



BRUSSELS FURNITURE FAIR

Dear exhibitor,
Dear stand builder,
Dear supplier,

You are going to exhibit or provide a service at the Brussels Furniture Fair 2026. For an optimal result, we want to prepare for this thoroughly, together with you. As the fair organiser, we will of course be happy to assist you where needed.

For you and your suppliers, this operations manual is an important guide, put together based on our experiences over the years. Please read this document thoroughly, carefully review all sections, and share this document internally within your company, and in its entirety with your suppliers and transporters.

A new system is ready to register all vehicles and give controlled access to the Brussels Expo site. Access to this **vehicle pass system** will be granted starting **September 7, 2026**. Your trade show coordinator will then receive an email with further information. We are convinced that this system will lead to time savings for your staff and suppliers, as well as a safer build-up and breakdown of our fair.

We wish everyone every success with the preparations for the Brussels Furniture Fair 2026 and are available to answer all your questions.

Brussels Furniture Fair Team



MEUBELBEURS
SALON DU MEUBLE
BRUSSEL · BRUXELLES



Glenn De Maeseneer
Managing Director



Ines Van Craenenbroeck
In-House Designer &
IT-Manager



Fien Berckenbosch
Back Office - Support

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OBLIGATORY STEPS FOR PARTICIPANTS

Visit your personal online exhibitor's page. This is the essential platform that grants you access to your stand plan, your company and contact details, and all other necessary tools for the successful organisation of your exhibition participation. The link to your personal exhibitor's page has been sent to you via an email entitled: *"Participation Confirmation Brussels Furniture Fair 2026."*

As soon as possible, please send the operations manual and your floor plan to your stand builder.

Please already make a note of these dates in your planning:

From **29/06**

- Activate your BRUSSELS Expo web shop account for the placing of all kinds of orders! For this, you will receive an email directly from our venue partner Brussels Expo a few days after receipt of your participation confirmation. (important info about tariffs and services on p. 11 > p. 13).
- Order in good time, because the prices rise after a certain date.

Before **02/10**

- Send your product photo & company logo in high resolution to the Furniture Fair (info p. 18)
- Check and amend your details for the online catalogue and the Furniture Fair App (info p.18)

NB: After 02/10 we cannot guarantee that we will be able to make any changes to your company information.

Before **16/10**

- Fill in the safety charter and send it to Vinçotte (info on p. 20)

Important advice:

Please read through this entire operations manual in detail. In it, you will find all the practical information with regard to your participation in the Brussels Furniture Fair. Also pay close attention to the points of concern, and share this operations manual within your own organisation and with your suppliers.

If you have any further questions, don't hesitate to get in touch with us. We will be pleased to assist you further:
+32 2 558 97 20

Vehicle Pass System:

NEW: since 2025, there is a totally new system that regulates access for all vehicles to the Brussels Expo site. The procedure for individual registration and the various types of passes will be explained in a separate document, which you will receive from us via email **after 7 September 2026.**

ORGANISATION

1. Contact and accessibility

Before the start of the fair until 29 October:

Headquarters: Brussels Furniture Fair
Hof Ter Vleestdreef, 5b7
1070 Brussels, BELGIUM
+32 2 558 97 20

NB: between 30/10/2026 and 15/11/2026, our offices will be moving to the Brussels Expo site.

From 2 November and during the fair:

For deliveries: BRUSSELS EXPO – G
BRUSSELS FURNITURE FAIR
Romeinsesteenweg, 618
1020 Brussels, BELGIUM
+32 2 558 97 20

*NB: for the breakdown, all transports must register at **Car Park C**.*

For visitors: BRUSSELS EXPO – GATE B
BRUSSELS FURNITURE FAIR
Belgiëplein, 1
1020 Brussels, BELGIUM

*NB: this is the entrance for visitors who arrive by **public transport, taxi or shuttle**.*

For visitors arriving by car: BRUSSELS EXPO – CAR PARK C
BRUSSELS FURNITURE FAIR
Via exit 7 or 8 of the ring road R0.
Waze: Car Park C – Expo

*NB: this is the entrance for visitors who arrive with their **own transport**.*

Furniture Fair Office: BRUSSELS EXPO – Hall 5
BRUSSELS FURNITURE FAIR
Belgiëplein, 1
1020 Brussels, BELGIUM

Our team at the Furniture Fair Office:



Véronique

MB-Support
Furniture Fair Office



Dorien

MB-Support
Furniture Fair Office



Ariane

Webshop & Services
Brussels Expo

From Monday, November 2, through Friday, November 13, you can find our staff at the Exhibition Secretariat in Hall 5, or contact them by telephone on +32 2 558 97 20

Furniture Fair Office Opening Times:

During **build-up** there is standby staffing only. During this period, our staff can be reached exclusively by telephone on: +32 2 558 97 20.

Build-up	Monday 02 November to Saturday 07 November	8 am – 6 pm
Fair	Sunday 08 November to Wednesday 11 November	8 am – 7 pm
Breakdown	Thursday 12 November	8 am – 6 pm
Breakdown	Friday 13 November	8 am – 2 pm

It is important that this info & timing is shared with your stand builder and suppliers!

Our on-site support team at the fair:

In the halls you can always call on our staff, who will be on hand during the build-up and breakdown periods from 8am to 6pm. They are at the disposal of stand builders, suppliers and exhibitors.



