



# EUROPEAN LIQUID GAS CONGRESS

**Katowice, Poland**  
**22-22 May 2025**

# UPDATE LOG

Please see below for an overview of all updates to the Exhibitor Manual version.

# WELCOME

Welcome to the Technical Exhibitor Manual of the ELGC 2025, which will be held from 20 - 22 May, 2024 in Katowice, Poland.

EA Exhibitions is appointed as the official Exhibition Contractor for the ELGC 2025.

The manual can be downloaded in PDF format from downloads, in your dashboard on <https://www.toddo.com/event/elgc2025>

## PROFESSIONAL CONGRESS ORGANISER

### MCI Brussels

Avenue des Arts 47  
1000 Brussels  
Belgium

[exhibition@europeanliquidgascongress.com](mailto:exhibition@europeanliquidgascongress.com)



## EXHIBITION CONTRACTOR

### EA Exhibitions

Zekeringstraat 36B  
1014 BS Amsterdam  
The Netherlands

T: +31 20 26 23 272

[elgc@eaexhibitions.com](mailto:elgc@eaexhibitions.com)



# IMPORTANT INFORMATION

## General

- Rigging must be requested before **8 APRIL, 2025**. Requests received after this date cannot be processed anymore.
- Two weeks before build-up, you will receive an email with information on how to create your build-up badge.

## Space only

- Maximum construction height of the stands in Multifunctional Hall B & C is:
  - 4 meter for walls
  - 7 meter for rigging (top of hanging structure)
- The deadline for submitting your stand approval is the **8 APRIL, 2025**.

## On-site

- All empties must be removed from the exhibition on **20 MAY, BEFORE 12:00**
- Emergency aisles must be empty during the build-up and breakdown (marked in blue on the [floorplan](#)).
- The use of safety shoes and hi-vis vest is compulsory in all construction areas, otherwise access will be denied by the security staff. The safety shoes must comply with category S3 or higher. Stands featuring rigging in their construction require the use of hard hats.

## Orders

- Orders placed via the web shop will only be processed after payment is received. If we do not receive the payment prior to the event, stand items will not be installed when build-up starts.
- Cancellation of orders are entitled to a refund in the following way:
  - 100% refund until 6 weeks prior to start date of the event (minus €85 administration costs).
  - 50% refund between 6 weeks and 30 days prior to start of the event (minus €85 administration costs).
  - 0% refund from 29 days to the start of the event.
- Please take duly note that any on-site complaint should be sent in writing within 48hrs from the service supplied. Otherwise it will not be taken in consideration and no refunds will be made.
- Re-issuing the invoice to a different billing address is subject to administrative fee of €85, which will be included in the new invoice.

# CONTENT



# GENERAL INFORMATION

## LOCATION

Katowice International Conference Centre (MCK)  
Plac Sławika i Antalla 1  
40163 Katowice  
Poland

You can find your way to the congress center via: [link](#)

Access for lorries as shown below and via: [link](#)

The exhibition of the ELGC 2025 will be held in the Multifunctional Hall B & C



# FLOORPLAN

See up to date exhibition floorplan on the Toddoo Exhibitor portal: <https://www.toddoo.com/event/elgc2025>  
The emergency aisles are indicated by the blue arrows, and must always remain free of obstructions.





## CONTACT LIST

| COMPANY   | EMAIL  |
|---|--|
| <b>EA Exhibitions</b><br>Exhibitor Stand upgrades<br>Exhibitor products & services/ Web shop<br>Exhibitor portal<br>On-site exhibitor service desk<br>Stand builders badges | <a href="mailto:elgc@eaexhibitions.com">elgc@eaexhibitions.com</a>   |
| <b>MCI Brussels</b><br>General exhibition/ congress inquiries<br>Exhibition & Sponsorship<br>Registration<br>Bagde Scanners   | <a href="mailto:exhibition@europeanliquidgascongress.com">exhibition@europeanliquidgascongress.com</a><br><br><a href="mailto:sales@europeanliquidgascongress.com">sales@europeanliquidgascongress.com</a><br><br><a href="mailto:registration@europeanliquidgascongress.com">registration@europeanliquidgascongress.com</a> |
| <b>Deli Catering</b><br>Stand catering  | More information will be provided soon.<br>For any immediate requests, please email to<br><a href="mailto:logistics@europeanliquidgascongress.com">logistics@europeanliquidgascongress.com</a>   |
| <b>Valverde</b><br>Freight forwarding & handling<br>Lorry parking   | <a href="mailto:elgc@valverde.nl">elgc@valverde.nl</a>   |



