



**EuroBrake 2018**  
**Conference & Exhibition**  
**Exhibitor Manual**

World Forum The Hague, Netherlands  
22-24 May 2018

# Exhibitor Manual

World Forum, The Hague, Netherlands  
22-24 May 2018

## Table of Contents

<b>Section 1: GENERAL INFORMATION .....</b>	<b>5</b>
Venue and staff contacts .....	5
Accommodation.....	5
Maritim Hotel Contact .....	<b>Error! Bookmark not defined.</b>
Dates .....	6
Exhibition Timetable at a Glance .....	5
Evening Events .....	7
Smoking .....	7
<b>Section 2: EXHIBITION FLOOR PLAN, LIST OF EXHIBITORS &amp; SCHEDULE .....</b>	<b>8</b>
Floor Plan .....	8
<b>Section 3: EXHIBITION SERVICES .....</b>	<b>9</b>
Registration/Badges.....	9
Delivery .....	<b>Error! Bookmark not defined.</b>
Collection of Goods.....	<b>Error! Bookmark not defined.</b>
Carrying Capacity .....	<b>Error! Bookmark not defined.</b>
Parking .....	11
<b>Section 4: OFFICIAL CONTRACTORS .....</b>	<b>12</b>
Stand Construction, Stand Fittings & Furniture Hire .....	12
Fascia Inscription for Shell Stands.....	12
Fascia Inscription with Printed Logo .....	12
Logistics Partner.....	13
Stand Cleaning .....	13
Electricity Supply.....	13
Hostesses & Security.....	14
Catering.....	14

# Exhibitor Manual

World Forum, The Hague, Netherlands

22-24 May 2018

<b>Section 5: TECHNICAL INFORMATION .....</b>	<b>15</b>
Electricity Connections .....	15
Exhibition Hall .....	15
Floor .....	15
Damage to Premises, Fixtures Fittings and Shell Scheme.....	15
Loading Doors .....	15
Building Heights .....	15
Stand Design .....	16
<b>Section 6: RULES &amp; REGULATIONS .....</b>	<b>17</b>
Terms & Conditions .....	17
Insurance .....	17
Promotional Activities.....	17
Special Effects .....	17
General Fire Regulations.....	18
Damage to the Premises .....	18
Disposal of Material .....	18
Hanging of Posters, Banners etc. ....	18
Fire Precautions .....	18

# Exhibitor Manual

World Forum, The Hague, Netherlands  
22-24 May 2018

Dear EuroBrake 2018 Exhibitor,

This Exhibitor Services Manual contains important information and is designed to assist you in preparing for the EuroBrake 2018 Exhibition. The Exhibition will be held in World Forum, The Hague, Netherlands from 22-24 May 2018.

Please take a few minutes to read the information in this manual as it has been designed to assist you with your participation at EuroBrake.

The floor plan has been designed to maximise your exposure to the delegates with lunches, coffee breaks and the Welcome Reception taking place in the Exhibition Area.

For your convenience the manual has been divided into sections:

<b>Section 1</b>	General Information
<b>Section 2</b>	Exhibition Floor Plan, List of Exhibitors
<b>Section 3</b>	Exhibition Services
<b>Section 4</b>	Official Contractors
<b>Section 5</b>	Technical Information
<b>Section 6</b>	Rules & Regulations
<b>Section 7</b>	Order Forms & Equipment

We will be happy to assist you with any additional services that you may require.

We look forward to welcoming you in May.

Best regards,

**Leila Silva**  
**EuroBrake 2018 Exhibition and Sponsorship Lead**

# Exhibitor Manual

World Forum, The Hague, Netherlands  
22-24 May 2018

## Section 1: GENERAL INFORMATION

### Dates

Tuesday 22 May – Thursday 24 May 2018

### Venue

World Forum  
Churchillplein 10, 2517 JW  
Den Haag,  
Netherlands  
<https://www.worldforum.nl/en>

### Conference Organiser

FISITA UK Limited  
29 M11 Business Link  
Stansted  
CM24 8GF  
Phone: +44 (0) 1279 883 470  
Email: [info@eurobrake.net](mailto:info@eurobrake.net)  
[www.eurobrake.net](http://www.eurobrake.net)

### Project Management (registration, exhibition, sponsorship and advertisement)

Leila Silva, FISITA  
Phone: +44 (0) 1279 883 474  
Email: [l.silva@fisita.com](mailto:l.silva@fisita.com)

### Accommodation

EuroBrake participants can reserve hotel accommodation at special discounted rate via our hotel partners.