Sieger

MB- Support
Hall Manager

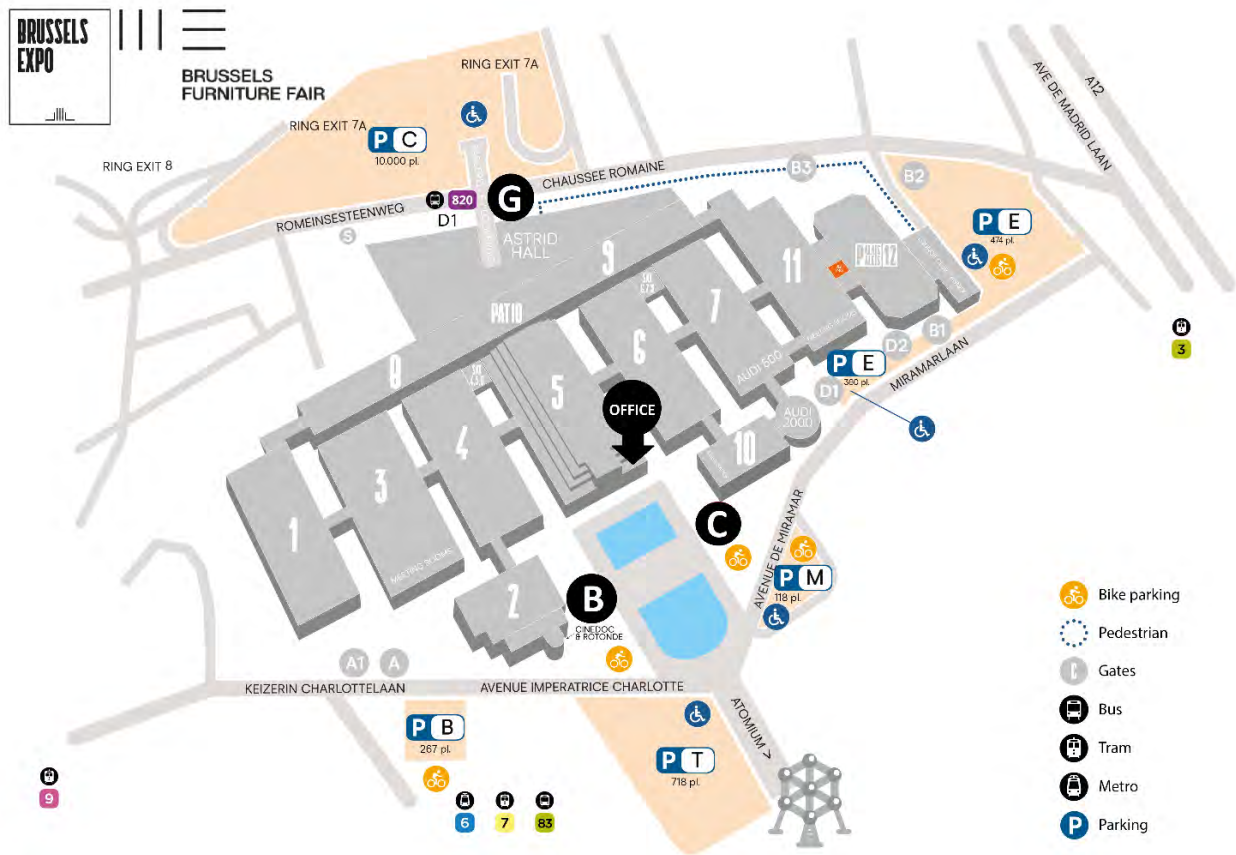


Thomas

MB- Support
Hall Manager

You will recognise us from our Furniture Fair logo, and we will be contactable by telephone on +32 2 558 97 20.

Map of Brussels Expo:



B

Gate B – Visitor entrance (no vehicles)

C

GATE C – Transportation is permitted provided the driver has the appropriate Vehicle (**VPS**)

G

GATE G – Transportation is permitted provided the driver has the appropriate Vehicle (**VPS**)

OFFICE

Office Brussels Furniture Fair – Hall 5.

2. General information

a. Stand construction

1. Download your stand plan on your personal online exhibitor's page.
2. Respect the dimensions of your stand!
3. Advertising in the aisles is prohibited, including overhead displays (e.g., banners, flags, etc.).
4. All stands must be completely self-supporting, without leaning against walls.
5. The standard stand height is 3 metres. If you deviate from this, you must notify the organisation: operations@meubelbeurs.be
If your stand is lower than 3 m → you must finish the rear wall of the neighbouring stand up to a height of 3 metres.
If your stand is higher than 3 m → you must finish your own rear wall from 3 metres up to the full height above.
6. If there is an electrical cabinet at your stand, it must remain accessible at all times. Doors must be able to open fully, and staff should be able to stand at least 1,1 metres away from the switchboards. Fire safety equipment located in or around the stand must also remain accessible and unobstructed at all times! These are indicated on your stand plan with the following icon:



This rule also applies to emergency exits, and gates that border the stand. Door pumps and control panels must also remain operational and cannot be removed, disassembled, or disabled.

7. Electrical installations must comply with the legal Belgian safety standards. The details can be downloaded from your personal online exhibitor's page – **Safety Charter**. During the build-up, an accredited inspection body (Vinçotte) will ensure that the regulations are respected.
8. When laying your carpet, the use of low-quality adhesive tape may lead to additional cleaning costs. These costs will be passed on to the exhibitor.
9. Packaging and waste must be removed by the exhibitor. If this does not occur, the costs will be invoiced to the exhibitor. Manage your own waste during the event. By dealing with waste in an orderly manner, you prevent other exhibitors from viewing your stand or the aisle as a communal dumping ground. Waste containers can be ordered online and on-site.
10. During the build-up and breakdown of the fair, the aisles must always remain clear. A passage of at least 1 metre must be guaranteed at all times to ensure a pleasant working environment for everyone.



