

# Exhibitor Manual

## 2023

Dear Exhibitor,

First of all, thank you for exhibiting at the EU Hydrogen Week 2023! We are committed to working with you to ensure you get a rewarding experience for you, your organisation, and your visitors.

This manual provides essential information as well as useful hints for exhibiting. We encourage you to use this manual not only for the preparation of your exhibition display but also as a source of reference and information.

If you wish to order standard items for your display such as furniture, AV, lighting, branding, cleaning, etc. they can easily be ordered via the web shop. Additional items can also be ordered to enhance your equipped booth, more details can be found on pages 24 to 27.

We want your participation in this event to be both successful and enjoyable and we are looking forward to welcoming you to the exhibition of the EU Hydrogen Week 2023!

Looking forward to seeing you in Brussels next November!

The EUH2Week Team



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# Introduction

## Our Sustainability Choice

The organisers are conscious of the impact on the environment that our event may have. We believe that together with our exhibitors, partners, and participants we can make a difference. Therefore, please note that to reduce the number of materials printed, we promote an almost paper-less event and expo. In due time, we will invite everyone to download the EU Hydrogen Week App for the most updated information on the programme. We encourage you to focus on digital and frictionless solutions for your visitors. Together we can minimize our impact on the environment.

In case of specific questions related to sustainability, please do reach out to the organiser at [info@euhydrogenweek.eu](mailto:info@euhydrogenweek.eu).

## Exhibitor

Please note that the term 'Exhibitor' describes any company or organisation that has made a successful application for space allocation in the exhibition to be organised in the framework of the EU Hydrogen Week 2023, or any agent or representative acting on behalf of the exhibitor.

## Promotional activities

**Use our downloadable promo toolkit to communicate about your participation!**

To ensure a successful conference for all parties involved we would like to achieve as high attendance as possible. For this reason, we have prepared a promo toolkit with ready-to-use communications materials and text for you to promote and disseminate about the event. Please use the information available to best promote the conference on your Social Media accounts, website, newsletters, and any other communications tools you might be currently using. [Click here](#) to access the promo toolkit for exhibitors and [here](#) for the different material formats.

Should you have any questions, need special materials, sizing, etc. please contact [info@euhydrogenweek.eu](mailto:info@euhydrogenweek.eu).



# Key Contacts

We strongly advise to keep [logistics@euhydrogenweek.eu](mailto:logistics@euhydrogenweek.eu) in cc in all email communication with the venue, stand services, and freight forwarder.

Conference Organisers	
<b>Exhibition Logistics Team</b> Your main contact point for logistical exhibition questions and general exhibition/congress related queries.	<b>MCI GROUP</b> Ms. Céline Nieuwenhuys, <i>Project Manager</i> Phone: +32 2 320 25 39 Email: <a href="mailto:logistics@euhydrogenweek.eu">logistics@euhydrogenweek.eu</a>
<b>EU HYDROGEN WEEK</b> Partnership & Exhibition (Sales)	<b>HYDROGEN EUROPE</b> Ms. Tina Marolt <i>Director Events</i>  Ms. Jasvinder Sidhu <i>Director, Membership &amp; Business Development</i>  Email: <a href="mailto:info@euhydrogenweek.eu">info@euhydrogenweek.eu</a>
Venue & Suppliers	
<b>Venue</b> More information on the venue <a href="#">here</a>	<b>Brussels Expo</b> Place de Belgique 1 1020 Bruxelles Belgium
<b>Stand and exhibition builder</b>	<b><a href="#">Xpo World</a></b> Email: <a href="mailto:eventbacking@xpo.world">eventbacking@xpo.world</a>  <b>Other stand builders:</b> <ul style="list-style-type: none"> <li>• <a href="#">Standing Concept</a></li> <li>• <a href="#">Expopoint</a></li> <li>• <a href="#">Creaplan</a></li> </ul>
<b>Equipped Stands</b> For any queries regarding your equipped stand.	<b><a href="#">Xpo World</a></b> Email: <a href="mailto:eventbacking@xpo.world">eventbacking@xpo.world</a>
<b>Freight Forwarder</b> More information on <a href="#">page 25</a>	<b>Ziegler Expo Logistics – Parc des Expositions – Tontoonstellingpark</b>  Brussels Expo, B1020 Brussels, Belgium  Contact details: Tel: +32 (2) 475 45 40 Fax: +32 (2) 475 45 69 Email: <a href="mailto:bruexpo@zieglergroup.com">bruexpo@zieglergroup.com</a>
<b>Catering</b>	<b>Brussels Expo Catering Services</b> Through their <a href="#">online order portal</a> via <a href="mailto:cateringservices@brussels-expo.com">cateringservices@brussels-expo.com</a>
<b>Hostess Services</b>	Via the web shop
<b>Accommodation</b>	A variety of hotels ideally situated near the venue and Brussels city centre have been selected and have offered negotiated rates for our delegates. We encourage you to book your rooms as soon as possible following the instructions on the <a href="#">event website</a> .
<b>Event Registration</b>	If you have any specific questions reach our EU H2 Week Registration team: Phone: +32 2 320 25 39 Email: <a href="mailto:h2-registration@be.wearemci.com">h2-registration@be.wearemci.com</a>