# TIME TABLE

| BUILD-UP AND DISMANTLING HOURS   | BADGE TYPE                             | DAY       | DATE        | TIME           |
|--|--|-----------|-------------|----------------|
| Move - in / build-up for <b>Raw space</b>  | Stand builder badge                    | Sunday    | 18 May 2025 | 12:00 - 20:00  |
|  |  | Monday    | 19 May 2025 | 08:00 - 20:00  |
|  |  | Tuesday   | 20 May 2025 | 08:00 - 12:00* |
| <b>*ALL EMPTIES MUST BE REMOVED FROM THE EXHIBITION BEFORE 12:00!</b>  |  |           |             |                |
| Move - in exhibitors with an <b>Equipped booth</b> from EA Exhibitions   | Exhibitor pass                         | Tuesday   | 20 May 2025 | 08:00 - 16:00* |
| <b>*ALL STANDS MUST BE READY AND ALL EMPTIES MUST BE REMOVED FROM THE EXHIBITION BEFORE 12:00!</b>                       |  |           |             |                |
| Finalisation on Raw space**  | Stand builder badge/<br>Exhibitor pass | Tuesday   | 20 May 2025 | 12:00 - 16:00  |
| <b>**NO ACTUAL CONSTRUCTION INCLUDING: PAINTING, SAWING, DRILLING, FLIGHTCASES OR ANYTHING ELSE THAT REQUIRES TOOLS!</b> |  |           |             |                |
| Dismantling - packing  | Stand Builder badge/<br>Exhibitor pass | Thursday  | 22 May 2025 | 15:00 - 15:30  |
| Dismantling  | Stand Builder badge                    | Thursday  | 22 May 2025 | 15:30 - 24:00  |
| EXHIBITION OFFICIAL OPENING HOURS  | BADGE TYPE                             | DAY       | DATE        | TIME           |
| Exhibition official opening hours - Opening cocktail   | Exhibitor pass/<br>Delegate pass       | Tuesday   | 20 May 2025 | 17:30 - 18:30  |
| Exhibition official opening hours  | Exhibitor pass/<br>Delegate pass       | Wednesday | 21 May 2025 | 08:30 - 17:30  |
| Exhibition official opening hours  | Exhibitor pass/<br>Delegate pass       | Thursday  | 22 May 2025 | 08:30 - 15:00  |

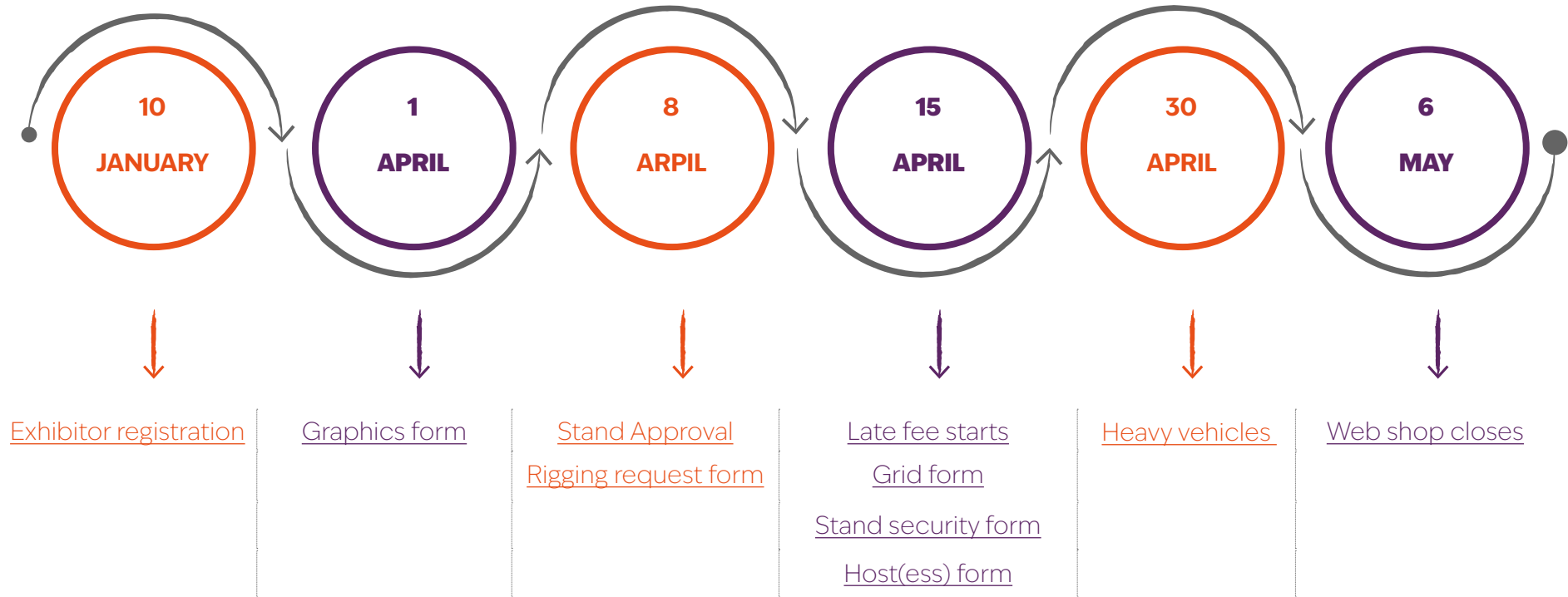
THE EXHIBITION WILL BE ACCESSIBLE FOR EXHIBITORS 30 MINUTES BEFORE AND AFTER THE OFFICIAL EXHIBITION OPENING HOURS.

Updated ELGC 2025 Congress program: <https://europeanliquidgascongress.com/agenda/programme/>



## DEADLINES

To purchase extra items, register your attendees, upload all the necessary documents and request services, please check the deadlines below and click the tabs to access the dedicated forms and websites.



Click each topic to access online forms or more information



## PROMOTIONAL ACTIVITIES

Use our downloadable [promo toolkit](#) to communicate about your participation!

To ensure a successful conference for all parties involved we would like to achieve as high attendance as possible. For this reason, we have prepared a promo toolkit with ready-to-use communications materials and text for you to promote and disseminate about the event. Please use the information available to best promote the conference on your Social Media accounts, website, newsletters, and any other communications tools you might be currently using.

If you are interested in any visibility options during the exhibition, such as signage, these can also be found in the web shop.

Should you have any questions, need special materials, sizing, etc. please contact: [marketing@europeanliquidgascongress.com](mailto:marketing@europeanliquidgascongress.com).