b. Build-up

- Starting Monday 02/11 for exhibitors building their own stand, or having it built by their own stand builder. Make sure that you start building your stand on Thursday 05/11 at the latest.
- From Thursday 05/11 for exhibitors with a ready-made stand.
- Stand build-up must be completed by 12:00 p.m. on Saturday, November 7. From that time on, all aisles must be completely clear. However, finishing touches inside the booth are still permitted.
- Standard setup hours are from 7:00 a.m. to 8:00 p.m. If you wish to work outside these standard hours, please notify the organizers in advance by email at operations@meubelbeurs.be or at the trade show office.
- Early build-up upon payment is possible depending on the access to and availability of the halls. For this, however, a request must be directed to the organisation via email: operations@meubelbeurs.be before October 18th.
- Every vehicle driving into Brussels Expo must have a **Vehicle Pass**. More information about this will follow in our communication at the beginning of September (see Vehicle Pass p. 16)
- Vehicles must leave the area of the site immediately after unloading. It is possible to park at car park C. In order to remain parked at car park C during the fair, you must purchase a parking permit via the BRUSSELS EXPO web shop.
- Trailers may never be uncoupled between the halls.
- Vehicles and trailers are not permitted inside the halls.
- Passenger cars are generally NOT permitted on the site: Limited (1-hour) access may be requested via the **Vehicle Pass System** only on Thursday, November 5 (2:00 p.m.–8:00 p.m.), Friday, November 6 (7:00 a.m.–8:00 p.m.), and Saturday, November 7 (7:00 a.m.–8:00 p.m.).

Two catering points will be open during the build-up: at the front of Hall 5, with a varied hot and cold selection, and at the Patio, with delicious Belgian fries.



Patio exit towards Gate G – Belgian Fries Stand

c. Breakdown

- Packing up goods and removal of your stand in general may only begin after the Furniture Fair closes on Wednesday 11/11 after 6 pm. From that moment on, work may continue day and night until Friday 13/11 at 2 pm.
- On Wednesday 11/11, access to the fair for stand builders and/or their staff is **prohibited** before 6pm, even upon presentation of an admission pass.
- On Wednesday, 11/11, trucks should gather at Parking C around 5:30 p.m. To ensure smooth organization and access to the halls, these vehicles will be pre-sorted into columns so they can enter Brussels Expo by hall. More information on this will follow in our communication in early September. NB: vehicleless <3.5 tons are not allowed to participate in the convoy and must wait until all heavy goods vehicles are inside.
- Carpet, tape and waste must be removed by the exhibitor.
- After vacating the booth, the participant must leave it in the same condition as when it was made available. Any costs resulting from damage, contamination, or trash left behind will be charged to the exhibitor.
- If the stand space is not cleared in a timely manner or in its entirety, the Furniture Fair may remove any remaining materials, goods, packaging, or carpets at the exhibitor's expense and risk.
- Exhibitors who have ordered a ready-made stand, must have completely cleared their stand by 2 pm on Thursday 12/11.
- Exhibitors who have built their own stand or have used their own stand builder must leave the Brussels Expo premises by 2 pm on Friday 13/11 at the latest.
- All vehicles must leave the site perimeter immediately after loading. It is possible to park in Park C.
- Trailers may never be uncoupled between the halls.
- Vehicles and trailers are not permitted inside the halls.

No catering outlets will be open during the breakdown.

d. Ordering goods and services

Depending on the type of service, you must place an order with BRUSSELS EXPO or the Furniture Fair.

Goods and services managed and invoiced by the Furniture Fair:

1. Early build-up must be requested by October 18.
2. Read-made stands must be requested by September 18.
3. Waste containers can be ordered via email or on site.

Emails for info, orders or price enquiries of price requests can always be sent without obligation to:

operations@meubelbeurs.be – please do not use any other email address for this!

1. Early build-up

Early build-up is possible for a fee, subject to hall availability. However, you must submit a request to the organizers via email at operations@meubelbeurs.be by October 18.

2. Ready-made stands

You can order a ready-made stand construction through the Furniture Fair. You can choose between a basic truss metallic structure or a wooden structure. These structures always come with an electrical connection, lighting, and carpet. For more information and to place an order, please contact the organizers at operations@meubelbeurs.be by September 18.

3. Waste and recycling

Together with our partner GOM, we are doing everything we can to relieve you of your waste. 1.1 m³ (125 euros/unit) and 3 m³ (285 euros/unit) containers can be ordered on-site from our staff on the exhibition floor or in advance via operations@meubelbeurs.be

However, since costs and regulations have come under enormous pressure in recent years, we urge you to be selective and to process your own waste whenever possible. Leaving waste behind is, of course, NOT permitted. Booths must be completely cleared out and left clean. Starting this year, our staff are using new order forms that clearly document your order. Invoicing for delivered containers will take place after the trade show concludes. Please note that it is helpful for these orders to be managed and submitted by a single person to avoid mistakes.

Our staff may order containers on their own initiative to clean up any leftover waste, packaging materials, or other debris. The associated costs are non-negotiable with the organization and will be invoiced along with the labor hours. Commitment to the environment is a responsibility for all of us, and you should raise awareness of this among everyone in your organization and network. Discuss this with your booth builder!

BRUSSELS FURNITURE FAIR

N° 94321

Orderbevestiging
Confirmation de commande
Bestelbestätigung
Order confirmation

GARBAGE CONTAINER SERVICE

COMPANY: _____

ADDRESS: _____

CONTACT: _____

1.1m³ ☐ 3m³ ☐

SIGNATURE: _____

- To be ordered on site as needed
- 1.1 m³ -> € 125/Container
- 3 m³ -> € 285/Container
- Larger volumes only on demand!
- Delivery to your stand.
- Prices available from our staff.