# Checklist

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

Checkbox	Deadline/Date	Action	Contact/Link
	April 2023	Start submitting your <b>stand projects for approval</b> – complex booth (e.g., larger than 50sqm)	All stand projects must be sent to: <a href="mailto:logistics@euhydrogenweek.eu">logistics@euhydrogenweek.eu</a>
	10.04.2023	Web shop open	<a href="#">Web Shop</a>
	From 15.06.2023	<b>Exhibitor registration</b> Use link and instructions received via email. Please register booth staff incl. hostesses.	<a href="mailto:h2-registration@be.wearemci.com">h2-registration@be.wearemci.com</a>
	15.06.2023	<b>Payment deposit (100% stand space) due</b>	<a href="mailto:info@euhydrogenweek.eu">info@euhydrogenweek.eu</a>
	14.09.2023	<b>Exclusive Exhibitor Webinar</b> – we recommend your participation	Practical information will be shared followed by Q&A session Invitation will be shared closer to the date
	20.10.2023	Deadline to order <b>Rigging Points</b>	Any suspension/rigging from the pavilion structure requires authorisation from the Exhibition Logistics Team and Brussels Expo
	As of 20.10.2023	Surcharge <b>on rigging, IT and electricity</b> through the web shop	<a href="#">Web Shop</a>
	03.11.2023	Deadline to submit your <b>stand projects for approval raw space</b>	All stand projects must be sent to: <a href="mailto:logistics@euhydrogenweek.eu">logistics@euhydrogenweek.eu</a>
	03.11.2023	Deadline to order <b>Stand catering</b>	Brussels Expo Catering Services Through their <a href="#">online order portal</a> via <a href="mailto:cateringservices@brussels-expo.com">cateringservices@brussels-expo.com</a>
	03.11.2023	Order deadline for exhibition related services through the website including print work for the stands	More information: <a href="mailto:eventbacking@xpo.world">eventbacking@xpo.world</a>
	10.11.2023	Order deadline for exhibition related services through the website	More information: <a href="mailto:eventbacking@xpo.world">eventbacking@xpo.world</a>
	10.11.2023	Order deadline for <b>Hostess Services</b> through the web shop	<a href="#">Web shop</a>
	17.11.2023	12h00 – 20h00: Build-up for raw space <b>only</b>	
	18.11.2023	08h00 – 20h00: Build-up for raw space <b>only</b>	
	19.11.2023	08h00 – 16h00: Build-up for raw space and shell schemes As from 16h00: gangway carpet and exhibition cleaning	
	20.11.2023	09h00 – 11h00: stand personnel final checks From 13h00: exhibition open 18h00 – 21h00: Winter Market Drinks Reception in Hall 7 and Hall 11	
	21.11.2023	09h00 – 18h00: Exhibition Area open 18h00 – 21h00: Expo Drinks reception and booth parties Hall 7 and Hall 11	
	22.11.2023	09h00 – 18h00: Exhibition Area open 18h00 – 21h00: Booth parties Hall 7 and Hall 11	
	23.11.2023	09h00 – 18h00: Exhibition Area open 18h30 – 21h00: Dismantling	
	24.11.2023	08h00 – 18h00: Dismantling	

# Exhibitor Registration

[Click here](#) for more registration information.

Confirmed exhibitors and sponsors will receive as of 15 June a personalised email with the registration link to be used.

The exhibitor pass gives you access to:

- The exhibition (one hour before and one hour after public opening and closing time)
- The sessions at the B2B Forum

Every exhibitor is entitled to one registration code to the High-Level Policy Conference.

All sponsors and exhibitors must register online in advance of the event, the same applies to visitors.

Kindly note that badges are **unique and personalised** for each participant and cannot be exchanged onsite. The organisers will not accept several participants sharing the same badge. Please register all your participants Exhibitor Stand Personnel Pass.

For security reasons, exhibitors are always required to wear their badges. **These badges are meant to be used for your company's staff.**

## Catering Options

The official catering concessionary is **Brussels Expo Catering Services**.

For any stand catering or functions at the exhibition please refer to the [Brussels Expo catering web shop](#).

Kind reminder: on Tuesday, 21 November from 18h00 to 21h00, booth parties can be organised. More information on page 10.

Contacts:

- Kaat Campo: +32 (0)478/23 68 28 Email: [k.campo@brussels-expo.com](mailto:k.campo@brussels-expo.com)
- Viron PASHAJ: +32 (0)465/22 80 11 Email: [v.pashaj.ext@becs.brussels-expo.com](mailto:v.pashaj.ext@becs.brussels-expo.com)

We are pleased to announce that there will be a wide range of paying outlets available for food and drinks during the public opening times of the exhibition. Please refer to the [floorplan](#) for their locations.

## Registration info desks

**All participants must be pre-registered for the EU Hydrogen Week 2023.**

Badges will be printed onsite and will not be sent per email prior to the event. Based on the bar code you will receive via email one week prior to the event, you will be able to print your badge at the **self-printing stations** located at the Brussels Expo Hall 11 entrance next to the registration area. To avoid queues, we invite you to come as of Monday already to pick up your badge to quickly access the exhibition floor on Monday.

The registration area will be open as stated in the opening hours.

Please note that only **complete** group pick-ups are allowed. If this is not possible, we kindly ask you and the attendees of your group to come individually.

**General Opening of the Registration info desks:**

Monday 20.11.2023	08:30 – 19:00
Tuesday, 21.11.2023	07:30 – 18:00
Wednesday, 22.11.2023	07:30 – 18:00
Thursday, 23.11.2023	07:30 – 17:00

## Exhibitor Help Desk

The exhibitor help desk will be open and available during build-up days. Timing will be published at a later stage. A representative of the Exhibition Team will be there to support you during set-up days.

## Constructor Registration

### Set-up/Dismantling

During set-up and dismantling days, no badge will be needed to enter the venue. At the security gate you will have to mention the exhibitor that you are working for.

### Congress Days

During the event days and/or in the event of an equipment failure (i.e., breakdown of coffee machine, lighting, etc.), your constructor should receive an exhibitor badge from your allotment. If one representative of the construction team is meant to be at the booth all day, one exhibitor badge should be used as well. All contractors who require exhibitor badges during congress days would need to proceed to the exhibition help desk located at the entrance together with exhibitor's booth personnel.



# Build-up and dismantling

## Exhibition Schedule\*

Date	Time	Description
Friday, 17.11.2023	12:00-20:00	Build-up for raw space <b>only</b>
Saturday, 18.11.2023	08:00-20:00	Build-up for raw space <b>only</b>
Sunday, 19.11.2023	08:00-16:00 From 16:00	Build-up for raw space and shell schemes Gangway carpet and exhibition cleaning
Monday, 20.11.2023	09:00-11:00 <b>From 13:00</b> <b>18:00-21:00</b>	Final stand checks and small deliveries <b>Exhibition open</b> <b>Winter Market Drinks Reception in Hall 7 and Hall 11</b>
Tuesday, 21.11.2023	<b>09:00-18:00</b> <b>18:00-21:00</b>	<b>Exhibition Area open</b> <b>Expo Drinks reception and booth parties Hall 7 and Hall 11</b>
Wednesday, 22.11.2023	<b>09:00-18:00</b>	<b>Exhibition Area open</b>
Thursday, 23.11.2023	<b>09:00-18:00</b> 18:30-21:00	<b>Exhibition Area open</b> Dismantling
Friday, 24.11.2023	08:00-18:00	Dismantling

*\*Subject to change. The times indicated above should be sufficient for build-up and dismantling.*

## Build-up and dismantling

Breakdown and removal of exhibits may not commence before the official closing time. Any special arrangements for build-up or break down and removal of exhibits must be made in consultation with the [Exhibition Logistics Team/ Organiser](#).

Exhibits must remain fully intact and always staffed. Dismantling of exhibits and removal of products or display material is limited only to published dismantling hours. The dismantling or abandonment of the exhibit will cause remedial actions by the exhibition management company. Relating costs will be borne by the exhibiting company.

The exhibitor is **responsible for the safety of its products, displays and stand**. During the set-up and breakdown period, no material should be left unattended at any time. It is the responsibility of each exhibitor to **leave the stand space clean and tidy** during the exhibition and after the break-down. All exhibits, displays, stand fittings and materials must be removed from the premises by the time and date stated by the Exhibition Logistics Team. The Exhibition Logistics Team can demand that the exhibitors restore their exhibition area to the original condition at the exhibitor's own expense. If exhibitors **leave materials or rubbish behind, charges will apply**. Stored materials, empty containers and packing material must be removed/recycled or a skip ordered to dispose of any waste at your own cost.

## Breakdown deadline

All exhibits and stand **equipment must be removed** from the halls **by 18h00** on Friday, **24 November 2023** and all personnel should leave the premise by **18h00 at the latest**.

## Booth parties – new this year

**HOST A PARTY AT YOUR BOOTH!** This will be possible on **Tuesday, 21.11.2023** and **Wednesday, 22.11.2023** from **18:00 to 21:00**.

By purchasing catering for your booth, you will not only provide delicious refreshments, but also create a welcoming and inviting atmosphere that will draw in potential customers. The booth party is the perfect

chance to showcase your products or services, while mingling with industry leaders and making new contacts. To take advantage of this unique opportunity, be sure to place your catering orders in advance. Orders can be placed with Brussels Expo Catering Services – **deadline is 03.11.2023**.

Through their [online order portal](#) or via [cateringservices@brussels-expo.com](mailto:cateringservices@brussels-expo.com).

## Exhibition Access

Exhibitor access (assembly, dismantling, exhibitors, organisers) is located entering the **Avenue de Miramar** using **entrance D1** (please refer to the floorplan below). Access control will be carried out at the barriers. **No unauthorised persons or persons without accreditation will be allowed to enter the premises.** Closer to the date car passes will be distributed for trucks, vans, and cars for unloading and loading only.

Loading and unloading of semi-trailers must be carried out outside the halls. In case of support required, please reach out to the official freight forwarder, all information can be found [here](#).



## Stand Builders

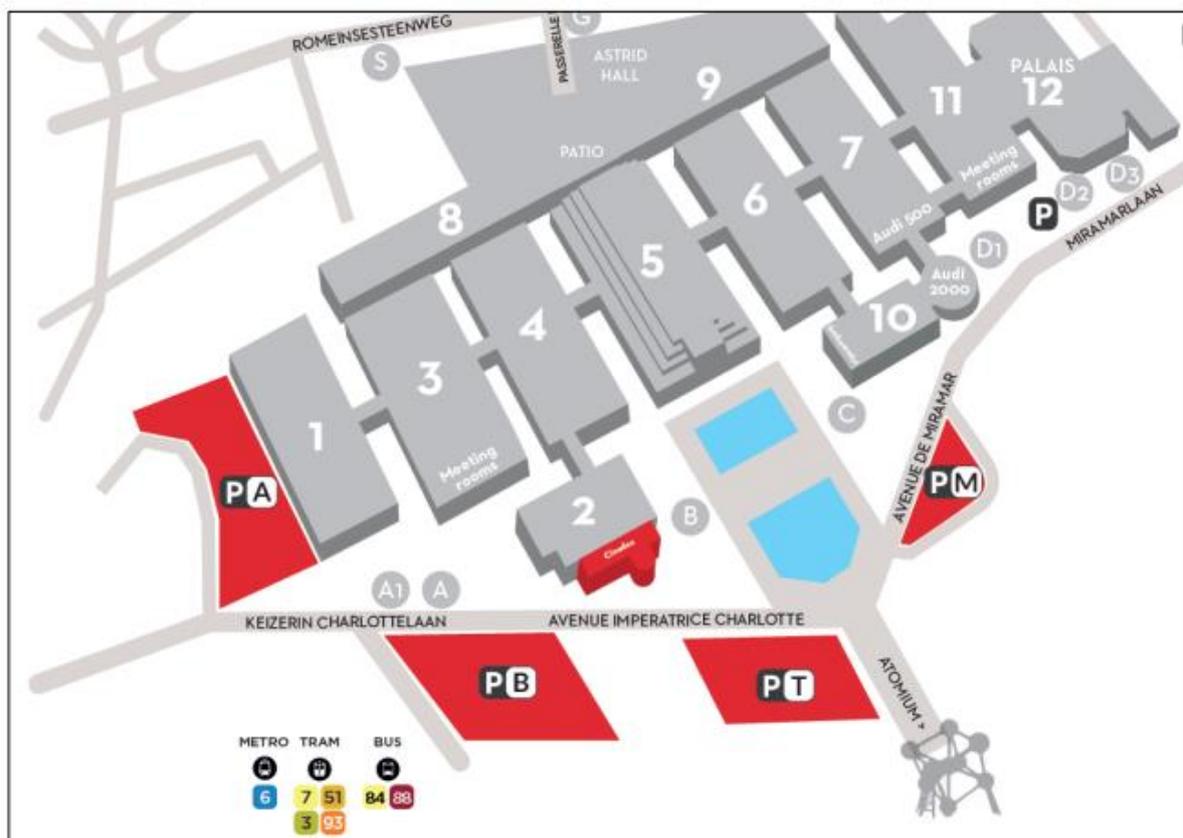
You could select one of the stand builders below:

1. XPO WORLD  
+32 9 3352180  
[eventbacking@xpo.world](mailto:eventbacking@xpo.world)  
[info@xpo.world](mailto:info@xpo.world)  
[www.XPO.world](http://www.XPO.world)
2. STANDING CONCEPT  
Dellingstraat 31A  
2800 Mechelen  
+32 15 27 22 27  
[info@standingconcept.be](mailto:info@standingconcept.be)  
[www.standingconcept.be](http://www.standingconcept.be)
3. EXPO POINT  
Bethaniënlei 113  
2980 Zoersel  
+32 473 94 22 48  
[koen@expopoint.be](mailto:koen@expopoint.be)  
[www.expopoint.be](http://www.expopoint.be)
4. CREAPLAN  
Karreweg 17  
9810 Nazareth  
+32 9 381 80 30  
[info@creaplan.be](mailto:info@creaplan.be)  
[www.creaplan.be](http://www.creaplan.be)

## Parking & Arrival

The European Hydrogen Week 2023 will be held at Brussels Expo, the largest exhibition centre in Belgium. It is easily reachable by public transportation.

The event will take place in Hall 7 and Hall 11, the entrance is located on the Avenue de Miramar, please use Gate D.



