

REGULATIONS AND GENERAL SALES CONDITIONS - LIBRAMONT FAIR 2024

ART. 1: EVENT

The Libramont Cooperalia cooperative society, hereinafter called the “Committee”, is organising at Libramont on 26, 27, 28 and 29 July 2024 the 88th Exhibition of Agricultural, Horticultural, Forestry and Civil Engineering Equipment, as well as events in the “Agricultural Extension”, “Forestry Extension” (forest-wood production chain), and “Agri-Foodstuffs” sections and a programme of animal breeding competitions and horse shows, all of which will be called collectively hereinafter the “Fair”.

These regulations, which are part of the Fair’s ethics and its constant desire to offer to exhibitors and spectators high-quality organisation in all areas in line with their expectations, will be applied rigorously.

All prices indicated below are exclusive of VAT 21% and ticketing VAT 6%.

ART. 2: APPLICATION FOR ADMISSION – REGULATIONS – GENERAL SALES CONDITIONS - PRACTICAL INFORMATION- ESTABLISHMENT OF THE CONTRACT

The invitation to participate as an exhibitor of the Libramont Fair is sent automatically to the previous year’s exhibitors, and to all candidate exhibitors who applied for a participation.

All the technical limitations and possibilities related to participation in the Fair can be consulted and/or downloaded from the official fair website (<https://www.foiredelibramont.com/en/accueil-exposants>) or on request at the Committee by e-mail to info@foiredelibramont.com or by telephone on +32(0)61 23 04 04).

The contract is deemed to be complete once a written order has been received from the buyer.

The order placed on our online sales site is registered when the buyer clicks on the "validate my order" button. From that moment onwards, the purchaser is deemed to have accepted, with full knowledge of the facts and without reservation, the prices, volumes and quantities offered for sale, as well as the entirety of these general terms and conditions of sale.

Any changes to the seller's proposals will only be accepted if confirmed in writing.

ART. 3: PITCHES: LOCATION – PURPOSE – HIRE CHARGES

Pitches are available for exhibitors outside, on the fairground and inside the various halls and rooms of the Libramont Exhibition & Congress.

3.1. Outside pitches

These pitches are reserved for exhibitors of agricultural, forestry, civil engineering, communal and horticultural equipment, parks and gardens, products and services for agriculture in the broad sense including horse-breeding, products from the forest-timber sector and local food products, these last products being sold under the general sign “Ardenne Joyeuse”.

a) Agricultural, forestry, civil engineering, communal and horticultural equipment, parks and gardens, products for agriculture and horse-breeding, products from the forest-wood production chain

Surface area	Hire charge / m² (bare surface) *price subject to change depending on booking date (see article 3.3)	Included exhibitor access
Up to 36 m ²	Fixed price 1000 € (1050 € - 1100 € - 1200 € - 1250 €)	2
37 to 50 m ²	27 € (28,35 € - 29,7 € - 32,4 € - 33,75 €)	3
51 to 75 m ²	25 € (26,25 € - 27,5 € - 30 € - 31,25 €)	4
76 to 100 m ²	23 € (24,15 € - 25,3 € - 27,6 € - 28,75 €)	5
101 to 250 m ²	21 € (22 € - 23,1 € - 25,2 € - 26,25 €)	6
251 to 299 m ²	20 € (21 € - 22 € - 24 € - 25 €)	7
300 to 650 m ²	19 € (20 € - 20,9 € - 22,8 € - 23,75 €)	8
651 to 1000 m ²	18 € (18,9 € - 19,8 € - 21,6 € - 22,5 €)	9
> 1000 m ²	17 € (17,85 € - 18,7 € - 20,4 € - 21,25 €)	10

Up to and including 1st March, the first price will apply. For any stand booked after this date, a surcharge will be applied: +5% after 1st March, +10% after 1st April, +20% after 1st May, +25% after 1st June.

Surcharge for corner location: 180 € /corner.

Demo Green surcharge – green areas (demonstration area within the stand that is not more than 50% of the total surface of the stand): hire charge for the m² + a flat amount of 500 € for the duration of the fair. Must be accepted by the Organising Committee of the Fair based on a detailed plan of the stand and of the demonstration area. See Article 16 of these Regulations.

Each fraction of a square metre will be charged as one square metre.

The stand area invoiced corresponds to the surface area actually allocated and may differ from that initially requested.

The hire charge per m² for the pitch will be increased by 50% if the exhibitor installs an upper floor on their stand, in accordance with the surface area of this upper floor.

Premium Pitches bordering on competition rings, the main ring, the Rue des Aubépines or in front of one of the entrances (Porte des Jardins, Porte de la Ville, Porte de Cheval de Trait, Porte des Concours) will bear a surcharge of € 5/m².

Surcharge for height visibility above four meters (with the exception of flags): 1000 €.

b) Local food products – Ardenne Joyeuse

Covered unit of +/- 10 m² in the Ardenne Joyeuse area: 365 €/unit for all bookings up to 1 March. After this date, a surcharge as set out in article 3.3. will be applied, resulting in the following rates: 383.25 € after 1 March, 401.5 € after 1 April, 438 € after 1 May and 456.25 € after 1 June.

These locations are reserved for the three categories of exhibitors listed in the table below who commit to complying with the "Ardenne Joyeuse Producer Commitment" charter available on the online exhibitor's portal on www.foiredelibramont.com.

Category A	Category B	Category C
I am a farmer or horticulturist / selling my own production or a farmer / horticulturist association, cooperative, etc. <i>(min. 80% of raw materials produced on their own farm)</i>	I am a processor transforming raw materials from identified Belgian farms and I sell only products from my transformation on my stand. <i>(min. 80% of raw materials from identified Belgian farms, except beer, min. 25% malt from Belgian barley)</i>	I am a processor of raw materials from various sources and I sell only my products from my transformation on my stand. <i>(subject to space availability)</i>

The primary purpose of Ardenne Joyeuse is to promote agricultural products. A limited number of spaces will be reserved for local breweries (beers brewed in Wallonia) and craft Belgian beers (less than 10,000 hl) which are directly represented by the producing company. Liquors are prohibited.

3.2. Inside pitches - halls

a) Hall 1

A part of the ground floor of Hall 1 is reserved for companies from the services industry such as banks, insurance companies, trade press and educational, engineering and consultancy organisations.

