



**BRUSSELS
FURNITURE FAIR**

VEHICLE PASS SYSTEM

&

LAST INSTRUCTIONS

Dear exhibitor,

Dear stand builder,

Dear supplier,

As usual, we send you the final practical instructions a few weeks before the trade fair. This year, however, the document is slightly more extensive due to the introduction of a new system for vehicle registration and access control at the Brussels Expo site.

The Vehicle Pass System, which was already announced in the exhibitor manual (vademecum) you received from us in July, is now ready to be used. In this document, we will explain step by step how to request access, register vehicles, and share the correct information with your drivers, transport companies, stand builders, and other suppliers.

We wish you the best of luck with your preparations for the Brussels Furniture Fair 2026, and of course, we are available to answer any questions you may have.

Team Brussels Furniture Fair



Glenn De Maeseneer
Managing Director



Ines Van Craenenbroeck
In-House Designer &
IT-Manager



Fien Berckenbosch
Backoffice - Support

1. USEFUL CHECKLIST

- Have you carefully read through the exhibitor manual available on your personal exhibitor page?
- Have you organized your stand construction in accordance with the guidelines set out in our Vademecum? (p. 8-10)
- Have all invoices related to your participation been paid? (Also for orders via the Brussels Expo webshop.)
- Has your safety charter been sent to: bruexpo@vincotte.be (Deadline: 16/10)
- Have all Vehicle Pass documents been forwarded to your staff, stand builder, and suppliers?
- Are you organising a party or evening event at your stand?
Please inform us and coordinate with us regarding the mandatory security support for your event.
- Will you be playing music at your stand?
Make sure you have registered the necessary rights via: www.unisono.be
- Brussels Expo is partly located in a Low Emission Zone (LEZ) — inform your drivers to avoid fines: www.viapass.be
- ...



2. IMPORTANT CHANGES:

- The Vehicle Pass System is by far the most important update for you as an exhibitor. Please read the instructions carefully and make sure all vehicles are registered before departure to Brussels. Without the correct document, access to the site will be denied!
- All forklift bookings must be made via Transuniverse Forwarding and can only be arranged through the Brussels Expo Webshop. Transuniverse Forwarding recently acquired the operations and staff of the former company Ziegler. You can still find them in their office behind hall 9 . You can also contact them for storage of packaging materials or other goods.
- It is mandatory to inform us of any activities taking place at your stand after official opening hours. We will assess together whether additional security is needed to ensure a smooth and safe exit of all visitors.
- Our team will closely monitor any materials, empties, packaging, or waste left behind your stand. Please be aware this is strictly prohibited. Waste containers can be ordered at the Exhibition Secretariat or through our on-site staff.

If you have any questions, do not hesitate to contact us. We're happy to assist you: operations@meubelbeurs.be
, +32 2 558 97 20

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.

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

To gain access to the Brussels Expo site with your vehicle, the correct Vehicle Pass must be requested depending on the type of vehicle and/or the period of the exhibition.

Vehicle Passes are available through the Vehicle Pass System, where you will find the correct links for each type of access pass on the following pages. Through this platform, you, your transporter, or your supplier can create your own documents. We kindly ask you to complete all information correctly in order to minimise waiting times at our entrance.

Your cooperation is essential. This entire process depends heavily on your cooperation, and more importantly, on how seriously it is implemented within your organisation.

We have instructed our security partner, in collaboration with Brussels Expo, to strictly enforce the document checks. If documents are incomplete or incorrect, the vehicle will be redirected to Parking C.

We would like to remind you that certain documents are subject to a limited validity period, only grant access to the site through a designated gate, can only be assigned to a single vehicle, and cannot be copied.

4. Vehicle Pass Documents

a. Build-up & Dismantling

For both build-up and dismantling, you can request access for one vehicle per registration (truck | van over 3.5t | service van — *no passenger vehicles*).

Each Vehicle Pass is unique and linked to you as the exhibitor, the license plate, the driver and the driver's mobile number. Of course, you may register multiple vehicles, and the vehicles used for build-up and breakdown do not need to be the same. During dismantling, all vehicles must first queue at Parking C, according to the hall where dismantling will take place. Please follow the instructions of our staff and park in the correct section, which is reserved for each specific hall. (*See page 15 for details.*)

DOWNLOAD LINKS:

HALL 3 https://vehiculepass2024.tickets.brussels-expo.com/selection?unlock_code=MBMDHALL3

HALL 4 https://vehiculepass2024.tickets.brussels-expo.com/selection?unlock_code=MBMDHALL4

HALL 5 https://vehiculepass2024.tickets.brussels-expo.com/selection?unlock_code=MBMDHALL5

HALL 6 https://vehiculepass2024.tickets.brussels-expo.com/selection?unlock_code=MBMDHALL6

HALL 8 https://vehiculepass2024.tickets.brussels-expo.com/selection?unlock_code=MBMDHALL8

HALL 9 https://vehiculepass2024.tickets.brussels-expo.com/selection?unlock_code=MBMDHALL9

PATIO https://vehiculepass2024.tickets.brussels-expo.com/selection?unlock_code=MBMDPATIO

 **Important Notice - Please note: This is not a parking permit, but only temporary access to the site. Make sure to inform your staff that after loading or unloading, vehicles must always move to Parking C. This will help save time for other deliveries to your own stand or those of fellow exhibitors.**

Every request must be fully completed, and the issued Vehicle Pass must be clearly displayed behind the front windshield.

If the pass is not clearly visible to our security staff, or if a vehicle remains on-site longer than allowed, access may be denied during future visits, and the license plate will be blacklisted.

b. Build-Up – Car Pass

As in previous years, you can request one Vehicle Pass for the build-up period, allowing access with one passenger car on the following days: Thursday, 05/11 from 14:00 – 20:00 | Friday, 06/11 from 14:00 – 20:00 | Saturday, 07/11 from 07:00 – 20:00

This pass is intended to allow you to deliver small goods yourself. After unloading, the vehicle must be parked immediately in Parking C.

This is a unique document, linked to a single vehicle for the entire **3-day period**. You cannot make copies, as the document allows only one entry per scan. The pass must be clearly displayed behind the front windshield at all times.

YOUR PERSONAL LINK WILL BE SENT BY E-MAIL

This is not a parking permit or full access to the venue!

c. Stand Provisions

As in previous years, you can request one Vehicle Pass for daily stand deliveries. This pass grants access to the exhibition site from 08:00 to 08:45 on the official fair days: 8, 9, 10, and 11 November 2026

Vehicles still on-site after 09:00 may be towed, and the Vehicle Pass may be revoked.

This is a unique document, linked to one vehicle for all four days of the fair. Copies are not allowed, as the document cannot be scanned more than once.

YOUR PERSONAL LINK WILL BE SENT BY E-MAIL

This is not a parking permit or full access to the venue!

d. Exceptions

For any vehicles requiring access during the early build-up phase for deliveries, installation, or service, please send an email to: operations@meubelbeurs.be

For any vehicles providing services during the exhibition days, please also contact: operations@meubelbeurs.be

(This includes catering, refrigerated trucks, shuttles, taxis, or entertainment-related vehicles.)

We will consult with the fire brigade and emergency services to determine possible parking arrangements for these vehicles.