# EXHIBITOR INFORMATION

## EXHIBITOR BADGE ALLOCATION

All delegates, exhibitors and sponsored sessions organisers will receive a personal badge to access the ELGC2025. Each badge is personalised and must be worn at all times while inside the Congress Center. Delegates not wearing their name badge will not have access to the Halls.

Badges will be printed onsite and will not be sent via email prior to the event. Based on the bar code you will receive via email one week prior to the congress days, you will be able to print your badge at the self-printing stations located in the registration area.

Kindly note that badges are unique and personalised for each participant and cannot be exchanged onsite. The Organisers will not accept several participants sharing the same badge. Please register all your participants accordingly.

A transfer of registration to another participant from the same company may be accommodated at the discretion of the Organisers. All registration cancellation & transfers requests should be sent by email to the Registration Secretariat at [registration@europeanliquidgascongress.com](mailto:registration@europeanliquidgascongress.com).

| 6SQM STAND | 9SQM STAND | MOBILITY HUB |
|------------|------------|--------------|
| 2 passes   | 3 passes   | 1 pass       |

### Exhibitor badge grants access to:

- Exclusive access to the exhibition hall 30 minutes before and after it opens to the general public.
- Complimentary catering on Wednesday and Thursday, including coffee breaks, lunch, and snacks.
- Attendance to the opening session of the event on theSTAGE.

**PLEASE NOTE THAT THE EXHIBITOR PASS DOES NOT GRANT ACCESS TO HIGH-LEVEL SESSIONS ON THESTAGE, THEFORUM, NOR ANY WORKSHOPS.**

Each exhibitor will receive 1 non-nominative badge access to theSTAGE allowing you to participate to all sessions held in theSTAGE and in theFORUM. Your non-nominative theSTAGE badge can be collected from the registration desk on-site.

Your non-nominative theSTAGE badge can be collected from the registration desk on-site.

## ADDITIONAL EXHIBITOR BADGES

If you would like to register more colleagues in addition to your complimentary passes, extra tickets can be bought [here](#)

|                           |         |
|---------------------------|---------|
| Per pass without Catering | 30€/day |
| Per pass with Catering    | 75€/day |

Badges can be picked-up at the registration area. The registration area is located at the entrance on Olimpijska street.



## REGISTRATION DESK OPENING HOURS

| DAY DATE              | TIME          |
|-----------------------|---------------|
| Tuesday 20 May 2025   | 08:00 - 19:00 |
| Wednesday 21 May 2025 | 08:00 - 18:00 |
| Thursday 22 May 2025  | 08:00 - 15:30 |

\*Opening hours still subject to change

## DELEGATE PASS AND OTHER REGISTRATION OPPORTUNITIES

Information on other registration opportunities such as full delegate passes, visitor passes or how to purchase workshop tickets can be found on the congress website [here](#).



# BUILD-UP AND DISMANTLING

## Rules & regulations

- Early dismantling is expressly prohibited. All exhibits, displays, stand fittings, and materials must be removed from the premises by the time and date stated by the organisers. Removal of exhibits and dismantling may not commence until after the official closing time (22 MAY, 15:00) of the congress.
- Heavy vehicles and pallet truck are prohibited during the show and must be used only during authorized timings.
- Emergency aisles must be empty during build-up and breakdown at all times as officially confirmed by the fire and safety department. Obstructing the aisles will result in the removal of all materials. The emergency aisles are marked by a blue arrow on the floorplan.
- All design elements and other equipment used by the stand builder must have up-to-date certification indicating their fire-resistance rating, and all materials must be at least flame-resistant. Certificates must be from research institutes in Poland or the European Union. Materials that have undergone fire-retardant treatment, with documentation indicating their fire-resistance rating will also be accepted.
- After the end of the exhibition, the equipped stands must be returned in their original condition. The panels should remain free from damage, and no posters, graphics, or tape should be left on them. Any damage to the panels will result in additional charges to the responsible exhibitor. If tape is required, please visit the exhibitor service desk for assistance to obtain appropriate tape.

## Stand builders passes & access

Each individual staff member who requires access to the venue during official build-up and dismantling hours must present a copy of this stand builder template badge duly completed with full name, company name, stand number and signature. Two weeks before build-up, you will receive an email with information on how to create your build-up badge.

Note:

- Stand builders passes do not grant the bearers access to the congress centre outside of the official build-up and dismantling hours. All stand builders who require exhibitor badges during congress days must inform the organisers in advance, who will then issue them an exhibitor badge.

### IMPORTANT - PPE

The use of safety shoes and high-visibility vests is compulsory in all construction areas, otherwise access will be denied by the security staff. The safety shoes must comply with category S3 or higher. Additionally, if rigging is part of your stand construction, hard hats are also required.



## CATERING

All stand catering or bar stock must be ordered from Deli Catering, the official caterer of the event.

It is not allowed to use external catering suppliers. A fine may be imposed if it is discovered that your stand catering was not ordered via the official caterer.

Deadline to order catering is: **tbd**



## FREIGHT FORWARDING & ON-SITE HANDLING

Valverde is appointed as the Sole Freight Agent. MCI Brussels has chosen this partnership to guarantee a professional and high-level logistical service at all times.

Why Valverde?

As an event exhibitor or sponsor, the focus should lie on presenting your organisation, however, all the arrangements around an event can be a challenging responsibility. Our aim, is to ease your experience by leaving the logistics and handling to Valverde. As your specialized event logistics service partner, we will promptly inform you about all the details and regulations surrounding the logistics of the event. We will plan and arrange your transportation requirements both to and from the event. Our industry knowledge and experience allows us to meet all your transportation needs at the best price.

