

AGORIA

BSDi

Belgian Security
& Defence Industry

2025

Rules of Engagement

EXHIBITIONS

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Introduction

By taking part in the Belgian pavilion organised by AGORIA / BSDI (Belgian Security & Defence Industry), you will enjoy guaranteed visibility thanks to a prime location at the trade fair.

Therefore, AGORIA / BSDI offers you three exhibition packages at the Belgian pavilion, from an individual stand to the presentation of your products on a shared stand, depending on your wishes and your budget.

- Exhibitors at the Belgian pavilion:
 - Individual stand;
 - Shared stand;
 - PSB (Product Sample Booth) stand.

You can also opt for one of our two non-exhibitor participation packages, which enable any member to benefit from the shared infrastructure of the Belgian pavilion as well as the events organised by AGORIA / BSDI, thus offering visibility and networking opportunities.

- Participants not exhibiting at the Belgian pavilion:
 - Companies participating in the trade fair on another stand (parent company, distributor, business partners, etc.);
 - Companies not participating in the trade fair (walker programme).

If you choose to participate in the Belgian pavilion, you will also enjoy the following services:

- Logistics facilitation and interface with the organiser
- Promotion at the trade fair and in media coverage of the trade fair;
- Organisation of visits by government and industrial delegations.

Definitions/Abbreviations

Trade fair	Professional trade event enabling companies to periodically present their new products to companies and contact their trading, industrial, academic and institutional partners
Pavilion	The entire surface area, constructions, easements and services provided by AGORIA / BSDI to ensure a presence and maximum visibility for its members at a trade fair
Exhibitor	Invited company, association or actor occupying an individual section of a pavilion
Participant	Invited company, association or actor benefiting from the Belgian pavilion's collective facilities or participating AGORIA / BSDI events during the trade fair
Stand	Part of a pavilion occupied by one of the exhibitors
BD	Board of Directors

General points

One of AGORIA / BSDI's aims is to organise business development events for its members. This may take the form of a 'Belgian pavilion' at international trade fairs, both abroad and in Belgium. This pavilion brings together the exhibitors' stands under a single banner.

Identifying and planning of the trade fairs

Each year (X), AGORIA / BSDI puts together an overview of the various trade fairs that will be held over the following years and will update it where needed.

AGORIA / BSDI sends out special calls for participation to ask who is interested; based on members' responses, the AGORIA / BSDI will decide whether to organise a Belgian pavilion.

The organisation of a Belgian pavilion assumes the presence of at least three exhibitors who will need to cover the costs of the organiser's staff.

However, the number of trade fairs will be limited to AGORIA / BSDI's organisation capacity, which will be set on an annual basis by the Board of Directors (BD).

AGORIA / BSDI representation at the pavilion

The AGORIA / BSDI is represented by a member of the BD, by the Director of AGORIA / BSDI or by any other person appointed for the occasion by the BD. This person is identified according to attendance at the trade fair. He or she is responsible for welcoming the official delegations and for the smooth organisation of the trade fair, in the spirit of the 'Rules of Engagement'.

Conditions of the right to vote

Only members of AGORIA / BSDI have the right to vote. Non-members may not vote.

Each m² reserved by a member of AGORIA / BSDI will count for one vote.

Example: a BSDI member which has 12 m² will have 12 votes.

Section 1: Packages for participation in the Belgian pavilion

1. AGORIA / BSDI members

1.1. Exhibitors at the Belgian pavilion

- The minimum surface area of a stand offered at the Belgian pavilion is 12 m².
- The exhibitors shall ensure a continuous presence of staff on the stand throughout the duration of the trade fair, as well as during the set up and dismantling phases.

1.1.1. *Individual stand*

An AGORIA / BSDI member exhibiting on its individual stand. This is considered as the usual exhibition method.

1.1.2. *Shared stand*

Several exhibitors can share a stand, which will have a minimum surface area of 12 m², with at least 6 m² per exhibitor. This will form a single stand, provided that the following conditions are met:

- The exhibitors at a shared stand declare their joint solidarity for the entire commitment.
- Coordination is required between the participating companies with a single representative, duly mandated, at the various meetings;
- No separation wall within the stand, which consists of an open space;
- Expenses to be divided up according to the m² per exhibitor for the surface area, the construction of the pavilion, the administrative expenses and general expenses.

