

REQUEST FOR ADMISSION

To be returned duly and fully completed and signed to validate your participation.

Cette demande d'admission est aussi disponible en français.
Dit inschrijvingsformulier is ook beschikbaar in het Nederlands.

6 - 7 February 2020 / Namur Expo / www.sett-namur.be

1. Applicant (in capital letters)

CORRESPONDENCE ADDRESS

Company name:

Address:

.....Nr:PB:

Post code: City:

Country:

Website:

General e-mail:

General phone:

General fax:

 



CONTACT PERSON

Name:

First name:

Function:

Direct phone:

Mobile:

Direct e-mail:

INVOICE DATA

Company name:

Legal form:

VAT Nr:

Bank account Nr:

IBAN:

BIC / SWIFT:

Invoice address, if different from correspondence address:

Address:

.....Nr:PB:

Post code: City:

Country:

Be careful! New VAT rules for foreign exhibitors

Decision E.T. 116547 applicable as of 01/07/2009

Info via contr.tva.bcae@minfn.fed.be or +32 (0)2 577 40 70

Do you intend to sell goods or services in Belgium?

Yes No Belgian VAT-number: BE O



**Namur Expo
Namur, Belgium
6-7/02/2020**

EASYFAIRS EXPO SPRL

Avenue Sergent Vriethoff 2
BE - 5000 Namur

ORGANISATION

Sales Executive

Anthony Legrand
Tél: +32 (0)81 32 19 23
anthony.legrand@easyfairs.com

Event Operations Coordinator

Inès Joassin
Tél: +32 (0)81 36 00 42
ines.joassin@easyfairs.com

Reserved for the organiser

DATUM:

Nr SF:

Nr DOC:

Nr STAND:

S.E.J	DATUM	EOP	DATUM

G.E.M	DATUM	EOP	DATUM

ACC WL REF

Comments:

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.....

New exhibitor: Yes No

Natuur exhibitor: R

2. Participation (ALL COSTS EXCLUSIVE OF 21% VAT)

A. BARE SPACE

- Pricing 1 (rebooking price): 135 € -10% x m² = €
- Pricing 2 (from 09/6 till 02/11): 135 € -5% x m² = €
- Pricing 3 (from 03/11 until the show): 135 € x m² = €

B. COST PER EXTRA OPEN SIDE

- 2 open sides of : +5% on A = €
- 3 open sides : +10% on A = €
- 4 open sides : +15% on A = €

C. PRIME LOCATION

- + 10% on A = €

D. ADDITIONAL CHARGE FOR THE FITTING OUT OF A "ALL-IN STAND"

- All-in stand: modular partition walls, name board, carpet, electrical connection (1 x 16A), lighting (1 spot 15WLED/4m²), 1 power strip (4), furniture, daily cleaning
 Furniture: Package 1 Package 2
 + € 80,00/m² x m² = €

E. FIXED REGISTRATION FEE

More information is provided in annexed document.

<input type="checkbox"/> GO VISIBILITY	GO FOR MORE VISIBILITY	€ 800,00	€ 600,00
<input type="checkbox"/> GO LEADS	GO FOR MORE CONTACTS	€ 1.000,00	€ 750,00
<input type="checkbox"/> GO PLUS	GO THE EXTRA MILE	€ 1.400,00	€ 1.050,00 BEST VALUE
<input type="checkbox"/> GO PREMIUM	LIMITED NUMBER	€ 2.800,00

	VALUE TO INSURE	PRICE
ALL-RISK INSURANCE + CIVIL LIABILITY	€ 50.000,00	<input type="checkbox"/> € 200,00
	€ 20.000,00	<input type="checkbox"/> € 100,00

I RESERVE A TIME SLOT IN THE EXHIBITOR CONFERENCE ROOM (50P)

for 60 minutes (15' preparation, 45' conference/Workshop) preferably at the following time (subject to availability):

Additional cost per time slot: € 500,00

TOTAL €

3. Products and brands information

A. CHOOSE THE CATEGORY THAT CORRESPONDS TO YOUR MAIN ACTIVITY

Choose max. 5 products.