Furthermore, Valverde can assist you on-site. We arrange stand deliveries and storage of empties and/or full goods, help with unpacking or any other form of Ad Hoc assistance you might require. At Valverde, we take pride in providing excellent service with a personal approach, allowing you to sit back and enjoy the event.

All empties must be removed from the exhibition before 12:00 on Tuesday 20 May 2025. Please make sure to unpack your crates before this time, otherwise they will be removed from the stand and cannot be accessed. Due to limited build-up time, Valverde is the only party allowed to unload. For more information you can find the freight forwarder manual and the handling instructions under the downloads tab on your portal.

**Valverde BV**

**Attn. Luuk Nordemann**

Zekeringstraat 36B. 1014 BS Amsterdam, The Netherlands

T. +31 20 653 8555

[elgc@valverde.nl](mailto:elgc@valverde.nl)

[www.valverde.nl](http://www.valverde.nl)

# VALVERDE



# HALL INFORMATION

1) The standard building height for the exhibition is 2.50m. Maximum construction height of the stands in the exhibition halls:

- 4 meter for walls
- 7 meter for rigging (top of hanging structure)

2) The maximum floor load in the exhibition:

- Multifunctional Hall B & C is 1500 kg per m<sup>2</sup>

Any exhibit exceeding this limit will require special handling to distribute the load. Exhibitors are responsible for notifying EA Exhibitions of any potential weight concerns.

3) There are several utility channels in the hall. Electricity, internet and water will be connected to the closest, most beneficial channel (duct).

It is prohibited to obstruct any electric switchboards.





# HEAVY VEHICLES

For heavy vehicle displays, please submit the below requirements:

- Full dimensions of the vehicle
- Weight and pressure per point of the vehicle
- A clear photograph of the truck

Please send these details to [elgc@exhibitions.com](mailto:elgc@exhibitions.com) and [exhibition@europeanliquidgascongress.com](mailto:exhibition@europeanliquidgascongress.com)  
Please note that the vehicle can only be displayed in the Mobility Hub after receiving an official approval.  
The deadline to request heavy vehicle display in the Mobility Hub is: **30 APRIL, 2025**

## Display Guidelines:

Heavy vehicles should preferably be showcased in the Mobility Hub, with no additional items such as racks, counters, or other displays placed alongside them. Depending on the size of the vehicle, one or multiple slots in the mobility hub may be required.





## MEETING ROOMS

In case your company needs a meeting room, please send an email to [exhibition@europeanliquidgascongress.com](mailto:exhibition@europeanliquidgascongress.com) including the following information:

- Dates required
- Duration of the event: timing per day
- Ideal room set-up (theatre style, classroom)
- Company name
- Name of your event
- Title/ topics / content/ description of your event
- Any other specifications
- AV/F&B via Deli Catering and any other service needed, if any

The event should be approved by European Liquid Gas Congress 2025 and a proposal including room rental and basic equipment will be sent to you based on the given information.

# EXHIBITOR SERVICES PROVIDED BY EA EXHIBITIONS

The following exhibitor services can be ordered in the web shop <https://www.toddo.com/event/elgc2025>

|                            |                            |
|----------------------------|----------------------------|
| Audio-Visual equipment     | Graphics                   |
| Catering                   | Hostess & Security         |
| Cleaning and Waste removal | Internet & Wi-Fi           |
| Electricity                | Lighting                   |
| Floor covering             | Suspension Wires / Rigging |
| Furniture                  |                            |

An exhibitors service desk operated by EA Exhibitions will be nearby the exhibition halls during the entire duration of build-up, dismantling and event.



## AUDIO- VISUAL EQUIPMENT

AV and PC equipment can be ordered via the [webshop](#) on the exhibitor portal - Toddo.  
For any special requests please contact us at [elgc@eaexhibitions.com](mailto:elgc@eaexhibitions.com)



## CLEANING AND WASTE DISPOSAL

The organisers will arrange daily cleaning of the aisles outside the exhibition open hours. Responsibility to clean exhibits and remove trash rests with the exhibitor.

The exhibitor and/or stand builder **is responsible for removing their own waste** during build-up and dismantling. It is mandatory to order waste containers (i.e. carpet/plastic/paper and mixed waste) on our web shop in case you will not be removing any waste yourself. Any material left behind in the stand or the hall after build-up and dismantling, will be directly charged to the exhibitor.

You can order cleaning via the the webshop: [link](#)



## ELECTRICITY

Included in your exhibition booking:

- Equipped Stands (via MCI Brussels): A main connection and power socket is included (1kW)  
Note that there will be an electrical switchboard located in each stand!
- Raw spaces: **NO electricity included.** Electricity must be purchased via the webshop.

### IMPORTANT:

- Power will be distributed by the venue from the floor ducts.
- All exhibition installations are turned off every day after the end of each exhibition day and closing the venue for visitors.
- All exhibitors who do not want to appoint the venue responsible for an electrical distribution switchboard of the stand must request approval via EA Exhibitions. The costs of legalisation, carrying out the project and the necessary documentation shall always be charged to the exhibitor.
- If the stand installation does not meet the set requirements, it cannot be connected to the power grid within the venue. These requirements must be complied before power can be supplied to your stand. Electrical (switching) panels must not be accessible to visitors.
- In case of a raised floor, the electricity distribution point must be accessible.
- For safety reasons, connections to existing utilities may only be performed by the venue or its authorised service partners.
- Each relocation of a connection that is applied for during the time of pre-construction and construction shall be billed.

**Grid form/electrical plan:** Indicate on the [grid form](#) your preferred location for your electricity connections. Include your stand orientation and exact measurements to each outlet.