1.1.3. *PSB (Product Sample Booth) stand*

Several exhibitors may share a surface area (of at least 12 m²) under the name AGORIA / BSDI, provided the following conditions are met:

- The AGORIA / BSDI takes care of the coordination of the stand;
- The individual exhibition surface allocated by BSDI based on participants requirements (case by case);
- A continuous presence at the stand throughout the duration of the trade fair shall be ensured by the exhibitors
- No separation wall within the stand, which consists of an open space;
- Posters with the companies' logos will be standardised and coordinated by AGORIA / BSDI;
- Expenses to be divided according to the m² per exhibitor for the surface area, the construction of the pavilion, the administrative expenses, the general expenses and the expenses incurred in order to ensure a presence on the stand.

1.2. Participants not exhibiting at the Belgian pavilion

1.2.1. *Companies taking part in the trade fair on another stand (parent company, distributor, business partners, etc.)*

- Use of general facilities (meeting room and / or lounge) provided these services are paid for and reserved in advance, under the same conditions as the exhibitors (calculated based on half of the minimum surface area of the 12 m² stand).
- Visual presence (name / logo / location / website, according to availability) in the common areas, screens or access at a rate of 1 m² (surface area / stand construction + graphics).

1.2.2. *Companies not taking part in the trade fair (walker programme)*

- Use of general facilities (meeting room and / or lounge) provided these services are paid for and reserved in advance, at the same daily rate as exhibitors (calculated based on half of the minimum surface area of the 12 m² stand).
- Visual presence (name / logo / location / website, according to availability) in the common areas, screens or access at a rate of 1 m² (surface area / stand construction + graphics).

2. Non AGORIA / BSDI members

2.1. Companies

A Belgian company which is not a member of AGORIA / BSDI that would like to participate individually in the Belgian pavilion may, by decision of the Director, participate in one trade fair on a trial basis, based on the same packages available to members:

- The equipment or service presented must be in line with the theme of the trade fair and with AGORIA / BSDI's values.
- The company must fulfil the conditions to become a full member of AGORIA / BSDI.
- As an exhibitor:
 - The surface area of the company's stand is limited to 25% of the total surface area of the Belgian pavilion, but never exceeding 24 m².
 - Priority in the division of the surface area of the pavilion will be limited.
- The participating company shall follow the same rules as the other participants, including the layout of the pavilion.
- The budgetary conditions of this participation implies a 15 % extra cost on the total invoice.

2.2. Belgian partner associations of economic actors, academic and institutional organisations

Associations of economic actors which have concluded a cooperation agreement with AGORIA / BSDI, as well as institutional and academic organisations may, by decision of the Director, participate in a trade fair as an exhibitor with a stand, either shared or not, under the organisation or association's logo:

- The equipment or service presented must be in line with the theme of the trade fair and with AGORIA / BSDI's values.
- The surface area of the organisations or association's stand is limited to 25% of the total surface area of the Belgian pavilion, but never exceeding 24 m²;
- Priority in the division of the surface area of the pavilion will be limited.
- The organisation or association shall follow the same rules as the other participants, including those regarding the layout of the pavilion.
- The budgetary conditions of this participation are the same as those of the members.

2.3. International partner associations

International partner associations may, with the approval of the Director, exhibit at the pavilion organised by AGORIA / BSDI, under the additional conditions mentioned below:

- The priority of an international partner association in the distribution of the surface area of the pavilion will be limited.
- The surface area of an international partner association's stand which is part of the Belgian pavilion will be limited to 25% of the total surface area of this pavilion, but never exceeding 24 m²;
- The surface area of an international partner association's stand that is not integrated in the Belgian pavilion will be limited to 50% of the total surface area reserved by the BSDI. AGORIA / BSDI ensures the display of a clear identity, but which is consistent with the general layout of the pavilion so that the common areas reflect a balanced image of the international composition.
- A supplement of 30% of the total amount of the invoice with a minimum amount equivalent to the minimum subscription will be added to the budgetary conditions of this participation.

Section 2: Organisation of the Belgian pavilion by the BSDI

1. Reservation of the location of the Belgian pavilion

1.1. Location of the pavilion

AGORIA / BSDI shall reserve the required surface area and will, as soon as possible and in consultation with the members concerned, negotiate the best possible location with the organisers of the trade fair.

If several locations are available, and depending on when this information is provided, AGORIA / BSDI will choose the best location in consultation with the members concerned.

In the event of a dispute, the decision will be taken as a last resort by the Director of AGORIA / BSDI based on the results of a vote.

1.2. Reservation date

To enjoy an ideal location, exhibitors are requested to preferably confirm their participation two years before the start of the trade fair and at the latest one year before the start of the trade fair, including an estimate of the m² in order for the AGORIA / BSDI to take an option on the location.

This confirmation is carried out by filling out the AGORIA / BSDI participation form, signing these Rules of Engagement and paying a first instalment.

1.3. Number of m²

AGORIA / BSDI must inform the organisers of the trade fair of the final number of m² at least one year before the start of the trade fair in order to avoid additional fees if the surface area is reduced, and to avoid unavailability if the surface area is increased.

A second instalment must be paid when providing the organisers with this information.

1.4. Change of surface area for a stand

A slight change may be made by the AGORIA / BSDI to the number of m² reserved by the exhibitors, to ensure optimum distribution of the total surface area.

If an exhibitor increases its surface area after having sent in its commitment form, this increase in m² will not give priority over the other exhibitors that have already sent in their commitment form. AGORIA / BSDI will check with the organisers whether an increase in surface area is still possible.

After sending in the commitment form, it is no longer possible to reduce the surface area.

2. Organisational meetings

2.1. First coordination meeting

A first coordination meeting will be organised at the latest four months before the start of the trade fair, depending on the number of exhibitors participating and the size of the pavilion.

2.2. Stand design meeting

The designated pavilion builder will present its design and quote to all the exhibitors. Of course, this is only possible if a Belgian builder is used.

For trade fairs held outside Europe, the design and quote will be presented by the local pavilion builder via email.

2.3. Individual meetings between the pavilion builder and the exhibitors

At the request of an exhibitor, the pavilion builder may organise an individual meeting in order to discuss the exhibitor's specific needs.

This meeting is only possible if a Belgian builder is used.

2.4. Evaluation meeting

The day before the trade fair, AGORIA / BSDI asks the approval of the Pavilion, if any complaints are made, they have to be sent by email before the end of the fair.

After the trade fair, a meeting will be held with all the exhibitors in order to go through their feedback. The AGORIA / BSDI will then draft a document which will be taken into account for the organisation of the next edition of the trade fair.

2.5. Location of AGORIA / BSDI meetings

Given the central location of Brussels, the meetings will be held at Agoria, HERMESLAAN 7, Diegem
Or online if necessary.

3. Distribution of the exhibitors' locations

Exhibitors' locations at the Belgian pavilion are determined according to the following criteria, in order of priority:

3.1. Stand surface area

An exhibitor that has reserved the most m² may choose its location within the AGORIA / BSDI's pavilion first. For the order of choice of location of the other exhibitors, the AGORIA / BSDI will apply the rule starting from the largest number of m² to the smallest.

For the m², the so-called 'representative' surface area is considered, in the spirit and interest of promoting the quality of the stands as indicated in Section 2, Article 4.2. The 'representative' surface area is obtained by deducting the areas used for the purposes of logistics, meetings or reception from the total surface area.

3.2. FIFO

If several exhibitors have reserved the same number of m², the First In / First Out (FIFO) principle will be applied, in other words the date on which the signed commitment form with the desired number of m² is returned will be taken into consideration.

3.3. Seniority

In the event of a tie at this stage (m² and form date), priority will be given to the member that has taken part in the highest number of AGORIA / BSDI pavilions over the past three years.

3.4. AGORIA / BSDI priority

Members of the AGORIA / BSDI shall have priority over other participants, as mentioned in Section 1, Article 2.

4. Construction of the pavilion

4.1. Common areas

4.1.1. *Choice of pavilion builder*

For European Fairs, AGORIA / BSDI has a contract with [AKTUAL](#) till end 2028.

For non – European Fairs :

Various pavilion builders will be asked to put together a quote to ensure that the current price is still competitive and to ensure continued innovation. The proposals of up to three potential pavilion builders will be discussed by the exhibitors and AGORIA / BSDI. These builders will be asked to present their designs and quote via a meeting or by email based on the following criteria:

- The price;
- Compliance with the specifications;
- Compliance with deadlines;
- Creativity;
- The design of the pavilion;
- The final details in the quote;
- The transparency of the quote.

It is possible to have the option of a multi-annual contract with a pavilion builder.

The pavilion builder with which the AGORIA / BSDI signs a contract for a trade fair outside Europe must, where possible, be a local pavilion builder with an office in the city where the trade fair will take place.

First of all, the aim of the meeting is to agree on which pavilion builder to choose.

If no agreement can be reached during this meeting, the Director and Business Group Leader of AGORIA / BSDI will choose and appoint the builder based on the quotes received, comments from the exhibitors and based on the above criteria.

4.1.2. Exclusivity

The exhibitor agrees that the construction and layout of the entire pavilion will be carried out exclusively by the company chosen by AGORIA / BSDI and the majority of the exhibitors for this purpose. If an exhibitor wishes to lay out part of its stand itself and if this request is justified, this exhibitor is requested to inform the AGORIA / BSDI in advance. This part of the layout will then be entirely under the responsibility of the exhibitor.

4.1.3. Description of the common areas

The common areas will generate common expenses that will be shared out in proportion to the m² occupied by the exhibitors:

- The floor platform;
- The floor covering;
- The banner above the pavilion;
- All the furniture and visuals in the bar/lounge, in the storeroom and in the corridors;
- The lighting over the pavilion and in the bar/lounge, in the storeroom and in the corridors;
- Sockets in the bar/lounge, in the storeroom;
- Framework for the joint construction of the pavilion;
- Support points for the banner or another construction on the ceiling;
- Water and electricity connections for the common areas;
- The walls making up the common areas;
- Canvas above the pavilion and/or above the bar/lounge;
- Stairs up to the bar/lounge if it is located on the first floor;
- Photos, graphics, frames and copyright, in the bar/lounge and corridors;
- Screen and video in the bar/lounge;
- The corridor/entrance to the bar/lounge;
- Reception furniture with logos at the entrance to the bar/lounge;
- Logos and names of the BSDI, Agoria and the exhibitors in the bar/lounge;
- Pillars with the identification of 'Belgium' at each exhibitor's stand;
- The pavilion builder's fees for the common areas: construction, finishings, transport, loading and unloading, dismantling, the hotel, the per diems, etc.;
- The emergency exit signs;
- All access for disabled persons to the bar/lounge but also to all exhibitors' stands;
- Fire extinguishers in the bar/lounge but also on all exhibitors' stands;
- Smoke detectors in the bar/lounge but also on all exhibitors' stands;
- Consumables;
- Storeroom: surface area, design and decoration;
- Cleaning.

4.1.4. *Identification of the pavilion and stands*

The entire pavilion will be topped by a 'Belgium' banner, alternately bearing the name 'Belgium' (international language) and the name required in the local language. This way most visitors will be welcomed in their own language. The name 'BSDI' will be indicated in the common areas. Each exhibitor will have its name on its individual stand. In the event of a cooperation with an international partner association, the association's nationality will be indicated in a balanced way that respects the general layout of the pavilion.

4.1.5. *Orders*

Each exhibitor shall inform the AGORIA / BSDI of its electricity, water and Internet connection requirements. AGORIA / BSDI shall then pass on this information to the pavilion builder and the trade fair organisers. The exhibitor will place an order for the internet connection in the trade fair's exhibitor area.

In hot countries, AGORIA / BSDI and exhibitors shall liaise and agree whether there is a need to provide fans or air conditioning in the pavilion.

4.2. Individual areas

It is important to ensure visual uniformity within the pavilion and visibility for all exhibitors. To this effect, the following construction regulations should be followed:

- Exhibitors are requested to use as few separation walls as possible between the individual stands, in order to maintain an open pavilion. Consequently, it is not permitted to erect separation walls at the edges of the pavilion;
- Separation walls must be 50 cm away from the edge of the platform. There must be colour uniformity, preferably with white walls;
- The maximum authorised height for separation walls between two exhibitors is 3 m;
- The maximum height of the walls at the inner part of the exhibitor's stand (so this is not a separation wall between exhibitors) will be 4 m. These walls must be at least 1 m away from the separation wall and the edge of the pavilion and 1 m below the 'Belgium' banner. Exceptions are permitted on an individual basis, and only if they do not reduce the visibility of neighbouring exhibitors;
- It is possible to exhibit over a height of 4 m under the following conditions:
 - Maintain a distance of 1 m away from the separation wall and the edge of the pavilion;
 - Remain at least 1 m below the 'Belgium Banner';
 - Have the agreement of most of the neighbouring exhibitors on the Belgian pavilion.
- The option for exhibitors to have a second floor is subject to the following conditions:
 - If the bar/lounge and/or BSDI space is located on the second floor;
 - With no more than 30% of the surface area;
 - If most neighbouring 'Belgian' exhibitors agree.
- Uniform flooring is required. An exception may be made to this rule for technical reasons (demonstration of a product);
- Each exhibitor is free to organise their exhibition, but they are asked to pay particular attention to 'representativeness'. This is characterised by the surface area dedicated to exhibiting its products and by the quality of the equipment on display. Standard frames like a pop-up display must thus be limited as far as possible.

Section 3: Services offered by AGORIA / BSDI

1. Invitations

1.1. Belgian Ambassador and collaborators, defence attachés and commercial attachés

AGORIA / BSDI will contact the Belgian diplomatic staff concerned in the country where the trade fair takes place in order to inform them about the trade fair and to request the organisation of a networking event. These persons will also be invited to the Belgian pavilion for the networking event organised by AGORIA / BSDI.

1.2. Belgian delegations

AGORIA / BSDI will invite the Belgian delegations concerned to visit the Belgian pavilion.

1.3. Foreign delegations

In collaboration with the trade fair organiser, AGORIA / BSDI will also invite certain foreign delegations to visit the exhibitors at the Belgian pavilion. The exhibitors will be asked which delegations they would like to meet.

1.4. Sister organisations

AGORIA / BSDI will invite the BSDI's sister organisations participating in the trade fair to visit AGORIA / BSDI pavilion.

2. Promoting participants

The following promotional measures will be taken:

- Article on Agoria Online;
- Social Media;
- AGORIA / BSDI press release if there is enough input from exhibitors and if all exhibitors agree to involve the press;
- AGORIA / BSDI website;
- Logos and names of participants on AGORIA / BSDI pavilion;
- Exhibitors' film on the screen located in the bar/lounge;
- Brochures, leaflets, flags, roll-up banners, etc.
- Belgian pins.

3. Infrastructure

3.1. Meeting room

Where possible, and if there is interest among the participants in the Belgian pavilion, a 'meeting room' space will be made available to exhibitors in order to hold more discrete meetings.

A list of reservations will be available at the pavilion according to the FIFO principle, and on a reasonable basis.

The size, layout and decoration will be defined in consultation between AGORIA / BSDI and all the participants in this trade fair.

The expenses for this meeting room will be shared between all participants, in proportion to the equivalent surface area of their stand.

3.2. Bar/lounge

Where possible, and if there is interest among the participants in the Belgian pavilion, a 'bar/lounge' space will be made available to exhibitors.

The size, layout and decoration will be defined in consultation between AGORIA / BSDI and all the participants in this trade fair.

The expenses for this bar/lounge will be shared between all participants, in proportion to the equivalent surface area of their stand.

Access to the bar/lounge other than for AGORIA / BSDI events at the Belgian pavilion is limited to participants, visiting members of the BD, persons working for AGORIA / BSDI and their guests. The bartender may only serve drinks to persons formally identified as eligible persons. Eligible persons shall ensure that their guests

are always accompanied. The practical arrangements governing the management of the bar/lounge may be listed in an ad hoc or accompanying document.

The bar/lounge will open 15 to 20 minutes before the trade fair opens and will close 30 minutes after the trade fair closes.

The catering expenses will be billed to participants, preferably according to what they consume, or in proportion to the equivalent surface area of their stand if necessary.

3.3. Hostesses/bartenders

The number of hostesses and/or bartenders required will be determined in consultation between AGORIA / BSDI and the exhibitors. At the same time, the precise tasks that will be assigned to them will also be determined. Provision should be made for penalties in the event of delays or other problems with the hostesses and bartenders.

4. Events

4.1. Events organised by AGORIA / BSDI during the trade fair

Access to these events is reserved for Belgian pavilion participants and their guests. Members of AGORIA / BSDI that are not participating in the Belgian pavilion but would like to participate in an event can do so by following any application procedures required and by paying a contribution at a daily rate for use of the general facilities as a non-exhibitor (walker programme).

4.2. Other events organised by third parties at the Belgian pavilion

Access to these events is the responsibility of the organiser but will be organised in collaboration with the BSDI.

Section 4: Exhibitors' commitments

1. Badges

'Exhibitor' access badges must be ordered by participants. Badges for BSDI 'common areas' service providers (hostesses, bartender, etc.) will be ordered by the BSDI.

2. Catalogue

Each exhibitor must fill out the form for their company in order to be listed in the catalogue. AGORIA / BSDI will do the same for AGORIA / BSDI page.

3. Insurance

AGORIA / BSDI will take out third-party liability insurance for the AGORIA / BSDI's liabilities.

Each exhibitor must have third-party liability insurance and insurance for its own equipment on the stand. No compensation may be claimed from Agoria / BSDI.

4. Transport/customs

Each exhibitor is responsible for transporting its own equipment, for customs obligations, as well as for receiving the delivery at the stand when it arrives, and for picking it up again and presenting it for dispatch.

5. Assembly, installation and dismantling of the pavilion and the stands

All exhibitors must be on site (at least one person per exhibitor) during the assembly and dismantling of their own stand in order to monitor the construction process and provide the pavilion builder with any recommendations required. If an exhibitor is not present, she or he may no longer request any changes from the pavilion builder.

Receiving and sending back equipment and setting up the stands are the responsibility of the exhibitor and must be carried out within the time allotted and scheduled by the organiser.

If the person in charge from one of the exhibiting companies is absent during this period, any problem encountered will be managed in a prudent and responsible way by AGORIA / BSDI responsible on site.

Any financial consequences related to the activities mentioned above shall be exclusively borne by the absent exhibitor.

Section 5: Financial aspects

1. Budget

An estimate of the total costs will be available when AGORIA / BSDI asks its members which of them want to participate in the trade fair.

Before each trade fair, AGORIA / BSDI will present exhibitors with an estimate of the budget, once the number of exhibitors and their respective m² are known.

This budget will include the following common expenses:

- Registration fees to be paid to the trade fair organisers;
- Surface expenses related to the number of m² reserved for the common spaces (bar/lounge, meeting room, storeroom, etc.) and the individual surface area;
- The corners of the pavilion;
- The construction of the pavilion;
- The administrative expenses: AGORIA / BSDI representation costs, banking fees, fees for the preparatory and debriefing meeting rooms, parking, copying and mailing, graphics, hostesses, etc.;
- General expenses: bartenders, catering, rigging, electricity, water, cleaning, etc.;

AGORIA / BSDI will keep separate accounts for each trade fair. These accounts will keep a constant record of:

- The cost of the commitments already taken;
- The amount of expenses;
- The balance of IN and OUT payments.
- The balance sheet of the operation including the management fee.