The hire charge is 70 €/m², unequipped, for all bookings up to 1st March. After this date, a surcharge as set out in article 3.3. will be applied.

Surcharge for corner location: 180 €/corner

Surcharge for height visibility above 3 metres: 1000 €.

Surcharge for using fastenings points: 50 €/point, to be added to the flat rate for height visibility.

The stands on the ground floor are rented without set-up. Exhibitors can select a stand builder for their set-up.

Another section of the ground floor of Hall 1 will house **the “One health” centre**, dedicated to animal hygiene and health, including veterinarian products, and to plant and public health, **the milk centre**, dedicated to dairy in general (equipment, products and services from milking to processing), as well as **the smart farming centre**. The centres

include a common meeting area with beverage service provided by the organisation. Drinks are charged back at cost.

There are two categories of stands in this area:

Category	Rental of bar space (*price varies according to booking date - see point 3.3.)	Set-up price / details
Gold	70 €/m ² 73,5 € - 77 € - 84 € - 87,7 €/m ²	Turnkey 125 €/m ² → Equipped with carpet (recyclable vegetal origin), Octanorm partitions, electrical connection 1 x 16 A, lighting (1 spot/4m ²), furniture (1 table, 1 desk, 2 chairs, 1 display for documents), stand identification sign, 1 m ² visual/12 m ² stand, joint message, access to a storage area
Silver	70 €/m ² 73,5 € - 77 € - 84 € - 87,7 €/m ²	Only carpet (recyclable vegetal origin) + partitions: 50 €/m ²

* Up to and including 1st March, the first price will apply. For any stand booked after this date, a surcharge will be applied as stipulated in article 3.3.

The GOLD set-up is mandatory for **the One Health and Smart Farming centre**.
The set-up in **the milk centre** is optional.

Special technology (sound system, television, kitchen...) is not included in the set-up price.

The stands on the mezzanine (maximum 3 metres high) are reserved for the **Sentier des Saveurs** (primarily local products "Coq de Cristal"). For local products, only tasting will be allowed. Consumption on site is subject to the approval of the Committee and will be invoiced at 125 € or 500 € excl. VAT (see article 28).

These stands are delivered with partitions, carpet (vegetal origin), lighting (2 spotlights / 10m²), 1 mono-phase connection), and exhibitor identification pediment at a price of 65 €/m² (35 €/m² for the rental of bare space + 30 €/m² for the set-up); services such as water, Wi-Fi ... are additional and must be ordered using the appropriate forms.

b) Hall 2 – covered open space (located on level 0 of the Libramont Exhibition & Congress Building)

Hall 2 is specially designed for exhibitions of animal, for animal genetics and breeder organisations, except organisations associated with the dairy sector.

The hire charge is 52 €/m², bare surface, for all reservations up to 1 March. After this date a surcharge as set out in article 3.3 will be applied. The price will rise to 54,6 €/m² after 1 March, to 57,2 €/m² after 1 April, to 62,4 €/m² after 1 May and 65 €/m² after 1 June.

Surcharge for corner location: 180 €/corner.

Stands can be equipped by a stand builder selected by the exhibitor.

The price for an animal pitch is 220 €/animal (rack included) for the Belgian Herd-Books and 375 €/rack in addition to the space rental price for the different companies (upon available surfaces).

c) Hall 3 (located on level 1 of the Libramont Exhibition & Congress Building)

This hall is reserved for organisations and companies of general interest, education, engineering and consultancy and private companies involved in the topic-of the year.

To ensure consistency as regards the exhibition themes, the assembly of these stands is done by the Organising Committee. Applications to exhibit in Hall 3 (themed exhibit) will be considered by the Organising Committee on

the basis of the line of business described in the official application for admission and subject to places being available, as well as their connection with the theme of the year.

There is one category of stands in Hall 3:

Category	Set-up details	Space rental price*	Set-up price
Diamond	Personalised stand, with high added value built with high partitions, reinforced lighting	72 €/m ² 75,6 € - 79,2 € - 86,4 € - 90 € / m ²	216 €/m ²

*The hire price is set at 72 €/m², bare surface, for all bookings up to 1 March. After this date, a surcharge as set out in article 3.3. will be applied.

Stands are provided on a **turnkey basis** (partition, carpet of vegetal origin, lighting, furniture, water and electricity connections included ...) on the basis of a personalized briefing made by our stand builder.

Special technology (sound, televisions, kitchen, etc.) is not included in the price.

In addition, the price includes digital printing (file to be sent by the exhibitor) as follows:

STAND Diamond	1m ² of digiprint for 8 m ² of stand
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d) Hall 4 (Formerly Halle aux foires)

This hall is reserved primarily for regions or countries wishing to present and promote their terroirs or productions as well as for non-agricultural and non-forestry products.

Stands are provided unequipped, without partitions; they have a uniform depth of 3 m, with units of 4 m of frontage, except for pitches around the outside, which have a depth of 2 or 5 m, with 5 m of frontage.

Surface area	Hire charge / m ² (bare surface) *
< 75 m ²	72 € (75,6 € - 79,2 € - 86,4 € - 90 €)
> or = 75 m ²	68 € (71,4 € - 74,8 € - 81,6 € - 85 €)

* Until 1st March, the first price will apply. For all stand bookings after this date, a surcharge will be applied as stipulated in article 3.3.

The price of stands located on a corner bears a surcharge of 180 €/corner.

Upon request and against an additional fee, a partial or turn-key design proposal may also be provided.

3.3. Price increases depending on the date the stand is booked.

Up to and including March 1, the first price will apply. For all registrations after 1 March, a surcharge will be applied: +5% after 1 March, +10% after 1 April, +20% after 1 May, +25% after 1 June.

3.4. Demo Forest and Mowing Demonstration sites (outside fairground), other events, ...

Rates for Demo Forest and Mowing Demo, demonstrations that take place outside the fairground (forage harvesting equipment, forestry equipment, ...) are indicated in the general sales conditions related to these demonstrations. They are available on request at the general secretariat or can be downloaded at www.demoforest.com for Demo Forest and at www.foiredelibramont.com for the Mowing Demo, when these events are programmed on the calendar.

3.5. Visibility

For outside stands, any tall visible structure erected on a stand, whether it is a "tower", a balloon or any other structure with a height of over 4 m from the ground, is subject to approval by the Organising Committee and to inspection by an approved company (e.g. Vinçotte, ...). This visibility will be subject to an additional invoicing of 1000 € (excluding costs of approval by an approved organisation, such as Vinçotte, also to be covered by the exhibitor and charged directly by the accreditation body).