Deadline to submit your grid form: **15 APRIL, 2025.**



## GRAPHICS

Exhibitors can purchase graphics for their booths directly through webshop. This service ensures that all graphic needs are met with high-quality, tailored designs that align with the event's specifications.

For detailed guidelines on artwork specifications, formats, and dimensions, please contact [elgc@eaexhibitions.com](mailto:elgc@eaexhibitions.com)

Deadline to submit your grid form: **1 APRIL, 2025.**

You can submit your graphics via this: [link](#)



## HOST(ESSES)

A hostess service is offered to assist with welcoming, reception, tidying, re-stocking materials, light hospitality, and general on-site assistance. Hostesses can be booked for several time slots, with a minimum booking of 4 hours.

The quotation will include a stand badge for the hostess.

The deadline to request host(ess) service is: **8 APRIL, 2025**.

Submit the online form to request a quotation via: [link](#)



## STAND SECURITY

Although every reasonable security precaution is taken throughout the build-up, event days and dismantling, show management cannot be held responsible for any loss, damage or accident which may occur to any exhibitors (or their stand builders) property or personnel.

We strongly recommend that any small or attractive items are kept under constant supervision and removed each evening and that suitable insurance cover is arranged for your stand.

The deadline to request stand security is: **8 APRIL, 2025**.

Submit the online form to request a quotation via: [link](#)



## INTERNET AND WI-FI

A general Wi-Fi network will be available in all public areas during the entire duration of the event.

To ensure the highest capacity and accessibility for services (i.e. business applications), a fixed network connection is recommended.

A fixed cable internet connection can be ordered on the web shop. Please make sure to include the preferred position of the internet cable in your grid form as well.

You can order internet via the [webshop](#)

## **EQUIPPED STAND** Basic shell scheme

Spaces are booked as raw space only or including an equipped stand.

### An equipped stand includes the following items:

- Shell scheme construction
- Fascia with company name and stand number (max 20 characters)
- Carpet from roll
- Spotlight (1 unit every 3 sqm)
- Electrical switchboard 1KW
- Lockable counter
- Barstool (2pcs)
- Clothes Hanger
- Waste basket

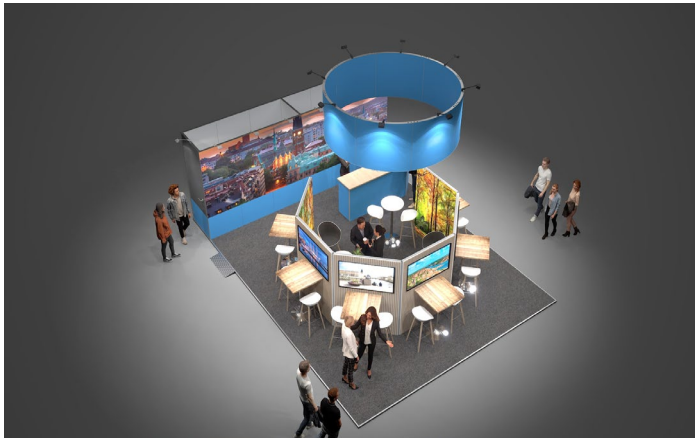
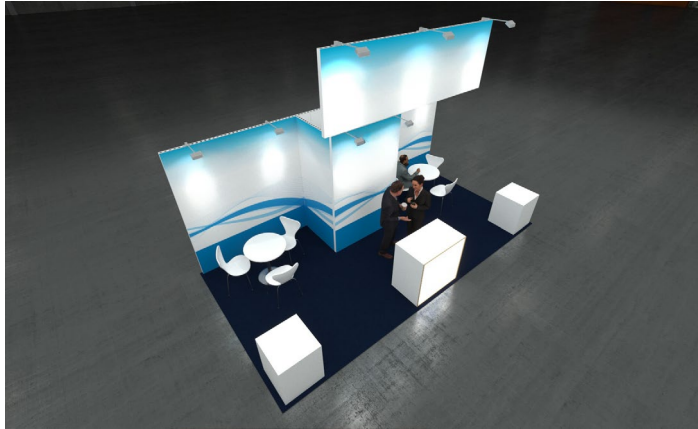


Additional items such as furniture, fascia logo's, plants and printed walls can be ordered on our [web shop](#)! We offer a wide variety of items and branding options that can enhance the look & feel of your standard stand package.

# CUSTOMISED STAND DESIGNS

Would you be interested in captivating the attention of all attendees at your exhibition stand? We can help you to transform your ideas into an unforgettable design!

Together with our local supplier, we aim to design a personalised, beautiful and sustainable alternative for your company which will contribute to realise all your goals during ELGC2025. The size of the stand does not matter; from 9 sqm to large exhibits, we are more than happy to submit a proposal! Contact [elgc@eaexhibitions.com](mailto:elgc@eaexhibitions.com) for more information or a personalised quotation.





# RIGGING / SUSPENSION WIRES

## Rigging order requirements

EA Exhibitions is responsible for the safety of all hanging items, rigging and connections to the building structure. Therefore the establishment of all rigging points and wiring may only be performed by authorised staff of the venue and its official rigging partner.

The deadline to request rigging and/or submit your technical rigging plan is **8 APRIL, 2025**.

In order to process the rigging orders we require a detailed sketch of your stand including the following (mandatory) data:

- The exact placement of each rigging point with measurements compared to the edges of the stand (e.g.: x: 750 cm y: 350 cm below).
- The exact height of each rigging point.
- The weight attached to each rigging point. The maximum load for each rigging point must not exceed 500kg.
- The weight of the whole construction to be hung.
- CAD drawing of your rigging points with coordinates in dwg format, not PDF.
- Orientation of your stand indicating references such as location of aisles or neighboring stands.
- Weight per point marked in the CAD over each point.
- Static weight calculations signed by an engineer or someone that makes himself/herself responsible for what it will be suspended.