Rooms are available at the conference hotel (Novotel Hotel The Hague) and at alternative hotels in the city, all conveniently located for the conference centre.

**Please note only hotels recommended by us are recommended.**

#### The Hague Marriott Hotel – 4.5 Star

Johan de Wittlaan 30,  
The Hague 2517 JR  
Netherlands  
Tel: +31 70 352 5354  
Fax: +31 70 352 5353

#### Link:

<https://goo.gl/1Lxsb1>

#### Crowne Plaza Den Haag – Promenade

Van Stolkweg 1,  
2585 JL The Hague  
Netherlands  
Tel: +31 70 352 5161

#### Link:

<https://goo.gl/e7AeuU>

# Exhibitor Manual

World Forum, The Hague, Netherlands  
22-24 May 2018

## Exhibition Timetable at a Glance

Delivery of goods cannot be accepted at this venue please use: Valverde - T +31206538555   <a href="http://www.valverde.nl">www.valverde.nl</a>   <a href="mailto:michael@valverde.nl">michael@valverde.nl</a>		
<b>Exhibition set up (SPACE ONLY exhibitors)</b>	Monday 21 May & Tuesday 22 May	16:00 start until 23:30 08:30 start until 11:00  <b>Booth must be ready by 11:00 on Tuesday 22 May</b>
<b>Exhibition set up (SHELL SCHEME exhibitors)</b>	Tuesday 22 May	08:30 start  <b>Booth must be ready by 11:00 on Tuesday 22 May</b>
<b>ATTENTION:</b> Exhibitors must finish set up by 11:00 on Tuesday 22 May due to the opening of registration shortly after.		
<b>Exhibition opening times</b>	Tuesday 22 May	11:30-19:30
	Wednesday 23 May	*08:30-18:00
	Thursday 24 May	*08:30-16:30
<b>Dismantling/Breakdown</b>	Thursday 24 May	15:30-22:00
Dismantling of the stands before the official closing of the exhibition IS NOT PERMITTED. Please note the FAILURE TO VACATE section under the Insurance heading found in the terms & conditions and this document		

\*Exhibitors can gain access from 08:00 on Tuesday 22 May and 07:00 on Wednesday 23 May

### Please note:

- Empty crates and packaging materials must be removed after set-up and no later than 11:00 on Tuesday 22 May.
- All aisles must be clear of exhibits and packaging materials to enable cleaning.
- Any equipment, display aid or other material left behind after 20:00 on Thursday 24 May will be considered discarded and abandoned.

# Exhibitor Manual

World Forum, The Hague, Netherlands  
22-24 May 2018

## Evening Events

### Welcome Reception – Sponsored by NUCAP

On Tuesday 22 May the Welcome Reception will be held in the Exhibition area, from approximately 18:00-19:30. Please can exhibitors remain with their stands during this time.

Cost: Free of charge for all EuroBrake participants

### EuroBrake Dinner – Sponsored by Brembo

On Wednesday 23 May, you are cordially invited to the EuroBrake Dinner which will take place at the Atlantic Room, World Forum from 19:10-22:30. You must select you wish to attend the dinner when placing your registration.

Cost: Free of charge for all delegate and exhibitor pass holders.

Each exhibition package includes at least one delegate pass and one exhibitor pass (the number of passes vary according to the package you booked).

Delegate pass **can** attend the EuroBrake dinner if pre-selected during the registration process.

Exhibitor pass **can** attend the EuroBrake dinner if pre-selected during the registration process.

Visitor pass holders **does not** include entry to the EuroBrake dinner, tickets can be purchased separately.

It is **not** possible to buy additional exhibitor passes, if you require more exhibitor passes you will need to purchase a visitor pass.

Additional delegate and visitor passes can be purchased from [www.eurobrake.net/registration/register-evf](http://www.eurobrake.net/registration/register-evf).

Registration will open in January 2018. Please turn to page 9 to see a brief explanation of what is included in the different passes.

### Farewell Reception

On Thursday 24 May, you are cordially invited to the Farewell Reception which will take place at the Amazon Foyer on the 1<sup>st</sup> floor from 15:30-17:00.

Cost: Free of charge for all EuroBrake participants

## Smoking

Smoking is not permitted at the venue.