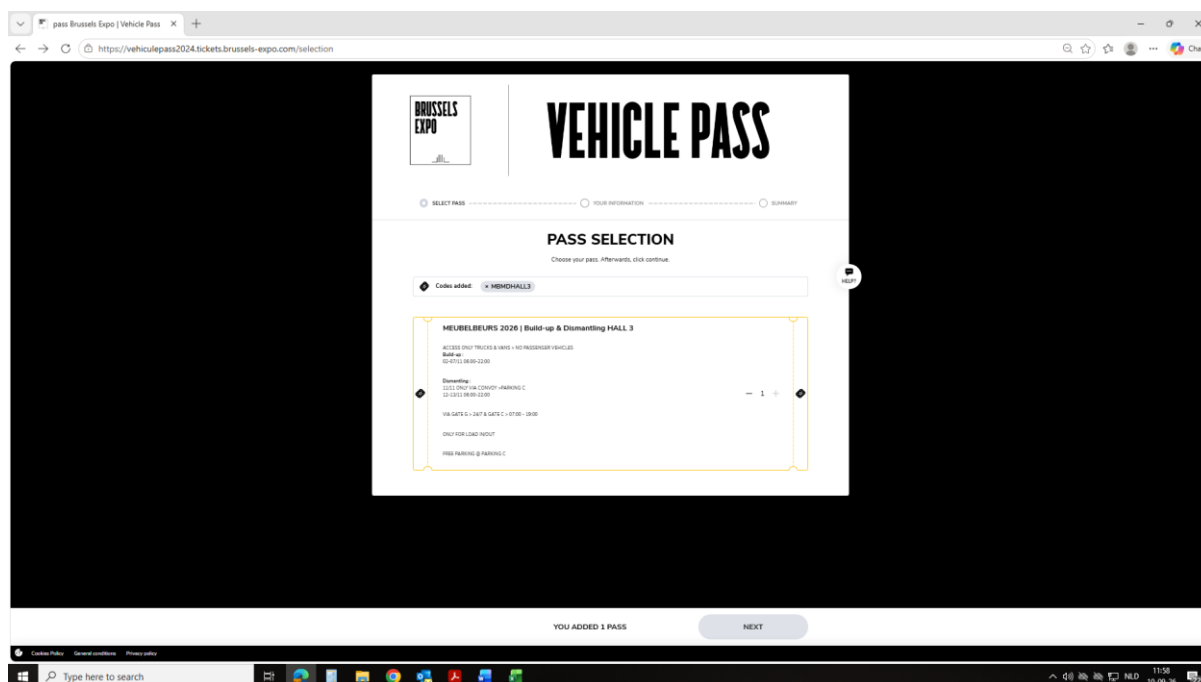
For urgent deliveries, please email operations@meubelbeurs.be and, during the fair, you may also call us directly at: **+32 2 558 97 20**

e. How Does It Work?

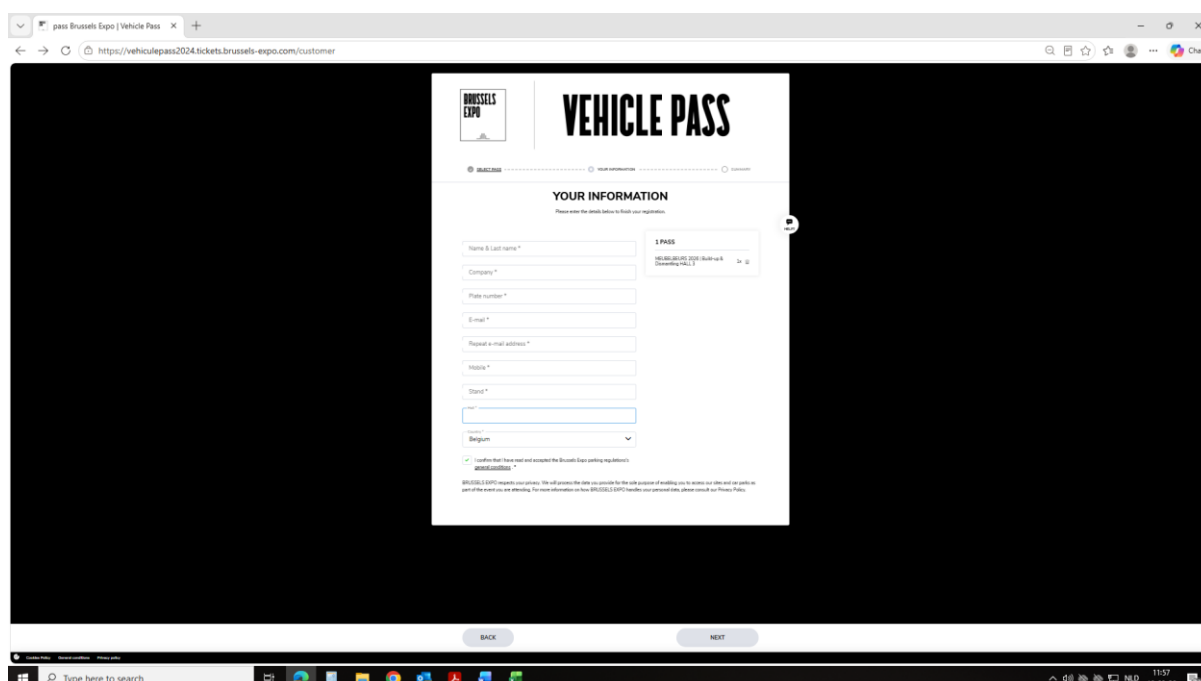
We will walk you through the necessary steps and show you the different screens along the way. We'll use access to Hall 3 as an example.