<p>EDUCATIONAL MATERIALS</p> <ul style="list-style-type: none"> <input type="radio"/> Book publishers <input type="radio"/> E-learning <input type="radio"/> E-books <input type="radio"/> Mobile applications <input type="radio"/> Educative games <p>IT HARDWARE</p> <ul style="list-style-type: none"> <input type="radio"/> Computers <input type="radio"/> Monitors <input type="radio"/> Servers <input type="radio"/> Tablets <input type="radio"/> Smartboards <input type="radio"/> Projectors <input type="radio"/> Printers <input type="radio"/> Copiers <input type="radio"/> Educative robots and toys <input type="radio"/> 3D and 4D printers <input type="radio"/> Virtual reality hardware <input type="radio"/> Augmented reality hardware <input type="radio"/> Artificial intelligence hardware <input type="radio"/> Laser cutter <input type="radio"/> Fab lab tools <p>PEDAGOGY</p> <ul style="list-style-type: none"> <input type="radio"/> Pedagogy trainings <input type="radio"/> Pedagogy coaching 	<ul style="list-style-type: none"> <input type="radio"/> Pedagogy workshops <input type="radio"/> Pedagogy non-profits <p>SAFETY AND SECURITY SERVICES</p> <ul style="list-style-type: none"> <input type="radio"/> IT security <input type="radio"/> Technical security <input type="radio"/> Hybrid solutions <p>SOFTWARE SYSTEMS</p> <ul style="list-style-type: none"> <input type="radio"/> Learning management system (LMS) <input type="radio"/> School management software <input type="radio"/> Virtual reality <input type="radio"/> Augmented reality <input type="radio"/> Artificial intelligence <input type="radio"/> Solutions for learning problems <p>TELECOMMUNICATIONS</p> <ul style="list-style-type: none"> <input type="radio"/> Telecommunications providers <input type="radio"/> IT infrastructure <input type="radio"/> Network solutions <p>SCHOOL ENVIRONMENT</p> <ul style="list-style-type: none"> <input type="radio"/> School furniture <input type="radio"/> School equipment consumables <input type="radio"/> School equipment <input type="radio"/> School appliances 	<p>EDUCATION</p> <ul style="list-style-type: none"> <input type="radio"/> Municipality <input type="radio"/> Schools <input type="radio"/> Education government <p>INSURANCES AND PENSIONS</p> <ul style="list-style-type: none"> <input type="radio"/> Online payments <input type="radio"/> Website design <p>OTHERS:</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>
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B. BRIEF DESCRIPTION OF YOUR MAIN ACTIVITY Description will be used on the communication mediums

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C. NEW PRODUCTS AND/OR BESTSELLERS

We will launch a new product We will present a bestseller product

Product:

Brand:

Description:

.....

Date of creation (only for new product):/...../.....

4. Information for the name board, the website and the press

If different from correspondence address (in capital letters)

Name:

Address: Nr: PB: Post code:

City: Country:

phone: General fax:

GSM:

General e-mail:

Website:

5. Selection

All the submitted application forms will be the subject of a selection by the Selection Committee. The selection will be operated based on following criteria:

- (I) the availability of exhibition space;
- (II) the good balance of the Fair content;
- (III) the correspondence between the orientation of the Fair and that of the Exhibitor;
- (IV) the quality of products, brands exhibited at the Fair;
- (V) the variety of products exhibited at the Fair.

The decision of the selection committee will be notified in writing by EASYFAIRS EXPO SPRL at the latest one month after this meeting.

6. Declaration by the applicant

I am aware of the general [conditions of participation](#) (available on request). I accept and take note of all of the clauses. I subscribe to these documents and agree to abide by them.

Done at: Date: / /

Function:

Name: First Name:

Signature:

Articles 3, 5 & 5 of the General Condition:

ARTICLE 3: PARTICIPATION REQUEST

3.1 The Participation Request may only be validly submitted by means of the application form provided by the Organiser for this purpose, properly completed and signed by the Applicant-Exhibitor and filed with the Organiser in a timely manner.

3.2 Submission of the Participation Request by the Applicant-Exhibitor constitutes his binding and irrevocable offer to participate in the Fair under the conditions that are set forth in these General Conditions, in the Rate Conditions and in the Participation Request. Any later change or revocation of the Participation Request shall be regarded as a unilateral cancellation by the Applicant-Exhibitor, and shall be governed by the provisions of article 6 of these General Conditions.