For stands inside the halls, any visible structure over 3 metres from the ground installed above a stand inside the halls will be subject to a flat fee surcharge of 1000 € plus 50 € per fastening point used.

The installation is subject to approval by the Organising Committee and to inspection by an approved company such as Vinçotte. The costs of approval are also borne by the exhibitor and charged directly by the accreditation body.

The exhibitor who is assigned a corner, head, L-shaped or island stand undertakes not to partition the facades of his stand located along the aisles with panels or any other type of material exceeding a height of 1m20, otherwise he may be obliged to dismantle the structure.

ART. 4: APPLICATIONS

Exhibitors wishing to take part in the Fair and/or demonstrations must send their request to participate to the Organising Committee, by completing the online application form.

Sending an application or request to participate does not grant the applicant any right to take part in the Fair and/or the demonstrations if the application is not accepted in writing by the Organising Committee in accordance with the procedure outlined in Article 5 “Acceptance of applications”; the committee exclusively reserves the right to accept or reject an application without having to justify its decision.

The Organising Committee reserves the right to study an application only after receipt of payment by the exhibitor applicant, to demonstrate the seriousness of its application to take part in the fair, of an amount corresponding to 60% of the cost of hiring the stand which he would like to reserve, plus 60% of the fixed and compulsory costs, a summary of which is given in Article 25 of the Regulations.

To enable the exhibitor applicant to make this payment, an invoice will be sent to him within 10 days after receiving its application form. This invoice is payable within 10 days of the invoice date.

If payment is not made within this deadline, the Organising Committee reserves the right to consider at its own discretion that the applicant is withdrawing their application, which then ceases to be relevant. Exhibitor applicants, for their part, may not use non-payment of the invoice to assert that they are withdrawing their application.

By sending its application to the Organising Committee, the exhibitor applicant is subject to the regulations of the Fair which they declare to fully understand and to which he adheres completely, as stipulated in article 2 of these Specifications.

ART. 5: ACCEPTANCE OF APPLICATIONS

The Organising Committee considers applications in the order in which they reach the secretariat of Libramont Cooperalia; priority is given to exhibitors from the previous fair who submit their application files before 1st March 2024 and whose deposit invoice has been paid within 10 days after issue date.

If the Organising Committee is faced with a lack of exhibition space, it reserves the right to apply a different order of priority, such as only accept one exhibitor per range of products of a particular brand; in that case, priority will be given to the manufacturer, then to the importer or distributor appointed by the manufacturer, and lastly, if no distributor is appointed, to the exhibitor that applied first.

For regional speciality food and horticultural products (Ardenne Joyeuse), should the committee be faced with a lack of exhibition space, priority will be given to farmers / horticulturists selling their own production (min. 80% of raw materials sourced from their own farm).

Acceptance of an exhibitor applicant to the Fair will only be effective on receipt of official confirmation in writing from the Organising Committee, accompanied by the site and location plan for the stand that has been allocated to them.

The Organising Committee will send, in addition to said acceptance, an invoice for the balance of hire plus costs to the exhibitor.

The Organising Committee will inform exhibitor applicants as soon as possible of the acceptance or rejection of their application; in the event of rejection, the Organising Committee will reimburse the exhibitor applicant, within eight days of notification of rejection, the amount he has already paid.

In the event of withdrawal of the application before acceptance, the Organising Committee will reimburse the exhibitor applicant for the amount paid on receipt of the invoice referred to in Article 4, after deduction of 100 € for handling charges.

ART. 6: DISCOUNTS OR SURCHARGES

A 5% discount on the m² hire price will be given to exhibitors, whose application as a cooperative member in the category 'Tools and Services' have reached Libramont Cooperalia before 1 June, provided that they have paid the invoice referred to in Article 4 within 10 days of issue and the invoices for balances (for all the ordered services) within 10 days of the invoice date. This article doesn't apply to other demonstrations off site.

The credit note for the discount and the corresponding refund will be made before the end of September.

For all requests for participation received after 1 March, a surcharge as set out in article 3.3. will be applied to the stand rental price.

The Organising Committee reserves the right to double the registration fee if invoicing information changes following the issue of one or more invoices.

ART. 7: EQUIPMENT AND PRODUCTS EXHIBITED AT THE FAIRGROUND

The fairground is only accessible to equipment and products related to agriculture, livestock, horticulture, parks and gardens, environment, from the forest-wood production chain, civil engineering and agri-foodstuffs.

Only equipment and products mentioned on participation application forms that comply with the provisions of these regulations may be exhibited and included in the exhibitors' e-directory.

Concerning equipment, the exhibitor undertakes formally and irrevocably to exhibit only new equipment from the official distribution network (Belgian or foreign) and for the distribution of which he is acknowledged and/or appointed as a dealer by the manufacturer or the official importer (Belgian or foreign). Priority will be given to companies that represent a brand in Belgium.

The exhibition, both physical and documentary, and the putting on sale of reconditioned or used equipment is therefore formally prohibited.

All exhibited equipment and products must comply with the laws and regulations in force.

Any exhibited equipment and/or product that do not comply with the provisions of these regulations may be removed by order of the Park Steward at the exhibitor's expense and risk, without them being able to oppose this, which they expressly accept.

Furthermore, exhibitors infringing the provisions of these regulations will be liable to pay a flat-rate fine of 750 € per infringement, without prejudice to any further recourse to the Competent Court should it prove that the flat-rate fine did not sufficiently compensate the Libramont Cooperalia Society.

A police order prohibits the display of equipment, products or services within a radius of several hundred metres around the fairground.

ART. 8: INTUITU PERSONAE

Admission as an exhibitor is non-transferable, unassignable and inalienable and, in any case, without the prior written consent of the Organising Committee, exhibitors may not assign, sub-let, lend or transfer, free or charge or in return for a consideration, all or part of their pitch. Any infringement of this provision will result, for the exhibitor whose application has been accepted, in payment to the Committee of compensation equal to double the full fee for hiring the stand. Likewise, the Committee may in addition decide to close the stand immediately.