Goods and services managed and invoiced by BRUSSELS EXPO:

1. Electrical connection
2. Connection to water supply
3. Suspension points
4. Internet (see point g. page 23)
5. Fire extinguisher (mandatory for stands >72m²)
6. Parking
7. Stand cleaning
8. Logistics services (e.g. forklift with driver, storage, etc.)
9. Stand furniture
10. Flowers and plants
11. Audiovisual material
12. Electrical equipment
13. Stand carpet & mounted floor
14. Catering services on the stand
15. Hostesses

Orders can **only be placed online**, via the BRUSSELS EXPO web shop. Activate or create your web shop account as soon as it is accessible (Opening planned on 29/06/2026): <https://shop.expo.brussels/expo/>

BRUSSELS EXPO staff are available to answer any questions, by email connections@brussels-expo.be or by phone: +32 2 658 42 55

NB! Goods and services may be subject to price increases:

Please be aware that all services will become more expensive as the fair approaches. It is therefore advisable to create a good plan and to place an order with the relevant suppliers in a timely manner.

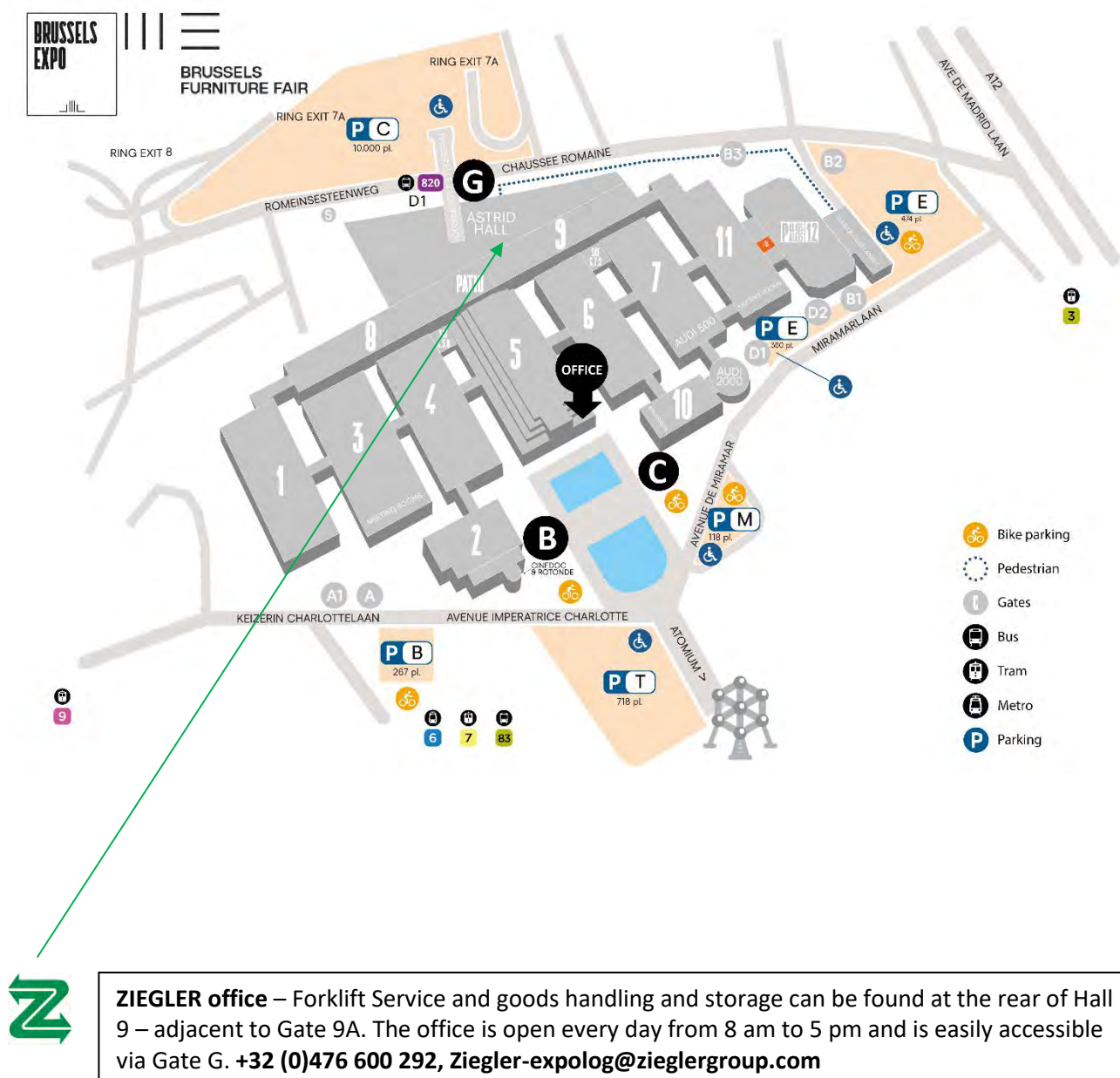
Order via:	Preferential rate:	Standard rate:	Standard rate +20%:
Brussels Expo Webshop	Up to 06/10	From 7/10 to 27/10	From 28/10

Goods and services managed and invoiced by ZIEGLER (via Brussels Expo webshop):

1. Rental of forklift without driver
2. Rental of forklift with driver
3. Handling: loading – unloading – storage of goods & materials

Orders may be placed **online** via the BRUSSELS EXPO web shop. We recommend that you reserve these services before the start of the fair to avoid long wait times and shortages of supplies and staff.