3.3 The Participation Request is provisionally registered by the Organiser, which freely decides whether or not to accept the Participation Request in accordance with the provisions of article 4 of these General Conditions.

ARTICLE 5: RATES, INVOICING AND PAYMENT CONDITIONS

5.1 Rates and invoicing

5.1.1 The following shall be owed by the Exhibitor as a result of the Acceptance, unless provided otherwise in the Rate Conditions:

- 1) the registration fee;
- 2) the insurance premium in accordance with the provisions of article 16 of these General Conditions;
- 3) the costs relating to the reservation of a stand at the Fair;
- 4) all other costs that are specified in the Rate Conditions or any other commercial document.

Notwithstanding the provisions in article 6 of these General Conditions, these amounts continue to be owed if the Exhibitor cancels his participation later for any reason whatsoever or if the Exhibitor decides to reduce the surface area initially requested by him. The amounts as listed above are hereafter referred to together as the "Amounts Due".

5.1.2 The Amounts Due are invoiced as follows:

For annual fairs:

- 1) an advance of 50% of all Amounts Due (the "Advance") eight days after Acceptance of the Participation Request;
- 2) the balance of all Amounts Due (the "Balance") at least 120 days before the Opening Date of the Fair; and
- 3) the price of the technical orders at least 30 days before the Opening Date of the Fair.

For non-annual fairs:

- 1) an advance of 20% of all Amounts Due (the "First Advance") eight days after Acceptance of the Participation Request;
- 2) an advance of 30% of all Amounts Due (the "Second Advance") thirteen months before the Opening Date of the Fair;

3) the balance of all Amounts Due (the "Balance") at least 120 days before the Opening Date of the Fair; and

4) the price of the technical orders at least 30 days before the Opening Date of the Fair.

In the event that the Participation Request is submitted to the Organiser less than 120 days, but more than 30 days before the Opening Date of the Fair and this Request is accepted by the selection committee, the Advances and the Balance will be invoiced together and these amounts must be fully paid in order for the Acceptance of the Participation Request to become definitive. The technical orders will be invoiced at least 30 days before the Opening Date of the Fair.

In the event that the Participation Request is filed less than 30 days before the Opening Date of the Fair and this Request is accepted by the selection committee, all Amounts Due, as well as the price of the technical orders, will be invoiced together and all Amounts Due must be paid in order for the Acceptance of the Participation Request to become definitive.

5.2 Payment conditions

5.2.1 The invoices of the Organiser must be paid at the latest within 30 days after date of receipt, net and without discount or offsetting. If the Participation Request is submitted less than 30 days before the Opening Date of the Fair, then these invoices are payable immediately after receipt, net and without discount or offsetting.

5.2.2 Any payment made into the hands of a representative or employee of the Organiser does not have a discharging effect, unless done with the express advance consent of the Organiser.

5.2.3 Any protest against an invoice must be made to the Organiser by the Exhibitor within 8 days after the date of invoicing in writing. Such a protest has no impact on the Exhibitor's obligation to pay the other invoices that are exigible at the time of the protest and grants him no right to suspend any payment obligation or any other obligation vis-à-vis the Organiser.

5.3 Untimely payment

5.3.1 Untimely payment of the full invoice of the Organiser or a part thereof leads, without prior formal notice of default, to the exigibility of late-payment interest at an interest rate of 8% per year, counting from the due date, on all unpaid amounts (even those whose due date has not yet passed) until the date of full payment. Beyond this, untimely payment, under the same conditions as the exigibility of the late-payment interest, leads to the payment of a lump-sum indemnification of 10% of each unpaid invoice amount, with a minimum of 250 euros, without prejudice to the Organiser's right to prove greater damage.

5.3.2 In the event of untimely payment, the Organiser is also authorised, ipso jure and without prior formal notice of default, to suspend execution of all obligations that the Organiser has vis-à-vis the Exhibitor. In the event of untimely payment, the Organiser can also decide not to make the stand space or site available to the Exhibitor and instead to make these available to a different Exhibitor.

ARTICLE 6: RENUNCIATION OF PARTICIPATION BY THE EXHIBITOR OR REDUCTION OF THE REQUESTED SURFACE AREA

6.1 Notwithstanding the provisions of article 3.2, an Exhibitor must notify his renunciation of participation in the Fair and any reduction of the surface area initially requested in his Participation Request by registered letter to the Organiser, regardless of whether this renunciation or reduction takes place before or after the Acceptance by the Organiser.

