocktail Reception	07.00pm / 09.00pm		
Move-out			05.00pm / 08.00pm

RECEPTION DESK

Upon arrival at the Exhibition Center, all participants must go to the reception desk and collect their participant folders. The participant folder contains the following items

- Your Schedule of Meetings
- Your Name Badges
- Your Floor Plan & More





BOOTH SET-UP

Set up time will be running from **2:00 PM to 6:00 PM on Tuesday, September 18, 2018**. For exhibitors unable to make it on Monday, it is recommended to arrive at the Exhibition Center at **8:00 AM on Wednesday, September 19** to complete the set up and personalization of their booths.

Aerospace Summit Brussels offers hard walled booths. **We strongly recommend you to bring graphics to customize your space**, or order custom-printed wall and fascia panels for a more professional appearance. Noisy machines or sound systems are not allowed. Also ensure that all equipment and graphics you'll bring can actually fit in your booth.

BOOTH DETAILS

Each wall panel measures 1m (3.3ft) wide and 2.5m (8.2ft) high. Exhibitors are welcome to bring pop-up stands, rollups and other graphics as long as they fit within the dimensions of the selected booth and do not stick out.

TABLE PACKAGE	BASIC PACKAGE 4sqm (2x2)	DELUXE PACKAGE 8sqm (4x2)
		
<ul style="list-style-type: none"> ✓ 1 table ✓ 2 chairs 	<ul style="list-style-type: none"> ✓ 1 table ✓ 3 chairs ✓ 1 fascia board ✓ 1 electric outlet ✓ Lights and carpet 	<ul style="list-style-type: none"> ✓ 2 tables ✓ 6 chairs ✓ 1 fascia board ✓ 1 electric outlet ✓ Lights and carpet
PREMIUM PACKAGE 12sqm (6x2 ou 3x4)		
		
<ul style="list-style-type: none"> ✓ 2 tables ✓ 6 chairs ✓ 1 fascia board ✓ 1 electric outlet ✓ Lights and carpet 		

In order to customize your space, we strongly recommend you to bring graphics. You must bring necessary materials to hang or paste your graphics (chains, adhesives and so forth). **It is strictly forbidden to drill into the panels.** Your booth is equipped with an electric outlet. You must bring multiple outlets if you're planning to use several devices.

ADDITIONAL FURNITURE

• **Default furniture:**

Our official supplier, « Lign'Expo » offers an entire range of furniture & equipment. You may trade your default furniture or order additional equipment at your own cost.

• **How to place an order?**

To trade your default furniture or order additional equipment: simply complete the appropriate booking form provided in annexes at the end of this document [[click here](#)].

ALL ORDERS MUST BE SUBMITTED BEFORE WEDNESDAY 12 SEPTEMBER, 2018.

► **Contact:**

Isabelle HELAYEL
Tel. : + 33 05 62 75 97 85
isabelle@lignexpo.com

TECHNICAL SERVICES (i.e. power, water, handling, video)

For all technical orders, not included in your package, you must contact the person below :

Services	Contact
<ul style="list-style-type: none">* any requirement related to power supply* water supply* phone supply and IT* slings	GL Events Brussels Charles-Alexandre LACHAPELLE Tel: +32 2 515 13 45 M: +32 476 96 92 37 charles-alexandre.lachapelle@square-brussels.com

ALL ORDERS MUST BE SUBMITTED BEFORE SEPTEMBER 07, 2018.

EATING AREAS

COFFEE BREAK

Complementary hot and cold beverages will be offered to all the participants on **September 19 & 20, 2018**, from 08.00am to 10.00am and 02.00pm to 04.00pm.

COCKTAIL GALA

A cocktail, offered to all the BtoB Meetings participants, will be held on **September 18th**, at 07.00pm. The place will be given later on your invitation.

INTERNET

You will access to a free WIFI connexion on site

CONFERENCES & WORKSHOPS

If you are leading a workshop the conference room will be fully equipped: projector, screen, microphone...

If you are not planning to bring your own laptop and have other queries, please let us know.

