



REGULATIONS FAIR BELGIAN OFFSHORE DAYS

WEDNESDAY 8TH & THURSDAY 9TH MARCH 2023

1 – GENERAL

1.1 ORGANIZER AND OBJECTIVE OF THE FAIR

1.1.1 The BELGIAN OFFSHORE DAYS are organized by the Belgian Offshore Cluster (BOC vzw), with registered office in B-8400 Oostende, Wetenschapspark 1 box 19.

For the practical organization of the fair, as well as for all decisions, of whatever nature, that have to be taken within the framework of the organization, BOC vzw disposes of a working group whose members are appointed by the Board of Directors.

THE BOARD OF DIRECTORS ISSUES THIS DOCUMENT WITH GENERAL REGULATIONS.

1.1.2 The aim of the BELGIAN OFFSHORE DAYS is to contribute to the promotion of the goods and services of the offshore industry with a view to promoting this offshore market.

1.2 PLACE AND DURATION OF THE FAIR

The BELGIAN OFFSHORE DAYS will take place in ACEG Arena on 8 & 9 March 2023.

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|-----------------------|--|
| <u>Place:</u> | ACEG Arena, Kon. Astridlaan 10, 8400 OOSTENDE |
| <u>Opening hours:</u> | on 8th March Fair from 10 am to 6 pm (+ reception from 6 pm to 7 pm) Conference from 10:30 am to 2:30 pm |
| | on 9th March Fair from 10 am to 4 pm B2B meeting from 11 am to 3 pm |
| <u>Target group:</u> | B2B (offshore professionals): free access with registration |

1.3 REGISTRATIONS

In order to be validly registered, the participation requests must be fully completed, signed and mailed to administration@belgianoffshorecluster.be

1.4 INFORMATION - PUBLICITY - VISITOR CARDS

The working group will promote the BELGIAN OFFSHORE DAYS through various channels.

A website, including registration module has been designed for the BELGIAN OFFSHORE DAYS: www.belgianoffshoredays.be

In addition, press releases will be issued social media posts will be actively promoted.

Exhibitors can invite as many guests as they like, they all have to register via www.belgianoffshorecluster.be

1.5 DUTIES AND RIGHTS

1.5.1 As soon as BOC vzw has received the confirmation of participation, as stipulated in article 1.3, the parties respect the current general regulations. Upon simple request, the present regulations can be sent to a prospective exhibitor and this even before his application to participate reaches the secretariat.

1.5.2 As long as the exhibition lasts, each exhibitor is obliged to have at least one person at the stand responsible for both stand and safety.

During the opening hours for the public, this person responsible must be present from the opening to the closing time of the fair.

1.5.3 The exhibitors can only rent :

- a kiosk of 3m² (3 x 1 m)
- a single stand of 9 m² (3 x 3m)
- a double stand of 18 m² (6 x 3m)

1.5.4 The exhibitors will build their stands:

- Tuesday 7th March: 4 - 6 pm
- Wednesday 8th March: 8 - 10 am

The exhibitors will remove their stands:

- Thursday 9th March: 5 - 7 pm

1.5.5 Serving or donating own beverages is not allowed

1.5.6 In case of urgent necessity, the organizers reserve the right to shorten the duration of the exhibition; this decision doesn't give the registered participants the right to cancel their registration or to claim compensation.

1.5.7 The organizers remind exhibitors that Belgian social legislation requires the employer to keep a special personnel register at each place of employment. The stand is considered a place of employment.

1.5.8 All costs and damage caused during the construction, opening and/or dismantling period will be recovered from the exhibitor concerned, even if the costs or damage are caused by companies that work on behalf of the exhibitor concerned.

1.5.9 By signing his participation request, each exhibitor explicitly accepts to respect all regulations and all decisions taken by the organizers in this context. He explicitly refrains from claiming any compensation from the organizers due to any sanctions that may be taken in his regard.

The circulars issued afterwards are an integral part of the present regulations.

The exhibitor who acts in violation of the present regulations after having been served notice by the organizers, will be sanctioned, in particular with a fine of € 250,00 to € 2480,00 maximum, and even by exclusion of the fair or immediate closure of his stand.

1.5.10 The organizers cannot be held responsible in any way for possible accidents before, during or after the fair; nor for theft of any kind, with or without traces of breakage.

2 - EXHIBITORS

2.1 EXHIBITORS ALLOWED

Are accepted as exhibitors: members and structural partners of Belgian Offshore Cluster vzw as well as non-BOC members who have a demonstrable link with the international offshore market. The requests for participation are dealt with in chronological order. The organizers evaluate individually each request for participation from a non-BOC member.

3 - ALLOCATION OF STANDS

3.1 PROCEDURE

3.1.1 When completing their participation request, the candidate exhibitors mention the stand number they wish to obtain, followed by a second and third choice. This request will be taken into account as much as possible, but in no way obliges the organization. The allocation of the stand numbers takes place according to the principle first come-first serve.

3.1.2 Under no circumstances may the stand be sublet fully or partially. The assigned stands must be occupied by the holder who is only allowed to exhibit the products and services explicitly mentioned in the participation application, without prejudice to the right of the organizers to prohibit the exhibition of products and/or services that are not in accordance with the present regulations.

Under no circumstances may the stand be sublet fully or partially or passed on to another organisation.

3.1.3 The names, addresses and activities of non-exhibitors and/or non-BOC members must not be mentioned in any form or be visible at the stand.

Exceptions are made for the names of the manufacturers (for example, of material). These may be shown. This poster may occupy maximum 25 % of the stand. If this 25 % is exceeded, the supplier will be considered as a co-holder and the stand price will be doubled.

4 - DEMOS

Demonstrations are subject to conditions on the outdoor area of Ostend Sea Place. Exhibitors who wish to give a demonstration must notify the organization before 07/02/2023. The working group will evaluate each request individually.

The exhibitor who gives the demonstration is always careful and responsible for the safety of the stand staff and the visitors. He will take out all necessary insurance for this himself.

5 – PRICES & PAYMENTS

5.1 PRICE TO RENT A STAND

| | BOC - Member | | Non BOC - Member | |
|------------------------------------|----------------------------------|---------------------------|----------------------------------|---------------------------|
| | Early Bird rate till 31.01.23 | Price from 01.02.23 on | Early Bird rate till 31.01.23 | Price from 01.02.23 on |
| Kiosk – 3 m ² | 1.300 € | 1.650 € | 2.475 € | 3.095 € |
| Single booth – 9m ² | 1.975 € | 2.475 € | 3.725 € | 4.655 € |
| Double booth – 18m ² | 3.950 € | 4.950 € | 7.450 € | 9.310 € |
| Prices are excl VAT 21% | | | | |

The prices include :

For a kiosk

- Rent of the basic kiosk for the entire period of the exhibition (backwall, carpet, desk & 1 stool)
- 1 exhibitor card
- Participation at the network reception for 1 exhibitor on the 8th of March
- 2 food jetons

For a booth of 9m2

- Rent of the basic booth for the entire period of the exhibition (walls, carpet, table & 2 stools)
- 1 exhibitor card
- Participation at the network reception for 1 exhibitor on the 8th of March
- 2 food jetons
- *The double for booths of 18m²*

If deviations are requested on the standard stand offered by the organisation, this must be reported when reserving the stand. A surcharge of 250 euro will be charged.

5.2 TERMS OF PAYMENT

5.2.1 For the payment of the rent, BOC vzw will draw up an invoice, which must be paid within 30 days of receipt. If full payment has not been made before 08/02/2023 (early bird rate) and 22/02/23 (regular rate), admission to the fair as an exhibitor can be refused and a 100% compensation (plus any (court) costs) of the full stand fee is due.

5.2.2 A compensation of 100% will be charged for cancelling a stand after 15/02/2023. Full or partial reimbursement can only be considered if the vacant stand is re-rented.

5.3 MISCELLANEA

5.3.1 Only Belgian law applies to the rights and obligations arising from these general regulations.

5.3.2 Only the Courts of Ghent, department Bruges, will be competent for any dispute. The exhibitors opt for a special residence at their stand for the entire duration of the exhibition, including the time required for setting up or removing the exhibited products.

5.3.3 No complaints will be accepted unless they are sent to the registered office of the Belgian Offshore Cluster by registered letter. The letter must in any case arrive at the latest within a week after the end of the fair.

5.4 PANDEMIC CANCELLATION CONDITIONS

If the fair cannot be held because of government decision(s), cannot take place or is practically unfeasible as a result, the following rules apply to the registration fee:

- The paid invoice will remain valid until it is possible to organise the Belgian Offshore Days physically (in other words, we will postpone the event and not cancel it)
- In case of cancellation by the exhibitor itself, 50 % of the registration costs remain due.