STEP 1 – Open the start page via: https://vehiculepass2024.tickets.brussels-expo.com/selection?unlock_code=MBMDHALL3

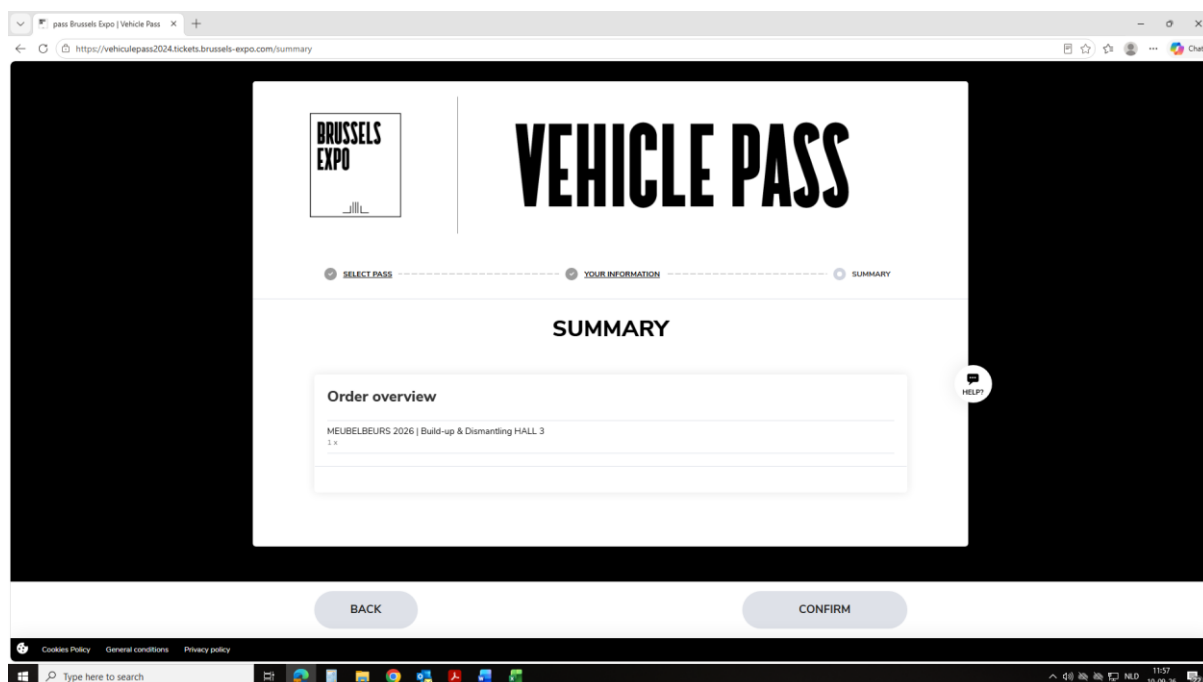
- Confirm by selecting 1 vehicle on the right, then click **NEXT** at the bottom