## By Public Transport

**FREE PUBLIC TRANSPORT CARDS to be used on metro, bus or tram will be available for your use!** These cards are one way journey passes (valid for 1 hour) and can be used for any STIB-MIVB service (metro, bus, or tram). Pick up from the registration desk (Hall 11).

- By Metro – Line 6 (direction Roi Baudouin), get off at Heysel Station
- By Bus – Line 14 or 83 direction Heysel (last stop)
- By Tram – Lines 7 or 51 or 93 direction Heysel (last stop)
- By Train – Brussels Midi (south) station followed by Metro line 6 (direction Roi Baudouin), get off at Heysel Station. Train operator is SNCB.

The exact address is:

BRUSSELS EXPO

Hall 11 & 7: 1 Place de Belgique, 1020 Brussels – Belgium

You can consult [here](#) the network map for any STIB-MIVB service.

## By Car

In case you consider coming by car, please use the paying parking M. The parking is accessible 24h per day.

The exact address is:

BRUSSELS EXPO

Hall 11 & 7: 1 Place de Belgique, 1020 Brussels – Belgium



# Stand Construction Guidelines

The exhibitors agree to observe all regulations and requirements stipulated in this document and shall not consider them as merely administrative. Please do read [Brussels Expo Safety Policy and Objective](#).

Exhibitors must inform their stand builders of these arrangements. Please submit the sketch of your stand with its dimensions and send it to the [Exhibition Logistics team](#) **by 03.11.2023**.

## General Requirements

- All exhibits must be confined to the **spatial limits of their booth**, as indicated in the final floorplan.
- Equipment to be shown or demonstrated must be placed in the exhibit space contracted to ensure that the visitor viewing the equipment will be in the booth and **not impeding aisle traffic**.
- Stands, including all equipment and exhibits and advertising matter are to be constructed with such **stability** as to pose no danger to **public safety and order, and especially life and health**.
- **Promotion** or display of promotional material and any other related activity is **not allowed outside the assigned space**.
- All **activities** in the booth area potentially attracting a **large audience and causing queues** (e.g., presentation, quiz, giveaways' distribution) may **not** be placed immediately **at the borders of the booth** facing the aisles, as this might impede aisle traffic. These activities must be clearly **identifiable** on the **booth layout** sent in for approval to the **Exhibition Logistics Team**.
- Hydrogen Europe and the Exhibition Logistics Team reserve the right to stop such activities on the booth immediately, if they are blocking passageways around the booth area.
- Exhibits must be **staffed** at all times **during the exhibition opening hours**. The exhibition areas are to be used only during the specified opening hours.
- Exhibits must conform to the contracted space and all display rules as outlined in the Hydrogen Europe Week & Expo's exhibitor manual. Any aspect that is not covered in the Hydrogen Europe Week & Expo's exhibitor manual must be submitted in writing and will be subject to approval by Hydrogen Europe and by the **Exhibition Logistics Team**.
- **Public announcements are not allowed** by any exhibitors and are restricted for organiser and safety use.

## Additional regulations, AV, stand height, partitions etc:

- The **Exhibition Logistics Team** reserves the right to cancel stand construction and require changes in accordance with the approved drawings and described stand concept.
- All stands must be carpeted or laid with some form of **flooring** as clear demarcation of contracted space. The use of paint or other adhesives on the floor of the exhibition hall is strictly forbidden.
- We strongly recommend you to integrate the **booth number** into the design of your booth as it always helps to find your booth. As the booth numbers on the online floorplan have been adjusted, please make sure you check which booth number you have before integrating it into your booth before the event.
- Exhibitors will not be allowed to **project images** onto the gangways, ceilings, walls, or space which are not part of their stand.
- Special care must be taken to avoid **lights and/or spotlights** as well as all sorts of sounds that are annoying to visitors or neighbouring stands.
- **No signs** may project beyond the delimiting walls of the stand, and each exhibitor must avoid hindering the view or entrance way of neighbouring stands.

- **Audio-visual** and other sound and attention-getting devices will be permitted only in those locations that the visitor viewing will be in the booth and not impeding aisle traffic and in such intensity as, in the opinion of the Exhibition Logistics Team they do not interfere with the activities of the neighbouring exhibitors.
- Exhibits or other devices which emit **sound, light or smell** must be operated and controlled so as not to irritate other exhibitors. The maximum noise level is **60 dB** measured at 1m from the speakers/stand. Any failure to comply with this rule will result in the power supply to the sound system and the related stand being cut off.
- Exhibitors are solely responsible to ensure that all necessary **certifications** are obtained by themselves or their appointed contractor for exhibiting in EU Hydrogen Week.
- Exhibition Logistics Team reserves the right to issue further instructions concerning the design of stands.
- During set up and decoration of booths, the exhibitors must comply with following rules:
  - Stands must respect a **general height of 2,5m and cannot exceed 4m**.
  - Assembly of stands that include the construction of second storey must have explicit authorisation from the [Exhibition Logistics team](#).
  - The usable area and decoration elements that measure over 2,5m in height and max 4m, must stand back from the perimeter of the stands at least 1,5m.
  - The installations from the venue (Brussels Expo) must be scrupulously respected, namely fire hydrants, extinguishers, loudspeakers, general indicators, television circuits, and fire detectors.
- It is forbidden to stockpile several devices, vehicles, or trailers within a stand if this exceeds a height of 2.5 m. Exhibition Management may grant special dispensations following a written request and provided the piled-up objects do not obstruct the reading of signs. Special dispensations will not be granted if the overall presentation or aesthetic aspects of the event or safety measures are likely to be put at risk.
- It is forbidden to attach stand partitions or exhibited material to the walls and pillars of the Hall by means of nails, screws, etc.
- All desired suspension points need to be ordered through the online web shop and will be installed by Brussels Expo. These request for suspension points need to be sent to [official stand and exhibition builder](#) and approved by Brussels Expo. It is important to send over a plan of your stand and the location of your stand in order to get approval / possibility for a suspension point. Once approval is done you can then order the suspension points through de web shop.
- Those responsible for placing partitions between two stands will also have to arrange for these partitions to be coated on the outside with a white or neutral substance.
- Partitions higher than 2.50m must also be coated on the outside with a white or neutral substance. This rule will also be applicable for curtains or banners which will be used for separate two stands. Curtains and banners may be personalized on condition that they will be placed inside the stand at least 1.50m from the edge.
- The exhibitor who has been attributed a corner stand, a heading stand, or an island stand commits to not cover the open sides of his stand along the gangway on a width superior to 5 meters maximum.
- Exhibitors with stands located on two sides of a walkway may request permission to lay carpets on this walkway. However, exhibitors are not allowed to change the path of the walkways or to obstruct them with obstacles. Exhibitors are responsible for the maintenance of carpets they have laid out and for the security of visitors at these locations.