# Exhibitor Manual

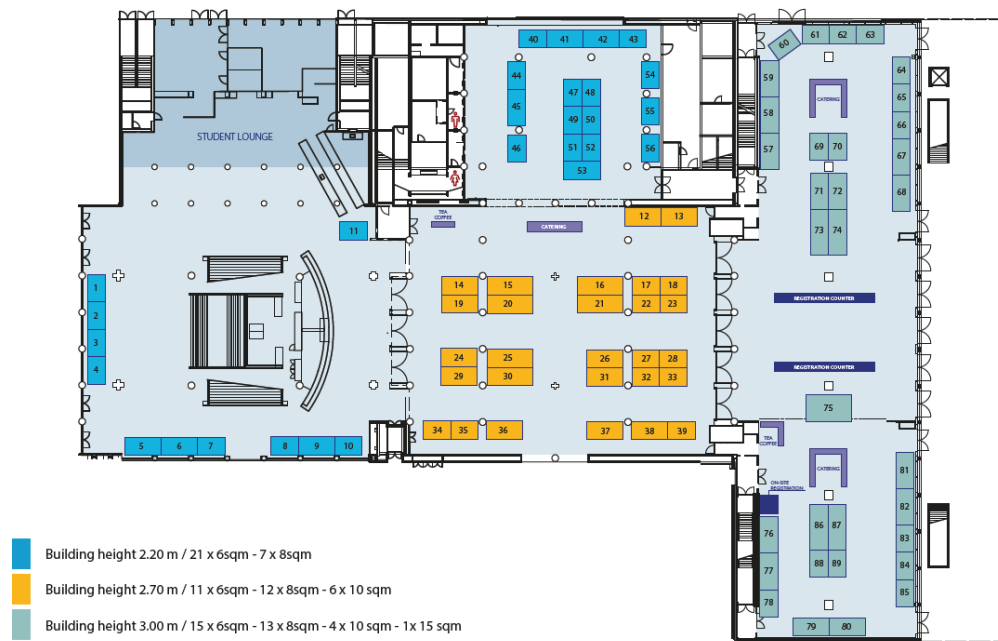
World Forum, The Hague, Netherlands  
22-24 May 2018

## Section 2: EXHIBITION FLOOR PLAN, LIST OF EXHIBITORS & SCHEDULE

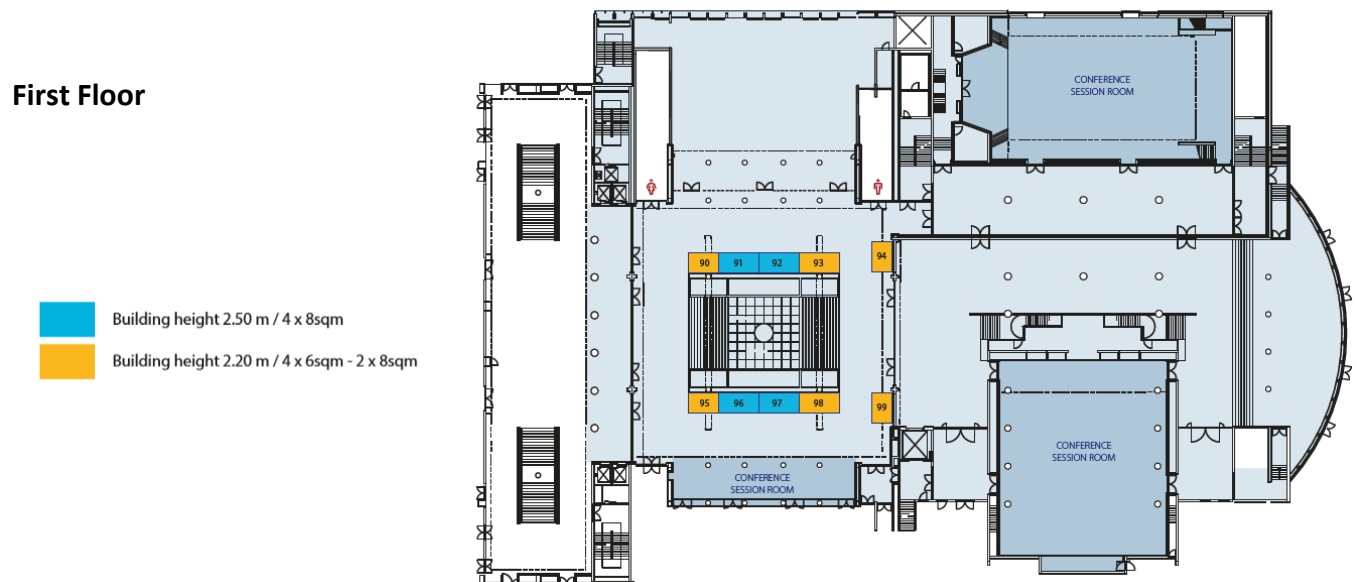
### Floor Plan

The marked purple squares are catering tables where refreshments and lunches will be served.