6.2 In the event of renunciation of participation by the Exhibitor and in so far as the renunciation of participation takes place in accordance with the provisions of article 6.1, the Exhibitor is obliged, ipso jure and without prior formal notice of default, to pay the following cancellation compensations:

- 1) if the renunciation is announced thirty days or more before the Opening Date, a cancellation compensation equal to the total Amounts Due;
- 2) if the renunciation is announced less than thirty days before the Opening Date, a cancellation compensation equal to the total Amounts Due and, as applicable, the amount of all other invoices owed to the Organiser, increased by 1,000 euros as indemnification for the additional harm deriving therefrom for the Organiser due to the lateness of the renunciation.

This cancellation compensation is irrevocable and entirely independent of the Exhibitor's reason for renouncing participation. The Exhibitor expressly agrees that in such a case the Organiser is authorised to allocate the space or site of the Exhibitor to a different exhibitor, or to affix at the space or site allocated to the Exhibitor the message: "this stand was reserved for [name of the Exhibitor] pursuant to registration dated [date]".

6.3 In the event that the reduction of the originally requested surface area is notified in accordance with the provisions of article 6.1 and in so far as the Organiser has expressly accepted the reduction, the Exhibitor shall owe, ipso jure and without prior formal notice of default, a cancellation compensation of 20% of the Amounts Due to the Organiser. Along with this cancellation compensation, all Amounts Due for the reduced surface area continue to be owed by the Exhibitor.

If the reduction of the originally requested surface area is notified in accordance with the provisions of article 6.1 and the Organiser does not accept the reduction, the same amounts as provided in article 6.2 shall be owed by the Exhibitor to the Organiser as cancellation compensation.

6.4 In the event that the renunciation or the reduction is not notified in accordance with the provisions of article 6.1, the Exhibitor shall owe, ipso jure and without prior formal notice of default, a cancellation compensation of 40% of the Amounts Due to the Organiser as indemnification due to unilateral cancellation and the additional harm that derives therefrom for the Organiser due to non-compliance with the notification duty. Along with this cancellation compensation, the Amounts Due for the initially requested surface area continue to be owed by the Exhibitor.

6.5 Untimely payment of the cancellation compensations specified in article 6.2, 6.3 and 6.4 leads, ipso jure and without prior formal notice of default, to the exigibility of late-payment interest at an interest rate of 8% per year, counting from the due date, on all unpaid amounts (even those whose due date has not yet passed) until the date of full payment.

Boost your reach, exposure and ROI

EasyGo is a service package based on the latest developments in digital marketing technology. It is part of the standard Easyfairs offer but you can choose one of four packages that best meets your objectives.

FOR MORE INFORMATION, GET IN TOUCH WITH YOUR EASYFAIRS SALES REPRESENTATIVE.

GOVISIBILITY

Promote your company profile.

~~€ 800~~
€ 600

GET NOTICED ALL YEAR ROUND

- ▶ Display your company profile online (description, products, news & jobs)
- ▶ Apply for inclusion in the Innovations Gallery
- ▶ Invite customers and prospects
- ▶ Promote your products, paper-free via Smart Badge technology **1 READER**

BOOST YOUR LEADS

- ▶ Get details of visitors who touched your reader with their Smart Badge
- ▶ Capture and qualify leads with ease **1 LICENCE**
- ▶ Receive real-time SMS alerts when your guests check in

GOLEADS

Maximise lead generation and deepen customer relationships.

~~€ 1.000~~
€ 750

GET NOTICED ALL YEAR ROUND

- ▶ Display your company profile online (description, products, news & jobs)
- ▶ Apply for inclusion in the Innovations Gallery
- ▶ Invite customers and prospects
- ▶ Promote your products, paper-free via Smart Badge technology **1 READER**

BOOST YOUR LEADS

- ▶ Get details of visitors who touched your reader with their Smart Badge
- ▶ Capture and qualify leads with ease **1 LICENCE**
- ▶ Receive real-time SMS alerts when your guests check in

GOPLUS

Maximise lead generation and enhance online visibility.