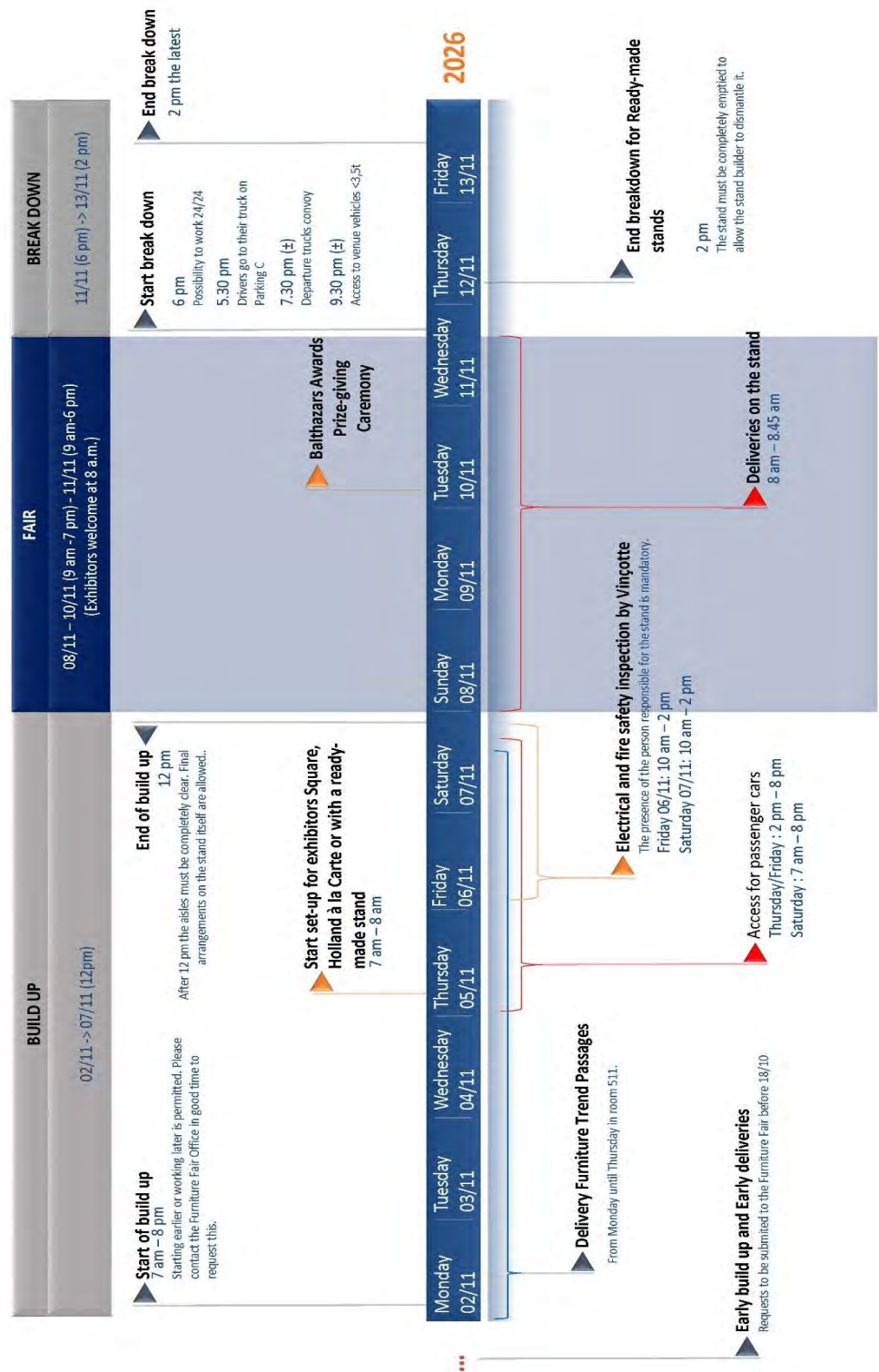
Map showing Ziegler's office:



e. Timeline – Preparations

June – July – August	September	October
▲ As from June ▶ Receipt of the confirmation of participation (by e-mail), containing : ▶ Stand confirmation, deposit invoice, link to your personal online exhibitor's page ▶ Photo and logo request for the online catalogue and website ▶ Request to check and amend your details via online account (address, representatives, category) ▶ Send through operations manual and link to personal online exhibitor's page to your stand builder ▲ 29/06 ▶ Opening of BRUSSELS EXPO web shop ▶ Create or activate your account (link in your personal online exhibitor's page)	▲ Early September ▶ Receipt of the balance invoice (by email) ▶ Optimise your participation in the fair (Brussels Balthazar Awards, Style Trends, additional advertising, markings on the fair floor plan, etc.) ▲ 07/09 ▶ Receipt of Vehicle Pass System info (via email) ▲ 18/09 ▶ Deadline for ordering ready-to-use stands	▲ Early October ▶ Receipt of exhibitors passes for your employees (by post) ▲ 02/10 ▶ Deadline for sending photo & logo (for online catalogue and website) ▶ Deadline for the amending your details (via your online exhibitor's page, for the online catalogue) ▶ Deadline for registering for the Balthazar Awards and Style Trends ▲ 06/10 ▶ Deadline for preferential rates at BRUSSELS EXPO Web Shop ▲ 16/10 ▶ Deadline for sending the security charter (to Vincotte) ▲ 18/10 ▶ Deadline for sending requests for early build-up, early delivery and evening events (at the Furniture Fair) ▲ Mid-October ▶ Receipt of the final instructions (via email) ▲ 28/10 ▶ BRUSSELS EXPO Web Shop start applying last-minute rates (+ 20%)

f. Timeline – At the exhibition centre



3. Access to Brussels Expo

a. Introduction

To ensure that everything runs smoothly at the Brussels Furniture Fair, you will need a number of documents for easy access and good organisation. Employees, vehicles, and visitors must therefore have a valid admission pass for our trade show.