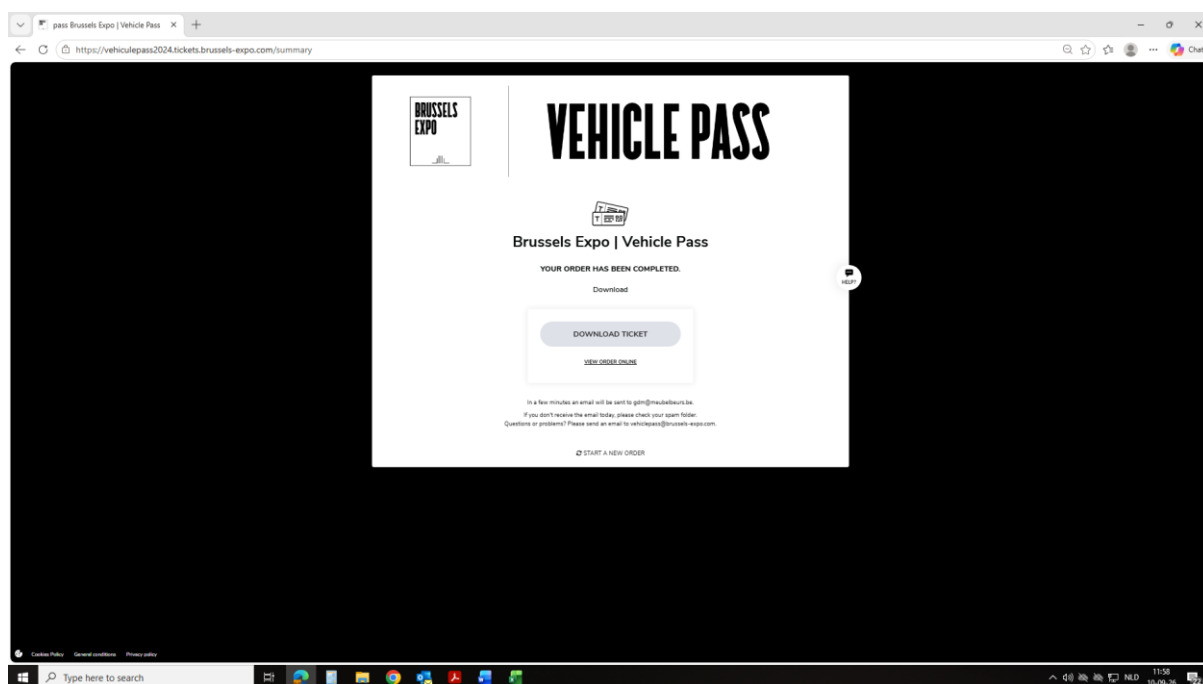
STEP 2 – Enter the correct details: Name, company name, vehicle registration number, email address where you would like to receive the confirmation, mobile number (driver or person responsible present at the stand), stand number, and the Hall where you wish to make a delivery or load materials.



STEP 3 – Summary: click **CONFIRM** in the text bar at the bottom.



STEP 4 – Download your PDF document by clicking the button. This document is unique and cannot be used for any vehicle other than the one specified on this document.



STEP 5 – PRINT THIS DOCUMENT and give it to your driver. Our security staff are instructed to allow access to Brussels Expo only upon presentation of a printed copy. **It is NOT possible to print the document at our gates.** This document must be placed immediately behind the windshield and clearly visible upon entering the site.

VEHICLE PASS
MEUBELBEURS 2026 | Build-up & Dismantling HALL 3
02.11.2026 | 13.11.2026

Name / Nom / Name: John Doe
Card / Carte: +32498000011
Region (Identification / Kennisgeving / Number plate): 1-xxx-111
Poles / Poles / Hall: 3-000
Stand / Booth: 3
Entreprise / Firma / Company: MB

Date / Datum / Date: ACCESS ONLY TRUCKS & VANS >
NO PASSENGER VEHICLES
Build-up: 02-07/11 06:00-22:00
Dismantling: 13-11/11 06:00-22:00
13/11 ONLY VIA CONVOY >PARKING C
12-13/11 06:00-22:00
VIA GATE G > 24/7 & GATE C > 07:00 - 19:00
ONLY FOR LOAD IN/OUT
FREE PARKING @ PARKING C

This pass is strictly personal. Please do not park your vehicle in front of doors and gates!
Passes can be withdrawn by Brussels Expo if not used or used incorrectly.

BRUSSELS EXPO

Important

A **unique Vehicle Pass** is required for all vehicles, which you must create yourself via the links provided here and by e-mail.

During the build-up and dismantling phases of the fair, Parking C is available free of charge and is within walking distance!

We understand that drivers and their vehicles are closely connected, but we provide this parking space so that the limited space around the halls can be used optimally for everyone.

Parking C is securely monitored at all times and offers easy access to the Brussels Ring Road.

5. Waiting Parking for Dismantling

Convoy

During dismantling on Wednesday 11/11, you will gain access to our waiting parking area at Parking C with a Build-Up/Dismantling Vehicle Pass. As in previous years, it is NOT possible to drive directly onto the Brussels Expo site with any vehicle, including trucks. Priority is given to trucks first, followed by vans.

Signage at Parking C

At Parking C, our staff will direct you to the waiting zone where you must queue according to the hall your dismantling will take place in. Our parking staff manage the convoy order, so your position in the queue does NOT guarantee the order in which vehicles will be allowed onto the site.