## Separation walls

All stands **must be separated from the neighbouring stand(s) by means of a separation wall**. The separation wall can be provided by the exhibitor or **can be ordered through the web shop** with extra costs. This separation wall shall be in **white finish on both sides**.

With the exception of island booths (4-sides open), a back wall must be installed for every stand. Stands with an immediate neighbour(s) should also be provided with the necessary sidewall(s).

## Heights

We kindly ask you to plan your constructions regarding the heights reasonable in order **not to block the view of possibly smaller stands adjacent to your own in an unreasonable way.**

Stands must respect a **general height of 2,5m and cannot exceed 4m height.**

## Materials, products, and gases are strictly forbidden

The following are strictly forbidden within the exhibition halls:

- the distribution of samples or products containing flammable gas
- balloons inflated with flammable or toxic gas
- celluloid articles
- pyrotechnic and explosive devices
- the presence of ethyl oxide, sulphide, carbon, sulphuric ether and acetone.

## Exhibition of motor vehicles

Motor vehicles must be exhibited on a carpeted area and with empty fuel tanks.

## Permissible floor load

The constructions and fittings, including during their installation phase (particularly the weight of transport and lifting equipment), must be compatible with the load that can effectively be borne by the floors of the hall.

This constraint is listed below:

**1500 kg/m<sup>2</sup>**

When moving or handling equipment or materials where the load, once implemented, will be admissible overall with regard to the aforementioned constraints, special measures must be taken during this installation or handling phase to distribute the weight (e.g., flat, rigid surface along the path of the lifting equipment).

During handling, broadly admissible loads can be transferred to smaller surfaces.

The resulting compression can cause serious damage to the ground, whatever its nature. The exhibitor is obliged to ensure that the loads are suitably distributed by having the handler lay flat, rigid surfaces along the path of the lifting equipment. In case of damage on the floor, the exhibitor will have the responsibility of covering the appropriate cost.

## Exhibition of motor vehicles

It is allowed to exhibit vehicles in the hall without any further costs under certain conditions. The vehicle weight does not exceed **1500 kg/m<sup>2</sup>** and the following security rules are applied:

### Exhibition of Vehicles with thermal propulsion

The exhibition of motor vehicles with thermal propulsion are allowed provided that:

- The tank contains only max 5l of fuel.
- The battery must be disconnected.
- The keys must be handed over to the security for possible evacuation.
- The most direct access possible to the outside (without having to move furniture, stands, etc.) must be left free in case the vehicle (s) needs to be evacuated. The exhibitor will give Brussels

Expo's security service the necessary means to move the vehicle in case of emergency (keys, codes, security, etc.).

- The agreement of Brussels Expo's security manager is required to take the necessary security measures.

The prohibition of the use of gas in Hall 7 and Hall 11 is similar and is also applicable to machinery or vehicles.

### **Exhibition of hybrid vehicles**

In application of our insurance obligations and pending a favourable opinion from Siamu (Brussels's Fire Brigade and Emergency Medical Service), the maximum energy present in the batteries on board the vehicle will be MAXIMUM 30 of the total capacity and the fuel tank will contain a maximum of 5L of fuel.

The most direct access possible to the outside (without having to move furniture, stands, etc.) must be left free in case the vehicle (s) needs to be evacuated. The exhibitor will give Brussels Expo's security service the necessary means to move the vehicle in case of emergency (keys, codes, security, etc.).

The agreement of Brussels Expo's security manager is mandatory in order to take the necessary security measures and to validate the location on plans.

### **Electric vehicles**

In view of the possible risks associated with the batteries of these vehicles, each request will be specifically examined in relation to the customer to ensure safety in Hall 7 and 11. A file containing the vehicle's technical data sheet and a plan for implementation in Hall 7 and 11 will be required. Brussels Expo reserves the right to refuse to display an electric vehicle in this building.

## **Machinery and particular subjects**

Chemical, explosive, and highly flammable products should not be exhibited or sold, except with special permission of BRUSSELS EXPO. (Subject to permission, only the daily production/daily sales of chemical products may be present in the halls of BRUSSELS EXPO.) If the total amount of highly flammable products is too large, BRUSSELS EXPO may impose stocking the products in a dedicated zone. This may also be imposed if the daily turnover is much larger than the maximum permitted amount.

### **Hydraulic systems**

Care should be ensured with equipment (machines, installations) equipped with hydraulic systems. The necessary safety measures are taken in order to prevent the display of equipment from posing a hazard to personnel or public. If machines with hydraulic jacks are exhibited in elevated position, the hydraulic safety systems should be supplemented with a mechanical device to prevent the unexpected descent of the system.

### **Vessels and vehicles with petrol or diesel**

During exhibitions of vehicles and vessels only a minimal amount of fuel may be present in the tanks (max. 5 litres). Barrels, drums, and other containers with fuel, even if empty, must not be situated on the stand. The fuel tank must be securely and permanently locked.

### **Inflatable objects**

Inflatable balloons with combustible or toxic gas may not be exhibited or handed out. Only helium and air are permitted for this purpose. During the event the cylinders must be secured outside the buildings and this in such a way that the cylinders are protected against falling or impact of a vehicle.

The helium cylinders may be used in the halls outside of the opening hours of the event (short-term) for filling e.g., balloons.

### **Candles**

Exhibiting or using burning candles with open flame on a stand is prohibited without applying for a fire permit, and after having taken the necessary safety measures in advance:

- 1 ABC fire extinguisher from an extinguisher unit present on the stand.
- Candles are placed on a non-combustible surface.
- No combustible materials are situated in a radius of 1 meter.

- The candles are not accessible for the visitors.
- From the moment that candles have been lit, there should be someone from the exhibitor present.

### **Oxygen and acetylene burners**

Demonstrations using oxyacetylene cutting torches must meet the following conditions:

- A fire permit!
- The gas cylinders for the torches are placed outside the hall in an adequately ventilated enclosed space that is inaccessible to the public. The cylinders are protected against falling. Oxygen and acetylene cylinders must be stored separately.
- The fixed pipelines that connect the cylinders with the cutting torches may not exceed 10 meters in length and are protected against any foreseeable mechanical load.
- No combustible material may be situated within a radius of 2 meters around the place where the cutting torches are demonstrated.