For all your queries and concerns please contact Marianne BOHSSEIN at:

mbohssein@advbe.com or **+33 1 41 86 41 98**

SHIPPING

Be sure to have your materials delivered from **September 18, 2018**. **Any earlier deliveries will not be handled**. Send them to the address below and **add the name of the event as well as your company name** on the label:

"AEROSPACE SUMMIT BRUSSELS"
"[Company's name]"
Square - Brussels Meeting Centre
rue Mont des Arts,
1000 Brussel
Belgique

Materials Delivery date: from **September 18, 2018**

Materials Pick-up: **September 20, 2018 (closing)**

Contact on site : **Marion LUC – +33 5 32 09 20 07**

MOVE-OUT

Exhibitors must have all their materials and equipment cleared from the booths by **5:00 PM on Thursday, September 20**. **Your materials and equipment must be picked up by your outbound carrier by 5:30 PM on September 20** from the Exhibition Center.

NOTE: you are recommended to attend all your belongings at all times. ABE/BCI Aerospace shall not be responsible for any damage caused to your equipment or theft. Any materials or equipment left or unattended by **Friday, September 21 at 09.00am**, could be taken to a place the organizer deems appropriate at the participant cost and risk.

FLIGHTS – TRAINS - TAXIS

→ FLIGHT / TRAIN

Brussels airport :

How to reach the city center from the Airport?

Brussels Airport is located at about 15km from the city center.

The city center can be reached in ± 15 to 40 minutes by:

- Car
- Train
- Public transportation
- Taxi

(More information on the sections below)

Website of airport : [here](#)

The easiest way to reach the city center from the airport :

⇒ The airport has got a underground gare station at level -1. You can take a train that reach the city center in 15min between 5.30am to 00am every day.

You have to select the station : Bruxelles-Nat-aéroport => Gare Centrale

Schedules and infos : [website](#)

Indicatif rate : €9

⇒ A lot of taxis are out of the airport

Indicatif rate : €45

From Gare Central to the Square – Brussels Meeting Centre : only 4min by walk

→ METRO

Metro lines 1 et 2

Tramway lines 38, 63, 65, 86

→ CAR

If you want come in the Square – Brussels Meeting Centre by car, they are two mains parking with more of 1700 of parking places.

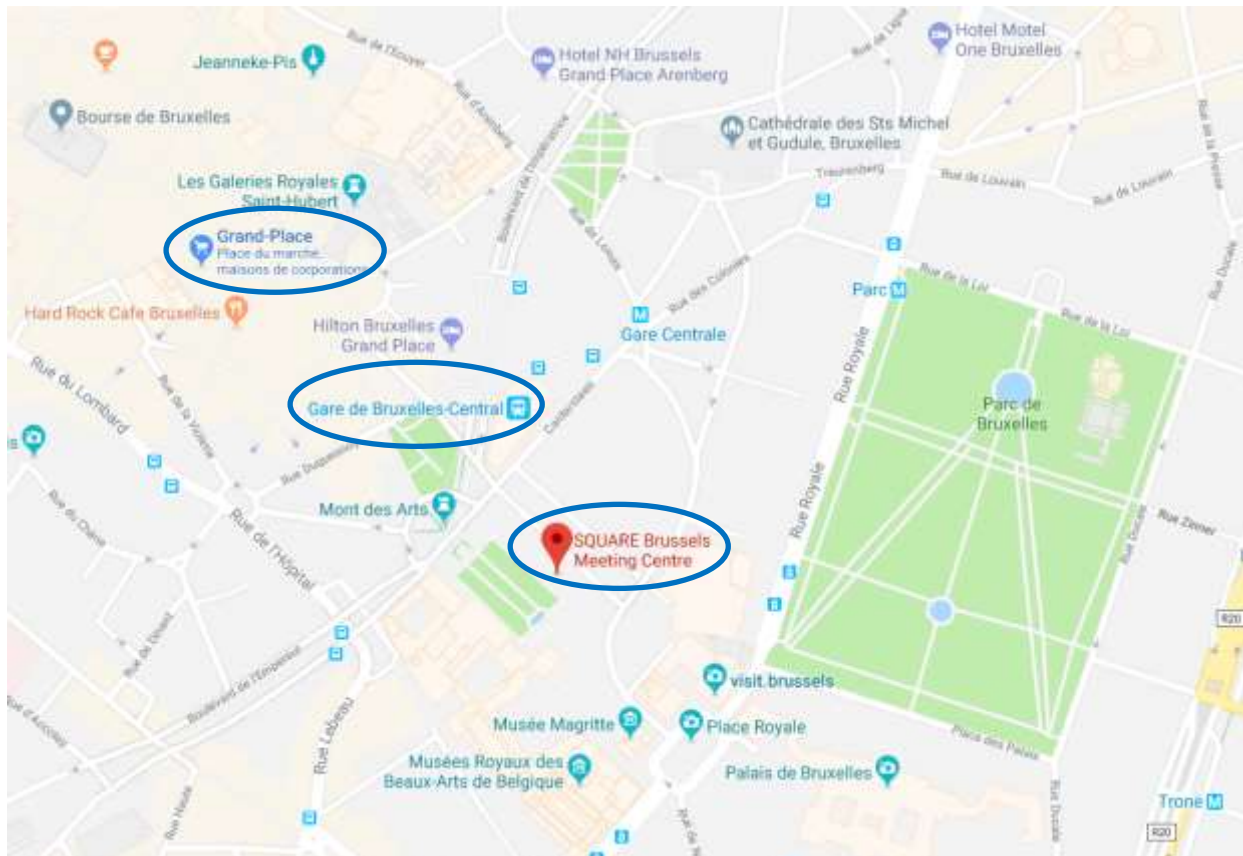
- The Albertine parking is the closest : it is located just under the Square (level -3) with a direct access from the parking inside to the congress center. More details: [here](#)
- The Grand Place parking is located at only few minutes by walk. More details : [here](#)