### Ground Floor



### First Floor





# Exhibitor Manual

World Forum, The Hague, Netherlands  
22-24 May 2018

## Section 3: EXHIBITION SERVICES

### Registration/Badges

Each standard exhibitor package includes one complimentary delegate registration and at least one complimentary exhibitor registration. The numbers of exhibitor passes will vary according to the package each exhibitor has booked. It is not possible to buy additional exhibitor passes. Additional delegate and visitor passes can be purchased from [www.eurobrake.net/registration](http://www.eurobrake.net/registration).

#### Delegate pass includes: -

- Admission to all Plenary and Technical Sessions (oral and poster presentation)
- Admission to the Exhibition
- Refreshments
- Lunches
- Admission to Welcome and Farewell Receptions
- Entry to the EuroBrake Dinner
- Conference proceedings (USB stick)
- Conference bag

#### Exhibitor pass includes:-

- Admission to the Exhibition
- Refreshments
- Lunches
- Admission to Welcome and Farewell Receptions
- Entry to the EuroBrake Dinner
- Conference bag

#### Visitor pass includes:-

- Admission to the Exhibition between 22 - 24 May. Expo only passes are available for all three days or individual days of the event.
- Refreshments
- Lunches

# **Exhibitor Manual**

World Forum, The Hague, Netherlands

22-24 May 2018

**You will be sent specific information on how to register for your complimentary passes in an email communication once registration has opened.**

# Exhibitor Manual

World Forum, The Hague, Netherlands  
22-24 May 2018

## Delivery and Collection of Goods:

No goods may be delivered / collected directly to / from World Forum The Hague. All goods must be coordinated via Valverde the logistics company for EuroBrake.

Valverde B.V.

[www.valverde.nl](http://www.valverde.nl)

[info@valverde.nl](mailto:info@valverde.nl)

T: +31 20 653 8555

F: +31 20 653 7658

No goods will be accepted at the venue. Please contact Valverde directly regarding your logistics. You will also find more information attached to this email.

## Loading and unloading

Parking coordinators will be outside the venue to ensure smooth access to the venue for your safety and security.

## Parking

World Forum has its own parking facilities. Parking is only based on availability. Exit tickets can be purchased at the reception or at the machines in the parking garage (payment per hour € 3,75 with a maximum of € 14,00 per day).

No cash payments possible. Trucks are not allowed to park at the World Forum The Hague premises, please make sure to remove your vehicle from the service yard after having (un)loaded.

# Exhibitor Manual

World Forum, The Hague, Netherlands  
22-24 May 2018

## Section 4: OFFICIAL CONTRACTORS

### Stand Construction, Stand Fittings & Furniture Hire

cubicworx GmbH has been contracted as the official stand builder.

cubicworx GmbH  
Hermann-Mende-Straße 4,  
D-01099 Dresden  
Germany  
Phone: +49 (0) 351 40752255  
Fax: +49 (0) 351 40752266

Contact: Kristin Kremer (Managing Director)

Email: [kongress@cubicworx.de](mailto:kongress@cubicworx.de)

### Ordering additional equipment

Please refer to <http://eurobrake.cubicworx-congress.de/en/> when placing orders. Orders can be submitted online. Please note as of 1<sup>st</sup> May prices will increase. Please create an account to see the full range of equipment.

### Discount Price Order Deadline

To take advantage of advance order discount rates place your order before **30 April 2018**. Orders placed after the deadline are more costly. To save time and money, read all service descriptions carefully and place your orders as early as possible.

**Package A1, B1 & C3:** comprises floor space only and standard power supply (220 V / 16 A – 3kW, triple outlet).

**Package A2, B2 & C2:** comprises a shell, SYSTEM MODUL, white, height 2.5m, delivery set up and dismantle, signage, company name in standard font, conductive lighting rail with 3 spotlights, table, 2 x chairs, waste paper bin and standard power supply (220 V / 16 A – 3kW, triple outlet).