b. Access for staff and suppliers without vehicle

During the build-up and breakdown, people without vehicle do not need to have a separate pass or badge. On fair days, it is of course obligatory to register all your staff and for them to be scanned by our hospitality team at the entrance in Hall 5 or the Astrid Hall via Car Park C.

c. Access for vehicles with the Vehicle Pass System

New since last year, BRUSSELS EXPO has switched to the **Vehicle Pass System** which allows every vehicle to be individually scanned and identified when driving onto the site. This system grants vehicles access at predetermined times and allows each vehicle to be scanned individually upon entry and identified on-site. Each vehicle must have the correct access pass/vehicle pass.

d. How to obtain the correct Vehicle Pass

This information will be made available **from 7 September 2026**. Due to the volume of information, the different types of Vehicle Passes, and because this is a totally new way of registering your vehicles, this year we have opted to send a separate document, which you will receive from us by email.

e. Entry Tickets

The entry tickets will be sent to the exhibitor in early October and are free of charge. You will receive 1 ticket per 10m², with a minimum of 6 and a maximum of 50. These tickets remain valid for all four days of the fair. Do not give these tickets to your customers, as they will be directly invited by us so that we can also register them. To invite an important customer, you can download invitation codes from your personal online exhibitor page.

4. Insurance

The Furniture Fair takes out a collective insurance policy. The "all-risk exhibition insurance" is mandatory. The general terms and conditions of this policy are available upon request. We will automatically invoice you for this compulsory insurance at €1.50/m².

Insurance coverage:

This insurance is subject to the general "all-risk exhibition" regulations, and covers all the exhibited goods and their stand, in the event of complete or partial destruction, damage, theft or disappearance from the moment they leave your premises until their return. This includes the period during which they remain at the Brussels Furniture Fair as well as the loading and unloading. The insurance also covers against strikes and riots. Terrorism is excluded. This cover applies only within the EU and only to direct transport from the exhibitor's premises to the Brussels Furniture Fair and back. Intermediate storage and handling by third parties are not covered. The maximum period during which the insurance is valid is fixed from 27/10 to 17/11.

Excess:

An excess of €125 for each case of damage is charged to the exhibitor.

Insured value in all cases except fire:

- Display materials and goods exhibited: €154.93/m² (first risk).
- Breakable objects and electrical equipment (glass, ceramics, marble, mirrors, earthenware, porcelain, spotlights, lamps etc.) and electronic and sound equipment (video and acoustic equipment etc.): €92.96/m² (first risk).
- Goods such as toolkits, hammers, screwdrivers, drills, mobile phones, laptops, ladders etc. are not covered by the insurance.

Insured value in case of fire (including lightning, explosions, plane crashes):

€557.76/m² (first risk) for stand materials and goods on display including breakable objects, electrical equipment, electronic and sound equipment.

Cases of damage:

Each case of damage or theft must be reported directly to both the Furniture Fair Office and the police. The value of the stolen and/or damaged object(s) must be justified by an invoice or proof of purchase.

No compensation will be paid before all invoices are settled in accordance with the Furniture Fair regulations.

5. Online Catalogue & Website

a. Photo & logo

The inclusion of your contact details in the digital catalogue on the Brussels Furniture Fair website is crucial and mandatory.

For optimal presentation, photos and logos must meet the following criteria:

- Brand logo and product image (without special lay-out, without caption or slogan)
- High resolution
- The file name of each must contain the company name.

We must receive the photos and the logo before 2 October. After this period, we can no longer guarantee any changes. Ways to deliver them to us:

- Upload via your personal online exhibitor's page
- Send them by email to operations@meubelbeurs.be or using the free service www.wetransfer.com

The Furniture Fair cannot be held liable for printing errors, omissions and involuntary mistakes. The courts of Brussels shall have exclusive jurisdiction to hear and determine any dispute.

NB: All correspondence regarding the online catalogue, the website and App of the Brussels Furniture Fair originates directly from the Furniture Fair and is never sent via third parties. We therefore recommend that you always check the sender's details.

We wish to stress that the Brussels Furniture Fair has no connections whatsoever with organisations such as **International Fairs Directory, Inter-Fairs or Expo Guide** that use the data from our website to try and mislead you.

b. Your details

Check your details on your personal online exhibitor's page. Amend where necessary!

IMPORTANT: After 02/10 we can no longer amend your name or brand name for the reserved stand. From this point, the printing of booth signage, trade show floor plans, and other communications will begin.

c. Classification per article

Indicate on your personal online exhibitor's page the categories your products fall into, to allow fair visitors to easily find you on our website.

6. Safety

a. Safety regulations

The complete safety regulations of BRUSSELS EXPO are available on your personal online exhibitor's page.

Fire extinguishers:

It is compulsory to place a fire extinguisher in a visible position on all stands larger than 72m². You may purchase an extinguisher from the BRUSSELS EXPO web shop. See the BRUSSELS EXPO Safety Regulations for detailed information.

Use of gas bottles:

This refers to all types of gas in the form of a pressurised cylinder. Since both flammable and non-flammable gas cylinders can explode or be propelled when heated or impacted, ALL gas cylinders (including those from beer tap installations!) must be reported to Vinçotte in advance bruexpo@vincotte.be

Candles:

The display or use of fire or burning candles with an open flame is prohibited.

Safety clothing:

It is compulsory to wear safety clothing and material during build-up and breakdown.

Electricity supply to the stands:

The electrical installation of all stands is checked by Vinçotte during the build-up period. If the inspection report is negative, BRUSSELS EXPO is obliged to cut off the power supply to the stand. We therefore advise you to ensure that your stand builder remains present until you have received a positive report from Vinçotte. The inspections will take place on Friday, November 6 (10 a.m. – 2 p.m.) and Saturday, November 7 (10 a.m. – 2 p.m.)

b. Safety Charter

BRUSSELS EXPO has appointed Vinçotte as an approved organisation, to ensure the safety of everyone involved in stand construction.