## Regulations

- It is important that the gap between the rigging/suspended banner and the walls/elements on the floor is a minimum of 1 meter.
- Rigging must be placed 1 meter inside from your neighbors allocation.
- The maximum load for each rigging point must not exceed 500kg.
- The minimum distance recommended between rigging points for hanging elements is 2 meters to ensure safety and stability.
- Only winches that have been approved for operation can be used at the facility. Using D8+ winches is recommended. Any other winch must be secured with a steel cable compliant with an appropriate safety standard.
- Load suspended on a rigging point must be static, meaning it must be prevented from moving up or down. All machinery or equipment that could allow it to move must be switched off or secured.
- Assembly must be conducted from the forecourt side.

There may be cases where columns or other infrastructure in the hall would require pre-rigging, or the request cannot be accommodated at all in your space. The venue reserves the right to make minor adjustments and/or do suggestions in order to enhance your rigging order.

Rigging may only be ordered via EA Exhibitions. You can access the online form to request rigging here: [link](#)  
Any relocation of installation etc. either on late notice or on-site will be invoiced directly to the exhibitor.





The general supply points for water and drainage will be provided and connected by the venue. The connection will be connected to the nearest supply point of one of the utility channels in the floor. If your stand has a raised platform, the water pipe will be laid underneath. Please make sure that the connection can be easily accessed! Connections to exhibition hall water and drain lines shall be via 1/2-inch pipes in the case of water lines and 40-mm pipes in the case of drain lines.

Any additional activities or rentals on-site will be charged directly to the exhibitor.

You can order water via the [webshop](#)

# EXHIBITION REGULATIONS

## SIDE EVENTS

Social networking events are an important part of the congress itself. It creates the opportunity for participants to meet outside of the busy scientific programme of the congress. Such events should take place outside of the official programme hours and are subject to approval of ELGC - please send any requests to [exhibition@europeanliquidgascongress.com](mailto:exhibition@europeanliquidgascongress.com)

Transportation to networking events must not depart until the end of the official programme hours. All organisational & financial matters pertaining to non-official ELGC networking events are the responsibility of the participating company in charge of the networking event.

## LEGAL ISSUES

Each participating company is responsible for the material and information they make available at the congress. Companies and their mandated organisations should only present material and information which has been approved by their legal departments and which is in compliance with the legislation of the host country of the congress. The organisers will not intervene or arbitrate in case of any legal issues.

## PHOTO AND FILM RECORDING

Taking videos and pictures of your stand and staff working during the event is permitted, however, please ensure that delegates and other exhibitors are not identifiable in your videos/photos unless you have explicitly asked for their consent.

Exhibitors are only permitted to take photographs of their own stand and displays. It is strictly forbidden to reproduce, draw, photograph or video products or displays owned by other Exhibitors without their prior written consent.

Use of video recording equipment within the venue is strictly forbidden unless written approval has been granted by the ELGC Exhibition Department prior to the congress. Please submit your request for validation to [logistics@europeanliquidgascongress.com](mailto:logistics@europeanliquidgascongress.com)

## INSURANCE REQUIREMENTS

All exhibitors must have Public/General Liability insurance adapted to the value of their stand and stand exhibited materials. All risks covered against damage and theft to the exhibitor's own property, and to property rented/leased by the exhibitor, shall also be arranged by each exhibitor.

No responsibility can be accepted by ELGC/MCI Brussels /EA Exhibitions/ MCK for injury, loss of life, theft or damage to property.

Written proof of insurance policies will not be formally requested but is recommended to always have available during the congress.

## GIVE-AWAYS AND PRINTED MATERIAL

Give aways and printed material may only be distributed in the space rented by the exhibitor in the exhibition hall or meeting rooms rented by the exhibitor.

The freight agent Valverde can assist with shipping items. Please email [elgc@valverde.nl](mailto:elgc@valverde.nl) for further information on their services. Please note, no printing services are available on site.

## NOISE / LIGHTS

Exhibitors may not produce noise and/or use amplification of music and/or voice which may be heard outside the space assigned to the exhibitors, or which may interfere with or be felt objectionable to attendees or other exhibitors. The volume level must not exceed 70dB (A) at the boundaries of the stand. The organisers reserve the right to require exhibitors to discontinue any such activity. Live presentations at the stand are not permitted without prior approval from the organisers.

Illumination on the stand must remain within your stand space and cannot interfere with the visibility of neighboring stands or of the aisles.

## PARTITION WALLS

Every exhibitor should take care of their own partition walls directly bordering with neighbouring stands. Partition walls that are visible from the back side and walls that are higher than 2.50m should be clean and coated in solid white. For shell schemes, it is not permitted to use the walls from neighbouring stands for your own purposes.

Partition wall required per stand type:

- Row: 3 partition walls (left, back, right)
- Corner: 2 partition walls (left/right, back)
- Peninsula: 1 partition wall (back)
- Island: no partition walls

## SAFETY & FIRE REGULATIONS

Sprinkler systems, fire alarms, fire extinguishers, smoke detectors, mechanisms for closing exhibition hall doors and other pieces of safety equipment, including their signs or markings, shall be kept free from obstructions. Their operation must not be impaired and remain clearly visible and identifiable, and always remain fully functional.