### **Bioethanol fireplaces**

Placing and burning bioethanol fireplaces is allowed at BRUSSELS EXPO, but subject to a number of conditions:

- There may be one device in use, burning per 15 m<sup>2</sup> of floor surface of the stand.
- The devices must be set up such that they cannot fall over nor be walked across.
- The exhibitor should have at least 1 fire extinguisher (one extinguishing unit - e.g., 6kg ABC extinguisher) placed visibly on the stand.
- The daily amount must not be exceeded on the stand.
- Sale of bioethanol is only allowed on condition of a special application **and on condition of approval**.

### **Ionizing radiation**

Before one exhibits any devices with ionizing radiation or with radioactive sources, one must make timely contact (at least 3 months in advance) with BRUSSELS EXPO, to determine beforehand, in consultation with the FANC (Federal Agency for Nuclear Control) and the fire service under what conditions the exhibition may take place.

### **Lasers**

When using laser light, the energy of the light beam may not exceed 2.5 mW/m<sup>2</sup>. At higher power levels, the beam must be completely encapsulated.

Class 1 and Class 2 lasers are permitted. The exhibitor must inform the safety coordinator about the laser type used (technical sheet). In the case of a gas laser, the type of gas must be reported. Regarding the gas, we also refer to the paragraph on gas: only daily production may be present in the hall. The exhibitor should arrange separately or via the organiser with a supplier so that the gas cylinders can be changed DAILY prior to the opening of the event).

The use of lasers from Class 3 and higher is prohibited without additional protective measures and subject to permission from BRUSSELS EXPO and its safety coordinator.

### **Harmful substances and preparations**

When using chemicals (such as solvents, etc.) within the context of an event, the organiser should at least install an effective ventilation to keep the discomfort to a minimum; this in collaboration with the technical services of BRUSSELS EXPO.

Any use of chemicals during an event must be declared. The organiser must direct the request to BRUSSELS EXPO.

### **Industrial burners**

Demonstrated operating furnaces and boilers must be installed on a non-combustible base and at least 2 meters away from any flammable materials. The burner must be constructed in such a way that no fuel can accumulate if a defect or malfunction should occur in the furnace.

The fuel tank is set up outside the hall in a metal tank, filled with sand, which can absorb 120% of the volume of the fuel tank. The reservoir is located in an enclosure that is inaccessible to the public and is constructed of non-combustible materials and located at least 3 meters away from the hall.

The fixed connections between the burner and storage tank must be in excellent condition. The exhaust pipes are properly secured and isolated from any flammable material. The combustion gases must be led directly outside of the hall.

## Submission of construction plans & approval

We also invite you to fill in [the charter for the exhibitors and their stand builder](#) and send it back to [Brussels Expo Safety Coordinator](#). This document must be returned, together with any risk assessment (s), to the safety coordinator at: [bruexpo@vincotte.be](mailto:bruexpo@vincotte.be). It should be provided before the start of the work. **Completion of this charter IS OBLIGATORY BY LAW.**

All stand constructions are subject to regular approval by [Exhibition Logistics Team](#).

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

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

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

\*Please note that Brussels Expo and external parties will need to examine these complex booths. Deadline for plans and full description of complex booths is **02/11/2023**. If the required documents are handed in too late, an approval in time may not be possible.

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

### Procedure of submission

Please send the requested documents (as defined above) to: [logistics@euhydrogenweek.eu](mailto:logistics@euhydrogenweek.eu).

The design needs to be approved by Exhibition Logistics Team (approx. 5-7 working days). When the examination is done, the applicant will receive approval or conditions for the construction of the stand from the Exhibition Logistics Team.

### Interpretation of the regulations

Time and again situations arise in which it is not possible to formulate a unique set of guidelines for stand construction. In such a case, the exhibition logistics team reserves the right to implement the decision regarding the approval or rejection of the stand design regardless of the guidelines. This always takes place with the aim of ensuring a transparently designed exhibition as far as possible that is fair to the exhibitors and attractive and appealing to the visitors.

#### Exceptions:

The exhibition logistics team reserves the right to grant exceptions to the regulations regarding the guidelines for stand construction, provided that a stand design represents added value for the exhibition and the visitors.

### Temporary stands and fittings

#### Definition of fittings

For the purposes of the regulations, the following are considered to be interior fittings: interior decorations; drapes; doors and curtains; floor, wall, partition, and ceiling coverings; ducts and pipes not incorporated into a conduit or not embedded; false ceiling elements; furniture attached to structures or fixed to the floor.

All the materials making up the stands, as well as the general decoration of the event, must undergo a fire safety inspection. In case of questions or doubt, please contact us at [logistics@euhydrogenweek.eu](mailto:logistics@euhydrogenweek.eu).

### Principle of general authorisation

Subject to the approval of his plans by the competent administrative authority, the organiser may, under his sole responsibility, have any company of his choice carry out all fitting-out and decoration work necessary for the planned event.

This work must, in any case, comply with the provisions of this document, those of the occupancy agreement, and the characteristics and purpose of Brussels Expo.

This work may not in any way have the effect of directly or indirectly affecting the configuration, solidity, and safety of the works and permanent or semi-permanent facilities of Brussels Expo.

### Principle of restriction

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

- work relating to heating appliances and smoke ducts.
- work relating to the roofing of buildings or requiring traffic on the roofs for this to be carried out.
- drilling into walls in the fixed construction elements of the halls.
- trenches for pipes.
- foundations intended to bear machinery and, more generally, all underground work.



# Service orders

Services for exhibitors in connection with a fair or exhibition should be **ordered through the web shop:** [europeanhydrogenweek2023.expodoc.com/en](http://europeanhydrogenweek2023.expodoc.com/en).

Upon confirmation of your stand or space booking, you will receive an email inviting you to set up your web shop account. The email will come from [European Hydrogen Week Team eventbacking@xpo.world](mailto:European Hydrogen Week Team eventbacking@xpo.world)

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

Services should be ordered until **02 November 2023** at the very latest.

After this deadline, an express charge might apply on all orders.

Respecting the deadline also ensures that orders will be processed properly and on time.

You will find the following services in the web shop - **NEW**:

- Electrical Services
- Technical Services
- Audio/Visual Equipment
- Information Technology
- Rigging
- Furniture
- Flowers & Plants
- Catering
- Security Services
- Cleaning Services
- Waste Removal Services
- Signage for Shell Scheme Booths

## Suppliers Appointed by Exhibitors

Except for some **compulsory services/suppliers (electricity, water, catering, IT, rigging service and signage)** the use of other suppliers/agencies for logistical and technical purposes is permitted.

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

## Equipped Stand Constructions

**Shell Scheme constructions package includes**

**Booked via organiser for you and include:**

- Perimeter dividing panels
- Carpet floor-covering
- Fascia board on the top of the booth with the exhibitor's name in standardized lettering
- Lighting fixtures
- Universal power sockets
- Welcome desk and high chair
- A table and two chairs

- Bin

Any additional furniture, branding of the shell scheme, additional electricity, carpeting, lighting, etc. will have to be booked by the exhibitors themselves via the web shop.