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HOTELS



Our Revolugo partner and all their team propose to you different hotels with special rates close to Aeromart Toulouse in order to enjoy your stay.

Please, click [here](#) to book online !

If you wish have more details on the hotels rates, and for group booking, don't hesitate to contact the special main travel planner.

per email ou per phone :

benjamin@revolugo.com - +33 781 15 5354

ANNEXES

MOBILIER DE BASE : DEMANDE COMPLEMENTAIRE

Envoyez-nous ce document : Par fax. 05 62 75 99 39 ou par e-mail : isabelle@lignexpo.com

Société		N° de stand	
Contact		E-mail	
Adresse			
Tél.		Fax.	

ARTICLE	VISUEL	REF.	PREX HTU	QTÉ	TOTAL HT
CHAISE VALENTINE		1224	15,00 €		
TABLE NOIRE Ø80 cm		80949	60,00 €		
TABLE NOIRE 110 X 70		8021	45,00 €		
TABOURET NOIR		4210	30,00 €		
COMPTOIR NOIR		8011	90,00 €		
PRÉSENTOIR MARINE VERTICAL		4036	55,00 €		
COMPTOIR VITRINE ALU		810	180,00 €		
VITRINE HT 180 X 50 X 50		850	190,00 €		
VITRINE HT 180 x 100 x 40		860	250,00 €		
KIT CHAMPAGNE <small>incluse: 1 réfrigérateur 110L + 3 Champagne brut (75cl) + 1 jus d'orange (1L) + 1 Perrier (75cl) + 1 eau minérale (1,5 L) + 1 lot spérbifs salés + 100 gobelets + 24 flûtes Champagne plastique - également disponibles KIT VITIS et KIT SANS ALCOOL</small>		2000-1	195,00 €		
FONTAINE A EAU <small>incluse: 1 fontaine à eau fraîche et tempérée + 2 bonbonnes (18,9L) + 200 gobelets</small>		1500	130,00 €	CAUTION 300,00 €	
MACHINE À CAFÉ		0401	200,00 €	CAUTION 350,00 €	
Date - Signature - Bon pour accord - Cachet commercial			TOTAL HT		
			T.V.A 20,00%		
			TOTAL T.T.C (**)		
			(**) Conditions de règlement Aucune commande ne sera prise en considération, si elle n'est pas accompagnée du règlement à l'ordre de LIGN'EXPO		