If several exhibitors are located on the same stand, each one must provide a description of their activity and a list of their products by filling out the appropriate activity description form in the application for admission file and called "activities, products and brands". Indirect exhibitors or co-exhibitors, as well as represented firms must also be mentioned on the main exhibitor's application for admission form. It is prohibited to exhibit equipment or products other than those mentioned on the application for admission form entitled "activities, products and brands" which serves as the basic document for insurance and for drafting the exhibitors' e-directory.

ART. 9: PAYMENTS

The established invoices are payable within 10 days of the invoice date.

Non-payment of these invoices by their due date and in any event by the deadline of 30 June of the current year authorises the Organising Committee to cancel the hire contract simply by means of a registered letter; in this case, any amount already paid by the exhibitor remains the property of the Libramont Cooperalia as flat-rate damages.

If the Organising Committee does not cancel the hire contract, the invoice that is outstanding on its due date will be increased automatically and without formal notice by a late payment interest at the legal rate plus 3%, in addition to an irreducible lump sum surcharge of 10%.

ART. 10: TERMINATION OF THE HIRE CONTRACT AND / OR SERVICES

Any request to terminate the hire contract and / or services made on the initiative of the exhibitor after acceptance of its application must be sent to the Organising Committee by recorded delivery letter.

In the event of termination before 1 June, and on condition that the Organising Committee has acknowledged the receipt of the participation request, the exhibitor is liable to pay a sum equal to 25% of the location rental fee plus the handling charges.

In the event of termination from 1 June included, the full location rental price plus related costs, including services (water and electricity connections, entries, accommodation ...) are owed by the exhibitor and/or remains the property of the Fair.

These compensations are due even if the Organising Committee rents the stand(s) for which the contract has been terminated to another exhibitor.

The Committee will not be rendered liable in any way if as a result of an act of God or force majeure the event had to be postponed, cancelled or closed early. The following in particular are considered as force majeure: wars, illnesses, riots, strikes, demonstrations, fires, explosions and any other circumstances beyond the control of the organisers.

In this event, exhibitors whose participation request has been approved, may not claim any compensation and can only claim a refund of the money already paid, less organisation expenses incurred by Committee pro rata their participation.

If, before 1 June, the Committee was faced with the obligation to cancel the event due to restrictions imposed and therefore beyond its control, all amounts paid by exhibitors registered for the edition concerned will be refunded or postponed to the next edition, at the exhibitor's choice.

If the event is cancelled after 1 June, exhibitors whose application has been accepted may not claim any compensation but only the reimbursement of the sums paid, less the organizational expenses incurred by the Committee, and this, in proportion to their participation.

ART. 11: MODIFICATION OF THE SERVICES CONTRACT

Any request to modify the services contract made on the initiative of the exhibitor (water/electricity connection, accommodation ...) must be sent to the Organising Committee in writing.

ART. 12: TAKING POSSESSION OF THE STANDS

SET-UP SCHEDULE		DISMANTLING SCHEDULE	
Marquee set-up		Marquee dismantling	
from 08/07 au 12/07 from 15/07 au 19/07 on 22 and 23/07	7:30am-6:30pm 7:30am-6:30pm 7:30am-6:30pm	on Tuesday 30/07 from 31/07 to 02/08 from 05/08 to 09/08	NOT allowed 7:30am-6:30pm 7:30am-6:30pm
Set-up outdoor stands		Dismantling indoor stands	
from 15/07 to 19/07 on 22/07 and 23/07 on 24/07 and 25/07 → From 24/07, no access to trucks of over 7,5 tonnes	7:30am-6:30pm 7:30am-6:30pm 7:30am-9:30pm	29/07 (max. 7,5 T) Attention: animal transport from 6:30pm until 8:00pm from Hall 2 to Ferme Enchantée to the Competition Rings, from 6:30pm to 8pm	7:30pm-10:00pm (with exception of S2 Porte des Concours: from 8:00pm)

		30/07 (until 7,5 T) from 31/07 to 02/08 (any tonnage)	07:30am-6:30pm 07:30am-6:30pm
Set-up indoor stands (Halls 1, 2, 3, 4) and Ardenne Joyeuse		Dismantling indoor stands (Halls 1, 2, 3, 4) and Ardenne Joyeuse	
on 22/07 and 23/07 on 24/07 and 25/07 from 24/07 → No access to trucks of over 7,5 tonnes	7:30am-6:30pm 7:30am-9:30pm	29/07 29/07: only Halls 1 & 2 for stand builders from 30/07 to 02/08	7:30pm-10:00pm from 10:00pm → all night 7:30am-6:30pm

Before any unloading of goods and/or before starting the assembly of marquees on the fairground, assemblers are asked to contact the park commissioners, via the general secretariat of the fair (+32(0)61 23 04 04), so that they confirm the accuracy of the location and ensure that the dimensions of the latter are respected.

Stands in **Hall 4 (Halle aux foires)** can be accessed by exhibitors from Monday 22 July 2024 at 7:30 am.

Stands reserved for machines, equipment and products situated on the fairground can be accessed from Monday 15 July 2024 at 7:30 am. All preparatory works must be finished by Thursday 25 July 2023 at 9:30 pm. **Any stand still unoccupied at 6:00 pm on Thursday 25 July 2024 may be allocated to a third party**, without prejudice to the right of the Organising Committee to demand payment from the defaulting exhibitor of the full price of hire plus related costs.

However, firms exposing outside may, if they wish, start installing their stand before 15 July 2024, provided they request it in writing before 1 July by specifying the desired date. They will be notified of the day from which the pitch will be made available to them within 48 hours.

Marquees must be smaller than the pitch hired (e.g. for a marquee of 5m x 5m, provide a stand of 6m x 6m), or you may not be allowed to set up the tent.

Arbours and other light structures must be weighted down or dismantled if there is a risk of storms or gusts of wind.

Water cover plates must remain accessible.

Marquee and stand builders must sign and adhere scrupulously to the specifications which can be obtained from the General Secretariat of the Fair or downloaded from the exhibitor's portal on www.foiredelibramont.com. These regulate the assembly provisions to be followed, site access, opening hours, safety instructions. The builders remain solely responsible for their work both with regard to their agents and to third parties, the specifications serving as a record of the minimum provisions and precautions to be taken by all builders at the fairground.

Failure to comply with the specifications may result in exclusion of the supplier without the exhibitor who has entered into contract with the latter necessarily being able to seek damages.

The speed limit on the fairground is 15 km/h.

ART. 13: DURATION OF THE FAIR

The Fair will be open from Friday 26 July to Monday 29 July 2024, from 9:00am to 6:30pm. The entrances will be closed to the public from 6:00pm.

Exhibitors undertake to participate in the four days of the Fair, to have finished assembling their stand on Thursday 25 July at 9:30pm, and not to dismantle or remove equipment before 6:30 pm on Monday 29 July. Any firm contravening this provision, except in cases of force majeure will automatically be prohibited from participating in the next three fairs.

Exhibitors agree to

- scrupulously respect the opening and closing hours of the Fair,
- ensure a presence on their stand throughout the period of opening to the public,
- no longer serve drinks as from 15 min. before the closing time of the Fair, which is set at 6.30 p.m. for exhibitors in general. Ardenne Joyeuse and the official restaurants have special opening times in agreement with the Organising Committee. The Ardenne Joyeuse closes at 8.30pm, except on Mondays when it closes at 7.30pm. For the official restaurants, closing time is midnight, subject to the availability of a dedicated security service.

Failure to comply with the above conditions will result in immediate closure and the exhibitor concerned will be fined 1,000 €.

ART. 14: EXHIBITORS' E-DIRECTORY, EXHIBITOR'S LIST PLAN, PROGRAMME, SOCIAL MEDIA AND WEBSITE

The exhibitors' e-directory, the plan, the programme, social media (Facebook, Twitter, Instagram, YouTube) and the website www.foiredelibramont.com are the official supports for the event.

The Fair exhibitors' e-directory or exhibitors' list contains full details of exhibitors: alphabetical list of exhibiting firms and list of equipment and products exhibited, list of the participating brands; it is available to visitors free of charge and can be downloaded from the Libramont Fair website www.foiredelibramont.com.

Exhibitors must complete a description of their activity (activities, products and brands) in the 'communication' section on their online exhibitor's portal. This description of the exhibitor's line of business, is compulsory. It serves as the basis for allocating a pitch in a suitable zone and also serves as the basis for publishing data in the exhibitors' e-directory (exhibitors' list).

This information must be entered simultaneously with the application for admission form. Failing that, the Organising Committee reserves the right not to consider the application form.

The program, as well as the Fair plan is also available free of charge to visitors, either in paper version at the fairground, or may be consulted on the website www.foiredelibramont.com.

The e-catalogue or exhibitors' list will be published and is available online from 1 June to 30 September on www.foiredelibramont.com.

In relation to these publications, each exhibitor and indirect exhibitor is charged a flat-rate fee of 200 € excl. VAT irrespective of the type of equipment or products exhibited or area occupied.

Exhibitors who submit their application outside the required deadlines for printing the e-directory, i.e. after 1st June, will have to pay 100% of this flat-rate fee.

Exhibitors wishing to benefit from an extended publication period from 1 October to 30 May of the following year will pay an additional PREMIUM package price of 129 € excluding VAT.

ART. 15: EXHIBITION POLICY

Throughout the Fair, as well as during stand assembly and dismantling operations, exhibitors, their agents and/or subcontractors must, under threat of exclusion, abide by all conditions imposed by these regulations and by public laws and regulations and in particular, without this list being exhaustive, by instructions relating to health, safety, fire protection, employment of staff, price display, business practices, customs and excise, etc.

These provisions shall be referred to collectively hereinafter as the "Regulations".

The agents of the Organising Committee and public authorities are entitled to access the exhibitor's pitch at any time to check compliance with these Regulations.

The Organising Committee may have any modifications made that it sees fit, at the exhibitor's expense in the event of infringement by the latter of the Regulations.

Checks, controls or modifications carried out through the intervention of the Committee do not render it liable in any way.

A park steward and a steward for the halls have as mission to ensure compliance with the Regulations; they will be assisted in his task by deputy stewards.

They will be held permanently at the disposal of exhibitors, who will address any questions they may have relating to the setting-up, the assembly and the dismantling of their stand. Their office is located in the General Secretariat.

The Steward and deputy stewards will ensure, inter alia, that equipment displayed on the stands is NEW and fully compliant with the data given in the participation request. They will be fully authorised to have non-compliant equipment removed at the expense and risk of the offending exhibitor and to ensure maximum order and discipline during demonstrations.

If an infringement of the Regulations is discovered, the Steward or deputy stewards will immediately draft an infringement report, which the exhibitor may accept or oppose. The report will be sent immediately to the Organising Committee for the requisite action, without prejudice to the power of the Steward to take the necessary steps.

ART. 16: DEMONSTRATIONS

As a general rule, on the Libramont fairground, exhibitors are not permitted to operate any motors or equipment, or make use of a microphone to communicate with visitors. Infringement of this regulation will incur a fine of 750 € VAT excluded and/or immediate closure of the stand.

Any agricultural and/or forestry equipment firm may take part in the demonstrations organised as part of the Fair at Libramont or another site, subject to prior approval by the Organising Committee (Demo Green, Genitec, Grand Ring, ...).

It is permitted to operate equipment only provided that you have requested it in advance by means of the online participation request and subject to acceptance by the Organising Committee, at the fixed price of 400 €/engine for the duration of the Fair. A commissioner will be appointed by the Organising Committee to ensure compliance with the conditions of access to the track.

Yard and green space equipment can be demonstrated in Demo Green areas. A demonstration area can be added to stands in these zones only, provided that you have requested it in advance by means of the online participation request, subject to acceptance by the Organising Committee of the Fair and based on a detailed plan of the stand and of the demonstration area. There will be a flat fee surcharge on the hire price of the surface area in these zones of 500 € for the duration of the Fair. The area set aside for demonstrations cannot exceed 50% of the total stand area.

ART. 17: NOISE, ODOURS AND ENVIRONMENTAL DISTURBANCE

The exhibitor will abstain from generating noise, odours and environmental disturbance on the fairground.

It is totally prohibited to make use of a sound system equipment for the purpose of communicating with visitors by means of a microphone. The Steward, who has full authority to ensure compliance with this provision, may, if necessary, deprive exhibitors not complying with his orders of an electrical connection.

Exhibitors set up on the edge of events rings (main ring, GENITEC, competition rings, etc.) agree to the noise generated by activities taking place in these areas.

ART. 18: ACCESS AND TICKETING

An official access document is required to access the event.

A. Access for the exhibitors (doors open as from 07:30am)

1. Free exhibitors' access cards are allocated depending on the booth surface and the location

Surface area	Exhibitor access included
Up to 36 m ²	2
37 to 50 m ²	3
51 to 75 m ²	4
76 to 100 m ²	5
101 to 250 m ²	6
251 to 299 m ²	7
300 to 650 m ²	8
651 to 1000 m ²	9
> 1000 m ²	10
Pitch Ardenne Joyeuse	2
Animal pitch Hall 2	2
Co-exhibitor	2

2. **Additional exhibitors' access:**

This access will be invoiced at 20 €/access and **reserved for stand personnel**. The exhibitor access must carry the name of the exhibitor to be valid. Exhibitors will therefore ensure that all their staff members are given an exhibitor access. **After 01 June, the price of the exhibitor access will be 25 € and from 1 July the price will increase to 31 €.**

These access documents are valid during the four days of the Fair and are also required during the periods of assembling and disassembling. They will be scanned at the entrance and exit.

B. **Access for suppliers / carriers / fitters (door opening: see art. 12)**

Access badges valid only during the assembly / dismantling period are available via the online exhibitor portal at www.foiredelibramont.com from the end of April. These accesses, to be valid, must bear the name of the exhibitor and his stand number. Exhibitors will therefore make sure to provide each of the members of their assembly teams, as well as their deliveries or carriers. These access badges are free and valid only during the assembly and dismantling periods (not valid during the days of the fair) and will be scanned at the entrance and exit.

C. **Tickets for visitors as well as official guests (access from 09:00am):**

1. Exhibitors can order tickets for their customers valid for 1 day via the exhibitor portal online www.foiredelibramont.com
2. **Preferential rates:**
 - Before 1 June: 8 €. This rate will remain in effect **until 30 June inclusive** for any order of max. 20% **in addition to** a first order placed before 1 June.
 - From 1 June: 13 €, unless it is an additional order (see above).
 - From 1 July: 15 €.
3. All access must be ordered electronically, via the online exhibitor portal at www.foiredelibramont.com. **All orders will be delivered electronically to the requestor through the exhibitor's portal.**
4. Access cannot be resold **in any way**.
5. **No order delivered will be credited or taken back.**
6. Visitors can also buy their entry tickets from the public ticket office online at www.foiredelibramont.com from 1st June.

ART. 19: ACCOMMODATION

After submitting a written request in advance, only agents of stockbreeders exhibiting animals with special permission granted by the Organising Committee will be able to stay in on-site accommodation.

The Organising Committee has the right to withdraw the authorisation of accommodation for everyone who has a behaviour putting people, goods or infrastructure, animal's welfare and safety at risk.

ART. 20: ACCESS FOR CARS AND OTHER VEHICLES

1. Parking

Three special car parks ("EXHIBITOR" car park) are available for exhibitors. **Access tickets for these car parks, which are reserved exclusively for exhibitors, can be ordered in advance via the online exhibitor portal at a cost of 32 € per vehicle until 1 June, 40 € until 1 July and 50 € after 1 July. These passes are valid for the entire duration of the Fair.**

Overflow car parks for visitors will be organised at exits 26 and 25bis of the E411 motorway and are accessible at the price of 8€ per car per day. Free shuttles will be provided for the four days of the event.

2. Parking vehicles on the stand

It is not authorized to park vehicles on the stands.

3. Supplying stands

Free shuttles reserved for exhibitors are organised between the exhibitor car parks and the stands (morning and evening). Supply using shuttles **is not authorised**.

Authorization to supply the stand will be reserved primarily for exhibitors and suppliers of food products (perishable foodstuffs). These are mainly exhibitors from the Ardenne Joyeuse, the Sentier des Saveurs, Hall 4 or the managers of an official catering area. Supply must be requested in advance in order to obtain special access for vehicles within

a limited time, in the morning between 7:30 am and 9:00 am and in the evening between 7:00 pm and 8:30 pm. No more vehicles can be on the Fairgrounds outside of these slots. Very strict regulations define the conditions (see the exhibitor's portal on www.foiredelibramont.com or by telephone to the general secretariat from 30 April). Even if a supply authorization has been given, it must be accompanied by an exhibitor or service badge.

ART. 21: ELECTRICITY

At the fairground, electrical connection will be provided for exhibitors **who have expressly requested this by 1 June at the latest**. This electrical connection is of the alternating type: 400 volts three-phase or 230 volts single phase. The Committee reserves the right to cut off the current temporarily.

For stringent safety reasons, pirate connections are strictly prohibited. Exhibitors who are a party to this may be deprived of their requested electrical connection.

For outside stands on the fairground, the protection box must include a differential of maximum 100 mA, adequate protections on each socket circuit, an earth, a CTLB or CTMB type flexible cable or a VTMB type vinyl cable. It will be of sufficient length to connect to the existing overhead network.

For stands situated in Libramont Halls 1, 2, 3 and 4 and in the organiser's marquee, the equipment required is restricted to a connection box comprising at least one power socket; a flat rate is payable further to a separate invoice covering connection and consumption.

Connections are only made on acceptance of installations by an approved body and permitted by the Committee. No compensation may be claimed from the Committee in the event of breakdown and/or power outage.

ART. 22: LIABILITY

Exhibitors set up, manage and run their stands at their own risk and liability. They take all the necessary precautions to this effect. In the event of the exhibitor failing to take such precautions, the Committee may at the exhibitor's expense and without prior notice carry out any protective measure necessary.

For constructions and other structures measuring over 4 metres in height outside or over 3 metres inside (advertising tower, stand, etc.) exhibitors are obliged to request a visit from an approved agent authorised by the Committee, and to present him the construction plans for the structure for the purpose of obtaining a certificate of compliance, which will be sent to the Fair Secretariat as soon as possible.

If the Secretariat has not received this certificate at least 12 hours before the opening of the Fair and after having informed the exhibitor, the Exhibition Park Steward may take the initiative to request an authorized agent. Costs incurred by approval or back fitting of these tall structures are payable by the exhibitor. Non-compliant structures will be dismantled.

Furthermore, installation of such a structure, whether it is a "tower", balloon or any other structure, is subject to approval by the Organising Committee (Art. 3.4) and will be invoiced at 1.000 €, not considering the accreditation fees invoiced directly by the approved body.

ART. 23: INSURANCE

Exhibitors are obliged to make sure that they have civil liability insurance cover for their participation in the Fair and/or at off-site demonstrations, through their own civil liability insurer for agricultural or commercial undertakings. The cover per claim is minimum 1,250,000 € for bodily injury, property damage and consequential loss together.

Without prejudice to this obligation, the Fair Organising Committee has also taken out a group civil liability policy for accidental damage caused to third parties during the Fair and during assembly and dismantling of installations, excluding damage caused by motorised vehicles coming within the scope of the Belgian law of 21/11/89. The group policy will only take effect after the coverage of the civil liability policies taken out individually by the exhibitors has been exhausted.

The policy covers a maximum of 2,500,000 € per claim for bodily injury, property damage and consequential loss damage, with an excess of 250 € for property damage and consequential loss (this amount remains payable by the exhibitor).

Excess of 10% of damages with minimum 250 € and maximum 1,250 € for damage caused by fire, conflagration, explosion, smoke, water or damage to the environment.

For Civil Liability after delivery, deductible of 10% of damages with minimum 250 € and maximum 1,250 €.

For damage to entrusted property, deductible of 10% of the damage with minimum 125 € and maximum 1,250 €.

Exhibitors also undertake to insure all the goods exhibited (merchandise, stand and equipment).

Without prejudice to this obligation, the Fair Organising Committee has also taken out, in accordance with the conditions set out therein, an "All Risks" insurance policy covering property and goods (with the exclusion of clothing, personal effects and live animals) for a variety of risks including fire, lightning, explosion, theft, vandalism and water damage.

This group policy will only take effect after the coverage of the policies taken out individually by the exhibitors has been exhausted.

These goods are covered by first loss insurance to a value of 12,395 € with an excess of 250 € per claim (this amount remains payable by the exhibitor).

In addition, for any loss or damage caused by theft outside the Fair's opening hours, the exhibitor will remain its own insurer for 10% of the compensation. The excess also applies to storm and hail damage to objects located outside or under an open-air marquee.

INTERVENTION LIMIT

Objects located outdoors or under an open-air marquee are covered against the risks of storm and hail up to a maximum of 2,500 € per exhibitor or per stand.

The limit of 2,500 € remains applicable to all insured goods.

COLLISION

Collision to objects by an insured party is covered up to a maximum of 2,500 € per exhibitor.

SURVEILLANCE

It is hereby declared that outside the opening hours of the fair, exhibits remain covered provided that they are under the constant surveillance of a security company.

THEFT - ACCURACY

During opening hours, i.e. hours of public access and the period of assembly/disassembly of the events, the contents are covered against theft even if there has been no break-in, violence or threats.

THEFT AND VANDALISM ON THE OUTSIDE PREMISES

Theft and vandalism on outdoor stands are covered.

At the explicit request of the exhibitor, a larger amount may be insured in return for payment of an additional premium.

The request must be sent to the Organising Committee and to Ofac+ by e-mail to libramont@ofac.be at least 15 days before the start of the Fair.

This group insurance is mandatory for all exhibitors. The group premium is a fixed flat-rate fee per stand of 100 €. This comprises the following: a premium of 10 € for Civil Liability cover and a premium of 90 € for damage insurance. The amounts are calculated without VAT.

The exhibitor fills in the insurance proposal provided and the Organising Committee issues them with a copy, which they certify as compliant with the original at the time admission is confirmed.

The period of cover extends from midnight on the Wednesday before the fair until midnight on the Tuesday after the fair for equipment exhibited on the site at Libramont. The insurance will only become effective when the exhibitor has duly submitted to the Fair Steward's Office a detailed inventory of objects covered and their value by 6:00 pm on **23 July** at the latest.

In the event of theft or malicious act, the exhibitor is obliged to notify the Local Police (Police Locale Centre Ardenne) immediately (Tel. +32 (0) 61 508 130), then the Organising Committee (+32(0)61 230 404) and/or Ofac+ (see number on the claims declaration procedure sheet). The claim must be sent to Ofac+ within 24 hours by email to: sinistres.arlon@ofac.be.

For other hazards (Civil Liability – damage insurance) when an accident occurs, the exhibitor must notify the Organising Committee. then submit a statement of claim within 24 hours to OFAC+ by email: sinistres.arlon@ofac.be, tel.: +32 (0)61 535 251.

The Fair Committee accepts no liability in relation to any accidents, theft or damage that might occur. The exhibitor grants full discharge to the Committee and waives his right to any recourse he may be entitled to exercise both against the Organiser and, where appropriate, the owner of the marquee for damage caused to equipment and objects belonging to him.

Each participant is requested to ensure that he safeguards “small equipment” such as tools, machines and various objects that are easy to take away. If the Park Steward(s) notes that this is not the case, the insurance company may reserve the right not to insure the exhibitor concerned.

The excess for which the exhibitor is responsible in the event of theft outside of Fair opening hours is 10% of the damage amount. This same excess is also applicable for a storm and hail claim for objects located outside or under a marquee in the open air.

The exhibitor acknowledges that he has read and accepted the above-mentioned conditions of the insurance policy.

ART. 24: SITE UPKEEP

The upkeep and cleaning of the Fair (including official car parks) will be carried out by a professional maintenance service. Bin bags will be distributed before and during the Fair by the maintenance team. A collection of garbage bags placed by the exhibitor in front of his stand will take place every evening during setting-up week. Two small container depots will be at the disposal of exhibitors. Exhibitors and their subcontractors are expressly requested to respect the recycling rules.

Every evening during the fair, exhibitors will deposit their residual waste (after sorting cardboard - paper - wood - food - compostable) in bags in front of their stand, and the bags will be removed by the maintenance service. Exhibitors and their subcontractors are expressly requested to comply with this rule. **Floor coverings will be removed by stand builders or marquee hire companies. The spreading of wood shavings or stones on a parcel requires Committee approval and a geotextile sheet must be put down first.** Exhibitors are responsible for returning the parcel to its original state. Failing this, exhibitors will be invoiced for their removal and/or cleaning of the parcel. **More information is available from the General Secretariat.**

A flat-rate fee of 150 € will be invoiced to each exhibitor.

This mandatory “maintenance” fee does not include cleaning of the stand itself. Exhibitors who would like their stand to be cleaned daily can obtain this service by paying an additional flat-rate fee to the service providers appointed by the Committee, whose details are available on the exhibitor’s portal on the website www.foiredelibramont.com or from the General Secretariat of the Fair.

Breweries and other beverage producers exhibiting at Ardenne Joyeuse must pay a 500 € fixed fee for the collection of beer glasses which will be handled by the Committee.

It is strictly prohibited to drive off-road, to manoeuvre or park on grassed areas and to damage or leave waste on the parcels. Infringement of this regulation will incur a fine of 750 € plus any repair costs of the parcel (to achieve before the 10th of August) **up to a maximum of:**

- **Removal of waste at the price of 50 €/hour + costs for dumping,**
- **Restoration of a grass covered parcel at the price of 10 €/m² and a stone covered parcel at the price of 5 €/m².**

ART. 25: FIXED AND COMPULSORY COSTS (excl. VAT)

1. Handling charges	100 €
2. Publication in the e-Exhibitors Directory (Art. 14) (Including your logo with a link to your Internet site)	200 €
3. Insurance. All-Risks: 90 € – Civil Liability: 10 € (Art.23)	100 €
4. Site upkeep	150 €

These fees are payable for each booked and allocated stand.

All co-exhibitors and indirect exhibitors must also pay an amount of 650 € of fixed and compulsory costs, with the exception of co-exhibitors in category A (farmers, market gardeners or horticulturists selling their own production) in Ardenne Joyeuse, who are liable for a fee of 200 € excluding VAT per co-exhibitor.

By co-exhibitor, we mean any legal entity (company or individual) visible on a stand, but which is other than the one that has officially booked the exhibition area and which is therefore considered to be the main exhibitor. Co-exhibitor also means the presence of one or more brands other than those for which the main exhibitor is the officially recognised reseller. These are generally entities whose company number differs from that of the main exhibitor.

Payment of this flat-rate fee entitles the co-exhibitor to benefits such as publication in the e-catalogue and in the list of exhibitors on the official plan, the purchase of tickets at the preferential rate reserved for exhibitors, supplementary insurance cover taken out by the Organising Committee for all exhibitors, and authorisation to supply the stand (art. 20.3). In the event of non-payment of the fixed co-exhibition fee, the co-exhibitor may be refused access to the stand.

ART. 26: SAFETY MEASURES

All the emergency services have been coordinated in order to improve the safety of exhibitors and visitors. Exhibitors will comply scrupulously with the instructions given on the exhibitor's portal of the website www.foiredelibramont.com by the various emergency services.

The use of barbecues and gas on the stands is strictly prohibited, except in catering areas and following approval by the SECT (External Technical Control Service e.g. Vinçotte) and the regional fire service.

A specification document called "Safety Instructions for Machinery Exhibitors" will be made available to the relevant exhibitors before May 1st.

ART.27: EXCLUSIVE DRINKS SUPPLIER

The brewer Brasserie Maziers will be the exclusive drinks and dispensing equipment supplier. The partner brands BOFFERDING and BATTIN (pils and special beers), SPA and BRU, CHARLES LIEGEOIS are imposed.

ART. 28: MISCELLANEOUS PROVISIONS

The showground is closed and must be cleared every day from 6:30 pm. The surveillance service, arranged by the Organising Committee during the nights of Monday 22 July to Wednesday 31 July from 6:30 pm to 8:00 am is a precautionary measure, which does not in any way render the Committee liable.

The Committee will open the Fair on Friday 26 July at 9:00 am. Exhibitors are requested to be present at their stand.

Any questions or controversies that may arise during the Fair and that are not covered in this programme fall under the jurisdiction of the Committee, which is the sole arbiter in the matter. Any problem encountered during the Fair by an exhibitor must, as soon as it arises, be brought to the attention of the exhibition park stewards at the General Secretariat.

Street hawkers will only be allowed access to the Fairground on approval by the Organising Committee. In all cases they will be required to produce documents proving their status as itinerant street vendors.

These regulations prohibit any hawking or collecting in aisles, entrances or car parks at the Fair, unless express written dispensation is granted by the Committee. Leaflets may not be handed out in these areas. Likewise, the use of sandwich boards or "promo boys" or any other promotional method is strictly prohibited away from stands and in a radius of 500m wide around the site of the Fair.

It is prohibited to sell or offer for retail sale any consumable product, drink or provision on-site without the express permission of the Committee and an additional amount will be invoiced for it. This permission will be accompanied by an invoice for "PROVISIONS" for a 10 to 12m² module based on the exhibitor category as follows:

- | | |
|--|--|
| A. At Ardenne Joyeuse/En Terre bio or Sentier des Saveurs, farmer / horticulturist selling their own products: | 125 € |
| B. At Ardenne Joyeuse/En Terre bio or Sentier des Saveurs – processors transforming products sourced from Belgian farms: | 500 € |
| C. At Ardenne Joyeuse – processors transforming products from non-identified sources: | 1,000 € |
| D. At Ardenne Joyeuse – per additional module: | 1,000 €, except for category A = 125 € |
| E. Hall 4 – artisan processing products from non-identified sources, merchant, reseller: | 500 € |

Free tastings and distribution of samples are however permitted.

Free distribution of drinks is subject to prior approval by the Committee, which will confine itself to registering the fact without being rendered liable as a result. Likewise, exhibitors are prohibited from offering pets for sale or as prizes in a raffle.

Dogs and other pets must be kept on a lead.

ART. 29: COMPLIANCE WITH THE REGULATIONS

The exhibitor formally undertakes to comply with all the provisions **of these regulations and the instructions found on www.foiredelibramont.com and/or which will be sent by post at a later date**, which must be strictly adhered to and may not be considered to be simply coercive or standing clauses.

ART. 30: DISPUTES

In the event of a dispute, the courts of NEUFCHATEAU have sole jurisdiction to hear disputes relating to the interpretation of provisions of the regulations and of directives specific to the organisation of the Fair by the Committee.

ART. 31: CHOICE OF JURISDICTION

By reason only of their membership, throughout the Libramont Agricultural, Forestry and Agri-Foodstuffs Fair and during the assembly and dismantling periods, for everything concerning their participation, exhibitors expressly declare that they elect special domicile at their stand, where any notifications may therefore be validly served upon them.



Ir. Natacha Perat
Managing Director



Jean-François Piérard
President



Henri Louvigny
President of the Logistics Circle