9sqm



18sqm



It is also possible to order a **matrix stand** at additional cost through the web shop.

If you have a **raw space** and want to transform it into an equipped package reach out to [Hydrogen Europe](https://hydrogen-europe.eu).



## Electricity

Power supply has to be ordered via [the online web shop](#) as from 10<sup>th</sup> of April onwards.

A **floor plan sketch** indicating the **desired location of connections must be included** in the orders. The exhibitor is responsible for every connection from the distribution panel.

Each stand is served from the establishment's network of switchboards, connection boxes or electrical cabinets (fixed and semi-permanent installations).

Each stand or exhibitor needs to order their electricity box on the online web shop as from **10 April 2023** onwards.

The electric connection box must remain accessible to the safety services at all times but remain out of immediate reach of the public in the section reserved for the exhibitor's use, i.e., for the electrification of the stand.

For safety reasons, only Brussels Expo is able to supply utilities, install and carry out work on the electrical network, and supply the necessary equipment.

Please read the [rules](#) relating to the safety of Electrical equipment on the stands at fair and events at Brussels Expo.

## Rigging and Hanging Points Orders

Suspension points are possible but not on all locations. We recommend self-standing constructions. Please check availability of suspension points at [suspensions@brussels-expo.be](mailto:suspensions@brussels-expo.be) before starting your design if you

consider suspension points. Once your plan is validated you can order the suspension points through [the online web shop](#).

Any costs for necessary static tests will be charged to the client. **Structures to be suspended may only be located within the boundaries of the booth.** Orders can be placed via [the online web shop](#) **as from 10 April 2023**.

## Audio-visual equipment

Orders can be placed via the online web shop **as from 10 April 2023**.

Any audio-visual equipment can be ordered through [the online web shop](#). Please note that the equipment will be delivered **one day before the show starts**.

## Water Installation

Please note that the water supply and wastewater disposal are subject to certain laws of physics. This is why a given connection may be difficult to install or only with additional effort. Please provide your information regarding the request for supply with water/wastewater disposal early on or when registering. Orders can be placed via the Technical Services [the online web shop](#) **as from 10 April onwards**.

Exhibitors are not allowed to connect anything directly to the supplies.

Please read the [rules relating to using water](#) on the stands at fair and events at Brussels Expo.

## Communication Services

In case you would like to set up a Wi-Fi hotspot at your stand or require telephones/fax/internet lines, Orders can be placed via [the online web shop](#) **as from 10 April 2023**.

## Waste removal & cleaning

The used spaces must be returned to Brussels Expo completely clear of all items and the **exhibition areas restored to their original state**. Therefore, unless pre-ordered during the set-up period, external companies will **not be allowed to leave any material in the venue. Waste should be removed at every interval possible, and after each day at the latest**.

Materials that have been left behind will be removed from the exhibition on the last day of dismantling and brought back to the warehouse at the exhibitor's expense.

The exhibition halls and walkways will be cleaned after the set-up. Exhibitors are responsible for cleaning their own stand. Waste collection on booth needs to be ordered via [the online web shop](#). If not, the general cleaning service will not collect it. Cleaning services will only be allowed when the exhibition is closed to visitors.

All common areas e.g., the foyers and aisles will be cleaned on a daily basis during the event days. If you want your booth area to be cleaned too, you can order this service additionally via [the online web shop](#). Constructors who already know that they will have waste can order waste removal as well via the online web shop.

## Furniture

The furniture catalogue can be found and ordered in [the online web shop](#).

## Catering – Food & Beverages

Paying catering during the congress (food trucks and bars) is available for all participants. If exhibitors would like to serve drinks and/or food at their booths, this will have to be booked and ordered by the exhibitors to the official caterer and they will have to follow the applicable regulation. Please note that alcohol is not prohibited but intoxicated persons are not allowed.

If there any specific needs or questions, please reach out to [cateringservices@brussels-expo.com](mailto:cateringservices@brussels-expo.com)

## Hostess Services

Silly Sisters hostesses can be booked through the web shop or by contacting [sillysisters.entertainment@yahoo.com](mailto:sillysisters.entertainment@yahoo.com)

- Amount per hour per hostess = 42.50€ + VAT
- Uniform is included
- Minimum of 4 consecutive hours per hostess

You can also contact for a quote **Ta Bas Co**: [sophie@tabasco-people.com](mailto:sophie@tabasco-people.com) - [www.tabasco-people.com](http://www.tabasco-people.com).

## The event app

All visitors of the European Hydrogen Week 2023 will be able to download free event app, where they will be able to set up their own personal agenda, check the floorplan and meet exhibitors, establish quality connections, check out the many side-events and more...

As an exhibitor and /or sponsor you will be able to set up your own area by placing your organization description, images, videos, as well as set up meetings schedule at your booth and more. To help you prepare and explain possible features, we plan to organize a **1-hour webinar on 14 September from 11:00-12:00 CEST (Brussels time)**.

The app will allow following features:

- Prepare in advance and bookmark the sessions you want to attend and organize your conference schedule to your liking. Keep your personalized EU Hydrogen Week agenda handy, all in one place.
- Book your favourite side-events.
- It will allow you to view the list of attendees, speakers, sponsors & supporters.
- Based on your preferences, check the vast program of side-events that the EU Hydrogen Week offers and join the ones that mostly interest you!
- Enhance your exhibitors and sponsors profile and showcase your newest hydrogen trends, technologies, and projects as well as the latest developments of the hydrogen value chain! How to schedule meetings and promote your booth.
- Allow you to network with attendees!
- Purchase a **lead retrieval function at 200€** in order to be able to scan badges and obtain data.

Kindly note that each exhibitor and sponsor will be responsible to set up their own area. As the event app will go live about two weeks before the event, we advise all exhibitors to have their area ready by that time. Please reach out to [logistics@euhydrogenweek.eu](mailto:logistics@euhydrogenweek.eu) if you are interested in purchasing this option.

# Shipping and Forwarding

Ziegler Expo, the **official appointed Fair Forwarder** and on-site handling agent will supply several logistics teams specialized in transport, storage & on-site handlings of exhibition equipment. Please find below their contact details and information.

