



## Flanders International Trade Fair

Fun, info and sales event  
for Belgian consumers!

### Organisation

IJV – IFAS vzw  
Familie Van Rysselbergheedreef 2  
9000 Ghent  
Belgium

Exhibition Manager: Mr. Peter Maurissen

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[www.jaarbeursgent.be](http://www.jaarbeursgent.be)

### When?

Exhibition 2017: from Saturday 16 September to Sunday 24 September  
Construction: 3 days before opening  
Dismantling: 2 days after closing

### Opening hours

Daily from 11am till 6pm. Late night opening on Friday till 10pm.

### Where - Venue

Flanders Expo, Ghent, Belgium

### What

**Jaarbeurs Gent is a trade fair for the general public.  
Focus on direct sales to consumers, end-users.**

Total available surface: ± 32.000 m<sup>2</sup> (similar to the edition of 2016)  
Total number of visitors: ± 80.000  
Number of exhibitors: ± 250

**We look forward to meet you at Jaarbeurs Gent 2017!**

Sincerely,

Jaarbeurs Team





## **IMPORTANT NOTICE FOR FOREIGN EXHIBITORS:**

**Conditions of payment**    Reservation of participation: before the 15th of May 2017  
First payment (50%): immediately after receiving the invoice  
Full payment: within 30 days after receiving the invoice

NOTICE: Participation is automatically cancelled if the above conditions are not fulfilled.

**Visa application**    In order to help you obtain visa for your staff, it is very important that we receive names, addresses and passport-numbers at least 13 weeks before the opening of the fair. Upon reception we will send invitation letters to the Belgian embassy in your country.

This service can only be provided after receiving the full payment of the participation invoice!.

**VAT**    Foreign exhibitors will not be charged VAT anymore as of 1<sup>st</sup> January 2001 when the objects are liable for VAT in their homeland.

Participants established abroad who are liable for VAT must pay it themselves to the competent authorities in their own country. It is therefore important that they indicate their VAT identification number in the forms so that the organizer can invoice them without Belgian VAT.

**Customs -  
Excises and  
Environment tax**    **Formal recognition** of an organiser as a temporary bonded warehouse holder via the appointment of an agent (fiscal representative)

### **Procedure**

- The exhibitor informs the FR in advance with regard to the type, quantity and value of the products, as well as providing full details of his VAT and excise numbers.
- The FR calculates the amount for which a guarantee must be issued (= excise duty + VAT) and asks the exhibitor to issue a covering cheque, which (subject to compliance with the conditions listed below) will later be returned to him uncashed.



- Upon receipt of the covering cheque, the FR will confirm to the exhibitor the details which need to be listed on the Administrative Accompanying Document (AAD), in particular the temporary excise number which has been issued for the purpose of the exhibition in question.
- When the products arrive at the exhibition, the FR will receive the original copy of the AAD, which he will have initialled by the Belgian Customs Authority. After the exhibition, the FR will return copy no.3 of this initialled document to the exhibitor.
- When the exhibition has finished:
  - The exhibitor will provide the FR with details of the products sold, the products used for free sampling and the products sent abroad.
  - The FR will calculate the excise duty payable and will collect it from the exhibitor (in the form of cash or a cheque).
  - The FR provides each exhibitor with a copy of the Return AAD, which must accompany the products during their journey back to their country of origin.
- When the products arrive back in their country of origin, the exhibitor must have the Return AAD initialled by the local customs authority and he must return copy no.3 to the FR. Upon receipt of this copy, the FR will return the covering cheque to the exhibitor.

**Details customs -  
Excises and  
Environment tax**

**DHL Trade Fairs & Events Benelux**

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# Request for admission

## 1. Applicant (IN BLOCK CAPITALS)

Company: .....  
 Street: ..... Nr: .....  
 Postal code: ..... City: .....  
 Country: .....  
 VAT number: .....  
 Stand Manager: .....  
 Phone : .....  
 Mobile phone: .....

## We will be presenting the following products / services / brands at the fair:

.....  
 Company name (for website and visitors floor plan): .....

## 2. Participation

(All prices are exclusive of 21% VAT)

### Naked surface:

..... m<sup>2</sup> x € 79 / m<sup>2</sup> = € ..... ( min. 16 m<sup>2</sup> )

### All-in stand:

16 m<sup>2</sup> = € 2299     20 m<sup>2</sup> = € 2810     24 m<sup>2</sup> = € 3325

### This fee includes:

naked surface - registration fee - carpet - walls - storage unit - electricity 16 A - lighting - fascia with company name - insurance

### Furniture-packages:

**Package 1:** 1 counter + 2 bar stools + 1 display = € 256     **Package 3:** 1 bar table + 3 bar stools = € 210



**Package 2:** 1 round table + 3 chairs = € 143



**Package 4:** 1 showcase = € 185



**Package 5:** 1 square table + 4 chairs = € 225



## CHARTER GHENT TRADE FAIR

As exhibitor of the Ghent Trade Fair, I undertake:

- To promote my activity within the confines of my own stand and not outside of it. It is not allowed to install promotional materials elsewhere.
- To respect my neighbours by limiting the noise produced by my actions.
- Not to dismantle or to abandon my stand before the end of the trade fair. The organisation reserves the right to charge 100€ per half hour of early dismantling.

### Invoicing and terms and conditions:

30% of the participation fee shall be paid upon receipt of the invoice (invoicing as of 1 May 2016), while the balance shall be paid by the due date of the invoice at the latest. All disputes shall be submitted exclusively to the courts of Ghent. The undersigned undertakes to comply with the clauses of the General Rules (see website) and takes due note that he will be accepted as an exhibitor only after being so recognised by the fair organisers. The latter shall not be held liable nor be required to pay any compensation if the fair cannot be held.

If the stand is cancelled later than 90 days before the opening of the trade fair, a compensation of 50% of the total cost price of the stand including administrative costs shall be payable. Stands which have not been paid for on the due date of the invoice may be allocated to other lessees by IJV-IFAS, without any notice or compensation. If the stand is cancelled less than 60 days before the opening, the total rental charge of the stand shall be payable. Deliveries and services, as well as all the accompanying taxes, shall be settled at the seat of IJV-IFAS, cash, net and without any discount, unless stipulated otherwise expressly and in writing.

### Extra services:

All services shall be invoiced separately by Artexis NV (Flanders Expo). About 2 months prior to the opening of the trade fair, you will receive a Toolbox from Artexis NV (Flanders Expo) for ordering extra services (carpets - electricity - insurances - furniture - parking cards, etc.).

Signed for agreement,

Name: .....

Function: .....

Date: .....

Signature:

Completed and signed

Return to: