

Participants Manual

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Table of Contents

1.	Show information	
	Show venue	
	Opening hours	4
	Brussels Expo map and accessibility	4
	Contact details	4
	Set-up and arrangement times	5
	Breakdown	6
2.	Access	6
	Access gates during set-up and breakdown	6
	The Hall 8 (Hall 4 access), Hall 9 (Hall 6 access), Hall 4, Hall 5, and Hall 6 access gates will remain open during set-up and breakdown. Please follow the on-site traffic controllers' instructions carefully while using the access gates.	/
	Trucks and vans during set-up	
	On arrival at Brussels Expo, everyone should first assemble at Car Park C. Once at Car Park C, you must follow	U
	the directions of the traffic controllers during set-up and breakdown. They will direct you to a suitable place	for
	unloading your vans and trucks.	
	Car ownership	
	Storage during the car show	
	Access control wristbands during the car show	
	Legal identification	
	Contact cards	/
3.		
	Stand construction, general information and placement of orders	
	from your sales manager. PLEASE NOTE: This concerns the lease of carpet tiles and is not a purchase	
4.	E-shop	8
•	E-shop orders	
5.	Safety	0
Э.	Brussels Expo Safety Regulations	
6.		
	Brussels Expo Liability	
	Need a hotel?	. 13
	BOOK A HOTEL ROOM	
	Working with third parties	
	Waste No-smoking policy	
	FIRST AID	
	Security	
	Brussels Expo Wi-Fi and internet	. 15
		. 15 . 15
	Brussels Expo Wi-Fi and internet Toilets Cloakroom Parking during InterClassics 2024	. 15 . 15 . 15
	Brussels Expo Wi-Fi and internet Toilets Cloakroom	. 15 . 15 . 15 . 15

Sustainable stand construction	16
Sustainable flooring	16
Exhibition stand lighting	16

All prices quoted in this manual are in euros and exclusive of VAT, unless stated otherwise. The General Rules and Regulations for participating in trade shows and exhibitions organised by or in cooperation with Brussels Expo can be obtained from the exhibition organiser free of charge. An excerpt of these regulations is included on the back of your registration form.

1. Show information

Show details and contact data

Show venue

Brussels Expo, Belgiëplein 1 Palace 4, Palace 5, Palace 6 and Patio The visitor entrance to the car show is through Halls 4 and 5.

Opening hours

Friday 15 November 10 a.m. - 8 p.m.Saturday 16 November 10 a.m. - 8 p.m.Sunday 17 November 10 a.m. - 6 p.m.

On show days, exhibitors may use the building from up to **one hour before opening time to one hour after the show closes.**

PLEASE NOTE: You can enter the site via Car Park C. (Romeinsesteenweg Brussel - RO - Exit 7a 'Expo')

Brussels Expo map and accessibility https://www.brussels-expo.com/en/accessibilite/

Contact details

General information

Project team



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Navigate with **@Waze**



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E-shop orders

Brussels Expo Connections Department T +32 2 658 42 55 E connections@brussels-expo.be

Set-up and arrangement times

Wednesday 13 November 2024 Thursday 14 November 2024 Friday 15 November 2024 8 a.m. – 8 p.m. 8 a.m. – 8 p.m. (Hall 5 exception: only to 4 p.m.) 8 a.m. – 10 a.m. *Note: only pass doors open to conserve hall heating.*

Please note that there will be a check for any outstanding bills on your arrival at Brussels Expo. Any

outstanding bills must be paid directly at the designated **Car Park C** office.

PLEASE NOTE: For the UEFA Nations League football match, Belgium will be playing Italy on Thursday, 14 November at 8:45 p.m.

Match visitors will park at Car Park C (10,000 parking spaces). The roads around Brussels Expo will be inaccessible at two different times due to the major flow of pedestrian traffic en route to the stadium. Road closure times:

- Between 3 p.m. and 6 p.m.
- Between 8 p.m. and 10:30 p.m.

Breakdown

Sunday 17 November 6 p.m. – 12 a.m. Monday 18 November 8 a.m. to 1 p.m.

2. Access

Access gates during set-up and breakdown

The Hall 8 (Hall 4 access), Hall 9 (Hall 6 access), Hall 4, Hall 5, and Hall 6 access gates will remain open during set-up and breakdown. Please follow the on-site traffic controllers' instructions carefully while using the access gates.

Trucks and vans during set-up

On arrival at Brussels Expo, everyone should first assemble at Car Park C. Once at Car Park C, you must follow the directions of the traffic controllers during set-up and breakdown. They will direct you to a suitable place for unloading your vans and trucks.

On set-up and breakdown days, only small vehicles are allowed entry to the show floor. There is no space for truck loading and unloading at the access gates. Where necessary, the organisation reserves the right to refuse entry to trucks. This serves to avoid damage or trouble. However, you may use small delivery vans and non-motorised hand and pallet trucks. For all logistics questions or orders (shipments, assistance with loading and unloading, storage, etc.), please contact Ziegler Expo Logistics. They can be reached on +32 2475 45 43.

Vehicles exhibited during the show may not have more than 5 L of fuel in their tanks, and their batteries must be disconnected. AIB Vinçotte will check this during the fire safety audit.

Electric cars must be in excellent condition. The battery (starter battery) must be disconnected or the vehicle must be set to showroom mode.

Car ownership

In the past, InterClassics always relied on ownership certificates for the vehicles on display. This system has been replaced by a sticker system. It is analogous to vignette stickers, which cannot be removed without their destruction. This sticker must be adhered to the vehicle on display. You will also receive an exact copy of the sticker. Both stickers contain a matching, unique numerical code. There will be random checks when leaving with a vehicle, requiring you to show both stickers to security on request. It must be clear that you are the rightful owner of the vehicle. Stickers can be collected at the secretariat in front of Hall 5 before the show and during set-up.

Storage during the car show

Please contact Ziegler Expo Logistics for stock storage during the show. They can be reached on +32 2475 45 43.

Trailers can be parked in Car Park C. If you would like to park your trailers for the entire duration of the car show, you must officially reserve these spaces with a parking pass. Click <u>this link</u> to purchase a parking pass.

Access control wristbands during set-up and breakdown

During the car show's set-up, stand builders must show the designated wristband to gain access to the exhibition area. Wristbands will be issued at Car Park C or the Palace 5 secretariat. Should you appear to have outstanding amounts due on arrival at Car Park C, you will have the chance to settle your bill at the specially designated container in Car Park C. Access to the show floor will only be granted after payment of outstanding debts.

The wristbands are only valid for stand employees. Illegitimate use of the wristband may lead to confiscation during inspection.

Access control wristbands during the car show

The access control wristband you are required to wear during the car show will be issued when you sign in at the Palace 5 entrance desk during set-up. Wristbands have a different colour for each day of the show. The number of wristbands available from the organisation each day is based on stand size:

Stand surface area	Wristbands available	Maximum additional orders
1 m² to 20 m²	2	2
21 m ² to 50 m ²	3	3
51 m² to 100 m²	4	5
>101 m ²	5	8

Wristbands are only valid for stand employees and are strictly personal and non-transferable. Illegitimate use of the wristband may lead to confiscation during inspection.

If the above number of wristbands is insufficient, please use <u>this webshop</u> to order additional wristbands. As indicated above, a maximum number has been stipulated according to the stand's surface area. For contacts and partners, please use the contact cards. These can also be ordered through our order form.

Legal identification

Every participant must have legal identification on their person when on site at Brussels Expo. This identification should be in the form of a passport or ID card, including a recent photo, name and signature. We apply this policy because we would like to know who is active on the Brussels Expo site, and we are required under the Single Permit Directive to check all personal data. We also need to be able to act appropriately in case of emergencies. For this reason, everyone at the gates will be asked to identify themselves. Once identified, participants will receive a wristband granting access to the halls.

Contact cards

To invite business associates and customers, contact cards are available for order. Contact cards are an essential tool for your promotional strategy. Studies show that exhibitors who send out contact cards earn 40% more, on average, in return from their trade show participation.

Order your contact cards on the webshop A contact card covers admission for Friday 15 November, Saturday 16 November or Sunday 17 November.

The price is €10.00 each (excl. VAT).

PLEASE NOTE:

- Contact cards are sent by e-mail.
- Contact cards are only issued in digital format.
- Unused contact cards/codes cannot be refunded after receipt.

3. Stand construction

Stand construction, general information and placement of orders

The costs of stand set-up and arrangement, technical connections and the use of these connections are at the participant's expense, insofar that they are not stipulated in the stand construction, which Brussels Expo and/or MECC Maastricht will, if ordered, arrange on your behalf. Fire service regulations must be taken into account; certain stands may need to meet special requirements. The organisers cannot accept liability for any costs associated therewith.

Damaging floors, walls, roofs and other parts of the building by drilling, nails, paint, glue, tape, etc. is strictly prohibited. Markings on the floor indicate the front and side limits of the stands; in case of doubt or deviation, please inquire with the show's organisers to find out how to proceed.

When building your own stand, please observe the following conditions:

- Your stand must be neatly finished at the front and back in their entirety.
- Flammable decorative materials, e.g. bales of hay, muslin ceiling protection or burlap wall decoration must be treated with fire retardant. The fire brigade may request a certificate of proof.
- Installing aisle-side walls on an island stand is only permitted in consultation with the organisation.

In every hall, stands must acquire carpeting for the duration of the show. You can order event carpet per m2 from your sales manager. PLEASE NOTE: This concerns the lease of carpet tiles and is not a purchase.

Awareness of the work safety guidelines is crucial in the preparatory phase. For the pre-construction checklist and work safety guidelines, click here.

Would you like to order stand construction service? Stand construction is available for order through the Brussels Expo e-shop. Check out the various options including sample photos.

N.B.: During set-up, support services, e.g. plumbers and electricians, will be on site and available between 8 a.m. and 6 p.m. During the show itself, they will only be on site for 30 minutes before the start and 30 minutes after the show closes.

4. E-shop

E-shop orders

Link to Brussels Expo E-shop:

You can order all your electrical, water, rigging, parking and internet connection(s) through the e-shop. In addition, you can also order additional services and products, e.g. furniture, stand construction, audio-visual aids, contact cards, etc. here. E-shop access starts today. The e-shop also contains the required information on stand construction, set-up and breakdown, along with the venue's technical specifications.

During the set-up period, power supply orders are not yet active. These activate after you register with Technical Dispatching. All rules concerning the elements of stand construction can be found in the safety regulations.

Important dates:

17-10-2024

End of preferential rate

8-11-2024 End of standard rate

9-11-2024 – 11:59 p.m. No more orders

15-11-2024 - 17-11-2024 InterClassics Classic Car Show Open

To ensure optimal service and the best possible price, we recommend placing your order as early as possible. Please keep the key deadlines in mind.

E-shop login

Username Your e-mail address

Password If this is your first time logging in, click 'New user'. Enter your details and follow the

instructions you received to create your password (min. 5 characters including 1

capital letter).

Carefully check whether the company details have been listed correctly in the e-shop. These details automatically become your invoice data. An administration fee will be charged for amendments made after receipt of invoice.

If you are looking for information or wish to place an order for a product you cannot find in the e-shop, please contact us with the details below.

Contact details:

Brussels Expo Connections Department

T +32 2 658 42 55

E connections@brussels-expo.be

Please place all orders through the e-shop. Orders by e-mail or telephone will, unfortunately, not be accepted.

During set-up, dispatching is located at the desk to the right of the Palace 5 entryway. This is your go-to for all kinds of questions and last-minute orders.

5. Safety

Brussels Expo Safety Regulations

Work safety is a key area of focus at Brussels Expo. It ensures our safety *and* yours, along with the safety of your employees, stand builders and exhibitors. Brussels Expo hosts and helps organise events, conferences, exhibitions, shows and dinners.

The nature of trade show set-up and breakdown-related logistics, in particular, are inherently dynamic. That said, all safety regulations must also be followed at this stage to prevent incidents and accidents. Suppliers and exhibition stands are joined by event organisers, exhibitors, and Brussels Expo staff in trying to navigate this complex work environment during set-up and breakdown. To access the Brussels Expo safety regulations and the safety coordination document, click here.

Please forward the safety coordination and safety regulations links to your employees (and any subcontracted parties). Any questions can also be sent to this e-mail address.

NB: Stands with an area of 72m² or more must be equipped with a dry powder fire extinguisher and mobile fire hose reel. If exhibitors do not have these items in their possession at the start of the event, they can still be purchased through the e-shop.

6. Additional information

Brussels Expo Liability

Goods stored in the exhibition centre or in corresponding spaces are at the participant's risk and expense. The organisers are not responsible for the insurance thereof. Neither Brussels Expo, nor the organisers, are liable for damage due to any cause whatsoever to property or persons caused by or in connection with show participation. Brussels Expo and the organisers are likewise not liable for third party damage caused by the use of the stand by the participant or their staff. The participant indemnifies the organisers against third-party claims on this account.

The participant is liable for and obliged to insure against any damage to the property of and/or to persons employed or commissioned by the organisers caused in any way whatsoever by personal act or negligence or the act or negligence of their staff or contributions. The participant indemnifies the organisers and Brussels Expo against all claims that others might assert in this regard.

Low Emission Zone

IMPORTANT

Low Emission Zone

The LEZ (low emission zone) has been in force in the Brussels Capital Region since 1 January 2018. This means that:

- Diesel vehicles registered in Belgium with a European Emissions Standard higher than four (4) are allowed in the LEZ. Diesel vehicles with a European Emissions Standard of 1, 2, 3 or 4 are not allowed.
- Petrol vehicles registered in Belgium with a European Emissions Standard higher than one (1) are allowed in the LEZ. Petrol vehicles with a European Emissions Standard 1 are not allowed.
- The registration applies to passenger cars, delivery vans (≤ 3.5 tonnes), vans and buses/coaches registered
 abroad (excluding the Netherlands). Registration is free and valid for three years, provided the vehicle's
 details do not change.
- Trucks (> 3.5 tonnes): these are category N2 or N3 goods vehicles, and category N1 vehicles with body code BC. **These vehicles are allowed in the low-emission zone.** No steps need to be taken, regardless of whether your vehicle is registered in Belgium or abroad.

Classic cars more than 30 years old

Classic cars more than 30 years old and registered in Belgium

The derogation is granted automatically if all the conditions below are met:

- The vehicle is registered in Belgium.
- The vehicle is more than 30 years old.
- The vehicle registered as a classic car (*oldtimer*) has a Belgian number plate with 'O', '1-O' or a personalised number plate (in accordance with article 4, § 3 of the Ministerial Decree of 23 July 2001 on the registration of vehicles).
- The vehicle is not used for commercial purposes.

In this case, the derogation is automatic. No arrangements need to be made to drive in the Brussels Low Emission Zone (LEZ). The derogation is granted for an indefinite period.

Classic cars more than 30 years old and registered abroad

Please apply for a derogation using the online form.

To validate your derogation application, please complete the steps below:

- Register the vehicle.
- Attach a copy of the registration certificate (grey/pink card).

Once a derogation is granted, it is valid for five (5) years, provided the conditions under which the derogation was granted do not change.

Classic cars more than 30 years old, registered in Belgium, and used for commercial purposes

For instance, this could include cars hired for weddings or other events.

Please apply for a derogation here: https://lez.brussels/mytax/en/exemption/select-country.

To validate your derogation application, you must attach proof that the vehicle is part of a 'business concept' and is used for commercial or tourism purposes (e.g. with photos or a copy of a brochure).

Once a derogation is granted, it is valid for five (5) years, provided the conditions under which the derogation was granted do not change.

The LEZ zone is monitored by a camera network (cameras with number plate recognition) set up at the entrances to the LEZ. Consequently, registration is mandatory.

Brussels Expo is located in the Low Emissions Zone (LEZ). However, Brussels Expo remains accessible without entering this zone, namely via Gate G on the Romeinsesteenweg (located outside the zone). That's good news for the show's set-up, given that related traffic will be **exclusively** through **this** entrance.

However, by leaving the Expo through Gates C or D1, you will enter this zone. Vehicles leaving the premises independently will enter public roads, which means these vehicles must be registered. Vehicles not being driven onto public roads because they are being transported, for example, do not need to be registered. The vehicle's means of transport, however, must, of course, meet the conditions for LEZ entry.

A LEZ map and access routes are available here: https://lez.brussels/mytax/en/practical?tab=ZoneLEZ. Follow this link https://lez.brussels/mytax/nl/ to register your car (have your car papers handy). For further information, please refer to the LEZ website https://www.lez.brussels/en.

Find out about vehicle access to the Low Emission Zone in the coming years below:

Diesel

Dieset									
Norm	2019	2020	2021	2022	2023	2024	2025		
Euro VI / 6	~	~	~	~	~	~	~		
Euro V / 5	~	~	~	~	~	~	0		
Euro IV / 4	~	~	~	0	0	0	0		
Euro III / 3	~	0	0	0	0	0	0		
Euro II / 2	0	0	0	0	0	0	0		
Euro I / 1	0	0	0	0	0	0	0		
Geen Euro	0	0	0	0	0	0	0		
Benzine/LPG/CNG	Benzine/LPG/CNG								
Norm	2019	2020	2021	2022	2023	2024	2025		
Euro VI / 6	~	~	~	~	~	~	~		
Euro V / 5	~	~	~	~	~	~	~		
Euro IV / 4	~	~	~	~	~	~	~		
Euro III / 3	~	~	~	~	~	~	~		
Euro II / 2	~	✓	~	~	~	~	0		
Euro I / 1	0	0	0	0	0	0	0		
Geen Euro	0	0	0	0	0	0	0		

Need a hotel?

BOOK A HOTEL ROOM

To ensure you a comfortable, carefree hotel stay during the InterClassics Car Show, the organising team teamed up with <u>Brussels Booking Desk</u> to select a range of hotels. We recommend booking your hotel room early due to limited availability in the city of Brussels. Click the <u>link</u> to find and book your room.

Any questions? Or would you like to make a group booking of nine rooms or more? If so, please contact the Brussels Booking Desk directly using the details below:

Cédric Devos

T: +32 - 2 552 00 08

E: c.devos@brusselsbookingdesk.be

The Brussels Booking Desk is the dedicated 'Accommodation Bookings Service' linked to the Brussels Convention Bureau (VisitBrussels) supported by the Brussels Hotel Association (BHA) and the Brussels Enterprises Commerce and Industry (BECI, Chamber of Commerce).

Working with third parties

The law on employee well-being applies. There are special contractor regulations in this regard. For your information, depending on the nature of the activities on the Brussels Expo site, Brussels Expo stresses that:

- the exhibitor must be regarded as the stand's employer; 'employer/employee',
 'contractor/subcontractor', 'third-party partners' legislation applies;
- Belgian law always applies, even if it differs from that of other countries and regardless of the nationality of the contractor or its employees on our site;
- the labour inspectorate (Federal Public Service Employment and Labour) has the same resources as the judicial police.

General features

The law of 4 August 1996 on the well-being of workers at work addresses working with third parties. This takes into account subcontractors who are employers *and* independent, self-employed subcontractors.

The Wellbeing at Work Act regulates the exchange of information, cooperation and coordination between the various parties involved, on the one hand, and establishes a system allowing the employer having work carried out by external contractors to monitor the effective application of the legislation by the contractors, on the other.

The employer of the establishment where employees of external companies perform activities must:

- provide the employers of these contractors with the information essential to its employees' wellbeing regarding the risks and measures (related to worker well-being) specific to its establishment;
- verify that the contractors' employees have received the appropriate instructions inherent to the client's business activity;
- coordinate the action of contractors and ensure cooperation between them and their own company in the implementation of measures on the well-being of workers at work.

Employers of external companies must:

- provide the employee at whose premises their employees perform activities with the necessary information concerning the risks inherent to their work;
- participate in coordination and cooperation.

Works by external companies

The employer of the establishment where employees of external companies perform activities must refuse to work with companies known by the employer not to comply with the legislation on employee health and safety.

Waste

Brussels Expo has a waste separation system. As a participant, you are responsible for your own waste. Brussels Expo can take care of the disposal of your waste. If you wish to dispose of waste during the show's opening hours, please do so in the Brussels Expo designated containers. These containers are next to the gates between Palaces 5 and 6, between the gates at Palaces 6 and 7 and at gates A and B of Palace 9. Please put the remaining waste next to the stand after show closure. Moreover, all waste must be separated before disposal.

In application of local regulations, each person involved is responsible for the disposal of their waste. They must contact the cleaning company for the removal, sorting and collection of the waste.

- Waste generated during the show, both solid waste, e.g. paper, cardboard, plastic, etc. and liquid waste, must be removed from the stands and their surroundings every day.
- Under no circumstances may liquid waste or other liquid products be poured into the sewer or toilets.
- If the party concerned fails to comply with these rules, the organisation has the right to have the waste removed.
- A contractor appointed by the organisation will be assigned this task at the exhibitor's risk and expense.
- The cleaning, collection, and sorting companies appointed by the organising committees must bring their waste to the collection centre, where it will be sorted.
- Hazardous waste (paint, solvents, etc.) may not be disposed of with regular waste and must be collected at their specially designated locations (please consult the cleaning company for more information).

No-smoking policy

A sitewide ban on smoking is enforced through the Brussels Expo buildings, including at the secretariats hired by the organisers. This ban is upheld by the following legislation:

- The RD of 15-05-1990
- The MD of 09-01-1991
- The RD of 19-01-2005 on 'the protection of workers from tobacco smoke'. This law entered into force on 01-01-2006 and concerns a smoking ban on all employers, employees and third parties (i.e. to include all self-employed workers, exhibitors, customers, etc.) in every workplace. In short, everyone entering the palaces must observe the no-smoking policy during set-up, the event, and during breakdown.

Monitoring of compliance with this legislation will be performed by the competent authorities. These inspectors have the power to issue notices of default and fine offenders.

In case of violation and reprimand therefor, the person concerned must immediately comply and extinguish their cigarette. If not, the offender must leave the BRUSSELS EXPO premises immediately.

To allow workers, exhibitors and visitors to smoke outside, Brussels Expo will provide some bins, specially equipped for extinguishing cigarettes, at a number of strategic locations.

FIRST AID

A first aid team will be on site at the Brussels Expo palace during the show's opening hours. For accidents during the set-up, breakdown, and the show itself, please contact the first aid team on +32 (0) 2/658.42.21 (8 a.m. – 7 p.m.).

Security

Despite the *general* security contracted by the organisation for set-up, the car show, and breakdown, you remain personally responsible for the safety of your stand and stand equipment. Stand security and surveillance are available on request. Please send your stand security request to c.leleu@brussels-expo.com.

Submitted requests can be cancelled up to two weeks before the start of the event; cancellations after this deadline will not be accepted. The security company cannot be held responsible for missing or damaged goods.

Brussels Expo Wi-Fi and internet

Brussels Expo's extensive Wi-Fi network is available to all exhibitors and visitors in all building locations. Access is quick and easy; however, availability is not guaranteed and only applicable to limited applications.

Here's how it works.

- 1. When at Brussels Expo, just open your browser and select the 'Free Expo Wifi' network.
- 2. You can now register.
- 3. Once you've successfully registered and logged in, you have free access to the internet.

Your session will expire after approx. two hours. Need to reconnect? Simply follow the steps you took the first time around.

We recommend ordering a fixed internet line for stand presentations or long-term use via this link.

Toilets

Use of Brussels Expo toilets is free of charge during InterClassics 2024.

Cloakroom

Space for a cloakroom has been provided at the entrance to Palace 5 and the Astrid Hall next to Car Park C. A fee of €2.50 applies to each item stored. The cloakroom is available during the show's opening hours. After hours, coats (in agreement with the organisation) will be transferred to the secretariat or security.

Parking during InterClassics 2024

The parking fee at Brussels Expo is €12 (including VAT) per parking session. On entry, please pay the fee to the agent on site at Car Park C. Special participant parking passes are available for purchase. The price of a parking pass for normal cars in Car Park C is €29,76 (excluding VAT) and remains valid throughout the show and during set-up and breakdown (please note: this is not included in the number of show days). If you require a parking pass for a truck, trailer or mobile home, you may only park in Car Park C. The cost of this parking pass is €89,28 (excluding VAT). Parking passes are available for purchase through the Brussels Expo e-shop.

A parking pass does not entitle you to a specific space, but a space in the car park is guaranteed. Brussels Expo accepts no liability whatsoever for theft or damage committed on or in the parking facilities. Purchased parking passes will not be refunded.

MECC Event Organiser and sustainability

The event organiser, MECC Maastricht – InterClassics, has been awarded the Green Key seal of approval – gold level – for the fifth year in a row. Gold is the highest rank attainable for this international quality label distinguishing sustainable business practices in the hospitality industry. The Green Key reaffirms MECC Maastricht's unflagging commitment to business practices that prioritise a healthy people, planet, and profit balance without compromising on comfort and quality.

MECC Maastricht aims to make exhibitors an active part of its sustainability vision and raise awareness about sustainable opportunities for trade show participation. Sustainability reduces energy consumption and limits waste production, which contributes to a better environment.

Printing and Merchandising

Brochures/flyers and other printed advertising may only be handed out **at** the stand. Printed matter can be printed on recycled paper using sustainable ink. Choose mindfully and responsibly when sourcing other merchandising by examining the entire product life cycle from start to finish, all with the People, Planet and Profit balance in mind.

Exhibition stand material

Sustainable stand construction

Show stands can be built using sustainable materials, e.g.:

- Wooden walls
- Pre-upholstered wooden walls
- Modular partition system
- Truss construction
- Reusable and/or renewable materials
- Reuse of previously built exhibition stands from other events
- Nontoxic, eco-friendly paints bearing an eco-label

Sustainable flooring

Consider reusing your flooring (e.g. carpet tiles) or use sustainably produced flooring.

Exhibition stand lighting

Energy-efficient lighting is also available to create a unique exhibition stand ambience and/or to highlight your products. Energy-efficient lighting includes PL, fluorescent, SL and LED lighting. Halogen lights and incandescent bulbs do not meet energy-efficiency standards. Please note that the Brussels Expo hall lighting is not optimal for sufficiently illuminating the vehicles.