2. Grants / fundings

Each exhibitor must apply for grants/fundings directly with the relevant regional authority.

3. Payments

3.1. Distribution code

3.1.1. *Registration fees*

These fees will be divided into equal parts or by m² by the number of exhibitors, according to the organiser's distribution.

3.1.2. *Surface*

Invoices for the rental of the surface will be addressed directly to AGORIA / BSDI and paid by the BSDI. Before the start of the trade fair, AGORIA / BSDI will invoice this amount to the exhibitors according to the number of m² reserved.

3.1.3. *Corners*

These expenses will be divided up between the exhibitors with corners.

3.1.4. *Construction of the pavilion*

- For the construction of the pavilion, an invoice will be sent to AGORIA / BSDI for the general construction and common areas. AGORIA / BSDI will then bill this amount to the exhibitors, according to the number of m² reserved.
- The pavilion builder will send an invoice directly to each exhibitor for the individual layout expenses for their part of the pavilion.
- The pavilion builder will be billed a penalty of at least 30% for any delays or poor quality in the construction of the pavilion.

3.1.5. *Administrative expenses*

These expenses will be divided by the number of exhibitors, given that these expenses do not depend on the m².

3.1.6. *General expenses*

These expenses will be divided according to the m².

3.2. Prepayments

Once the exhibitors have signed the participation form and the Rules of Engagement, AGORIA / BSDI will send them a prepayment invoice for 30% of the surface area reserved via the participation form.

As soon as the number of m² is confirmed, AGORIA / BSDI will send the exhibitors a prepayment invoice covering the balance of the amount due in relation to the total surface area of the pavilion, to secure the reservation of the location.

As soon as the pavilion builder has been chosen, AGORIA / BSDI will send the exhibitors a prepayment invoice for 100% of the quoted amount for the common areas.

3.3. Final statement

Within three months after the end of the trade fair, a final statement, will be drafted by AGORIA / BSDI. The resulting invoices or credit notes will be sent out to exhibitors.

AGORIA / BSDI's invoices must be paid within thirty days after the invoice date.

If an exhibitor has not paid these invoices within the payment deadlines, AGORIA / BSDI is entitled to ban this company from participating in BSDI's pavilions. After wiping off its debts, for a period of two years, this company must make the full payment in advance if it wishes to participate in trade fairs.

Section 6: Cancellations

1. Cancellation of the trade fair by the organisers

If the trade fair is cancelled by the organisers for reasons beyond AGORIA / BSDI's control, for example a natural disaster, a terrorist threat, etc., reimbursement of the costs incurred cannot be claimed from AGORIA / BSDI and the remaining amounts due must be paid to the organisers. This is why exhibitors are also asked to read the trade fair's terms and conditions.

2. Cancellation of a stand by an exhibitor

If a registered exhibitor ultimately decides not to participate in the trade fair, the latter will have to pay its share of the expenses already incurred as well as any future expenses related to its participation.

If no other exhibitor wants to take over the m² from the exhibitor in question, these m² must be included in the common areas and the exhibitor must also pay its share of the expenses already incurred and future expenses for this space.

If a company decides to leave AGORIA / BSDI after having signed the commitment form, it shall be subject to the same rules as the other exhibitors. Furthermore, an additional amount must be paid to offset the subscription. The additional amount will be determined by the BD of the AGORIA / BSDI.

Any other scenario will be considered on an individual basis by the BD of the AGORIA / BSDI.

Section 7: Trade Fair Terms & Conditions

The exhibitor is informed that the Trade fair organizer has its own terms & conditions (hereinafter the 'Trade Fair Terms & Conditions'). Agoria is coordinating the participation of Exhibitors into the Trade fair, but has no liability to the Exhibitors or any third party other than providing the coordination services as described in the present ROE. All obligations and liabilities in the Trade Fair Terms & Conditions are to be read and interpreted as Terms & Conditions directly applicable to the Exhibitors. Therefore, the Exhibitors will fully indemnify and hold harmless Agoria for any duties, payments or other obligations put on Agoria by the Trade fair organizer or any other third party in connection with the Trade fair.