### Fascia Inscription for Shell Stands

Please send your company name in capital letters to [kongress@cubicworx.de](mailto:kongress@cubicworx.de) by **Wednesday 17 April** (max 30 letters are included in the standard shell scheme booth package). Additional letters are available at EUR 2.00 per letter.

### Fascia Inscription with Printed Logo

To include your logo on the fascia board (232mm (H) x 966mm (W)); please also send your logo (EPS file) to [kongress@cubicworx.de](mailto:kongress@cubicworx.de) by **Wednesday 17 April**. Price: EUR 63,00.

# Exhibitor Manual

World Forum, The Hague, Netherlands  
22-24 May 2018

## Logistics Partner

Exhibitors are required to use our logistics partner, please contact the following:

Valverde B.V.

[www.valverde.nl](http://www.valverde.nl)

info@valverde.nl

T: +31 20 653 8555

F: +31 20 653 7658

## Stand Cleaning

World Forum will arrange for general cleaning of the exhibition premises (excluding exhibits and displays) prior to the opening of the exhibition. For dedicated stand cleaning please refer to <http://eurobrake.cubicworx-congress.de/en/>

## Electricity Supply

The exhibition space includes standard power supply (220 V / 16 A – 3kW, triple outlet). For any further kind of electrical installations please contact the cubicworx refer to <http://eurobrake.cubicworx-congress.de/en/>.

# Exhibitor Manual

World Forum, The Hague, Netherlands

22-24 May 2018

## Hostesses & Security

The hall will be locked securely at the end of the working day. Security will be onsite until midnight for 24 hours. Security is for the entire building only and not dedicated for the exhibition area. Neither the organiser nor the venue will be responsible for any damage or loss of property. Additional security/hostesses/help staff can be hired from:

Johanna Weiland  
Project manager  
World Forum The Hague

Phone: 0031 (0) 70 3066449  
Email: johanna.weiland@worldforum.nl

## Catering

All coffee breaks, lunch breaks will take place in the Exhibition Hall and are included in the registration fees. Exhibitors may not provide additional food/drinks from outside on their booth.

# Exhibitor Manual

World Forum, The Hague, Netherlands  
22-24 May 2018

## Section 5: TECHNICAL INFORMATION

### Electricity Connections

According to the regulations, the electrical installations for the exhibition will only be connected to the power supply after being checked and approved by the venue staff. To ensure maximum safety, all electrical connections to the power supply may only be carried out by the World Forum, and must comply with General Safety Regulations for Low Voltage Electrical Installations. They also must possess differential general cut-off switches and earth protection network.

### Exhibition Hall

The Exhibition will be held on the first and ground level of the World Forum, in the following areas (Queen Máxima, Lobby 1, Lobby 2, Lobby 3 and Lobby First Floor).

### Floor

The exhibition area has a tile floor. Maximum floor load: 300 kg/m<sup>2</sup>

### Damage to Premises, Fixtures Fittings and Shell Scheme

Nails, screws, or other fixtures are not to be driven into any part of the premises including walls, floors, columns, screens or any part of the shell scheme structure, nor may any part of the premises be damaged or disfigured in any way.

Transportation of heavy items over wooden, marble or carpeted floor surfaces should be carried out only by using pallet trucks with rubber wheels (no metal or plastics wheels). If you do not have such a transportation mean, it can be borrowed from the World Forum The Hague via the Duty Manager or Front Office (please note a guarantee deposit e.g. credit card is needed).

The Exhibitor will be held liable for any repair charges incurred as a result of damage caused by the Exhibitor, his employees or agents, to any part of the Premises including fixtures, fittings and furnishings.

### Loading Doors

The dimensions of the loading doors into the exhibition area are 2.75m (high) x 2.85m (wide) Please make sure your materials are able to fit through the doors.




### Building Heights

Due to the venue there are height restrictions on both the first and ground floor of the exhibition. Please see below the height restriction.

The standard height for exhibition stands has been set at 2.20m. Exhibitors wishing to build higher may apply for an exception. For approval, a technical drawing of the stand must be submitted to [kongress@cubicworx.de](mailto:kongress@cubicworx.de).