- Escape routes shall always be kept clear.
- Emergency exits should not be obstructed, obscured, have anything hung over them, or otherwise be rendered unrecognisable.
- Aisles and walkways shall not be constricted by objects deposited herein or extending into them. All exhibits and furniture must remain within the allocated stand area. Items must not be placed in aisles.

## STAND APPROVAL – RAW SPACE

Every raw space only design needs to be approved by EA Exhibitions before build-up. In order to approve your design, we need to receive:

- Technical drawings (floor plans, perspective views, sectioned views and top view)
- 3D Visuals
- Building description specifying materials used and fire-resistance rating

Raw space stands with special structures (e.g. structures or exhibits >4 meter in height, closed ceilings, platforms higher than 20cm, etc.) must be approved by EA Exhibitions and will need a structural analysis prior to the event, and are subject to additional costs (depending on the structure). A structural inspection will be performed during build-up, and costs can be charged when the structure does not reflect the plan submitted.

Submission of your stand plan is possible until **8 APRIL, 2025**.

Submit the stand design via this: [link](#)

### General

- We aim to encourage the most effective use of island spaces (4 open/aisle sides). This means maintaining visibility and transparency throughout the exhibition by ensuring that your stand design does not obstruct views from aisle to aisle, while also keeping open-sided stands as accessible to exhibition traffic as possible.
- Maximum construction height of the stands in the exhibition halls:
  - 4 meter for walls
  - 7 meter for rigging (top of hanging structure)
- All stands shall be entirely self-supporting. Nothing can be hanged from the roof or be attached to walls of the venue.
- The usage of products containing organic solvents are strictly forbidden, such as contact adhesives, spray paint, paint with white spirits or thinners with solvents.
- It is forbidden to suspend fabrics or other materials from the ceiling because of the effectiveness of the installed sprinkler system and detection elements of the fire protection system.
- All stand construction and decorative materials must comply at least with building materials class B1 of DIN 4102 and/or class B/C s1 d0 of EN 13501-1 (i.e. must be flame retardant and neither form toxic gases nor drip while burning).
- All stands must be designed and constructed as sustainable as possible (i.e. reusable materials).
- All stands with rigging structures must accomplish the rigging information detailed in this [manual](#).

## FLOORING

- Floor covering is mandatory.
- Carpet can only be placed when using approved carpet tape. All tape must be removed at the end of the exhibition. Failure to do so will result in exhibitors being charged for its removal by the organisers.
- The max. height of the raised floor is 5cm.
- In case of a raised floor / platform, the stand contractor must confirm that the technical services are placed at the right location before setting up the platform. No complains will be accepted nor refunds are given in case the stand contractor does not check it prior to set-up. New services will not be accepted or installed when the platform is set-up.
- Installations must be accessible.

## WALLING (SEE VISUAL 1 ON THE NEXT PAGE)

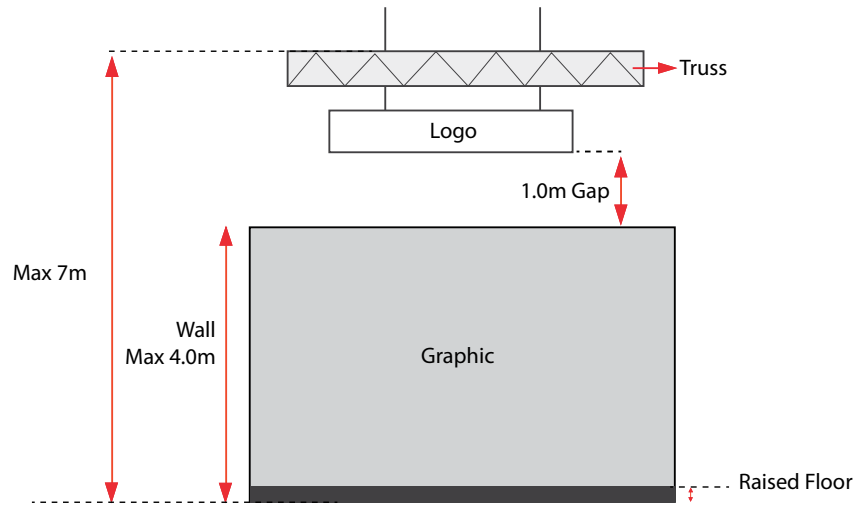
Stands with 3 open sides or less are obliged to erect a wall (minimum height 2.50m) between themselves and any direct bordering stand(s):

- A row stand requires walls on three sides (one back wall and two side walls)
- A corner stand requires walls on two sides (one back wall and one side wall)
- A peninsula stand requires only one wall (one back wall).
- An island stand does not require any walls (please check the regulations regarding closing off sides).
- It is not allowed to use walls from neighbouring stands for your own purposes.
- Exhibitors and/or stand contractors are responsible for leaving any face of a partition wall higher than 2.50 meters in a clean, solid white finish (no graphics or logos).