~~€ 1.400~~
€ 1.050

GET NOTICED ALL YEAR ROUND

- ▶ Display your company profile online (description, products, news & jobs)
- ▶ Apply for inclusion in the Innovations Gallery
- ▶ Invite customers and prospects
- ▶ Promote your products, paper-free via Smart Badge technology **2 READERS**

BOOST YOUR LEADS

- ▶ Get details of visitors who touched your reader with their Smart Badge
- ▶ Capture and qualify leads with ease **2 LICENCES**
- ▶ Receive real-time SMS alerts when your guests check in

GET PREMIUM ONLINE BRAND VISIBILITY

- ▶ Display your logo on the exhibitor list

BEST VALUE

GOPREMIUM

Maximise lead generation and brand exposure, onsite and online.

€ 2,800

LIMITED NUMBER

GET NOTICED ALL YEAR ROUND

- ▶ Display your company profile online (description, products, news & jobs)
- ▶ Apply for inclusion in the Innovations Gallery
- ▶ Invite customers and prospects
- ▶ Promote your products, paper-free via Smart Badge technology **3 READERS**

BOOST YOUR LEADS

- ▶ Get details of visitors who touched your reader with their Smart Badge
- ▶ Capture and qualify leads with ease **UNLIMITED LICENCES**
- ▶ Receive real-time SMS alerts when your guests check in

GET PREMIUM ONLINE BRAND VISIBILITY

- ▶ Display your logo on the exhibitor list
- #### STAND OUT ONLINE AND ONSITE
- ▶ Attract attention when visitors register online
 - ▶ Maximise your visibility at the event

GET NOTICED ALL YEAR ROUND

• Display your company profile online (description, products, news & jobs)

My Easyfairs simplifies the management of your company profile and product offering for the event's online catalogue:

- Create a company listing that informs people about your offering and makes it easy for them to get in touch via web and social media links, as well as a dedicated contact form.
- There is no limit to the amount of multi-format (text, image, video, links) product information you can publish.
- Keep your presence fresh with product updates and press releases. These will also be published on the event's News page.
- Attract top talent from your sector by advertising job opportunities at your company.

• Apply for inclusion in the Innovations Gallery

Position your company as an innovator! Apply for inclusion of one breakthrough product in the Innovations Gallery (subject to approval by the Innovations Reviewer).

• Invite customers and prospects

Invite guests via your chosen digital channels (e-mail, website, social media, electronic signature or personalised action code) with your personalised registration link.

You can download a list of everybody who used your link to pre-register. Get in touch to invite them to your stand and follow up after the event.

Promote your presence with highly professional ready-to-use marketing materials including invitations, web banners and event logos.

• Promote your products, paper-free via Smart Badge technology

Share information about your products & services effortlessly via a wireless reader on your stand. Smart Badge technology ensures you even reach visitors with whom you were unable to interact during the event.

By touching your reader with their Smart Badge, visitors get all the information listed on your online profile via email at the end of their visit.

BOOST YOUR LEADS

• Get details of visitors who touched your reader with their Smart Badge

Receive a list of everybody who demonstrated interest in your product by touching your reader with their Smart Badge. A fantastic opportunity to get in touch and to convert prospects into customers!

• Capture and qualify leads with ease

Capture visitor details with a quick scan of their badges using the Visit Connect app on your smartphone. You can add notes e.g. to categorise the really hot leads. Post-event follow-up has never been easier.

• Receive real-time SMS alerts when your guests check in

Find out when visitors that you invited arrive at the event: receive real-time SMS notifications. Get ready to meet and greet key prospects and customers - they really appreciate it!

GET PREMIUM ONLINE BRAND VISIBILITY

• Display your logo on the exhibitor list

Enhance your brand visibility where it will get most attention. Your logo appears on the exhibitor list of the online catalogue.

STAND OUT ONLINE AND ONSITE

• Attract attention when visitors register online

Make an immediate and powerful visual impact: registered visitors see your logo at a number of touch points during their online registration process including the confirmation page, the confirmation email and the entrance ticket. This exclusive opportunity is available to a limited number of exhibitors.

• Maximise your visibility at the event

Be seen where it matters. Your logo or promotional advertisement appears on displays in high-traffic areas. Plus, we also offer some exclusive visibility options such as speaker slots, bar sponsorship, posters, leafletting or sample distribution in prominent locations. Ask the event team for details! This exclusive offer is restricted to a limited number of exhibitors.