During the construction and dismantling of the fair, Vinçotte checks that the work is carried out as stipulated in the safety regulations. In the event of serious infringements, work may be stopped. To inform them of the work to be carried out and to have the associated risks assessed, the completed and signed safety charter must be sent to Vinçotte by 16/10. This step is a legal obligation! Stands that have not completed the charter may not commence work!

Questions about the charter may be sent by mail to Vinçotte: bruexpo@vincotte.be

Charter to fill in and send to Vincotte before 16/10

	APPENDIX 7 CHARTER FOR EXHIBITORS AND THEIR STAND BUILDER	
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Organiser of the fair : Date of the fair:.....

Exhibitor:.....Hall N° and booth N°:.....

Dear exhibitor,

Your booth may be set up in two different ways.

Tick where appropriate:

- ☐ A. You rent a ready-made **turnkey** booth from the organisers
- ☐ B. You set up the booth yourself or you have it done by a stand builder:
In this case we would like to receive further details about the way the booth is to be set up.
Tick where appropriate:

- ☐ 1. You will set up a modular stand (height limited to 2.5 m)
- ☐ 2. You will set up a stand (lower than 2.5 m)
- ☐ 3. You will set up a modular stand (higher than 2.5 m) – only ground floor – no level
- ☐ 4. You will set up a stand (higher than 2.5 m) – only ground floor – no level
- ☐ 5. You will set up a stand with accessible 1st floor (private or public)
- ☐ 6. You will install professional lighting (lighting bridges) or audio-visual equipment

In case 2, 4, 5 and 6 the stand builder also needs to add a **risk assessment**.

Information about the STAND BUILDER

Address: N°:

Postal code: Town/city:

Tel: Fax:

The safety site manager : Mobile :

Any subcontractors :

	Contractor's details (name, address, tel)	Description of work (see above B)
1		
2		

DECLARATION OF INTENT¹

- The undersigned person returns this charter, duly completed and signed, and confirms that he/she has read and clearly understood the safety regulations of BRUSSELS EXPO site. The undersigned hereby undertakes to meet the Safety, Health and Environment-related obligations. The undersigned will provide the information brochure to the stand builder and ask the person to include a risk analysis if necessary (see point B).
- The undersigned acknowledges having received the BRUSSELS EXPO safety regulations from the organising Committee and will take the necessary steps to inform the undersigned's employees and any (sub) contractors working on the undersigned's behalf about what the safety rules feature.
- The undersigned person declares that he/she will provide the additional information to the safety coordinator should a work accident, of whatever nature, occur on the stand.

..... / /		
Date	Name and position	Signature

This document must be returned, together with any risk assessment (s), to the safety coordinator at: **bruexpo@vincotte.be** It should be provided **before the start of the work**.

¹ Declaration of Intent in keeping with article 29 of the Law on well-being.

7. Optimise your participation in the fair

a. Brussels Balthazar Awards

The Furniture Balthazars are an ideal way to optimise your participation in the fair. Your collection and your company will gain extra attention, both during the fair itself, through a festive award ceremony and tailored promotional materials at your stand, and afterwards in the press. More information about this event will follow in September via our social media and a personal mailing to all exhibitors.

The nominations and final selection are made by a panel of experts composed of individuals closely involved in the industry. The winners will be announced and the awards presented on **Tuesday, November 10, at 7.30 pm.** at Belgian Design Island at the front of Hall 5.

General regulations:

- Participants: All exhibitors at the Brussels Furniture Fair are eligible to participate in this contest. Each participant may submit a maximum of 3 articles. Each participant may submit up to 3 entries, including the company name, product name, product photo, and description. The entry form can be found on the next page of this handbook.
- Please submit the entry form to ivc@meubelbeurs.be before October 2.
- Eligible: only products developed for the new 2026/2027 collection.
- Nominations: Three products will be nominated per category. The jury members will award a clearly recognizable label, which the exhibitor may affix prominently to the selected product.
- From these three nominated products per category, the jury will select one winner and two honorable mentions. The jury will prepare a report explaining the reasons for selecting the product. Possible criteria include: design, originality, technological innovation, functionality, innovative use of materials, environmental and sustainable development, timelessness, multifunctionality, etc.
- And the winner is...



All 2025 BALTHAZAR Award winners.

Application form Brussels Balthazar Awards

Return before 2/10 to ivc@meubelbeurs.be

COMPANY
CONTACT PERSON
STAND NUMBER
TEL
EMAIL
<u>PRODUCT NAME + BRIEF DESCRIPTION + PHOTO:</u> NAME: BRIEF DESCRIPTION AND PHOTO: NAME: BRIEF DESCRIPTION AND PHOTO: NAME: BRIEF DESCRIPTION AND PHOTO:

b. Style Trends

Just like the Balthazar awards, the style trends are an ideal way to optimise your participation in the fair and focus extra attention on a new collection.

Three style trends are being developed. These trends reflect the directions for the upcoming furniture season. Each trend is presented in a mood board: a collage of colors, materials, shapes, patterns, and explanatory notes. A description of these style trends for the 2026 Furniture Fair will be sent to you during the week of August 17, 2026. Based on this, each exhibitor may submit up to 3 products for selection.