# Exhibitor Manual

World Forum, The Hague, Netherlands  
22-24 May 2018

	Building height 2.20 m / 21 x 6sqm - 7 x 8sqm
	Building height 2.70 m / 11 x 6sqm - 12 x 8sqm - 6 x 10 sqm
	Building height 3.00 m / 15 x 6sqm - 13 x 8sqm - 4 x 10 sqm - 1x 15 sqm

## Stand Design – SPACE ONLY EXHIBITORS

Exhibitors building their own stands are required to submit a scale drawing, including elevation views, to cubicworxs for approval by **Wednesday 17 April 2018**. Please send this via e-mail to: [kongress@cubicworx.de](mailto:kongress@cubicworx.de). All exhibits are to be displayed so as to avoid blocking aisles, obstructing adjoining booths or damaging the premises.

The organisers will not approve stands which do not comply with the accepted standards until the necessary changes have been made.

**Work cannot commence until exhibitor drawings are approved by the organisers/cubicworx.**



# Exhibitor Manual

World Forum, The Hague, Netherlands  
22-24 May 2018

## Section 6: RULES & REGULATIONS

These rules are binding for all exhibitors and their subcontractors.

### Terms & Conditions

All exhibitors must familiarise themselves with the Exhibition Terms & Conditions as attached.

### Insurance

Exhibitors are reminded of the need to consult their insurance company or insurance broker to cover themselves fully against all risks at the Exhibition. Particular attention is drawn to the need for the following:

**Abandonment Insurance:** Exhibitors should note below that the organiser and/or the company is not obliged to return any monies paid for space in the event of cancellation or restriction of the exhibition.

**Stands/Fixtures and Similar Insurance:** All risks on loss or damage to exhibitor's property fixtures fittings and all other property of a similar nature such as personal property of directors, principals and employees whilst on the premises and transit risks to and from the exhibition.

**Failure to vacate:** If the exhibitor should fail to remove all his property or otherwise fail to vacate the exhibition premises by 20.00 hrs. on Thursday 24 May 2018 due to any cause whatsoever, the exhibitor shall be fully responsible for any penalties imposed by the owners of the premises. Or any other losses and costs incurred by the organisers and/or the company as a result of the exhibitor failing to vacate the premises by the agreed time and without prejudice to any other right or remedy of the organisers and/or the company. The organisers may remove any property of the exhibitor left at the exhibition hall by the exhibitor after the said time and the costs of such removal shall be paid by the exhibitor to the organisers on demand.

**Public liability:** Liability to the public may arise out of the exhibitor's activities and should be covered by insurance.

### Promotional Activities

All demonstrations or instructional activities must be confined to the limits of the exhibition stand.

Advertising material and signs may not be distributed or displayed outside the exhibitor's stands.

Sound equipment must be regulated and directed into the stand so that it does not disturb other exhibitors.

Exhibition management reserves the right to require the exhibitor to discontinue any activity, noise or music that is deemed objectionable.

### Special Effects

Special effects lighting, live music, smoke and laser projection may not be used in the stands. No permission will be given for projection in the aisles or on the walls of the hall.

# Exhibitor Manual

World Forum, The Hague, Netherlands

22-24 May 2018

## General Fire Regulations

Stand material and fittings must be of non-inflammable materials or impregnated with fire-retardant chemicals. As a general rule, easily inflammable synthetic substances, foam polyester, and non-fireproof straw and reeds are prohibited. **Please check the building code.**

## Damage to the Premises

Exhibitors are liable for all damage caused to floors, walls and pillars during the installation, exhibition and dismantling periods. No adhesive stickers and fixtures of any kind are allowed on floors, walls and pillars.

## Disposal of Material

It is obligatory to collect and dispose of all material during the breakdown or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim for losses or damage to property left behind and any costs incurred by the venue in removing this property will be charged to the exhibitor.

## Hanging of Posters, Banners etc.

Hanging of posters, banners or decals, stickers or similar things, on the walls, floors, ceilings or columns within or outside the installations of the venue are not allowed without a prior written authorisation.

## Fire Precautions

In accordance with the requirements of every appropriate authority all materials used in construction work display material etc. must be effectively flame-proofed or made of non flammable materials (as per DIN 4102 / B1). Drapes and curtains must be at least 6" (150mm) clear of the floor. The exhibitor must comply with all reasonable instructions given by the organisers or any appropriate authority to avoid the risk of fire.

Parking vehicles or placing other objects on escape routes, parking and movement areas reserved for the fire service is forbidden. Fire doors and gates must not be blocked.