**Ziegler Expo Logistics** – Parc des Expositions – Tontoonstellingpark

Brussels Expo ,  
B1020 Brussels,  
Belgium

## Contact details:

Tel: +32 (2) 475 45 40

Fax: +32 (2) 475 45 69

Email : [bruexpo@zieglergroup.com](mailto:bruexpo@zieglergroup.com)

Ziegler Expo logistics can offer you an entire service of receiving your material at their warehouse prior to the event and a smooth delivery to your exhibition stand on the required date & time. Ziegler offers also services for the pick-up, warehousing and re-delivery of empty packaging and/or equipment. The empties are brought back on the booths as soon as possible, in accordance with the timing of the **European Hydrogen Week 2023**.

Ziegler Expo will ensure a high level of logistics services for the following services:

- Door to booth transportation services worldwide
- Seaport or airport collection
- Labelling information
- Inland transportation
- Customs Clearance (Temporary import under ATA carnet)
- Arranging Customs inspection (if required)
- Advance storage before or after show (in / out)
- On-site handling assistance
- Empties (collection – storage – return to the booth at the completion of the show)
- Dedicated on-site support
- Worldwide forwarding after show in accordance with exhibitor's requirements at the completion of the show. Before shipping any items to your stand please make sure you get in touch with Ziegler Expo.

For security and efficiency reasons, all handlings in halls with powered engines (cranes, forklifts, scissor/telescopic lifts...) will be exclusively performed and supplied by Ziegler Expo Logistics.

In order to reduce the waiting time to a minimum on the fairground, it is important to order the handlings in advance and by completing the "Handling request" form, with your full address and payment confirmation for invoicing purposes.

Priority will be given to handlings which have been ordered in advance. These will be planned in function of the date of receipt of the order and duly completed payment forms.

The handlings ordered « on the spot », will be raised with 50%.

Before shipping any items to your stand please make sure you get in touch with Ziegler Expo.

The documents to be completed can be downloaded hereunder:

[Handling request](#)

[Payment confirmation](#)

The **deadline to place an order with Ziegler Expo is 03.11.2023**.

All shipments have to be sent on a freight prepaid basis. Shipments that are not shipped as **freight prepaid**, will **NOT** be accepted.

Courier shipments arriving from inside the EU (free of customs) may be sent directly to the stand only during the build-up dates. However, we do recommend sending it to the designated warehouse and having the goods delivered from there to the booth by Ziegler Expo to ensure that your goods really get there.

In any case, please contact directly in advance **Ziegler Expo** to provide you with shipping instructions accordingly. Deliveries are only accepted to a **contact person** at your booth, **during the official set-up and opening times**. Please make sure that someone from your company or contract partners is there at the stand **to sign and receive the delivery**.

### Goods Reception

Advanced shipping to the venue prior to the congress dates is not permitted. Freight and shipments shall be addressed to **Ziegler Expo**.

### Storage

Storage will be coordinated through **Ziegler Expo**. The storage of boxes or any kind of materials in the alleys is strictly forbidden. The storage of empties (including packaging or packing materials) at the booth/in the hall is prohibited. Combustible packaging, wood wool, plastic foam and straw must not be stored in the exhibition halls or other facilities open to visitors.

The storage of empties (including packaging or packing materials) at the booth/in the halls is prohibited. Combustible packaging, wood wool, plastic foam and straw must not be stored in the exhibition halls or other facilities open to visitors.



# Security and Emergency Procedures

We highly recommend you wear safety shoes until the set-up is finished. A safety vest helps as well to be visible all the time. Thank you for your cooperation.

## Security and Emergency Procedures

It is mandatory for all construction teams and all involved service providers of Brussels Expo to wear safety shoes, a safety vest and a helmet when working in heights. Please protect yourself as well! We highly recommend you wear safety shoes until the set-up is finished. A safety vest helps as well to be visible all the time. Thank you for your cooperation.

Please read [Brussels Expos General Safety Regulations](#).

## Safety & Access Control

We will ensure a smooth entrance into the venue and a safe working surrounding related to the pandemic situation. Adjusted information will be published in September and closer to the event days.

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

- Fixed structures, exhibition counters, display cases, cages and the like must be set up in such a manner that they cannot be knocked over, and that there are **unobstructed evacuation routes at least 1.20m wide to the exits**.
- Glass panes must be protected against breakage.

**The emergency exits and escape routes must be kept clear at all times.** The emergency exits and escape routes in the halls must **never be blocked by items left standing or jutting into the aisle**. A passage at least 2.5 m wide must be kept free, regardless of the width of the aisle and the goods left in the gangway. Hydrogen Europe in accordance with Brussels Expo can order the immediate clearance of all aisles or certain aisles for logistical reasons.

## Emergency Procedures

Brussels Expo can issue orders for buildings, halls, or rooms to be closed or immediately evacuated for safety reasons. The reopening of the buildings only takes place after clearance from the responsible authorities.

Please read carefully [Brussels Expos Emergency procedures](#).

## Security

Orders can be placed via the [online web shop](#)

The site is only kept under general surveillance by the organiser during assembly and disassembly and while events are in progress. There is no security patrol watching over halls, rooms, stands or vehicles. Brussels Expo or the organisers do not take charge of equipment and items brought onto the site or delivered by exhibitors and third parties acting on their instructions.

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

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

Please note that build-up and breakdown days are high-risk periods. You are recommended to work in pairs so that the stand is always manned. Make sure you arrive prior to the official opening time and do not leave your stand at night before the hall is clear of visitors. **During the flagship event, you are free to order night-watch and security guards via [the online web shop](#) as from 10 April 2023.**

## Fire Protection

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

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

It is generally prohibited to build exhibition stands using any highly inflammable materials, materials that drip when burning, form toxic gases or produce a lot of smoke such as most thermoplastics including rigid polystyrene foam or similar.

## Accommodation & Meeting Rooms

### Hotel Reservation

A variety of hotels ideally situated near the venue and Brussels city centre have been selected and have offered negotiated rates for our delegates.

We encourage you to book your rooms as soon as possible following the instructions on the [event website](#).

You can also access the [hotel booking portal here](#).

Accommodation booking will be available as of **10 April 2023**.

### Meeting room rental

There is a variety of meeting rooms available on the ground floor and the third floor of Hall 11. They can be rented on a day of half day basis and this on a first come first serve basis.

In case your company needs a meeting room, please send an email to [info@hydrogeneurope.eu](mailto:info@hydrogeneurope.eu) including the following information:

- Dates required
- Duration of the event: timing per day
- Ideal room set-up (theatre style, classroom)
- Company name
- Name of your event
- Any Title/ topics / content/ description of your event
- Any other specifications

The event should be approved by Hydrogen Europe and a proposal including room rental and basic equipment will be sent to you based on the given information.



**20 - 24 November 2023**

**Brussels, Belgium**

[euhydrogenweek.eu](http://euhydrogenweek.eu)