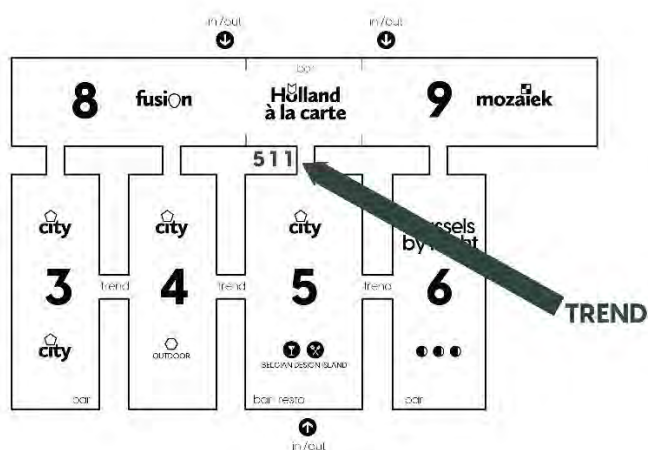
Please submit your product selection to ivc@meubelbeurs.be by October 2.

The final selection of furniture will be displayed during the fair in the passageways between Halls 3, 4, and 5. Here, we'll showcase the various models in an attractive and meaningful setting, in a different context than at your booth. Visitors will view the pieces with fresh eyes and be inspired to discover more at your booth. Of course, we will include the name, manufacturer, and booth number for each model.

On the next page, you'll find the registration form to apply for a spot in the style trend showcases. A simple photo—or even a sketch or drawing—is all we need. **The exhibitor must deliver the furniture between Monday, November 2, and Thursday, November 5, to Room 511 (see map).**



One of our TREND Passages during the 2025 edition.



Style Trend Application Form

Return before 2/10 to ivc@meubelbeurs.be

[illegible]

c. Advertising and promotional opportunities

1. Podium for furniture at entrances :

Would you like your piece of furniture or booth to be prominently displayed in one of our entrance areas? Please contact us at ghm@meubelbeurs.be

2. Contract logo on the fair floor plan :

Are you an exhibitor active in the project market? Let us know by October 2, and we'll feature your booth with a contract logo on the floor plan and on our website. This way, project developers, interior designers, architects, and buyers from the healthcare and hospitality sectors can easily find their way to your booth.

3. Newsletter & blog - Brussels Furniture AfFair :

Every exhibitor is entitled to an article in the Brussels Furniture afFAIR BLOG (<https://blog.meubelbeurs.be>) to present their latest collections. The BLOG POSTS are promoted internationally via the Newsletter.

4. Email banner :

Highlight your participation with the Furniture Fair's Email signature. You can download it from your online personal exhibitor's page.

5. Press kit :

Bring your press folder or media kit to the Furniture Fair Secretary Office in Hall 5 and we will make sure that it's made available to the press.

6. Specialist press :

The period around the Brussels Furniture Fair is the perfect time to order an advertising page from one of our press partners with a reference to your stand.

- | | |
|--------------------------------|--|
| a. Meubihome: | tom@navem.be |
| b. Interior Business Magazine: | ingmar@businesscontentmedia.nl |
| c. Univers Habitat: | c.borderie@univers-presse.com |
| d. Le courrier du meuble: | emilie.blanchet@intramuros.group |
| e. Interiors monthly: | akidd@interiorsmonthly.co.uk |
| f. NOOK magazine: | E.Kinyeti@Elma.be |
| g. Journal Market: | g.verries@officielnet.com |
| h. Furniture news : | nigel@gearingmediagroup.com |
| i. Möbelkultur : | evelyne.beckmann@holzmann.de |
| j. Wohnkultur : | wohnkultur@verlag-strohmayr.at |

7. **Your advertising outside the exhibition halls :**

If you'd like some additional advertising during the fair, Mediafield is the Furniture Fair's only official partner. For more information please e-mail info@mediafield.com – or call +32 (0) 477 91 82 05

d. **Extraordinary idea? Share it with us!**



Outdoor Zone: Introduction of a new segment

La Gazette / Fair Floor Plan: Read the latest news in our local newspaper

Fair Express Rickshaws : our inspiration service for covering long distances

8. Miscellaneous

a. Hotels

The Furniture Fair's official partner for booking hotel rooms is Brussels Booking Desk:

<https://book.roomtrust.com/login/4151P5f1zZ3h73D9jmq0K81mk>

Tip: book your overnight stays in good time!

b. Music on the stands

Music may not cause disturbance. The sound level must not exceed 80 dB. The organisers will take action if there are complaints.

Do not forget that you must make arrangements for SABAM (The Belgian Society for Authors, Composers and Publishers) and for the Billijke vergoeding ('Fair compensation' fee for the use of recorded music) via **UNISONO**.

- Contact details for UNISONO: +32 2 286 82 11 or music@unisono.be – www.unisono.be

c. Security I Stand Party I Security on your stand

During the Brussels Furniture Fair, the site and the halls are guarded. The monitoring starts on the first day of the build-up and ends on the last day of the breakdown.

If you are organising a stand party or event, you are **required** to submit an application to us before October 18. This may entail obligations regarding stand security and assistance to guide your guests to the exit. As the organiser, you may be held responsible for any damage to other stands or the exhibition infrastructure. For more information, please contact: operations@meubelbeurs.be

d. ATM machine

You will find an ATM in the Astrid Hall, where our entrance across the street from Car Park C is located.

e. Kilometre charge for lorries (+3.5t) in Belgium

Since April 2016, a kilometre charge applies to all vehicles transporting goods of more than 3.5 tons. You'll find all the relevant information at www.viapass.be.

f. Brussels-Capital Region, Low Emission Zone

The Brussels Capital Region is a low emission zone. This LEZ applies to all cars and vans, whether they are registered in Belgium or abroad. Check if your vehicle is allowed on the following website: <https://lez.brussels/mytax/en/>

g. Wi-Fi

A Wi-Fi connection - not guaranteed - is available free of charge in the halls of BRUSSELS EXPO. However, we advise exhibitors for whom a connection is indispensable to order an internet connection at the web shop.