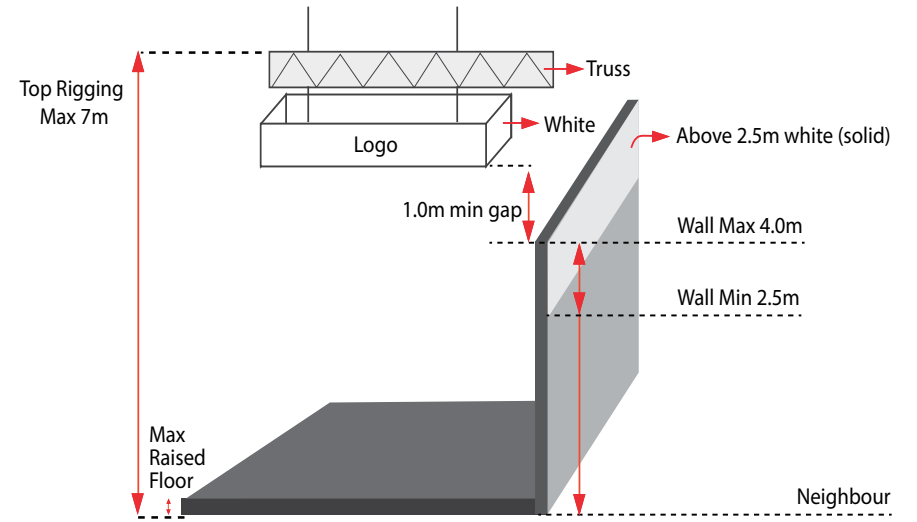
## TRANSPARENCY & VISIBILITY

- It is not allowed to close off more 1/3 of an open side (i.e. an open side of 3 meters may only be closed off with a wall of 1 meter maximum). This applies to each open side!
- The design must be open and welcoming, and will not be approved if deemed to have a detrimental effect on neighbouring stands.

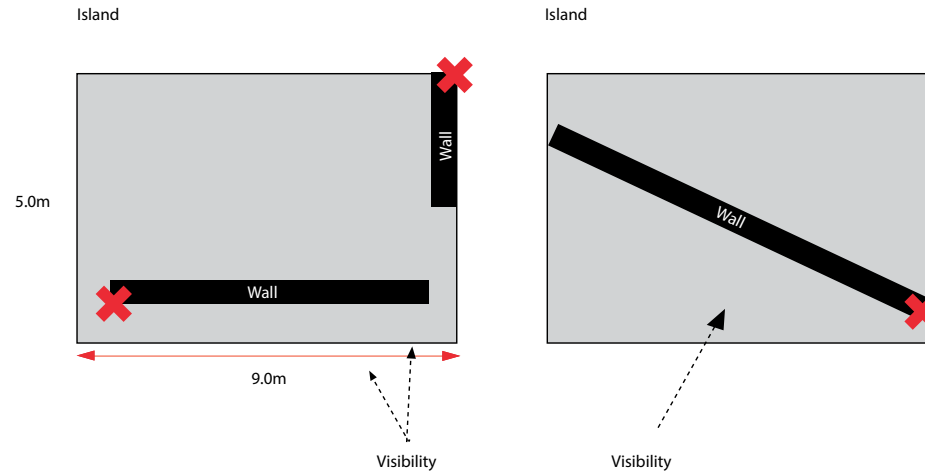
Visual 2 Front View



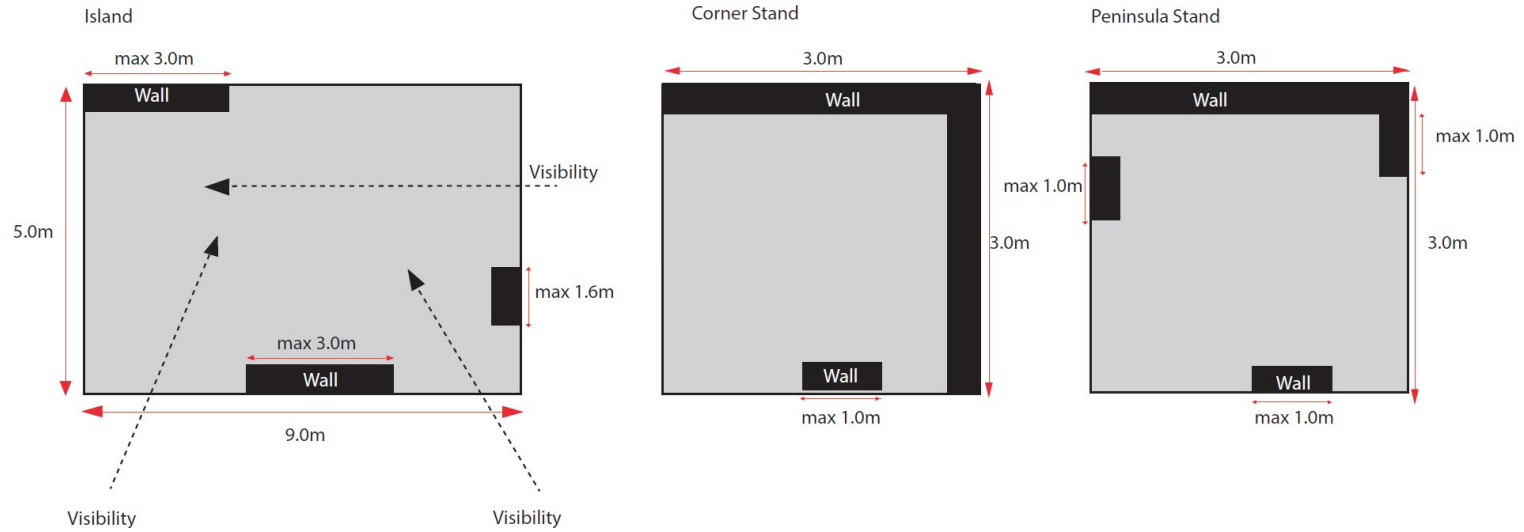
Visual 3 Side View



**Visual 4** Top view – what is not allowed?



**Visual 5** Top view – 1/3 Rule – Wall Visibility





# GENERAL RULES & REGULATIONS

Please find the General Rules & Regulations of the venue under the downloads tab of your exhibitor portal dashboard.

Please find the General Rules and Regulations of EA Exhibitions under the downloads tab of your exhibitor portal dashboard.